

Notice of The Annual Meeting of Billingborough Parish Council in the Sports Pavilion at the Recreation Ground on Tuesday 12 May 2026

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 2026

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. **a) To receive Members’ declaration of interests in accordance with the adopted code of conduct**
b) To receive and consider members’ requests for dispensations in accordance with the adopted code of conduct and Standing Orders.
5. **Apologies for absence.**
6. **Approve draft minutes of the meeting held 10 March 2026.**
7. **Appointment of 3 Members to form a HR Committee and elect its’ Chairman.**
8. **Roles & Responsibilities – to discuss if Members are to continue with the current system of role responsibility, to assign roles if this is agreed.**
9. **To Adopt the Council Policies and Procedures, as currently held and reviewed in March 2026:** 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, IT Policy, Risk management Policy, safeguarding Policy, Social Media Policy, and amendments to Standing orders.
10. **To adopt Statements/Terms of Reference:** Cllr Statement of Internal Control/HR Comm Terms of Ref’.
11. **To Adopt the new induction Resource as circulated.**
12. **To instigate the inspection of assets as per the asset register.**
13. **To review any planning applications received – if required.**
14. **Finance – RFO**
 - a) **2025/26 End of Year Accounts, Financial Inspections & External Audit & AGAR**
 - i. **To receive a report from Cllr Turner for checks on invoices and bank reconciliations for Jan-March 2026.**
 - ii. **To review and approve the End of Year Internal Audit report.**
 - iii. **To approve and sign the Annual Governance Statement.**
 - iv. **To approve and sign the Accounting Statement.**

- v. To approve the end of year accounts.
 - vi. To approve the proposed dates for the public's right of inspection.
 - b) To Approve the previously circulated accts to the end of April 2026.
 - c) To approve payment of expenditure listed on the payment schedule.
15. Clerk's Report and any matters arising.
16. Village matters:.
- a) Flood/Emergency Plan – to consider the update from the Local Lead Flood Authority, any updates from the BFG and the Emergency Plan team.
17. Recreation ground:
- a) To review the annual inspection report and agree on action required.
 - b) To receive results of the annual legionella risk assessment of the pavilion.
 - c) To receive results of the annual fire safety risk assessment of the pavilion.
 - d) To consider works required to the CCTV camera.
 - e) To consider the request for making the recreation ground a "dogs on lead only" area.
 - f) To consider the request for use of the grounds for youth football training.
 - g) To consider a request for maintenance works to the fencing at the play park.
 - h) To receive any update to the proposed recreation ground project.
18. Spring Wells – to consider any quote for works on the sluice gate.
19. To consider any applications for co-option.

Next meeting: Tuesday 9 June at the Pavilion, Recreation Ground.