

**Notice of Meeting:** ANNUAL TOWN COUNCIL  
**Date and Time:** Wednesday 15<sup>th</sup> May 2024 19.00  
**Venue:** The Old Courthouse

**AGENDA**

- 24/05/001 To elect the Chair of the Council**  
Outgoing Chair's Address
- 24/05/002 To receive the Chair's Declaration of 'Acceptance of Office of Chair' and if not now received to agree to do so before or at the next meeting of the Full Council**
- 24/05/003 To elect the Vice Chair of the Council**
- 24/05/004 To receive the Vice Chair's Declaration of 'Acceptance of Office of Vice Chair' and if not now received to agree to do so before or at the next meeting of the Full Council**
- 24/05/005 Apologies for absence**
- 24/05/006 To receive any declarations of interest**  
*Members are hereby reminded of the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011.*
- 24/05/007 Minutes of previous meetings**
- 7.1 Minutes of Full Council Wednesday 17th April – previously circulated
  - 7.2 Minutes of Extraordinary Wednesday 01<sup>st</sup> May - Previously Circulated
  - 7.3 Matters arising (not covered by the agenda – for information only).
- 24/05/008 Opportunity for questions from Councillors and Members of the Public**
- 24/05/009 Chair's Report and Announcements**
- 24/05/010 To elect Committees and Sub Committees of the Council**
- 10.1 Planning Committee – 10 members
  - 10.2 Governance & Finance Committee – 9 members
  - 10.3 Town Environment Committee – 9 members
  - 10.4 Human Resources Committee – 5 Members
- 24/05/011 To elect members of Working Groups/Panels as below and instigate other Working Groups as appropriate**
- 11.1 Strategic Planning 2023-26 Working Group- 5 specified members
  - 11.2 CIL Strategic Planning Working Group – 3 members
  - 11.3 Natural Environment, Biodiversity and Climate Change Working Group - 3 members
  - 11.4 Communications Working Group- 3 members
  - 11.5 Market & Events Working Group – 6 members
  - 11.6 Neighbourhood Plan Working Group -4 members

- 11.7 Tourism Partnership – 3 members
- 11.8 Town Forum – 4 members
  
- 24/05/012 To elect the Council’s Risk Assessment Panel** 3 Members (from Governance & Finance Committee)
  
- 24/05/013 To elect Trustees of:**
  - 13.1** Southwell Leisure Centre - 3 members
  - 13.2** Easthorpe Common Lands Foundation – (next election 2027)?
  - 13.3** Southwell Heritage Trust – 2 members
  
- 24/05/014 To elect members to represent the Council to the following bodies and other organisations as appropriate.**
  - 14.1 Charity for the Poor & Sick Poor (no election until 2027)
  - 14.2 Minster School Liaison – 1 member
  - 14.3 NTU Brackenhurst Liaison Representative – 1 member
  - 14.4 Safer Neighbourhood Group minimum – 1 member
  - 14.5 Sports Forum Representative – 1 member
  - 14.6 Friends of Southwell Playparks – 1 member
  - 14.7 Friends of Ash Tree Spinney - 1 member
  
- 24/05/015 To resolve into Committees for the purposes of electing a Chair and Vice Chair as appropriate of**
  - 15.1 Planning Committee
  - 15.2 Governance & Finance Committee
  - 15.3 Town Environment Committee
  - 15.4 Human Resources Committee

Note the Chair/Convenor of other Working Group/Panels will be elected at their first meeting
  
- 24/05/016 Finance Matters –**
  - 16.1 Approval of End of Year Accounts and Reserves 2023/24- to be circulated
  - 16.2 Internal Audit report approval 2023/24 -previously circulated
  - 16.3 Approval of Annual Governance Statement 23/24 -to be circulated
  - 16.4 Approval of Accounting Statements 23/24-to be circulated
  - 16.5 Notice of formal public inspection of End of Year Accounts 22/23 Monday 3th June to Friday 12<sup>th</sup> July 2024 – noted.
  - 16.6 Bills for Payment – previously circulated
  - 16.7 Late bills for payment (to be circulated)
  
- 24/05/017 Review date of the Policies as per Standing Order** – previously circulated
  - 17.1 Approve Standing Orders – previously circulated
  - 17.2 Approve Financial Regulations – previously circulated
  - 17.3 Approve Councillor Code of Conduct - previously circulated
  - 17.4 Policy adoption and renewal dates – previously circulated
  
- 24/05/018 Adopt the General Power of Competence-** previously circulated
  
- 24/05/019 To agree Future Meetings for 2024-25** – to be circulated
  
- 24/05/020 County Councillor Report**
  
- 24/05/021 District Councillor Report**
  
- 24/05/022 Clerk/Project Manager Report** – previously circulated

- 24/05/023 Full Council to agree the following revisions of the Neighbourhood Plan resulting from our own Public Consultation and other received advice – previously circulated**
- 24/05/024 Proposal on STW Sewage outflows – previously circulated**
- 24/05/025 To receive and note the most recent committee meeting minutes from the following standing committees that have taken place since the last Full Council meeting.**  
25.1 Draft Governance & Finance Meeting – 10<sup>th</sup> April 2024  
25.2 Draft HR – 11<sup>th</sup> March 2024
- 24/05/026 Items for Communication**
- 24/05/027 Items for discussion at next meeting - Emergency Plan**
- 22/05/028 Date of next meeting Wednesday 12<sup>th</sup> June 2024 7pm (TBC)**

Abi Brackenbury

Deputy Clerk to the Council

09/05/2024