

# BIGBY PARISH COUNCIL

c/o 2 Wilmore Lane  
Grasby  
DN38 6FB

To: The Chairman and Members  
Bigby Parish Council

19<sup>th</sup> May 2022

**YOU ARE HEREBY SUMMONED** to attend the **ANNUAL MEETING** of **BIGBY PARISH COUNCIL** to be held in **Bigby Village Hall** on **TUESDAY 24<sup>th</sup> MAY 2022** 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. Notice convening the meeting.
4. To Receive Apologies and Reasons for Absence
5.
  - 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.
6. To Receive any Correspondence including Police Reports (for information only).
7. To Receive an Update on any outstanding issues from the clerk.
8. To Receive any Questions from Members.
9. To Receive any Questions from Members of the Public

10. a) TO RECEIVE AND APPROVE THE MINUTES, AS CIRCULATED, OF THE MEETING HELD ON TUESDAY, 22<sup>nd</sup> MARCH 2022 AND TUESDAY, 26<sup>th</sup> APRIL 2022.
11. ACCOUNTS
  - a) **To Receive the following Financial Report and Approve the Accounts for Payment: as at 31<sup>st</sup> March and 16<sup>th</sup> May 2022**(Statement of accounts enclosed)  
Appendix 1 – Schedule of Payments
12. ANNUAL AUDIT – YEAR ENDING 31<sup>st</sup> MARCH 2021

(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 2021/22 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 2022.
  - 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 2022.
  - f) To approve the Accounting Statements for the Fiscal Year 2021/2022 (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 2021/22.
13. a)TO RECEIVE CONFIRMATION FROM THE CLERK OF THE INSURANCE RENEWAL, IN THE SUM OF £223.73, WITH EFFECT FROM 1<sup>st</sup> JUNE 2022, YEAR 2 OF 3.
14. 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.
15. a) TO REVIEW THE MODEL STANDING ORDERS (Circulated in advance of the agenda)

16. a) TO ADOPT THE REVISED MODEL FINANCIAL REGULATIONS AS PROVIDED BY NALC IN 2019, INCLUDING THE REVISED THRESHOLDS FOR PUBLIC PROCUREMENT THAT CAME INTO EFFECT FROM 1 JANUARY 2022. **Circulated in advance of the agenda)**
- b) TO REVIEW THE FINANCIAL RISK ASSESSMENT **(Circulated in advance of the agenda)**
17. a) TO REVIEW THE RISK MANAGEMENT OF GENERAL COUNCIL FUNCTIONS **(Circulated in advance of the agenda)**
18. TO REVIEW THE FOLLOWING DOCUMENTS PREPARED TO FULFIL THE DEMANDS OF THE GENERAL DATA PROTECTION REGULATIONS **(Circulated in advance of the agenda)**
- i) General Privacy Notice  
ii) Privacy Notice for Staff Councillors and other Role Holders  
iii) Consent Form
19. TO ADOPT THE REVISED CODE OF CONDUCT PROVIDED BY WEST LINDSEY DISTRICT COUNCIL.
20. 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)**
21. TO RECEIVE A REPORT FROM COUNCILLOR SMITH ON COUNTY COUNCIL MATTERS
22. TO RECEIVE A REPORT FROM COUNCILLOR MORRIS ON DISTRICT COUNCIL MATTERS
23. TO CONSIDER A REQUEST FOR A DONATION FROM:-
- a) Bigby Parochial Church Council Towards the Funding of the Grass-cutting in the Cemetery  
b) Lincoln And Lindsey Blind Society Towards the Befriending Service for the Visually Impaired.
24. TO CONSIDER RENEWING THE CONTRACT FOR THE SERVICES OF THE VILLAGE HANDYMAN
25. TO CONFIRM RENEWAL OF THE MEMBERSHIP OF LALC IN THE SUM OF £151.82.
26. TO DETERMINE MEETING DATES FOR THE NEXT COUNCIL YEAR
27. TO CONSIDER A REQUEST FROM COUNCILLOR J. PINNEY THAT A MIRROR BE SITED OPPOSITE THE EXIT OF MAIN STREET ON THE A1084 TO ALLOW INCREASED VISIBILITY ALONG THE A1084 TOWARDS BRIGG

AJ Hannath

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**Mrs. AJ Hannath**  
**Clerk, Bigby Parish Council**

**Accounts for payment**

DATE			PAYEE	DESCRIPTION	CHEQUE	AMOUNT	VAT	TOTAL
1	4	2022	LALC	Website support	BACS	150.00	30.00	180.00
1	4	2022	LALC	Membership fees	BACS	151.82		151.82
11	4	2022	HMRC	PAYE/NI	BACS	62.20		62.20
15	4	2022	HSBC	Bank Charges	BACS	8.00		8.00
3	5	2022	Richard Dixon	Audit fees	BACS	410.00		410.00
5/6/7/8	5	2022	ARUP	Solar Energy - Feasibility Study	BACS	32880.00	6576.00	39456.00
12	5	2022	JB Rural Services	Grass cutting - JB1387	BACS	65.00	13.00	78.00