



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee  
Monday 4th December at 19:00 at Coubro Chambers**

	<b>In attendance</b>	<b>Apologies given</b>	<b>Absent</b>
<b>Holbeach Parish Council, Finance Committee</b>	<b>Cllrs: C Turner, R Flood, R Stevens,</b>  <b>Clerk/RFO: Jan Hearsey</b> <b>Deputy Clerk: Becky Brothwell</b>	<b>Cllr P Howden</b>	
<b>Public including Councillors</b>	<b>1 Public Member</b>		

*Open meeting opened at 19:00*

**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.

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr P Howden.

**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. None

**FC-2023/4-070 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 2<sup>nd</sup> 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 - see appendix a

**FC-2023/4-072 - Transactions for Payment**

- a) It was **resolved** 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.

Amazon	Blank Cards	£52.70
Greenzone	Waste – Park Road	£285.98
Chandlers	New Kubota Repair	£398.86



JWK Electrical	PA Hire Remembrance	£174.00
Platinum Cleaning	Coubro Chambers – Cleaning	£208.00
Personnel Advice & Solutions	HR Advice	£120.00
Tonwood	Spray Paint – Carter’s Park Toilets	£33.98
Screwfix	Disposable Overalls	£26.90
University Academy Holbeach	Employer Contribution	£250.00
Harkie Global Ltd	First Aid & Bleed Control Kits	£118.57

**FC-2023/4-073 - Financial Statement**

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 31<sup>st</sup> November 2023 - see appendix b

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

- a) The outstanding receipts as of 30<sup>th</sup> November 2023 were reviewed.

**FC-2023/4-075 - Software**

- a) To receive an update on the EDGEIT software status now requesting discount due to the 13 days of downtime.

**FC-2023/4-076 - Grants**

- a) It was **resolved** to agree under s.137 the grant application received.

**FC-2023/4-077 – Budgets**

- a) It was discussed and **resolved** to agree the 2024/25 budgets and to recommend any changes to Full Council and to query business rates for digital board in the High Street.
- b) It was reviewed the current budgets as at 30<sup>th</sup> November
- c) To receive a forecast on the spend for the coming period and to check when defibrillator is due for renewal.

**FC-2023/4-078 – IT**

- a) It was **resolved** to agree the posting protocol on Instagram & Tic Tok to be administered by the Clerk and Deputy Clerk.
- b) It was **resolved** to agree to purchase a key and remote for the digital notice board
- c) It was **resolved** to agree to progress moving to .gov email addresses – Cllr R Stevens to investigate costings.

**FC-2023/4-079 – Insurance**

- a) It was discussed and **resolved** to agree the insurance renewal form for the Clerk to request more detailed quote for each property and to complete the renewal form.
- b) It was **resolved** to agree the motor insurance renewal.

**FC-2022/3-080 – Date of next meeting**

- a) It was **resolved** to agree the date of the next meeting to Monday 8<sup>th</sup> January 2024 at 16:00

*Open Meeting closed at 20:39  
Closed Meeting opened at 20:45*

**It was resolved 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) It was discussed and **resolved** to agree the way forward with the CCTV the Deputy Clerk to check and feedback.
- b) It was **resolved** to purchase a SIM card and it was **resolved** to agree who will have access and on which device and the Clerk to have access on their laptop.

*Closed Meeting closed at 21:00*

Signed Chair.....Date.....

Appendix a

Experiencing some issues with the router, will be contacting Sky this week.

Appendix b

**Bank Accounts - Details and Current Balances** Start of year 01/04/23

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
1 Barclays Current Account	Ordinary	****4844	20-80-78	30/11/23	3,261.16	4,968.16
2 Barclaycard	Ordinary	*****2372		31/10/23	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	30/11/23	13,509.15	13,509.15
4 CCLA	Ordinary	*****0001PC		31/10/23	345,085.75	325,085.75
<b>TOTAL</b>						<b>£343,563.06</b>