

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the Parish Council meeting to be held at Brookenby Community Centre, Kent Road, Brookenby on

Tuesday 4th August 2026 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 County Councillor, District Councillor and Police
4. To approve the minutes of the Council Meeting held on 7th July 2026
5. Financial Matters Including:
 - a. Schedule of payments
 - b. Receipts
 - c. Bank reconciliation
6. To discuss the Community Centre and resolve on any action to be taken
 - a. Progress update on the Lancaster Room refurbishment
 - b. Progress update on the toilet and corridor refurbishment
7. To review the following policies and procedures and agree any updates required
 - a. Abusive persistent vexatious complaints
 - b. Code of conduct
 - c. Committee structure and procedures
 - d. Complaints procedure
 - e. Councillor vacancy policy
 - f. Data protection policy
 - g. Financial regulations
 - h. FOIA model publication scheme
 - i. Grant application scheme
 - j. GDPR data breach policy
 - k. GDPR security compliance checklist

- l. Grievance policy
- m. Internal control system
- n. Retention of documents and records policy
- o. Risk management policy
- p. Subject access request procedure
- q. Volunteer policy

These policies can be viewed on the Brookenby Parish Council website

- 8. To discuss the annual Children's Playpark ROSPA inspection and resolve on any action to be taken
- 9. To discuss residents' concerns regarding speeding vehicles on Swinhope Road and resolve on any action to be taken
- 10. To resolve to move into closed session in accordance with the Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed in relation to the following:
- 11. To discuss the occupation of the area above the Church and resolve on what action is to be taken
- 12. To discuss any updates on the Parish Clerk/RFO vacancy and resolve on any action to be taken
- 13. To discuss any access issues at the Community Centre and resolve on any action to be taken
- 14. To discuss the Parish Council budget and resolve on any action to be taken
 - a. Improving revenue from the Community Centre
 - b. Quotes received
 - c. Maintenance
 - d. Cleaning
 - e. Future projects

Date of the next Parish Council meeting is Tuesday 1st September at 7pm in the Lancaster Room

Any items for consideration for the agenda to be emailed to clerk@brookenby.gov.uk by 25th August

Sam Coulam
Acting Clerk
28th July 2026