

BIGBY PARISH COUNCIL

c/o 2 Wilmore Lane
Grasby
DN38 6FB

To: The Chairman and Members
Bigby Parish Council

20th May 2025

YOU ARE HEREBY SUMMONED to attend the **ANNUAL MEETING** of **BIGBY PARISH COUNCIL** to be held in **Bigby Village Hall** on **MONDAY 27th MAY 2025** at **6.30 pm**.

AJ Hannath

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Mrs. AJ Hannath
Clerk, Bigby Parish Council

BUSINESS TO BE TRANSACTED

1. To Elect the Chairman for the Ensuing Year.
2. To Elect the Vice Chairman for the Ensuing Year.
3. a) TO RECEIVE A LETTER OF RESIGNATION FROM CLIVE WILSON
b) TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE COUNCIL.
4. Notice convening the meeting.
5. To Receive Apologies and Reasons for Absence
6. a) To Record any 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 the type of interest being declared.

b) To Note any Dispensations given to any member of the council in respect of the Agenda Items listed below.

c) To Confirm that all members have reviewed and updated their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
7. To Receive any Correspondence including Police Reports (for information only).
8. To Receive an Update on any outstanding issues from the Clerk.
9. To Receive any Questions from Members.
10. To Receive any Questions from Members of the Public

11. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 18th MARCH 2025
12. ACCOUNTS
- a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31st March and 22nd May 2025** (Statement of accounts enclosed)
- Appendix 1 – Schedule of Payments
13. ANNUAL AUDIT – YEAR ENDING 31st MARCH 2025
- (All documents enclosed)
- a) To affirm the independence of Mr R Dixon as Internal Auditor, and that he has no interest, financial or otherwise, with any member or officer of the council.
- b) To receive the internal auditor's report for the Fiscal Year 2024/25 and to consider implementation of the recommendations
- c) To note the receipt of the Internal Auditor's completion statement for the Fiscal Year ending 31 March 2025.
- d) To complete the Statements of Assurance and Assertions required from Members. (Section 1)
- e) To receive and approve the Receipts and Payments Summary and Accounts for the Fiscal Year ended 31 March 2025.
- f) To approve the Accounting Statements for the Fiscal Year 2024/2025 (Section 2)
- g) To certify that Bigby Parish Council is exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015
- h) To approve the Council's Asset Register.
- i) To authorise payment of the Auditor's invoice following completion of the internal audit for the Fiscal Year 2024/25.
14. a) TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL WITH EFFECT FROM 1st JUNE 2025 (YEAR 2 OF A 3 YEAR AGREEMENT)
15. PLANNING APPLICATIONS AND DECISION NOTICES
- Members are reminded that applications can be received after the deadline for the publication of the agenda. The clerk will forward any further applications to you before the meeting for your consideration.
16. a) TO RECEIVE AND ADOPT THE REVISED AND UPDATED MODEL STANDING ORDERS. (BASED ON THE NALC MODEL RELEASED IN APRIL 2025) (Circulated in advance of the agenda)

17. TO DETERMINE THE MEMBERSHIP OF THE VILLAGE HALL COMMITTEE AND THE PERSONNEL COMMITTEE (**Committee Chairman to be determined at the first meeting of each committee**)
18. TO RECEIVE A REPORT FROM COUNCILLOR BEAN ON COUNTY COUNCIL MATTERS
19. TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS
20. a) TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £170.88.
21. TO DETERMINE HOW THE CLERK RESPONDS TO CORRESPONDENCE THAT IS SENT ANONYMOUSLY TO THE COUNCIL.
22. TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR

AJ Hannath

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Mrs. AJ Hannath
Clerk, Bigby Parish Council

Accounts for payment

	PAYEE	AMOUNT	VAT	TOTAL
03/04/2025	Bigby Village Hall - Annual Subsidy	1000.00		1000.00
03/04/2025	LALC - Membership	170.88		170.88
01/04/2025	Boyes - Printer Paper	5.82	1.17	6.99
01/04/2025	Post Office - Stamps	6.60		6.60
01/04/2025	Amazon - Printer Ink	7.84	1.57	9.41
01/04/2025	Ashabaz Core Store via Amazon - ink	57.96		57.96
03/04/2025	A. Hannath - Mileage	67.95		67.95
03/04/2025	AJ Williams - Grasscutting	240.00	48.00	288.00
06/04/2025	HMRC - PAYE/NI	1.80		1.80
08/04/2025	Autela - Payroll	91.81	18.36	110.17
10/04/2025	WLDC - Defibrillator Maintenance	91.67	18.33	110.00
15/04/2025	HSBC - Bank Charges	8.00		8.00
16/04/2025	Richard Dixon	488.00		488.00
25/04/2025	A Hannath - Wages	233.70		233.70
07/05/2025	Brigg Office Supplies - Newsletter/postage	152.40	15.00	167.40
07/05/2025	AJ Williams - Grasscutting	240.00	48.00	288.00
16/05/2025	HSBC - Bank Charges	8.00		8.00
15/05/2025	Zurich Municipal - Insurance	240.68		240.68
25/05/2025	A Hannath - Wages	233.70		233.70