

FENTON & TORKSEY LOCK PARISH COUNCIL – AGENDA

To: All Members of Fenton & Torksey Lock Parish Council

Please consider yourself summoned to the **Ordinary Meeting of Fenton & Torksey Lock Parish Council on Monday 23rd February 2026 at 7.00 pm**. The meeting will be held in the White Swan, Torksey Lock, for the purpose of transacting the following business:

***Public Forum:** To receive verbal or written comments and views from the public for consideration at future meetings together with reports from outside agencies.*

Please note any issues raised cannot be discussed at this meeting but will be added to the agenda for the next meeting or replied to via post or email.

Members of the public are expected to be polite, civil and respectful at all times during the meeting.

Questions or statements in writing should be submitted to the Clerk by noon on the day of the meeting – email: clerk@fentonandtorkseylock-pc.gov.uk

AGENDA

1. CHAIRMANS WELCOME

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS – To receive declarations of interest in respect of matters in this agenda.

4. MINUTES - To consider and resolve to:

- i. Approve the Minutes of the December General meeting of the Council and the two Extraordinary meetings held 26th January 2026
- ii. Address any matters arising
 - a) Facebook page
 - b) Footpaths
 - c) Other matters

5. CLERK UPDATES

6. BUSINESS MATTERS FOR CONSIDERATION – To consider and review:

- i. Clerk Job Description & Contract of Employment
- ii. 2024/25 AGAR
- iii. Speed Camera for Torksey Lock
- iv. Parish Grass cutting contract
- v. Donation to Kettlewell grass cutting
- vi. Review, approval & Adoption of Policies – documents circulated prior to meeting
 - a. Standing Orders
 - b. Code of Conduct
 - c. Financial Regulations
 - d. Internal Controls
 - e. Publication scheme
 - f. Document retention
- vii. Audit & Risk Assessment – documents circulated prior to meeting

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- viii. LALC subscription
- ix. LALC Internal Audit
- x. LALC Training scheme
- xi. Clerk SLCC membership
- xii. Noticeboards
- xiii. Newsletter
- xiv. Asset Register

7. FINANCIAL REPORTS – To receive the financial report and approve payments.

- i. RFO report
- ii. Approve payments as on payment approval form
- iii. Bank access for Clerk

8. PLANNING MATTERS – To consider applications and responses to planning matters – circulated prior to meeting.

9. CORRESPONDENCE – circulated prior to meeting

10. ONGOING MINOR ITEMS AND AGENDA ITEMS FOR THE NEXT MEETING

11. DATE OF NEXT MEETING – To resolve to note the date of the next Ordinary meeting as March