2026/7-07 supporting documents Extraordinary 06-08-26

31 July 2026 13:12

Clerk - Tigers bar free soft drink to volunteers - delegated powers re closing park

Agenda

26/7-073 Apologies
To receive and accept apologies where valid reasons for absence have been
given to the Clerk prior to the meeting.

26/7-074 Declarations of Interest
To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respect of pecuniary and non pecuniary interest in Agenda items.

26/7-075 Public Forum
The Chair will invite members of the public to present their questions, statement or petitions. Public participation is limited to 15 minutes, with each speaker permitted up to 3 minutes. After this item, public contributions will only be allowed at the Chair's discretion.

26/7-076 Reports from Elected Members
To receive reports from elected members of South Holland District Council and
Lincolnshire County Council

26/7-077 Minutes
To resolve to approve as a correct record the notes of the meetings of:
8th December 2025
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1779/draft-mins-08-12-25
19th January 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1780/draft-mins-19-01-26
26th January 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1781/draft-mins-26-01-26
11th May 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1811/26-7-01-draft-notes-11th-may-2026
13th June 2026 -**Correction 08-06-26**
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1820/2026-7-02-draft-notes-meeting-8th-june-2026
18th June 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1821/2026-7-03-draft-notes-meeting-18th-june-2026
2nd July 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1844/2026-7-05-draft-notes-2nd-july-2026
and to authorise the Chair to sign the official Minutes.

26/7-078 Clerk
1. To receive a report from the Clerk
Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: ***6th August 2026***

Subject: ***Clerk's report***
I used my delegated powers to close Carters Park at 20:30 of an evening as a temporary measure due to Health & Safety reasons following various incidents. This was supported by the Police. I contacted LALC for their opinion and also gathered Members opinion via email.

I have met with the Police regarding CCTV footage.

Tigers Bar has kindly offered our volunteers soft drinks whilst they are showing a presence in the park - thank you to them and Spice Express, and also the later for being in radio control with our volunteers. Also a big thank you to all local businesses and volunteers for coming forward.

The accounts are now up to date and will be posted to our website as previously done. Thank you all for your patience while I have been catching up.

Please can Members note that all staff holidays are shown on the Council calendar.

2. To receive an update on vacancies

Vacancies

Town Ward =6
Hurn Ward = 3
Drove Ward = 1

Town Ward has one vacancy currently awaiting the 10 day elector period following the resignation of Sam Richardson

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

1.

Holbeach PARISH COUNCIL

Holbeach, PE12 7LW
01406 426739
clerk@holbeachpc.com
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

Clerk/RFO: Jan Hearsey

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

NAME: (Mr/Mrs/M /M SANDRA, [redacted] E BALL

[redacted]

Telephone landline .... N/A... [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?	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.	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 / 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.	YES / NO N/A

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.......... [redacted] .... Date...30.07.2026

Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachpc.com
holbeach.parish.lincolnshire.gov.uk
@HolbeachParishCouncil

Holbeach PARISH COUNCIL

Clerk/RFO: Jan Hearsey

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	**BRIEF CURRICULUM VITAE (You may attach a separate document)**
-	I was a councillor / mayor at my previous residence in Tetbury, Gloucestershire.
-	I am secretary of the RBL Holbeach
-	I am secretary of the harder community, Holbeach
-	I have been a councillor on Holbeach Parish council but due to illness had to step down. I am now fit and would like to return.
2	**REASONS FOR WISHING TO BE A COUNCILLOR**
	Being a councillor is a way of helping to support the community and give something back. It is not "what I want" but to have a listening ear for others and to provide a sounding block for peoples questions and needs. We will not always agree with each others views but must be prepared to support each others.

……………………………………………………………………………………………
……….

2.

Holbeach
PARISH COUNCIL

Clerk/RFO: Jan Hearsey

Coubro Chambers, 11 West End
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HOLBEACH PARISH COUNCIL APPLICATION FORM FOR CO-OPTION TO THE PARISH COUNCIL

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NAME: (Mr/Mrs/Miss/Ms/Other) **Mr Nigel Kimber**

ADDRESS: [redacted]

....

E-mail address [redacted]

Telephone landline .... [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	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.	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 / 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. RETIRED	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.........[redacted]................................. Date...2/8/26...........................

