



Kimberley Town Council

Parish Hall
Newdigate Street
Kimberley
Nottingham
NG16 2NJ

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23rd May 2024

Dear Councillor

You are hereby summoned to attend the **Annual** meeting of the **Full Council** to be held on **Thursday 30th May 2024** in the Committee Room, Parish Hall, Newdigate Street, Kimberley, at **19.00**.

Please submit apologies to the Town Clerk by midday on the day of the meeting.

Members of the public and the press are entitled to attend this meeting as observers.

An agenda is set out below.

Yours faithfully

J Darbyshire

Town Clerk

AGENDA

- TC/24/023 **Election of Mayor of the Council**
- TC/24/024 **Mayor Acceptance of Office**
Newly elected Mayor to sign acceptance of position.
- TC/24/025 **Election of Deputy Mayor of the Council**
- TC/24/026 **Apologies for Absence**
- TC/24/027 **Report from the Police**
Update by the Police on crime and anti-social behaviour in Kimberley, and ongoing police activities.
- TC/24/028 **Declarations of Interest**
Members are requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest in any item on the agenda.

- TC/24/029 **Minutes of Full Council**
The minutes of Full Council meeting 25th April 2024 attached.
- TC/24/030 **Report from County Councillor**
- TC/24/031 **Reports from Borough Councillors**
- TC/24/032 **Levelling Up Fund**
Update on any progress on the Levelling Up Fund.
- TC/24/033 **Committee Updates**
Estates and Environment meeting Thursday 9th May 2024
Events meeting Thursday 16th May 2024
Finance meeting Thursday 23rd May 2024
- TC/24/034 **Appointment of Committee Members**
Estates & Environment Committee
Events Committee
Finance Committee
HR Committee
Levelling Up Fund Working Group
- TC/24/035 **Appointment of Committee Chairs**
- TC/24/036 **Arrangements with Local Authorities**
Kimberley Town Council have the following arrangements:-
Millfield allotments and Cemetery - Broxtowe Borough Council
Lengthsman Scheme - Nottinghamshire County Council
- TC/24/037 **Asset Registers**
Review of inventory of land and other assets including buildings and office equipment. All new purchases have been added to the asset register.
- TC/24/038 **Insurance Cover**
Confirmation of arrangements for insurance cover in respect of all insurable risks. All new purchases have been added to the asset register. Renewal due 1st June 2024, this will be the third year of the three-year tied agreement.
- TC/24/039 **Subscriptions**
Kimberley Town council currently have subscriptions with NALC at a cost of £1268.36 and SLCC at a cost of £238.00 for the current year.
- TC/24/040 **Delegation Arrangements**
Review of delegation arrangements to committees and staff. Covered in terms of Reference and Standing Orders updated 21st March 2024 TC/24/706 and 25th April 2024 TC/24/019 respectively.
- TC/24/041 **Meeting Schedule**
Proposed meeting dates for 2024-2025, attached.

- TC/24/042 **Section 137 Expenditure**
The expenditure incurred under section 137 of the Local Government Act 1972 for the year 2023-2024 totalled £9000, attached.
- TC/24/043 **Income and Expenditure – Year End 2024**
To note the attached report. Please note this excludes all Levelling Up Fund expenditure.
- TC/24/044 **Internal Auditor Report 2023-2024**
To note the Internal Auditor (Sabrina Doherty) report attached.
- TC/24/045 **To approve AGAR 2023-2024**
a) Section 1 Annual Governance Statement, attached.
b) Explanation of ‘no’ on Annual Governance Statement, attached.
c) Section 2, Accounting Statement, attached.
d) Explanation of section 1 and 2 answers regarding the Trust.
- TC/24/046 **Notice of Public Rights and Publication 2023-2024**
To note the Notice of Public Rights and Publication, attached.
- TC/24/047 **Month End Finance Reports**
a) Income and Expenditure Report
b) Balance Sheet
c) Actual payments April
- TC/24/048 **Accounts for Payment**
Payment schedule, attached. To approve.
- TC/24/049 **Direct Debits**
To review and approve current direct debits, attached.
- TC/24/050 **Earmarked Reserves**
Proposal from Finance to amend the Earmarked Reserves, attached.
- TC/24/051 **Bank Signatories**
Review and approve existing bank signatories. Currently J Robertson (RFO), J Darbyshire (Town Clerk), Cllrs S Boneham, N Doherty, T Mason and T Rood.
- TC/24/052 **VAT – ‘Opt to Tax’**
To propose to ‘Opt to Tax’ on the Parish Hall, Newdigate Street, Kimberley. Paper attached.
- TC/24/053 **Standing Orders and Financial Regulations**
Confirmation that Standing Orders were reviewed on 25th April 2024 TC/24/019.
Financial Regulations will be updated in the near future, inline with the new NALC Model Financial Regulations recently released.

- TC/24/054 **Policies and Procedures**
Confirmation that Policies and Procedures, including Complaints Procedure, Freedom of information and Press and Media Policy, were reviewed on 21st March 2024 TC/24/705 and 25th April 2024 TC/24/018. Schedule attached.
- TC/24/055 **Terms of Reference**
Confirmation that Terms of Reference were reviewed on 21st March 2024 TC/24/706. HR to be amended as per the Internal Auditor's report. Schedule attached.
- TC/24/056 **Member's Behaviour**
All members to review the Code of Conduct and their commitment to the Civility and Respect Pledge, attached. Also to ensure they read the updated Good Councillors Guide distributed on 16th May 2024.
- TC/24/057 **Register of Interests**
A reminder to all members to review their Register of Interests and update where necessary.
- TC/24/058 **Christmas Market**
Proposal from the Events Committee for approval to add £4,000 from General Reserves to the Events Budget. This is to take over and run the Kimberley Christmas Market to prevent its closure and loss to the community. The market would provisionally be held on Sunday 8th December 2024.
- TC/24/059 **Planning Applications**
Attached.
- TC/24/060 **Parking at Sainsbury's**
To discuss the email received from Nottinghamshire County Council in respect of parking at Sainsbury's and agree a response.
- TC/24/061 **Dates of Next Meetings**
Estates and Environment - Thursday 13th June 2024
Events – Thursday 20th June 2024
Full - Thursday 27th June 2024
- TC/24/062 **Exclusion of Public and Press**
RESOLVED that, under Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information.
No Excluded Items