Holbeach PARISH COUNCIL
Clerk/RFO: Jan Hearsey

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Minutes of the Extraordinary meeting of Holbeach Parish Council on Tuesday 1st September 2026 at 18:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr A Haslett
Vice-Chair : Cllr P Foyster
Councillors : Cllr P Howden, Cllr S Hutchinson, Cllr I Hutchinson, Cllr T Wiltshire
Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

Open meeting opened at:

Chair Cllr A Haslett instated Standing Orders and opened the meeting at 18:00

26/7-089 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting. Cllr E McNally was absent without apologies

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. Cllr P Foyster declared a pecuniary interest in agenda item 26/7-100 (5). Cllr S Hutchinson declared a non-pecuniary interest in agenda item 26/7-106

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.
A member of the public stated that £60,000 had been incorrectly spent and was a misuse of public money. This was prior to the current Clerk/RFO was in position. The Clerk apologised that she had failed to advertise the vacancy made when Sam Richardson resigned, she had apologised to the Returning Officer and the notice has been restarted. A query was made out money being paid out. The AGM of the Charity needs calling. The letter promised at the Annual Parish Meeting to the Police has not been done. Cemetery needs CCTV.

26/7-092 Reports from Elected Members

To receive reports from elected members of South Holland District Council and Lincolnshire County Council

1. National Planning Policy Framework (NPPF) – August 2026 Update

The new NPPF took effect on 17 August 2026 and applies immediately.

Key points for parish councils:

• New decision-making structure (S3, S4, S5):

o Inside settlement boundaries (S4): Development should be approved unless adverse impacts substantially outweigh benefits.

o Outside settlement boundaries (S5): Being outside the boundary is not a refusal reason on its own; decisions must focus on specific harms.

• Neighbourhood plans:

o Must not duplicate or contradict national decision-making policies.

o To gain protection against speculative development, a plan must be less than five years old and include housing allocations. Plans with no allocations do not receive this protection.

• Digital neighbourhood plans: All neighbourhood plans must now be produced in searchable digital formats using national data standards.

• Protective policies remain: Local Green Space, community facilities, sports/recreation land, heritage, Green Belt, rural exception sites and isolated rural homes all retain strong protection.

I have provided a refusal trigger crib sheet summarising the national policies that still require refusal.

2. Local Government Reorganisation (LGR)

• SHDC councillors are receiving regular internal briefings.

• Draft councillor numbers and ward boundaries have been circulated to SHDC but cannot yet be shared publicly.

• Key dates remain unchanged:

o May 2027 – elections for the new unitary authority (initially operating as a shadow authority).

o 2028 – SHDC formally abolished; the new unitary takes over.

• This is SHDC's final budget year. Any project, funding request or asset transfer not programmed by December 2026 will not proceed due to the tight transition timetable.

3. Waste & Recycling – New Wheelie Bin Service (November 2026)

Over the past few weeks, the new wheelie bins have been delivered to households across Holbeach.

Residents will receive a letter explaining:

• when collections will start,

• what goes in each bin, and

• their new collection day, which will not be the same as before.

• The new wheelie bins and food waste service begin November 2026. Full details are available on the SHDC website.

26/7-093 Minutes

It was **resolved** to approve each as a correct record the notes of the meetings of:
8th December 2025
19th January 2026
26th January 2026
13th April 2026
11th May 2026
13th June 2026
18th June 2026
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 - see appendices
2. To receive an update on vacancies - see appendices
3. To resolve to agree to co-options as submitted - An application was received from Sandra Ball however no proposer or seconder came forward.

26/7-095 Finance & Admin Committee

1. To elect members to the committee - Cllr S Hutchinson was proposed, seconded and elected as a member of the committee
2. For the members of the committee to elect a Chair of the Committee -Cllr S Hutchinson was proposed, seconded and elected as Chair
3. To note the bank balances as at 31st July 2026 & 31st August 2026 - see appendices'
4. It was **resolved** to agree the payments for July 2026 & August 2026 - see appendices
5. To note the income for July 2026 & August 2026 - see appendices
6. It was **resolved** to agree to defer the grant application - the need form to be fully completed and bank statements included -
7. It was reviewed and **resolved** to agree the Risk Register and to include that the Deputy Clerk should be a deputy RFO in the RFO's absence- see appendices

