

# 12 -Supporting Documents 11th November 2024

05 November 2024 11:14

## 2024/5-098 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 14<sup>th</sup> October 2024 and to authorise the Chair to sign the official minutes.

**Minutes of the meeting of Holbeach Parish Council on Monday 14<sup>th</sup> October 2024 at 19:00 at Methodist Church, Albert Walk, Holbeach.**

	In attendance	Apologies given	Non-Attendance
<b>Holbeach Parish Council,</b>	Cllrs: P Savory; R Flood; T Wiltshire, S Hutchinson; I Hutchinson; J Sharman & S Ball  Clerk: Jan Hearsey Deputy Clerk: Becky Brothwell	Cllrs: P Howden & P Ward	
<b>Public including Councillors</b>	4 members of the public D Cllr Thomas Sneath	D Cllr A Beal	

*Vice-Chair Cllr T Wiltshire opened the meeting at 19:00 and instated Standing Orders*

## Vice- Chair's address to Council

### 2024/5-082 – Chair

- a) To elect a Chair of the Council – Cllr Peter Savory was duly elected as Chair of the Council

### 2024/5-083 – Vice-Chair

- b) To elect a Vice-Chair of the Council – agenda item not required

### 2024/5-084- Apologies for absence

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

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr Peter Howden & Patrick Ward

### 2024/5-085 - 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 I & S Hutchinson non pecuniary agenda item 2024/25-094 (a)

Cllr S Ball non pecuniary agenda item 2024/25 088 (g)

### 2024/5-086 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Council held on 9<sup>th</sup> August 2024 and to authorise the Chair to sign the official minutes. It was proposed, seconded and **agreed** to amend the agenda item to read September as opposed to August. Public session notes will no longer be included.

### 2024/5-087- Clerk

- c) To receive a report from the Clerk – see appendix a  
d) To receive an update on vacancies – see appendix a  
e) To review paperwork submitted for co-option(s) and resolve to agree to co-opt – none submitted

### 2024/5-088 - Finance & Admin Committee

- f) To receive the report from the Chair of the Committee – none submitted
- g) To note the Bank balances as of 30<sup>th</sup> September 2024 as follows:  
 Account ending **4844** £4,145.66 Account ending **5394** £7,174.19  
 Account ending **01PC** £451,923.06 – see appendix b
- h) It was **resolved** to agree to the payments for September 2024 of £26,162.02 and to note the income for September 2024 of £6,723.95 – see appendix c
- i) It was **resolved** to agree budget movements as recommended by the committee as Events general to Events Christmas Fayre £1,500 & Events general to Events equipment £1,000
- j) It was **resolved** to agree to defer to add a CCLA signatory
- k) It was **resolved** to agree the grant applications as recommended by the Committee as RBL £40 and Phoenix Thearixs as £200
- l) It was **resolved** to agree to purchase a wreath from the RBL under s.137

**2024/5-089 - Open Spaces Committee**

- m) To receive a report from the Chair of the Committee – none submitted
- n) To elect a member to the committee – Cllr Peter Howden was duly elected
- o) It was **resolved** to agree to sell the Glutton machine to the Bowls Club for £100

**2024/5-090 - PPES Committee**

- p) To receive the report from the Chair of the Committee – see appendix d

**2024/5-091 - Events & PR Committee –**

- q) To receive the report from the Chair of the Committee – see appendix e

**2024/5-092 – Meetings**

- r) The next meeting of the Council will be on Monday 11<sup>th</sup> November 2024 at Methodist Church, Albert Walk, Holbeach at 19:00

**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 session closed at 19:41  
 Closed session opened at 19:48*

**2024/5-093 - HR, Health and Safety and Data Protection Committee**

- s) To receive a report from the Chair of the Committee – Cllr R Flood updated members on the member of staff and staff sickness.

**2024/5-094 – Open spaces**

- t) An update on a property purchase was received and it was resolved to agree the way forward as to go back to the Council’s legal advisors

**2024/5-095 – Leases**

- u) It was **resolved** to agree to a rental valuation fee as to wait for the Charity Management Agreement and put the valuation survey in abeyance until recommended by PPES Committee.

*Meeting closed at 20:44*

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

**Appendix a**

The new Barclays mandate has been set up.

I used my delegated powers to pay the Barclaycard bill due to the payment date.

We have received £190.93 back from SHDC re the business rates for the digital notice board.

