

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 4th June 2025 at 15:30 at which the under mentioned business will be transacted.

Yours sincerely



Jan Hearsey – Clerk

FC25/6-001 To elect a Chair

1. To elect a Chair

FC25/6-002 Apologies for absence

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.

FC25/6-003 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.

FC25/6-004 Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 7th May 2025 and to authorise the Chair to sign the official minutes.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1523/2024-5-12-fc-draft-notes-7th-may-2025>

FC25/6-005 Clerk's report

1. To receive a report from the Clerk

FC25/6-006 Transactions for payment

1. To resolve to agree to recommend to Full Council payment of the list of payments due for May 2025 invoices and to review 10 invoices at random to insure transparency.

FC25/6-007 Financial Statement

1. To resolve to recommend to Full Council to approve the financial statement as of 31st May 2025
2. Following receipt of two requests to suspend Standing Orders, to resolve to agree the way forward with credit cards limits

FC25/6-008 Review off outstanding receipts

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

FC25/6-009 Budgets

1. To review the current budgets as at 31st May 2025 and to recommend any changes to Full Council
2. To resolve to agree to purchase a third strimmer

FC25/6-010 Projects

1. To review the current projects and to resolve to agree the way forward:
 - Tractor Shed
 - Pump Track
 - Path
 - Bungalow
 - CCTV
 - Cemetery Chapels

FC25/6-012 AGAR To consider and approve documents relating to the 2024-2025 AGAR

1. To receive the Annual Internal Auditor's Report 2024/2025 and to recommend to Full Council
2. To consider recommendations or matters arising from the internal auditor's narrative report and to recommend to Full Council.
3. To receive and recommend to Full Council to consider the bank reconciliation 2024-2025.
4. To receive and recommend to Full Council to consider the explanation of variances
5. To receive and recommend to Full Council to consider the breakdown of reserves held.
6. To review and agree to recommend to Full Council the dates for the period of public rights
7. To recommend to Full Council to complete and sign the Annual Governance Statement 2024-2025.
8. To receive and recommend to Full Council to sign the Accounting Statements

2024-2025.

**FC25/6-
012** **Next meeting**

1. To resolve to agree the meetings of the Committee for the 2025-6 Council year