



Minutes of the

Annual Meeting of the Full Council held on Thursday 8<sup>th</sup> May 2025

At 7.00pm in the Main Room, Event Centre, Creswell

**Present:**

- Cllr P Colbert (Acting Chair for the purpose of this meeting)
- Cllr S Smith
- Cllr E Glassey
- Cllr R Turner
- Cllr J Wells
- Cllr M Bryant
- Cllr M Sanders

**Also in Attendance:** Matthew Evans (Locum Clerk & RFO) and Country Councillor, Roy Hallett

**ECPC – 01/25 Election of Chairman of the Council**

Cllr. E. Glassey proposed that Cllr. P. Colbert be elected as acting Chairman of the Council for the meeting, this was seconded by Cllr. R. Turner and agreed upon unanimously.

Cllr. P. Colbert proposed that Cllr. A. Davis be elected Chairman of the Council for the 2025/2026 term of office, which was seconded by Cllr. E. Glassey and agreed upon by majority vote.

**FOR: 6**  
**AGAINST: 1**

**ECPC – 02/25 Election of Vice Chairman of the Council**

Cllr. E. Glassey proposed that Cllr. P. Colbert be elected Vice Chairman of the Council, this was seconded by Cllr. R. Turner.

Cllr. J. Wells proposed that Cllr. S. Smith be elected Vice Chairman of the Council, this was seconded by Cllr. M. Sanders.

Cllr. P. Colbert refused to accept the nomination for the Vice Chairman of the Council, and Cllr. S. Smith was elected by majority vote.

**FOR: 4**  
**AGAINST: 2**  
**ABSTAIN: 1**

**ECPC – 03/25 Acceptance of Office**

Cllr. S. Smith signed his declaration of acceptance of office, witnessed by the Proper Officer. Cllr. A. Davis will sign the declaration of acceptance of office before the next meeting.

ECPC – 04/25     **To Receive Any Declarations of Interest.**

There were no pecuniary interests raised.

ECPC – 05/25     **Approval of Minutes**

To approve the minutes of the Ordinary Full Council Meeting held on Thursday 27<sup>th</sup> March 2025.

It was proposed by Cllr. S. Smith that the minutes of the last meeting be accepted, and this was seconded by Cllr. R. Turner and the others agreed unanimously.

ECPC – 06/25     **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.

Matters were raised during the Annual Parish Meeting.

(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.

An introduction from newly elected County Councilor Roy Hallett was received.

ECPC – 07/25     **Review and adoption of Council Policies**

(a) Standing Orders

It was proposed by Cllr. R. Turner and seconded by Cllr. S. Smith that the Standing Orders be adopted, this was agreed upon unanimously.

(b) Financial Regulations

It was proposed by Cllr. R. Turner and seconded by Cllr. S. Smith that the Financial Regulations be adopted, this was agreed upon unanimously.

(c) Members Code of Conduct

It was proposed by Cllr. R. Turner and seconded by Cllr. S. Smith that the Members' Code of Conduct be adopted, this was agreed upon unanimously.

(d) Data Publication Scheme

It was proposed by Cllr. P. Colbert and seconded by Cllr. S. Smith that the Data Publication Scheme be adopted, this was agreed upon unanimously.

(e) Data Protection Policy

It was proposed by Cllr. P. Colbert and seconded by Cllr. S. Smith that the Data Protection Policy be adopted, this was agreed upon unanimously.

(f) Freedom of Information Policy

(g) Complaints Policy

(h) Vexatious Complaints Policy

- (i) Investments Policy
- (j) Debtors Policy
- (k) Events Centre Booking Policy & Rates
- (l) Equal Opportunities Policy
- (m) Data Retention Schedule
- (n) Sexual and General Harassment Policy
- (o) Lone Worker Policy
- (p) Expenses Policy
- (q) Risk Management Policy

It was resolved that items ECPC – 03/25 (f) to (q) are deferred to another meeting once members have had time to read the information.

#### ECPC – 08/25 **Review Terms of Reference of Committees**

##### (a) HR Committee

It was proposed by Cllr. R. Turner and seconded by Cllr. S. Smith that the HR Committee's Terms of Reference be adopted, this was agreed upon unanimously.

##### (b) Finance Committee

It was proposed by Cllr. P. Colbert and seconded by Cllr. R. Turner that the Finance Committee's Terms of Reference be adopted, this was agreed upon unanimously.

