

Dear Councillors Bracegirdle, Bright, Buxton, Callingham, Cox, Elson, Fairbairn, Forde, Hall, Mallard, Marshall, Moore, Sellars, and Scott,

You are summoned to attend the next meeting of the **Annual Parish Council** to be held on **Wednesday 22nd May 2024, commencing at 6pm**. This meeting will be held in the large hall of Balderton Village Centre.

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.

Marion Fox Goddard, Balderton Parish Clerk, Thursday 16th May 2024

At this meeting the council will consider business which must be conducted at the council's Annual Parish Council meeting. There will be a short break and then we will move to the usual monthly full council meeting which has a separate agenda. It is estimated that this meeting will take 1.5 hours. Normal monthly parish council meeting will commence no earlier than 7.30.

AGENDA

67. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office
68. To elect the Vice Chair of the Council
69. To receive declarations of any intentions to record the meeting.
70. To receive apologies for absence
71. Declarations of interest
72. To agree the terms of reference for Committees and Sub Committees and appoint Councillors and to delegate the election of chair for each committee/sub-committee to their first meeting.
 - a. Amenities Committee (revised meeting schedule)
 - b. Personnel and Policy Committee
 - c. Planning Committee
 - d. Allotments Sub committee
 - e. Village Hall Sub Committee
73. Appointment of Representatives of other bodies/ liaison meetings and a suggestion on how to report back
 - a. British Gypsum/St Gobain Formula
 - b. Newark Healthcare Consultative Group
 - c. Neighbourhood Watch
 - d. Newark Town Board
 - e. Safer Streets
 - f. Southern Link Road
74. Confirm that the Standing Orders of Balderton Parish Council were reviewed in December 2023
75. Review the Civility and Respect Pledge
76. Review existing bank signatory arrangements and agree changes as required
77. Review the Asset Register

78. Confirm the Council's complaint procedure was reviewed in November 2023
79. Confirm that the Council's General Data Protection Regulation Policies and personal data retention schedules were reviewed in December 2023.
80. To confirm that the council meets the transparency code for smaller authorities requirements
81. To confirm that the council follows/uses the Information Commission Office's Freedom of Information guidance and resources if requests are received.
82. To confirm that the council's employment policies, and procedures are being reviewed and dealt with in accordance with the Personnel and Policy Committee's terms of reference.
83. To confirm Parish Council insurance policies were reviewed at the March 2024 full council meeting
84. Review the council/staff subscriptions to other bodies
85. To note that new template Financial Regulations have been published and these will be brought to full council on June 26th
86. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972
87. Review of regular payments and Direct Debits
88. Confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

Amenities Committee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	9	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk Head Groundsman		
Meeting regularity	Monthly Approximately every 2 ¹ months on the second Wednesday at 7pm		
Notes			
<ol style="list-style-type: none"> 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Agendas will be copied to full council for information. 5. Minutes of amenities committees will be included in full council agendas to keep all councillors informed. 			

Purpose of this committee

This committee oversees the management and maintenance of the Coronation Street playing field/facilities, the Village Centre, Mount Road Cemetery, Allotments, Lakeside area and St. Giles churchyard on behalf of Balderton Parish Council and includes the following responsibilities:

1. To keep under review the provision of allotments, cemetery, sports and recreational facilities for the residents of Balderton.
2. To put forward to the full council proposals for any improvements, developments or any capital expenditure when requesting funding for the following financial year.
3. To lead on and approve tenders for all aspects of maintenance and ground works in accordance with the council's financial regulations.
4. To set budgets for the committee's area and subjects of responsibility; subsequently approved by the full council.
5. To monitor expenditure that is within the agreed budget for the services overseen by the committee. Should the need arise to procure an item/services which is likely to take the annual expenditure over what has been budgeted this will be taken to full council for a decision. (The systems for any emergency expenditure are set out in the Council's Financial Regulations).
6. To make decisions for any changes in terms for the service or charging reviews.
7. To consider and make decisions on residents' requests, whilst ensuring such decisions are in line with the council's strategy and agreed action plan. When necessary, decisions should be referred to full council.
8. To scrutinise any new policies or policy revisions (for the services /areas covered by this committee), procedures or suchlike and recommend for adoption to full council.
9. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.

