

**Minutes of the meeting of Holbeach Parish Council on Monday 10<sup>th</sup> June 2024 at 19:00  
Holbeach Hurn Village Hall, Holbeach.**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Non-Attendance</b>
<b>Holbeach Parish Council,</b>	Cllrs: P Savory R Stevens, L Jordan, S Bailey, T Wiltshire, P Howden; I Hutchinson; P Ward & S Hutchinson  Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell		Cllr R Flood
<b>Public including Councillors</b>	5 public		

*Chair Cllr R Stevens opened the meeting at 19:00 and instated Standing Orders*

**2024/5-018 - Apologies for absence**

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

None – Cllr R Flood was absent without apologies.

**2024/5-019 - 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.

Cllrs S Hutchinson & I Hutchinson declared a non-pecuniary interest in agenda item 2024/5-031 (a)

**2024/5-020 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 13<sup>th</sup> May 2024 and to authorise the Chair to sign the official minutes.

**2024/5-021 - 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 resolve to agree to co-opt – none submitted

#### **2024/5-022 - Finance & Admin Committee**

- a) To receive the report from the Chair of the Committee – see appendix b
- b) Cllr P Howden was proposed, seconded and **elected** as member to the committee
- c) To note the Bank balances as of 31<sup>st</sup> May 2024 as follows:  
Account ending **4844** £2,443.68 Account ending **5394** £6,960.28  
Account ending **01PC** £535,065.38 – see appendix c
- c) It was **resolved** to agree to the payments for May 2024 of £22,909.86 and to note the income for May 2024 of £5,486.12 – see appendix d
- d) It was **resolved** to agree the grant application as amended from the meeting of the 13<sup>th</sup> May 2024
- e) It was **resolved** to agree the direct debits. See appendix e
- f) It was **resolved** to agree to use funds of £20,000 from the General reserve for a Council project

#### **2024/5-023 AGAR- It was considered and proposed, seconded and approved the documents relating to the 2023-2024 AGAR**

- a) To receive the Annual Internal Auditor's Report 2023/202.
- b) To consider recommendations or matters arising from the internal auditor's narrative report.
- c) To complete and sign the Annual Governance Statement 2023-2024.-see appendix f
- d) To receive and sign the Accounting Statements 2023-2024.- see appendix f
- e) To receive and consider the bank reconciliation 2023-2024. – see appendix f
- f) To receive and consider the explanation of variances.
- g) To agree the dates for the period of public rights

#### **2024/5-024 - Open Spaces Committee**

- a) To receive a report from the Chair of the Committee – see appendix g
- b) Cllr R Stevens was proposed, seconded and **elected** a member to the committee
- c) It was **resolved** to agree the timetable of meetings for the committee (Standing Orders 4 (d) ii) see appendix h
- d) It was **resolved** to agree to move the Football Club, Bowls Club pavilion, toilets and Changing Places toilets to Open Spaces in order that one committee deals with the Charity

#### **2024/5-025 - PPES Committee**

- a) To receive the report from the Chair of the Committee – see appendix i
- b) To receive a report on Emergency Planning – see appendix j
- e) It was **resolved** to agree the timetable of meetings for the committee (Standing Orders 4 (d) ii) – see appendix k

### **2024/5-026 - Events & PR Committee –**

- a) To receive the report from the Chair of the committee -none provided
- b) Cllr P Howden was proposed, seconded and **elected** a member to the Committee

### **2023/4-027 – Appointments to other bodies**

- a) To appoint a member to Farmer Education Foundation following Cllr P Ward from not taking up the appointment Cllr I Hutchinson was appointed
- b) Voluntary Car Service (1) Cllr P Savory was appointed

### **2024/5-028 – Meetings**

- a) The next meeting of the Council will be on Monday 8<sup>th</sup> July 2024 at Holbeach St Marks Village Hall at 19:00, due to the hall not being available it was proposed, seconded and **agreed** to move the meeting t the Methodist Hall if it is available.

