

## **Notice of The Annual Meeting of Billingborough Parish Council in the Sports Pavilion at the Recreation Ground on Tuesday 14 May 2024**

**Members of Billingborough Parish Council are hereby summoned to attend** the Annual Meeting of Billingborough Parish Council which will follow the Annual Parish Meeting which starts at 6.00pm and for which your presence is also required. **Members of the public are also invited to attend.** 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

7 May 2024

### **Agenda – Annual Meeting of Billingborough Parish Council**

1. **Election of Chairman and signing of Chairman’s Acceptance of Office form.**
2. **Election of Vice Chairman and signing of Vice Chairman’s Acceptance of Office form.**
3. **Confirmation of Councillors and signing of Acceptance of Office forms.**
4. **Apologies for absence.**
5. **Approve draft minutes of the meeting held 12 March 2024 (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, b. Aveland Field Project, c. Cemetery/ including development,
  - d. Church Rep. e. Cricket Club/Pavilion Rep, f. Emergency Plan/Flood co-ord,
  - g. Entrance planters, h. Finance, i. Newsletter Editor, j. Police liaison, k. Primary School Rep, l. Recreation Grd/CCTV. m. Speed signs/Community Speed Watch co-ordinator/Parking. n. Springwells, o. Tenancy and Contracts, p. Toller Educational Foundation Rep, q. Village Hall Rep, r. 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, Code of Conduct, 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 Ref’. (All)..
13. **Finance Report – RFO**
  - a) **2023/24 End of Year Accounts & External Audit Return and Accts to 30/4/24**
    - 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.
  - v. To Approve the previously circulated accts to the end of April 2024.
  - vi To approve payment of expenditure listed on the payment schedule.
14. Clerk's Report and any matters arising, to resolve if required on GOV.UK email domain, displaying the King's portrait, the response to a request for replacing a fence panel at the recreation grd, and taking part in proposed art project.
15. Admin Matters:
- a) To consider any planning applications (if required). (All).
  - b) To approve changes to the Rec Caretaker's contract. (All).
  - c) To consider the future format of the newsletter. (Chairman; Decision – All)
  - d) Date for Clerk's Appraisal. (All)
16. Recreation ground:
- a) Summary of general works completed at the pavilion by the CC, and also of works completed, and outstanding, as required by the Fire and Legionella RAs, to assess any further requirements and allocate tasks and set budgets if needed. (Chairman; Decision – All)
  - b) To update on any works carried out following the annual inspection of the Recreation Ground and establish if any further action/budget is required. (Chairman; Decision – All).
  - c) Update on any advancement/research regarding possible update to tennis court area. (Chairman; Decision – All).
  - d) Update regarding installation and ongoing maintenance of new defibrillator. (Chairman; Decision – All).
17. Spring Wells:
- a) To discuss proposal of works required to 5 bar gate and update to establishing ownership of the highway in front of surgery and Spring Wells where repairs are required. (Cllr Stafford; Decision-All)
18. Village matters:
- a) To resolve on a location for the Fields In Trust plaque and set a budget for its installation. (Chairman; Decision – A
  - b) Commemorative plaque for Hall Field, to consider quotes, designs, set budget and allocate tasks. (Chairman – Decision – All)
  - c) Adopting a building as a Community Interest – update of intention (Cllr Turner; Decision – All).
  - d) Cemetery planning application, further quotes – to discuss and resolve on the next action required. (Chairman; Decision – All)
  - e) Flood/Emergency Plan – update and to discuss feedback following meeting with G. Davies MP. (Chairman; Decision – All).
  - f) Community Speed Watch Scheme – to further assess and resolve on any action required. (Chairman; Decision – All)

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

