

27/11/2023

NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council, Finance & Admin Committee to be held at Coubro Chambers, 11 West End, Holbeach on Monday 4th December 2023 at 19:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

Agenda

FC-2023/4-068 - Apologies for absence

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

FC-2023/4-069 - 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.

FC-2023/4-070 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 2nd October 2023 and to authorise the Chair to sign the official minutes.

FC-2023/4-071 - Clerks report

- a) To receive a report from the Clerk

FC-2023/4-072 - Transactions for Payment

- a) To resolve to agree to recommend to Full Council payment of the list of payments due for November invoices and to review 10 invoices at random to insure transparency.

FC-2023/4-073 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 31st November 2023

FC-2023/4-074 - Review of outstanding receipts

- a) To review the outstanding receipts as of 30th November 2023

FC-2023/4-075- Software

- a) To receive an update on the EDGEIT software status



FC-2023/4-076 -Grants

- a) To resolve to agree under s.137 the grant application received

FC-2023/4-077 – Budgets

- a) To discuss and resolve to agree the 2024/25 budgets and to recommend any changes to Full Council
- b) To review the current budgets as at 30th November
- c) To receive a forecast on the spend for the coming period

FC-2023/4-078 – IT

- a) To resolve to agree the posting protocol on Instagram & Tic Tok
- b) To resolve to agree to purchase a key and remote for the digital notice board
- c) To resolve to agree to progress moving to .gov email addresses

FC-2023/4-079 – Insurance

- a) To discuss and resolve to agree the insurance renewal form
- b) To resolve to agree the motor insurance renewal

FC-2022/3-080 – Date of next meeting

- a) To resolve to agree the date of the next meeting to Monday 8th January 2024 at 16:00

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

FC-2023/4-081 – CCTV

- a) To discuss and resolve to agree the way forward with the CCTV
- b) To resolve to purchase a SIM card and to resolve to agree who will have access and on which device