



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council
held on Wednesday 8th May 2024
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Joy Kofoed, Cllr Billy Boyd, Cllr Kathy Cooper, Cllr Pat Frankish, Cllr David Garritt, Cllr Karen Gunn and Cllr Suzanne Stephenson.

Not present: Cllr Adam Delsignore.

Also present: 2 members of the public (part), Assistant Clerk, Cheri Morton (voluntarily) and Town Clerk, Neil Taylor-Matson.

MINUTES

AC2405/01

Election of Chair

a. The Council received nominations and elected a Chair for the Town Council for 2024/25.

Cllr Boyd nominated Cllr Fox, seconded by Cllr Stephenson. No other nominations were received.

RESOLUTION: That Cllr Hazel Fox is elected Chair of Kirton in Lindsey Town Council for 2024/25.

ACTION: Town Clerk

b. Cllr Fox signed the Chair's Declaration of Acceptance of Office.

AC2405/02

Election of Vice-Chair

a. The Council received nominations and elected a Vice-Chair for the Town Council for 2024/25.

Cllr Boyd nominated Cllr Kofoed, seconded by Cllr Stephenson. No other nominations were received.

RESOLUTION: That Cllr Joy Kofoed is elected Vice-Chair of Kirton in Lindsey Town Council for 2024/25.

ACTION: Town Clerk

b. Cllr Kofoed signed the Vice-Chair's Declaration of Acceptance of Office.

AC2405/03

Apologies for Absence

Apologies were received from Cllr Adam Delsignore.

AC2405/04

Declarations of Acceptance of Office

The Clerk reminded Councillors about their Declarations of Acceptance of Office signed at the last annual meeting.

AC2405/05

Declaration of Interests / Dispensations

a. No declarations were declared.

b. No dispensations were granted.

AC2405/06

Public Participation

No matters were raised. The Clerk reminded Councillors that the annual meeting was a good time for all Councillors to review their declarations of interest to ensure that they are up to date.

AC2405/07

Minutes

a. The Council approved the minutes of the Extraordinary Full Council Meeting held 17th April 2024.

RESOLUTION: That the minutes were duly approved and signed.

b. The Council approved the minutes of the Extraordinary Full Council Meeting held 22nd April 2024.

RESOLUTION: That the minutes were duly approved and signed.

c. The Council approved the minutes of the Full Council Meeting held 24th April 2024. Cllr Gunn requested that a correction is made to the record regarding the reporting received at FC2404/13 (Humberside Fire & Rescue 50 Years Anniversary) at the next Full Council Meeting.

ACTION: Town Clerk

RESOLUTION: That the minutes were duly approved and signed.

AC2405/08

Committee Remits

The Council considered reviewing the Town Council Committee Remits.

RESOLUTION: The Committee remits are approved without amendment.

ACTION: Town Clerk

AC2405/09

Committee Members and Town Council Roles

The Clerk advised Councillors of the need to consider their availability before putting themselves forward for memberships of committees, roles and as representatives to serve on outside bodies as this forms a twelve-month commitment. The Council received nominations and elected members and reserve members to the following committees and roles:

a. Personnel and Disciplinary Committee

RESOLUTION: That Cllr Stephenson (Chair), Cllr Gunn, Cllr Kofoed and Cllr Boyd, were appointed to the Committee.

b. General Purposes Committee

RESOLUTION: That Cllr Garritt (Chair), Cllr Cooper, Cllr Delsignore, Cllr Fox, Cllr Frankish, Cllr Kofoed and Cllr Stephenson were appointed to the Committee.

c. Promoting Kirton Committee

RESOLUTION: That Cllr Stephenson (Chair), Cllr Cooper, Cllr Delsignore, Cllr Fox, Cllr Frankish, Cllr Garritt and Cllr Gunn were appointed to the Committee.

