



3<sup>rd</sup> June 2024

Dear Councillor

You are hereby summoned to attend a meeting of the Full Council to be held on Monday 3<sup>rd</sup> June 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. Apologies for Absence

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

2. 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)

3. To approve as a correct record the notes of the Full Council Meeting held on 4<sup>th</sup> March 2024

4. To receive;-

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

5. To receive update and approve recommendations from the Parish Rooms Workings Party  
a) To approve appointing a Structural Engineer as recommended by Delaney Marling in their Condition Report for the Parish Rooms.

6. To receive the end of year report of the Internal Auditor and the Balance Sheet for the year end 31st March 2023, to be signed by the Chair and the Responsible Finance Office. (JR)

7. To consider and approve the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2023/24 and authorise signing by the Chair and the Parish Clerk. (JR)

8. To consider and approve the Accounting Statements (Section 2 of the AGAR) for financial year 2023/24 and authorise signing by the Chair. (JR)

9. To consider and approve the Certificate of Exemption and authorise signing by the Chair and Parish Clerk. (JR)

10. To consider and approve commencement date for the exercise of public rights of inspection of the accounts. (JR)

11. To receive an update on the additional Defib machine. (RB)

12. To consider storage for Clerk's documents in an alternative filing cabinet. (LCM)

13. To consider new storage containers for Councils Archives and documents currently sited in the Parish Room
14. To review storage of chemicals and cleaning equipment in the Parish Rooms (LCM)
15. To consider a response to parishioners enquiries on the new camping site at Snug Hollow, Raithby Road and building site down Church Lane (PM)
16. To consider replacement of the stolen bench on Raithby Hill. (JC)
17. To consider working party to clean the blue chairs. (JC)
18. To review and approve Risk Management Schedule and Fire Risk Assessment. (JR/RB)
19. To consider creating a Document Review Schedule or adding to the Policy Review Schedule. (JC)
20. To consider adding Code of Conduct to the document review schedule. (JC)
21. To review and adopt the Code of Conduct. (JR)
22. To receive an update on the August Yard Sale. (LCM)
23. To approve and resolve the deferred recommendations made by the Finance Committee at the meeting held on 25th March 2024. (JR)
  - a) To allow the Chair of the Parish Council an allowance of £40.00
24. To note the Insurance renewal from 1<sup>st</sup> June 2024. (JR)
25. To discuss the Alford Hub Multiply Project. (JC)
26. To authorise the signing of orders for payment and to note income May 2024. (JR)
27. To consider excluding the public and press under the Public Bodies (Admissions to Meetings) Act 1960 in order to discuss Clerks current pay scale and discuss correcting previous pay scale through back dating pay.