

## Metheringham Parish Council



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### Summons

Dear Councillor,

You are hereby summoned to attend the Annual Meeting of Metheringham Parish Council, which will be held in the Parish Council Office, High Street, Metheringham, LN4 3DZ on **Tuesday 26<sup>th</sup> May 2026 at 6.15pm.**

Before the formal meeting commences there will be an Open Forum 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.

Signed:

*T Shaw*

Tony Shaw

Clerk/RFO

20<sup>th</sup> May 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

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

### Agenda

1. Election of Chair
  - a) To elect a Chair for the year 2026/27
  - b) Chair to sign a Declaration of Office, or Council to resolve this can be done at a later time
2. To elect a Vice-Chair for the year 2026/27
3. To receive apologies from any members unable to attend the meeting
4. To receive Declarations of Interest in any agenda items below and record any dispensations
5. To adopt the minutes of the meetings on:
  - 28<sup>th</sup> April 2026
  - 19<sup>th</sup> May 2026 (EOM)

- 20<sup>th</sup> May 2026 (Staffing Committee)
6. To receive a report from the Clerk on items progressed since previous meetings, including the Internal Audit Action Plan
  7. Finance
    - a) To note any income received since the meeting on 28<sup>th</sup> April 2026
    - b) To note any internal bank transfers since the meeting on 28<sup>th</sup> April 2026
    - c) To ratify any payments made since the last meeting on 28<sup>th</sup> April 2026
    - d) To approve a Schedule of Payments
    - e) To approve a bank reconciliation to the end of April 2026
  8. Annual Governance – Committees  
To appoint at least 3 members to a Staffing Committee
  9. Annual Governance – Policies  
To note that Council adopted all key policies at its meeting on 28<sup>th</sup> April 2026
  10. Annual Governance – Finance and Risk
    - a) To review the bank mandate
    - b) To review any direct debits or standing orders
    - c) To review the Asset Register
    - d) To review the Council’s Insurance Cover
    - e) To review the Council’s S137 expenditure in 2025-26
    - f) To approve the Council’s CIL Return for 2025-26
  11. Annual Governance – Meeting Dates  
To agree meeting dates for the financial year 2026-27
  12. To approve Fayre & Feast expenditure on the following: (all prices exclude VAT)
    - a) A quote of £150 for a Street Organ
  13. To consider planning application 26/0397.FUL – The Cottage, Fen Lane, Metheringham
  14. Prince’s Street Play Park
    - a) To consider quotes for Wet Pour safety surfacing
    - b) To discuss further general repairs to play park equipment
    - c) To ratify a fee of £701 to apply for planning permission for the Castillo Play Tower
    - d) To consider engaging professional assistance with the planning application (cost TBC)
    - e) To consider a quote from the Play Inspection Company for the 2026 Annual Inspection
  15. To consider a grant application from Metheringham Scouts
  16. To consider a quote of £155 excl. VAT from EON to install an all-night photocell on a streetlight in Flintham Close
  17. Correspondence
    - a) To receive an enquiry from a toddler’s football group about use of the Pavillion
    - b) To receive feedback about parking issues near the Scout Hut
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**To consider moving into a Closed Session to discuss the confidential matters below**

18. To discuss an incident of unauthorized access to the Council's Facebook page
19. Staff Matters

**Next Meeting:** Tuesday 30<sup>th</sup> June 2026 at 6:15pm