

Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Wednesday 4th June 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:

15:30

FC25/6-001 To elect a Chair

1. To elect a Chair - Cllr S Ball was proposed, seconded and elected Chair

FC25/6-002 Apologies for absence

Apologies have been received from Cllr P Howden were received and accepted under the delegated powers of the Clerk

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. None

FC25/6-004 Minutes

It was resolved 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.- as amended (Open Spaces team added after FC24/5-134 (3))
<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1523/2024-5-12-fc-minutes-7th-may-2025>

FC25/6-005 Clerk's report

1. To receive a report from the Clerk - see appendices

FC25/6-006 Transactions for payment

1. It was **resolved** 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.

Boyes - Re VE Day 80 £41.56
Doidge - camel backs - £29.98
Branch Bros - cement £34.34
Clark & Kent - pump track - £750
Tonwood - rebar - £25.78
Tonwood - key - £6.00
Amazon - jigsaw - £39.66
Amazon - strimmer heads - £54.81
Sam Turner - leaf blower - £249.99
E-On - electric Park Bungalow - £36.34

FC25/6-007 Financial Statement

1. It was **resolved** to recommend to Full Council to approve the financial statement as of 31st May 2025
2. Barclays a/c ending 4844 £3,171.62
3. Barclays ending 5394 £441.53
4. CCLA ending 0001PC £650,555.04
5. Following receipt of two requests to suspend Standing Orders, it was **resolved** to agree to recommend to Full Council the way forward with credit cards limits for Open Spaces team as for them to be £250. This is the lowest amount you can have on a Barclaycard

FC25/6-008 Review off outstanding receipts

1. To review the outstanding receipts as of 31st May 2025 - some overdue allotment fees

FC25/6-009 Budgets

1. To review the current budgets as at 31st May 2025 and to recommend any changes to Full Council -move just enough from the grass cutting budget to cover additional salaries. Provide a list of all overspends and budgets not required. The RFO pointed out that a budget movement should be made to cover the running expenses of the truck.
2. To resolve to agree to purchase a third strimmer -members **agreed** however they wished the Clerk to use her delegated powers to purchase

FC25/6-010 Projects

1. To review the current projects and to resolve to agree the way forward:
 - Tractor Shed - *Fence being started next week- trying to organise the electrician - asbestos removal on the 5th*
 - Pump Track - *email sent requesting site visit*
 - Path - *UKSPF opening in June, Deputy Clerk in contact with SHDC*
 - Bungalow - *building regs prices on Full Council agenda*
 - CCTV - *One price received, awaiting a second and awaiting a site visit from*

a third company

- Cemetery Chapels - *awaiting for PPES meeting*

FC25/6-011

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 Members voted against all these items. RFO to go back to Internal Auditor
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. It was **resolved** to agree the meetings of the Committee for the 2025-6 Council year

Dates and times of Finances & Admin Committee meetings for 2025/6

Date Venue

Wednesday 9th July 2025 @ 15:30
Coubro

Wednesday 6th August 2025 @ 15:30
Coubro

Wednesday 3rd September 2025 @ 15:30
Coubro

Tuesday 7th October 2025 @ 16:30
Coubro

Tuesday 4th November 2025 @ 16:30
Coubro

Tuesday 2nd December 2025 @ 16:30
Coubro

Tuesday 6th January 2026 @ 16:30
Coubro

Tuesday 3rd February 2026 @ 16:30
Coubro

Tuesday 3rd March 2026 @ 16:30
Coubro

Tuesday 7th April 2026 @ 16:30
Coubro

Tuesday 5th May 2026 @ 16:30
Coubro

Meeting closed at:
17:13

Chair signature

Date

Appendices
Report

To: *Members of Holbeach Parish Council – Finance & Admin Committee*

From: *Jan Hearsey: Parish Clerk*

Date: *4th June 2025*

Subject: *Clerk's report*

Due to Health & Safety concerns, I have paid for the asbestos inspection invoice at a cost of £250 and the EICR reports at a cost of £460. I have instructed the company to remove the asbestos at a cost of £980. The Deputy Clerk is sourcing quotes for the electrical work.

The Deputy Clerk now has a Barclaycard for use only in the Clerk's absence (Illness or annual leave and only if needed in an emergency).

I received a call from Barclays regarding SB's card etc sent to the wrong address, they have stated that as they can confirm the card was neither used

or attempted to be used them they consider no data breach has occurred and will not inform the ICO, they have offered us £200 in compensation. I have asked for all this in writing but they can only send by letter, I am still waiting.

Council 04/06/25 Chair's initials.....