2026/7-08 supporting documents Extraordinary 01-09-26

31 July 2026 13:12

Agenda

26/7-089 Apologies
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

26/7-090 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.

26/7-091 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.

26/7-092 Reports from Elected Members
To receive reports from elected members of South Holland District Council and Lincolnshire County Council

26/7-093 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
13th April 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1843/2025-6-draft-notes-13th-april-2026
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.

26/7-094 Clerk
1. To receive a report from the Clerk
Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: ***1st September 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. Please check before phoning them.

I would like to point out that despite local gossip and Facebook posts and messages, there has never been £100,000 missing/unaccounted for or hidden. I have checked and balanced each month of the 2025-26 accounting year and every penny is *accounted for and the reports are on the website.*

NALC has announced the 2026 pay agreement of 3.3% with effect from 1st April 2026. This has been implemented in the September salaries.

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

26/7-095 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
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1867/2026-august-bank-balances
4. To resolve to agree the payments for July 2026
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1857/2026-aug-payments-list
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1866/2026-august-bacs-payments-list
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1865/2026-august-barclaycard-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

7. To review and resolve to agree the Risk Register

Holbeach PARISH COUNCIL

~~March 2025~~ September 2026

HOLBEACH PARISH COUNCIL RISK MANAGEMENT

Risk Status Indications

The adopted risk management methodology uses a traffic light colour against each risk item to confirm its current status.

The colour coding is defined as follows:

- This identified risk is being effectively managed with adequate reviews, processes and/or documentation as appropriate.

- *As applicable, either*

  This identified risk is being managed. However, there are aspects of risk management, which ought to be improved to achieve a green status. It is recognised that sometimes improvements may be difficult to achieve and remedial work may take time (e.g. a need for Councillor training).

  or

  This identified risk is not under adequate management. However, if this risk arises, it will have a minimal impact upon the Council. Whilst attempts can be made over time to improve the management of this risk, there may be occasions where the cost of mitigation is not warranted (e.g. holding spare parts or equipment).

- This identified risk, which has a serious potential impact upon the Council is not under adequate management. This represents a key risk, which will be highlighted to meetings of the Council until such time that it is adequately managed or mitigated. Certain key risks with a low probability may be entirely beyond the management control capability of the Council – such risks may retain a red status upon the agreement of Council.

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HOLBEACH PARISH COUNCIL RISK MANAGEMENT

Mission Statement of Holbeach Parish Council:

To provide services for, and manage and maintain the Council assets of, the Parish of Holbeach, within the resources provided by the annual precept and other incomes, taking into account the wishes of the residents and obtaining value for money.

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status
1. To ensure compliance with Acts of Parliament, other legislation, the Council's Standing Orders, Financial Regulations and Code of Conduct. *Including:* *Freedom of Information* *Data Protection* *Child Protection* *Protection of vulnerable people* *Local government legislation* *Equality of opportunity* *Racial equality* *Disability legislation*	a. Lack of knowledge of regulations and codes.	Ensure that all Councillors have copies of or access to relevant information through LALC, copies of the adopted Code of Conduct, Financial Regulations and Standing Orders and a copy of the latest edition of the Good Councillors Guide. Highlight essential parts and provide specific training where possible.	Chair Clerk All councillors LALC	
	b. Absence of Standing Orders	Ensure that Standing Orders are produced, understood by councillors, and reviewed at least once per year.	Chair Clerk	
	c. Actions by the Council outside its powers as set out by Parliament.	As at 1a above, but ensure that, as necessary, powers are highlighted or extracted into an effective summary.	Chair Clerk	
	d. Lack of commitment to regulations and procedures.	Regular reference to appropriate regulations in agenda items. Appropriate delegation of responsibilities to councillors and committees. Compliance with appropriate procedures.	Chair All councillors Clerk	
	e. Items purchased without proper tendering procedures, resulting in accusations of commercial favouritism.	Ensure that all councillors are aware of regulations regarding estimates and full tender procedures. Introduce practice of estimates for all purchases over an agreed figure.	Chair Clerk RFO/ Committees	
	f. Payments made without prior approval and adequate control.	Ensure all payments are approved in accordance with the Financial Regulations and properly recorded. Avoid cash payments.	Clerk RFO	
continues	g. Lack of control of signatories to cheques.	Keep authorised signatories to a minimum but consistent with practicalities.	Clerk RFO	

