

MINUTES OF THE REMOTE FULL COUNCIL MEETING OF HOLTON LE CLAY  
PARISH COUNCIL, HELD VIA VIDEO CONFERENCE USING THE ZOOM APP.  
TUESDAY 4<sup>th</sup> MAY 2021 AT 7PM.

Present: Councillor Helen Reynolds (Vice Chairman)  
Councillor Mik Boon  
Councillor Maureen Redford  
Councillor Patrick Warrener  
Councillor Tina Brack

Councillor Phyll Smith (East Lindsey District Council)  
Councillor Terry Aldridge (East Lindsey District Council)

In Attendance: Emma Harris – Clerk to the Parish Council and RFO

**1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE  
COUNCIL YEAR 2021/22 AND RECEIVE THE CHAIRMAN'S  
DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATE –  
COUNCILLOR MIK BOON)**

Councillor Reynolds opened the meeting and as per the council's Standing Orders it was

RESOLVED: to elect Councillor Mik Boon as Chairman for the year 2021/22.

**2. CHAIRMANS WELCOME:**

Councillor Mik Boon welcomed all those present and proceeded to thank the outgoing Chairman, Councillor Paul Rowntree for his service.

**3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR  
THE COUNCIL YEAR 2020/21 AND RECEIVE THE  
VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE:  
(CANDIDATE - COUNCILLOR HELEN REYNOLDS)**

It was

RESOLVED: to elect Councillor Helen Reynolds as Vice Chairman of the parish council for the year 2021/22.

**4. TO RECEIVE APOLOGIES FOR ABSENCE:**

Apologies for absence were received and accepted from Councillor Paul Rowntree.

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

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

Councillor Redford, Councillor Boon and Councillor Warrener were appointed as members of the planning committee.

As there weren't enough members willing to join the personnel committee, this item was deferred until the next full council meeting.

**6. TO GRANT DELEGATED POWERS FOR STAFF MANAGEMENT TO THE PERSONNEL COMMITTEE:**

It was

RESOLVED: to grant delegated powers to the personnel committee once it is formed, as per the terms of reference circulated.

**7. GENERAL POWER OF COMPETENCE. MEMBERS ARE ADVISED THAT THE CLERK HAS COMPLETED HER PORTFOLIO AND PASSED THE CERTIFICATE IN LOCAL COUNCIL ADMINISTRATION (CILCA 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 CILCA UNIT 7 GENERAL POWER OF COMPETENCE:**

It was

RESOLVED: to adopt the General Power of Competence since the parish council meets all criteria.

**8. TO APPROVE THE MINUTES OF THE FULL COUNCIL MEETING HELD ON 26<sup>TH</sup> APRIL 2021 AS A TRUE RECORD:**

The minutes for the full council meeting held on 26<sup>th</sup> April 2021 were approved as a true record.

**9. TO APPOINT EMMA HARRIS AS THE RESPONSIBLE FINANCIAL OFFICER:**

It was

RESOLVED: to appoint Emma Harris as RFO for the year 2021/22.

**10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;  
MERC**

It was

RESOLVED: to appoint Councillor Reynolds as representative for MERC for the year 2021/22.

**11. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR  
2021/22:**

**LAST REVIEWED MAY 2020, NO CHANGES FOR THE COMING  
YEAR.**

It was

RESOLVED: to adopt the Standing Orders for the year 2021/22.

**12. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR  
2021/22:**

- Health and Safety reviewed January 2021 next review January 2022
- Financial Regulations reviewed July 2020 next review July 2021
- Grievance reviewed April 2021 next review April 2022
- Equal opportunities reviewed April 2021 next review April 2022
- Asset Register reviewed April 2021 next review April 2022
- Safeguarding Reviewed April 2021 due for review April 2022
- Lone Working Policy reviewed October 2020 due for review October 2021
- Financial Risk Management reviewed Feb 2021 next review Feb 2022
- Disciplinary reviewed October 2020 due for review October 2021
- Harassment Reviewed October 2020 due for review October 2021

- Complaints reviewed January 2021 due for review January 2022
- Publication Scheme Reviewed February 2021 due for review February 2022
- Press and Media reviewed April 2021 due for review April 2022
- Freedom of Information Reviewed October 2020 due for review October 2021
- Data Protection reviewed October 2020 due for review October 2021
- Parish Councillor Protocol reviewed January 2020 due for review January 2021
- Social Media reviewed April 2021 due for review March 2022
- Financial Support and Grants reviewed April 2021 due for review April 2022
- Retention and Disposal Policy reviewed June 2020 due for review June 2021
- Data Breach Policy reviewed June 2020 due for review June 2021
- Community Engagement Strategy reviewed July 2020 due for review July 2021
- Training Policy reviewed Sept 2020 due for review July 2021
- Death of a Senior National Figure reviewed April 2021 due for review April 2022
- CCTV reviewed Nov 2020 due for review Nov 2021

It was

RESOLVED: to adopt all council policies listed for the year 2021/22.

**13. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2021/22:**

It was

RESOLVED: to approve the scheduled meeting dates for the year 2021/22.

**14. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2020/21 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

It was

RESOLVED: to approve the Annual Governance Statement 2020/21. The statement was duly signed by the Chairman.

**15. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS  
2020/21:**

It was

RESOLVED: to approve the Annual Accounting Statements for 2020/21. The statement was duly signed by the Chairman.

**16. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL  
YEAR 2020/21:**

- Virgin Media
- BT
- British Gas Electricity
- British Gas
- PWLB
- Data Protection Services
- Anglian Water
- British Telecom
- Barclaycard
- Duncan Toplis (Payroll Services)
- NEST
- GIFFGAFF
- Cloudnext

It was

RESOLVED: to approve the direct debits for the year 2021/22.

**17. TO APPROVE BURIAL FEES FROM MAY 2021 (NO CHANGE):**

It was

RESOLVED: to approve the burial fees for the year 2021/22 with no changes.



less - Outstanding Cheques	0.00	
plus - Receipts not cleared	0.00	
		74,133.75
Burial Account per Statement	9,402.26	
plus - receipts not cleared	0.00	
less - Outstanding Cheques	0.00	
		9,402.26
		7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>		<b><u>83,536.01</u></b>

**ALLOCATION OF FUNDS -**

TOTAL FUNDS, PER ABOVE		83,536.01
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Village Improvement Reserve	5,628.45	
village sign	432.44	
cemetery bench reserve	151.00	
muga renovation	207.51	
		19,419.40
Burial Account Bank Balance (upkeep of Cemetery)	9,402.26	
		28,821.66
PRECEPT RECEIVED IN ADVANCE (see below)		
6 months	34,201.00	
		63,022.66
<b>*APPROX FUNDS AVAILABLE as at</b>	<b>29/04/2021</b>	<b><u>20,513.35</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**

\*4086.00 of surplus monies is for cemetery upkeep

It was

RESOLVED: to approve the financial matters.

**21. DATE AND TIME OF NEXT MEETING: WEDNESDAY 23<sup>rd</sup> JUNE  
2021 (SUBJECT TO AVAILABILITY OF THE VILLAGE HALL)**