

19/12/2024

**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 Monday 6<sup>th</sup> January 2025 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-2024/5-084 Chair**

- a) To elect a Chair of the Committee

### **FC-2024/5-085 - Apologies for absence**

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

### **FC-2024/5-086 - 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-2024/5-087 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 4<sup>th</sup> December 2024 and to authorise the Chair to sign the official minutes.

### **FC-2024/5-088- Clerks report**

- a) To receive a report from the Clerk

### **FC-2024/5-089 - Transactions for Payment**

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

### **FC-2024/5-090 - Financial Statement**

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

### **FC-2024/5-091 - Review of outstanding receipts**



- a) To review the outstanding receipts as of 31<sup>st</sup> December 2024

**FC-2024/5-092 Insurance**

- a) To discuss and review the insurance renewal and to resolve to recommend to Full Council

**FC-2024/5-093 – Budgets**

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

**FC-2024/5-094 – Next meeting**

- a) To next meeting is on Tuesday 4<sup>th</sup> February 2025 at 14:00