

#### 24/5-157 Apologies

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

#### 24/5-158 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 nonpecuniary interests in Agenda items.

#### 24/5-159 Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 10th February 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.pariah.lincshshire.gov.uk/downloads/file/1420/2024-5-16-draft-notes-10th-february-2025>

#### 24/5-160 Clerk

1. To receive a report from the Clerk

##### *Report*

**To:** *Members of Holbeach Parish Council –*

**From:** *Jan Hearsey: Parish Clerk*

**Date:** *10th March 2025*

**Subject:** *Clerk's report*

*Following in from last month's meeting, I have tried to source a photo of the King however there are no more free ones. Framed ones can be purchased for "c" £140.00*

*The weekly newsletter is proving popular. The admin team have been extremely busy supporting the hard work of the Open Spaces team with tople testing.*

2. To receive an update on vacancies

##### **Vacancies**

*Town Ward =7*

*Hurn Ward = 3*

*Drove Ward = 1*

3. To resolve to agree to co-options as submitted

#### 24/5-161 Finance & Admin Committee

1. To receive the report from the Chair of the Committee

***"There was some talk about ethical buying of products. This is not an easy subject as it can involve costs being higher and we have a duty to our councillors and general public to get the best value for money.***

***We agreed to write off an old debt and to take to full council to agree.***

***We discussed and studied the Risk Assessment Policy and feel it needs reviewing on a quarterly basis.***

***We need to ask all councillors that if they have a project for the new financial year to please let us know with regards to procurement.***

***We agreed the risk management with some changes."***

2. To note the bank balances as at 28th February 2025  
<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1451/2025-february-financial-statement>

**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	28/02/25	2,076.00	2,109.52
2 Barclaycard	Ordinary	*****2372		31/12/24	0.00	0.00
3 Barclays Saver account	Ordinary	****5394	20-80-78	28/02/25	18,395.40	18,395.40
4 CCLA	Ordinary	*****0001PC		28/02/25	343,037.47	343,037.47
<b>TOTAL</b>						<b>£363,542.39</b>

3. To resolve to agree the payments for February 2025 of **£21,086.35** and to note the income for February 2025 **of £5,283.83**

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1450/2025-february-payments-for-authorisation>

4. To resolve to agree budget movements as recommended by the Committee **None**

5. To resolve to agree the Risk Assessment Policy as recommended by the Committee

**HOLBEACH PARISH COUNCIL RISK MANAGEMENT**

**Risk Status Indications**

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status.

The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.
  
- *As applicable, either*
  - This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).
  
  - or*
  - This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).
  
- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

**HOLBEACH PARISH COUNCIL RISK MANAGEMENT**

**Mission Statement of Holbeach Parish Council:**

To provide services for, and manage and maintain the Council assets of, the Parish of Holbeach, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

