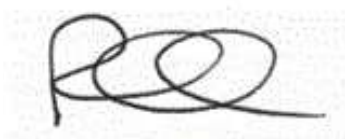




NOTICE IS HEREBY GIVEN, and Members are summoned to attend a meeting of Holbeach Parish Council Finance & Admin Committee to be held at Coubro Chambers, 11 West End on Wednesday 5th November 2025 at 17:30 at which the under mentioned business will be transacted.

Recording is permitted during the public meeting, but not before it starts or after it is formally closed. Please stop recording when the meeting ends.

Yours sincerely



Becky Brothwell – Deputy Clerk

**FC25/6-037 Apologies**

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

**FC25/6-038 Declarations of Interest**

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.

**FC25/6-039 Minutes**

To **resolve to agree** to approve as a correct record the notes of the meetings of the Finance & Admin Committee held on 9th October 2025 and to authorise the Chair to sign the official minutes.

**FC25/6-040 Clerk's report**

1. To receive a report from the Clerk.

**FC25/6-041 Transactions for payment**

1. To **resolve to agree** to recommend to Full Council payment of the list of payments due for October 2025 invoices.

**FC25/6-042 Financial Statement**

1. To **resolve to agree** to recommend to Full Council to approve the financial statement as of 31st October 2025.

**FC25/6-043 Review of outstanding receipts**

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

**FC25/6-044 Budgets**

1. To review the council's current budgets and reserves as of 31st October 2025, and to **resolve to agree** recommending any proposed adjustments to Full Council for approval.  
2. To review draft budgets submitted from Committees for 2025/2026.

**FC25/6-045 Projects**

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

- Tractor Shed
- Pump Track
- Path
- Bungalow
- CCTV
- Cemetery Chapels

**FC25/6-046 IT**

1. To consider and **resolve to agree** the purchase of video conferencing and recording equipment for use at all Council meetings.  
2. To consider and **resolve to agree** the purchase of new office telephones to support council operations.

**FC25/6-047 Policies**

1. To **resolve to agree** to remove Subject Access Policy as recommended by Breakthrough Communciations.

**FC25/6-048 Next meeting**

1. To next meeting of the Finance & Admin Committee is Tuesday 2nd December 2025 at 16:30.