We have the conclusion of audit & external auditors certificate which has been

placed on the Town noticeboard and our website:

The police contacted me to ask what concerns parishioners have, I highlighted that speeding, especially in Barrington Gate and Boston Road North was of concern. He said that they were short staffed so it wasn't possible to run speed checks.

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Holbeach Parish Council – LI0181**

#### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

#### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

Date

20/09/2024

Annual Governance and Accountability Return 2023/24 Form 3  
Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 6 of 6

## Vacancies

Town Ward = 6

Hurn Ward = 2

Drove Ward = 1

## Appendix b

## 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	04/10/24	4,226.92	4,145.66
2 Barclaycard	Ordinary	*****2372		30/06/24	0.00	0.00
3 Barclays Saver account	Ordinary	****5394	20-80-78	30/09/24	7,174.19	7,174.19
4 CCLA	Ordinary	*****0001PC		30/09/24	451,923.06	451,923.06
<b>TOTAL</b>						<b>£463,242.91</b>

### Appendix c

# 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
1131	bcard24101 1	£33.99	4205/360	03/09/24	Amazon - Hard hat	3B-2024-59228742
1138	bcard24101 1	£27.95	4205/360	06/09/24	Amazon - Rigger boots	GB45893QABEI
1139	bcard24101 1	£37.99	4085	04/09/24	Amazon - Doro phone	3B-2024-68941931
1141	bcard24101 1	£39.80	4801/501	10/09/24	Amazon - 5 x Storage Boxes for Event equipment	GB45BYACABEI
		<b>£139.73</b>			Amazon - Total	
1137	bcard24101 1	£358.80	4100	07/09/24	Breathe HR - HR app	WEB358908
		<b>£358.80</b>			Breathe HR - Total	
1142	241015ce	£732.51	4440	10/09/24	Crown Estate - Rent Holbeach Bank	61864922
		<b>£732.51</b>			Crown Estate - Total	
1150	241015dts	£600.00		30/09/24	DTS - Locking up September	32
1		£300.00	4405/250		Locking up September	
2		£300.00	4406		Locking up September	
		<b>£600.00</b>			DTS - Total	
1093	bcard24101 1	£19.30	46701/435	22/08/24	E-ON - Electric Park Bungalow	
1129	bcard24101 1	£19.30	46701/435	06/09/24	E-ON - Electric Park Bungalow	194711201
		<b>£38.60</b>			E-ON - Total	
1161	241015gre	£308.88	4215/250	30/09/24	Greenzone - Bins Park Road	429259
		<b>£308.88</b>			Greenzone - Total	
1159	241015hg	£198.77	4625	26/10/24	Healthguard - Annual fee	102288
		<b>£198.77</b>			Healthguard - Total	

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Date \_\_\_\_\_

# Holbeach Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

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No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
1179	241015hmc	£2,381.33		23/09/24	HMRC - Tax & NI Sept 24	
	1	£397.08	4000/3502		Tax & NI Sept 24	
	2	£14.61	4000/3503		Tax & NI Sept 24	
	3	£221.68	4001		Tax & NI Sept 24	
	4	£262.04	4010/3502		Tax & NI Sept 24	
	5	£836.81	4000/3501		Tax & NI Sept 24	
	6	£141.10	4011		Tax & NI Sept 24	
	7	£508.01	4010/3501		Tax & NI Sept 24	
		<b>£2,381.33</b>			HMRC - Total	
1164	241015laic	£174.00	4500	16/09/24	LALC - Play area inspection training	15144
1165	241015laic	£87.00	4500	16/09/24	LALC - Memorial management training	15133
		<b>£261.00</b>			LALC - Total	
1152	241015lcm	£1,395.00		30/09/24	Lincolnshire Commercial Maintenance - Grass cutting Sept 24	009
	1	£272.00	4275		Grass cutting Sept 24	
	2	£225.00	4270/285		Grass cutting Sept 24	
	3	£250.00	4270/280		Grass cutting Sept 24	
	4	£180.00	4285		Grass cutting Sept 24	
	5	£204.00	4280		Grass cutting Sept 24	
	6	£264.00	4270/255		Grass cutting Sept 24	
		<b>£1,395.00</b>			Lincolnshire Commercial Maintenance - Total	
1148	241015mw	£185.99	4205/360	06/09/24	Mammoth Workwear - Workwear	
		<b>£185.99</b>			Mammoth Workwear - Total	
1119	bcard241011	£37.08	4100	03/09/24	Microsoft - Office 365 - admin	E0800TH4FV
1120	bcard241011	£64.68	4100	03/09/24	Microsoft - Office 365 - cllrs	E0800TH6LK
		<b>£101.76</b>			Microsoft - Total	
1143	241015pas	£120.00	4435/350	13/09/24	Personnel Advice & Solutions Ltd - HR advice Sept 24	16312
		<b>£120.00</b>			Personnel Advice & Solutions Ltd - Total	
1168	241015pkf	£1,008.00	4105	20/09/24	PKF Littlejohn - External audit 2023-24	SB20242463
		<b>£1,008.00</b>			PKF Littlejohn - Total	

