

**Minutes of the Annual meeting of Holbeach Parish Council on Monday 13th May 2024 at 19:00 Coubro Chambers, Holbeach.**

|                                     | In attendance   | Apologies given | Non-Attendance |
|-------------------------------------|---|-----------------|----------------|
| <b>Holbeach Parish Council,</b>     | Cllrs: P Savory R Stevens, L Jordan, S Bailey, T Wiltshire, R Flood; P Howden; I Hutchinson; P Ward & S Hutchinson<br><br>Clerk: Jan Hearsey<br>Deputy Clerk: Becky Brothwell |                 |                |
| <b>Public including Councillors</b> | 4 public<br>1 press   |                 |                |

*Chair Cllr R Stevens opened the meeting at 19:02 and instated Standing Orders*

**2024/5-001 - To elect a Chairman of the Council** - Cllr Rick Stevens was proposed, seconded and **duly elected** Chair of the Council (Cllrs: L Jordan; S Bailey; R Flood; P Howden; T Wiltshire; P Savory; P Ward; voted in favour: Cllrs: S Hutchinson & I Hutchinson voted against )

**2024/5-002 - To elect a Vice-Chair of the Council** – Cllr Tim Wiltshire was proposed, seconded and **duly elected** Vice - Chair of the Council (Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory & P Ward voted in favour: Cllrs S Hutchinson & I Hutchinson voted against)

**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.

None

**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.



2024/5-010 (d) Non pecuniary interests Cllrs: L Jordan; S Bailey; I Hutchinson; S Hutchinson; R Stevens; T Wiltshire; P Ward

2024/5-009 (e) Pecuniary interest Cllr R Flood, Clerk has granted a dispensation

### 2024/5-005 - Minutes

It was **resolved** 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 – see appendix a
- b) To receive an update on vacancies – see appendix a
- c) To review paperwork submitted for co-option(s) and it was **resolved** to agree to co-opt Sandra Ball

### 2024/5-007 Policy

- a) It was **resolved** to agree the Key Holding & Security policy as recommended by the Council's insurers delegated decision to next PPES Committee meeting. (Cllr S Ball abstained: Cllrs S Hutchinson; I Hutchinson; P Ward; P Savory; T Wiltshire; R Stevens; P Howden; R Flood; S Bailey; L Jordan voted in favour
- b) It was **resolved** to agree the Lone Working Policy
- c) It was **resolved** to agree the Holiday Entitlement Policy
- d) It was **resolved** to agree the Stress Management Policy as recommended by LALC ( Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward voted in favour: Cllrs S Ball & S Hutchinson voted against: Cllr I Hutchinson abstained)

### 2024/5-008 Terms of Reference

- a) It was **resolved** to agree the TOR for Finance & Admin Committee – (Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward, S Ball voted in favour: Cllr S Hutchinson & I Hutchinson voted against)
- b) It was **resolved** to agree the TOR for Open Spaces Committee – (Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward, voted in favour: Cllr S Hutchinson & S Ball voted against, Cllr I Hutchinson abstained)
- c) It was **resolved** to agree the TOR for PPES Committee
- d) It was **resolved** to agree the TOR for Events & PR Committee - ( Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward voted in favour: Cllrs S Ball, I Hutchinson & S Hutchinson voted against:)
- e) It was **resolved** to agree the TOR for HR, H & S & Data Protection Committee -(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward, S Ball voted in favour: Cllr S Hutchinson voted against & I Hutchinson abstained)

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

- a) To receive the report from the outgoing Chair of the Committee – see appendix b
- b) To elect members to the Finance & Admin Committee Cllrs R Stevens -(Cllrs: L Jordan; S Bailey; R Flood; P Howden; T Wiltshire; P Savory; P Ward, S Hutchinson &

