



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee  
Wednesday 4<sup>th</sup> December 2024 at 14:00 at Coubro Chambers**

|   | In attendance  | Apologies given | Absent |
|---|--|-----------------|--------|
| <b>Holbeach Parish Council, Finance Committee</b> | <b>Cllrs: R Flood, T Wiltshire &amp; P Howden</b><br><br><b>Clerk/RFO: Jan Hearsey</b> |                 |        |
| <b>Public including Councillors</b>               |  |                 |        |

The meeting opened at 11:47

**FC-2024/5-071 Chair**

- a) To elect a Chair of the Committee – Cllr R Flood was elected Chair of the meeting

**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. None

**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. None

**FC-2024/5-074 - Minutes**

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 11<sup>th</sup> November 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 – see appendix a

**FC-2024/5-076 - Transactions for Payment**

- a) It was **resolved** 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.

|              |                   |            |
|--------------|-------------------|------------|
| Amazon       | Extension lead    | £ 44.99    |
| Jack russell | Pest control      | £ 1,140.00 |
| JMW          | Leak Hall Gate    | £120.00    |
| JWK          | Electrical repair | £108.00    |



|                   |                 |          |
|-------------------|-----------------|----------|
| Next generation   | Union flag      | £24.98   |
| Printed Today     | Banners         | £68.54   |
| SHDC              | Planning fee    | £-192.50 |
| Spalding cleaning | Window cleaning | £23.00   |
| Tigers bar        | Food Halloween  | £ 133.00 |
| Tonwood           | Re VAT          | £2.24    |

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

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 30<sup>th</sup> November 2024

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

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

**FC-2024/5-079 Insurance**

- a) It was **resolved** to agree to recommend to Full Council the motor vehicle insurance renewal
- b) It was discussed and reviewed the insurance renewal and to recommend to Full Council, send clause to full Council and officers

**FC-2024/5-080 – Budgets**

- a) It was discuss and resolve to agree the budgets and to recommend any changes to Full Council - None

**FC-2024/5-081 IT**

- a) It was discussed and **resolved** to agree the way forward with the purchase of an A3 copier as to spend no more than £250 inc VAT from the Events Committee budget.
- b) It was discussed and **resolved** to agree the way forward with Edge Admin & Service manager and to recommend to Full Council the purchase and contract

**FC-2024/5-082 Budgets 2025/26**

- a) It was reviewed and **resolved** 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

*Meeting closed at 15:31*

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