

**Minutes of Meeting:** FULL COUNCIL  
**Date and Time:** Wednesday 19 November 2025 19.00  
**Venue:** The Old Courthouse, Southwell

**Present:** Cllr K Roberts (Chair) G Adams, L Harris, P Harris, P Rainbow, R Blaney, J Lightwood, T Jevons Hazzard, M Brock, S Parry, J Berridge, P Harris, P. Brooker, C Marshall

**In Attendance:** B Boyer, Locum Clerk, two members of the public.

## Minutes

	To receive <b>questions from members of the public</b> pertinent to items on this agenda or other local matters.
	To receive and note reports from District and County Councillors
25/11/137	<b>To note apologies for absence</b> Apologies had been received from Cllr Bostock. These were noted and accepted.
25/11/138	To receive <b>declarations of interest</b> on items on the agenda in accordance with the provisions of the Localism Act 2011. Cllr Roberts declared a non-pecuniary interest in item 25/11/156 and abstained from voting on this item.
25/11/139	<b>Chairperson's Report and Announcements</b> (for information only) Cllr Roberts reported that Norma Blaney, who had served the council in the past and was well known to many Current members had passed away.
25/11/140	To <b>receive and note</b> the Clerk's report The Council received and noted the Clerk's report. Councillors thanked the deputy clerk and the workload planner and a member of the grounds team for the installation of bollards on Memorial Drive.
25/11/141	To determine which items on the agenda, if any, require the <b>exclusion of the public and press</b> under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude if publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted. The council resolved to move item 25/11/155 further up to the agenda

25/11/142	<p><b>To approve minutes of previous meeting.</b></p> <p>a. Extraordinary Full Council -09/07/2025 (deferred from previous meeting) with amendments proposed by Cllr Roberts. Cllr Blaney proposed a further amendment. The council had also requested a total of three quotes for the proposed work. Cllr Roberts approved the amendment to her proposal. Subject to the above addition, the council resolved to approve and sign as a true record the minutes of the meeting 09 July 2025</p> <p>b. Full Council – 15/10/2025 Deferred</p>
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	<p>c. Matters arising from the minutes – for information only. Cllr P Harris commented that he preferred his council papers in individual documents.</p>
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25/11/143	<p>To <b>receive and note</b> minutes of committee meetings – where available.</p> <ul style="list-style-type: none"> <li>• Human Resources Committee 29 October 2025</li> <li>• Governance and Finance 08 October 2025</li> <li>• Planning and Highways 05 November 2025</li> <li>• Town and Environment 12 November 2025</li> </ul> <p>The council received and noted the above draft committee minutes.</p>
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25/11/144	<p>To <b>consider</b> the following recommendations by Human Resources Committee:</p> <p>The Council <b>unanimously resolved</b> to move this agenda item to the end of the meeting and to exclude public and press from the items below and to also exclude the locum clerk from these items. Cllr G Adams would take the minutes on this item.</p> <ul style="list-style-type: none"> <li>a) The committee resolved to recommend increasing the contracted hours for the permanent Clerk/RFO position to 37</li> <li>b) The committee resolved to recommend advertising the clerk role with NALC and SLCC and on Indeed and authorise the expenditure of approximately £600 for a 3 week advertising run for the basic package. The post would also be advertised locally.</li> <li>c) The committee resolved to recommend to advertise the vacancy as soon as possible. It considered the timelines for an application deadline, and concluded that due to the approaching Christmas period a deadline of Midnight 05 January would be appropriate.</li> <li>d) To note the committee’s budget proposal for the staffing budget for the 2026-27 financial year.</li> </ul>
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25/11/145	<p><b>Finance matters</b></p> <ul style="list-style-type: none"> <li>a) To <b>note</b> Income &amp; Expenditure October 2025 The Council <b>noted</b> Income &amp; Expenditure to the end of October 2025</li> <li>b) To note the Summary Income &amp; Expenditure over Budget Report to 31 October and Annual Budget to October. The Council <b>noted</b> the Income and Expenditure over Budget report to 31 October 25 and the Budget report to end of October 25.</li> <li>c) To note the (Administrative error.)</li> <li>d) Approve Bills for Payment in November. The council <b>approved</b> the Bills for Payment.</li> </ul>
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	<p>e) Approve Late Bills for payment – to be tabled The Council <b>approved</b> the Late Bills for Payment.</p>
25/11/146	<p><b>To approve mandate changes for all council bank accounts</b></p> <p>a) To remove all former employees as account administrators and add the finance assistant and at least one other current employee as accounts administrator with access to internet banking to effect council business.</p> <p>The Council <b>resolved</b> to remove all for all former employees as account administrators and add the finance assistant Jo Oldham and the deputy clerk Abi Brackenbury as accounts administrator with access to internet banking to effect council business.</p> <p>b) To remove all signatories who are no longer members of the council.</p> <p>The council <b>resolved</b> to remove all signatories who are no longer members of the council.</p> <p>c) To name a minimum of three signatories for all council bank accounts.</p> <p>d) The council <b>resolved</b> to name a minimum of three signatories for all council bank accounts.</p> <p>e) To change the correspondence contact details to those of the clerk at the clerk’s email address.</p> <p>f) The Council <b>unanimously resolved</b> to change the correspondence contact details to those of the clerk at the clerk’s email address.</p>
25/11/147	<p>To <b>consider</b> extending the locum clerk’s tenure which is due to come to an end 10<sup>th</sup> December.</p> <p><b>The council resolved to move this item to the end of the agenda and to exclude public and press as well as the clerk from this item. Cllr Adams would take the minutes.</b></p>
25/11/148	<p>To <b>consider</b> amending Standing Orders to change the Human Resources Committee membership and if approved to confirm current members and appoint additional members to the committee.</p> <p>The Council <b>noted</b> the proposed changes and <b>deferred</b> a decision to the January meeting.</p>
25/11/149	<p>To <b>consider</b> approving updated Terms of Reference for the Human Resources Committee.</p> <p>Councillors asked for a document that detailed the changes between the current terms of reference and the proposed one.</p> <p>Deferred to January meeting.</p>
25/11/150	<p>To <b>consider</b> approving the Clerk &amp; RFO Candidates Evaluation Criteria proposed by Cllr Roberts.</p> <p>The Council referred this item back to the HR committee.</p>
25/11/151	<p>To <b>consider</b> adopting an appraisal policy as recommended by HR committee.</p> <p>The council referred this item back to the HR committee once a permanent clerk had been appointed.</p>
25/11/152	<p>To <b>consider</b> adopting an Anti-Harassment Policy based on the latest NALC Model as recommended by HR committee.</p>

