

**HOLTON-LE-CLAY PARISH COUNCIL**  
**Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire**  
**DN36 5DL Emma Harris - Clerk to the Council Telephone and Fax**  
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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 Monday 20<sup>th</sup> May 2019 commencing at 7.30 pm in the Council Offices, Village Hall, Pinfold Lane, Holton-le-Clay.

Prior to the commencement of the meeting there will be a public forum from 7.00pm for a maximum of 30 minutes when members of the public may ask questions or make short statements to the Council.

Signed Emma Harris Clerk to the Parish Council. 9<sup>th</sup> May 2019

**AGENDA**

- 1. TO ELECT THE CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2019/20 AND RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES PAUL ROWNTREE AND STEVE PRATT)**
- 2. CHAIRMANS WELCOME:**
- 3. TO ELECT THE VICE-CHAIRMAN OF THE PARISH COUNCIL FOR THE COUNCIL YEAR 2019/20 AND RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE: (CANDIDATES HELEN REYNOLDS AND EMMA BEECH )**
- 4. TO RECEIVE APOLOGIES FOR ABSENCE:**
- 5. TO CONSIDER APPLICATIONS FOR CO-OPTION TO THE PARISH COUNCIL AND RECEIVE ANY DECLARATIONS OF INTEREST:**
- 6. TO APPOINT MEMBERS TO SERVE ON THE COMMITTEES OF THE COUNCIL:**
  - PERSONNEL COMMITTEE (3 MEMBERS INCLUDING CHAIR)**

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

**8. 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:**

**9. TO APPROVE THE DRAFT MINUTES FOR THE LAST FULL COUNCIL MEETING HELD ON THE 15<sup>th</sup> APRIL 2019 AS CORRECT RECORDS:**

**10. TO RECEIVE A REPORT FROM THE DISTRICT COUNCILLOR:**

**11. TO RECEIVE A REPORT FROM THE COUNTY COUNCILLOR:**

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

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

**NDP**

**MERC**

**COMMUNITY CENTRE**

**14. TO RECEIVE REPORTS FROM OUTSIDE BODIES:**

**MERC**

**NDP**

**COMMUNITY CENTRE**

**15. TO ADOPT STANDING ORDERS FOR THE COUNCIL YEAR 2019/20:**

**LAST REVIEWED APRIL 2019, BUT CONTINUALLY UPDATED IF THERE ARE ANY CHANGES TO LEGISLATION.**

**16. TO ADOPT FINANCIAL REGULATIONS FOR THE COUNCIL YEAR 2019/20:**

**LAST REVIEWED JULY 2018 – DUE FOR REVIEW JUNE 2019 BUT CONTINUALLY UPDATED WHEN NEEDED**

**17. TO ADOPT THE ASSET REGISTER FOR THE COUNCIL YEAR 2019/20:**

**UPDATED MARCH 2019**

**18. TO ADOPT THE FINANCIAL RISK MANAGEMENT FOR THE COUNCIL YEAR 2019/20. AMENDED WITH RULES FOR KEY HOLDERS – CIRCULATED TO COUNCILLORS:**

**LAST REVIEWED FEBRUARY 2019**

**19. TO ADOPT COUNCIL POLICIES FOR THE COUNCIL YEAR 2019/20:**

- Health and Safety reviewed January 2019 next review January 2020
- Grievance reviewed March 2019 next review March 2020
- Equal opportunities reviewed April 2019 next review April 2020
- Safeguarding Reviewed April 2019 due for review April 2020
- Lone Working Policy reviewed October 2018 due for review October 2019
- Disciplinary reviewed October 2018 due for review October 2019
- Harassment Reviewed October 2018 due for review October 2019
- Complaints reviewed January 2019 due for review January 2020
- Publication Scheme Reviewed February 2019 due for review February 2020
- Press and Media reviewed April 2019 due for review April 2020
- Freedom of Information Reviewed October 2018 due for review October 2019
- Data Protection reviewed October 2018 due for review October 2019

- Parish Councillor Protocol reviewed January 2019 due for review January 2020
- Social Media reviewed March 2019 due for review March 2020
- Financial Support and Grants reviewed March 2019 due for review March 2020
- Retention and Disposal Policy reviewed June 2018 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 July 2019 due for review July 2020
- Death of a Senior National Figure reviewed March 2019 due for review March 2020

