

# Supporting documents December 24

03 December 2024 11:25

## FC-2024/5-074 - Minutes

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1316/2024-5-06-fc-draft-notes-11th-november-2024>

## FC-2024/5-075- Clerks report

- a) To receive a report from the Clerk

# Report

**To:** Members of Holbeach Parish Council – Finance & Admin Committee

**From:** Jan Hearsey: Parish Clerk

**Date:** 4th December 2024

**Subject:** Clerk's report

I have used my delegated powers, with the support of the Open Spaces Committee and Chair of the Council to have the newer Kubota repaired at a cost of £473.81. This decision was made due to having several burials which required the use of the tractor and also due to needing the tractor and trailer for the Christmas Fayre signage.

## 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.

### Holbeach Parish Council

#### Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No   | Payment Reference | Gross          | Heading  | Invoice date | Details   | Invoice          |
|------|-------------------|----------------|----------|--------------|---|------------------|
| 1229 | board24 121<br>0  | £12.89         | 4220     | 17/10/24     | Amazon - Staple gun PO 265                              | GB46E0HABE1      |
| 1278 | board24 121<br>0  | £62.84         | 4205/360 | 30/10/24     | Amazon - work boots                                     | GB46P2SABE1      |
| 1291 | board24 121<br>0  | £41.28         | 4801/525 | 06/11/24     | Amazon - Christmas Fayre Decorations for Santa's Grotto | GB46LUX3ABE1     |
| 1292 | board24 121<br>0  | £22.99         | 4801/525 | 06/11/24     | Amazon - xmas po279                                     | GB46UNW0ABE1     |
| 1293 | board24 121<br>0  | £36.95         | 4801/525 | 06/11/24     | Amazon - xmas po 279                                    | GB46UYCJABE1     |
| 1294 | board24 121<br>0  | £36.99         | 4801/525 | 06/11/24     | Amazon - xmas po 279                                    | GB46V08JABE1     |
| 1295 | board24 121<br>0  | £36.99         | 4801/525 | 06/11/24     | Amazon - xmas po 279                                    | GB46V089ABE1     |
| 1296 | board24 121<br>0  | £155.93        | 4801/525 | 06/11/24     | Amazon - xmas po279                                     | GB46UFJFABE1     |
| 1297 | board24 121<br>0  | £115.96        | 4801/501 | 07/11/24     | Amazon - xmas po279                                     | GB46VHJEABE1     |
| 1298 | board24 121<br>0  | £16.00         | 4801/501 | 07/11/24     | Amazon - xmas po279                                     | GB46VR3WABE1     |
| 1299 | board24 121<br>0  | £21.56         | 4801/501 | 07/11/24     | Amazon - xmas po279                                     | GB46UFGABE1      |
| 1300 | board24 121<br>0  | £18.47         | 4455/200 | 07/11/24     | Amazon - Petrol can stickers                            | GB46LUG9WABE1    |
| 1303 | board24 121<br>0  | £7.69          | 4801/525 | 13/11/24     | Amazon - Self adhesive numbers                          | B-2024-195890581 |
| 1304 | board24 121<br>0  | £18.77         | 4080     | 19/11/24     | Amazon - Visitor sign in book                           | GB478V3HABE1     |
| 1306 | board24 121<br>0  | £44.99         | 4220     | 20/10/24     | Amazon - Extension lead po265                           | GB46ECIMABE1     |
| 1308 | board24 121<br>0  | £36.18         | 4080     | 24/10/24     | Amazon - Paper  | GB46IONYABE1     |
| 1309 | board24 121<br>0  | £23.97         | 4080     | 24/10/24     | Amazon - Ink Cartridges for Epson Printers              | GB46IPVABE1      |
|      |                   | <b>£708.46</b> |          |              | Amazon - Total  |                  |

- b)

|      |             |                |          |          |  |             |
|------|-------------|----------------|----------|----------|--|-------------|
| 1309 | board241210 | £25.97         | 4080     | 24/10/24 | Amazon - Ink Cartridges for Epson Printers | GB46IPVABE1 |
|      |             | <b>£708.46</b> |          |          | Amazon - Total                             |             |
| 1261 | board241210 | £9.00          | 4801/502 | 31/10/24 | Boyes - AA batteries                       | 311024      |
|      |             | <b>£8.00</b>   |          |          | Boyes - Total                              |             |
| 1279 | 241210cha   | £339.25        | 4455/305 | 08/11/24 | Chandlers - Repair Kubota                  | 541229      |
|      |             | <b>£339.25</b> |          |          | Chandlers - Total                          |             |

