



13th May 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held on Monday 13th May 2024 commencing at 7pm to be held at The Parish Rooms, Main Road, Hundleby.

There will be a public session at the beginning of the meeting. Reports may be heard from Lincolnshire County Councillor and East Lindsey District Councillors and questions from residents. This session will not be minuted.

JOSEPH ROBERTS
Hundleby Parish Clerk.

1. Election of Chair

To elect Chair and sign the Declaration of Acceptance of Office as Chair

2. Election of Vice Chair

To elect Vice Chair and sign the Declaration of Acceptance of office as Vice-Chair

3. Public Forum

Public session for 15 minutes, reports will be Reports may be heard from Lincolnshire County Councillor and East Lindsey District Councillors and questions from residents.

4. Apologies for Absence

To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.

5. To receive declarations of interest under the Localism Act 2011-being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests and any written request for dispensation as outlined in the Council's Code of Conduct. (ALL)

6. To approve as a correct record the notes of the Full Council Meeting held on 8th April 2024

7. To receive;-

- a. The Chair's report. (LCM)
- b. The Parish Clerk's report. (JR)

8. To receive update from Parish Rooms Working Party.

9. To review and approve Standing Orders (JR)

10. To review and approve Financial Regulations (JR)

11. To appoint members of Finance Committee (JR)

12. To appoint members of Human Resources Committee (JR)

13. To appoint Members as Leads for (JR)
 - a) Allotments
 - b) Health and Safety
 - c) Highways
 - d) Planning
 - e) Safeguarding
 - f) Website & Newsletter
14. To consider and approve schedule of meetings for 2024/25 (JR)
15. To receive and approve the recommendations made by the Human Resource Committee at the meeting held on 29th April 2024 (JR)
 - a) All Policies sit with Full Council
 - b) To adopt the Policy Schedule and ensure it is updated annually
 - c) Identify training needs and training sessions available.
 - d) To adopt the Parish Rooms cleaning plan.
 - e) To adopt the updated Terms of Reference for the Human Resources Committee.
 - f) To adopt the temporary cleaning rota
 - g) To appoint new cleaning contractor
 - h) To recommend the Human Resources meeting dates for 2024/25 are:
 - i. 10th June 2024
 - ii. 16th September 2024
 - iii. 13th January 2025
 - iv. 17th March 2025
16. To approve Terms of Reference for (JR)
 - a) Finance Committee
 - b) Human Resources Committee
 - c) Parish Rooms Working Party
17. To consider and approve a formal response to the formal request made by Hop4E requesting a reduction in their hirers rates (Deferred Motion from April 2024 meeting) (JR)
18. Consider and approve renewing YMCA membership. (LCM)
19. To appoint a lead councillor to work with the Clerk on each decision taken by PC to ensure implementation of decisions taken. (JC)
20. To consider how to implement the Hirer Agreement condition requiring hirers to have public liability insurance which is a non-legal requirement.(LC/JR)
21. To consider planning application N/088/02423/23, Land Rear of 93, Main road, Hundleby. (JR)
22. To consider and approve the list of regular payments for the 2024/25 financial year. (JR)
23. To authorise the signing of orders for payment and to note income April 2024.(JR)