



**Minutes of the Annual Meeting of Kirton in Lindsey Town Council  
held on Wednesday 6<sup>th</sup> May 2026  
at the Diamond Jubilee Town Hall, High Street, Kirton in Lindsey at 7pm.**

Members present: Cllr Hazel Fox (Chair), Cllr Pat Frankish, Cllr David Garritt, Cllr Chris Howard, Cllr Joy Kofoed, Cllr Tony Pollitt, Cllr Barry Starkie and Cllr Suzanne Stephenson.

Members not present: Cllr Karen Gunn.

Also present: 3 members of the public (part) and Town Clerk, Neil Taylor-Matson.

**MINUTES**

- AC2605/01 Election of Chair  
a. The Council received nominations and elected a Chair for the Town Council for 2026/27.  
Cllr Garritt 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 2026/27.**  
**ACTION: Town Clerk**
- b. Cllr Fox signed the Chair's Declaration of Acceptance of Office.
- AC2605/02 Election of Vice-Chair  
a. The Council received nominations and elected a Vice-Chair for the Town Council for 2026/27.  
Cllr Stephenson nominated Cllr Kofoed. No other nominations were received.  
**RESOLUTION: That Cllr Joy Kofoed is elected Vice-Chair of Kirton in Lindsey Town Council for 2026/27.**  
**ACTION: Town Clerk**
- b. Cllr Kofoed signed the Vice-Chair's Declaration of Acceptance of Office.
- AC2605/03 Apologies for Absence  
No apologies were received.
- AC2605/04 Declarations of Acceptance of Office  
This item was not discussed.
- AC2605/05 Declaration of Interests / Dispensations  
a. No declarations were made.  
b. No dispensations were granted.
- AC2605/06 Public Participation  
A member of the public noted the public right of way March Lane still requires maintenance as weeds are encroaching. Cllr David Garritt noted thanks and that he would chase up maintenance works by North Lincolnshire Council.
- AC2605/07 Committee Remits  
The Council considered reviewing the Town Council Committee Remits. No changes were noted as required, However, a remit for the KLASSIC Charity Committee was noted as a work in progress to be discussed further at a meeting scheduled for next week.
- AC2605/08 Committee Members and Town Council Roles  
The Council received nominations and elected members and reserve members to the following committees and roles:
- a. Personnel and Disciplinary Committee  
**RESOLUTION: That Cllr Pollitt (Chair), Cllr Frankish, Cllr Howard and Cllr Kofoed were appointed to the Committee.**
- b. Finance and Planning Committee  
**RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox and Cllr Stephenson were appointed to the Committee.**
- c. Promoting Kirton Committee  
**RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.**
- d. Community Emergency Plan Committee  
**RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Kofoed and Cllr Pollitt were appointed to the Committee.**
- e. Bank mandate  
**RESOLUTION: That Cllr Frankish, Cllr Fox and Cllr Garritt remain signatories.**
- f. Snow Wardens  
**RESOLUTION: That Cllr Frankish, Cllr Kofoed and Cllr Starkie are appointed snow wardens.**
- g. Play area / KLASSIC outside gym equipment inspections  
**RESOLUTION: That Cllr Starkie continues weekly inspections with Cllr Fox in reserve.**
- h. i. The Green & The Market Place Charity Committee  
**RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.**

Signed:

Dated:

ii. War Memorial & Garden of Edward Elmhirst Duckering Charity Committee

**RESOLUTION: That Cllr Garritt (Chair), Cllr Frankish, Cllr Fox, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.**

iii. KLASSIC Park Charity Committee

Two nominations were made for Chair of this committee, Cllr Fox and Cllr Frankish. With the vote tied, Cllr Fox as Chair used her deciding vote for the resolution.

**RESOLUTION: That Cllr Fox (Chair), Cllr Frankish, Cllr Garritt, Cllr Howard, Cllr Kofoed, Cllr Pollitt, Cllr Starkie and Cllr Stephenson were appointed to the Committee.**

The KLASSIC and Car Park Working Groups were confirmed as continuing, with membership open to all members of the Council.

