



Lutterworth Town Council

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28TH April 2021.

Dear Councillors,

You are hereby **Summoned** to attend the meeting of Lutterworth Town Council on Tuesday 4th May 2021 at **7pm** to be conducted by Zoom.

Join Zoom Meeting

<https://zoom.us/j/99141377432?pwd=TjZjbG9RSnJMT1dabUU4M1ZDMm5GQT09>

Meeting ID: 991 4137 7432

Passcode: TC

Members are reminded that apologies for absence for all council meetings should be reported to the Town Council Office to ensure that they are correctly recorded.

The purpose of the meeting is: -

21/1. TO RECEIVE AND APPROVE APOLOGIES FOR ABSENCE.

21/2. ELECTION OF TOWN MAYOR FOR 2021-22.

PROPOSED BY Cllr G Robinson

SECONDED BY Cllr S Jamieson

CURRENT MAYOR will ask - All in Favour:

I declare that **COUNCILLOR RICHARD NUNN** has been duly elected as Town Mayor of Lutterworth for 2021-22.

ROB COLEMAN and **RICHARD NUNN** (would normally stand and the Chain of Office would be presented to Richard Nunn - due to Covid 19 regulations the Mayors chain has been quarantined in the Town Council Offices and can be collected by the Mayor at his convenience).

The retiring TOWN MAYOR has returned the consorts chain and due to the current Covid-19 regulations it has been quarantined in the Town Council Offices to allow the Mayor for 2021-22 to collect it at his own convenience to allow him to present it to his consort.

Flowers have been delivered to the consort for 2020-21 in thanks for her service.

ROB COLEMAN and **RICHARD NUNN** (would normally change places.)

RICHARD NUNN (would normally present past Town Mayor's badge to ROB COLEMAN. (due to current restriction Past Mayor has collected his badge from the Town Offices).

21/ 3. DECLARATION OF ACCEPTANCE

Acting Town Clerk will call on RICHARD NUNN to make his declaration of acceptance of Office. (Declaration of Acceptance of Office has been sent to Richard Nunn prior to the meeting this evening).

21/4. VOTE OF THANKS TO THE RETIRING TOWN MAYOR.

RICHARD NUNN will call upon to give the vote of thanks to the retiring Town Mayor.

21/5. RESPONSE BY RETIRING TOWN MAYOR.

21/6. APPOINTMENT OF DEPUTY TOWN MAYOR FOR 2021-22.

PROPOSED BY Councillor G Robinson

SECONDED BY Councillor R Nunn

RICHARD NUNN TO ASK IF THERE ARE ANY OTHER NOMINATIONS?

RICHARD NUNN will ask - ALL in Favour.

RICHARD NUNN will say I declare that Councillor B Zilberts is duly elected as Deputy Town Mayor of Lut-terworth for 2021-22.

Bill Zilberts (Would normally step forward and will be presented with the Deputy Town Mayor's Badge of Office but to due to current restrictions the badge has been quarantined in the Town Council offices and can be collected from the Town Council offices at the councillor's convenience).

Bill Zilberts and RICHARD NUNN (would normally change places).

21/7. DECLARATION OF ACCEPTANCE.

RICHARD NUNN will call Councillor Bill Zilberts forward and asked to make his Declaration of Acceptance of Office. (Declaration of Acceptance of Office has been sent to the councillors prior to the meeting this evening).

21/8. TO RECEIVE ANY DECLARATIONS OF INTEREST AND TO CONSIDER REQUESTS FOR DISPENSATIONS FROM MEMBERS ON MATTERS IN WHICH THEY HAVE A DISCLOSABLE PECUNIARY INTEREST.

21/9. TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 22nd APRIL 2021. (Pages 7 – 12).

21/10. TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE STAFFING COMMITTEE MEETING ON 26th APRIL 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN. (Pages 13 – 18).

21/11. TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE EVENTS COMMITTEE MEETING ON 26th APRIL 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN. (Pages 19-20).

21/12. TO APPROVE AS A CORRECT RECORD OF THE MINUTES OF THE ADMINISTRATION, FINANCE AND DEVELOPMENT COMMITTEE MEETING ON 27th MAY 2021 AND TO APPROVE ANY RECOMMENDATIONS CONTAINED HEREIN. (Pages 21-22).