- I Hutchinson voted in favour: Cllr S Ball abstained): Cllr T Wiltshire -(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward voted in favour: Cllrs S Hutchinson voted against & I Hutchinson & Cllr S Ball abstained) Cllr R Flood -(Cllrs: L Jordan; S Bailey; P Howden; R Stevens; T Wiltshire; P Savory; P Ward, S Hutchinson & I Hutchinson voted in favour: Cllr S Ball abstained) were **duly elected**
- c) For the members of the Committee to elect a Chair – Cllr R Stevens was proposed, seconded and **duly elected** as Chair of the committee
- 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 – it was proposed, seconded and **agreed** to amend the agenda item to include to resolve to agree the payments for April of £21,715.35. -(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward voted in favour: Cllrs S Hutchinson & I Hutchinson voted against: Cllr S Ball abstained) It was **resolved** to agree the payments of £21,715.35 --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward voted in favour: Cllrs S Hutchinson & I Hutchinson voted against: Cllr S Ball abstained) - see appendix c
- e) It was **resolved** to agree the grant application as recommended by the Committee for Holbeach Bank FC for £400 subject to Council receiving page 1
- f) To receive the intermediate internal audit report Cllr R Stevens thanked the Clerk/RFO for the report– see appendix d

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

- a) To receive a report from the outgoing Chair of the Committee see appendix e
- b) To elect members to the Open Spaces Committee - Cllrs L Jordan; S Bailey & R Flood were proposed, seconded and **duly elected** as members of the committee
- c) For the members of the Committee to elect a Chair - Cllr R Flood was proposed, seconded and **duly elected** as Chair of the committee
- d) It was **resolved** to agree to hold a meeting of the Carters Park Charity
- e) It was **resolved** to agree the request of Holbeach Christmas Lights to place lights in the trees in the Churchyard bordering Church Street – check what type of lights and check with PCC

### 2024/5-011 - PPES Committee

- a) To receive the report from the outgoing Chair of the Committee – None received
- b) To elect members to the PPES committee - Cllrs S Ball; P Howden; P Ward & T Wiltshire --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward; S Ball voted in favour: Cllrs S Hutchinson & I Hutchinson abstained) were proposed, seconded and **duly elected** as members of the committee
- c) For the members of the Committee to elect a Chair – Cllr P Howden was proposed, seconded and **duly elected** as Chair of the committee

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

- a) To receive the report from the outgoing Chair of the committee - None received
- b) To elect members to the Events & PR Committee - Cllrs L Jordan; S Bailey; S Ball & T Wiltshire --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward; S Ball voted in favour: Cllrs S Hutchinson voted against & I Hutchinson abstained) were proposed, seconded and **duly elected** as members of the committee
- c) For the members of the Committee to elect a Chair – Cllr T Wiltshire was proposed, seconded and **duly elected** as Chair of the committee

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

- a) To elect members to the HR, H & S & data Protection Committee - Cllrs R Flood --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward; S Ball; I Hutchinson voted in favour: Cllrs S Hutchinson abstained) : P Howden --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward; S Ball voted in favour: Cllrs S Hutchinson & I Hutchinson abstained) S Ball & T Wiltshire --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; P Savory; P Ward; S Ball voted in favour: Cllrs S Hutchinson & I Hutchinson voted against) were proposed, seconded and duly elected as members of the committee
- b) For the members of the Committee to elect a Chair - Cllr R Flood was proposed, seconded and **duly elected** as Chair of the committee

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

- a) Holbeach United Charities (2) – Cllr: I Hutchinson was **appointed** --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory; P Ward: S Hutchinson: S Ball voted in favour: Cllr R Stevens abstained)
- b) It was **resolved** to agree to reduce the appointments to the Holbeach Farmer Education Foundation to two
- c) Holbeach farmer Education Foundation (2) – Cllrs P Ward & S Hutchinson were **appointed**; ( 3 members put their names forward: Cllr P Ward --(Cllrs: L Jordan; S Bailey; R Flood; P Howden; R Stevens; T Wiltshire; P Savory voted in favour: Cllrs S Hutchinson & I Hutchinson abstained: Cllr S Ball against: Cllr I Hutchinson – Cllrs S Hutchinson; R Flood & S Ball voted in favour: L Jordan; S Bailey: P Howden; R Stevens; T Wiltshire; P Savory; P Ward abstained – Cllr S Hutchinson – Cllrs R Flood; I Hutchinson; S Ball & L Jordan voted in favour; Cllrs P Ward; P Savory; T Wiltshire R Stevens; P Howden & S Bailey abstained.
- d) Voluntary Car Service (1) – None

#### 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) It was **resolved** to agree the meeting dates for the next Council year -see appendix f



**It was resolved 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**

*Open meeting closed at 20:36  
Closed meeting opened at 20:44*

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

- a) To receive a report from the outgoing Chair of the Committee – a report highlighting data protection issues was received.