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	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	<p><b>1.</b> To ensure compliance with Acts of Parliament, other legislation, the Council's Standing Orders, Financial Regulations and Code of Conduct.</p> <p><i>Including:</i>  <i>Freedom of Information</i>  <i>Data Protection</i>  <i>Child Protection</i>  <i>Protection of vulnerable people</i>  <i>Local government legislation</i>  <i>Equality of opportunity</i>  <i>Racial equality</i>  <i>Disability legislation</i></p> <p><i>continues</i></p>	<p>a. Lack of knowledge of regulations and codes.</p> <p>b. Absence of Standing Orders</p> <p>c. Actions by the Council outside its powers as set out by Parliament.</p> <p>d. Lack of commitment to regulations and procedures.</p> <p>e. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.</p> <p>f. Payments made without prior approval and adequate control.</p> <p>g. Lack of control of signatories to cheques.</p>	<p>Ensure that all Councillors have copies of or access to relevant information through LALC, copies of the adopted Code of Conduct, Financial Regulations and Standing Orders and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.</p> <p>Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.</p> <p>As at 1a above, but ensure that, as necessary, powers are highlighted or extracted into an effective summary.</p> <p>Regular reference to appropriate regulations in agenda items. Appropriate delegation of responsibilities to councillors and committees. Compliance with appropriate procedures.</p> <p>Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Introduce practice of estimates for all purchases over an agreed figure.</p> <p>Ensure all payments are approved in accordance with the Financial Regulations and properly recorded. Avoid cash payments.</p> <p>Keep authorised signatories to a minimum but consistent with practicalities.</p>	<p>Chair Clerk All councillors LALC</p> <p>Chair Clerk</p> <p>Chair Clerk</p> <p>Chair All councillors Clerk</p> <p>Chair Clerk RFO/ Committees</p> <p>Clerk RFO</p> <p>Clerk RFO</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	<i>continued</i>				
	<p><b>1.</b> To ensure compliance with Acts of Parliament, other legislation, the Council's Standing Orders, Financial Regulations and Code of Conduct.</p>	<p>h. VAT not properly accounted for, resulting in over-claims and large demands from HMRC.</p>	<p>Ensure appropriate publications held and that Clerk/RFO has a good knowledge of regulations.</p>	<p>Clerk RFO</p>	<p>●</p>
	<p><b>2.</b> To identify and regularly review the Council's priorities and risks.</p>	<p>a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.</p> <p>b. Lack of commitment by council members</p> <p>c. No risk analysis carried out.</p> <p>d. No steps taken to combat identified risks</p> <p>e. An inadequate complement of councillors to manage the business of the council</p>	<p>All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training.</p> <p>Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items.</p> <p>As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission</p> <p>As at 2b above.</p> <p>All councillors to strive to work in a constructive manner in accordance with</p>	<p>Chair Clerk All Councillors</p> <p>Chair Clerk</p> <p>Chair All Councillors Clerk</p> <p>Chair All Councillors Clerk</p> <p>All Councillors Clerk SHDC</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>

			the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.		
Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status ● ● ●	
3. To influence others, such as Lincolnshire County Council, South Holland District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●	
	b. Lack of effective lines of communication with parishioners.	Take every opportunity to publicise role of Parish Council using the press, notice boards, "flyers" and the Annual Parish Meeting. Use key issues to raise the profile of PC and to test parishioners' views.	Chair All Councillors Clerk	●	
3. To influence others, such as Lincolnshire County Council, South Holland District Council and other Government organisations to recognise the requirements and interests of the local population.	c. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	Chair Clerk	●	
	d. Lack of confidence by Parish Councillors.	Experienced councillors and Clerk to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	Chair All Councillors Clerk	●	
Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status ● ● ●	
4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all likely risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs.	Chair Clerk	●	
	b. Lack of education of Councillors regarding culpability.	Experienced councillors and Clerk to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●	
	c. Inadequate insurance cover taken out – property, personal liability, employer's liability.	Review risk assessment by including on agenda at least quarterly.	Chair Clerk Policy & Resources Committee	●	
	d. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.	Delegate responsibility for keeping up-to-date with insurance requirements to the Finance & Admin Committee.  All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure	Clerk All Councillors SHDC	●	