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status
continued				
1. To ensure compliance with Acts of Parliament, other legislation, the Council's Standing Orders, Financial Regulations and Code of Conduct.	h. VAT not properly accounted for, resulting in over-claims and large demands from HMRC.	Ensure appropriate publications held and that Clerk/RFO has a good knowledge of regulations.	Clerk RFO	
2. To identify and regularly review the Council's priorities and risks.	a. Lack of knowledge of setting objectives, setting priorities, and identifying risks to their achievement.	All councillors to be made aware of need for objectives and identification of risk. Attend training sessions and refresher training.	Chair Clerk All Councillors	
	b. Lack of commitment by council members	Add risk assessment to agenda at least quarterly, reviewing particular items, and results against those items.	Chair Clerk	
	c. No risk analysis carried out.	As at 2a above. Ensure that completion of the risk assessment is given high priority, as a requirement of the Audit Commission	Chair All Councillors Clerk	
	d. No steps taken to combat identified risks	As at 2b above.	Chair All Councillors Clerk	
	e. An inadequate complement of councillors to manage the business of the council	All councillors to strive to work in a constructive manner in accordance with the Code of Conduct and to welcome and encourage new councillors. All councillors to cooperate to share the workload.	All Councillors Clerk SHDC	

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status
3. To influence others, such as Lincolnshire County Council, South Holland District Council and other Government organisations to recognise the requirements and interests of the local population.	a. Lack of effective lines of communication with other organisations.	Note all communication lines which are essential or beneficial and establish/maintain contacts by name and where possible face-to-face.	Chair Clerk	●
	b. Lack of effective lines of communication with parishioners.	Take every opportunity to publicise role of Parish Council using the press, notice boards, "flyers" and the Annual Parish Meeting. Use key issues to raise the profile of PC and to test parishioners' views.	Chair All Councillors Clerk	●
3. To influence others, such as Lincolnshire County Council, South Holland District Council and other Government organisations to recognise the requirements and interests of the local population.	c. Lack of preparation on subjects requiring influence.	Ensure all councillors are aware of need for careful research and are guided as to where to obtain relevant information.	Chair Clerk	●
	d. Lack of confidence by Parish Councillors.	Experienced councillors and Clerk to assist newcomers to understand roles and responsibilities, to establish essential contacts and to gain procedural awareness.	Chair All Councillors Clerk	●

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status
4. To ensure that all councillors are aware of their responsibilities, and possible liabilities, and to provide adequate insurance cover for all likely risks.	a. Lack of knowledge of possible culpability of councillors.	Creation of Standing Orders and Code of Conduct and familiarisation with those matters where greatest risk occurs.	Chair Clerk	●
	b. Lack of education of Councillors regarding culpability.	Experienced councillors and Clerk to assist newcomers to understand culpability. To attend training courses and refresher training as available (see LALC annual training scheme).	Chair All Councillors Clerk	●
	c. Inadequate insurance cover taken out – property, personal liability, employer's liability.	Review risk assessment by including on agenda at least quarterly. Delegate responsibility for keeping up-to-date with insurance requirements to the Finance & Admin Committee.	Chair Clerk Finance & Admin Committee	●
	d. Councillors fail to declare interests and participate in inappropriate decision making, which has a material impact upon the decisions taken and the public perception of the Council.	All councillors to be reminded to abide by the Code of Conduct and the register of interests and to be alert to potential breaches of both. As far as is possible, the Clerk to ensure the register of interests are complete and up to date.	Clerk All Councillors SHDC	●
5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	a. Lack of knowledge of accounting requirements	Ensure all councillors are familiar with current Financial Regulations. Regularly review Standing Orders and Financial Regulations. Ensure all Councillors are aware of the lack of cover under the Financial Services Compensation Scheme.	Chair All Councillors Clerk	●
	b. Lack of commitment to accounting requirements.	As at 5a above. RFO to produce financial reports at all Council meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon promptly.	All Councillors RFO Internal Auditor	●

