



Festival of Britain Village 1951
Motto: "Independence and Self Help"

Trowell Parish Council

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In accordance with the Local Government Act 1972, Schedule 12, Paragraphs 10(2)(b) and 9(b), Councillors are summoned and members of the public and press are invited to attend the Annual Statutory Meeting of Trowell Parish Council to be held at Trowell Parish Hall, The Cynth McGann Room, on Tuesday 12 May 2026, commencing at 7.30pm.

Date this: 7 May 2026

J Murden

Clerk & RFO to Trowell Parish Council

The right for the public and press to attend a Parish Council Meeting is established under the Openness of Local Government Bodies Regulations 2014, including the right to record, film and broadcast meetings.

Recording does not require prior permission but should take place from the designated area provided and must not disrupt the conduct of the meeting. Those recording are requested to respect the rights and privacy of others.

For the purposes of assisting with the preparation of the minutes, the Clerk will make an audio recording of the meeting. This recording will be used solely as an aid to minute-taking and will be deleted once the minutes have been finalised.

Agenda

Item Reference	Description
FUL-001/26	Election of the Chairman of the Council. Councillors to vote on the appointment of a Chairman of the Council for the municipal year to May 2027. The Chairman is responsible for presiding over meetings of the Council, ensuring the lawful and orderly conduct of business, and acting as the civic representative of the Council. The role carries no additional executive authority outside powers specifically delegated by Council resolution. Declaration of Acceptance of Office to be signed by the appointed Chair.
FUL-002/26	Election of the Vice Chairman of the Council. Councillors to vote on the appointment of a Vice Chairman of the Council for the municipal year to May 2027. The Vice Chairman supports the Chairman and acts in the Chairman's absence in accordance with the Council's Standing Orders. The role does not carry separate executive powers unless specifically delegated by the Council.
FUL-003/26	Chairman's Welcome.

- FUL-004/26** **Apologies for Absence.**
Councillors to note apologies received.
- FUL-005/26** **Declarations of Interest.**
Councillors are required to declare an interest they have in the subsequent agenda items as follows:
 a) Pecuniary interests.
 b) Other registerable interests.
 c) Non-registerable interests.
 Councillors are reminded of their obligation to declare any interests relating to items on this agenda, including where the matter under consideration may affect their property, financial position, or close associations.
- FUL-006/26** **Co-option to Fill Casual Vacancy on Trowell Parish Council.**
To consider applications received for the vacant office of Parish Councillor and, if appropriate, to co-opt a candidate to serve until the next ordinary election. Candidates may be invited to introduce themselves to members prior to the vote.
- FUL-007/26** **Declaration of Acceptance of Office.**
The co-opted member to sign the Declaration of Acceptance of Office.
- FUL-008/26** **Minutes.**
Councillors to review and approve the minutes as a true record of the business conducted at the meeting held on 14 April 2026. Draft minutes have been circulated to members prior to the meeting and draft minutes are available on the website.
- FUL-009/26** **Public Forum.**
Members of the public may make representations, ask questions and give evidence on matters affecting the parish for up to 15 minutes in total. Each speaker will normally be limited to three minutes. Items not on the agenda cannot be debated but may be considered for inclusion at a future meeting. The Chair reserves the right to curtail any contribution which is considered inappropriate or disruptive.
- FUL-010/26** **To receive reports from County Councillors and to consider any matters raised.**
- FUL-011/26** **To receive reports from Borough Councillors and to consider any matters raised.**
- FUL-012/26** **Review of Committee and Working Group Structure for 2026/2027.**
Councillors to review the Council's committee and working group structure in light of current membership levels and operational requirements, and to determine which committees and working groups should continue during the 2026/2027 municipal year. Committees and individual councillors may only exercise powers formally delegated by the Council.
 Consideration to include:
 a) Data Protection Officer.
 b) Finance and General-Purpose Committee.
 c) Human Resources Committee.
 d) Parish Hall and Grounds Committee.
 e) Events Committee – to consider whether sufficient membership exists for the committee to continue operating during the 2026/2027 municipal year.
 f) Appointment of members, Chairs and Vice Chairs where appropriate.
- FUL-013/26** **Review of Delegation Arrangements, Terms of Reference and Governance Appointments.**
Councillors to review delegation arrangements to committees, staff and other local authorities and approve the Terms of Reference for committees and working groups operation during the 2026/2027 municipal year.
 Councillor will also review whether any appointments to external bodies or organisations are required for the 2026/2027 municipal year and appoint a councillor to undertake the role of Data Protection Officer for the 2026/2027 municipal year.
- FUL-014/26** **Parish Council Finances.**
 a) Councillors to consider the deferred Parish Council Finances item from the Ordinary Meeting held on 14 April 2026, including:
 i. Noting the account balances on the 31 March 2026.

