



Town Councillors are hereby summoned
attend the Annual Meeting of Kirton in Lindsey Town Council on
Wednesday 6th May 2026
Proceedings will be held at the
Diamond Jubilee Town Hall, High Street commencing at 7:00pm.
Agenda is set out below.
Members of the public and press are welcome to attend.
Neil Taylor-Matson, **Town Clerk, 23rd April 2026**

AGENDA

- AC2605/01 Election of Chair
a. To receive nominations and elect a Chair for the Town Council for 2026/27.
b. To receive the Chair's Declaration of Acceptance of Office.
- AC2605/02 Election of Vice-Chair
a. To receive nominations and elect a Vice-Chair for the Town Council for 2026/27.
b. To receive the Vice-Chair's Declaration of Acceptance of Office.
- AC2605/03 Apologies for Absence
To receive apologies for absence notified to the Clerk prior to the meeting.
- AC2605/04 Declarations of Acceptance of Office
To confirm the Declarations of Acceptance of Office from all Councillors.
- AC2605/05 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.
- AC2605/06 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.
- AC2605/07 Committee Remits
To consider review of the remits for Town Council Committees and agree any actions required.
- AC2605/08 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. Finance and Planning Committee
c. Promoting Kirton Committee
d. Community Emergency Plan Committee
e. Bank mandate
f. Snow Wardens
g. Play area / KLASSIC outside gym equipment inspections
h. Other committees or roles not mentioned above.
- AC2605/09 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. Allotments Advisory Committee
f. Town Events Working Group
g. Other outside bodies not mentioned above.
- AC2605/10 Finance
a. To complete, approve and sign the 2025-26 Annual Governance Statement. (fwd 13/04/2026)
b. To complete, approve and sign the 2025-26 Accounting Statement. (fwd 13/04/2026)

AC 2605/11

Policies and Procedures

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

- a. Standing Orders
- b. Code of Conduct
- c. Financial Regulations
- d. Financial Risk Assessment
- e. Publication Scheme
- f. Equal Opportunities Policy
- g. Sickness Absence Policy
- h. Compassionate Leave Policy
- i. Grant Awarding Policy
- a. Community Pot Application Form
- b. Budgeted Grant Application Form
- j. Civility and Respect Pledge
- k. Co-Option Policy
- l. Sexual and General Harassment Policy
- m. Community Engagement/Communication
- n. Risk Management
- o. Allotment Risk Assessment
- p. Information and Data Protection Policy
- q. Information Technology Policy
- r. Privacy Notice
- s. Town Crier Policy
- t. Action Plan
- u. Meeting schedule and publication of Agendas
- v. Reserves Statement (*as agreed at the April 2026 Full Council meeting*).
- w. To note the policies reviewed between June 2025 and April 2026 and note any actions required:
 - Health and Safety Policy – May 2025
 - Environmental Policy – May 2025
 - Complaints Policy – June 2025
 - Grievance Policy – June 2025
 - Member/Officer Protocol – July 2025
 - Dignity At Work Policy – September 2025
 - Child Protection – October 2025
 - Safeguarding Adults – October 2025
 - Bio-Diversity Policy – November 2025
 - Reserves Policy – November 2025
 - Lone Worker Policy – December 2025
 - Press & Media Policy – January 2026
 - Disciplinary Policy – January 2026
 - Social Media Policy – February 2026
 - Cemetery Risk Assessment – March 2026
 - Play Area Risk Assessment – March 2026
 - Recruitment Policy – March 2026
 - Learning & Development Training Policy – March 2026
- x. To agree the receipt of policies by Councillors.

AC2605/12

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.

AC2605/13

Allotments

To consider current allotment charges and consider any actions required.

AC2605/14

Council Asset Register and Insurance

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

AC2605/15

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 27th May 2026 at 7pm at the Diamond Jubilee Town Hall.

NOTE: Agenda items to be submitted before Friday 15th May in line with Standing Orders.