**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 19:41*

*Closed meeting opened at 19:50*

### **2024/5-029 - HR, Health and Safety and Data Protection Committee**

- a) To receive a report from the Chair of the Committee - none
- b) It was proposed, seconded and agreed to amend the agenda item to: To resolve to agree to instruct a legal team regarding a Data Protection issue up to a maximum amount of £1,500 before coming back to Council. Hugh James will act for the Council.

### **2024/5-030 – Properties**

- a) To receive the tenders for damp proof works and it was **resolved** to agree the way forward. The tender was awarded to Warner DP for Coubro only at a cost of £4,130.00 +vat
- b) It was **resolved** to agree the price for asbestos surveys and management plans as just Coubro at a cost of £349.00 from Heitrich

### **2024/5-031 – Open spaces**

- a) To suspend Standing Orders following requests from two Councillors, it was **resolved** to agree to appoint Fraser Dawbarns regarding Battlefields allotments.
- b) It was **resolved** to agree the price for the tree work in Carters Park as Will The Tree Man at a cost of £1,600

### **2024/5-032 – Public complaint**

- a) It was discussed and no agreement to the way forward with a complaint was made due to Standing Orders 3 (x) as no member voted to continue the meeting after the two hour limit.



Meeting closed at 21:00

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

**Appendix a**  
CCLA

For transparency, I would like to say that, I have discovered that one of the people I speak to at CCLA is my sister’s nephew by marriage. Obviously, I cannot move funds on my own.

Town Ward = 3 – plus 1 awaiting the 10 day elector period

Hurn Ward = 2

Drove Ward = 1

**Appendix b**  
Finance meeting 5th June 2024

Normal monthly procedures were carried out including checking 10 different expenditures. Only point that was raised was the expenditure of fuel. Open space will monitor fuel usage for June.

All AGAR documents were reviewed and will be signed off at the next full council meeting.

**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	05/06/24	3,537.50	3,384.61
2 Barclaycard	Ordinary	*****2372		31/03/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/05/24	6,960.28	5,633.19
4 CCLA	Ordinary	*****0001PC		31/05/24	535,065.38	535,065.38
<b>TOTAL</b>						<b>£544,083.18</b>



**Appendix d**

**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
901	bcard24061 1	£32.77		29/05/24	Amazon - Lined Note Books First Aid Kit Replacements: Medium Sterile Dressings Alcohol Free Wipes Hydrogel Burns Dressings Foil Blanket	
	1	£2.92	4205/360		Foil blanket	
	2	£14.23	4205/360		Cleansing wipes	
	3	£15.62	4080		Lined books	
902	bcard24061 1	£94.90	4250	02/05/24	Amazon - Bin Bags	
		<b>£127.67</b>			Amazon - Total	
878	bcard24061 1	£4.18	4458	30/04/24	Boyes - Bleach etc	300424
		<b>£4.18</b>			Boyes - Total	
879	bcard24061 1	£39.00	4455/200	13/05/24	Branch Bros - Unibond - Hall Gate	HCS065159
		<b>£39.00</b>			Branch Bros - Total	
904	240611dts	£620.00		31/05/24	DTS - Locking up	
	1	£310.00	4405/250		Locking up	
	2	£310.00	4408		Locking up	
		<b>£620.00</b>			DTS - Total	
922	240611emt s	£1,386.00	4402	31/05/24	East Midlands Tree Survey - Tree survey	1558
		<b>£1,386.00</b>			East Midlands Tree Survey - Total	
900	bcard24061 1	£5.93	4205/360	24/04/24	Easy Goods Ltd - 1st aid supplies	6924
		<b>£5.93</b>			Easy Goods Ltd - Total	
823	bcard24061 1	£18.06	46701/435	04/04/24	E-ON - Electric Park Bungalow	168162253
		<b>£18.06</b>			E-ON - Total	
919	240611fd	£607.20	44351/278	29/05/24	Fraser Dawbarns - Legal costs re FC lease	E16940
		<b>£607.20</b>			Fraser Dawbarns - Total	
929	240611gre	£308.88	4215/250	31/05/24	Greenzone - Bins Park Road	416484
		<b>£308.88</b>			Greenzone - Total	
906	240611ht	£24.00	4455/300	13/05/24	Holbeach Tyres - Puncture Kubota	

