

# DRAFT NOTES



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## Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee on Thursday 9th October 2025 at 18:00 at Coubro Chambers, 11 West End

Those present :

Chair : Cllr S Ball

Councillors : Cllr S Hutchinson, Cllr S McKendry

\* Attended remotely

### Meeting opened at:

18:07

#### FC25/6-024 Apologies

To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting - None received.

#### 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 - None received.

#### 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>

It was proposed, seconded and

**Resolved:** That the official minutes of the meetings of the Committee held on 7th July 2025 be approved as a correct record and signed by the Chair.

#### FC25/6-027 Clerk's report

1. To receive a report from the Clerk  
Budget Nominal Code Review – Update  
Work has commenced on reviewing and refining the council's budget nominal codes in preparation for next year's budget cycle.

The revised structure will be more streamlined and designed for greater clarity, ensuring improved compatibility with reporting needs and making financial information easier to interpret for both councillors and members of the public. The updated codes will be presented at the next Finance Committee meeting for review and feedback, before being submitted to Full Council for formal adoption.

**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.

It was proposed, seconded and

**Resolved:** The Committee recommends payment of the September 2025 invoices to Full Council and it was agreed not to complete the separate “10 invoice transparency” document, as the spreadsheet already contains all required information.

See Appendix A

**FC25/6-029      Financial Statement**

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

It was proposed, seconded and

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

Barclays Current Account 4844 £3,195.00

Barclays Business Savings Account 5394 £12,259.00

CCLA Public Sector Deposit Fund 001 £540,477.60

**FC25/6-030      Review of outstanding receipts**

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

The Committee agreed to investigate the outstanding payments and ensure receipts are properly recorded.

**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.

The Committee reviewed the current budgets and reserves as at 30th September 2025.

- Budgets and reserves noted.

- Any recommended changes to be submitted to Full Council once actions have been taken.

- It was agreed that the next Finance meeting will include a detailed review of budgets and movements.

Resolution: The Committee will confirm recommended changes to Full Council following further review at the next Finance meeting.

**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

The Council reviewed ongoing projects and agreed the way forward:

- Tractor Shed: Location under consideration, possibly at the bungalow area.
- Pump Track: Project remains ongoing.
- Path: BB to recommence work.
- Bungalow: Repairs required and noted.
- CCTV: Awaiting appointment to review CCTV provision in Carter's Park.
- Cemetery Chapels: Five-year plan to be completed. Cllr S Hutchinson to provide details and contact a local skilled individual.

Resolution: The Council agreed the way forward for each project, with updates to be submitted to Full Council.

#### **FC25/6-033 IT**

1. To **resolve to agree** to purchase laptop for Park Team Supervisor.

It was proposed, seconded and

**Resolved:** The Council considered the purchase of a laptop for the Park Team Supervisor.

Proposal: To agree to purchase a laptop for the Park Team Supervisor from Argos at a cost of £229.00.

2. To **resolve to agree** to purchase 2nd Monitor for Archivist.

It was proposed, seconded and

**Resolved:** The Council considered the purchase of a second monitor for the Archivist.

Proposal: To agree to purchase a second monitor for the Archivist from Amazon at a cost of £106.29.

#### **FC25/6-034 Policies**

1. To **resolve to agree** retention policy.

It was proposed, seconded and

**Resolved:** The Committee considered adoption of a retention policy.

Proposal: To agree a retention policy based on the LALC template.

It was agreed that the template will be brought forward to the next Full Council meeting for formal approval.

#### **FC25/6-035 Insurance**

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

It was proposed, seconded and

**Resolved:** The Council considered changes to the truck insurance policy.

Proposal: To amend the insurance to add the 3rd Park Team Member with NFU at a cost of £68.48 to the end of the policy remaining (19.05.26).

#### **FC25/6-036 Banking**

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

It was proposed, seconded and

**Resolved:** The Council considered increasing the credit card limit for the Park Team Supervisor.

Proposal: To increase the limit to £1,000.00.

Recommendation: To be submitted to Full Council on Monday for approval.

**FC25/6-037**

**Next meeting**

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

**Meeting closed at:**

19:06

**Chair signature**

**Date**

Council 09/10/25 Chair's initials.....

# Payments September 2025

Invoices due for payment			
Barclaycard Transactions (JH)	Date of Transaction	Amount	Details
Microsoft	03.09.2025	£37.08	Office 365 Admin
Microsoft	04.09.2025	£88.14	Office 365 Councillors
Breathe HR	06.09.2025	£412.80	Annual Renewal - HR System
Smarty	18.09.2025	£9.00	Tablet SIM Card
Barclaycard Transactions (BB)	Date of Transaction	Amount	Details
BPS Accessories	19.08.2025	£409.98	2 Section & 3 Section Ladders - Park Team
Zoro	19.08.2025	£41.99	Pointed Spade - Park Team
Zoro	20.08.2025	£161.94	2 x Square Shovel / 2 x Garden Rake / 2 x Lawn Rake - Park Team
Turnbull	21.08.2025	£387.96	4 x Bulk Bag Play Bark - Carter's Park & 2 Posts for Tennis Court Net Installation
Zoro	26.08.2025	£59.98	2 x Anvil Loppers - Park Team
Amazon	26.08.2025	£9.98	Gorilla Glue - Hallgate Cemetery Tags - Park Team
Bounce House Party	26.08.2025	£200.00	Netherfield Fun Day - 17th August 2025
British Gas	26.08.2025	£33.04	Carter's Park Electricity Bill
Greenzone	28.08.2025	£314.90	Extra Bin Park Road Cemetery
Amazon	28.08.2025	£29.46	Laptop Stand (Archivist Admin Assistant) & Plastic Number Tags
Amazon	28.08.2025	£29.63	Wireless Keyboard (Archivist Admin Assistant)
Amazon	31.08.2025	£129.00	Cross Cut Paper Shredder
Boyes	31.08.2025	£29.23	Pump Track Survey - 10th August 2025 - Tape / Blu Tack / Sweets
Sky	01.09.2025	£145.02	Internet - Coubro Chambers - 3 months fees
Post Office	04.09.2025	£25.00	Postage Top Up
Wave Utilities	04.09.2025	£112.77	Water Bill - Coubro Chambers
Wave Utilities	04.09.2025	£29.53	Water Bill - Park Road Cemetery
Amazon	05.09.2025	£50.00	Archive Cardboard Boxes - Pack of 20
Branch Bros	05.09.2025	£70.00	10 x 20kg Post Fix - Park Team
Amazon	08.09.2025	£70.97	Long Reach Pruner - Park Team

