

26/02/2024

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 4th March 2024 at 16:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

Agenda

FC-2023/4-114 - Apologies for absence

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

FC-2023/4-115 - 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-2023/4-116 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 5th February 2024 and to authorise the Chair to sign the official minutes.

FC-2023/4-117 - Clerks report

- a) To receive a report from the Clerk

FC-2023/4-118 - Transactions for Payment

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

FC-2023/4-119 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 29th February 2024

FC-2023/4-120 - Review of outstanding receipts

- a) To review the outstanding receipts as of 29th February 2024

FC-2023/4-121 -Grants



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

FC-2023/4-122 – Budgets

- a) To review the current budgets as at 29th February 2024 and to make any recommendations to Full Council
- b) To resolve to agree to recommend to Full Council to commence the procurement process for their 2024/5 projects

FC-2023/4-123 -Bank

- a) To resolve to agree to add the Deputy Clerk to the Banking Mandate

2023/4-124 Ear Marked Reserves

- a) To resolve to agree to recommend to Full Council the Ear Marked Reserves for 2024/25

FC-2023/4- 125 Policies

- a) To review and resolve to agree to recommend to Full Council the Risk Assessment Policy
- b) To review and resolve to agree to recommend to Full Council the Financial Regulations
- c) To review and resolve to agree to recommend to Full Council the Asset Disposal Policy
- d) To review and resolve to agree to recommend to Full Council the Cash & Cheque Handling Policy
- e) To review and resolve to agree to recommend to Full Council the Fixed Asset & Capitalisation Policy
- f) To review and resolve to agree to recommend to Full Council the Fixed Assets Policy.
- g) To review and resolve to agree to recommend to Full Council the Grant Application Form
- h) To review and resolve to agree to recommend to Full Council the Grant Awarding policy
- i) To review and resolve to agree to recommend to Full Council the members Expenses Policy
- j) To review and resolve to agree to recommend to Full Council the Procurement Policy
- k) To review and resolve to agree to recommend to Full Council the Reserves Policy

FC-2023/4-126 – Date of next meeting

- a) To resolve to agree the date of the next meeting as Tuesday 2nd April 2024 at 16:00



Clerk/RFO: Jan Hearshey

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