



BRINSLEY PARISH COUNCIL

Serving Our Community, Shaping Our Future

📍 Cordy Lane, Brinsley, NG16 5BY
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✉ ParishClerk@brinsley-pc.gov.uk
🌐 www.brinsley-pc.gov.uk
📘 ParishCouncilBrinsley

Thursday 20th March 2025

Brinsley Parish Council Members

Chairperson: Cllr T Davies

Councillors: A. Rainbow, D. Kerry, E. Williamson, G. Bellamy, H. Stevenson, S. Edwards, R. Herrett-Bellamy & V. Wakeling.

Dear Chairman & Councillors

You are summoned to attend the **Full Council Meeting** of Brinsley Parish Council on **Wednesday, 26th March 2025, at 7:00 pm** at the Brinsley Parish Hall, Cordy Lane, Brinsley, Nottingham NG16 5BY. **PAVILION.**

Please submit apologies to the Council Office (*Direct to the Clerk*) via telephone at 01773 531251 or email parishclerk@brinsley-pc.gov.uk before 5.30 p.m. on the meeting day.

Yours sincerely

Susan Stack

Susan Stack – Locum Clerk
Brinsley Parish Council

AGENDA

FC25/235	Apologies for Absence (<i>authorisation required</i>)
FC25/236	Variations of Order of Business (<i>if needed</i>).
FC25/237	Declaration of Members' Interests and Requests for Dispensation
FC25/238	Suspension of Standing Orders to allow the following:
FC25/239	Broxtowe Borough Council Matters (<i>Borough Councillor Mrs E. Williamson</i>) Nottinghamshire County Council Matters (<i>County Councillor Mrs E. Williamson</i>) Police Reports Public Participation (maximum of 15 minutes allocated to 3 minutes per attendee)
FC25/240	Reinstatement of Standing Orders
FC25/241	To receive Reports – <ul style="list-style-type: none">- Chairman <i>TD</i>- Senior Caretaker Report <i>PH</i>- Clerk Report
FC25/242	Minutes - To receive and approve the minutes from the Full Council Meeting held on 12 th March 2025 at 7 pm.

FC25/243	<p>To adopt new hirer booking forms and terms of hire</p> <ul style="list-style-type: none"> • Regular Hirer booking form • Regular Hirer terms of hire • Single event booking form • Single event terms of hire
FC25/244	<p>Request for favourable rates;</p> <ul style="list-style-type: none"> • Celebration of life for retired Councillor (request for free room hire)
FC25/245	<p>Football To consider response from Football club regarding playing without permission/not locking gate/pitch damage as circulated by e-mail</p>
FC25/246	<p>Policies:</p> <ul style="list-style-type: none"> • Dignity at Work (Defer until April) • Fixed Asset register
FC25/247	<p>Exclusion of Public Order Exclusion of the Press and Public Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting due to the confidential nature of the business to be transacted.</p>
FC25/248	<p>Resignation of Cleaner/Caretaker</p> <ul style="list-style-type: none"> • Emergency measures required to cover • Cancellation of classes/setting up services
FC25/249	<p>SBA – Update on challenge for noting only as submitted to PKF</p> <ul style="list-style-type: none"> • Information has been received from Pells and has been reconciled to Scribe figures to explain the discrepancies as required by PKF Littlejohn. • We have incorrectly stated Box 4 (staffing costs) • Other staff contractual paperwork cannot be found. <p>To discuss – Issues arising from the scrutiny of Fixed Asset register and actions needed.</p>
FC25/250	<p>Insurance Claim- Assurance requested on remedial mitigation action regarding past insurance claims</p>
FC25/251	<p>Report from the personnel committee in relation to:</p> <ul style="list-style-type: none"> • Assessment of the Council’s standing for setting the Clerk’s Salary scale (agreed Profile 2) • Clerk and RFO’s job description and person specification • Advert details and where to advertise • Caretaker/Cleaner job description and person specification • Agree change of Head caretaker job description • Advert details for maternity/sickness/holiday/event caretaker cover and where to advertise • Litterpicker - potential vacancy • To set a chargeout rate for Caretaking to be applied for setting up/additional works (such as out of hours callouts etc).
FC25/252	<p>Close meeting – Date of next meeting 9th April, 14th May, 11th June, 9th July</p>

