

29/01/2024

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 5th February 2024 at 16:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

Agenda

FC-2023/4-098 – Chair

- a) To elect a Chair of the Committee

FC-2023/4-099 - Apologies for absence

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

FC-2023/4-100 - 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-2023/4-101 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 4th December 2023 and to authorise the Chair to sign the official minutes.

FC-2023/4-102 - Clerks report

- a) To receive a report from the Clerk

FC-2023/4-103 - Transactions for Payment

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

FC-2023/4-104 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 31st January 2024

FC-2023/4-105 - Review of outstanding receipts

- a) To review the outstanding receipts as of 31st January 2024

FC-2023/4-106 -Grants



- a) To resolve to agree under s.137 and to recommend to Full Council the grant application received

FC-2023/4-107 – Budgets

- a) To review the current budgets as at 31st December 2023 and to make any recommendations to Full Council

FC-2023/4-108 – IT

- a) To resolve to agree which company to approach regarding .gov email addresses

FC-2023/4-109 – Admin Security

- a) To discuss and resolve to agree the way forward with administration Security.

FC-2023/4-110 – Card payments

- a) To resolve to agree to take card payments and which company to use.

FC-2023/4-111 Good received

- a) To resolve to agree to recommend to Full Council a good received procedure/policy

FC-2023/4-112 – Date of next meeting

- a) To resolve to agree the date of the next meeting to Monday 4th March 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

HR- 2023/4-113 Council property

- a) To discuss and resolve to agree the way forward with Council property