

SAXBY ALL SAINTS PARISH COUNCIL

Parish Clerk – Holly Hanson

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Dear Councillor,

You are hereby summoned to attend the annual meeting of Saxby All Saints Parish Council on **Wednesday 28th May 2025**. The meeting will be held at **Saxby Village Hall**, Church Lane, Saxby All Saints; and will commence at **6.45 pm**.

The agenda is set out below.

Members of the public and press are welcome

Holly Hanson

Holly Hanson – Proper Officer

22nd May 2025

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.

Agenda

APCM25/26– 0501 Election of Chairman

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

APCM25/26 –0502 Apologies

- a) To note apologies for absence.

APCM25/26 –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

APCM25/26 - 0504 Election of Vice-Chairman

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

APCM25/26 – 0505 Internal Audit Report 2024/25

- a) Members to receive the Internal Audit Report for the 2024/25 year and note any recommendations

APCM25/26 – 0506 Annual Governance Statement 2024/25

- 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.

APCM25/26 – 0507 Annual Accounting Statement 2024/25

- 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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APCM25/26 – 0508 To approve and sign the Certificate of Exemption for Smaller Authorities 2024/25

APCM25/26 – 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

APCM25/26 – 0510 Delegation of Responsibilities

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

APCM25/26 – 0511 Responsibilities for Asset Inspections

- a) To agree Councillors who will be responsible for inspecting the following assets:
 - i) The Monument
 - ii) Bus Shelters
 - iii) Telephone Box
 - iv) Noticeboard
 - v) Dog Waste Bins
 - vi) Village Planters
 - vii) Village Benches

APCM25/26 – 0512 Re-adoption of Code of Conduct and reminder of Register of Interests

APCM25/26 – 0513 To approve the Internal Auditor for 2025/26

APCM25/26 – 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 Data Protection policy.
- i) To review and approve the Health & Safety policy.
- j) To review and approve the Financial Reserves policy.
- k) To review and approve the GDPR policies/procedures
- l) To review and approve the Asset Register.
- m) To review and approve Insurance Provision.
- n) To review and approve the IT Policy

APCM25/26 – 0515 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

APCM25/26 – 0516 Public Comment

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