

Minutes of the Harworth and Bircotes Town Council held on Monday 11th December 2023 at 7.15pm at the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Present: Cllr Evans (Chair), Cllr Flynn, Cllr Sidwells, Cllr Horrocks, Cllr McLaughlin, Cllr Hughes, Cllr A Harrison, Cllr S Harrison, and Cllr Jones

Others: Mrs Davies (Officer) PC Martin and County Cllr Sheila Place

17508 To receive and consider any apologies and reasons for absence

Cllr Flynn proposed to accept the apologies and reasons for absence from Cllr Smith, Cllr Barns, Cllr James, and Cllr Schuller; this was seconded by Cllr S Harrison and resolved by the Council.

17509 To receive Declaration of Interest on any item on the agenda

No declaration of interests received.

17510 To suspend the meeting to hold a public session

The Chair suspended the meeting to allow members of the public to speak.

- County Councillors Sheila Place gave her County report
- PC Martin gave is police report
- The Chair circulated her District Councillor report

17511 The receive the Chair's report

The Winter Wonderland Event – A Great Success

I think everyone enjoyed this event, the feedback from residents was very positive. My thanks go to all our staff, who pitched in to not only prepare the Main Hall and smaller rooms, but also got involved on both days – who was it who was dressed as Olaf? - and thanks go to Cllr. Scott Harrison for manning the traffic barriers in freezing cold weather, and other councillors who contributed/got involved. I understand the Tenants & Residents Association had a successful raffle and tombola, and their purchase of selection boxes for around 350 children who queued to see Santa is much appreciated.

I must mention Karen Tarburton and thank her for all her hard work and forward planning, which led to a very successful event. Warning – I understand she is already thinking about next year's event!

What did I like best? Definitely the reindeer, followed by the Christmas tree lighting, both of which impressed the children.

Bassetlaw's Community Champions!

Congratulations to our own Jane Vernon, who was one of three Community Champions named at Bassetlaw District Council's Annual Tenant Conference and Meet the Team event. The Champions are people who have supported their neighbourhoods, given up their time to help others, and ensured that some of our most vulnerable residents are able to be part of a community; Jane was recognised for her charity work and personal donations to people in need.

Severe Weather Emergency Provision Now Available

The cold weather initiated the Severe Weather Emergency Provision by Bassetlaw District Council, when cold weather accommodation is provided for people who are homeless or sleeping rough in Bassetlaw. If you are concerned that somebody is homeless or sleeping rough, then please get in touch via one of the following:

- The Housing Needs Team – 01909 533533 (out of hours service 0800 590542)

Minutes of the meeting held 11th December 2023 Signed: *CJ Evans* Date: 15th /1/2024

- Streetlink – www.streetlink.org.uk
- Nottinghamshire Street Outreach Team – 0800 0665356
- If the person is in immediate danger, needs medical assistance, or is under 18, please call 999.

17512 To approve the minutes of the meeting held on 6th November 2023

Following the addition of Cllr Sidwell's name as present at the meeting, Cllr S Harrison proposed to accept the minutes of the meeting held 6th November 2023 as a true record; this was seconded by Cllr Flynn and resolved by the Council.

17513 To receive the cemetery Health & Safety reports and updates from the Officer

Cllr Barns was not present to give his report.

The Officer reported that the independent memorial inspections have been completed in both cemeteries; a report on the new cemetery was given. Next of kin have been contacting the Council regarding repairs to their memorials; it has been noted that others have been removing the stickers off the memorial stones and ignoring them – their liability still remains.

17514 To receive the report for the investigation to see if reinforced autoclaved aerated concrete is present in the Information Centre and Town Hall

The Officer reported that following the above investigation, the conclusion from the survey states:

- No RAAC was identified in the areas surveyed
- Whilst not all areas of the two buildings were surveyed, the likelihood of RAAC being present in the two buildings is considered very low based on the observed form of construction
- Therefore, no further appraisal is deemed necessary at this time

Cllr Flynn proposed to accept the findings of the investigation; this was seconded by Cllr Hughes and resolved by the Council.

17516 To consider planning applications as attached and planning correspondence

Application: 23/01335/HSE

Location: 48 Bawtry Road, Harworth

Proposal: Erect single storey rear extension

Consideration: No objections

Application: 23/01358/HSE

Location: 30 White House Road, Bircotes

Proposal: Single storey extension to side of House to create a dining kitchen

Consideration: No objections

Street Naming applications

Application: 23/00077/NEWDEV

Location: Land to south of Grey Gables, Tickhill Road, Harworth

Proposal: New name – Beech Croft, Tickhill Road, Harworth

Consideration: No objections

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

17517 To approve payments as listed and receive financial reports for 31st October 2023

The Officer previously circulated copies of the payments for approval and financial reports, reserves, bank statements, budget, and variances for the Councillors to view and consider.

Cllr A Harrison proposed to approve the payments as listed; this was seconded by Cllr Jones and resolved by the Council.

Two Councillors confirmed the bank statement balances against the financial statements which were correct and signed the financial reports.

The Officer went through the budget figures and reasons for any variances. No matters raised.

Cllr A Harrison proposed to approve the financial statements as above for 31st October 2023; this was seconded by Cllr S Harrison and resolved by the Council.

17518 To discuss ideas for the 2024/25 budget and ear marked reserves

The Officer went through the budget list and asked the Councillors if there were any suggestions of anything new to include in the 2024/25 budget. The Officer suggested having the Harworth tree on Main Street as part of the Christmas lighting where the lights are installed in November and then removed in January in line with the Christmas lights on Scrooby Road; this way the lights are tested and stored ready for the next year, and we are not left with damaged lights on the tree. A new contract is due for the Christmas lighting, and this could be included in the package.