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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
1169	241015plat	£208.00	4685	30/09/24	Platinum Cleaning - Cleaning Coubro	451
		<b>£208.00</b>			Platinum Cleaning - Total	
1209	241015ppl	£1,222.45	4801/502	04/10/24	PPL PRS - Licence 2024-25	SIN2845345
		<b>£1,222.45</b>			PPL PRS - Total	
1178	bcard241011	£13.99	4205/360	03/09/24	RP Golden Transport - Gloves	088525-2024-3116
		<b>£13.99</b>			RP Golden Transport - Total	
1149	241015sav	£390.00	4310/230	10/10/24	Savills - Rent Northons Lane	950184
		<b>£390.00</b>			Savills - Total	
1172	bcard241011	£9.00	4060	18/09/24	Smarty Mobile - Tablet SIM	180924
		<b>£9.00</b>			Smarty Mobile - Total	
1177	bcard241011	£696.00	4452	13/09/24	South Holland District Council - Planning fees Park Bungalow	
		<b>£696.00</b>			South Holland District Council - Total	
1136	241015shvcs	£3,380.77	4126	09/09/24	South Holland Voluntary Car Service - Grant support	104/2024
		<b>£3,380.77</b>			South Holland Voluntary Car Service - Total	
1151	241015sc	£23.00	4685	24/09/24	Spalding Cleaning - Windows Coubro	240924
		<b>£23.00</b>			Spalding Cleaning - Total	
1180	241022sta	£12,129.11		23/10/24	Staff - Salaries Oct 24	
	1	£3,025.50	4000/3502		Salaries Oct 24	
	2	£1,084.43	4000/3503		Salaries Oct 24	
	3	£2,639.10	4001		Salaries Oct 24	
	4	£5,380.08	4000/3501		Salaries Oct 24	
		<b>£12,129.11</b>			Staff - Total	
1175	bcard241011	£10.00	4060	27/08/24	Tesco - Mobile top up	270824
1176	bcard241011	£10.00	4060	28/08/24	Tesco - Mobile top up	280824
		<b>£20.00</b>			Tesco - Total	
1160	241015ton	£40.00	4455/200	20/09/24	Tonwood - Combination Padlock - replacement Holbeach Bank gate (broken lock)	3117448

Signature

Date

Signature

11/10/24 04:00 PM V:\9.02.02

Page 3

# 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
1163	241015ton	£24.46	4455/200	24/09/24	Tonwood - Key Cutting - Pavilion / Park Road Cemetery Padlock / Hallgate Shed	3117471
		<b>£64.46</b>			Tonwood - Total	
1114	2401015we	£100.00		02/09/24	West End Garage - Diesel - cans & tractor	
	1	£35.01	4461		Diesel - cans & tractor	
	2	£64.99	4460		Diesel - cans & tractor	
1157	241015weg	£74.87		30/09/24	West End Garage - Diesel	15063
	1	£26.21	4461		Diesel	
	2	£48.66	4460		Diesel	
		<b>£174.87</b>			West End Garage - Total	
<b>Total</b>		<b>£26,162.02</b>				

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Date \_\_\_\_\_

11/10/24 04:00 PM Vs: 9.02.02

Page 4

## Appendix d

### Speeding

SID locations for October are Foxes Low Road and Boston Road South.

The two remaining SID mounting plates will be installed on Fishpond Lane and Pennyhill Road.

Speeding issues are reported to the office very frequently. The committee has agreed to purchase a 3rd SID and I would like to thank District Councillors Nick Worth, Nanatte Chapman, Tracey Carter and Alan Beale for their donations. Although asked on more than one occasion Cllr Sophie Hutchinson has declined to offer financial assistance! An Archer Survey has been requested for Fishpond Lane.

### Properties

The committee will be opening Park Rd Cemetery Chapels again to members of the public on Sunday 20th October. The last opening proved popular with many suggestions on their future use. A Survey Monkey will also be set up for the same purpose.



We are in consultation with SHDC's conservation officer about replacing the damaged fencing of Park Rd Cemetery along Edinburgh Walk.  
A fire safety inspection is being arranged for Flat 4a High Street.

