

Bill Cullen MBA (ISM), BA(Hons) MRTPI
Chief Executive



**Hinckley & Bosworth
Borough Council**

Date: **29 October 2024**

To: Members of the Executive

Cllr SL Bray (Chair)
Cllr MC Bools (Vice-Chair)
Cllr MB Cartwright
Cllr WJ Crooks

Cllr L Hodgkins
Cllr KWP Lynch
Cllr MT Mullaney

Copy to all other Members of the Council

(other recipients for information)

Dear member,

There will be a meeting of the **EXECUTIVE** in the De Montfort Suite, Hinckley Hub on **WEDNESDAY, 6 NOVEMBER 2024 at 6.30 pm** and your attendance is required.

The agenda for the meeting is set out overleaf.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R Owen'.

Rebecca Owen
Democratic Services Manager

Fire Evacuation Procedures

- On hearing the fire alarm, leave the building **at once** quickly and calmly by the nearest escape route (indicated by green signs).
- *There are two escape routes from the Council Chamber – at the side and rear. Leave via the door closest to you.*
- Proceed to **Willowbank Road car park**, accessed from Rugby Road then Willowbank Road.
- **Do not** use the lifts.
- **Do not** stop to collect belongings.

Recording of meetings

At HBBC we are open and transparent about how we make decisions. We allow recording, filming and photography at all public meetings including Council, the Executive and Planning Committee as long as doing so does not disturb or disrupt the proceedings. There may occasionally be some reports that are discussed in private session where legislation requires this to happen, but this is infrequent.

We also allow the use of social media during meetings, which helps to bring the issues discussed to a wider audience.

Members of the public, members of the press and councillors are hereby informed that, in attending the meeting, you may be captured on film. If you have a particular problem with this, please contact us so we can discuss how we may accommodate you at the meeting.

Use of mobile phones

To minimise disturbance to others attending the meeting, please switch off your phone or other mobile device or turn it onto silent or vibrate mode.

Thank you

EXECUTIVE - 6 NOVEMBER 2024

A G E N D A

1. **APOLOGIES**

2. **MINUTES (Pages 1 - 4)**

To confirm the minutes of the meeting held on 11 September 2024.

3. **ADDITIONAL URGENT BUSINESS BY REASON OF SPECIAL CIRCUMSTANCES**

To be advised of any additional items of business which the Chair decides by reason of special circumstances shall be taken as matters of urgency at this meeting.

4. **DECLARATIONS OF INTEREST**

To receive verbally from Members any disclosures which they are required to make in accordance with the Council's code of conduct or in pursuance of Section 106 of the Local Government Finance Act 1992. **This is in addition to the need for such disclosure to be also given when the relevant matter is reached on the agenda.**

5. **QUESTIONS**

To hear any questions in accordance with Council Procedure Rule 12.

6. **ISSUES ARISING FROM OVERVIEW & SCRUTINY**

(If any)

7. **FOOD WASTE COLLECTIONS (Pages 5 - 16)**

To update members on planning for food waste collections from April 2026

8. **COMMUNICATIONS STRATEGY 2024-2028 (Pages 17 - 28)**

To seek approval for the revised Communications Strategy 2024-2028

9. **PREVENT UPDATE AND VENUE HIRE POLICY (Pages 29 - 46)**

To advise members on work undertaken to ensure the council meets its statutory Prevent duty

10. **HINCKLEY CAR PARKS STUDY AND ACTION PLAN (Pages 47 - 56)**

To advise members of the car parks study undertaken in 2023 and seek agreement to the car parks action plan 2024-2028

11. **ANY OTHER ITEMS OF BUSINESS WHICH THE CHAIR DECIDES HAVE TO BE DEALT WITH AS MATTERS OF URGENCY**

As announced under item 3.

12. **MATTER FROM WHICH THE PUBLIC MAY BE EXCLUDED**

To consider the passing of a resolution under Section 100A(4) of the Local Government Act 1972 excluding the public from the undermentioned item of business on the ground that it involves the likely disclosure of exempt information as defined in paragraphs 3 and 10 of Schedule 12A of that Act.

