

COTGRAVE TOWN COUNCIL

SUITE F, COTGRAVE BUSINESS HUB, CANDLEBY LANE,
COTGRAVE, NOTTINGHAM, NG12 3US

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Mrs J D Stephenson – Town Clerk

12th March 2025

Dear Sir/Madam,

You are summoned to attend the Town Council meeting being held on **Monday 17th March 2025 at 7pm**, which will be held in Cotgrave Futures Meeting Room, to transact the business specified below.

Members of the press and public are welcome to observe proceedings. Time is allowed for brief public participation. (Please forward details of any issues to the Town Clerk prior to the meeting).

The press and public will be excluded from the meeting during consideration of item/s of business on the grounds that they involve the likely disclosure of exempt information as defined in Section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960.

Yours faithfully

J D Stephenson

**Mrs J D Stephenson
Town Clerk**

AGENDA

1. To receive apologies for absence.
2. Declarations of Interest.
3. Public Open Session (15 minutes maximum participation).
4. To confirm the accuracy of the minutes of the Council Meeting held on 17th February 2025 and to note the minutes of the Finance Committee dated 10th March 2025.
5. To consider progress with the decisions taken.
6. Planning Minutes – to note.
7. Planning Applications
25/00154/FUL 8 Ritchie Close, Cotgrave, Nottingham, NG12 3RQ – proposed two-storey side and rear extension.
8. Financial Matters – a) Payments made, b) income received (since the last meeting), c) Financial Statements for February 2025.

9. Council Policies – to review the following policies

- a) Email, Internet and Computer System Use
- b) Press and Media

To adopt the following policy following a 6 week staff consultation.

- c) Sexual & General Harassment Policy & Procedure

10. Risk Assessment – to review the following risk assessments

Weedkiller Spraying
Use of Woodchipper
Fire Risk Assessment (Unit 28)
Fire Risk Assessment (Suite F)
War Memorial
Stress at Work
Christmas Lights Event
Council Office
Litter Picking (Staff and Volunteers)

11. New Office Shredder – Consider the purchase

12. Strategy Working Group – Wish List – to consider which options in which order and when to start any project

13. Modular Pump Track – to consider options for hiring for Summer Even (21.6.25).

14. Council's Insurance Policies – Do Council wish to have an insurance valuation completed on Cotgrave Futures/Arthur Ridley

15. Nottinghamshire County Council (Via) – Hollygate Lane South – Proposed Bus Stop Clearway.

16. Correspondence.

17. Update from Ward Members.

18. Clerk's Reports.

19. Councillors Reports.
