

## HOLBEACH PARISH COUNCIL APPLICATION FORM FOR CO-OPTION TO THE PARISH COUNCIL

Please complete this form to be considered as a candidate for membership of the parish council then return by post to: **The Clerk, Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach PE12 7LW** or by e-mail (preferably as a printable pdf document) to [clerk@holbeachpc.com](mailto:clerk@holbeachpc.com)

NAME: (Mr/Mrs/Miss/Ms/Other) Sam Richardson  
 ADDRESS: [Redacted]  
Holbeach [Redacted]  
 E-mail address [Redacted]  
 Telephone landline ..... Mobile [Redacted]

### QUALIFICATION TO SERVE

You are at least 18 years old and a British citizen or an eligible Commonwealth and you must be able to answer "YES" to at least one of the following four questions; please circle as many as apply to you.

1. Are you registered at the above address as a Local Government Elector for the area of Holbeach Parish?	<input checked="" type="radio"/> YES / NO
2. During the whole of the last 12 months have you resided in the Parish or within 3 miles (4.8 kilometres) of it? Show address if different from above.	<input checked="" type="radio"/> YES / NO
3. During the whole of the last 12 months have you occupied as owner or tenant land or premises in the Parish? Give address of land or premises.	YES / <input checked="" type="radio"/> NO
4. During the whole of the last 12 months, has your main place of work been within the Parish? Give address and place of work and employer if applicable.	<input checked="" type="radio"/> YES / NO

### DISQUALIFICATIONS

I declare that to the best of my knowledge and belief I am not disqualified for being elected by reason of any disqualification set out in, or decision made under, sections 80 or 81A of the Local Government Act 1972 or section 34 of the Localism Act 2011 (copies of which are at appendix 1).

Note 1: Disqualifications set out under s.81A of the Local Government Act 1972 only apply to a person who is subject to any relevant notification requirements, or a relevant order, made on or after 28 June 2022.

Signed [Signature] Date 1/11/25

HPC are keen to co-opt fellow members of the community who are team players, willing to contribute their own ideas whilst respecting those of others and accepting majority decisions. Experience of serving on a council or with other voluntary groups may be useful. Please use this form to explain how your background and skills may enable you to contribute to the running of the Parish.

1	<b>BRIEF CURRICULUM VITAE (You may attach a separate document)</b>
	<p>Ta at William Stokeley school          10/1/23 - present</p> <p>Head steward - Holbeach united services club          6/22 - 1/24</p> <p>Bar manager - The crown Hotel          Holbeach          2/21 - 6/22</p>
2	<b>REASONS FOR WISHING TO BE A COUNCILLOR</b>
	<p>I believe the council needs some steady hands to help improve relationship between councillors and the parishes.</p> <p>I love Holbeach with family history running through the town.</p>

<b>3</b>	<b>PREVIOUS COMMUNITY/VOLUNTARY/COUNCIL WORK</b>
	I was a parish councillor for 6 months in 2022.
<b>4</b>	<b>YOUR SKILLS WHICH MAY BE USEFUL AS A COUNCILLOR</b>
	I can prioritise tasks, talk to various groups of people, offer event planning skills through my previous employment and help offer my knowledge of the area.
<b>5</b>	<b>ANY OTHER COMMENTS</b>
	I am keen to take leadership to help improve the face of the council - I believe the Council is doing a great job but need change of profile.

Version	Date Approved	Amendments Made	Next Review Date
V1	August 2021		April 2023
V2	11/04/2023		April 2024

## Appendix 1

### Local Government Act 1972

#### 80. Disqualifications for election and holding office as member of local authority.

(1) Subject to the provisions of section 81 below, a person shall be disqualified for being elected or being a member of a local authority if he –

- (a) holds any paid office or employment (other than the office of chairman, vice-chairman, deputy chairman, presiding member or deputy presiding member or, in the case of a local authority which are operating executive arrangements which involve a leader and cabinet executive, the office of executive leader or member of the executive) appointments or elections to which are or may be made or confirmed by the local authority or any committee or sub-committee of the authority or by a joint committee or National Park authority on which the authority are represented or by any person holding any such office or employment; or
- (b) is the subject of a bankruptcy restrictions order or an interim bankruptcy restrictions order, or a debt relief restrictions order under Schedule 4ZB of the Insolvency Act 1986; or
- (c) [This has been removed and no longer applies]
- (d) has within five years before the day of election or since his election been convicted in the United Kingdom, the Channel Islands or the Isle of Man of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or
- (e) is disqualified for being elected or for being a member of that authority under Part III of the Representation of the People Act 1983.

(2) Subject to the provisions of section 81 below, a paid officer of a local authority who is employed under the direction of –

- (a) a committee or sub-committee of the authority any member of which is appointed on the nomination of some other local authority; or
- (b) a joint board, joint authority, economic prosperity board, combined authority, joint waste authority or joint committee on which the authority are represented and any member of which is so appointed;

shall be disqualified for being elected or being a member of that other local authority.

(2AA) A paid member of staff of the Greater London Authority who is employed under the direction of a joint committee the membership of which includes –

- (a) one or more persons appointed on the nomination of the Authority acting by the Mayor, and
- (b) one or more members of one or more London borough councils appointed to the committee on the nomination of those councils,

shall be disqualified for being elected or being a member of any of those London borough councils.

(2A) Subsection (2) above shall have effect as if the reference to a joint board included a reference to a National Park authority.



(2B) For the purposes of this section a local authority shall be treated as represented on a National Park authority if it is entitled to make any appointment of a local authority member of the National Park authority.

(3) Subsection (1)(a) shall have effect in relation to a teacher in a school maintained by the local authority who does not hold an employment falling within that provision as it has effect in relation to a teacher in such a school who holds such an employment.

(5) For the purposes of subsection (1)(d) above, the ordinary date on which the period allowed for making an appeal or application with respect to the conviction expires or, if such an appeal or application is made, the date on which the appeal or application is finally disposed of or abandoned or fails by reason of the non-prosecution thereof shall be deemed to be the date of the conviction.

#### **81 Exception to provisions of section 80**

(4) Section 80(2) and (3) above shall not operate so to disqualify –

- (a) any person by reason of his being a teacher, or otherwise employed, in a school or other educational institution maintained or assisted by a county council for being a member of a district council by reason that the district council nominates members of the education committee of the county council

#### **81A Disqualification relating to sexual offences etc**

(1) A person is disqualified for being elected or being a member of a local authority in England if the person is subject to—

- (a) any relevant notification requirements, or
- (b) a relevant order.

(2) In this section "relevant notification requirements" means—

- (a) the notification requirements of Part 2 of the Sexual Offences Act 2003;
- (b) the notification requirements of Part 2 of the Sex Offenders (Jersey) Law 2010;
- (c) the notification requirements of Part 2 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
- (d) the notification requirements of Schedule 1 to the Criminal Justice Act 2001 (an Act of Tynwald: c. 4).

(3) In this section "relevant order" means—

- (a) a sexual harm prevention order under section 345 of the Sentencing Code;
- (b) a sexual harm prevention order under section 103A of the Sexual Offences Act 2003;
- (c) a sexual offences prevention order under section 104 of that Act;
- (d) a sexual risk order under section 122A of that Act;
- (e) a risk of sexual harm order under section 123 of that Act;

- (f) a risk of sexual harm order under section 2 of the Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005;
  - (g) a sexual risk order under section 27 of the Abusive Behaviour and Sexual Harm (Scotland) Act 2016;
  - (h) a restraining order under Article 10 of the Sex Offenders (Jersey) Law 2010;
  - (i) a child protection order under Article 11 of that Law;
  - (j) a sexual offences prevention order under section 18 of the Criminal Justice (Sex Offenders and Miscellaneous Provisions) (Bailiwick of Guernsey) Law 2013;
  - (k) a risk of sexual harm order under section 22 of that Law;
  - (l) a sexual offences prevention order under section 1 of the Sex Offenders Act 2006 (an Act of Tynwald: c. 20);
  - (m) a risk of sexual harm order under section 5 of that Act.
- (4) For the purposes of subsection (1)(a), a person who is subject to any relevant notification requirements is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal or application against the conviction, finding, caution, order or certification in respect of which the person is subject to the relevant notification requirements, or
  - (b) if such an appeal or application is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.
- (5) For the purposes of subsection (1)(b), a person who is subject to a relevant order is not to be regarded as disqualified until—
- (a) the expiry of the ordinary period allowed for making an appeal against the relevant order, or
  - (b) if such an appeal is made, the date on which it is finally disposed of or abandoned or fails because it is not prosecuted.

### **Localism Act 2011**

*Section 34(4) describes how a person may be disqualified from standing in local government elections under this section. The remaining provisions of section 34 do not directly affect a person's entitlement to stand for election*

### **34 Offences**

- (1) A person commits an offence if, without reasonable excuse, the person—
- (a) fails to comply with an obligation imposed on the person by section 30(1) or 31(2), (3) or (7),
  - (b) participates in any discussion or vote in contravention of section 31(4), or
  - (c) takes any steps in contravention of section 31(8).
- (2) A person commits an offence if under section 30(1) or 31(2), (3) or (7) the person provides information that is false or misleading and the person—



(a) knows that the information is false or misleading, or

(b) is reckless as to whether the information is true and not misleading.

(3) A person who is guilty of an offence under this section is liable on summary conviction to a fine not exceeding level 5 on the standard scale.

(4) A court dealing with a person for an offence under this section may (in addition to any other power exercisable in the person's case) by order disqualify the person, for a period not exceeding five years, for being or becoming (by election or otherwise) a member or co-opted member of the relevant authority in question or any other relevant authority.

(5) A prosecution for an offence under this section is not to be instituted except by or on behalf of the Director of Public Prosecutions.

