



# North Thoresby, Grainsby & Waithe Parish Council

North Thoresby Village Hall, The Square, North Thoresby, DN36 5QL

## Agenda

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of North Thoresby, Grainsby & Waithe Parish Council, which will be held in **North Thoresby Village Hall** on **Monday 13<sup>th</sup> May**, commencing at **6.30pm**

In accordance with the Public Bodies (Admission to Meetings) Act 1960, members of the public and press may attend the meeting. Members of the public wishing to speak during the Open Forum are asked to contact the Clerk in advance of the meeting if possible.

Yours sincerely,

*L Gale*

Lynne Gale

Acting Clerk to North Thoresby, Grainsby & Waithe Parish Council

8<sup>th</sup> May 2024

### Agenda:

**1. To elect a Chair for the year 2024/25.**

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 2024/25.**

**3. Declarations of Interest:**

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

**4. Apologies:**

To receive any apologies sent to the Clerk from Members not able to attend the meeting.

**5. Adoption of Previous Minutes:**

To adopt the minutes of the Ordinary meeting held on Monday 8<sup>th</sup> April 2024.

To adopt the minutes of the Extra-ordinary meeting held on Monday 29<sup>th</sup> April 2024.

**6. Open Forum:**

Members of the public can ask questions or make short statements to the council. Open Forum shall not exceed 15 minutes unless directed by the Chair of the Council.

**7. District/County Councillor Reports:**

To receive updates from any attending District or County Councillor.

**8. Clerk's Report:**

To receive an update on any matters arising since the last meeting.

**9. Finance:**

- a) To receive a financial summary from the Clerk.
- b) To approve a Schedule of Payments for invoices received since the last meeting.

**10. Annual Governance**

**Committees**

- a) To appoint 3 members to a Personnel Committee.

**Core Policies**

- b) To adopt NALC's model Standing Orders.
- c) To adopt NALC's model Financial Regulations.
- d) To adopt LGA's Code of Conduct.
- e) To adopt LALC's model Complaints Procedure.
- f) To adopt a Records Retention Policy.
- g) To adopt a Publication Scheme.
- h) To adopt a Privacy Policy.
- i) To adopt a Media Policy.
- j) To adopt a Health & Safety Policy.
- k) To adopt a Co-option Procedure and Application Form.
- l) To adopt a Harassment and Bullying Policy.
- m) To adopt a Risk Management Policy.
- n) To adopt a Safeguarding Policy.
- o) To adopt a Whistleblowing Policy.

**GDPR**

- p) To adopt a Data Protection Policy.
- q) To adopt a Data Breach Policy.
- r) To adopt a Freedom of Information Requests Policy.
- s) To adopt a Subject Access Request Procedure.

**Employment**

- t) To adopt an Annual Leave Policy.
- u) To adopt an Emergency Leave Policy.
- v) To adopt an Equal Opportunities Policy.
- w) To adopt a Sickness Absence Policy.
- x) To adopt a Training and Development Policy.
- y) To adopt a Grievance Policy.
- z) To adopt a Disciplinary Policy.

**Other** aa) To agree all other policies currently on the council's website will be retired. If required, these will be readopted at a future meeting, following review.

- bb) To consider the Council's Insurance cover.
- cc) To review the Council's s.137 expenditure in 2023/24 dd)  
To review the Council's Asset Register.
- ee) To agree meeting dates for the year 2024/25.

**11. Locum Clerk/RFO**

To formally note the appointment of a locum clerk/RFO to assist with the compilation of accounts for 2023/24 and completion of the Annual Governance and Accountability Return (AGAR).

**12. Community Orchard**

To consider a resident's request for the Council to write a letter of support for their grant application to establish a Community Orchard.

**13. Litter Bin on Ludborough Road**

To consider a proposal to purchase and install a litter bin on Ludborough Road.