

WORLABY PARISH COUNCIL

Parish Clerk – Hannah Hepworth
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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Worlaby Parish Council on **Thursday 23rd May 2024**. The meeting will be held at **Worlaby Village Hall**, Grange Field, Worlaby, Brigg DN20 0LZ, and will commence at **6:45pm**.

Members of the public and press are welcome

Hannah Hepworth

Hannah Hepworth – Proper Officer – Worlaby Parish Council
17th May 2024

Agenda

APCM2405/01

Election of Chairman

- a) To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office

APCM2405/02

Apologies

- a) To note apologies for absence.

APCM2405/03

Declarations of Interest

- a) To record declarations of interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the agenda item and type of interest being declared.
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below

APCM2405/04

Election of Vice-Chairman

- a) To elect a Vice Chairman.

APCM2405/05

Internal Audit Report 2023/24

- a) Members to receive the Internal Audit Report for the 2023/24 year and note any recommendations

APCM2405/06

Annual Governance Statement 2023/24

- a) Members to consider the Annual Governance Statement.
- b) Members to approve the Governance Statement.
- c) The signing and dating of the Governance Statement by the Chair and Clerk.

APCM2405/07

Annual Accounting Statement 2023/24

- a) Members to consider the Accounting Statement.
- b) Members to resolve the approval of the Accounting Statement.
- c) Accounting statement to be signed and dated by the Chairman.

APCM2405/08

Election of Meeting Representatives

- a) To elect Councillors to represent the Parish Council at outside meetings and events.

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- i) Low Villages Forum Representative(s).
- ii) Police/NAT Committee Representative(s).
- iii) ERNLLCA District Committee Meeting Representatives
- iv) 2 NLC representatives

APCM2405/09 Election of Committee / Working Party Representatives

- a) To agree to formation/continuation of any committees or work parties and to further agree their Functions and Terms of Reference.
 - i) Personnel Committee.
 - a. To review and approve the Personnel Committee Terms of Reference
 - ii) Worlaby Playing Field Working Party
 - iii) Worlaby Village Hall Improvements Working Party

APCM2405/10 Responsibilities for Asset Inspections

- a) To agree Councillors who will be responsible for inspecting the following assets:
 - i) BT Kiosk
 - ii) War Memorial
 - iii) Flagpole
 - iv) Bus Stop
 - v) Pleasure Ground and Play Area
 - vi) Fountain
 - vii) Recreation Ground
 - viii) Woodland Glade and Hollows
 - ix) CCTV System.

APCM2405/11 Delegation of Responsibilities

- a) To discuss delegation of responsibility for responding to planning applications to the Clerk and resolve any action

APCM2405/12 To approve the Internal Auditor for 2024/25

ACM2405/13 Re-adoption of Code of Conduct and reminder of Register of Interests

ACM2405/14 Policies and Procedures

- a) To review and approve the adoption of the Standing Orders.
- b) To review and approve the adoption of Financial Regulations.
- c) To review and approve the Asset Register.
- d) To review and approve the Child Protection Policy.
- e) To review and approve the Member and Officer Protocol.
- f) To review and approve the Health and Safety Risk Assessment
- g) To review and approve the Financial Risk Assessment.
- h) To review and approve the Safeguarding Vulnerable Adults Policy.
- i) To review and approve the Equal Opportunities Policy
- j) To review and approve the Child Protection Policy.
- k) To review and approve the Data Protection Policy
- l) To review and approve the Disciplinary Grievance Policy
- m) To review and approve the Complaints Procedure
- n) To review and approve the Media Policy
- o) To review and approve the Reserves Policy
- p) To review and approve the Publication Scheme
- q) To review and approve the CCTV Policy
- r) To review and approve the Volunteer Awards Policy

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- s) To review and approve the Risk Assessments.
- t) To review and approve Insurance Provision.

APCM2405/15 To review and renew Parish Insurance

- a) To review the current insurance provision in line with the Asset Register
- b) To resolve payment of renewal premium

APCM2405/16 Public Comment

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and the time will be restricted to 15 minutes maximum unless the council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda.