

Notice of The Annual Meeting of Annual Billingborough Parish Council in the Sports Pavilion at the Recreation Ground on Tuesday 13 May 2025

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

6 May 2025

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 EG meeting held 8 April 2025 (All)**
6. **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.**
7. **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/Parking. n. Springwells, o. Tenancy and Contracts, p. Toller Educational Foundation Rep, q. Village Hall Rep, r. Youth Probation Co-ord(?)
8. **Appointment of 3 Members to form a HR Committee and elect its Chairman. (All)**
9. **To Adopt the Council Policies and Procedures, and agree to adopt changes to Standing Orders:** Cemetery Regs, CCTV Code of Practice, CCTV Policy, Cllr expenses Policy, Code of Conduct, Co-Option Policy and Proc, Complaints Proc, Data Protection/Publication /Freedom of Information Policy, Discipline and Grievance Policy, Environment Policy, Equal Opps Policy, GDPR Privacy Notice, Financial Regs, Grants and Donations Policy, Health and Safety policy, Risk management Policy, safeguarding Policy, Social Media Policy, and amendments to Standing orders. **(All)**
10. **To adopt Statements/Terms of Reference:** Cllr Statement of Internal Control/HR Comm Terms of Ref. **(All).**
11. **To review the findings from the checks carried out by Councillors during March 2025 on all Council assets, to evaluate if any action is required and to allocate tasks if required and to adopt the asset register as circulated.**
12. **Finance Report – RFO**
 - a) **2024/25 End of Year Accounts & External Audit Return and Accts to 30/4/25**
 - 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) To Approve the previously circulated accts to the end of April 2025.
 - c) To approve payment of expenditure listed on the payment schedule.
 - d) To receive a report from Cllr Turner for financial checks carried out on invoices for Jan-April 2025 inclusive.
 - e) To review the need for any action or budgeting required regarding riparian rights at the cemetery.
 - f) To consider, as the first bi annual review of the year, if all variable direct debits are still required and valid.
13. Clerk's Report and any matters arising.
14. Admin Matters:
- a) To consider any planning applications (if required). (All).
 - b) To set a date for the Clerk's Appraisal. (All)
 - c) To resolve to agree the request from the Village Hall Committee to support its' request for grant funding.
15. Village matters:
- a) Update on the Commemorative plaque for the Hall Field.
 - b) Flood/Emergency Plan – update on any flooding related issues and to discuss arrangements for the emergency planning meeting arranged for June 11 at the Village Hall.
16. Recreation ground:
- a) To update on any works carried out following the annual inspection of the Recreation Ground and cleaning carried out by the Scouts, to establish if any further action/budget is required.
 - b) To receive a report regarding the legionella monitoring. (Cllr Tweddle).
 - c) To update on pavilion works completed (patio), and to review any quotes or grant funding applications received.
 - d) Biodiversity project – update,(Cllr Middlebrook).
 - e) Update on any advancement/research regarding possible update to tennis court area. (Cllr Williamson).
17. Cemetery - To consider any further quotes received for the installation of railings to replace the current gates.
18. To consider any applications for co-option – if required.

Next meeting: Tuesday 10 June at the Pavilion, Recreation Ground.