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>£24.00</b>	<b>Holbeach Tyres - Total</b>			
884	240611jwk	£192.00	44551/400	26/04/24	JWK Electrical - Remove electric supply digital board	9967
		<b>£192.00</b>	<b>JWK Electrical - Total</b>			
888	bcard240611	£5.94	4205/360	07/05/24	K- Mart - Disposable gloves	177242
		<b>£5.94</b>	<b>K- Mart - Total</b>			
923		£1,951.20		31/05/24	Lincolnshire Commercial Maintenance - Grass cutting May 24	
	1	£326.40	4275		Grass cutting May 24	
	2	£360.00	4270/285		Grass cutting May 24	
	3	£300.00	4270/280		Grass cutting May 24	
	4	£216.00	4285		Grass cutting May 24	
	5	£326.40	4280		Grass cutting May 24	
	6	£422.40	4270/255		Grass cutting May 24	
		<b>£1,951.20</b>	<b>Lincolnshire Commercial Maintenance - Total</b>			
885	240611meth	£30.00	4075	13/05/24	Methodist Church - Hall hire 13-05-24	130524
		<b>£30.00</b>	<b>Methodist Church - Total</b>			
886	bcard240611	£37.08	4100	03/05/24	Microsoft - 365 admin	EO800SO330
887	bcard240611	£76.62	4100	03/05/24	Microsoft - 365 Clrs	EO800RZTVO
		<b>£113.70</b>	<b>Microsoft - Total</b>			
889	bcard240611	£2.80	4690	01/05/24	One Stop - Teabags & milk	010524
		<b>£2.80</b>	<b>One Stop - Total</b>			
925	240611pas	£120.00	4435/350	28/05/24	Personnel Advice & Solutions Ltd - HR Services May 24	16085
		<b>£120.00</b>	<b>Personnel Advice &amp; Solutions Ltd - Total</b>			
908	240611pc	£176.00	4685	31/05/24	Platinum Cleaning - Cleaning May 24	390
		<b>£176.00</b>	<b>Platinum Cleaning - Total</b>			
930	240611pwl	£2,932.40	4360	03/06/24	PWLB - Hall Gate	030624
		<b>£2,932.40</b>	<b>PWLB - Total</b>			

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
903	bcard24061 1	£21.00	4801/502	17/05/24	South Holland District Council - TEN's Beacon	
		<b>£21.00</b>			South Holland District Council - Total	
909	240611sc	£23.00	4685	18/05/24	Spalding Cleaning - Window cleaning	180524
		<b>£23.00</b>			Spalding Cleaning - Total	
892	240611ste	£38.00	4090	01/05/24	Staff Expenses - Staff expenses training Lincoln	160424
		<b>£38.00</b>			Staff Expenses - Total	
893	bcard24061 1	£11.49		13/05/24	Tesco - Sun spray & washing up liquid	
	1	£0.69	4690		Sun spray & washing up liquid	
	2	£10.80	4205/360		Sun spray & washing up liquid	
		<b>£11.49</b>			Tesco - Total	
912	240611ton	£3.00	4801/502	21/05/24	Tonwood - Numbers for advance warning signs	3116928
		<b>£3.00</b>			Tonwood - Total	
894	bcard24061 1	£558.00	4235/200	30/04/24	WasteKing - Removal of chemical	069191
		<b>£558.00</b>			WasteKing - Total	
848	bcard24061 1	£144.30	46801/420	14/04/24	Wave - Water Coubro	13427347
895	bcard24061 1	£26.68	4680/255	05/05/24	Wave - Water Hall Gate	13509419
896	bcard24061 1	£48.95	4681	10/05/24	Wave - Water Carters Park	13533960
		<b>£219.93</b>			Wave - Total	
877	240611weg	£9.00	4460	01/05/24	West End Garage - Fuel adj to April	
897	240611weg	£72.00		01/05/24	West End Garage - Petrol	010524
	1	£46.80	4460		Petrol	
	2	£25.20	4461		Petrol	
898	240611weg	£177.00		13/05/24	West End Garage - Fuel	130524
	1	£115.05	4460		Diesel & cans	
	2	£61.95	4461		Diesel & cans	

