



North Hykeham Town Council

Minutes of the Annual General Meeting of the Town Council 2025
on Thursday 8th May 2025 at 6pm

Councillors Present: M Bennie, N Blanchard, C Briggs, A Cruickshanks, J Holt, R Johnston, G Killingsworth, FW Lee, M Lofts, A Marshall, C Nnamdi, D Rawson, SP Roe, K Sampson, YS Sampson, P Wray

In Attendance: Mrs M Parker (Town Clerk)
Mrs G Culverwell (Deputy Clerk)
Miss L Appleyard (Assistant Clerk)

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

Cllr Lofts was the only nomination for Chair of the Town Council (Mayor) 2025/26.

It was **RESOLVED** that Cllr Matt Lofts be elected as the Chair of the Town Council (Mayor) for the council year 2025/26. Cllr Lofts duly signed his Acceptance of Office, before chairing the remainder of the meeting.

Cllr Lofts presented Cllr K Sampson with a Past Mayor's pendent and gave thanks to him for his 3 consecutive years as Chair and Mayor. Cllr S Sampson was presented with a bouquet of flowers as thanks for continued support as Mayoress for the past year.

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

Cllr Nnamdi was the only nominee for Vice Chair of the Town Council (Deputy Mayor) 2025/26.

It was **RESOLVED** that Cllr Catherine Nnamdi be elected as Vice Chair of the Town Council (Deputy Mayor) for the council year 2025/26. Cllr Nnamdi duly signed her Acceptance of Office.

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

It was **RESOLVED** to accept apologies of absence and reasons given from Cllr Ogden. It was noted that apologies had been received from NKDC Cllrs Clarke and Pessol, and LCC Cllr Woodruff.

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

No Declarations were made. The Chair confirmed 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 still met the criteria for eligibility to use the General Power of Competence, as currently 13 Members were declared elected Members (at the last ordinary elections). She also confirmed she is a suitably trained Clerk, being CiLCA qualified.

It was **RESOLVED** that the Town Council continued to use of the General Power of Competence, as per the Localism Act 2011.

6. Review and consideration to accept of the Councillors' Attendance at Meetings Register 2024/25.

Members reviewed the information contained within the Register of Councillors Attendance at Meetings for the council year 2024/25.

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 and amended to meet with new legislative requirements by the Finance and Policy Committee. There were no changes recommended for the Code of Conduct. Members discussed the changes and recommendations as prepared by the F&P committee and the Clerk for changes to the Financial Regulations and Standing Orders.

It was **RESOLVED** to adopt the (unchanged) Code of Conduct, and to accept and adopt the recommended changes to Standing Orders and Financial Regulations.

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, e) Strategic Planning Sub Committee

Members discussed the Terms of Reference for Town Council, Statutory Committees, and sub-committees. The Town Council traditionally operated its committee structure with two thirds of the council being on each of its statutory committees, to ensure it carries out the delegated powers of the Council fairly and democratically. As more than 12 Members had selected to be on two of the committees, Members discussed the council's requirements and agreed that the two thirds was a minimum requirement but should more than 12 councillors wish to be on a committee this would be welcomed by the Council.

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

It was **RESOLVED** that the Strategic Planning sub-committee would now become a working party, which would report directly into Town Council.

It was **RESOLVED** that the membership of each Statutory Committee and sub-committee for 2025/26 would be: -

Community & Planning Committee

Cllr Bennie	Cllr Blanchard	Cllr Cruickshanks
Cllr Harrison	Cllr Holt	Cllr Johnston
Cllr Lee	Cllr Lofts	Cllr Marshall
Cllr Ogden	Cllr Rawson	Cllr K Sampson
Cllr S Sampson	Cllr Wray	

Non-Councillor Members

Malcolm Biddulph	Alan Phillipson
Mark Reynolds	Michael Watts

Estates and Operations Committee

Cllr Blanchard	Cllr Briggs	Cllr Cruickshanks
Cllr Harrison	Cllr Holt	Cllr Killingsworth
Cllr Lee	Cllr Lofts	Cllr Marshall
Cllr Ogden	Cllr Rawson	Cllr Roe
Cllr S Sampson	Cllr Wray	

Finance & Policy Committee

Cllr Blanchard	Cllr Briggs	Cllr Cruickshanks
Cllr Holt	Cllr Johnston	Cllr Killingsworth
Cllr Lee	Cllr Marshall	Cllr Nnamdi
Cllr Roe	Cllr K Sampson	

Personnel Sub-Committee

Cllr Blanchard	Cllr Holt	Cllr Killingsworth
Cllr Nnamdi	Cllr Roe	

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 Twinning Association – 2 positions

Cllr Bennie
Cllr Lee

North Hykeham War Memorial and Playing Fields Trust – 2 positions

Cllr Cruickshanks
Cllr Roe

Cllr Roe expressed that he wished to step down from his position on the North Hykeham War Memorial and Playing Fields Trust. Cllr Wray expressed an interest to take on the role.

It was **RESOLVED** that Cllr Wray replace Cllr Roe on the North Hykeham War Memorial and Playing Fields Trust.

The meeting closed at 7.20pm.