

St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS
T: 07857774847, E: clerk@stalbanspc.org, W: <https://stalbanspc.org/>

Friday, 10 July 2020

Summons:

You are summoned to a meeting of St. Albans Parish Council which will be held online on Wednesday, 15th July 2020 at 19.00.

LOGIN – please follow this link:

<https://us02web.zoom.us/j/81304092356?pwd=eStHWHBzK0RCckJ6RUFZZmowOEV1Zz09>

to join the meeting. If you cannot connect to the internet you can join the meeting by phoning one of these numbers for an audio connection. You phone provider may charge you for this call.

Dial by your location

+44 203 901 7895 or +44 131 460 1196 or +44 203 051 2874 or
+44 203 481 5237 or +44 203 481 5240

Meeting ID: 813 0409 2356 Password: 013290

Please call the clerk on 07851114847 if you are having any problems logging in.

Signed

Belina Boyer

Clerk to the Council

- SAPC20-102** Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.
- SAPC20-103** To receive apologies for absence
- SAPC20-104** To receive questions and petitions from members of the public – for information only.
- SAPC20-105** To receive a report from the County and Borough Councillors
- SAPC20-106** To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting
- SAPC20-107** To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

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- SAPC20-108** To receive minutes of previous St. Albans Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).
- SAPC20-109** To consider a grant application by Warren Action Group for £2,750 towards a Christmas event.
- SAPC20-110** To consider a grant application from Emmanuel Church for £1,000 towards a summer food project.
- SAPC20-111** To consider and agree an action plan for the coming municipal year and beyond (Cllr Thorpe).
- SAPC20-112** To consider and approve the purchase of additional plogging kits and decide which items should be included and which items of the original kit would need replacing.
- SAPC20-113** To consider and consider adopting four hanging baskets and the associated costs of approximately £60 per week. (Cllr Ellis)
- SAPC20-114** To consider preparations for Christmas and approve the associated cost. (Cllr Ellis)
- SAPC20-115** To consider a parish action plan. (Cllr Thorpe)
- SAPC20-116** FINANCE:
- To receive the Payments and Receipts report for June 2020.
 - To receive bank reconciliations for the first quarter and agree for it to be signed as a correct record.
 - To consider any additional items to be added to the printed payment schedule.
 - To approve the payment schedule for July and August and agree to sign it.
- SAPC20-117** To consider whether to comment on the Greater Nottingham Strategic Plan – Growth Options Consultation.
- SAPC20-118** PLANNING
- To consider the following planning applications:
- [2020/0555 | Resubmission of 2019/0684 for the erection of single storey and two storey rear extensions | 26 Tithe Gardens Bestwood Nottinghamshire NG5 9PB](#)
- SAPC20-119** To receive an update on the council's photo competition (Cllr King)
- SAPC20-120** To consider and adopt a preamble to the approved publication scheme.
- SAPC20-121** To approve posters for the notice boards (Cllr Thorpe).

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- SAPC20-122** To consider expressions of interest for membership in a working group with the aim of researching a possible community hub from members of the public and agree a first – virtual – meeting.
- SAPC20-123** To receive an update on the defibrillator installation.
- SAPC20-124** To receive an update from Coronavirus emergency action group (Cllrs Lari and Ellis).
- SAPC20-125** To note the correspondence received and previously circulated to members.
- SAPC20-126** To receive Items for Notification to be included on next meeting's agenda. (for information only).
- SAPC20-127** To confirm date of next scheduled meeting.

Minutes of the Meeting of the Parish Council
17 June 2020 – online meeting

Members Present	Members Present	Members Absent
Cllr R Ellis		
Cllr D Gibbons	Cllr S-M Rehman-Wall	
Cllr J King		Cllr M Riddle
Cllr F Lari	Cllr M Thorpe (Chairman)	

Also present: Cllr M Payne and several members of the public were logged into the online meeting.

In attendance: The Clerk

Abbreviations:

FBCP	Friends of Bestwood Country Park
GBC	Gedling Borough Council
NCC	Nottinghamshire County Council
STARS	St Albans Activity and Recreation Society
SAPC	St. Albans Parish Council
WAG	Warren Action Group

SAPC20-102 Declarations of intent to record, film or photograph the meeting by members, members of the public or the press.

