

IRBY UPON HUMBER PARISH COUNCIL

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Dear Councillors,

3rd September 2025

You are summonsed to attend the **Ordinary Meeting of Irby Upon Humber Parish Council** to be held on **Thursday 11th September 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

- 2509/1 **Apologies**
To note any apologies of absence
- 2509/2 **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.
- 2509/3 **Minute approval**
To receive and approve as a true and correct record the minutes from the ordinary meeting of the council that took place 10th July 2025
- 2509/4 **Finances**
To approve the following:
- a. Schedule of payments that were paid in August 2025 including 6 hours overtime
 - b. Schedule of payments that are to be paid in September 2025
 - c. Finance reconciliations for July 2025 and August 2025 and for the council to agree the month end tallies with the bank statements
- 2509/5 **Customer Commitment**
To consider adopting the North East Lincolnshire policy 'Customer Commitment' document

- 2509/6 **PKF Littlejohns AGAR exemption**
To consider completing the AGAR exempt certificate for the 2024/2025 audit and approve the publication document
- 2509/7 **Document retention policy**
To consider adopting the updated document retention policy
- 2509/8 **Parish Councillor Cooption**
To consider any received councillor application forms
- 2509/9 **General correspondence**
To receive any correspondence
- 2509/10 **Agenda for next and future meetings**
To take note of any items for the next or future agenda.
- 2509/11 **Date of next meeting**
To confirm the date, time and location of the next meeting(s) as (subject to any change in circumstances):

Ordinary of the council, Thursday 13th November 2025 @ St Andrews Church Hall, 19:30