

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the meeting of Holbeach Parish Council Full Council to be held at Methodist Church, Albert Street on Monday 10th November 2025 at 18:30 at which the under mentioned business will be transacted.

This meeting will be recorded by the Parish Council.

*In accordance with the **Local Audit and Accountability Act 2014**, members of the public and press may photograph, film, or audio record public meetings. Anyone wishing to do so should inform the Chairman before or at the start of the meeting.*

*Members are reminded of their responsibilities under the **Code of Conduct, Standing Orders, and the Seven Principles of Public Life: Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, and Leadership.***

Recording is permitted during the public meeting, but not before it starts or after it is formally closed. Please stop recording when the meeting ends.

Yours sincerely,



Becky Brothwell - Deputy Clerk

25/6-103 To Elect a Chair of the Council

25/6-104 To Elect a Vice-Chair of the Council

25/6-105 Apologies

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

25/6-106 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011.

25/6-107 Public Forum

The Chairman will invite members of the public to present their questions, statements, or petitions. Public participation is limited to **15 minutes**, with **each speaker permitted up to 3 minutes**. After this item, public contributions will only be allowed at the Chair's discretion.

25/6-108 Reports from Elected Members

1. To receive reports of the elected members of Lincolnshire County Council and

South Holland District Council.

2. To receive a report from Cllr P Savory for the Voluntary Car Service.

25/6-109 Minutes

To approve as a correct record the notes of the meetings of the Council held on 13th October 2025 and 27th October 2025.

25/6-110 Clerk

1. To receive a report from the Clerk.
2. To receive an update on vacancies.
3. To **resolve to agree** the co-options as submitted.

25/6-111 Finance & Admin Committee

1. To note the bank balances as at 31st October 2025.
2. To **resolve to agree** the payments for October 2025 and to note the income for October 2025.
3. To **resolve to agree** to elect members to the Committee.
4. To **resolve to agree** the addition of designated members to the Council's bank mandate.
5. To consider the draft budget for the 2026/27 and recommend amendments.
6. To **resolve to agree** for employee salaries to be set up to March 2026.
7. To **resolve to agree** to move £1300.00 from Fuel Budget to Repairs & Maintenance Budget (Open Spaces).

25/6-112 Open Spaces Committee

1. To **resolve to agree** to elect members to the Committee.

25/6-113 PPES Committee

1. To **resolve to agree** to elect members to the Committee.
2. To **resolve to agree** to re-discuss the way forward with Park Bungalow.

25/6-114 Events & PR Committee

1. To **resolve to agree** to elect members to the Committee.
2. To receive and approve documentation for Holbeach Winter Wonderland. (Christmas Event).

25/6-115 Policies

1. To **resolve to agree** the updates Standing Orders, specifically:
Section 2f: amended to state that the public session shall not exceed 15 minutes.
Section 2e: amended to clarify that a member of the public shall not speak for more than three minutes.
These changes are intended to formalise and manage public participation within meetings.
2. To **resolve to agree** the updated Community Engagement and Communications Policy, specifically:
Section 4, Paragraph 1: amended to include reference to the public session during Full Council meetings.
Section 4, Paragraph 4: amended to require that details of the public session be recorded in the meeting minutes.
These changes are intended to formalise and manage public participation within meetings and align with updated Standing Orders.
3. To consider and **resolve to agree** the removal of the Subject Access Policy, as recommended by Breakthrough Communications.
4. To consider and **resolve to agree** the Councillor IT Policy.

5. To consider and **resolve to agree** the Drone Usage Policy.

25/6-116 HR, H & S and Data Protection Committee

1. To **resolve to agree** to elect members to the Committee.

25/6-117 Councillor Conduct

1. To **resolve to agree** in line with advice received, reporting recent councillor conduct concerns to the Monitoring Officer at South Holland District Council.

2. To **resolve to agree** in line with HR advice, to instruct a criminal law specialist to assess councillor conduct issues posing legal or financial risks to the Council and impacting staff.

3. To consider and **resolve to agree** a public press statement addressing recent conduct concerns and councillor resignations.

4. To consider and **resolve to agree** issuing a formal apology to a member of the public affected by unsatisfactory conduct at a recent Council meeting.

25/6-118 Meeting

1. To consider the draft forward plan.

2. To **resolve to agree** the schedule of Full Council and Committee meeting dates for the 2026/27 municipal year.

3. To **resolve to agree** revised meeting dates and schedule for the remainder of the 2025/26 municipal year.

4. To note next meeting of the Council will be on Monday 8th December 2025 at Methodist Hall, Albert Street, Holbeach at 18:30.

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.

Publicity would be prejudicial to the public interest for reasons including the consideration of sensitive staffing matters, legal advice, and personal information, as defined under Schedule 12A of the Local Government Act 1972.

25/6-119 HR, H & S and Data Protection Committee

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

2. To **resolve to agree** to appoint a temporary Acting Clerk and Responsible Financial Officer to cover a period of long-term absence.

3. To **resolve to agree** the temporary delegation of the some of the Clerk's delegated powers during periods of absence, to ensure continuity of operations and decision-making.

4. To **resolve to agree** to appoint two members to conduct regular welfare meetings with a member of staff, in line with HR advice and the Occupational Health report.

5. To consider and **resolve to agree** the appointment of an independent investigator in relation to a recent incident.