



Coubro Chambers
11 West End
HOLBEACH
Spalding
Lincs.
PE12 7LW
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Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Dear Councillor,

I summon you to a Meeting of the above Council to be held via Teams on Tuesday 4th May 2021 at 19:00. There will be no Open Forum preceding this meeting.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NzAyZ-jhhNDYtZmJkMi00M2Y1LTlhZmQtMTE4MzQyZGZiNjFj%40thread.v2/0?context=%7b%22Tid%22%3a%22d8087bdc-5479-4e46-8bcc-8557f8237464%22%2c%22Oid%22%3a%2280e234cb-f150-47f6-9732-406687118eb1%22%7d

Yours sincerely,

Jan Hearsey, Clerk

A G E N D A

2021/2-1 Appointment of Chairman

2021/2-2 Appointment of Vice Chairman

2021/2-3 Clerks Report

- a. Report on current vacancies
- b. Co-option of new councillors

2021/2 -4 Apologies for absence and reasons given.

2021/2 -5 Appointment of the following committees:

- a. Open spaces (Parks, Cemeteries, Playing fields, Allotments and Nature Reserve)
- b. HR, Data Protection and Health and Safety Committee
- c. Planning, Properties and Speeding Committee
- d. PR & IT Committee

- e. Finance Committee
- f. Events Committee
- g. To agree to include emergency planning into one of the above committees and to appoint two flood wardens.
- h. To agree the Terms of References for the above committees and the election of Committee officers structure.

2021/2 -6. Appointments to other bodies:

- a. Holbeach United Charities (2)
- b. Holbeach Farmer Education Foundation (4)
- c. Voluntary Car Service (1)

2021/2 -7 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items

2021/2- 8. Minutes of previous Meeting – To agree the notes of the meeting of 12th April 2021 as minutes.

2021/2 -9. Police, County and District Matters

- (a) Police
- (b) County
- (c) District

2021/2 -10. Highways Matters

- (a) Road Closures

2021/2 -11. Open spaces Committee

- (a) Allotments
 - (i) Battlefield lane inspection and letters to tenants of unkept plots.
- (b) Cemeteries & Memorials
- (c) Parks
 - (i) To agree to offer space to food vans in Carters Park over the summer (Cllr I Hutchinson)
 - (ii) To discuss and agree the arrangement regarding the toilets in Carters Park
- (d) Playing fields
 - (i) To agree to erect a “no golf” sign at Holbeach Bank Playing field as requested by the Crown Estates.
- (e) Nature Reserve

2021/2 -12. Planning, Properties & Speeding Committee

- (a) Planning
- (b) Properties
- (c) Speeding

2021/2 -13. PR & IT Committee

(a) PR

(i) To agree to publish recordings of all Full council meetings on the Parish Council Facebook page – this would include physical meetings as well, it would allow more people to engage with the council, and could be a good way of ‘inviting’ the public for the June meeting in order to manage numbers. PR/IT would have to look into a device to record audio at least.

(b) IT

2021/2 -14. Events Committee

(a) Royal British Legion Remembrance Parade

(b) 2022 Christmas Fayre

2021/2 -15. Finance Committee

(a) Chairman of Finance Report

(b) To review the Annual Governance Statement (Section 1 of the Annual Return)

(c) To review the Annual Governance Statement (Section 2 of the Annual Return)

2021/2 -16. HR, Health and Safety Committee and Data Protection – Resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

(a) Data Protection

(b) Health & Safety

(c) HR Report & recommendations to full Council – resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

(d) To agree the employee handbook - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

(e) To agree to engage the cleaner for an additional hour - resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed

2021/2 -17. To discuss Councillor understanding following recent training- resolve to take “In Closed Session” due to the confidential nature of the matters to be discussed. (Cllr J Spencer)

2021/2 – 18. Items for discussion and agenda item requests.

2021/2 -19. Confirm date and venue of next Parish Council Meeting

(a) To agree a venue, date and form of the next Parish Council Meeting