



**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 on Skype. There will be no Open Forum preceding this meeting.

Yours sincerely,

David Boyce, Clerk

## **AGENDA**

- 1. Appointment of Chairman**
- 2. Appointment of Vice Chairman**
- 3. Clerks Report**
- 4. Apologies**
- 5. Appointment of Chairman for the following working parties & committees:**
  - a. Cemeteries & Closed Churchyard and Vice.
  - b. Parks & Playing Fields and Vice.
  - c. Allotments and Vice
  - d. Properties
  - e. Planning and Vice
  - f. Holbeach Bank Playing Field
  - g. Finance and Vice
  - h. Nature Reserve
  - i. Speeding
  - j. Finance Working Party
  - k. HR & Health and Safety Working Party and Vice
- 6. Appointments to other bodies:**

- a. Holbeach United Charities (2)
- b. Holbeach Farmer Education Foundation (4)
- c. Holbeach St Marks Village Hall
- d. Flood Wardens (2)

**7. Declarations of Interest**

**8. Minutes of previous Meeting – 8<sup>th</sup> April 2019**

**9. Financial statement and presentation of payments for approval**

- (a) Chairman of Finance Report
- (b) Payment List – approval for payment
- (c) Financial Statement
- (d) To receive consider and approve the Internal Auditors Report
- (e) To consider and approve the Annual Governance Statement (Section 1 of the Annual Return)
- (f) To consider and approve the Statement of Accounts (Section 2 of the Annual Return)
- (g) To authorise the Chairman to sign the Annual Return for return to the External Auditor.

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

- (a) To deliberate and decide on if and what to offer as a follow on from an apprenticeship

**11. Any other business by leave of Chairman**

**12. Confirm date and venue of next Parish Council Meeting**

**13. Agenda items for next Meeting**