

# 25/6-01 Supporting documents 12-05-25

06 May 2025 15:57

## 25/6-001 To Elect a Chair of the Council

*This election of the Chair of the Council is up until next May.*

*The role of the Chair is to work closely with the Vice-Chair and the Clerk. The Chair and the Clerk should have a good working relationship. The Chair should keep themselves up to date with procedures and protocols.*

### **The Role**

*The Chairman is the figurehead of the Council and is elected each year at the Annual Meeting of the Parish Council by its members. The Chairman must sign a Declaration of Acceptance of Office. The Chairman can remain in his/her position until the next Annual Meeting of the Parish Council, when he/she can stand for re-election. There is no limit to the number of times a Chairman can remain in post as long as there is an annual election for the role. The role of Chairman is set in legislation (Local Government Act 1972 s15 (1)).*

*The Chairman has a casting vote should there be equal votes. Agenda's are the Clerk's however it is good practice for the Chairman to set the agenda with the Clerk and Vice-Chair. The Chairman is responsible for signing the minutes of meetings. The Chairman is responsible for calling the Annual Parish Meeting. The Chairman should ensure that the Standing Orders, as adopted by the Council are adhered to.*

*The Chair is responsible for involving all councillors in discussion and ensuring that councillors keep to the point. The Chair summarizes the debate and facilitates the making of clear resolutions and is responsible for keeping discussions moving so that the meeting is not too long.*

*A Chair should:*

**Plan the meeting** with the clerk. *The Chair cannot decide which items should appear on the agenda for meetings. The Clerk is responsible for the agenda, apart from Extraordinary Meetings. Normal practice would be for the Clerk to consult with the Chair when drawing up the agenda to ensure that appropriate and necessary items are added.*

**Brief themselves and prepare fully** – *study all relevant information and anticipate the needs and interests of the members. The Chair can then answer questions or deal with requests for information.*

**Be punctual** – *the Chair should set a good example by arriving early to check the arrangements and welcome members, the public and any visiting speakers*

**Understand** - *the Council's Standing Orders, Code of Conduct and policies*

**Respect** and *understand the role of the clerk/RFO and other officers, and ensure that employment issues (e.g. performance, disciplinary matters) are only raised in Council meetings when appropriate (in closed session if an agenda item) and in line with Council policy and employment law.*

## 25/6-002 To Elect a Vice-Chair of the Council

*Holbeach Parish Council has a Vice-Chair. Our Standing Orders dictate that in the absence of the Chair, that the Vice-Chair assumes the responsibility of the Chair of the Council.*

*The VC should work closely with the Chair and the Clerk and this should be a good working relationship. They should keep themselves up to date with procedures and*

### **25/6-003 Apologies**

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

### **25/6-004 Declarations of Interest**

To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or nonpecuniary interests in Agenda items.

### **25/6-005 Minutes**

To resolve to approve as a correct record the notes of the meetings of the Council held on 10th February 2025, 14th April 2025 and 1st May 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1420/2024-5-16-draftnotes-10th-february-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1505/2024-5-22-draftnotes-14th-april-2025>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1522/2024-5-23-extraordinary-draft-notes-1st-may-2025>

### **25/6-006 Clerk**

1. To receive a report from the Clerk

#### *Report*

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

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

**Date:** *12th May 2025*

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

*As members are aware, we have found a suitable truck. There were three and the one chosen was best value for money, couples with mileage and distance from Holbeach. The RAC are carrying out a vehicle inspection on Tuesday 13th. If that is all ok, then we will*

*purchase the vehicle.*

*All precept monies have been received and transferred to CCLA.*

2. To receive an update on vacancies

**Vacancies**

*Town Ward =5 (1 awaiting the ten elector period)*

*Hurn Ward = 3*

*Drove Ward = 1*

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

**25/6-007 Terms of Reference**

1. To resolve to agree the updated TOR for Finance & Admin Committee

**Purpose of the Committee**

*The primary objective of the Committee is to assist the Parish Council in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters*

**Membership**

*Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members. The committee shall be subject to a quorum of three of its members.*

*The Clerk/Responsible Financial Officer (RFO) shall be a standing member of the Finance Committee and responsible for the proper administration of the Parish Council's financial affairs. The Clerk/RFO has no voting powers within the Committee.*

**Chairman:**

*The chairman of the committee will be elected by the members of the Committee at the Annual Parish Council meeting.*

*The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.*

*If the chairman of the Committee resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.*

**Functions**

- *Monitor and update the Financial Regulations and ensure that they are observed by the Parish Council.*
- *Monitor the financial administration of the Parish Council.*
- *Provide advice and guidance to the Chairs of other Committees of the Parish Council and to the full Parish Council on all aspects of financial management.*
- *Co-ordinate the detailed budget of the Parish Council and recommend to the full Parish Council the annual budget and the annual precept to be levied.*
- *On a monthly basis the Chair of the Finance & Admin Committee is to report to the*

*full Parish Council on the progress of actual expenditure compared to the budget. The RFO is to prepare a monthly bank reconciliation and report it to all members.*

- To ensure that the RFO prepares the accounts of the Parish Council and arranges their internal and external audits.*
- Monitor the administration and review of day-to-day financial matters including internal audit of the Parish Council's income and expenditure.*
- Conduct an annual review of the council's insurance policies and monitor the procedure for risk assessment of all of the Parish Council's activities.*
- To make recommendations to the full Parish Council, with regards to the transfer of funds from and to a particular operating budget, including making project investments in the long and short term.*
- Periodically review the procedure for making grants.*
- Ensure that appropriate records are maintained of all assets and that the assets are adequately controlled maintained and insured.*
- Meetings will be held at least once per month normally on the first Monday of the month.*
- To have an emergency spend budget of £1,000-£5,000 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints.*
- To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.*
- To seek grant aid and appropriate support in respect to the responsibilities of the Council.*
- To manage the Council's asset register in conjunction with the Open Spaces and Planning, Properties, Emergency Planning and Speeding (PPES) Committee.*
- To instigate insurance claims being made.*
- Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.*
- To receive and review both Internal and External Audit Reports and arrange for implementation of any recommendations. The Internal Auditor carries out twice a year Audits and is appointed by the Council. The External Auditor carries out an annual Audit of the Annual Return and is appointed through legislation.*
- To be responsible for the Council's IT and software*
- To be responsible for the Council's electronic noticeboard, website, Facebook page, Instagram and TikTok accounts (excluding content).*
- To be responsible for meeting venues and office accommodation.*