Nigel Kimber

Holbeach, Lincolnshire, UK | Email: [Insert Email] | Phone: [Insert Phone Number]

Professional Profile

A highly accomplished, disciplined operations professional with nearly 40 years of service within London Underground, complemented by over 30 years of concurrent part-time aviation security and administrative experience at Gatwick Airport. Proven track record of managing large-scale infrastructure failures, safeguarding public welfare, and leading cross-departmental operations during critical incidents. Expert in resource deployment, roster planning for over 200 staff, and regulatory background vetting.

Core Areas of Expertise

- **Incident Command & Recovery** – Experienced in controlling derailments, structural issues, and major infrastructure failures.
- **Workforce Planning & Admin** – Mastery of rostering, complex scheduling, and holiday management for 200+ personnel.
- **Multi-Agency Liaison** – Adept at coordinating live responses alongside Emergency Services and engineering units.
- **Vetting & Recruitment** – Skilled in compliance interviewing, personnel background vetting, and training coordination.
- **Safety & Compliance** – Deep operational knowledge of highly regulated rail and aviation security frameworks.

Professional Experience

London Underground • Nearly 40 Years Total Service

Operations Manager (Engineering) | 14 Years

- **Incident Control:** Commanded responses to high-consequence incidents including trackside fatalities, derailments, and structural integrity failures.
- **Stakeholder Coordination:** Led cross-functional rescue and repair departments (signalling, fleet, stations, track) to resolve live errors rapidly, successfully protecting public service levels and reducing delays.
- **Emergency Service Liaison:** Acted as the primary point of contact for external emergency responders during network crises.
- **Engineering Oversight:** Directly supervised overnight engineering works, ensuring safe handovers and executing strategic partial or full line closures.

Line Controller (District & Piccadilly Lines) | 10 Years

- **Shift Accountability:** Exercised ultimate operational authority over the safe, real-time running of the high-capacity District and Piccadilly lines.
- **Service Regulation:** Dynamically adjusted train paths, timetables, and system networks to recover from delays and maintain transport flow.

Train Driver / Guard | 16 Years

- **Safe Carriage:** Safely operated passenger services, adapting seamlessly to the transition into Driver Only Operation (DOO).
- **Foundational Knowledge:** Maintained absolute compliance with strict railway safety rules and protocol frameworks.

Gatwick Airport • Concurrent Part-Time

Aviation Security & Administration Specialist | 30+ Years

- **Workforce Administration:** Successfully handled complex system data entry, managed leave allocations, and configured continuous shift rosters for a crew of over 200 aviation personnel.
- **Recruitment & Compliance:** Interviewed prospective hires, executed rigorous regulatory vetting checks, and coordinated training tracks alongside the training division.
- **Aviation Security:** Performed high-risk security operations including physical aircraft searches, passenger profiling, and hold-luggage x-ray screening.

PART II: PARISH COUNCIL APPLICATION STATEMENTS

Reasons for Wishing to Be a Councillor

Having lived in Holbeach for the past four years, I have been deeply impressed by the strong sense of community that defines our town. As Holbeach and the surrounding area continue to expand, I am fully committed to ensuring that this unique, friendly, and welcoming community spirit is not lost, but rather strengthened.

I have spent the vast majority of my professional life working directly with the general public in high-responsibility roles. Throughout my career, I have frequently seen where individuals or groups can feel left out or overlooked by large organisations. This experience has given me a deep sense of empathy and a desire to ensure that every single resident of Holbeach feels heard, included, and valued. I want to bring an approachable, community-first mindset to local governance.

My sole ambition is to see Holbeach prosper, to safeguard its community identity during times of growth, and to actively contribute to making Holbeach a proactive, effective, and outstanding Parish Council for all its residents.

Previous Community / Voluntary / Council Work

Over the past few years, I spent just over twelve months volunteering on an ad-hoc basis at a residential care home dedicated to seniors living with dementia. During this time, my primary focus was on enhancing the quality of life for the residents and supporting the hard-working care staff.

My involvement included organizing and cooking summer barbecues for staff and residents, which provided valuable social opportunities and a positive, uplifting atmosphere. A significant part of my role involved spending time talking with the seniors, listening to their stories, and providing meaningful companionship to ensure they felt valued and included. I actively assisted the care team with various practical tasks wherever necessary to help the home run smoothly.