(6) Proceedings for an offence under this section may be brought within a period of 12 months beginning with the date on which evidence sufficient in the opinion of the prosecutor to warrant the proceedings came to the prosecutor's knowledge.

(7) But no such proceedings may be brought more than three years—

(a) after the commission of the offence, or

(b) in the case of a continuous contravention, after the last date on which the offence was committed.

(8) A certificate signed by the prosecutor and stating the date on which such evidence came to the prosecutor's knowledge is conclusive evidence of that fact; and a certificate to that effect and purporting to be so signed is to be treated as being so signed unless the contrary is proved.

(9) The Local Government Act 1972 is amended as follows.

(10) In section 86(1)(b) (authority to declare vacancy where member becomes disqualified otherwise than in certain cases) after " 2000 " insert " or section 34 of the Localism Act 2011 ".

(11) In section 87(1)(ee) (date of casual vacancies)—

(a) after " 2000 " insert " or section 34 of the Localism Act 2011 or ", and

(b) after " decision " insert " or order ".

(12) The Greater London Authority Act 1999 is amended as follows.

(13) In each of sections 7(b) and 14(b) (Authority to declare vacancy where Assembly member or Mayor becomes disqualified otherwise than in certain cases) after sub-paragraph (i) insert—

"(ia) under section 34 of the Localism Act 2011,".

(14) In section 9(1)(f) (date of casual vacancies)—

(a) before " or by virtue of " insert " or section 34 of the Localism Act 2011 ", and

(b) after " that Act " insert " of 1998 or that section ".

# Direct Debits October 2025

Greenzone Facility	01.10.2025	£420.84
Greenzone Facility	01.10.2025	£84.17
O2	01.10.2025	£226.73
South Holland District Council	01.10.2025	£94.00
South Holland District Council	01.10.2025	£5.00
South Holland District Council	01.10.2025	£24.00
South Holland District Council	01.10.2025	£62.00
South Holland District Council	01.10.2025	£70.00
EON	01.10.2025	£258.31
British Gas	06.10.2025	£11.26
Sky	15.10.2025	£50.94
EON	17.10.2025	£96.60
Now Pensions	17.10.2025	£1,112.07
EON	20.10.2025	£17.69
NFU Mutual	20.10.2025	£79.37
British Gas	27.10.2025	£120.91
Anglian Water	29.10.2025	£308.01
O2	31.10.2025	£184.73
<b>DIRECT DEBIT TOTAL</b>		<b>£3,226.63</b>

# Income October 2025

Details		
	Date of Transaction	Amount
Cemetery Income	01.10.2025	£70.00
Tenant Rent - 2 High Street	06.10.2025	£375.00
Tenant Rent - Coubro Chambers	06.10.2025	£175.00
Tenant Rent - 4a High Street	06.10.2025	£500.00
Allotment Income	06.10.2025	£27.50
Tenant Rent - 4 High Street	10.10.2025	£300.00
Event Income	10.10.2025	£30.00
Cemetery Income	10.10.2025	£120.00
Allotment Income	15.10.2025	£55.00
Duck Feeder Donations	21.10.2025	£17.00
Allotment Income	22.10.2025	£55.00
Donation to Park Road Cemetery	23.10.2025	£100.00
Event Income	24.10.2025	£30.00
Event Income	24.10.2025	£30.00
Event Income	24.10.2025	£30.00
Event Income	27.10.2025	£60.00
Cemetery Income	27.10.2025	£200.00
Event Income	28.10.2025	£30.00
Event Income	28.10.2025	£60.00
Cemetery Income	31.10.2025	£980.00
Tenant Rent - Coubro Chambers	31.10.2025	£450.00

**INCOME TOTAL**

**£3,694.50**

# Payments Due - October 2025

## Invoices due for payment

### Barclaycard Transactions (JH)

	Date of Transaction	Amount	Details
Microsoft	04.10.2025	£37.08	Office 365 - Administration Team
Microsoft	04.10.2025	£82.80	Office 365 - Councillors
Amazon	08.10.2025	£15.65	A4 Copy Paper - 5 Packs x 500 sheets
Smarty	18.10.2025	£9.00	Sim Card - Park Team Tablet

### Barclaycard Transactions (BB)

	Date of Transaction	Amount	Details
ifs	24.09.2025	£47.98	STIHL DYNAMIC Protect MS Gloves - Tree work PPE Park Team
Sam Turner	24.09.2025	£40.89	STIHL DYNAMIC Protect MS Cut-Protection Gloves - Tree work PPE Park Team
Sam Turner	24.09.2025	£56.97	STIHL Braces for Trousers with Buttons - 110cm x 3 - Tree work PPE Park Team
S P Burden	24.09.2025	£258.00	OREGON Yukon Chainsaw Boots x 3 - Tree work PPE Park Team
Talking Safety	24.09.2025	£89.00	Petzl Strato Vent Helmet with Ear Defenders and Visor - Yellow - Tree work PPE Park Team
Sam Turner	26.09.2025	£46.88	STIHL DYNAMIC Protect MS Cut-Protection Gloves - Tree work PPE Park Team
SSE Energy	29.09.2025	£448.02	Pavilion / Toilets - Carter's Park Electricity (backpay bill catch up)
Amazon	05.10.2025	£19.56	First Aid Kit - Park Team
SP Poppy Shop	06.10.2025	£29.49	Poppy Wreath - Remembrance Day
Amazon	07.10.2025	£60.54	Brother Printer Ink Cartridges
Amazon	08.10.2025	£17.48	Document Wallets for Deeds storage
Amazon	08.10.2025	£14.78	A4 Hardback Notebook x 3
SP Evergreenery	09.10.2025	£68.99	Heavy Duty Steel Anchoring U-Pins x 2 (Event Equipment)
Ultimate One	09.10.2025	£590.10	3 x Turf Reinforcement Mesh ~ Green 550gsm ~ 2mx30m (Event Equipment)
Garden Machinery	13.10.2025	£204.29	STIHL HT-KM Pole Pruner KombiTool Attachment (Replacement)
Work Place Depot	14.10.2025	£263.99	Hazardous Material Storage Containers (Chemical Cupboard)
High Speed Training	14.10.2025	£187.20	Manual Handling / COSHH Course - Park Team Members x 3
Amazon	14.10.2025	£124.95	Algiclear 25 Litres x 5
Argos	14.10.2025	£220.18	HP Laptop - Laptop Bag - NORTON 360 - Wireless Mouse - Park Team Supervisor
Next Day Paint	15.10.2025	£45.94	Hammerite Hammered Metal Paint - Cemetery Watering Stations
Next Day Paint	15.10.2025	£70.94	Hammerite Smooth Metal Paint - Holbeach St Johns War Memorial Fence
Ebay	16.10.2025	£9.99	100 Mini Love Hearts - Fizzy Sweets - Halloween Spooky Trail
Ebay	16.10.2025	£15.99	HARIBO SWEETS STARMIX MINI PACKS Box of 100 - Halloween Spooky Trail Event 31.10.25

Amazon	16.10.2025	£98.73	27 Inch Monitor (Archivist/Admin Assistant)
Ebay	16.10.2025	£19.07	Halloween Gift Set For Spook - Prizes for Halloween Spooky Trail
Ebay	16.10.2025	£9.98	Set of 3 Halloween Colouring Mugs - Prizes for Halloween Spooky Trail
Ebay	16.10.2025	£20.13	Spooky Halloween Gift Set – Halloween Spooky Trail Prize
Ebay	16.10.2025	£162.47	1000 LED String Fairy Lights Mains Plug x 7 - Event Equipment
Ebay	16.10.2025	£10.29	Swizzels Double Lollies Dispenser Box 100 Lollipops - Halloween Spooky Trail
Ebay	16.10.2025	£51.84	PVC Banners x 2 - Halloween Spooky Trail
RS Components	17.10.2025	£89.78	3 x Black Polythene Refuse Sack, 90L Capacity, 200 per Package

#### Barclaycard Transactions (DT)

	Date of Transaction	Amount	Details
West End Garage	19.09.2025	£32.00	Diesel
Boyes	22.09.2025	£5.00	Cable Ties
Tesco Stores	24.09.2025	£5.49	Teabags Park Team
Holbeach Shop (Chandlers)	02.10.2025	£69.41	Chain & File Sharpener (Pole Pruner)
Whaplode Service Station	02.10.2025	£28.60	Diesel
Boyes	03.10.2025	£5.49	Dustpan & Elbow Grease
Whaplode Service Station	07.10.2025	£32.90	Diesel
Tesco Stores	08.10.2025	£7.95	Coffee & Milk Park Team
Ireland Farm Machinery	09.10.2025	£49.27	Spray Paint for Kubota (Orange)

#### Barclaycard Transactions (PJ)

	Date of Transaction	Amount	Details
West End Garage	19.09.2025	£30.00	Diesel
West End Garage	29.09.2025	£30.00	Diesel
West End Garage	02.10.2025	£29.00	Diesel
West End Garage	07.10.2025	£27.80	Diesel
Whaplode Service Station	09.10.2025	£50.01	Diesel
West End Garage	17.10.2025	£31.00	Diesel

#### BARCLAYCARD TOTAL

**£3,972.89**

#### Invoices

	Date of Transaction	Amount	Details
DTS	31.10.2025	£714.00	Locking Up Contract for Carter's Park / Hallgate / Park Road Cemetery
Crusader Traffic	24.09.2025	£627.00	Park Road Tree Work
Platinum Cleaning	31.10.2025	£279.21	Cleaning - Coubro Chambers
Hargrave	07.10.2025	£19.30	Diamond Cutter Blade for Disc Cutter
Hargrave	27.10.2025	£37.20	Bolt M16 x 40 (Park Team)