## **2. To resolve to agree the updated TOR for the Open Spaces Committee**

### **Open Spaces Committee Terms of Reference**

#### *Purpose of the Open Spaces Committee:*

*The Committee is appointed by full Council to deal with all council managed open spaces, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.*

#### **Membership:**

*Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting*  
*The committee shall be subject to a quorum of three of its members.*

## **Chairman:**

*The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.*

*It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.*

## **Meetings:**

*The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first meeting after the Annual Meeting of the Holbeach*

*Parish Council.*

*Additional meetings of the Open Spaces Committee can be called as and when necessary, by the chairman of the Committee or the Clerk as directed, or by two members of the committee by written request to the chairman at any time.*

*In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.*

*Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.*

*If a Committee is unable to meet due to being inquorate and execute its delegated powers, business to be transacted on the agenda can be placed on the agenda of next Full Council meeting*

## **Specific Roles & Responsibilities:**

*The Open Spaces Committee has the delegated authority from Holbeach Parish Council:*

*To be responsible for the management of the Council's Allotments, Parks, Playing Fields, and Cemeteries and have the ability to prioritise and manage workloads of employees in relation to these areas.*

- *Carters Park – including Tractor Shed*
- *Park Road Cemetery*
- *All Saints Churchyard*
- *Netherfield*
- *Hall Gate Cemetery*
- *Fishpond Lane Nature Reserve*
- *Holbeach St Johns Churchyard*
- *Holbeach St Johns War Memorial*
- *Holbeach Bank Playing field*
- *Allotment sites: Bass; Plank Hook, Callows; Northans Lane; Battlefields and Dog Drove*
- *Grass cutting sites: Holbeach Hurn playing field; Holbeach St Marks playing field*  
*To instruct employees to undertake work within the committee's remit*  
*To have a spend budget of ~~£1,000~~ £5,000 (authorised in conjunction with the Clerk)*  
*for work within the remit of the committee.*

*To monitor and liaise with the grass cutting contractor. To decide on the start and finish dates at the start and end of the season. To put the contract out to Tender every three years. The Tender price to be agreed by Full Council*

## **The Open Spaces Committee has further responsibility:**

- *Provide a monthly report to full council, detailing any issues, changes or events that have occurred between meetings.*
- *To draft the budget and to liaise with the Finance and Admin Committee*



- **Area of operation:**
- Open spaces owned or managed by the Parish Council in the Parish and surrounding areas
- Outside facilities such as play areas and playing fields and pitches/courts owned or managed by the Parish Council.
- Outside 'street furniture' owned or managed/facilitated by the Parish Council such as benches, bins, etc.
- To manage and oversee monthly inspection of play areas and equipment.
- Services and projects delivered by the Council in relation to its owned/managed open spaces, such as the cemetery plot maintenance scheme and the operation of the public tennis courts.
- Granting of permissions to third parties to use Parish Council owned or managed open spaces.
- The management of Trees on Council owned land and managed land, including maintenance, surveying and determination of planting strategy.
- To draft, implement, review, monitor and revise all documents policies and Terms of Reference relating to the management of all open spaces in conjunction with the clerk, and recommend any changes to full council.
- To draft, implement, review, monitor and revise all documents relating to Health & Safety and operational matters
- Work closely with full council and other appropriate groups to develop the council's open spaces for parishioners, consulting and engaging with the public on proposals when considered necessary.
- To conduct regular lease and rent reviews where applicable and recommend any changes to Full

Council.

- To conduct regular reviews of cemetery related charges and recommend any changes to

Full Council.

- To manage the Council's asset register in conjunction with the Finance & Admin Committee.
- Investigate, manage and deliver any special projects agreed by the Council and delegated to the Committee, in accordance with the Council's requirements.

### **3. To resolve to agree the updated TOR for the PPES Committee**

#### **PPES Committee**

#### **Terms of Reference**

##### **(a) Purpose**

The purpose of the PPES Committee is to consider all planning applications received and comment on them in accordance with Material Planning Considerations. The Committee has delegated responsibility for the overall management of property, leases, rent reviews and maintenance of Council-owned buildings for which it has delegated powers to act on behalf of Full Council. The Committee is to monitor the Emergency Plan and to place and monitor the Speed indicator devised and matters of road safety. Subject to budget, expenditure and contractual limits.

##### **(b) Membership**

The Committee shall comprise *n* Councillors (where *n* is no fewer than 3 and ideally no more than 5). The Committee quorum is three (3) and the Committee shall meet

in each Committee cycle and/or as required. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.

The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.

It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.

#### **(c) Functions**

To have an emergency spend budget of £1,000-£5,000 (authorised in conjunction with the Clerk) for work within the remit of the committee. To monitor all policies and procedures and to recommend any changes to Council. To provide a monthly report to Council detailing any issues, changes or events that have occurred between meetings.

The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-

#### **Planning**

- The Planning Committee has the delegated authority from Holbeach Parish Council:
- To make representations to the Local Planning Authority on applications for planning permission which have been notified to the Council;
- To make representations in respect of appeals against the refusal of planning permission;
- To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations;
- To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure;
- Planning applications shall be circulated to Planning Committee members as they are received before the Parish Council PPES Committee meeting and Full Council, by the Parish Clerk. The applications may be viewed on the Planning Portal at South Holland District Council.