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status
5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	c. Bank charges unnecessarily incurred	RFO to carry out regular inspection of books of account. Internal audit to be undertaken annually.	RFO Internal Auditor	●
	d. Inaccuracies in recording amounts and totals in books of account. Bank reconciliations not carried out.	RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Regular internal audits to advise on internal controls required. Chair of Finance & Admin Committee to sign off Financia Statement monthly	RFO Internal Auditor Chair of Finance & Admin Committee	●
	e. Inaccuracies and interest losses caused by account transfers.	Keep number of accounts to a minimum but ensure that any large credit balances are deposited in an interest bearing account.	RFO Finance & Admin Committee	●
	f. To ensure that the banking facilities of the Council are secure and offer value for money.	Using information available in the public domain, the RFO to periodically review the Councils banking arrangements in respect of achieving both value for money and security, but noting that changing accounts may itself incur some risks.	All Councillors RFO Internal Auditor	●
	g. Inadequate control of cash receipts and payments.	No cash payments. Where cash receipts are unavoidable to record each receipt into a cash book and to issue the payee with a paper receipt.	RFO All Councillors	●
	h. Books of account not kept up to date/ invoices not posted promptly.	Regular checks by two Councillors and internal auditor. Financial reports at all Council meetings.	RFO Internal auditor Finance & Admin Committee	
	i. Internal controls not in place or not operated.	As at 5h above.	RFO Internal auditor	
	j. Payments missed or delayed.	As at 5h above.	Finance & Admin Committee As for 5i above	●

				🟢
Aim	**Risk**	**Method used to Minimise Risk**	**Person(s) Responsible**	**Status** 🔴🟡🟢
5. To keep appropriate books of account accurately and up-to-date throughout the financial year. To maintain secure banking facilities.	k. RFO taken ill or leaves without replacement	The internal auditor can be called upon for advice. Other Officers and Councillors to be familiar with all aspects of financial matters. Local Procedures to exist to explain processes. Key person insurance cover is covered	RFO Internal auditor Finance & Admin Committee	🟢
6. To ensure that payments made from Council funds and the use of assets, represent value for money, are adequately managed, and comply generally with the wishes of the residents.	a. Lack of knowledge of wishes of residents. b. Use of funds not giving value for money. c. Use of funds not in accordance with the wishes of the residents.	As at 3b above Ensure residents and other stakeholders (i.e. local organisations) are consulted on major financial issues, which impact upon them. Effective budget planning processes and appropriate tendering. Creation of a rolling plan for projects and maintenance expenditure. As at 2a above. As at 6a above.	All Councillors Clerk Clerk RFO All Councillors All Councillors Clerk	🟡 🟢 🟡

	d. Charges for use of facilities inadequate or excessive. e. Fund raising not properly controlled or not in accordance with regulations.	Effective financial management by RFO. Internal audit checks. All councillors to be aware of need to check regulations before commencing fund-raising activities. Effective financial management by RFO.	All Councillors All Councillors Clerk RFO	🟢 🟢
Aim	**Risk**	**Method used to Minimise Risk**	**Person(s) Responsible**	**Status** 🔴🟡🟢
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	a. Lack of knowledge of budgetary process, and of Council regulations. b. Lack of commitment to budgetary process.	Ensure regulations are issued to all councillors. Place item on agenda early in year to remind councillors of budget process and actions required. Encourage councillor training. Delegate responsibility for managing the initial budgetary process to the RFO. As at 7a above Involve all councillors in budgetary process, not solely the Clerk/RFO.	All Councillors RFO Clerk All Councillors Chair	🟢 🟢
7. To ensure that the annual precept requirement results from an adequate budgetary process; progress against the budget is regularly monitored; and reserves are appropriate.	c. Inadequate consideration of requirements for annual precept. d. Calculation not in accordance with Council regulations. e. Inadequate internal controls with regard to monitoring expenditure.	Place item on agenda early in year to remind councillors of budget process and actions required. Delegate responsibility for managing the initial budgetary process to the RFO. Start budget build in October well ahead of submission date. Checks by **two Councillors** and Internal Auditor. Checks by RFO and Internal Auditor. Financial and budget progress reports to all Council meetings.	All Councillors RFO Clerk RFO Internal auditor RFO Internal auditor All Councillors	🟢 🟢 🟢

