

The Village Centre | New Hill | Farnsfield | Newark | Nottinghamshire | NG22 8JN

Tel: 07483 160909 Email: clerk@farnsfield-pc.uk

NOTICE OF A COUNCIL MEETING

Dated: 21st May 2025

Councillors are summoned to, and the public are given notice of the **ANNUAL MEETING of Farnsfield Parish Council** to be held at **7.00pm on Tuesday 27 May 2025** in the Lower Hall of the Village Centre, New Hill, NG22 8JN for the purpose of transacting the business set out in the attached agenda.

Signed: *J. Alcock*

Judith Alcock - Parish Clerk and RFO

| Council Members | |
|---------------------|-------------------------|
| Cllr Andy Hedgecock | Cllr Nick Greene |
| Cllr Lesley Healy | Cllr Sally Savage |
| Cllr Rachel Parkin | Cllr Joyce Shakeshaft |
| Cllr John Cracknell | Cllr Maurice Shakeshaft |
| Cllr Corinne Moore | X1 casual vacancy |
| Cllr Mike Thompson | |

**Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).*

FARNSFIELD PARISH COUNCIL

Annual Council Meeting – Tuesday 27th May 2025

A G E N D A

2526.FC019 Election of Parish Council Chairman

To elect a Council Chairman for the 2025/2026 municipal year and to receive the Chairman's declaration of acceptance of office.

2526.FC020 Election of Parish Council Vice-Chairman

To elect a Council Vice-Chairman for the 2025/2026 municipal year and to receive the Vice-Chairman's declaration of acceptance of office.

2526.FC021 Apologies

To receive and approve apologies and reasons for absence.

2526.FC022 Declaration of Disclosable Pecuniary and Other Interests

To declare any disclosable pecuniary interests or any other interests appertaining to items on the agenda and to consider any dispensation requests in accordance with the Standing Orders.

2526.FC023 Public Participation Session

- To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting
- To Consider urgent village matters not previously raised.
- Note: No resolutions can be made under public participation

2526.FC024 Reports from County and District Councillors

To receive reports from County and District Councillors.

ITEMS TO APPROVE

2526.FC025 Minutes

To approve the draft minutes of the Parish Council meeting held on the 22nd April 2025 as a true record and to be signed by the Chair (minutes previously circulated).

2526.FC026 Minutes

To approve the draft minutes of the Parish Council meeting held on the 25th February 2025 as a true record and to be signed by the Chair (minutes previously circulated).

2526.FC027 Minutes

To approve the draft minutes of the Parish Council meeting held on the 25th March 2025 as a true record and to be signed by the Chair (minutes previously circulated).

2526.FC028 Minutes

To approve the draft minutes of the Extraordinary Parish Council meeting held on the 8th March 2025 as a true record and to be signed by the Chair (minutes previously circulated).

2526.FC029 Bills for Payment 15 – 30 April 2025

2526.FC030 Bills for Payment 1 – 15 May 2025

ITEMS TO DISCUSS AND AGREE A COURSE OF ACTION

2526.FC031 **Review of Delegation Arrangement to Committees, Sub-committees, staff and other local authorities including the terms of reference**

To review the existing Scheme of Delegation and committee terms of reference (as published on the council website) and the Scheme of Delegation incorporating the committee terms of reference.

2526.FC032 **Change to Scheme of Delegation:-**

- Planning & Licensing Committee – meetings when required as decided by Chair of the P&L Committee
- Finance & Governance Committee to consist of 5 members

2526.FC033 **Change to Standing Orders:-**

- 3f – the period of time for public participation shall not exceed 10 minutes, unless directed by the chair of the meeting.

2526.FC034 **Research Groups**

- The aim of these groups is to agree a group of councillors to work together to undertake research on agreed topics and to report back to the full council as and when required. Such groups working on council business are informal groups and have no terms of reference.
- **To establish a Budget and Planning Policy Research Group.** The aim of this group would be to research and analyse current BPP practices, identify areas for improvement, and provide recommendations to the council. The group could also explore how to better align the council's budget with its strategic goals.

2526.FC035 **Committee Membership**

- To appoint members to Standing Committees in accordance with the committee terms of reference contained with the Scheme of Delegation:
- | | |
|--|-----------|
| • Facilities and Environment Committee | 5 members |
| • Finance and Governance Committee | 5 members |
| • Planning and Licensing Committee | 3 members |
| • Staffing committee | 3 members |

2526.FC036 **Appointment of Committee Chairs**

- To appoint Committee Chairs for the Standing Committees.
- Note: Where more than two persons have been nominated for a position to be filled by the Council and none of those persons have received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. The process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

2526.FC037 **Financial Regulations**

To review the Financial Regulations (current copy available on the Parish Council website).

2526.FC038 Meeting Dates

To agree the dates and times of Council meetings for the 2025/2026 municipal year up to and including the next Annual Council meeting in May 2026.

2526.FC039 Council Policies and Procedures

To review the Council's policies and procedures including its obligations under Freedom of Information and Data Protection legislation:

- Code of Conduct
- Other current policies and procedures.

2526.FC040 Financial Matters

- To receive and approve the payments schedule and any additional invoices received following the publication of the agenda (reports to follow or be tabled at the meeting).
- To receive the Budget v Annual Expenditure Report.

2526.FC041 To review the village Christmas street light arrangements

2526.FC042 To consider a grant application from the RBL in support of Party in the Park

2526.FC043 To consider a formal complaint from a MOP.

To form a committee, as per 4.4. of the Council's Complaints Policy, to consider the complaint made by a member of the public.

2526.FC044 Items for Discussion at a Future Meeting

To notify the Clerk of any agenda items for consideration for inclusion at a future meeting.
Annual Internal Audit Report 2024/2025
Approval of the Annual Governance & Accountability Return (section 1 & 2)

2526.FC045 Date of the next meeting will be 24th June 2025 in the Village Centre