#### **Properties**

The Committee's overall responsibilities in conjunction with the Clerk are to keep under review all Council-owned buildings, and, having regard to health and safety issues and to any relevant environmental concerns, specifically:

- to arrange for an annual inspection of buildings to be carried out and to produce a report to Council with recommendations for maintenance work to be planned during the next financial year;
  - to respond to reports of faults, issues and problems arising in relation to any Council-owned buildings, and to arrange for repairs to be carried out in-house or recommendations made to Council for contractors to be appointed as necessary when outside the delegated powers of the committee;
  - to conduct regular rent and lease reviews without the need to consult Full Council
  - to review the Council's asset register on an annual basis and, in liaison with the Finance & Admin Committee, give relevant assurances to Council for the signing of the Annual Return.
- The Committee shall keep under review the Council's Financial Risk Assessment Policy (Finance and Admin Committee's responsibility) and make recommendations to the Finance & Admin Committee for any amendments or improvements required from time to time, or for any adjustments required in the Council's insurances.

### **Emergency Planning**

*The Committee will oversee the implementation of any community emergency planning and resilience practices which may be agreed by the Council from time to time.*

### **Speeding**

- *To identify, quantify and list the major traffic management problems (parking, congestion, speeding etc.) that affect Holbeach and Parishes.*
- *To identify and evaluate feasible options for improving the traffic management problems in the Parish.*
- *In liaison with the relevant bodies in Lincolnshire County Council and South Holland District Council and other stakeholders.*
- *To manage the implementation and management of the Speed Indicator Devices.*
- 

### **(d) Specific Sub-committees or Panels**

*Smaller and specifically focussed Sub-committees/panels can be set up to deal with issues arising.*

### **(e) Confidentiality**

*Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the PPES Committee and Clerk with the press and the public excluded where appropriate.*

## **4. To resolve to agree the updated TOR for the Events & PR Committee**

### **Events & PR Committee Terms of Reference**

#### **Purpose of the Events & PR Committee:**

*The Committee is appointed by full Council to deal with all Council run events & PR matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.*

#### **Membership:**

*Membership of the committee will be limited to between three and five Councillors who will be appointed annually at the Annual Council Meeting as voting members. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting. The committee shall be subject to a quorum of three of its members. The Clerk & Deputy Clerk will be non-voting committee members*

#### **Chairman:**

*The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting. The election of a vice chairman is optional, it will however follow the same process as the election of a chairman. It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.*

#### **Meetings:**

*The Committee shall have no set calendar and shall be convened by the calling of a*



meeting by the Clerk, chairman of the Committee, or by two members of the committee by written request to the chairman at any time.  
In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.  
Meetings will be minuted by the Clerk to the Council, another member of staff or a member of the committee.

#### Specific Roles & Responsibilities:

*The Events & PR Committee has the delegated authority from Holbeach Parish Council:*

*To be responsible for the management of the Council's Events and have the ability to prioritise and manage workloads of employees in relation to these areas.*

#### *Social Media:-*

- To be responsible for the Council's Social Media, content only;*
- To ensure the Council has an up to date social media policy;*
- To ensure the Council and its website complies with the authorities social media policy;*
- To agree that the Council and its Members do not engage in social media chat regarding Council business unless formally instructed to do so in a public meeting of the Council;*
- To ensure social media is used for the dissemination of factual and public information only.*

#### *Website:-*

- To be responsible for the Council's Website, content only*
- To provide a modern, efficient website;*
- To ensure the website and its contents meet statutory requirements;*
- To ensure the information on the website is up to date for the benefit of readers / users;*
- To ensure the information on the website is informative and to agree the contents over and above statutory requirements;*
- To delegate the uploading of information to the website to the Clerk of the Council;*
- To comply with data protection and GDPR regulations;*
- To regularly review the content and to recommend changes to Full Council for consideration in the budget process.*

#### *The Press:-*

- To ensure any contact with the press is through the Clerk only and all statements will be circulated to the Committee prior to publication. Exceptions are when the press release relates to HR and Data Protection issues when it will be the HR, H & S and Data Protection Committee*

*To have spend budget of £1,000-£5,000 (authorised in conjunction with the Clerk) for work within the remit of the committee.*

-

#### *The Events & PR Committee has further responsibility:*

*To regularly report back to the Parish Council on progress, issues arising and outcomes from Community Projects.*

*To draft, implement, review, monitor policies and Terms of Reference relating to*

*council events and public relations, in conjunction with the clerk, and recommend any changes to full council.*

*To draft, implement and review documentation in relation to holding Events*

*To draft the annual budget and to liaise with the Finance & Admin Committee*

- To consider events for the community which will be facilitated, organised and run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the councils vision.*
- To engage with community organisations in the running and organisation of events;*
- To promote community events in Council publications / on website;*
- To manage the annual Royal British Legion Remembrance Parade;*
- To be innovative with events and put together an events programme.*

## **5. To resolve to agree the updated TOR for the HR, H & S and Data Protection Committee**

### ***HR, H & S and Data Protection Committee***

#### ***Terms of Reference***

##### ***(a) Purpose***

*The purpose of the HR, H & S and Data Protection Committee is to oversee the organisation, employment, management and terms and conditions of employment of the Council. To deal with matters relating to Health & Safety with powers to act. To determine the purpose and manner of processing personal data according to the law.*

##### ***(b) Membership***

*The Committee shall comprise n Councillors (where n is no fewer than 3 and ideally no more than 5). The Committee quorum is three (3) and the Committee shall meet in each Committee cycle and/or as required. If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.*

*The chairman of the committee will be elected by the committee at either the Annual Parish Council meeting or its first meeting after the Annual Parish Council meeting.*

*The election of a vice chairman is optional, it will however follow the same process as the election of a chairman.*