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ Date \_\_\_\_\_

03/12/24 11:59 AM V:\s 9.03.02

Page 1

## Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No   | Payment Reference | Gross            | Heading      | Invoice date | Details  | Invoice          |
|------|-------------------|------------------|--------------|--------------|--|------------------|
| 1312 | 241210dts         | £800.00          |              | 30/11/24     | DTS - Locking up   |                  |
|      | 1                 | £300.00          | 4405/250     |              | Locking up   |                  |
|      | 2                 | £300.00          | 4406         |              | Locking up   |                  |
|      |                   | <b>£600.00</b>   |              |              | DTS - Total  |                  |
| 1262 | bcard241210       | £38.42           | 46701/435    | 04/11/24     | E-ON - Electric Park Bungalow  | 205677783        |
|      |                   | <b>£38.42</b>    |              |              | E-ON - Total   |                  |
| 1301 | bcard241012       | £8.26            | 4455/200     | 06/11/24     | Essex Graphic Display Limited - Petrol Only Stickers x 9 - Park Team | 750421-2024-8840 |
|      |                   | <b>£8.26</b>     |              |              | Essex Graphic Display Limited - Total                                |                  |
| 1332 | 241210gall        | £579.76          |              | 25/11/24     | Gallagher - Motor insurance renewal                                  | 10295869         |
|      | 1                 | £289.88          | 4450/300/278 |              | Motor insurance renewal  |                  |
|      | 2                 | £289.88          | 4450/305/278 |              | Motor insurance renewal  |                  |
|      |                   | <b>£579.76</b>   |              |              | Gallagher - Total  |                  |
| 1315 | 241210gre         | £386.10          | 4215/250     | 30/11/24     | Greenzone - Waste Park Road  | 435453           |
|      |                   | <b>£386.10</b>   |              |              | Greenzone - Total  |                  |
| 1281 | 241210jre         | £1,140.00        |              | 07/11/24     | Jack Russell Environmental - Re pest control                         |                  |
|      | 1                 | £741.00          | 4455/200     |              | Re pest control  |                  |
|      | 2                 | £399.00          | 4458         |              | Re pest control  |                  |
|      |                   | <b>£1,140.00</b> |              |              | Jack Russell Environmental - Total                                   |                  |
| 1286 | 241210jmw         | £120.00          | 4455/200     | 04/11/24     | JMW Plumbing - Repair leak Hall Gate                                 | 472              |
|      |                   | <b>£120.00</b>   |              |              | JMW Plumbing - Total   |                  |
| 1322 | 241210jwk         | £108.00          | 44551/415    | 28/11/24     | JWK Electrical - Re Jamies Carpets                                   | 10310            |
|      |                   | <b>£108.00</b>   |              |              | JWK Electrical - Total   |                  |
| 1259 | bcard241210       | £37.08           | 4100         | 03/11/24     | Microsoft - 365 admin  | E0800U67LU       |
| 1260 | bcard241210       | £71.15           | 4100         | 03/11/24     | Microsoft - 365 Clrs   | E0800U621E       |
|      |                   | <b>£108.23</b>   |              |              | Microsoft - Total  |                  |
| 1241 | bcard241210       | £24.98           | 44551/420    | 30/10/24     | NextGen Retail Ltd - Union flag                                      | 333095-2024-1986 |
|      |                   | <b>£24.98</b>    |              |              | NextGen Retail Ltd - Total   |                  |

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Date \_\_\_\_\_ Date \_\_\_\_\_

03/12/24 12:00 PM V:\s 9.03.02

Page 2

# Holbeach Parish Council

## Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No   | Payment Reference | Gross           | Heading   | Invoice date | Details   | Invoice  |
|------|-------------------|-----------------|-----------|--------------|---|----------|
| 1318 | 241210pas         | £120.00         | 4435/350  | 25/11/24     | Personnel Advice & Solutions Ltd - HR support           | 16544    |
|      |                   | <b>£120.00</b>  |           |              | Personnel Advice & Solutions Ltd - Total                |          |
| 1323 | 241210plat        | £208.00         | 4685      | 30/11/24     | Platinum Cleaning - Cleaning Coubro                     | 482      |
|      |                   | <b>£208.00</b>  |           |              | Platinum Cleaning - Total                               |          |
| 1264 | bcard241210       | £68.54          | 4801/535  | 04/11/24     | Printed Today - Christmas Fayre Banners x 2 (6ft x 3ft) | 9148728  |
|      |                   | <b>£68.54</b>   |           |              | Printed Today - Total                                   |          |
| 1228 | bcard241210       | £9.00           | 4060      | 18/10/24     | Smarty Mobile - OS team tablet                          | 181024   |
| 1290 | bcard241210       | £9.00           | 4060      | 18/11/24     | Smarty Mobile - SIM tablet                              | 181124   |
|      |                   | <b>£18.00</b>   |           |              | Smarty Mobile - Total                                   |          |
| 1289 | bcard241210       | £71.00          | 4801/525  | 18/11/24     | South Holland District Council - Street trading licence | 181124   |
| 1307 | bcard241210       | -£192.50        | 4435/1400 | 24/10/24     | South Holland District Council - Refund planning fees   |          |
| 1310 | bcard241210       | £21.00          | 4801/525  | 30/10/24     | South Holland District Council - TEN's Christmas Fayre  |          |
|      |                   | <b>-£100.50</b> |           |              | South Holland District Council - Total                  |          |
| 1287 | 241210sc          | £23.00          | 4685      | 19/10/24     | Spalding Cleaning - Windows Coubro                      | 191024   |
| 1288 | 241210sc          | £23.00          | 4685      | 16/11/24     | Spalding Cleaning - Windows Coubro                      | 161124   |
|      |                   | <b>£46.00</b>   |           |              | Spalding Cleaning - Total                               |          |
| 1305 | bcard241210       | £10.00          | 4060      | 11/11/24     | Tesco - Mobile top up                                   |          |
|      |                   | <b>£10.00</b>   |           |              | Tesco - Total   |          |
| 1285 | bcard241210       | £133.00         | 4801/502  | 31/10/24     | Tigers Social Club - Food Halloween                     |          |
|      |                   | <b>£133.00</b>  |           |              | Tigers Social Club - Total                              |          |
| 1320 | 241210ton         | £2.24           | 4455/200  | 08/10/24     | Tonwood - key cutting                                   | 3117552a |
|      |                   | <b>£2.24</b>    |           |              | Tonwood - Total   |          |
| 1254 | bcard241210       | £272.22         | 4680/1420 | 14/10/24     | Wave - Water Coubro                                     | 14174681 |
| 1285 | bcard241210       | £28.18          | 4680/255  | 05/11/24     | Wave - Water Hall Gate                                  | 14263659 |

