



Date: 7th May 2025

Dear Councillors,

You are hereby summoned to attend the meeting of the Town Council on Tuesday 13th May 2025 at 7:00 PM to be held at the Lutterworth Town Council office.

Members are reminded that apologies for absence for all Council meetings should be sent to the Town Clerk prior to the start of the meeting. They will only be recorded as accepted by the Council if the member has sent in their apologies and by giving reason.

Members of the press and public are welcome to attend.

Councillors: R Coleman, V Cooper, J Ackerley, J Bennett, D Gair, N Green, T Hirons, D Jones, S Lonsdale, R Nunn, B Poulter, G Robinson, S Simms, J Knight, M Southall

25/TC/1 Election of Town Mayor

a. Election

The Chairman will ask the Town Clerk for confirmation of the nomination(s) for Town Mayor 2025/26.

Councillor Rob Coleman has confirmed with the Town Clerk that he wishes to nominate Councillor Val Cooper for Town Mayor.

In event of more than one nomination, the Town Clerk will issue ballot slips containing all the names of all the nominees and a secret ballot will commence.

The nominee receiving the highest number of votes will be elected as Town Mayor for 2025/26.

The current Town Mayor for 2024/25 will announce the result of the vote, the following declaration will then be made: "I declare that Councillor has been duly elected as Town Mayor of Lutterworth for 2025/26."

Councillor Rob Coleman and the newly elected Town Mayor will stand and the Chain of Office will be presented.

b. Declaration of Acceptance

The Town Clerk will call on the newly elected Town Mayor to make their Declaration of

Acceptance of Office. (Declaration of Acceptance of Office form to be presented at the meeting and signed in front of the Town Clerk).

Councillor Rob Coleman and the newly elected Town Mayor will change places and the newly elected Town Mayor will Chair the remainder of the meeting.

25/TC/2 Outgoing Town Mayor

a. Vote of thanks to the retiring Town Mayor 2024/25

The newly elected Town Mayor will call upon Councillor Tony Hirons to give a vote of thanks to the retiring Town Mayor, Councillor Rob Coleman.

b. Response by retiring Town Mayor 2024/25

Retiring Town Mayor, Councillor Rob Coleman will make his response.

25/TC/3 Election of Deputy Mayor

a. Election

The Chairman will ask the Town Clerk for confirmation of the nomination(s) for Deputy Town Mayor 2025/26.

Councillor Janette Ackerley has confirmed with the Town Clerk that she wishes to nominate Councillor Sarah Simms for Deputy Town Mayor.

Deputy Mayor Val Cooper has confirmed with the Town Clerk that she wishes to nominate Councillor Tony Hirons for Deputy Town Mayor.

In event of more than one nomination, the Town Clerk will issue ballot slips containing all the names of all the nominees and a secret ballot will commence.

The nominee receiving the highest number of votes will be elected as Deputy Town Mayor for 2025/26.

The Town Mayor will announce the result of the vote, the following declaration will then be made: "I declare that Councillor has been duly elected as Deputy Town Mayor of Lutterworth for 2025/26."

The newly elected Deputy Town Mayor will step forward and will be presented with the Deputy Town Mayor Badge of Office by the Town Mayor.

The newly elected Deputy Town Mayor for 2025/26 will take their place next to the Town Mayor.

b. Declaration of Acceptance

The Town Clerk will call on the newly elected Deputy Town Mayor to make their Declaration of Acceptance of Office. (Declaration of Acceptance of Office form to be presented at the meeting and signed in front of the Town Clerk).

25/TC/4 Apologies

To receive and approve apologies for absence.

25/TC/5 Declarations of Interest

To receive any declarations of interest and to consider request for dispensations from members of matters in which they have a disclosable pecuniary interest.

25/TC/6 Town Council Minutes

To approve as a correct record of the minutes of the Town Council meeting which was held on Tuesday 8th April 2025 at 7pm. (Pages 9 - 14)

25/TC/7 Annual Town Meeting Minutes

To approve as a correct record of the minutes of the Annual Town meeting which was held on Tuesday 8th April 2025 at 6.30pm. (Page 15 - 24)

25/TC/8 Events Committee Minutes

The meeting of the Events Committee meeting due to be held on Monday 21st April 2025 was cancelled.

25/TC/9 Planning & Highways Committee Minutes

The meeting of the Planning & Highways Committee meeting due to be held on Tuesday 22nd April 2025 was cancelled.

25/TC/10 Lutterworth Facilities Committee Minutes

The meeting of the Lutterworth Facilities Committee meeting due to be held on Tuesday 22nd April 2025 was cancelled.

25/TC/11 Events Committee Minutes

The meeting of the Events Committee meeting due to be held on Monday 28th April 2025 was cancelled.

