

I hereby give you notice of a Meeting of the Harworth and Bircotes Town Council to be held on Monday 15th December at 6.30pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

All Members of the Council are hereby summoned to attend for the purpose of considering and resolving the business proposed to be transacted at the meeting as set out hereunder. Please note that meetings may be recorded.

Dated this 9th December 2025

W Davies Officer

- 17925 To receive and consider any apologies and reasons for absence
- 17926 To receive Declaration of Interest on any item on the agenda
- 17927 To suspend the meeting to hold a public session and receive reports from Police, District & County Councillors
- 17928 To receive the Chair's report
- 17929 To consider planning applications as listed and any planning correspondence
- 17930 To receive the cemetery's health & Safety inspections
- 17931 To consider the minutes of the meeting held on 24th November 2025
- 17932 To consider adopting a Statement of Internal Control and to consider the Internal Control Testing for 2025-26
- 17933 To consider payments as listed and the financial reports for 31st October 2025
- 17934 To receive recommendations from the HR Committee to appoint a new Caretaker
- 17935 To consider the purchase of a mobile phone contract for the new Caretaker
- 17936 To consider purchase of five screens to use as dividers in the town hall
- 17937 To approve replacing current lights in the office with LED lights (EMR) and repairs/replace emergency lighting
- 17938 To consider having a formal review of town hall building since the 2019 repairs
- 17939 To consider items for the 2026-27 draft budget
- 17940 To exclude members of the public under the Public Bodies (Admission to Meetings) Act 1960 to enable considerations regarding legal advice
- 17941 To consider legal advice regarding the review of the Police building lease, receive feedback from the proposal, consideration of next steps and appointment of an Asset Management Company
- 17942 To receive items for information
- 17943 Time and date of the next scheduled Town Council Meeting – 26th January 2026

Time: 13:51

Unity Trust Bank

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/11/2025	LS/Aubourn Plan	BACS	12.95		Bread Rolls Halloween
03/11/2025	RBL	BACS	20.00		Post Poppies
03/11/2025	KT/Virtual College	BACS	19.20		Food Safety Course
03/11/2025	Lil Me Entertainment	BACS	180.00		Face Painter Halloween
03/11/2025	WD/Zoom Coms	BACS	129.90		Annual Fees
03/11/2025	Hertfordshire Supplies	BACS	42.86		Big Hand Roll
03/11/2025	Hertfordshire Supplies	BACS	170.24		Clean/Stat
07/11/2025	Bassetlaw District Council	DD	64.00		Rates
07/11/2025	Bassetlaw District Council	DD	572.00		Rates
07/11/2025	Bassetlaw District Council	DD	353.00		Rates
07/11/2025	Bassetlaw District Council	DD	131.00		Rates
07/11/2025	Sharpe Group	BACS	223.68		IT/Web
07/11/2025	Tate Electrical	BACS	210.86		Replace Lights BDC Office
07/11/2025	HR/Aldi	BACS	31.99		Refreshments
07/11/2025	HR/Amazone	BACS	31.94		Flags
07/11/2025	Leonard Tomlinson	BACS	125.98		Fuel Oct
07/11/2025	ST/B&M	BACS	8.45		Food Halloween
07/11/2025	Jamie Noble	BACS	150.00		DJ Halloween
07/11/2025	Ulyett Landscapes Ltd	BACS	510.30		Grass Verge Cut
07/11/2025	BT UK Ltd	BACS	634.80		BT Business
07/11/2025	WD/Canva	BACS	99.99		Subs
11/11/2025	Water Plus	DD	274.62		Water
14/11/2025	HMRC	BACS	3,672.65		PAYE/NIC mon 8
14/11/2025	Hertfordshire Supplies	BACS	149.14		Cleaning Products
14/11/2025	S Tarburton	BACS	8.00		Wallpaper
14/11/2025	Hertfordshire Supplies	BACS	8.58		Cleaning
14/11/2025	HR/Poundstretcher	BACS	23.98		Extension Cables/Pins
14/11/2025	HR/Poundstretcher	BACS	3.98	Work Gloves	HR/Poundstretcher
14/11/2025	Notts County Council	BACS	4,477.67		Pension Nov
14/11/2025	Clear Council	BACS	354.82		Build increase insurance
17/11/2025	ee	DD	15.60		Phone contract
17/11/2025	Smartestenergy	DD	1,147.26		Electric
17/11/2025	Smartestenergy	DD	699.84		Electric
17/11/2025	Smartestenergy	DD	1,045.58		Gas
17/11/2025	Smartestenergy	DD	235.54		Gas
17/11/2025	Notts County Council	BACS	4,210.40		Pension Oct
20/11/2025	Designer Bounce	BACS	1,256.00		Santa Grotto
21/11/2025	Hentons	DD	12,372.44		Wages
21/11/2025	Water Plus	DD	52.51		Water
21/11/2025	LS/Trowell Garden Centre	BACS	56.45		Model Houses
21/11/2025	ST/Boyes	BACS	28.25		Batteries
24/11/2025	Water Plus	DD	40.40		Water
25/11/2025	Southern Electric	DD	121.72		Southern Electric
27/11/2025	Water Plus	DD	30.93		Water
28/11/2025	All4Woman	DD	134.80		Cleaning/Hygiene
30/11/2025	Unity Bank	DD	15.15		Bank Charges

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Total Payments			34,159.45		

Includes V.A.T

Time: 13:50

Natwest Current Account New

List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2025	F&J Kent	003832	80.00	includes V.A.T	Grass Cutting Oct
28/11/2025	NatWest	DD	6.29		Bank Charges
Total Payments			86.29		