Hargrave	30.10.2025	£168.57	Nuts, Washers, Screws (Park Team)
HMRC	Oct-25	£5,675.77	Tax & National Insurance Contributions (October 2025)
Confidential		£18,702.41	Employee Salaries / Tax & NI / Pensions (November 2025)
Personnel Advice & Solutions Ltd	31.10.2025	£120.00	HR Advisor - November 2025
LALC	31.10.2025	£84.00	Planning Course - Non Attendance Fees
Harry Stone Plumbing & Heating	31.10.2025	£1,531.99	Heating system repair 4a High Street
Healthguard	26.10.2025	£204.73	Inspections and treatments against rats and mice
Holbeach Methodist Church	31.10.2025	£30.00	Hall Hire Full Council Meeting 13th October 2025
Chandlers	14.10.2025	£278.20	Repair to Hedge Trimmer
Chandlers	24.10.2025	£92.15	Park Team Safety Boots
Chandlers	31.10.2025	£320.92	Service for two chainsaws
Irelands	21.10.2025	£376.82	Replacements Skids for Kubota and gasket
Steve the Locksmith	15.10.2025	£130.00	Repair to broken lock at Park Team Pavilion
Steve the Locksmith	22.10.2025	£220.00	Installation of a new lock and door closer for fire exit door Coubro Chambers
Tiger Entertainment	31.10.2025	£1,000.00	Winter Wonderland Event - Entertainment
Wicksteed	30.10.2025	£1,779.53	Installation of replacement zip line - Carter's Park
<b>Payments June Total</b>		<b>£32,391.80</b>	
<b>Barclaycard Total</b>		<b>£3,972.89</b>	
Total		£36,364.69	

# Borough of Boston and District of South Holland

## Safety Advisory Group

### What is a Safety Advisory Group (SAG)?

A Safety Advisory Group is a group of professionals from the statutory agencies whose role is to provide competent and consistent advice on event safety to event organisers and venues. Additionally, a SAG will liaise with event organisers and ensure that any contingency plans made by the organiser work in conjunction with emergency plans for major incidents prepared by the statutory agencies.

The Safety Advisory Group does not have legal powers and does not approve or ban events, however, many of the agencies who sit on SAGs may have the legal power to prevent unsafe practices.

The Group will consider events which are either: -

Events of an unusual nature	Events with significant numbers of attendees
Events with a significant or unusual level of risk	New venues or Organisers
Events or venues where there have been previous issues or incidents	A Member or Organiser requests SAG support/advice

To access the Group please complete the following form. The Group recognises that Event Planning is a fluid process, but please provide as much information as possible. If a section is not applicable to your event mark N/A.

## Event Notification Form

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### A) Event Organiser Details:

Name: Becky Brothwell – Holbeach Parish Council

Email: deputyclerk@holbeachpc.com

Contact No: 01406 426739 / 07955 275188

Are you organising as part of a Committee/Charity/Company

YES/~~NO~~

Please provide details: Holbeach Parish Council

### Landowner Details:

Landowner Name: Holbeach Parish Council

Contact No: 01406 426739

Email: deputyclerk@holbeachpc.com

Address: Coubro Chambers, 11 West End, Holbeach, PE12 7LW

# Borough of Boston and District of South Holland

## Safety Advisory Group

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### B) Event Details:

Event Name: Holbeach Winter Wonderland

Type of Event: Christmas Fayre

Event Date: Saturday 29th November 2025

Event Location: Carter's Park

'What3Words' Location: fade.sunflower.hiking

Start Time: 12pm

Finish Time: 5pm

Setting up time & take down time: 8am to 6.30pm

Anticipated Attendance Number: 1000

Anticipated Attendance at any one time during the event: 450

Anticipated audience type (i.e. family, adult etc): Family and adults

Description of the event and related activities, including a site plan and whether the event is either indoor/outdoor (please use a separate sheet of paper if necessary):

Step into the magic of the season at Holbeach Winter Wonderland, now bigger and brighter than ever! This year's festivities will take place at Carter's Park, offering a spacious and safe setting for all to enjoy.

✨ What to Expect:

- A bustling festive market with local crafts and seasonal treats
- Delicious options at the food court, perfect for warming up
- Inflatables and activities for children and families
- Live music and entertainment to keep spirits high
- A charming Santa's Grotto welcoming visitors of all ages

📍 New Location: Carter's Park (formerly held on the High Street)

The move to Carter's Park reflects the growing popularity of the event, allowing us to welcome more stallholders and more versatile entertainment while prioritising the safety and comfort of our parishioners.

Do you have an Event Safety Officer (if yes, please provide details):

YES/~~NO~~

Becky Brothwell – Deputy Clerk at Holbeach Parish Council

Have you completed risk assessments for the event (if yes, please attach)

YES/~~NO~~

# Borough of Boston and District of South Holland

## Safety Advisory Group

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### Fire Fighting Measures

Do you have a Fire Risk Assessment? (if yes, please attach): YES/~~NO~~

Do you have an Emergency Evacuation Plan (if yes, please attach): YES/~~NO~~

Will Fire Fighting Equipment be provided on site (if yes, please provide details) YES/~~NO~~

Fire Extinguishers

Please identify who is trained and expected to use the provided equipment:

Becky Brothwell – Deputy Clerk

Aaron May – Park Team

Pete Joinson – Park Team

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### Medical Provision (First Aid)

Will Medical Provision be available? (Please provide the following information) YES/~~NO~~

Name of organisation(s) providing the medical cover: South Lincs Security

Name of Lead provider: Jarred Farmer

Contact No: 01775 713059

Is the organisation registered with the Care Quality Commission? YES/~~NO~~

What level of cover is being provided (please state numbers/provide an outline etc.)

2 First Aiders from South Lincs Security

Defibrillator – please state nearest location to event if not provided by medical provider: Red telephone box – Holbeach High Street.

Medical Facilities: Pilgrim Hospital, Boston

First Aiders: South Lincs Security

Ambulances: N/A

First Responders in Emergency Care:

Level 3

Level 4

Paramedics: N/A

# Borough of Boston and District of South Holland

## Safety Advisory Group

Emergency Care Practitioners: N/A

Nurses: N/A

Doctors: N/A

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### Security Measures / Volunteers / Stewards

Do you intend to use:

Professional/Paid Event Stewards/Security

YES/NO

(if yes please provide details, including no's, contact name, contact number, training, and qualifications etc.)

South Lincs Security

Contact is Jarred Farmer 01775 713059

Volunteer Stewards/Marshals

YES/NO

(if yes please provide details, including numbers, lead contact name, contact number, training and qualifications etc)

Becky Brothwell – Lead – 07955 275188 (ACT Trained)

Aaron May / Pete Joinson – Park Team employees

Volunteers members of public (Trained before event)

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### Highways

Will road closures or parking restrictions be required, have you discussed with Highways?

YES/NO

(NB Highways require a minimum notice period of 3 months to implement)

How will Traffic Management be implemented?

Event Access and Logistics Update – Carter's Park

We have received formal permission from South Holland District Council to use half of the Boston Road Car Park to facilitate stallholder access. This will enable a one-way "in and out" unloading system into the park area, improving flow and reducing congestion.

Additionally, the main gate of Carter's Park near the tennis courts (Park Road entrance) will be designated for caterers and entertainment providers, ensuring direct access to the event site for larger vehicles and equipment.

# Borough of Boston and District of South Holland

## Safety Advisory Group

These arrangements are designed to streamline setup and maintain safety and accessibility for all participants.

(NB: The Police DO NOT provide this service)

LCC Highways require Event Organisers to register all public and private events which may impact upon the use of the highway. The link below takes you to the relevant web page.

<https://www.lincolnshire.gov.uk/transport-and-roads/traffic-management/events-affecting-the-highway/36947.article>

### C) Licensable Activity:

Please mark if activity is taking place:

Activity	Indoor (please state times taking place)	Outdoor (please state times taking place)
Live music	N/A	12pm to 5pm
Recorded music	N/A	12pm to 5pm
Dancing	N/A	12pm to 5pm
Performance of plays	N/A	N/A
Films (Type)	N/A	N/A
Bar/ Alcohol	N/A	12pm to 5pm
Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am)	N/A	N/A
Boxing or wrestling – medical provision present	N/A	N/A

If you plan on organising an event with a licensable activity on either Boston Borough Council or South Holland District Council Land, do you intend to apply to use their Premise Licence? **YES/NO**

If not, do you intend to apply for a Premise Licence (please allow a minimum 3-month period to complete the application process) **YES/NO**

If not, do you intend to apply for a Temporary Event Notice (please allow 10 clear working days' notice for a Standard TEN) **YES/NO**

Please refer to the below websites for further information on Licensing and to obtain the relevant application forms:

# Borough of Boston and District of South Holland

## Safety Advisory Group

<https://www.boston.gov.uk/licensing>

<http://www.sholland.gov.uk/article/3528/Alcohol-and-Entertainment>

**PLEASE NOTE: ORGANISERS OF LARGE-SCALE EVENTS WILL NEED TO COMPLY WITH BOSTON BOROUGH COUNCIL/SOUTH HOLLAND DISTRICT COUNCIL'S LICENCING POLICY**

### Large Scale Events

Organisers of major festivals and carnivals should approach the Licensing Authority and Responsible Authorities at the earliest opportunity to discuss arrangements for the licensing of those activities falling within the provisions of the Licensing Act 2003.

In respect of some events, the organisers may seek a single premises licence to cover a wide range of activities at varied locations within the premises.

Anyone wishing to hold such an event should notify the Licensing Authority no less than 6 months before the event is due to happen. This will allow time for the preparation of a substantial operating schedule, by the applicant, which may be required to ensure promotion of the licensing objectives.

---

### D) Street Trading

If an event is free for members of the public to attend and there are people selling goods for profit and not for charity you may require a Street Trading Event Consent depending on Council area.

