

14. Supporting documents 9th December 2024

03 December 2024 14:22

2024/5-118 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 11th November 2024 and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1317/2024-5-12-draft-notes-11th-november-2024>

2024/5-119 - Clerk

- a) To receive a report from the Clerk.

Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *9th December 2024*

Subject: *Clerk's report*

I have used my delegated powers, with the support of the Open Spaces Committee and Chair of the Council to have the newer Kubota repaired at a cost of £473.81. This decision was made due to having several burials which required the use of the tractor and also due to needing the tractor and trailer for the Christmas Fayre signage.

- b) To receive an update on vacancies.

Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *9th December 2024*

Vacancies

Town Ward = 6

Hurn Ward = 2

Drove Ward = 1

Jan Hearsey

Parish Clerk

Date of completion: 03/12/2024

2024/5-120 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee - *None submitted*
b) To elect members to the Committee
c) To note the Bank balances as of 30th November 2024

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	30/11/24	2,534.73	1,740.56
2 Barclaycard	Ordinary	*****2372		30/09/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	30/11/24	10,033.53	10,033.53
4 CCLA	Ordinary	*****0001PC		30/11/24	423,129.32	423,129.32
TOTAL						£434,903.41

- d) To resolve to agree the payments for November 2024 and to note the income for November 2024
<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1352/2024-november-payments-for-authorisation>
 Income = £6,552.78
- e) To resolve to agree budget movements as recommended by the Committee - *none required*
- f) To discuss and resolve to agree the insurance renewal as recommended by the Committee



Gallagher

Insurance | Risk Management | Consulting

Private & Confidential

Mrs J Hearsey
 Holbeach Parish Council
 Coubro Chambers
 11 West End
 Holbeach
 Spalding
 Lincolnshire
 PE12 7LW
 United Kingdom

25th November 2024

Dear Mrs Hearsey,

Insurance Policy: Non-Fleet Rated Commercial Motor
 Client Name: Holbeach Parish Council
 Client Reference Number: [REDACTED]
 Policy Number: [REDACTED]
 Effective Date: 29/12/2024

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

Policy	Insurer	Premium	Insurance Premium Tax	Total Due
Non-Fleet Rated Commercial Motor	MS Amlin	£517.64	£62.12	£579.76
Total		£517.64	£62.12	£579.76

Non-Fleet Rated Commercial Motor

Your Requirements and Our Recommendations

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

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 1-2 Bridge Street
 Guildford
 Surrey
 GU1 4RY

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- g) To discuss and resolve to agree the way forward with Edge Admin & Service manager and other software as recommended by the Committee.
Admin and Admin+ Features

- Paperless administration includes headed stationery, outbound email and attachments
- Details of all councillors, staff, officers, and non-councillors
- Committee setup and councillor membership
- Manage meetings for council, committees and working groups
- Diary management for councillors and officers
- Email meeting invitations
- Declaration of interests recorded for each councillor
- All reports are easily previewed, printed, exported to PDF or Word and emailed directly to recipients
- Produces agendas and minutes
- Lists of agenda subjects maintained on a committee basis
- Templates for agendas and minutes with headers and footers for each committee
- Copy previous agendas to create new versions
- Minutes easily produced from agenda or previous set of minutes
- Confidential sections can be identified and produced separately
- Monitor councillor attendance and apologies
- Flexible searching including by subject history
- Comprehensive reports
- Produce action lists

Service Manager

- Paperless administration includes outbound email, photographs, and attachments
- Manage tasks, projects, faults, and problems as jobs
- Manage, track and progress issues reported by the public
- Outstanding jobs are scheduled and completed when finished
- Sub jobs enable main job to be divided into stages and allocated to staff
- Staff manage their time using timesheets for each job
- Email templates for different activities
- Comprehensive reporting
- Print blank time sheets for manual completion
- Report on the annual salary cost of activities
- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipient
- Integrates with AdvantEDGE Facilities module
- Staff rosters are recorded in timesheets in Service Manager

Asset Manager

- Record details of assets including location, finance, inspections, insurance, and notes
- Paperless administration includes outbound email, photographs, and attachments
- Streetlight fault logging, management, and reporting
- Automatic asset numbering schemes
- Link assets to digital maps including Google maps and what3words
- Dashboard displays clickable count of each class of asset
- Mail merge and document production facility
- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipients
- Integrates with equipment in AdvantEDGE Playgrounds module
- Integrates with asset register in AdvantEDGE Finance module
- Integrates with InspectEDGE for asset inspections
 - Ruggedised InspectEDGE tablet and app available separately

- Inspections details and photographs recorded by InspectEDGE are saved in AdvantEDGE Asset Manager
- Inspections and photographs can be recorded without InspectEDGE app