Signed:

Dated:

d. Community Emergency Plan Committee

RESOLUTION: That Cllr Garritt (Chair), Cllr Boyd and Cllr Kofoed were appointed to the Committee.

e. Bank mandate

RESOLUTION: That Cllr Boyd, Cllr Cooper, Cllr Frankish and Cllr Garritt remain signatories.

f. Snow Wardens

RESOLUTION: That Cllr Fox, Cllr Frankish and Cllr Kofoed are appointed snow wardens.

g. Play area inspections

RESOLUTION: That Cllr Fox and Cllr Delsignore continue weekly play area inspections.

h. Other committees or roles not mentioned above – no further Committees or roles to discuss.

AC2405/10

Representatives to Serve on Outside Bodies

The Council received nominations and elected members to the following bodies:

a. North Lincolnshire Council Town and Parish Council Liaison

RESOLUTION: That Cllr Frankish is elected as the representative.

b. Neighbourhood Action Team (NATs)

RESOLUTION: That Cllr Cooper, Cllr Fox and Cllr Gunn are elected as representatives.

c. ERNLLCA District Committee

RESOLUTION: That Cllr Frankish is elected as representative.

d. Diamond Jubilee Town Hall Trustees

RESOLUTION: That Cllr Cooper is elected as representative.

e. Kirton in Lindsey In Bloom

RESOLUTION: That Cllr Frankish is elected as representative.

f. s106 Development Working Group

RESOLUTION: That Cllr Cooper, Cllr Fox, Cllr Delsignore, Cllr Garritt and Cllr Stephenson are elected as representatives.

g. Allotments

RESOLUTION: That Cllr Boyd, Cllr Cooper and Cllr Frankish are elected as representatives.

h. Town Events Working Group

RESOLUTION: That Cllr Cooper, Cllr Frankish and Cllr Garritt are elected representatives.

i. Other outside bodies not mentioned above - no further outside bodies to discuss.

AC2405/11

Policies and Procedures

The Council reviewed and considered the adoption of the following Town Council Policies and Procedures;

a. Standing Orders - that this policy requires no amendment.

b. Code of Conduct - that this policy requires no amendment.

c. Financial Regulations - that this policy requires no amendment.

d. Financial Risk Assessment - that this policy requires no amendment.

e. Publication Scheme - that this policy requires no amendment.

f. Equal Opportunities Policy - that this policy requires no amendment.

g. Sickness Absence Policy - that this policy requires no amendment.

h. Grant Awarding Policy - that this policy requires no amendment.

i. Community Pot Application Form - that this policy requires no amendment.

ii. Budgeted Grant Application Form - that this policy requires no amendment.

i. Civility and Respect Pledge – agreed statements and renewed pledge.

j. The Council reviewed the draft meeting schedule and publication of Agendas

RESOLUTION: That the draft Schedule for 2024-25 is approved with the addition of the Annual Council Meeting to be held Wednesday 7th May 2025.

ACTION: Town Clerk

k. The Council reviewed the Reserves Statement as agreed at April 2024 Full Council meeting.

RESOLUTION: That the Reserves Statement for 2024-25 is approved.

ACTION: Town Clerk

l. The Council noted the policies reviewed between June 2023 and April 2024:

- Reserves Policy – November 2023
- Member Development Policy – April 2024
- Grievance Policy – July 2023
- Disciplinary Policy – February 2024
- Member/Officer Protocol – September 2023
- Health and Safety – June 2023
- Child Protection – October 2023
- Safeguarding Adults – October 2023
- Cemetery Risk Assessment – March 2024
- Play Area Risk Assessment – March 2024
- Allotment Risk Assessment – February 2024
- Press & Media Policy – January 2024
- Social Media Policy – February 2024
- Complaints Policy – July 2023

Signed:

Dated:

- Lone Worker Policy – December 2023
- Learning and Development Policy – January 2024
- Environmental Policy – June 2023
- Bio-Diversity Policy – November 2023
- Dignity At Work Policy – September 2023
- Co-Option Policy – July 2023
- Information and Data Protection – February 2024
- Privacy Notice – February 2024
- Recruitment Policy – March 2024

m. The Council agreed the receipt of policies by Councillors. Councillors confirmed the publication of policies on the Town Council website in preference to receiving printed copies, in line with the current Environmental Policy.

