

Supporting documents Jan 25

03 January 2025 14:20

FC-2024/5-087 - Minutes

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

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1355/2024-5-07-fc-draft-notes-4th-december-2024>

FC-2024/5-088- 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: 6th January 2025

Subject: Clerk's report

I will need to pay this months Barclaycard bill of £ 533.93 on the 10th January due to the payment date being the 14th

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.
<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1370/2025-december-payments-for-authorisation>

FC-2024/5-090 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as of 31st December 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	31/12/24	3,885.77	3,834.29
2 Barclaycard	Ordinary	*****2372		30/09/24	0.00	0.00
3 Barcays Saver account	Ordinary	****5394	20-80-78	31/12/24	3,190.67	3,190.67
4 CCLA	Ordinary	*****0001PC		30/11/24	423,129.32	408,129.32
TOTAL						£415,154.28

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

- a) To review the outstanding receipts as of 31st 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

Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance	
INCOME					
Finance & Admin					
1076	Precept	£330,079.96	£0.00	£330,079.96	£0.00
1080	Bank Interest	£4,985.00	£0.00	£15,123.08	£10,138.08
1081	Interest COIF	£15.00	£0.00	£22.83	£7.83
Total Finance & Admin		£335,079.96	£0.00	£345,225.87	£10,145.91
Open Spaces					
1100	Litter picking grant	£2,500.00	£0.00	£0.00	-£2,500.00
1200	Allotment rent received	£10,415.02	£0.00	£11,643.32	£1,228.30
1201	Allotment Deposits received	£0.00	£0.00	£617.71	£617.71
1210	Duck food receipts	£100.00	£0.00	£7.53	-£92.47
1300	Cemetery Fees	£16,000.00	£0.00	£15,370.00	-£630.00
1301	Scrap	£0.00	£0.00	£168.00	£168.00
1305	Sale of holly	£500.00	£0.00	£0.00	-£500.00
Total Open Spaces		£29,515.02	£0.00	£27,806.56	-£1,708.46
PPES					
1500	Property Rents	£16,850.00	£0.00	£18,680.00	£1,830.00
1501	Speeding device donations	£0.00	£750.00	£960.00	£200.00
1502	Property rents CP Charity	£500.00	£0.00	£1,762.53	£1,262.53
1505	Contribution to utilities	£405.00	£0.00	£110.00	-£295.00
Total PPES		£17,755.00	£750.00	£21,502.53	£2,997.53
Events & PR					
1600	Events income	£600.00	£0.00	£1,690.00	£1,090.00
Total Events & PR		£600.00	£0.00	£1,690.00	£1,090.00
HR, H & S & Data Protection					

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Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance	
1700	Insurance claims	£0.00	£0.00	£0.00	£0.00
Total HR, H & S & Data Protection		£0.00	£0.00	£0.00	£0.00
Total Income		£382,949.96	£750.00	£396,224.96	£12,524.98
EXPENDITURE					
Control accounts					
Total Control accounts		£0.00	£0.00	£0.00	£0.00
Finance & Admin					
4050	Sum-up Fees	£0.00	£0.00	£31.87	-£31.87
4055	Business Rates - Admin	£1,500.00	£0.00	£1,117.07	£382.93
4060	Phone & Broadband	£660.00	£0.00	£1,242.03	-£582.03
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	£246.00	£304.00
4080	Stationery	£374.00	£0.00	£228.93	£145.07
4085	IT Equipment	£3,600.00	£0.00	£2,858.99	£741.01
4100	Email & software licences	£3,850.00	£0.00	£2,598.23	£1,251.77
4105	Audit fees	£1,540.00	£0.00	£840.00	£700.00
4110	Subscriptions	£1,980.00	£0.00	£1,999.38	-£19.38
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	£1,421.75	£1,578.25
4126	SHVCS Grant	£4,000.00	£0.00	£3,380.77	£619.23
4130	Elections	£500.00	£0.00	£0.00	£500.00

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Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

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

	2024/25	Reserve Movements	Actual Net	Balance
4999	Contingency	£500.00	£0.00	£500.00
Total Finance & Admin		£36,794.00	£0.00	£16,097.52
Open Spaces				
4056	Business rates - Hall Gate	£1,100.00	£561.75	£538.25
4215	Waste services	£5,500.00	£2,809.95	£2,690.05
4220	Plant & Machinery renewals	£2,000.00	£678.15	£1,321.85
4235	Horticultural supplies	£2,000.00	£465.00	£1,535.00
4238	Horticultural supplies -CP Charity	£600.00	£0.00	£600.00
4240	Costs Carters Park Charity	£0.00	£590.00	-£590.00
4242	Playequipment renewals	£3,000.00	£0.00	£3,000.00
4245	Litter picker equipment	£100.00	£0.00	£100.00
4250	Sacks litter picker	£200.00	£79.08	£120.92
4270	Grass cutting	£6,765.00	£5,775.50	£989.50
4275	Grass cutting - Holbeach St Johns	£2,040.00	£1,768.00	£272.00
4280	Grass cutting - Holbeach St Marks	£2,040.00	£1,768.00	£272.00
4285	Grass cutting - Holbeach Hurn	£1,350.00	£1,125.00	£225.00
4305	Drainage	£750.00	£888.88	-£138.88
4310	Allotment rents paid	£2,539.00	£2,465.00	£74.00
4360	Loan repayment PWLB	£5,865.00	£5,864.92	£0.08
4400	Tree work	£11,000.00	£1,600.00	£9,400.00
4401	Tree work - CP Charity	£2,000.00	£1,600.00	£400.00
4402	Tree survey	£0.00	£1,386.00	£0.00

