

26/7-108 Apologies

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

26/7-109 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.

26/7-110 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.

26/7-111 Reports from Elected Members

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

26/7-112 Minutes

To resolve to approve as a correct record the notes of the meetings of:
1st September 2026 and to authorise the Chair to sign the official Minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1875/2026-7-08-draft-notes-1st-september-2026>

26/7-113 Clerk

1. To receive a report from the Clerk

Report

To: *Members of Holbeach Parish Council –*

From: *Jan Hearsey: Parish Clerk*

Date: *12th October 2026*

Subject: *Clerk's report*

I have made live the Cemeteries Policy as previously agreed. I have used my delegated powers to employ a temporary worker for six weeks as agreed at the last meeting.

I have received the following emails:

*Dear Holbeach Parish Councillors,
I would like to make the following suggestion / observation for you to consider at your next meeting regarding future planned Remembrance parade & Town Christmas market.
Terrorism used to be something we only heard of occasionally in the news and it was always in London or places far away from sleepy Holbeach. Unfortunately, the perpetrators of such acts have no boundaries and are more and more moving into action in unsuspecting communities and localised events.
With this in mind I think that the Remembrance parade has the potential to be extremely vulnerable to a high speed, vehicle impact from a car / van/ or HGV being driven from either Spalding Road or from Fleet Road and would cause an unimaginable large number of fatalities/casualties as has happened in other countries including ours in recent years.
Unfortunately, 5 traffic cones and a person in a high vis jacket would be no competition to stop such an event. My suggestion would be to enlist the assistance of a haulage company or coach company to provide a large vehicle to physically block the Market Hill end at the traffic lights and a follow up vehicle to block the Fleet end of the High Street as the parade takes place, other roads could also be blocked more robustly than a tin 'no entry' sign.
Drivers of these vehicles would of course need to close on hand to move the vehicles in case of the need for emergency vehicles to access.
The same simple security level could be adopted for the Town Christmas market.
Also, some 'spotters' could be tasked at these events to not watch the event but to watch the crowd from a vantage point to raise an alert and early warning should anything start to manifest. You may think that this is all over the top for Holbeach and that I watch too much Netflix and I sincerely hope that is the case too, but you never can be sure in 2026.*

&

*Is it possible to get something done to stop vehicles from speeding in Holbeach
Especially Holbeach high street and Edinburgh walk which is a rat run into Holbeach
From and to the A17 for all vehicles including large lorries and articulated lorries
Which is very dangerous as Edinburgh walk is used as a car park
I can see a major accident happening very soon as it is a residential road
With us residents struggling to get out and into our driveways which is a absolute*

2. To receive an update on vacancies

Vacancies

Town Ward = 7

Hurn Ward = 3

Drove Ward = 1

3. To resolve to agree to co-options as submitted - *None submitted*

26/7-114 Finance & Admin Committee

1. To note the bank balances as at 30th September 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1882/2026-september-bank-balances>

2. To resolve to agree the payments for September 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1884/2026-september-bacs-payment-list>

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1885/2026-september-barclaycard-payments-list>

3. To note the income for September 2026

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1886/2026-september-income>

4. To resolve to agree the grant application as updated

5. To review and resolve to agree the Reserves Policy

Reserves Policy

Introduction

Holbeach Parish Council (HPC) is required to maintain adequate Financial Reserves to meet the needs of the Parish Council. The purpose of this policy is to set out how the Parish Council will determine and review the level of Reserves. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Parish Council about the level of reserves to ensure that there are procedures for their establishment and use.

Types of Reserves:

Reserves may be categorised as General or Specific.

General Reserves:

General Reserves are funds which do not have any restrictions as to their use. These reserves cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. General reserves should represent six months of total expenditure. Setting the level of General Reserves is agreed at the end of the Financial Year.

Earmarked Reserves:

Earmarked Reserves are held for several reasons and shall only be used for the purpose for which they were created.

- Renewals – to enable services to plan and finance an effective program of equipment replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement program can be achieved without the need to vary budgets.
- Carry forward of underspend – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward these resources.
- Developers Contributions – proceeds from developers that can only be used for specified purposes.
- Other Earmarked Reserves may be set up from time to time to meet known or predicted liabilities.

Any decision to set up an Earmarked Reserve must be made by the Parish Council, and these are to be reviewed annually in March

Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an over-provision of funds, the excess may, on the approval of the Parish Council, be transferred to other budget headings within the revenue budget or to General Reserves or to one or more other Earmarked Reserves.

Management and Control of Reserves:

Movements in Earmarked Reserves and General Reserves shall be reported to the Parish Council as part of the quarterly report and at monthly meetings if required. The use of Reserves shall be approved by the Parish Council. The level of General Reserves shall be reviewed on an annual basis during the annual budgetary review and agreed by the Parish Council. The minimum level of General Reserves shall be recommended to the Parish Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request by the Parish Council. Earmarked Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the Annual Budgetary Review. Recommendations on creation, amendment, cessation, or continuation of Earmarked Reserves will be given by the Responsible Financial Officer to the Parish Council by way of a report forming part of the recommendations for the Annual Budget and Precept request by the Parish Council. Approval for the creation, amendment, cessation, or continuation of Earmarked Reserves will be given by the Parish Council.

Current level of Financial Reserves

Current level of Financial Reserves (At 1st April 2026) The current total level of Reserves is £381,948.95 General

Reserves of £150,835.34 and £231,113.61 in Earmarked Reserves.

General Reserves	£163,866.71
Plant & Machinery Fund	£9,218.73
Elections	£8,000
Playground fund	£10,150.47
Property professional fees	£5,000
Business rates	£1,000
Utilities Coubro	£10,000
CCTV	£10,000
HR	£10,000
Property repairs	£4,000
Cemetery Chapels	£49,900
Property project	£10,000
Tree work	£25,200
Tree survey	£1,700
Street Furniture	£1,604.04
Railings PT cemetery	£5,000
Tennis Courts	£4,000
Tractor shed	£43,994.35
Toilets	£9,000
Pathways & hard surfaces	£10,000
Battlefields	£1,596.02
Speeding prevention costs	£1,750

6. To discuss and resolve to agree the way forward with waste and recycling at Coubro

Your Customised Waste Management Solution awaits

Hi Jan

Thank you for discussing your waste needs with us. I mentioned on the call that shredded confidential paper is not supposed to be disposed of in standard bins and it breaches [data protection act 2018](#)

Obviously it's not our duty to enforce this but I just wanted to make you aware as a council for your information in case you are unaware.

I have attached a quote of the one bin fortnightly as discussed but I have also included a quote for confidential shredding which is handled on your behalf.

We supply a unit with a letterbox where you can place the documents inside, it is shredded onsite on your behalf and then destroyed, you are then provided with a legal certificate of disposal.

Waste Disposal Option 1:

General Waste (Fortnightly):

- 1 x 240 Litre (15kg)

MONTHLY COST £37.74+ VAT

Waste Disposal Option 2:

General Waste (Weekly or Fortnightly):

- 1 x 240 Litre (15kg)

Confidential Shredding (4 Weekly):

- Large unit for confidential waste

MONTHLY COST £79.74 + VAT

Benefits:

No Charge for Wasted Journey

Unlimited access to My Everything App where you can access your account through a app on your smart device

Unlimited 48hr recovery of missed collections

If you refer another business we will give you £400 of high street vouchers

Service Guarantee - if your containers are lost, vandalized, stolen or damaged we will replace them free of charge

30p per kg for any excess weight

Important Document:

Included with your quote is the Duty of Care Waste Transfer Note—a legally required document that serves as proof that your business disposes of waste through a licensed carrier.

7. To discuss and resolve to agree the way forward with obtaining further legal clarification regarding the financial impact of the Carters Park Charity on Holbeach Parish Council

Following on from a question from our External auditor, I sought the advice of LALC regarding assertion 9:

Assertion 9 — Trust Funds (local councils only)

Trust funds (including charitable). The council is a sole managing trustee and has discharged its accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.

To warrant a positive response to this assertion, the authority needs to have taken the following actions where necessary:

1.42 Where a local council acts as a sole managing trustee for a trust or trusts, to warrant a positive response to this assertion the authority needs to have made sure that it has discharged all of its responsibilities with regard to the trust's finances. This needs to include financial reporting and, if required, independent examination or audit.

1.43 If a local council is a sole managing trustee and has not discharged all of its responsibilities it must tick 'No'.

1.44 If a local council is not a sole managing trustee, it must tick 'N/A'.

1.45 Regardless of the above, the financial transactions of the trust do not form part of the authority's accounts and are therefore not included in the figures reported on Section 2 of its Annual Governance and Accountability Return (see paragraph 2.31 below).

Line 11 - Disclosure note re trust funds (local councils only) – These Changes to Box 11 apply to the AGAR for 2025-26 and not 2024-25

2.31. Cell 11 requires a local council to answer 'Yes' or 'No' to whether the figures in Section 2 of the Annual Governance and Accountability Return exclude any trust transactions or balances (see paragraph 1.46 above).

2.32. Where a body is NOT a sole managing trustee, it must answer Yes.

2.33. Information for authorities on a receipts and payments basis can be found in Section 5, paragraphs 5.106 – 5.116.

Concluded that the resolved AGAR responses approved by PC are probably incorrect because the councillors are individual trustees (the council is not the sole trustee) and therefore the accounts should not be part of the council's accounts. Legal advisor had drawn up a managing agreement between the two corporate bodies but it never got signed. I highlighted that there may be VAT implications if the PC is reclaiming all of the charity's expenditure as its own. It may always be possible for the PC to become the sole managing trustee which would simplify the arrangements if the governing scheme was updated and adopted and registered with the Charity Commission. Legal advice is likely to be necessary.

Two different scenarios get conflated here:

- 1. The council itself is the sole trustee (corporate trustee)** — some parish charities have a governing document naming "the Parish Council" as trustee, full stop. In that case the council genuinely is the managing body in law, acting through its normal council decision-making process (full council or a committee with delegated authority, properly minuted as council business).
- 2. Individual councillors happen to be the trustees** — much more common, and legally quite different. Here the trustees are named or appointed as individuals (often ex officio "the councillors for the time being," but still personally, individually), not as "the council" collectively. Even if 100% of the membership overlaps, the charity and the council remain two separate legal persons with separate legal duties. The trustees must act, meet, and minute decisions as *trustees*, under charity law and the charity's own governing document — not as council business under the Local Government Act.

Why the distinction matters practically:

- Governing document** You need to check the trust deed, Scheme, or charity constitution to see how the charity says decisions are made — quorum, appointment/removal of trustees, powers.
- Separate meetings and minutes.** A resolution passed "as the parish council" doesn't bind the charity, and vice versa. Charity Commission guidance (CC48-type situations, "coterminous" or "connected charities")

expects this separation to be visible on paper even where membership is identical.

- **Separate money.** Charity funds and council funds must be kept apart — separate bank accounts, separate accounts/reporting to the Charity Commission if above threshold, distinct from the council's own accounts under the Accounts and Audit Regulations.
- **Different fiduciary duties.** Trustees owe duties under the Charities Act 2011 (acting in the charity's best interests, managing conflicts, etc.), which are stricter and different in character from a councillor's public law duties.
- **Conflicts of interest are heightened, not eliminated, by full overlap** — the Charity Commission's view is that where trustees and councillors are identical, the risk of conflating charity and council business (e.g. the council granting itself a lease of charity land, or council resources being used for charity purposes without proper authorisation) is *higher*, and expects a documented conflicts policy and clear paper trail showing decisions were taken in the right capacity.

So: check what the governing document actually says the "trustee body" is. If it names the council as corporate trustee, the council is the managing body. If it names the individuals (even by virtue of office), the council and the charity remain distinct bodies that happen to share membership — and you'll want to be advising on keeping the two decision-making processes visibly separate, particularly for anything touching land, leases, or funding between the two.

There are possible statutory routes for the PC to provide funds for the charity to run the park, and it matters which one is actually being relied on because they carry different conditions:

1. Open Spaces Act 1906, ss. 9–10 — the most on-point power

This is the classic vehicle for exactly this situation: land held by trustees for public recreational/open space purposes, maintained by a local authority. Section 9 gives the council power to maintain open space not vested in it; section 10 allows the council to enter an agreement with the managing trustees for that maintenance. Parish councils have these powers via the extension in the Local Government Act 1972 (open spaces functions are parish council functions). If there's a formal management/maintenance agreement between the Council and the Charity trustees, this is likely the intended legal basis.

2. Local Government (Miscellaneous Provisions) Act 1976, s. 19

Gives a parish council power to provide, or contribute towards the expenses of a third party providing, recreational facilities. This would cover the Council funding running costs of the park's recreational elements (play equipment, tennis courts, etc.) even where the land is in someone else's ownership.

The point that needs tightening up, given the overlap of individuals:

Whichever power is used, the decision to fund needs to be taken and minuted as Council business, under a cited statutory power, separately from anything resolved at Charity trustee meetings. The funding *decision itself* should originate in Council minutes (with the relevant power cited), not be inferred from Charity minutes. Given that most attendees at Charity meetings are also councillors they must be mindful of the Code of Conduct and the need to make declarations of their interests or seek dispensations for them to participate in the debate and/or vote.

The Council, not the charity needs to decide how it wishes to deal with this matter.

8. To resolve to agree to purchase a Remembrance wreath under s.137

<https://www.poppysshop.org.uk/products/blank-badged-medium-wreath>

9. To receive the AGAR External Auditors report and resolve to agree the way forward with any "except for" matters.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1879/section-3-interim-external-auditor-report-2025-26>

26/7-115 Youth Council

1. To receive an update on youth engagement

26/7-116 Open Spaces Committee

1. To receive a report from the Groundskeeper supervisor

Park Team Updates

Carter's Park

Cutting taking place.

Hedge cutting

Tree work taking place.

Netherfield

Cutting taking place.

Hallgate Cemetery

Cutting taking place

Road way potholes have been filled.

Park Road Cemetery

Cutting taking place.

