

**Minutes of Ordinary Meeting of Trowell Parish Council held at Trowell Parish Hall, Tuesday
12th March 2024, starting at 7.30pm.**

Present: Shaun Bell, Helen Cumberpatch, Helen Cutting, Lavinia Harper, Michelle Harvey,
Debbie Hopwood, Cynth McGann and Alison Slack.

In attendance: Jane Murden (Clerk/RFO), Cllr Doddy (NCC) and Cllr Ball (BBC)

Item Ref	Description	Action
180/23	Chairmans Welcome. The chair welcomed everyone to the meeting and asked members to introduce themselves due to four new members being co-opted/elected on to the Council.	
181/23	Apologies for absence. a) Councillors received apologies for absence from SF & TH. Noted by the members. b) Councillors voted to accept apologies received.	
182/23.	Declarations of Interests. Councillors to declare interests in subsequent agenda items as follows: a) Pecuniary interests – none received. b) Other registerable interests – none received. c) Non-registerable interests – none received.	
183/23.	Minutes. Councillors reviewed and approved the minutes as a true record of the business conducted at the meeting held on the 13 th of February 2024 with a majority vote.	
184/23.	Councillor Vacancies. Members received one application for co-option. The application was reviewed and voted upon all in favour .	
185/23.	County Councillors Reports. Cllr Doddy gave a verbal update to members. Cllr McGrath sent apologies for not attending and updated the Clerk.	
186/23.	Borough Councillors Reports. Cllr Ball gave a verbal update to members. Cllr Pringle sent apologies for not attending and submitted a written report to members.	
187/23.	Public Participation. (15 minutes). No public in attendance.	

188/23.	Planning & Environment Matters. As consultees the council received no applications for consider and there were no determined applications since the last council meeting.	
189/23.	Finance – Monthly Accounts. a) Councillors noted account balances as of the 29 th of February 2024. b) Councillors received and approved the payments made in February 2024. c) Councillors noted net positions of budget reports as of the 29 th of February 2024. d) Councillor noted receipts received during February 2024. e) Councillors approved the transfer of February receipts to reserves. f) Councillors approved the appointment of the internal auditor.	Clerk Clerk
190/23.	Correspondence. a) Councillors noted the correspondence received from 3 rd February to 4 th March 2024. b) Councillors approved responses to the following correspondence. i. Martyn's Law email. ii. Notts OPCC Horizon Scanning Function. iii. Nottinghamshire County Council Climate Change. iv. D – Day 80 Flag of Peace.	Clerk Clerk Clerk Clerk
191/23.	Inspection Reports for the Parish Hall and Grounds. Councillors noted the inspections had been conducted satisfactorily.	
192/23.	Appointment of Committee Members. Councillors approved the appointment of members to the following Committees: a) Finance and General Purposes Committee – SB, HJC, TH, CMG AS. b) Parish Hall and Grounds Committee – HC, SF, MH, CMG. c) Human Resources Committee – SB, HJC, SF, MH, CMG. Standing Orders Suspended – 8.18pm – 8.36pm	
193/23.	Parish Council Office Printer. Councillors reviewed quotes for replacement printer for the council office. Councillors approved the quote for the 3-year lease.	Clerk
194/23.	Parish Hall Playpark Equipment. Councillors approved the purchase of replacement parts for damaged playpark equipment. LB & JD Left the meeting – 8.44pm	Clerk
195/23.	Items of Confidentiality. Councillors voted on a motion to close the meeting to press and public – Pursuant to section 1 (2) of the Public Bodies (admission to Meeting) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and press will be asked to leave the meeting.	

196/23.	<p>Committees and Working Parties.</p> <p>The council received reports from the following committees that had taken place since the last full council meeting, for members to approve.</p> <p>a) Parish Hall and Grounds – To use funding on offer to purchase white goods and equipment for the main kitchen of the Parish Hall to help with putting events on for residents – Approved.</p> <p>b) Finance and General-Purpose Committee –</p> <ol style="list-style-type: none"> Amendment to the motion for the contactless card reader to be purchased and the cost to be split between budgets. (Events and General Admin) The cost of Events to the Council – discussion was held and agreed that Events working party will show budget and breakdown. Special motion (SO 7, a) – Finance Committee proposes that a Nalc job evaluation is undertaken for the role of Clerk, RFO and Parish Hall Manager – Not approved. <p>Standing Order 3 x was suspended – 9.24pm.</p> <p>c) HR Committee –</p> <ol style="list-style-type: none"> The committee reviewed the Clerks/RFO & Parish Hall managers contract and recommended that the contract be replaced with the with the NALC/SLCC model contract with some amendments - Approved. Recommendation to move the existing caretaker on to the new contract so that both caretakers are on the model contract – Approved. To adopt the following policies as approved by HR. <ul style="list-style-type: none"> Staff Recruitment Policy and Procedures – Approved. Sickness Absence Policy – Approved. Expenses Policy – Approved. Lone Working Policy – Approved. 	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk/Chair</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
197/23.	<p>Clerks Report.</p> <p>a) Councillors to approve the purchase three smart phones for the staff and an extra contract for the new member of staff – Approved.</p> <p>b) Email address for Councillors – Approved.</p> <p>c) Agendas and backing papers distribution – Agreed that members who live outside of Trowell will collect their packs from the Parish Office.</p> <p>d) Councillor Training – The Clerk offered new and existing members training sessions on Finance, roles and procedures – members accepted the offer of training.</p> <p>e) Multiply Workshops – Approved.</p> <p>f) Annual Parish Meeting Newsletter discussion held and members to submit items.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>

198/23.	Items for Press Release. <ul style="list-style-type: none"> • Events • Annual Parish Meeting date and time. 	Clerk
199/23.	Date of next full Council Meeting: 16 th April 2024. Items for the agenda are required to be submitted to the Clerk by the 2 nd of April 2024. Date of Annual Parish Meeting: Tuesday 30 th April 2024	

Meeting closed at 11.01pm

Signed.....

Date.....

DRAFT