We are going to budget for a defibrillator to be located in Holbeach Hurn in the next financial year, 2025/26.

### **Appendix e**

Not so much to report this month, as we are effectively between events and are now working hard on our Halloween offering taking place on Thursday the 31<sup>st</sup> October. The basic format will be the same as last year, with our "Spooky Trail", however this will be even more awesome with far more Ghouls, 3D effects, Spooky sound effects, and much better trail lighting.

The whole team have pitched in with the planning for this event, and we are all very excited to see how it is received by the public. An independently run kiddies Halloween Disco is taking place at the WI Hall adjacent to the Park immediately after we finish our event, so it should be a fabulous night for the Children of Holbeach.

Planning is now virtually finalised for the Remembrance taking place on Sunday the 10<sup>th</sup> of November, with all the key elements already in place. It will follow the pattern laid down last year, with only minor adjustments to the timings. I do not anticipate any surprises.

The planning for the Christmas Fayre taking place on Saturday the 30<sup>th</sup> November, is also nearly finalised, and with regard to music, whilst we had not anticipated any live acts taking part, we now have the opportunity to do this due to local groups stepping up and volunteering their services. This will not impact on the "piped" Christmas music that will be playing anyway.

The caterers are all booked, and our retail stalls are firming up steadily. It is anticipated the final number will be greater than last year, and we intend to fill the whole High Street. In addition to the live events, we have several "Street Theatre" acts taking part. As stated previously, this event will run a little later than last year to benefit from the failing light, to maximise the impact of the Christmas lighting.

However, with regard to the Christmas Fayre, its associated road closures, and its marshalling requirements, I am sure I do not need to remind everybody present that for this one, it is "all hands to the pump", we need ALL of us, with anybody and everybody to pitch in and help. Please ask all your friends, relatives and loved ones to turn out and help us on this very important day for the Town.

I would just like to finish by saying how grateful I am to my Team, Sandra and Jenny, and their commitment to the Events we are working on. I could not hope for better people to work with.

### **Vice-Chair's address**

Rick Stevens-

Regretfully, I am standing here this evening, to officially notify the Committee of the resignation of our chairman Rick Stevens.

I am sorry to disappoint those of the conspiracy theory persuasion, that his resignation was not through some Machiavellian behind the scenes "fall-out", but rather was planned some time ago, and the time simply seemed right at this point, the Council being in a fundamentally sound state for him to step aside.

Rick joined the Council several years ago, as he had deep concerns with how the Public Finances were being dealt with, and under his tenure, as Head of Finance, much of the previous poor decision making that had defined the way this Council had been run for decades was addressed, such that sound governance and Accountability became the maxim under which we now operate. He has been a very safe pair of hands with the Public Finances, and it is thanks to Rick, that we now have full Transparency of all things financial.

(So... "Follow the money"... It will be found in its rightful place... all our Financial records are there on our website, open to full public scrutiny).

Rick has also been an incredibly good Chairman, one who put up with no nonsense from those who would seek to disrupt proceedings for their own aggrandisement. He was firm but fair in all things.

On a personal note, Rick and I had our differences initially, but this was entirely due to negative influences from those around him, many of whom should have known better. Once Rick and I found common ground (fundamentally on Accountability and Transparency), we never lost it. I have very much enjoyed serving as his Vice-Chair, and we have worked incredibly well together, pulling on the same rope, at the same time, in the same direction, working as a team with the rest of the Committee, keeping the Council on the path of sound Governance.

Therefore on behalf of all of us, I am sure that you would all like to join me in giving thanks to Rick for all the hard work he has put in for the people of Holbeach, and we genuinely wish him and his good lady Vicky, all the very best for the future.

Rick will be a very hard act to follow, but follow his example we must. I therefore now move to the vote to elect a new Chair, who we hope will follow such an outstanding example of public service.