*At 21:00 the Chair took a vote to continue the meeting past two hours which was **agreed***

**2024/5-017 – Properties**

- a) It was **resolved** to agree the way forward with a Council property as to pass to PPES committee with all collated information.
- b) It was **resolved** to agree the security arrangements at a Council property as to go ahead with one taking advice from the Council’s insurers.

*Meeting closed at 21:10*

Signed Chair.....Date.....

**Appendix a**

The office has been very busy dealing with a number of Freedom of Information requests. The audit has been finalized and will be on next month’s agenda for approval by Council. We have the precept monies and these have been transferred to CCLA. Another reminder to members regarding Data Protection training, this has been paid for by Council.

- Town Ward = 5
- Hurn Ward = 2
- Drove Ward = 1

**Appendix b**

Finance report 7th May 2024

The monthly meeting was held of the 7th May with only 1 item to report to full council is the internal auditors report.

Any issues the auditor reported were corrected within 24 hours. The auditor praised the clerk and thanked her for making his job a lot easier in what has been a busy year.



I'm sure that members of the full council thank the clerk as I have.

**Appendix c**

**Bank Accounts - Details and Current Balances** Start of year 01/04/24

Account Type : Ordinary

| Account Name               | Account Type | Account Number | Sort Code | Last Reconciled Date | Last Reconciled Balance £ | Current Balance £  |
|----------------------------|--------------|----------------|-----------|----------------------|---------------------------|--------------------|
| 1 Barclays Current Account | Ordinary     | ****4844       | 20-80-78  | 30/04/24             | 3,030.00                  | 1,830.76           |
| 2 Barclaycard              | Ordinary     | *****2372      |           | 31/03/24             | 0.00                      | 0.00               |
| 3 Barcays Saver account    | Ordinary     | ****5394       | 20-80-78  | 30/04/24             | 13,467.12                 | 13,467.12          |
| 4 CCLA                     | Ordinary     | *****0001PC    |           | 30/04/24             | 545,789.51                | 545,789.51         |
| <b>TOTAL</b>               |              |                |           |                      |                           | <b>£561,087.39</b> |



