

# BONBY PARISH COUNCIL

Parish Clerk – Holly Hanson

Appledore, 26 Main Street, Horkstow, Barton-upon-Humber, DN18 6BG

TEL: 07393 21 30 30

EMAIL: [clerk@bonbyparishcouncil.gov.uk](mailto:clerk@bonbyparishcouncil.gov.uk)

[www.bonbyparishcouncil.gov.uk](http://www.bonbyparishcouncil.gov.uk)

Dear Councillor,

You are hereby summoned to attend the annual meeting of Bonby Parish Council on **Monday 13<sup>th</sup> May 2024**. The meeting will be held at **Bonby Village Hall**, 71 Main St, Bonby, Brigg DN20 0PW; and will commence at **6.45pm**.

The agenda is set out below.

Members of the public and press are welcome

*Holly Hanson*

Holly Hanson – Proper Officer

8<sup>th</sup> May 2024

## **Public Participation**

Members of the public may raise subjects, which they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and any decisions will be made when the meeting is declared opened. The time will be restricted to 15 minutes maximum unless the Council decides otherwise. Listeners should note that decisions cannot be made at this meeting on items not on the agenda. Meetings may be recorded.

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## **Agenda**

**APCM24/25– 0501**

### **Election of Chairman**

- a) To elect a Chairman and receive the Chairman's Declaration of Acceptance of Office

**APCM24/25–0502**

### **Apologies**

- a) To note apologies for absence.

**APCM24/25–0503**

### **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.
- b) To note any dispensations granted to any member of the council in respect of the agenda items listed below

**APCM24/25– 0504**

### **Election of Vice-Chairman**

- a) To elect a Vice Chairman and receive the Vice Chairman's Declaration of Acceptance of Office

**APCM24/25– 0505**

### **Internal Audit Report 2023/24**

- a) Members to receive the Internal Audit Report for the 2023/24 year and note any recommendations

**APCM24/25– 0506**

### **Annual Governance Statement 2023/24**

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

**APCM24/25– 0507**

### **Annual Accounting Statement 2023/24**

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

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## **APCM24/25 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities 2023/24**

### **APCM24/25– 0509 Election of Officers**

- a) To elect Councillors to represent the Parish Council at outside meetings and events.
  - i) Low Villages Forum representative
  - ii) Police NATS committee representative
  - iii) ERNLLCA District Committee Representatives(two).
- b) To agree to formation/continuation of any committees and to further agree their functions and Terms and Reference.
  - i) Personnel Committee
    - 1) To review and approve the Personnel Committee Terms of Reference
  - ii) Charity Committee
    - 1) To review and approve the Personnel Committee Terms of Reference

### **APCM24/25 – 0510 Delegation of Responsibilities**

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

### **APCM24/25– 0511 Responsibilities for Asset Inspections**

- a) To agree Councillors who will be responsible for inspecting the following assets:
  - i) Gilman Trail, benches, bins and fences
  - ii) Playing Field, and barrier
  - iii) Carr Lane litter bin and benches
  - iv) Bus Shelter
  - v) Telephone Box
  - vi) Noticeboards
  - vii) Salt Bins
  - viii) Village planters

### **APCM24/25– 0512 Re-adoption of Code of Conduct and reminder of Register of Interests**

### **APCM24/25– 0513 To approve the Internal Auditor for 2024/25**

### **APCM24/25– 0514 Policies and Procedures**

- a) To review and approve the Standing Orders.
- b) To review and approve the Financial Regulations.
- c) To review and approve the Member/Officer protocol.
- d) To review and approve the Equal Opportunities policy.
- e) To review and approve the Grievance policy.
- f) To review and approve Freedom of Information Policy.
- g) To review and approve the Risk Assessments.
- h) To review and approve the Asset Register.
- i) To review and approve Insurance Provision.

### **APCM24/25– 0515 Public Comment**

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