There were none.

SAPC20-103 To receive apologies for absence.

None received.

SAPC20-104 To receive questions and petitions from members of the public – for information only.

There were none.

SAPC20-105 To receive a report from the County and Borough Councillors

Cllr Payne reported on The County Council's involvement in the Covid-19 relief effort. The Council has been supporting 170 groups from the Nottinghamshire COVID-19 Community Fund. The fund was still open for applications. He talked about a proposed bus park and Ride at Leapool Roundabout. Replying to Cllr King he clarified that an access road and the widening of Bestwood Lodge Drive was not part of the scheme that had been approved. He mentioned the county councillor's divisional fund.

Cllr Ellis spoke about the district council's humanitarian efforts. The district council had been supporting 500 volunteers, delivered 620 food parcels. She reported that council services were returning such as recycling collections and road sweepers.

She talked about plans for a walking surgery.

Cllr Gibbons talked litter picks initiated by local councillors and supported by members of the public as well as Redhill Running Club.

SAPC20-106 To receive disclosures of pecuniary and non-pecuniary interests pursuant to section 31 Localism Act 2011 from councillors on matters considered at this meeting

There were none.

SAPC20-107 To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and resolve to exclude public and press for these items.

There were none.

SAPC20-108 To receive minutes of previous St. Albans Parish Council meeting(s) and resolve to sign these as a true record of the meeting(s).

The Council resolved to sign the minutes of the meeting 27 May 2020 as a true record of that meeting.

SAPC20-109 To review and re-adopt the following policies and procedures:

a. Data Protection Policy

The Council re-adopted the policy.

b. Data Breach Policy and procedure

The Council re-adopted the policy.

c. General Privacy Policy

The Council re-adopted the policy.

d. Data Retention Policy

The Council re-adopted the policy. The clerk would investigate if social media could be incorporated into the policy and bring this to a future meeting.

e. Publication Scheme

The Council re-adopted the scheme. The clerk would investigate if a suitable pre-amble could be added to the scheme and bring this to a future meeting.

f. Email Contact Privacy Policy

The Council re-adopted the policy.

g. Grant Application Policy Procedure and Form

The Council re-adopted the policy with the proposed amendments.

h. Councillor Contact Privacy Notice

The Council re-adopted the policy.

i. 2019 Co-option Policy

The Council re-adopted the policy.

j. 2019 Co-option Application

The Council re-adopted the application form.

k. Equality and Diversity

The Council re-adopted the policy with the proposed amendments.

l. Notice Board

The Council re-adopted the policy.

m. Complaints

The Council re-adopted the policy.

n. Vexatious Complaints

The Council re-adopted the policy.

o. Media Policy

The Council re-adopted the policy.

SAPC20-110 To consider and agree an action plan for the coming municipal year and beyond.

Cllr Thorpe talked about his thoughts for a community action plan. A number of potential projects were discussed. Such as a scheme to help with gardening, regular community litter picks, promoting the council's grant scheme, food bank.

Cllr Thorp would present a plan to the next meeting.

SAPC20-111 To note that a poll has been called for the most recent vacancy and that under current legislation the vacancy cannot be filled by co-option. Any members of the public willing to serve the council will need to register for election next Spring.

The Council noted that a poll had been called to fill the vacancy.

SAPC20-112 To consider and decide a grant application by STARS.

The Council resolved to award STARS a grant for £600 for activity bags.