AC2605/09

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 Pollitt and Cllr Frankish are elected as representatives.**

b. Neighbourhood Action Team (NATs)

**RESOLUTION: That Cllr Pollitt is elected as the representative, with Cllr Garritt reserve.**

c. ERNLLCA District Committee

**RESOLUTION: That Cllr Fox and Cllr Frankish are elected as representatives.**

d. Diamond Jubilee Town Hall Trustees

**RESOLUTION: That Cllr Starkie is elected as representative.**

e. Allotments

**RESOLUTION: That Cllr Frankish and Cllr Starkie are elected as representatives.**

f. Town Events Working Group

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

i. Other outside bodies not mentioned above – there were no further outside bodies to discuss but it was agreed to check with the Chair of Bloom (Janet Caughley) at the next Promoting Kirton Committee meeting if Bloom would like a nominated representative.

AC2605/10

Finance

a. The Council completed, approved and signed the 2025-26 Annual Governance Statement.

b. The Council completed, approved and signed the 2025-26 Accounting Statements. **ACTION: Town Clerk**

AC2605/11

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 – the Town Clerk recommended an updated version of this policy and had circulated a draft for consideration.

**RESOLUTION: That the circulated draft be approved and adopted.**

**ACTION: Town Clerk**

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

h. Compassionate Leave Policy - that this policy requires no amendment.

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

a. Community Pot Application Form - that this form requires no amendment.

b. Budgeted Grant Application Form - that this form requires no amendment.

j. Civility and Respect Pledge - that this Pledge requires no amendment.

k. Co-Option Policy - that this policy requires no amendment.

l. Sexual and General Harassment Policy - that this policy requires no amendment.

m. Community Engagement/Communication - that this policy requires no amendment.

n. Risk Management – the Town Clerk noted that the draft amendments to this policy were deferred at the March meeting.

**RESOLUTION: That the draft amendments be approved and adopted.**

**ACTION: Town Clerk**

o. Allotment Risk Assessment – Cllr Stephenson noted concern that ‘poultry’ was not mentioned as part of the Risk Assessment and recommended that the section ‘Animals’ is amended to read ‘Animals and livestock of any kind’.

**RESOLUTION: That with the amendment the assessment be approved and adopted.**

**ACTION: Town Clerk**

p. Information and Data Protection Policy - that this policy requires no amendment.

q. Information Technology Policy - that this policy requires no amendment.

r. Privacy Notice - that this notice requires no amendment.

s. Town Crier Policy - that this policy requires no amendment.

t. Action Plan - that this plan requires no amendment.

u. Meeting schedule and publication of Agendas. The Town Clerk noted recommendations concerning the Annual Town Meeting date and time and the Annual Town Council Meeting date due to the elections scheduled to be held in May 2027.

Signed:

Dated:

**RESOLUTION: That the draft meeting schedule is approved.****ACTION: Town Clerk**

v. Reserves Statement – as agreed at the April 2026 Full Council meeting the statement was confirmed.

w. The Council noted the policies reviewed between June 2025 and April 2026 and noted no 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. The Council agreed the receipt of policies by Councillors.

AC2605/12

Grove Street Cemetery

a. The Council received an update from the Clerk on cemetery capacity. When discussed, capacity figures remain in line with previous years with no concerns noted.

b. The Council considered a review of the Cemetery Rules and Regulations.

**RESOLUTION: That no amendments are required.**

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

**RESOLUTION: That no amendments are required.**

AC2506/13

Allotments

The Council considered current allotment charges.

**RESOLUTION: That no amendments are required.**

AC2506/14

Council Insurance and Asset Register

The Council reviewed the current asset register and insurance requirements. Cllr Fox noted thanks to the Town Clerk for the preparation of the information.

**RESOLUTION: The asset register was approved.**

AC2506/15

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 27<sup>th</sup> May 2026 at 7pm at the Diamond Jubilee Town Hall.****NOTE: Agenda items to be submitted before Friday 15<sup>th</sup> May in line with Standing Orders.**

The meeting closed at 7:35pm

Signed:

Dated: