

ELSHAM PARISH COUNCIL

Parish Clerk – Holly Hanson
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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Elsham Parish Council on **Tuesday 17th May 2022**. The meeting will commence at **6.45 pm** at the **Village Hall, Elsham**.
The agenda is set out below.

The public and press may attend the meeting.

The recording at Council Meetings is allowed with the full knowledge of the Chairman of the meeting and must be conducted openly.

Holly Hanson

Holly Hanson – Proper Officer – Elsham Parish Council
12th May 2022

Agenda

APCM22/23 – 0501 Election of Chairman

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

APCM22/23 – 0502 Apologies

- a) To note apologies for absence.

APCM22/23 – 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

APCM22/23 – 0504 Election of Vice-Chairman

- a) To elect a Vice Chairman.

APCM22/23 – 0505 Election of Meeting Representatives

- a) To elect Councillors to represent the Parish Council at outside meetings and events.
 - i) Low Villages Forum Representative(s).
 - ii) Police/NAT Committee Representative(s)
 - iii) To elect two Councillors to represent this Council at the ERNLLCA District Committee Meetings.

APCM22/23 – 0506 Election of Committee / Working Party Representatives

- a) To agree to formation/continuation of any committees or work parties and to further agree their Functions and Terms of Reference.
 - i) Personnel Committee.
 - a. To review and approve the Personnel Committee Terms of Reference
 - ii) Elsham Nature Reserve
 - iii) Elsham Play Area

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APCM22/23 – 0507 Responsibilities for Asset Inspections

- a) To agree Councillors who will be responsible for inspecting the following assets:
 - i) Nature Reserve
 - ii) Play Area
 - iii) Village Benches
 - iv) Bus Shelter
 - v) Telephone Box
 - vi) Noticeboards
 - vii) Salt Bins
 - viii) Litter Bins
 - ix) Signage and Planters in the Village.

APCM22/23 – 0508 To approve the Internal Auditor for 2022/23

APCM22/23 – 0509 Re-adoption of Code of Conduct and reminder of review of Register of Interests

APCM22/23 – 0510 Policies and Procedures

- a) To review and approve the adoption of the Standing Orders.
- b) To review and approve the adoption of Financial Regulations.
- c) To review and approve the Asset Register.
- d) To review and approve the Child Protection Policy.
- e) To review and approve the Member and Officer Protocol.
- f) To review and approve the Health and Safety Risk Assessment
- g) To review and approve the Christmas Tree Risk Assessment
- h) To review and approve the Financial Risk Assessment.
- i) To review and approve the Safeguarding Vulnerable Adults Policy.
- j) To review and approve the Equal Opportunities Policy.
- k) To review and approve the Complaints Procedure
- l) To review and approve the Disciplinary Procedure
- m) To review and approve the Financial Reserves Policy
- n) To review and approve the Grievance Policy
- o) To review and approve the procedure for handling requests made under the Scheme of Publication
- p) To review and approve the General Data Protection Regulation Policies
- q) To review and approve the Co-Option Policy
- r) To review and approve the Community Emergency Plan

APCM22/23 – 0511 Parish Council Ordinary Meeting Dates for 2022/23

- a) To set the dates for Ordinary Parish Council Meetings for 2022/23.

APCM22/23 – 0512 Elsham Leader Scale of Charges

- a) To review and approve the scale of charges for the Elsham Leader Newsletter for 2022/23.

APCM22/23 – 0513 To review and renew Parish Insurance

- a) To review the current insurance provision in line with the Asset Register
- b) To resolve payment of renewal premium

APCM22/23 – 0514 Public Comment

Members of the public may raise subjects that they wish to bring to the attention of the Parish Council. Items relating to matters on the agenda will be taken first and 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.