Signature \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

05/11/24 17:00 PM GC 4.03.07

Page 3

# Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/24

Supplier totals will include confidential items

| No           | Payment Reference | Gross             | Heading                              | Invoice date | Details   | Invoice          |
|--------------|-------------------|-------------------|--------------------------------------|--------------|---|------------------|
|              |                   | <b>£300.40</b>    | Wave - Total                         |              |   |                  |
| 1302         | bcard241210       | £91.96            | 4801/525                             | 07/11/24     | West Design Products Limited - Blank Cards for Christmas Card Competition | 58783-2024-32886 |
|              |                   | <b>£91.96</b>     | West Design Products Limited - Total |              |   |                  |
| 1284         | 241210weg         | £101.00           |                                      | 05/11/24     | West End Garage - Diesel  | 051124           |
|              | 1                 | £65.85            | 4480                                 |              | Diesel  |                  |
|              | 2                 | £35.35            | 4481                                 |              | Diesel  |                  |
| 1321         | 241210weg         | £33.00            |                                      | 26/11/24     | West End Garage - Diesel  | 15273            |
|              | 1                 | £11.56            | 4481                                 |              | Diesel  |                  |
|              | 2                 | £21.44            | 4480                                 |              | Diesel  |                  |
|              |                   | <b>£134.00</b>    | West End Garage - Total              |              |   |                  |
|              |                   | £14,134.14        | Confidential                         |              |   |                  |
| <b>Total</b> |                   | <b>£19,337.23</b> |                                      |              |   |                  |

## FC-2024/5-077 - Financial Statement

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

## Bank Accounts - Details and Current Balances

Start of year 01/04/24

Account Type : Ordinary

| Account Name               | Account Type | Account Number | Sort Code | Last Reconciled Date | Last Reconciled Balance £ | Current Balance £  |
|----------------------------|--------------|----------------|-----------|----------------------|---------------------------|--------------------|
| 1 Barclays Current Account | Ordinary     | ****4844       | 20-80-78  | 30/11/24             | 2,534.73                  | 2,443.25           |
| 2 Barclaycard              | Ordinary     | *****2372      |           | 30/09/24             | 0.00                      | 0.00               |
| 3 Barclays Saver account   | Ordinary     | ****5394       | 20-80-78  | 30/11/24             | 10,033.53                 | 10,033.53          |
| 4 CCLA                     | Ordinary     | *****0001PC    |           | 31/10/24             | 428,796.44                | 421,296.44         |
| <b>TOTAL</b>               |              |                |           |                      |                           | <b>£433,773.22</b> |

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

- a) To review the outstanding receipts as of 30<sup>th</sup> November 2024

## FC-2024/5-079 Insurance

- a) To resolve to agree to recommend to Full Council the motor vehicle insurance renewal

**Private & Confidential**

Mrs J Hearsey  
 Holbeach Parish Council  
 Coubro Chambers  
 11 West End  
 Holbeach  
 Spalding  
 Lincolnshire  
 PE12 7LW  
 United Kingdom

25th November 2024

Dear Mrs Hearsey,

**Insurance Policy: Non-Fleet Rated Commercial Motor**  
**Client Name: Holbeach Parish Council**  
**Client Reference Number:** [REDACTED]  
**Policy Number:** [REDACTED]  
**Effective Date: 25/12/2024**

**Blenheim House**  
**1-2 Bridge Street**  
**Guildford**  
**Surrey**  
**GU1 4RY**  
 Tel: 01483 462 860  
 www.ajg.com/uk

Your insurance policy is due for renewal shortly and we have pleasure in enclosing your renewal quotation(s) and documentation. These have been based on your requirements which you disclosed to us previously or in our recent renewal discussions. Our understanding of your requirements are shown in the enclosed documentation.

There are a number of documents enclosed and it is important that you review each of them. Within this letter we have summarised what we consider to be the most important points to assist you. We have directed you to those documents, or parts of documents, which you must read carefully.