*It is advised that one member of the council should not be chairman of more than one committee, in order to encourage wider participation.*

##### ***(c) Functions***

*To have an emergency spend budget of £1,000-£5,000 (authorised in conjunction with the Clerk) for work within the remit of the committee, where prior approval cannot be obtained from full council due to time constraints. To monitor all policies and procedures and to recommend any changes to Council. To provide a monthly report to Council detailing any issues, changes or events that have occurred between meetings.*

*The Committee will be responsible, in conjunction with the Clerk to the Council or other professional advisers, for:-*

#### ***HR***

- developing HR strategy*
- developing and reviewing of HR policies and procedures*
- staffing levels and structure*

- *job descriptions/person specifications*
- *overseeing staff recruitment, selection and appointment*
- *staff vetting*
- *staff retention*
- *determining or reviewing staff conditions of service and general terms of employment*
- *salary grading and pay including annual staff review and other remuneration matters*
- *leave entitlements including annual holiday, sickness, statutory entitlements and special leave*
- *special conditions relating to a specific post or individual*
- *allowances, expenses and subsistence*
- *working hours*
- *pension arrangements*
- *sickness absence management*
- *trade union membership recognition*
- *staff performance review/appraisals*
- *operation of the Council disciplinary, grievance, capability, grading and appeal procedures and equal opportunities policy*
- *health, safety and welfare of staff*
- *any other matters delegated to the Committee or deemed relevant to these terms of reference.*

### **Health & Safety**

- *To deal with matters relating to Health & Safety with powers to act.*
- *To produce an action plan and timetable to deal with matters arising from the Health & Safety Audit Reports for Managed Open Spaces and the Office;*
- *To keep under review progress of such action plans and timetables giving due consideration to budgets;*
- *To deal with any other any other Health & Safety Audit reports that may be commissioned in the future;*
- *To consider Health & Safety training for staff and members; and*
- *To undertake any other Health & Safety project work as directed by the Council*

### **Data Protection**

- *To determine the purpose and manner of processing personal data according to the law*
- *To ensure that the Clerk as Data Protection Officer (DPO) has no conflict of interest with this process*
- *To ensure that councillors and staff receive ongoing and appropriate training for Data Protection*
- *To conduct a survey of the Information Audit, Privacy Notices and any Risk Management to ensure compliance with Data Protection*
- *To receive any reports from the DPO of any manifestly unfounded FOI requests and confirm action to be taken*
- *To receive reports from the DPO of any investigation of breaches which might need to be undertaken*
- *To make an annual review of the Data Protection Policy and recommend any changes to Council which might be required*
- *To recommend to Council any changes which may be required in Standing Orders in respect of DP*
- *To recommend to Council any changes which may be required to the Job Description and Contract of Employment for the Clerk / DPO.*

### **(d) Specific Sub-committees or Panels**

*Smaller and specifically focussed Sub-committees/panels should be set up to deal*

with  
confidential personnel matters such as capability, discipline or grievances as  
provided for in the relevant Council procedures.

*A Recruitment and Selection Panel should also be set up for example to appoint a Clerk comprising of the interview panel (of perhaps three Councillors and a professional adviser if required) who are involved throughout the recruitment and then the selection process. For all other employees this should be the Clerk plus members of the HR, H & S and Data Protection Committee*

*(e) Confidentiality*

*Parts of the meetings of this Committee/Sub-Committee will be confidential to the members of the HR Committee and Clerk (except where the Clerk is directly involved) with the press and the public excluded where appropriate. Any Committee members that breach this confidentiality will be reported to the Monitoring Officer and removed from the Committee following recommendation from the Monitoring Officer.*

## **25/6-008 Finance & Admin Committee**

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

*I joined Finance part way through as Chair but would like to thank everyone for their support during my time in office.*

*We have achieved several things by paving the way for the Pump Truck to move forward, a new and much needed vehicle for the Grounds Team, the Chapel to start moving forward.*

*Can I ask that when we have an idea we put it forward and push it if we believe it is the right thing.*

*We need to show the public that YES we do have a vast amount of money and YES we do need to keep some in reserves but YES we can also spend money for the community to use and enjoy.*

*If you have an idea then don't be afraid to ask and suggest. We need ideas and we need to follow them through!*

*Thank you  
Sandra Ball*

2. To elect members to the Finance & Admin Committee

3. For the members of the Committee to elect a Chair of the Committee

4. To note the bank balances as at 30th April 2025

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1518/2025-april-financial-statement-30-04-25>

5. To resolve to agree the payments for April 2025 and to note the income for April 2025 of £353,327.91

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1517/2025-april-financial-statement-30-04-25>

## [25-april-payments-for-authorisation](#)

6. To note the expenditure for March 2025:

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1516/2025-marchexpenditure-transactions>

7. To resolve to agree the Delegated powers of the Clerk

*The Clerk/RFO has the following delegated powers, which in their absences passes to the Deputy Clerk:*

- 1. The Parish Clerk (or authorised assistant) shall be the proper officer for all proper officer functions*
- 2. The Parish Clerk (or authorised assistant) shall carry out and implement any Council, committee, or sub-committee decision.*
- 3. The Parish Clerk (or authorised assistant) may give instructions for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works.*
- 4. The Parish Clerk (or authorised assistant) may take urgent decisions on behalf of the Council following consultation with the relevant Committee or Chair/Vice-Chair. In the case of any financial implication / risk to the Parish Council, usually (but not confined to) a health & safety matter, the Parish clerk must comply with limits as authorised in adopted financial regulations, and report back to the next available meeting of the Council (either full Council or committee).*

### *Payments:*

*To have a spend budget of £1,000 for work within the remit of the Council, where prior approval cannot be obtained from full council or Committee due to time constraints.*

