

HOLTON-LE-CLAY PARISH COUNCIL
Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire
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Dear Councillor

You are hereby summoned to attend the Annual Meeting of Holton-le-Clay Parish Council, which will be held on Wednesday 20th May 2020 commencing at 7.00 pm via video link using the Whereby App service.

Signed Emma Harris Clerk to the Parish Council. 14th May 2020

AGENDA

- 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2020/21 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES – STEVE PRATT AND PAUL ROWNTREE)**
- 2. CHAIRMANS WELCOME:**
- 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 – HELEN REYNOLDS)**
- 4. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 5. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**
 - PERSONNEL COMMITTEE (3 MEMBERS INCLUDING CHAIR)**
- 6. TO GRANT DELEGATED POWERS FOR STAFF MANAGEMENT TO THE PERSONNEL COMMITTEE:**
- 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:

8. TO APPROVE THE DRAFT MINUTES FOR THE EXTRAORDINARY FULL COUNCIL MEETING HELD ON THE 23rd MARCH 2020 AS CORRECT RECORDS:

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

10. TO APPOINT REPRESENTATIVES TO OUTSIDE BODIES;

NDP

MERC

COMMUNITY CENTRE

11. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2020/21:

LAST REVIEWED APRIL 2020, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.

12. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2020/21:

LAST REVIEWED JULY 2019 – DUE FOR REVIEW JUNE 2020 BUT CONTINUALLY UPDATED WHEN NEEDED

13. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2020/21:

UPDATED MARCH 2020

14. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2020/21:

LAST REVIEWED FEBRUARY 2020

15. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2020/21:

- Health and Safety reviewed January 2020 next review January 2021
- Grievance reviewed March 2020 next review March 2021
- Equal opportunities reviewed April 2020 next review April 2021
- Safeguarding Reviewed April 2020 due for review April 2021
- Lone Working Policy reviewed October 2019 due for review October 2020
- Disciplinary reviewed October 2019 due for review October 2020
- Harassment Reviewed October 2019 due for review October 2020
- Complaints reviewed January 2020 due for review January 2021
- Publication Scheme Reviewed February 2020 due for review February 2021
- Press and Media reviewed April 2020 due for review April 2021
- Freedom of Information Reviewed October 2019 due for review October 2020
- Data Protection reviewed October 2019 due for review October 2020
- Parish Councillor Protocol reviewed January 2020 due for review January 2021
- Social Media reviewed April 2020 due for review March 2021
- Financial Support and Grants reviewed March 2020 due for review March 2021
- Retention and Disposal Policy reviewed June 2019 due for review June 2020
- Data Breach Policy reviewed June 2019 due for review June 2020
- Community Engagement Strategy reviewed July 2019 due for review July 2020
- Training Policy reviewed Sept 2019 due for review July 2020
- Death of a Senior National Figure reviewed March 2020 due for review March 2021
- CCTV reviewed Nov 2019 due for review Nov 2020

- 16. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2020/21:**
- 17. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2019/21 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**
- 18. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2019/21:**
- 19. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2020/21:**
- Virgin Media
 - BT
 - British Gas Electricity
 - Npower Gas
 - PWLB
 - Data Protection Services
 - Anglian Water
 - British Telecom
 - Barclaycard
 - Duncan Toplis (Payroll Services)
- 20. TO APPROVE BURIAL FEES FROM MAY 2020 (NO CHANGE):**
- 21. TO AGREE TO TRANSFER THE CEMETERY MAINTENANCE COSTS FROM THE BURIAL ACCOUNT TO THE GENERAL ACCOUNT £4334 PLUS £11 PER GRAVE TOP UP:**
- 22. TO RESOLVE TO ACCEPT A DONATION FROM MERC OF £500 TOWARDS THE COST AND INSTALLATION OF AN NHS TRIBUTE BENCH:**
- 23. PROPOSED BY COUNCILLOR REYNOLDS THAT THE PARISH COUNCIL PAYS THE DIFFERENCE ON THE NHS BENCH ONCE ALL DONATIONS HAVE BEEN COLLECTED:**
- 24. PROPOSED BY COUNCILLOR ROWNTREE TO PURCHASE 10 LARGE ROCKS COSTING £40 EACH TO BE LAID AT THE KERB**

EDGE AT THE WAR MEMORIAL IN ORDER TO PREVENT CARS PARKING ON THEM:

25. TO RESOLVE TO TRANSFER SURPLUS FUNDS OF £10,000 TO A VILLAGE IMPROVEMENT RESERVE:

26. TO CONSIDER QUOTES FOR A TELLERS WINDOW TO BE INSTALLED IN THE CLERKS OFFICE IN ORDER TO MAINTAIN SOCIAL DISTANCING AND TO IMPROVE HEALTH AND SAFETY MEASURES:

- COMPANY A £1410
- COMPANY B £1280

27. FINANCIAL MATTERS:

HOLTON LE CLAY PARISH COUNCIL

FINANCIAL REPORT as at 30th April 2020

CASH BOOK

Balance Brought forward	30/04/2020		
General Account			38,752.28
Burial Account			<u>7,071.30</u>
			45,823.58
 Add - Income			
General Receipts		35,201.50	
Burial Receipts		<u>6.29</u>	
		35,207.79	<u>81,031.37</u>
 Less - Expenditure			
General Payments		5,157.84	
Burial Payments		<u>0.00</u>	
			<u>5,157.84</u>
 Balance Carried Forward	30/04/2020		<u><u>75,873.53</u></u>

BANK BALANCES as at 30/04/2020

General Account per Statement	69,153.54
less - Outstanding Cheques	<u>357.60</u>
plus - Receipts not cleared	0.00

		68,795.94
Burial Account per Statement	7,077.59	
plus - receipts not cleared	0.00	
less - Outstanding Cheques	<u>0.00</u>	
		<u>7,077.59</u>
		7,157.55
TOTAL COUNCIL FUNDS AS AT		<u><u>75,873.53</u></u>

ALLOCATION OF FUNDS -

TOTAL FUNDS, PER ABOVE		75,873.53
RESERVES		
Parish Council Minimum Reserve	13,000.00	
Community Woodland Grant	825.13	
District Councillor Grant/War Mem Village Improvement Reserve	58.04	
muga renovation	31.94	
	12,039.14	
		25,954.25
Burial Account Bank Balance (upkeep of Cemetery)		<u>7,077.59</u>
		33,031.84
PRECEPT RECEIVED IN ADVANCE (see below)		
6 months		
		<u>28,501.25</u>
		<u>61,533.09</u>
*APPROX FUNDS AVAILABLE as at	30/04/2020	<u><u>14,340.44</u></u>

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