Holbeach Hurn

Cutting taking place

Holbeach Bank

Cutting taking place

Holbeach St Johns

Cutting taking place

Holbeach St Marks

Cutting taking place

All Saints Churchyard

Cutting taking place

Fishpond Lane Nature Reserve

Nothing to report

Allotment

Nothing to report

Actions Required – Park Team Sites

Carter's Park

- Spraying. **To be completed when staffing allows.**
- Problem with rabbits in Park.
- Canopy's over the pavilion need lifting. **To be completed.**

Netherfield

- Tree work to be carried out as per LCC Instructions. **To be completed.**
- Hedges need cutting

Hallgate Cemetery

- Work is taking place to mark out areas for Burial. **To be completed when staffing allows.**

Park Road Cemetery

- Cut back Park Road and Edinburgh Walk hedges. **To be completed.**
- Require a chipper to remove waste that has been left. **To be completed.**
- Cut back in front of chapels. **To be completed.**

Holbeach Hurn

- No actions required

Holbeach Bank

- No actions required

Holbeach St Johns

- No actions required

Holbeach St Marks

- No actions required

All Saints Churchyard

- Spraying of hard standings to be completed.

Fishpond Lane Nature Reserve

- Small amount of Concreting to be done. **To be completed when staffing allows.**

Allotments

- Pathways require Strimming **To be completed when staffing allows.**

Additional Operational Needs (AON)

- A plan of action is required for the tree work to be carried out this Autum/Winter.

We need to look at removing and siding up the Conifers/Cedar in the cemetery.
Taking down the Conifers along Park Rd and removing the Epicormic growth/ Canopy of the Lime trees. Are we pollarding them or just thinning out? This is all in the tree report from this year.

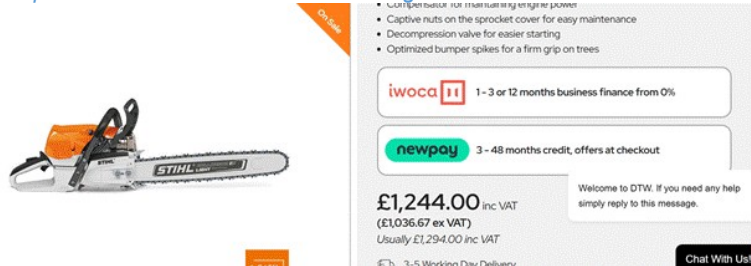
- We are having lots of questions about the inclusive toilet (Changing places.) Do we have any updates?

I have had quotes for the inclusive toilets but nothing was agreed.

- Do we want to try opening the toilets again?

They were closed due to things going on in there. MALE side

- We require a new saw to allow us to fell larger trees. This has a 25" bar and is considerably more powerful.



- List of items required to complete tree work

Chains for pole pruner x 2	£24 EA	
Chain for saws x 3	£36 EA	
Set of wedges x 1	£28 EA	
Large Tarp x 2	£44.95 EA	
Chainsaw oil x 2	£20.99 EA	
Chainsaw lanyard	£36.99 EA	Total £351.99 All VAT inclusive.

Please note these are online prices.

26/7-117 PPES Committee

1. To resolve to agree the way forward with the planning applications:

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0634-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0452-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0852-26>

<https://planning.sholland.gov.uk/OcellaWeb/planningDetails?reference=H09-0760-26>

2. To resolve to agree the cost of the battery on the defibrillator in the phone box

The Battery on your Physio-Control CR2 Defibrillator reaches it's 'Use by' dates in NOVEMBER 2026.

This is '4 years from fitting' and NOT the date on the battery.

Would you like to place an order for a Battery (for delivery and invoicing in late October) @ £265.00 + VAT ?

IF SO - Would you mind confirming Invoice and Delivery addresses please.

I look forward to hearing from you.

3. To consider and agree progressing identified maintenance works through

tender and/or specification, including agreement to advertise opportunities via the

Council's website and social media, specifically relating to:

- Decorating works (4a High Street frontage and windows, Coubro windows, and repainting of the phone box) *The phone box may be able to obtain a grant via*

CPRE, the countryside charity

- Masonry works (Coubro keystone and works identified within the cemetery chapels survey)
- Guttering repairs/replacement at the cemetery chapels

4. To resolve to agree the paperwork for CCTV on the cemetery Chapels

26/7-118 Events & PR Committee

1. To elect members to the Committee

2. To receive an update on the Halloween Event and to ratify the paperwork - *TEN's received*

What is a Safety Advisory Group (SAG)?

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

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

The Group will consider events which are either: -

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

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

Event Notification Form

A) Event Organiser Details:

Name: Jan Hearsey – Holbeach Parish Council

Email: clerk@holbeachparishcouncil.gov.uk

Contact No: 01406 426739 / 07368 532769

Are you organising as part of a Committee/Charity/Company YES/NO

Please provide details: Holbeach Parish Council

Landowner Details:

Landowner Name: Holbeach Parish Council

Contact No: 01406 426739

Email: clerk@holbeachparishcouncil.gov.uk

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

B) Event Details:

Event Name: Halloween Spooky Trail

Type of Event: Spooky Trail around Bowls Club Perimeter Fence and Carters Park

Event Date: 31st October 2026

Event Location: Carter's Park

'What3Words' Location: [fade.sunflower.hiking](#)

Start Time: 5pm

Finish Time: 7pm

Setting up time & take down time: 2pm to 8pm

Anticipated Attendance Number: 250

Anticipated Attendance at any one time during the event: 50

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

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

A Halloween-themed outdoor trail featuring spooky decorations and a fun, scary walk-through experience around the Carter's Park Bowls Club. The event includes inflatable attractions, food stalls, and refreshments. Costumes are encouraged. The trail is designed to be accessible and suitable for all age groups.

Do you have an Event Safety Officer (if yes, please provide details): YES/NO

Jan Hearsey - Clerk at Holbeach Parish Council

Have you completed risk assessments for the event (if yes, please attach) YES/NO

Fire Fighting Measures

Do you have a Fire Risk Assessment? (if yes, please attach): YES/~~NO~~
Do you have an Emergency Evacuation Plan (if yes, please attach): YES/~~NO~~
Will Fire Fighting Equipment be provided on site (if yes, please provide details) YES/~~NO~~
Fire Extinguishers

Please identify who is trained and expected to use the provided equipment:
Jan Hearsey - Clerk

Medical Provision (First Aid)

Will Medical Provision be available? (Please provide the following information) YES/~~NO~~
Name of organisation(s) providing the medical cover: St John Ambulance
Name of Lead provider: St John Ambulance
Contact No:
Is the organisation registered with the Care Quality Commission? ~~YES~~/NO
What level of cover is being provided (please state numbers/provide an outline etc.)
First Aid Trained employees:

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

Medical Facilities: Pilgrim Hospital, Boston

First Aiders:

Ambulances: N/A

First Responders in Emergency Care: Level 3 Level 4

Paramedics: N/A

Emergency Care Practitioners: N/A

Nurses: N/A

Doctors: N/A

Security Measures / Volunteers / Stewards

Do you intend to use:
Professional/Paid Event Stewards/Security ~~YES~~/NO
(if yes please provide details, including no's, contact name, contact number, training, and qualifications etc.)

Volunteer Stewards/Marshals YES/~~NO~~

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

Jan Hearsey – Lead – 07368 532769

Councillors – Adrian Haslett, Tim Wiltshire and volunteer marshals

Highways

Will road closures or parking restrictions be required, have you discussed with Highways? ~~YES~~/NO
(NB Highways require a minimum notice period of 3 months to implement)
How will Traffic Management be implemented?
N/A

(NB: The Police DO NOT provide this service)

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

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

C) Licensable Activity:

Please mark if activity is taking place:

Activity	Indoor (please state times taking place)	Outdoor (please state times taking place)
Live music	N/A	N/A
Recorded music	N/A	17:00 to 19:00
Dancing	N/A	N/A
Performance of plays	N/A	17:00 to 19:00
Films (Type)	N/A	N/A
Bar/ Alcohol	N/A	17:00 to 19:00
Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am)	N/A	N/A
Boxing or wrestling – medical provision present	N/A	N/A

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

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

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

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

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

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

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

Large Scale Events

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

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

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

D) Street Trading

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

Is the event free for attendees? YES/~~NO~~

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

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

E) Possible Hazards at Event:

Please review the following list and indicate (✓) the hazards that apply to the event. Provide details of the hazard

and list the controls that are in place to minimise the related risk.

Section 1 -Event Hazard	√	Details of Hazard and Controls
Marquee/Tent/Gazebo	√	See attached Risk Assessment
Stage (what type?)		
Stalls (approx how many)		
Catering Facilities (provided by organiser or external caterer, are they Food Registered, food vehicles)	√	See attached Risk Assessment
Propane Gas/Compressed Air/Chemicals		
Decorations (Flowers, banners etc)	√	See attached Risk Assessment
Performers/Acts	√	Local theatre group
Caravans/Camping		
Car Parking – onsite/off site?		
Traffic movements during the event		
Strobe/Flashing/Infrared or ultraviolet lights		
Fireworks		
Fairground Rides (please state type and numbers)		
Inflatables (bouncy castle)		
Animals		
Procession/parade		
Other hazards not listed above (please state nature):		

F) Attendees

	√	Number and Details	Supervision/Assistance
Children (under16) and/or Senior Citizens (65+)	√	200	Parent/Guardian
Disabled persons or persons requiring assistance	√	25	Carer
Vulnerable Persons/Groups	√	25	Carer

G) Insurance

Public Liability Insurance:

Provider: Hiscox Insurance Company Expiry Date: 24th January 2027

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

Provider: Hiscox Insurance Company Expiry Date: 24th January 2027

Copies included with application: YES/NO

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

Name: Jan Hearsey

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

Telephone No: 01406 426739 or 07368 532769

Email: clerk@holbeachparishcouncil.gov.uk

Name of Organisation representing: Holbeach Parish Council

Position within Organisation: Clerk



Signed:

Date: 23rd September 2026

PLEASE NOTE

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

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

SAG details can be found on the following webpages:

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

Data Protection Statement

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

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

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

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

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

Personal Liability

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

What Happens Next?

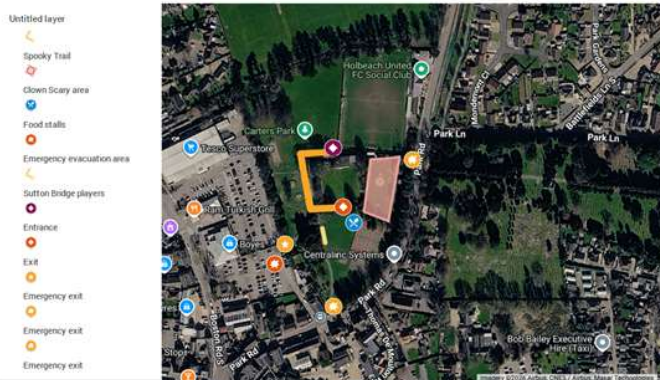
Once the notification has been submitted, you will receive an acknowledgement of receipt. SAG members have two weeks to provide initial responses and ask questions, if you do not hear anything there is no further information required at this stage. You may be asked to attend a Safety Advisory Group meeting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

	Please complete and return this form to: Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road, Spalding, Lincs. PE11 2XE or email to: shdcsag@sholland.gov.uk

Event Risk Assessment

Event Name:	Halloween Spooky Trail	Date:	31 st October 2026	Venue:	Carter's Park, Holbeach, PE12 7EE
(1) Activity / Area of Concern	(2) Hazards Identified <i>(e.g. what can cause harm?)</i>	(3) Persons at Risk <i>(e.g. who could be harm by the hazard?)</i>	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk <i>(e.g. what action can you take to lower the level of risk)</i>	(6) New Risk Factor (high, medium or low)
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Public open space so easy access for disabled people. Area supervised by identifiable marshals carrying mobile phones and walkie talkies to summon assistance from Catering outlets must be located away from entry or exit points Number of marshals for the event is 7	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress; designated assembly points; marshals; information boards for public; P.A. system (essential for large events); the emergency services are contacted by telephone by the event organisers in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, cold, general accidents	Members of the public	Medium	St John's Ambulance	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified "lost children" point. Identifiable safeguarding trained marshals. PA system in place (essential for large events).	Medium

Halloween Event



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

Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points. Clearly display ingredients or possible contamination by ingredients. ea This product contains nut oil etc.	Low
	Allergic reaction	Members of the public – especially children	Medium		Low
	Fire	Staff / members of the public	Medium	Fire extinguishers mandatory in all catering units. Risk assessments and insurance provided.	Low
Stalls (bomba, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading.	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non-British Standard toys, unsuitable material for children, pirated films or music, etc.	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Check prior to event opening all ropes secure, regularly re-check. Only competent/trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician.	Low
Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions (CDC). Any noise complaints to be forwarded to the Clerk.	Low

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

Name of person completing Risk Assessment (printed): Jan Hearsey

Organisation: Holbeach Parish Council Position: Clerk

Signature:  Date: 23-09-2026



Insurance | Risk Management | Consulting

Blenheim House
1-2 Bridge Street
Guildford
Surrey
GU1 4BY
www.ajg.com/uk

TO WHOM IT MAY CONCERN

02 February 2026

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) Holbeach Parish Council

Postal Address Coubro Chambers, 11 West End, Holbeach, Spalding, Lincolnshire, PE12 7LW, United Kingdom

Our Ref 10295869

Business Description Parish Council

Employers' Liability

Insurer: Hiscox Insurance Company Limited

Policy number: 8308141

Cover period: 25th January 2026 to 24th January 2027

Standard limit of £10,000,000: Yes

Public Liability

Insurer: Hiscox Insurance Company Limited

Policy number: 8308141

Cover period: 25th January 2026 to 24th January 2027

Standard limit of £10,000,000: Yes

Basis of limit: Any one claim

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not -

- create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient

Emergency Evacuation Plan – Halloween Spooky Trail, Carter's Park

Event Details

- Event Name: Halloween Spooky Trail
- Date & Time: Saturday 31st October 2026, 17:00 to 19:00
- Location: Carter's Park, Holbeach (trail built around Bowls Club)
- Expected Attendance: Families and individuals of all ages

Evacuation Triggers

Evacuation may be initiated in response to:

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

Evacuation Roles & Responsibilities

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

Stewards & Volunteers:

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

First Aid Team:

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

Evacuation Routes & Assembly Points

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

Communication Protocol

Public Announcement:

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

Internal Coordination:

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

Special Considerations

- *Children must remain with guardians*
- *Vulnerable persons to be assisted by stewards*
- *Lost persons to be directed to First Aid Point*

- All staff to wear high-visibility clothing

Post-Evacuation Actions

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

Fire Management Plan for Halloween Spooky Trail – Carter's Park

Event Details:

- Event Name: Halloween Spooky Trail
- Date & Time: Friday 31st October 2026
- Location: Carter's Park, Holbeach, PE12 7EE
- Organiser: Holbeach Parish Council – Becky Brothwell
- Expected Attendance: 200 to 250

1. 🗨️ Risk Assessment

Potential Fire Hazards:

- Temporary structures – 3 Gazebos (Cake Stall, Assembly Fire Point & Caterer & Hot Drinks).
- Cooking equipment or food stalls - 2 Caterers
- Generators and electrical installations - Generators
- Smoking areas – No Smoking notices will be placed near caterers and spooky trail
- Dry vegetation or flammable decorations – N/A

Risk Rating:

Hazard			
Caterers	Medium	High	Fire blankets, extinguishers, trained staff
Electrical Equipment	Low	High	PAT testing, secure cabling, no overloading
Smoking	High	Low	Designated areas, bins with sand, signage

2. 🚒 Fire Safety Equipment

- Fire extinguishers (water, foam, CO₂) at key location (Assembly Point)
- Fire blankets at cooking stations – Caterers have fire blankets and extinguishers.
- Clearly marked fire points
- First aid kits and trained personnel – St Johns Ambulance in attendance

3. 👥 Roles & Responsibilities

Role	Name/Team	Responsibility
Event Fire Officer	Jan Hearsey	Oversee fire safety, liaise with fire services
Marshals	Cllr Tim Wiltshire, Cllr Adrian Haslett plus Marshals	Monitor zones, assist evacuation
Stallholders	2 Caterers –	Maintain fire safety at their stations
Security	Jan Hearsey, Cllr Tim Wiltshire, Cllr Adrian Haslett plus Marshals	Crowd control, emergency response

4. 📄 Evacuation Plan

Evacuation Routes:

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

Communication:

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

5. 📋 Training & Briefing

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

6. 📞 Emergency Contacts

Fire & Rescue	999
Event Control	Jan Hearsey (Mobile 07368 532769 & Radio)
First Aid Lead	Jan Hearsey (Mobile 07368 532769 & Radio)

7. ✅ Pre-Event Checklist

- [] Fire points installed and marked

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

3. To receive an update on The Remembrance Parade and to resolve to agree the Paperwork

We need marshals !!!

