

The Village Centre | New Hill | Farnsfield | Newark | Nottinghamshire | NG22 8JN

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NOTICE OF A COUNCIL MEETING

Dated: 17th April 2024

Councillors are summoned to, and the public are given notice of a Meeting of the Full Farnsfield Parish Council to be held at **7.00pm on Tuesday 23rd April 2024** in the Lower Hall of the Village Centre, New Hill, NG22 8JN for the purpose of transacting the business set out in the attached agenda.

Signed: *S. Kauser*

Ms Safia Kauser - Locum Parish Clerk

Council Members	
Cllr Peter Sarre [Chairperson]	Cllr Charlotte Harris Sutton [Vice-Chair]
Cllr Lesley Healy [Interim Vice-Chair]	Cllr Sally Savage
Cllr Lindsay Biro-Moore	Cllr Joyce Shakeshaft
Cllr John Cracknell	Cllr Maurice Shakeshaft
Cllr Corinne Moore	X1 casual vacancy
Cllr Mike Thompson	

**Meetings are open to the public by virtue of the Public Bodies Admissions to Meetings Act 1960 s1 unless the presence is prejudicial to the public interest (s2).*

FARNSFIELD PARISH COUNCIL

Full Parish Council Meeting – Tuesday 23rd April 2024

A G E N D A

Minute Item	
2425.01FC	1. Chairmans Opening Remarks To receive the Chairmans opening remarks.
2425.02FC	2. Apologies To receive and approve apologies and reasons for absence.
2425.03FC	3. Declaration of Disclosable Pecuniary and Other Interests To declare any disclosable pecuniary interests or any other interests (not already on the register of interests) appertaining to items on the agenda and to consider any dispensation requests in accordance with the Standing Orders.
2425.04FC	4. Minutes To approve the draft minutes of the Extraordinary Parish Council meeting held on the 19 th March 2024 and Ordinary council meeting held on the 26 th March 2024 as a true record and to be signed by the Chair (minutes previously circulated).
2425.05FC	5. Exclusion of the Press and Public To consider and resolve the agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies Admissions to Meetings Act 1960 for matters appertaining to confidential information.
2425.06FC	6. Public Participation Session a) To convene a public participation session to allow members of the public to make representation on the business of the agenda for the meeting. b) To consider urgent village matters not previously raised. Note: No resolutions can be made under public participation.
2425.07FC	7. Reports from County and District Councillors To receive reports from County and District Councillors.
2425.08FC	8. Scheduled Committee Meetings To note that the scheduled meetings for the Facilities & Environment Committee and the Finance & Governance Committee that were due to take place on the 09th April 2024 have been deferred at the request of the Chairs of the committees. Extraordinary committee meetings are scheduled to take place on Tuesday 07th May 2024. For these reasons the meeting summons were not issued and a public notice was placed on the website and Facebook page.
2425.09FC	9. Committee Vacancy To appoint a member to fill in the committee vacancy on the Facilities and Environment committee.
2425.10FC	10. Community Infrastructure Levy [CIL Projects] To receive an update on the CIL projects and to consider additional projects to be funded by CIL and to resolve any further actions: a) Hadleigh Car Park Extension b) Confirmation of CIL balances and consideration of additional projects to be funded by CIL.

2425.11FC	<p>11. Section 106 Expenditure [Bellway Projects] To receive an update on the S106 expenditure authorised at the last meeting and to agree the payment terms for the Bowls Club and Tennis Club.</p> <ul style="list-style-type: none"> a) Village Centre: Solar Panels and Audio-visual facility b) Bowls Club: Refurbishment c) Tennis Club: Gates, inclusive equipment and hardstanding d) Pavilion: Toilet & Sign
2425.12FC	<p>12. Parish Council Insurance Renewal To note that the parish council insurance renewal policy has been received from Zurich at a cost of £5,441.40. The renewal date is 01st June 2024. The council is locked in a long-term agreement to 31st May 2025. The policy schedule is currently under review by the Locum RFO. Formal review and approval of the insurance will be considered at the May full council meeting.</p>
2425.13FC	<p>13. Grant Applications To receive and consider the grant application from the Royal British Legion in accordance with the councils grant application form and policies. The grant form has been circulated to all council members.</p>
2425.14FC	<p>14. Financial Matters</p> <ul style="list-style-type: none"> a) To approve the list of regular payments for the 2024/2025 financial year that arise on a continuing basis as a result of a continuing contract, statutory duty or obligation in accordance with the requirements of Financial Regulation 5.6. b) To consider and renew the approval of the use of direct debits and standing orders in accordance with the requirements of Financial Regulation 6.7. A list of the current payments under this arrangement shall be drawn up by the Locum RFO and tabled at the meeting. c) To receive and approve the payments schedule and any additional invoices received following the publication of the agenda (reports to follow or be tabled at the meeting). d) To receive and consider the Locum RFO report (to be tabled at the meeting or a verbal update to be provided).
2425.15FC	<p>15. Updates from Working Parties To receive updates from various working parties and to resolve any further actions.</p> <ul style="list-style-type: none"> a) Tackling Loneliness in the Community (TLC) b) Youth c) Access to Recreation (A2R) d) Budget and Policy Planning (BPP)
2425.16FC	<p>16. Bowls & Tennis Club Leases To progress the lease negotiations for the Bowls and Tennis Club. The Locum Clerk recommends that this item be considered under the exclusion of the press and public as the proposed leases are subject to contract and publicity would prejudice the ongoing lease negotiations by the council.</p>
2425.17FC	<p>17. Council Administration (MS Office Licenses & Finance Software) To receive and consider the enclosed report from the Locum Clerk and resolve any items that require a council decision (report enclosed).</p>
2425.18FC	<p>18. Council Logo To consider authorising expenditure for a graphic designer to professionalise the current parish council logo to a high-resolution format for official council use. It is anticipated that the work should not take much more than 2 to 3 hours work (see enclosed report).</p>

