

**Notice of Annual Parish meeting and Annual General Meeting of  
Billingborough Parish Council in the Sports Pavilion at the Recreation Ground  
on Tuesday 10 May 2022**

**Members of Billingborough Parish Council are hereby summoned to attend** the Annual Parish Meeting commencing at 6.30pm. **Members of the public are also invited to attend.** The Annual General meeting will follow. All Members are requested to be in attendance at both meetings Unless stated in the Agenda, any items raised at the Public Forum requiring a decision, will appear on the Agenda at the next meeting. **Both meetings will be recorded.**

Hayley Beaver,

Clerk to the Council

2 May 2022

**Agenda - Parish Meeting**

1. Welcome by the Chairman
2. Approve draft minutes of the meeting held 4 May 2021.
3. Chairman's Annual Report
4. Receive reports from the Police, County and District Councils.
5. Receive reports from Community Groups and Organisations.
6. Questions and proposals from the Public.

**Agenda – Annual General Meeting of the Parish Council Meeting**

1. **Chairman's opening remarks**
2. **Apologies for absence.**
3. **Receive any new declarations of interest.**
4. **To consider any requests from Members for a dispensation on any items on the agenda. To agree, or not, by resolution to any dispensations, including voting rights. (Decision – All)**
5. **Election of Chairman.**
6. **Election of Vice Chairman.**
7. **Councillor vacancies and possible Co-option – if required. (Decision on applicant/s – All)**
8. **Appointment of Members to designated Roles & Responsibilities:**
  - a. Finance. b. Contracts & Tenancy Agreements. c. Newsletter Editor.
  - d. Website & Parish on Line. e. Emergency plan. f. Recreation Grd/Pavilion/CCTV.
  - g. Cemetery/ including development. h. Springwells. i. Entrance planters.
  - j. Speed signs/Community speed watch co-ordinator/Traffic & Parking.
  - k. Village maintenance/Grass Cutting/Highways. l. Hall Field project. m. Aveland Field project. n. Police/Safer Together Team, o. Village Signs project.
  - p. Council representative to the following: Toller Trust, Village Hall, BAGS, Youth Probation, Primary School, Cricket Club, Church.
9. **Appointment of 3 Members to form a HR Committee and elect its Chairman. (All)**

10. **Approve draft minutes of the meeting held 8 March 2022 (All)**
11. **Review and adopt the Asset Register (All)**
12. **To Adopt the Council Policies and Procedures:** Cemetery Regs, Code of Practice, Complaints Proc, Data Protection/Publication /Freedom of Information Policy, Discipline and Grievance Policy, Equal Opps Policy, Financial Regs, Risk management Policy, safeguarding Policy and Standing orders.(All)
13. **To Resolve to adopt the following additional Policies/Statements/Terms of Reference as previously circulated:** Cllr expenses policy, Co-option Policy and Procedure, Environment Policy, Health & Safety Policy, Statement of Internal Control/Hr Comm Terms of Reference. (Chairman; Decision – All).
14. **Platinum Jubilee Committee status – update. (Cllr Turner).**
15. **Finance Report – RFO**
  - a) **2021/22 End of Year Accounts & External Audit Return**
    - i. **To review and approve the End of Year Internal Audit report.**
    - ii. **To approve and sign the Annual Governance Statement.**
    - iii. **To approve and sign the Accounting Statement.**
    - iv. **To approve the end of year accounts.**
  - b) **2022/23 Accounts.**
    - i. **To Approve the previously circulated accts to the end of April 2022**
    - ii. **To approve payment of expenditure listed on the payment schedule.**
16. **Clerk’s Report and any matters arising.**
17. **Admin Matters:**
  - a) **To consider any planning applications (if required).**
  - b) **Parks and Greenspaces application – update. (Chairman; Decision – All)**
  - c) **Date for Clerk’s Appraisal. (All)**
18. **Recreation ground:**
  - a) **To discuss the Wicksteed inspection report and resolve on any action required, agree budget and delegate tasks. (Chairman; Decision – All)**
  - b) **Junior Football - Update. (Cllr Richardson; Decision – All)**
  - c) **Junior Cricket - Update. (Cllr Turner; Decision – All)**
  - d) **Update on the process for the relocation of containers, to discuss and resolve on the outcome. (Chairman; Decision – All).**
  - e) **Pavilion porch repair - update. (Chairman; Decision – All)**
  - f) **Pavilion Risk Assessment - Update. (Chairman; Decision – All)**
  - g) **Pavilion Fire Inspection – Update. (Chairman; Decision – ALL)**
19. **Spring Wells:**
  - a) **Slabs below benches – Update (Chairman; Decision – All)**
  - b) **Planters – update. (Chairman; Decision – All)**
20. **Cemetery:**
  - a) **Salt and grass cutting – update. (Chairman; Decision – All)**

- b) Outstanding Income – Update. (Chairman; Decision – All)**
- c) Cemetery development – Update. (Chairman; Decision – All)**

**21. Village matters:**

- a) Hall field - update. (Chairman; Decision – All)**
- b) Village Signs – update and plan. (Chairman; Decision – All)**
- c) Emergency Plan – update (Cllrs Turner and Rayside; – Decision – All)**
- d) Entrance Planters - (Chairman; Decision – all)**
- e) Parking leaflets and School Competition – Update (Cllr Vince – Decision – All)**
- f) Community Speed Watch – update. (Chairman; any decision – All)**
- g) Village crime/questionnaire – Update. (Cllr Richardson – Decision – All)**

**Next meeting: Tuesday 12 July at the Pavilion, Recreation Ground.**