Remembrance marshal rota 2026										
	Market Hill		Church Walk		Albert Street		Chapel Street		St Johns St/Fleet St	Floaters
10:15-12:00										Jan Hearsey/Tim Wiltshire

We have been unsuccessful with music

Event Notification Form

Please complete this form with as much detail as possible, if a section is not applicable to your event mark N/A

A) Event Organiser Details:

1. Name: Jan Hearsey
2. Email: clerk@holbeachparishcouncil.gov.uk
3. Contact No: 01406 426739
4. Are you organising as part of a Committee/Charity/Company **YES/NO**
5. Please provide details:

Holbeach Parish Council

LANDOWNER DETAILS:

1. Landowner Name: N/A
2. Contact No:
3. Email:
4. Address:

B) Event Details:

1. Event Name: Remembrance Parade 2026
2. Type of Event: Remembrance Parade
3. Event Date: 8th November 2026
4. Event Location (please provide What3Words ID): efficient.warblers.reason
5. Start Time: 10:00
6. Finish Time: 12:00
7. Setting up time & take down time: Included
8. Anticipated Attendance Number: 600
1. Anticipated Attendance at anyone time during the event: 600
1. Anticipated audience type i.e. family, adult etc.: Families, veterans

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

Remembrance Day Parade organised as the Civic Authority on behalf of the Royal British Legion. Participants will muster at the Co-Op in the High Street and parade to the war memorial. Participants will observe the ceremony conducted by the Vicar from the safety of the road closure. Wreath layers will be called forward in order and will walk in front of the war memorial, lay their wreath and then return, then the next person

will be called forward. On completion of the wreath laying service, participants will proceed into the church for a service of Remembrance.

1. Do you have an Event Safety Officer (if yes please provide details): YES/NO

Jan Hearsey - Clerk

1. Have you completed risk assessments for the event (if yes please attach) YES/NO
2. Do you have an Emergency Evacuation Plan: YES/NO
3. Will Fire Fighting Equipment be provided on site (if yes please provide details) YES/NO

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

1. Will Medical Provision be available? (Please provide the following information) YES/NO
2. Name of organisation(s) providing the medical cover: St Johns Ambulance
3. Name of Lead provider: Not known
4. Contact No: Not yet provided
5. Is the organisation registered with the Care Quality Commission? YES/NO
6. What level of cover is being provided (please state numbers/provide an outline etc.) 3

Defibrillator – please state nearest location to event if not provided by medical provider: Phone box outside church
Medical Facilities: Pilgrim Hospital, Boston

First Aiders: 3
Ambulances:
First Responders in Emergency Care: Level 3 Level 4
Paramedics:
Emergency Care Practitioners:
Nurses:
Doctors:

7. Do you intend to use:
- Professional/Paid Event Stewards/Security YES/NO
(if yes please provide details, including no's, contact name, contact number, training and qualifications etc.)

Volunteer stewards/marshals YES/NO
(if yes please provide details, including no's, lead contact name, contact number, training and qualifications etc.)

Jan Hearsey 07368 532769 LANTRA Traffic Management for Community Events

1. Will road closures or parking restrictions be required, have you discussed with Highways? YES/NO
(NB Highways require a minimum notice period of 3 months to implement)
1. How will Traffic Management be implemented?

By Holbeach Parish Council

(NB The Police DO NOT provide this service)

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

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

C) Licensable Activity:

Please mark if activity is taking place:

Activity	Indoor (please state times taking place)	Outdoor (please state times taking place)
Live music		10:30 -11:30
Recorded music		10:30 -11:30
Dancing		
Performance of plays		
Films (Type)		
Bar/ Alcohol		
Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am)		
Boxing or wrestling – medical provisional present		

1. If you plan on organising an event on South Holland District Council Land with a licensable activity do you intend to apply to use South Holland District Councils Premise Licence?

YES/NO

1. If not do you intend to apply for a Premise Licence (please allow a minimum 3-month period to complete the application process)

YES/NO

2. If not do you intend to apply for a Temporary Event Notice (please allow 10 clear working days' notice for a Standard TEN)

YES/NO

Please refer to South Holland District Councils website for further information on Licensing and to obtain the relevant application forms,

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

ORGANISERS OF LARGE SCALE EVENTS WILL NEED TO COMPLY WITH SOUTH HOLLAND DISTRICT COUNCIL'S LICENCING POLICY

Large Scale Events

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

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

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

D) Street Trading

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

1. Is the event free for attendees? YES/NO
2. Will there be stalls/caterers selling goods for profit? YES/NO
3. Have you applied for a Street Trading Event Consent? YES/NO

E) Possible Hazards at Event:

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

Section 1 -Event Hazard	✓	Details of Hazard and Controls	
Marquee/Tent/Gazebo			

Stage (what type?)			
Stall(s) (approx. how many)			
Catering Facilities (provided by organiser or external caterer, are they Food Registered, food vehicles...)			
Propane Gas/ Compressed Air/Chemicals			
Decorations (Flowers, banners etc)	✓	Wreath laying	
Performers/Acts			
Caravans/Camping			
Car Parking – onsite/off site?			
Traffic movements during the event	✓	None, road closed	
Strobe/Flashing/Infrared or ultra violet lights			
Fireworks			
Fairground Rides (please state type and numbers)			
Inflatables (bouncy castle)			
Animals			
Procession / parade	✓	Remembrance Parade	
Other hazards not listed above (please state nature):			

F) Attendees

	✓	Number and Details	Supervision/Assistance	Adequate Yes/No
Children (under16) and/or Senior Citizens (65+)	✓	200	Parent/Guardian	Yes
Disabled person or person requiring assistance	✓	50	Carers/responsible person	Yes
Vulnerable Persons/ Group	✓	50	Carers/responsible person	Yes

G) Insurance

- Public Liability Insurance:**
Provider: Hiscox Insurance Company Expiry Date: 24/01/2027
- Employers Liability Insurance: (applicable if your Event has volunteers or stewards and not covered in the Public Liability Insurance).**
Provider: Hiscox Insurance Company Expiry Date: 24/01/2027
- Copies included with application YES/NO

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

- Name: Jan Hearsey
- Full Address: Coubro Chambers, 11 West End, Holbeach. PE12 7LW
- Telephone No: 07368 532769
- Email: clerk@holbeachparishcouncil.gov.uk
- Name of Organisation representing: Holbeach Parish Council
- Position within Organisation Clerk to the Council

7. 
Signed:

- Date: 06-10-2026

PLEASE NOTE

This form is designed in order to give South Holland Districts Safety Advice Group an overview of your event.

- Template and Guidance for event plans and risk assessments can be found on the Lincolnshire Event Safety Partnership (LESP) website. [Lincolnshire Event Safety Partnership – Lincolnshire County Council](#) and on [The District of South Holland's Safety Advisory Group \(SAG\) - South Holland District Council \(sholland.gov.uk\)](#)

Data Protection Statement

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

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

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

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

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

Personal Liability

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

What Happens Next?

Once the notification has been submitted, you will receive an acknowledgement of receipt. SAG members have two weeks to provide initial responses and ask questions, if you do not hear anything there is no further information required at this stage. You may be asked to attend a Safety Advisory Group meeting if there is information or guidance they consider is relevant with regard to safety at or around your event.

	Please complete and return this form to: Events in South Holland: Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road, Spalding, Lincs. PE11 2XE or email to: shdcsag@sholland.gov.uk Events in Boston: Boston Borough Council, Municipal Buildings, West Street, Boston, Lincs. PE21 8QR or email to: BostonBCSAG@boston.gov.uk
--	---

TO WHOM IT MAY CONCERN

02 February 2026

Dear Sirs

We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-

Insured Details:

Name(s) **Holbeach Parish Council**
 Postal Address **Coubro Chambers, 11 West End, Holbeach, Spalding, Lincolnshire, PE12 7LW, United Kingdom**
 Our Ref **10295869**

Business Description **Parish Council**

Employers' Liability

Insurer: Hiscox Insurance Company Limited
 Policy number: 8308141
 Cover period: 25th January 2026 to 24th January 2027
 Standard limit of £10,000,000: Yes

Public Liability

Insurer: Hiscox Insurance Company Limited
 Policy number: 8308141
 Cover period: 25th January 2026 to 24th January 2027
 Standard limit of £10,000,000: Yes
 Basis of limit: Any one claim

Cover is subject to the full terms, conditions and exclusions of the policy.

This document is issued to you as a matter of information only and the issuance of this document does not:-

- i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient
- ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of Insurance between the Assured and the Underwriters.

Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.

We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter

Risk assessment



Coubro Chambers, 11 West End
 Holbeach, PE12 7LW
 01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish.lincolnshire.gov.uk
[@HolbeachParishCouncil](https://www.facebook.com/HolbeachParishCouncil)

First Aid	Minor injuries – general accidents, trips and falls	Members of the public/marshals	Medium	First aid cover provided by St John Ambulance	Low
Strong winds	Falling trees or debris; other flying or rolling objects	Members of the public / marshals/volunteers	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – When planning the event, situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public	Medium	Council will pick area early the following morning	Low
Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with radio system. Marshals to be fully briefed prior to event. Organiser of event have LANTRA trained and experienced marshal	Medium

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

Name of person completing Risk Assessment (printed).....JAN HEARSEY.....

Organisation: HOLBEACH PARISH COUNCIL..... Position: CLERK.....

Signature: ..... Date: 26th October 2026.....

Event Risk Assessment Form

Event Name:	Royal British Legion Remembrance - Parade		Date:	08/11/2026 10.00 -12.00	Venue:	High Street, Holbeach
(1) Activity / Area of Concern ie: what is taking place as part of the event?	(2) Hazards Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Factor (high, medium or low) ie: determine the level of risk	(5) Actions to be Taken to Minimize each Risk ie: what action can you take to lower the level of risk		(6) New Risk Factor (high, medium or low) ie: risk factor after action taken to minimize the risk
SITE	MANAGEMENT:-					
Public meeting	Risk of accidents	Members of the public	Medium	Entrance / exit controlled to allow reasonably easy access for disabled people. Entry supervised by identifiable marshals carrying mobile radios to summon assistance from Control. First aid on site. Number of marshals for the event = 14 – Area checked fortnight and week before and on day of event to identify potholes and uneven surfaces		Low
Emergency evacuation procedure	Terrorist attack, Storm	Members of the public/marshals/Volunteers	High	Procedure in place for emergency evacuation - to include methods of egress, designated assembly points, marshals, P.A. system and how the emergency services are contacted and by whom in the event of an emergency.		Medium

Fire Risk Assessment

Event: Remembrance Day Parade

Location: High Street, Holbeach (War Memorial and surrounding area)

Date: Sunday 8th November 2026

Organiser: Civic Authority on behalf of the Royal British Legion

Assessor: Jan Hearsey

Assessment Date: 06.10.26

1. Event Overview

- Public parade and ceremony involving wreath laying and a church service.
- Participants include veterans, civic representatives, clergy, and members of the public.
- Temporary road closure in place to ensure safety and access control.

2. Potential Fire Hazards

Hazard	Source	Risk Level	Controls
Naked flames	Candles or ceremonial torches	Low	Use LED alternatives where possible; supervise any live flame use
Electrical equipment	PA system, lighting	Low	PAT-tested equipment only; cables secured and protected
Smoking	Public attendees	Low	Designated smoking areas away from crowd and flammable materials

3. People at Risk

Parade participants (including elderly veterans)

- General public and spectators
- Event staff and volunteers
- Vicar and wreath layers

4. Preventive Measures

- No smoking signage and verbal reminders
- Fire extinguishers positioned near PA system (Red telephone box)
- Stewards briefed on fire safety and emergency procedures
- Emergency access routes kept clear at all times
- Weather monitoring to assess risk of wind

5. Emergency Procedures

- Assembly point: [Church grounds on Church Street]
- Evacuation route: Via High Street toward traffic lights
- Emergency services contact: Lincolnshire Fire & Rescue – 999
- First aid provision: On-site first aider and kit available
- Communication: Stewards equipped with radios or mobile phones

Emergency Evacuation Plan

- Event: Remembrance Day Parade
- Location: High Street, Holbeach (War Memorial and surrounding area)
- Date: Sunday 8th November
- Organiser: Civic Authority on behalf of the Royal British Legion
- Prepared by: Jan Hearsey
- Plan Date: 06.10.2026
- **1. Purpose**

- To ensure the safe and orderly evacuation of all participants and attendees in the event of an emergency, including fire, medical incident, structural hazard, or security threat.