This experience gave me a deep understanding of the vulnerability some of our older community members face, and it reinforced my commitment to ensuring that local support networks remain strong, inclusive, and compassionate.

Your Skills Which May Be Useful as a Councillor

- **Active Listening & Approachability:** I am a genuinely good listener and naturally easy-going, which allows me to communicate effectively with people from all walks of life. I believe a good councillor must be accessible and empathetic, ensuring residents feel comfortable voicing their concerns.

- **Crisis Management & Resilience:** Having spent nearly 40 years in high-responsibility public service operations, I have 'seen most things' when it comes to challenging situations. I remain calm under intense pressure, possess strong emotional resilience, and am rarely unfazed by complex or unexpected problems.
- **Prioritisation & Decision-Making:** My professional background required me to manage major incidents, coordinate multiple departments, and make rapid, critical decisions. I excel at evaluating complex information, separating urgent issues from minor ones, and prioritising resources effectively to get results.
- **Independent & Collaborative Working:** I am equally comfortable working autonomously on my own initiative or working as part of a collective team. I understand how to collaborate with diverse stakeholders—including emergency services, public sector workers, and volunteers—to achieve a common goal for Holbeach.

Any Other Comments

I am very much looking forward to the opportunity to join the team at Holbeach Parish Council. Having dedicated my working life to public service and safety, I am eager to reinvest my time, energy, and life experience back into the local community that has welcomed me over the last four years. I am fully prepared to commit the necessary time to support the Council's initiatives, attend meetings, and work alongside fellow councillors to ensure Holbeach remains a wonderful place to live as it grows. Thank you for considering my application.

26/7-079 Finance & Admin Committee

1. To elect members to the committee
2. For the members of the committee to elect a Chair of the Committee
3. To note the bank balances as at 31st July 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1858/2026-july-bank-balances-31-07-26
4. To resolve to agree the payments for July 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1857/2026-aug-payments-list
5. To note the income for July 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1860/2026-july-income
6. To resolve to agree the grant application

26/7-080 AGAR (Annual Governance and Accountability Return)

1. To receive the annual internal audit report and RFO's response

Annual Internal Audit Report 2025/26

HOLBEACH PARISH COUNCIL

https://holbeach.parish.lincolnshire.gov.uk/

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.			NO CASH
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.		✓	
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")*			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
	Yes	**No**	**Not applicable**
P. **(For local councils only)** Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 03/08/2026

Name of person who carried out the internal audit: KATHLEEN ROBERTS

Signature of person who carried out the internal audit: K. Roberts

Date: 03/08/2026

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

Internal Audit Report.

Council:	Holbeach Parish Council
Internal Auditor:	Kathleen Roberts (Kathy)
Year Ending:	31st March 2026
Date of Report	03/08/2026

This internal audit has been conducted in accordance with SAPPP Practitioners' Guide - March 2025 - Section 4 'Internal Audit'. It is recommended that a council completes an intermediate mid-year audit which allows any weaknesses in governance and internal controls to be corrected during the financial year and an end-of-financial-year audit.

Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. Managing the council's internal controls should be a day-today function of the council through its staff and management and not left for internal audit. It would be incorrect to view internal audit as the detailed inspection of all records and transactions of a council to detect error or fraud. This report is based on the evidence made available to me and sampling tests undertaken by me and consequently the report is limited to those matters set out below.

The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to further audit enquiries being raised and the external auditor issuing a qualified opinion.

Lincolnshire Association of Local Councils

Internal Audit Report.

To the Chairman of Holbeach Parish Council

I have examined council business documents including policies, agendas & minutes, accounting and financial statements and other documents relevant to this internal audit.

I confirm that I am independent of the council, its officers and councillors and its activities and I identified no conflicts of interest to my work with this council to the best of my knowledge.

The results of this internal audit are recorded on the next page. If any part of the audit was found to 'unsatisfactory' I have provided recommendations to improve the weakness identified.

