

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 27th May 2026**. 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

21st May 2026

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

APCM26/27- 0501 Election of Chairman

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

APCM26/27 -0502 Apologies

- a) To note apologies for absence.

APCM26/27 -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

APCM26/27 - 0504 Election of Vice-Chairman

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

APCM26/27 – 0505 Internal Audit Report 2025/26

- a) Members to receive the Internal Audit Report for the 2025/26 year and note any recommendations

APCM26/27 – 0506 Annual Governance Statement 2025/26

- 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.

APCM26/27 – 0507 Annual Accounting Statement 2025/26

- 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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APCM26/27 – 0508 **To approve and sign the Certificate of Exemption for Smaller Authorities 2025/26**

APCM26/27 – 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

APCM26/27 – 0510 **Banking Mandate**

- a) To review the banking mandate, and resolve any changes to the banking mandate for the 2026/27 year

APCM26/27 – 0511 **Delegation of Responsibilities**

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

APCM26/27 – 0512 **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

APCM26/27 – 0513 **Re-adoption of Code of Conduct and reminder of Register of Interests**

APCM26/27 – 0514 **To approve the Internal Auditor for 2026/27**

APCM26/27 – 0515 **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
- o) To review and approve the Training Policy.
- p) To review and approve the Grants Policy.
- q) To review and approve the Complaints Policy.
- r) To review and approve the Co-Option Policy.
- s) To review and approve the ICO Model Publication Scheme

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- t) To review and approve the Risk Assessments.
- u) To review and approve the Asset Register
- v) To review and approve Insurance Provision.

APCM26/27 – 0516 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

APCM26/27 – 0517 Public Comment

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