



09/05/2023

NOTICE IS HEREBY GIVEN, and Members are summoned to attend the Annual meeting of Holbeach Parish Council to be held at Methodist Hall, Albert Walk, Holbeach on Monday 15th May 2023 at 19:00 at which the under mentioned business will be transacted.

Prior to the commencement of the meeting there will be a public forum for a maximum of 25 minutes when members of the public may ask questions or make short statements to the Council.

A maximum 10 minutes will be set aside for the meeting to receive tabled reports of elected Members of Lincolnshire County Council and South Holland District Council.

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

Yours sincerely,



Jan Hearsey – Clerk

AGENDA

2023/4-001 - To elect a Chairman of the Council

2023/4-002 - To elect a Vice-Chair of the Council

2023/4-003 - Apologies for absence

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

2023/4-004 - 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.

2023/4-005 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Council held on 11th April 2023 and to authorise the Chair to sign the official minutes.

2023/4-006 - Clerk



- a) To receive a report from the Clerk
- b) To receive an update on vacancies
- c) To review paperwork submitted for co-option(s) and resolve to agree to co-opt
- d) To resolve to agree to defer the signing of "Acceptance of Office" for those members where apologies for this meeting have been accepted by the Clerk

2023/4-007 Policy

- a) To resolve to agree the Training & Development policy

2023/4-008 Terms of Reference

- a) To resolve to agree the TOR for Finance & Admin Committee
- b) To resolve to agree the TOR for Open Spaces Committee
- c) To resolve to agree the TOR for PPES Committee
- d) To resolve to agree the TOR for Events & PR Committee
- e) To resolve to agree the TOR for HR, H & S & Data Protection Committee

2023/4-009 - Finance & Admin Committee

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the Finance & Admin Committee
- c) For the members of the Committee to elect a Chair
- d) To note the Bank balances as of 30th April 2023 as follows:
Account ending **4844** £2,828.13 Account ending **5394** £30,472.99
Account ending **01PC** £435,482.92
- e) To resolve to ratify the payments made of £21,888.21 under minute reference: 2022/3-140 (d)
- f) To resolve to agree to add two more Councillors to the banking mandate and who that will be
- g) To resolve to agree to request the RFO signs a direct debit mandate for Business Rates for Office 4 Coubro & the Digital Notice Board

2023/4-010 - Open Spaces Committee

- a) To receive a report from the outgoing Chair of the Committee
- b) To elect members to the Open Spaces Committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree the quote for the slide
- e) To resolve to agree the price for the inclusive trampoline
- f) To resolve to agree the price for the football table
- g) To resolve to agree the price for fencing off the bowls lawn area
- h) To resolve to agree the price for the fencing at the Nature reserve
- i) To resolve to agree the price for the vehicle access gate at Carters Park
- j) To resolve to agree the price for the additional pedestrian access at Netherfelds
- k) To resolve to agree to give event organisers lock code when holding events in Carters Park
- l) To resolve to agree to install a "Post Box to Heaven" in a cemetery and the process surrounding the maintenance



2023/4-011 - Planning, Properties, Emergency Planning and Speeding Committee

- a) To receive the report from the outgoing Chair of the Committee
- b) To elect members to the PPES committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree the response to planning application number: H09-0316-23 Part change of use to include events venue including temporary siting of marquee
- e) To receive an update on the Changing Places toilet and the works to the Pavilion
- f) To discuss and resolve to agree to write to LCC regarding the parking on the High Street

2023/4-012 - Events & PR Committee –

- a) To receive the report from the outgoing Chair of the committee
- b) To elect members to the Events & PR Committee
- c) For the members of the Committee to elect a Chair
- d) To resolve to agree to allow Fleet Parish Council to use our PA system for their summer Fair

2023/4-013- HR, Health and Safety and Data Protection Committee

- a) To elect members to the HR, H & S & data Protection Committee
- b) For the members of the Committee to elect a Chair
- c) To resolve to agree the review of the following 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
 - xiii. Volunteer Policy

2023/4-014 – Appointments to other bodies

- a) Holbeach United Charities (2)
- b) Holbeach Farmer Education Foundation (4)
- c) Voluntary Car Service (1)

2023/4-015 – Four-year plan

- a) To receive an update from Cllr Clive Turner regarding the Terms of Reference for the four year plan



2023/4-016 – Meetings

- a) The next meeting of the Council will be on Monday 12th June 2023 at Holbeach Hurn Village Hall at 19:00
- b) To resolve to agree the way forward with the cost of hall hire at Holbeach St Johns

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

2023/4-017 - HR, Health and Safety and Data Protection Committee

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