

DRAFT NOTES



Clerk/RFO: Jan Hearsey
Deputy Clerk: Becky Brothwell

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Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Monday 7th July 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 B Brothwell - Deputy Clerk

* Attended remotely

Meeting opened at:

Chair Cllr S Ball opened the meeting at 15:30

FC25/6-013 Apologies

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

FC25/6-014 Declarations of Interest

TO RECEIVE DECLARATIONS OF INTEREST UNDER THE LOCALISM ACT 2011
None were received at this meeting.

FC25/6-015 Minutes

TO APPROVE AS A CORRECT RECORD THE NOTES OF THE MEETING OF THE FINANCE COMMITTEE HELD ON 4TH JUNE 2025

It was proposed, seconded and

Resolved: The signing of the minutes to be deferred to the next Finance Committee Meeting, pending the following amendments:

- Deputy Clerk to be authorised to use the council's Barclaycard during the Clerk's absence.
- Item Two under the budget review to be amended to remove reference to members agreeing.
- Clarification that the agreed compensation amount was £200, with only £100 paid to date.
- Consideration of the Financial Statement was deferred.

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1550/2025-6-01-fc-draft-notes-4th-june-2025>

FC25/6-016 Clerk's report

1. To receive a report from the Clerk

Good Afternoon

Barclaycard Allocation

Barclaycards with an individual spending limit of £250 have now been issued to members of the Park Team. These will assist in streamlining procurement processes and enabling responsive purchasing for operational needs.

Park Road Cemetery – Emergency Tree Works

On 15th June, a large branch collapsed at Park Road Cemetery. Due to the immediate Health and Safety risks posed by the obstruction, a tree surgeon was promptly authorised to carry out removal works. The cost of these emergency works was £450.

Kubota Equipment Maintenance

On 3rd July, following routine checks by a Park Team member, the cutting belt on the Kubota machine was identified as worn and unserviceable. A replacement was authorised from Irelands at a cost of £143.00, in addition to one hour of labour.

FC25/6- Transactions for payment 017

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

It was proposed, seconded and

Resolved: It was resolved to recommend to Full Council approval of the following list of payments due for June 2025:

Barclaycard Transactions (JH)

Amazon 20.05.2025 £10.49 Key Safe - Park Team
Amazon 20.05.2025 £18.39 Fire Extinguisher - Truck
Amazon 20.05.2025 £38.90 Plastic Storage Boxes - Pack of 5 - Events Equipment
Reed Screening 20.05.2025 £40.80 DBS Check
Ford & Slator 20.05.2025 £12.00 Number Plate for Trailer
Vistaprint 21.05.2025 £56.58 Magnetic Car Signs with HPC Logo for truck
Wave Utilities 22.05.2025 £27.07 Water Bill
Wave Utilities 22.05.2025 £38.02 Water Bill
Wave Utilities 22.05.2025 £24.73 Water Bill
Post Office 22.05.2025 £25.00 Postage for Drop & Go
Ebay 30.05.2025 £13.99 Replacement Stihl Mower Drive Belt
Boyes 02.06.2025 £14.97 Bungees Cords - Park Team
Reed Screening 02.06.2025 £81.60 DBS Check x 2
Amazon 03.06.2025 £33.95 Waterproof Bib & Brace Workwear - Park Team
Amazon 03.06.2025 £31.99 Waterproof Bib & Brace Workwear - Park Team
Style Roses 04.06.2025 £55.00 Replacement Rose Bush - Holbeach War Memorial
Microsoft 04.06.2025 £37.08 Office 365 - Councillors
Microsoft 04.06.2025 £71.39 Office 365 - Office Admin
LS Engineers 05.06.2025 £36.56 Replacement Throttle Cable Strimmer
Amazon 05.06.2025 £33.69 12 Pack A4 Picture Frames - Employee Certificates
Amazon 05.06.2025 £11.99 2 x Foldable Warning Triangle - Truck
Amazon 05.06.2025 £15.95 A4 Copy Paper - Office Administration
Amazon 18.06.2025 £29.25 Bulletin Board / Whiteboard Marker / Whiteboard Magnets - Office Administration
Amazon 18.06.2025 £4.82 Replacement Washing Bowl - Coubro Chambers
Smarty 18.06.2025 £9.00 SIM Card - Park Team Tablet
Amazon 19.06.2025 £14.31 Bungees Cords - Park Team

Barclaycard Transactions (BB)

Barclaycard 20.06.2025 £32.00 Card Fee

BARCLAYCARD TOTAL £819.52

DTS 30.06.2025 £700.00 Locking Up Contract for Carter's Park / Hallgate / Park Road Cemetery

Bates Environmental 28.05.2025 £168.00 Portable Toilets - Netherfield Event

Bates Environmental 28.05.2025 £684.00 Portable Toilets - Carter's Park Winter Wonderland Event

Will the Tree Man 16.06.2025 £450.00 Emergency Tree Work - Park Road Cemetery

Platinum Cleaning 30.06.2025 £279.00 Cleaning - Coubro Chambers

Holbeach Hurn Village Hall 29.06.2025 £72.00 Full Council Meeting - Hall Hire

LALC 10.06.2025 £374.40 1st Aid Course - 4 Employees

Greenzone 30.06.2025 £336.67 Waste Collection Park Road Cemetery

West End Garage 30.06.2025 £430.35 Fuel

HMRC £4,606.55 Tax & National Insurance Contributions (June 2025)

Confidential £15,790.98 Employee Salaries / Tax & NI / Pensions (July 2025)

