



Coubro Chambers, 11 West End, Holbeach PE12 7LW
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@HolbeachParishCouncil

**NOTICE IS HEREBY GIVEN of the Extraordinary Meeting of
Holbeach Parish Council
to be held on Thursday, 2 April 2026 at 19:00
at Coubro Chambers, 11 West End, Holbeach
at which the under mentioned urgent business will be transacted.**

This meeting is called by the Chairman of the Council, Cllr A Haslett

Signed: *A. Haslett*

Signed: *Gina Lopes* - Acting Clerk & Proper Officer of the Council

26 March 2026

This meeting will be recorded by the Parish Council in accordance with the Local Audit and Accountability Act 2014, members of the public and press may photograph, film, or audio record public meetings. Anyone wishing to do so should inform the Chairman before or at the start of the meeting.

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

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

AGENDA

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

To receive Declarations of Interest under the Localism Act 2011.

3. ELECTION OF VICE-CHAIRMAN

To elect a Vice Chairman for the remainder of the municipal year – for resolution

4. OUTSOURCING OF ACCOUNTS FOR THE REMAINDER OF THE FINANCIAL YEAR 2025 –26

To confirm the outsourcing of outstanding accounts work for the remainder of the Financial Year 2025-26 including year-end reports, AGAR preparation and audit assistance by Mr Neil Watson – for resolution

5. GROUNDS KEEPER ROLE

To agree an interview panel for a replacement Grounds Keeper – for resolution

6. CONTRACT FOR ACTING CLERK (PROPER OFFICER OF THE COUNCIL)

To continue the Contract with LGRC's Gina Lopes, suitably amended to reflect her work as Interim Clerk only (not Responsible Finance Officer) with the remit to work remotely over 22.5 hours per week to manage the current activity levels of the Council and attend meetings remotely – for acceptance by resolution

7. ACTING RESPONSIBLE FINANCE OFFICER

To agree an interview panel for an Acting Responsible Finance Officer – for resolution