

WITHAM ST HUGHS PARISH COUNCIL

The Village Hall, Caraway Drive

Witham St Hughs

Lincoln

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NOTICE IS HEREBY GIVEN and COUNCILLORS are SUMMONED to attend the Annual Parish Council meeting of Witham St Hughs Parish Council to be held on Wednesday 20th May 2026 at 7pm in the village hall.

At which the under mentioned business will be transacted.

Following the election of the Chair & Vice Chair there will be a public forum for 10 minutes where members of the public may ask questions or make short statements to the Council.

All public questions must be sent in beforehand, with speaking restricted 3 minutes per person.

Rachel Poppewell

Parish Clerk

15.05.2026

A G E N D A

1. To Elect a Chair for Witham St Hughs Parish Council for the ensuing year 2026/2027.
2. To receive the Declaration of Acceptance of Office form from the Chair for 2026/2027.
3. To Elect a Vice-Chair of Witham St Hughs Parish Council and to receive the Declaration of Acceptance of office form for the ensuing year 2026/2027.
4. Public Forum – To Resolve to suspend standing orders for a maximum of 10 minutes to allow members of the public to make comment or ask questions.
5. To receive Apologies for Absence.
6. To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interest and requests for dispensations.
7. Health & Safety brief.
8. To Resolve to fill by Co-option Parish Councillor vacancy.
9. Notes of the Parish Council meeting held on Wednesday 22nd April 2026 to be approved as minutes.
10. Clerks Update & Correspondence, and to Resolve to approve any subsequent actions.
11. To Appoint members to the following committees and thereafter appoint the Chair of each Committee (SO 4.d.vi).
 - a. Personnel Committee.

b. Allotment Committee.

12. To review & adopt the following policies.

- a. Standing Orders for the Council
- b. Financial Regulations for the Council, and to Resolve to accept variable Direct Debits & online banking.
- c. Terms of Reference for the Personnel Committee.

13. To resolve to agree Parish Council meeting dates for the year 2026/2027.

14. To receive the Annual Internal Audit report for 2025/2026.

15. To consider, approve and sign the Annual Governance Statements 2025/2026.

16. To approve & sign the Accounting Statements 2025/2026.

17. To note the dates of the Period for the Exercise of Public Rights.

18. To Appoint an Internal Auditor for the Financial Year 2026/2027.

19. To review the Asset Register in line with the Parish Council Insurance Policy schedule, and to approve the Annual Insurance Premium (Council are in a 3-year LTA)

20. Finance.

- a. To Authorise the signing of orders for payment, list previously circulated.
- b. To receive the Bank Reconciliation as at 30.04.2026
- c. To receive the list of regular payments.
- d. To approve the costs to install replacement litter bins in the parish.
- e. To approve the costs to cut the grass for the area of land designated for the Scouts.
- f. To approve the costs for an additional CCTV camera to cover the container area.
- g. To approve the additional items requested for the caretakers.

21. Village Hall extension update.

22. To resolve to move into closed session to discuss the following.

- a. Staffing

23. DATE AND TIME OF NEXT MEETING.

June 2026 at 7.00pm