

## **TROWELL PARISH COUNCIL**

Minutes of the Annual Statutory Meeting of Trowell Parish Council  
Held at Trowell Parish Hall, The Cynth McGann Room, on Tuesday 12 May 2026 at 7.33 pm

### **Present**

Cllrs S Bell, J Doddy, M Follows, T Hall and M Harvey.

### **In Attendance**

Mrs J Murden (Clerk & RFO)  
Two members of the public.

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### **FUL-001/26 Election of the Chairman of the Council**

A nomination was received for Cllr M Harvey to serve as Chairman of Trowell Parish Council for the 2026/2027 municipal year.

RESOLVED that Cllr M Harvey be elected Chairman of Trowell Parish Council for the 2026/2027 municipal year.

The resolution was carried unanimously.

Cllr M Harvey signed the Declaration of Acceptance of Office.

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### **FUL-002/26 Election of the Vice Chairman of the Council**

Cllr M Follows put himself forward for the position of Vice Chairman of Trowell Parish Council for the 2026/2027 municipal year.

RESOLVED that Cllr M Follows be elected Vice Chairman of Trowell Parish Council for the 2026/2027 municipal year.

The resolution was carried unanimously.

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### **FUL-003/26 Chairman's Welcome**

The Chairman welcomed councillors, officers and members of the public to the meeting and thanked those present for attending.

The Chairman reminded those present that the meeting should be conducted in a respectful and appropriate manner to ensure the orderly conduct of business.

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The necessary fire safety information was also provided.

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#### **FUL-004/26 Apologies for Absence**

Apologies for absence were received from Cllr H Cutting and were noted by members.

Members also noted that Cllr D Pringle had advised that he would be arriving late due to attendance at another meeting.

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#### **FUL-005/26 Declarations of Interest**

Councillors declared the following interests:

- a) Pecuniary Interests – None
  - b) Other Registerable Interests – None
  - c) Non-Registerable Interests – None
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#### **FUL-006/26 Co-option to Fill Casual Vacancy on Trowell Parish Council**

Members invited the candidate, Matt Chilton, to address the Council and questions were asked by councillors regarding his application and interest in serving on the Parish Council.

Following consideration, it was proposed and seconded that Matt Chilton be co-opted to serve as a Parish Councillor.

RESOLVED that Matt Chilton be co-opted onto Trowell Parish Council to fill the current casual vacancy.

The resolution was carried unanimously.

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#### **FUL-007/26 Declaration of Acceptance of Office**

The co-opted member, Matt Chilton, signed the Declaration of Acceptance of Office.

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#### **FUL-008/26 Minutes**

RESOLVED that the minutes of the Ordinary Meeting held on Tuesday 14 April 2026 be approved as a true record.

One abstention was recorded from the newly co-opted member who had not been present at the meeting.

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### **FUL-009/26 Public Forum**

One member of the public was present but did not raise any questions or matters for consideration.

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### **FUL-010/26 Reports from County Councillors**

Members received a report from Cllr J Doddy in his capacity as Nottinghamshire County Councillor.

Members were informed that Cllr Doddy had recently contributed to published discussions relating to the mental health impacts experienced by victims of flooding and the wider effects flooding can have on communities and individual wellbeing.

The report was noted.

Cllr D Pringle arrived at the meeting at 7.53 pm.

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### **FUL-011/26 Reports from Borough Councillors**

Members received a report from Cllr D Pringle in his capacity as Broxtowe Borough Councillor.

Members were informed that concerns had been raised regarding building works being undertaken which did not appear to be in accordance with approved planning permissions and submitted plans.

Cllr Pringle also reported on a recent community litter pick attended by local residents within Trowell, during which 16 bags of rubbish had been collected.

Additional discussion took place regarding general local matters affecting the parish.

The report was noted.

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### **FUL-012/26 Review of Committee and Working Group Structure for 2026/2027**

Members reviewed the Council's committee and working group structure in light of the current level of Council membership and operational requirements for the 2026/2027 municipal year.

Discussion took place regarding the practical operation of committees and the most effective way to manage Council business with the current number of serving members.

Following consideration, members agreed that all existing committees and working groups should continue with the exception of the formal Events Committee, which would not continue to operate during the 2026/2027 municipal year due to current membership levels.

Members noted that community events and related activities would continue to be progressed through informal working parties and subsequently considered by Full Council where required.