Note: Day to day administration/management of the sites is conducted by council officers and ground staff.

¹ See page 13

Personnel and Policy Committee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	7	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk		
Meeting regularity	Quarterly		
Notes 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Minutes of personnel and policy committees will be included in full council agendas to keep all councillors informed.			

Purpose of this committee

This committee oversees the management of the council's staff and scrutinises policies, procedures and such like and includes the following responsibilities:

1. To ensure policies are in place for the employment of staff to include ensuring that the council complies with all legislative requirements. To review these policies, in line with any changes in legislation and best practice. All policies to go to full council for final approval.
2. To review annually health and safety at work policies, procedures and training for all council employees.
3. To make recommendations to full council regarding staffing structure.
4. To agree and review contracts of employment², job descriptions and person specifications for staff.
5. To review staff salaries and make recommendations to full council.
6. To receive updates on any issues relating to staff and appraisals from the parish clerk.
7. To conduct the parish clerk's appraisal (2 or 3 members).
8. To appoint from its membership a recruitment panel when necessary and recommend appointments to council. Recruitment panels will normally include three members in the case of appointment to the parish clerk post; and at least one member of the committee plus the clerk for all other posts.
9. To perform panel roles as detailed in the grievance and disciplinary procedure.
10. To scrutinise any new policies³ or policy revisions, procedure or suchlike before they go to full council for approval.
11. Should the committee propose a project/action requiring council finances this would require approval from full council.

² Contracts should use national templates.

³ Policies/procedures covered by the Amenities Committee are not included

Planning Committee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	8	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk		
Meeting regularity	Monthly on the third Monday (if there is only 1 or 2 applications, this business may be moved to a full council agenda to ensure effective use of council resources).		
Notes 1. All meetings to be convened with agendas and minutes as per the council's standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Non-committee members of the council may attend meetings but do not have voting rights. 4. Agendas will be copied to full council for information. 5. Minutes of planning committees will be included in full council agendas to keep all councillors informed.			

Purpose of this committee

This committee's main purpose is to consider and decide how to respond to planning consultations on behalf of Balderton Parish Council and includes the following responsibilities:

1. Consideration of responses to planning applications, appeals and policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
2. Raising any issues of planning concern with Newark & Sherwood District Council's planning enforcement team.
3. Consideration of responses to policy documents from Newark & Sherwood District Council and respond on behalf of Balderton Parish Council.
4. Consider consultations from bodies such as Nottinghamshire County Council (British Gypsum etc.) and respond on behalf of Balderton Parish Council.
5. Should the committee propose a project requiring council finances this would require approval from full council.
6. The committee may recommend to full council the formation of subcommittees and working groups which could be beneficial for specific items or topics to be considered in greater detail.

Allotment Subcommittee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	4	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk (& Clerical Assistant) Head Groundsman		
Allotment Holders (advisory – no voting rights)	3 Allotment Tenant Representatives		
Meeting regularity	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
Notes <ol style="list-style-type: none">1. All meetings to be convened with agendas and minutes.2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary.3. Non-committee members of the council may attend meetings but do not have voting rights.4. Minutes of allotment subcommittee will be included in amenities committee agendas to keep all councillors informed.			

Purpose of this Subcommittee

This main purpose is to monitor the allotments and make recommendations to the amenities committee on items such as:

1. The letting of allotments.
2. Updating the terms of the tenancy agreement.
3. Management of the site.
4. Regular inspections of the allotment site to ensure compliance with the tenancy agreement.
5. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and ground staff.

Village Centre Subcommittee Terms of Reference

Agreed by Full Council – November 8th 2023

Number of Councillors	4	Quorum	3
Officer attendance (advisory – no voting rights)	Parish Clerk Head Groundsman		
Meeting regularity	Quarterly – date and time of each meeting to be arranged at the preceding meeting.		
Notes <ol style="list-style-type: none">1. All meetings to be convened with agendas and minutes.2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary.3. Non-committee members of the council may attend meetings but do not have voting rights.4. Minutes of Village Centre Subcommittee will be included in amenities committee agendas to keep all councillors informed.			

