

AGENDA ATTACHMENTS/REPORTS 14.9.26

Please note that in accordance with statutory requirements it is important that you notify the Clerk as early as possible if you are unable to attend any meeting. This is to avoid an inadvertent casual vacancy arising through a Councillor's failure to attend a meeting for six months. Your reasons for absence should be given to the Clerk in order that the Council can make a decision on whether or not to approve the absence. Reasons for absence will be kept confidential as necessary, but it is a legal requirement that the minutes must record the Council's approval, or not, for absence, in accordance with Section 85 of the Local Government Act 1972 (as amended).

4. Notes of the meeting held on the 13th July 2026 (Gold paper)

5. Clerk's Report:

I have received an email from Mark Fuller resigning from the council due to the increasing demands of his professional commitments and the significant amount of travel involved.

6. Financial: (Green paper)

- a) Details of Income & expenditure to 31.8.26
- b) Hinckley & Rugby Building Society account information.
- c) Copy of a request from the Lincoln & Lindsey Blind Society for a financial contribution
- d) Copy of email from the external auditor.
- e) Internal Auditor's report **(Pink paper)**
- f) Lists of accounts paid **(Pink paper)**

7. Planning: (Yellow paper)

- a) Planning report to 9.9.26
- b) Copy of email re the Publication of the Central Lincolnshire Housing and Economic Land Availability Assessment

8. To receive reports and notes of meetings from Councillors: (Gold paper)

Amenities & Services Committee held on 20th July 2026

Facilities & Recreation Committee held on 21st July 2026

9. Village Hall:

Report from Cllrs Briggs/Fletcher at meeting

10. Council and Committees: (Cream paper)

- a) Proposal to Review Committee Responsibilities – See proposal

Committees:

Employment & Personnel

Governance & Finance

Facilities & Open Spaces

Heritage & Events

Village Hall

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meet only when sufficient agenda items once or twice a year

meet bi-monthly

meet quarterly

meet bi-monthly

- b) Revised copy of the Terms of Reference for the Village Hall Committee.

- e) Copies of email correspondence between Cllr Bailey and the Clerk

- f) Policies and documents for adoption: (Please read prior to the meeting)

Policies and documents for adoption:

New Environmental Policy 2026

Bereavement and Compassionate Leave Policy

Dignity at Work Policy

Disciplinary and Grievance policy

Information and Data Security Policy

Reserves Policy

Risk Assessment Policy

Whistleblowing Policy

Publication Scheme

Press and Media Policy

Review of Committee Structure and Responsibilities

Background

The Council has an opportunity to review the current allocation of responsibilities between its committees, with the aim of streamlining the committee structure and making more effective use of staff and Members' time.

It is proposed that consideration be given to transferring certain responsibilities currently dealt with by the **Amenities & Services Committee** to the **Facilities & Recreation Committee** and/or **Full Council**, as appropriate. It is further proposed that matters currently considered by the **Planning & Development Committee** could, where appropriate, be dealt with directly by **Full Council**.

Rationale

The primary objectives of the proposed changes are to:

- Reduce the number of committee meetings required throughout the year.
- Reduce staff time spent preparing for and attending meetings.
- Avoid duplication of discussion and decision-making between committees.
- Enable matters that are relatively straightforward or infrequent to be dealt with efficiently at Full Council.
- Ensure that appropriate Member oversight and financial controls remain in place.

Proposed Allocation of Responsibilities

The following arrangements are proposed for consideration:

Tree Warden

Reports from the Tree Warden could be presented to Full Council under the Planning section of the agenda, as and when required.

Footpaths Co-ordinator

A quarterly report could be presented to Full Council, providing Members with regular updates without the need for a separate committee consideration.

Highways Matters

Highways matters could be included as an agenda item at Full Council when there are matters requiring Member consideration or a Council decision.

Grass Cutting & Village Maintenance

Contracts could be awarded on a three-year basis by the Governance & Finance Committee, subject to the appropriate procurement procedures and available budgets. The relevant expenditure would continue to be monitored against the approved budgets.

Floral Displays

Floral display matters could either be included as an agenda item for Full Council or delegated to the Clerk, where appropriate. The work is now undertaken in-house by the Facilities Assistant, Cerys, and any expenditure would remain within the budget approved by Council.

Community Speed Watch

The administration and volunteer rotas are currently managed by the office, with no associated costs. It is therefore proposed that this continues to be managed administratively, without the need for routine committee consideration.

Neighbourhood Plan

Matters relating to the Neighbourhood Plan could be considered by Full Council as and when required.

Emergency Plan

Updates and matters relating to the Emergency Plan could be presented to Full Council as necessary.

Budgets

Existing budgets could be reviewed and, where necessary, realigned under alternative budget headings to reflect any changes in committee responsibilities. Any such changes would remain subject to the Council's normal financial procedures and approvals.

Financial and Administrative Implications

The proposed changes are intended to make more efficient use of Council resources by reducing the number of meetings and associated administrative and staff time.

There is not expected to be any significant additional financial impact. Where responsibilities are transferred between committees, existing budgets can be reviewed and realigned as necessary.

Recommendation to Full Council

Full Council is asked to consider and agree the proposed review of committee responsibilities and, subject to any amendments agreed at the meeting:

1. **That certain responsibilities currently falling within the remit of the Amenities & Services Committee be transferred to the Facilities & Recreation Committee, Full Council, or delegated to the Clerk, as outlined in this report.**
2. **That matters currently considered by the Planning & Development Committee be dealt with by Full Council, where appropriate, and that the existing committee is disbanded.**
3. **That the specific responsibilities outlined in this report be managed in accordance with the proposed arrangements.**
4. **That the Clerk be authorised to make any necessary administrative amendments to committee terms of reference, agendas, budget headings and related documentation to reflect the agreed changes, subject to any matters requiring separate Council approval.**
5. **That the revised arrangements be kept under review to ensure they continue to provide effective oversight while reducing unnecessary meetings and staff attendance.**
6. **That the Facilities & Recreation Committee is renamed as the Facilities & Open Spaces Committee.**