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Members further agreed to reduce the frequency of committee meetings to two meetings per year, with relevant operational and committee matters being considered by Full Council between scheduled committee meetings where appropriate.

Members also considered and approved membership of the Council's committees and working groups for the 2026/2027 municipal year and appointed Chairs and Vice Chairs where appropriate.

RESOLVED:

- a) That all existing committees and working groups continue for the 2026/2027 municipal year with the exception of the formal Events Committee.
- b) That community events continue to be organised through working parties and reported to Full Council where required.
- c) That committee meetings be reduced to two meetings per year.
- d) That committee business and operational matters, where appropriate, be considered by Full Council between scheduled committee meetings.
- e) That the following appointments and committee memberships be approved for the 2026/2027 municipal year:

**Data Protection Officer**

Cllr M Follows.

**Finance and General Purpose Committee**

Chair: Cllr T Hall

Vice Chair: Cllr D Pringle

Members: Cllrs M Chilton and M Follows.

**Human Resources Committee**

Chair: Cllr S Bell

Vice Chair: Cllr J Doddy

Member: Cllr M Harvey.

Members also agreed that consideration be given to Cllr H Cutting joining the Human Resources Committee following her return to Council meetings.

**Parish Hall and Grounds Committee**

Chair: Cllr M Follows

Vice Chair: Cllr M Chilton

Members: Cllrs M Harvey and S Bell.

All appointments, committee memberships and associated positions were duly proposed, seconded and approved by members.

All resolutions under this item were carried unanimously.

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**FUL-013/26 Review of Delegation Arrangements, Terms of Reference and Governance Appointments**

Members reviewed the Council's delegation arrangements, governance appointments and Terms of Reference for committees and working groups operating during the 2026/2027 municipal year.

Discussion took place regarding the proposed amendments to committee arrangements following the review of the Council's committee structure under the previous agenda item.

Members considered the draft Terms of Reference presented for the Data Protection Officer role, Finance and General Purpose Committee, Human Resources Committee and Parish Hall and Grounds Committee.

Members agreed that the Terms of Reference for the Human Resources Committee and Parish Hall and Grounds Committee be amended to reflect the revised arrangement of two committee meetings per year.

RESOLVED:

- a) That the Council's delegation arrangements for the 2026/2027 municipal year be approved.
- b) That the Terms of Reference for the Data Protection Officer role and the Finance and General Purpose Committee be approved.
- c) That the Terms of Reference for the Human Resources Committee and Parish Hall and Grounds Committee be approved subject to amendment to reflect the revised arrangement of two committee meetings per year.

All resolutions under this item were carried unanimously.

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#### **FUL-014/26 Parish Council Finances**

a) Members considered the deferred Parish Council Finances item from the Ordinary Meeting held on 14 April 2026.

- i. The account balances as at 31 March 2026 were noted.
- ii. RESOLVED to approve the schedule of payments for March 2026.
- iii. Income received during March 2026 was noted.

b) Members noted the account balances as at 30 April 2026.

c) RESOLVED to approve the schedule of payments for April 2026.

d) Members noted income received during April 2026.

e) RESOLVED to approve the continued use of regular annual payments, contracts, direct debits and standing order arrangements for the 2026/2027 municipal year.

f) Members considered arrangements relating to bank mandates for Council accounts.

It was agreed that electronic copies of the relevant bank mandate documentation be circulated to members for completion in advance, with signed hard copies to be completed at a subsequent meeting.

All resolutions under this item were carried unanimously.

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#### **FUL-015/26 Renewal of Parish Council Insurance Policy**

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Members considered the insurance renewal documentation and quotation provided for the 2026/2027 municipal year.

RESOLVED to approve the renewal of the Parish Council's insurance policy and the associated expenditure for the 2026/2027 municipal year.

The resolution was carried unanimously.

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#### **FUL-016/26 Review of Asset Register**

Members reviewed the Parish Council's asset register for the 2026/2027 municipal year.

Discussion took place regarding clarification required from the Council's insurers in relation to the categorisation of two items included within the asset register.

RESOLVED to approve the asset register subject to clarification being obtained from the Council's insurers regarding the categorisation of the two identified items.

The resolution was carried unanimously.

