

28/11/2024

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 4th December 2024 at 14:00 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-2024/5-071 Chair

- a) To elect a Chair of the Committee

FC-2024/5-072 - Apologies for absence

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

FC-2024/5-073 - 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-2024/5-074 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 9th October 2024 and to authorise the Chair to sign the official minutes.

FC-2024/5-075- Clerks report

- a) To receive a report from the Clerk

FC-2024/5-076 - Transactions for Payment

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

FC-2024/5-077 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 30th November 2024

FC-2024/5-078 - Review of outstanding receipts

- a) To review the outstanding receipts as of 30th November 2024

FC-2024/5-079 Insurance

- a) To resolve to agree to recommend to Full Council the motor vehicle insurance renewal
- b) To discuss and review the insurance renewal and to recommend to Full Council

FC-2024/5-080 – Budgets

- a) To discuss and resolve to agree the budgets and to recommend any changes to Full Council

FC-2024/5-081 IT

- a) To discuss and resolve to agree the way forward with the purchase of an A3 copier
- b) To discuss and resolve to agree the way forward with Edge Admin & Service manager and to recommend to Full Council

FC-2024/5-082 Budgets 2025/26

- a) To review and resolve to agree to recommend to Full Council the Committee budgets for the next financial year

FC-2024/5-083 – Next meeting

- a) To next meeting is on Monday 6th January 2025 at 14:00