



**Town Councillors are hereby summoned to attend the
Annual Meeting of Kirton in Lindsey Town Council on
Wednesday 8th May 2024**
**Proceedings will be held at the Diamond Jubilee Town Hall, High Street
commencing at 7:00pm.**
The Agenda is set out below.
Members of the public and press are welcome to attend.
Neil Taylor-Matson, Town Clerk, 2nd May 2024

AGENDA

- AC2405/01 Election of Chair
a. To receive nominations and elect a Chair for the Town Council for 2024/25.
b. To receive the Chair's Declaration of Acceptance of Office.
- AC2405/02 Election of Vice-Chair
a. To receive nominations and elect a Vice-Chair for the Town Council for 2024/25.
b. To receive the Vice-Chair's Declaration of Acceptance of Office.
- AC2405/03 Apologies for Absence
To receive apologies and reasons for absence.
- AC2405/04 Declarations of Acceptance of Office
To confirm the Declarations of Acceptance of Office from all Councillors.
- AC2405/05 Declaration of Interests / Dispensations
a. Declarations of Interests, in respect to Agenda items, to be made and recorded in the minutes even if an interest has been declared in the register. **Members declaring interests should identify the Agenda item and the type of interest being declared.**
Councillors must declare any amendment to pecuniary interests within 28 days.
b. For the Council to note any dispensations presented to the Clerk prior to the Meeting and their resolution.
- AC2405/06 Public Participation
Members of the public may raise subjects, which they wish to bring to the attention of the Town Council. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Members of the public should note that decisions cannot be made at this meeting on items not on the agenda and that no discussion can be entered into once the meeting has commenced, unless the meeting is suspended by the Chair.
- AC2405/07 Minutes
a. To approve the minutes of the Extraordinary Full Council Meeting held 17th April 2024 (*fvd 18/04/2024*)
b. To approve the minutes of the Extraordinary Full Council Meeting held 22nd April 2024 (*fvd 23/04/2024*)
c. To approve the minutes of the Full Council Meeting held 24th April 2024 (*fvd 29/04/2024*)
- AC2405/08 Committee Remits
To consider a review of the remits for Town Council Committees and agree any actions required.
- AC2405/09 Committee Members and Town Council Roles
To receive nominations and elect members and reserve members to the following committees and roles and determine the Chair for Committees:
a. Personnel and Disciplinary Committee
b. General Purposes Committee
c. Promoting Kirton Committee
d. Community Emergency Plan Committee
e. Bank mandate
f. Snow Wardens
g. Play area inspections
h. Other committees or roles not mentioned above.
- AC2405/10 Representatives to Serve on Outside Bodies
To receive nominations and elect members to the following bodies:
a. North Lincolnshire Council Town and Parish Council Liaison
b. Neighbourhood Action Team (NATs)
c. ERNLLCA District Committee – 2 voting delegates: *"To elect two councillors to represent this Council at ERNLLCA District Committee Meetings"*.
d. Diamond Jubilee Town Hall Trustees
e. Kirton in Lindsey In Bloom
f. s106 Development Working Group

- g. Allotments Advisory Committee
- h. Town Events Working Group
- i. Other outside bodies not mentioned above

AC2405/11

Policies and Procedures

To review and consider the adoption of the following Town Council Policies and Procedures;

- a. Standing Orders *with the consideration of returning the document to reflect the NALC model*
- b. Code of Conduct
- c. Financial Regulations
- d. Financial Risk Assessment
- e. Publication Scheme
- f. Equal Opportunities Policy
- g. Sickness Absence Policy
- h. Grant Awarding Policy
 - i. Community Pot Application Form
 - ii. Budgeted Grant Application Form
- i. Civility and Respect Pledge
- j. Meeting schedule and publication of Agendas
- k. Reserves Statement as agreed at April 2024 Full Council meeting

l. To note the policies reviewed between June 2023 and April 2024 and note any actions required:

- 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
- 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. To agree the receipt of policies by Councillors.

AC2405/12

Grove Street Cemetery

- a. To receive an update from the Clerk on the cemetery capacity and agree any actions required.
- b. To consider a review of the Cemetery Rules and Regulations and agree any actions required.
- c. To review and consider the adoption of the Cemetery Scale of Charges and agree any actions required.

AC2405/13

Council Insurance and Asset Register

To review the Council's current asset register and insurance requirements and agree any action required.

AC2405/14

Correspondence

a. ERNLLCA – Annual General Meeting motion - call for evidence (*fwd 22/04/2024*):

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.

b. ERNLLCA - Standards in Public Life survey consultation - call for contributions (*fwd 29/04/2024*)

AC2405/15

Date of next Meeting and Agenda Deadline

To confirm 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.

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