



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Wednesday 5th June 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/RFO: Jan Hearsey		
Public including Councillors	None		

Chair Cllr R Stevens opened the meeting at 17:01

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.

None

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.

None

FC-2024/5-003 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 7th 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 – see appendix a

FC-2024/5-005 - Transactions for Payment

- a) It was **resolved** 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.

Amazon	Foil blanket	£ 2.92
East Midlands Tree Survey	Tree survey	£1,386.00
Lincolnshire Commercial Maintenance	Grass cutting –	£1,951.20

Branch Bros	Unibond	£ 39.00
Fraser Dawbarns	FC lease	£ 607.20
JWK	Digital noticeboard	£ 192.00
West End Garage	Fuel	£ 287.00
PWLB	Loan Hall Gate	£2,932.40
Easy Goods	1 st aid supplies	£ 5.93
Greenzone	Bins Park Road	£ 308.88

FC-2024/5-006 - Financial Statement

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

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

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

FC-2024/5-008 – Budgets

- a) It was discussed and **resolved** to agree the budgets and there were no changes to recommend to Full Council
- b) It was **resolved** to agree to recommend to Full Council to use money from the General reserve for a Council project as £20,000

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

- a) The Annual Internal Auditor's Report 2023/2024 was received and recommended 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) It was **resolved** to agree the purchase of a tablet for the Open Spaces team
- b) It was **resolved** to agree the way forward with the Council tablets as to look at it again when they no longer work

FC-2024/5-011 – Date of next meeting

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

Meeting closed at 18:12

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