Is the event free for attendees? YES/NO

Will there be stalls/caterers selling goods for profit? YES/NO

Have you applied for a Street Trading Event Consent? YES/NO

---

### E) Possible Hazards at Event:

Please review the following list and indicate (v) the hazards that apply to the event. Provide details of the hazard and list the controls that are in place to minimise the related risk.

Section 1 -Event Hazard	v	Details of Hazard and Controls
Marquee/Tent/Gazebo	v	See attached Risk Assessment
Stage (what type?)	v	Wooden structure stage
Stalls (approx how many)	v	100 stalls
Catering Facilities	v	See attached Risk Assessment.

# Borough of Boston and District of South Holland

## Safety Advisory Group

(provided by organiser or external caterer, are they Food Registered, food vehicles)		All caterers providing insurance, risk assessments and food registration.
Propane Gas/Compressed Air/Chemicals		N/A
Decorations (Flowers, banners etc)	√	See attached Risk Assessment
Performers/Acts	√	DJ plus entertainment acts to be confirmed but arranged by company called Tiger Entertainments – Insurance and Risk Assessments supplied.
Caravans/Camping		N/A
Car Parking – onsite/off site?		N/A
Traffic movements during the event		None once event is in action between 12pm to 5pm
Strobe/Flashing/Infrared or ultraviolet lights	√	DJ lights possible flashing lights during event.
Fireworks		N/A
Fairground Rides (please state type and numbers)	√	Small children size fairground rides, awaiting confirmation from company. Reindeer Rodeo.
Inflatables (bouncy castle)	√	Bounce House Party numerous inflatables – risk assessments and insurance supplied.
Animals		N/A
Procession/parade		N/A
Other hazards not listed above (please state nature):		

### F) Attendees

	√	Number and Details	Supervision/Assistance
--	---	--------------------	------------------------

# Borough of Boston and District of South Holland

## Safety Advisory Group

Children (under16) and/or Senior Citizens (65+)	✓	800	Parent/Guardian
Disabled persons or persons requiring assistance	✓	100	Carer
Vulnerable Persons/Groups	✓	100	Carer

---

### G) Insurance

Public Liability Insurance:

Provider: Hiscox Insurance Company

Expiry Date: 24<sup>th</sup> January 2026

Employers Liability Insurance (applicable if your Event has volunteers or stewards and not covered in the Public Liability Insurance):

Provider: Hiscox Insurance Company

Expiry Date: 24<sup>th</sup> January 2026

Copies included with application:

YES/~~NO~~

---

### H) Details for the person completing the form on behalf of the event (please print):

Name: Becky Brothwell

Full Address: Coubro Chambers, 11 West End, Holbeach, Lincolnshire, PE12 7LW

Telephone No: 01406 426739 or 07955 275188

Email: deputyclerk@holbeachpc.com

Name of Organisation representing: Holbeach Parish Council

Position within Organisation: Deputy Clerk

Signed: 

Date: 15<sup>th</sup> October 2025

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### PLEASE NOTE

This form is designed to give Boston Borough and South Holland District's Safety Advisory Group an overview of your event.

March 2025

# Borough of Boston and District of South Holland

## Safety Advisory Group

Guidance and Template Forms for event plans and risk assessments can be found on the Lincolnshire Event Safety Partnership (LESP) website: <https://www.lincolnshireresilienceforum.org/events/>

SAG details can be found on the following webpages:

<https://www.boston.gov.uk/SAG> / <https://www.sholland.gov.uk/SAG>

---

### Data Protection Statement

The information you provide on this form will be used only for the purposes outlined below and will not be used for additional purposes without your consent.

By submitting this form, you are agreeing to the details of your event and personal data provided to be shared with the statutory agencies for the purposes of their giving advice on safety at/around the event and to allow them to understand any impact on their core roles.

The information will be used by the Authority to provide contact details should issues arise and form a register of businesses that attend.

In the case of where an accident or incident has happened it may be necessary for your information to be passed on to affected persons.

For further information please see the privacy notice outlined on the Authority's website.

---

### Personal Liability

As the named Event Organiser, you are responsible for the Health and Safety of all volunteers/stewards/members of the public etc that attend the Event. The paperwork required is to help protect you in case an accident/incident occurs as ultimately you are liable.

---

### What Happens Next?

Once the notification has been submitted, you will receive an acknowledgement of receipt. SAG members have two weeks to provide initial responses and ask questions, if you do not hear anything there is no further information required at this stage. You may be asked to attend a Safety Advisory Group meeting or submit your Event Management Plan and Risk Assessment 12 weeks before your event. You will also be asked to submit a final plan one week before for the Emergency Services to hold within their Control Room, should an emergency response be required during the event.

**Please complete and return this form to:**

Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road,  
Spalding, Lincs. PE11 2XE or email to: [shdcsag@sholland.gov.uk](mailto:shdcsag@sholland.gov.uk)

## **Emergency Evacuation Plan – Holbeach Winter Wonderland, Carter’s Park**

### **Event Details**

- Event Name: Holbeach Winter Wonderland
- Date & Time: Saturday 29<sup>th</sup> November 2025 12pm to 5pm
- Location: Carter’s Park, Holbeach, PE12 7EE
- Expected Attendance: Families and individuals of all ages

### **Evacuation Triggers**

Evacuation may be initiated in response to:

- Fire or smoke detection
- Severe weather (e.g. high winds, lightning)
- Structural failure (e.g. inflatables, gazebos, trail props)
- Medical emergency requiring site clearance
- Security threat or anti-social behaviour
- Overcrowding or loss of safe access routes

### **Evacuation Roles & Responsibilities**

- Event Coordinator:
- Initiates evacuation protocol
- Communicates with emergency services
- Oversees site clearance and staff coordination

### **Stewards & Volunteers:**

- Guide attendees to designated exits
- Assist vulnerable individuals and families
- Monitor crowd movement and report issues

### **First Aid Team:**

- Provide immediate medical support
- Manage perimeter and prevent re-entry
- Support safe crowd control

### **Evacuation Routes & Assembly Points**

- **Primary Exits:**
- Main entrance to Carter’s Park
- Side gate near Bowls Club
- Emergency access route via adjacent footpath
- **Assembly Points:**
- Public car park adjacent to Carter’s Park
- Open green space near the children’s play area

## **Communication Protocol**

### **Public Announcement:**

- Use loudhailers or PA system to calmly instruct attendees
- Repeat key messages: “Please walk calmly to the nearest exit. Stewards are here to help.”

### **Internal Coordination:**

- Use radios or mobile phones for staff communication
- Confirm when each zone is cleared
- Emergency Services:
- Contact 999 immediately if required
- Provide clear access and site map

### **Special Considerations**

- Children must remain with guardians
- Vulnerable persons to be assisted by stewards
- Lost persons to be directed to First Aid Point
- All staff to wear high-visibility clothing

### **Post-Evacuation Actions**

- Account for all staff and volunteers
- Log incident details and response timeline
- Debrief with emergency services
- Notify council and complete incident report

## Event Risk Assessment

Event Name:	Holbeach Winter Wonderland		Date:	29 <sup>th</sup> November 2025	Venue:	Carter's Park, Holbeach, PE12 7EE
(1) Activity / Area of Concern	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk	(6) New Risk Factor (high, medium or low)	
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Public open space so easy access for disabled people. Area supervised by identifiable marshals carrying mobile phones and walkie talkies to summon assistance from Catering outlets must be located away from entry or exit points Number of marshals for the event = 7	Low	
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; P.A. system (essential for large events); the emergency services are contacted by telephone by the event organisers in the event of an emergency.	Medium	
First Aid	Minor injuries – insect bites, cold, general accidents	Members of the public	Medium	South Lincs Security	Low	
Care of children	Lost children	Members of the public – children	High	Clearly identified "lost children" point. Identifiable safeguarding trained marshals. PA system in place (essential for large events).	Medium	
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children /staff /event participants/ contractors	Medium	Ensure emergency exits are kept clear at all times PA system available to broadcast any evacuation instructions.. Fire from electrical outlets, all equipment is PAT tested Fire evacuation plan	Low	

Very wet weather on the day	Vehicles unable to get off grass; public slip over; ground damaged	Members of the public	Medium	Event organisers to monitor weather forecast and cancel the event if it is deemed to be too wet. Announcement will be made on social media and via signage	Low
Strong winds	Falling trees or debris; marquees lifting/blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 30mph then event must be cancelled by the event organiser due the risks involved.  When planning the event, endeavour will be made to situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event  Remove bags of collected litter from site	Low
Use of companies/operators to provide any service as part of the event	Various	Various	Medium	All operator's provide risk assessments and insurance, and are checked through to ensure they are adequate.	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict re entry to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. South Lincs Security plus appropriate number of identifiable marshals on site, with mobile system and walkie talkies. Marshals to be fully briefed prior to event.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Check cables prior to event. Battery operated. All electricians checked by qualified electrician.	Low

Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients eg “This product contains nut oil” etc Fire extinguishers mandatory in all catering units. Risk assessments and insurance provided	Low
	Allergic reaction	Members of the public – especially children	Medium		Low
	Fire	Staff / members of the public	Medium		Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions.(CDC). Any noise complaints to be forwarded to the Clerk	Low
Inflatables	Poor anchoring in wind Overcrowding Electrical fault Unsupervised use Trips/falls	Members of the public / staff	Medium	Conduct a pre-event inspection using a checklist Ensure the inflatable is certified and maintained (e.g. PIPA tag or equivalent) Check weather forecast; do not operate in winds above 24mph (38km/h) Confirm anchoring points are secure (minimum 6 stakes or ballast weights) Verify blower units are PAT tested and protected from tampering	Low

I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) .....Becky Brothwell.....

Organisation: .....Holbeach Parish Council..... Position: .....Deputy Clerk.....

