

# Doddington & Whisby Parish Council

## Parish Council Meeting

Grain Store Cafe

Doddington Hall, Doddington, Lincoln, LN6 4RU at 7pm

### AGENDA

Dear Parish Councillor's,

You are hereby summoned to a meeting of Doddington and Whisby Parish Council to be held on Monday 4<sup>th</sup> November 2024 at 7pm in the Grain Store Café at Doddington Hall where the undermentioned business will be transacted.

The meeting is open to the public and there will be a 15-minute public forum when members of the public may ask questions or make short statements to the Parish Council in relation to the business on the agenda.

*Kerrie Vickers 29.10.2024*

Clerk and Responsible Finance Officer

1. **Chair's welcoming** remarks and note to the public to remind them of the Standing Orders regarding public participation in meetings - Notably there can be no participation in meetings once public time has ended. Members of the public raising issues or questions should be aware that only items on the meeting agenda can be debated or decided at the meeting, unless the Parish Clerk has delegated powers to deal with it as urgent, e.g. highway repairs. The Chair may decide to answer a question asked by a member of the public or call on a fellow councillor to do so, or, direct that a written response be given.
2. **Public Forum** including reports from NKDC and LCC Councillors.
3. **Apologies for absence**
4. **To receive any declarations of interest**  
In accordance with the Localism Act 2011 and consider any requests for dispensation in relation to Disclosable Pecuniary Interests or any other interests as outlined in the Council's Code of Conduct.
5. **To receive and approve:**  
The minutes of the Parish Council meeting held 2<sup>nd</sup> September 2024, previously circulated to members and published in draft to the website as required under the Transparency Code for Smaller Authorities.
6. **Finance – previously circulated to members as an appendix**
  - a) To formally note items of income
  - b) To formally approve items of expenditure
  - c) Bank reconciliation for the year to date to be approved
  - d) To consider opening a savings account and transferring the Parish Councils reserve funds.
  - e) To note the overpayment of PAYE as notified by HMRC
  - f) To note the annual rise in the Clerks salary in relation to the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services.

**7. Planning. N/a**

**8. Policies Adoption**

- i. To consider the adoption of the Volunteer Policy as previously circulated to all Parish Councillors.
- ii. To consider the adoption of the Risk Assessment for Volunteers as previously circulated to all Parish Councillors.

**Review**

To review the following policies to amend to be updated when required.

- i. Data Breach Policy
- ii. Data Protection Policy
- iii. Document Retention Policy
- iv. Email and use of the internet
- v. Equality Policy

**9. Clerk and Councillors Reports** including a review of actions from minutes and matters that Councillors wish to be brought to the next or subsequent meetings.

- i. **Flooding** – Update
- ii. **Temporary crossing** – Update and next steps

**10. To discuss a V.E Day 80<sup>th</sup> Anniversary Celebration.**

**11. Correspondence**

To note correspondence received

**12. Date of next meeting**

Parish Council meeting