	The Council unanimously <b>adopted</b> an Anti-Harassment Policy based on the latest NALC Model as recommended by HR committee.
25/11/153	To <b>consider</b> adopting a training policy as recommended by HR committee. The council referred this item back to the HR committee once a permanent clerk had been appointed.
25/11/154	To <b>consider</b> a proposal and design brief for a new website. (Cllr Brooker) The Council resolved to accept Cllr Brooker's proposal and allocate £5000 to the new website and associated costs in next year's budget. The Council delegated obtaining detailed quotes and initial designs to Cllr Brooker, The final design would be presented to T+E Committee for approval.
25/11/155	To <b>consider</b> consenting to the proposed change of structure of the Southwell Leisure Centre charity. The Council resolved to consent to the proposed change of structure of the Southwell Leisure Centre charity subject to clarification of the appointment process for new trustees and assurance that this process would follow democratic principles.
25/11/156	To <b>consider</b> outsourcing Payroll and pension returns, submit on-line PAYE and NI Annual Return. Cllrs thanked the former deputy clerk for supporting the finance assistant with payroll queries. The Council <b>resolved to obtain three formal quotes</b> for outsourcing payroll and would consult with the finance assistant as to her preferences.
25/11/157	To <b>consider</b> a Green Gateway proposal from NSDC proposed Karen, sec Lyn, and vire the £1400 from Minor Works to account code 1441 to account code 1440 Rewilding and Signage. The council resolved to seek clarification from Nottinghamshire County Council as to the verges they own and manage and how the proposed Green Gateway project would impact on their mowing regime. Once information had been obtained to return item back to Council for decision.
25/11/158	To <b>consider</b> quotations for a new boiler pump for the Courthouse and authorise the expenditure from reserves. The Council resolved to accept quote subject to ascertaining that the boiler would be suitable for the size of the building.
25/11/159	To receive quotations for Fire Risk Assessments for the council's buildings and <b>authorise</b> the expenditure from the 1904 statutory inspections Account Code. Deferred to January meeting.
25/11/160	To <b>authorise</b> the expenditure for Legionella Risk Assessment from the 1903 Water Account Code or vire relevant funds to code 1904. – to be tabled Deferred to January meeting.
25/11/161	To <b>receive and note</b> reports from District and County Councillors – for information only Deferred

25/11/162	To <b>consider</b> forming a Remembrance Day Working Group (Cllr Berridge) Deferred
25/11/163	To receive a verbal update on Badgers Field and consider any further action to be taken. – <b>Exclusion of Public and Press recommended as publicity at this stage would be prejudicial to the public interest.</b> The Council <b>resolved</b> to exclude public and press from this item as as publicity at this stage would be prejudicial to the public interest. This item was considered before items 25/11147, 25/11/144  The Council received a verbal update from Cllrs Blaney and Harris. Proposed by Cllr Blaney, seconded by Cllr Berridge, the Council <b>resolved:</b> In the interests of efficient decision-making and operational management, Southwell Town Council authorises a sub-committee of the Governance and Finance Committee to consist of its Chairman and its Vice-Chairman acting in full consultation with the Clerk to take such actions as deemed necessary in respect of Memorial Drive and the Potwell bridge, the land known as Badgers’ Field and the prevention of its inappropriate development. The Council <b>unanimously resolved</b> to authorise the expenditure of £1250 to obtain professional advice from a specialist property barrister.
25/11/164	To <b>note</b> correspondence previously circulated by email. Deferred
25/11/165	To <b>consider</b> Items for Communication Deferred
25/11/166	To <b>note</b> items for future agendas. Deferred
25/11/167	To <b>note</b> the date of the next meeting of the Council on 21 January 2026 at 19.00. Deferred

Signed

Chair of Southwell Town Council

Date