AC2405/12

Grove Street Cemetery

- a. The Council received an update from the Clerk on cemetery capacity with no concerns noted.
b. The Council considered a review of the Cemetery Rules and Regulations.

RESOLUTION: That no amendments are required, however notices should be displayed as reminders about Regulation 73 and particularly the placement of plastic (including artificial flowers) in the cemetery which can cause unintentional harm to wildlife. ACTION: Town Clerk

- c. The Council reviewed and considered the adoption of the Cemetery Scale of Charges.

RESOLUTION: That, with the exception of the 'administration' section, fees are increased by 5%.

ACTION: Town Clerk

Cllr Gunn requested a recorded vote: For Cllr Boyd, Cllr Cooper, Cllr Fox, Cllr Frankish, Cllr Garritt, Cllr Kofoed, Cllr Stephenson. Against: Cllr Gunn.

AC2405/13

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements. The Clerk noted that over the coming year the asset register would be developed to separate out inventory items from assets in line with other Councils.

RESOLUTION: The asset register and current insurance provision were approved with the renewal quotation from Aviva through Clear Councils accepted. ACTION: Town Clerk

AC2405/14

Correspondence

The Council considered two items of correspondence from ERNLLCA:

- a. ERNLLCA – Annual General Meeting motion - call for evidence:

Parish Councils need to work effectively with a variety of partners to deliver the best services and outcomes for their residents. However, engagement with principal councils is often difficult and time-consuming, due to a lack of knowledge of the roles and functions of Parish Councils and an apparent unwillingness to recognise and value the unique perspective and local knowledge held by them. Skidby Parish Council urges NALC to lobby for a stronger role for Parishes and a requirement on government departments and principal Councils to properly engage with parishes on matters which affect their residents.

RESOLUTION: That Kirton in Lindsey Town Council support this motion in principle but can offer no specific examples.

ACTION: Town Clerk

- b. ERNLLCA - Standards in Public Life survey consultation - call for contributions:

RESOLUTION: That responses are given as follows:

1. Please confirm what you think are the main reason(s) why local councils might fail to act quickly and decisively at the first sign of a problem within the organisation?: **Lack of resource.**
2. Local councils are required to manage a variety of risks to the successful delivery of public services. Does your local council use data to help it understand these risks?: **Yes, sometimes.**
3. Do you feel that your local council has good processes in place for identifying patterns and spotting problems that need addressing?: **Yes, definitely.**
4. What practices and behaviours can local (parish and town) councillors adopt to ensure that they have proper oversight of their local council?: **Attendance at Full Council meetings; Attendance at Council Committee meetings; Read the Council's internal audit report; Read the Council's external audit report; Sign up as a Council to the Civility and Respect Pledge; Reading the Practitioners' Guide, The Good Councillors' Guide and The Good Councillors Guide to Finance.**
5. Accountability in public life can sometimes be associated with blame. Do you feel that your local council currently has a culture where people feel safe to speak up about concerns, allowing problems to be addressed early and lessons to be learned?: **Not really.**
6. Please tell us in more detail about how you think local councils in general can avoid failure (financial, behavioural or both): **Reading, understanding and adhering to policies and procedures; preparation; common sense; listening to each other and being kind.**

AC2405/15

Date of next Meeting and Agenda Deadline

The Council confirmed the date and time of the next monthly Council Meeting as (subject to any change in circumstances):

Wednesday 22nd May 2024 at 7pm at the Diamond Jubilee Town Hall.

With Agenda items to be submitted before Monday 13th May in line with Standing Orders

The meeting closed at 8:00pm

Signed:

Dated: