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**METHERINGHAM PARISH COUNCIL**

**Chairman of the Council Cllr Mark Worthington**

John F Money Proper Officer; Tony Shaw RFO

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<http://parishes.lincolnshire.gov.uk/Metherringham/>

**NOTICE**

(Posted 5:30pm 23/05/2025)

**You are summoned to a Full Council Meeting of Metherringham Parish Council, which will be held in the Parish Council Office, High Street, Metherringham, LN4 3DZ on Wednesday 28<sup>th</sup> May 2025 at 6.30pm. There will be a public forum at 6.15pm prior to the meeting where members of the public, County and District Councillor's, together with any other members of public bodies present can make short statements of up to 3 minutes to the Members of the Parish Council for a period of 15 mins in total.**

*John F Money*

Signed: John F Money Temporary Clerk

Metherringham Parish Council High Street Metherringham LN4 3DZ

23<sup>th</sup> May 2025

**Public Forum**

**The Meeting will continue in formal session under Standing Orders.**

(In extenuating circumstances the Chairman may move the meeting out of formal session to allow a member of the public to speak)

**AGENDA**

**1. Chairmans opening remarks together with housekeeping issues..**

**a) Brief explanation of the content of the meeting.**

**2. To resolve to accept apologies for absence and reasons given in accordance with Local Government Act 1972 S85(1):**

**3. Members Declarations of Interests:**

- a. Members may make any declarations of interest at this point but may also make them at any point during the meeting in accordance with Metherringham Parish Councils Code of Conduct

- b. Dispensations: To consider and accept dispensation request received by the Proper Officer from relevant members in accordance with Metheringham Parish Councils Code of Conduct.
- c. Members are reminded to review and revise their declaration of interest form held by NKDC where any change of circumstances have occurred.

**4.To ratify the draft minutes of the following:** 1<sup>st</sup> May 2025 Annual Parish Council meeting and the Extraordinary Meeting held on the 14<sup>th</sup> May 2025 (Chairman to sign and date initialing each page)

**5.To propose to review all outstanding previously noted action matters arising from resolutions made over the last three years (which are not agenda items).**

**6. To discuss and review the situation with the road sweeper and ride on lawnmower.**

**7. Trees at Shiregate play park**

**8.Formation of committees:**

- a) Finance & Staffing
- b) Planning and Environment
- Events working group update

**9 Review of Standing Orders** (including the giving of apologies)

**10. Review of the Financial Regulations.**

**11. To review or replace all other policies and procedures** (including a revised Social Media policy).

**12. Financial matters:**

- a) Lloyds Bank accounts: MWO & the RFO to update Members.
- b) Unity Trust bank accounts including mandates and other issues: RFO to update.
- c) Accounts paid and outstanding.
- d) To discuss and resolve the revised asset register.
- e) To discuss and resolve the revised risk register.
- f) To resolve a budget sum for/and the implementation of the NKDC Monitoring Officers recommendations.
- g) To give officers the authority to deal to secure electrical and gas supply contracts at best VFM on the day of the offers are made rather than bringing it back to Council when the offers will have expired.

**13. Update on the Annual Internal Audit**

**14. *The Chairman will ask Members to resolve to move the meeting into closed session with the public and press excluded as set out in the Public Bodies (Admissions to Meetings) Act 1960, as amended by Section 12a of the Local Government 1972 for this particular occasion.***

**15. To discuss resolve staff holiday pay arrangements.**

**16. Date of the next meeting:**

### **How is the annual leave calculation done for irregular hours workers?**

For **annual leave years beginning on or after April 1, 2024**, an accrual method will be used to calculate holiday entitlement. This accrual method is based on a percentage (12.07%) of the actual hours worked in a pay period.

Holiday leave years beginning in January will **not see these changes** take effect until January 2025.

### **Where does the 12.07% come from?**

All workers in the UK are entitled to a **minimum of 5.6 weeks' holiday leave(28 days)**. When working out how much holiday an irregular or part-year worker has accrued, it is important to base this accrual on the statutory minimum to be legally compliant.

In a calendar year of 52 weeks, there are a total of 46.4 working weeks (52 minus 5.6); therefore, 5.6 weeks of leave is 12.07% of 46.4 working weeks.

***Please note that if your contracts of employment provide for more than 5.6 weeks holiday annually, the percentage you use to calculate holiday accrual for irregular or part-year workers may need to be adjusted.***