- **2. Evacuation Triggers**

- • Fire outbreak (e.g. electrical fault)
- • Medical emergency requiring crowd dispersal
- • Structural collapse or obstruction
- • Suspicious package or security alert
- • Severe weather event (e.g. high winds, lightning)

- **3. Roles and Responsibilities**

Role	Responsibility
Event Coordinator	Initiates evacuation, liaises with emergency services
Stewards	Guide public to exits, assist vulnerable individuals
PA Operator	Broadcast evacuation instructions clearly
First Aiders	Provide immediate medical support and assist evacuation
Police/Fire Services	Take control upon arrival, manage public safety

- **4. Evacuation Routes**

- • Primary Route: Westbound along High Street toward Church Street (via Church Walk; Albert Street & Chapel Street if necessary) to designated safe zone
- • Secondary Route: Eastbound via Church Walk; Albert Street & Chapel Street to designated safe zone
- • Assembly Point: Church grounds (rear lawn)
- All routes will be kept clear and marked with temporary signage. Stewards will be stationed at key junctions to direct flow.

- **5. Communication Protocol**

- • PA system announcement: "Attention please. For your safety, we are initiating an emergency evacuation. Please follow steward instructions and proceed calmly to the designated assembly point."
- • Stewards equipped with radios and/or mobile phones for coordination
- • Emergency services contacted via 999 immediately upon incident

- **6. Support for Vulnerable Persons**

- • Stewards assigned to assist elderly veterans, children, and individuals with mobility needs
- • Wheelchair-accessible route confirmed via Church Street
- • First aid station positioned near war memorial for triage

- **7. Post-Evacuation Procedure**

- • Headcount at assembly point (if feasible)
- • Await clearance from emergency services before dispersal or re-entry
- • Incident report to be completed by Event Coordinator within 24 hours

- **Steward Briefing Checklist – Emergency Evacuation**

- **◊ Before the Event**

- • ☐ Attend safety briefing and receive radio/mobile contact details
- • ☐ Familiarise yourself with evacuation routes and assembly point
- • ☐ Confirm location of fire extinguishers and first aid kit
- • ☐ Identify vulnerable attendees (e.g. elderly veterans, wheelchair users)
- • ☐ Check signage and ensure access routes are clear

- **◊ During the Event**

- • ☐ Monitor crowd for safety concerns or obstructions
- • ☐ Keep emergency routes clear at all times
- • ☐ Be alert to fire, medical, or security incidents
- • ☐ Maintain communication with Event Coordinator
- • ☐ Support public with directions and reassurance

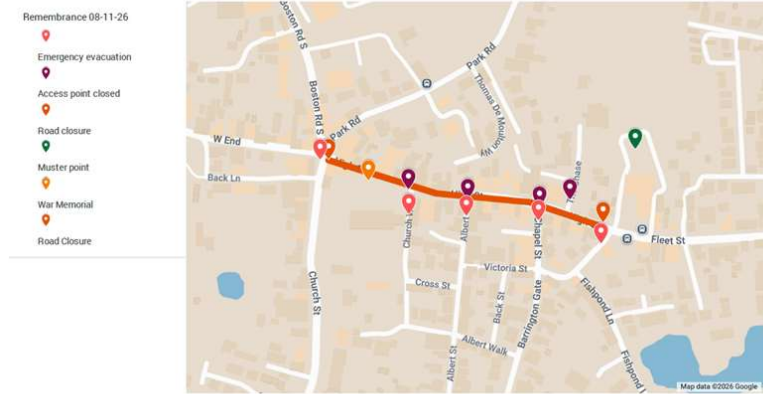
- **◊ If Evacuation is Triggered**

- • ☐ Listen for PA announcement or coordinator instruction
- • ☐ Guide attendees calmly to Primary Route (Church Street) or Secondary Route (Fleet Street)
- • ☐ Direct all to Assembly Point at church grounds
- • ☐ Assist vulnerable individuals as needed
- • ☐ Do not re-enter area until cleared by emergency services

- **◊ After Evacuation**

- • ☐ Report headcount or concerns to Event Coordinator
- • ☐ Remain at assembly point until further instruction
- • ☐ Complete incident report if involved in evacuation

Remembrance 2026



4. To receive an update on the Christmas Fayre and to resolve to agree the Paperwork

What is a Safety Advisory Group (SAG)?

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

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

The Group will consider events which are either: -

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

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

Event Notification Form

A) Event Organiser Details:

Name: Jan Hearsey – Holbeach Parish Council

Email: clerk@holbeachparishcouncil.gov.uk

Contact No: 01406 426739 / 07368 532769

Are you organising as part of a Committee/Charity/Company **YES/NO**

Please provide details: Holbeach Parish Council

Landowner Details:

Landowner Name: Holbeach Parish Council

Contact No: 01406 426739

Email: clerk@holbeachparishcouncil.gov.uk

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

B) Event Details:

Event Name: Holbeach Christmas Fayre

Type of Event: Christmas Fayre

Event Date: Saturday 28th November 2026

Event Location: Church Street, Holbeach

‘What3Words’ Location: manliness.giants.knees

Start Time: 13:00

Finish Time: 18:00

Setting up time & take down time 08:00 to 20:00

Anticipated Attendance Number: 2000

Anticipated Attendance at any one time during the event: 450

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

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

Christmas Fayre with music, entertainment, food and drink outlets and craft stalls

Do you have an Event Safety Officer (if yes, please provide details): YES/NO

Jan Hearsey –Clerk at Holbeach Parish Council

Have you completed risk assessments for the event (if yes, please attach) YES/NO

Fire Fighting Measures

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

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

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

Fire Extinguishers

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

Jan Hearsey - Clerk

Medical Provision (First Aid)

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

Name of organisation(s) providing the medical cover: St John Ambulance

Name of Lead provider:

Contact No:

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

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

3 First Aiders

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

Medical Facilities: Pilgrim Hospital, Boston

First Aiders: St John Ambulance

Ambulances: N/A

First Responders in Emergency Care: Level 3 Level 4

Paramedics: N/A

Emergency Care Practitioners: N/A

Nurses: N/A

Doctors: N/A

Security Measures / Volunteers / Stewards

Do you intend to use:

Professional/Paid Event Stewards/Security YES/NO

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

South Lincs Security

Volunteer Stewards/Marshals YES/NO

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

Jan Hearsey– Lead – 07368 532769 (ACT, LANTRA & Events Management Trained)

Volunteers members of public (Trained before event)

Highways

Will road closures or parking restrictions be required, have you discussed with Highways? YES/NO

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

How will Traffic Management be implemented?

For setting up and taking down, stall holders and caterers will be given a time slot, this will enable the ingress and egress of vehicles on a one way system. Marshals will be stationed at both end of the road closure and appropriate signage and barriers will be in place.

(NB: The Police DO NOT provide this service)

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

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

C) Licensable Activity:

Please mark if activity is taking place:

Activity	Indoor (please state times taking place)	Outdoor (please state times taking place)
Live music	N/A	13:00 to 18:00
Recorded music	N/A	13:00 to 18:00
Dancing	N/A	13:00 to 18:00
Performance of plays	N/A	N/A
Films (Type)	N/A	N/A
Bar/ Alcohol	N/A	13:00 to 18:00
Late night refreshment (sale of hot food and drink between 11.00pm and 5.00am)	N/A	N/A
Boxing or wrestling – medical provision present	N/A	N/A

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

If not, do you intend to apply for a Premise Licence (please allow a minimum 3-month period to complete the application process)

YES/NO

If not, do you intend to apply for a Temporary Event Notice (please allow 10 clear working days' notice for a Standard TEN)

YES/NO

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

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

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

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

Large Scale Events

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

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

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

D) Street Trading

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

Is the event free for attendees?

YES/NO

Will there be stalls/caterers selling goods for profit?

YES/NO

Have you applied for a Street Trading Event Consent?

YES/NO

E) Possible Hazards at Event:

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

Section 1 -Event Hazard	✓	Details of Hazard and Controls
Marquee/Tent/Gazebo	✓	See attached Risk Assessment
Stage (what type?)		
Stalls (approx how many)	✓	70 stalls
Catering Facilities (provided by organiser or external caterer, are they Food Registered, food vehicles)	✓	See attached Risk Assessment. All caterers providing insurance, risk assessments and food registration.
Propane Gas/Compressed Air/Chemicals		N/A
Decorations (Flowers, banners etc)	✓	See attached Risk Assessment

Performers/Acts	✓	DJ plus entertainment acts to be confirmed – Insurance and Risk Assessments supplied.
Caravans/Camping		N/A
Car Parking – onsite/off site?		N/A
Traffic movements during the event		None from 13:00 to 18:00
Strobe/Flashing/Infrared or ultraviolet lights	✓	DJ lights possible flashing lights during event.
Fireworks		N/A
Fairground Rides (please state type and numbers)		
Inflatables (bouncy castle)		
Animals	✓	Company to supply risk assessment and certificates
Procession/parade		N/A
Other hazards not listed above (please state nature):		

F) Attendees

	✓	Number and Details	Supervision/Assistance
Children (under16) and/or Senior Citizens (65+)	✓	1200	Parent/Guardian
Disabled persons or persons requiring assistance	✓	100	Carer
Vulnerable Persons/Groups	✓	100	Carer

G) Insurance

Public Liability Insurance:

Provider: Hiscox Insurance Company Expiry Date: 24th January 2027

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

Provider: Hiscox Insurance Company Expiry Date: 24th January 2027

Copies included with application: YES/NO

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

Name: Jan Hearsey

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

Telephone No: 01406 426739 or 07368 532769

Email: clerk@holbeachparishcouncil.gov.uk

Name of Organisation representing: Holbeach Parish Council

Position within Organisation: Clerk



Signed:

Date: 7th October 2026

PLEASE NOTE

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

Guidance and Template Forms for event plans and risk assessments can be found on the Lincolnshire Event Safety Partnership (LESP) website:

<https://www.lincolnshireresilienceforum.org/events/>

SAG details can be found on the following webpages:

Data Protection Statement

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

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

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

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

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

Personal Liability

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

What Happens Next?

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

	Please complete and return this form to: Food, Health & Safety Team, South Holland District Council, Council Offices, Priory Road, Spalding, Lincs. PE11 2XE or email to: shdcsag@sholland.gov.uk
--	--

	
Insurance Risk Management Consulting	
Buckham House 1-3 Bridge Street Grimsby South GU1 4RY www.agj.com/uk	
TO WHOM IT MAY CONCERN	
02 February 2026	
Dear Sirs	
We are the Risk and Insurance Managers for the client below and have pleasure in confirming details of their insurance arrangements as follows:-	
Insured Details: Name(s)	Holbeach Parish Council
Postal Address	Coubro Chambers, 11 West End, Holbeach, Spalding, Lincolnshire, PE12 7LW, United Kingdom
Our Ref	10295869
Business Description	Parish Council
Employers' Liability	
Insurer:	Hiscox Insurance Company Limited
Policy number:	8308141
Cover period:	25th January 2026 to 24th January 2027
Standard limit of £10,000,000:	Yes
Public Liability	
Insurer:	Hiscox Insurance Company Limited
Policy number:	8308141
Cover period:	25th January 2026 to 24th January 2027
Standard limit of £10,000,000:	Yes
Basis of limit:	Any one claim
Cover is subject to the full terms, conditions and exclusions of the policy.	
This document is issued to you as a matter of information only and the issuance of this document does not:-	
i) create any contractual relationship between Arthur J. Gallagher Insurance Brokers Limited and the recipient	
ii) make the person or organisation to whom it has been issued an additional assured, nor does it modify in any manner the contract of insurance between the Assured and the Underwriters.	
Any amendments, change or extension of such contract can only be effected by specific endorsement attached thereto with the consent of the Assured and the Underwriters.	
We accept no responsibility whatsoever for any inadvertent or negligent act, error or omission on our part in preparing this information or for any loss, damage, expense hereby occasioned to the recipient of this letter	

Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present for numbers	Low
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	Ensure roads/emergency exits are kept clear at all times PA system available to broadcast any evacuation instructions. Fire from electrical outlets, all equipment is PAT tested. Fire evacuation plan	Low
Very wet weather on the day	Public falls & trips, slippery surfaces	Members of the public	Medium	Event organisers to monitor weather forecast and cancel the event if it is deemed to be too wet. Announcement will be made on social media and via signage	Low
Strong winds	Falling trees or debris; marquees lifting blowing away; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organiser together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event – if strong winds or gusts are likely to exceed 40mph then event must be cancelled by the event organiser due the risks involved. When planning the event, situate elements of the event as far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Remove bags of collected litter from site	Low
Use of companies/ operators to provide any service as part of the event (eg. street entertainment)	Various	Various	Medium	All operator's provide risk assessments and insurance, and are checked through to ensure they are adequate.	Low

Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present for numbers	Low
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff / event participants / contractors	Medium	Ensure roads/emergency exits are kept clear at all times PA system available to broadcast any evacuation instructions. Fire from electrical outlets, all equipment is PAT tested. Fire evacuation plan	Low
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Use of companies/ operators to provide any service as part of the event (eg. street entertainment)	Various	Various	Medium	All operator's provide risk assessments and insurance, and are checked through to ensure they are adequate.	Low



Coulters Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish@lincsindire.gov.uk
@HolbeachParishCouncil

Event Risk Assessment

Event Name:	Holbeach Parish Council- Christmas Fayre	Date:	28th November 2026	Venue:	All Saints Church & Church Street, Holbeach
(1) Activity / Area of Concern	(2) Hazards Identified <i>(ie what can cause harm?)</i>	(3) Persons at Risk <i>(ie who could be harmed by the hazard?)</i>	(4) Current Risk Factor (high, medium or low)	(5) Actions to be Taken to Minimize each Risk <i>(ie what action can you take to lower the level of risk</i>	(6) New Risk Factor (high, medium or low)
Public Entrance / Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Public open space to easy access for disabled people. Area supervised by identifiable marshals carrying mobile phones & walkie talkies to summon assistance from Control. First Aiders on site. Catering outlets must be located away from entry or exit points Number of marshals for the event = 15	Low
Emergency evacuation procedure	Fire; Terrorist attack; Storm	Members of the public	High	Procedure in place for emergency evacuation - to include methods of egress, designated assembly points, marshals, PA system (essential for large events); and how the emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries – insect bites, cold, general accidents	Members of the public	Medium	Provide adequate First Aid cover. Provided by St John Ambulance	Low
Care of children	Lost children	Members of the public – children	High	Clearly identified "lost children" point. Identifiable safeguarding trained marshals. PA system in place (essential for large events).	Medium

