

April 25 - Supporting documents

08 April 2025 09:11

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-draftnotes-5th-march-2025>

FC24/5 120 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: *9th April 2025*

Subject: *Clerk's report*

Still waiting for the updated bank mandate from Barclays

Working through closing off the end of year.

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.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1487/2024-5-10-fc-draftnotes-5th-march-2025>

FC24/5- 122 Financial Statement

1. To resolve to recommend to Full Council to approve the financial statement as of 31st March 2025

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1488/2025-march-financial-statement>

2. To resolve to agree the way forward with bank signatories
Financial Regulations suggest we should have the RFO (or Deputy Clerk in RFO's absence) inputting the payments and then two Councillors authorising. We can change Barclays Mandate signing rules. The problem is that we currently only have two Councillors who can sign (up until the new mandate takes effect).

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

<https://www.moneysavingexpert.com/credit-cards/prepaid-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

The price has increased by £2.75 exc vat per month

3. To resolve to agree to defer the purchase of a video camera

Audio can be recorded on Onenote

4. To resolve to agree to recommend to full council a budget for a vehicle

The EMR plant & machinery fund is £6,000, £5,000 could be used to purchase 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

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