26/7-096 AGAR (Annual Governance and Accountability Return)

1. To receive the annual internal audit report and RFO's response - 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. See appendices
2.
3. To consider recommendations or matters arising from the internal auditor's narrative report. - members **agreed** to having an intermediate internal audit report
4. To receive the Balance Sheet for the year ended 31st March 2026, to be signed by the Chair and Responsible Financial Officer - The Balance Sheet was received and signed - see appendices
5. It was received and **resolved** 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 - see appendices Cllr S Hutchinson voted against. All other Councillors voted in favour.
6. It was **resolved** 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.

7. To receive and consider the bank reconciliation 2025-2026. Received see appendices
8. To receive and consider the explanation of variances. Received see appendices
9. The RFO confirms the commencement date for the exercise of Public Rights - see appendices

26/7-097 Youth Council

1. To receive an update on youth engagement and to resolve to agree the way forward -Cllr S Hutchinson met with school, did a safety day with emergency services feed back was not feeling safe in Carters Park. Their YC suggest things for CP. Another September meeting and then come to our meeting. HUFC trying to help, need park watch, find out who the drug dealers are. Community safety at SHDC - YC is 11 - 15 year olds, hopefully get 6th form involved. It was **resolved** to agree to continue this initiative.

26/7-098 Open Spaces Committee

1. To elect members to the committee - Cllr I Hutchinson was proposed, seconded and elected to the committee (Cllrs: A Haslett; P Howden; T Wiltshire; S Hutchinson voted in favour & Cllr P Foyster voted against) Cllr P Howden was proposed, seconded and elected to the committee
2. To support the presence of volunteers in Carters Park - Members support this and member of the public well received - Cllr A Haslett & Cllr P Foyster will assess volunteers - not to engage just look and report, getting people in at various times, needs during daytime and cemetery, talk to Police etc re vetting people, emphasis not insured if attack - have an appropriate document - all supported

26/7-099 PPES Committee

1. To elect members to the committee - Cllr T Wiltshire resigned, defer until more members
2. For the members of the committee to elect a Chair of the Committee - agenda item not required
3. To receive an update on the solar SID location - this is in Boston Road South just passed the school on the into Holbeach side. This will monitor traffic from both directions.
4. It was **resolved** to agree the way forward with the planning applications as:
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0697-26
GR floor flat does not provide adequate space - concerns offices being used as additional bedrooms
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0786-26
Concerns regarding the impact on the existing business to the rear of development and HPC supports their objection letter, inadequate parking does not meet parking standards and on street parking is heavily restricted
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0721-25
Concerns over design and landscaping
https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0772-26
No comments

Meeting

It was proposed, seconded and **agreed** at 19:59 to take a 10 minute break and

continue the meeting passed two hours.
Meeting recommenced at 20:10

26/7-100 Events & PR Committee

1. To elect members to the committee Cllrs: P Howden & A Haslett were proposed, seconded and elected as members of the committee. Two members of the public will assist the committee, they are Mrs Sarah Haslett & Ms Donna Edwards
2. It was **resolved** to agree the price for stalls and catering outlets at the Christmas Fayre as stalls £30 and Caterers £60
3. To receive an update on the Halloween Event -Sutton Bridge players will have three different scenes - Heras fencing, lighting
4. To receive an update on The Remembrance Parade -A local will be invited to lead parade with two military vehicles

- *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. It was **resolved** to agree the Terms of Reference as agreed by the HR, H & S and Data Protection Committee as to remain unchanged
2. It was discussed and **resolved** to agree arrangements for WorkNest access and usage, including member and officer permissions and appropriate information governance controls as:

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; has admin rights for adding/removing employees.
Councillors (non-HR Committee) – No access.
Employees – No access.

3. It was discussed and **resolved** to agree to employ a temporary grounds keeper using funds from HR Ear Marked reserves for a maximum six week period

26/7-102 Meeting

1. The date of the next meeting is Monday 12th October 2026 at 18:30 at the Methodist Hall, Church Walk, Holbeach

26/7-103 Closed Session

It was **resolved** to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted.

