



North Hykeham Town Council

Minutes of the Annual General Meeting of the Town Council 2026
on Thursday 14th May 2026 at 6pm

Councillors Present: A Cruickshanks, K Harrison, G Killingsworth, C Nnamdi, T Ogden, D Rawson, E Smith, KG Sampson, YS Sampson, R Sylvester, P Wray

In Attendance: Mrs M Parker (Town Clerk)
Mrs E Whittle (Deputy Clerk)
Mrs G Culverwell (Deputy Clerk)
Cllr T Dyer (LCC)

1. Election of Chair of the Council/Mayor and signing of the Acceptance of Office

Cllr Nnamdi was nominated to be Chair of the Town Council (Mayor) 2026/27.

It was **RESOLVED** that Cllr Catherine Nnamdi be elected as the Chair of the Town Council (Mayor) for the council year 2026/27. Cllr Nnamdi duly signed her Acceptance of Office, before chairing the remainder of the meeting.

As Cllr Lofts was not present at the meeting, the presentation of a Past Mayor's pendant would be made to him at the next available Town Council meeting.

2. Election of Vice Chair of Council (Deputy Mayor) and signing of the Acceptance of Office.

Cllr Killingsworth was nominated to be Vice Chair of the Town Council (Deputy Mayor) 2025/26.

It was **RESOLVED** that Cllr Geoff Killingsworth be elected as Vice Chair of the Town Council (Deputy Mayor) for the council year 2026/27. Cllr Killingsworth duly signed his Acceptance of Office.

3. Apologies for absence and acceptance of reasons given to the Clerk prior to the meeting.

Apologies of absence and reasons given were presented for Cllrs Holt, Lofts, Stewart and Roe. Members noted that apologies had been received from NKDC Cllrs Clarke and Pessol, and LCC Cllr Woodruff.

It was **RESOLVED** to accept apologies of absence and reasons given from Cllrs Holt, Lofts and Roe.

4. Receipt of any Declaration of Members' Interest under the Localism Act 2011.

No Declarations were made. The Chair reminded Members that Declarations could be made under each separate agenda item should they arise.

5. Declaration of eligibility for the General Power of Competence

The Town Clerk advised Members that the Council no longer met the criteria for eligibility to use the General Power of Competence, as currently only 9 Members were declared elected Members (at the last ordinary elections) and the requirement is for 2/3 of the council to be elected Members.

It was **RESOLVED** to that the council cannot use the General Power of Competence for 2026/2027.

6. Review and consideration to accept of the Councillors' Attendance at Meetings Register 2026/26.

Members reviewed the information contained within the Register of Councillors Attendance at Meetings for the council year 2025/26.

It was **RESOLVED** to accept the register as a true record of Members' attendance.

7. Consideration to adopt the Standing Orders, Financial Regulations and Financial Controls, and Code of Conduct as reviewed and recommended by the Finance and Policy Committee.

The Council's Code of Conduct, Standing Orders, and Financial Regulations and Financial Controls had all been reviewed by the Finance and Policy Committee and recommended that there were no changes required to any of the documentation.

It was **RESOLVED** that there were no changes required to the council's Standing Orders, Financial Regulations, and Code of Conduct.

8. Review of the Council's Statutory Committees and Sub-Committees structure, to include review of the Terms of Reference (TORs) and the ratification of membership with regards to the following Statutory Committees and Sub-Committees: a) Community & Planning Committee, b) Estates & Operations Committee, c) Finance & Policy Committee, d) Personnel Sub Committee

Members reviewed the Terms of Reference for Town Council, Statutory Committees, and sub-committees and agreed there were no changes required. The proposed membership of each Statutory Committee and sub-committee was also reviewed.

It was **RESOLVED** to adopt the proposed Terms of Reference (TORs) for Statutory Committees and sub-committees.