Signature: ..... Date: ...15-10-2025.....

A handwritten signature in black ink, consisting of several loops and a final horizontal stroke.

## **Fire Management Plan for Holbeach Winter Wonderland – Carter’s Park**

### **Event Details:**

- Event Name: Holbeach Winter Wonderland
- Date & Time: Saturday 29<sup>th</sup> November from 12pm to 5pm
- Location: Carter’s Park, Holbeach, PE12 7EE
- Organiser: Holbeach Parish Council – Becky Brothwell
- Expected Attendance: 1000

### **1. 🔍 Risk Assessment**

**\*\*Potential Fire Hazards:\*\***

- Temporary structures – Gazebos
- Cooking equipment or food stalls - Caterers
- Generators and electrical installations - Generator for Inflatables

**\*\*Risk Rating:\*\***

| Hazard

| Caterers | **Medium** | High | Fire blankets, extinguishers, trained staff |

| Electrical Equipment | **Low** | High | PAT testing, secure cabling, no overloading |

### **2. 🚒 Fire Safety Equipment**

- Fire extinguishers (water, foam, CO<sub>2</sub>) at key location (Assembly Point)
- Fire blankets at cooking stations – Caterers have fire blankets and extinguishers.
- Clearly marked fire points
- First aid kits and trained personnel – South Lincs Security in attendance

### **3. 👥 Roles & Responsibilities**

| Role | Name/Team | Responsibility |

| Event Fire Officer | Becky Brothwell | Oversee fire safety, liaise with fire services |

| Marshals | Cllr Tim Wiltshire, Cllr Sandra Ball, Cllr Donna Edwards, Cllr Trevor Chinery, Cllr John Bennett-Collins, Cllr Sue McKendry | Monitor zones, assist evacuation |

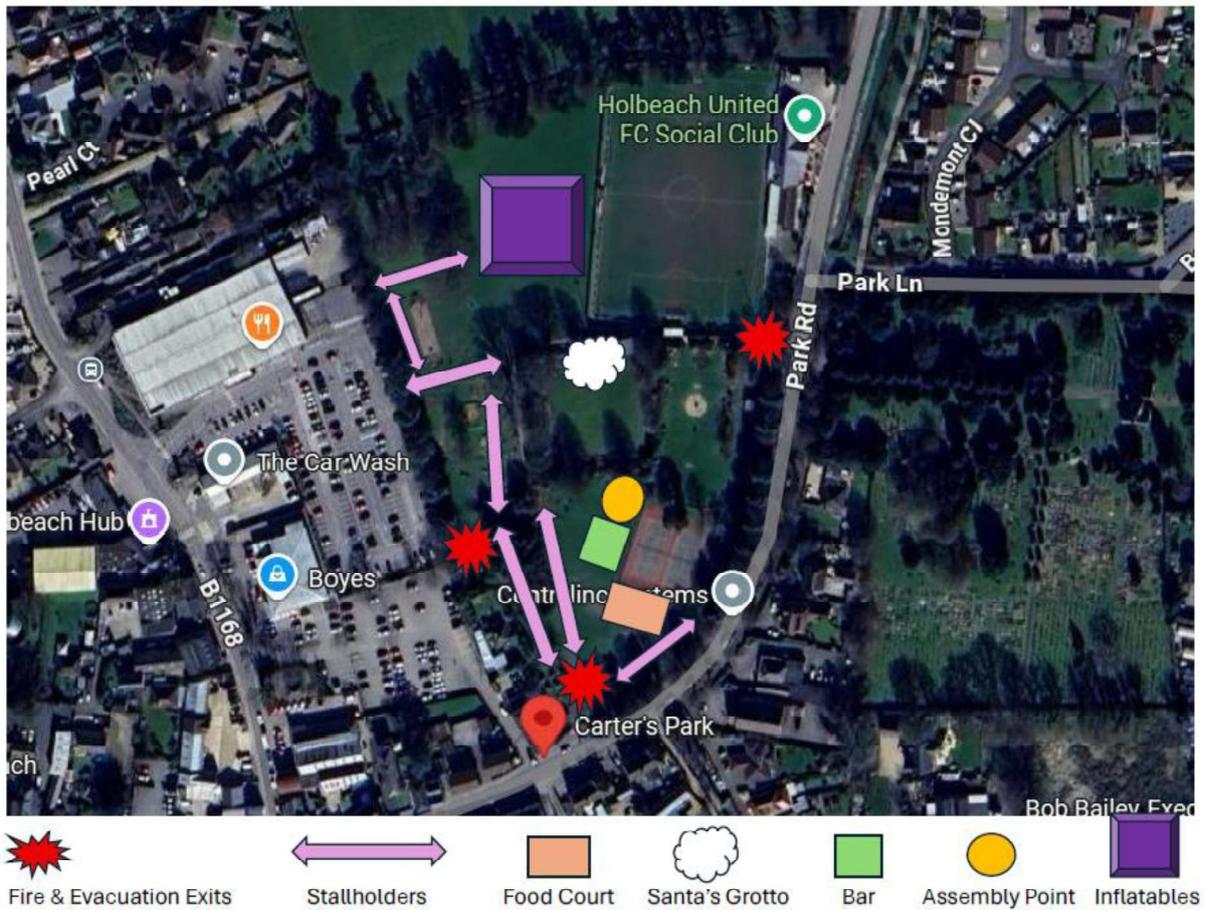
| Stallholders | Maintain fire safety at their stations |

| Security | South Lincs Security | Crowd control, emergency response|

### **4. 🚪 Evacuation Plan**

**\*\*Evacuation Routes:\*\***

- Clearly marked exits (three exits as marked Emergency Exit on below map)
- Accessible paths for all attendees
- Assembly points away from hazards



**\*\*Communication:\*\***

- DJ system announcements – Announcement via DJ Stand
- Marshals with radios - Communication on radio will be FIRE FIRE FIRE
- Printed maps at entry points

**5. 📄 Training & Briefing**

- Pre-event fire safety briefing for all staff and volunteers
- Fire extinguisher use demonstration
- Emergency contact list distributed
- Roles rehearsed during setup

**6. 📞 Emergency Contacts**

- | Fire & Rescue | 999 |
- | Event Control | Becky Brothwell (Mobile 07495 263895 & Radio)
- | First Aid Lead | South Lincs Security & Becky Brothwell 07495 263895 & Radio|

**7. ✅ Pre-Event Checklist**

- [ ] Fire points installed and marked

- Equipment tested and certified
- Staff briefed and trained
- Evacuation routes clear and signed
- Emergency contacts confirmed
- Risk assessment reviewed and signed off

## **Lost Child / Vulnerable Adult Procedure**

Event: Winter Wonderland at Carter's Park

Location of Meeting Point: Information Centre (clearly signposted near tennis courts)

### **Purpose**

To ensure the swift, safe, and sensitive handling of incidents involving lost children or vulnerable adults during the event.

### **Definitions**

- Child: Any person under the age of 18.
- Vulnerable Adult: A person aged 18 or over who may be unable to protect themselves from harm or exploitation due to age, disability, illness, or other circumstances.

### **Prevention Measures**

- All staff and volunteers will be briefed on this procedure during the pre-event induction.
- The Information Centre will be clearly signposted as the designated meeting point.
- Wristbands will be available at the Information Centre for parents/guardians to write their contact number on and attach to their child.
- Public announcements will remind visitors to agree a meeting point with their group on arrival.

### **If a Child or Vulnerable Adult is Found**

- Escort them calmly to the Information Centre.
- Reassure them and avoid asking leading questions.
- Record the following details on the Lost Person Report Form:
  - Name (if known)
  - Description (age, clothing, distinguishing features)
  - Time and location found
  - Name of staff/volunteer who found them
- Assign a DBS-checked staff member to remain with them at all times in a safe, quiet area.

### **If a Child or Vulnerable Adult is Reported Missing**

- Direct the reporting person to the Information Centre.
- Record:
  - Name and description of the missing person
  - Last known location and time
  - Contact details of the reporting person

- Alert the Event Coordinator and Security Team immediately.
- Initiate a coordinated search of the site, prioritising:
- Toilets
- Santa's Grotto
- Craft areas
- Food court
- Perimeter exits

### **Reuniting**

- Only release the child/vulnerable adult to a verified parent, guardian, or carer.
- Ask for ID or confirmation of personal details (e.g., child's date of birth, nickname, or safe word if pre-agreed).
- Record the time and name of the person they were released to.
- If no guardian is located within 30 minutes, contact the police via the Event Coordinator.

### **Safeguarding & Confidentiality**

- All incidents must be handled with discretion and logged securely.
- Do not share details with the public or press.
- Any concerns about abuse or neglect must be reported to the Designated Safeguarding Lead immediately.

### **Post-Incident**

- Complete a full incident report.
- Debrief with the Event Coordinator and Safeguarding Lead.
- Review procedures and update if necessary.



Emergency Exits



Information Centre



First Aid



Christmas Market Stalls



Santa's Grotto (Free Entry)



Inflatables



Toilets



Food Court



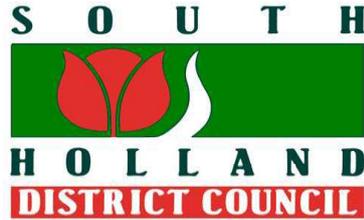
Licensed Bar



Christmas Tree



Music



**Application for an Event Street Trading Consent**

Name of applicant Rebecca Brothwell

Address of applicant Holbeach Parish Council, Coubro Chambers, 11 West End  
Holbeach, Lincolnshire, PE12 7LW

Tel. number 01406 426739 Mobile 07955 275188

E-mail address deputyclerk@holbeachpc.com

Date of birth [REDACTED]

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Name of event Winter Wonderland

Date/s and time/s of event Saturday 29th November from 12pm to 5pm

Address for location of event Carter's Park, Park Road, Holbeach, PE12 7EE

Description of event Christmas Fayre with stallholders, caterers, Santa's Grotto,  
Music, Inflatables and entertainment

Number of stalls/sellers trading at event 51

Description of food/merchandise being sold (Please on a separate piece of paper, include the name of the stall holder, trading name, what is being sold, if food, what the Food Hygiene Rating is, and which local authority the food seller is registered with and any other notes in relation to the stall

As attached

Have you ever held a street trading consent before? Yes/No

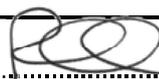
If yes please provide details. Yes Holbeach Parish Council have held one but in the name of the Clerk Jan Hearsey and I am the current Deputy Clerk.