Open meeting closed at:
20:34

Closed meeting opened at:
20:36

26/7-104 PPES Committee

1. It was **resolved** to agree the way forward following termination of tenancy - Jamie's Carpets have vacated 2a High Street. Some works are required
2. It was discussed and **resolved** to agree the way forward with a rental application as to offer the Tenancy to Sleight Energy Ltd

26/7-105 CCTV

1. To review the camera location and cost and it was **resolved** to agree the way forward as £9,550.82 for Carters Park cameras plus £6,269.28 to monitor both

sites for one year.This is a five year agreement with a break clause after three years as per contract.
2. It was discussed and **resolved** to agree That the Grounds Keeper supervisor can have access to the CCTV footage in the Clerk's absence

26/7-106 Assets

1. It was discussed and **resolved** to agree the way forward with asset transfer opportunities as to contact the portfolio holder at SHDC and show the Council's interest in: Community Centre field; Beacon ; toilets and Popin (Church Street) and both car parks (Boston Road South & St John's Street). Aldo ask about other opportunities.

26/7-107 Security

1. It was **resolved** to agree the way forward with vehicle security as to purchase tracking devices

Closed meeting closed at:
21:06

Chair signature

……

Dated this

……..

Appendices
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

*Bank Accounts - Details and Current Balances Start of year 01/04/26 Account Type : Ordinary Account Name Account Number Sort Code Last Reconciled Date Last Reconciled Balance £ Current Balance £ Account Type 1 Barclays Current Account Ordinary ****4844 20-80-78 31/07/26 2,650.60 2,114.45 2 Barclaycard Ordinary **********2372 31/05/26 1,734.39 168.36 3 Barclays Saver account Ordinary ****5394 20-80-78 30/06/26 170,382.10 136,896.82 4 CCLA Ordinary ******0001PC 30/06/26 552,559.44 552,559.44 TOTAL £691,739.07*

*Bank Accounts - Details and Current Balances Start of year 01/04/26 Account Type : Ordinary Account Name Account Number Sort Code Last Reconciled Date Last Reconciled Balance £ Current Balance £ Account Type 1 Barclays Current Account Ordinary ****4844 20-80-78 31/08/26 3,378.18 3,378.18 2 Barclaycard Ordinary **********2372 31/08/26 0.00 0.00 3 Barclays Saver account Ordinary ****5394 20-80-78 31/08/26 116,641.48 116,641.48 4 CCLA Ordinary ****** 0001PC 31/07/26 554,094.68 554,094.68 TOTAL £674,114.34*

Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2759 bcard £15.99 03/07/26 Amazon - Waterproof coupler for CCTV 260811 4121 9857168 2641 £115.94 Amazon - Key box bcard26081 23/06/26 1 4080 GB65OTXBABEI 2642 £31.96 Amazon - key safe x 2 bcard26081 23/06/26 1 4080 key safe x 2 2749 -£115.94 Amazon - Key box bcard26081 23/06/26 1 4080 GB65OTXBABEI £47.95 Amazon - Total 2755 £32.00 Barclaycard - Card fee 1 bcard 4110 20/07/26 2756 £32.00 Barclaycard - Card fee 2 bcard 4110 20/07/26 2757 £32.00 Barclaycard - Card fee 3 bcard 4110 20/07/26 £96.00 Barclaycard - Total 2763 £8.97 Boyes - Bin liners bcard26081 10/07/26 1 4250 £8.97 Boyes - Total 2634 £40.40 Chandlers - Pole pruner chains bcard26081 23/06/26 1 4455/315 2773 £25.40 Chandlers - bcard26081 13/07/26 1 4455/200 £65.80 Chandlers - Total 2778 £252.00 Chislett Hire - Purchase of Auger 250811chis 4220 17/07/26 253567 2774 £115.02 Chislett Hire - Tower scaffold hire 260811chis 4121 28/07/26 253951 2776 £38.34 Chislett Hire - Hire of auger 260811chis 4455/200 14/07/26 253793 £405.36 Chislett Hire - Total 2765 £668.92 CIA Fire & Security - Annual subscription tennis courts 260811cia 4237 04/08/26 305252 £668.92 CIA Fire & Security - Total 2761 £714.00 DTS - Locking up 260811dts 31/07/26 17 1 £32.00 4405/255 Locking up 2 £341.00 4405/250 Locking up 3 £341.00 4406 Locking up 11/08/26 09:18 AM Vs: 9.17.00 Page 1

