

**Notice of Annual Parish meeting and Annual General Meeting of  
Billingborough Parish Council in the Sports Pavilion at the Recreation Ground  
on Tuesday 16 May 2023**

**Members of Billingborough Parish Council are hereby summoned to attend** the Annual Parish Meeting commencing at 6.00pm. **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

10 May 2022

**Agenda - Parish Meeting**

1. Welcome from the Chairman
2. Approve draft minutes of the meeting held 10 May 2022.
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. **Confirmation of Councillors and signing of acceptance of office and Declaration of Interest forms.**
2. **Election of Chairman and signing of Chairman's Acceptance of Office form.**
3. **Election of Vice Chairman.**
4. **Apologies for absence.**
5. **Approve draft minutes of the meeting held 14 March 2023 (All)**
6. **Councillor vacancies and possible Co-option – if required. (Decision on applicant/s – All)**
7. **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)**
8. **Appointment of Members to designated Roles & Responsibilities:**
  - a. Allotments Rep
  - b. Aveland Field Project,
  - c. Cemetery/ including development.
  - d. Church Rep.
  - e. Cricket Club/Pavilion Rep,
  - f. Emergency Plan co-ord,
  - g. Entrance planters,
  - h. Finance,
  - i. Hall Field Project,
  - j. Newsletter Editor,
  - k. Police/Safer Together liaison,
  - l. Primary School Rep,
  - m. Recreation Grd/CCTV.
  - n. Speed signs/Community Speed Watch co-ordinator/Parking.
  - o. Springwells,
  - p. Tenancy and Contracts,
  - q. Toller Educational Foundation Rep,
  - r. Village Hall Rep,
  - s. Youth Probation Co-ord.
9. **Appointment of 3 Members to form a HR Committee and elect its Chairman. (All)**

10. **Review and adopt the Asset Register (All)**
11. **To Adopt the Council Policies and Procedures:** Cemetery Regs, CCTV Code of Practice, CCTV Policy, Co-Option Policy and Proc, Complaints Proc, Data Protection/Publication /Freedom of Information Policy, Discipline and Grievance Policy, Equal Opps Policy, GDPR Privacy Notice, Financial Regs, Risk management Policy, safeguarding Policy and Standing orders. **(All)**
12. **To Review and adopt the following Policies/Statements/Terms of Reference:** Cllr expenses policy, Environment Policy, Health & Safety Policy, Social Media Policy, Grants Policy, Statement of Internal Control/Hr Comm Terms of Reference. **(Chairman; Decision – All).**
13. **Finance Report – RFO**
  - a) **2022/23 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 2023**
    - ii. **To approve payment of expenditure listed on the payment schedule.**
14. **Clerk’s Report and any matters arising.**
15. **Admin Matters:**
  - a) **To consider any planning applications (if required).**
  - b) **BAGS Contract-to decide on any amendments. (Chairman; Decision – All)**
  - c) **Date for Clerk’s Appraisal. (All)**
16. **Recreation ground:**
  - a) **Update on any works carried out following the annual inspection, assess any further requirements and allocate tasks and set budgets. (Chairman; Decision – All)**
  - b) **To discuss any outstanding queries from the Cricket Club, including:**
    1. **Soil removal. (Chairman; Decision – All).**
    2. **Query hedge cutting. (Chairman; Decision – All).**
    3. **Internal works/decoration. (Chairman; Decision – All).**
    4. **The erection of Cricket Club sign. (Chairman; Decision – All).**
  - c) **Pavilion external works, including to consider any quotes received. (Chairman; Decision – All).**
17. **Spring Wells:**
  - a) **Slabs below VE Day bench – update (Cllr Surtees; Decision-All)**
18. **Village matters:**
  - a) **Village Signs – update and plan. (Chairman; Decision – All)**
  - b) **Coronation celebration and medals – update. (Chairman; any decision – All)**

- c) Coronation Bench – to confirm method and contractor for installation, approve cost of installation and plaque (Chairman – Decision – All)**
- d) Traffic Attendant – update if any (Chairman; Decision – All).**
- e) Replacement bin for Barleyfields (Chairman; Decision – All)**
- f) Hall Field meeting – discuss/prepare. (Chairman; Decision – All).**
- g) Fields in Trust – Update/Land Registry Application. (Chairman; Decision – All).**
- h) Resolve on request from BAGS to plant 3-4 fruit/nut trees. (Chairman; Decision – All).**

**Next meeting: Tuesday 13 June at the Pavilion, Recreation Ground.**