

Brigg Town Council



Town Council Office
The Angel Suite
Exchange Place
BRIGG

North Lincolnshire
DN20 8LD

Tel: 01652 659402

Mobile: 07584 315971

Email: enquiries@briggmarkettown.co.uk

To: The Town Mayor and Members of
Brigg Town Council

22nd May 2024

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 28th May 2024** on the rising of the Annual Brigg Town Meeting at 7 pm.

Kerry McGrath

Kerry McGrath
Town Clerk, Brigg Town Council

Business to be transacted

1. **a) To confirm the elected Mayor** of Brigg Town Council for the years 2023/24 and 2024/25
 - b) The elected Mayor to sign the declaration of office.
2. **a) To confirm the elected Deputy Mayor** of Brigg Town Council 2023/24 and 2024/25.
 - 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.
 - 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).**

9. **Policies & Procedures**
- i) **To review and confirm adoption of** the Brigg Town Council standing orders.
 - ii) **To review and confirm adoption of** the new model financial regulations.
 - iii) **To review and affirm** Financial Jobs for Audit.
 - iv) **To review and affirm** Internal Audit procedures
 - vi) **To confirm adoption of** Brigg TC Biodiversity Policy
10. **To review and confirm** the 4 signatories for the bank mandate and two fiscally aware internal control councillors.
11. **To confirm** the Town Council is eligible to exercise the General power of competence.
12. **To confirm** the schedule of meeting dates and times. – attached
13. **To confirm** the list of committees to be elected and to **appoint** members who will serve on each committee.
- i) Planning & Environment 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.
14. To **confirm** representatives to serve on the following outside bodies and working groups.
- I) Outside Bodies**
- a) C.P.R.E.
 - 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
- II) Working Groups**
- a) As resolved through Council business.
15. **To receive any correspondence** for information.
16. **Minutes of previous meetings**
- a) To **approve** the minutes of Brigg Town Council Tuesday April 23rd 2024, 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 23rd 2024 –
17. **Financial**
- a) To **approve** the Payments for Brigg Town Council to 30th April 2024
 - b) To **receive and note** the receipts, bank reconciliations to 30th April 2024 and budget monitoring report to 22nd May 2024 **for information.**
 - c) To **review and approve** the Asset Register to 28th May 2024
 - d) To **review and approve** the Insurance Schedule for 2024-2025
 - e) To **receive and consider** grant application from Brigg PCC

18. **Environment**

- a) To **receive an update** from the cemetery working group and **resolve matters arising**.

19. **D - Day Event 6th June 2024**

To receive an update and resolve any matters arising

20. **Planning – receive any planning applications within the town of Brigg and resolve comment for the Local Planning Authority. To include, where possible applications received after agenda issue.**

- a) [PA/2024/541 | North Lincolnshire Planning Portal \(northlincs.gov.uk\)](#) Outline planning permission to erect a dwelling, with all matters reserved for subsequent consideration, Land to the Rear of, 6 Bigby High Road, Brigg, DN20 9EZ.
- b) [PA/2024/437 | North Lincolnshire Planning Portal \(northlincs.gov.uk\)](#) Application to prune a horse chestnut tree in and subject to Tree Preservation (Brigg) Order 1971, 4 St Clares Walk, Brigg, DN20 8JS

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

Kerry McGrath

**Clerk, Brigg Town Council
22nd May 2024**