Crowd management (marshals)	Pinch points; Over-crowding; Potential conflict <u>re. entry</u> to event	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with mobile system. Marshals to be fully briefed prior to event.	Medium
Public Address (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Portable re-chargable – Providers PAT testing	Low
	Trip over cables	Members of the public / staff	Medium		Low

4

Catering – food / drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority re Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display ingredients or possible contamination by ingredients <u>eg.</u> "This product contains nut oil" etc	Low
	Allergic reaction	Members of the public – especially children	Medium	Fire extinguishers mandatory in all catering units.	Low
	Fire	Staff / members of the public	Medium	Risk assessments and insurance provided	Low
Stalls (tombola, bric-a-brac, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy, prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or <u>non British</u> Standard toys, unsuitable material for children, pirated films or music, etc	Low
Marquee / gazebo	Guy ropes/stakes trip hazard	Members of the public / staff	Medium	Check prior to event opening all ropes secure, regularly re-check. Only competent trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician	Low

Music	Noise pollution	Local residents / <u>Event</u> attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music <u>conditions</u> (CDC). Any noise complaints to be forwarded to the Clerk	Low
Alpacas	Smell, spitting	Event attendees, staff & volunteers	Low	Held in a <u>pen</u> . All certificates checked. Risk assessment and insurance provided	

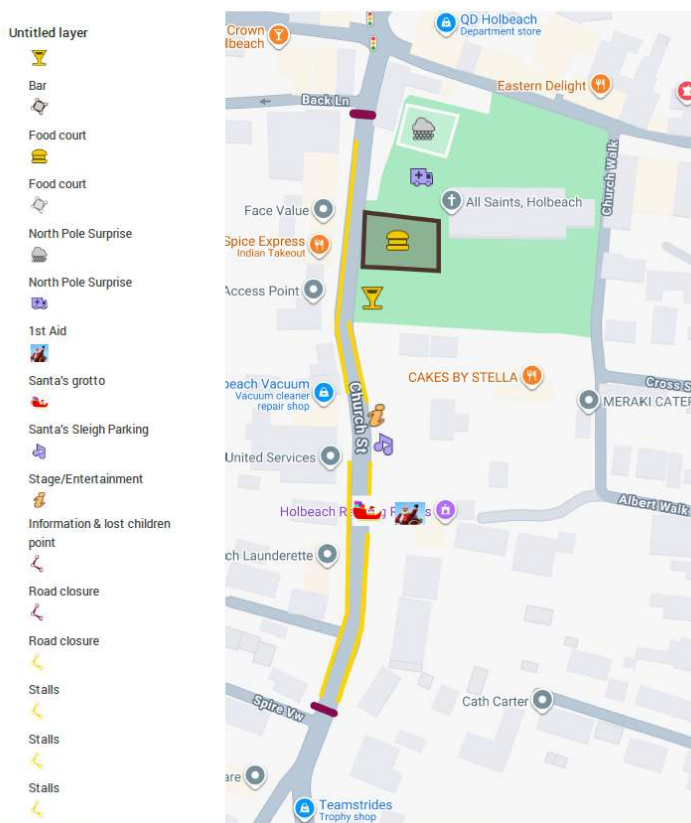
I hereby confirm that I will fully comply with this Event Risk Assessment and agree to obtain all the necessary permission and licences required.

Name of person completing Risk Assessment (printed) Jan Hearsey.....

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

Signature:  Date: 07-10-26.....

Christmas Fayre layout



Fire Management Plan for Holbeach Christmas Fayre – Church Street

Event Details:

- Event Name: Holbeach Christmas Fayre
- Date & Time: Saturday 28th November from 13:00 – 18:00
- Location: Church Street, PE12 7LL
- Organiser: Holbeach Parish Council – Jan Hearsey
- Expected Attendance: 2000

1. Risk Assessment

Potential Fire Hazards:

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

Risk Rating:

Hazard			
Caterers	Medium	High	Fire blankets, extinguishers, trained staff
Electrical Equipment	Low	High	PAT testing, secure cabling, no overloading

2. Fire Safety Equipment

- Fire extinguishers (water, foam, CO₂) at key location (Assembly Point)
- Fire blankets at cooking stations – Caterers have fire blankets and extinguishers.
- Clearly marked fire points
- First aid kits and trained personnel – St John Ambulance

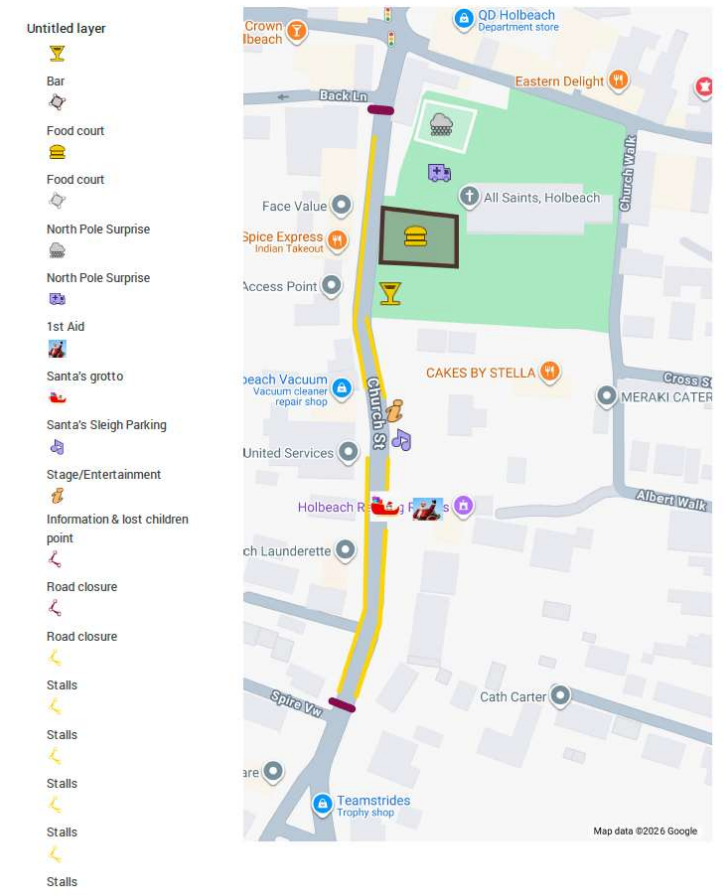
3. Roles & Responsibilities

Role	Name/Team	Responsibility
Event Fire Officer	Jan Hearsey	Oversee fire safety, liaise with fire services
Marshals	Cllr Tim Wiltshire, Cllr Adrian Haslett plus marshals	Monitor zones, assist evacuation
Stallholders		Maintain fire safety at their stations
Security	South Lincs Security	Crowd control, emergency response

4. Evacuation Plan

Evacuation Routes:

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



****Communication:****

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

5. 📋 Training & Briefing

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

6. 📞 Emergency Contacts

| Fire & Rescue | 999 |
 | Event Control | Jan Hearsey (Mobile 07368 532769 & Radio)
 | First Aid Lead | St John Ambulance |

7. ☑️ Pre-Event Checklist

- ☐ Fire points installed and marked
- ☐ Equipment tested and certified
- ☐ Staff briefed and trained
- ☐ Evacuation routes clear and signed
- ☐ Emergency contacts confirmed
- ☐ Risk assessment reviewed and signed off

Event Management Plan



CHRISTMAS FAYRE

Saturday 28th November 2026

13:00 to 18:00

High Street, Holbeach

Owned by: Jan Hearsey
Organisation: Holbeach Parish Council
Tel: 01406 426739
Email: clerk@holbeachparishcouncil.gov.uk

STRICTLY CONFIDENTIAL

The contents of this document are strictly confidential and are not to be copied or reproduced in anyway without permission of the document owner.

This is a working document and is subject to change.

V3 7th October 2026

Guidance notes on completing this plan template

The Lincolnshire Event Safety Partnership (LESP) Event Organisers Handbook can be used as a guidance document when preparing your plan.

Some sections may not be applicable to your event. Where this is the case please indicate 'not applicable' in the section rather than leaving it blank or omitting it.

Any guidance text should be deleted once the plan is ready for circulation.

Contents

Please do not try to amend the table of contents as it is automatic. Once you have finalised your documents click into the table of contents and press F9 and it will automatically update.

[Section 1 - Planning, event management and risk assessments](#)

[Event location](#)

[Event description, activities, programme and timings](#)

[Audience and attendance](#)

[Access, circulation and egress arrangements](#)

[Event infrastructure and contractors](#)

[Roles, responsibilities, command structure, contact details and competency](#)

[Security arrangements, marshals or stewards](#)

[Event licensing and insurance](#)

[External consultation and communication](#)

[Event risk assessments](#)

[Section 2 - Venue and site design](#)

[Section 3 - Contingency and emergency planning](#)

[Emergency arrangements](#)

[Evacuation and emergency planning considerations for major incidents](#)

[Emergency procedures](#)

[Section 4 - Medical](#)

[Resources](#)

[First aid and medical provisions](#)

[Patient related information and records](#)

[Arrangements for interface with emergency services](#)

[Arrangements for stand down of first aid and medical services](#)

[Section 5 - Communications](#)

[Communication arrangements](#)

[Section 6 - Transport and traffic management](#)

[Traffic management plans and arrangements](#)

[Section 7 – Working at heights](#)

[Section 8 - Temporary demountable structures](#)

[Section 9 – Fire safety](#)

[Fire risk assessment](#)

[Fire precautions and site rules](#)

[Methods of raising the alarm in the event of fire](#)

[Firefighting arrangements](#)

[Section 10 – Electrical and lighting](#)

[Management of installations](#)

[Portable equipment](#)

[Section 11 – Barriers and fencing](#)

[Section 12 - Crowd management](#)

[Crowd monitoring arrangements](#)

[Crowd management arrangements](#)

[Section 13 – Special effects including fireworks and pyrotechnics](#)

[Section 14– Amusements \(including, fairground rides, inflatable devices and entertainment\)](#)

[Section 15 - Waste management](#)

[General waste](#)

[Section 16 - Noise](#)

[Noise management restrictions](#)

[Noise monitoring and measuring](#)

[Noise complaints](#)

[Section 17 – Sanitation](#)

[Section 18 - Campsites](#)

[Section 19 - Information and welfare](#)

[Section 20– Food, drink and water provision](#)

[Food and drink provision](#)

[Food hygiene and safety. Guidance -](#)

[Water provision](#)

[Section 21 – Safeguarding children and young people](#)

[Section 22 - Animal welfare](#)

[Section 23 – Dealing with crime and disorder](#)

[Section 24 – Unmanned aircraft \(drones\)](#)

[Section 25 – Working with the Police](#)

[Section 26 – Staff welfare](#)

[Section 27 – Coping with the weather](#)

[Section 28 – Counter terror and safety information](#)

[Section 29 – Covid-19](#)

Section 1 - Planning, event management and risk assessments

Event location

Church Street, Holbeach. PE12 7LL

Event description, activities, programme and timings

Christmas Fayre. Stalls. There will be food served, soft drink and hot drinks and a bar. Music by way of recorded music and live session. Street entertainment

Audience and attendance

Families and adults and we expect approximately 2000 people

Access, circulation and egress arrangements

Access and egress will be via Market Hill, Back Lane, Hall Gate and Station Road

Event Infrastructure and contractors

N/A

Roles, responsibilities, command structure, contact details and competency

Event organiser Jan Hearsey (Clerk/RFO) 07368 532769. Completed Event Awareness Course. Traffic management for community events ID no: 1038982

Marshalls

Security arrangements, marshals or stewards

- Marshals will be Councillors and Council volunteers totalling 15

Event licensing and insurance

1. Public Liability Insurance:

Provider: Hiscox Insurance Company

Expiry Date: 24/01/2027

2. Employers Liability Insurance:

Provider: Hiscox Insurance Company

Expiry Date: 24/01/2027

External consultation and communication

Safety awareness Group

Event risk assessments



Clerks: Chambers, 11 West End
Holbeach, PE12 7SU
01406 426739
clerk@holbeachparishcouncil.gov.uk
holbeach.parish@btconnect.com
@HolbeachParishCouncil

Event Risk Assessment					
Event Name: Holbeach Parish Council- Christmas Fayre		Date: 29th November 2026	Venue: All Saints Church & Church Street, Holbeach		
(1) Activity / Area of Concern	(2) Hazard Identified ie: what can cause harm?	(3) Persons at Risk ie: who could be harmed by the hazard?	(4) Current Risk Rating (high, medium or low)	(5) Actions to be Taken to Minimise each Risk ie: what action can you take to lower the level of risk	(6) New Risk Rating (high, medium or low)
Public Entrance Exit	Risk of injury at public entrance / exit	Members of the public	Medium	Public open space so easy access for disabled people. Area supervised by identifiable marshals carrying mobile phones & waiver to ensure insurance from Control. First Aiders on site. Catering outlets must be located away from entry or exit points Number of marshals for the event is 15	Low
Emergency evacuation procedures	Fire; Terrorist attack; Storm	Members of the public	High	Procedures in place for emergency situations - to include methods of egress, designated assembly points, marshals, PA system (essential for large events), and how the emergency services are contacted and by whom in the event of an emergency.	Medium
First Aid	Minor injuries - insect bites, cold, general accidents	Members of the public	Medium	Provide adequate First Aid cover. Provided by St John Ambulance	Low
Care of children	Lost children	Members of the public - children	High	Clearly identified "lost children" point. Identifiable safeguarding trained marshals. PA system in place (essential for large events)	Medium

Toilet provision	Not enough toilets	Members of the public	Medium	Ensure enough toilets present for numbers	Low
Risk of fire	Burn or smoke injuries	Members of the public especially people with disabilities and children / staff event participants / contractors	Medium	Ensure roads/emergency exits are kept clear at all times PA system available to broadcast any evacuation instructions. Fire from electrical outlets, all equipment is PAT tested. Fire evacuation plan	Low
Very wet weather on the day	Public: falls & trips slippery surfaces	Members of the public	Medium	Event organisers to monitor weather forecast and cancel the event if it is deemed to be too wet. Announcement will be made on social media and via signage	Low
Strong winds	Falling trees or debris; inappropriate lifting/moving items; other flying or rolling objects	Members of the public / children / competitors / staff	High	Organise together with their appointed person for Health & Safety to monitor weather forecasts and actual weather for the event - if strong winds or storms are likely to occur though then event must be cancelled by the event organiser due the risks involved When planning the event, situate elements of the event so far away as practicable from trees wherever possible	Low
Litter	Litter or other debris generated by event	(Complaints from) Members of the public Parks Division staff	Medium	Litter pick is pre-arranged and undertaken by event organiser/volunteers immediately after the event Remove bags of collected litter from site	Low
Use of contractors/ operators to provide any service as part of the event (eg street entertainment)	Various	Various	Medium	All operators to provide risk assessments and insurance, and are checked through to ensure they are adequate.	Low