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
903	bcard24061 1	£21.00	4801/502	17/05/24	South Holland District Council - TEN's Beacon	
		<b>£21.00</b>			South Holland District Council - Total	
909	240611sc	£23.00	4685	18/05/24	Spalding Cleaning - Window cleaning	180524
		<b>£23.00</b>			Spalding Cleaning - Total	
892	240611ste	£38.00	4090	01/05/24	Staff Expenses - Staff expenses training Lincoln	160424
		<b>£38.00</b>			Staff Expenses - Total	
893	bcard24061 1	£11.49		13/05/24	Tesco - Sun spray & washing up liquid	
	1	£0.69	4690		Sun spray & washing up liquid	
	2	£10.80	4205/360		Sun spray & washing up liquid	
		<b>£11.49</b>			Tesco - Total	
912	240611ton	£3.00	4801/502	21/05/24	Tonwood - Numbers for advance warning signs	3116928
		<b>£3.00</b>			Tonwood - Total	
894	bcard24061 1	£558.00	4235/200	30/04/24	WasteKing - Removal of chemical	089191
		<b>£558.00</b>			WasteKing - Total	
848	bcard24061 1	£144.30	46801/420	14/04/24	Wave - Water Coubro	13427347
895	bcard24061 1	£26.68	4680/255	05/05/24	Wave - Water Hall Gate	13509419
896	bcard24061 1	£48.95	4681	10/05/24	Wave - Water Carters Park	13533960
		<b>£219.93</b>			Wave - Total	
877	240611weg	£9.00	4460	01/05/24	West End Garage - Fuel adj to April	
897	240611weg	£72.00		01/05/24	West End Garage - Petrol	010524
	1	£46.80	4460		Petrol	
	2	£25.20	4461		Petrol	
898	240611weg	£177.00		13/05/24	West End Garage - Fuel	130524
	1	£115.05	4460		Diesel & cans	
	2	£61.95	4461		Diesel & cans	

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
921	240611weg	£29.00		30/05/24	West End Garage - Diesel	
1		£20.30	4460		Diesel	
2		£8.70	4460		Diesel	
		<b>£287.00</b>			West End Garage - Total	
		£13,083.48			Confidential	
<b>Total</b>		£22,909.86				

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



## Appendix e

### Holbeach Parish Council Direct Debits & Standing Orders as at June 2024

Day of month	Frequency	Payee	For?	Amount
1st	monthly	E-On	Gas Coubro	£592.63
1st	monthly	Greenzone	Bin Hall Gate	variable
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Nov	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates- Hall Gate	Cannot publish
1st	Apr-Jan	SHDC	Business rates - Coubro	Cannot publish
1st	Apr-Jan	SHDC	Business rates - digital board	Cannot publish
3rd	December	ICO	ICO annual fee	variable
6th	monthly	British Gas trading	Electric workshop Park Bungalow	variable
9th	monthly	FI Group	IT support	£132.00
11th	Jan/Apr/July/Oct	Scottish Hydro-electric	Toilets & pavilion Carters Park	variable
11th	monthly	Lets get you moving	Fees 4a High Street	£70.00
13th	monthly	Sky Business	Phone & broadband office	variable
14th	monthly	Now Pensions	Staff pensions	variable
21st	monthly	E-on next	Electric cemetery chapels	variable
27th	May-Feb	SHDC	Council Tax Park Bungalow	Cannot publish
28th	monthly	BG Business	Electric Coubro	variable
	December	ICO	Annual license	£30

## Appendix f

## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

HOLBEACH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		Yes means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			Has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

10/06/2024

and recorded as minute reference:

2024/5 02B (c).

