



03/04/2023

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Tuesday 11th April 2023 at 19:00 at which the under mentioned business will be transacted.

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

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

AGENDA

2022/3-147 - Apologies for absence

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

2022/3-148 - 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.

2022/3-149 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 13th February 2023 and 23rd February 2023 and to authorise the Chair to sign the official minutes.

2022/3-150 - Clerk

- a) To receive a report from the Clerk
- b) To receive an update on the election
- c) To resolve to agree the delegated powers of the Clerk.
- d) To resolve to agree to hold a meet and greet and basic training session for the new Council.
- e) To resolve to agree the process for commencing the Council's four-year plan as previously agreed under minute reference 2022/3-144 (a)



2022/3-151- New policy

- a) To resolve to agree the Training and Development Policy

2022/3-152 - Finance & Admin Committee

- a) To receive the report from the Chair of the Committee
- b) To note the Bank balances as of 31st March 2023 as follows:
Account ending **4844** £3,000.00 Account ending **5394** £8,336.32
Account ending **01PC** £155,482.92
- c) To resolve to agree that Councillors who do not attend pre- arranged training, will be invoiced for any cancellation costs
- d) To resolve to agree the Ear Marked Reserves for 2023-24
- e) To resolve to ratify the payments made of £44,781.93 under delegated powers minute reference: 2022/3-195 (c)
- f) To resolve to agree to authorise the payments for March 2023 of £20,358.48 and to note the income of £4,125.22
- g) To discuss and resolve to agree an IT review.
- h) To resolve to agree the membership requirements of the Finance & Admin Committee following the election.

2022/3-153 - Open Spaces Committee – To elect interested members to the Committee

- a) To receive a report from the Chair of the Committee
- b) To resolve to agree the cost of the service of the Kubota's as recommended by the committee.
- c) To receive an update on the slide and resolve to agree the price subject to receiving the quotes
- d) To resolve to agree to apply for quotes for widening the vehicle access in Carters Park

2022/3-154 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the Chair of the Committee

2022/3-155 - Events & PR Committee – To elect interested members to the Committee

- a) To receive the report from the Chair of the committee

2022-3 -156 – Policy review

- a) To resolve to agree the review of Standing Orders
- b) To resolve to agree the review of the Code of Conduct
- c) To resolve to agree the review of the following Finance & Admin Committee policies
 - I. Asset disposal policy
 - II. Financial regulations
 - III. Financial risk assessment
 - IV. Fixed asset capitalisation policy
 - V. Fixed asset policy
 - VI. Grant application form
 - VII. Grant awarding policy



- VIII. Members expenses policy
 - IX. Procurement policy
 - X. Reserves policy
- d) To resolve to agree the review of the Open Spaces Committee policies
- i. Allotment application form
 - ii. Allotment rules & regulations
 - iii. Cemetery rules & regulations
 - iv. Memorial policy & regulations
 - v. Memorial application form
 - vi. Scattering of ashes policy
 - vii. Play equipment policy
 - viii. Tree and log policy
 - ix. Monthly play inspection form
- e) To resolve to agree the review of the PPES Committee policies
- i. Planning responses policy
- f) To resolve to agree the Events & PR policy review
- i. Community engagement & communication policy
 - ii. Volunteer policy
 - iii. Councillor co-option policy
- g) To resolve to agree the review of the HR, H & S and Data Protection Committee policies
- i. Abusive, persistent, or vexatious complaints policy
 - ii. Policy on handling Freedom of Information requests
 - iii. Public complaints & concerns procedure
 - iv. Data breach procedure
 - v. Data protection policy
 - vi. General privacy notice
 - vii. Subject access request procedure and template letter
 - viii. Employee handbook
 - ix. Health & safety policy
 - x. 48 hour opt out
 - xi. Deductions from pay agreement.
 - xii. Pool vehicle rules
- h) To resolve to agree the publication scheme

2022/3-157 – Agenda items requested by Cllr M Murfet

- a) To discuss and resolve to agree the way forward with Council and Committee communication.



- b) To discuss and resolve to agree the way forward with recommendations from the monitoring officer to be enforced.
- c) To discuss and resolve to agree a way forward with whistleblowing for staff and Councillors.
- d) To discuss and resolve to agree training of the Nolan principles and to ensure Councillors are accountable.
- e) To discuss and resolve to agree to arrange a recorded Full Council meeting with a LALC representative and District Council representative to address issues with both the Localism Act 2011 and Local Governance.
- f) To discuss and resolve to agree the way forward with HR advice from our legal advisors.
- g) To discuss and resolve to agree the way forward with the HR structure and membership.

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

2022/3-158 – PPES

- a) To resolve to agree the request from office 6, Coubro Chambers
- b) To resolve to agree the tender contractor for the Cemetery Chapel windows following the Government Tender process.

2022/3-159 - HR, Health and Safety and Data Protection Committee - To elect interested members to the committee

- a) To receive a report from the Chair of the Committee
- b) To receive an update on staff recruitment
- c) To receive an update on Carters Park