**20. TO APPROVE THE SCHEDULED MEETING DATES OF FULL COUNCIL FOR THE COUNCIL YEAR 2019/20:**

**21. TO APPROVE THE ANNUAL GOVERNANCE STATEMENT 2018/19 WHICH IS TO BE SIGNED AND MINUTED BY CHAIRMAN AND CLERK:**

**22. TO APPROVE THE ANNUAL ACCOUNTING STATEMENTS 2018/19:**

**23. TO APPROVE PAYMENTS BY DIRECT DEBIT FOR THE COUNCIL YEAR 2019/20:**

- Virgin Media
- BT
- British Gas Electricity
- Npower Gas
- PWLB
- Data Protection Services
- Anglian Water
- British Telecom
- Barclaycard

**24. TO APPROVE BURIAL FEES FROM MAY 2019 (NO CHANGE):**

**25. FINANCIAL MATTERS:**

**HOLTON LE CLAY PARISH COUNCIL**

**FINANCIAL REPORT as at**

**30th April 2019**

**CASH BOOK**

Balance Brought forward	30th April 2019		
General Account			69,458.90
Burial Account			<u>7,142.55</u>
			76,601.45
Add - Income			
General Receipts		34,349.60	
Burial Receipts		<u>115.00</u>	
			<u>111,066.05</u>
Less - Expenditure			
General Payments		11,240.23	
Burial Payments		<u>4,439.60</u>	
			<u>15,679.83</u>
<b>Balance Carried Forward</b>	<b>30/04/2019</b>		<b><u><u>95,386.22</u></u></b>
<b><u>BANK BALANCES as at</u></b>	<b>30/04/2019</b>		
General Account per Statement		92,568.27	
less - Outstanding Cheques		<u>0.00</u>	
plus - Receipts not cleared		0.00	
			92,568.27
Burial Account per Statement		2,817.95	
plus - receipts not cleared		0.00	
less - Outstanding Cheques		<u>0.00</u>	
			<u>2,817.95</u>
			7,157.55
<b>TOTAL COUNCIL FUNDS AS AT</b>			<b><u><u>95,386.22</u></u></b>

## ALLOCATION OF FUNDS -

TOTAL FUNDS , PER ABOVE 95,386.22

### RESERVES

Parish Council Minimum Reserve	13,000.00	
Village Hall Loan		
Repayments	11,900.00	
Community Woodland		
Grant	350.00	
Village Hall renovation 1st floor	11,300.00	
District Councillor Grant/War Mem	450.00	
		37,000.00

Burial Account Bank Balance ( upkeep of Cemetary )	<u>2,817.95</u>	
		34,182.05

PRECEPT RECEIVED IN ADVANCE ( see below )

6		
months	<u>29,910.00</u>	

64,092.05

**\*APPROX FUNDS AVAILABLE as at 30/04/2019 31,294.17**

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

## 26. FINANCE REPORT:

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May 2019 Payments

GENERAL

Invoice

	Payee		
BACS	LALC	FOUNDATION AWARD FEE	£50.00
CHQ 39	CPRE	BEST KEPT VILLAGE ENTRY	£12.00
BACS	MOWNS N GROWNS	CEMETERY CHARGE	£466.50
DD	BRITISH GAS LITE	ELECTRICITY VILLAGE HALL	£93.68
BACS	AUDITOR	INTERNAL AUDIT COSTS	£50.00

BACS	RBS	YEAR END CLOSEDOWN	£690.38
BACS	SIGNS EXPRESS	MEMORIAL PLAQUE	£54.00
CREDIT CARD	B&Q	EQUIPMENT MAINT. OP.	£106.55
CREDIT CARD	GOV.UK	DBS CHECK	£25.00
CREDIT CARD	DICKIES WORKWEAR	UNIFORM MAINT. OP	£125.50
CREDIT CARD	AMAZON	EQUIPMENT MAINT. OP.	£40.17
BACS	OXLEY SHUTTERS	REPAIR TO SHUTTER PLUS FOBS	£144.00
BACS	CAME & CO	INSURANCE RENEWAL	£1,704.13
BACS	STAFF/HMRC/NEST	SALARIES/PAYE/PENSION	£1,997.33
BACS	GLENDALE	JPF	£28.08
BACS	GLENDALE	8 ACRES	£88.80
BACS	GLENDALE	AMENITY AREA	£528.00
DD	NPOWER	GAS USAGE	£135.50
DD	VIRGIN	BROADBAND	£0.00
		TOTAL	£6,339.62

**27. TIME AND DATE OF NEXT MEETING:**

**Annual Parish Meeting 3<sup>rd</sup> June 2019**

**Full Council Meeting 17<sup>th</sup> June 2019**