Your renewal premium(s) for the forthcoming year are detailed as follows:-

| Policy                           | Insurer  | Premium        | Insurance Premium Tax | Total Due      |
|----------------------------------|----------|----------------|-----------------------|----------------|
| Non-Fleet Rated Commercial Motor | MS Amlin | £517.64        | £62.12                | £579.76        |
| <b>Total</b>                     |          | <b>£517.64</b> | <b>£62.12</b>         | <b>£579.76</b> |

**Non-Fleet Rated Commercial Motor**

**Your Requirements and Our Recommendations**

We have assessed the information about the circumstances that you have provided to us to help us to identify your requirements and make recommendation(s). We have based our understanding of your requirements on this information.

- 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

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|  | 2024/25                     | Reserve<br>Movements | Actual Net     | Balance            |                   |
|--|-----------------------------|----------------------|----------------|--------------------|-------------------|
| <b>INCOME</b>                              |                             |                      |                |                    |                   |
| <b>Finance &amp; Admin</b>                 |                             |                      |                |                    |                   |
| 1076                                       | Precept                     | £330,079.96          | £0.00          | £330,079.96        | £0.00             |
| 1080                                       | Bank Interest               | £4,985.00            | £0.00          | £13,224.62         | £8,239.62         |
| 1081                                       | Interest COIF               | £15.00               | £0.00          | £22.83             | £7.83             |
| <b>Total Finance &amp; Admin</b>           |                             | <b>£335,079.96</b>   | <b>£0.00</b>   | <b>£343,327.41</b> | <b>£8,247.45</b>  |
| <b>Open Spaces</b>                         |                             |                      |                |                    |                   |
| 1100                                       | Litter picking grant        | £2,500.00            | £0.00          | £0.00              | -£2,500.00        |
| 1200                                       | Allotment rent received     | £10,415.02           | £0.00          | £11,012.75         | £597.73           |
| 1201                                       | Allotment Deposits received | £0.00                | £0.00          | £617.21            | £617.21           |
| 1210                                       | Duck food receipts          | £100.00              | £0.00          | £7.53              | -£92.47           |
| 1300                                       | Cemetery Fees               | £16,000.00           | £0.00          | £15,720.00         | -£280.00          |
| 1301                                       | Scrap                       | £0.00                | £0.00          | £168.00            | £168.00           |
| 1305                                       | Sale of holly               | £500.00              | £0.00          | £0.00              | -£500.00          |
| <b>Total Open Spaces</b>                   |                             | <b>£29,515.02</b>    | <b>£0.00</b>   | <b>£27,525.49</b>  | <b>-£1,989.53</b> |
| <b>PPE S</b>                               |                             |                      |                |                    |                   |
| 1500                                       | Property Rents              | £16,850.00           | £0.00          | £16,555.00         | -£295.00          |
| 1501                                       | Speeding device donations   | £0.00                | £750.00        | £950.00            | £200.00           |
| 1502                                       | Property rents CP Charity   | £500.00              | £0.00          | £1,733.36          | £1,233.36         |
| 1505                                       | Contribution to utilities   | £405.00              | £0.00          | £110.00            | -£295.00          |
| <b>Total PPE S</b>                         |                             | <b>£17,755.00</b>    | <b>£750.00</b> | <b>£19,348.36</b>  | <b>£843.36</b>    |
| <b>Events &amp; PR</b>                     |                             |                      |                |                    |                   |
| 1600                                       | Events income               | £600.00              | £0.00          | £1,670.00          | £1,070.00         |
| <b>Total Events &amp; PR</b>               |                             | <b>£600.00</b>       | <b>£0.00</b>   | <b>£1,670.00</b>   | <b>£1,070.00</b>  |
| <b>HR, H &amp; S &amp; Data Protection</b> |                             |                      |                |                    |                   |

09/12/24 12:18 PM V.s: 9.03.

