



02/04/24

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 8<sup>th</sup> April 2024 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.

A maximum 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk/RFO

## Agenda

### Chair's address

#### **2023/4-197 - Apologies for absence**

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

#### **2023/4-198 - Declarations of interest.**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

#### **2023/4-199 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 11<sup>th</sup> March & 25<sup>th</sup> March 2024 and to authorise the Chair to sign the official minutes.

#### **2023/4-200 - Clerk**

- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To co-opt any interested parties.

#### **2023/4-201 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee



- b) To note the Bank balances as of 31st March 2024
- c) To resolve to agree to the payments for March 2024 and to note the income for March 2024
- d) To resolve to agree the recommendation of the Committee for the budget review

#### **2023/4-202- Open Spaces Committee**

- a) To receive a report from the Chair of the Committee

#### **2023/4-203 Carters Park Working Party**

- a) To resolve to agree to form a working party to further the investigation and collate information regarding the status.

#### **2023/4-204 - Planning, Properties, Emergency and Speeding Committee**

- a) To receive the report from the Chair of the Committee
- b) To request volunteers to assist with the SID's

#### **2023/4-205 - Events & PR Committee –**

- a) To receive the report from the Chair of the Committee

#### **2023/4-206 Policies**

- a) To resolve to agree the following policies as recommended by the Finance & Admin Committee
  - i. Asset disposal policy
  - ii. Financial regulations
  - iii. Financial risk assessment
  - iv. Fixed asset capitalisation policy
  - v. Fixed asset policy
  - vi. Grant application form
  - vii. Grant awarding policy
  - viii. Members expenses policy
  - ix. Procurement policy
  - x. Reserves policy
  - xi. Cash & Cheque handling policy
  - xii. GRNI Process
  - xiii. Reserves Policy
  - xiv. IT Policy
  - xv. Publication Scheme
- b) To resolve to agree the following policies as recommended by the HR, H & S and Data Protection Committee
  - i. Appraisal Form – probation review
  - ii. Capability Procedure
  - iii. Flexible Working Hours policy
  - iv. Health & Safety Policy
  - v. Councillor-Officer protocol



- vi. Recruitment and selection Policy
- vii. Reference Policy
- viii. Staff appraisal policy
- ix. Employee Handbook
- x. Volunteer Policy
- xi. Data Breach Procedure
- xii. Data Protection Policy
- xiii. General Privacy Notice
- xiv. Training & Development Policy
- xv. CCTV Impact Assessment
- xvi. CCTV Policy
- xvii. Abusive, persistent or Vexatious complaints
- xviii. Public Complaints & Concerns procedure
- xix. Policy on handling Freedom of Information requests

- c) To resolve to agree the following policies of the Events & PR Committee
  - i. Community Engagement & Communication Policy

- d) To resolve to agree the following policies as recommended by the Open Spaces Committee
  - i. Allotment application form
  - ii. Allotment Rules & Regulations
  - iii. Cemetery Fees
  - iv. Cemetery Rules & Regulations
  - v. Memorial Application Form
  - vi. Memorial Policy and Regulations
  - vii. Monthly Playground inspection form
  - viii. Play Equipment Policy
  - ix. Scattering of Ashes Policy
  - x. Tree & log policy
  - xi. Monument plaque application form

- e) To resolve to agree the following policies as recommended by the PPES Committee
  - i. Planning response policy

- f) To resolve to agree the following:
  - i. Standing Orders
  - ii. Councillor Code of Conduct
  - iii. Code of Conduct Complaint Form



### **2023/4-207– Meetings**

- a) The next meeting of the Council will be on Monday 13<sup>th</sup> May 2024 at 19:00 at Methodist Hall Albert Walk, Holbeach

**To resolve to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted**

### **2023/4-208 Properties**

- a) To resolve to agree the cost of the building survey for the Chapels and to then apply for funding
- b) To receive an update on the Football Club Lease
- c) To resolve to agree to obtain quotes for Pavilion roof

### **2023/4-209 Storage**

- a) To resolve to agree the storage of equipment

### **2023/4-210 Battlefields**

- a) To discuss and resolve to agree the cost of legal advice regarding Battlefields

### **2023/4-211 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the way forward with an ongoing staff issue
- c) To resolve to agree the office hours as per the recommendation of the Committee