

Minutes of the Annual Statutory Meeting of Trowell Parish Council

Held at Trowell Parish Hall,

on Tuesday the 14th of May 2024 starting at 7.32pm

Present: Shaun Bell, Helen Cumberpatch, Helen Cutting, Si Frost, Thomas Hall, Lavinia Harper, Michell Harvey, Cynth McGann, Alison Slack.

In attendance: Jane Murden (clerk/RFO), Lydia Ball (BBC)

Item Ref	Description	Action
FUL-001/24	Election of the Chairman of the Council. Cynth McGann, as outgoing Chairman, chaired the meeting at this point. Councillors voted to appoint Si Frost as Chairman of the Parish Council for the year to May 2025. Si Frost Chaired the meeting from this point.	
FUL-002/24	Election of the Vice Chairman of the Council. Councillors voted to appoint Michelle Harvey as Vice Chairman of the Parish Council for the year to May 2025.	
FUL-003/24	Chairmans Welcome. The Chair thanked Cynth McGann for her time and comment as Chair.	
FUL-004/24	Apologies for Absence. a) Councillors received apologies for absence from DP – noted. b) Councillors voted to accept the apologies received.	
FUL-005/24	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.	
FUL-006/24	Parish Council Committee Appointments for year 2024/25. Councillors approved appointments to the following: a) Data Protection Officer - TH b) Finance and General-Purpose Committee – TH (C), SB, LH, CMG, DP. c) Human Resources Committee – SB (c), HJC, SF MH, CMG, AS. d) Parish Hall and Grounds Committee – CMG (C), HC, SF, MH, DP.	
FUL-007/24	New Committees. Councillors approved the appointment of an events Committee and approved the appointment of members and chair – MH (C), HC, SF, LH, DP	
FUL-008/24	Review Terms of Reference for Committees. Councillors reviews the terms of reference for committees.	

	<ul style="list-style-type: none"> a) Data Protection Officer is covered in the Data Protection Policy – noted. b) Finance and General-Purpose Committee - approved. c) Human Resources Committee approved. d) Parish Hall and Grounds Committee – approved. e) Events Committee – max spend of £500.00 per event – approved. 	
FUL-009/24	Minutes. Councillors reviewed the minutes and approved one change on the public participation. The minutes were approved and signed as a true record of the business conducted at the meeting held on the 16 th of April 2024. 8 in favour and 1 abstention.	
FUL-010/24	County Councillors Reports. County Councillor McGrath sent his apologies. He did report to the clerk that the works on Ballon Wood crossroads resurfacing is scheduled to start on the 9 th of July 2024.	
FUL-011/24	Borough Councillors Reports. Borough Councillor Pringle sent his apologies. Borough Councillor Ball updated members further on resurfacing works scheduled. The making of the Mayor and Duty Mayor of Broxtowe Borough Council will take place.	
	Standing Orders suspended at 8.14pm. Standing Orders resumed at 8.29pm	
FUL-012/24	Public Participation. (15 minutes) No public in attendance.	
FUL-013/24	Parish Council Finances. <ul style="list-style-type: none"> a) Councillors noted account balances on the 30th of April 2024. b) Councillors approved payment for 2024/2025. c) Councillors received and approved payments made in April 2024. d) Councillors noted net positions on budget reports. e) Councillors noted income received during April 2024. f) Councillors approved the transfer of the income to the reserves. g) Councillors confirmed and amended the signatories on the Councils bank accounts: Cllrs S Bell, H Cumberpatch, H Cutting, S Frost, T Hall, M Harvey, C McGann, A Slack. It was resolved that the remaining councillors would sign at next meeting. 	Clerk Clerk
FUL-014/24	Insurance. Councillors reviews the renewal quote received and approved.	
FUL-015/24	Review of Asset Register. Councillors reviewed and approved the asset register.	
FUL-016/24	Policies and Procedures. <ul style="list-style-type: none"> a) Standing Orders – reviewed and approved. b) Financial Regulations – reviewed and approved. c) Complaints procedure – reviewed and approved. d) Freedom of Information – reviewed and approved. e) General Privacy Notice (GDPR) – reviewed and approved. 	Clerk Clerk Clerk Clerk Clerk

	<p>f) Press & Media Policy – reviewed and approved.</p> <p>g) Recording & Filming Parish Meeting Policy – reviewed and approved.</p> <p>h) Protocols for Public Participation in Council Meetings – reviewed and approved.</p> <p>i) Councillors to sign and commit to the Code of Conduct for Councillors – Members renewed commitment to code of conduct for Councillors.</p> <p>1 abstention for items a, b, c, d, e, f and i.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
FUL-017/24	<p>Correspondence.</p> <p>a) Councillors noted tabled correspondence received from 9th April to 8th May 2024.</p> <p>b) Councillors approved responses to the following:</p> <ol style="list-style-type: none"> Topics for the Annual Borough Parish Meeting – Flooding in Trowell, this was highlight that it is not BBC remit. Car park issues raised by a resident – item as been deferred to Parish Hall and Grounds Committee for full discussion. In the interim there will be temporary post with disabled signs on for four spaces. 	<p>Clerk</p> <p>Clerk</p>
FUL-018/24	<p>Items of Confidentiality.</p> <p>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.</p>	
FUL-019/24	<p>Clerks Report.</p> <p>a) Trowell Parish Council Office Hours – Councillors reviewed the office hours. A trial period (until the next HR Committee meeting) was approved 9am to 4.30pm and then deferred to the HR committee to carry out a full review. The Clerk is to find out the laws on break requirements.</p> <p>Standing order 3 (x) was suspended.</p> <p>b) Members consider the quotation received from Central Security Systems for security maintenance for the CCTV and Intruder Alarm – Approved.</p> <p>c) Councillor Contact Sheet – Contact sheet will remain the same until new councillor emails can be assigned.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
FUL-020/24	<p>Date of next Full Council Meeting: 11th June 2024.</p> <p>Items for the agenda are required to be submitted to the Clerk by the 28th of May 2024</p>	

Meeting closed at 10.28pm

Signed.....

Date.....