



NAVENBY

At the Heart of
the Lincolnshire
Cliffe Villages

The Venue, Grantham Road, Navenby, Lincoln LN5 0JJ

office@navenbypc.org.uk

Chairman: Mike Burt

Clerk: Andy Callander

Tel: 01522 811132

Dear Councillor

You are hereby summoned to join an **Annual General Meeting** of Navenby with Skinnand Parish Council to be conducted in the Parish Office at The Venue, on **Tuesday 5th May 2026 at 7.00pm**.

AGENDA

1. Chair's Welcoming Remarks.
2. Apologies for Absence - to receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting. And, in accordance with the requirements of the Localism Act 2011, consider any applications for dispensations in relation to pecuniary and/or prejudicial beneficial interests.
3. Election of Chairman – to elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office.
4. Election of Vice Chairman – to elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office.
5. To receive Declarations of Acceptance of Office and update Members' Disclosable Pecuniary and other interests of all Parish Councillors.
5. To review and approve Standing Orders and Financial Regulations.
6. To review and approve Portfolios (including Terms of Reference and assigned Councillors).
 - a. Planning (including tree conservation).
 - b. Highways (including Speed Indicator Devices).
 - c. Play Areas.
 - d. Cemetery.
 - e. Library.
 - f. Defibrillators.
 - g. Streetlamps.
7. To discuss and approve proposed Committees (including Terms of Reference and assigned Councillors).
 - a. HR.
 - b. Finance.
 - c. Grants (including Conflict of Interest Policy).
8. To approve appointment of the LALC internal auditor for FY26/27.
9. To review and approve Clerk/RFO responsibilities for governance, administration and financial management of the NPFA charity.
10. To review and approve dates, times and venue of PC monthly/committee meetings, and NPFA trustee meetings for 2026-2027.

Signed: Andy Callander (Parish Clerk)

Date: 27 April 2026