Crowd management (marshals)	Pitch points, Over-crowding, Potential conflict (e.g. entry to event)	Members of the public – senior citizens / children / disabled people	High	PA system in place. Appropriate number of identifiable marshals on site, with mobile system. Marshals to be fully briefed prior to event.	Medium
Public (PA) System	Cables catch fire or electrocute	Members of the public / staff	Medium	Portable re-chargeable. Providers PAT testing	Low
	Trip over cables	Members of the public / staff	Medium		Low
Catering – food/drink	Food poisoning	Members of the public	Medium	Organiser to ensure caterers are registered with their local authority or Food Hygiene Certificate etc. Food handlers must have access to hot water and soap, or if this is not possible then anti-bacterial wipes must be provided and used. Catering outlets must be located away from entry or exit points Clearly display interventions or possible contamination by interventions eg "This product contains nut oil" etc	Low
	Allergic reaction	Members of the public – especially children	Medium	Fire extinguishers mandatory in all catering units.	Low
	Fire	Staff / members of the public	Medium	Risk assessments and insurance provided	Low
Stalls (tombola, hot-a-leads, books, toys, etc)	Collapsing tables	Members of the public / stall holders	Medium	Ensure tables are sturdy; prevent overloading	Low
	Unsuitable goods	Members of the public	Medium	Ensure no electrical equipment or non-British Standard toys, unsuitable material for children, painted films or music, etc.	Low
Marquee / gazebo	Only ropes/stakes trip hazard	Members of the public / staff	Medium	Check prior to event opening all ropes secure, regularly re-check. Only competent trained persons to erect marquee/gazebo. Access to any electricity supply if required must be connected by qualified electrician	Low

Music	Noise pollution	Local residents / Event attendees / Staff on site	Medium	Ensure full compliance with all Noise/Music conditions (CDC). Any noise complaints to be forwarded to the Clerk	Low
Alpacas	Small, spitting	Event attendees, staff & volunteers	Low	Hold in a pen. All certificates checked. Risk assessment and insurance provided.	

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

Name of person completing Risk Assessment (printed): Jim Heassey

Organisation: Holbeach Parish Council Position: Clerk

Signature: Date: 07-10-26

Section 2 - Venue and site design

Consider venue and site suitability including but not limited to:

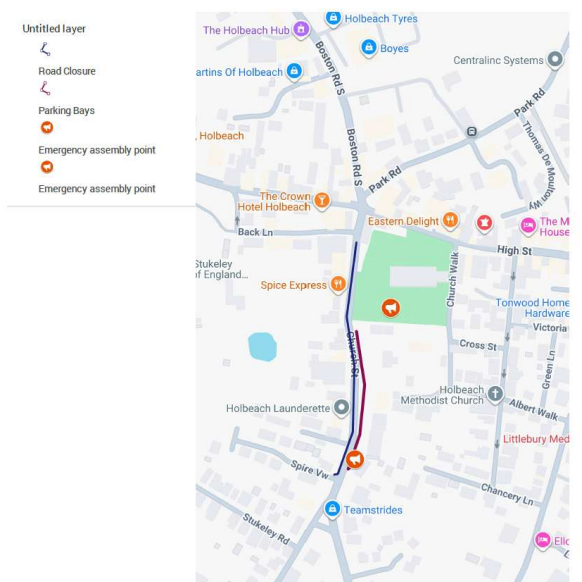
Guidance -

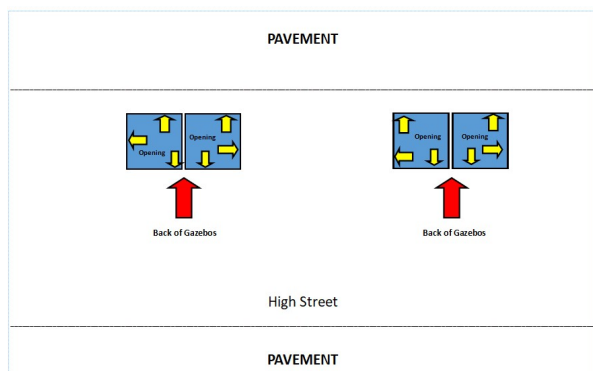
- Carry out a site-suitability assessment early in the planning process
- In that assessment, include the nature of the event, audience numbers and the infrastructure required
- Design the site layout to minimise risk, for example to segregate pedestrians and vehicles
- Prepare a site and area location plan
- Establish emergency routes
- Liaise with key stakeholders, such as landowners, the local authority, local emergency services, neighbouring businesses and local residents

Guidance - Also consider:

- duration and time of year that the event will take place
- the proposed event activities and whether they are indoors or outdoors
- the audience type/profile for these activities
- whether the audience will be standing, seated or a mixture of both
- the proposed audience capacity
- the circulation of the audience within the site
- access onto and around the site
- the structures and facilities that will be required
- workforce to support the event and breakdown
- emergency plans for these aspects of the event

Road closure Christmas Fayre 28-11-2026





Stall layout plan

Section 3 - Contingency and emergency planning

Emergency arrangements

The Events & PR Committee along with the Clerk will monitor the weather conditions leading up to the Event, if deemed necessary the event will be cancelled and notices will be put out on social media. There will be a PA system to enable public announcements.

Evacuation and emergency planning considerations for major incidents

Ongoing liaison with emergency services and other authorities and interested parties

The rendezvous point for emergency services will be at the junction of Market Hill. All event organisers will have walkie talkies and mobile phones. Emergency services will be summoned via mobile phones. Emergency evacuation will be as per the plan

Emergency procedures

All marshals will receive briefing notes and we produce a YouTube video to explain road closure procedure and anti terror training

Emergency assembly points will be at the rear of All Saints Church and Opposite Spire View

Section 4 - Medical

Resources

St John Ambulance on site

First aid and medical provisions

- A gazebo will be on Church Street with signage indicating First Aid services

Patient related information and records

- St John Ambulance

Arrangements for interface with emergency services

By mobile telephone

Arrangements for stand down of first aid and medical services

Verbally by Event organiser

Section 5 - Communications

Communication arrangements

Guidance - These details may be included as an appendix to this document.

During build up and breakdown communication will be via walkie talkie and mobile phone.

This will be the same during the Event.

PA system to communicate with the public.

Emergency communications via mobile telephone and in person.

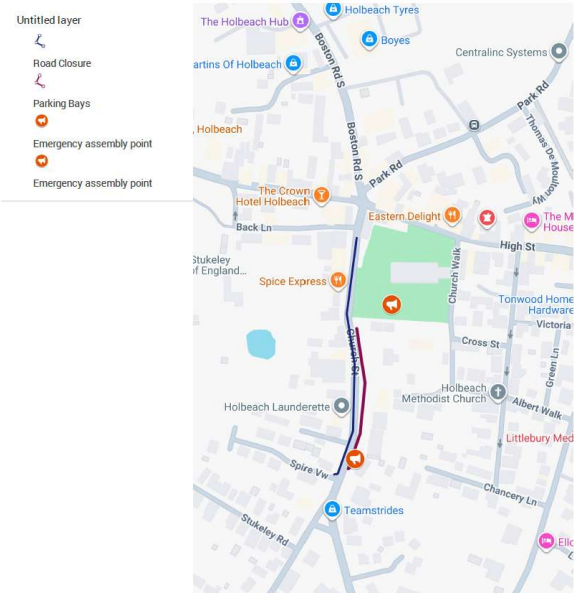
Section 6 - Transport and traffic management

LCC road closure ref: **RAE001122**

Traffic management plans and arrangements

The majority of people will arrive at the event on foot. Parking will be in Boston Road carpark

Road closure Christmas Fayre 28-11-2026



Section 7 – Working at heights

- N/A

Section 8 - Temporary demountable structures

N/A

Section 9 – Fire safety

Fire risk assessment

Guidance - These documents may be included as an appendix to this plan.

Guidance - Fire risk assessment for the event to cover:

- Sources of ignition
- Combustible materials
- Fire prevention arrangements
- Catering stall and entertainment fire risks

Fire Management Plan for Holbeach Christmas Fayre – Church Street
Event Details:

- Event Name: Holbeach Christmas Fayre

- Date & Time: Saturday 28th November from 13:00 – 18:00
- Location: Church Street, PE12 7LL
- Organiser: Holbeach Parish Council – Jan Hearsey
- Expected Attendance: 2000

1. 🕒 Risk Assessment

Potential Fire Hazards:

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

Risk Rating:

Hazard				
Caterers	Medium	High	Fire blankets, extinguishers, trained staff	
Electrical Equipment	Low	High	PAT testing, secure cabling, no overloading	

2. 🧯 Fire Safety Equipment

- Fire extinguishers (water, foam, CO₂) at key location (Assembly Point)
- Fire blankets at cooking stations – Caterers have fire blankets and extinguishers.
- Clearly marked fire points
- First aid kits and trained personnel – St John Ambulance

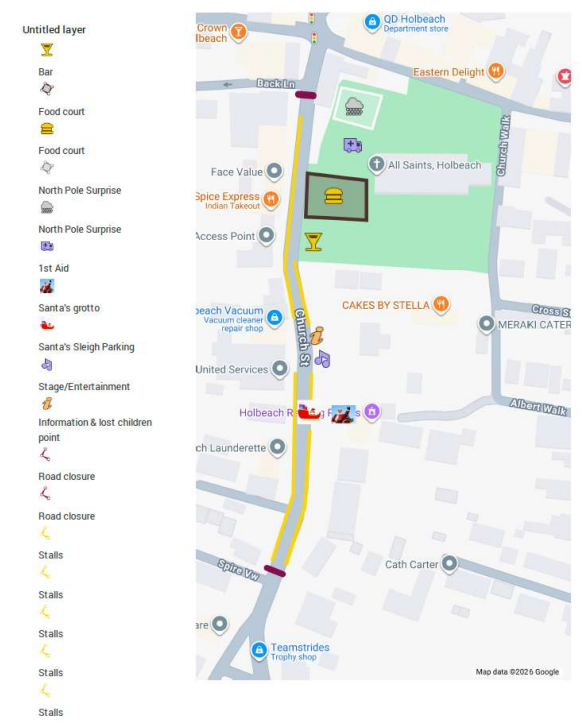
3. 👤 Roles & Responsibilities

Role	Name/Team	Responsibility
Event Fire Officer	Jan Hearsey	Oversee fire safety, liaise with fire services
Marshals	Cllr Tim Wiltshire, Cllr Adrian Haslett plus marshals	Monitor zones, assist evacuation
Stallholders		Maintain fire safety at their stations
Security	South Lincs Security	Crowd control, emergency response

4. 🗺️ Evacuation Plan

Evacuation Routes:

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



Communication:

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

5. 📋 Training & Briefing

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

6. 📞 Emergency Contacts

Fire & Rescue	999
Event Control	Jan Hearsey (Mobile 07368 532769 & Radio)
First Aid Lead	St John Ambulance

7. ✅ Pre-Event Checklist

- [] Fire points installed and marked
- [] Equipment tested and certified

- [] Staff briefed and trained
- [] Evacuation routes clear and signed
- [] Emergency contacts confirmed
- [] Risk assessment reviewed and signed off

Fire precautions and site rules

No open fires

Methods of raising the alarm in the event of fire

Contact via 999

Firefighting arrangements

Catering stalls have fire fighting equipment

Section 10 – Electrical and lighting

Management of installations

Guidance - Details to be included on the site plan or a separate plan as an appendix if appropriate:

- Provision
- Location
- Installation
- Cabling and cable routes
- Existing underground cables and utilities

Guidance - Consider car park, toilets, information points, access and egress routes, emergency routes, performance lighting, first aid and medical points

Guidance - Provide details of:

- Access arrangements
- Refuelling
- Contractor competency
- Fault and breakdown
- Back up and contingency
- Test and inspection
- Pre use checks

Portable equipment

Guidance - Include details of rules and arrangements including

- PAT testing
- Inspections
- Limitations

All stall holders, entertainers and catering outlets to provide proof of PAT testing

Section 11 – Barriers and fencing

Guidance - Include details of:

- The barrier system or fencing (this is vital to ensure crowd safety)
- Who is the supplier? They will be able to provide all the necessary drawings, plans and risk assessment. They will be able to build it in the correct way to ensure it does not pose any risks to the general public.

Roads will closed using heavy duty plastic barriers, cones plus LCC Highways issued signage.

Section 12 - Crowd management

Crowd monitoring arrangements

Guidance - Describe how crowd numbers will be monitored, measures, and managed

Marshals will monitor crowd numbers. From experience, visitors numbers are generally consistent during the event.

Crowd management arrangements

Guidance - Describe arrangements for managing crowds including excessive crowds and pinch points

Stalls will only be on both sides of the carriageway where wide enough meaning, should we need to evacuate and bring in the emergency services, we can do this without issue.

Section 13 – Special effects including fireworks and pyrotechnics

Guidance - Describe the arrangements for special effects, including fireworks and pyrotechnics if applicable to your event including taking into account the following:

- Public firework displays at events must be properly planned and managed by a competent company or person (such as someone with sufficient training and experience)
- A risk assessment must be undertaken giving consideration to the weather conditions and location and in order to choose appropriate fireworks for the display and to provide contingency planning
- The public must be kept out of the display site – often this will require suitable barriers and stewarding
- Consideration should be given to environmental issues, including noise, debris and smoke
- Adequate arrangements must be made for clearing the site after the display

Guidance - For further guidance see:

- [Working Together on Firework Displays \(eig2.org.uk\)](http://eig2.org.uk)
- [Giving your own Firework Display \(eig2.org.uk\)](http://eig2.org.uk)

N/A

Section 14– Amusements (including, fairground rides, inflatable devices and entertainment)

Guidance - Provide description and arrangements for safe management including:

- Build up and breakdown
- Owner and operator
- Competencies
- Statutory inspections and test
- Pre use/event checks
- Insurance
- Breakdown, fault and accident reporting
- Refuelling arrangements
- For inflatables and fairground information see:
 - [Bouncy castles and other play inflatables on the HSE website](#)
 - [Inflatable information on the Pipa website](#)
 - [Fairground rides information on the ADIPs website](#)

N/A

Section 15 - Waste management

General waste

Guidance - Provide details and arrangements for:

- Location of receptacles
- Number of receptacles
- Methods of collection
- Recycling
- Waste handling
- Removal of waste from site before, during and after the event
- Competency and licence of contractor
- Times of collection

Waste will be collected by marshals and will be disposed of through the correct channels

Section 16 - Noise

Noise management restrictions

Guidance - Provide details of how noise will be managed including any limitations or site rules impacting event noise

There is music. There will be as background music.

