

Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee Wednesday 3rd July 2024 at 15:00 at Coubro Chambers

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

Chair Cllr R Stevens opened the meeting at 15:00

FC-2024/5-012 - 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-2024/5-013 - 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-2024/5-014 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 5th June 2024 and to authorise the Chair to sign the official minutes.

FC-2024/5-015- Clerks report

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

FC-2024/5-016 - Transactions for Payment

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

Amazon	Strimmer heads	£ 31.36
Amazon	Watering cans	£ 76.00



Amazon	Tablet case	£ 24.93
DTS	Locking up	£ 600.00
Hargreaves	Sockets	£ 47.94
Knights	Legal expenses	£1,660.80
RF Welding	Poles	£ 390.00
SHIDB	Drainage	£ 888.88
West End Garage	Fuel	£ 320.40
Lincolnshire Commercial Maintenance	Grass cutting	£1,951.20

FC-2024/5-017 - Financial Statement

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

FC-2024/5-018 - Review of outstanding receipts

- a) To review the outstanding receipts as of 30th June 2024 – withhold consent on outstanding invoice until paid.

FC-2024/5-019 – Budgets

- a) It was discussed and **resolved** to agree the budgets and to recommend any changes to Full Council – see appendix b
- b) To discuss and resolve to agree to recommend to Full Council the purchase of a new battery for a Speed Indicator Device – it was proposed, seconded and **agreed** to defer this item until the next meeting to allow Cllr T Wiltshire to look at the device.

FC-2024/5-020 – Fuel

- a) It was **resolved** to agree the way forward with petrol purchases as to purchase additive

FC-2024/5-021 – Date of next meeting

- a) To confirm the next meeting date of Monday 5th August 2024 at 15:00

It was resolved to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted

Open meeting closed at 15:36

Closed meeting opened at 15:36

FC-2024/5-022 Staff budget



- a) It was discussed and **resolved** to agree to recommend to the HR, H & S and Data Protection Committee and Full Council budget availability for staff salaries as to stay as is and revisit next month.

Meeting closed at 15:46

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

Appendix a

The Clerk's printer has broken again. A new printer (less than £65) has been ordered.

The new mandate has been completed and sent to Barclays, they have come back asking for a page that has already been sent to them!!!

Appendix b

- £10,000 from properties to property project
- £10,000 from Properties EMR to property project
- £ 7,500 from Toilets to properties project
- £ 7,500 from Repairs & maintenance to property project
- £ 2,000 from Repairs & maintenance Coubro to property project
- £ 1,000 from safe works to property project