

# COLLINGHAM *Parish Council*

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I hereby give notice that the next Annual Meeting of the Parish Council will be held at the Youth & Community Centre, Low Street, Collingham,

On THURSDAY 28TH MAY 2026 at 6:00pm to consider the following Agenda.

Yours faithfully, Mary-Ann Horley, Clerk - Collingham Parish Council

Friday, 22<sup>nd</sup> May, 2025

## **AGENDA 28<sup>TH</sup> MAY 2026 at 6:00pm**

*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.*

- 61. To elect the Chair of the Council and to receive the Declaration of Acceptance of Office**
- 62. Declaration of intent to record, film or photograph the meeting by members, members of the public or the press**
- 63. To receive Declaration of Interest Forms for all Councillors**
- 64. To receive apologies for absence**
- 65. To receive any declarations of interest**
- 66. To receive and approve the Minutes of the Parish Council Meeting of 23<sup>rd</sup> April 2026, previously circulated to members**
- 67. Election of Officers**
  - a. Nominations for the office of Vice Chair**
- 68. Determination of Councillors responsibilities**
  - Finance
  - Planning
  - Fleet Articles
- 69. Review Groups and Review Terms of Reference**

- 70. Appointment of Representatives of other bodies, both formal and informal**
- 71. Review Existing Signatories and Recommend changes as required**
- 72. Review and Adopt Documents and Policies of Collingham Parish Council**
  - a. Co-option Policy**
  - b. Memorial Bench Policy**
  - c. Community Facilities Grant Policy**
  - d. Station Adoption Policy**
  - e. Park Maintenance Procedure**
  - f. Lone Working (Office) Risk Assessment**
- 73. Receive security compliance forms from all Parish Councillors as may be required**
- 74. To Review Previous and Consider Action Plan for the next year**
- 75. Review the Asset Register and the Parish Council Insurance Policy**
- 76. To approve schedule for rolling monthly document reviews**
- 77. To approve calendar of meetings for 2026-27**
- 78. Appoint Members to serve on the Staffing Panel**
- 79. To purchase new items of office equipment**
  - a. Printer for use in Library office**
  - b. Tablet for recording inspections**
- 80. Review of Parish Council subscriptions to other bodies:**
  - a. NALC – National Association of Local Councils**
  - b. SLCC – Society of Local Council Clerks**
  - c. ICO – Information Commissioners Officer (mandatory)**
  - d. RCAN – Rural Communities Action Nottinghamshire**
  - e. Community Rail Network**
- 81. Review Standing Orders and Direct Debits**
  - a. Microsoft Office**
  - b. Virtual Landline**
  - c. Lebara**
  - d. UKnetweb/Fasthosts – Website Domain Name**
  - e. 1&1 – Email Hosting**