Purpose of this Subcommittee

This subcommittee including staff ensure the centre is being managed and run effectively. The parish clerk is responsible for managing the hall. This subcommittee will make recommendations to the amenities committee on items such as:

1. The letting of the centre.
2. Updating the terms of the hire agreement and policies regarding the centre.
3. Management of the site.
4. Making recommendations to the Amenities Committee regarding the medium/long-term development of the premises. Subject to the Amenities Committee being in agreement, the recommendations can be taken to full council so that appropriate financial planning can be put in place. This includes the consideration of more renewable and efficient energy options for the Village Centre such as heating, lighting, cooling and water usage.
5. Quarterly meetings will include an inspection to check the appearance and condition of the premises and their immediate surroundings, ensuring that they are:
 - clean and tidy;
 - in good decorative order;
 - in a good state of repair;
 - secure;
 - free of any obvious and significant health & safety hazards;
 - maintained in accordance with the terms and conditions of the premises licence;
 - used by hirers in accordance with the terms and conditions of hire.
6. The subcommittee's areas and subjects of responsibility have budgetary allocations which are set annually by the amenities committee and subsequently approved by the full council. Any additional proposed expenditure not met by this requires the subcommittee to make recommendations to the amenities committee for consideration. If the amenities committee accept the recommendation, it will be taken to full council for final approval.

Note: Day to day administration/management of the site is conducted by council officers and grounds staff.

Current	Going forward
Amenities Committee	
Cllr Buxton Cllr Bracegirdle Cllr Callingham Cllr Elson (Chair) Cllr Fairbairn Cllr Forde Cllr Hall Cllr Marshall Cllr Moore (Vice Chair) Cllr Sellars	
Personnel and Policy Committee	
Cllr Buxton Cllr Cox Cllr Elson (Chair) Cllr Fairbairn Cllr Hall Cllr Moore Cllr Sellars	
Planning Committee	
Cllr Buxton (Vice Chair) Cllr Bracegirdle Cllr Callingham Cllr Elson Cllr Hall (Chair) Cllr Moore Cllr Scott Cllr Sellars	
Allotments Sub committee	
Cllr Buxton Cllr Fairbairn (Chair) Cllr Marshall Cllr Sellars Allotment Representatives: Mr Eyres Mr White	
Village Hall Sub Committee	
Cllr Buxton Cllr Elson (Chair) Cllr Mallard Cllr Moore	

Parish Councillor Representatives for other bodies/liaison meetings

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- a. Newark Healthcare Consultative Group
- b. Neighbourhood Watch
- c. Newark Town Board
- d. Safer Streets
- e. Urban and Civic (Southern Relief Road)

Current	Going forward
British Gypsum/St Gobain Formula	
Cllr Forde Cllr Hall	
Newark Healthcare Consultative Group	
Cllr Buxton Cllr Mallard	
Newark Town Board	
Cllr Buxton Clerk	
Safer Streets project	
Clerk Cllr Buxton	
Southern Link Road	
Cllr Bracegirdle Cllr Buxton Cllr Fairbairn	



IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

**This is to certify that
Balderton Parish Council
has signed up to the Civility & Respect Pledge**

Balderton Parish Council believes now is the time to put Civility and Respect at the Top of the Agenda and start a culture change for the local council sector.

Certificate Number 1392

Balderton Parish Council will:

- Treat all councillors, clerk and all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their role.
- Put in place a training programme for councillors and staff.
- Sign up to Code of Conduct for councillors.
- Have in place good governance arrangements in place including, staff contracts, and Dignity at Work Policy.
- Commit to seek professional help at early stages should civility and respect issues arise.
- Commit to calling out bullying and harassment when if and when it happens.
- Continue to learn from best practice in the sector and aspire to being a role model / champion council e.g., via Local Council Award Scheme.
- Support the continued lobbying for the change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.

