

WORLABY PARISH COUNCIL

Parish Clerk – Hannah Hepworth
Pond House, Clarkes Road, North Killingholme DN40 3JQ

TEL: 07908 833239

EMAIL: clerk@worlabyparishcouncil.gov.uk

www.worlabyparishcouncil.gov.uk

Minutes of the Annual Meeting of the Parish Council held on **Thursday 23rd May 2024** at **Worlabby Village Hall**, Grange Field, Worlabby, Brigg DN20 0LZ, at **6:45pm**.

Present: Cllr M Speakman (Chair), Cllrs H Truelove, T Cave, M Moran, R Bowles, I Fowler

Clerk to the Council: Hannah Hepworth

Ward Cllrs : Cllr N Sherwood

10 members of the public

Minutes

APCM2405/01 Election of Chairman

Proposed: Cllr Bowles, Seconded: Cllr Cave

Resolved: Cllr Speakman was elected as chair – unanimous

APCM2405/02 Apologies

- a) Apologies were noted from Cllr C Sherwood and Rob Waltham

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.
None
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below
None

APCM2405/04 Election of Vice-Chairman

Proposed: Cllr Cave, Seconded: Cllr Speakman

Resolved: Cllr Bowles was elected as vice chair – unanimous

APCM2405/05 Internal Audit Report 2023/24

- a) Confusion over the Internal Audit Report for the 2023/24 year has resulted in the need for a new auditor

Proposed: Cllr Moran, Seconded: Cllr Fowler

Resolved: Hannah Hepworth to complete audit – unanimous

APCM2405/06 Annual Governance Statement 2023/24

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

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APCM2405/07 Annual Accounting Statement 2023/24

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

APCM2405/08 Election of Meeting Representatives

- a) To elect Councillors to represent the Parish Council at outside meetings and events.
 - i) Low Villages Forum Representative(s) – Cllr Cave
 - ii) Police/NAT Committee Representative(s) – Cllr Cave
 - iii) ERNLLCA District Committee Meeting Representatives – Cllr Speakman, Cllr Cave
 - iv) 2 NLC representatives – Cllr Fowler, Cllr Truelove

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

Proposed: Cllr Cave, Seconded: Cllr Speakman

Resolved: Cllr Bowles, Cllr Truelove and Cllr Fowler to be on the committee, with the same terms of reference as last year – unanimous

- ii) Worlabby Playing Field Working Party – Cllr Bowles, Cllr Fowler and Cllr Truelove plus volunteers
- iii) Worlabby Village Hall Improvements Working Party – Cllr Bowles

APCM2405/10 Responsibilities for Asset Inspections

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

APCM2405/11 Delegation of Responsibilities

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

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

Deferred to next meeting

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

Proposed: Cllr Speakman, Seconded: Cllr Bowles

Resolved: the Code of Conduct was adopted and Cllrs were reminded of the Register of Interests – unanimous

ACM2405/14 Policies and Procedures

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The following polices were reviewed and approved with the following amendments:

- a) Standing Orders - no change
- b) Financial Regulations – 2024 version adopted
- c) Asset Register – no change
- d) Child Protection Policy – change to Hannah Hepworth
- e) Member and Officer Protocol – no change
- f) Health and Safety Risk Assessment – no change
- g) Financial Risk Assessment – no change
- h) Safeguarding Vulnerable Adults Policy – change to Hannah Hepworth
- i) Equal Opportunities Policy - no change
- j) Data Protection Policy- no change
- k) Disciplinary Grievance Policy - no change
- l) Complaints Procedure - no change
- m) Media Policy – change to Hannah Hepworth
- n) Reserves Policy - no change
- o) Publication Scheme – address change
- p) CCTV Policy - no change
- q) Volunteer Awards Policy remove policy
- r) Risk Assessments - no change
- s) Insurance Provision - no change

APCM2405/15 To review and renew Parish Insurance

- a) To review the current insurance provision in line with the Asset Register
No change
- b) To resolve payment of renewal premium
No change

APCM2405/16 Public Comment

Community Emergency Plan needs to go on Website