Signature Date Signature Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice £714.00 DTS - Total 2766 £80.00 Holbeach Tyres - To fit lock truck 260811ht 4455/306 01/04/26 106302 2767 £264.00 Holbeach Tyres - Tractor parts 260811ht 4455/300 01/04/26 106228 2768 £484.50 Holbeach Tyres - Alternator 260811ht 4455/306 01/04/26 104888 £828.50 Holbeach Tyres - Total 2781 £192.00 LALC - ICCM training 260811lalc 05/07/26 ICCM training 1 £96.00 4515 ICCM training EK 2 £96.00 4500 ICCM training DT £192.00 LALC - Total 2760 bcard26081 £10.49 03/07/26 Medlock - Re CCTV 1 4121 £10.49 Medlock - Total 2604 £34.56 Microsoft - 365 admin bcard26081 03/07/26 1 4100 E0800ZUIB7 2605 £82.80 Microsoft - 365 cllrs bcard26081 03/07/26 1 4100 E0800ZUM46 £117.36 Microsoft - Total 2780 £1,096.80 Mossop & Bowser - Lease top floor Coubro 260811m& 07/07/26 b 44351/400 51246 £1,096.80 Mossop & Bowser - Total 2647 £131.23 Motia - Fuel 260811mot 4460 05/07/26 9012093189 2750 £85.14 Motia - Fuel 260811mot 4460 26/07/26 9012195275 2784 £7.20 Motia - Card fees 260811mot 4110 31/07/26 9012245388 £223.57 Motia - Total 2777 £840.91 Newflame - Fire extinguishers Chapels 260811new 22/07/26 f 44551/430 171881 £840.91 Newflame - Total 2790 £279.71 Platinum Cleaning - Cleaning Coubro 260811plat 4685 31/07/26 812 £279.71 Platinum Cleaning - Total 2636 £2.76 QD - Raw plugs bcard26081 01/07/26 1 44551/420 £2.76 QD - Total 11/08/26 09:18 AM Vs: 9.17.00 Page 2 Signature Date Signature Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2769 £256.50 Safe Options - Fuel container for truck bcard26081 24/06/26 1 4450/306 #1000061588 £256.50 Safe Options - Total 2623 bcard26081 £9.99 02/07/26 Screwfix - Cable and connectors for CCTV 1 4122 A26789501304 2624 £162.31 Screwfix - Cable etc bcard26081 02/07/26 1 4122 A26715155445 2676 £42.99 Screwfix - Fall restraint kit bcard26081 09/07/26 1 4205/360 A26839721618 2677 £39.99 Screwfix - Hose & reel bcard26081 13/07/26 1 4220 A26901152401 2770 £46.17 Screwfix - Re grave markers bcard26081 03/07/26 1 4455/200 A26728661814 2771 £6.19 Screwfix - bcard26081 03/07/26 1 4455/200 2772 £12.99 Screwfix - bcard26081 03/07/26 1 4455/200 £320.63 Screwfix - Total 2753 bcard £9.00 4060 09/07/26 Smarty Mobile - SIM £9.00 Smarty Mobile - Total 2493 £392.40 Smith of Derby Ltd - Repairs to Church Clock 260410smi 4455/200 02/03/26 139932 £392.40 Smith of Derby Ltd - Total 2635 £9.05 Tesco - Water & squash bcard26081 19/06/26 1 4690 2764 £20.60 Tesco - Water & plasters bcard26081 07/07/26 1 4690 £29.65 Tesco - Total 2679 £6.00 Tonwood - Key 260811ton 4080 16/07/26 3120035 £6.00 Tonwood - Total 2658 £667.21 Turnbull - Timber for Hall Gate cemetery 260811turn 4455/200 06/07/26 0021618 £667.21 Turnbull - Total 2603 £47.28 UK Safety Store - CCTV signage bcard26081 07/07/26 1 4122 # 000136490 £47.28 UK Safety Store - Total 11/08/26 09:18 AM Vs: 9.17.00 Page 3 Signature Date Signature Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2779 £534.00 Worknest - OH report 260811wor 29/07/26 kn 4435/351 SINV105432 £534.00 Worknest - Total Total £24,493.15

Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2821 260914dts £722.00 31/08/26 DTS - Locking up 18 1 £40.00 4405/255 Locking up 2 £341.00 4405/250 Locking up 3 £341.00 4406 Locking up £722.00 DTS - Total 2806 260914ht £1,726.82 4455/306 21/04/26 Holbeach Tyres - New clutch truck HT106431 £1,726.82

Holbeach Tyres - Total 2810 260914ire £537.29 4455/300 30/06/26 Irelands Farm Machinery Limited - PTO issue 240052 2811 £535.37 Irelands Farm Machinery Limited - Service AE16 CJJ 260914ire 4455/300 30/06/26 240053 £1,072.66 Irelands Farm Machinery Limited - Total 2813 260914jr £144.00 4455/278 31/07/26 Jack Russell Environmental - Rabbits slide CP 1422 £144.00 Jack Russell Environmental - Total 2807 260914mot £111.02 4460 16/08/26 Motia - Fuel 9012321685 £111.02 Motia - Total 2822 260914plat £279.71 4685 31/08/26 Platinum Cleaning - Cleaning Coubro 824 £279.71 Platinum Cleaning - Total 2812 260914ton £6.00 44551/420 26/08/26 Tonwood - Key Coubro 3120124 £6.00 Tonwood - Total Total £20,748.97

Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2815 bcard26091 £58.90 08/08/26 Adobe - Adobe AI 4 4110 965638 2816 bcard26091 £238.75 08/08/26 Adobe - Adobe PDF 4 4100 965640 £297.65 Adobe - Total 2792 bcard26091 £34.04 05/08/26 Amazon - Prizes Netherfield fun day 4 4801/520 GB677YQOABEI 2793 bcard26091 £17.09 09/08/26 Amazon - Fun Day PO 558 4 4801/520 GB68R6SY7AEUD 2794 bcard26091 £14.99 10/08/26 Amazon - Fun day PO 558 4 4801/520 GB68S4CW8AEUD 2824 bcard26091 £55.96 07/08/26 Amazon - Re grave markers 4 4455/200 205-3957508-1817135 £122.08 Amazon - Total 2825 bcard26091 £6.50 24/07/26 Boyes - Tweezers & Pliers 4 4220 £6.50 Boyes - Total 2817 bcard26091 £14.19 09/08/26 Go Green Batteries - Re Netherfields 4 4801/520 GB6092ZT0AWPHI £14.19 Go Green Batteries - Total 2751 bcard26091 £76.18 03/08/26 Microsoft - 365 cllrs 4 4100 E080102I80 2752 bcard26091 £34.56 03/08/26 Microsoft - 365 admin 4 4100 E080102EMR £110.74 Microsoft - Total 2775 bcard26091 -£9.99 31/07/26 Screwfix - Credit item not collected 4 4121 AR276249797 2823 bcard26091 £20.68 24/07/26 Screwfix - Jointing plates & screws 4 4455/200 A27071918998 £10.69 Screwfix - Total 2754 bcard26091 £9.00 09/08/26 Smarty Mobile - SIM 4 4060 £9.00 Smarty Mobile - Total 2814 £21.00 South Holland District Council - TEN's licence Netherfield bcard26091 23/07/26 4 4801/520 £21.00 South Holland District Council - Total 28/08/26 11:09 AM Vs: 9.18.01 Page 1 Signature Date Signature Holbeach Parish Council Expenditure transactions - approval list Start of year 01/04/26 Supplier totals will include confidential items No Payment Reference Gross Heading Invoice date Details Invoice 2818 bcard26091 £100.10 14/08/26 Tesco - Water & ice for Netherfield event 4 4801/520 £100.10 Tesco - Total 2819 bcard26091 £27.98 14/08/26 Tonwood - Dustbins for Netherfield event 4 4801/520 £27.98 Tonwood - Total 2820 bcard26091 £44.74 22/07/26 Viking - First aid kits 4 4205/360 GB-VK-803752456W £44.74 Viking - Total Total £764.67

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.*

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.

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.

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****. Bank recon*
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) No
10) Yes.

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).