### 2024/5-099- Clerk

- a) To receive a report from the Clerk

*Regarding the overpayment of planning fees: £144.50 will be refunded from the planning portal and then the refund of the £192.50 which you paid directly to SHDC will come back directly to the bank account from which it was paid.*

- b) To receive an update on vacancies

*Town Ward = 6*

*Hurn Ward = 2*

*Drove Ward = 1*

### 2024/5-100 - Finance & Admin Committee

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

- b) To note the Bank balances as of 30<sup>th</sup> September 2024 as follows:

Account ending **4844** £5,048.68 Account ending **5394** £18,113.46

Account ending **01PC** £428,796.44

## 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	31/10/24	4,746.57	5,048.68
2 Barclaycard	Ordinary	*****2372		30/09/24	0.00	0.00
3 Barclays Saver account	Ordinary	****5394	20-80-78	31/10/24	18,113.46	18,113.46
4 CCLA	Ordinary	*****0001PC		31/10/24	428,796.44	428,796.44
<b>TOTAL</b>						<b>£451,958.58</b>

- c) To resolve to agree to the payments for October 2024 and to note the income for October 2024

# 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
1233	bcard24111 2	£12.98	4801/502	18/10/24	Alezyb Ltd - Neon spray paint	87945-2024-43765
		<b>£12.98</b>			Alezyb Ltd - Total	
1188	bcard24111 2	£35.86	4205/360	25/09/24	Amazon - Park Team & Litter Picker - Work Boots	B45QY92ABE I
1189	bcard24111 2	£22.94	4205/360	25/09/24	Amazon - Workboots	GB45QY96ABE I
1191	bcard24111 2	£26.89		30/09/24	Amazon - Steering Wheel Knob Spinner x 2 for Kubota	B-2024-108157603
	1	£13.45	4455/300		Steering wheel spinner	
	2	£13.44	4455/305		Steering wheel spinner	
1196	bcard24111 2	£58.99	4801/501	07/10/24	Amazon - Halloween	GB4610CSABE I
1198	bcard24111 2	£25.99	4801/501	08/10/24	Amazon - Hlloween 251	GB462NH3ABE I
1199	bcard24111 2	£9.68	4085	08/10/24	Amazon - Mouse	GB4632YJABE I
1201	bcard24111 2	£10.98	4801/501	09/10/24	Amazon - Halloween 251	-2024-124797153
1202	bcard24111 2	£16.14	4801/501	08/10/24	Amazon - Halloween 251 -	2024-123157622
1203	bcard24111 2	£27.99	4801/501	08/10/24	Amazon - Halloween 251	2024-122938834
1204	bcard24111 2	£14.24	4801/501	08/10/24	Amazon - Halloween 251	2024-122938878
1205	bcard24111 2	£19.99	4801/501	08/10/24	Amazon - Halloween 251	2024-122938913
1207	bcard24111 2	£74.04	4801/501	08/10/24	Amazon - Halloween 251	GB462IPZABE I
1216	bcard24111 2	£6.20	4080	10/10/24	Amazon - Laminating Pouches	GB466OF9ABE I
		<b>£349.93</b>			Amazon - Total	
1234	bcard24111 2	£54.99	4801/501	17/10/24	Artistic Sponge Co - Halloween stencils	
		<b>£54.99</b>			Artistic Sponge Co - Total	
1226	241112bow	£150.00	4435/350	19/10/24	Bowsers - Re EROB advice	61664
		<b>£150.00</b>			Bowsers - Total	
1190	bcard24111 2	£25.99	4455/200	25/09/24	Diva P Package Ltd - Kilrock Limescale Descaler - Park Team Equipment	:1795-2024-603311

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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>£25.99</b>			Diva Package Ltd - Total	
1245	241112dts	£620.00		31/10/24	DTS - Locking up	33
	1	£310.00	4405/250		Locking up	
	2	£310.00	4406		Locking up	
		<b>£620.00</b>			DTS - Total	
1210	241112fef	£842.50	4310/220	10/10/24	Farmer Education - Allotment rent Battlefields	101024
		<b>£842.50</b>			Farmer Education - Total	
1195	bcard241112	£26.64		10/10/24	Ford & Slater - Spray grease	007142500
	1	£9.32	4455/315		Spray grease	
	2	£17.32	4455/278		Spray grease	
		<b>£26.64</b>			Ford & Slater - Total	
1214	241112gre	-£128.70	4215/250	01/10/24	Greenzone - Credit re no collection P/R	521329
1246	241112gre	£308.88	4215/250	31/10/24	Greenzone - Bins Park Road	432343
		<b>£180.18</b>			Greenzone - Total	
1215	241112hmr c	£2,462.44		22/10/24	HMRC - Tax & NI October 2024	
	1	£379.44	4000/3502		Tax & NI October 2024	
	2	£5.26	4000/3503		Tax & NI October 2024	
	3	£861.61	4000/3501		Tax & NI October 2024	
	4	£207.15	4001		Tax & NI October 2024	
	5	£325.63	4010/3502		Tax & NI October 2024	
	6	£508.01	4010/3501		Tax & NI October 2024	
	7	£175.34	4011		Tax & NI October 2024	
		<b>£2,462.44</b>			HMRC - Total	
1236	bcard241112	£40.00	4240	22/10/24	ICO - Re Charity	ZA299502
		<b>£40.00</b>			ICO - Total	
1257	241112jewson	£93.31	4455/220	17/10/24	Jewson - Timber	0170001257527
		<b>£93.31</b>			Jewson - Total	