Personnel Advice & Solutions Ltd £120.00 HR Advisor

South Holland Parish Voluntary Car Service 23.06.2025 £3,461.42 Contribution to SHPVCS - Parish Precept 2025/2026

Invoices Total £27,473.37**Barclaycard Total £819.52**

Total £28,292.89

Direct Debits

EON 02.06.2025 £340.00

Greenzone 02.06.2025 £56.11

South Holland District Council 02.06.2025 £62.00

South Holland District Council 02.06.2025 £24.00

South Holland District Council 02.06.2025 £5.00

South Holland District Council 02.06.2025 £94.00

British Gas 09.06.2025 £10.89

F1 Help 09.06.2025 £135.30

Sky 13.06.2025 £41.94

O2 17.06.2025 £184.73

South Holland District Council 18.06.2025 £70.00

NFU 19.06.2025 £79.37

British Gas 25.06.2025 £100.99

South Holland District Council 27.06.2025 £175.00

Public Works Loan 30.06.2025 £2,932.46

DIRECT DEBIT TOTAL £4,311.79

In line with transparency measures, ten invoices were randomly selected and reviewed. The following payments were included in the review:

1. Reed Screening 20.05.2025 £40.80 DBS Check
2. Vistaprint 21.05.2025 £56.58 Magnetic Car Signs with HPC Logo for truck
3. Ebay 30.05.2025 £13.99 Replacement Stihl Mower Drive Belt
4. Boyes 02.06.2025 £14.97 Bungees Cords - Park Team
5. Reed Screening 02.06.2025 £81.60 DBS Check x 2
6. Style Roses 04.06.2025 £55.00 Replacement Rose Bush - Holbeach War Memorial
7. LS Engineers 05.06.2025 £36.56 Replacement Throttle Cable Strimmer
8. Smarty 18.06.2025 £9.00 SIM Card - Park Team Tablet
9. Amazon 19.06.2025 £14.31 Bungees Cords - Park Team

10. Bates Environmental 28.05.2025 £684.00 Portable Toilets - Carter's Park Winter Wonderland Event

An action point was raised to investigate data usage associated with the tablet, which incurs a £9 monthly cost. Clarification on actual data usage levels is to be obtained.

FC25/6-018 Financial Statement

1. To resolve to recommend to Full Council to approve the financial statement as of 30th June 2025.

It was proposed, seconded and

Resolved: It was resolved to recommend to Full Council approval of the financial statement as of 30th June 2025. The account balances were reported as follows:

Barclays Current Account 4844 £3,000.00

Barclays Business Savings Account 5394 £16,035.38

CCLA Public Sector Deposit Fund 001 £614,150.11

FC25/6-019 Review of outstanding receipts

1. To review the outstanding receipts as of 30th June 2025.

The outstanding receipts were reviewed. The Deputy Clerk will follow up regarding the outstanding amount of £175.00.

FC25/6-020 Budgets

1. To review the current budgets as at 30th June 2025 to recommend any changes and to confirm to Full Council once actions have been taken.

The current budgets were not reviewed at this stage, due to detailed figures being unavailable due to ongoing reconciliation process.

2. To resolve to agree after request from PPES Committee to move from Defibrillator budget £2,000.00 to Speeding Costs Budget to enable purchase of two solar speed indicator devices.

It was proposed, seconded and

Resolved: Following a request from the PPES Committee, it was resolved to reallocate £2,000.00 from the Defibrillator budget to the Speeding Costs budget to enable the purchase of two solar speed indicator devices. This item will be forwarded to the Full Council Meeting scheduled for 14th July 2025.

FC25/6-021 Projects

1. To review the current projects and to resolve to agree the way forward:

- Tractor Shed - Fence installation is complete. An electrical quote has been received. Consideration was given to the potential for a larger tractor shed to better meet future needs.

- Pump Track - A site survey is scheduled for 11th July at Carter's Park to assess potential location and sizing options for the proposed Pump Track.

- Path - A comprehensive masterplan will be developed to cover all existing pathways. This will include an integrated approach to accommodate future infrastructure, notably the proposed Pump Track and improved access to the tennis court. The plan aims to ensure cohesive layout, accessibility, and long-term sustainability across the site.

- Bungalow - Cllr P. Howden and Cllr S. Ball will engage with the local doctors' surgery regarding matters related to the bungalow. This conversation aims to explore relevant considerations and inform future actions.

- CCTV - Representatives from South Holland District Council (SHDC) visited to discuss the installation of four CCTV cameras in the High Street. The Deputy Clerk will send follow-up emails to Cllr S Hutchinson regarding the communication received and to clarify any next steps or implications for Carter's Park.

Cllr S. Hutchinson temporarily left the meeting at 16:06 to move their vehicle and rejoined the proceedings at 16:08.

- Cemetery Chapels - The Deputy Clerk was assigned to develop a five-year work schedule for the Cemetery Chapels. However, due to current workload constraints, this task is presently on hold and has been deprioritised in the operational schedule.

Cllr S. Ball requested that the phrase *resolve to agree* be presented in **bold** typeface on future agendas to ensure clarity and consistency in decision-making items.

FC25/6-022 **IT**

1. To resolve to agree to purchase tablet for Park Team as recommended by EdgeIT.

It was proposed, seconded and

Resolved: It was resolved to agree to the purchase of a tablet for the Park Team, as recommended by Edge IT. The proposal was approved, and the purchase has been authorised accordingly.

FC25/6-023 **Next meeting**

1. To next meeting of the Finance & Admin Committee is Wednesday 6th August 2025 at 15:30.

Meeting closed at:

Meeting closed by Cllr S Ball at 16:49

Chair signature

Date

Council 07/07/25 Chair's initials.....