

Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee Wednesday 9th October 2024 at 12:30 at Coubro Chambers

| | In attendance | Apologies given | Absent |
|--|--|-----------------|--------|
| Holbeach Parish Council, Finance Committee | Cllrs: R Flood, T Wiltshire & P Howden Clerk/RFO: Jan Hearsey | | |
| Public including Councillors | Cllr S Ball | | |

The meeting opened at 12:31

FC-2024/5-046 Chair

- a) To elect a Chair of the Committee – Cllr P Howden was duly elected

FC-2024/5-047 - 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-2024/5-048 - 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-2024/5-049 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 3rd September 2024 and to authorise the Chair to sign the official minutes.

FC-2024/5-050- Clerks report

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

FC-2024/5-051 - Transactions for Payment

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



| | | |
|--------------|-------------|----------|
| Amazon | Hard hat | £ 33.99 |
| Breathe | App | £358.80 |
| Crown Estate | Rent | £732.51 |
| Greenzone | Bins | £308.88 |
| PKF | Audit | £1008 |
| Tonwood | padlock | £40. |
| SHVCS | Car service | £3380.77 |
| Tonwood | Keys | £24.46 |
| West End | Fuel | £100 |
| Savils | Rent | £390.00 |

FC-2024/5-052 - Financial Statement

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

FC-2024/5-053 - Review of outstanding receipts

- a) To review the outstanding receipts as of 30th September 2024 – chase the solicitor acting for one of the parties

FC-2024/5-054 Grants

- a) It was discussed and **resolved** to agree to recommend to Full Council the grant applications as to agree the RBL grant and to request further information from Phoenix

FC-2024/5-055 Phone contracts

- a) It was **resolved** to agree to change the grounds staff to phone contracts

FC-2024/5-056 – Budgets

- a) It was discussed and **resolved** to agree the budgets and to recommend any changes to Full Council as £1500 events general to Christmas fayre - £1000 events general to Events equipment

FC-2024/5-057 Budgets 2025/26

- a) To review the Committee budgets for the next financial year - go back to committees to refine

FC-2024/5-058 – Meeting dates

- a) It was **resolved** to agree the meeting dates for the current Council year – see appendix
b

Meeting closed at 13:44

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

Appendix a

Barclays mandate – Now set-up

Barclaycard, due to the payment date, I shall be making payment on the 11th October

Money received back re the business rates for the digital board

Appendix b

Dates and times of meetings of the Finance Committee for the 2024/25 Council year

| Date | Venue |
|--|------------------------------|
| Wednesday 9 th October 2024 @ 12:30 | Coubro Chambers, 11 West End |
| Wednesday 6 th November 2024@14:00 | Coubro Chambers, 11 West End |
| Wednesday 4 th December 2024 @14:00 | Coubro Chambers, 11 West End |
| Monday 6 th January 2024 @ 14:00 | Coubro Chambers, 11 West End |
| Tuesday 4 th February 2024 @14:00 | Coubro Chambers, 11 West End |
| Tuesday 4 th March 2024 @ 14:00 | Coubro Chambers, 11 West End |
| Wednesday 9 th April 2024 @ 14:00 | Coubro Chambers, 11 West End |
| Wednesday 7 th May 2024@ 14:00 | Coubro Chambers, 11 West End |