##### (c) Property Scrutiny Committee ['Audit']

It was proposed by Cllr. R. Turner and seconded by Cllr. S. Smith that the Property Audit Committee's Terms of Reference be adopted, this was agreed upon unanimously.

#### ECPC – 09/25 **Appointment of Committee Members and Outside Bodies**

##### (a) Property Scrutiny Committee

It was proposed by Cllr. R. Turner and seconded by Cllr. E. Glassey that the following Councillors be appointed to the Property Audit Committee, this was agreed upon unanimously.

Cllr. S. Smith  
Cllr. P. Colbert  
Cllr. J. Wells

##### (b) Heritage and Wellbeing Charity

It was proposed by Cllr. R. Turner and seconded by Cllr. E. Glassey that the following Councillor be appointed as the Council's representatives on the Heritage and Wellbeing Charity board of Trustees, this was agreed upon unanimously.

Cllr. M. Sanders

#### ECPC – 10/25 **Finance**

(a) To approve the Bank Reconciliation as produced the RFO for the following period: 1<sup>st</sup> January – 31<sup>st</sup> March 2025.

(b) To approve the statement of accounts as produced by the RFO for the following period: 1<sup>st</sup> January – 31<sup>st</sup> March 2025.

(c) To approve the Bank Reconciliation as produced by the RFO for the following period: 1<sup>st</sup> April 2025 – 30<sup>th</sup> April 2025.

(d) To approve the statement of accounts as produced by the RFO for the following period: 1<sup>st</sup> April 2025 – 30<sup>th</sup> April 2025

The approval of the bank reconciliation and accounts statement was proposed by Cllr. S. Smith, seconded by Cllr. R. Turner and agreed.

(e) Internal and External audit update

The Clerk informed the Council that he was still awaiting the internal auditors report, and that he would arrange with Chairman of the Council an extraordinary meeting of the Council in order to agree the end of year if needed.

ECPC – 11/25

### **New Business**

(a) .GOV.UK Domain and E-Mail Transition

It was proposed by Cllr. S. Smith and seconded by Cllr. M. Bryant that the Parish Council move to a .gov.uk domain, update the website, and adopt the commercial version for MS Office for the Council. This was agreed upon unanimously.

(b) Debit Card Application

It was proposed by Cllr. S. Smith and seconded by Cllr. R. Turner that the Parish Council authorise a debit card to be issued to the Clerk and RFO in order to replace the use of petty cash by the Council, this was agreed upon unanimously.

(c) CCLA Account Creation

It was proposed by Cllr. S. Smith and seconded by Cllr. J. Wells that the Council explore setting up a CCLA account in order to maximise interest from reserves in order to bring in another stream of revenue to offset the precept. This was agreed upon unanimously.

(d) Markland Campus Update

The Clerk updated the Council on the damage done to the Markland Campus, and that the perpetrators appear to have been given access unintentionally by the football club.

It was proposed by Cllr. S. Smith and seconded by Cllr. M. Sanders that the football club be approached in order to pay for the damage done, and this was agreed upon unanimously.

(e) Cricket Club Grass Cutting

The Clerk advised that the Council should agree to pay for the grass at the cricket club be cut in accordance with the contractual agreement, with a view to incorporating the cost into a reviewed rent for the building.

This was proposed by Cllr. S. Smith and seconded by Cllr. R. Turner and agreed upon unanimously.

(f) Heritage and Wellbeing Centre Working Group Update

Cllr. P. Colbert and the Clerk gave an update on the work of the working group in meeting with Bolsover District Council, the Charity, and other milestones as set out in the NALC report.

(g) To approve the meeting schedule for the 2025/2026 financial year

It was amended by Cllr. P. Colbert that the meeting on 25<sup>th</sup> December be changed to 11<sup>th</sup> December, this was seconded by Cllr. Glassey.

It was further proposed by Cllr. E. Glassey and seconded by Cllr. S. Smith, the meetings start at 6:00PM.

These amendments were agreed upon unanimously.

ECPC – 12/25 **Consideration of Planning Applications**

None

ECPC – 13/25 **To receive correspondence:**

None

ECPC – 14/25 **Date and Time of Next Meeting**

Thursday 26<sup>th</sup> June 2025 at 5:45PM

**MEETING CLOSED 20:21**

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE \_\_\_\_\_