



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 Thursday 9th October 2025 at 18:00 at which the under mentioned business will be transacted.

Yours sincerely



Becky Brothwell – Deputy Clerk

FC25/6-024 Apologies

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

FC25/6-025 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.

FC25/6-026 Minutes

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

<https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1621/2025-6-02-finance-draft-notes-7th-july-2025>

FC25/6-027 Clerk's report

1. To receive a report from the Clerk

FC25/6-028 Transactions for payment

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

FC25/6-029 Financial Statement

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

FC25/6-030 Review of outstanding receipts

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

FC25/6-031 Budgets

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

FC25/6-032 Projects

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

FC25/6-033 IT

1. To resolve to agree to purchase laptop for Park Team Supervisor.
2. To resolve to agree to purchase 2nd Monitor for Archivist.

FC25/6-034 Policies

1. To resolve to agree retention policy.

FC25/6-035 Insurance

1. To resolve to agree to change Truck insurance to allow any driver.

13 Banking

1. To resolve to agree to increase Park Team Supervisor credit card limit.

FC25/6-036 Next meeting

1. To next meeting of the Finance & Admin Committee is Tuesday 4th November 2025 at 16:30.