

Nettleton Parish Council

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Nettleton Parish Council, to be held in Nettleton Village Hall, Moortown Road, Nettleton, LN7 6AA on **Tuesday 20th May 2025**, commencing at **7.00pm**

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 Nettleton Parish Council

13th 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 Tuesday 11th 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 moles on the playing field
- b) Update on Mansgate Hill signage

9. Finance

- a) To receive a financial summary for the year 2024-25
- b) To note any income received since the meeting on 11th March 2025
- c) To ratify any payments made since the meeting on 11th 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) Ref: WL/0025/00420 - Nettleton House, Nettleton Road, Caistor, LN7 6NJ
- b) Ref: WL/0025/00461 - Mansgate House, Mansgate Hill, Nettleton, LN7 6NT

- 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 (unchanged)
- 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
- 14. Annual Governance – AGAR for 2024/25**
 - 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
 - d) To sign the Certificate of Exemption
 - e) To note the dates of the Period of Public Rights
- 15. Annual Governance – Meeting Dates** - To agree meeting dates for the financial year 2025-26
- 16. To consider the purchase of two picnic tables for the Playing Field**
- 17. To consider correspondence about a dog waste bin at Nettleton Woods**
- 18. Staff Appraisal** - To agree the date and time of the Clerk's annual appraisal
- 19. To note any agenda items for the next meeting**