

# 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 19<sup>th</sup> May 2026 at 7pm at the Village Hall, Elsham.**

In accordance with the provisions of the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A, 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 – Parish Clerk – Elsham Parish Council  
14<sup>th</sup> May 2026

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## Agenda

### **APCM26/01          Apologies**

To receive any apologies and reasons for absence.

### **APCM26/02          Election of Chairman**

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

### **APCM26/03          Election of Vice-Chairman**

To elect a Vice-Chairman

### **APCM26/04          Declarations of Interest**

To record declarations of Interest by any member of the Council in respect of the agenda items listed below. Members declaring an interest should identify the agenda item number and the type of interest being declared

### **APCM26/05          Election of Committees/Working Group Representatives**

To elect Councillors to represent the Parish Council at outside meetings and events:

- a) Low Villages Forum Representative(s)
- b) Police/NATS Committee Representative(s)
- c) To elect two Councillors to represent this Council at the ERNLLCA District Committee Meetings
- d) To elect members as Snow Wardens
- e) Personnel Committee

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## **APCM26/06 Stevenson and Julian Charity Trust Fund**

- a) To receive a report from the Stevenson and Julian Charity Trust Fund
- b) To discuss continuing to support the Stevenson and Julian Charity Trust Fund
- c) To review and resolve the level of annual donation.

## **APCM26/07 Responsibilities for Asset Inspections**

To agree Councillors who will be responsible for inspecting the following assets:

- a) Nature Reserve
- b) Play Area
- c) Village Benches
- d) Bus Shelter
- e) Telephone Box
- f) Noticeboards
- g) Salt Bins
- h) Litter bins
- i) Signage and Planters in the village

## **APCM26/08 Policies and Procedures**

- a) To review and approve the adoption of the Standing Orders 2026
- b) To review and approve the adoption of the Financial Regulations 2026
- 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 the 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 Policies
- 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 (CEP)
- p) To review and approve the Asset Register
- q) To review and approve the TORS for the Personnel Committee
- r) To review and approve the Biodiversity Policy
- s) To review the Freedom of Information and Subject Access Policies
- t) To review and approve the Sexual and General Harassment Policy
- u) To review and approve the Councillor and Staff Training Policy
- v) To review and approve the Grants Policy
- w) To review and approve the IT Policy
- x) To review and approve the Vexatious Policy
- y) To confirm that all members have reviewed their Register of Interests in accordance with the Localism Act 2011 and pursuant to the relevant Authorities (Disposable Pecuniary Interest) Regulations 2012 and North Lincolnshire Code of Conduct.
- z) To resolve to continue to allow the Clerk to make payments from the bank by BACS/CHAPS in accordance with the Financial Regulations.

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- aa) 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:
- i. the application falls between meetings and it is not possible to obtain an extension in time to consider the application from the planning authority.
  - ii. 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.
- bb) To review and approve the Civility and Respect Pledge for 2026/2027

## **APCM26/09 Finance**

- a) To confirm the Internal Auditor for 2026-2027
- b) To confirm the list of approved monthly/annual payments 2026/2027 – Appendix 1

## **APCM26/10 Parish Council Ordinary Meeting Dates for 2026/2027**

To agree the dates for Ordinary Parish Council Meetings for 2026/2027 at Elsham Village Hall:

Tuesday 16<sup>th</sup> June 2026 at 7pm

Tuesday 21<sup>st</sup> July 2026 at 7pm

Tuesday 15<sup>th</sup> September 2026 at 7pm

Tuesday 20<sup>th</sup> October 2026 at 7pm

Tuesday 17<sup>th</sup> November 2026 at 7pm

Tuesday 19<sup>th</sup> January 2027 at 7pm – Budget and Precept setting meeting

Tuesday 16<sup>th</sup> February 2027 at 7pm

Tuesday 16<sup>th</sup> March 2027 at 7pm

Tuesday 20<sup>th</sup> April 2027 at 7pm – Annual Parish meeting

Tuesday 18<sup>th</sup> May 2027 at 7pm – Annual Meeting of the Parish Council

## **APCM26/11 Elsham Leader Scale of Charges**

To review and approve the scale of charges for the Elsham 'Leader' Newsletter for 2026/27 including the costs to print and deliver.

## **Appendix 1**

Regular payments to be approved:

Vision ICT – Email services

Kyanite – Web Hosting

Wages and Salaries including HMRC

Verges/PROW invoices

Councillor Expenses – within approved budgets

Elsham Village Hall – Room Hire for Council meetings

Autella Payroll

Balfour – lease of Elsham Play Park land