**Holbeach Parish Council**  
**Expenditure transactions - approval list**

Start of year 01/04/24

Supplier totals will include confidential items

| No  | Payment Reference | Gross            | Heading  | Invoice date | Details  | Invoice      |
|-----|-------------------|------------------|----------|--------------|--|--------------|
| 777 | bcard240514       | £18.98           | 4250     | 20/03/24     | Amazon - Black Bags  | 190SZABEI    |
| 852 | bcard240514       | £17.99           | 4080     | 09/04/24     | Amazon - Archive Boxes for Cemetery Paperwork                | WOABEI       |
| 853 | bcard240514       | £15.67           | 4080     | 09/04/24     | Amazon - Archive container                                   | 5UABEI       |
|     |                   | <b>£52.64</b>    |          |              | Amazon - Total   |              |
| 851 | bcard240514       | £8.70            |          | 12/04/24     | Branch Bros - Pins for tractor shed                          |              |
|     | 2                 | £8.70            | 4458     |              | Pins for tractor shed  |              |
|     |                   | <b>£8.70</b>     |          |              | Branch Bros - Total  |              |
| 856 | 240514dts         | £600.00          |          | 30/04/24     | DTS - Locking up April                                       |              |
|     | 1                 | £300.00          | 4405/250 |              | Locking up April   |              |
|     | 3                 | £300.00          | 4406     |              | Locking up April   |              |
|     |                   | <b>£600.00</b>   |          |              | DTS - Total  |              |
| 822 | 240514edg         | £1,649.52        | 4100     | 11/04/24     | EdgeIT - software for 12 months                              | 37790        |
|     |                   | <b>£1,649.52</b> |          |              | EdgeIT - Total   |              |
| 825 | 240514fe          | £842.50          | 4310/220 | 01/04/24     | Farmer Education - Rent 1/2 yearly Battlefields              | 180324       |
|     |                   | <b>£842.50</b>   |          |              | Farmer Education - Total                                     |              |
| 863 | 240514gre         | £308.88          | 4215/250 | 30/04/24     | Greenzone - Bins Park Road                                   | 413367       |
|     |                   | <b>£308.88</b>   |          |              | Greenzone - Total  |              |
| 827 | 240514icc         | £100.00          | 4110     | 01/04/24     | ICCM - Annual fee  | 5076/2024/25 |
|     |                   | <b>£100.00</b>   |          |              | ICCM - Total   |              |
| 857 | 240514lalc        | £12.50           | 4520     | 23/04/24     | LALC - Emergency training                                    | 14788        |
|     |                   | <b>£12.50</b>    |          |              | LALC - Total   |              |
| 858 | 240514lcm         | £1,357.80        |          | 30/04/24     | Lincolnshire Commercial Maintenance - Grass cutting April 24 |              |
|     | 1                 | £244.80          | 4275     |              | Grass cutting April 24                                       |              |
|     | 2                 | £270.00          | 4270/285 |              | Grass cutting April 24                                       |              |
|     | 3                 | £225.00          | 4270/280 |              | Grass cutting April 24                                       |              |
|     | 4                 | £162.00          | 4285     |              | Grass cutting April 24                                       |              |
|     | 5                 | £244.80          | 4280     |              | Grass cutting April 24                                       |              |
|     | 6                 | £211.20          | 4270/255 |              | Grass cutting April 24                                       |              |

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_



**Holbeach Parish Council**  
**Expenditure transactions - approval list**

Start of year 01/04/24

Supplier totals will include confidential items

| No  | Payment Reference | Gross            | Heading                                     | Invoice date | Details                                       | Invoice    |
|-----|-------------------|------------------|---|--------------|---|------------|
|     |                   | <b>£1,357.80</b> | Lincolnshire Commercial Maintenance - Total |              |   |            |
| 830 | 240514met<br>h    | £30.00           | 4075  | 08/04/24     | Methodist Church - Hall hire 08/04            | 080424     |
|     |                   | <b>£30.00</b>    | Methodist Church - Total                    |              |   |            |
| 831 | bcard24051<br>4   | £37.08           | 4100  | 03/04/24     | Microsoft - 365 admin                         | E0800RLNZW |
| 832 | bcard24051<br>4   | £70.56           | 4100  | 03/04/24     | Microsoft - 365 Clirs                         | E0800RLGUE |
|     |                   | <b>£107.64</b>   | Microsoft - Total                           |              |   |            |
| 776 | bcard24051<br>4   | £98.40           | 4100  | 26/03/24     | Moneysoft Ltd - Renewal of payroll software   | 326850     |
|     |                   | <b>£98.40</b>    | Moneysoft Ltd - Total                       |              |   |            |
| 854 | bcard24051<br>4   | £10.03           | 4080  | 10/04/24     | Nyalkaran Ltd - A4 Diary for Apprentice Clerk | 69743      |
|     |                   | <b>£10.03</b>    | Nyalkaran Ltd - Total                       |              |   |            |
| 859 | 240514pas         | £120.00          | 4435/350                                    | 22/04/24     | Personnel Advice & Solutions Ltd - April 24   |            |
|     |                   | <b>£120.00</b>   | Personnel Advice & Solutions Ltd - Total    |              |   |            |
| 876 | 240514plat        | £208.00          | 4685  | 30/04/24     | Platinum Cleaning - Cleaning April 24         |            |
|     |                   | <b>£208.00</b>   | Platinum Cleaning - Total                   |              |   |            |
| 834 | 240514sav         | £390.00          | 4310/230                                    | 05/04/24     | Savills - 1/2 year rent Northons Lane         | 907501     |
|     |                   | <b>£390.00</b>   | Savills - Total                             |              |   |            |
| 372 | bcard             | £41.16           | 4060  | 13/08/23     | Sky Business - Landline & internet            | 130823     |
| 747 | bcard             | -£41.16          | 4060  | 01/03/24     | Sky Business - Landline & internet            | 130823     |
|     |                   | <b>£0.00</b>     | Sky Business - Total                        |              |   |            |
| 844 | 240514sc          | £23.00           | 4685  | 01/04/24     | Spalding Cleaning - Window cleaning March 24  | 160324     |
| 845 | 240514sc          | £23.00           | 4685  | 13/04/24     | Spalding Cleaning - Window cleaning April 24  | 130424     |
|     |                   | <b>£46.00</b>    | Spalding Cleaning - Total                   |              |   |            |
| 818 | 240514sja         | £221.76          | 4801/502                                    | 01/04/24     | St John Ambulance - Christmas fayre Dec 23    | SP23009755 |
|     |                   | <b>£221.76</b>   | St John Ambulance - Total                   |              |   |            |
| 778 | bcard24051<br>4   | £142.16          | 4080  | 26/03/24     | Stinky Ink - Ink cartridges                   | 136202     |