Yours sincerely

[redacted]

Mrs Kathleen Roberts (Kathy)
Internal Auditor
Lincolnshire Association Local Councils

Date: 03/08/2026

Area of work checked	Outcome
Implementation of previous auditor recommendations	Evidence produced
Implementation of previous AGAR weaknesses/ recommendations	Evidence Produced
Key Governance Review	Evidence Produced
Transparency	Evidence Produced
Accounting	Evidence Produced
Budget	Evidence Produced
Income Control	Evidence Produced
Bank Reconciliation	Evidence Produced
Petty Cash	Not applicable
Asset Control	Evidence Produced
Risk Management	Evidence Produced
General Administration	Evidence Produced
Proper Process/Practice	Evidence Produced
Payroll/HR	Evidence Produced
Information and Data Compliance	Evidence Produced
Transaction spot checks	Evidence Produced
Year-end process	Evidence Produced
Allotments	Not audited
Cemetery/burials	Not audited
Charities	Not audited
Community Buildings	Not audited
Markets	Not audited
Other:	Choose an item.
Other:	Choose an item.

Recommendations

1. Items I have answered no to on the Internal auditors report
   A. The reason for this is the accounts were not kept up to date and published as required throughout the year.
   C. The risks were not considered in a timely manner by Council – accounts not filed or presented to Council.
   I. No bank balances or reports were presented at meetings during a 6 month period.

   Please publish this report with your AGAR for clear transparency.

2. Recommend that Council take up the offer of an intermediate audit mid financial year to ease the pressure at year end.

Thank you for choosing LALC to carry out your Councils Internal Audit.

Kathy Roberts [redacted]

End of Internal au[redacted]

RFO's response:
It is abundantly clear that the lack of an experienced RFO for a portion of the year is not acceptable. It has taken me three months to catch up. The duties of an RFO are not simply to enter invoices, there is compliance and the understanding of the Practitioners Guide are vitally important for the Council to correctly function.

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

3. To receive the Balance Sheet for the year ended 31st March 2026, to be
signed by the Chair and Responsible Financial Officer

Consolidated Balance Sheet

Unaudited

31/03/25 £			31/03/26 £
	Current assets		
0.00	Investments	0.00	
0.00	Investment	0.00	
0.00	Stocks	0.00	
5,584.82	VAT Recoverable	7,525.28	
188.00	Debtors	11,152.89	
0.00	Payment in Advance	634.49	
346,454.66	Cash in Hand & at Bank	381,449.03	
352,227.48	TOTAL CURRENT ASSETS		400,761.69
352,227.48	TOTAL ASSETS		400,761.69
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
5,310.77	Creditors	18,812.74	
0.00	Receipts in Advance	0.00	
5,310.77	TOTAL CURRENT LIABILITIES		18,812.74
346,916.71	TOTAL ASSETS LESS CURRENT LIABILITIES		381,948.95
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
346,916.71	NET ASSETS		381,948.95
	Represented by		
163,866.71	General Fund		151,830.52
12,000.00	Battlefields		-1,831.78
6,000.00	Plant & Machinery Renewals		9,218.73
7,500.00	Elections		8,000.00
9,800.00	Tree Work		25,200.00
3,100.00	Cleaning		2,432.62
8,000.00	Play Equipment		10,150.47
4,000.00	Property Professional Fees		5,000.00
1,000.00	Business Rates		1,000.00
300.00	Council Tax		0.00
10,000.00	HR		10,000.00
4,000.00	Property Repairs		4,000.00
5,000.00	Park Road Cemetery Railings		5,000.00
39,900.00	Park Road Cemetery Chapels		49,900.00
20,000.00	Tractor Shed		13,860.00
1,750.00	Speed Indicator Device		1,750.00

Consolidated Balance Sheet

Unaudited

31/03/25 £		31/03/26 £
50,000.00	Property Project	0.00
700.00	Camera	0.00
0.00	Tennis Courts	4,000.00
0.00	Park Bungalow	10,000.00
0.00	Offices	10,000.00
0.00	Pump Track	30,134.35
0.00	CCTV	10,000.00
0.00	Street Furniture	1,604.04
0.00	Changing Places Toilet	1,500.00
0.00	Carter's Park Capital Improvements	10,000.00
0.00	Tree Survey	1,700.00
0.00	Toilets	7,500.00
0.00	LONG TERM Investment Bank Accounts	0.00
0.00	Liability Reserves e.g. deposits	0.00
346,916.71		381,948.95
183,050.00	Reserves total excluding general fund and liabilities	230,118.43
0.00	Reserves total of liabilities e.g. deposits	0.00
163,866.71	General fund total	151,830.52
346,916.71		381,948.95
	Notes:	
0.00	Long Term Borrowing	0.00

