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Alfreton Town Council

Annual meeting of Full Council

Agenda 21st May 2024

9th May 2024

Town Mayor and Elected Members

Alfreton Town Council

Dear Member,

You are summoned to attend the annual meeting of Alfreton Town Council to be held on:

**Tuesday 21st May 2024**

**Room 1**

**Alfreton House**

**At 7pm.**

This will be the **Annual Meeting** and will follow the Parish Meeting which starts at 6.30p.m.

Yours sincerely

T Crookes

Tina Crookes

Town Clerk and Proper Officer

ORDER OF BUSINESS

## 01/24 To elect a Town Mayor

## 02/24 To receive the Town Mayor`s declaration of acceptance of office.

## 03/24 To elect a Deputy Town Mayor

## 04/24 To receive apologies for absence.

**05/24 To receive any declarations of interest from Members**

Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time, or to request a dispensation. Please note that appropriate forms should be completed prior to commencement of the meeting.

## 06/24 Recording and Filming of Council and Committee Meetings

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.

1. The Officer’s will record the meeting.

## 07/24 To consider any variation in order of business

## 08/24 To consider any items which should be taken in exclusion of the press and public.

If the Council decides to exclude the press and public it will be necessary to pass a resolution in the following terms:- “That in view of the confidential nature of the business about to be transacted, to consider a resolution to exclude the Press and Public from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, s1, in order to discuss the item. *A reason must be stated.*

1. To receive an update from Geo Hallam, commercial property managers – this item will be heard in exclusion due to commercial and GDPR

## 09/24 To elect a Leader of the Council

## 10/24 To elect a Deputy Leader of the Council

## 11/24 Public Participation

The period designated for public participation at a meeting shall not exceed 20 minutes, a member of the public shall not speak for more than 3 minutes, unless directed by the Town Mayor of the meeting. A separate public participation procedure exists.

Link to Alfreton Town Council policies and procedures

## 12/24 To appoint Lead Members with delegated powers as

## prescribed in the Scheme of Delegation, for 2024/5

1. Finance and Personnel Committee
2. Christmas Lights Committee
3. Communications Committee
4. Regeneration and Community Hub Committee
5. Events Committee
6. Planning Committee

## 13/24 To appoint a Lead Member and Support Member to the Portfolios for the following:

1. Properties
2. Environment, Sport and Recreation
3. Health and Safety

## 14/24 To appoint five members to serve on the Planning Committee, with the Lead Member as detailed above

## 15/24 To appoint Support and committee Members with delegated powers as prescribed in the Scheme of Delegation, for 2024/5 to the following

Portfolio:

1. Properties
2. Environment, Sport and Recreation
3. Health and Safety

Committee:

1. Finance and Personnel Committee
2. Christmas Lights Committee
3. Communications Committee
4. Regeneration and Community Hub Committee
5. Events Committee
6. Planning Committee

## 16/24 To approve ordinary meetings of the Council and

## Executive Committee for the year

a. Full Council Meeting 3rd Tuesday of each month excluding August

b. Committee meetings as agreed and notified on the agenda for that committee

## 17/24 To receive nominations of councillors and make

## appointments to serve on the following Outside Bodies for

## 2024/2025

ACTS

Alfreton Community Forum

Alfreton & District Heritage Trust

Amber Valley Access

Derbyshire Unemployed Workers Centre

Alfreton Community Hall

Police Liaison

Pubwatch

PentrichRevolution Group

## 18/24 To consider a Tour of the Town revision

1. To consider the proposal from October 2023

## 19/24 To hear from a representative of Derbyshire Police

## should one be available

## 20/24 To read and consider the Minutes of the last meeting of Alfreton Town Council held on Tuesday 16th April 2024, a copy has been circulated to each Member with the summons to attend the meeting; the Minutes may be taken as read

## 21/24 After consideration to approve the signature of the Minutes by the person presiding as a correct record

## 22/24 To dispose of business, if any, remaining from the last meeting.

There is none.

## 24/24 To receive and consider reports and minutes of committees.

1. Planning Committee 8th May 2024

As the meeting was inquorate the notes attached contain recommendations to be considered

## 25/24 To confirm that Declarations of Interest have been reviewed by members and updated where necessary

## 26/24 To consider resolutions, if any, from the Parish Meeting held prior to this meeting

## 27/24 To receive and consider additional agenda items in the order in which they have been notified:

1. To ratify a decision to instruct the services of a professional bid-writer, in particular in relation to a Conservation Area appraisal
2. To ratify a decision to instruct Milner Commercial to respond to the Local Plan consultation on behalf of Alfreton Town Council and consider a donation in lieu of pay
3. To receive a report to consider the purchase of Council mobile phones
4. To receive a response from AVBC regarding parking passes
5. To receive the details of recent proposals by DCC
	1. Parkwood Adult Learning

[Agenda for Cabinet on Thursday, 11 April 2024, 2.00 pm - Derbyshire County Council](https://democracy.derbyshire.gov.uk/ieListDocuments.aspx?CId=135&MId=1383)

The reports consist of 194 pages which have not been reproduced for each councillor

1. Alfreton Nursery
2. Adult Care

<https://democracy.derbyshire.gov.uk/documents/s24934/Early%20Help%20and%20Childrens%20Centres%20in%20Derbyshire.pdf>

1. To receive an update from Geo Hallam, commercial property managers – this item will be heard in exclusion due to commercial and GDPR
2. To receive a copy of the Town Council Insurance along with an inventory of land and assets
3. To receive a report on the Norman College storage room and inventory
4. To establish a working group to review office accommodation

## 28/24 To ratify the signing of orders for payment.

1. To receive and approve payments for £29,138.14
2. To approve the bank reconciliation for £139, 437.00
3. To approve regular payments throughout the year 2024/2025
4. To approve online cheque signatories

## 29/24 To consider 4 topics for Communication

## 30/24 To review and note or approve the following policies:

1. Code of Conduct
2. Standing Orders
3. Financial Risk Assessment
4. Scheme of Delegation
5. Vexatious Complaint Procedure - draft
6. Community Hub Working Group Terms of Reference - draft
7. Grants Policy - draft

## 31/23 To consider Planning Applications

## Date of the next Full Council Meeting 18th June 2024