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_





Holbeach Parish Council

Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No           | Payment Reference | Gross            | Heading                   | Invoice date | Details   | Invoice  |
|--------------|-------------------|------------------|---------------------------|--------------|---|----------|
|              |                   | <b>£142.16</b>   | Stinky Ink - Total        |              |   |          |
| 788          | bcard240514       | £18.37           | 4455/200                  | 19/03/24     | Tanner Trading - Jeyes Fluid - Park Team            | 1689     |
|              |                   | <b>£18.37</b>    | Tanner Trading - Total    |              |   |          |
| 850          | bcard240514       | £19.28           | 4690                      | 03/04/24     | Tesco - Tea, coffee etc                             | 030424   |
|              |                   | <b>£19.28</b>    | Tesco - Total             |              |   |          |
| 861          | 240514ud          | £283.25          | 4610                      | 25/04/24     | Unipart Dorman - 2 x SID mounting plates            | 20273320 |
|              |                   | <b>£283.25</b>   | Unipart Dorman - Total    |              |   |          |
| 819          | 240514weg         | £154.00          |                           | 05/04/24     | West End Garage - Diesel                            |          |
|              | 1                 | £100.10          | 4460                      |              | Diesel  |          |
|              | 2                 | £53.90           | 4461                      |              | Diesel  |          |
| 820          | 240514weg         | £86.00           |                           | 09/04/24     | West End Garage - Petrol                            |          |
|              | 1                 | £55.90           | 4460                      |              | Petrol cans   |          |
|              | 2                 | £30.10           | 4461                      |              | Petrol cans   |          |
| 864          | 240514weg         | £145.00          |                           | 17/04/24     | West End Garage - Diesel                            |          |
|              | 1                 | £100.08          | 4460                      |              | Diesel  |          |
|              | 2                 | £44.92           | 4461                      |              | Diesel  |          |
|              |                   | <b>£385.00</b>   | West End Garage - Total   |              |   |          |
| 875          | 240514wttm        | £1,600.00        | 4400/270                  | 30/04/24     | Will The Tree Man - Tree work All Saints Churchyard | HPC30424 |
|              |                   | <b>£1,600.00</b> | Will The Tree Man - Total |              |   |          |
|              |                   | £13,102.92       | Confidential              |              |   |          |
| <b>Total</b> |                   | £21,715.35       |                           |              |   |          |

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

Appendix d



### Internal Audit Report

This narrative internal audit report is to be read in conjunction with the Annual Internal Auditor's Report for the Annual Governance and Accountability Return.

|                   |                             |
|-------------------|-----------------------------|
| Council:          | Holbeach Parish Council     |
| Internal Auditor: | John Kilcoyne               |
| Year Ending:      | 31 <sup>st</sup> March 2024 |
| Date of Report    | 18 <sup>th</sup> March 2024 |

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-to-day function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and consequently the report is limited to those matters set out below.