Signed

Chairman

Responsible Financial Officer

Date

AUDIT OPINION

4. To receive and resolve to approve the Annual Governance statement (Section 1) of the Annual Governance and Accountability Return (AGAR)) for financial year 2025/26 and to approve the Chair and Clerk to sign

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

HOLBEACH PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	***No****	***'Yes' means that this authority:***
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.		✓	*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	**Yes** ✓	**No**	**N/A** — *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

https://holbeach.parish.lincolnshire.gov.uk/

5. To resolve to approve the Annual Accounting statement (Section 2 of the AGAR) for financial year 2025/26 presented and signed by the Responsible Finance Officer before being presented to the authority for approval (5th August 2026) and authorise signing by the Chairman.

Section 2 – Accounting Statements 2025/26 for

HOLBEACH PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	245,679	346,916	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	330,080	345,838	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	91,781	84,391	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	173,566	195,963	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	5,865	5,865	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	141,193	193,368	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	346,916	381,948	*Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	346,455	381,449	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.*
9. Total fixed assets plus long term investments and assets	1,911,900	1,921,655	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	75,124	72,685	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?		✓	*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

SIGNATURE REQUIRED

Date 04-08-2026

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

6. To receive and consider the bank reconciliation 2025-2026.

County area (local councils and parish meetings only):		LINCOLNSHIRE		
Financial year ending 31 March 2026				
Prepared by (Name and Role):	JAN HEARSEY - CLERK/RFO			
Date:	29/07/2026			
			£	£
Balance per bank statements as at 31/3/2026:				
Barclays current account	account 1		3,213.0	
Barclays deposit account	account 2		29,069.5	
CCLA account	account 3		349,166.5	
[add more accounts if necessary]				
				381,449.0
Petty cash float (if applicable)				-
Less: any unpresented cheques as at 31/3/2026 **(enter these as negative numbers)**				
	item 1			
	item 2			
	item 3			
	item 4			
[add more lines if necessary]	item 5			
	item 6			
	item 7			
	item 8			
				-
Add: any un-banked cash as at 31/3/2026				
				-
Net balances as at 31/3/2026 (Box 8)				**381,449.0**

7. To receive and consider the explanation of variances.

Explanation of variances – pro forma

Name of smaller authority:

County area (local councils and parish meetings only):

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:
• variances of more than 15% between totals for individual boxes (except variances of less than £200);
• variances of £100,000 or more require explanation regardless of the % variation year on year;
• **New from 2025/26 onwards**: variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	245,679	346,916				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	330,080	345,838	15,758	4.77%	NO		
3 Total Other Receipts	91,781	84,391	-7,390	8.05%	NO		
4 Staff Costs	173,566	195,963	22,397	12.90%	NO		
5 Loan Interest/Capital Repayment	5,865	5,865	0	0.00%	NO		
6 All Other Payments	141,193	193,368	52,175	36.95%	YES		Please see explanation on sheet 2
7 Balances Carried Forward	346,916	381,948				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	346,455	381,449				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments	1,911,900	1,921,655	9,755	0.51%	NO		
10 Total Borrowings	75,124	72,685	-2,439	3.25%	NO		

Rounding errors of up to £2 are tolerable

All amounts are net

Date	Suplier	Narrative	Amount
15/04/2025	Canadian Fencing	Fencing compound	£ 6,840.00
23/05/2025	Troops	Isuzu D-Max	£ 4,583.33
31/07/2025	Fraser Dawbarns	Purchase	£ 10,403.98
31/07/2025	Fraser Dawbarns	Legal fees re above	£ 2,864.00
30/09/2025	Lawn Tennis Association	Entry gate	£ 2,500.00
09/10/2025	Elan City	Speed indicator	£ 2,589.99
30/10/2025	Wickstead	Zip wire	£ 1,482.94
31/10/2025	Harry Stone Plumbing	New boiler 4a High St	£ 1,531.99
18/11/2025	Superbiz	Owl meeting camera	£ 690.00
27/11/2025	Will The Tree Man	Tree work	£ 5,400.00
04/12/2025	Tirio	1st aid courses	£ 1,050.00
09/12/2025	AP Wilson	Secondary glazing 4a	£ 2,250.00
01/02/2026	C A Browne	Electrical work Band Hall	£ 1,616.00
25/03/2026	K Foreman	Roof repair 4a High St	£ 3,850.00
31/03/2026	GR Merchant	Planning application	£ 3,490.00
			£ 51,142.23