Signed by the Chair and Clerk of the meeting where approval was given

Chair

Clerk

<https://holbeach.pariah.lincolnshire.gov.uk/>

Section 2 – Accounting Statements 2023/24 for

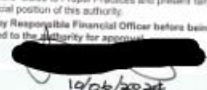
HOLBEACH PARISH COUNCIL			
	Year ending		Notes and guidance
	31 March 2023	31 March 2024	
	£	£	
1. Balances brought forward	100,430	165,417	Please round all figures to nearest £1. Do not wave any figures local and report £0 on Nil balances. All figures must agree to underlying financial records.
2. (+) Precept or Rates and Levies	244,341	307,693	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
3. (-) Total other receipts	115,607	86,506	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
4. (-) Staff costs	128,242	155,908	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
5. (-) Loan interest/capital repayments	5,865	5,865	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuity and severance payments.
6. (-) All other payments	160,853	152,163	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
7. (=) Balances carried forward	165,417	245,679	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
8. Total value of cash and short term investments	166,819	240,524	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
9. Total fixed assets plus long term investments and assets	1,917,204	1,963,858	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.
10. Total borrowings	79,678	77,454	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.
<p>The outstanding capital balance as at 31 March of all loans from third parties (including PWLU).</p>			

For Local Councils Only	Yes	No	N/A
11a. Disclosure note re Trust funds (including charities)			
11b. Disclosure note re Trust funds (including charities)			✓

The Council, as a body corporate, acts as sole trustee and is responsible for managing TRUST FUNDS or assets. The figures in the accounting statements above exclude any Trust transactions.

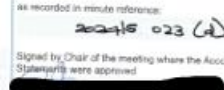
I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval: 

Date: 19/06/2024

I confirm that these Accounting Statements were approved by this authority on the date: 10/06/2024

as recorded in minute reference: 2024/6 023 (4).

Signed by Chair of the meeting where the Accounting Statements were approved: 

### Bank reconciliation – example

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 20xx" in Section 2 of the and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis

Name of smaller authority: **Holbeach Parish Council**

County area (local councils and parish meetings only): **Lincolnshire**

**Financial year ending 31 March 20xx**

Prepared by (Name and Role): **Jan Hearsey Clerk/RFO**

Date: **26/04/2024**

	£	£
<b>Balance per bank statements as at 31/3/2024</b>		
Barclays Current Account	2,893.39	
Barclays Saver Account	12,861.29	
CCLA	224,769.27	
		240,523.95
<b>Petty cash float (if applicable)</b>		
<b>Less: any un-presented cheques as at 31/3/24</b> <i>(normally only current account)</i>		
Cheque number	0.00	
	0.00	
	0.00	
		0.00
<b>Add: any un-banked cash as at 31/3/24</b> <i>e.g. Allotment rents banked 30/3/24 (but not credited until 2 April)</i>		
<b>Net balances as at 31/3/24 (Box 8)</b>		<b>240,523.95</b>

Note: If you hold investments other than in bank deposit or other short-term savings accounts (i.e. long-term investments) these should be excluded from the bank reconciliation and from Section 2, Boxes 1, 7 and 8. They should be shown in Section 2, Box 9 and recorded in the asset and investment register. Long-term investments will include any shareholdings, such as consolidated stock. Further guidance is included within the 'Practitioners' Guide'.