	f. Reserves too low or too high	The general reserve (not earmarked) to be at least 50% of typical annual income or as otherwise advised by the RFO / Internal auditor. The general reserve (not earmarked) not to exceed 75% of typical annual income or as otherwise advised by the RFO / Internal auditor.	RFO Clerk All Councillors	🟢
8. To explore all possible sources of income, and ensure that expected income is fully received. *continues*	a. Lack of knowledge of possible sources of income e.g. grants. b. Lack of commitment to pursue possible sources of income. c. Maximise rental income d. Receipts not banked or not banked promptly. e. Debts not pursued promptly.	Encourage training and conference attendance to gain experience of all grants available and application procedures. As at 8a above. Charge appropriate rates. Market facilities. Review lettings potential of pavilions in longer terms (after restrictions potentially lapse) Regular checks by RFO and Council. Internal audit checks. As at 8c above.	Chair Clerk All Councillors Clerk Clerk/Chair RFO Finance & Admin Committee Internal audit RFO Finance & Admin Committee	🟡 🟡 🟢 🟢 🟢
Aim	**Risk**	**Method used to Minimise Risk**	**Person(s) Responsible**	**Status** 🔴🟡🟢
continued **8.** To explore all possible sources of income, and ensure that expected income is fully received.	f. VAT claims not made promptly or made incorrectly.	Ensure Clerk has appropriate and up-to-date VAT official publications. Regular checks by RFO. Internal audit checks.	RFO Finance & Admin Committee	🟢

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status ● ● ●
9. To ensure that salaries paid to employees and amounts paid to contractors are paid in line with Council regulations and budget and statutory legislation. Ensure payments are adequately monitored.	a. Inappropriate rate of pay to employees.	Ensure employee regulations are available and understood by Clerk. Checks by RFO. Internal audit checks.	RFO Clerk Finance & Admin Committee Internal audit	●
	b. Tax and NI arrangements not in accordance with regulations.	As at 1 above.	RFO Clerk Finance & Admin Committee Internal audit	●
	c. Amounts paid to contractors not in accordance with contract and inadequately monitored.	Checks by RFO and internal audit. Monitoring of contract expenditure by the Finance & Admin Committee.	RFO Finance & Admin Committee Internal audit	●
10. To ensure that year end accounts are prepared on the correct accounting	a. Lack of knowledge of Council regulations and procedures.	Compliance with Financial Regulations and Standing Orders. Attend training seminars where available.	Clerk RFO All Councillors	●

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status ● ● ●
basis, on time, and supported by an adequate audit trail.	b. Late or non- submission of annual accounts.	Compliance with the instructions of the External auditor. RFO to monitor progress against timetable and report to Council meetings.	Clerk RFO Internal auditor All Councillors	●
10. To ensure that year end accounts are prepared on the correct accounting basis, on time, and supported by an adequate audit trail.	c. Year end accounts not prepared, inaccurate, or not in accordance with Council requirements.	Checks by RFO. Internal audit checks.	Clerk RFO Internal auditor All Councillors	●
	d. Inadequate audit trail from records to final accounts. e. RFO unavailable	As at 10c above. Ensure adequate cover by experienced person	Clerk RFO Internal auditor All Councillors	● ●
11. To identify, value, and maintain all the assets of the Parish Council, and ensure that asset and investment registers are complete, accurate and properly maintained.	a. Lack of knowledge of assets of Parish Council.	Ascertain and record all significant assets for which Parish council is responsible. Create and maintain a permanent asset register.	RFO Finance & Admin Committee	●
	b. Assets lost or misappropriated	Establish who is responsible for security and maintenance of each asset. Regular monitoring of location and use of assets by the Finance & Admin Committee.	RFO Finance & Admin Committee	●

