**SOUTH KYME PARISH COUNCIL**

Coronation Hall, High Street, South Kyme

7th May 2025

**NOTICE IS HEREBY GIVEN, and Members are summoned to attend** the **annual** meeting of South Kyme Parish Council to be held at the Coronation Hall, High Street, South Kyme on **Thursday 22nd May 2025 at 7.30 p.m.**

**Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.**

*James Nadin*

J Nadin

Parish Clerk **A G E N D A**

1. To elect a Chair of the South Kyme Parish Council and receive Acceptance of Office forms where necessary.
2. To elect a Vice-Chair of the South Kyme Parish Council.
3. Apologies for Absence: To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
4. To receive declarations of interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in agenda items not previously recorded on Members’ Register of Interests.
5. To consider any applications for co-option to the Parish Council as a councillor.
6. To approve as correct records the Minutes of the previous Parish Council meeting held on 20th March 2025 and to authorise the Chair to sign the official minutes.
7. To agree the Ordinary and Annual Meeting dates for 2025-26 (Proposed: 17th Jul, 25th Sep, 20th Nov, 15th Jan, 19th Mar. 21st May).
8. Appointments to committees: Kyme Eau Working Group; Staffing Committee.
9. To receive **brief reports** from Cllrs, the Parish Clerk, representatives of the council and of outside bodies (tabled):

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| **Representative** | **Body** | **Description** |
| Cllr D East | LCC | LCC update |
| Cllr M Head | NKDC | NKDC update |
| Parish Clerk[[1]](#footnote-1) | SKPC | Update on correspondence sent and received |
| Parish Clerk\* | SKPC | Outstanding Resolutions |
| Cllr T Kerr\* | SKPC RFO | Update on RFO issues |
| Cllr J Nadin\* | SK Community Speed Watch | Community Speed Watch Update |
| Mr A Chapman\* | SKPC IT Manager | Update on IT issues |

1. To review, update and approve the following Policies:
   1. Complaints Procedure.
   2. Financial Regulations Policy.
   3. Kyme Eau Working Group – Terms of Reference.
   4. Staffing Committee - Terms of Reference.
   5. Standing Orders.
2. To review and agree the Asset Register.
3. To review and agree insurance cover for 2025-26 in respect of all insurable risks.
4. Presentation of the year-end accounts 2024-25.
5. Presentation of the bank reconciliation for 2024-25.
6. To review and agree the 2024-25 Certificate of Exemption for the Annual Governance and Accountability Return (AGAR).
7. To present the Budget Monitoring Report and approve the Bank Reconciliation for the current financial period.
8. To authorise the signing of Accounts for Payment for the current financial period.
9. To discuss and agree actions relating to the children’s play area at SK Golf Club.
10. To receive any further reports from Councillors.
11. To note further agenda items and arrangements for the next meeting (Date Proposed 17th Jul 2025).

1. Standing agenda reports. [↑](#footnote-ref-1)