

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 6th May 2026**, commencing at **7.15pm**.

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,

T. Shaw

Tony Shaw

Clerk to Tealby Parish Council

30th April 2026

Open Forum – maximum 15 minutes unless directed by the Chair

Agenda

1. Election of Chair

- a) To elect a Chair for the year 2026/27
- 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 2026/27

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 4th March 2026

6. Finance

- a) To note any income received since the meeting on 4th March 2026
- b) To note any internal bank transfers since the meeting on 4th March 2026
- c) To ratify any payments made since the meeting on 4th March 2026
- d) To approve a schedule of payments
- e) To receive and approve a bank reconciliation to the end of April 2026

7. Planning

- a) To consider planning application WL/0026/00371 – 21 Rasen Road, LN8 3XL
- b) To consider planning application WL/0026/00378 – 16 Cow Lane, LN8 3YB
- c) To consider planning application WL/0026/00394 – 31 Rasen Road, LN8 3XL

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

9. Annual Governance - Policies

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

10. Annual Governance - Finance and Risk

- a) To review the bank mandate
- b) To review any direct debits or standing orders
- c) To review the Asset Register
- d) To review the Council's Insurance Cover
- e) To review the Council's S137 expenditure in 2025-26
- f) To approve the Council's CIL Return for 2025-26

11. 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

12. Annual Governance – Meeting Dates - To agree meeting dates for the financial year 2026-27

13. To consider a grant application to the National Lottery for funds to support the community wildlife project

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

15. Staff Matters