Holbeach Parish Council

Page 1

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|  | 2024/25                   | Reserve<br>Movements | Actual Net     | Balance            |                  |
|--|---------------------------|----------------------|----------------|--------------------|------------------|
| 1700   | Insurance claims          | £0.00                | £0.00          | £0.00              | £0.00            |
| <b>Total HR, H &amp; S &amp; Data Protection</b> |                           | <b>£0.00</b>         | <b>£0.00</b>   | <b>£0.00</b>       | <b>£0.00</b>     |
| <b>Total Income</b>                              |                           | <b>£382,949.98</b>   | <b>£750.00</b> | <b>£391,871.26</b> | <b>£8,171.28</b> |
| <b>EXPENDITURE</b>                               |                           |                      |                |                    |                  |
| <b>Control accounts</b>                          |                           |                      |                |                    |                  |
| <b>Total Control accounts</b>                    |                           | <b>£0.00</b>         | <b>£0.00</b>   | <b>£0.00</b>       | <b>£0.00</b>     |
| <b>Finance &amp; Admin</b>                       |                           |                      |                |                    |                  |
| 4050   | Sum-up Fees               | £0.00                | £0.00          | £31.79             | -£31.79          |
| 4055   | Business Rates - Admin    | £1,500.00            | £0.00          | £994.07            | £505.93          |
| 4060   | Phone & Broadband         | £660.00              | £0.00          | £1,013.15          | -£353.15         |
| 4065   | Postage                   | £440.00              | £0.00          | £132.50            | £307.50          |
| 4070   | Insurance                 | £14,300.00           | £0.00          | £0.00              | £14,300.00       |
| 4075   | Hire of venue             | £550.00              | £0.00          | £186.00            | £364.00          |
| 4080   | Stationery                | £374.00              | £0.00          | £210.05            | £163.95          |
| 4085   | IT Equipment              | £3,600.00            | £0.00          | £2,694.03          | £905.97          |
| 4100   | Email & software licences | £3,850.00            | £0.00          | £2,512.94          | £1,337.06        |
| 4105   | Audit fees                | £1,540.00            | £0.00          | £840.00            | £700.00          |
| 4110   | Subscriptions             | £1,980.00            | £0.00          | £132.00            | £1,848.00        |
| 4121   | CCTV                      | £0.00                | £0.00          | £0.00              | £0.00            |
| 4122   | CCTV CP Charity           | £0.00                | £0.00          | £0.00              | £0.00            |
| 4125   | Grants                    | £3,000.00            | £0.00          | £1,521.75          | £1,478.25        |
| 4126   | SHVCS Grant               | £4,000.00            | £0.00          | £3,380.77          | £619.23          |
| 4130   | Elections                 | £500.00              | £0.00          | £0.00              | £500.00          |

09/12/24 12:19 PM V.s: 9.03.

Holbeach Parish Council

Page 2

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|   | 2024/25           | Reserve<br>Movements | Actual Net        | Balance           |
|---|-------------------|----------------------|-------------------|-------------------|
| 4999 Contingency                        | £500.00           | £0.00                | £0.00             | £500.00           |
| <b>Total Finance &amp; Admin</b>        | <b>£36,794.00</b> | <b>£0.00</b>         | <b>£13,649.05</b> | <b>£23,144.95</b> |
| <b>Open Spaces</b>                      |                   |                      |                   |                   |
| 4056 Business rates - Hall Gate         | £1,100.00         | £0.00                | £499.75           | £600.25           |
| 4215 Waste services                     | £5,500.00         | £0.00                | £2,509.65         | £2,990.35         |
| 4220 Plant & Machinery renewals         | £2,000.00         | £0.00                | £496.56           | £1,503.44         |
| 4235 Horticultural supplies             | £2,000.00         | £0.00                | £465.00           | £1,535.00         |
| 4236 Horticultural supplies -CP Charity | £600.00           | £0.00                | £0.00             | £600.00           |
| 4240 Costs Carters Park Charity         | £0.00             | £0.00                | £590.00           | -£590.00          |
| 4242 Play equipment renewals            | £3,000.00         | £0.00                | £0.00             | £3,000.00         |
| 4245 Litter picker equipment            | £100.00           | £0.00                | £0.00             | £100.00           |
| 4250 Sacks litter picker                | £200.00           | £0.00                | £79.08            | £120.92           |
| 4270 Grass cutting                      | £6,765.00         | £0.00                | £5,775.50         | £989.50           |
| 4275 Grass cutting - Holbeach St Johns  | £2,040.00         | £0.00                | £1,768.00         | £272.00           |
| 4280 Grass cutting - Holbeach St Marks  | £2,040.00         | £0.00                | £1,768.00         | £272.00           |
| 4285 Grass cutting - Holbeach Hurn      | £1,350.00         | £0.00                | £1,125.00         | £225.00           |
| 4305 Drainage                           | £750.00           | £0.00                | £888.88           | -£138.88          |
| 4310 Allotment rents paid               | £2,539.00         | £0.00                | £2,465.00         | £74.00            |
| 4360 Loan repayment PWLB                | £5,865.00         | £0.00                | £2,932.46         | £2,932.54         |
| 4400 Tree work                          | £11,000.00        | £0.00                | £1,600.00         | £9,400.00         |
| 4401 Tree work - CP Charity             | £2,000.00         | £0.00                | £1,600.00         | £400.00           |
| 4402 Tree survey                        | £0.00             | £1,386.00            | £1,386.00         | £0.00             |

03/12/24 12:20 PM Vs: 9.03.

