



## *Nocton Parish Council*

### **NOTICE OF PARISH COUNCIL MEETING**

**Tuesday 16<sup>th</sup> May 2023 at 7.30pm**

Dear Councillor,

You are hereby summoned to attend the **Annual Meeting of Nocton Parish Council** which will be held at the Nocton Hub, Main Street, Nocton at 7.30pm on Tuesday 16<sup>th</sup> May 2023 at which the under mentioned business will be transacted.

#### **AGENDA**

- 1. To elect the Chair of the Council for the forthcoming year and to receive the Chair's Declaration of Acceptance of Office.**
- 2. To elect the Vice-Chair of the Council for the forthcoming year and to receive the Vice-Chair's Declaration of Acceptance of Office.**
- 3. To receive written applications for the office of Parish Councillor and to Co-opt candidates to fill the existing vacancies**
- 4. To receive any Apologies for Absence** in accordance with Local Gov. Act 1972, Sch 12, para 40.
- 5. To receive any declarations of Interest** under the Localism Act 2011 and to consider any written requests for dispensations for items on the agenda not previously recorded on member's register of interests.
- 6. To approve as a correct record the notes of the Full Council Meeting** held on the 18<sup>th</sup> April 2023 and to authorise the Chair to sign the official minutes.
- 7. To appoint members to the Personnel Committee** and to approve the Personnel Committee's terms of reference.
- 8. To approve the Parish Council's Representatives for the Hub User Group**
- 9. To review and approve the following policies:**
  - i. DATA POLICIES** including Data Protection Policy, Subject Access Request Procedure, Data Breach Policy, Records Retention Policy, Privacy Notice, Nocton Hub Digital Privacy Policy, Data Map and GDPR Security Compliance Checklist.
  - ii. WORKPLACE POLICIES** including Lone working Policy & Safeguarding Policy
  - iii. GRANTS & DONATIONS POLICY**
- 10. To receive a report from the Nocton Hub Manager** and to consider any matters outstanding.
- 11. To approve the top-up of the Hub Manager's Equals Card to purchase a mobile phone.**

12. **To consider a request from Nocton Community Primary School** for the School's Summer Fete to take place on the Village Green on the 24<sup>th</sup> June 2023 and to retrospectively approve the use of the Village Green for the School's Coronation Tea Party.
13. **To consider a request from a member of the Hub User Group** to provide an opening window or a door in the main events hall to improve ventilation during the warmer weather.
14. **To finalise and approve the Service Level Agreement with the Ripon Arms**

#### **Planning Matters**

15. To consider any planning applications received or decided since the last meeting, including any received since the agenda was issued, and to decide any action that the Council wishes to take:

##### **Planning Applications Received**

**23/0338/FUL** - Proposed construction of dwelling (Plot 72a) with the completion of Wegberg Road. 27 Steamer Point Road Nocton Lincoln Lincolnshire LN4 2DA

#### **Financial Matters**

16. To review the banking mandate and to confirm authorised signatories
17. To receive the Annual Internal Auditors Report for 2022-2023 and to consider the effectiveness of Internal Controls
18. To ensure compliance with external audit requirements for 2022-2023:
  - a. To consider and approve the Annual Governance Statement AGAR Section 1
  - b. To approve any explanations to be provided to the External Auditor
  - c. To ensure the Accounting Statements AGAR Section 2 has been certified by the RFO and are signed and dated
  - d. To consider the Accounting Statements by the members meeting as a whole
  - e. To approve the Accounting Statements by resolution
  - f. To ensure the Accounting Statements are signed and dated by the person presiding at the meeting which that approval is given
  - g. To set the period for the Exercise of Public Rights
19. To ratify the payments for April 2023, note the receipts and to approve the list of upcoming payments.
20. To approve the Bank Reconciliation Statement as at 30<sup>th</sup> April 2023
21. To approve the Clerk's Overtime and Expenses for April 2023

#### **Date of Next Meeting**

22. To confirm date of next meeting as Tuesday 13<sup>th</sup> June 2023

**Date:** 09/05/23

**Original Signed:** L Allen

**Clerk & Responsible Finance Officer**

**Membership:** Cllr Ian Goldsworthy (Outgoing Chair), Cllr Mike Kaye (Outgoing Vice-Chair), Cllr George McDonnell, Cllr Richard Marshall, Cllr Andy Hone, Cllr Richard Robinson and three seats vacant as of the 9<sup>th</sup> May 2023.

**Nocton Parish Council** - 07926 666047 - [clerk@noctonparishcouncil.gov.uk](mailto:clerk@noctonparishcouncil.gov.uk)