



Dear Councillors David Mack, Neill Mison, Leigh Rixon, Kimberley Shepherd and Oliver Phillips

You are summoned to attend the Annual Parish Council meeting on Tuesday 20th May 2025, commencing at 7pm. This meeting will be held in The Hub, Balderton Hall, Rubys Avenue, Fernwood NG24 3JR

Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not, however, include the right to speak on any matter except at the beginning of the meeting.

Darryl Flinders – Clerk 12th May 2025

AGENDA

436. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office
437. To elect the Vice Chair of the Council
438. Declaration of any intentions to record the meeting – **The Clerk will record the meeting**
439. To receive apologies for absence
440. To receive declarations of interest
441. Public Open Forum (15 minute session) - ***Fernwood Parish Council is committed to community engagement and, therefore, warmly invites members of the public to contribute during this part of the meeting. It should be noted that in accordance with the Parish Council's Standing Orders, the maximum time permitted for contributions is 5 minutes per item. Unless permitted to do so by The Chair, only matters on the agenda can be discussed during this forum.***
442. Appointment of Councillors
 - a. Personnel Committee
 - b. Appeals Panel (in case of grievance)
 - c. Village Hall Management Group
 - d. Re-establish current and create additional working groups
443. Review and adopt the updated (2025 model) Standing Orders of Fernwood Parish Council
444. Review and adopt the Financial Regulations of Fernwood Parish Council
445. Review the Civility and Respect Pledge
446. Review existing bank arrangements and agree to changes as required
447. Review and adopt the Policy Review Schedule
448. Review the Asset Register
449. Review the Parish Council Insurance Policies
450. Review the council subscriptions to other bodies
451. Confirm the time and place of ordinary meetings of the council up to and including the next annual meeting of the council.

- 452.** Review of the council's expenditure under s.137 of the Local Government Act 1972
- 453.** Review of Bank Standing Orders and Direct Debits
- 454.** Finance
- a. Bank reconciliations up to 30th April 2024, to be noted
 - b. Items of income to be noted
 - c. Annual insurance renewal due 01/06/2025 (LTA with Zurich) £893.05
 - d. Expenditure since last meeting under delegated powers/previously agreed expenditure to be noted
 - e. Approval of invoices due for payment
 - f. Approval of expenses
- 455.** Cllr Shepherd is requesting that the council note the minutes from the Woodland Management Group and agree on the proposed costs outlined in the report for initial consultation with suppliers.
For reference, The Woodland Management Group has recently conducted a site visit to Coastal Woods. The visit aimed to assess the condition of the woodland, review proposals for future development, and establish a plan that prioritises wildlife, biodiversity and community engagement.
- 456.** Cllr Shepherd is requesting that the council approve the costs outlined by the architect for the work required to complete drawings and visuals for converting the changing rooms into a breakout area, providing additional storage, and installing a kitchen.