Have you ever been refused a street trading consent? ~~Yes~~/No

If yes please provide reason for refusal and date.....

I have made payment of the fee of and enclose the following documentation to support the application. [Pay - South Holland District Council \(sholland.gov.uk\)](http://sholland.gov.uk) (pay online/ other payments/ Licences (other)/ Street Trading one off event fee).

Copy of current certificate of insurance that covers street trading activity for third party and public liability risks	✓
An overview/evidence of how traders will comply with relevant Food Safety/ Health and Safety and other legislation	✓
Copy of current national food hygiene rating score (Food Stalls only)	✓

Signed.....  ..... Date 31.10.2025 .....

Position..... Deputy Clerk - Holbeach Parish Council .....

Print Name..... Rebecca Brothwell .....

**Temporary Event Notice**

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>1. The personal details of premises user (Please read note 1)</b>	
1. Your name	
Title	Mr <input type="checkbox"/> Mrs <input checked="" type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	<b>Brothwell</b>
Forenames	<b>Rebecca</b>
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	[REDACTED]
Forenames	[REDACTED]
3. Your date of birth	
[REDACTED]	
4. Your place of birth	
[REDACTED]	
5. National Insurance Number	
[REDACTED]	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
[REDACTED]	
Post town	<b>Holbeach</b>
Postcode	[REDACTED]
7. Other contact details	
Telephone numbers Daytime	01406 426739
Evening (optional)	
Mobile (optional)	07955 275188
Fax number (optional)	
E-Mail address (if available)	deputyclerk@holbeachpc.com
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	

<b>Holbeach Parish Council</b> <b>Coubro Chambers</b> <b>11 West End</b>	
Post town <b>Holbeach</b>	Postcode <b>PE12 7LW</b>
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

<b>2. The premises</b>	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
<b>Carter's Park, Park Road, Holbeach, PE12 7EE</b>	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
<b>Event Plan attached</b>	
Please describe the nature of the premises below. (Please read note 4)	
<b>Public Park</b>	
Please describe the nature of the event below. (Please read note 5)	
<b>Christmas Fayre with Stallholders, Caterers, Santa's Grotto, Music, Bar, Street Performers.</b>	

--

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	<b>Being done by the Committee of WI Hall who have a alcohol licence</b>	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club		<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<b>Music being done by Tiger Entertainment</b>	<input checked="" type="checkbox"/>
The provision of late night refreshment		<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)		<input type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)		
Saturday 29th November 2025		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24-hour clock). (Please read note 10)		
12:00 to 17:00		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)		450
If the licensable activities will include the sale or supply of alcohol, please state whether these will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 12)	On the premises only	<input type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input checked="" type="checkbox"/>

<p>Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment (including, but not limited to lap dancing and pole dancing). (Please see note 13)</p> <p><b>DJ music and live music from Tiger Entertainment and Licensed Bar from the WI Hall Committee.</b></p>
--

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number		
Date of issue		
Any further relevant details		

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		

Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
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7. Checklist (Please read note 17)	
I have: (Please tick the appropriate boxes, where applicable)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/> N/A
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/> N/A
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/> N/A
Made or enclosed payment of the fee for the application	<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below	<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the sale or supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
The information contained in this form is correct to the best of my knowledge and belief.	
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine of any amount; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine of any amount, or to imprisonment for a term not exceeding six months, or to both.	
Signature	
Date	31.10.2025
Name of Person signing	Rebecca Brothwell

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

## Notes for Guidance

### General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second, third and fifth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times or, for event periods occurring wholly or partly in 2022 or 2023, 20 times a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days or, for event periods (or any part of those periods) occurring in 2022 or 2023, 26 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below sets out the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 ( subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine, on conviction );
- allowing disorderly behaviour on the premises (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (subject to a fine not exceeding level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (subject to a fine not exceeding level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (subject to a fine not exceeding level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

#### Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed “premises user”. Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

#### Note 2

For the purposes of the Licensing Act 2003, “premises” means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and
- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

#### Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

#### Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

#### Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers’ market, a discotheque, the performance of a string quartet, a folk group or a rock band.

#### Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

#### Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance; and
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community

- premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable, you should contact your licensing authority for further advice.

#### Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

#### Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

#### Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48-hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

#### Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise

you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

#### Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

#### Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 (“the 1982 Act”) as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment — see note 6 above). A temporary event notice may be given for this purpose.

#### Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

#### Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1st January to 31st December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices for each year. However, only one notice needs to be given. The limits are:

- i. for event periods occurring wholly or partly in 2022 or 2023, up to 20 times in the calendar year for each premises;
- ii. for other event periods, 15 times in a calendar year for each premises;
- iii. for event periods (or any part of a period) occurring in 2022 or 2023, 26 days in the calendar year for each premises;
- iv. for other event periods, 21 days in a calendar year for each premises;
- v. 50 per personal licence holder each calendar year; and
- vi. 5 for non-holders each calendar year.

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year),

temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

#### Note 16

An “associate” of the proposed premises user is:

- a. the spouse or civil partner of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse or civil partner of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

#### Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the further police force and local authority exercising environmental health functions.

#### Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose, the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

#### Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement.) To do so could result in prosecution and an unlimited fine.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of its receipt of the notice.



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1. **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 they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p 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 they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r 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.
- s 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.
- t Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chair of the meeting.

## 2. 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 chair 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.

## 3. 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**
- 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, subject to being invited to by the Chair.
- f **The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting or placed on the agenda.**
- g **Subject to standing order 3(f), a member of the public shall not speak for more than three minutes.**

- h In accordance with standing order 3(e), a question will not require a response at the meeting nor start a debate on the question. The chair of the meeting will direct that a written or oral response be given at a later date.
- i A person shall raise their hand when requesting to speak.
- 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.**
- 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 they 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 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 two hours unless a vote to continue is taken.

#### 4. **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 one day 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.

## 5. **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 at 6pm.**
- 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.

6. **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 the committee may convene an extra ordinary meeting of the committee at any time.
- d If the Chair of the committee, does not call an extra ordinary meeting within 7 days of having being requested to do so, by two member of the committee any two members of the committee may convene an extraordinary meeting of the committee.

7. **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.

8. **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.

9. **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 either by email or in writing, 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 or by email from their recognised email address, 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.

10. **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.

11. **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.**

## 12. 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, they 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 ( ) 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 not be taken as a formal record of the meeting.

### 13. **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 be required to withdraw from a meeting while it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have 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 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.

- 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.**

#### **14. 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.**

#### **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;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written or email notice at least seven days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. 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;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. 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);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a spreadsheet for such purpose;
- xv. refer a planning application received by the Council to the Council 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 or Council.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. 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).

15. **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.
- b Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.

16. **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 As soon as practicable after the end of each month, the Responsible Financial Officer shall provide each councillor with a summary statement detailing:
  - i. the Council's receipts and payments (or income and expenditure) for each month;
  - 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 month 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 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 seven 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.

**17. 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.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. 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 Tender Confidential;
  - 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 sub-committee with delegated responsibility.

- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **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.**

18. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of HR, H & S and Data Protection 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 committee, if he is not available, the vice-chair if there is one of the committee of absence occasioned by illness or other reason and that person shall report such absence to the HR committee.
- c The chair of the HR 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 committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (Clerk or other members of staff) shall contact the chair of the HR committee the vice-chair of the HR committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the HR committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [Clerk or other members of staff] relates to the chair or vice-chair of the HR committee this shall be communicated to another member of the HR committee which shall be reported back and progressed by resolution of the HR 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).

19. **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.**
- b *[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.**

20. **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.**

21. **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.

22. **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.

**[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.*

**23. 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 of the Council.

**24. 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.

**25. 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.

## Community Engagement and Communications Policy

### 1. Introduction:

Holbeach Parish Council is an open and transparent Council, which values the opinions of the community which it serves. It continues to listen to the needs and concerns of the community and will do everything within its power and financial constraints, to make the Parish a better place to live and work.

The purpose of this document is to deliver a standard policy for engagement with residents and partners, whilst recognising the services that the Parish Council provides must reflect the needs of its residents and the locality.

This policy aims to improve communication between the Parish Council and the residents of the Parish in order to increase awareness of local issues and council involvement, encourage public participation and receive feedback.

### 2. Legal requirements and restrictions:

This policy is subject to the Council's obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, The Local Government Act 1986, The Freedom of Information Act 2000, the Data Protection Act 1998 and other legislation which may apply to the Council's Standing Orders and Finance Regulations.

The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council can not disclose information if this is prohibited under the terms of a court order, by legislation, the Council's standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council's website.

### 3. Communication Principles and Objectives:

The Parish Council will ensure that it communicates with residents in a timely and effective manner. Holbeach Parish Council will aim to engage with the community at all levels, best described by the Ladder of Engagement, as seen in the diagram and table below.

