

## **WEST BUTTERWICK PARISH COUNCIL**

Clerk: Clare Boyall  
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10 May 2026

Dear Councillor

You are hereby summoned to the Annual Full Council meeting of the West Butterwick Parish Council which will be held in the Fred Wooffitt Memorial Hall on **Monday 18 May 2026** immediately after the Annual Assembly meeting.

Yours faithfully

*C Boyall*

Clerk to the Council

This Council supports the right of anyone to record this meeting in so far as is possible within the constraints of the Council's meeting rooms, but advises that no one may disrupt the meeting in doing so. Anyone wishing to record the Council meeting should obtain the necessary legal advice to ensure they understand the rights of any members of the public who may be present who do not wish to be filmed or recorded.

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| <b>01/05/26</b> | <b>Public Participation Session</b><br>Members of the press and public are welcome to attend meetings of the Council under the Public Bodies (Admission to Meetings) Act 1960 as amended by Section 100A of the Local Government Act 1972, Schedule 12A. Questions may be put to the Council during the Public Participation Session (which will be conducted at 7.00 pm before the Council meeting) The time allocated to each speaker is 3 minutes on their given subject(s). After this time the press and public must refrain from speaking. |
| <b>02/05/26</b> | <b>Election of Chairman</b><br>To elect a Chairman of the Council.   |
| <b>03/05/26</b> | <b>Acceptance of Office</b><br>To sign and receive the Chairman's Acceptance of Office form.   |
| <b>04/05/26</b> | <b>Election of Vice Chairman</b><br>To elect a Vice Chairman of the council.   |
| <b>05/05/26</b> | <b>Apologies</b><br>To receive apologies and reasons for absence.  |
| <b>06/05/26</b> | <b>Declarations of Interest</b><br>To record any Declaration of Interest made by members in respect of items on this agenda (Members should identify the agenda item and type of interest being declared.)   |
| <b>07/05/26</b> | <b>Granting of Dispensations</b> (Code of Conduct, 2012)   |
| <b>08/05/26</b> | <b>Review of Declaration of Interest Forms</b><br>To receive any Change of Declaration of Interest forms.  |
| <b>09/05/26</b> | <b>Draft Minutes of the Full Council meeting held on 20 April 2026</b><br>To resolve the Draft Minutes of the Full Council meeting on 20 April 2026 (Copies of which have been previously circulated).   |
| <b>10/05/26</b> | <b>Chairperson's Items</b>   |

To note the Chairperson's report.

- 11/05/26 Clerk's Report**  
To note the Clerks Report (Matters in progress – for information only).
- 12/05/26 Financial Report**  
To receive the Financial Report and Accounts for Payment (Local government Act 1972 s151 & Accounts and Audit Regulations 2003 as amended 2006).
- 13/05/26 Internal Auditor's Report**  
To receive and consider the internal auditor's checklist report.
- 14/05/26 Annual Internal Auditor's Report**  
To receive and consider the annual internal Auditor's report.
- 15/05/26 Annual Governance Statement 2025/2026**  
To consider and approve the Annual Governance Statement.
- 16/05/26 Annual Accounting Statement 2025/2026**  
To receive and approve the Annual Accounting Statement.
- 17/05/26 Certificate of Exemption 2025/2026**  
To receive and approve the Audit Certificate of Exemption.
- 18/05/26 Finance Committee**  
To consider the Finance Committee.
- 19/05/26 Personnel Committee**  
To elect Personnel Committee members.
- 20/05/26 ERNLLCA District Committee Representatives**  
To Elect 2 representatives for the ERNLLCA District Committee.
- 21/05/26 Footpath Officer**  
To elect a Footpath Officer.
- 22/05/26 Snow Warden**  
To elect a Snow Warden.
- 23/05/26 Parish Council Representative to the Village Hall Committee**  
To elect a representative to the Village Hall Committee.
- 24/05/26 Standing Orders**  
To receive and approve the Standing Orders.
- 25/05/26 Financial Regulations**  
To receive and approve the Financial Regulations.
- 26/05/26 Finance Committee Terms of Reference**  
To review and approve the Finance Committee Terms of Reference.
- 27/05/26 Personnel Committee Terms of Reference**  
To review and approve the Personnel Committee Terms of Reference.
- 28/05/26 Risk Management Policy**  
To review and approve the Risk Management Policy.
- 29/05/26 Asset Register and Annual Inspection of Assets**  
To review and approve the Asset Register and consider the annual inspection of assets.



- 47/05/26 Subscriptions and Direct Debits**  
To review and approve the council's subscriptions and direct debits.
- 48/05/26 Councillor Attendance Record 2025/2026**  
To note the Councillor attendance record 2025/2026.
- 49/05/26 Playground Inspection**  
To receive the monthly report of the playground inspection.
- 50/05/26 Planning Decisions**  
To note that planning application PA/2026/50 has been granted.
- 51/05/26 Youth Engagement and Quality N Lincs Council**  
To receive a request from N Lincs Council to use the playing field on 25 August to site a Youth Van for 3 hours to engage with young people in the village.
- 52/05/26 Vehicle Speed Concerns**  
To receive and consider information from the Police following a meeting held in the Parish to consider speeding.
- 53/05/26 Litterbin Agreement 2026/2027**  
To receive and consider the litterbin agreement with N Lincs Council for 2026/2027.
- 54/05/26 Ward Councillor Report**  
To receive a report from the Ward Councillor.
- 55/05/26 Highways, Footpaths and Street Lighting**  
To allow Councillors to report any issues with highways, footpaths and street lighting.
- 56/05/26 Date and Time of Next Meeting**  
To note the date and time of the next meeting as Monday 22 June 2026 at 7 pm.

Payment Appendix

<b>Cheque</b>	<b>Recipient</b>	<b>Purpose</b>	<b>Nett Amount</b>	<b>VAT</b>	<b>Total</b>
101672	Staff	Salary May			Confidential
101673	C Boyall	Mileage	16.74	0	16.74
101673	C Boyall	Stationery	6.38	1.27	7.65
101674	HMRC	PAYE			Confidential
101675	Yards Apart	Grass Verges Cut 2	175.00	35.00	210.00
101676	CPRE	Best Kept Village 2026	40.00	0	40.00
101677	B Brooks	Internal Audit	350.00	0	350.00
DD	Sage One	Payroll Services	11.00	2.20	13.20