

Metheringham Parish Council



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Minutes of the Extra Ordinary Meeting on Tuesday April 14th 2026 at 6.15pm

Clerk/RFO: Tony Shaw

Present: Cllr M Worthington (Chair), Cllr C Redpath (Vice-Chair), Cllr A Stephenson, Cllr M Westerman, Cllr S Peek, Cllr D Taylor, Cllr J Gwilym, Cllr N Curwen

In Attendance: District Cllr Dave Parry, No members of the public

Public Forum

To receive updates from District and County Councillors

District Cllr Parry updated council on recent talks with Lincolnshire Police. North Kesteven remains a low crime area but this is reflected in the level of police resource that is allocated. All residents are encouraged to sign up for an alert service called Lincs Alert on website

<https://www.lincolnshirealert.co.uk/>

To receive short statements or questions from members of the public

Cllr Gwilym spoke as a member of the Police IAG group to advise that Metheringham is going to receive another PCSO or PC.

Minutes

1-2627 To receive apologies from any members unable to attend the meeting

Apologies received from Councillors R Grummit, R Castle and S Hunter-Leith

2-2627 To receive Declarations of Interest in any agenda items below and record any dispensations

None.

3-2627 To adopt the minutes of the meetings on:

- 24th February 2026
- 16th March 2026 (EOM)
- 16th March 2026 (Finance and Staffing Committee)

RESOLVED: All three sets of minutes adopted and signed by the Chair

4-2627 To discuss the Interim Audit Report and agree an Action Plan

RESOLVED: To accept the findings of the Internal Audit Report and adopt an Action Plan which contains all report recommendations. Progress against the Action Plan to be monitored at each meeting.

5-2627 Committees

a) To consider disbanding the Planning and Environment Committee

RESOLVED: To disband the Planning and Environment Committee

b) To adopt Terms of Reference for the Staffing Committee

RESOLVED: To adopt the Terms of Reference, as presented, with no changes

6-2627 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

The Financial Regulations contain the following thresholds:

Less than £5,000 – seek three estimates

£5,000 to £150,000 – three fixed price quotes

Over £150,000 = formal tenders

RESOLVED: All policies a) to o) adopted, as presented, with no changes.

RESOLVED: All other policies excluding those listed a) to o) are obsolete

7-2627 Finance

a) To agree closure of all Lloyds Bank accounts

Unity Trust Bank offer the facility to pay in cash (from the Community Hub) at a post office, rendering the Lloyds accounts obsolete.

RESOLVED: To close all Lloyds accounts.

b) To sign a bank mandate to remove John Money from Unity Trust Bank

RESOLVED: To remove John Money from Unity Trust Bank. A mandate was signed by two signatories.

8-2627 To receive quotes for Castillo play equipment

The council is in possession of one quote for supply and installation. Two further suppliers have been invited to quote for the same equipment. These are expected to be received in time for consideration at the meeting on 28th April 2026.

9-2627 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.

RESOLVED: The quote was accepted.

10-2627 To consider community group use of the parish chamber for holding meetings

Cllr Westerman advised council that the Community Hub have a meeting room which can accommodate up to 10 people and hired at a cost of £5 per hour.

RESOLVED: Community groups to be signposted to hire the room in the hub. Any meetings with more than 10 people can approach the council and will be considered on a case-by-case basis.

11-2627 To agree a rota for covering the Parish Office

RESOLVED: The Clerk will attend the Parish Office every Tuesday. A rota to be circulated to members, to ascertain volunteer availability to staff the office at other times.

12-2627 To discuss the agenda for the Annual Parish Meeting on 1st May 2026

RESOLVED: Clerk to contact all community groups with an invite to speak for three to five minutes each.

13-2627 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 SIM-only contract with O2 is £13.20 per month.

RESOLVED: To purchase a mobile phone for the Clerk.

To consider moving into a Closed Session to discuss the confidential matters below

RESOLVED: To move into a Closed Session.

14-2627 Staff Matters

a) To consider rewriting the Clerk/RFO contract of employment

RESOLVED: To rewrite the RFO contract to include holiday allowance instead of a paid uplift in-lieu of holiday. The Clerk contract to be rewritten once the Staffing Committee has completed its review of staffing structure.

b) To agree overtime for the Clerk/RFO during the period April 1st 2026 to 30th June 2026

RESOLVED: The (acting) Clerk/RFO is authorised to work unlimited overtime to 30th June 2026 to address the Internal Audit Action Plan. All overtime worked to be presented at each meeting for approval prior to payment.

c) To consider aligning the annual leave year for the Clerk/RFO and Handyperson with the council year, commencing 1st April 2026.

RESOLVED: The RFO and Handyperson to have a leave year commencing 1st April 2026.
The Clerk to record all annual leave taken.

d) To consider a request from the Handyperson

The handyperson has requested unpaid leave for a temporary period.

RESOLVED: The handyperson to submit a timesheet for hours worked and pay will be calculated accordingly, until such time as standard hours are resumed.

e) To discuss ongoing staffing matters

Council received an update from the Chair. No resolution necessary.

Next Meeting: Tuesday 28th April 2026 at 6:15pm

The meeting closed at 8:15pm