

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the meeting of Brookenby Parish Council to be held at Brookenby Community Centre, Kent Road, Brookenby on **Tuesday 4th March 2025 at 7.00 p.m.**

Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. This must be done in the public forum, and members of the Public cannot interrupt the business of the meeting at other times, unless Standing Orders are suspended by the Chair of the Council. The business to be dealt with at the meeting is listed in the agenda.

This council supports the rights of anyone to record this meeting but advises that anyone so recording cannot disrupt the meeting, by means of the recording, and expresses the hope that the person (or persons) carrying out the recording have obtained the necessary legal advice, for themselves, to ensure they understand the rights of anyone present who does not wish to be filmed or recorded.

AGENDA

1. To receive apologies for absence
2. To receive declarations of interest under the Localism Act 2011- being any pecuniary or non-pecuniary interest in agenda items not previously on members' Register of Interests
3. To receive any reports from external organisations to include Ward Councillor Brookenby Allotments Association, Wolds Community Activity Group and Police
4. To approve the minutes of the Council Meeting held on 4th February 2025
5. To approve the minutes of the Extraordinary Council Meeting held on 25th February 2025
6. Finance Matters incl:
 - To approve payment of the Schedule of Payments
 - Receipts
 - Bank Reconciliation

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7. To discuss the frequency and responsibilities of Full Council and Committee meetings, consider the Committee Structures and Procedures Policy and resolve on any action to be taken.
8. To discuss Parish Grounds Maintenance (Grass Cutting) and resolve on any action to be taken.
9. To note the internal auditors report and resolve on any action to be taken.
10. To approve/reapprove the following procedures or resolve on any action to be taken:
 - Abusive Persistent and Vexatious Complaints Procedure Policy
 - Complaints Procedure Policy
 - Councillor Vacancy Policy
 - Data Protection Policy
 - Disciplinary Policy
 - Financial Regulations
 - GDPR Data Breach Policy
 - GDPR Security Compliance Checklist
 - Grant Application & Guidance Form
 - Internal Control System
 - Members Code of Conduct
 - Retention of Documents and Records Policy
 - Subject Access Request Procedure
 - Volunteer Policy
11. To discuss correspondence relating to the “Binbrook Flag” and resolve on any action to be taken
12. Clerk’s Report
 - Community Centre
 - Correspondence

Chris Bowles, Clerk to the Council

26/02/2025