Aim	Risk	Method used to Minimise Risk	Person(s) Responsible	Status ● ● ●
	c. Inadequate or inaccurate valuation of the council's assets.	Arrange for periodic review of valuations and arrange for professional valuation where necessary. Internal audit checks. *[Note that the Annual Return now requires original asset values not current values.]*	RFO All Councillors	●
	d. Asset register not established or inadequately maintained.	Create asset register in accordance with Audit Commission requirements.	RFO All Councillors	●
12. To carry out adequate checks in respect of the safety, licensing and integrity of all Council buildings.	a. Lack of or inadequate programme of regular safety checks (fire safety, electrical safety, gas boilers, emergency lighting etc).	Ensure that all necessary checks are properly performed by suitably accredited people in a timely manner in accordance with an agreed schedule. Ensure that hot water temperatures are not excessive.	PPES Committee	●
	b. Lack of or inadequate licensing of Council buildings (e.g. property licence, PRS music licence).	Ensure that all necessary licences are listed on a schedule and renewed in a timely manner.	PPES Committee PPES Committee	●
	c. Excessive utility bills caused by water leaks, excessive heating, electrical appliances unnecessarily left switched on. Property damage caused by leaks.	Regular property checks by the Clerk and other Officers. Regular monitoring of utility bills to assess consumption levels. Prompt attention to minor repairs and leaks.	PPES Committee	●
	d. Building safety hazards (e.g. trip hazards, faulty door closers, sharp projections, broken glass)	Regular property checks by Clerk and other Officers. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by building users, Officers and contractors.	As for 12d above	●
	e. Compromised building security (e.g. broken window) or integrity (e.g. leaking roof).	As for 12d above	As for 12d above	●

Holbeach
PARISH COUNCIL

~~March 2025~~ September 2026

	f. Inadequate winter preparations causing freezing of pipes and water damage.	As for 12d above	As for 12d above	●
	g. Inappropriate heating of water causes a Legionella outbreak	Water heating to be in accordance with current advice to minimise the risk of a Legionella outbreak. Regular checks that settings are maintained at appropriate levels.		●
Aim	**Risk**	**Method used to Minimise Risk**	**Person(s) Responsible**	**Status** ● ● ●
13. To carry out adequate safety and integrity checks on the bowling green and the tennis courts.	a. Lack of or an inadequate programme of regular safety checks (e.g. trip hazards).	Regular checks by the Open Spaces team and other Officers. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by facility users, Officers and contractors.	Open Spaces team Bowls Club Open Spaces Committee.	●
	b. Damage to the sports facility due to compromised security.	Regular checks by the Open Spaces and other Officers. Prompt attention to problems once identified. Prompt attention to issues raised by facility users, Officers and contractors.	Open Spaces team Bowls Club Open Spaces Committee.	●
14. To carry out adequate safety checks on the public open space and street furniture owned by the Council.	a. The lack of or an inadequate programme of maintenance allows the persistence of safety hazards (e.g. trip hazards, dangerous trees, faulty gates, faulty seats, faulty bins etc).	Regular checks by the Open Spaces team, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works (including the periodic professional checking of trees).	Open Spaces team All Councillors Contractors Public users	●

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Holbeach
PARISH COUNCIL

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15. To carry out adequate safety checks on the children's play areas operated by the Council.	a. An inadequate programme of safety inspections and maintenance (or vandalism) results in an accident and/or an award of damages.	Weekly safety inspections by Open Spaces team backed up by an annual inspection by an accredited playground inspector. Prompt attention to hazards/problems once identified. Ongoing maintenance. Professional specification and installation of equipment. An ongoing programme of equipment replacement as necessary.	Open Spaces team Playground Inspectors Open Spaces Committee Contractors	●
	b. The lack of or an inadequate programme of maintenance of the play equipment and the immediate area surrounding the play equipment allows the persistence of a safety hazard (e.g. trip hazard, sharp object, faulty gate).	Regular checks by the Open Spaces team, other Officers and Councillors. Prompt attention to hazards/problems once identified. Prompt attention to issues raised by all users. Engagement of suitable contractors to conduct ongoing maintenance works.	Open Spaces team All Councillors Contractors Public users	●

Version	Date Approved	Amendments Made	Next Review Date
V4	08/04/2024		April 2025
V5	14/04/2025		July 2025
V6	01/09/2026		December 2026

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26/7-096 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).