Signed on behalf of the council by:

Chairperson/Mayor: JABurston Date: 15.11.23

Bank Access/Signatories Review

Current	Going forward
CCLA	
Cllr Bracegirdle Cllr Callingham Cllr Cox Cllr Elson Cllr Sellars M. Fox Goddard (Clerk)	
Lloyds TSB	
Cllr Buxton (named on account but not a signatory) Cllr Bracegirdle Cllr Callingham Cllr Cox Cllr Elson Cllr Fairbairn Cllr Forde Cllr Hall Cllr Mallard Cllr Moore Cllr Sellars M. Fox Goddard (Clerk) L. Hickling (Administration Assistant) S. Lalyk (RFO/Deputy Clerk)	
Skipton	
Cllr Elson Cllr Moore Cllr Sellars Waiting form to be signed to: <ul style="list-style-type: none"> • Take S.White off • Add Cllr Bracegirdle 	
Unity	
Cllr Buxton (named on account but not a signatory) Cllr Bracegirdle Cllr Callingham Cllr Cox Cllr Elson Cllr Moore Cllr Sellars M. Fox Goddard (Clerk) L. Hickling (Administration Assistant)	

(Asset register included in Financial Review report)

Subscriptions

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The council currently pays for the following subscriptions:

1. Institute of Cemetery and Crematorium Management (council)
2. National Allotment Society (council)
3. Nottinghamshire Association of Local Councils (local and national advice for local councils)
4. Society for Local Council Clerks (Clerk and Deputy Clerk membership)

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Council's expenditure incurred under s.137 of the Local Government Act 1972

Organisation	Amount awarded	To be used for
Chuter Ede School	£250	Drug, Alcohol and Resistance Training programme
Chuter Ede School	£250	Fruit trees to mark the King's Coronation
John Hunt School	£250	Planters to mark the King's Coronation
Newark Academy	£250	Fruit trees to mark the King's Coronation
1st Balderton Boys Brigade and Girls Association	£428	Annual Stat Fees

£250 was awarded to the Newark and Sherwood Community Voluntary Service to help them expand their service (under Local Government Act 1972, S 142).

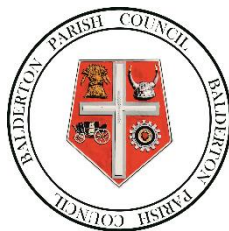
Regular payments and Direct Debits

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1. Salaries, HMRC and pensions.
2. A1 Copier Company
3. Allstar - fuel card
4. BT – broadband and phones
5. British Gas – Electricity
6. Dataone – IT support
7. Eon – Gas
8. Hugofox – website provider
9. ICO – Information Commissioners Office annual registration fee.
10. N&SDC⁴ Business rates for cemetery and Balderton Village Centre
11. N&SDC⁵ Waste and recycling charges
12. Phs – Sanitary disposal/driers.
13. Public Works Loan – Dance school building loan repayments
14. Sage – pay roll and accounts software
15. UK Fuels.

⁴ N&SDC – Newark and Sherwood District Council

⁵ N&SDC – Newark and Sherwood District Council



Balderton Parish Council Meeting Dates June 2024 to May 2025

All meetings start at 7:00pm at the Balderton Village Centre and are open to the public.

Month	Full Council <i>4th Wednesday of the month⁶</i>	Amenities	Planning* <i>3rd Monday of the month</i>
June	26 th	12 th	17 th
July	24 th	10 th	15 th
August	-	-	19 th
September	25 th	11 th	16 th
October	23 rd	-	21 st
November	27 th	13 th	18 th
December	-	11 th	16 th
January	29 th	-	20 th
February	26 th	12 th	17 th
March	26 th	-	17 th
April	23 rd	9 th	21 st
May**	21 st	-	19 th

Please see our website or noticeboards for agendas. Agendas will be published approximately 6 days before meeting.

*Planning meetings are scheduled but if the number of applications is very low, planning business may be considered at Full Council meetings.

** Annual Parish Council meeting to be held prior to the May Full Council meeting at 6pm. Full Council on this date will commence at 7.30pm.

Balderton Parish Council, The Balderton Village Centre, Coronation Street, Balderton, Newark, Notts NG24 3BD

⁶ January meeting moved to the last Wednesday to allow time for the precept/budgeting work required. The May meeting has been moved to the third week of the month to avoid the Bank Holiday week. Full Council does not meet in August and December.