

Notice of  
**ANNUAL MEETING OF THE FULL COUNCIL**

**7.15pm or on completion of the Annual Town Meeting Wednesday 15<sup>th</sup> May 2019**  
**The Old Courthouse, The Burgage, Southwell**

**AGENDA**

6.30p.m: Correspondence available for Councillors & members of the public.

- 1 To elect the Chairman of the Council**
- 2 To receive the Chairman's Declaration of 'Acceptance of Office of Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council**
- 3 Apologies for absence**
- 4 To receive any declarations of interest**  
*Members are hereby reminded that, under the provisions of sections 26-34 and Schedule 4 of the Localism Act 2011, a member with a Disclosable pecuniary interest of which they are aware in a matter who attends a meeting of the council at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.*
- 5 To elect the Vice Chairman of the Council**
- 6 To receive the Vice Chairman's Declaration of 'Acceptance of Office of Vice Chairman' and if not now received to agree to do so before or at the next meeting of the Full Council**
- 7 Minutes of previous meetings**
  - 7.1 Wednesday 17<sup>th</sup> April 2019 & Extraordinary Full Council Meeting  
Minutes Monday 29<sup>th</sup> April 2019 - previously circulated
  - 7.2 Matters arising (not covered by the Agenda - for information only).
- 8 Opportunity for questions from Councillors and members of the Public**
- 9 County Councillor's Report - none received to date**
- 10 District Councillor's Report - none received to date**
- 11 To elect Committees and Sub Committees of the Council**
  - 11.1 Planning Committee - 10 members
  - 11.2 Finance and Scrutiny Committee - 7 members
  - 11.3 Operations Committee - 10 members
  - 11.4 Highways Sub Committee – Minimum 3 members
- 12 To elect members of Working Groups/Steering Groups as below and instigate other Working Groups as appropriate**
  - 12.1 Southwell Tourism Partnership - 3 STC members
  - 12.2 Flooding WG minimum - 3 members
  - 12.3 Way Forward Steering Group - 10 members
  - 12.4 Communications Working Group - 3 from the Way Forward Committee

- 13 To elect Trustees of:**  
13.1 Southwell Leisure Centre - 3 members  
13.2 Easthorpe Common Lands Foundation - 2 members
- 14 To elect members to represent the Council to the following bodies and other organisations as appropriate**  
14.1 Charity for Poor and Sick Poor - 5 members  
14.2 Fairtrade Foundation - 2 members  
14.3 Minster School Liaison - 1 member  
14.4 Safer Neighbourhood Group minimum - 1 member  
14.5 NTU Brackenhurst Liaison Representative
- 15 To elect the Council's Risk Assessment Panel** 3 Members (from Finance & Scrutiny Committee)
- 16 To elect the Council's Human Resources Panel** 3 Members (Chairman, Chairman of Finance & Scrutiny plus 3 other Councillors and Clerk. Both genders to be represented)
- 17 To resolve into Committees for the purposes of electing a Chairman and Vice Chairman as appropriate of**  
17.1 Planning Committee  
17.2 Finance and Policy Committee  
17.3 Operations Committee
- Note the Chairman of other Working Group/ Panels will be elected at their first meeting
- 18 Proposal** - to create a Town Council Climate Change Working Group to develop an Action Plan for Southwell
- 19 Update on CCTV costs. Proposal:** To resolve for Clerk to sign CCTV agreement with NSDC – previously circulated
- 20 Proposal:** To resolve for the Clerk to sign TIC Licence to occupy agreement for one year in the foyer of Southwell Minster Centre - £1833.33 to 31<sup>st</sup> March 2020
- 21 Chairman's Report and Announcements**
- 22 Town Councillors' and Working Groups Reports** – none received to date
- 23 Operations Matters** – To note the Minutes of the Operations Committee meeting of 10<sup>th</sup> April 2019
- 24 Planning Matters**  
24.1 To note the Minutes of the Planning Committee meeting of 1st May 2019 - previously circulated  
24.2 Planning Application Ref:18/01363/FULM Land Off Lower Kirklington Road  
Proposed residential development for 80 dwellings
- 25 Finance Matters**  
25.1 To note the Minutes of the Finance & Scrutiny Committee meeting dated 24<sup>th</sup> April  
25.2 Bills for Payment and Late Bills for payment  
25.3 Grant applications received
- 26 Correspondence**  
Outlaw half triathlon 19<sup>th</sup> May 2019
- 27 Date of next meeting.** Wednesday 19<sup>th</sup> June 2019

Tracey Broughton  
Clerk to the Council

May 7<sup>th</sup> 2019

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**Tracey Broughton PSLCC Clerk to the Town Council**