

Shirebrook

Town Council

8th of May 2025

FAO: Elected Members

RE: Annual Meeting of Shirebrook Town Council

You are hereby summoned to attend the **Annual Meeting** of the Council, to be held on **Wednesday the 14th of May 2025 at 6:30pm** (Or immediately following the Annual Town Meeting which is being held at 6pm) at **Shirebrook Village Hall, Park Road, Shirebrook, Derbyshire, NG20 8JP**, for the purpose of transacting the following business.

Yours Faithfully



Mrs Jennifer Jeffery
Town Clerk & RFO

Excerpt from the Standing Orders of Shirebrook Town Council

3. MEETINGS GENERALLY

- e.** Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda only with the express permission of the Chairman.
- f.** The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chairman of the meeting.
- g.** Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h.** In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i.** A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j.** A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k.** Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

ADDRESS: Shirebrook Town Hall, 209 Station Road, Shirebrook, Derbyshire, NG20 8AF

TELEPHONE: 01623 742475 **FACSIMILE:** 01623 742544

E-MAIL: enquiries@shirebrooktowncouncil.gov.uk

AGENDA

- 2025/039** TO ELECT THE TOWN COUNCIL CHAIRMAN FOR THE ENSUING YEAR.
- 2025/040** TO RECEIVE SIGNED DECLARATION OF ACCEPTANCE OF OFFICE FROM NEWLY ELECTED CHAIRMAN.
- 2025/041** TO ELECT THE TOWN COUNCIL VICE CHAIRMAN FOR THE ENSUING YEAR.
- 2025/042** TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE.
- 2025/043** TO RECEIVE DECLARATIONS OF INTEREST.
- 2025/044** TO REVIEW AND APPROVE THE SCHEDULE OF MEETINGS FOR THE ENSUING YEAR.
- 2025/045** TO REVIEW AND APPROVE STANDING ORDERS ** DOCUMENT REQUIRES REVISION **.
- 2025/046** TO REVIEW AND APPROVE CODE OF CONDUCT .
- 2025/047** TO REVIEW AND APPROVE FINANCIAL REGULATIONS ** DOCUMENT REQUIRES REVISION **.
- 2025/048** TO REVIEW AND APPROVE PRESS & MEDIA POLICY.
- 2025/049** TO REVIEW AND APPROVE PUBLIC PARTICIPATION POLICY.
- 2025/050** TO REVIEW AND APPROVE INSURANCE SCHEDULE.
- 2025/051** TO REVIEW AND APPROVE ASSET REGISTER.
- 2025/052** TO REVIEW AND APPROVE RISK ASSESSMENT DOCUMENTS.
- 2025/053** TO NOMINATE MEMBERS TO COMMITTEES AND TO AGREE CHAIRMAN AND VICE CHAIRMAN FOR EACH COMMITTEE.
- a. LEISURE COMMITTEE (7 PLUS COUNCIL CHAIRMAN & VICE CHAIRMAN)
 - b. OPERATIONS COMMITTEE (7 PLUS COUNCIL CHAIRMAN & VICE CHAIRMAN)
 - c. FINANCE COMMITTEE (COMMITTEE CHAIRMEN PLUS COUNCIL CHAIRMAN & VICE CHAIRMAN)
 - d. PERSONNEL COMMITTEE (5 INCLUDING COUNCIL VICE CHAIRMAN)
- 2025/054** TO APPOINT INTERNAL AUDITOR FOR THE ENSUING YEAR.
EXISTING AS FOLLOWS;
Mrs Joanna Simonds
- 2025/055** TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES.
EXISTING AS FOLLOWS;
- | | |
|-----------------------------|------------------------------|
| Bolsover Partnership | Cllrs S Fritchley and C Kane |
| Pleasley Conservation Group | Cllrs C Dale and C Kane |
| BDC Parish Council Liaison | Cllrs S Fritchley and C Kane |
| Neighbourhood Watch Liaison | Cllr B Murray-Carr |
- 2025/056** TO AUTHORISE BANK SIGNATORIES
EXISTING AS FOLLOWS;
Co-operative – Town Council Cllrs C Kane, J Lewis and M Stockdale
- 2025/057** ADDITIONAL ITEMS TO CONSIDER
- a. TOWN COUNCIL RESPONSE TO BOLSOVER DISTRICT COUNCIL CONSULTATION ON PRE-APPLICATION PLANNING ADVICE CHARGES.
 - b. TO CONSIDER CREATION OF SUB-COMMITTEE FOR PROMOTION OF SHIREBROOK MARKET.
- 2025/058** DATE OF NEXT ANNUAL MEETING.
Will be set at 13th May 2026 if the meeting schedule is approved.