			the register of interests are complete and up to date.		
	5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	a. Lack of knowledge of accounting requirements  b. Lack of commitment to accounting requirements.	Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. Ensure all Councillors are aware of the lack of cover under the Financial Services Compensation Scheme.  As at 5a above. RFO to produce financial reports at all Council meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	Chair All Councillors Clerk  All Councillors RFO Internal Auditor	●  ●
<b>Aim</b>		<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	c. Bank charges unnecessarily incurred  d. Inaccuracies in recording amounts and totals in books of account. Bank reconciliations not carried out.  e. Inaccuracies and interest losses caused by account transfers. f. To ensure that the banking facilities of the Council are secure and offer value for money.  g. Inadequate control of cash receipts and payments.  h. Books of account not kept up to date/ invoices not posted promptly. i. Internal controls not in place or not operated.  j. Payments missed or delayed.	RFO to carry out regular inspection of books of account. Internal audit to be undertaken annually.  RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required. Chair of Finance & Admin Committee to sign off Financial Statement monthly Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account. Using information available in the public domain, the RFO to periodically review the Councils banking arrangements in respect of achieving both value for money and security, but noting that changing accounts may itself incur some risks. No cash payments. Where cash receipts are unavoidable to record each receipt into a cash book and to issue the payee with a paper receipt. Regular checks by RFO and internal auditor. Financial reports at all Council meetings. As at 5h above.  As at 5h above.	RFO Internal Auditor  RFO Internal Auditor Chair of Finance & Admin Committee RFO Finance & Admin Committee All Councillors RFO Internal Auditor RFO All Councillors RFO Internal auditor Finance & Admin Committee RFO Internal auditor Finance & Admin Committee As for 5i above	●  ● ● ●  ●  ●  ●  ●
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	k. RFO taken ill or leaves without replacement	The internal auditor can be called upon for advice. Other Officers and Councillors to be familiar with all aspects of financial matters. Local Procedures to exist to explain processes. Key person insurance cover is covered	RFO Internal auditor Finance & Admin Committee	●
	6. To ensure that payments made from Council funds and the use of assets, represent value for money, are adequately managed, and	a. Lack of knowledge of wishes of residents.  b. Use of funds not giving value for money.	As at 3b above Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them.  Effective budget planning	All Councillors Clerk  Clerk RFO	●  ●

	comply generally with the wishes of the residents.	c. Use of funds not in accordance with the wishes of the residents.  d. Charges for use of facilities inadequate or excessive.  e. Fund raising not properly controlled or not in accordance with regulations.	processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure.  As at 2a above. As at 6a above.  Effective financial management by RFO. Internal audit checks.  All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.	All Councillors  All Councillors Clerk All Councillors  All Councillors Clerk RFO	●  ●  ●  ●
<b>Aim</b>		<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	a. Lack of knowledge of budgetary process, and of Council regulations.  b. Lack of commitment to budgetary process.	Ensure regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO.  As at 7a above Involve all councillors in budgetary process, not solely the Clerk/RFO.	All Councillors RFO Clerk  All Councillors Chair	●  ●
	7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	c. Inadequate consideration of requirements for annual precept.  d. Calculation not in accordance with Council regulations.  e. Inadequate internal controls with regard to monitoring expenditure.  f. Reserves too low or too high	Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing the initial budgetary process to the RFO. Start budget build in October well ahead of submission date.  Checks by RFO and Internal Auditor.  Checks by RFO and Internal Auditor. Financial and budget progress reports to all Council meetings.  The general reserve (not earmarked) to be at least 25% of typical annual income or as otherwise advised by the RFO / Internal auditor. The general reserve (not earmarked) not to exceed 75% of typical annual income or as otherwise advised by the RFO / Internal auditor.	All Councillors RFO Clerk  RFO Internal auditor  RFO Internal auditor All Councillors  RFO Clerk All Councillors	●  ●  ●  ●
	8. To explore all possible sources of income, and ensure that expected income is fully received.	a. Lack of knowledge of possible sources of income e.g. grants.  b. Lack of commitment to pursue possible sources of income.  c. Maximise rental income  d. Receipts not banked or not banked promptly.	Encourage training and conference attendance to gain experience of all grants available and application procedures.  As at 8a above.  Charge appropriate rates. Market facilities. Review lettings potential of pavilions in longer terms (after restrictions potentially lapse)  Regular checks by RFO and Council. Internal audit checks.	Chair Clerk  All Councillors Clerk  Clerk/Chair  RFO Finance & Admin Committee Internal	●  ●  ●  ●