Another for item for consideration is the cleaning of the War Memorial next year; a price has been given as well as the offer to clean the Tommy Simpson memorial on Scrooby Road free of charge if it is cleaned at the same time as the War Memorial.

A suggestion to purchase our own Pat testing equipment and training for the staff; this needs further information.

Other projects mentioned have already been allocated funding which has been put aside in the ear marked reserves.

17519 To review the General Data Protection Regulation (GDPR) policies

The Officer had previously circulates copies of the GDPR policies for the Councillors to review.

Cllr A Harrison proposed to approve the current policies without any amendments; this was seconded by Cllr Flynn and resolved by the Council.

17520 To review the General & Financial Risk Assessment

The Officer had previously circulated copies of the updated General & Financial Risk Assessment for the Councillors to review.

Cllr A Harrison proposed to approve the updated risk assessment; this was seconded by Cllr Sidwells and resolved by the Council.

17521 To review the following policies:

- Health & Safety policy
- Vexatious policy
- Terms of Reference for the Town Council

The Officer had previously circulated copies of the above policies for the Councillors to review.

Cllr Jones proposed to approve the current policies with no amendments; this was seconded by Cllr S Harrison and resolved by the Council.

17522 To receive any updates on the Town Council events

The Chair covered this in her Chair's report above.

17523 To receive items for information only

The Officer reported that the speed gun has been purchased; signs and jackets still required. A post was put on face book asking for anyone interested in helping with the speed watch to contact the Town Council, no responses received yet

A thank you from the Royal British Legion was received for the Remembrance Day road closure and the Remembrance statue at the town hall and street poppies.

17524 Time and date of the next Town Council meeting

The next Town Council meeting will be held on the Monday 15th January 2024 at 7.15pm in the Town Hall, Scrooby Road, Bircotes, DN11 8JP.

Payments

- 1) W Davies reimbursement for Amazon payment for Bushnell Speed gun & Batteries £181.75 plus vat – funded
- 2) Leonard Tomlinson Ltd - Corner Garage – Fuel for October £85.90 + vat
- 3) JNP Group – RAAC Identification survey for town hall and annex - £850.00 + vat
- 4) B.D.C – Hire of room - £15.25
- 5) H Rodger – reimbursement of various till receipts for refreshments, stationary, cleaning, stationary etc £49.42
- 6) Unity Trust for NCC – Pension payment for November £3,408.86
- 7) Hentons via Unity Trust – net wages for November £10,260.67
- 8) K Tarburton reimbursement for batteries £21.00
- 9) Climatecool Energy Services Ltd = Annual AC service £265.00 + vat
- 10) Chevron – Remembrance Day road closure £910.00 + vat
- 11) J Rust & Son – Carpet for conference room £1,435.00 – Funded
- 12) J Rust & Son – additional carpet work £300.00 – Funded
- 13) Independent Memorial Inspections - £626.60 + vat
- 14) UK Trade – Screwfix – waterproof cement £12.08 + vat
- 15) W Davies reimbursement for Canva – annual subscription website advertisement software fee £99.99
- 16) Konica Minolta – 3 months printer lease £68.94 + vat (DD)
- 17) RPF Manufacturing – annually service of all site aluminium doors and roller shutters £590.00
- 18) W Davies – reimbursement for Amazon – replace damaged whiteboard £132.50 + vat – Funded

- 19) Hertfordshire County Council – cleaning items/stationary £306.66 + vat
- 20) M & C Elliott – Grave digging - £720.00
- 21) Pest Control Solutions – Pest control in annex £130.00
- 22) Sharpe Group – IT & Website £126.40 + vat
- 23) Torne Valley Ltd – gloves/saw blade and bits £22.02 + vat
- 24) Outco – Gritting for November £208.00 + vat
- 25) North Notts Community First Responders – 2 x events covering first aid £500.00
- 26) Universal Supplies (UK) Ltd – hire of barrier for Christmas tree £9.14 + vat
- 27) Leonard Tomlinson Ltd – Corner Garage November fuel £88.52 + vat

Finances as of 31st October 2023Meeting report 11.12.23

Net Income for October	£019,381.47	
Net Expenses for October	£053,352.10	
Opening bank balances 1st April 2023	£	£
Current Account	£379,281.34	
Current Saver Account	£064,820.53	
Unity Trust Account	£091,879.43	
Unit Trust Savings	<u>£000,000.00</u>	£535,981.30
Plus income & VAT <u>to date</u> 31.10.23	£454,782.91	
Less expenses & VAT <u>to date</u> 31.10.23	£305,782.59	£149,000.32
Closing cash book balances 31st October 2023		
Current Account @ 31 st October 2023	£528,908.94	
Current Saver Account @ 31 st October 2023	£065,304.05	
Unity Trust Savings @ 31 st October 2023	£000,000.00	
Unity Trust Account @ 31 st October 2023	<u>£090,768.63</u>	<u>£684,981.62</u>
Made up of: Ear Marked Reserves		£263,747.21
General Reserves		£421,234.41
		<u>£684,981.62</u>

Budget on 31st October 2023 (Does NOT include vat, self-funding projects or ear mark reserves – not budget items)

Annual Budget 2023/24	Actual at 31.10.23	Difference at 31.10.23
Income £387,957.00	£366,691.00	£021,266.00 (rounded figures)
Expenditure £398,110.00	£239,722.00	£158,388.00 (rounded figures)