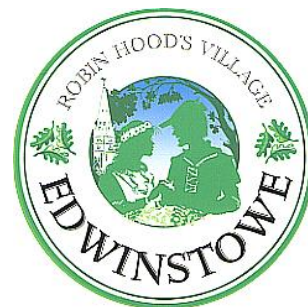


# Edwinstowe Parish Council

*Working to make a difference*

**Parish Clerk - Alice Dunn**



Notice of the **Annual General Meeting of the Parish Council** to be held on **Wednesday 8<sup>th</sup> May 2024** preceded by the **Annual Meeting of the Parish Council** and followed immediately by the **Ordinary Meeting of the Council**, in the Council Chambers, Village Hall, Edwinstowe.

## **A G E N D A**

Meeting opened by the Chairman.

- 24/001** To elect a Chairman for the ensuing year
- 24/002** To receive the Chairman's Declaration of Acceptance of Office
- 24/003** To elect a Vice Chairman for the ensuing year
- 24/004** To receive the Vice Chairman's Declaration of Acceptance of Office
- 24/005** Councillors Register of Members Interest Form
- 24/006** To appoint Chairs / representatives onto Sub Committees, Committees and Organisations

N.B. Working Groups & Sub Committees are closed meetings with no decision-making powers; Committees are public meetings with the ability to make decisions. (Working Groups & Sub Committees can include non-council members.

- i. Finance & Governance Committee
- ii. Human Resources Committee
- iii. Events Committee
- iv. Cemetery Working Group
- v. Allotment Working Group
- vi. Parks & Open Spaces Working Group
- vii. S106 Working Group
- viii. Village Hall Committee
- ix. Sherwood Forest Trust

- x. Sherwood Education Partnership
- xi. H & S Representatives

**24/007**

To formally approve the following policies and procedures

- Business Continuity Plan
- Cemetery Regulations
- Complaints Procedure
- Councillor Code of Conduct
- Financial Regulations
- GDPR
- Health & Safety Policy
- Model Publication Scheme
- Play Area Inspections
- Press & Media Policy
- Procurement Policy
- Reserves Policy
- Risk Assessment Policy
- Risk Management Policy
- Scheme of Delegation
- Standing Orders
  
- HR Policies (as approved by HR Committee)
  - Absence Policy
  - Annual Leave Policy
  - Bullying & Harassment Policy
  - Disciplinary Procedure
  - Employee Appraisal & Review Policy & Record
  - Employee Conduct
  - Equal Opportunities
  - Equality & Diversity
  - Flexible Working Policy
  - Gifts & Hospitality
  - Grievance Procedure
  - Lone Working Policy
  - Parental Leave Policy
  - Public Complaints Procedure
  - Recruitment & Selection Policy
  - Sickness Absence Policy
  - Training & Development Policy

# Edwinstowe Parish Council

*Working to make a difference*

Tel: (01623) 824243  
email – [info@edwinstowe.co.uk](mailto:info@edwinstowe.co.uk)



Notice of the Ordinary Meeting of the full council to be held on Wednesday 8<sup>th</sup> May 2024, immediately following the Annual Parish Meeting. The meeting will be held at the Council Chambers, Village Hall, Mansfield Road, Edwinstowe. Public and Press welcome to attend.

## **A G E N D A**

- 24/008 Welcome by the Chair**
- 24/009 Receive Apologies and Reasons for Absence**
- 24/010 Disclosures of Interests by Members**
- 24/011 Approve Minutes of the Full Council Meeting held on Wednesday 10<sup>th</sup> April 2024 – previously circulated.**
- 24/012 Matters Arising – not on the agenda**
- 24/013 Public Participation. Standing Orders will be suspended for the duration of this agenda item.**
- 24/014 To receive questions from councillors.**
- 24/015 To receive draft minutes and reports from committees, sub-committees and working groups.**
- i. HR Committee (to be moved to confidential)
  - ii. S106 Working Group Meeting
  - iii. Shop Edwinstowe Group
- 24/016 Parks & Open Spaces**
- i. Fourth Avenue Play Area – new equipment
  - ii. Jubilee Park – Multi Use Games Area
  - iii. Winding Wheel
  - iv. Village Car Parks
  - v. Allotment
    - Vacant Plots & Waiting List
    - Potholes
    - Hedge at Entrance
  - vi. John Benson Pavillion – Solar Update
  - vii. Church Street Crossing – Update
- 24/017 Buildings & Facilities**
- i. Electric Supply to Cemetery Shed
  - ii. Village Hall
  - iii. Mansfield Road Toilets
  - iv. Defibrillator Update

**24/018**

**Finance & Governance Matters**

- i. Approval of April Income and Expenditure and Reserve Accounts
- ii. Approval of Internal Audit for 2023.24 – previously circulated with agenda for consideration and review
- iii. Approval of Annual Governance Statement 2023.24 – previously circulated with agenda for consideration and review
- iv. Approval of Accounting Statements 2023.24 – previously circulated with agenda for consideration and review
- v. Notice of Formal Inspection of End of Year Accounts 2023.24 – Monday 3<sup>rd</sup> June to Friday 12<sup>th</sup> July 2024
- vi. Bills for Payment
- vii. Late Bills for Payment
- viii. Emergency Plan Update

**24/019**

**Correspondence**

**24/020**

**Planning Matters Applications**

- 24/00696/DISCON Request for confirmation of discharge of conditions 01 (Management Plan Highways), 03 (Traffic Regulation Order), 04 (Drainage Scheme), 06 (Sheds) and 08 (Landscaping) attached to planning permission 22/01934/RMAM; Application for the approval of reserved matters - Phase 5 Barratt Homes 93 No. dwellings (internal access, landscaping, layout, scale, appearance) pursuant to outline planning permission 16/02173/OUTM.|Thoresby Vale Enabling Works Ollerton Road
- 24/00652/DISCON Request for confirmation of discharge of condition 02 (Phasing), 16 (Lighting), 19 (Ventilation), 25 (Voles) and 33 (Path to be provided) attached to planning permission 20/02448/S73M; Application for variation of conditions 1, 2, 5, 15 and 34 attached to planning permission 19/00375/FULM Variation of plans due to revised proposals for Edwinstowe House Car Park Layout and South Site Housing Layout|Edwinstowe House Centre For Business Excellence High Street Edwinstowe
- 24/00651/ADV Erection of illuminated and non-illuminated signs to the exterior of the building|Black Swan High Street Edwinstowe NG21 9QR
- 24/00409/DISCON Request for confirmation of discharge of conditions attached to planning permission 16/02173/Thoresby Vale Enabling Works Ollerton Road Edwinstowe

**Decisions**

NONE

**24/021**

**Report from County Councillor**

**24/022 Report from District Councillors**

**24/023 To resolve to exclude the Press and Public from the following item(s) in accordance with The Public Bodies (Admissions to Meetings) Act 1960**

**Confidential Matters**

a. Staffing Matters

**24/024 Date of Next Meetings –**

**Full Council – Wednesday 12<sup>th</sup> June 2024**

**Events Committee – Wednesday 12<sup>th</sup> June 2024**

**HR Committee – Wednesday 19<sup>th</sup> June 2024**

**Cemetery Working Group – Wednesday 26<sup>th</sup> June 2024**