



Hundleby Parish Council

6th May 2026

Dear Councillor

You are hereby summoned to attend the Annual Meeting of the Full Council to be held on Monday 11th May 2026 commencing at 7pm to be held at The Parish Rooms, Main Road, Hundleby.

YVONNE SMITH
Hundleby Parish Clerk

1. To elect the Chair for the forthcoming term of office.
2. To receive the Declaration of Acceptance of Office of Chair.
3. To elect the Vice-Chair for the forthcoming term of office
4. To receive the Declaration of Acceptance of Office of Vice-Chair.
5. Public forum

To resolve to suspend the meeting for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.

Reports may be heard from elected Members of Lincolnshire County Council and East Lindsey District Council (oral, tabled and as attached).

Note: This session will not be minuted.

6. Apologies for Absence (YS)

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

7. 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)

8. Appointments to Committees of the Council
 - a. Finance
 - b. Human Resources
 - c. Parish Rooms Working Party

9. To Approve Terms of Reference for
 - a. Finance
 - b. Human Resources
 - c. Parish Rooms Working Party
10. To appoint Members as Leads for ;-
 - a. Allotments
 - b. Health and Safety
 - c. Highways
 - d. Planning
 - e. Safeguarding
 - f. Website and Newsletter
11. To review and approve Standing Orders (YS)
12. To review and approve Finance Regulations (YS)
13. To consider and approve the schedule of Full Council Meetings for 2026/27 (YS)
14. To consider and approve the list of regular payments for the 2026/27 Financial Year.(YS)
15. To consider and approve the Parish Council Insurance from 1st June at a cost of £747.57 with Zurich Municipal. (YS)
16. To review the Asset Register (YS)
17. To receive year end accounts 2025/26 (YS)
18. To approve as a correct record the notes of the Full Council Meeting held on 13th April 2026. (LCM)
19. To receive;-
 - a. The Chair's report (LCM)
 - b. The Parish Clerk/RFO's Report (tabled)
20. Parish Rooms Working Party (LCM)
 - a. To receive an update
 - b. To consider the temporary suspension of cleaning services during the refurbishment.
21. To receive an update on the formation of the Friends of the Parish Rooms to assist with fund raising and to appoint a representative from the Parish Council (LCM)
22. To receive update on the request from the Knit and Natter group to allow poppies to be mounted on a frame on the village green. (RB)
23. To receive update on the Lamp of Peace November 2026 (RB)
24. To consider the request received from Spilsby and Hundleby Walkers are Welcome to approve a reprint of the Historic Hundleby Leaflet at a cost of between £281 for 250 and £522 for 1500. (YS)
25. To note the reconciled and verified bank balances as at 30th April 2026 and authorise the Chair of Finance to sign

26. To authorise the signing of orders for payment for April 2026 and to note income (YS)
Payments over £100:-

Clerk's Salary March	£334.48	
Marshall's	£7458.00	(Parish Rooms Refurbishment)
Scribe Accounts	£290.30	(Starboard Systems)
Clerk's Salary April	£334.48	
ELDC	£348.00	(Building Regulations)

27. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following matters: -

Staff Matters –Clerk's Contract of Employment