**Please complete the pro forma template on the other tab for your smaller authority.**



## Appendix g

Open Spaces report 10-06-24

We are gathering information for different locking mechanisms for the tennis courts.

Looking at a ways forward for pest control in Carters Park.

Closed Church yard is participating in "love your burial ground week"

On going issue with owners not cleaning up after their pets in dog run.

Tree report complete, one tree needs immediate attention

## Appendix h

### Dates of Open Spaces Committee meetings for 2024

Date	Venue
19 <sup>th</sup> June 2024	Coubro
23 <sup>rd</sup> July 2024	Coubro
20 <sup>th</sup> August 2024	Coubro
25 <sup>th</sup> September 2024	Coubro
23 <sup>rd</sup> October 2024	Coubro
20 <sup>th</sup> November 2024	Coubro
19 <sup>th</sup> December 2024	Coubro
21 <sup>st</sup> January 2025	Coubro
18 <sup>th</sup> February 2025	Coubro
25 <sup>th</sup> March 2025	Coubro
22 <sup>nd</sup> April 2025	Coubro

## Appendix i

PPES CHAIRS REPORT JUNE 2024.

Speeding.

SID locations for June are Holbeach Drove (Holbeach Drove Gate) and Fen Road Holbeach.



A revised and updated list of all SID locations in the Parish has been compiled. This includes 2 on Boston Rd North, Pennyhill, Battlefields, Fishpond Lane, Holbeach Hurn and Holbeach Bank. An Archers Survey has been requested for Boston Rd North.

**Properties.**

A survey on Park Rd Cemetery Chapel Spire is taking place this month. Minor repairs to Carters Park Pavilion roof is being undertaken by our park staff. Secondary glazing to flat 4a High Street Holbeach is going out to tender. Agenda items for asbestos surveys and management plans for all properties, quotes obtained for work required in Park Rd Bungalow and Coubro Chambers will be on Julys full council meeting.

**Emergency Planning.**

We have scheduled three 15 minute discussions to be held at 18.30 before the public sessions at full council meetings at Hurn, St Marks and St Johns. Meeting dates and times of the PPES Committee were discussed and agreed up until and including April 2025.

**Appendix j**

The Clerk ad Chair of the Council attend the Emergency Planning training in Lincoln on the 16<sup>th</sup> April.

The format of the plan has changed since the last training, however myself and Rick will transfer the data across.

We need to recruit “Ready for anything” volunteers, they will be trained by LCC. We will be holding short 15 minute meetings at Holbeach Hurn, Holbeach St Marks and Holbeach St Johns before our Council meetings so that we can liaise with locals re volunteering and using the halls.

Once the plan has been activated, the Parish Council, would be required to knock on doors, open up facilities, generally looking after people. We need to be contacting, schools, local plant companies, 4 x 4 groups, Churches etc. Involve other Nationalities.

**Appendix k**

**Dates and times of PPES Committee meetings for 2024/25**

Date	Venue
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25 <sup>th</sup> June 2024 @ 14:00	Coubro
24 <sup>th</sup> July 2024 @ 14:00	Coubro
28 <sup>th</sup> August 2024 @ 14:00	Coubro
24 <sup>th</sup> September 2024 @ 14:00	Coubro
29 <sup>th</sup> October 2024 @ 14:00	Coubro
26 <sup>th</sup> November 2024 @ 14:00	Coubro
19 <sup>th</sup> December 2024 @ 14:00	Coubro
21 <sup>st</sup> January 2025 @ 14:00	Coubro
25 <sup>th</sup> February 2025 @ 14:00	Coubro
25 <sup>th</sup> March 2025 @ 14:00	Coubro
29 <sup>th</sup> April 2025 @ 14:00	Coubro

**Public session**

A member of the public queried the grass cutting. Linc Fire & Rescue thanked the Council for the Beacon Lighting, the Clerk in turn thanked them for their assistance. Cllr I Hutchinson read out a statement of complaint.