

Minutes of the Harworth and Bircotes Town Council meeting held on Monday 7<sup>th</sup> April 2025 at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

**Present:** Cllr Evans (Chair), Cllr Flynn, Cllr James, Cllr Wratten, Cllr Whitehead, Cllr Schuller, Cllr Horrocks, Cllr S Harrison and Cllr A Harrison

**Others:** Mrs Davies (Officer) Mr Stewart (Deputy Clerk), Mrs Tarburton (Community Development and Funding Manager)

**17750 To receive and consider any apologies and reasons for absence**

Cllr James proposed to approve apologies and reasons for absence from Cllr Jones, Cllr Sidwell and Cllr Smith; this was seconded by Cllr Wratten and resolved by the Council.

**17751 To receive Declaration of Interest on any item on the agenda**

No declaration of interests received.

**17752 To suspend the meeting to hold a public session and receive reports from Police, District & County Councillors**

No members of public present and no reports received.

**17753 To receive the Chair's report**

No report this meeting.

**17754 To consider the minutes of the meeting held on 24<sup>th</sup> February 2025**

Cllr Flynn proposed to accept the minutes of the meeting held on 24<sup>th</sup> February 2025 as a true record; this was seconded by Cllr A Harrison and resolved by the Council.

**17755 To consider the minutes of the extra meeting held on 3<sup>rd</sup> February 2025**

Cllr A Harrison proposed to accept the minutes of the meeting held on 3<sup>rd</sup> February 2025 as a true records; this was seconded by Cllr James and resolved by the Council.

**17756 To receive the cemetery Health & Safety reports**

Cllr S Harrison inspected the old cemetery today and found no safety issues. Cllr Jones sent her inspection report in her absence – no safety issues in the new cemetery.

The Officer reported that the staff are looking for something/equipment to help remove moss in the old cemetery.

Cllr Schuller reported that she had spoken to a resident regarding an issue at the new cemetery and she said how impressed he was with the staff at the Town Hall when they were dealing with this matter. Cllr Schuller requested this is minuted.

**17757 To consider planning applications as listed and any planning correspondence**

Application: 25/00286/PDN  
 Proposal: Change of use from existing ground floor office (13 Grosvenor Road) and existing first floor apartment (13a Grosvenor Road) to single two storey dwelling  
 Location: 13 Grosvenor Road, Harworth

Application: 25/00251/HSE  
 Proposal: First floor side extension  
 Location: 9 East Street, Harworth

Application: 25/00251/HSE – amendments  
 Proposal: First floor side extension  
 Location: 9 East Street, Harworth

Cllr Whitehead proposed not to make any objections to the above applications; this was seconded by Cllr James and resolved by the Council.

**17758 To receive the Town Hall's Health & Safety Audit for 2024-25**

The Officer reported that the Health & Safety Audit took place on 12<sup>th</sup> March 2025; this was carried out by Clear Risk Management our consultants. The Assessor's remarks were *The Health & Safety Management at Harworth & Bircotes Town Council is of a high standard, with clear evidence of compliance and best practices across all assessed areas.... Overall, Harworth & Bircotes Town Council exhibits excellent health and safety managements, with well -maintained records, thorough inspections, and a proactive approach to compliance. No significant concerns were identified, and the organisation is well-positioned to sustain its high safety standards.*

Cllr A Harrison proposed to accept the Health & Safety Audit for 2024-25; this was seconded by Cllr Flynn and resolved by the Council.

**17759 To consider payments as listed and the financial reports for 31<sup>st</sup> January 2025 and 28<sup>th</sup> February 2025**

The Officer previously circulated payments, financial reports, general and earmarked reserves for approval for 31<sup>st</sup> January and 28<sup>th</sup> February 2025. The budget was not included due to it also including payments in advance for the 2025-26 budget year; when the end of year adjustments are made by the RBS accountant then an accurate budget can be used.

Cllr Watten proposed to approve the payments and financial documents as above, this was seconded by Cllr A Harrison and resolved by the Council.

Cllr Flynn and Cllr James confirmed the bank statements balances against the financial documents and signed the documents.

**17760 To consider any virements for the end of the year**

Using the February budget figures; the Officer discussed the extra income received against the extra expenses spent which leaves enough to vire across the budget items if required.

Cllr Flynn proposed to vire budget items as of 31<sup>st</sup> March 2025 if required; this was seconded by Cllr A Harrison and resolved by the Council.

**17761 To consider the appointment of the Internal Auditor for 2025-26**

Cllr Flynn proposed to appoint Mr Parkin as the Internal Auditor for 2025-26; this was seconded by Cllr James and resolved by the Council.

The Officer reported that nearer the time, the Auditor will send us his letter to set out the basis on which he is to act as Internal Auditor, and to explain his understanding of the scope and objective of the audit engagement.

