

Selflessness, Integrity, Accountability, Objectively, Openness, Honesty, Leadership

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To: All Tuxford Town Councillors

11<sup>th</sup> April 2024

Dear Councillor,

You are hereby summoned to attend **the Full Council Meeting of Tuxford Town Council** to be held The Beeches Community Centre, Birch Court at **7pm on Thursday 18 April 2024**. The agenda is attached.

Please let me have any apologies.

Yours sincerely,

*Lynda Donaldson*

**Ms Lynda Donaldson**

**Clerk to the Council**

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## **Full Council Meeting of Tuxford Town Council to be held The Beeches Community Centre, Birch Court, Tuxford at 7pm on Thursday 18<sup>th</sup> April 2024**

### **Agenda**

1. **Inform Members and the Public (if any are in attendance) that the meeting is being recorded.**
2. **Apologies for Absence**
3. **Declarations of Interest**
4. **Minutes of the previous meeting held on 28<sup>th</sup> March 2024** (folio ref 2023/140-143) [Appendix a](#) and **Minutes (Private & Confidential) held on 15<sup>th</sup> February 2024** [Appendix b](#)
5. **Action update from previous meeting** – [Appendix c](#)
6. **To receive, accept, and resolve to approve any recommendations (if any) contained within the Minutes of the following meeting, including to ratify action made by the Clerk:**
  - Finance and Services Committee – 04 April 2024 (folio ref: 2024/001-005) – [Appendix d](#) (recommendation to undertake Christmas Market and Light Switch On)
  - Planning Committee – 04 April 2024 (folio ref: 2024/006-008) – [Appendix e](#)

### **7. District/County Councillor Reports**

### **8. Update – Town Plan and Neighbourhood Plan (RW/KR)**

*The meeting will adjourn to allow for questions from the public, then re-convene for the following items*

### **9. Finance**

- a) To note invoices for payment, and approve any as required – [Appendix f](#)
- b) Bank Reconciliation/Budget Variation report – [Appendix g](#)
- c) To discuss and approve Internal Auditors Year End 2023/24 final report – [appendix h](#)
- d) Asset Register – to approve total assets (from register) 2023/24 – [appendix i](#)
- e) To note 2024.25 Precept - [appendix j](#)

### **10. Annual Governance & Accountability Return (AGAR) 2023/24**

- a) Approve Statement of Accounts (including Petty Cash) – [appendix k](#)
- b) Approval of Annual Governance Statement – [appendix l](#)
- c) Approval for Chairman & Clerk to sign the Annual Return

### **11. To discuss/review and approve the following policies:**

- a) Health and Safety Policy - revised – [Appendix m](#)
- b) Statement of Internal Control and Annual Review of Effectiveness of Internal Control – [Appendix n](#)
- c) Training and Development Programme – Town Council/Grounds Maintenance Employees - [Appendix o](#)

### **12. Cemetery – Request for a Memorial Tree - [Appendix p](#)**

**Members of the Public have a right to attend Council meetings but not an automatic right of speech**

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**13. Grant Application Request** – Tuxford War Memorial Restoration Group - [Appendix q](#)

**14. The Beeches Community Centre** – Update on Grant Application and discuss purchasing - [Appendix s](#)

**15. Clerk/RFO Report** – [Appendix r](#)

**16. RCAN - Best kept Village 2024**

**17. Receive items for information and future agenda items.**

- Standing Orders
- Social Media Policy
- The BIG Clean (Cllr GF)

**18. Private and Confidential** - Minutes (Private & Confidential) held on 15<sup>th</sup> February 2024 (Folio Ref: 2023/123-123) [Appendix b](#)

**19. Date of the next meeting:** 16<sup>th</sup> May 2024