Holbeach Parish Council

Page 3

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|                                    | 2024/25    | Reserve<br>Movements | Actual Net | Balance    |
|------------------------------------|------------|----------------------|------------|------------|
| 4405 Locking/unlocking             | £3,670.00  | £0.00                | £2,750.00  | £920.00    |
| 4406 Locking/unlocking CP Charity  | £3,670.00  | £0.00                | £2,130.00  | £1,540.00  |
| 4410 Play Equipment                | £400.00    | £0.00                | £618.36    | -£218.36   |
| 4411 Netherfield - football goals  | £0.00      | £0.00                | £0.00      | £0.00      |
| 4412 Tractor Shed                  | £20,000.00 | £0.00                | £0.00      | £20,000.00 |
| 4413 Battlefields                  | £12,000.00 | £0.00                | £830.30    | £11,169.70 |
| 4414 Play equip CP Charity         | £700.00    | £0.00                | £0.00      | £700.00    |
| 4415 Tennis courts                 | £1,500.00  | £0.00                | £0.00      | £1,500.00  |
| 4416 Changing places toilets       | £0.00      | £0.00                | £0.00      | £0.00      |
| 4420 Play equip inspections        | £400.00    | £0.00                | £0.00      | £400.00    |
| 4421 Play insp CP Charity          | £400.00    | £0.00                | £0.00      | £400.00    |
| 4425 Street furniture              | £2,000.00  | £0.00                | £0.00      | £2,000.00  |
| 4450 Vehicle insurance             | £700.00    | £0.00                | £579.76    | £120.24    |
| 4455 Repairs & Maintenance         | £7,550.00  | £0.00                | £3,150.25  | £4,399.75  |
| 4456 Duck Food                     | £120.00    | £0.00                | £0.00      | £120.00    |
| 4457 Nature reserve improvements   | £0.00      | £0.00                | £0.00      | £0.00      |
| 4458 Rep & Maint CP Charity        | £1,050.00  | £0.00                | £343.93    | £706.07    |
| 4460 Fuel                          | £2,600.00  | £0.00                | £993.53    | £1,606.47  |
| 4461 Fuel CP Charity               | £1,400.00  | £0.00                | £517.32    | £882.68    |
| 4625 Pest control - Nature reserve | £250.00    | £0.00                | £165.64    | £84.36     |
| 4670 Electricity - Carter Park     | £3,500.00  | £0.00                | £1,734.80  | £1,765.20  |
| 4680 Water                         | £400.00    | £0.00                | £130.44    | £269.56    |

03/12/24 12:22 PM Vs: 9.03.

Holbeach Parish Council

Page 4

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|  | 2024/25            | Reserve Movements | Actual Net        | Balance           |
|--|--------------------|-------------------|-------------------|-------------------|
| 4681 Water - CP Charity                | £1,200.00          | £0.00             | £82.93            | £1,117.07         |
| <b>Total Open Spaces</b>               | <b>£112,359.00</b> | <b>£1,386.00</b>  | <b>£39,976.14</b> | <b>£73,768.86</b> |
| <b>PPE S</b>                           |                    |                   |                   |                   |
| 4057 Business rates                    | £2,450.00          | £0.00             | £797.42           | £1,652.58         |
| 4058 Business rates Bowls Club         | £0.00              | £0.00             | £0.00             | £0.00             |
| 4440 Crown Estate rent - Holbeach Bank | £733.00            | £0.00             | £732.51           | £0.49             |
| 4452 Property project                  | £19,500.00         | £0.00             | £722.50           | £18,777.50        |
| 4456 Defibrillator costs               | £0.00              | £0.00             | £0.00             | £0.00             |
| 4605 Council Tax - Park Bungalow       | £1,700.00          | £0.00             | £1,098.41         | £601.59           |
| 4606 Council tax 4a High St            | £0.00              | £0.00             | £0.00             | £0.00             |
| 4610 Speeding costs                    | £500.00            | £0.00             | £416.04           | £83.96            |
| 4675 Gas - Coubro                      | £4,000.00          | £0.00             | £3,795.56         | £204.44           |
| 4685 Cleaning - Coubro                 | £2,800.00          | £0.00             | £1,807.00         | £993.00           |
| 44351 Professional fees                | £1,000.00          | £0.00             | £1,548.50         | £-548.50          |
| 44352 Management Fees                  | £700.00            | £0.00             | £290.00           | £410.00           |
| 44551 Repairs & Maintenance            | £13,000.00         | £0.00             | £1,296.18         | £11,703.82        |
| 44561 Changing places toilet           | £1,000.00          | £0.00             | £0.00             | £1,000.00         |
| 46701 Electricity                      | £4,150.00          | £0.00             | £1,660.22         | £2,489.78         |
| 46801 Water                            | £1,650.00          | £0.00             | £802.48           | £847.52           |
| <b>Total PPE S</b>                     | <b>£53,183.00</b>  | <b>£0.00</b>      | <b>£14,966.82</b> | <b>£38,216.18</b> |
| <b>Events &amp; PR</b>                 |                    |                   |                   |                   |
| 4122 Calendar                          | £600.00            | £0.00             | £675.50           | £-75.50           |