*To have an emergency spend budget above £1,000 up to £5,000 (authorised in conjunction with the two Councillors) for work within the remit of the Council, where prior approval cannot be obtained from full council or Committee due to time constraints.*

*In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is*



*any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall seek authorisation from two Councillors.*

*To make arrangements to pay salaries and wages to all employees of the Council.*

*To substitute alternative products/services where the originally agreed cannot be provided, subject to being no more than 10% above the original cost.*

*To authorize payments if it is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk/RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.*

*To authorize payments if it is an expenditure item authorised under 7.1 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];*

*7.1 For each financial year the Clerk/RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Pension Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of financial regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council*

### *Meetings:*

*The Clerk (or authorised assistant) shall arrange and call meetings of the Council, its committees and sub-committees in consultation with the relevant chairman.*

*To convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in their office.*

*To accept apologies from councilors and reasons given.*

#### *Communication & Correspondence:*

*To receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.*

*The Clerk/RFO may respond to consultation documents received by the Council where no member has requested the matter be considered by a committee.*

*The Clerk is the press officer of the Council and can respond to questions from the press and members of the public and can put out press releases and post to social media as long as the information is factual and in line with Council policy and agreement.*

*The Clerk/RFO has the following delegated powers, which in their absences passes to the Deputy Clerk, where the council cannot meet due to events beyond their control – a list of all decisions and payments made under these powers should be submitted to the next meeting of the Council for review and ratification.*

*The Clerk/RFO (in conjunction with three councillors) can authorise payments or procure parts and services on pre-approved projects or day to day expenditure where budget provision has been made for such works. One of the three councillors should not be a signatory on the account. Requirements for obtaining quotes and tenders should be followed for the relevant procurement threshold.*

*In cases of extreme risk to the delivery of council services, or a health & safety matter, the clerk may authorise expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement, or other work, whether or not there is any budgetary provision for the expenditure. The Clerk shall seek authorisation from two Councillors.*

*In cases of extreme risk to the delivery of council services, a health & safety matter, or for the carrying out of routine maintenance and repair of the Council's property and land where budget provision has been made for such works; the clerk may employ temporary staff or contractors within budgetary provision pre-approved by Council. Requirements for obtaining quotes and tenders should be followed*

*for the relevant procurement threshold.*

*The Parish Clerk (or authorised assistant) may take urgent decisions on behalf of the Council following consultation with two councillors. In the case of any financial implication / risk to the Parish Council, usually (but not confined to) a health & safety matter, the Parish clerk must comply with limits as authorised in adopted financial regulations, and report back to the next available meeting of the Council (either full Council or committee).*

*To carry out the delegated powers and responsibilities of all committees in line with relevant council policies.*

## **8. To review and resolve to agree the new Standing Orders**

*New NALC Standing Orders:*

### ***What will be changing?***

*There will be an updated Model Standing Order 18 further to the recent changes to procurement legislation and to ensure consistency with NALC's Model Financial Regulations. The changes are to 18.a.v, 18.c, 18.d and 18.f of the 2022 version. Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed.*

*It will also have changes to the language in the document so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.*

## ***RULES OF DEBATE AT MEETINGS***

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.*
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.*
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.*
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.*

- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.*
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.*
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.*
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.*
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.*
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.*
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.*
- l A councillor may not move more than one amendment to an original or substantive motion.*
- m The mover of an amendment has no right of reply at the end of debate on it.*
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.*
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:*
  - i. to speak on an amendment moved by another councillor;*

- ii. *to move or speak on another amendment if the motion has been amended since he last spoke;*
  - iii. *to make a point of order;*
  - iv. *to give a personal explanation; or*
  - v. *to exercise a right of reply.*
- a *During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.*
  - b *A point of order shall be decided by the chair of the meeting and their decision shall be final.*
  - c *When a motion is under debate, no other motion shall be moved except:*
    - i. *to amend the motion;*
    - ii. *to proceed to the next business;*
    - iii. *to adjourn the debate;*
    - iv. *to put the motion to a vote;*
    - v. *to ask a person to be no longer heard or to leave the meeting;*
    - vi. *to refer a motion to a committee or sub-committee for consideration;*
    - vii. *to exclude the public and press;*
    - viii. *to adjourn the meeting; or*
    - ix. *to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.*
  - a *Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.*
  - b *Excluding motions moved under standing order 1(r), the contributions*



*or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.*

## **1. DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.*
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.*
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.*

## **1. MEETINGS GENERALLY**

*Full Council meetings* ●

*Committee meetings* ●

*Sub-committee meetings* ●

- *a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.*
- *b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the*

*Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.*

- *c The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR ~~[The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].~~*

- *d Meetings shall be open to the public unless their*
- *presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.*

*e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.*

*f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 0 minutes unless directed by the chair of the meeting.*

*g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.*

*h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.*

*i ~~[A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)].~~ The chairman of the meeting may at any*

*time permit a person to be seated when speaking.*

*j A person who speaks at a meeting shall direct their comments to the chair of the meeting.*

*k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.*

- *l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.*
- *m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.*
- *n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.*
- *o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).*
- *p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.*
- *q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights*

*present and voting*

*present and voting.*

- *r The chair of a meeting may give an original vote on any*
- *matter put to the vote, and in the case of an equality of*
- *votes may exercise their casting vote whether or not he*  
*gave an original vote.*

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- *s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.*

*t The minutes of a meeting shall include an accurate record of the following:*

- i. the time and place of the meeting;*
- ii. the names of councillors who are present and the names of councillors who are absent;*
- iii. interests that have been declared by councillors and non-councillors with voting rights;*
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;*
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;*
- vi. if there was a public participation session; and*
- vii. the resolutions made.*

- *u A councillor or a non-councillor with voting rights who*
- *has a disclosable pecuniary interest or another interest*
- *as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right*  
*to vote.*

