



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Monday 2nd April 2024 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 Deputy Clerk: Becky Brothwell		
Public including Councillors	None		

Open meeting opened at 16:00

FC-2023/4-127 - 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-2023/4-128 - 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-2023/4-129 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 4th March 2024 and to authorise the Chair to sign the official minutes.

FC-2023/4-130 - Clerks report

- a) To receive a report from the Clerk - none

FC-2023/4-131 - Transactions for Payment

- a) It was **resolved** to agree to recommend to Full Council payment of the list of payments due for March invoices and to review 10 invoices at random to insure transparency.

Amazon	Knapsack nozzles	£ 8.99
Amazon	Eyewash etc	£ 29.94
E-On	Electric PB	£ 34.17
Hydra	Tracer spray	£ 54.95



JWK	Light Coubro	£ 148.80
Onestop	T Bags	£ 3.10
Staff expenses	Bearing Haytorette	£ 4.80
Platinum Cleaning	Cleaning Coubro	£ 208.00
Microsoft	Councillors	£ 55.04
Fun Stickers	Easter	£ 7.57

FC-2023/4-132 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 29th March 2024 – bank accounts were checked and were in order but not reconciled as it is the end of the financial year so this agenda item was deferred to full council.

FC-2023/4-133 - Review of outstanding receipts

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

FC-2023/4-134 – Budgets

- a) The current budgets as at 31st March 2024 were reviewed and to make any recommendations to Full Council as follows:
 4121 CCTV - £ 114.14 to 4080 Stationery
 4121 CCTV - £300.00 to 4057/440 Business rates Bowls Club
 4121 CCTV - £330.78 to 4057/460 Business rates digital board
 4801/515 Coronation £91.12 to 4801/502 Events general
 4121 CCTV - £258.90 to HR Services 4435/550

2023/4-135 Reserves

- a) It was **resolved** to agree to recommend to Full Council the Reserves for 2024/25 to defer to Full Council as all bank statements have not been received

FC-2023/4- 136 Terms of Reference

- a) They were reviewed and **resolved** to agree to recommend to Full Council the Finance & Admin Committee Terms of Reference

FC-2023/4-137 Policy

- a) It was reviewed and **resolved** to agree to recommend to Full Council the IT Policy

FC-2023/4-138 – Date of next meeting

- a) To resolve to agree the date of the next meeting as Tuesday 7th May 2024 at 19:00

Meeting closed at 17:44

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