



T **BRIGG TOWN COUNCIL**

BRIGG TOWN COUNCIL
S04 The Angel
Market Place
Brigg
DN20 8LD

clerk@briggtowncouncil.gov.uk
www.briggtowncouncil.gov.uk

14th May 2026

The Town Mayor and Members of
Brigg Town Council

You are hereby summoned to attend the **Annual Meeting** of **Brigg Town Council** to be held at **Angel Suite Ballroom, Exchange Place, Brigg DN20 8LD** on **Tuesday 19th May** on the rising of the Annual Town Meeting that starts at **6.30 pm**.

Kerry Hutchings

Kerry Hutchings
Town Clerk, Brigg Town Council

Prayers led by Keith Simpson

Business to be transacted

Welcome by the Mayor of Brigg, Cllr Penny Smith. Cllr Smith will present representatives of her chosen charities with the money raised during her Mayoral Year 2025/2026.

1. **a) To confirm the elected Mayor** of Brigg Town Council for 2026/2027
 - b) The elected Mayor to sign the declaration of office.
2. **a) To confirm the elected Deputy Mayor** of Brigg Town Council 2026/2027
 - b) The elected Deputy Mayor to sign the declaration of acceptance of office.
3. **To receive apologies and reasons for absence**
4.
 - a) To Record any Declarations of Interest by any member of the council in respect of the agenda items listed below. Members declaring interests should identify the Agenda Item and the type of interest being declared.
 - b) To note any dispensations given to any member of the council in respect of the Agenda Items listed below.
6. **Public Participation** – Residents are invited to address the Council **but are reminded that the Council may be unable to provide answers, but issues raised may be added as a future agenda item.**
7. a) **To confirm** The Council's adoption of the North Lincolnshire Council Code.
 - b) **To Confirm** that all members have reviewed their Register of Declared Interests, in accordance with the Localism Act 2011 and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and the North Lincolnshire Council Code of Conduct. **(Please do this before the meeting or confirm this will be done within 28 days of the meeting).**

8. **Policies & Procedures**

- i) **To review and confirm adoption of** the Brigg Town Council standing orders.
- ii) **To review and reaffirm adoption of** the model financial regulations.
- iii) **To review and reaffirm** Financial Jobs for Audit.
- iv) **To review and reaffirm** Internal Audit procedures
- v) **To review and reaffirm** the Brigg Community Emergency Plan.
- (vi) **To review and reaffirm the** GDPR policy

9. **To review and confirm** the 4 signatories for the bank mandate and two fiscally aware internal control councillors.

10 **To reaffirm** the Town Council is eligible to exercise the General power of competence.

11 **To confirm the schedule of meeting dates and times.**

Brigg Town Council – all starting at 7.15pm

Tuesday 23rd June 2026

Tuesday 28th July 2026

Tuesday 22nd September 2026

Tuesday 27th October 2026

Tuesday 24th November 2026

Tuesday 26th January 2027 – Budget setting meeting

Tuesday 23rd February 2027

Tuesday 23rd March 2027

Tuesday 27th April 2027

Case of Need meetings

Tuesday 25th August 2026

Tuesday 22nd December 2026

Planning and Environment Committee – All starting at 6.45pm

Tuesday 23rd June 2026

Tuesday 28th July 2026

Tuesday 22nd September 2026

Tuesday 27th October 2026

Tuesday 24th November 2026

Tuesday 26th January 2027

Tuesday 23rd February 2027

Tuesday 23rd March 2027

Tuesday 27th April 2027

Case of Need meetings

Tuesday 25th August 2026

Tuesday 22nd December 2026

12. **To confirm** the list of committees to be elected and to **appoint** members who will serve on each committee.

- i) Planning Committee (Five Members)
- ii) Personnel Committee (Five Members)

* The Complaints, Grievance, Appeals and Disciplinary Committees will comprise three members of the Personnel Committee, as required.

13. **To confirm** representatives to serve on the following outside bodies and working groups.

I) Outside Bodies

a) C.P.R.E. – Cllr Kitching

b) ERNLLCA – Cllr Waltham and Riggall

c) Neighbourhood Action Team Cllrs Waltham and C Sherwood

- d) Parish & Town Council Liaison Cllr Waltham
- e) Foundation Governors of SJN Trust – Cllrs Smith and Gibbons
- g) Brigg Flood Warden Cllr C Sherwood
- h) Brigg Snow Warden Cllr Waltham
- i) Brigg Community Emergency Plan – Mayor, Clerk, Chair of Planning and 3 available

ii) **Working Groups**

- a) As resolved through Council business.

14. **To receive any correspondence** for information.
15. **Minutes of previous meetings**
 - a) To **approve** the minutes of Brigg Town Council Tuesday April 28th, 2026, a true record.
 - b) To **receive** an update on matters from the minutes not appearing anywhere on the agenda.
 - c) To **approve** the minutes from Planning and Environment Committee on April 28th 2026
16. **Financial**
 - a) To **approve** the Payments for Brigg Town Council to 30th April 2026
 - b) To **receive and note** the receipts, bank reconciliations to 30th April 2026 and budget monitoring report to 30th April 2026 **for information.**
17. **To receive the North Lincolnshire Council Ward Councillors report**
18. **Remembrance** – to receive information on Poppy Cascade and GOBO and **resolve matters arising.**
19. **War Graves Project** – To receive information and resolve matters arising.
20. **Blood Pressure Training** - To receive information and resolve matters arising.
21. **To receive** any councillor comments or requests and **agree** for future agenda items.
22. **To confirm the date and time** of next Brigg Town Council meeting as Tuesday 23rd June 2026 at 7.15pm
23. **Planning**
 - a) [PA/2026/486 | North Lincolnshire Planning Portal](#) Listed Building Consent for 7 Market Place for a change of use of the building from commercial Use Class E to residential Use Class C3(a) and external and internal alterations, 7 Market Place, BRIGG, DN20 8ES
 - b) [PA/2026/512 | North Lincolnshire Planning Portal](#) Planning permission for 7 Market Place for a change of use of the building from commercial Use Class E to residential Use Class C3(a) and external and internal alterations., 7 Market Place, BRIGG, DN20 8ES
 - c) [PA/2026/117 | North Lincolnshire Planning Portal](#) Planning permission to change the use of warehouse one (Use Class B8) to manufacturing (Use Class B2), Rocal Ltd, Atherton Way, Ancholme Business Park, Brigg, DN20 8AR

Kerry Hutchings

**Clerk, Brigg Town Council
14th May 2026**