Good to go

8. The RFO confirms the commencement date for the exercise of Public Rights

Smaller authority name: **HOLBEACH PARISH COUNCIL**

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
1. Date of announcement____11TH August 2026__________________(a)	(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below
2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review. **Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:** (b) Jan Hearsey (Clerk/RFO) Holbeach Parish Council, Coubro Chambers, 11 West End, Holbeach PE12 7LW. Tel: 01406 426739. Email: clerk@holbeachparishcouncil.gov.uk commencing on (c) __**Wednesday 12th August 2026** ______________________ and ending on (d) ___**Wednesday 23rd September 2026** ______________________	(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts
3. Local government electors and their representatives also have: • The opportunity to question the appointed auditor about the accounting records; and • The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.	(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below
4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is: **PKF Littlejohn LLP (Ref: SBA Team)** **30 Churchill Place** **London E14 5RE** (sba@pkf-l.com) **5. This announcement is made by (e) _Jan Hearsey (Clerk/RFO)__________________**	(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.

26/7-081Open Spaces Committee

1. To elect members to the committee
2. To support the presence of volunteers in Carters Park

Volunteer Community Park Patrol – Risk Assessment

Holbeach Parish Council • Carter's Park, Holbeach

Document status: Completed and Passed to Insurance.

Activity: Visible volunteer community presence patrols in Carter's Park. Volunteers observe, reassure and report. They do not undertake enforcement or physical intervention.

Persons at risk: volunteers, members of the public, children and young people, park users and Council staff.

Review: Before commencement, after any significant incident/change in activity, and at least annually.

Risk assessment

Hazard	Potential harm	Initial risk	Control measures	Residual risk
Confrontation with individuals/groups	Verbal abuse, intimidation or assault	High	Patrol in pairs; keep distance; do not challenge; withdraw if threatened; contact police as appropriate.	Medium
Violence/fighting	Volunteer injury through intervention	High	Never intervene physically; move to safety; call police; observe only from a safe distance.	Low/Medium
Anti-social behaviour	Abuse, intimidation, disorder or damage	High	Visible presence; observe and report; avoid confrontation; record time/location/details only when safe.	Medium
Young people/minors	Safeguarding concerns or allegations	High	Patrol in pairs; no unnecessary contact or touching; never isolate a child/young person; maintain professional distance.	Low
Weapons/suspected weapons	Serious injury	High	Do not approach; withdraw to safety; call 999 where appropriate; follow police instructions.	Low
Alcohol/drugs	Unpredictable behaviour or confrontation	High	Do not confiscate, handle or challenge; maintain distance and report concerns.	Low
Broken glass/sharps	Cuts/infection	Medium/High	Do not handle by hand; avoid area and report to Council/appropriate service.	Low
Dogs/aggressive animals	Bite/injury	Medium	Do not approach unfamiliar/aggressive animals; maintain distance; report concerns.	Low
Trips/falls/uneven ground	Sprains, falls or injury	Medium	Suitable footwear; use torch in low light; use recognised paths where possible.	Low
Poor weather/darkness	Slip, fall or reduced visibility	Medium	Check conditions; high-visibility clothing; torches; suspend patrol if unsafe.	Low
Traffic/vehicles	Collision/injury	Medium	Stay alert near entrances/car park; avoid unnecessary time in roadways.	Low
Medical emergency	Illness or injury	Medium	Call emergency services; first aid only if trained; provide location and follow instructions.	Low
Volunteer isolated/separated	Increased vulnerability	High	Minimum two volunteers; remain together; check-in/check-out procedure.	Low
Communication failure	Delayed assistance	High	Charged radio/mobile phone; test before patrol;	Low