03/12/24 12:23 PM V s: 9.03

Holbeach Parish Council

Page 5

## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.  
Excludes transactions with an invoice date prior to 01/04/24

|  | 2024/25            | Reserve Movements | Actual Net         | Balance            |
|--|--------------------|-------------------|--------------------|--------------------|
| 4801 Events                                      | £11,555.00         | £0.00             | £6,202.43          | £5,352.57          |
| <b>Total Events &amp; PR</b>                     | <b>£12,155.00</b>  | <b>£0.00</b>      | <b>£6,877.93</b>   | <b>£5,277.07</b>   |
| <b>HR, H &amp; S &amp; Data Protection</b>       |                    |                   |                    |                    |
| 4000 Net Pay                                     | £121,975.00        | £0.00             | £98,994.85         | £22,980.15         |
| 4001 Net pay - CP Charity                        | £24,752.00         | £0.00             | £18,473.10         | £6,278.90          |
| 4010 NI ER                                       | £9,609.49          | £0.00             | £6,049.98          | £3,559.51          |
| 4011 NI ER - CP Charity                          | £2,097.73          | £0.00             | £1,375.10          | £722.63            |
| 4020 Pensions ER                                 | £3,152.20          | £0.00             | £2,081.00          | £1,071.20          |
| 4021 Pensions ER CP Charity                      | £742.56            | £0.00             | £420.98            | £321.58            |
| 4086 ICO   | £40.00             | £0.00             | £40.00             | £0.00              |
| 4090 Mileage allowance                           | £120.00            | £0.00             | £142.13            | £-22.13            |
| 4095 Eye Tests                                   | £120.00            | £0.00             | £0.00              | £120.00            |
| 4205 PPE & Uniform                               | £650.00            | £0.00             | £384.72            | £265.28            |
| 4206 PPE & Uniform CP Charity                    | £350.00            | £0.00             | £0.00              | £350.00            |
| 4230 Fire Insp & Equip                           | £195.00            | £0.00             | £0.00              | £195.00            |
| 4231 Fire insp & equip CP Charity                | £105.00            | £0.00             | £0.00              | £105.00            |
| 4435 Professional Fees                           | £1,500.00          | £11,151.50        | £13,484.00         | £-832.50           |
| 4500 Training - Open Spaces                      | £1,000.00          | £0.00             | £392.50            | £607.50            |
| 4515 Training - Admin                            | £1,000.00          | £0.00             | £-0.01             | £1,000.01          |
| 4520 Training Councillor                         | £600.00            | £0.00             | £10.42             | £589.58            |
| 4690 Sundries                                    | £450.00            | £0.00             | £158.50            | £291.50            |
| <b>Total HR, H &amp; S &amp; Data Protection</b> | <b>£168,458.98</b> | <b>£11,151.50</b> | <b>£142,007.27</b> | <b>£37,603.21</b>  |
| <b>Total Expenditure</b>                         | <b>£382,949.98</b> | <b>£12,537.50</b> | <b>£217,477.21</b> | <b>£189,161.77</b> |

03/12/24 12:25 PM V s: 9.03

Holbeach Parish Council

Page 6



## Financial Budget Comparison

Comparison between 01/04/24 and 31/12/24 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/24

|                          | 2024/25      | Reserve<br>Movements | Actual Net         | Balance     |
|--------------------------|--------------|----------------------|--------------------|-------------|
| Total Income             | £382,949.98  | £750.00              | £391,871.26        | £8,171.28   |
| Total Expenditure        | £382,949.98  | £12,537.50           | £217,477.21        | £178,010.27 |
| <b>Total Net Balance</b> | <b>£0.00</b> |                      | <b>£174,394.05</b> |             |

### FC-2024/5-081 IT

- a) To discuss and resolve to agree the way forward with the purchase of an A3 copier

<https://www.hp.com/gb-en/shop/product.aspx?id=537P6B&opt=687>

[https://www.currys.co.uk/products/brother-mfcj5740dw-allinone-wireless-a3-inkjet-printer-with-fax-10241328.html?istCompanyId=bec25c7e-cbcd-460d-81d5-a25372d2e3d7&istFeedId=4d7eb93e-055f-499d-8ee5-1cdcc50d67d1&istItemId=rwtptmxtl&istBid=t&srcid=198&cmpid=ppc~gg~1012+\(Shopping+Ads\)+~+Brand+Brother+~+PMAX~Exact~71700000117860689~&mctag=gg\\_goog\\_7904&kwid=GOOGLE&device=c&ds\\_kids=&tgtid=1012+\(Shopping+Ads\)+~+Brand+Brother+~+PMAX&&gad\\_source=1&gclid=CjwKCAiA9bq6BhAKEiwAH6bqoO8TppS-Aezyea9kgaZ0ORNwGAqTohG2dD30O5Q42mPJLO58B5r2XhoCF\\_0QAvD\\_BwE&gclid=aw.ds](https://www.currys.co.uk/products/brother-mfcj5740dw-allinone-wireless-a3-inkjet-printer-with-fax-10241328.html?istCompanyId=bec25c7e-cbcd-460d-81d5-a25372d2e3d7&istFeedId=4d7eb93e-055f-499d-8ee5-1cdcc50d67d1&istItemId=rwtptmxtl&istBid=t&srcid=198&cmpid=ppc~gg~1012+(Shopping+Ads)+~+Brand+Brother+~+PMAX~Exact~71700000117860689~&mctag=gg_goog_7904&kwid=GOOGLE&device=c&ds_kids=&tgtid=1012+(Shopping+Ads)+~+Brand+Brother+~+PMAX&&gad_source=1&gclid=CjwKCAiA9bq6BhAKEiwAH6bqoO8TppS-Aezyea9kgaZ0ORNwGAqTohG2dD30O5Q42mPJLO58B5r2XhoCF_0QAvD_BwE&gclid=aw.ds)