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Page 2

# 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
1263	241112lcm	£1,581.00		31/10/24	Lincolnshire Commercial Maintenance - Grass cutting October 24	
	1	£272.00	4275		Grass cutting October 24	
	2	£300.00	4270/285		Grass cutting October 24	
	3	£250.00	4270/280		Grass cutting October 24	
	4	£135.00	4285		Grass cutting October 24	
	5	£272.00	4280		Grass cutting October 24	
	6	£352.00	4270/255		Grass cutting October 24	
		<b>£1,581.00</b>			Lincolnshire Commercial Maintenance - Total	
1239	241112ma	£180.00	4610	22/10/24	Manby Aerospots - SID battery	HPC001
		<b>£180.00</b>			Manby Aerospots - Total	
1200	bcard241112	£19.98	44551/400	08/10/24	MARKETINGFLOW LIMITED - Mouse traps PB	272541-2024-9674
		<b>£19.98</b>			MARKETINGFLOW LIMITED - Total	
1197	241112meth	£30.00	4075	05/10/24	Methodist Church - Hall hire 14-10-24	141024
		<b>£30.00</b>			Methodist Church - Total	
1154	bcard241112	£93.50	4100	03/10/24	Microsoft - 365 dlrs	E0800TTJHN
1155	bcard241112	£37.08	4100	03/10/24	Microsoft - 365 admin	E0800TTN0F
		<b>£130.58</b>			Microsoft - Total	
1267	241112pas	£120.00	4435/350	15/10/24	Personnel Advice & Solutions Ltd - HR advice October 24	
		<b>£120.00</b>			Personnel Advice & Solutions Ltd - Total	
1248	241112plat	£208.00	4685	31/10/24	Platinum Cleaning - Cleaning Coubro	468
		<b>£208.00</b>			Platinum Cleaning - Total	
1170	bcard241112	£50.00	4065	02/10/24	Post Office - Postage top up	021024
		<b>£50.00</b>			Post Office - Total	
1237	bcard241112	£25.00	4801/505	11/10/24	RBL - Poppy wreath	
		<b>£25.00</b>			RBL - Total	
1212	bcard241112	£72.00	4435/350	10/10/24	Reed Specialist Recruitment - DBS check	#1202

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05/11/24 02:39 PM Vs: 9.03.00

Page 3

# 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>£72.00</b>			Reed Specialist Recruitment - Total	
1269	241112str	£175.00	4500	05/11/24	Shear Training - MEWP training	1713
		<b>£175.00</b>			Shear Training - Total	
1252	241122stafi	£12,497.56		22/11/24	Staff - Salaries Nov 24	
	1	£2,641.85	4000/3502		Salaries Nov 24	
	2	£1,181.58	4000/3503		Salaries Nov 24	
	3	£6,615.37	4000/3501		Salaries Nov 24	
	4	£2,058.76	4001		Salaries Nov 24	
		<b>£12,497.56</b>			Staff - Total	
1268	241112sle	£380.00	44551/420	04/10/24	Steve Lewis Electrical - Electrical safety work Coubro	1276
		<b>£380.00</b>			Steve Lewis Electrical - Total	
1174	bcard24111 2	£10.00	4060	03/10/24	Tesco - Mobile top-up OS	031024
1231	bcard24111 2	£10.00	4060	03/10/24	Tesco - Mobile top up	031024
1232	bcard24111 2	£15.06	4690	06/10/24	Tesco - Tea, coffee etc	061024
		<b>£35.06</b>			Tesco - Total	
1134	241112tig	£955.00	4801/525	01/11/24	Tiger Entertainment Ltd - Xmas fayre entertainment	
1266	241112tig	£500.00	4801/525	04/11/24	Tiger Entertainment Ltd - Christmas Fayre Entertainment	
		<b>£1,455.00</b>			Tiger Entertainment Ltd - Total	
1211	241112ton	£11.22	4455/200	08/10/24	Tonwood - key cutting	3117552
		<b>£11.22</b>			Tonwood - Total	
1227	bcard24111 2	£31.80	4452	17/10/24	UK Planning Maps - Map for PB planning	MW-1163466
		<b>£31.80</b>			UK Planning Maps - Total	
1235	bcard24111 2	£164.94	4801/501	16/10/24	Weed Fabric Direct - Weed fabric for Spooky Trail	
		<b>£164.94</b>			Weed Fabric Direct - Total	
1253	241112weg	£100.00		16/10/24	West End Garage - Diesel cans & tractor	
	1	£64.99	4460		Diesel cans & tractor	
	2	£35.01	4461		Diesel cans & tractor	