**17762 To consider looking into the comparison costs for the water supply**

The Officer suggested looking into reviewing our water supply costs, and to contact Water Plus and request information regarding our accounts and what contracts are in place after Seven Trent passed them over to Water Plus. The Officer is still waiting for a response.

It is noted that the water fees will be increasing by 23.2% in our area. We are aware that wholesale rates will remain the same for everyone, but we can compare the fixed service charges.

After consideration, Cllr Whitehead proposed to review our costs and contract; this was seconded by Cllr A Harrison and resolved by the Council.

**17763 To consider the new gas and electric supply 2025 & 2026 contracts from British Gas**

Following previous discussions and comparisons obtained, Cllr A Harrison proposed to accept British Gas as the Council's gas and electric supplier when our current contracts expire; this was seconded by Cllr S Harrison and resolved by the Council.

**17764 To consider extension of the of electric supply in the old cemetery to the garage for CCTV**

Following previous discussion, Cllr S Harrison proposed to extend the current electric supply to the old cemetery garage to enable a CCTV camera to be installed; this was seconded by Cllr Flynn and resolved by the Council.

**17765 To consider looking at an alternative Christmas Tree for the events area**

Mrs Tarburton reported that our current Christmas Tree supplier will not be providing large trees anymore, therefore, we need to find another supplier or consider an alternate. Our Christmas lighting contractor is meeting with us to discuss a structured tree rather than a real tree and the costings involved. This will be but on the next agenda.

**17766 To receive any relevant information from the Finance and HR Committees**

HR Committee – Mrs Tarburton as Line Manager, reported that a staff meeting has been held and various information was passed on to the Committee. The Christmas holiday town hall closure was only discussed; the staff are happy to use three days annual leave if the Committee approved. The Committee resolved to approve the three-day annual leave as above.

Finance Committee – The Officer discussed the need for the Committee to have Terms of Reference document; the Members went through the wording of a template so that the Officer can put a document together ready for the next meeting for consideration.

An updated Delegated Responsibility document will also be discussed at a later date.

**17767 To discuss and approve the Neighbourhood Plan Review consultations and consider any expenses**

Deputy Clerk produced a draft flyer, leaflet and comment form for the Neighbourhood Plan Review consultation; the suggested dates for the consultations are the 6<sup>th</sup> May to 24 June 2025. The councillors approved the above documents.

After consideration, Cllr S Harrison proposed to accept the consultation dates 6<sup>th</sup> May to 25<sup>th</sup> June 2025 and approved the flyer, leaflets and comment forms; this was seconded by Cllr James and resolved by the Council.

**17768 To receive draft information for a Biodiversity Long Term Plan**

Cllr Whitehead gave a brief report on a basic draft plan.

**17769 To receive items for information**

Information for the next agenda – Consideration of renewal of BT line and Insurance review

**17770 Time and date of the next scheduled Town Council meeting**

The Next meeting will be the Annual Meeting of the Town Council on 19<sup>th</sup> May 2025 at 7.20pm, this will follow on from the Annual Parish Meeting at 7.15pm at the Town Hall, Scrooby Road, Bircotes.

**Bank reconciliation as of 31<sup>st</sup> January 2025**Bank Statement Balances:

31.1.2025	NatWest Current	£247,137.49	
31.1.2025	NatWest Deposit	£133,241.77	
31.1.2025	Unity Trust Current	£197,102.60	
31.1.2025	Unity Trust Deposit	£107,425.21	
			<u>£684,907.07</u>

Less unrepresented payments	£000,000.00
Plus, receipts not on bank statements	<u>£000,000.00</u>
	<u>£684,907.07</u>

Closing Cash Book Balances:

NatWest Current	£247,137.49	
NatWest Deposit	£133,241.77	
Unity Trust Current	£197,102.60	
Unity Trust Deposit	£107,425.21	
		<u>£684,907.07</u>

Represented by:

General Reserves	£437,315.49	
Earmarked Reserves	<u>£247,591.58</u>	
		<u>£684,907.07</u>

**Bank reconciliation as of 28<sup>th</sup> February 2025**Bank Statement Balances:

28.2.2025	NatWest Current	£245,652.81	
28.2.2025	NatWest Deposit	£133,369.54	
28.2.2025	Unity Trust Current	£182,740.13	
28.2.2025	Unity Trust Deposit	£107,425.21	
			<u>£669,187.69</u>

Less unrepresented payments	£000,000.00
Plus, receipts not on bank statements	<u>£000,000.00</u>
	<u>£669,187.69</u>

Closing Cash Book Balances:

28.2.2025	NatWest Current	£245,652.81	
28.2.2025	NatWest Deposit	£133,369.54	
28.2.2025	Unity Trust Current	£182,740.13	
28.2.2025	Unity Trust Deposit	£107,425.21	
			<u>£669,187.69</u>

Represented by:

General Reserves	£422,956.11	
Earmarked Reserves	£246,231.58	<u>£669,187.69</u>