Noise monitoring and measuring

Guidance - Describe how event noise will be monitored including noise generated by build-up and break down.

As this is a main street, noise will be no more than normal.

Noise complaints

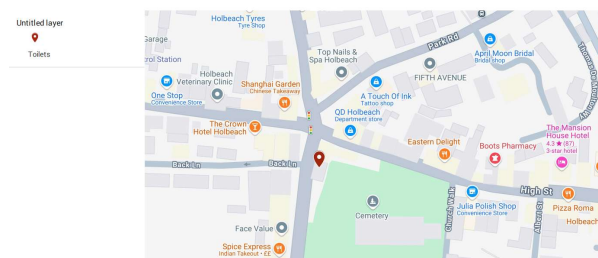
Guidance - Describe how noise complaints will be managed

Noise complaints can be made to: clerk@holbeachparishcouncil.gov.uk

Section 17 – Sanitation

Guidance - Include:

- Toilet provision (location, numbers and types)
- Wash facilities (location, numbers and types)
- Installation and maintenance
- Waste removal



Section 18 - Campsites

Guidance - Provide details of all of the event's camping including traders and artists who are camping and the arrangements for:

- Campsite design including access, egress and fire lanes
- Site rules
- Site densities
- Segregation of vehicles
- Provision of information and supervision
- Arrangements for fire (refer to section 8)
- Policies regarding LPG, open fires, barbeques
- Emergency arrangements
- Sanitation provisions
- Crime prevention
- Site services (lost and found, medical provision, waste)
- Site lighting
- Noise management (refer to section 14)

Guidance - Details of campsites and associated maps may be included as an appendix to this plan.

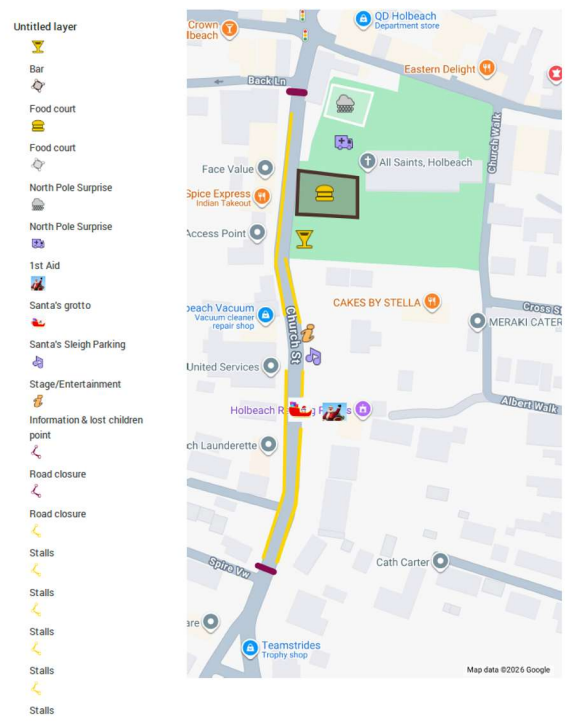
N/A

Section 19 - Information and welfare

Guidance - Consider the provision of advance event information for visitors and information before and during the event such as:

- Terms and conditions
- Site plan, entertainment and facilities
- Welfare arrangements
- Crime prevention advice
- Suggestions for suitable clothing
- Food and shelter arrangements
- Personal security
- Essential health and safety measures
- Meeting points
- Pass out details
- Rules for alcohol and drugs
- Transportation and parking arrangements
- Site rules
- Details of how changes to the event will be relayed before and during the event
- Lost children or vulnerable adults
- Lost property
- Meeting points

- Emergency arrangements
- Information points
- Support for vulnerable or disabled visitors



The Parish Council will have a gazebo adjacent to the St John ambulance. This is an information point, lost property, missing children post. Stall are set up to be away from drop kerbs etc

Section 20– Food, drink and water provision

Food and drink provision

Guidance - Provide details of:

- Traders
- Food operator risk assessments and checks
- Licensing
- Insurance

Guidance - Documents may be included as an appendix to this plan.

All caterers have to provide the Council with their insurance, risk assessment and food hygiene rating prior to the event.

Food hygiene and safety

Guidance -

- Food hygiene rating
- Inspections
- Health and safety and record keeping
- Structures and retail units
- Storage
- Food protection
- Food waste
- LPG safety arrangements including safe use, storage and locations

Water provision

Guidance - Include details of:

- Water supply
- Responsibility for checks
- Storage
- Location plan
- Prevention of contamination
- Contingency arrangements

Section 21 – Safeguarding children and young people

Guidance - Describe safeguarding arrangements for:

- Children
- Young People
- Vulnerable adults

Those who can/could come into contact with children and vulnerable adults will have safeguarding training and be DBS checked.

Section 22 - Animal welfare

Guidance - Describe the arrangements for animal welfare if applicable to your event including:

- Site rules
- Limitations and restrictions
- Emergency arrangements
- Veterinary provision
- Incident reporting

Animals have all the relevant certificates and risk assessments

Section 23 – Dealing with crime and disorder

Guidance - Include:

- Check if the acts being booked have a record for attracting particular crimes or behaviour
- Make sure attendees know where to buy tickets and what they can and cannot do on site
- Know who is working on site and check they are legitimate
- Details of how you will record details of incidents

Vigorous checks are carried out prior to the event. Should an incident occur during the event the emergency services will be summoned.

Section 24 – Unmanned aircraft (drones)

Guidance -

- Be aware of the potential risks from drones at your event
- Establish a drone policy and statement
- Make sure that event and security staff are fully aware of their roles and what they can and cannot do
- It is a criminal offence to interfere with a pilot who is in control of a drone in flight

[Further guidance on drones is available on the CAA website](#)

N/A

Section 25 – Working with the Police

Guidance - Include:

- Event organisers should be clear that they are responsible for public safety
- It is up to organisers to decide whether police should be involved in their event
- Where organisers decide to employ the police, they should establish a written contract stating the manpower, hours and duties of the officers involved.

Section 26 – Staff welfare

Guidance - Describe arrangement for the management of paid staff (event personnel, security, stewards or marshals), volunteers or contractors

Guidance - Include:

- Competencies (training and qualifications)
- Roles and responsibilities
- Welfare provision
- Logistics
- Working patterns
- Communication arrangements
- PPE
- Facilities (power, office accommodation, toilets, refreshments, camping etc)
- Transport and parking

All staff and marshals will receive the event training specific to this event. This is done by way of a YouTube video and delivered in person.

Each volunteer will have to be:

- signed up to our Volunteer Policy.
- Wear Hi-Viz supplied by the Council
- Be aware of the site layout and logistics
- Be provided with refreshments

Section 27 – Coping with the weather

Guidance – Include:

- Consider potential weather hazards and in your risk assessment
 - Historical data can help identify potential risks
 - Be aware of any severe weather warnings and take appropriate action to protect both those working on site and attending the event
 - Be aware of the risks from excess sun or cold weather exposure, particularly for those working on site
 - Make sure that structures are suitably rated and properly secured for high winds
 - Be aware of the risks from lightening and consider the action that may be needed if it occurs
-
- The weather will be monitored in the week leading up to the event
 - Special attention will be paid to the wind speed and direction
 - Heavy rainfall could impact on the event
 - Event organiser will be responsible for cancelling the event if the weather conditions appear to be of danger.

Section 28 – Counter terror and safety information

Guidance – The Lincolnshire Event Safety Partnership has also produced a counter terror guidance for event organisers. You may want to include some of the information in your event management plan.

[Counter Terror Guidance for Events - Lincolnshire Resilience Forum](#)

The above guidance will be issued to all marshals

Section 29 – Covid-19

Guidance - note: The information contained in this chapter sets out good practice that should be considered by event organisers. However, it is industry guidance and does not necessarily cover everything that organisers need to consider for a particular event.

Guidance - It should be noted that a pandemic situation can evolve quickly, and regulations may change equally fast. Due to regional variations, local requirements may vary from those nationally.

Guidance -

- A Covid-19 health risk assessment should be undertaken
- Regular cleaning and disinfection are important
- Good ventilation is a key factor in preventing infection
- Avoid crowding and pinch points
- Consider on site illness

Guidance - You should provide information on the above points

5. To resolve to agree the Committees Terms of Reference

Events & PR Committee Terms of Reference

Purpose of the Events & PR Committee:

The Committee is appointed by Full Council to deal with all Council run events & PR matters, subject to budget, expenditure and contractual limits decided by the full Council, and reporting back to full Council as required.

Membership:

- Membership of the committee shall consist of between three to five elected members of Holbeach Parish Council who will be appointed annually at the Annual Council Meeting as voting members. **There can also be a maximum of three members of the public who can be appointed to the Committee but have no voting rights.**
- If a councillor resigns from the Committee/Council during the year a new councillor will be appointed at the next appropriate Full Council meeting.
- The committee shall be subject to a quorum of three members.

Co-option / Deputation

- The committee shall have no powers of co-option or deputation.

Chair:

- The chair of the committee will be elected by the members of the committee at either the Annual Parish Council meeting or its first meeting of the committee.
- It is advised that one member of the council should not be chair of more than one committee, in order to encourage wider participation.
- In the case of an equal vote, the Chair of the committee shall have a second or casting vote.

Meetings:

- The Committee shall have a set calendar and shall be convened monthly. The calendar of meetings shall be confirmed at the first committee meeting following the Annual Parish Council meeting.
- Additional meetings of the Events & PR Committee can be called as and when necessary by the Chair of the committee, the Clerk as directed or by two members of the committee by written request to the Chair at any time.
- Meetings will be minuted by the Clerk or Deputy Clerk.
- If a committee is unable to meet due being inquorate and executes its delegated powers, business to be transacted on the agenda, can be placed on the agenda on the next Full Council Meeting.

Delegation of Powers:

The Events & PR Committee has the delegated authority from Holbeach Parish Council:

- To be responsible for the management of the Council's Events & PR and have the ability to prioritise and manage workloads of employees in relation to these areas.

Events:

- To consider and organise and manage events for the community which will be facilitated, organised and run by the Parish Council on an annual basis for the benefit of all aspects / areas of community residents, paying particular attention to the council's vision.
- To organise and manage the annual Royal British Legion Remembrance Parade
- To authorise expenditure within their delegated budgets for items under £5,000 excluding VAT. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council except in an emergency.
- Where a budget is set by the Parish Council it shall be maintained in accordance with the adopted financial regulations. Any additional funds required by the Finance and Admin Committee to discharge its obligations shall be sought by application to Full Council prior to any commitment or implied commitment to spending.
- In accordance with Financial Regulation 16.4 no tangible moveable property shall be purchased or otherwise acquired where the estimated value of any one item exceeds £1,000, except by authorisation from Full Council.

Other Roles & Responsibilities:

Events:

- To engage with community organisations in the running and organisation of events;
- To promote community events in Council publications / on website;
- To be innovative with events and put together an events programme.
- To regularly report back to the Parish Council on progress, issues arising and outcomes from Community Projects.

Public Relations (PR):

- To oversee and manage the content for the Council's Social Media, website and other PR channels, ensuring all media is used for the dissemination of factual and public information only and complies with the Council's policies.
- To delegate the uploading of information to the website to the Clerk or Deputy Clerk of the Council.
- To receive and review official press release of the Council prior to publication and ensure any contact with the press is through the Clerk or Deputy Clerk.

Policies & Documents

- To monitor and review all policies and procedures relating to events and public relations and recommend any changes to Full Council.

Budgets

- To consider Event and PR Committee budget requirements (in conjunction with the RFO) and recommend a draft budget the budget to the Finance and Admin Committee

Closed Session

Parts of the meetings of this Committee will be confidential to the members of the Events & PR Committee, Clerk or Deputy Clerk with the press and the public excluded.

26/7-119 Policies

1. To resolve to agree the Volunteer Policy

PARISH COUNCIL VOLUNTEERS POLICY

1. Purpose

This policy sets out how the Parish Council engages, manages and supports volunteers, ensuring activities are lawful, safe, and properly governed.

2. Definition of a Volunteer

A volunteer is an individual who freely gives their time to support the Council without payment other than reimbursement of approved expenses.

2A. Exclusions

*This policy does not apply to: - Elected Parish Councillors - Co-opted Councillors - Paid employees of the Council
Where these individuals are undertaking their official duties or roles on behalf of the Council, they are covered by*

separate governance, employment, or statutory provisions and not by this Volunteers Policy. A volunteer is an individual who freely gives their time to support the Council without payment other than reimbursement of approved expenses.

3. Volunteer Registration

All volunteers must be formally registered with the Parish Council before undertaking any activities.

The registration process will: - Record the volunteer's name and contact details - Specify the nature of the voluntary activities to be undertaken - Confirm agreement to comply with Council policies

No individual may act on behalf of the Council unless registered.

4. Roles and Responsibilities

Council Responsibilities

The Council will: - Provide a safe working environment - Ensure appropriate insurance cover is in place and checked for each activity - Undertake risk assessments - Provide training and supervision where required - Reimburse approved expenses

Volunteer Responsibilities

Volunteers must: - Follow Council policies and instructions - Take reasonable care for health and safety - Only undertake agreed activities - Report hazards or concerns

5. Insurance and Indemnity

The Council will maintain appropriate insurance cover for volunteer activities.

Prior to any activity: - Insurance will be checked to ensure it covers the specific activity and associated risks

Volunteers are indemnified only where they: - Are registered with the Council - Act within their agreed role - Follow Council procedures

Insurance arrangements for elected Councillors, co-opted Councillors, and paid employees are managed separately under the Council's insurance policies and confirmed with the Council's insurers as part of standard cover. The Council will maintain appropriate insurance cover for volunteer activities.

Prior to any activity: - Insurance will be checked to ensure it covers the specific activity and associated risks

Volunteers are indemnified only where they: - Are registered with the Council - Act within their agreed role - Follow Council procedures

6. Health and Safety

The Council will: - Carry out suitable and sufficient risk assessments - Implement control measures - Provide necessary equipment

Volunteers must not undertake tasks outside their competence or authorisation.

7. Risk Assessments

- Required for all volunteer activities
- Must be completed before work begins
- Must be communicated to volunteers

8. Safeguarding and DBS

DBS checks will only be carried out where the role involves regulated activity.

