

09.02.2024

**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Monday 5th February at 16:00 at Coubro Chambers**

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, R Flood, T Wiltshire Deputy Clerk: Becky Brothwell		
Public including Councillors	None		

Open meeting opened at 16:00

FC-2023/4-098 – Chair

- a) To elect a Chair of the Committee – Cllr Rick Stevens was proposed, seconded and **agreed** as the 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 - None

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 - None

FC-2023/4-101 - Minutes

It was **resolved** 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 – No Report.

FC-2023/4-103 - Transactions for Payment

- a) It was **resolved** 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.

Amazon	Syringes	£9.68
DTS	Locking Up January	£620.00
Greenzone	Bins Park Road	£285.98
Battery Station	AA Batteries	£14.24
Fulney Sand & Gravel	Top Soil	£117.00
Mammoth Workwear	Litter Picker Jacket	£39.37
Personnel Advice & Solutions	February 24 Services	£120.00
Simply Docs	Subscription re Property Documents	£42.00
Tonwood	Key & Silicone	£10.97
Tonwood	Key Cutting Coubro	£63.90

FC-2023/4-104 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 31st January 2024 – see appendix a

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

- a) The outstanding receipts as of 31st January 2024 were reviewed.

FC-2023/4-106 - Grants

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

FC-2023/4-107 – Budgets

- a) It was reviewed the current budgets as at 31st December 2023 and to make any recommendations to Full Council and defer to the March Finance Meeting.

FC-2023/4-108 – IT

- a) It was **resolved** to agree which company to approach regarding .gov email addresses and to use 1 Click Services Ltd.

FC-2023/4-109 – Admin Security

- a) It was discussed and **resolved** to agree the way forward with administration Security and that the Deputy Clerk is in close proximity to the office for any emergencies and keyholders to remain as the Clerk and Deputy Clerk.

FC-2023/4-110 – Card payments

- a) It was **resolved** to agree to take card payments and which company to use which will be SumUp as a one off cost for card machine and being the lowest percentage for card transactions.

FC-2023/4-111 Good received

- a) It was **resolved** to agree to recommend to Full Council a good received procedure / policy and for all items purchased to be checked on receipt and ensure they are correct and utilised in the right areas.

FC-2023/4-112 – Date of next meeting

- a) It was **resolved** to agree the date of the next meeting to Monday 4th March 2024 at 16:00

*Open Meeting closed at 16:32
Closed Meeting opened at 16:33*

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

HR- 2023/4-113 Council property

- a) It was discussed and **resolved** to agree the way forward with Council property and for fencing to be replaced with Palisade fencing and quotes to be acquired works required.

Closed Meeting closed at 17:01

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

Appendix a

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	31/01/24	3,580.00	3,614.84
2 Barclaycard	Ordinary	*****2372		31/01/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/01/24	20,595.15	20,595.15
4 CCLA	Ordinary	*****0001PC		31/12/23	308,132.95	248,132.95
TOTAL						£272,342.94