

Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Wednesday 5th February 2025 at 15:30 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr S Ball

Councillors : Cllr S Hutchinson, Cllr J Sharman, Cllr T Wiltshire

Officers : Mrs J Hearsey - Clerk/RFO

* Attended remotely

Meeting opened at:

Chair Cllr S Ball oopened the meeting at 15:32

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. None

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. None

FC24/5-097 Minutes

It was **resolved** 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.

FC24/5-098 Clerk's report

1. To receive a report from the Clerk - see appendices

FC24/5-099 Transactions for payment

1. It was **resolved** 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.

Greenzone bins £ 308.88

PAS HR Support £ 120.00

Turnball timber £ 84.60

Wicksteed Basket swing £ 127.06

CR snacking Car Sponges £ 9.99

Post office postage £25.00

4th Generation Plumbing Toilet £ 114.00

Amazon Cargo net £ 19.99

E-on PB electric £ 1.27

Amazon Black bags £ 19.94

FC24/5-100 Financial Statement

1. It was **resolved** to recommend to Full Council to approve the financial statement as of 31st January 2025 - CCLA statement had not been received at this date. - see appendices

FC24/5-101 Review off outstanding receipts

1. The outstanding receipts as of 31st January 2025 were reviewed. Clerk to seek advice re EROB's

FC24/5-102 Budgets

1. The current budgets as at 31st January 2025 were reviewed and it was **resolved** to make any recommendations to Full Council as follows: £400 from insurance to phone & broadband; £1000 from insurance to IT - Clerk to look into a forecast column
2. It was **resolved** to agree the way forward with LALC training scheme as to join again

FC24/5-103 IT

1. It was **resolved** to agree to defer the purchase a video camera. Clerk to seek advice from IT support company

FC24/5-104 Banking

1. It was **resolved** to agree to recommend to Full Council to add members to the Barclays mandate as Cllrs S Ball, S Hutchinson & J Sharman
2. It was **resolved** to agree to Full Council to add members to the CCLA mandate as The Deputy Clerk & Cllrs S Ball, T Wiltshire & J Sharman.

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

Meeting closed at:

16:37

Chair signature

Date

Appendices

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.

Financial Statement

Bank Accounts - Details and Current Balances Start of year 01/04/24 Account Type : Ordinary
Account Name Account Number Sort Code Last Reconciled Date Last Reconciled Balance £
Current Balance £ Account Type 1 Barclays Current Account Ordinary ****4844 20-80-78 31/01/25
2,831.32 2,831.32 2 Barclaycard Ordinary *****2372 31/12/24 0.00 0.00 3 Barcays Saver
account Ordinary ****5394 20-80-78 31/01/25 10,530.55 10,530.55 4 CCLA Ordinary *****0001PC
31/12/24 409,806.56 374,806.56 TOTAL £388,168.43

Council 05/02/25 Chair's initials.....