

Tealby Parish Council

Dear Councillor,

You are hereby summoned to attend the Annual Parish Council Meeting of Tealby Parish Council, to be held in **Tealby Village Hall, 3 Beck Hill, Tealby, LN8 3XU** on **Wednesday 7 May 2025**, commencing at **7.30pm**.

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting and speak during the Open Forum.

Yours sincerely,

Tony Shaw

Clerk to Tealby Parish Council

1 May 2025

Agenda

1. Election of Chair

- a) To elect a Chair for the year 2025/26
- b) Chair to sign a Declaration of Office, or Council to resolve this can be done at a later time

2. To elect a Vice-Chair for the year 2025/26

3. Declarations of Interest

- a) To record declarations of interest in any of the agenda items listed below
- b) To note dispensations given to any member in respect of the agenda items listed below

4. To receive apologies from any members unable to attend the meeting

5. To adopt the minutes of the ordinary meeting on Wednesday 5 March 2025

6. Open forum – maximum 15 minutes unless directed by the Chair

7. To receive updates from District and/or County Councillors

8. Clerk's Report

- a) Update on the fencing round the village green
- b) Update on the Play Park grant received from WLDC
- c) Update on the Speed Indicator Device
- d) Update on repairs to the Village Gates
- e) Update on the footpath sign on Beck Hill

9. Finance

- a) To receive a financial summary for the year 2024-25
- b) To note any income received since the meeting on 5 March 2025
- c) To ratify any payments made since the meeting on 5 March 2025
- d) To approve a schedule of payments
- e) To receive and approve a bank reconciliation to the end of April 2025

10. Planning

- a) To consider planning application WL/0025/00380 - Thorpe Mill, Thorpe Lane, LN8 3YE
- b) To consider planning application WL/0025/00381 - Thorpe Mill, Thorpe Lane, LN8 3YE

11. Annual Governance - Committees - To appoint 3 members to a Personnel Committee

12. Annual Governance - Policies

- a) To adopt NALC's model Standing Orders (updated)
- b) To adopt NALC's model Financial Regulations (updated)
- c) To adopt LGA's Code of Conduct (unchanged)
- d) To adopt LALC's model Complaints Procedure (updated)
- e) To adopt a Records Retention Policy (unchanged)
- f) To adopt a Publication Scheme (unchanged)
- g) To adopt a Privacy Policy (unchanged)
- h) To adopt a Media Policy (unchanged)
- i) To adopt a Health & Safety Policy (unchanged)
- j) To adopt a Data Protection Policy (unchanged)
- k) To adopt a Data Breach Policy (unchanged)
- l) To adopt a Freedom of Information Requests Policy (unchanged)
- m) To adopt a Subject Access Request Procedure (unchanged)
- n) To adopt a Grievance Policy (updated)
- o) To adopt a Disciplinary Policy (updated)
- p) To adopt a Scheme of Delegation (unchanged)
- q) To adopt a Risk Management Policy (new)

13. Annual Governance - Finance and Risk

- a) To review the bank mandate
- b) To review the Asset Register
- c) To review the Council's Insurance Cover
- d) To review the Council's S137 expenditure in 2024-25
- e) To approve the Council's CIL Return for 2024-25

14. Annual Governance - AGAR

- a) To receive the Annual Internal Audit Report
- b) To complete and sign the Annual Governance Statement
- c) To approve and sign the Accounting Statements

15. Annual Governance – Meeting Dates - To agree meeting dates for the financial year 2025-26

16. To consider draft Cemetery Regulations for adoption

17. To consider the purchase of an Oak Bench for the front of the Village Hall

18. To note any agenda items for the next meeting

19. To resolve to move into a Closed Session to discuss the confidential items below

20. Staff Appraisal