



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Tuesday 7th May 2024 at 19:00 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		

Chair Cllr R Stevens opened the meeting at 19:03

FC-2023/4-139 - 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-2023/4-140 - 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.

Cllr R Flood declared a pecuniary interest in agenda item 2023/4-148(a) – The Clerk had issued a Dispensation

FC-2023/4-141 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 2nd April 2024 and to authorise the Chair to sign the official minutes.

FC-2023/4-142 - Clerks report

- a) To receive a report from the Clerk -see appendix a

FC-2023/4-143 - Transactions

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

Branch Bros	Pins for tractor shed	£ 8.40
Nyalkaran	Diary	£ 10.03
Lincolnshire Maintenance	Commercial Grass cutting – Clerk to check dates	£1,357.80
Amazon	Archive boxes	£ 17.99



Amazon	Archive files	£ 15.67
DTS	Locking up	£ 600.00
Sky	Bal nil, to clear amount	£
Methodist Church	Hall Hire	£ 30.00
Personnel Advice solutions	Monthly HR fee	£ 120.00
Spalding Cleaning	Windows Coubro	£ 23.00

FC-2023/4-144 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 30th April 2024

FC-2023/4-145 - Review of outstanding receipts

- a) The outstanding receipts as of 30th April 2024 were reviewed and it was agreed to write off 15p allotment rent.

FC-2023/4-146 – Budgets

- a) The current budgets as at 30th April 2024 were reviewed and there were no recommendations to Full Council

FC-2023/4-147 Internal Audit

- a) The intermediate Internal audit review was received

2023/4-148 Grant

- a) It was **resolved** to agree to recommend to Full Council the grant application.

FC-2023/4-149 – Date of next meeting

- a) It was **resolved** to agree the date of the next meeting as Monday 3rd June 2024 at 19:00

Meeting closed at 19:43

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

Appendix a

We now have the full audit report which will go before Council to sign off in June.

The precept arrived on the 18th April and the funds have now been transferred to CCLA