

COLLINGHAM *Parish Council*

MINUTES OF THE COLLINGHAM ANNUAL PARISH COUNCIL MEETING

held at 6:00pm on 28th May 2026

at the Youth & Community Centre, Low Street, Collingham

Present: Cllr Iain Orme (Chair), Cllr Sue Gray, Cllr Steve Blagg, Cllr Angela Haberton, Cllr Patrick Holland, Cllr John Wilson

In attendance: Mary-Ann Horley (Clerk)

Members of the Public: 1

Item	Title
61.	<p>To elect the Chair of the Council and to receive the Declaration of Acceptance of Office</p> <ul style="list-style-type: none">➤ Cllr Orme was elected unanimously and signed the Declaration of Acceptance of Office <p>It was noted that Cllr Orme is in the final year of the three years allowed by the Standing Orders.</p>
62.	<p>Declaration of intent to record, film or photograph the meeting by members, members of the public or the press - None</p>
63.	<p>To receive Declaration of Interest Forms for all Councillors - Received from all present</p>
64.	<p>To receive apologies for absence</p> <ul style="list-style-type: none">● from Cllr T Dodds and Cllr R Fabian<ul style="list-style-type: none">➤ Resolved unanimously to accept reasons for absence● from District Cllr Linda Dales - Noted
65.	<p>To receive declarations of interest - None</p>
66.	<p>To receive and approve the Minutes of the meeting of 23rd April 2026, previously circulated to councillors.</p> <ul style="list-style-type: none">➤ These were agreed unanimously as a true record and were signed by the Chair
67.	<p>Election of Officers</p>

a.	Nominations for the office of Vice Chair ➤ Cllrs Fabian and Dodds were elected unanimously
68.	Determination of Councillors responsibilities <ul style="list-style-type: none"> ● Finance ● Planning ● Fleet Articles ➤ Approved
69.	Review Groups and Review Terms of Reference ➤ Adopted
70.	Appointment of Representatives of other bodies, both formal and informal ➤ Burial Ground and Youth & Community Centre (YCC) responsibilities to be reviewed in June, others approved
71.	Review Existing Signatories and Recommend changes as required ➤ Resolved to add Cllr Haberton as a signatory
72.	Review and Adopt Documents and Policies of Collingham Parish Council
a.	Co-option Policy ➤ Adopted
b.	Memorial Bench Policy ➤ Adopted subject to expansion to all Parish Council-owned land
c.	Community Facilities Grant Policy ➤ Adopted
d.	Station Adoption Policy ➤ Adopted
e.	Park Maintenance Procedure ➤ Adopted
f.	Lone Working (Office) Risk Assessment ➤ Adopted
73.	Receive security compliance forms from all Parish Councillors as may be required - Received from those present

74.	To Review Previous and Consider Action Plan for the next year ➤ Adopted
75.	Review the Asset Register and the Parish Council Insurance Policy ➤ Approved
76.	To approve schedule for rolling monthly document reviews ➤ Approved
77.	To approve calendar of meetings for 2026-27 ➤ Approved
78.	Appoint Members to serve on the Staffing Panel ➤ Resolved to appoint Cllrs Fabian and Holland
79.	To purchase new items of office equipment
a.	Printer for use in Library office ➤ Deferred until a new member of staff is in place
b.	Tablet for recording inspections ➤ Deferred until a new member of staff is in place
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 ➤ Approved
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 ➤ Approved

Meeting closed at 18:15