



Town Hall  
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Clerk: Karen Wakefield

**The Minutes of the ordinary meeting of the Full Council held on Wednesday 28<sup>th</sup> January 2026 at 6pm**

**PRESENT:** Cllrs L Brazier (Chair), D Batey, P Beedle, A Brazier, D Gallop, G Lake, J Munroe, T Spratley

Mrs K Wakefield – Clerk      Mr P Munday – Admin Assistant

NCC Cllr David Clerk      NSDC Cllr Tim Wildgust

Mr Richard Townsley – Sherwood Forest Trust

2 members of the public

**APOLOGIES:** Cllrs R Shilling, L Shilling and M Staley for personal reasons and Cllrs S Willis & M Pringle due to work

**Resolved:** that these apologies be noted

The Clerk read out a letter from Cllr Raja Fazil requesting a leave of absence for council duties due to needing to travel overseas to attend to urgent family matters.

**Resolved:** That the leave of absence be accepted and granted.

**Declarations of members interests:** None

**Declaration of any intentions to record the meeting:** None

**FC/26/01      To approve the Minutes of the Full Council meeting held on Wednesday 17<sup>th</sup> December 2025 (*enclosed*)**

The Minutes, having previously been circulated, were signed as a true and correct record.

**FC/26/02      Clerks Report** (items not already covered on the agenda)

The Clerk read out a letter from Mr Ben Wells announcing his resignation from the Council.

The Chair highlighted Mr Wells many years of service to various community groups, both the Town and District councils, as well as his time as Clerk to Boughton Parish Council.

The Clerk was instructed to write a letter of thanks to Mr Wells.

The Clerk reported that she would now start formal process for a Casual Vacancy by notifying NSDC.

**FC/26/03 To suspend Standing Orders to allow for:**

**Standing orders were suspended**

1. A short presentation by Richard Townsley re Sherwood Forest

Mr Townsley gave a brief presentation on the history of Sherwood Forest and the Green Plaque scheme being introduced to local areas highlighting their part in historic Sherwood Forest.

The Councillors praised the idea and opted for the purchase of a plaque to display at the Town Hall and to be unveiled on Sherwood Forest Day on the 20<sup>th</sup> of February.

2. Questions or Statements from Members of the Public

The 2 members of the public present were here to observe an item later on the agenda.

**FC/26/04 To resume Standing Orders**

Standing Orders were resumed

**FC/26/05 To formally instruct The Clerk to carry out any actions discussed while Standing Orders were suspended.**

The Clerk was instructed to move forward with the purchase of the Sherwood Forest plaque.

**FC/26/06 To receive any Questions to Council from Members**

None

**FC/26/07 To receive any written reports from District and County Councillors**

None received.

**FC/26/08 Finance & Audit**

1. To receive the schedule of accounts for payment (enclosed)

An amended Schedule of Accounts for Payment was tabled, duly approved and signed.

The Clerk as RFO reminded members that all invoices were available on the table for inspection at this meeting.

2. To consider the Draft Budget Proposals for the financial year commencing 1st April 2026

Members carried out a review of the finances up to the end of month 9 during which the Clerk referred to the previously circulated financial documents including an Income and Expenditure report to Month 9, earmarked reserves and a summary of the outstanding PWLB loan.

An overall review of the Payroll structure was also considered.

The Clerk as Responsible Finance Officer then presented 2 draft budget proposals:

- Draft 1 with a 7.03% increase equating to 24p increase per household per week with a precept of £580,552,
- Draft 2 with a 5.18% increase equating to 18p increase per household per week with a precept of £570,552.

The Clerk then invited the members to ask any questions

Following questions the Clerk and the admin team were thanked by members for the hard work put into the budget proposals.

3. To formally approve the Budget Proposals and Precept requirements for the financial year commencing 1st April 2026

**Resolved:** That Council move forward with Draft 2 and the budget figures be accepted and approved and that the recommendation of these precept requirements be formally approved and recorded in these minutes to fulfil the Council's legal requirements.

Following that the Clerk as Responsible Financial Officer be instructed to serve a precept upon Newark & Sherwood District Council in the sum of £570,552

**Proposed:** Cllr L Brazier  
**Unanimously Agreed**

**Seconded:** Cllr D Batey

Resolved: That the proposed staff payroll structure be accepted:

**Proposed:** Cllr L Brazier  
**Unanimously Agreed**

**Seconded:** Cllr D Gallop

4. To receive an application for Grant Funding from Paul's Pit Stop

The Chair read through the application and highlighted the work the organisation carry out within the community and local schools.

**Resolved:** That the full amount of £250 be granted

**Proposed:** Cllr A Brazier

**Seconded:** Cllr D Batey

**Unanimously agreed**

**FC/26/09**

## **Special Projects**

1. To receive any relevant updates on Town Centre Regeneration

The Clerk reported that alternative premises for the Council to operate from are being looked into now that we have a clearer idea of when The Council will need to vacate the Town Hall.

