



Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,
clerk@clipstoneparishcouncil.org 01623 626857

11 May 2023

To: Councillor R Clarey
J Fishwick
D Eskriett
W Swiffin
C Wigman
J C Wigman
R Spademan

Dear Councillor

You are hereby summoned to the Clipstone Parish Council Annual meeting which will be held in the Village Hall, Church Street, Clipstone, NG21 9DF on **Wednesday 17 May 2023 at 7pm.**

The public and press are invited to attend.

Regards

Michelle Paxton

Clerk to the Council

AGENDA

- CPC23/24 1 **Chairman**
To elect a Chairman for the year 2023/2024 and to sign the Declaration of Acceptance of Office
- CPC23/24 2 **Apologies**
To receive apologies for absence
- CPC23/24 3 **Vice Chairman**
a) To agree whether a vice chairman is required
b) To receive any nominations and elect a Vice Chairman
c) If elected, Vice Chairman to sign the Declaration of Acceptance of Office



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- CPC23/24 4 **Declaration of Acceptance & Register of Members**
Interests
a) To confirm Declaration of Acceptances have been signed
b) To confirm arrangements for the completion of the Register of Members interest
- CPC23/24 5 **Declarations of Interest**
To receive disclosures of pecuniary and non-pecuniary interests on matters being considered on the agenda
- CPC23/24 6 **Public Session**
To receive questions and petitions from members of the public
- CPC23/24 7 **Community Protection Officer**
To receive an update from Newark and Sherwood District Councils Community Protection Officer
- CPC23/24 8 **County and District Councillor(s)**
To receive a report from the County and District Councillor(s)
- CPC23/24 9 **Minutes**
To approve and sign the minutes of the meeting held on 26 April 2023 (Appendix A)
- CPC23/24 10 **Standing Orders**
To review and adopt the Standing Orders (Appendix B)
- CPC23/24 11 **Financial Regulations**
a) To review and adopt the Financial Regulations (Appendix C)
b) To review and adopt the Financial Risk Assessment (Appendix D)
- CPC23/24 12 **Asset Register**
To defer the review and approval the Asset Register to the June Parish council meeting
- CPC23/24 13 **Subscriptions**
To review and approve the Council's and Officer subscriptions (Appendix E)
- CPC23/24 14 **Insurance**
To confirm arrangements for insurance cover (Appendix F)



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- CPC23/24 15 **Data Protection**
To confirm registration with the Information Commissioners Office (Appendix G)
- CPC23/24 16 **Finance**
a) To receive, verify and sign the payment schedule for April 2023 (Appendix H)
b) To receive, confirm and sign the payment schedule for May 2023 (Appendix I)
c) To review and approve the list of direct debits and standing orders (Appendix J)
d) To consider changing the current bank account and the instant access reserve account to Unity Trust Bank and agree signatories (Appendix K)
e) To confirm enrollment into the Local Government Pension Scheme
- CPC23/24 17 **Policies**
To resolve to defer the review of Council policies to later meetings
- CPC23/24 18 **Councillor Training**
To note the dates for new Councillor training and approve attendance by Councillors who require initial or refresher training (Appendix L & M)
- CPC23/24 19 **Civility and Respect**
To confirm the registration to the Civility and Respect pledge (Council number 1171) and sign the certificate (Appendix N)
- CPC23/24 20 **Terms of Reference**
a) To confirm the Terms of Reference for the Personnel Committee (Appendix O)
b) To note the Clerks attendance at a Committees, Sub-Committees and Working Groups online training session on 25 May 2023, following which the development of the Terms of Reference for the Asset Working Group will progress
- CPC23/24 21 **Committee Members**
To appoint Councillors to Committees:
a) To consider Personnel Committee membership
b) To defer considering Asset Working Group membership until Terms of Reference are agreed
- CPC23/24 22 **Officers Update**
To receive an update from Parish Council Officers



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Planning

To consider any planning applications received:

- a) 23/00401/LBC / Remove 2 rusty decks from each side of the former shaft, the lift cage gates, stairs and gantry at heapstead one / Respond by 17 May 2023
- b) 23/00721/HOUSE / 7 Second Avenue Clipstone NG21 9DB / Single storey front extension / Respond by 21 May 2023

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Correspondence

To receive any correspondence:

CPC23/24 25

Meeting Dates

To confirm the meeting schedule for the next civic year

(Appendix P)

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Meeting Details

- a) To note the next meeting date of Wednesday 28 June 2023 at 7pm
- b) To consider deferring the Personnel Committee Meeting scheduled for Wednesday 14 June 2023

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Confidential

Public Bodies (Admission to Meetings) Act 1960:

To resolve that "in view of the confidential nature of the business about to be transacted, the Press and Public be excluded for the remainder of the meeting."

- To approve and sign the confidential notes of the meeting held on 26 April 2022
- Tenant
- Car park