

# ELSHAM PARISH COUNCIL

Parish Clerk – Louise Price  
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Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Elsham Parish Council on **Tuesday 27<sup>th</sup> May 2025**. The meeting will commence at **6.45 pm** at the **Village Hall, Elsham**.  
The agenda is set out below.

The public and press may attend the meeting.  
The recording at Council Meetings is allowed with the full knowledge of the Chairman of the meeting and must be conducted openly.

*Louise Price*

Louise Price – Proper Officer – Elsham Parish Council  
16<sup>th</sup> May 2025

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## **Agenda**

### **APCM25-0501**

#### **Apologies**

- a) To note apologies and reasons for absence

### **APCM25 – 0502**

#### **Election of Chairman**

- a) To elect a Chairman and to sign the Chairman's Declaration of Acceptance of Office

### **APCM25 – 0503**

#### **Election of Vice-Chairman**

- a) To elect a Vice Chairman.

### **APCM25-0504**

#### **Declarations of Interest**

- a) To record 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.

### **APCM25 – 0505**

#### **Election of Committees/Working Group Representatives**

- a) To elect Councillors to represent the Parish Council at outside meetings and events.
  - i) Low Villages Forum Representative(s).
  - ii) Police/NAT Committee Representative(s)
  - iii) To elect two Councillors to represent this Council at the ERNLLCA District Committee Meetings.
  - iv) To elect members as Snow Wardens
  - v) Personnel Committee

### **APCM25 – 0506** **Stevenson and Julian Charity Trust Fund**

- a) To discuss continuing to support the Stevenson and Julian Charity Trust Fund and resolve any action
  - i) To review and resolve the level of Annual Donation

# ELSHAM PARISH COUNCIL

## **APCM25 – 0507**

### **Responsibilities for Asset Inspections**

- a) To agree Councillors who will be responsible for inspecting the following assets:
  - i) Nature Reserve
  - ii) Play Area
  - iii) Village Benches
  - iv) Bus Shelter
  - v) Telephone Box
  - vi) Noticeboards
  - vii) Salt Bins
  - viii) Litter Bins
  - ix) Signage and Planters in the Village.

## **APCM25 – 0508**

### **Policies and Procedures**

- a) To review and approve the adoption of the Standing Orders 2025
- b) To review and approve the adoption of Financial Regulations 2025
- c) To review and approve the Child Protection Policy.
- d) To review and approve the Member and Officer Protocol.
- e) To review and approve the Health and Safety Policies and Risk Assessments
- f) To review and approve the Safeguarding Vulnerable Adults Policy.
- g) To review and approve the Equal Opportunities Policy.
- h) To review and approve the Complaints Procedure
- i) To review and approve the Disciplinary and Grievance Procedure
- j) To review and approve the Financial Reserves Policy
- k) To review and approve the NLC Code of Conduct Policy
- l) To review and approve the Scheme of Publication Policy
- m) To review and approve the General Data Protection Regulation Policies
- n) To review and approve the Co-Option Policy
- o) To review and approve the Community Emergency Plan
- p) To review and approve the Asset Register.
- q) To review and approve TORS for Committees and Working parties
- r) To approve the Environmental Sustainability and Biodiversity Policy
- s) To approve the Freedom of Information and Right of Access Policy
- t) To approve the Sexual & General Harassment Policy
- u) To confirm that all members have reviewed their Register of Interests
- v) To resolve that this Council utilises its powers under the LGA Act 1972, Section 101, to devolve to the Clerk the authority to make decisions on planning applications where:
  - a) The application falls between meetings and it is not possible to obtain an extension in time to consider the application from the planning authority
  - b) The Chairman is unavailable to convene an extra-ordinary meeting, or circumstances are such that convening of any extra-ordinary meeting is impractical. The Clerk will contact ALL Councillors, where available, to confirm they are content with the response before submission.

## **APCM25 – 0509**

### **Parish Council Ordinary Meeting Dates for 2025/26**

- a) To agree the dates for Ordinary Parish Council Meetings for 2025/26.

## **APCM25 – 0510**

### **Elsham Leader Scale of Charges**

- a) To review and approve the scale of charges for the Elsham 'Leader' Newsletter for 2025/26 including the costs for delivery.