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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
1255	241112weg	£43.00	21/10/24	West End Garage - Petrol	1884
	1	£15.05 4461		P petrol	
	2	£27.95 4460		P petrol	
		<b>£143.00</b>		West End Garage - Total	
1206	bcard241112	£31.92 4801/501	07/10/24	ZQC Wang - Halloween 251	43765159-8184358
		<b>£31.92</b>		ZQC Wang - Total	
<b>Total</b>		<b>£22,201.02</b>			

Income for October 2024 was £13,936.90

- d) To resolve to agree budget movements as recommended by the committee
- e) To resolve to agree the grant applications as recommended by the Committee  
*Received application from Gedney Hill PCC for £150*  
*Received application from Boxes of Hope for £500*
- f) To receive the External audit report

### Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Holbeach Parish Council – LI0181**

**1 Respective responsibilities of the auditor and the authority**  
 Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.  
 Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>  
 This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with **Proper Practices** which:  
 • summarises the accounting records for the year ended 31 March 2024; and  
 • confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

**2 External auditor’s limited assurance opinion 2023/24**  
 On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:  
 None

**3 External auditor certificate 2023/24**  
 We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name: **PKF LITTLEJOHN LLP**  
 External Auditor Signature: *PKF Littlejohn LLP* Date: **20/09/2024**

Annual Governance and Accountability Return 2023/24 Form 3  
 Local Councils, Internal Drainage Boards and other Smaller Authorities\* Page 6 of 6

### 2024/5-101 - Open Spaces Committee

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

Carter's Park the removal of 4-way seesaw and witch's hat due to being unable to get the parts as they are no longer made, looked at option of having them made but due to insurance it is not possible.

Reinstalling basket ball hoop on the hard standing area after requests from public.

Contract grass cutting now finished.

Notice board to be placed at Battlesfield allotment.

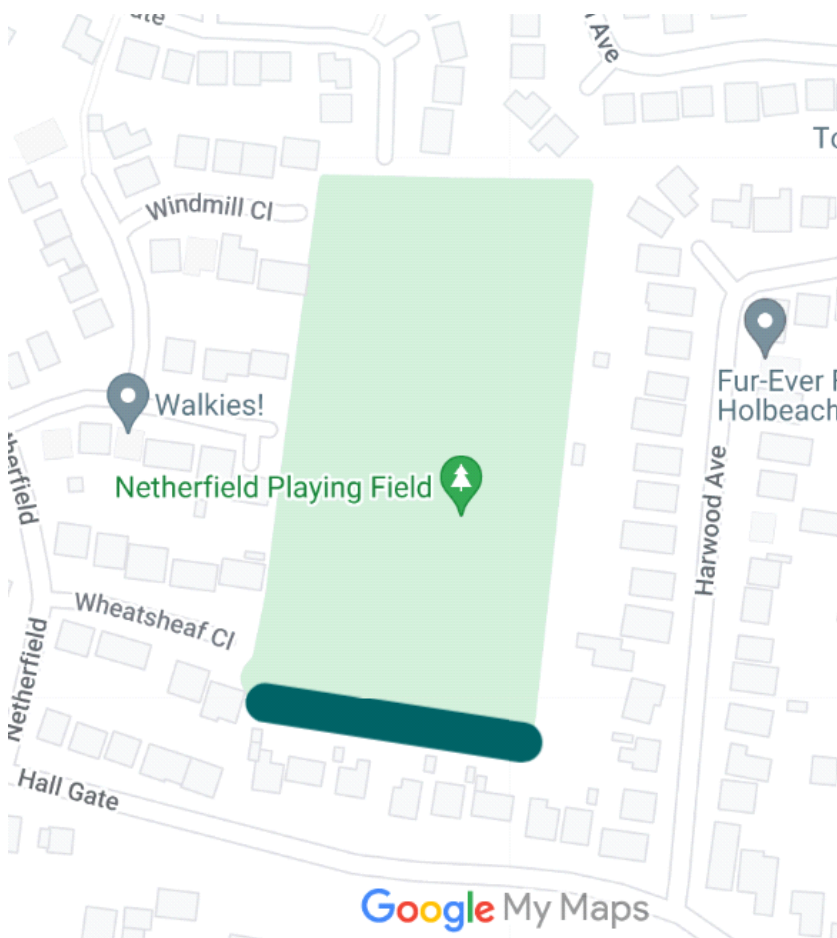
Hedge and tree work now will commence,

Parks team working hard to catch up after long period of only having one member.

