

## Metheringham Parish Council



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### Summons

Dear Councillor,

You are hereby summoned to attend an Extra Ordinary Meeting of Metheringham Parish Council, which will be held in the Parish Council Office, High Street, Metheringham, LN4 3DZ on **Tuesday 14<sup>th</sup> April 2026 at 6.30pm.**

Before the formal meeting commences there will be an Open Forum, commencing at 6:15pm, where members of the public and/or District/County Councillors can address the council. This will last a maximum of 15 minutes unless directed by the Chair of the Council.

Yours Sincerely,

*M Worthington*

Mark Worthington

Chair of Metheringham Parish Council

9<sup>th</sup> April 2026

### Chair's Welcome

A polite reminder that all meetings are conducted in keeping with the seven Nolan principles: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership.

Please place all mobile phones on silent.

Meetings may be recorded to assist with preparation of the minutes, but there will be no recording of closed sessions.

### Open Forum

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|----|---------------------------------------------------------------------|
| a) | To receive updates from District and County Councillors             |
| b) | To receive short statements or questions from members of the public |

### Agenda

- |    |                                                                                                                                                                                                                                           |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | To receive apologies from any members unable to attend the meeting                                                                                                                                                                        |
| 2. | To receive Declarations of Interest in any agenda items below and record any dispensations                                                                                                                                                |
| 3. | To adopt the minutes of the meetings on: <ul style="list-style-type: none"><li>• 24<sup>th</sup> February 2026</li><li>• 16<sup>th</sup> March 2026 (EOM)</li><li>• 16<sup>th</sup> March 2026 (Finance and Staffing Committee)</li></ul> |

|    |                                                                        |                                                                                                                |
|----|------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| 4. | To discuss the Interim Audit Report and agree an Action Plan           |                                                                                                                |
| 5. | Committees                                                             |                                                                                                                |
|    | a)                                                                     | To consider disbanding the Planning and Environment Committee                                                  |
|    | b)                                                                     | To adopt Terms of Reference for the Staffing Committee                                                         |
| 6. | To adopt the following policies, which supersede all previous versions |                                                                                                                |
|    | a)                                                                     | Standing Orders                                                                                                |
|    | b)                                                                     | Financial Regulations                                                                                          |
|    | c)                                                                     | Code of Conduct                                                                                                |
|    | d)                                                                     | Publication Scheme                                                                                             |
|    | e)                                                                     | Disciplinary Policy                                                                                            |
|    | f)                                                                     | Grievance Policy                                                                                               |
|    | g)                                                                     | Complaints Policy                                                                                              |
|    | h)                                                                     | Health and Safety Policy                                                                                       |
|    | i)                                                                     | Data Breach Policy                                                                                             |
|    | k)                                                                     | Document Retention Policy                                                                                      |
|    | l)                                                                     | IT Policy                                                                                                      |
|    | m)                                                                     | Privacy Policy                                                                                                 |
|    | n)                                                                     | Subject Access Request Procedure                                                                               |
|    | o)                                                                     | Security Compliance Checklist                                                                                  |
|    | p)                                                                     | To agree that all other policies (not listed above) are rendered obsolete until replacements have been drafted |
| 7. | Finance                                                                |                                                                                                                |
|    | a)                                                                     | To agree closure of all Lloyds Bank accounts                                                                   |
|    | b)                                                                     | To sign a bank mandate to remove John Money from Unity Trust Bank                                              |
| 8. | To receive quotes for Castillo play equipment                          |                                                                                                                |

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|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.                                                                 | To consider a quote of £1,590 plus VAT from EON to install a new street light column on Tennyson Close. This includes a fee of £305 to LCC for a road opening permit.             |
| 10.                                                                | To consider community group use of the parish chamber for holding meetings                                                                                                        |
| 11.                                                                | To agree a rota for covering the Parish Office                                                                                                                                    |
| 12.                                                                | To discuss the agenda for the Annual Parish Meeting on 1 <sup>st</sup> May 2026                                                                                                   |
| 13.                                                                | To consider the purchase of a work mobile phone for the Clerk at a cost of £75 (excl. VAT) for a Samsung Galaxy A06 handset. A PAYG monthly contract with O2 is £13.20 per month. |
|                                                                    | <b>To consider moving into a Closed Session to discuss the confidential matters below</b>                                                                                         |
| 14.                                                                | Staff Matters                                                                                                                                                                     |
|                                                                    | a) To consider rewriting the Clerk/RFO contract of employment                                                                                                                     |
|                                                                    | b) To agree overtime for the Clerk/RFO during the period April 1 <sup>st</sup> 2026 to 30 <sup>th</sup> June 2026                                                                 |
|                                                                    | c) To consider aligning the annual leave year for the Clerk'RFO and Handyperson with the council year, commencing 1 <sup>st</sup> April 2026.                                     |
|                                                                    | d) To consider a request from the Handyperson                                                                                                                                     |
|                                                                    | e) To discuss ongoing staffing matters                                                                                                                                            |
| <b>Next Meeting:</b> Tuesday 28 <sup>th</sup> April 2026 at 6:15pm |                                                                                                                                                                                   |