SAPC20-113 FINANCE:

a. *To receive the Payments and Receipts report for May 2020.*

b. *To receive bank reconciliations for May 2020.*

The council received and approved the Payments and receipts report and the bank reconciliation for May 2020.

c. *To consider any additional items to be added to the printed payment schedule.*

The Council resolved that the following payments should be added to the schedule: £600 to STARS, £252 to CAS for insurance, £90 to DA Dixon Accountancy.

d. *To approve the payment schedule for June and agree to sign it.*

Unity Trust Bank Current		31/05/2020	75,337.21
Other			-
	Total		75,337.21
BILLS FOR PAYMENT Not including Payroll			
Payee Name	Transaction Detail	Budget Code	£ Total
GiffGaff	Office phone	Office expenses (consumables)	6.00
HMRC	1st Quarter	Staff costs	226.80
CAS	Insurance	Insurance	252.00
DA Dixon	Internal Audit	Audit	90.00
STARS	Grant SAPC20-112	Grants and Donations	600.00
	Total	-	1,174.80

SAPC20-114 To receive the internal auditor's report and consider any action recommended therein.

The Council Received the Internal Auditor's report. It was noted that the Council's files were backed up regularly and that this had been communicated to the Internal Auditor.

SAPC20-115 PLANNING

To consider the following planning applications:

- [2020/0350 | Proposed Rear/Side single storey extension with pitched roof | 7 Shacklock Close Bestwood NG5 9QE](#)

The Council resolved to take a neutral stance.

SAPC20-116 To consider the format of the council's photo competition (Cllr King)
 Councillor King's connection had been interrupted and could not be re-installed.

Deferred to next meeting.

SAPC20-117 To receive an update on the logo competition
 Cllr Thorpe reported that sadly no applications had been received.

The Council would produce its own designs and put them out into the public forum.

SAPC20-118 To receive a website and social media report (Cllr Thorpe) and consider what action to take.

Cllr Thorpe would produce posters for the notice boards in time for the next meeting.

SAPC20-119 To consider the formation of a working group and its terms of reference with the aim of researching a possible community hub.

**The Council resolved to adopt the Terms of Reference: Community Hub Working Party.
 Cllr Thorpe would produce a poster to be displayed on the notice boards and used on social media.**

SAPC20-120 To receive an update on the defibrillator installation.

The Clerk reported one defibrillator had been installed and registered and that she had been working with Nottingham City Homes to find a suitable solution for the positioning of the defibrillator.

SAPC20-121 To consider Coronavirus emergency action to be taken (Cllrs Lari and Ellis).

The Council resolved that Cllr Thorpe would be sending the email once the final amended copy had been checked by the clerk.

SAPC20-122 To note the correspondence received and previously circulated to members.

The Council noted the correspondence.

SAPC20-123 To receive Items for Notification to be included on next meeting's agenda. (for information only).

- Photo competition update
- Approval of Action Plan
- Template for Social Media Platform
- Purchase of litter picking equipment
- Progress of Community Hub Working Group
- Coronavirus emergency action update
- Update on defibrillator

SAPC20-124 To confirm date of next scheduled meeting.

The 15th July 2020 at 19.00 was confirmed as the next meeting date.

At 19.42 Cllr King's connection got interrupted and could not be re-installed before the end of the meeting.

At 19.47 Cllr Lari's connection dropped out temporarily but was re-installed shortly after.

Cllr Rehman-Wall's connection dropped out but was re-installed.

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Grant Application Form

Name of Organisation Warren Action Group
Contact Details 
Position within Organisation Chair
Telephone 
Email 
Is your organisation a registered charity? no
If yes, charity number
Project for which grant is required? We are requesting funding toward the Christmas Tree and Christmas Lights, the Switch-On Event, post-Switch-On Event activities, Afternoon Tea Event, Gifts for local children and Gift Bags and handmade Christmas cards for local senior residents, and prizes for the tombola/raffle for local residents. We have run similar Christmas Events for several years which were extremely popular and enjoyed by those who attended. Due to a reduction of available funding to us during 2019, we have significantly reduced available funding in our reserves which has put at risk our ability to continue providing such events to everyone that attends them. The gifts for local children will include items such as selection boxes to keep the kids happy during the Christmas period. The gift bags for local seniors will include a variety of Christmas food, activities, games and other fun things to keep the senior residents happy and occupied during the Christmas period (and beyond). We will work with Warren Primary and the Oakwood Academy on the arrangements for the events and activities and referrals from the community to target senior residents that would benefit the most from the Afternoon Tea Event and the gift bags and will place a priority on ensuring those senior residents receive invitations to the Afternoon Tea, the gift bags and the handmade cards. We are an open community group, without specific membership numbers, however all of our committee live within the St Albans Parish and we all have strong links to the community.

