



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Monday 4th March at 16:00 at Coubro Chambers**

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

Open meeting opened at 16:00

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.
None

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.
None

FC-2023/4-116 - Minutes

It was **resolved** 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 – see appendix A

FC-2023/4-118 - Transactions for Payment

- a) It was **resolved** 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 (further invoices may be added).

EK Wholesale	Boots	£ 27.95
Chislett Hire	MEWP	£417.48
Engraving Studios	Plaque	£ 33.90



One Stop	Washing-up liquid	£ 0.70
Safety Lifting Gear	MEWP Harness	£ 36.65
Lawnmower Centre	Bearing	£ 3.50
Sam Turner	Chainsaw oil	£ 28.98
Smarty Mobile	SIM card	£ 5.00
Play Inspection Co	Play inspections	£ 396.00
Tiger Supplies	Barrier Tape	£ 31.13

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

- a) The outstanding receipts as of 29th February 2024 were reviewed and action will be taken on two.

FC-2023/4-121 -Grants

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

FC-2023/4-122 – Budgets

- a) The current budgets as at 29th February 2024 were reviewed and recommendations to Full Council were made
- b) It was **resolved** to agree to recommend to Full Council to commence the procurement process for their 2024/5 projects

FC-2023/4-123 -Bank

- a) It was **resolved** to agree to add the Deputy Clerk to the Banking Mandate

2023/4-124 Ear Marked Reserves

- a) It was **resolved** to agree to recommend to Full Council the Ear Marked Reserves for 2024/25

FC-2023/4- 125 Policies

- a) It was reviewed and **resolved** to agree to recommend to Full Council the Risk Assessment Policy
- b) It was reviewed and **resolved** to agree to recommend to Full Council the Financial Regulations
- c) It was reviewed and **resolved** to agree to recommend to Full Council the Asset Disposal Policy
- d) It was reviewed and **resolved** to agree to recommend to Full Council the Cash & Cheque Handling Policy
- e) It was reviewed and **resolved** to agree to recommend to Full Council the Fixed Asset & Capitalisation Policy
- f) It was reviewed and **resolved** to agree to recommend to Full Council the Fixed Assets Policy.



- g) It was reviewed and **resolved** to agree to recommend to Full Council the Grant Application Form
- h) It was reviewed and **resolved** to agree to recommend to Full Council the Grant Awarding policy
- i) It was reviewed and **resolved** to agree to recommend to Full Council the members Expenses Policy
- j) It was reviewed and **resolved** to agree to recommend to Full Council the Procurement Policy
- k) It was reviewed and **resolved** to agree to recommend to Full Council the Reserves Policy

FC-2023/4-126 – Date of next meeting

- a) It was **resolved** to agree the date of the next meeting as Tuesday 2nd April 2024 at 16:00

Meeting closed at 17;32

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

Appendix a

The bank mandate has been update in as much as two people have been removed. We now need to add signatories previously agreed.

F1 Group have now reorganized the SharePoint drive which has made life easier for the admin staff.

F1 have investigated the email signature and there are two options:

- Option 1 is to design the signature and ask each councillor and member of staff to add it to their settings. The downside to this is that you are relying on people to comply. G1 have changed the rule in that the current disclaimer only goes with outgoing mail.
- Option 2 is to pay for a service. F1 Group have recommended “Exclaimer” this would cost 70p per month er user, you can up scale numbers whenever but only downscale annually.

We have the sumup machine for taking card payments.