



Coubro Chambers
11 West End
HOLBEACH
Spalding
Lincs.
PE12 7LW
Tel: 01406 426739
e-mail: holbeachpc@btconnect.com
Clerk: David Boyce

Dear Councillor,

I summon you to a Meeting of the above Council to be held online (log on details to follow) on Tuesday the 30th of June 2020 at 19:00. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

A G E N D A

- 1. Appointment of Chairman**
- 2. Appointment of Vice Chairman**
- 3. Clerks Report**
 - a) To update the Council on the current vacancies on the Hurn Ward and the Drove Ward**
 - b) To update on the new vacancy on the Town Ward**
 - c) To receive written applications for the office of Parish Councillor and to Co-opt a candidate to fill the existing vacancy**
- 4. Apologies**
- 5. Declarations of Interest**
- 6. Minutes of previous Meeting – 8th April 2019**
- 7. Financial statement and presentation of payments for approval**
 - (a) Chairman of Finance Report
 - (b) Payment List – approval for payment
 - (c) Financial Statement
 - (d) To appoint Godfrey Parkes as the internal auditor for the 2020-2021 cycle
 - (e) To receive consider and approve the Internal Auditors Report

- (f) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return)
- (g) To consider and approve the Statement of Accounts (Section 2 of the Annual Return)
- (h) To authorise the Chairman to sign the Annual Return for return to the External Auditor.

8. To discuss regards the locking up trial progress

9. To appoint a chairman of the Nature Reserve

10. To increase PR working party membership by two people.

- a) To appoint two members to the PR working party

11. To appoint the IT working party

- a) To appoint four members to the working party
- b) To agree the work and scope of the working party

12. Staffing Matters – resolve to take “In closed session”

13. Confirm date and venue of next Parish Council Meeting

- a) To be called by the Clerk and Chairman as required

14. Invite for agenda items for next Meeting