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We have previously held events attended by residents living in the parish and beyond (e.g. the District, City and County, as many children who attend the schools within the community live in these areas).

WAG was formed in 2006, but due to the Covid-19 lockdown our public meetings and AGM have been postponed, and therefore do not yet have approved accounts for last year.

We agree with the Parish Council's Equality and Diversity Policy.

Total Cost

£4,000 (approx.)

Have any funds been requested from other sources?

No

Success/failure of application, and
amount requested

We are requesting funding for a partial amount of the total cost to provide between 30 – 40 gift bags and handmade Christmas cards for local senior residents, 150 – 200 gifts for local children, the Christmas Tree, the Christmas Lights, entertainment and activities, prizes and decorations, therefore without this grant we would not be able to provide all of these.

Amount of grant requested from St Albans Parish Council.

£2,750

When are the funds required?

We would need to commence arrangements during September 2020, therefore we would prefer funds prior to 16th September 2020 to allow us to begin making arrangements, making purchases and preparing the bags, gifts and cards.



“Improving Our Community Together”

FINANCIAL REPORT

Income and Expenditure account for the year ending 30th April 2020

	2020	2019
<u>INCOME</u>		
Contribution from Councillors	1,200	14,107
St. Albans Parish Council grant(s)	2,400	11,970
Proceeds from events	304	620
National Lottery Anniversary grant	1,000	
Interest	11	10
Total	4,915	26,707
<u>EXPENDITURE</u>		
Insurance	258	258
GBC Christmas lights and tree	2,080	2,020
Printing costs	164	268
Galaxy Firework display	2,400	3,000
Firework event purchases	77	154
Christmas events purchases	442	140
LIS Gym equipment payment		12,000
FCC playground match funding	10,750	
80's event purchases / sundries		40
Total	16,171	17,880
Excess / Deficit of income over expenditure	-11,256	8,821
<u>Balance sheet</u>		
Net current assets	5,244	16,500
<u>FINANCED BY</u>		
Balance brought forward	16,500	7,679
Excess / Deficit of income over expenditure	-11,256	8.821
Balance carried forward	5,244	16,500

Special thanks once again to the FCC for their funding of the playground improvements; Gedling BC; to Notts County Council; St. Albans Parish Council; residents and other groups for their generosity contributing towards WAG's funds. Thanks also to The Oakwood and Warren Academies for their support and the use of their facilities.

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Grant Application Form

Name of Organisation Bestwood Emmanuel Church

Contact Details

Revd Nikki Bates

Position within Organisation

Vicar

Telephone 

Email 

Is your organisation a registered charity?

If yes, charity number

Project for which grant is required?

Holiday Hunger Project:

Take away hot meals for local families with school aged children through the Summer Holiday period 2020

Tuesday's and Thursday's for families to collect meals (and for potential deliveries)

Total Cost £1000

Have any funds been requested from other sources?

£459 for a 550 ltr chest freezer to Cllr Payne

Success/failure of application, and amount requested.

We have £411 to start the project which was kindly donated by St Alban Council at the beginning of the year to start a holiday hunger project at Emmanuel.

We estimate approx 100 hot meals a week for the summer holiday period - but the need could be substantially more.

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At this point we are estimating numbers for collections.
Deliveries to vulnerable families are also a possibility.

Amount of grant requested from St Albans Parish Council.

1000 food containers	£216.00
1000 takeaway bags	£72.00
2 boxes disposable gloves	£40.00
Hand sanitizer gel x2 500ml	£20.00
3 x Antibac Surface cleaners	£9.00
Food costs	£643.00
Total	£1,000

£643 towards food costs would give us the potential to deliver just over 600 meals @ £1.00 a head. The previous fund of £411 will make the margin easier at around £1.60 a head.
Or to provide extra meals dependent on the need.

When are the funds required? end of July 2020 to determine what we can realistically deliver.

