

Minutes of the Extraordinary meeting of Holbeach Parish Council on Monday 16th June 2025 at 18:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr J Sharman

Councillors : Cllr J Bennett-Collins, Cllr P Foyster, Cllr S Hutchinson, Cllr I Hutchinson,
Cllr P Savory, Cllr T Wiltshire

Officers : Mrs B Brothwell - Deputy Clerk

* Attended remotely

Open meeting opened at:

18:00

25/6-034 Apologies

Apologies have been received from Cllr P Howden and accepted under the delegated powers of the Clerk.

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.
None received.

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.

It was proposed, seconded and

Resolved: To agree to sign the minutes from the 12th May 2025.

25/6-037 To appoint an Acting Responsible Financial Officer

It was proposed, seconded and

Resolved: 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 (Annual Governance and Accountability Return)

1. To receive the Annual Internal Auditor's Report 2024/2025.

Comment submitted by Council to be recorded:

The report is extremely brief and lacks the necessary standard of detail. It

references the Charity, which has already been addressed. While meetings are conducted separately, the accounts are not independently maintained. Key areas requiring improvement have not been fully addressed, and overall, the report does not provide an accurate or complete reflection.

2. To consider recommendations or matters arising from the internal auditor's narrative report.

Comment submitted by Council to be recorded:

The report is not accurate and fails to sufficiently address key issues. Specifically, the Charity element requires further clarification, as there are no separate bank accounts in place. This point must be raised with the auditor, alongside our broader concerns. We would prefer a more comprehensive report that includes clear recommendations on areas needing improvement, the reasons behind them, and specific actions required.

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).

It was proposed, seconded and

Resolved: That having completed 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 be approved and authorise signing by the Chair and Deputy Clerk (Acting RFO).

The Acting RFO signed Accounting Statements (Section 2 of the AGAR).

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.

It was proposed, seconded and

Resolved: The Accounting Statements (Section 2 of the AGAR) for financial year 2024/2025 be approved and authorised for signing by the Chair.

5. To receive and consider the bank reconciliation 2024-2025.
Agreed and published online.

6. To receive and consider the explanation of variances.
Deputy Clerk confirmed no variances over 15%.

7. To receive and consider the breakdown of reserves held.
All agreed by Council.

8. To review and agree to the dates for the period of public rights.
It was proposed, seconded and

Resolved: Dates confirmed and to be published the next day on website and noticeboard.

25/6-039 Terms of Reference

1. To resolve to agree the Council's Term of Reference for Committees.
It was proposed, seconded and

Resolved: To agree the Terms of Reference for Committees.

2. To resolve to agree the Terms of Reference for the Finance & Admin

Committee.

It was proposed, seconded and

Resolved: To agree the Terms of Reference for Finance & Admin Committee.

3. To resolve to agree the Terms of Reference for the Open Spaces Committee.

It was proposed, seconded and

Resolved: To agree the Terms of Reference for Open Spaces Committee.

4. To resolve to agree the Terms of Reference for the PPES Committee.

It was proposed, seconded and

Resolved: To agree the Terms of Reference for PPES Committee.

5. To resolve to agree the Terms of Reference for the Events & PR Committee.

It was proposed, seconded and

Resolved: To agree the Terms of Reference for Events & PR Committee.

6. To resolve to agree the Terms of Reference for the HR, H & S and Data Protection Committee.

It was proposed, seconded and

Resolved: To agree the Terms of Reference for 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.

It was proposed, seconded and

Resolved: To pay all remaining invoices except Clark & Kent due to requiring more information regarding survey for Pump Track.

2. To resolve to agree the new Standing Orders.

It was proposed, seconded and

Resolved: To agree the new Standing Orders.

3. Following receipt from two Councillors to suspend Standing Orders, to resolve to approve the amended Financial Regulations.

It was proposed, seconded and

Resolved: A request to suspend Standing Orders has been received by the Deputy Clerk from Councillors S. Hutchinson, J. Sharman, and S. Ball. Members were asked to consider and agreed the proposed amendments to the 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.

It was proposed, seconded and

Resolved: To agree credit card limit of £1000 for Deputy Clerk and credit card limit of £250 each for Park Team members.

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.

It was proposed, seconded and

Resolved: To agree to elect Cllr Paul Foyster to the HR, H&S & Data Protection Committee.

Open meeting closed at:

18:39

Closed meeting opened at:

18:42

Closed Session

It was resolved 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.

It was proposed, seconded and

Resolved: To defer staff members contract back to next HR Committee to revise contract.

Chair Cllr S Ball asked for the following to be recorded:

We all want to pass our thanks to the Deputy Clerk who has worked so hard over the last few weeks and we want to express our gratitude and appreciation.

Closed meeting closed at:

18:52

Chair signature

Date