

# COTGRAVE TOWN COUNCIL

SUITE F, COTGRAVE BUSINESS HUB, CANDLEBY LANE,  
COTGRAVE, NOTTINGHAM, NG12 3US

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**Mrs J Stephenson – Town Clerk**

14<sup>th</sup> May 2025

Dear Sir/Madam,

You are invited to attend the **Annual Town Meeting** of Cotgrave Town Council, followed by the **Ordinary Council Meeting** both being held on **Monday 19<sup>th</sup> May 2025 at 7pm**, which will be held at Cotgrave Futures to transact the business specified below.

Members of the press and public are welcome to observe proceedings. Time is allowed for brief public participation. (Please forward details of any issues to the Town Clerk prior to the meeting.)

Yours faithfully

*J D Stephenson*

**Mrs J Stephenson  
Town Clerk**

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## **AGENDA Annual General Meeting**

1. Election of Chairman and signing of the Declaration of Office.
2. To receive apologies for absence.
3. Election of Vice-Chairman of Council and signing of the Declaration of Office.
4. Committees – to appoint representative on other bodies: Finance Committee (5), Personnel Committee (5), Cotgrave Futures Trust (3), Cotgrave Country Park Liaison Committee (1), Tree Warden (1).
5. To receive the following Council documents: a) Schedule of Meetings for 2025-2026  
b) Health and Safety Policy Statement (to be signed by the Chairman of Council).
6. Bank Signatories – to confirm the bank signatories for the next two years (until end of current council).
7. Review of the following policies – a) Financial Regulations (to adopt), b) Risk Management, c) Standing Orders, d) Health and Safety Policy, e) Councillor Code of Conduct.
8. Report in relation of Section 137 expenditure - 2024/2025

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## **Town Council Meeting**

1. To receive apologies for absence.

2. Declarations of Interest.
3. Public Open Session.
4. To confirm the accuracy of the minutes of the Town Council meeting held on 17<sup>th</sup> April 2025.
5. To consider progress with the decisions taken.
6. To confirm the Planning Minutes – to note
7. Planning Applications
  - 25/00757/VAR Land North of Parcel 2 Hollygate Lane, Cotgrave, Nottingham – variation of condition 2 (Plans), 5 (Surface Water Drainage), 6 (Drainage Plans), 22 (Junction Works) and 23 (New Roads) for 20/0322248/OUT to amend wording of the approved plans.
  - 25/00773/VAR Land South and East of Hollygate Lane, Cotgrave, Nottingham – variation of condition 6 (Surface Water Drainage Scheme4), 7 (Drainage Plans), 21 (Access), 22 (Junction) and 23 (New Roads) for 20/02508/OUT to amend the wording of the approved plans referred in Condition 22.
8. Financial Matters – to consider a) payments made, b) income received (since the last meeting), c) Financial Statements for April 2025.
9. Annual Governance Statement for 2024-2025
  - i) Section 1 Annual Governance Statement 2024-2025
  - ii) Section 2 Accounting Statements 2024-2025
  - iii) Confirmation of the dates of the period for the exercise of public rights.
  - iv) Bank Reconciliation
  - v) Explanations of variances between boxes 7 and 8
  - vi) Internal Auditors Report
  - vii) Internal Auditors Recommendation.
10. Rialtas – Make Sense of Your Data : Report Interpretation Course.
11. Grants – to consider grant requests from a) Cotgrave Library.
12. Council Website – to consider quotation to upgrade the Town Council's Website.
13. Policies – to consider and discuss the adoption of the Councillor Absence Policy.
14. Nottinghamshire & Nottingham Local Nature Recovery Strategy – to council wish to comment on the consultation.
15. Update from Ward Members.
16. Correspondence
17. Clerk's Reports
18. Councillors Reports

**The press and public will be excluded from the meeting during consideration of the following item/s of business on the grounds that they involve the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.**

19. Personnel Committee – to receive a report.
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