



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee  
Monday 6<sup>th</sup> January 2025 at 14:00 at Coubro Chambers**

	In attendance	Apologies given	Absent
<b>Holbeach Parish Council, Finance Committee</b>	<b>Cllrs: S Ball, T Wiltshire &amp; S Hutchinson</b>  <b>Clerk/RFO: Jan Hearsey</b>		
<b>Public including Councillors</b>			

The meeting opened at 14:03

**FC-2024/5-084 Chair**

- a) To elect a Chair of the Committee – Cllr S Ball was duly elected as 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. Apologies were received and accepted under the delegated powers of the Clerk from: Cllr R Flood

**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. None

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

It was **resolved** 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. (Cllr T Wiltshire voted for; Cllrs S Ball & S Hutchinson abstained)

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

- a) To receive a report from the Clerk – see appendix a

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

- a) It was **resolved** 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.

Triton	Paper	£ 16.69
Terraquest	Plan	£ 9.60



Amazon	Sledgehammer	£ 30.68
Kite Products	Stake & Banding machine	£159.74
Irelands	Fuel tank repair	£473.81
Land Registry	Venue	£14.00
Methodist Hall	Planning fee	£60.00
SLCC	Membership fee	£300.00
Smarty Mobile (Look into plan)	SIM Tablet	£ 9.00
Wave (look into DD cost)	Water PR	£24.31

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

- a) To resolve to recommend to Full Council to approve the financial statement as of 31st December 2024 – see appendix b

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

- a) The outstanding receipts as of 31<sup>st</sup> December 2024 were reviewed and the Clerk/RFO is to look into two outstanding debts

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

- a) To discuss and review the insurance renewal and to resolve to recommend to Full Council – agenda item not required as no renewal premium received.

**FC-2024/5-093 – Budgets**

- a) It was discussed and **resolved** to agree the budgets and to recommend any changes to Full Council as:  
4801/510 Car Show £1,000 to 4801/501 Events equipment  
4801/525 Christmas Fayre £1,494.43 to 4801/501 Events Equipment

**FC-2024/5-094 – Next meeting**

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

*Meeting closed at 15:33*

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

**Appendix a**



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

*We have training on Wednesday for the new admin plus software*

## Appendix b

### 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	3,823.40
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		31/12/24	409,806.56	409,806.56
<b>TOTAL</b>						<b>£416,820.63</b>