

Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Wednesday 5th March 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 opened the meeting at 15:30

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. None

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. Cllr J Sharman declared a pecuniary interest in agenda item 24/5-114 (2). Cllr S Hutchinson declared a non-pecuniary interest in agenda item 24/5-114 (2)

FC24/5-108 Minutes

It was **resolved** 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.lincolnshire.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 - see appendices

FC24/5-110 Transactions for payment

1. It was **resolved** 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.

Amazon Power bank £ 15.19

Amazon Artificial grass £ 25.85

Everwell (confidential) £ 450.00

Origin amenity Weed killer £ 759.12

Turnball Slabs £ 150.00

Greenzone Bins £336.67

Weed fabric Weed membrane £ 164.94

Amazon Ink cartridges £ 51.51

Amazon Memorial plaque £ 33.90

Hargreaves Trailer cable £ 38.77

**FC24/5-
111 Financial Statement**

1. It was **resolved** to recommend to Full Council to approve the financial statement as of 28th February 2025
A/c 4844 £2,024.52 a/c 5394 £18,395.40 a/c 0001PC £341,475.54

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

1. To review the outstanding receipts as of 28th February 2025 - to recommend to Full Council to write off £20 debt

**FC24/5-
113 Budgets**

1. To review the current budgets as at 28th February 2025 and to make any recommendations to Full Council - None required
2. To resolve to agree to recommend to Full Council to commence the procurement process for their 2025/26 projects.- To recommend, not resolve to agree.

**FC24/5-
114 Policies**

1. To review the Risk Assessment policy -
2. It was reviewed and **resolved** to agree to recommend to Full Council the review of the Reserves Policy and to add into the policy "six months general reserve for risk" - see appendices

**FC24/5-
115 Projects**

1. The current projects were reviewed

**FC24/5-
116 Next meeting**

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

Meeting closed at:

17:21

Chair signature

Date

Appendices

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.

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

Cemetery Chapels £39,900

Cleaning £3,100

Railings PR Cemetery £5,000

Camera £700

Tractor Shed £20,000

Battlefields £12,000

Battlefields sleepers £445

Total £173,695

Council 05/03/25 Chair's initials.....