

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire**  
**DN36 5DL Emma Portas - Clerk to the Council Telephone and Fax**  
**01472 234566**

E mail: [HLC.PC@outlook.com](mailto:HLC.PC@outlook.com) Website:  
<http://parishes.lincolnshire.gov.uk/holtonleclay>

Dear Councillor

You are hereby summoned to attend the Annual Full Council Meeting of Holton-le-Clay Parish Council, which will be held on Monday 20<sup>th</sup> May 2024 commencing at 7.30pm at the Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.15pm for a maximum of 15 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Portas Clerk to the Parish Council. 15<sup>th</sup> May 2024

**AGENDA**

- 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2024/25 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR DAVID SPRINGETT:**
- 2. CHAIRMANS WELCOME:**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2023/24 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE – CANDIDATE CLLR HELEN REYNOLDS:**
- 4. TO RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE:**
- 5. TO RECEIVE DECLARATIONS OF INTEREST IN ACCORDANCE WITH THE LOCALISM ACT 2011:**
- 6. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 22<sup>nd</sup> APRIL 2024 AND THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON 8<sup>TH</sup> MAY 2024:**
- 7. TO RECEIVE AN UPDATE FROM MERC:**

**8. TO RECEIVE AN UPDATE FROM DISTRICT COUNCILLOR:**

**9. TO RECEIVE AN UPDATE FROM COUNTY COUNCILLOR:**

**10. PLANNING MATTERS: NONE**

**11. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**

- **PLANNING COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

- **HR COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

**12. TO APPOINT EMMA PORTAS AS THE RESPONSIBLE FINANCIAL OFFICER:**

**13. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;**

**MERC**

**14. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2024/25:**

**LAST REVIEWED MAY 2023**

**15. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2024/25:**

- Health and Safety reviewed February 2024 next review February 2025
- Financial Regulations revised policy received from NALC May 2024 and circulated to councillors:
- Grievance reviewed April 2024 next review June 2025
- Equal opportunities reviewed April 2023 next review June 2024
- Asset Register reviewed April 2023 next review June 2024
- Safeguarding Reviewed April 2023 due for review June 2025
- Lone Working Policy reviewed October 2023 due for review October 2024
- Financial Risk Management reviewed Feb 2024 next review Feb 2025
- Disciplinary reviewed October 2023 due for review October 2024
- Harassment reviewed October 2023 due for review October 2024

- Complaints reviewed July 2023 due for review July 2024
- Publication Scheme Reviewed February 2024 due for review February 2025
- Press and Media reviewed April 2024 due for review April 2025
- Freedom of Information Reviewed October 2023 due for review October 2024
- Data Protection reviewed October 2023 due for review October 2024
- Parish Councillor Protocol reviewed January 2024 due for review January 2025
- Social media reviewed March 2024 due for review March 2025
- Financial Support and Grants reviewed March 2024 due for review March 2025
- Retention and Disposal Policy reviewed July 2023 due for review July 2024
- Data Breach Policy reviewed July 2023 due for review July 2024
- Community Engagement Strategy reviewed September 2023 due for review September 2024
- Training Policy reviewed Sept 2023 due for review September 2024
- Death of a Senior National Figure reviewed March 2024 due for review March 2025
- CCTV reviewed Nov 2023 due for review Nov 2024

**16. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2024/25 (CIRCULATED BY EMAIL):**

**17. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2024/25:**

- Virgin Media
- BT
- British Gas - Electricity

- British Gas - Gas
- PWLB
- Data Protection Services
- Anglian Water
- Barclaycard
- Duncan Toplis (Payroll Services)
- NEST
- GIFFGAFF
- Cloudnext

**18. TO ADOPT THE GENERAL POWER OF COMPETENCE. MEMBERS ARE ADVISED THAT THE CLERK HAS COMPLETED HER PORTFOLIO AND PASSED THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CİLCA PG 2013). AS SUCH, THE PARISH COUNCIL IS ELIGIBLE TO ADOPT THE GENERAL POWER OF COMPETENCE PROVIDED THAT (a) THE NUMBER OF COUNCILLORS ELECTED AT THE LAST ORDINARY ELECTION, OR AT A SUBSEQUENT BY-ELECTION, EQUALS OR EXCEEDS TWO THIRDS OF ITS TOTAL NUMBER OF COUNCILLORS (DOES NOT INCLUDE CO-OPTIONS SINCE THE LAST ELECTION) (b) THE PARISH CLERK HOLDS AT LEAST ONE OF THE SECTOR SPECIFIC QUALIFICATIONS AND HAS PASSED CİLCA UNIT 7 GENERAL POWER OF COMPETENCE:**

**19. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2023/24 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

**20. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2023/24:**

**21. TO CONSIDER QUOTES FOR PARISH COUNCIL INSURANCE COMMENCING ON 1<sup>ST</sup> JUNE 2024. CLEAR COUNCILS AND GALLAGHER INSURANCE WERE BOTH APPROACHED FOR QUOTES BUT ONLY CLEAR COUNCILS RESPONDED:**