**The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.**

#### To the Chairman of Holbeach Parish Council

This report was compiled between January and March 2024 and includes inspection of

- the parish council website
- documents and other information requested from the Clerk to Council

relating to council business between April 2023 and March 2024. One remote meeting was held with the Clerk to Council.

Attention is drawn to the internal auditor's reports from November 2022 and April 2023. Evidence has been found on inspection that the majority of recommendations from these reports have been acted upon. The clerk is to be commended for her work to develop the efficiency and effectiveness of the council.

**Council business**

Council currently has 10 seats filled with 8 vacancies. It is noted that the council has experienced some areas of instability within the current financial year with resignations and several occasions requiring extraordinary meetings. It is hoped that council can settle down to deal and focus on its activity through its regular schedule.

Standing orders, financial regulations, Terms of Reference for committees and other key documents have been reviewed by Council within the last 12 months.

Approval for the 2022-2023 AGAR was carried out correctly with the period available for the inspection of public records satisfactory.

There is some inconsistency of links on different pages across the website. It is recommended that links across the whole website are checked for consistency.

**Finance**

As reported in previous reports, appropriate accounting records are kept throughout the financial year. Council has now started to use Edge IT in preference to Scribe. Financial risk assessments are in place and internal controls are followed. S137 payments are identified and VAT is recovered. Payroll is managed inhouse with deductions for HMRC, NI and pension made appropriately. Declarations to the Pensions Regulator are up to date. Earmarked reserves are identified for specific purposes within the budget documentation and reviewed appropriately. The annual budget and precept are approved by council as required with detailed recording in the relevant minutes.

**Allotments**

Documents relating to allotments are available to members of public from the parish council website. Allotments continue to be managed appropriately.

**Burials**

Relevant documents are available from the website. Burials continue to be managed appropriately.

This narrative report is provided for full council for consideration. A further report will be provided after year end to address further council activity and the Annual Internal Auditor's Report.

Yours faithfully,

*J Kilcoyne*

John Kilcoyne

Internal Auditor for Lincolnshire Association of Local Councils

18<sup>th</sup> March 2024

## Appendix e Open Spaces report

Grass cutting in all areas has begun, also spraying in the permitted areas.

Tree work has been done in closed church yard, tree survey will be done towards end of the month.

The clerk has been chasing up the new duck feeding machine for the nature reserve, hope to hear soon when it can be installed.

As outgoing chair of open spaces, I would like to thank all staff for the work they do.

## Appendix f Dates and times of meetings for the 2024/25 calendar year



| <b>Date</b>                                   | <b>Venue</b>                   |
|---|--------------------------------|
| Monday 10 <sup>th</sup> June 2024 @ 19:00     | Holbeach Hurn Village Hall     |
| Monday 8 <sup>th</sup> July 2024 @ 19:00      | Holbeach St Marks Village Hall |
| Monday 12 <sup>th</sup> August 2024 @ 19:00   | Holbeach St Johns Village Hall |
| Monday 9 <sup>th</sup> September 2024 @ 19:00 | Methodist Hall, Albert Walk    |
| Monday 14 <sup>th</sup> October 2024 @ 19:00  | Methodist Hall, Albert Walk    |
| Monday 11 <sup>th</sup> November 2024 @ 19:00 | Methodist Hall, Albert Walk    |
| Monday 9 <sup>th</sup> December 2024 @ 19:00  | Methodist Hall, Albert Walk    |
| Monday 13 <sup>th</sup> January 2025 @ 19:00  | Methodist Hall, Albert Walk    |
| Monday 10 <sup>th</sup> February 2025 @ 19:00 | Methodist Hall, Albert Walk    |
| Monday 10 <sup>th</sup> March 2025 @ 19:00    | Methodist Hall, Albert Walk    |
| Monday 14 <sup>th</sup> April 2025 @ 19:00    | Methodist Hall, Albert Walk    |
| Monday 12 <sup>th</sup> May 2025 @ 19:00      | Methodist Hall, Albert Walk    |

### Public session

A member made a statement to the Council

A member of the public spoke about issues using the tennis courts, the Clerk explained, that as per her email to the MOP, it would be on the next Open Spaces agenda.