



Scotter Parish Council

The Clerk for the meeting: Kyela Mathieson

First Floor – Scotter Village Hall, Scotton Road, Scotter,
DN21 3SA

Tel: 07739312997

E/Mail Clerk@scotter-pc.gov.uk

Dear Councillor

You are hereby summoned to attend the Parish Council meeting of Scotter Parish Council on **11 May 2026** at **7pm** at Scotter Village Hall. The meeting will consider the items set out below.

Before the meeting there will be a public session to enable the people of Scotter, Susworth and Scotterthorpe to ask questions of and make comments, regarding the Parish Council. Questions not answered in this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. The time will be restricted to 15 minutes maximum unless the council proposes a motion to extend this time and it is agreed and passed.

Kyela Mathieson Clerk to the Parish Council and Responsible Finance Officer (RFO).

Date of issue 6 May 2026

Public Question Time

This section is not part of the formal meeting of the council and minutes will not be produced.

[Public Bodies \(admissions to meetings\) Act 1960 s 1 extended by the LG Act 972 s 100](#)

Annual Parish Council Meeting Agenda

- 1 Election of the Chairperson for the year commencing May 2026 and declaration to be signed.**
- 2 Election of the Vice Chair for the year commencing May 2026.**
- 3 Apologies for Absence**
[Schedule 12 of the Local Government Act 1972](#) requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under [Section 85\(1\) of the Local Government Act 1972](#), members present must decide whether the reason(s) for a member's absence are accepted.
- 4 To receive declarations of interest** under the [Localism Act 2011](#) being any pecuniary interest in agenda items not previously declared on the members register of interest and any written requests for dispensations.
- 5 Appointments to Parish Council and review and appropriate Terms of Reference**
 - a) Flooding Working Group

- b) Personnel Committee
- c) Speed Watch Working Group
- d) Parson's Working Group

6 Annual Procedure and Financial Review

- a) Standing Orders
- b) Financial Regulations
- c) Agree pre-approved payments list and review of subscriptions to outside bodies
- d) Confirm approved cheque signatories and 2 person online authorisation
- e) Review Internal Control Statement and Risk Assessments
- f) Review of S137 spending
- g) Review Asset Register
- h) Review Councillor training requirements

7 To review and consider policies

- a) Complaints Policy (new)
- b) Data Protection Policy
- c) Social Media Policy

8 To approve as a true record the Full Parish Council Meeting minutes held on 20 April 2026 and sign accordingly by the chair.

9 Clerks Report and update on outstanding matters

10 Correspondence Items for noting

Update from Lincolnshire Police and Local Policing Awards – circulated by email 22/04/2026
LALC News – Circulated by email 27/04/2026
Lincolnshire Police Update – circulated by email 05/05/26
LCC Town and Parish Council Newsletter April 2026– circulated by email 05/05/26

11 River Eau/Flooding Matters

12 To receive and consider the applications for Parish Council Community Grants and agree any outcome.

13 Parsons Update

- a) Review the tree maintenance report and agree any actions.
- b) Consider bench quotes.

14 To review and approve the financial accounts for year ending 2025/26. To received the Internal Audit report and consider any recommendations.

15 To complete and sign by the Chair the Annual Governance and Accountability Return for the financial year ending 2025/26.

16 Urgent Highways or Maintenance Matters

17 Agenda next meeting – to take any items from members

18 To Confirm Date of Next Meeting – 15 June 2026