25/TC/12 Extraordinary Town Council Minutes

To approve as a correct record of the minutes of the Extraordinary Town Council meeting which was held on Wednesday 30th April 2025 at 7pm. (Page 25 - 26)

25/TC/13 Administration, Finance & Projects Committee Minutes

To approve as a correct record the minutes of the Administration, Finance & Projects Committee meeting which was held on Tuesday 6th May 2025 at 7pm and to approve the **SEVEN** recommendations contained herein. (Pages 27 - 30)

25/TC/14 Town Mayors Announcement

To receive the Town Mayors announcements.

25/TC/15 District Councillors

To receive reports from District Councillors.

Councillors are reminded on the Rules of Debate under section 10A of the Lutterworth Council Standing Orders:

No speech shall exceed two minutes, except by consent of the Council.

25/TC/16 County Councillors

To receive reports from County Councillors.

Councillors are reminded on the Rules of Debate under section 10A of the Lutterworth Council Standing Orders:

No speech shall exceed two minutes, except by consent of the Council.

25/TC/17 Members of the Public - Comments

To receive comments from members of the public.

25/TC/18 Town Council Meetings - Members attended

To receive reports from members who have attended meetings on behalf of the Town Council.

To consider the Clerk's report:

25/TC/20 Finances

Accounts to be paid for Month 2 totalling £43,502.91. Please note this includes a £12,500 + VAT deposit for the builder to start the Pavilion project, see invoice in pack. (Pages 31 - 38)

Ratified payments for Month 1. (Pages 39 - 54)

Earmarked Reserves Movements

Following the Administration, Finance & Projects Committee meeting on Tuesday 6th May 2025, it was recommended that the Council should move the remaining reserves from the budgets of 2024/25 to Earmarked reserves for specific projects as follows:

The reserve balance from the budget 2024/25 stands at £43,426.11 and it was **RECOMMENDED** that from this a sum of £18,000 should be placed into an EMR towards the Pavilion refurbishment and £8,281 should be transferred into Crescent Road refurbishment EMR which leaves a balance of £17,145.11 to be distributed as follows:

It is **RECOMMENDED** that the following amount for £12,779.58 be moved into the Crescent Road EMR and £4,365.53 to be moved into the Street Furniture EMR.

It was also **RECOMMENDED** that a current EMR balance of £18,000 for a Blooming Lutterworth project, which will not be proceeding with, should be reallocated to the EMR for the Pavilion refurbishment EMR.

The reasoning behind these transfers is to enable the larger projects already commenced by the Town Council, such as Street Furniture replacements, Crescent Road play area refurbishment, and the Pavilion refurbishment, to be completed, as we feel the Town Council office refurbishment is mainly self-funded.

The Town Clerk **RECOMMENDED** that some of the funds currently in the Unity Trust bank should be moved into the Public Sector Deposit Fund to gain earned interest, as we have received the ex-Gratia payment of £100,000 and the first installment of the precept.

25/TC/19 Planning Applications

25/00388/FUL Single storey side and rear extension; 11 Orchard Road Lutterworth Leicestershire LE17 4DA

25/00554/FUL Single storey front extension and reconfiguration the internal layout of the existing community hall/sports pavilion; Sports Pavilion And Community Centre Recreation Ground Coventry Road Lutterworth Leicestershire

25/00482/PCD Discharge of condition 5 (Verification Report) of 22/00255/OUT, Land Adjacent To, Coventry Road Lutterworth

NMA, PDN & PCD are not subject to statutory consultation.

All consultations have a 21-day period for statutory consultation apart from AGR, DEM, GOV, HED & TEL which are 14 days.

25/TC/21 Co-option

Following the resignation of Town Councillor's we currently have **one** vacancy on the Swift Ward. This can be filled by co-option as Harborough District Council has confirmed that no notice in writing of a request for an election has been received.

It is now up to the Town Council to co-opt a person to fill the vacancies until the ordinary date of the Parish election. This should be done as soon as practicable. [Local Election (Parish and Community) Rules 1986].

An advertisement has been placed in the Swift Flash which was distributed Wednesday 26th March 2025 and was also placed on the Town Council's social media sites and notice boards.

We have received two applications, they have been confirmed as eligible for the vacancy of Town Councillor and these forms are contained within the agenda. (Pages 55 - 58)

25/TC/22 LTC Community Grant Application

Councillors are asked to consider the Community Grant application from the Masharani Practice Patient Participation Group in the sum of £500 towards the Health Fest event to be held in Lutterworth.