	<i>continues</i>	e. Debts not pursued promptly.	As at 8c above.	audit RFO Finance & Admin Committee	
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ●●●
	<i>continued</i>	f. VAT claims not made promptly or made incorrectly.	Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by RFO. Internal audit checks.	RFO Finance & Admin Committee	●
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ●●●
	9. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.	a. Inappropriate rate of pay to employees.  b. Tax and NI arrangements not in accordance with regulations.  c. Amounts paid to contractors not in accordance with contract and inadequately monitored.	Ensure employee regulations are available and understood by Clerk. Checks by RFO. Internal audit checks.  As at 1 above.  Checks by RFO and internal audit. Monitoring of contract expenditure by the Finance & Admin Committee.	RFO Clerk Finance & Admin Committee Internal audit  RFO Clerk Finance & Admin Committee Internal audit  RFO Finance & Admin Committee Internal audit	●  ●  ●
	10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	a. Lack of knowledge of Council regulations and procedures.  b. Late or non-submission of annual accounts.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.  Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to Council meetings.	Clerk RFO All Councillors  Clerk RFO Internal auditor All Councillors	●  ●
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ●●●
	10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.  d. Inadequate audit trail from records to final accounts.	Checks by RFO. Internal audit checks.  As at 10c above.	Clerk RFO Internal auditor All Councillors  Clerk RFO Internal auditor	●  ●

				All Councillors	
	11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.	<p>a. Lack of knowledge of assets of Parish Council.</p> <p>b. Assets lost or misappropriated</p> <p>c. Inadequate or inaccurate valuation of the council's assets.</p> <p>d. Asset register not established or inadequately maintained.</p>	<p>Ascertain and record all significant assets for which Parish council is responsible. Create and maintain a permanent asset register.</p> <p>Establish who is responsible for security and maintenance of each asset. Regular monitoring of location and use of assets by the Finance &amp; Admin Committee.</p> <p>Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks. <i>[Note that the Annual Return now requires original asset values not current values.]</i></p> <p>Create asset register in accordance with Audit Commission requirements.</p>	<p>RFO Finance &amp; Admin Committee</p> <p>RFO Finance &amp; Admin Committee</p> <p>RFO All Councillors</p> <p>RFO All Councillors</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p>
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	12. To carry out adequate checks in respect of the safety, licensing and integrity of all Council buildings.	<p>a. Lack of or inadequate programme of regular safety checks (fire safety, electrical safety, gas boilers, emergency lighting etc).</p> <p>b. Lack of or inadequate licensing of Council buildings (e.g. property licence, PRS music licence).</p> <p>c. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.</p> <p>d. Building safety hazards (e.g. trip hazards, faulty door closers, sharp projections, broken glass)</p> <p>e. Compromised building security (e.g. broken window) or integrity (e.g. leaking roof).</p> <p>f. Inadequate winter preparations causing freezing of pipes and water damage.</p> <p>g. Inappropriate heating of water causes a Legionella outbreak</p>	<p>Ensure that all necessary checks are properly performed by suitably accredited people in a timely manner in accordance with an agreed schedule. Ensure that hot water temperatures are not excessive.</p> <p>Ensure that all necessary licences are listed on a schedule and renewed in a timely manner.</p> <p>Regular property checks by the Clerk and other Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.</p> <p>Regular property checks by Clerk and other Officers. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by building users, Officers and contractors.</p> <p>As for 12d above</p> <p>As for 12d above</p> <p>Water heating to be in accordance with current advice to minimise the risk of a Legionella outbreak. Regular checks that settings are maintained at appropriate levels.</p>	<p>PPES Committee</p> <p>PPES Committee</p> <p>PPES Committee</p> <p>PPES Committee</p> <p>As for 12d above</p> <p>As for 12d above</p> <p>As for 12d above</p>	<p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p> <p>●</p>
	<b>Aim</b>	<b>Risk</b>	<b>Method used to Minimise Risk</b>	<b>Person(s) Responsible</b>	<b>Status</b> ● ● ●
	13. To carry out adequate safety and integrity checks on the bowling green and the tennis courts.	a. Lack of or an inadequate programme of regular safety checks (e.g. trip hazards).	Regular checks by the Open Spaces team and other Officers. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by facility	Open Spaces team Bowls Club Open Spaces	●



