

Minutes of the Annual Meeting of the Harworth and Bircotes Town Council held on Monday 20th May 2024 at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans, Cllr Barns, Cllr Smith, Cllr Jones, Cllr Hughes, Cllr Schuller, Cllr Whitehead, Cllr S Harrison, Cllr Wratten, Cllr Flynne, Cllr James, Cllr Horrocks, and Cllr Sidwells

Others: Mrs Davies (Officer)

17585 Election of Chair

Cllr Smith proposed Cllr Evans for the role of Chair; this was seconded by Cllr Barns and resolved by the Council. Cllr Evans then signed her Acceptance of Office form which was countersigned by the Officer.

17586 Election of Vice-Chair

Cllr James proposed Cllr Jones for the role of Vice-Chair, this was seconded by Cllr Flynn and resolved by the Council. Cllr Jones then signed her Acceptance of Officer form which was countersigned by the Officer.

17587 To receive completed Acceptance of Office forms

The Officer received the signed Acceptance of the Office forms.

17587b To receive apologies and reasons for absence

Cllr Smith proposed to approve the apologies and reasons for absence from Cllr McLaughin and Cllr A Harrison; this was seconded by Cllr Flynn and resolved by the Council.

17588 To receive Declaration of Interest on any item on the agenda

No declaration in interests received.

17589 To suspend the meeting to hold a public session

No members of the public present, County Cllr Place sent her apologies.

17590 To consider the minutes of the meeting held on 8th April 2024

Cllr Flynn proposed to accept the minutes of the meeting held 8th April 2024 as a true record; this was seconded by Cllr S Harrison and resolved by the Council.

17591 To receive the cemetery Health & Safety reports

Cllr Barns was not present to give a report; however, the staff have not highlighted any concerns.

The Officer reported that next of kin have been complaining about people letting dogs on their leads whilst in the cemeteries. The District Council's Enforcement Officers will be visiting the cemeteries and will fine anyone with dogs off their leads and this includes the Styrrup Road Cemetery's land; an article has been put in the magazine.

17592 To consider planning applications as listed and any planning correspondence

Application: 24/00420/HSE
Proposal: Erect a ground floor rear extension in place of existing conservatory
Location: 23 Festival Avenue, Harworth

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

17593 To consider payments as listed and the unaudited end of year financial reports for 31st March 2024

The Officer previously circulated a list of payments for approval and the year-end finance reports, bank statements, variances and reserves as of 31st March 2024 for the Councillors to view and consider.

Cllr Hughes proposed to approve the payments and financial reports for 31st March 2024; this was seconded by Cllr Jones and resolved by the Council.

17594 To confirm the precept rate for 2024-25

The Officer reported that she had shown all the calculations on how the precept rate is calculated but forgot to include the actual precept figure which is £302,416.00. The Internal Auditor suggested that this is minuted.

Cllr James proposed to accept the confirmation of the precept figure; this was seconded by Cllr Flynn and resolved by the Council.

17595 To consider insurance renewal for 2024-25

Cllr Horrocks proposed to accept the renewal for 2024-25 with Clear Insurance Management Ltd (formally called BHIB) for 4,136.21 and to arrange for both buildings to be valued for insurance purposes; this was seconded by Cllr Barns and resolved by the Council.

17596 To review bank mandate and signatories

Cllr Whitehead proposed to keep Cllr Evans, Cllr Smith, Cllr Janet, Cllr James, Cllr S Harrison as signatories for the Natwest and Unity Trust accounts; this was seconded by Cllr James and resolved by the Council.

17597 To review the asset register for 2023-24

The Officer reported on the new assets purchased during 2023-24 totalling £7,364.18 and included on the asset register.

Cllr Flynn proposed to approve the asset register for 2023-24; this was seconded by Cllr S Harrison and resolved by the Council.

17598 To consider funding for the completion of the pre-submission draft neighbourhood plan

The Officer reported that the first funding amount received has now been spent on work associated with producing a Pre-Submission Draft Plan for Regulation 14 consultation. There has not been any publicity on when the funders will be re-opening the round of funding available to continue with the work required; this could be a considerable time or not. To take forward to the completion of the

Pre-Submission Draft Neighbourhood Plan: Stage 1, so that it doesn't lose momentum and work has to be redone, Cllr Flynn proposed that the Town Council provides £2,812 out of general reserves to complete this stage; this was seconded by Cllr Jones and resolved by the Council.

