

March 25 - supporting documents

27 February 2025 15:35

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.pariah.lincolnshire.gov.uk/downloads/file/1417/2024-5-09-fc-draftnotes-5th-february-2025>

FC24/5- 109 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 March 2025*

Subject: *Clerk's report*

I have the Barclays mandate change and CCLA mandate change ready for members to sign

The Internal Auditor has made contact and is working through our website.

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.

<https://holbeach.pariah.lincolnshire.gov.uk/downloads/file/1450/2025->

FC24/5- 111 Financial Statement

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1451/2025-february-financial-statement>

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1452/2025-february-financial-comparison>

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/672/financial-risk-assessment>

2. To review and resolve to agree to recommend to Full Council the review of the Reserves Policy

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/673/reserves-policy>

Suggestion

Current level of Financial Reserves (At 1st April 2025) The current total level of Reserves is £???. £???. General Reserves and £??? in Earmarked Reserves.

General Reserves	???
Plant & Machinery Fund	£6,000
Elections	£7,500
Property project	£50,000
Playground fund	£8,000
Property professional fees	£4,000
Business rates	£1,000
Council Tax	£300
SID	£1,750
HR	£10,000
Property repairs	£4,000

Contingency	£10,000
Cemetery Chapels	£30,000
Cleaning	£3,100
Railings PR Cemetery	£5,000
Camera	£700
Tractor Shed	£20,000
Battlefields	£12,000

Total £173,350

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