*to participate and vote on that matter.*

- *v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.*

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- *w If a meeting is or becomes inquorate no business shall be*
- *transacted and the meeting shall be closed. The business on*
- *the agenda for the meeting shall be adjourned to another meeting.*

*x A meeting shall not exceed a period of 2 hours.*

## **2. COMMITTEES AND SUB-COMMITTEES**

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.*
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.*
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.*
- d The Council may appoint standing committees or other committees as may be necessary, and:*
  - i. shall determine their terms of reference;*
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;*
  - iii. shall permit a committee, other than in respect of the ordinary*



*meetings of a committee, to determine the number and time of its meetings;*

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;*
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;*
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;*
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;*
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;*
- ix. shall determine if the public may participate at a meeting of a committee;*
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;*
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and*
- xii. may dissolve a committee or a sub-committee.*

## **1. ORDINARY COUNCIL MEETINGS**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.*
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.*

- c If no other time is fixed, the annual meeting of the Council shall take place after 18:00, usually at 19:00.*
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.*
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.*
- f The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.*
- g The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.*
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.*
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.*
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:*
  - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the*

***Council of their acceptance of office form unless the Council resolves for this to be done at a later date;***

- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;*
- iii. Receipt of the minutes of the last meeting of a committee;*
- iv. Consideration of the recommendations made by a committee;*
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;*
- vi. Review of the terms of reference for committees;*
- vii. Appointment of members to existing committees;*
- viii. Appointment of any new committees in accordance with standing order 4;*
- ix. Review and adoption of appropriate standing orders and financial regulations;*
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.*
- xi. Review of representation on or work with external bodies and arrangements for reporting back;*
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;*
- xiii. Review of inventory of land and other assets including buildings and office equipment;*
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;*
- xv. Review of the Council's and/or staff subscriptions to other bodies;*
- xvi. Review of the Council's complaints procedure;*
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and*

*data protection legislation (see also standing orders 11, 20 and 21);*

- xviii. Review of the Council's policy for dealing with the press/media;*
- xix. Review of the Council's employment policies and procedures;*
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.*
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.*

## **1. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.*
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.*
- c The chair of a committee ~~for a sub-committee~~ may convene an extraordinary meeting of the committee ~~for the sub-committee~~ at any time.*
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within **seven** days of having been requested to do so by **two** members of the committee ~~for the sub-committee~~, any **two** members of the committee ~~for the sub-committee~~ may convene an extraordinary meeting of the committee ~~for a sub-committee~~.*

## **1. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee ~~or a sub-committee~~.*
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.*

## **1. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.*

## **1. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.*
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.*



- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.*
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least **seven** clear days before the meeting.*
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.*
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.*
- g Motions received shall be recorded and numbered in the order that they are received.*
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.*

## **1. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:*
  - i. to correct an inaccuracy in the draft minutes of a meeting;*
  - ii. to move to a vote;*
  - iii. to defer consideration of a motion;*
  - iv. to refer a motion to a particular committee or sub-committee;*
  - v. to appoint a person to preside at a meeting;*
  - vi. to change the order of business on the agenda;*

- vii. to proceed to the next business on the agenda;*
- viii. to require a written report;*
- ix. to appoint a committee or sub-committee and their members;*
- x. to extend the time limits for speaking;*
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;*
- xii. to not hear further from a councillor or a member of the public;*
- xiii. to exclude a councillor or member of the public for disorderly conduct;*
- xiv. to temporarily suspend the meeting;*
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);*
- xvi. to adjourn the meeting; or*
- xvii. to close the meeting.*

## **1. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.***
- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the***

*Limitation Act 1980).*

- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.*
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.*

## **1. DRAFT MINUTES**

*Full Council meetings* ●

*Committee meetings* ●

*Sub-committee meetings* ●

*a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.*

*b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).*

*c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.*

*d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:*

*“The chair of this meeting does not believe that the minutes of the meeting of the Council/Committee held on [date] in respect of (item ) were a correct record but this view was not upheld by the meeting and the*

*minutes are confirmed as an accurate record of the proceedings.”*

- *e If the Council’s gross annual income or expenditure*
- *(whichever is higher) does not exceed £25,000, it shall*
- *publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.*

*f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.*

## **2. CODE OF CONDUCT AND DISPENSATIONS**

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.*
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not be required to withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. ~~They may return to the meeting after it has considered the matter in which he had the interest.~~*

- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights ~~shall~~ **is not required** withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. ~~They may return to the meeting after it has considered the matter in which they had the interest.~~
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer ~~OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required]~~ and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] ~~OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].~~
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. *granting the dispensation is in the interests of persons living in the Council's area; or*
- iii. *it is otherwise appropriate to grant a dispensation.*

## **1. CODE OF CONDUCT COMPLAINTS**

- a *Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.*

## **1. PROPER OFFICER**

- a *The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.*
- b *The Proper Officer shall:*
  - i. *at least three clear days before a meeting of the council, a committee or a sub-committee,*
  - *serve on councillors by ~~delivery or post at their residences or by email~~ authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (~~provided the councillor has consented to service by email~~), and*
  - *Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).*

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the*



*meaning of clear days for a meeting of a committee;*

- i. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least **three** days before the meeting confirming their withdrawal of it;*
- ii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;*
- iii. **facilitate inspection of the minute book by local government electors;***
- iv. **receive and retain copies of byelaws made by other local authorities;***
- v. hold acceptance of office forms from councillors;*
- vi. hold a copy of every councillor's register of interests;*
- vii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;*
- viii. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);*
- ix. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;*
- x. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);*
- xi. arrange for legal deeds to be executed;  
(see also standing order 23);*
- xii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;*
- xiii. record every planning application notified to the Council and the*

*Council's response to the local planning authority in a book for such purpose;*

- xiv. refer a planning application received by the Council to the ~~{Chair or in their absence the Vice-Chair (if there is one) of the Council}~~ OR Chair or in their absence Vice-Chair (if there is one) of the PPES Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the PPES committee;*
- xv. manage access to information about the Council via the publication scheme; and*
- xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).*