STEP	MEASURE
5	<b>Empowering:</b> placing decision-making in the hands of the community.
4	<b>Collaborating:</b> working in partnership with communities in each aspect of the decision, including the development of alternatives and the identification of the preferred solution.
3	<b>Involving:</b> working directly with communities to ensure that concerns and aspirations are consistently understood and considered. For example, partnership boards, reference groups and service-users participating in policy groups.
2	<b>Consulting:</b> obtaining community feedback on analysis, alternatives and / or decisions. For example, surveys, door knocking and focus groups.
1	<b>Informing:</b> providing communities with balanced and objective information to assist them in understanding problems, alternatives, opportunities, solutions. For example, websites, newsletters and press releases.



All methods of communication should:

- encourage two-way positive engagement.
- be concise, factual, and easy to access and understand.
- be accessible for the whole community.
- not disclose information which is confidential.
- reflect the views of the Parish Council not the individual.
- not contain content that is unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented, or racially offensive
- not promote political parties
- not publicise personal information

#### 4. Methods of communication:

##### **Public Participation at Meetings:**

At each ordinary meeting of the Council and its Committees there will be provision for members of the public to address the meeting.

The following procedures will be followed:

##### Full Parish Council Meetings

- 1) A public forum will be held during the meeting for up to 15 minutes, allowing members of the public to ask questions or make brief statements. Each individual is limited to a maximum of 3 minutes. All contributions must be directed through the Chair.
- 2) Following which a maximum of 10 minutes will be set aside for reports of the Police, County and District Councils.
- 3) A record of the public session will be included in the official minutes of the meeting.

##### Committee Meetings

- 1) At the commencement of each Committee meeting the Chairman will ask if any member of the public present wishes to speak on any item set out in the agenda for that meeting.
- 2) Where a member of the public indicates their desire to speak they will be heard prior to consideration by the Committee of the particular item. At that point the Chairman will adjourn the formal meeting to allow a maximum of two individuals to address the Committee for a maximum of 3 minutes each.

- 3) Where more than two people wish to speak the individuals will be required to agree who will represent their views, provided that where there are differing views one will be allowed to speak in favour of an issue and one against.
- 4) After hearing any representations, the Chairman will reconvene the formal meeting.
- 5) Councillors will not question nor enter into discussion or debate with any member of the public during the meeting.

#### Parish Council meetings:

- 1) A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council's standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.
- 2) The photographing, recording, filming, or other reporting of a meeting of the Council and its committees (which includes e.g., using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook, and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless:
  - i. the meeting has resolved to hold all or part of the meeting without the public present or
  - ii. such activities disrupt the proceedings or
  - iii. paragraphs 4 and 5 below apply.
- 3) The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is **not** permitted unless an adult responsible for them has given permission.
- 4) Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is **not** permitted.
- 5) The recording and reporting on meetings of the council, its committees and sub-committees is subject to the law, and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation. The recording should not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the council's values or in a way that ridicules or shows a lack of respect for those in the recording. The council would expect any recording in breach of these rules to be removed from public view. The council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.
- 6) The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
- 7) The minutes of a Council meeting remain the statutory and legally binding formal record of Council decisions.

#### Website:

The Parish Council will maintain an up-to-date website which will be used to publish official documentation identified in the Councils Publication Scheme, including:

- Details of Full Council and Committee Meetings – Schedule, Agendas and Minutes



- Details of each Committee and its responsibilities
- Contact details for the Councillors and the Clerk.
- Finance Reports, Policies and Documentation.

The Clerk and Assistant Clerk in conjunction with the PR & IT Committee are responsible for managing the content of the website.

#### Social Media:

Social media can be used by the Parish Council as an effective and measurable way to achieve resident engagement and attract publicity. Holbeach Parish Council will use its Facebook Page to engage with individuals and communities, through posts, comments, and direct messages.

A consistent and professional approach is adopted and maintained in the use of social media. The Councils Social media policy should be followed for both the official Council Facebook page and individual councillors.

Social media activity is not something that stands alone. To be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be included in social media platforms to increase reach and exposure.

The Clerk and assistant Clerk in conjunction with the PR & IT Committee are responsible for managing the Facebook Page.

#### Press Releases:

The use of press releases is a key technique for publicising Parish Council activities, decisions, and achievements. An official Parish Council release is made on behalf of the Parish Council as a whole; it will be written and issued by the Parish Clerk in conjunction with the PR & IT Committee. Official Parish Council releases will follow a corporate style appropriate for the media being targeted and a central record will be maintained. All releases will accurately reflect the corporate view of the Parish Council, contain relevant facts, and may include an approved quotation from an appropriate Parish Councillor.

The Parish Council should not pass comments on leaks, anonymous allegations or allegations about individual staff and Members. The phrase “no comment” should not be used as a response to a media enquiry. The Parish Council is open and accountable and should always try to explain if there is a reason why it cannot answer a specific enquiry.

Members and Parish Council staff who are directly approached by the media should not attempt to answer questions themselves without establishing the full facts. If Members are in any doubt, they should consult the Parish Clerk and PR & IT Committee.

#### Noticeboard:

The Clerk will maintain an up-to-date noticeboard located on Market Hill junction. Contact details for the Clerk and Parish Councillors, agendas for its meetings and other information relating to Parish Council business will be displayed. Copies of this documentation will be sent out to the various villages to place in their own noticeboards.

## **5. Review**

The PR & IT Committee will oversee the development and implementation of this policy. The policy will be reviewed by the PR & IT Committee, but all decisions will be taken by the full Council.

Version	Date Approved	Amendments Made	Next Review Date
V1	12/07/2021		
V2	19/04/2022		11/04/2023
V3	12/12/2022		11/04/2023
V4	08/04/2024		April 2025

# DRAFT NOTES



Clerk/RFO: Jan Hearsey  
Deputy Clerk: Becky Brothwell

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## Minutes of the meeting of Holbeach Parish Council on Monday 13th October 2025 at 18:00 at Methodist Church, Albert Street.

Those present :

Chair : Cllr S Ball

Vice-Chair : Cllr S McKendry

Councillors : Cllr J Bennett-Collins, Cllr T Chinery, Cllr D Edwards, Cllr P Foyster, Cllr A Haslett, Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr P Savory

Officers : Mrs B Brothwell - Deputy Clerk

\* Attended remotely

### Public Session

- 6.00pm to 6.15pm - Public session

Winter Wonderland Relocation:

Public member raised concerns about the Christmas Fayre moving from the High Street to Carter's Park, citing lack of support for local shops. The Council acknowledged the issue and will respond formally, reaffirming its commitment to High Street engagement.

- 6.15pm to 6.30pm - District & County Council Reports

Update received from County Councillor Thomas Sneath

District Council Update:

Government reorganisation discussions are ongoing.

No forced asset transfers to Parish Councils; requests can be made voluntarily.

Draft business plan expected end of November.

Several planning applications have been objected to.

Parish Council encouraged to request S106 funds for housing developments.

### Open meeting opened at:

18:30

### 25/6-089 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. None received, Cllr Tim Wiltshire requested to leave the meeting and left at 17:55.

### 25/6-090 Declarations of Interest

To receive Declarations of Interest under the Localism Act 2011. Cllr D Edwards on agenda item 25/6-093 item 4.

### 25/6-091 Minutes

To approve as a correct record the notes of the meetings of the Council held on 4th September 2025.

It was proposed, seconded and

**Resolved:** That the official minutes of the meetings of the Full Council held on 4th September 2025 be approved as a correct record and signed by the Chair.

**25/6-092 Clerk**

1. To receive a report from the Clerk - No report.

2. To receive an update on vacancies.

Town Ward - 3

Hurn Ward - 3

Drove Ward 2

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

One co-option received.

It was proposed, seconded and

**Resolved:** To elect Adrian Haslett onto Hurn Ward.

**25/6-093 Finance & Admin Committee**

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

We discussed transactions for payment but felt it unnecessary to pick out 10 as we now had better site of what was being spent and were signing off on transactions. There is now a clearer openness with the budgets and money spent so we felt there was no need to pick out 10. We have payments per month to peruse and can query should we need to at the time. We also have debtors list and can see everything in and out.

Allotment invoices for Battlefields will be going out.

We looked at projects and agreed the way forward with the tractor shed / bungalow and will recommend to Full Council the way forward with these projects. We agreed against the modular of the pump track and will recommend that we move forward with this as budgets and grants will allow.

The path will need to be done and hopefully can be sorted in the next Financial year as a priority.

CCTV was discussed in Carter's Park and we are awaiting a response from SHDC with a quote on what needs to be done. Becky remarked that there was very clear evidence where the cables / wires had been chewed through. Again with more people using the park for events we need to have good CCTV coverage.

The cemetery chapel is awaiting its 5 year plan and hopefully with electricians sorted we can get one chapel relatively fit for use. Sophie commented that a specialist in these sorts of projects had moved back into the area and she will make contact.

We agreed the purchase of a laptop for the Park Team Supervisor at £229.00 and a 2nd monitor screen for the archivist at £106.29.

We agreed the retention policy and to add Park Team member onto the truck insurance.

We agreed the increase to the Park Team Supervisor credit card limit to £1000.00 after looking at the expenditures on the cards and diesel being a pretty big chunk of monthly spend.

We agreed that we now needed discussion around the new financial year budget / precept and sub committees are in the process of drawing up "wish lists". We need to be aware of staff salaries increases which will need to be factored in for the new budget.

2. To note the Minutes/Draft Notes of the Committee.

3. To note the bank balances as at 30th September 2025.

Account ending 4844 £3,195.00

Account ending 5394 £12,259.00

Account ending 0001PC £540,477.60

4. To **resolve to agree** the payments for September 2025 and to note the income for September 2025.

It was proposed, seconded and

**Resolved:** That to the payments for September 2025 of £45,598.70 be authorised and the income received for September 2025 of £5,062.50.

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

It was proposed, seconded and

**Resolved:** To elect Cllr T Chinery

6. To **resolve to agree** to put Cllrs T Chinery, D Edwards, S McKendry and J Bennett-Collins on the bank mandate.

It was proposed, seconded and

**Resolved:** That Cllrs T Chinery, S McKendry and J Bennett-Collins be added to the council's bank mandate. Cllr D Edwards is to be removed from the list of councillors to be added.