Annual Governance and Accountability Return 2025/26 Form 3
Local Councils, Internal Drainage Boards and other Smaller Authorities

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Internal Control Objective - explanation

A) *The Clerk/RFO was absent due to illness from June 2025 until May 2026. During this period, the accounting records were not maintained as consistently as would normally be expected. Following the return of the Clerk/RFO, all outstanding records have been brought up to date and all accounts have been fully reconciled and balanced.*

B) *Yes.*

C) *The Council's risk management arrangements were not reviewed during the financial year due to the prolonged absence of the Clerk/RFO. This will be addressed as part of the Council's normal governance and review procedures going forward.*

D) *Yes.*

E) *Yes.*

F) *Not applicable, as the Council did not undertake any cash expenditure during the financial year.*

G) *Yes.*

H) *Yes.*

I) *Bank reconciliations were not carried out periodically during the period of the Clerk/RFO's absence. Following the Clerk/RFO's return, all outstanding bank reconciliations have been completed and the accounts have been fully reconciled.*

J) *Yes.*

K) *Not applicable.*

L) *Yes.*

M) *Yes.*

N) *Yes.*

O) *Yes.*

P) *The Council held its annual meeting of the Trustees.*

Lincolnshire Association of Local Councils

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 & reasons for external auditors.

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 note the clerk has been absent for 9 months of the year being audited, and has done a tremendous job of getting these accounts and website back in good order for the current year.

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

End of Internal audit report 2025/2026

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

31/03/25 £			Unaudited 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

29/07/26 11:23 AM Vs: 9.16.05 ***Holbeach Parish Council*** ***Page 1***

Consolidated Balance Sheet

31/03/25 £		Unaudited 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

Date

Responsible Financial Officer

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	Agreed No*	N/A	'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.	✓			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/

Section 1 – Annual Governance Statement

1) No – Explanation:

The Clerk/RFO was absent due to illness from June 2025 until May 2026. During this period, the Council did not have complete arrangements in place to ensure effective financial management and oversight. However, the accounting statements have subsequently been prepared in accordance with the requirements of the ***Accounts and Audit Regulations****.*

2) Yes.

3) Yes.

4) Yes.

5) No – Explanation:

The Council's Risk Management arrangements were not formally reviewed during the financial year due to the prolonged absence of the Clerk/RFO. The Council recognises the importance of undertaking this review and will ensure that it is addressed as part of its ongoing governance arrangements.

6) Yes.

7) No – Explanation:

The Council did not address all matters required during the financial year. This was primarily due to the prolonged absence of the Clerk/RFO, subsequent staff changes, including the departure of staff, and a reduced number of serving Councillors. These circumstances significantly affected the Council's capacity to undertake all required governance and administrative matters.

8) Yes.

9) Yes.

10) Yes.

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

As part of the submission requirements, the RFO is required to send the following:

Minutes of the meeting where the current internal auditor was first appointed showing the smaller authority considered the independence of the internal auditor; and (these should be agreed tonight)

If the 2024/25 external auditor report included any 'except for' matters, copies of minutes and any agreed plan showing the corrective action taken to address these matters (This was not brought to Council when the External Audit was received last year, therefore the RFO is not able to include this).

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

Date	Suplier	Narrative	Amount	All amounts are net
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	

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____2nd September 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) __Thursday 3rd **September 2026** _____________________ and ending on (d) ___**Wednesday 14th October 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.

26/7-097 Youth Council

1. To receive an update on youth engagement and to resolve to agree the way forward

26/7-098 Open 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; agreed emergency contact.	Low
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

26/7-099 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 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
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0544-26
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0786-26
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0721-25
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0772-26

26/7-100 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 Halloween Event

Two volunteers are going to catalogue and check all the equipment

4. To receive an update on The Remembrance Parade
   - *Road closure submitted*
   - *Clergy organised*
   - *Parade Marshal organised*
   - *St John's booked*
   - *JWK booked for PA*
   - *Awaiting confirmation for Music*
   - *Need marshals*

5. To receive an update on the Christmas Fayre
   - *Previous and new stallholders contacted - booking forms will be sent out once members have agreed the prices*
   - *Road closure & parking bays closure submitted, requested diversion via Fen Road & Barrington Gate but have said it will be via Whaplode if necessary.*
     If that is the case I will contact a traffic management company for a price for the diversion only.
   - *St John's ambulance booked*

26/7-101 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

26/7-102 Meeting
1. The date for the next meeting is Monday 12th October 2026 at 18:30 at the Methodist Hall, Church Walk, Holbeach

26/7-103
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.

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