

**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 9th April 2025 at 15:30 at which the under mentioned business will be transacted.**

**Yours sincerely**



**Jan Hearsey – Clerk**

**FC24/5- 117 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- 118 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- 119 Minutes**

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1456/2024-5-10-fc-draft-notes-5th-march-2025>

**FC24/5- 120 Clerk's report**

1. To receive a report from the Clerk

**FC24/5- 121 Transactions for payment**

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

**FC24/5-  
122      Financial Statement**

1. To resolve to recommend to Full Council to approve the financial statement as of 31st March 2025
2. To resolve to agree the way forward with bank signatories
3. To resolve to agree for the Deputy Clerk to have a Barclaycard
4. To resolve to agree for the Open Spaces Team to have pre-paid credit cards

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

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

**FC24/5-  
124      Budgets**

1. To review the current budgets as at 31st March 2025
2. To note the increase to the IT support contract
3. To resolve to agree to defer the purchase of a video camera
4. To resolve to agree to recommend to full council a budget for a vehicle

**FC24/5-  
125      Policies**

1. To review and resolve to agree to recommend to Full Council the updated Financial Regulations
2. To resolve to agree to recommend to Full Council the updated Procurement policy

**FC24/5-  
126      Projects**

1. To review the current projects

**FC24/5-  
127      Next meeting**

1. The next meetings of the Committee will be on Wednesday 7th May at 15:30

**12      Closed session**

**To resolve to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted.**

**FC24/5-  
128      Budgets**

1. To discuss and resolve to agree to way forward with the CCTV