17599 To consider the price of planters for the Miners Memorial Garden

Previously, the Officer had circulated information of planters that are supplied by the same company that supplied the planters for the shop fronts and on Scrooby Road. These planters are a bit taller than the Scrooby Road ones so that the rabbits cannot eat the flowers.

After discussion, Cllr Flynn proposed purchased three planters for the Miners Memorial Garden; this was seconded by Cllr James and resolved by the Council.

Cllr Hughes is going to look at options for a coal pit related planter for the future.

17600 To consider the request for the storing of the Harworth Brass Band trailer

Representatives from the Harworth Brass Band approached the Town Council to ask if their instrument trailer could be stored at the Town Hall.

After discussion, the Council was:

- Happy to store the trailer behind the Town Hall
- Would not be able to give any keys for the gate or Town Hall to the band Committee due to insurance restrictions
- Happy for the Committee to change the lock of the current instrument store room with a second key for the Officer
- Agree to having a 50/50 concert earlier in the year rather than in winter
- That the band committee accepts that the Town Hall yard is a working one and it is not liable for any damage to the trailer
- A review to take place after 6 months

Cllr Whitehead proposed to approve the conditions as listed; this was seconded by Cllr Flynn and resolved by the Council.

17601 To receive items for information

- The Officer report that a member of the staff has left to pursue a career and we wish him all the very best; an agency worker is currently taking his place during the busy grass cutting season
- The Officer reported that following approval to purchase three notice boards, she will only purchase two for the cemeteries due to extra costs for the name boards. The Councillors requested that the damaged noticeboard on Snipe Park is removed as it was unsightly
- The Officer reported that a Biodiversity Policy is required

17602 Time and date of the next Town Council meeting is an extra meeting to sign off the Annual Governance and Accountability Return on 17th June 2024 at 1.15pm in the Town Hall.

The next scheduled Town Council meeting is the 1st July 2024 at 7.15pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Payments:

1. Notts Ass of Local Councils – annual subscriptions £1,749.62
2. Notts Ass of Local Councils – Biodiversity training £45.00
3. Aubourn Planning Consultancy – Feb & Mar BDC SLA work £1,920.00
4. Aubourn Planning Consultancy - Feb & Mar BDC project work £5,000
5. Net wages £11,045.99
6. Pensions £3,549.04
7. Rialtas Business Solutions – Annual support and accountant licence package £428.00
8. H Rodger – reimbursement of purchase of bulbs £51.64
9. Worknest Ltd – Annual HR consultancy fees & insurance £2,447.75
10. Rialtas Business Solutions – Annual VAT tax digital subscription £132.00
11. W Davies – reimbursement of Microsoft 365 Basic subscription £19.99
12. Institute of cemetery & Crematorium Management - Annual membership fees £100.00
13. Notts Ass of Local Council – Training £45.00
14. H Tech Security & Fire Systems Ltd – repairs to CCTV £96.00
15. Tate Electrical – repairs to electrics in kitchen £271.04
16. County Supplies – cleaning items and stationery £279.00

17. Ulyett Landscapes – Grass cutting of verges on Scooby Road £457.38
18. Tate Electrical – reset cemetery gates – 72.90
19. Corner Garage – fuel £43.74
20. Doncaster East Internal Drainage Board – drainage rates £15.63
21. Sharpe Group – Website & IT subscriptions £151.68
22. M & C Elliot – Grave digging £760.00
23. H Rodger – reimbursement of cleaning and PPE equipment £37.06

Bank reconciliation 2023-24

Name of smaller authority: **Harworth & Bircotes Town Council**

County area: **Nottinghamshire**

Financial year ending 31 March 2024

Prepared by: Wendy Davies - Responsible Finance Officer

Date: 17/05/2024

		£	£
Balance per bank statements as at 31/3/24			
Natwest Current A/C		422,488.12	
Natwest Deposit A/C		65,691.51	
Unity Trust Bank A/C		90,686.89	
Unity Trust Deposit A/C		-	
		<hr/>	
			578,866.52
Petty cash float - None held	Nil		-
Less: any un-presented cheques as at 31/3/24			
Cheque number			
	3649	(3,655.74)	
	3726	(300.00)	
	3736	(252.00)	
	3737	(590.35)	
	3742	(130.00)	
	3744	(760.00)	
	3745	(313.05)	
	3747	(159.32)	
	3748	(151.68)	
	3749	(56.21)	
	3750	(457.38)	
	3751	(151.02)	
	3752	(124.80)	
		<hr/>	
			(7,101.55)
Add: any un-banked cash as at 31/3/24	Nil		-
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			571,764.97