- ii. Approving the schedule of payments for March 2026.
- iii. Noting income received during March 2026.
- b) Councillors to note the account balances on the 30 April 2026.
- c) Councillors to approve the schedule of payments for April 2026.
- d) Councillors to note income received during April 2026.
- e) Councillors to approve the continued use of regular annual payments, contracts, direct debits and standing order arrangements for the 2026/2027 municipal year.
- f) Councillors to sign bank mandates for all accounts held by Trowell Parish Council.

FUL-015/26

Renewal of Parish Council Insurance Policy.

Councillors to consider the insurance renewal documentation and quotation provided for the 2026/2027 municipal year and to approve the renewal arrangements and associated expenditure.

FUL-016/26

Review of Asset Register.

Councillors to review and confirm the accuracy and completeness of the Parish Council's asset register, ensuring all assets are properly recorded, valued and insured.

FUL-017/26

Review of Council Policies and Procedures.

To conduct the annual review of the Parish Council's policies and procedures to ensure they remain current, compliant with legislation and aligned with best practice. Councillors to approve any proposed amendments or confirm the continued adoption of recently updated policies.

- a) Standing Orders.
- b) Financial Regulations.
- c) Complaints Procedure.
- d) Freedom of Information Policy.
- e) General Privacy Notice (GDPR).
- f) Press & Media Policy.
- g) Recording & Filming Parish Meetings Policy.
- h) Protocols for Public Participation in Council Meetings.
- i) Code of Conduct for Councillors.

FUL-018/26

Governance, Confidentiality and Member Responsibilities.

Councillors to review and reaffirm the standards of conduct, confidentiality, collective responsibility and governance arrangements expected of all members and officers in accordance with the Council's Standing Orders, adopted policies and recognised good governance practice.

Members are reminded that information obtained through their role as councillors should be handled responsibly and with appropriate discretion, particularly where matters relate to staffing, safeguarding, legal advice, operational matters or confidential discussions.

Councillors will also review the operational roles and responsibilities of Council officers and the governance arrangements supporting the effective, lawful and safe operation of the authority.

FUL-019/26

Review of Council Memberships, Subscriptions and Service Agreements

Councillors to review and approve the Council's annual memberships and subscriptions for the 2026/2027 municipal year and approve continuation where appropriate.

FUL-020/26

Planning and Environment Matters.

To consider planning applications received for consultation from the Borough Council and to receive and note decision notices and other information on planning matters.

FUL-021/26

Correspondence.

To receive the Clerk's schedule of correspondence, including items circulated to members and those published on the website/social media.

- FUL-022/26** **Exclusion of Press and Public.**
To resolve that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded during the following item due to the confidential nature of the business to be transacted.
- FUL-023/26** **Confidential Legal and Governance Update.**
To receive a confidential update regarding ongoing legal, governance, operational and correspondence matters affecting the Council, and to consider any actions arising.
- FUL-024/26** **Operational Update Report.**
To receive the operational update report and to consider any actions arising relating to ongoing administration, Parish Hall operations, projects and general Council business.
- FUL-025/26** **Review of Meeting Start Times.**
Councillors to consider the commencement time of Full Council meetings for the 2026/2027 municipal year in order to support effective meeting management, member participation and operational arrangements.
- FUL-026/26** **Press Release and Public Communications.**
To agree the key points for any press release, website update, or social media post arising from the meeting.
- FUL-027/26** **Date of Next Ordinary Meeting of Trowell Parish Council.** Tuesday 9 June 2026 at 7.30pm.