The planning application for the project has been submitted and gone through our Planning Committee, and an application for the advertising boards for Forest Centre and the bank will be submitted.

The Clerk requested an additional Councillor to represent the Council in meetings regarding the Town Centre regeneration owing to the absence of Cllr R Shilling. Cllr Spratley volunteered to represent the Council moving forward.

## **FC/26/10 Environment Committee**

1. To receive an update regarding Aquasacs and Flood Wardens

The Clerk reported on liaising with Highways, NSDC and NCC for the provision of Aquasacs, and training in their use as well as Flood Warden training, and with Cllr Beedle has also liaised with OVRA and other individuals on the storage of the sacks

2. To receive a report and ratify decisions made by the Environment Committee regarding benches in Ollerton Cemetery.

Cllr A Brazier reported on the recent cemetery site visit and Environment Committee meeting regarding the placement of benches. At that meeting the councillors had unanimously agreed that the bench in memory of "JK" remain. The Cemetery Working Party had reported that the "MP" seat was causing a serious tripping hazard and the design was not in keeping with the standard required.

Following discussion it was agreed that the Clerk be instructed to write to the Grave Owner informing them that the single seat should be removed due to Health and Safety concerns and the design not being in keeping with the rest of the cemetery benches.

Standing Orders were suspended to allow for a member of the public to speak regarding issues with the bench and the cemetery in general.

A member of the public expressed concerns about the single seat and also gave reasons why their memorial bench should remain.

Standing orders were resumed.

**Resolved:** That the Council accept the proposal for the removal of the bench and that the Clerk be instructed to write to the grave owner.

**Proposed:** Cllr L Brazier  
**Unanimously agreed**

**Seconded:** Cllr D Batey

3. To ratify decisions made by the Environment Committee regarding an increase in Allotment Rents from January 2027

The Chair reported on the recommendation of the Environment Committee to increase the allotment rent by £5 a year to £55 in 2027, and a further yearly increase of £5 a year for the next 3 years.

**Resolved:** That the Council accept the recommendation of the Environment Committee and proceed with the increase.

**Proposed:** Cllr L Brazier  
**Unanimously agreed**

**Seconded:** Cllr G Lake

**FC/26/11 Junior Town Council**

1. To receive any updates relating to the Junior Town Council

The Clerk reported there have been no meetings of the Junior Town Council since the last Full Council meeting and that a meeting is to be arranged.

Cllr P Beedle suggested that the Junior Town Council be involved in the unveiling of the Sherwood Forest Plaque.

**FC/26/12 Events**

To receive information from the Clerk regarding future events

The Clerk reported that they had meet with officers from NSDC to discuss support for any upcoming events, including a possible outdoor cinema event.

A meeting of the Events Working Party is to be arranged.

**FC/26/13 Outside Bodies**

1. To receive a report from Cllr G Lake from Ollerton Jubilee Hall

Cllr G Lake gave a report on the Jubilee Hall, highlighting that it is well used with regular bookings and that they have introduced a new online booking system. They are also investing in the infrastructure of the building and issues with fly tipping and camping on the ground are being dealt with.

Cllr G Lake also requested that another Councillor be added as a representative for The Jubilee Hall as they cannot attend all the meetings. Cllr P Beedle volunteered to act as a representative alongside Cllr Lake.

2. To receive a report from Cllr G Lake from The Furniture Project

Cllr G Lake reported that The Furniture Project are doing well, especially the shop on Forest Road, and that he is impressed with their improvements in Gift Aid provision to increase funding. They are also looking at relocation due to the potential development of the site.

3. To agree the reports for the next meeting

Cllr A Brazier to provide a report on The Community Alcohol Partnership.

**FC/26/14 To receive the draft minutes of the following committees and working parties and note the decisions made thereto: (enclosed)**

The following minutes were noted:

1. Planning Committee – 6<sup>th</sup> January 2026
2. Environment Committee – 20<sup>th</sup> January 2026

**FC/26/15 Correspondence**

The Chair read out a letter from The Clerk Mrs K Wakefield announcing her retirement from the role after 27 years of working for Ollerton & Boughton Town Council. Councillors present said that she will be sorely missed and difficult to replace.

The Clerk advised that the recruitment process should start as soon as possible, and it was suggested by Cllr J Munroe that, due to his expertise and past experience in Human Resources, that Cllr T Spratley be added to the Staffing Committee to help with the recruitment, along with Cllr D Batey and Cllr L Shilling (subject to availability)

**FC/26/16      To note items for inclusion on future agendas**

None

**FC/26/17      To note the date and time of the next meeting**

Wednesday 18<sup>th</sup> March 2026 at 6pm