The event is aimed at members of the community to support their physical and mental health with information and access to services to encourage prevention and early intervention. (Pages 59 - 76)

25/TC/23 Annual Governance and Accountability Return

Members are asked to consider and approve the documents relating to the AGAR 2024/25.

a. Internal Audit

To receive the annual internal auditors report 2024/25 which was completed on Tuesday 6th May 2025.

To consider recommendations or matters arising from the internal auditors narrative report.

The report will be sent once received from the internal auditor.

b. Section 1

To approve the Annual Governance Statement Section 1 for the financial year ended 31st March 2025.

Please find the attached report. (Pages 83 - 84)

b. Section 2

To approve the Annual Governance Statement Section 2 for the financial year ended 31st March 2025.

Please find the attached report. (Pages 85 - 86)

c. Public rights

Please find the attached completed notice of period for the exclusive rights form for AGAR 2024/25.

Please be advised that the latest date for the submission of the AGAR 2024/25 to Moore is no later than Monday 30th June 2025. (Pages 89 - 90)

25/TC/24 Register of Members Interest

Members are asked to complete a new register of members interest form if they have been appointed as a trustee by the council to an external organisation as this would be considered an Other Registrable Interest. (Pages 91 - 94)

Any trusteeship help would be classed as an Other Registrable Interest and the councillor would need to declare an interest on any occasion under consideration on an agenda.

The Councillor would be granted a dispensation by The Town Clerk to allow them to stay within the meeting, take part and to vote.

It is recommended to offer the dispensation for the full term of the trusteeship to allow the councillor be able to participate in all meetings.

25/TC/25 Meeting Dates

Please find the attached meeting dates for 2025/26 and It is requested that the meeting dates are agreed and adopted. (Pages 95 - 100)

25/TC/26 Committees & Working Parties

Please find enclosed listing of Committees and Working Parties for 2025/26 which need to be agreed and adopted. (Pages 101 - 102)

25/TC/27 Risk Assessments

The Council are asked to review and adopt the Risk Assessments. (Pages 103 - 108)

Due to the large amount of risk assessments, these will be sent to Councillors via We Transfer.

Please find enclosed the contents page to show all of the risk assessments.

25/TC/28 Asset Register

Members are asked to review and adopt the Asset Register. Due to the size of the asset register, this will be sent via email only to all of the Councillors.

Please find attached a copy of all of the assets that have been disposed of from 01/04/2024 to 31/03/2025. (Pages 109 - 112)

25/TC/29 Contractual Payments

Members are asked to agree and allow the Responsible Finance Officer to make the contractual payments for 2025/26.

Please find enclosed schedule of payments. (Pages 113 - 116)

25/TC/30 Policies & Procedures

Please find enclosed Policies and Procedures to be re-adopted for 2025/26.

- Data Protection (Pages 117 - 120)
- Data Breach (New) (Pages 121 - 122)
- Health and Safety (Pages 123 - 132)
- Risk Register (Pages 133 - 142)

Please find enclosed a schedule of policies/procedures and the committees they will be reviewed at for 2025/26. (Pages 143 - 144)

25/TC/31 Insurance

Members are asked to review the insurance which expires on the 31/05/2025.

The Town Clerk can confirm she has chased renewal on two occasions and is awaiting a reply.

25/TC/32 Town Council Office Refurbishment

Please find enclosed a budget report for the Town Council Refurbishment project, this includes all remaining fees due and costs (some approximate). We do not have all of the costs, the quotation from the builder will be sent before the meeting as they are currently finalising costs. (Pages 145 - 156)

We have been unable to get prices on certain items however they have been listed on the budget to make the Council aware of what will be required.

25/TC/33 Standing Orders

Due to the new model standing orders being released by NALC in March 2025, the Council are asked to defer this agenda item until the Town Clerk and Deputy Clerk have managed to review them. We ask that items 25/TC/33 is deferred until Town Council dated Tuesday 10th June 2025.

25/TC/34 Financial Regulations

Due to the new model Financial Regulations being released by NALC in March 2025, the Council are asked to defer this agenda item until the Town Clerk and Deputy Clerk have managed to review them. We ask that items 25/TC/33 is deferred until Town Council dated Tuesday 10th June 2025.

25/TC/35 Terms of Reference

Due to the changes required to the Standing Orders and Financial Regulations, the Council are asked to defer this agenda item until the Town Clerk and Deputy Clerk have managed to review them to enable them to update the Terms of Reference. We ask that items 25/TC/35 is deferred until Town Council dated Tuesday 10th June 2025.

25/TC/36 Next Meeting

The Date of the next meeting will be Tuesday 10th June 2025 at 7pm to be held at the Town Council offices.

A handwritten signature in blue ink, appearing to read 'Carol Mobbs', with a long horizontal stroke extending to the right.

**Carol Mobbs,
Town Clerk**