

COUNCIL MEETING SUMMONS

**You are hereby summoned to attend
an ordinary meeting of Elmton with Creswell Parish Council
to be held on Thursday 27th March 2025 at 5:45PM
at the Events Centre, Elmton Rd, Creswell
for the purpose of transacting
the business on the agenda**

**Events Centre, Elmton Rd
Creswell, S80 4BH**

**M. Evans
Locum Clerk & RFO**

DATED: 21ST MARCH 2025

**ELMTON WITH CRESWELL PARISH COUNCIL
ORDINARY MEETING COUNCIL MEETING
NOTICE & AGENDA**

Dated: 21st March 2025

Pursuant to Schedule 12 of the Local Government Act 1972 notice is hereby given that an ordinary meeting of Elmton with Creswell Parish Council is to be held at the Events Centre, Elmton Road, Creswell on Thursday, 27th March 2025, at 5:45PM

**Matthew Evans | Locum Clerk & Responsible Financial Officer
Elmton with Creswell Parish Council**

AGENDA

Before the commencement of the Meeting there will be a one minute silence will be observed to mark the passing of Events Centre Manager Steve Nicholls.

ECPC – 20/24 To Receive Apologies of Absence.

ECPC – 21/24 To Receive Any Declarations of Interest.

(a) Members of the Authority are required to declare any interest they have which are covered by Section 43 of the Localism Act 2011.

(b) As a matter of good governance and best practice, members are reminded that they have a duty to keep their register of interest up to date, and that any changes to their interests should be declared to the monitoring officer of Bolsover District Council within 30 days of the member becoming aware of the change.

ECPC – 22/24 Approval of Minutes

(a) To approve the minutes of the Ordinary Full Council Meeting held on Thursday 20th February 2025 and the Extraordinary Full Council Meeting held on Thursday 27th February 2025.

ECPC – 23/24 Public Participation Section

(a) Members of the Public and Press shall have a period of 20 minutes to speak on matters concerning items on the meeting's agenda.

(b) If the Police Liaison Officer, County Council or District Council Member(s) is in attendance they will be given the opportunity to raise any relevant Parish Council matter.

ECPC – 24/24 Parish Council Finances

(a) To approve the Bank Reconciliations as produced by the RFO for the following period: 1st April 2024 – 31st December 2024.

(b) To approve the statement of accounts as produced by the RFO for the following period: 1st April 2024 – 31st December 2024.

(c) To receive an update from the RFO on progress made with the 2024/2025 accounts.

(d) Appointment of Internal Audit:

Recommendation: Appoint the DALC Internal Audit Service

ECPC – 25/24

New Business:

(a) To approve proposals from the Health and Wellbeing Centre management to generate additional revenue for the building.

To consider proposals to generate additional income from Health and Wellbeing Centre that require no additional expenditure.

(b) Formation of HR Committee

To approve the formation of a standing HR Committee, and for it to be tasked with the recruitment of personnel, scrutiny of the Clerk and their annual appraisal, and for the general welfare and staffing related matters.

(c) Recruitment of Permanent Clerk

To approve that the HR Committee be tasked with undertaking the process of recruiting a permanent Clerk and Proper Officer.

(d) Recruitment of Permanent Responsible Financial Officer and Deputy Clerk

To approve that the role of RFO be separated from the position of Clerk, and be vested in a Deputy Clerk, to take effect following their recruitment.

Further to approve that the HR Committee be tasked with undertaking the process of recruiting a permanent RFO and Deputy Clerk.

(e) Recruitment of Events Centre Manager

To approve that the HR Committee be tasked with undertaking the process of recruiting a permanent Events Centre Manager.

(f) Formation of Finance Committee

To approve the creation of a Finance Committee that shall meet

quarterly to review and oversee the Council's financial position and scrutinize the work of the RFO.

(g) Review of Council Policies

To instruct the Clerk to catalogue all of the Council's policies, and present recommendations for amendment and updates as they deem appropriate in accordance with current best practice and legislative requirements.

(h) Adoption of Civility and Respect Pledge and New Model Code of Conduct.

To approve the adoption of the National Civility and Respect Pledge and to adopt the new LGA Model Code of Conduct for Local Authorities.

(i) Councillor Training Programme

To authorize the Clerk to arrange appropriate training for Councillors, and for a training log to be maintained, and a Councillor training policy to be produced.

(j) NALC Investigatory Report Q&A

To suspend the Council's Standing Orders for a period of thirty minutes to allow for the NALC Investigatory Team to take questions in regards to the final report into the Council.

(k) NALC Investigatory Report

To accept the NALC report as presented and agree to adopt its findings in full and agree to implement its action plan.

ECPC – 26/24

Date and Time of Next Meeting

Thursday 24th April 2024 at 5:45PM