			agreed emergency contact.	
False accusations/allegations	Legal/reputational risk	Medium	No physical contact; patrol in pairs; professional conduct; objective incident records.	Low
Privacy/data protection	Unnecessary collection/disclosure of personal information	Medium	Do not routinely photograph/film; record only necessary information; store reports securely under Council procedures.	Low
Fatigue/stress	Poor judgement/injury	Medium	Reasonable patrol duration; volunteers may stop at any time; no pressure to continue if unsafe.	Low
Emergency incident	Serious injury/death	High	Withdraw to safety; call 999 where appropriate; do not return until safe/police direct; record incident afterwards.	Low

Mandatory volunteer rules

1. Never patrol alone.
2. Never physically intervene, restrain, chase or detain anyone.
3. Never search a person, bag or vehicle.
4. Never confiscate alcohol, drugs, weapons or other items.
5. Do not argue or become involved in confrontation.
6. If challenged, remain polite, explain the community-presence role if appropriate, and withdraw if the situation becomes aggressive.
7. If violence or a weapon is present, withdraw and contact the police; call 999 where there is immediate danger.
8. Do not consume alcohol or drugs before or during a patrol.
9. Wear Council-approved high-visibility clothing and carry the agreed communication device.
10. Carry a fully charged mobile phone.
11. Report hazards and incidents through the Council's agreed procedure.

Emergency procedure

1. WITHDRAW to a safe location. 2. CALL 999 if there is immediate danger, violence, a weapon, serious injury or another emergency. 3. Give the location: Carter's Park, Park Road, Holbeach, PE12 7EE. 4. Follow police instructions and do not return to the incident unless directed. 5. Complete an incident report as soon as practicable.

Completed By

Completed by: Adrian Haslett Date: 23/07/2026

Review date: 23/07/2026 Version: 1

3. To discuss and resolve to agree the way forward with the Bounce House Party's request to sell soft drinks and ice creams when they have their weekly event in Carters Park

To re-iterate to the company the previously agreed site for their operation is by the double entry gate by the tennis courts unless otherwise informed

4. To discuss and resolve to agree the way forward with a request from Holbeach United to install a water meter and pay for water consumption to water their pitch

Background:

Approximately 3 years ago the Council recognised that the water consumption for Carters Park was very high. The Football Club the Chairman was approached and asked if they had a water supply from our side, they categorically said no. After some investigation the Clerk visited the football club and discovered a manhole by the side of the pitch, the club were again asked if they even used this water supply and the response was no. The Council paid to have the supply capped off. After a change in their committee it appears that they did previously use the supply to water the pitch in times of low rainfall.

Suggestion:

If they pay for a meter and its installation, then the Council can bill them for water used. This would also include the sewage rate so that the Council are not out of pocket.

5. To discuss and resolve to agree the way forward with a request for a local
enterprise to use Carters Park as a collection point.

I am the owner of (redacted) and I am wondering if I would be able to use carters park as a collection point for my customers within Holbeach. This would be preorders only, not like a market stall. If given permission, I would bring my 4 foot table, a table cloth, and my packaged products. My customers currently collect Friday and Saturday, and the park is more central for some of my customers. It would be for a couple of hours each day.

I do have public liability insurance of £5million, my food rating of 5, and my food hygiene. Please let me know either way.
Thank you for your time,

26/7-082 PPES Committee

1. To elect members to the committee
2. For the members of the committee to elect a Chair of the Committee
3. To resolve to agree the SID locations for August 2026
4. To receive an update on the solar SID location

Cllr Peter Howden & the Clerk met with a representative of Lincolnshire Road Safety Partnership, near Holbeach Primary Academy. This was to look for a suitable site to place the pole for the solar SID. A gentleman was in his garden and offered no objection to the pole being placed outside his boundary (on LCC land). This will enable the device to monitor the traffic speed outside the school which has been raised as a cause for concern.

5. To resolve to agree the way forward with the planning applications

https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0697-26
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0544-26

26/7-083 Events & PR Committee

1. To elect members to the committee
2. To resolve to agree the price for stalls and catering outlets at the Christmas
Fayre

Background:
Last year the Council charged stallholders £30 and caterers £60. This decision needs to be made now and not deferred as there have been several requests regarding the price.

