

## **Eakring Parish Council Meeting**

Councillors are summoned to a meeting of the Eakring Parish Council on Wednesday 10<sup>th</sup> April 2024 at 7.30pm. To be held in Cator Hall, Eakring. The Public and Press are welcome to attend.

Issued 31<sup>st</sup> March 2024 by **Susan Stack**, Locum Clerk,  
19 Shepard Close, Nottingham NG6 7BP Tel 07708 663342

1 Apologies for absence

2 Declaration of Councillors Interest;

Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e. to

stay in the meeting, to leave the meeting or stay in the meeting to

make representations and then leave the meeting prior to any considerations or determinations of the item). Where a member indicates that they have an interest, but wish to make a representation regarding the item before leaving the meeting, those representations must be made under public participation The Declarations of Interests for matters other than Disclosable Pecuniary

Interests will be read out from the sheet and members will be asked to confirm that the record is correct.

Members declaring an interest other than a Disclosable Pecuniary Interest who wish to make representations or give evidence under the Code of Conduct relating to agenda items shall do so at this stage.

3 Public Participation (maximum 15 minutes in accordance with Standing Orders)

4 To receive only - Reports from Police, District and County Councillors

5 To receive and approve – Minutes from meeting of 13<sup>th</sup> March 2024

6 To report – Matters arising from minutes not covered elsewhere on the agenda

7 To receive only – Chairman's announcements

8 To discuss and comment on outstanding planning matters;

9 To receive and approve – Financial matters;

Receipts and payments since last meeting

Items to be authorised for payment

10 To discuss – Items raised at Cator Hall User Group meeting held 20<sup>th</sup> November 2023;

a) Fix heating – investigate “hive” heating

b) Poor acoustics

c) Floor in main hall not level

d) Decoration

e) Limited storage/purchase shed

f) Kitchen ceiling

g) Furniture cleaning/replacement

h) Garden work

i) Hire rates

j) Premises licence

k) Vent in storage cupboard door

l) On-line booking system

11 To discuss – other items relating to Cator Hall;

- a) Monitoring of hall use – entry panel/alarm system/CCTV
  - b) Appointment/advertisement for Booking Clerk
  - c) Cleaning arrangements/advertisement for cleaner
  - d) PAT testing
  - e) Review Terms of Hire for Cator Hall
  - f) Review Terms of Reference for the Village Hall working party - May
  - g) Responsibility for monthly hall checks/inspections/legionella/fire/emergency lights/risk assessments
  - h) Risk to wall on installation of gate
  - i) Agreement to use hall by Church
- 12 To discuss – Arrangements for Annual Parish Meeting;
- a) Who to invite
  - b) Start time and duration (7pm)
- Special arrangements
- 13 To discuss – other items needing doing;
- a) Cutting of grass/trim around Mompesson Cross
  - b) Green Lane annual site check
  - c) Fitting of E-On meter by the gate on the Playing Field and check timer for lights
  - d) Source/construct Terms of Reference for Playing Fields Committee
- 14 Councillor vacancies;
- a. To note the advertisement for Councillor Vacancies.
  - b. To adopt – Councillor co-option procedure/policy (interviews May)
- 15 Newsletter;
- a. To agree content
  - b. To appoint printer (or do in-house)
  - c. Delivery arrangements
  - d. Public copies and wider distribution
- 16 To receive – A report from the Clerk on progress in the month;
- Banking arrangements
- End of year preparation
- Invoicing for additional annual income
- VAT reclaim S126
- Website
- Facebook
- Old records
- 17 To note – Date of next meeting 8<sup>th</sup> May(APM/APCM)
- 18 Confidential Item – Staffing update