It was **RESOLVED** that the membership of each Statutory Committee and sub-committee for 2026/27 would be: -

Community & Planning Committee

Cllr Cruickshanks	Cllr Lofts	Cllr Lovejoy
Cllr Ogden	Cllr Rawson	Cllr K Sampson
Cllr S Sampson	Cllr Smith	Cllr Stewart
Cllr Sylvester	Cllr Wray	

Non-Councillor Members

Alan Phillipson	
Mark Reynolds	Sophie Reid

Estates and Operations Committee

Cllr Cruickshanks	Cllr Harrison	Cllr Holt
Cllr Killingsworth	Cllr Lofts	Cllr Ogden
Cllr Rawson	Cllr Roe	Cllr S Sampson
Cllr Stewart	Cllr Sylvester	Cllr Wray

Finance & Policy Committee

Cllr Cruickshanks	Cllr Holt	Cllr Killingsworth
Cllr Lofts	Cllr Nnamdi	Cllr Roe
Cllr K Sampson	Cllr Wray	

Personnel Sub-Committee

Cllr Holt	Cllr Killingsworth	Cllr Nnamdi
Cllr Roe	Cllr Wray	

9. To confirm the continued payment of all regular direct debits in respect of services and contract agreements, as recommended by the Finance & Policy committee

Members reviewed the list of regular direct debits and verified they were still relevant in respect of the provision of services and/or contract agreements.

It was **RESOLVED** that the town council continues to meet the demands of the regular direct debits (as listed in Appendix 1 to the Minutes of this meeting).

10. To fill/confirm vacancies on outside bodies.

The Chair confirmed that the following positions held on outside bodies by the Town Council as: -

North Hykeham War Memorial and Playing Fields Trust – 2 positions

Cllr Cruickshanks

Cllr Wray

North Hykeham Town Twinning Association – 2 positions

No Members appointed

Cllr Rawson enquired whether any correspondence or discussions had been received from the Twinning Association regarding the retention of two Council representatives on the Association. The Clerk confirmed that no such communication had been received since she had requested copies of the Minutes, as requested by the town council.

It was **RESOLVED** to confirm Councillors Cruickshanks and Wray as representatives on the North Hykeham War Memorial and Playing Fields Trust

It was **RESOLVED** that the council advised the North Hykeham Town Twinning Association that there would be no councillor representatives appointed to their group at this time.

The meeting closed at 6.15pm.

Appendix 1 – Direct Debit and regular payments list as of 14th May 2026

Company	Frequency	Detail
Electricity		
nPower	Monthly	Unmetered street light electricity
Total Energies	Monthly	Electricity - Civic Offices
Total Energies	Monthly	Electricity - Hub
Total Energies	Monthly	Electricity - Village Green
Gas		
Total Energies	Monthly	Gas - Civic Offices
Total Energies	Monthly	Gas - Hub
Water		
Wave/Anglian Water	Quarterly	Water - Civic Offices
Wave/Anglian Water	Bi-annual	Water - Hub
Wave/Anglian Water	Quarterly	Water - Village Green
Wave/Anglian Water	Monthly	Water - Cemetery
Phones & Broadband		
Vodafone	Monthly	Mobile phones
BT (Cloud)	Monthly	Broadband and Cloud Voice
Employee costs		
Peninsula	Monthly	HR Employment Services
Peninsula	Monthly	EAP
NEST	Monthly	Pensions
Salaries	Monthly	Staff salaries
HMRC	Monthly	PAYE/NI
Vehicle Costs		
RCI Finance	Monthly	Vehicle leasing FY71 DDN
Radius Velocity (UK Fuels)	Weekly	Fuel Cards
Other Costs		
PHS	Quarterly	Sanitary disposal - Civic Offices
PHS	Quarterly	Sanitary disposal - Hub
Air IT	Monthly	Managed Services
Adobe	Monthly	Acrobat Pro
Canva	Monthly	Canva subs
Apogee	Quarterly	Photocopier hire and print costs
Rialtas	Annual	Rialtas Web
Rialtas	Annual	Omega Annul Support
Rialtas	Annual	Cemeteries Module support
Rialtas	Annual	Purchase Order module support
Rialtas	Annual	Making Tax Digital
Sage 50	Annual	Payroll software
Root Studio	Annual	Website support