Many thanks in anticipation Rev Nikki

St. Albans Parish 2020/21 Action Plan

This document lays out the aims of the council for 2020/21

- Build links with community groups
 - o Create a network with organisation and groups within the Parish.
- Be more pro-active in the community
 - o Increase community projects such as litter picking.
- Promote Grants and their availability and increase the number of grant applications
 - o The grant policy can be found on the parish website.
- Increase online community group and presence
 - o Build up the online presence of the Parish Council and increase number of follows to online platforms so we can provide up to date information to more parishioners.
- Increase attendance to Parish meetings
 - o To have more parishioners attend meetings to enhance discussion on community issues and so more issues are raised.
- Start Community hub development
 - o Commence with plans to develop a facility for the community.

St. Albans Parish 2020/21 Action Plan

Stats:

As of the 18th of June

St Albans Community Page (Gedling) has 39 members

The St Albans Parish Council page has 57 followers



St Albans Parish Council

Government organisation

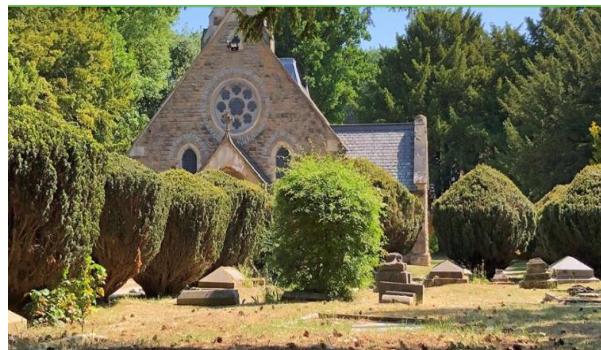


Following

Call

...

Followed by 57 people



**St Albans Community Page
(Gedling) >**

PRIVATE GROUP · 39 MEMBERS

June 2020

Receipts

Total	-
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Payments

Total	1,130.05
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Staff costs	Staff Costs
ZOOM	May-June
GiffGaff	May
ZOOM	Annual subs
Asda	book of Stamps
Post Office	Large Stamps
GiffGaff	June
D A Dixon	Internal Audit
Community Ad	Insurance
Unity Trust Bar	1st Quarter

Staff Costs	593.34
Hall Hire	14.39
Office expenses (consumables)	6.00
Hall Hire	139.70
Office expenses (consumables)	9.12
Office expenses (consumables)	11.50
Office expenses (consumables)	6.00
Audit	80.00
Insurance	252.00
Bank charges	18.00

St. Albans Parish Council Receipts and Payments over Budget Report

Actual Year to date	Budget as Approved 28/01/2019	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget spent
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Expenditure Detail

Audit
 Bank charges
 Chairmans Allowance & Expenses
 Communication
 Contingencies
 Elections
 Environmental Improvements
 Freedom of Information and similar
 Grants and Donations
 Gritting
 Hall Hire
 Insurance
 Legal & Professional fees
 Miscellaneous
 Office equipment
 Office expenses (consumables)
 Mileage
 Special Projects
 Staff Costs
 Subscriptions
 Training Councillor
 Training Staff
 VAT on Purchases
 Waste removal
 Website

	80	390		390	310			310	25%
	18	75		75	57			57	24%
	-	200		200	200			200	0%
	-	750		750	750			750	0%
	-	975		975	975			975	0%
	-	3,300		3300	3,300			3,300	0%
	-	500		500	500			500	0%
	-			0	-			-	#DIV/0!
	-	4,000		4000	4,000	600.00		3,400	0%
	-	1,250		1250	1,250			1,250	0%
	154	300		300	146			146	51% Zoom Subscription
	252	400		400	148			148	63% Total paid
	-	300		300	300			300	0%
	-	200		200	200			200	0%
	-	250		250	250			250	0%
	46	200		200	154			154	23%
	22	100		100	78			78	22%
	-	6,000		6000	6,000			6,000	0%
	1,560	6,050		6050	4,490			4,490	26% 4th quarter last year not paid until April 2021,
	-	800		800	800			800	0% NALC, ICO, MS Office, etc
	-	500		500	500			500	0%
	-	300		300	300			300	0%
	5	800		800	795			795	1%
	-	250		250	250			250	0%
	-	351		351	351			351	0%

