

# 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 2026

Dear Sir/Madam,

You are summoned to attend the **Annual Town Meeting** of Cotgrave Town Council, followed by the **Ordinary Council Meeting** both being held on **Monday 18<sup>th</sup> May 2026 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 Council 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 for a) Finance Committee (5), b) Personnel Committee (5)
  5. To appoint representative for other bodies: Cotgrave Futures Trust (3), Cotgrave Country Park Liaison Committee (1), Tree Warden (1) and Snow/Flood Warden (1).
  6. To receive the following Council documents: a) Schedule of Meetings for 2026-2027  
b) Health and Safety Policy Statement (to be signed by the Chairman of Council).
  7. Review of the following policies – a) Financial Regulations, b) Risk Management, c) Standing Orders, d) Health and Safety Policy, e) Staff Handbook, f) Councillor Code of Conduct.
  8. Report in relation of Section 137 expenditure - 2025/2026
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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 20<sup>th</sup> April 2026.
  5. To consider progress with the decisions taken.
  6. To confirm the Planning Minutes – to note
  7. Planning Applications –
  8. Financial Matters – to consider a) payments made, b) income received (since the last meeting), c) Financial Statements for April 2026.
  9. Annual Governance Statement for 2025-2026 – to agree all the documents for submission to the External Auditor.
    - i) Section 1 Annual Governance Statement 2025-2026 (To be read out by Chairman)
    - ii) Section 2 Accounting Statements 2025-2026
    - 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. Grants – a) Pythian Club.
  11. Council Policy – a) to review Operation London Bridge, b) to adopt the Investment Policy.
  12. Council Events – to consider future events, including the Sumer event cancellation.
  13. Suite F, Cotgrave Business Hub – Lease signed 8.9.2021 – To discuss the underpayment requested by Rushcliffe Borough Council.
  14. Council Insurance 2026-2027 – to consider renewing current insurer for 1 year, 3 year or any other options.
  15. Update from Ward Members.
  16. Correspondence
  17. Clerk's Reports
  18. Councillors Reports
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