

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the Extraordinary meeting of Holbeach Parish Council to be held at Coubro Chambers, 11 West End, Holbeach, on Monday 16th June 2025 at 18:00 at which the under mentioned business will be transacted.

Yours sincerely

Sandra Ball

Sandra Ball – Chair

## Agenda

### 25/6-034 Apologies

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

### 25/6-035 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.

### 25/6-036 Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 12th May 2025 and to authorise the Chair to sign the official minutes.

### 25/6-037 Clerk

1. To resolve to agree to appoint the Deputy Clerk as Acting Responsible Financial Officer for Holbeach Parish Council with immediate effect, due to the temporary absence of the Clerk/RFO. This appointment shall remain in place until further notice, and the Acting RFO shall be authorised to carry out all statutory financial duties, including the preparation and signing of the AGAR.

### 25/6-038 AGAR To consider and approve documents relating to the 2024-2025 AGAR

1. To receive the Annual Internal Auditor's Report 2024/2025.
2. To consider recommendations or matters arising from the internal auditor's narrative report.
3. To complete and approve the component parts (nos. 1 to 9) of the Annual Governance Statement (Section 1 of the Annual Governance and Accountability Return (AGAR)) for financial year 2024/25 and authorise signing by the Chair and Deputy Clerk (Acting RFO).
4. To consider and approve the Accounting Statements (Section 2 of the AGAR) for financial year 2024/2025, presented and signed by the Responsible Finance Officer before being presented to the authority for approval, and authorise signing by the Chair.

5. To receive and consider the bank reconciliation 2024-2025.
6. To receive and consider the explanation of variances.
7. To receive and consider the breakdown of reserves held.
8. To review and agree to the dates for the period of public rights.

**25/6-039 Terms of Reference**

1. To resolve to agree the Council's Term of Reference for Committees.
2. To resolve to agree the Terms of Reference for the Finance & Admin Committee.
3. To resolve to agree the Terms of Reference for the Open Spaces Committee.
4. To resolve to agree the Terms of Reference for the PPES Committee.
5. To resolve to agree the Terms of Reference for the Events & PR Committee.
6. To resolve to agree the Terms of Reference for the HR, H & S and Data Protection Committee.

**25/6-040 Finance & Admin Committee**

1. To resolve to agree to pay the outstanding payments for May 2025.
2. To resolve to agree the new Standing Orders.
3. Following receipt from two Councillors to suspend Standing Orders, to resolve to approve the amended Financial Regulations.
4. To resolve to issue the following credit cards from Barclaycard to council employees, with the following limits and restrictions as recommended the Finance and Admin Committee.

**25/6-041 HR, H & S and Data Protection Committee**

1. To resolve to agree to elect a member to the HR, H&S & Data Protection Committee.

**9 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.**

**25/6-042 HR, H & S and Data Protection Committee**

1. To resolve to agree amendments to a staff member's contract.