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#### **FUL-017/26 Review of Council Policies and Procedures**

Members reviewed the Council's policies and procedures for the 2026/2027 municipal year and considered the report and recommendations presented by the Clerk.

Following consideration, it was:

RESOLVED to approve the following policies and procedures for the 2026/2027 municipal year:

- 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.

The resolution was carried unanimously.

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#### **FUL-018/26 Governance, Confidentiality and Member Responsibilities**

Members reviewed the governance, confidentiality and operational arrangements supporting the effective and lawful operation of the Council.

Discussion took place regarding standards of conduct, collective responsibility, confidentiality requirements and the respective roles and responsibilities of councillors and officers.

RESOLVED to reaffirm the Council's governance arrangements, member responsibilities and expectations relating to standards of conduct and confidentiality.

The resolution was carried unanimously.

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### **FUL-019/26 Review of Council Memberships, Subscriptions and Service Agreements**

Members reviewed the Council's memberships, subscriptions and service agreements for the 2026/2027 municipal year.

Following consideration, it was:

RESOLVED to approve the continuation of the following memberships, subscriptions and service agreements for the 2026/2027 municipal year:

- a) Nottinghamshire Association of Local Councils (NALC).
- b) Society of Local Council Clerks (SLCC).
- c) Information Commissioner's Office (ICO) Registration.
- d) Scribe accounting software and support services.
- e) Microsoft 365 subscription services.
- f) GK-Tech service agreement.

The resolution was carried unanimously.

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### **FUL-020/26 Planning and Environment Matters**

No planning applications were received for consideration.

Members noted planning decisions and other information received from the Borough Council.

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The meeting was adjourned for a short comfort break and reconvened at 9.26 pm.

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### **FUL-021/26 Correspondence**

Members received the Clerk's schedule of correspondence.

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Questions were raised by members in relation to a number of correspondence items. The Clerk advised that the matters referred to would be considered under subsequent agenda items later in the meeting.

The correspondence was noted.

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### **FUL-022/26 Exclusion of Press and Public**

RESOLVED that, under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting due to the confidential nature of the business to be transacted.

The resolution was carried unanimously.

The member of the public left the meeting prior to consideration of the confidential business.

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### **FUL-023/26 Confidential Legal and Governance Update**

Members received a confidential verbal update from the Clerk regarding ongoing legal, governance, operational and correspondence matters affecting the Council.

The update included ongoing liaison with external agencies, legal representatives and matters relating to information governance and associated proceedings.

Members also received an update regarding operational and security arrangements currently in place and noted advice received from external agencies in relation to the continuation of existing measures.

Members further noted correspondence and communications issued by the Clerk in relation to the matters under consideration.

The update was noted and members confirmed that the existing arrangements and actions being progressed should continue.

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### **FUL-024/26 Operational Update Report**

Members received the operational update report from the Clerk and considered a number of ongoing operational and community matters affecting the parish.

Discussion took place regarding the Nottinghamshire Lengthsman Scheme and the potential implications and resource considerations associated with participation in the scheme.

Following consideration, members agreed that no further investigations into participation in the scheme should be progressed at the present time.

Members also considered whether the Council should formally support an online petition relating to illegal off-road motorbike activity and associated community safety concerns within the wider local area.

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Discussion took place regarding the matters raised within the petition and the wider impact of anti-social and dangerous vehicle use on local communities.

RESOLVED that the Council support the petition by sharing details of it via the Parish Council website and social media platforms.

The resolution was carried unanimously.

The report was noted.

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### **FUL-025/26 Review of Meeting Start Times**

Members considered the commencement time of Full Council meetings for the 2026/2027 municipal year.

A full discussion took place regarding meeting arrangements, member availability and the effective management of Council business.

Following consideration, a proposal was made to amend the commencement time of Full Council meetings to 7.15 pm as a compromise arrangement.

RESOLVED that Full Council meetings commence at 7.15 pm for the 2026/2027 municipal year.

The resolution was carried unanimously.

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### **FUL-026/26 Press Release and Public Communications**

Members agreed that public communications should continue regarding the recruitment of new councillors and encouraging community engagement within the parish.

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### **FUL-027/26 Date of Next Meeting**

Members noted that the next meeting of Trowell Parish Council would take place in accordance with the revised meeting commencement time of 7.15 pm.

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The meeting closed at 10.13 pm.

Signed .....

Chairman

Date .....

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