## **1. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.*

## **1. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".*
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.*
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in*

*each year a statement to summarise:*

- i. the Council's receipts and payments (or income and expenditure) for each quarter;*
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;*
- iii. the balances held at the end of the quarter being reported and*

*which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.*

*d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:*

- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and*
- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.*

*e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.*

## **1. FINANCIAL CONTROLS AND PROCUREMENT**

*a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed*

*arrangements in respect of the following:*

- i. the keeping of accounting records and systems of internal controls;*
  - ii. the assessment and management of financial risks faced by the Council;*
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;*
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and*
  - v. whether contracts with an estimated value below £30,000 due to special circumstances are exempt from a tendering process or procurement exercise.*
- a. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.*
  - b. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:*
    - i. a specification for the goods, materials, services or the execution of works shall be drawn up;*
    - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;*
    - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer or by email marked as CONFIDENTIAL to the Proper Officer;*
    - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;*
    - v. tenders are to be reported to and considered by the appropriate*

meeting of the Council or a committee ~~or a sub-committee~~ with delegated responsibility.

- a. Neither the Council, nor a committee ~~or a sub-committee~~ with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- b. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **1. HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council] ~~OR the ( ) a committee} OR [the ( ) sub-committee}~~ is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the **HR, H & S and Data Protection committee}** ~~OR [the ( ) sub-committee}~~ ~~or, if he is not available, the vice-chair (if there is one) of [the ( ) committee}~~ ~~OR [the HR, H & S and Data Protection Committee~~ of absence occasioned by illness or other reason and that person shall report such absence to [the **HR, H & S and Data Protection committee ( ) committee}** ~~OR [the ( ) sub-committee}~~ at its next meeting.
- c The chair of the **HR, H & S and Data Protection committee** ~~OR [the ( ) sub-committee}~~ ~~or in their absence, the vice-chair shall upon a~~

resolution conduct a review of the performance and annual appraisal of the work of The Clerk/RFO. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by [the HR, H & S and Data Protection committee]

- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff ~~for other members of staff~~ shall contact the chair of [the HR, H & S and Data Protection committee] OR ~~[the ( ) sub-committee] or in their absence, the vice-chair of [the ( ) committee] OR [the ( ) sub-committee]~~ in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of ~~[the ( ) committee] OR [the ( ) sub-committee].~~ HR, H & S and Data Protection committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair ~~or vice-chair of [the ( ) committee]~~ HR, H & S and Data Protection committee, this shall be communicated to another member of HR, H & S and Data Protection committee, which shall be reported back and progressed by resolution of [the HR, H & S and Data Protection committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **1. RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.



*a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.*

*a. ~~[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]~~  
~~The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.~~*

*OR*

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.*

## **1. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

*(Below is not an exclusive list).*

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.*
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.*
- c The Council shall have a written policy in place for responding to and managing a personal data breach.*
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.*
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.*

*f The Council shall maintain a written record of its processing activities.*

## **1. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.*

## **1. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.*
- b ~~[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]~~*

*~~The above is applicable to a Council with a common seal.~~*

*OR*

*[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]*

*The above is applicable to a Council without a common seal.*

## **1. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.*
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ~~ward councillor(s) representing the area~~ relevant Committee of the Council.*

## **1. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:*
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or*
  - ii. issue orders, instructions or directions.*

## **1. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.*
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.*
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.*

- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.*

### **25/6-009 Open Spaces Committee**

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

*I have enjoyed my short time as chair of Open Spaces, working with everyone involved and you have all also helped me to learn the role.*

*I would like to thank the Open Spaces team for their help and hard work, even more so in the last week, not only with grass cutting, but the event in the park too. The Admin team for their patience and guidance and behind the scenes work and also my other councillor who have also aided and abetted me.*

*Open Spaces is ongoing and ever changing jumble of general maintenance, hiccup solving and future projects. In my short time here, we have taken on the grass cutting from the contractor at short notice, cleared allotments at Battlefields and let 5, all while the Topple testing is having to be done as well. Future projects are for a plan setting out the graves in Hallgate cemetery. A pump track for Carters park also the replacement of the tractor shed and looking into the cost of toilets in Carter's Park*

*I am looking forward to the next year and what the council can achieve in that time.*

*Hope this is ok to use*

*Thank you*

*Jenny*

2. To elect members to the Open Spaces Committee
3. For the members of the Committee to elect a Chair of the Committee
4. To resolve to agree the way forward with the Church clock following advice from LALC

*A parish council has **no legal duty** to maintain a church clock, but it **does have the power** to do so under specific legislation.*

*Key Points:*

- ***Power under the Parish Councils Act 1957, Section 2:** Parish councils may **provide and maintain public clocks**, including **contributing to the maintenance of church clocks** if the clock is **publicly visible and benefits the community** (e.g., on a*

*church tower where it's used by the public to tell time).*

- **No obligation:** *There's no **requirement** for a parish council to pay for or maintain the clock unless it chooses to use this discretionary power.*
- **Grant aid vs. ownership:** *If the clock belongs to the church, the council can choose to **give a grant or contribution** towards its maintenance, rather than taking on ownership or full responsibility.*
- **Precept considerations:** *Any funding must be properly accounted for and included in the **budget/precept**, and it should be clear that the spending is **in the public interest** and legally permitted.*

*Practical Advice:*

*If your council is asked to contribute to or take on the maintenance of a church clock, you may wish to:*

- *Confirm that the clock is **visible to the public**.*
- *Get a formal **request from the church/PCC** if a contribution is sought.*
- *Record the decision in **minutes**, citing Section 2 of the Parish Councils Act 1957.*

