

## **SILK WILLOUGHBY PARISH COUNCIL**

### **PARISH CLERK**

Denise Gascoyne 82 Ermine Street ANCASTER NG32 3QP

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24 July 2025

Dear Councillor,

You are hereby summoned to attend the meeting of **SILK WILLOUGHBY PARISH COUNCIL** to be held on **31 July 2025** in the Village Hall at **7.00pm**

**Prior to the commencement of the meeting there will be a 10-minute Public Forum when members of the public may address or put questions to the Parish Council on any matter connected with the Agenda, or for inclusion on a future Agenda. They are welcome to stay for the remainder of the meeting but can take no further part in proceedings.**

Denise Gascoyne  
Parish Clerk

1. Chair's Welcome and Housekeeping Arrangements.
2. **Apologies for absence** To receive and accept apologies where valid reasons for absence have been given to the Parish Clerk prior to the meeting.
3. **Declarations of Interest** To receive Declarations of Interest under the Localism Act 2011 – being any pecuniary or non-pecuniary interest in Agenda items not previously noted on Members' Register of interests and any written requests for dispensation.
4. **To approve and accept** as a true record the notes of the meeting of the Parish Council held on **29 May 2025** and to authorise the Chair to sign the official minutes.
5. **Report from County Cllr Whitaker and District Cllr Jackson**
6. **Chair Update**
  - a. Update on Village Clock
  - b. Update on Post Office Rent to include request to share costs on drawing up contract for Post Office.
  - c. To discuss Notice Board London Road/Horseshoes

## **7. Parish Clerk Update**

- a. To confirm Item 8 Dog Bin Gorse Lane has been removed from the Asset Register and new Asset List has been circulated (7a)
- b. To confirm White Gates had been cleaned on 18 June 2025.
- c. To confirm new gov.uk email addresses will be Chair@ and Clerk@

## **8. Finance**

- a. To resolve to approve and accept Bank Reconciliations and Cashbooks to 31 May and 30 June 2025 circulated to all Cllrs and Chair to sign (8a)
- b. To resolve to approve and accept Payments as per Approval List circulated to all Cllrs and authorise Cllrs to sign the cheques.
- c. Update on Savings Accounts – one matures August 2025
- d. To confirm Lloyd's account has now been closed and reimburse Chair for charges.

## **9. Policies**

- a. To review and adopt the following policies which have been circulated to all Cllrs.
  - Financial Regulations

## **10. Village Hall**

- a. Update Charity Commission
- b. Receipts and Payments account – circulated to all Cllrs.

## **11. Correspondence**

- a. LALC e-news – circulated to all Cllrs.
- b. LALC Annual Report 2024-2025.
- c. Police and Parish Council Briefing Session 16.09.25
- d. LALC Training Bulletin

## **12. Date of Next Meeting**

- a. To confirm the date of the next Parish Council meeting as **25 September 2025** at 7.00pm in the village hall.

## **13. To resolve to exclude the media, press, and members of the public from the meeting in accordance with S.1(2) Public Bodies (Admission to Meetings) Act 1960 due to the confidential nature of business to be transacted regarding staffing matters**

- Clerk's Appraisal.
- To appoint interviewing committee