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Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.

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

	2024/25	Reserve Movements	Actual Net	Balance
4405	Locking/unlocking	£3,670.00	£0.00	£3,670.00
4406	Locking/unlocking CP Charity	£3,670.00	£0.00	£2,440.00
4410	PlayEquipment	£400.00	£0.00	£618.36
4411	Netherfield - football goals	£0.00	£0.00	£0.00
4412	Tractor Shed	£20,000.00	£0.00	£20,000.00
4413	Battlefields	£12,000.00	£830.30	£11,169.70
4414	Playequip CP Charity	£700.00	£0.00	£700.00
4415	Tennis courts	£1,500.00	£0.00	£1,500.00
4416	Changing places toilets	£0.00	£0.00	£0.00
4420	Playequip inspections	£400.00	£0.00	£400.00
4421	Play insp CP Charity	£400.00	£0.00	£400.00
4425	Street furniture	£2,000.00	£0.00	£2,000.00
4450	Vehicle insurance	£700.00	£579.76	£120.24
4455	Repairs & Maintenance	£7,550.00	£3,545.09	£4,004.91
4456	Duck Food	£120.00	£0.00	£120.00
4457	Nature reserve improvements	£0.00	£14.00	-£14.00
4458	Rep & Maint CP Charity	£1,050.00	£343.93	£706.07
4460	Fuel	£2,600.00	£993.53	£1,606.47
4461	Fuel CP Charity	£1,400.00	£517.32	£882.68
4625	Pest control - Nature reserve	£250.00	£165.64	£84.36
4670	Electricity - Carter Park	£3,500.00	£1,734.80	£1,765.20
4680	Water	£400.00	£206.13	£193.87

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Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 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
Total Open Spaces	£112,359.00	£1,386.00	£44,557.02	£69,187.98
PPE'S				
4057 Business rates	£2,450.00	£0.00	£867.42	£1,582.58
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	£730.50	£18,769.50
4456 Defibrillator costs	£0.00	£0.00	£0.00	£0.00
4605 Council Tax - Park Bungalow	£1,700.00	£0.00	£1,281.41	£418.59
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	£1,994.67	£805.33
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	£1,847.31	£2,302.69
46801 Water	£1,650.00	£0.00	£802.48	£847.52
Total PPE'S	£53,183.00	£0.00	£15,602.58	£37,580.42
Events & PR				
4122 Calendar	£800.00	£0.00	£675.50	£-124.50

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Financial Budget Comparison

Comparison between 01/04/24 and 31/03/25 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	£8,263.70	£5,291.30
Total Events & PR	£12,155.00	£0.00	£8,939.20	£5,215.80
HR, H & S & Data Protection				
4000 Net Pay	£121,975.00	£0.00	£109,638.26	£12,336.74
4001 Net pay - CP Charity	£24,752.00	£0.00	£20,449.15	£4,302.85
4010 NI ER	£9,609.49	£0.00	£8,806.50	£802.99
4011 NI ER - CP Charity	£2,097.73	£0.00	£1,495.25	£602.48
4020 Pensions ER	£3,152.20	£0.00	£2,307.35	£844.85
4021 Pensions ER CP Charity	£742.56	£0.00	£455.93	£286.63
4086 ICO	£40.00	£0.00	£35.00	£5.00
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	£850.00	£0.00	£384.72	£465.28
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	£800.00	£0.00	£10.42	£589.58
4690 Sundries	£450.00	£0.00	£158.50	£291.50
Total HR, H & S & Data Protection	£168,458.98	£11,151.50	£155,759.70	£23,850.78
Total Expenditure	£382,949.98	£12,537.50	£238,956.02	£167,682.96

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Financial Budget Comparison

Comparison between 01/04/24 and 31/01/25 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/24

	2024/25	Reserve Movements	Actual Net	Balance
Total Income	£382,949.98	£750.00	£396,224.98	£12,524.98
Total Expenditure	£382,949.98	£12,537.50	£238,956.02	£166,531.46
Total Net Balance	£0.00		£157,268.94	

FC-2024/5-094 – Next meeting

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