

# IRBY UPON HUMBER PARISH COUNCIL

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Dear Councillors,

7<sup>th</sup> May 2025

You are summonsed to attend the **Annual Meeting of Irby Upon Humber Parish Council** to be held on **Thursday 15<sup>th</sup> May 2025, Commencing 19.30 at St Andrews Church Hall, School Lane, Irby**

The business of the meeting is detailed below, please contact the Proper Officer prior to the meeting to offer your apologies if you are unable to attend.

The meeting is open to members of the public for public participation and there will be an opportunity for members of the public to address the council prior to the council meeting commencing.

## Public Participation

The time will be restricted to 15 minutes maximum unless the council decides otherwise. Items relating to matters on the agenda will be taken first and members of the public should note that decisions not on the agenda are unable to be resolved by the council.

Yours Faithfully

Vicky Haines

## AGENDA

- 2505/1     **Election of Chair**  
To elect a Chair for Irby Upon Humber Parish Council
- 2505/2     **Election of Vice- Chair**  
To elect a Vice-Chair for Irby Upon Humber Parish Council
- 2505/3     **Apologies**  
To note any apologies of absence
- 2505/4     **Declarations of interests / dispensations**
- a. Declarations of Interests, in respect to agenda items to be made and recorded in the minutes even if an interest has been declared on the register.  
**COUNCILLORS MUST DECLARE ANY AMENDMENT TO PECUNIARY INTERESTS WITHIN 28 DAYS**
  - b. For the Council to note any dispensations presented to the clerk prior to the meeting and their resolution.
- 2505/5     **Minute approval**  
To receive and approve as a true and correct record the minutes from the extra-ordinary meeting of the council that took place 2<sup>nd</sup> May 2025
- 2505/6     **Finances**  
To approve the following:
- a.       Schedule of payments to be paid in May 2025

- b. Finance reconciliation for April 2025 and for the council to agree the month end tallies with the bank statement

2505/7 **Policies**

To approve the following policies

1. Asset Register
2. Code of Conduct
3. Financial Regulations
4. Standing Orders
5. Publication Scheme
6. Data Protection Policy
7. General Privacy Notice
8. Document Retention Policy
9. Subject Access Request Procedure
10. Data Map

2505/8 **General correspondence**

To receive any correspondence

2505/9 **Agenda for next and future meetings**

To take note of any items for the next or future agenda.

2505/10 **Date of next meeting**

To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances):

TBC

- 2505/11 To resolve the exclusion of the Public & Press, under powers granted by the Local Government (Public Bodies Admission to Meetings) Act, section 1(2), owing due to the confidential nature of the business be discussed

2505/12 **Clerk Contract of employment**

To sign the Clerks contract of employment now the amendments have been made

2505/13 **Previous Clerks timesheet and final payment**

To approve the former clerks timesheet and final payment that is owed