



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 on Wednesday 5th March 2025 at 15:30 at which the under mentioned business will be transacted.

Yours sincerely



Jan Hearsey – Clerk

**FC24/5-
106 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-
107 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-
108 Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 5th February 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincs.gov.uk/downloads/file/1417/2024-5-09-fc-draft-notes-5th-february-2025>

**FC24/5-
109 Clerk's report**

1. To receive a report from the Clerk

**FC24/5-
110 Transactions for payment**

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

**FC24/5-
Financial Statement**

111

1. To resolve to recommend to Full Council to approve the financial statement as of 28th February 2025

**FC24/5-
112** **Review off outstanding receipts**

1. To review the outstanding receipts as of 28th February 2025

**FC24/5-
113** **Budgets**

1. To review the current budgets as at 28th February 2025 and to make any recommendations to Full Council
2. To resolve to agree to recommend to Full Council to commence the procurement process for their 2025/26 projects.

**FC24/5-
114** **Policies**

1. To review the Risk Assessment policy
2. To review and and resolve to agree to recommend to Full Council the review of the Reserves Policy

**FC24/5-
116** **Projects**

1. To review the current projects

**FC24/5-
116** **Next meeting**

1. The next meetings of the Committee will be on Wednesday 9th April at 15:30