The Council will: - Assess whether a DBS check is legally required - Ensure safeguarding measures are proportionate

9. Expenses

Volunteers may claim reasonable out-of-pocket expenses with prior approval and receipts.

10. Training and Support

The Council will provide induction, relevant training, and supervision.

11. Equality

The Council will treat all volunteers fairly and without discrimination.

12. Data Protection

*Volunteer data will be processed in accordance with data protection legislation.
Volunteers must also respect confidentiality and data protection requirements.*

13. Conduct

Volunteers must act responsibly and represent the Council appropriately.

14. Ending Arrangements

Either party may end the volunteering arrangement at any time.

15. Review

This policy will be reviewed annually.

Adopted by: Holbeach Parish Council

Date:

Review Date:

VOLUNTEER REGISTRATION FORM

Name:

Address:

Postcode:

Telephone:

Email:

Emergency Contact Name & Number:

Description of Voluntary Activities to be Undertaken:

Relevant Skills/Experience:

Medical Conditions or Accessibility Requirements (optional):

Do you require a DBS check for this role? YES / NO (to be completed by Council)

Declaration

I confirm that: - I wish to act as a volunteer for the Parish Council - I understand this is not a contract of employment - I agree to follow Council policies and procedures

Signature:

Date:

VOLUNTEER PRIVACY NOTICE

1. Purpose

This notice explains how the Parish Council uses personal data relating to volunteers.

2. Information Collected

The Council may collect: - Contact details - Emergency contact information - Relevant experience or skills - Information required for safeguarding checks where applicable

3. Lawful Basis

Data is processed for: - Administration of volunteer activities - Health and safety management - Compliance with legal obligations

4. How Data is Used

Data will be used to: - Manage volunteer activities - Communicate with volunteers - Ensure safety and suitability

5. Data Sharing

Data will not be shared with third parties unless required by law or safeguarding obligations.

6. Data Storage and Retention

Data will be stored securely and retained only as long as necessary.

7. Your Rights

Volunteers have the right to: - Access their data - Request correction - Request deletion where appropriate

8. Contact

For data protection queries, contact the Parish Clerk, clerk@holbeachparishcouncil.gov.uk

2. To resolve to agree the Memorial Application Form

Holbeach Parish Council

Application to erect/carry out work on a memorial.
Park Road Cemetery & Hall Gate Cemetery

This application is to be completed and signed by the Owner of the Grant of Exclusive Right of Burial and the Memorial Mason for every kind of work proposed to be carried out in relation with a memorial at the cemetery.
Please note this form constitutes an application only, no works may be undertaken until written permission is granted by Holbeach Parish Council.

Section One: To be completed and signed by the registered owner.

Name(s) of Deceased			
Memorial Type	Grave Headstone ☐	Cremation Tablet ☐	Additional Inscription ☐
Plot Location	Cemetery:	Plot Number:	
Date of Burial			
Full Name of Applicant			
Address			
Daytime Telephone			
Email			
Status of Applicant	Registered Owner ☐	Executor ☐	Other ☐ (please specify -please provide proof of ownership ie Will etc)
Memorial Mason Name & address			
- I hereby request the above-named Memorial Mason be permitted to carry out the work as detailed overleaf. - I understand that I am responsible for the costs of erecting and maintaining the memorial. - I understand that the memorial remains my property and as the registered owner, I am responsible for keeping the memorial in good repair. - I agree to allow Holbeach Parish Council to undertake any necessary testing of the memorial to ensure its safety. - If the memorial is found to be in an unsafe condition, I accept that the memorial may be laid flat, or removed, and that I will be responsible for the cost of removal and renovation/repair cost, if I choose to have the memorial reinstated. - I will notify the Parish Clerk in writing of any change of address to enable the Clerk to inform me about any issues affecting the grave or memorial.			
Signed			
Date			

Holbeach Parish Council
Memorial Application Form: 12th October
2020 version.5

Section Two: To be completed by the Memorial Mason carrying out workDescription of work: *please tick box as appropriate and provide details on separate sheet as necessary.*

- ☐ Erection of Grave Headstone (see appendix 1)
- ☐ Placing of Cremation Stone (see appendix 2)
- ☐ Additional Inscription
- ☐ Repair Work
- ☐ Wooden Cross
- ☐ Other

Description of Work:
Type and colour of stone and details of fittings:
Description of any decorative features:
Memorial Dimensions:
Inscription wording:
Day, date & time of work:

- ☐ Sketch/photograph of the proposed memorial attached.
- I confirm that:
- The memorial will be made and erected to the National Association of Memorial Mason (NAMM) or British Register of Accredited Memorial Masons (BRAMM) standards. Including, in the case of a grave headstone, a ground anchor.
 - A Certificate of Conformity to BS8415 will be issued to the grave owner and to the Parish Clerk following installation.
 - We will pay for any damage caused by us to Council property or to surrounding memorials.
 - We have appropriate public liability insurance in place (copy of certificate to be provided).
 - We will remove all unused materials / rubbish from site and will leave the area neat and tidy.
 - We agree not to carry out any work on site while a funeral is in progress.
 - The applicant has seen and approved the specifications as detailed.
 - We have explained to the owner of the Grant of Exclusive Right of Burial that the memorial remains their property and that they are responsible for keeping it in good and safe condition.
 - We have advised the owner to consider insuring the memorial against accidental damage and vandalism.

Signed:	
Full Name of Signatory	
Position:	
Date:	
Name & Address of Company:	

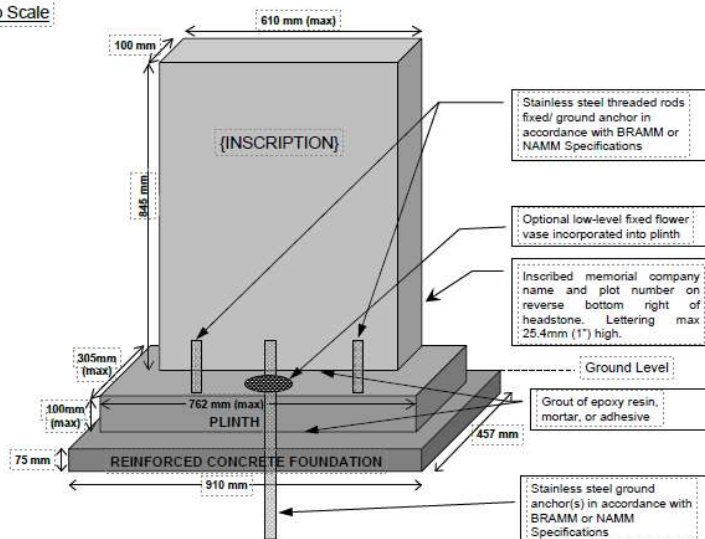
Please complete and return to: The Parish Clerk, Holbeach Parish Council, Coubro Chambers, 11 West End
Holbeach, PE12 7LW. Tel: 01406 426739 Email: clerk@holbeachparishcouncil.gov.uk

Holbeach Parish Council
Memorial Application Form: 12th October
2026 version.5

Appendix 1: Grave Headstone Fixing Details

For full memorial specifications see Holbeach Parish Council Cemetery Policy. If there is a discrepancy between documents, then in all instances, the Holbeach Cemetery policy will apply

Not to Scale



Please note any changes: (use additional sheet if required)

The fixing time shall be during working hours only, unless otherwise requested. Fixing outside of working hours will be by prior arrangement only.

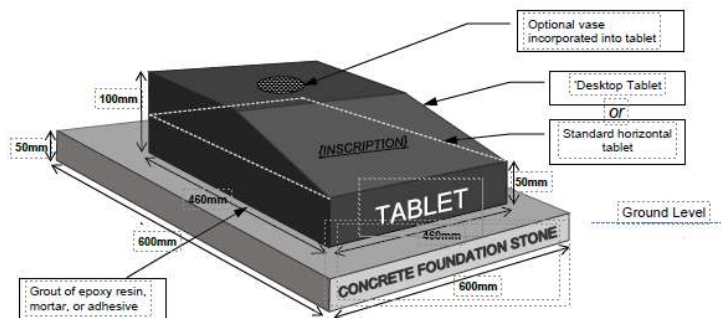
To ensure that works do not interfere with a funeral service, it is important that the given date and times of work are adhered to. 24 hours' notice must be given prior to any change.

Holbeach Parish Council
Memorial Application Form: 12th October 2026 version 5

Appendix 2: Cremation Stone Fixing Details

For full memorial specifications see Sutton Bridge Garden of Rest Rules and Regulations. If there is a discrepancy between documents, then in all instances, the Sutton Bridge Garden of Rest Rules and Regulations shall apply.

Not to Scale



Please note whether desktop or standard tablet with details/changes: (use additional sheet if required)

The fixing time shall be during working hours only, unless otherwise requested. Fixing outside of working hours will be by prior arrangement only.

To ensure that works do not interfere with a funeral service, it is important that the given date and times of work are adhered to. 24 hours' notice must be given prior to any change.

Holbeach Parish Council
Memorial Application Form: 12th October 2026 version.5

3. To resolve to agree the Internment pack

September 2026

Bereavement Pack



Guideline for Bereavement Pack: Internment Service Processing

Step-by-Step Process

Contact Holbeach Parish Council to inform them of the burial either by telephone 01406 426739 or email clerk@holbeachparishcouncil.gov.uk & deputyclerk@holbeachparishcouncil.gov.uk

Submit the required documentation by email to clerk@holbeachparishcouncil.gov.uk & deputyclerk@holbeachparishcouncil.gov.uk before burial date.

Burial confirmation and invoice will be sent by Holbeach Parish Council within 4 working days (Monday to Friday from 9am to 4pm)

Holbeach Parish Council
Offer their
Condolences on your loss

Information required

- Name of deceased
- Residential address of deceased
- Place of death
- Date of birth
- Date of death
- Burial or cremated remains
- Occupation
- Cemetery – Park Road or Hallgate
- Pre-purchased grave – Yes/No
- Name of next of kin
- Proof of next of kin (Will etc)
- Residential address of next of kin
- Next of kin telephone Number
- Next of kin email address
- Funeral director details
- Date & time of interment
- Type of coffin or casket

Documentation required before funeral

- Copy of Will or Statutory Declaration
- Green form/ Cremation Certificate
- Signed Holbeach Parish Council Cemetery Policy
- Proof of Identification from Next of Kin e.g., Passport, Driving Licence or Utility Bill.

4. To resolve to agree the Accessibility statement

Accessibility statement for <https://holbeach.parish.lincolnshire.gov.uk/>

This accessibility statement applies to Accessibility statement for <https://holbeach.parish.lincolnshire.gov.uk/>. It does not apply to any other website.

This website is run by Holbeach Parish Council. We want as many people as possible to be able to use this website. For example, that means you should be able to:

- *change colours, contrast levels and fonts*
- *zoom in up to 300% without the text spilling off the screen*
- *navigate most of the website using just a keyboard*
- *navigate most of the website using speech recognition software*
- *listen to most of the website using a screen reader (including the most recent versions of JAWS, NVDA and VoiceOver)*

We've also made the website text as simple as possible to understand.

AbilityNet (<https://www.abilitynet.org.uk/>) has advice on making your device easier to use if you have a disability.

How accessible this website is

We know some parts of this website are not fully accessible:

- *the text will not reflow in a single column when you change the size of the browser window*
- *you cannot modify the line height or spacing of text*
- *most older PDF documents are not fully accessible to screen reader software*
- *live video streams do not have captions*
- *some of our online forms are difficult to navigate using just a keyboard*
- *you cannot skip to the main content when using a screen reader*

Feedback and contact information

If you need information on this website in a different format like accessible PDF, large print, easy read, audio recording or braille, please send an e-mail to: clerk@holbeachparishcouncil.gov.uk

We'll consider your request and get back to you in 7 days.

Reporting accessibility problems with this website

We're always looking to improve the accessibility of this website. If you find any problems not listed on this page or think we're not meeting accessibility requirements, please contact the Parish Council Clerk at clerk@holbeachparishcouncil.gov.uk.

Enforcement procedure

The Equality and Human Rights Commission (EHRC) is responsible for enforcing the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 (the 'accessibility regulations'). If you're not happy with how we respond to your complaint, contact the Equality Advisory and Support Service (EASS) .

Technical information about this website's accessibility

Holbeach Parish Council is committed to making its website accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018.

Compliance status

This website is partially compliant with the Web Content Accessibility Guidelines version 2.1 AA standard.

Preparation of this accessibility statement

This statement was prepared on 30-09-2026 and was last reviewed on 12th October 2026

This website was last tested on 30th September 2026. The test was carried out by Holbeach Parish Council

5. To resolve to agree the GDPR security compliance

GDPR Security Compliance Checklist

All councillors should complete the security checklist below to show compliance. Records should be retained whilst they remain in office.

	Yes/No
<i>Computer is password protected</i>	
<i>Email is password protected</i>	
<i>Mobile devices are password protected</i>	
<i>Flash drives are password protected</i>	
<i>External hard drives are password protected</i>	
<i>Cloud access is password protected</i>	
<i>Hard copy files are held securely</i>	
<i>Anti-virus software is up to date</i>	
<i>No one outside the council has access to your council information</i>	

Date compliance will be achieved if you have answered "No" to any of the above:

Date: _____

Councillor name: _____

Councillor signature: _____

Date: _____

<i>Version number</i>	<i>Purpose/change</i>	<i>Author</i>	<i>Date</i>
<i>1</i>	<i>Initial draft</i>	<i>J Hearsey</i>	<i>30-09-2026</i>

26/7-120 Council Business

1. To consider and discuss Council governance and ways of working, taking into account current councillor numbers, recent project delivery, and community feedback, with the aim of supporting more effective outcomes for the parish, and to consider the following:

- Committee structure and effectiveness – whether the current arrangements are the most suitable given councillor numbers; how effectively committees are operating; and whether more matters could be brought to Full Council or alternative approaches considered (wider working groups)
- Longer-term planning – placing greater focus on forward planning alongside day-to-day activity, including a review of current and potential future Council assets and their value to the community (and opportunities to enhance that value or income), and the development of a 3-year plan and budget covering key priorities and emerging needs
- Meeting structures and approach to decision-making – how meetings can better support open discussion and the development of ideas in public (not just formal decisions) and whether dedicated or additional meetings may be helpful for more significant or complex topics

26/7-121 Meeting

1. The date of the next meeting is Monday 9th November 2026 at 18:30 at the Methodist Hall, Church Walk, Holbeach

26/7-122 Closed Session

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.