3. To receive an update on the Netherfield event

1. Confirmed and in place:

- *Bates Environmental Toilets (2) - being delivered on fri 21st and collected Mon 24th Aug*
- *St John Ambulance - 1 First Aider & 1 First Responder - tent with sides and table required*
- *Ian Millers Ices - PL and certificates all been sent in*
- *Bessi's Beans - awaiting docs*
- *The Paintbrush's Dream - awaiting docs*
- *The Pizza Pod - awaiting docs*
- *Holly Bakewell's Bakes and Cakes – documents have been sent in*
- *Loaded Fries – awaiting confirmation*
- *Chloe's Burger van – confirmed and documents sent in*

2. Lincolnshire Highways were informed on 01/07/26 and confirmed
3. Risk Assessment Complete and In Netherfields 2026 File
4. Fire Plan Updated and in Netherfields 2026 Folder

5. TENs Submitted on 22/07/26 - payment has been made
6. SAG were informed 22/07/26 and the questions they came back with are in the Event Management Plan which has been submitted.

7. ATC are unable to support this year due to diminishing Civilian committee and no remaining committee members available on the date we need them to be in attendance. I am looking into other food options.

8. Prizes for games - ordered.

26/7-084 HR, H & S and Data Protection Committee

1. To resolve to agree the Terms of Reference as agreed by the HR, H & S and
Data Protection Committee

The Committee resolved to agree to keep the TOR's as they are without alteration:
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1576/hr-h-and-s-and-data-protection-committee-term-of-reference

2. To discuss and resolve to agree arrangements for WorkNest access and usage, including member and officer permissions and appropriate information governance controls.

Purpose

To agree a clear and compliant permissions structure for all users across WorkNest modules: SafetyNest, ResourceNest, LearningNest, PeopleNest, and CaseNest, reflecting the Council's staffing hierarchy and statutory responsibilities.

User Groups

- ***HR Committee (Councillors) –*** *ultimate line managers of Clerk/RFO.*
- ***Clerk/RFO –*** *line manager of Deputy Clerk, Admin Assistant, Grounds Supervisor, Grounds Keepers.*
- ***Employees –*** *Deputy Clerk, Admin Assistant, Grounds Supervisor, Grounds Keepers.*
- ***All Councillors –*** *oversight role.*

Module Access Overview

SafetyNest

- ***HR Committee & Clerk/RFO –*** *Full admin access; create, edit and assign actions.*
- ***All Councillors –*** *View all records and actions.*
- ***All Employees –*** *View all records; edit/complete actions assigned to them.*

ResourceNest

- ***All Councillors & All Employees –*** *Full access.*
- ***Clerk/RFO & HR Committee –*** *Full access.*

LearningNest

- ***All Councillors & All Employees –*** *Access and complete assigned training; cannot create programmes.*
- ***Clerk/RFO & HR Committee*** *– Create training programmes, assign*

modules, and monitor completions.

PeopleNest

***All Councillors & All Employees** – Included in directory; can view each other's and employees holidays/absences.*
***Employees** – Self-service (leave requests, personal details).*
***Clerk/RFO –** Approve/manage records for staff she line-manages; admin rights except for her own record/permissions.*
***HR Committee –** View all records; approve Clerk/RFO's absences; full admin rights.*
***Absences** – All recorded/linked to shared Council calendar.*

CaseNest

***HR Committee –** Full access to all cases; full admin rights.*
***Clerk/RFO –** Access to cases for staff they line-manages; no access to their own case; cannot change their own permissions; admin rights for adding/removing employees.*
***Councillors (non-HR Committee) –** No access.*
***Employees –** No access.*

3. To discuss and resolve to agree to employ a temporary grounds keeper using
funds from HR Ear Marked reserves
To employ a temporary groundskeeper for six weeks, including employers NIC would be £3,692.04

26/7-085 Meeting
1. To resolve to agree the change of date for the next meeting to Thursday 3rd
September 2026 at 18:30 at the Methodist Hall, Church Walk, Holbeach

26/7-086
To resolve to agree to exclude the press and public under the Public Bodies
(Admission to Meeting) Act 1960 due to the confidential nature of the business
to be transacted.