		b. Damage to the sports facility due to compromised security.	users, Officers and contractors.  Regular checks by the Open Spaces and other Officers. Prompt attention to problems once identified. Prompt attention to issues raised by facility users, Officers and contractors.	Committee.  Open Spaces team Bowls Club Open Spaces Committee.	●
	14. To carry out adequate safety checks on the public open space and street furniture owned by the Council.	a. The lack of or an inadequate programme of maintenance allows the persistence of safety hazards (e.g. trip hazards, dangerous trees, faulty gates, faulty seats, faulty bins etc).	Regular checks by the Open Spaces team, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works (including the periodic professional checking of trees).	Open Spaces team All Councillors Contractors Public users	●
	15. To carry out adequate safety checks on the children's play areas operated by the Council.	a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.  b. The lack of or an inadequate programme of maintenance of the play equipment and the immediate area surrounding the play equipment allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate).	Weekly safety inspections by Open Spaces team backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.  Regular checks by the Open Spaces team, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works.	Open Spaces team Playground Inspectors Open Spaces Committee Contractors  Open Spaces team All Councillors Contractors Public users	●  ●

## 6. To resolve to agree the Reserves Policy as recommended by the Committee

Reserves	2022/23	2023/24	2024/5	2025/6	
General reserve	£ 98,817.00	£ 202,821.00	£ 149,280.95	£ 143,847.39	Estimate
Plant & Machinery fund	£ 2,000.00	£ 2,000.00	£ 4,000.00	£ 6,000.00	
Elections	£ 6,000.00	£ 6,000.00	£ 7,000.00	£ 7,500.00	
Slide	£ 15,000.00	£ 1,945.00			
Playground fund	£ 3,000.00	£ -	£ 5,000.00	£ 8,000.00	
Property professional fees	£ 8,000.00	£ 5,975.00	£ 5,975.00	£ 4,000.00	
Business rates	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Council tax	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
Safe works	£ 1,000.00	£ 483.00	£ 1,000.00		
HR	£ 14,000.00	£ 14,000.00	£ 20,000.00	£ 10,000.00	
Property repairs	£ 800.00	£ 800.00	£ 10,000.00	£ 4,000.00	
Contingency	£ 10,000.00	£ 10,000.00	£ 10,000.00		
Windows Coubro	£ 5,500.00	£ 355.00			
Chapels			£ 24,968.00	£ 39,900.00	
Tree survey			£ 1,500.00		
SID			£ 500.00	£ 1,750.00	
Property project				£ 50,000.00	
Cleaning				£ 3,100.00	
Railings PR cemetery				£ 5,000.00	
Camera				£ 700.00	
Tractor shed				£ 20,000.00	
Battlefields				£ 12,000.00	
Battlefields sleepers				£ 445.00	
	£ 165,417.00	£ 245,679.00	£ 240,523.95	£ 317,542.39	

## Reserves Policy

### Introduction

Holbeach Parish Council (HPC) is required to maintain adequate Financial Reserves to meet the needs of the Parish

Council. The purpose of this policy is to set out how the Parish Council will determine and review the level of Reserves. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves to ensure that there are procedures for their establishment and use.

### **Types of Reserves:**

Reserves may be categorised as General or Specific.

### **General Reserves:**

General Reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. **General reserves should represent six months of total expenditure.** Setting the level of General Reserves is agreed ~~with the Annual Budget.~~ **At the end of the Financial Year.**

### **Earmarked Reserves:**

Earmarked Reserves are held for several reasons and shall only be used for the purpose for which they were created.

- Renewals – to enable services to plan and finance an effective program of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement program can be achieved without the need to vary budgets.
- Carry forward of underspend – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward these resources.
- Developers Contributions – proceeds from developers that can only be used for specified purposes.
- Other Earmarked Reserves may be set up from time to time to meet known or predicted liabilities.