[https://www.viking-direct.co.uk/en/p/1193735?customerType=consumer&utm\\_source=google&utm\\_medium=organic&utm\\_campaign=surface\\_google&cm\\_mmc=Google- -- -1193735&gclid=CjwKCAiA9bq6BhAKEiwAH6bqoJ\\_HkMS7pgDew5SUcBlS0nltupJlLoiP3UxKdaXPYETNgdyh7cnevZxoC-dQQAvD\\_BwE](https://www.viking-direct.co.uk/en/p/1193735?customerType=consumer&utm_source=google&utm_medium=organic&utm_campaign=surface_google&cm_mmc=Google- -- -1193735&gclid=CjwKCAiA9bq6BhAKEiwAH6bqoJ_HkMS7pgDew5SUcBlS0nltupJlLoiP3UxKdaXPYETNgdyh7cnevZxoC-dQQAvD_BwE)

- b) To discuss and resolve to agree the way forward with Edge Admin & Service manager and to recommend to Full Council

#### **Admin and Admin+ Features**

- Paperless administration includes headed stationery, outbound email and attachments
- Details of all councillors, staff, officers, and non-councillors
- Committee setup and councillor membership
- Manage meetings for council, committees and working groups
- Diary management for councillors and officers
- Email meeting invitations
- Declaration of interests recorded for each councillor
  - All reports are easily previewed, printed, exported to PDF or Word and emailed directly to recipients
- Produces agendas and minutes
- Lists of agenda subjects maintained on a committee basis
- Templates for agendas and minutes with headers and footers for each committee
- Copy previous agendas to create new versions
- Minutes easily produced from agenda or previous set of minutes
- Confidential sections can be identified and produced separately
- Monitor councillor attendance and apologies
- Flexible searching including by subject history
- Comprehensive reports
- Produce action lists

#### **Service Manager**

- Paperless administration includes outbound email, photographs, and attachments
- Manage tasks, projects, faults, and problems as jobs
- Manage, track and progress issues reported by the public
- Outstanding jobs are scheduled and completed when finished
- Sub jobs enable main job to be divided into stages

and allocated to staff

- Staff manage their time using timesheets for each job
- Email templates for different activities
- Comprehensive reporting
- Print blank time sheets for manual completion
- Report on the annual salary cost of activities
- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipient
- Integrates with AdvantEDGE Facilities module
- Staff rosters are recorded in timesheets in Service Manager

#### **Asset Manager**

- Record details of assets including location, finance, inspections, insurance, and notes
- Paperless administration includes outbound email, photographs, and attachments
- Streetlight fault logging, management, and reporting
- Automatic asset numbering schemes
- Link assets to digital maps including Google maps and what3words
- Dashboard displays clickable count of each class of asset
- Mail merge and document production facility
- All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipients
- Integrates with equipment in AdvantEDGE Playgrounds module
- Integrates with asset register in AdvantEDGE Finance module
- Integrates with InspectEDGE for asset inspections
  - Ruggedised InspectEDGE tablet and app available separately

separately

- Inspections details and photographs recorded by InspectEDGE are saved in AdvantEDGE Asset Manager
- Inspections and photographs can be recorded without InspectEDGE app

#### **Playgrounds**

- Paperless administration includes outbound email, photographs, and attachments
- Sites can be sorted in a quick view by name, location, and category and manufacturer
- Playground equipment details include location, finance, repairs, incidents, inspections, and notes
- Digital map links include Google maps and what3words
- Equipment can be sorted in a quick view by site, type,
- Inspections via inspection sheet or InspectEDGE app
  - Inspection risk assessment includes risk, hazard, likelihood, and severity
- Take up to 4 photos of each piece of equipment being inspected
- Inspections can be sorted in a quick view, filtered by site and/or date
- Reports for equipment and inspections
  - Report on High, Medium, or Low risk inspection results
  - All reports are easily previewed, printed, exported to PDF or Word, and emailed directly to recipients
  - Integrates with InspectEDGE for playground inspections
    - Ruggedised InspectEDGE tablet and app available separately

separately

- Inspection details and photographs recorded by InspectEDGE are saved in AdvantEDGE Playgrounds
- Integrates with AdvantEDGE Asset Manager

- For each playground, maintain details of bins, notice boards, seats, streetlights, and trees
- Inspection reports retained for the RoSPA recommended period of 21 years

#### **AdvantEDGE - Additional 4 Modules with Inspections**

- 4 additional modules; Admin+, Service Manager, Playgrounds and Asset Manager
- Inspection app for Allotments, Assets, Epitaph and Playgrounds
- Tablet for Inspections with accurate GPS receiver
- Setup and training
- Contract co-terminus with existing 5 year contract

The cost break down is as follows:

- £743 setup *including a ruggedised tablet with GPS receiver (not required)*
- £574 training
- £958 annual fees for 4 modules
- £166 annual fee for inspection app

#### **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 6<sup>th</sup> January 2025 at 14:00