2425.19FC	19. Locum Parish Clerk Correspondence Report To receive and consider any correspondence or items brought forward by the Locum Clerk and to resolve any further actions: <ul style="list-style-type: none"> a) Correspondence Report b) FOI update c) Community Transport
2425.20FC	20. Items for Discussion at a Future Meeting To notify the Clerk of any agenda items for consideration for inclusion at a future meeting.
2425.21FC	21. Date of the next Meeting To note the date of the next meeting scheduled for Tuesday 21 st May 2024 (Annual Council Meeting) at 7.00pm in the Lower Hall, Village Centre.

Supporting Document

THIS DOCUMENT HAS BEEN CREATED FOR INFORMATIONAL PURPOSES TO ACCOMPANY AN AGENDA ITEM



TO:	Members of the Full Parish Council
MEETING DATE:	23 rd April 2024
SUBJECT:	Council Administration (MS Office Licenses & Finance Software)
REPORT AUTHOR:	Locum Clerk

Agenda Item 17: Council Administration (MS Office Licenses & Finance Software)

To receive and consider the enclosed report from the Locum Clerk and resolve any items that require a council decision (report enclosed).

Purpose of the Report: To provides members with a summary update and items that require a council decision.

1) Council Administration

It is understood that temporary access to the Clerks emails and shared council drive was granted to the Chairman Cllr Peter Sarre following the departure of the previous Clerk/RFO and the arrival of the Locum Clerk. The access is currently active and the council is required to review this arrangement and consider the recommended action from the Locum Clerk.

RECOMMENDATION:

- **That the temporary access granted to Cllr Peter Sarre to the Parish Clerks emails and access to the councils shared drive be terminated by Zest (councils IT provider). Locum Clerk to action following formal council approval.**

2) MS Office Licenses

The council have 13 basic office licenses provided by Zest IT. Although a basic office license allows access to Microsoft Office, this is restricted to an online version only. There is an additional cost of a full license for Microsoft Office for the Parish Clerk which will be licensed to the new laptop (desktop version of MS office) which is due to be set-up on the 23rd April 2024 following the receipt of the new laptop from Zest IT. The basic license is not ideal for the Locum RFO and the council is requested to consider authorising a full Microsoft office license [desktop version] for use by the RFO on the RFO laptop. It is understood that this would provide an additional cost of approximately £10.00 per month.

Current Licenses [Information provided by Zest]:

- X3 Basic Office Licenses [Booking Clerk; Locum Clerk and Locum RFO]
- X 10 Basic Office License [For Councillors access to councillor shared drive and emails]

RECOMMENDATION:

- **That the costs of an additional Full Microsoft Office License be approved for use and installation on the RFO laptop (installed by ZEST IT).**

3) Finance Software

The Rialtas Alpha finance software is currently installed on the RFO laptop. The annual costs of the Alpha software support and maintenance for one user is £192.00 + VAT. The invoice from 01st April 2024 is due (refer to payments schedule). The Locum Clerk currently cannot access any of the finances due to the data stored on the RFO laptop. Although the roles are currently split with remote working, the Locum Clerk should have an overview and access to the finances. Enquires have been made with Rialtas who have confirmed that as data is on a laptop that the RFO has, there is no way with the current setup for the Locum Clerk and RFO to both have access as we will be on different networks. The software would have to be moved to Rialtas Cloud. The move to a cloud based software could provide additional benefits, see link for further information: <https://www.rialtas.co.uk/solutions/rialtas-cloud/>

At the time of writing this report, a sales quote has been requested and is currently pending.