5. To resolve to agree the way forward with a memorial to the late Terry Harrington

#### **25/6-010 PPES Committee**

1. To receive the report from the outgoing Chair of the Committee.
2. To resolve to agree to elect members to the PPES Committee
3. For the members of the Committee to elect a Chair of the Committee

#### **25/6-011 Events & PR Committee**

1. To receive the report from the outgoing Chair of the Committee.
2. To resolve to agree to elect members to the Events & PR Committee
3. For the members of the Committee to elect a Chair of the Committee

#### **25/6-012 HR, H & S and Data Protection Committee**

1. To elect members to the HR, H & S and Data Protection Committee

2. For the members of the Committee to elect a Chair of the Committee

### **25/6-013 Working Party**

1. To resolve to agree to have a Devolution Working Party
2. To resolve to agree the Working Parties Terms of Reference

#### ***Holbeach Parish Council Working Parties 2025/26***

*Some of the Parish Council's business is discussed by Working parties, to ensure the most effective management of Parish Council business. These Groups consider a wide range of issues and make recommendations at the formal Parish Council Meetings. The Working parties do not have any delegated powers of authority. They work together, sometimes with members of the community, to gather knowledge and information before reporting back to the full parish council who make any final decisions.*

*The Council resolves the Working Parties and membership of these groups at the Annual First Meeting of the Parish Council, held each May.*

*Every Working Party will follow the agreed general terms of reference, as follows:*

#### ***General Terms of Reference for all Working Parties***

- *The Working Parties do NOT hold Delegated Powers from the Full Council, but on occasion it is accorded temporary Delegated Powers under LGA 1972 S.101 with specific items on behalf of the Full Council under Resolution, so it has the responsibility for recommendations to Full Council in the functions listed.*
- *Every Working Party holds no power of authority and ALL decisions must be made by full council.*
- *Holbeach Parish Council will review these Terms of Reference at its Annual Parish Council meeting each year (in the month of May).*
- *The working Parties will operate within Holbeach Parish Council's Standing Orders, Financial Regulations and Local Government Law.*
- *At the Annual Parish Council Meeting of Holbeach Parish Council, the Parish Council shall select the Councillors to serve on working*



parties.

- *The Parish Clerk or delegated officer will provide administrative support*
- *All Councillors will be informed of any Working Party meeting held, with a minimum of three days' notice.*
- *Notes will be made available after any meeting held by a working party and these will be published on the Council's website*
- *Notes will be very clear in what recommendations has been made by the working party and what decisions are required to be made at full council*

### **Expectation of Group Members**

- 1. It is expected that Parish Councillors who sit on Working Parties should make every effort to attend Group meetings where possible. Apologies and reasons should be sent to the Clerk at least two days in advance of the meeting date.*
- 2. Councillors are expected to take responsibility for their actions and act upon them in the agreed timescale.*
- 3. Councillors attending the meetings are asked to respect confidentiality rules where these apply.*
- 4. The group will operate in an environment where everyone has the opportunity to contribute.*

### **Conduct of Meetings**

- 1. Meetings will produce notes by the Clerk or Deputy Clerk. These will always be presented to full council at the next Parish Council meeting and will be made available to the public on the Council's website.*
- 2. Any Parish Councillors is welcome to attend the Working Party meetings but only formal Parish Council members of each working group can vote in favour/objection to recommendations.*
- 3. Co-option of members of the general public is welcomed, where individuals can add key skills or qualifications, relevant to the Working Party to which they wish to join. This will be by written request to the Clerk who will then add it to the full council agenda for*

*full council resolution.*

*The Council has established the following Working Parties for 2025/26:*

*Devolution: 5 members, minimum of 3*

3. To resolve to agree to set the aims of the working party

### ***Terms of Reference***

#### ***Devolution Working Party***

#### **Purpose**

*The Devolution Working Party will oversee all matters relating to the transfer of assets.*

#### **Key Responsibilities**

*1) Act as the lead group the transfer of assets/devolution for the Parish Council*

*2) Monthly reporting to full council, including full costings.*

#### **Membership**

*Membership of the group will consist of Councillors from Holbeach Parish Council. The Working party also may co-opt members of the community to add expertise to the group. Membership will be dynamic and may change in response to the requirement for additional skills and experience.*

#### **Frequency of meetings**

*Meetings will initially be held on monthly basis, with actions progressed /delivered between meetings. Correspondence between meetings to update on progress of actions must occur via email.*

4. To elect members to the Devolution Working Party

#### **25/6-014 Substitute members**

1. To elect substitute members to serve across all Committees except for HR, H & S and Data Protection Committee

*We have been advised to do this due to the number of cancelled*

*committee meeting being not quorate:*

*Standing Order 2d(v)*

- e may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer **2** days before the meeting that they are unable to attend;*

## **25/6-015 Meeting**

1. To resolve to agree the meeting dates for the 2025/26 Council year, a new start time of 18:30, and the venues

### ***Dates and times of meetings for the 2025/26 Council year***

<b><i>Date</i></b>	<b><i>Venue</i></b>
<i>Monday 9<sup>th</sup> June 2025 @ 18:30</i>	<i>Holbeach Hurn Village Hall</i>
<i>Monday 14<sup>th</sup> July 2025 @ 18:30</i>	<i>Holbeach Hurn Village Hall</i>
<i>Monday 11<sup>th</sup> August 2025 @ 18:30</i>	<i>Holbeach St Johns Village Hall</i>
<i>Monday 8<sup>th</sup> September 2025 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 13<sup>th</sup> October 2025 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 10<sup>th</sup> November 2025 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 8<sup>th</sup> December 2025 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 12<sup>th</sup> January 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 9<sup>th</sup> February 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 9<sup>th</sup> March 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 13<sup>th</sup> April 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>
<i>Monday 11<sup>th</sup> May 2026 @ 18:30</i>	<i>Methodist Hall, Albert Walk</i>

Closed Session To resolve 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.