

Brigg Town Council



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BRIGG

North Lincolnshire
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To: The Town Mayor and Members of
Brigg Town Council

21st May 2025

You are hereby summoned to attend the **Annual Meeting** of **Brigg Town Council** to be held at **Angel Suite Ballroom, Exchange Place, Brigg DN20 8LD** on **Tuesday 27th May 2025 at 7 pm.**

Kerry Mc Grath

Kerry McGrath
Town Clerk, Brigg Town Council

Business to be transacted

Welcome by the Mayor of Brigg, Cllr Carl Sherwood. Cllr Sherwood will present representatives of his chosen charities with the money raised during his Mayoral Year 2024 – 2025. Cllr Sherwood will also give a summary of his Mayoral Year.

1. **a) To confirm the elected Mayor** of Brigg Town Council for 2025/2026
b) The elected Mayor to sign the declaration of office.
2. **a) To confirm the elected Deputy Mayor** of Brigg Town Council 2025/2026
b) The elected Deputy Mayor to sign the declaration of acceptance of office.
3. a) **To consider the suspension of the Meeting for the purpose of Prayer.**
b) **To Resolve that Standing Orders be reinstated**
4. **To receive apologies and reasons for absence**
5. a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.
b) To note any dispensations given to any member of the council in respect of the Agenda Items listed below.
6. **Public Participation** – Residents are invited to address the Council **but are reminded that the Council may be unable to provide answers, but issues raised may be added as a future agenda item.**
7. a) **To confirm** The Council's adoption of the North Lincolnshire Council Code. (attached)
b) **To Confirm** that all members have reviewed their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the North Lincolnshire Council Code of Conduct. **(Please do this before the meeting or confirm this will be done within 28 days of the meeting).**

8. **Policies & Procedures**

- i) **To review and confirm adoption of the new** Brigg Town Council standing orders.
- ii) **To review and reaffirm adoption of** the new model financial regulations.
- iii) **To review and reaffirm** Financial Jobs for Audit.
- iv) **To review and reaffirm** Internal Audit procedures
- v) **To review and reaffirm** the Brigg Community Emergency Plan

9. **To review and confirm** the 4 signatories for the bank mandate and two fiscally aware internal control councillors.

10 **To reaffirm** the Town Council is eligible to exercise the General power of competence.

11 **To confirm the schedule of meeting dates and times.**

Brigg Town Council – all starting at 7.15pm

Tuesday 24th June 2025

Tuesday 22 July 2025

Tuesday 23rd September 2025

Tuesday 28th October 2025

Tuesday 25th November 2025

Tuesday 27th January 2026– Budget setting meeting

Tuesday 24th February 2026

Tuesday 24th March 2026

Tuesday 28th April 2026

Case of Need meetings

Tuesday 26th August 2025

Tuesday 16th December 2025

Planning Committee – All starting at 6.45pm

Tuesday 24th June 2025

Tuesday 22 July 2025

Tuesday 23rd September 2025

Tuesday 28th October 2025

Tuesday 25th November 2025

Tuesday 27th January 2026

Tuesday 24th February 2026

Tuesday 24th March 2026

Tuesday 28th April 2026

12. **To confirm** the list of committees to be elected and to **appoint** members who will serve on each committee.

- i) Planning Committee (Five Members)
- ii) Personnel Committee (Five Members)

* The Complaints, Grievance, Appeals and Disciplinary Committees will comprise three members of the Personnel Committee, as required.

13. **To confirm** representatives to serve on the following outside bodies and working groups.

i) Outside Bodies

a) CPRE.

b) ERNLLCA

c) Neighbourhood Action Team

d) Parish & Town Council Liaison

e) Brigg Wheelers

f) Foundation Governors of SJN Trust

g) Brigg Community Partnership

- h) Brigg Flood Warden
- i) Brigg Snow Warden
- j) Brigg Community Emergency Plan members – 6 as per plan.

ii) Working Groups

- a) As resolved through Council business.

14. To receive any correspondence for information.

15. Minutes of previous meetings

- a) To **approve** the minutes of Brigg Town Council Tuesday April 22nd 2025, a true record.
- b) To **receive** an update on matters from the minutes not appearing anywhere on the agenda.
- c) To **approve** the minutes from Planning and Environment Committee on April 22nd 2025

16. Financial

- a) To **approve** the Payments for Brigg Town Council to 30th April 2025
- b) To **receive and note** the receipts, bank reconciliations to 30th April 2025 and budget monitoring report to 21st May 2025 **for information.**
- c) To **review and approve** the Asset Register to 27th May 2025
- d) To **review and approve** the Insurance Schedule for 2025 – 2026
- e) To **receive information and approve** annual financial support for Defib maintenance in Brigg

17. To receive the North Lincolnshire Council Ward Councillors report

18. To approve the amended Handy person contract tender specification for Clerk to redistribute.

19. To receive information and approve response for North Lincolnshire Council - Licensing act 2003 application for the grant of a premises licence – notice The Ramana Global Limited Monument Garage, Bigby Road, Brigg, North Lincolnshire, DN20 8HH.

20. To receive any councillor comments or requests and agree for future agenda items.

Kerry McGrath

**Clerk, Brigg Town Council
21st May 2025**