

## **Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Wednesday 9th April 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 15:31

### **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. None

### **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. None

### **FC24/5-119 Minutes**

It was **resolved** 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. (including "write off to Full Council")  
<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 - see appendices

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

1. It was **resolved** 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.

Amazon basketball £44.99

Ink factory cartridges £64.97

Lai Bubble machine £22.99

LALC Int audit £552.00

LALC Annual training scheme £234.00

LALC Allotment training £144.00

Moneysoft Payroll software £103.20

Platinum Cleaning Cleaning Coubro £279.21

Progreen Training £439.19

Workplace Bin £321.59

**FC24/5-122 Financial Statement**

1. It was **resolved** to recommend to Full Council to approve the financial statement as of 31st March 2025 see appendices
2. It was **resolved** to agree the way forward with bank signatories (one to input and two to authorise) as to only implement once all signatories are added.
3. It was **resolved** to agree for the Deputy Clerk to have a pre-paid credit card for when the Clerk is absent
4. It was **resolved** to agree for the Open Spaces Team to have pre-paid credit cards up to £100

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

1. The outstanding receipts as of 31st March 2025 were reviewed

**FC24/5-124 Budgets**

1. The current budgets as at 31st March 2025 were reviewed
2. To note the increase to the IT support contract of £2.75 ex vat per month
3. It was **resolved** to agree to defer the purchase of a video camera
4. It was **resolved** to agree to recommend to full council a budget for a vehicle of £5,000

**FC24/5-125 Policies**

1. It was reviewed and **resolved** to agree to recommend to Full Council the updated Financial Regulations (Recommend to HR a Pay Policy)
2. To resolve to agree to recommend to Full Council the updated Procurement policy - not required as procurement is in the Financial Regulations

**FC24/5-126 Projects**

1. To review the current projects:
2. Tractor shed - ongoing
3. Pump Track - waiting to hear back
4. Path - grant funding
5. Bungalow - waiting for DPC

**FC24/5-127 Next meeting**

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

**Closed session**

**It was resolved 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.**

**Open meeting closed at:**  
17:55

**Closed meeting opened at:**  
17:55

**FC24/5-128 Budgets**

1. It was discussed and **resolved** to agree to way forward with the CCTV as to contact companies to service the system

**Meeting closed at:**  
18:04

**Chair signature**

**Date**

**Appendices**

**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.*

*I will pay Barclaycard on Friday as it is due by the 14th April*

**Financial Statement**

**Barclays Current \*4844 @ 31-03-2025 £3,680.14**

Barclays Saver \*5394 @ 31-03-2025 £13,496.01  
CCLA \*0001PC @ 31-03-2025  
Total £346,454.66

Council 09/04/25 Chair's initials.....