**- CLEAR COUNCILS ONE YEAR INSURANCE POLICY £2,920.76**

**- CLEAR COUNCILS THREE YEAR POLICY £2,798.60**

**22. TO CONSIDER TRANSFERRING £5000 MERC CONTRIBUTION PLUS £2,000 FROM SURPLUS TO THE VILLAGE IMPROVEMENT RESERVE:**

**23. TO CONSIDER TRANSFERRING EITHER SOME OR ALL OF THE CEMETERY MAINTENANCE COSTS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT. MAINTENANCE COSTS THIS YEAR ARE £8050 AND THERE IS CURRENTLY £9160 IN THE CEMETERY ACCOUNT:**

**24. FINANCIAL MATTERS:**

May 2024 Payments

GENERAL		Invoice	
	Payee		
DD	BRITISH GAS	ELECTRICITY VILLAGE HALL	£150.16
DD	BRITISH GAS	GAS - VILLAGE HALL	£517.10
DD	BRITISH GAS	ELECTRICITY - DEFIBRILLATOR	£26.51
DD	VIRGIN	BROADBAND	£50.40
BACS/DD	NEST/STAFF/HMRC	PAYE/SALARIES/PENSIONS	£3,054.10
DD	DUNCAN TOPLIS	PAYROLL SERVICES	£66.25
BACS	OLDEN THYMES	CEMETERY MAINTENANCE OCT/NOV	£670.00
BACS	OLDEN THYMES	6x BAGS TOPSOIL FOR PLANTERS	£20.00
BACS	OLDEN THYMES	VILLAGE GRASS CUTTING	£1,000.00
BACS	ACORN SIGNS/T DODGE	PERSPEX FOR BUS SHELTER	£58.00
BACS	H REYNOLDS	REFUND - PETROL FOR STRIMMER	£26.99
BACS	D KIRK	BENCH INSTALL/BUS SHELTER REPAIR	£560.00
BACS	SIGNS EXPRESS	DISCLAIMER WAR MEMORIAL	£63.60
BACS	HELIX BINDERS	MINUTE BINDING	£98.64
BACS	APEX	SHUTTER SERVICE	£1,008.00
			£7,369.75
			£14,739.50
CREDIT CARD PAYMENTS			
	CLOUDNEXT	CLLR EMAIL	£17.98
	GIFF GAFF	MOBILE PHONE TOP UP	£12.00
	POST OFFICE	MINUTE BOOK POSTAGE	£8.19
	FLASHBACK SP	HIGH VIS TAPE FOR FENCE POSTS	£99.90
	AMAZON	LAMP OIL	£10.99
			£149.06

## 25. FINANCE REPORT:

### HOLTON LE CLAY PARISH COUNCIL

#### FINANCIAL REPORT as at 30/04/2024

#### CASH BOOK

Balance Brought forward	30/04/2024		
General			
Account			42,819.41
Burial Account			<u>9,085.36</u>
			51,904.77
 Add - Income			
General			
Receipts		40,493.73	
Burial Receipts		<u>75.00</u>	
		40,568.73	<u>92,473.50</u>
 Less - Expenditure			
General			
Payments		9,403.92	
Burial			
Payments		<u>0.00</u>	
		9,403.92	<u>83,069.58</u>
 <b>Balance Carried Forward</b>	<b>30/04/2024</b>		<b><u><u>83,069.58</u></u></b>

#### BANK BALANCES as at 30/04/2024

General Account per Statement		73,909.22	
less - Outstanding			
Cheques		<u>0.00</u>	
plus - Receipts not cleared			73,909.22
 Burial Account per			
Statement		9,160.36	
plus - receipts not cleared		0.00	
less - Outstanding			
Cheques		<u>          </u>	

	9,160.36
	<u>7,157.55</u>
<b>TOTAL COUNCIL FUNDS AS AT</b>	<b><u>83,069.58</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE		83,069.58
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Junior Playing Field New Equipment	24.04	
Village Improvement Reserve	21.83	
muga renovation	14,966.11	
		28,011.98
Burial Account Bank Balance (upkeep of Cemetery)		<u>9,160.36</u>
		37,172.34
PRECEPT RECEIVED IN ADVANCE (see below)		
6 month		<u>38,386.30</u>
		<u>75,558.64</u>
<b>*APPROX FUNDS AVAILABLE as at</b>	<b>30/04/2024</b>	<b><u>7,510.94</u></b>

PRECEPT - is received in advance twice a year, therefore we usually have monies in our account representing spend in coming months.

**\*EXACT SURPLUS CAN NOT BE CALCULATED UNTIL THE END OF THE FINANCIAL YEAR**

**26. TO RESOLVE TO MOVE INTO CLOSED SESSION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 DUE TO THE SENSITIVE NATURE OF THE BUSINESS TO BE DISCUSSED:**

**27. STAFFING MATTERS – TO APPOINT AN APPEALS COMMITTEE CONSISTING OF THREE MEMBERS INCLUDING A CHAIR PERSON:**

**28. DATE AND TIME OF NEXT MEETING: MONDAY 17<sup>th</sup> JUNE 2024**