

# Feb 25 Supporting documents - Finance & Admin

23 January 2025 13:01

## **FC24/5 095 Apologies for absence**

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

## **FC24/5 096 Declarations of Interest**

1. 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.

## **FC24/5 097 Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 6th January 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1375/2024-5-08-fc-draft-notes-6th-january-2025>

## **FC24/5 098 Clerk's report**

1. To receive a report from the Clerk

### *Report*

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

**From:** *Jan Hearsey: Parish Clerk*

**Date:** *5th February 2025*

**Subject:** *Clerk's report*

*We are having training sessions on the new Edge software. This is working well. The Service Manager app we have discovered does not work with the tablet, we have a spare laptop in the office which I have set up for the Open Spaces team. The Inspect Edge app is working brilliantly and the team are very impressed.*

## **FC24/5 099 Transactions for payment**

1. To resolve to agree to recommend to Full Council payment of the list of payments due for January invoices and to review 10 invoices at random to insure transparency.

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1406/2025-january-payments-for-authorisation>

## **FC24/5 100 Financial Statement 1.**

To resolve to recommend to Full Council to approve the financial statement as of 31st January 2025

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1410/2025-january-financial-statement-30-01-25>

## **FC24/5 101 Review off outstanding receipts**

1. To review the outstanding receipts as of 31st January 2025

### FC24/5 102 Budgets

1. To review the current budgets as at 31st January 2025 and to make any recommendations to Full Council

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1407/2025-january-financial-comparison>

2. To resolve to agree the way forward with LALC training scheme

*This is included in the budget*

## ATS SCHEDULE OF FEES

\_\_\_\_\_ Parish/Town Council wishes to subscribe to the LALC Annual Training Scheme for April 2025/March 2026.

Payment in respect of this Council is enclosed\*/will be forwarded in April 2025\*

*(\*Delete as applicable)*

..... (Signed) .... (Date)

Band		Amount (£)	Please tick
Council with up to 250 electorate VAT	110.00 + £22	<b>£132.00</b>	
Council with up to 500 electorate VAT	120.00 + £24	<b>£144.00</b>	
Council with up to 1000 electorate VAT	135.00 + £27	<b>£162.00</b>	
Council with up to 2500 electorate VAT	160.00 + £32	<b>£192.00</b>	
Council with up to 5000 electorate VAT	175.00 + £35	<b>£210.00</b>	
Council with up to 7500 electorate VAT	185.00 + £37	<b>£222.00</b>	
<b>Council with up to 10,000 electorate</b> VAT	<b>195.00 + £39</b>	<b>£234.00</b>	<input checked="" type="checkbox"/>
Council with above 10,000 electorate VAT	205.00 + £41	<b>£246.00</b>	

FC24/5 103 IT

1. To resolve to agree to purchase a video camera

[https://www.jessops.com/p/panasonic/hc-vx1-4k-camcorder-205026?gad\\_source=1&gclid=Cj0KCQiA7se8BhCAARIsAKnF3rw0Fzx0J6JHR7pnKoTnkGO6iB5eNanGTeWIViLPSzr-g3cQfNGd7t0aAnJHEALw\\_wcB&gclsrc=aw.ds](https://www.jessops.com/p/panasonic/hc-vx1-4k-camcorder-205026?gad_source=1&gclid=Cj0KCQiA7se8BhCAARIsAKnF3rw0Fzx0J6JHR7pnKoTnkGO6iB5eNanGTeWIViLPSzr-g3cQfNGd7t0aAnJHEALw_wcB&gclsrc=aw.ds)

[https://www.gear4music.com/Recording-and-Computers/Zoom-Q8n-4k-Handy-Video-Recorder/4OFN?origin=product-ads&gad\\_source=1&gclid=Cj0KCQiA7se8BhCAARIsAKnF3rzFLVKIqMt2OUQZyjAoIHS5rsBa1P3ix2DD2hslJmdW74fba5uWH4MaAnT-EALw\\_wcB](https://www.gear4music.com/Recording-and-Computers/Zoom-Q8n-4k-Handy-Video-Recorder/4OFN?origin=product-ads&gad_source=1&gclid=Cj0KCQiA7se8BhCAARIsAKnF3rzFLVKIqMt2OUQZyjAoIHS5rsBa1P3ix2DD2hslJmdW74fba5uWH4MaAnT-EALw_wcB)

<https://www.onedirect.co.uk/meeting-owl-3>

#### **FC24/5 104 Banking**

1. To resolve to agree to recommend to Full Council to add members to the Barclays mandate *Barclays – Clerk & Deputy Clerk can make payments and either Cllr P Howden & Cllr T Wiltshire can authorise. Suggest adding two further Cllrs to authorise.*

2. To resolve to agree to Full Council to add members to the CCLA mandate *CCLA ( only for transfers to and from Barclays) – Currently two Trustees – Clerk & Cllr I Hutchinson. Signatories Clerk & Cllr I Hutchinson. Suggest adding two more Councillors.*

#### **FC24/5 105 Next meeting**

1. Following the request of two Members to suspend Standing Orders, the next meetings of the Committee will be on Wednesday 5th March 2025 at 15:30, Wednesday 9th April at 15:30 & Wednesday 7th May at 15:30