7. To **resolve to agree** the way forward with Council Device Policy.

It was proposed, seconded and

**Resolved:** That the Council agrees to progress the revision of the Council Device Policy, with the following actions and considerations:

Finance committee to consolidate the existing three IT policies into a single updated policy focused on the exclusive use of council-issued devices and bring back to Full Council. The revised policy will incorporate two-factor authentication. A proposal to provide tablets for Councillors is to be considered and added to next year's budget planning.

8. To **resolve to agree** an increase in Barclaycard credit limit for Park Team Supervisor.

It was proposed, seconded and

**Resolved:** Agreed to increase limit to £1000.00.

9. To receive an update on the way forward with 2025/26 Projects and 3 year forecast.

The Chair provided an update on the way forward with planning for the 2025/26 projects and the three-year financial forecast. Members were advised to begin compiling their project wish lists and to start reviewing budget requirements for the upcoming financial year.

The Chair emphasised the importance of identifying larger expenditure items, including the rationale, intended outcomes, and justification for each proposal. This preparatory work will inform future budget discussions and strategic planning.

## 25/6-094 Open Spaces Committee

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

Following on from our last meeting some of the tree work has been completed by the contractor and the rest will be completed shortly. The parks team have cleared all the barrel planters from All Saints churchyard as requested by the PCC and reused any of the plants that could be salvaged. The grass cutting season will soon be slowing down so the team can then concentrate on cutting back in our areas and other general maintenance.

The repairs to the zip line will be carried out shortly and we will be looking at ideas for improvements to the play area and other facilities as part of a long term plan for the park. The new gate has been installed on the tennis courts but unfortunately we have had some difficulties with the booking system but this will be resolved soon.

2. To note the Committee Minutes/Draft Notes.

3. To **resolve to agree** Carter's Park Charity Management Agreement.

It was proposed, seconded and

**Resolved:** That the Council agrees the Carter's Park Charity Management Agreement, with the aim of clarifying the relationship and responsibilities between Holbeach Parish Council (HPC) and the Carter's Park Charity to be signed by Chair & Vice-Chair.

4. To **resolve to agree** to allow Bounce House Party & Caterers to use Carter's

Park in school holidays upon request for 2026.

It was proposed, seconded and

**Resolved:** The Council agrees to allow Bounce House Party & Caterers to use Carter's Park during school holidays in 2026, subject to prior approval of proposed dates by the Charity and compliance with all relevant regulations.

5. To **resolve to agree** the way forward with the Telecommunications Mast at Football Club.

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward regarding the Telecommunications Mast at the Football Club. The matter will be referred to the Charity as landowner, with the Parish expressing interest in a share. The Clerk's email, used for HMRC registration, will be provided to the Mast company, who will be instructed to contact the Charity for permission and liaise with the Chair of the Trustees.

6. To **resolve to agree** the way forward with the Tractor Shed.

It was proposed, seconded and

**Resolved:** The Council resolves to proceed with the Tractor Shed project by going out to tender due to cost considerations and a suitable merchant will be sought to assist with planning and specifications.

7. To **resolve to agree** to purchase 4 x 25 litre drums of Algiclear to treat the fences around Park Road Cemetery, Tennis Courts and Carter's Park.

It was proposed, seconded and

**Resolved:** Agreed at a cost of £140.00.

8. To **resolve to agree** a drone flying policy.

It was proposed, seconded and

**Resolved:** The Council resolves to develop a drone flying policy. Cllr Adrian Haslett will review current UK drone legislation—including upcoming changes to weight thresholds—and draft a suitable policy and bring back to Full Council to agree.

9. To **resolve to agree** to purchase replacement skids for Kubota.

It was proposed, seconded and

**Resolved:** The Council resolves to purchase replacement skids from Irelands Machinery for the Kubota at a cost of £311.52 plus VAT £62.30 equals £373.82.

## 25/6-095 PPES Committee

1. To receive the report from the Chair of the Committee - Report read by Cllr John Bennett-Collins.

2. To note the Committee Minutes/Draft Notes.

3. To **resolve to agree** the location of the post for the solar Speed Indicator Device outside Holbeach Academy Primary School.

It was proposed, seconded and

**Resolved:** The Council does not agree with the proposed location for the post supporting the solar Speed Indicator Device outside Holbeach Academy Primary School. The Deputy Clerk will contact Lincolnshire County Council (LCC) to request an alternative position. Delegated authority is granted to the PPES Committee to determine the final location.

4. To **resolve to agree** the way forward with Park Bungalow.

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward with Park Bungalow. The EPC assessment returned a borderline E rating, and the flooring is rotting from the bottom up. The PPES Committee discussed options to repair or demolish, and a quote is pending. A proposal was made to demolish the bungalow and repurpose the space for the Tractor Shed.

5. To **resolve to agree** heating repair for 4a High Street.

It was proposed, seconded and

**Resolved:** The Council resolves to approve the heating repair for 4a High Street, accepting the quote of £1,531.99 from Harry Stone Plumbing & Heating.

6. To **resolve to agree** the way forward with car parking for Band Hall. It was proposed, seconded and

**Resolved:** The Council resolves to allow Band Hall to use the car park for their own use. They must be made aware of any scheduled Council meetings, during which the car park will be unavailable for their use.

#### 25/6-096 Events & PR Committee

1. To receive the report from the Chair of the Committee - No report
2. To note the Minutes/Draft Notes of the Committee.
3. To request volunteers assistance for Remembrance Day road closures.
4. The Council requests volunteer assistance for Remembrance Day road closures. Approximately 10 volunteers are needed for road closures and 3–4 for parade support. Anyone able to help should notify the Deputy Clerk.

5. To **resolve to agree** action plan and paperwork for Halloween Spooky Trail, Remembrance Parade and Holbeach Winter Wonderland.

It was proposed, seconded and

**Resolved:** The Council resolves to agree the action plan and paperwork for the Halloween Spooky Trail, Remembrance Parade. Concerns were raised about volunteers and communication. A report will be prepared and shared with the Full Council to clarify arrangements. Paperwork for Halloween and Remembrance events is complete and approved. Winter Wonderland Paperwork will be submitted at next meeting.

5. To **resolve to agree** to allow the Park Team to come in on Saturday 1st November to remove the Halloween Spooky Trail.

It was proposed, seconded and

**Resolved:** The Council resolves to allow the Park Team to access the site on Saturday 1st November to remove the Halloween Spooky Trail. Two team members will carry out the removal, which is expected to take approximately 1 to 1.5 hours.

#### 25/6-097 HR, H & S and Data Protection Committee

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

A report was received from the Chair of the Committee confirming that all contracts have been updated and the job description has been reviewed and revised accordingly.

2. To **resolve to agree** approval of the training course for the Parks Team, as suggested by the Parks Supervisor.

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

3. To **resolve to agree** consideration of a revised committee meeting schedule.

It was proposed, seconded and

**Resolved:** The Council resolves to consider a revised committee meeting schedule for the interim period. Open Spaces and PPES Committees will move to a bi-monthly schedule, meeting in alternate months to allow sufficient time for obtaining quotes and preparing proposals.

4. To **resolve to agree** Park Team member's revised contract.

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

5. To **resolve to agree** the way forward with the Deputy's Clerk additional hours, (including any necessary budget movement, TOIL arrangements, and clarity on how long extra hours are approved for).

It was proposed, seconded and

**Resolved:** This item was moved to closed session for discussion and agreement.

6. To **resolve to agree** agreement on an updated Freedom of Information policy. It was proposed, seconded and  
**Resolved:** The Council resolves to adopt an updated approach to Freedom of Information (FOI) requests, based on guidance from the Breakthrough Communication training session. It was noted that the Council does not need to produce a formal FOI policy or introduce charging. The Council will remain compliant with the statutory 20 working day response timeframe. The current Freedom of Information policy will be removed.

#### 25/6-098 Meeting

1. The next meeting of the Council will be on Monday 10th November 2025 at Methodist Hall, Albert Walk, Holbeach at 18:30. Public Session will begin at 18:00.

**Open meeting closed at:**

20:49

**Closed meeting opened at:**

20:55

#### 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.**

#### 25/6-099 HR, H & S and Data Protection Committee

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

2. To **resolve to agree** approval of the training course for the Parks Team, as suggested by the Parks Supervisor.

It was proposed, seconded and

**Resolved:** The Council resolves to approve the training courses for the Parks Team, as recommended by the Parks Supervisor. The Open Spaces Committee agreed the following:

- COSH and Manual Handling courses to be completed.
- Emergency First Aid at Work course at £350 per person for three park team members.
- Wood Chipper course at £490 plus VAT for two team members.
- Chainsaw course at £425 plus VAT, subject to remaining budget after the above courses.

The matter was moved to closed session for final agreement

4. To **resolve to agree** Park Team member's revised contract.

It was proposed, seconded and

**Resolved:** The Council resolves to approve the revised contract for a Park Team member. The matter was moved to closed session. The team member will be placed on pay scale 7, backdated to 1st October 2025, with back pay to be included in the November payroll.

5. To **resolve to agree** the way forward with the Deputy's Clerk additional hours, (including any necessary budget movement, TOIL arrangements, and clarity on how long extra hours are approved for).

It was proposed, seconded and

**Resolved:** The Council resolves to agree the way forward regarding the Deputy Clerk's additional hours to be paid in the October salaries, including any necessary budget adjustments, TOIL arrangements, and clarification of the approved duration for extra hours. The matter was moved to closed session for discussion and agreement.

**Closed meeting closed at:**

21:22

**Chair signature**

**Date**

Council 13/10/25 Chair's initials.....