



01/04/2022

Dear Councillor,

I summon you to a meeting of the above Council to be held at The Methodist Hall, Albert Street, Holbeach on Monday 11<sup>th</sup> April 2022 at 19:00 there will be an open forum of 10 minutes before the start of the meeting.

Please note: This meeting is to be recorded. Please inform the Committee before the start of the meeting if you do not wish to be included.

If you require supporting documents, please email: clerk@holbeachpc.com

Yours sincerely,



Jan Hearsey - Clerk

### AGENDA

**2021/2 -186 Apologies for absence and reasons given.**

**2021/2-187 Clerk**

- a. Update on the vacancy for Hurn Ward (2), Drove Ward and the five vacancies for Town Ward – available for co-option
- b. Update on the election for the seat vacated by S Favell
- c. To co-opt a parishioner to the council
- d. Correspondence received

**2021/2 -188 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 respects of pecuniary or non-pecuniary interests in Agenda items

**2021/2- 189 Minutes of previous Meeting** – To resolve to approve the notes of the meeting of 1<sup>st</sup> March 2022 & 14<sup>th</sup> March 2022 as minutes.

**2021/2 -190. Police, County and District Matters**

- (a) To receive a report from the Police
- (b) To receive a report from the County Council
- (c) To receive a report from the District Council



**2021/2 -191 Open Spaces committee:**

- a. To receive the report from Chairman Cllr R Flood
- b. To resolve to agree the spend for the slide
- c. To resolve to agree for an allotment tenant at Dog Drove to erect a steel shed
- d. To resolve to agree the locations for street artists

**2021/2 -192 Planning, Properties, Emergency Planning & Speeding Committee:**

- a. To receive the report from a member of the committee
- b. To discuss and resolve to agree the request from Ashwood Homes re Holbeach Meadows
- e. To discuss and resolve to agree the 5/6 street names for Geda Construction
- f. To resolve to agree the spend of £2,025 plus vat to Hix's for the property valuations as recommended by the committee
- g. To receive an update on the phone box

**2021/2 -193. PR/IT Committee -**

- a. To receive the report by Chairman Cllr P Howden
- b. To resolve to agree that press releases are sent out to Full Council ahead of publication.

**2021/2 -194 Events Committee -**

- a. To receive the report from Chairman Cllr I Hutchinson

**2021/2 -195 Finance Committee –**

- a. To receive the report from the Chairman Cllr R Stevens
- b. To resolve to agree the Financial statements and payment list
- c. To discuss and resolve to agree the emergency procedure for agreeing payments in a situation where the council cannot meet due to events beyond their control.
- d. To resolve to agree the recommendation of the committee the Reserves for the policy for 2022/2023
- e. To resolve to agree the recommendation of the committee for the additional spend on the Jubilee garden
- f. To resolve to agree the recommendation of the committee the way forward with regard to red diesel purchases.
- g. To resolve to agree the recommendation of the committee to the cost of maintenance of the digital screen and insurance
- h. To resolve to agree the recommendation of the committee the purchase of voting cards should the election go ahead



**2021/2- 196 To resolve to agree to change the venue of some meetings to Holbeach St Marks Village Hall and Holbeach St Johns Village Hall and to agree which months**

**2021/2- 197 To resolve to agree to join the Police KIN network**

**2021/2-198 To resolve to agree which seats will be removed from which wards in the application to reduce councillor numbers**

**2021/2-199 To resolve to agree the recommendations of the committees the policy reviews:**

**Open Spaces:**

- Allotment Policy
- Cemetery Fees
- Cemetery Rules and Regulations
- Memorial Policy & Regulations
- Memorial Application Form
- Scattering of Ashes Policy
- Tree and Log Policy

**Planning, Properties, Emergency Planning & Speeding**

- Planning Response Policy

**PR/IT**

- Community Engagement & Communication Policy
- Publication Scheme
- Abusive, Persistent or Vexatious Complaints
- Public Complaints & Concerns Procedure
- Policy on Handling Freedom of Information Requests

**Finance**

- Reserves Policy
- Financial Regulations
- Financial Risk Assessment
- Procurement Policy
- Grant Awarding Policy
- Grant Application Form
- Members Expenses Policy

**HR, H & S & Data Protection**

- Employee Handbook



- Health & Safety Policy
- Volunteer Policy
- Data Breach Procedure
- Data Protection Policy
- Data Protection Policy & Privacy Notice for Staff and Councillors
- General Privacy Notice
- Subject Access Requests Procedure and Template Letter

#### **Councillors**

- Code of Conduct Complaint Form
- Councillor Co-option Policy

#### **To resolve to suspend Standing Orders to review the following policies:**

- Play Area Policy
- FIXED ASSET CAPITALISATION POLICY
- FIXED ASSETS POLICY
- Asset Disposal Procedure
- Code of Conduct review
- Play Area Policy

#### **To resolve to re-instate Standing Orders**

#### **2021/2-200 To resolve to agree the Standing Orders review**

**To resolve 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 for agenda item: 2021/2-201, 2021/2-202 & 2021/2-203**

#### **2021/2-201 To resolve to agree the unpublished policy in relation to The Crown**

#### **2021/2 -202 HR, Health and Safety and Data Protection Committee**

- a. To receive the report by Chairman Cllr S Hutchinson
- b. To suspend Standing orders to resolve to ratify staff salaries

#### **2021/2-203 To receive a report by Cllr T Wiltshire and to resolve to agree a way forward**

#### **2021/22-204. Agenda item requests.**

#### **2021/2 -205. Confirm date and venue of next Parish Council Meeting**

- (a) The next Parish Council Meeting is the annual meeting of the Parish Council on 9<sup>th</sup> May 2022 at 19:00 at the Methodist Hall, Albert Street –