

AGENDA ATTACHMENTS/REPORTS 12.10.26

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 14th September 2026 (Gold paper)

5. Clerk's Report:

We have received notification that we will receive £1,776.19 CIL monies for the development at 77 Ryland Road

6. Financial: (Green paper)

- a) Details of Income & expenditure to 30.9.26
- b) Copy of accounts from the Lincoln & Lindsey Blind Society regarding their request for a financial contribution.
- c) External Auditor's report **(Pink paper)**
- d) Internal Auditor's report **(Pink paper)**
- e) Lists of accounts paid **(Pink paper)**

7. Planning: (Yellow paper)

Planning report to 6.10.26

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

Facilities & Recreation Committee held on 21st September 2026

Heritage & Events Committee held on 5th October 2026 – to follow

Welton Country Park (DIG) meeting held on 5th October 2026 – to follow

9. Village Hall:

Report at meeting if anything to update.

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

Policies and documents for adoption:

Acceptable Internet Use Policy

Safeguarding Policy

Social Media Policy

Staff Recruitment Policy

Training & Development for Staff and Councillors Policy

Review of Committee Structure and Responsibilities

A streamlined committee structure to make better use of Council resources and reduce the number of meetings.



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 certain responsibilities currently dealt with by the Amenities & Services Committee be transferred to the Facilities & Recreation Committee and/or Full Council, as appropriate. Matters currently considered by the Planning & Development Committee could, where appropriate, be dealt with directly by Full Council.



Rationale

The proposed changes aim 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 straightforward or infrequent matters to be dealt with efficiently at Full Council.
- ✓ Ensure appropriate Member oversight and financial controls remain in place.



Proposed Allocation of Responsibilities

The following arrangements are proposed for consideration:



To Full Council



Tree Warden

Reports as and when required, under the Planning section.



Footpaths Co-ordinator

Quarterly report, providing regular updates.



Highways Matters

Included on the agenda when consideration or a decision is needed.



Neighbourhood Plan

Considered as and when required.



Emergency Plan

Updates and matters presented as necessary.



To Facilities & Open Spaces Committee



Grass Cutting & Village Maintenance

Contracts awarded on a three-year basis (subject to procurement and budgets). Expenditure monitored against approved budgets.



Floral Displays

Include on Full Council agenda or delegate to the Clerk, where appropriate. Managed in-house by the Facilities Assistant, Cerys. Expenditure remains within approved budget.



To Governance & Finance Committee



Budgets

Review and realign existing budgets as necessary to reflect changes in responsibilities. Subject to normal financial procedures and approvals.



To Continue as Is



Community Speed Watch

Managed administratively by the office, with no associated costs. No routine committee consideration needed.



Financial and Administrative Implications



More efficient use of Council resources by reducing the number of meetings and associated administrative and staff time.



No significant additional financial impact expected. Where responsibilities are transferred between committees, existing budgets can be reviewed and realigned as necessary.



Recommendation to Full Council

Full Council is asked to:

- 1 Agree the transfer of certain responsibilities from the Amenities & Services Committee to the Facilities & Recreation Committee, Full Council, or the Clerk, as outlined in this report.
- 2 Agree that matters currently considered by the Planning & Development Committee be dealt with by Full Council, where appropriate, and disband the existing committee.
- 3 Manage the specific responsibilities outlined in this report in accordance with the proposed arrangements.
- 4 Authorise the Clerk to make necessary administrative amendments to committee terms of reference, agendas, budget headings and related documentation, subject to any matters requiring separate Council approval.
- 5 Keep the revised arrangements under review to ensure they provide effective oversight while reducing unnecessary meetings and staff attendance.
- 6 Rename the Facilities & Recreation Committee as the Facilities & Open Spaces Committee.