

07/05/2024

**NOTICE IS HEREBY GIVEN**, and Members are summoned to attend the Annual meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 13<sup>th</sup> May 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

## **AGENDA**

### **2024/5-001 - To elect a Chairman of the Council**

### **2024/5-002 - To elect a Vice-Chair of the Council**

### **2024/5-003 - Apologies for absence**

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

### **2024/5-004 - 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.

### **2024/5-005 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 8<sup>th</sup> April 2024 & 23<sup>rd</sup> April 2024 and to authorise the Chair to sign the official minutes.

### **2024/5-006 - Clerk**



- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt

#### **2024/5-007 Policy**

- a) To resolve to agree the Key Holding & Security policy as recommended by the Council's insurers
- b) To resolve to agree the Lone Working Policy
- c) To resolve to agree the Holiday Entitlement Policy
- d) To resolve to agree the Stress Management Policy as recommended by LALC

#### **2024/5-008 Terms of Reference**

- a) To resolve to agree the TOR for Finance & Admin Committee
- b) To resolve to agree the TOR for Open Spaces Committee
- c) To resolve to agree the TOR for PPES Committee
- d) To resolve to agree the TOR for Events & PR Committee
- e) To resolve to agree the TOR for HR, H & S & Data Protection Committee

#### **2024/5-009 - Finance & Admin Committee**

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the Finance & Admin Committee
- c) For the members of the Committee to elect a Chair
- d) To note the Bank balances as of 30<sup>th</sup> April 2024 as follows:  
Account ending **4844** £1,830.76 Account ending **5394** £13,467.12  
Account ending **01PC** £544,769.27
- e) To resolve to agree the grant application as recommended by the Committee
- f) To receive the intermediate internal audit report

#### **2024/5-010 - Open Spaces Committee**

- a) To receive a report from the outgoing Chair of the Committee
- b) To elect members to the Open Spaces Committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree to hold a meeting of the Carters Park Charity
- e) To resolve to agree the request of Holbeach Christmas Lights to place lights in the trees in the Churchyard bordering Church Street

#### **2024/5-011 - PPES Committee**

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the PPES committee
- c) For the members of the Committee to elect a Chair

#### **2024/5-012 - Events & PR Committee –**

- a) To receive the report from the outgoing Chair of the committee
- b) To elect members to the Events & PR Committee

- c) For the members of the Committee to elect a Chair

**2024/5-013- HR, Health and Safety and Data Protection Committee**

- a) To elect members to the HR, H & S & data Protection Committee
- b) For the members of the Committee to elect a Chair

**2023/4-014 – Appointments to other bodies**

- a) Holbeach United Charities (2)
- b) To resolve to agree to reduce the appointments to the Holbeach Farmer Education Foundation to two
- c) Holbeach farmer Education Foundation (2)
- d) Voluntary Car Service (1)

**2024/5-015 – Meetings**

- a) The next meeting of the Council will be on Monday 10<sup>th</sup> June 2024 at Holbeach Hurn Village Hall at 19:00
- b) To resolve to agree the meeting dates for the next Council year

**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**

**2024/5-016 - HR, Health and Safety and Data Protection Committee**

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

**2024/5-017 – Properties**

- a) To resolve to agree the way forward with a Council property
- b) To resolve to agree the security arrangements at a Council property