21/13. TO RECEIVE THE TOWN MAYOR'S ANNOUNCEMENT. (RICHARD NUNN).

21/14. APPOINTMENT OF MEMBERS. (Pages 23 – 26)

1. **Administration, Finance & Development Committee (10 members)**
2. **East Lutterworth Committee (5 members)**
3. **Events Committee (8 members)**
4. **Grant Panel (5 members)**
5. **Open Spaces Committee (10 members)**
6. **Planning & Highways Committee (8 members)**
7. **Staffing Committee (9 members)**
8. **Tourism Work Group (5 members)**
9. **Lutterworth Museum Working Party (5 members)**
10. **Neighbourhood Plan Working Party (1 member)**
11. **Pavilion Working Party (3 Members)**
12. **S106 Funding Working Party (6 Members to include all District Councillors)**
13. **Boundary Commission Working Party (5 Members)**
14. **Healthcare Working Party (7 Members)**
15. **Town Hall Trustees (2 representatives) (2yr term)**
Present representatives: David Jones
16. **Town Estate Trustees (3 representatives) (4yr term)**
Present representatives: Councillor R Coleman, Bill Zilberts & Mike Perks.
17. **Leicestershire and Rutland Association of Local Councils – Voting Member**
Present representation - Tony Hirons to September 2022
18. **Lutterworth Museum Management Team**
4-year term to May 2023 – Rob Coleman
19. **Lutterworth Town Band**
Honorary President – Town Mayor
20. **Lutterworth & District Twinning Association**
Town Mayor (as honorary president) David Jones
21. **Magna Park Liaison Group**
Mayor, Deputy Mayor (Reserve) Chairman of Planning & Highways (2nd Reserve).

21/15. TO DETERMINE THE DATES OF COUNCIL MEETINGS FOR 2021-22. (Pages 27 – 30)

(Appendix A)

21/16. TO RECEIVE REPORTS FROM COUNTY AND DISTRICT COUNCILLORS.

21/17. TO RECEIVE REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE TOWN COUNCIL.

21/18. TO RECEIVE COMMENTS FROM THE PUBLIC.

21/19. TO CONSIDER THE CLERKS REPORT:

a. **FINANCE.**

Accounts Paid and to be Paid for month 2 attached Excel listing totalling £21335.12. (Pages 31 – 34).

Due to the Year End not being completed on the Rialtas accounting package, full cashbook reports cannot be produced until after 10th May 2021 when the Year End will be completed, and the reports will be presented to the Town Council Meeting dated 8th June 2021.

Ratified payment for months 1 and months 2 will not be able to be presented until after the Year End close down and will also be presented to the Town Council on the 8th of June 2021 meeting.

Please find the attached Unity Bank statement to 28th April 2021 together with an Excel listing of current invoices due for payment. Any invoice after 28th April 2021 will have to be accounted for in May 2021 monthly accounts.

b. **PLANNING APPLICATIONS.**

None to consider.

c. **USE OF THE COVENTRY ROAD RECREATION GROUND.**

We have received a request for the use of the Coventry Road Recreation Ground from 20th to 23rd May 2021 from Mr Stanley Freeman for use of his fun fair.

d. **CONFIDENTIAL.**

i. **If members consider the following business to be of a confidential nature, the below resolution should be made:**

ii. **“In accordance with the public bodies (admission to meetings) Act 1960 the press and public will be excluded from the agenda items listed below by reasons of a confidential nature of the business to be discussed and they will be directed to withdraw.”**

iii. **Members resolve to go into private session.**

iv.

e. **THE ACTING TOWN CLERK TO LEAVE THE MEETING.**

i. In accordance with Standing order 27, a resolution is to be proposed to require the acting Clerk to leave the meeting.

f. **CONFIDENTIAL STAFFING MINUTES.**

To agree the **RECOMMENDATIONS** from the confidential Staffing minutes dated 26th April 2021.

g. **NEXT MEETING**

The date of the next meeting will be Tuesday 8th June 2021 at 7 pm.

SIGNED.....DATED.....