Total Payments

2,137 **28,241**

26,104

600

25,504

St. Albans Parish Council Receipts and Payments over Budget Report

Actual Year to date	Budget as Approved 28/01/2019	Virements	Current annual Budget	Budget Variance	Committed Expenditure /Income	To/From Earmarked (or other) Reserves	Funds Available	% of Budget spent
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INCOME

Bank Interest
 Grants and Donations received
 Grant assistance
 Other Income
 Precept
 VAT reclaimed
 *Transfer from reserves
 TOTAL Income

-	0	-	-					no receipt
-	0	-	-					no receipt
-	0	-	-					no receipt
-	0	-	-					no receipt
28,161	28,161	28,161	-					100%
626	280	280	-	346				224%
-		-	-					no receipt
28,704	28,441	-	28,441	346	600	-	-	
Total Income	28,704	28,441	-	28,441				-
Total Expenditure	2,137	28,241	-	-	600	-	25,504	
TOTAL	-	25,476	28,441	-	28,441	-	600	

Publication Scheme

Information available from St Albans Parish Council under the Publication Scheme

This guidance gives examples of the kinds of information that St Albans Parish Council provides in order to meet its commitments under the Freedom of Information publication scheme.

We would always expect to make information available unless:

- we do not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.
- The information is in draft format

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless we are satisfied that it is not appropriate to do so. So far as reasonably practicable, we publish it in an electronic form that is capable of re-use.

To view the information available and how to obtain the information click [Publication Scheme](#).

St. Albans Parish Grants

Are you part of a community group or organisation
which works within the Parish of St Albans?



If you are looking for funding for any upcoming project there is the chance to get a grant from St Albans Parish Council.

Over the last two years (**add value**) as been provided to local groups by the Parish Council.

The application and supporting documents can be found on the Parish Councils website (stalbanspc.org) this provides more information about who is eligible to claim a grant and other criteria.

- Each application will be assessed on its own merits.
- The application process is relatively simply.
- The council will publicise all successful grant for activities, projects and events on the Parish Council website and all notice boards in the Parish for transparency of use of funds.

For more information you can email the council:

clerk@stalbanspc.org

St. Albans Parish Council Online

For regular updates on things in the parish see the below sources of information online:

The Parish Website

stalbanspc.org

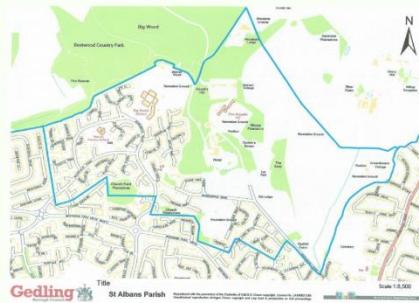
All agendas, minutes and governance documents can be found here.

The website lists the names and contact details of all the council.

Welcome

Thank you for visiting the St. Albans Parish Council website.
St. Albans Parish Council has only been in existence since May 2018.

It is here:



Saint Albans Parish Council Facebook Page

facebook.com/Stalbanstogether

Advertises council meetings and organised events such as litter picks. Used to promote services in the local area and news relating to the parish.



St Albans Community Page (Gelding)

Search for 'St Albans Community Page (Gelding) on Facebook

This is a community Facebook group moderated by councillors. It is a community group to share events, news and articles on the parish. Members are able to post and is a platform for discussion on community matters and sharing good news stories.

Correspondence to 15/07/2020 Meeting

-  CHIEF EXECUTIVE'S BULLETIN
-  NEW MODEL CODE OF CONDUCT CONSULTATION
- ICO Case Reference: IC-42964-Z4M4
- Notts ALC – Meetings
- Notts ALC - Latest Furlough News
- GBC – Funding opportunities
- Notts ALC – Dissertation
- CORRECTION:  CORONAVIRUS — INFORMATION FOR PARISH AND TOWN COUNCILS
- Crimes Reported in the Western Cluster area - May 2020
- COVID update
- Friends of Bestwood Country Park News
- NottsALC: Playgrounds