Barclaycard Transactions (DT)	Date of Transaction	Amount	Details	
	Whaplode Service Station	05.09.2025	£53.46	Truck Diesel
	West End Garage	08.09.2025	£28.70	Kubota Diesel
	Tonwood	10.09.2025	£20.17	Drill Bits - To fit basketball hoop Carter's Park
	West End Garage	10.09.2025	£22.65	Kubota Diesel
	Amazon	16.09.2025	£11.88	2 x Halogen Light Bulbs - Tractor Shed
Barclaycard Transactions (PJ)	Date of Transaction	Amount	Details	
	Branch Bros	27.08.2025	£14.00	2 x 20kg Postfix - Park Road Cemetery Noticeboard Installation
	Tonwood	28.08.2025	£9.48	Float Valve - Carter's Park Toilet Repair
	West End Garage	01.09.2025	£51.50	2 x Kubota Diesel
	West End Garage	12.09.2025	£29.50	Kubota Diesel
	Whaplode Service Station	15.09.2025	£30.30	Machinery Fuel
BARCLAYCARD TOTAL		£3,159.04		
Invoices	Date of Transaction	Amount	Details	
	DTS	30.09.2025	£692.00	Locking and Unlocking of Park Road Cemetery and Carter's Park
	Fraser Dawbarns	03.09.2025	£3,427.80	Solicitor fees for purchase of Battlefield Allotments
	Hargrave	08.09.2025	£15.24	Stone Disc Cutter - Park Team
	Hargrave	30.09.2025	£19.44	Fuse Pack - Park Team
	Platinum Cleaning	30.09.2025	£279.21	Cleaning Coubro Chambers
	Holbeach Hurn Village Hall	07.10.2025	£1,600.00	Grant Funding - Hall Curtains
	Peregrine Tree Servcies	08.09.2025	£100.00	Emergency Tree Work - Carter's Park
	HMRC	01.08.2025	£5,012.25	Tax & National Insurance Contributions (August 2025)
	Confidential	01.09.2025	£21,435.55	Employee Salaries / Tax & NI / Pensions (October 2025)
	Personnel Advice & Solutions Ltd	01.09.2025	£120.00	HR Advisor - October Services
	South Lincs Security	25.09.2025	£234.00	Christmas Fayre Security & First Aid
	Tonwood Hardware	07.09.2025	£10.00	2 x Mending Plate / Bolts - Tennis Net Installation
	Will The Tree Man	19.09.2025	£600.00	Tree Work - Holbeach Football Club
	Will The Tree Man	30.09.2025	£2,400.00	Tree Work - Carter's Park along Park Road

PKF	28.09.2025	£1,260.00	AGAR Audit Fee
Chandlers	26.09.2025	£93.10	Safety Boots - Park Team
Chandlers	26.09.2025	£380.23	3 x Chainsaw Trousers - Park Team PPE
CIA Fire & Security Ltd	30.09.2025	£187.20	Installation of Tennis Court Smart Access Gate
CIA Fire & Security Ltd	30.09.2025	£3,000.00	Installation of Tennis Court Entrance System (Grant Funded Credit Due)
TK Homes	01.10.2025	£100.00	EPC for Park Bungalow
Savills	10.10.2025	£390.00	Rent Northons Lane
The Crown Estate	03.09.2025	£975.64	Rent Holbeach Bank Playing Field
Crusader Traffic	05.09.2025	£108.00	Remembrance Day - Road Closure Services
<b>Payments Total</b>		<b>£42,439.66</b>	
<b>Barclaycard Total</b>		<b>£3,159.04</b>	
Total		<u>£45,598.70</u>	

Income September 2025		
Details	Date of Transaction	Amount
Allotment Income	01.09.2025	£55.00
Tenant Rent - 2 High Street	04.09.2025	£375.00
Allotment Income	04.09.2025	£55.00
Tenant Rent - Football Club	05.09.2025	£500.00
Tenant Rent - 4a High Street	08.09.2025	£500.00
Cemetery Income	08.09.2025	£900.00
Cemetery Income	08.09.2025	£260.00
Tenant Rent - 4 High Street	10.09.2025	£300.00
Tenant Rent - Coubro Chambers	12.09.2025	£175.00
Tenant Rent - Coubro Chambers	15.09.2025	£450.00
Christmas Fayre Income	19.09.2025	£30.00
Allotment Income	22.09.2025	£27.50
Duck Feeder Donations	24.09.2025	£40.00
Carter's Park Event Income	26.09.2025	£1,200.00
Cemetery Income	30.09.2025	£65.00
Cemetery Income	30.09.2025	£65.00
Cemetery Income	30.09.2025	£65.00
<b>INCOME TOTAL</b>		<b>£5,062.50</b>