Any decision to set up an Earmarked Reserve must be made by the Parish Council, and these are to be reviewed annually ~~when the budget is agreed.~~ **In March**

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget or to General Reserves or to one or more other Earmarked Reserves.

### **Management and Control of Reserves:**

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly report and at monthly meetings if required. The use of Reserves shall be approved by the Parish Council. The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council. Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Recommendations on creation,

amendment, cessation, or continuation of Earmarked Reserves will be given by the Responsible Financial Officer to the Parish Council by way of a report forming part of the recommendations for the Annual Budget and Precept request by the Parish Council. Approval for the creation, amendment, cessation, or continuation of Earmarked Reserves will be given by the Parish Council.

### **Current level of Financial Reserves**

Current level of Financial Reserves (At 1<sup>st</sup> April 2025) The current total level of Reserves is £???? General Reserves of £??????? and £????? in Earmarked Reserves.

### **24/5-162 Open Spaces Committee**

1. To receive a report from the Chair of the Committee.

***Carters Park is becoming a hive of activity at the moment, with a site visit to Carters Park to look at siting a Xmas tree, but a tree already growing in the park, to the left of the car park entrance, is a good candidate for a Christmas Tree for the fair instead of buying one. It was decided to use it.***

***Quotes for the toilets, Pump Track and Fencing for the tractor shed being obtained.***

***Isobel has been very busy in the Jubilee Gardens weeding and moving plants around ready for the summer.***

***We had shingle delivered to the park to put down between the Bowls club and Football fencing as it had become very muddy in this area, we are looking into getting funding for this area included in the disabled pathways grants***

***Grass cutting has started and the Topple testing carries on too***

***We have let 2 of Battlefields allotments***

2. To resolve to agree to elect members to the Committee

3. To resolve to agree the use of Carters Park on 8th May 2025 for VE Day event

4. To resolve to agree the use of Carters Park on 29th November 2025 for the Christmas Fayre

5. To resolve to agree the allotment fees as recommended by the Committee

***Battlefields/ Bass/Callows/Plank Hook/Northons Lane £169 per acre.***

***Dog Drove £155 per acre & Battlefields garden allotments £30***

6. To resolve to agree the new layout of Hall Gate cemetery

### **LAWN AREAS**



-  
***It is only permitted to erect lawn style memorials at the head of the grave. The grassed areas around the memorial and the***

surface of the grave must be kept clear of flowers and mementoes so grass cutting and ground maintenance can take place without hindrance.

## TRADITIONAL GRAVES



This type of grave provides greater design flexibility for those who want to create a distinct memorial space in honour of their loved ones. You have several options with this style of grave:

- **Kerb enclosure:** You can enclose the grave with a kerb set, creating a defined boundary.
- **Stone edging:** Alternatively, you may choose to use stone edging to outline the space.

**The owners is directly responsible** for the safety and security of the grave space. Please exercise caution regarding sharp objects, corners and slipping or tripping hazards. If someone is injured due to your property, you could be held liable rather than the local authority.

## VASES



These will be fixed to the slabs by the memorial wall to allow those with plaques to lay flowers.

## GENERAL

The Council would lay out lines of concrete in the lawed area and this is where the headstones would sit. This would be the same for the Traditional graves area. It has been suggested to have a baby and small children area within the traditional graves.



*The cemetery railings are in a bad state of repair. The Conservation officer is happy for their replacement as long as they are "like for like".*

**24/5-164 Events & PR Committee**

1. To receive the report from the Chair of the Committee.
2. To resolve to agree to purchase a new Notice board for the Cemetery Chapels

***The cost is £530.42***

**24/5-165 Meeting**

1. The next meeting of the Council will be on Monday 14th April 2025 at Methodist Church, Albert Walk, Holbeach at 19:00.