- b) To resolve to agree the way forward with hedge cutting at Netherfield  
*05-11-24 our team found this:*



Someone has cut the hedge and left the clippings on our side.



The boundary marked on the above plan has on the Council's side a chain link fence, behind this on the residents side is the leylandi hedge. Previously employees of the Council have cut the leylandi hedge. The last couple of years this has not been done and we have received complaints. Council needs to decide if the team should cut this or not and also to consider that we write to residents explaining that putting the cuttings on the Council's land is not permitted



- c) To resolve to agree the way forward with machinery  
*The older of the two Kubota's is in urgent need of replacing, the proposal is to part exchange this for a similar type of machine. At the same time the large trailer could be sold and replaced by a smaller one and the zero turn mower sold.*

#### **2024/5-102 - PPES Committee**

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

##### *Speeding:*

*2 new SID locations to be used for November. Those being Fishpond Lane and Pennyhill Road.*

*A further donation from a district councillor for St Johns and Drove Wards towards the purchase of a 3rd SID was received.*

*The committee support the proposed reduction in the speed limit on the B1515 from Holbeach to Fleet.*

*LRSP have agreed to perform an Archers Survey along Barrington Gate in the New Year.*

##### *Properties:*

*The lease for PLP who use the top floor office at Coubro has been extended for 6 months.*

*All leases were received by the committee and those due to expire at the end of December 2024 will be discussed at November's meeting.*

*The planning application for change of use for Park Road Bungalow is now online ref: H09-0781-24*

*PRCT were opened to the public for a 3rd time with an excellent turnout once again.*

*Window measurements for Flat 4a High Street were taken and we will go out to tender for window upgrade quotes..*

##### *Planning for Emergencies:*

*Futher recruitment is required as at present we have no volunteers for Town, St Johns or Drove Wards. Various suggestions will be followed up.*

*The next meeting is on 26/11/24 at 14.00*

#### **b) 2024/5-103 - Events & PR Committee –**

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

#### **2024/5-104- Government consultation**

- a) To resolve to agree how to respond to the Government consultation on Enabling remote attendance and proxy voting at local authority meetings

<https://www.gov.uk/government/consultations/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings/enabling-remote-attendance-and-proxy-voting-at-local-authority-meetings>

#### **2024/5-105 – Policies**

- a) To resolve to agree to move policy review dates to May 2027 unless there are legal or operational changes, as recommended by the Internal Auditor

*When the Clerk and Deputy Clerk had a meeting with the internal auditor he asked why the Council reviewed their policies annually as it is not necessary and policies should only be reviewed after each election or if there are legal or operational changes.*

#### **2024/5-106 South Holland Voluntary Car Scheme**

- a) To receive a report from Cllr P Savory

*SHVCS Report for 30.10.2024*

*There was a meeting of the South Holland Voluntary Car Scheme Trustees on Wednesday 30.10/2024 at the South Holland District Council Offices.*

*A number of items were discussed and the following is a synopsis of those discussions:-*

*The accounts are in a very healthy position with the discount scheme for those contributing parishes working well. All Parishes have paid now.*

*There was a discussion on Web site design and whether it would assist our clients and operators it was mentioned that an number of clients are elderly and are not computer literate or may not even have one, so this was left on going as was logo and other marketing ideas.*

*There was a long discussion about branding and helping more getting more clients but this coincided with the point that we needed more drivers and it was suggested we go for the drivers first via advertising and help form the various parishes. The quarterly figure were produced and they showed that Holbeach in the months of July August and September had a total of 498 clients did 10722 miles, of these 169 were Hospital, 176 Were Health centers and there were 144other locations. These figures far exceeded any other parish.  
Peter J.S. Savory HPC rep on Trustees board of SHVCS*

**2024/5-107 Budgets 2025/26**

- a) To discuss and resolve to agree the draft budgets for 2025/26

**2024/5-108 – Meetings**

- a) The next meeting of the Council will be on Monday 9<sup>th</sup> December 2024 at Methodist Church, Albert Walk, Holbeach at 19:00