

28/05/2024

**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 Wednesday 5<sup>th</sup> June 2024 at 17:00 at which the under mentioned business will be transacted.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **FC-2024/5-001 - Apologies for absence**

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

### **FC-2024/5-002 - 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-2024/5-003 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 7<sup>th</sup> May 2024 and to authorise the Chair to sign the official minutes.

### **FC-2024/5-004- Clerks report**

- a) To receive a report from the Clerk

### **FC-2024/5-005 - Transactions for Payment**

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

### **FC-2024/5-006 - Financial Statement**

- a) To resolve to recommend to Full Council to approve the financial statement as of 31<sup>st</sup> May 2024

### **FC-2024/5-007 - Review of outstanding receipts**

- a) To review the outstanding receipts as of 31<sup>st</sup> May 2024



### **FC-2024/5-008 – Budgets**

- a) To discuss and resolve to agree the budgets and to recommend any changes to Full Council
- b) To resolve to agree to recommend to Full Council to use money from the General reserve for a Council project to be decided

### **FC-2024/5-009–AGAR To consider and approve documents relating to the 2023-2024 AGAR**

- a) To receive the Annual Internal Auditor's Report 2023/2024 and to recommend to Full Council
- b) To consider recommendations or matters arising from the internal auditor's narrative report and to recommend to Full Council.
- c) To recommend to Full Council to complete and sign the Annual Governance Statement 2023-2024.
- d) To receive and recommend to Full Council to sign the Accounting Statements 2023-2024.
- e) To receive and recommend to Full Council to consider the bank reconciliation 2023-2024.
- f) To receive and recommend to Full Council to consider the explanation of variances
- g) To receive and recommend to Full Council to consider the breakdown of reserves held.
- h) To review and agree to recommend to Full Council the dates for the period of public rights

### **FC-2024/5-010 IT**

- a) To resolve to agree the purchase of a tablet for the Open Spaces team
- b) To resolve to agree the way forward with the Council tablets

### **FC-2024/5-011 – Date of next meeting**

- a) To confirm the next meeting date of Wednesday 3<sup>rd</sup> July 2023 at 15:00