RECOMMENDATION:

- **That the Rialtas Alpha Finance Software is moved to Rialtas Cloud and that a second license be approved for use by the Locum Clerk.**

TO:	Members of the Full Parish Council
MEETING DATE:	23 rd April 2024
SUBJECT:	Council Logo
REPORT AUTHOR:	Locum Clerk

Agenda Item 18: Council Logo
 To consider authorising expenditure for a graphic designer to professionalise the current parish council logo to a high-resolution format for official council use. It is anticipated that the work should not take much more than 2 to 3 hours work (see enclosed report).

Purpose of the Report: To provide members with background information relating to the existing low res logo and branding previously used by the Parish Council and consideration of a proposed brief to be provided to a graphic designer to design a new high resolution logo and branding based on previous designs; for official council use.

Existing Logo

Following a search on the hard-drive, the council has used two different types of logos as part of their branding, see images:

Image 1:



Image 2:



Both images are not high-resolution images which can present difficulties in using the logo for artwork purposes on flyers and on parish council external signage. The use of a professionalised logo in a high resolution format can also be used on official council literature and on the website as part of the professional look and branding. There is other branding used on council documents which could also benefit from being professionalised based on the new branding/logo developed by a graphic designer.



Proposed Brief

It is recommended that the following brief be issued to a graphic designer:

- To design a logo for Farnsfield Parish Council based around the concept of a fern leaf and to develop associated letterheads/branding based on the new logo.

Supporting Document

THIS DOCUMENT HAS BEEN CREATED FOR INFORMATIONAL PURPOSES TO ACCOMPANY AN AGENDA ITEM



TO:	Members of the Full Parish Council
MEETING DATE:	23 rd April 2024
SUBJECT:	Locum Parish Clerk Correspondence Report
REPORT AUTHOR:	Locum Clerk

Agenda Item 19: Locum Parish Clerk Correspondence Report

To receive and consider any correspondence or items brought forward by the Locum Clerk and to resolve any further actions:

- a) Correspondence Report
- b) FOI update
- c) Community Transport

Purpose of the Report: To provide members a summary of the correspondence received by the Parish Clerk since the last meeting and recommend if any further action may be required. This does not include correspondence items actioned by the Clerk.

a) Correspondence Report

Items marked for information are to be noted only unless members feel there is further action to be taken. Items marked 'for consideration' are recommended to be considered by the Council.

Date Sent	Details	Action
02.04.24	Newark & Sherwood DC – Planning ctte 04.02.24	For info
08.04.24	Nottinghamshire County Council – Public Health Resources	For info
08.04.24	Newark & Sherwood CVS – Community Transport (offer to hold a meeting)	To consider
08.04.24	Notts ALC – April Newsletter	For info
08.04.24	Newark & Sherwood DC - Planning Application Local Validation Checklist Consultation	For info
08.04.24	Notts ALC – Code of conduct training Thursday 2nd May from 7pm to 9.30pm, price is £45pp.	To consider
08.04.24	Newark & Sherwood DC – Final Scheme of Delegation Update briefing (Planning)	For info
08.04.24	Newark & Sherwood DC - Changes to the Planning Protocol and Scheme of Delegation	For info
08.04.24	Newark & Sherwood DC – Letter re Statement of Community Involvement - Update Consultation	For info
08.04.24	Notts ALC – Best Kept Village Competition 2024 – Closing date 17 th May 2024	To consider
17.04.24	Nottinghamshire County Council – Community Sport Newsletter	For info
17.04.24	Latest news from Southwell	For info

17.04.24	Nottinghamshire County Council - Apply for the 2024 Reduce, Reuse, Recycling Fund	For info
17.04.24	Nottinghamshire County Council - Health and Wellbeing April 2024	For info

a) FOI Update

One FOI has been received and acknowledged on the 08th April 2024. In accordance with the Standing Orders, a response shall be provided by the Clerk within the 20 working days. The Locum Clerk understands that there is an existing FOI which is currently with the Commissioners Officer. Update to be noted by council.

b) Community Transport

The Clerk received some correspondence from Newark & Sherwood CVS (Door to Door Transport Scheme) on the 08th April 2024 which was circulated to council members. The organisation are asking for volunteer drivers in Farnsfield as they have an immediate need for volunteers in Farnsfield. They have indicated their commitment to being open to ideas and suggestions to boost recruitment. The Clerk has confirmed that this will be raised at this meeting for councillors consideration.

Cllr Corrine Moore has also confirmed that the TLC have been exploring a number of different transport options for the community - hence why the survey is being done and that the TLC group are aware of Door to Door run by NDSC CVS which covers a wide area and some people in the Farnsfield community are using it.