Playgrounds

- Paperless administration includes outbound email, photographs, and attachments
- Sites can be sorted in a quick view by name, location, and category and manufacturer
- Playground equipment details include location, finance, repairs, incidents, inspections, and notes
- Digital map links include Google maps and what3words
- Equipment can be sorted in a quick view by site, type,
- Inspections via inspection sheet or InspectEDGE app
 - Inspection risk assessment includes risk, hazard, likelihood, and severity
- Take up to 4 photos of each piece of equipment being inspected
- Inspections can be sorted in a quick view, filtered by site and/or date
- Reports for equipment and inspections
 - Report on High, Medium, or Low risk inspection results
 - All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipients
 - Integrates with InspectEDGE for playground inspections
 - Ruggedised InspectEDGE tablet and app available separately
 - Inspection details and photographs recorded by InspectEDGE are saved in AdvantEDGE Playgrounds
 - Integrates with AdvantEDGE Asset Manager
 - For each playground, maintain details of bins, notice boards, seats, streetlights, and trees
 - Inspection reports retained for the RoSPA recommended period of 21 years

AdvantEDGE - Additional 4 Modules with Inspections

- 4 additional modules; Admin+, Service Manager, Playgrounds and Asset Manager
- Inspection app for Allotments, Assets, Epitaph and Playgrounds
- Tablet for Inspections with accurate GPS receiver
- Setup and training
- Contract co-terminus with existing 5 year contract

The cost break down is as follows:

- £369 setup
- £574 training
- £943 Total setup
- £958 annual fees for 4 modules
- £166 annual fee for inspection app
- £1,124 annually

Benefits - save time assist open spaces team with inspections and keep track of Council tasks

2024/5-121 - Open Spaces Committee

- To receive a report from the Chair of the Committee.- *None submitted*
- To elect members to the Committee.

2024/5-122 - PPES Committee

- c) To receive the report from the Chair of the Committee. - *None submitted*

2024/5-123 - Events & PR Committee

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

Chair's Report – November Full Council 09.12.24

“Ho, Ho, Ho... Merry Christmas!”

What more is there to say..? Our Team really excelled themselves at the Holbeach Christmas Fayre, which is once more now fast becoming a Holbeach Institution, and is redefining how a Christmas Fayre should be run.

I hasten to add, that this really was a TEAM effort, with all of the Council pulling together to make it happen, you all performed your own tasks admirably, and plaudits go out in particular to Rachel for apparently magicking several Marshals out of the air at the last minute to cover the road closures. Thank you Rachel.

Other plaudits go out to Jan, for the excellent way in which she ran the road closures, Becky for her excellent work liaising with the Traders and “mother hen” like dealing with any issues that arose, Sandra for sharing her time between the RBL stall and road marshalling, and Jenny, Peter Howden and Rachel for manning their marshalling. A Team effort indeed.

The Event itself was a runaway success, with several people drawing comparisons with Spalding's effort, in which they all said that ours was a better event. From the point of view of the Traders, it could not have been a more successful event, as many of them sold out of stock before the end of the day, and enquiries are already coming in for stalls both for next year's event, as well as all the other events we are will be running next year. We have truly found a formula for success, and this needs to be nurtured and built on going forwards.

Our Santa's Grotto was outstanding, so grateful thanks must go out to all those who contributed towards it, not least our District Councillors who also pitched in with some funding. The whole event was greatly received by the public, and all the feedback was intensely positive.

The Events Committee has plans in hand for how to make next years event even bigger and better, so just “Watch this Space”, and be ready to lend a hand to make it happen. With the loss of the Lincoln Christmas Fayre, and others closing as well, it is entirely possible that our Christmas Fayre could gain the title of the best in Lincolnshire. As I am so fond of saying, it is just a question of us all pulling on the same rope, in the same direction, at the same time, and believing in ourselves.

Holbeach loves our Events, and the people turn out in great numbers to enjoy them. In fact the footfall was around 4,000 and our town only has a population of 11,000. Events work and now form a fundamental part of our service delivery. This is what the people of Holbeach want from us, and our Team is ready to deliver!

So from the bottom of my heart I offer sincere thanks to all who helped make this such a wonderful event for our Town.

Our next event is likely to be our VE Day Event, which as planning for this has only just begun, as the Government only announced this in the Budget, this is still a work in progress. However it will involve a Beacon lighting ceremony on the 8th, with a street party, heavily 40's themed on the following Saturday. Again, watch this space for updates, and feel free to contribute your own ideas.

Events taking place later in the year I will comment on in later reports, however, we are planning a very full program, with some very unique events, which will put Holbeach Firmly on the map.

- b) To discuss and resolve to agree quarterly surgeries.

Cllrs: S Ball & J Sharman would like to investigate the possibility of holding quarterly surgeries in the villages

2024/5-124 - Budgets 2025/26

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

2024/5-125 - Meetings

- a) The next meeting of the Council will be on Monday 13th January 2025 at Methodist Church, Albert Walk, Holbeach at 19:00.