



**CALVERTON PARISH COUNCIL  
ANNUAL COUNCIL MEETING  
TUESDAY 7<sup>th</sup> MAY 2024**

Dear Councillors,

In Accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of the Calverton Parish Council on the above date, to be held at Calverton Village Hall, William Lee Memorial Park, Park Road, Calverton, Nottingham, NG14 6SA. The meeting will commence at 6:45pm. The agenda, with accompanying papers for this meeting are attached.

Given this 30<sup>th</sup> day of April 2024

Signed: 

Clerk / Responsible Finance Officer

**Agenda**

1. Election of Chairman of the Council for 2024/25
  - a) To receive nominations for Chairman
  - b) To elect the Chairman
  - c) To receive the Declaration of Acceptance of Office
2. Election of Vice-Chairman of the Council for 2024/25
  - a) To receive nominations for Vice-Chairman
  - b) To elect the Vice-Chairman
  - c) To receive the Declaration of Acceptance of Office
3. Chairman's announcements (if any).
4. To receive declarations of any intentions to record the meeting.

*The right to record, film and to broadcast meetings of the council and committees is established following the Local Government Audit and Accountability Act 2014. This is in addition to the rights of the press and public to attend such meetings. Meetings or parts of the meetings from which the press and public are excluded may not be filmed or recorded. Members of the public are permitted to film or record meetings to which they are permitted access, in a non-disruptive manner.*

5. To receive apologies for absence.
6. To receive declarations of members interests.
7. Public participation (if any).

*A period of no more than 30 minutes will be made available to members of the public and Members of the Council to comment on any matter. No one shall speak for more than three minutes.*

8. To approve as a correct record the draft minutes of the Parish Council meeting held on 9th April 2024 (attached) and the extraordinary council meeting held on 18th April 2024 (to follow).
9. Matters Arising / Updates
10. Dates of meetings  
To confirm the dates of Council meetings for the forthcoming year.
11. To consider forming a Budget and Finance Committee and agree terms of reference and membership (proposed 9 members). Proposed by Cllr. Kopyrko
12. Appointments of members to Committees, Advisory Committees and Working Groups
  - a) Planning Committee (currently 7 members)
  - b) Health and Safety Committee (5 - 7 members – currently 5)
  - c) New Cemetery Working Group (currently 7 members)
  - d) Community Projects Working Group (currently 8 members)
  - e) HR working Group (7 members – currently 5 )
  - f) Environmental working group (currently 6 members)
13. Standing Orders  
To review and adopt the Council's Standing Orders (no changes recommended from current version approved in May 2023).
14. Financial Regulations  
To review and adopt the Councils Financial Regulations (no changes recommended from current version approved in May 2023).
15. Scheme of Delegation  
To adopt the scheme of delegation and review terms of reference for committees.
16. Appointment of Cheque signatories to Unity Trust Bank
17. Year End Accounts  
To receive and note the final year accounts for the year ending 31st March 2024.
18. Employment allowance  
To inform members of incorrect claims made by the external payroll providers when the Council were not eligible.
19. VAT – Option to Tax  
To receive a report and recommendations from the Clerk / Responsible Finance Officer in respect of option to tax on the Village Hall.
20. Review of earmarked and general reserves and approval to reallocate earmarked reserves to bring general reserves back up to the minimum level.
21. Internal Audit Report  
To receive the report from the Internal Auditor.
22. Annual Governance Statement  
To consider responses to the assertions on the Annual Governance Statement for the year ending 31st March 2024.
23. Accounting Statements  
To approve the Accounting Statements prior to submission for External Audit
24. to receive and note the CIL report for the period 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024
25. Clerk's Report.
26. Matters for decision/discussion

That this Council agrees to take the specified action in respect of each of the “matters for decision/discussion” items as listed below:

- 26.1 To approve account payments schedules (attached)
- 26.2 To agree to hang a portrait of King Charles III and agree it's location at the Village Hall.
- 26.3 To consider a regular Sunday booking for a church.
- 26.4 To agree to a request from Calverton Park Bowls Club to drill holes in the tables at the bowling green for umbrellas.
- 26.5 To agree a discount for the Calverton RNLi to hire the meeting room.
- 26.6 To consider hiring the football pitches for mid-week evening matches.
- 26.7 To discuss arrangements for weekly play area inspections.
- 26.8 To consider reinstating a cycle rack at the village hall to comply with planning conditions.
- 26.9 To discuss planning and licencing conditions in respect of opening times for the village hall.
- 26.10 To agree for the office to update the hirer instructions to make it clear that inflatable bouncy castles and other obstacles cannot be placed near to any fire exits or main doors, so as to keep them clear at all times. Proposed by Cllr. Winfield.
- 26.11 Agree to allow Cllr Andy Meads in conjunction with the clerk to apply for a grant from the football foundation for up to 75% of the cost to install new changing room shower hot water systems. Proposed by Cllr. Meads.
- 26.12 To agree to fit two “bug hotels” in the wildlife area and engage with local schools to fit them out. Proposed by Cllr. Meads.
- 26.13 To agree to delegate to Cllr Joan Inger and the office to organise flowers and watering of the planters around the village. Proposed by Cllr. Meads.
- 26.14 To agree to place the order with Western Power for the electrical connection and meter at Seely Park to power the CCTV. Proposed by Cllr. Meads.
- 26.15 To agree to allow Cllr Andy Meads the authority to sign the FCC funding agreement for Seely Park. Proposed by Cllr. Meads.
- 26.16 To agree to allow Cllr Andy Meads to apply for a grant of up to £5,000 for Calverton Parish Council from the shared prosperity fund in collaboration with the community projects working group. Proposed by Cllr. Meads.
- 26.17 To agree to place the orders for bins, benches, sign, groundworks and main works for James Seely Park once quotes have been evaluated by a panel comprising Cllrs Meads, Inger and Brown in cooperation with the office. Proposed by Cllr. Meads.
27. Exclusion of public and press  
Pursuant to Section 1(2) of 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.  
to move the following resolution – ‘that in view of the confidential nature of the business about to be transacted it is advisable in the public interest that the press and public be temporarily excluded and they are asked to withdraw from the meeting.
28. To agree office staffing requirements. Proposed by Cllr. Meads.
29. To receive a verbal update from meetings of the HR working group.
30. Staffing matters