Holbeach PARISH COUNCIL
Clerk/RFO: Jan Hearsey

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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 Tuesday 20th October 2026 at 17:00 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
Jan Hearsey

Jan Hearsey
Clerk/RFO

FC26/7-013 Apologies

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

FC26/7-014 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.

FC26/7-015 Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 9th October 2025 and to authorise the Chair to sign the official minutes.
https://holbeach.parish.lincolnshire.gov.uk/downloads/file/1744/2025-6-03-finance-draft-notes-9th-october-2025

FC26/7-016 Clerk's report

1. To receive a report from the Clerk

FC26/7-017 Reserves

1. To review the Earmarked reserves and to resolve to agree to recommend to Full Council

FC26/7-018 Transactions for payment

1. To consider and resolve to agree revised arrangements for the approval of routine contractual and recurring expenditure, including annual approval at the start of the financial year, with only non-routine expenditure requiring specific approval during the year.

FC26/7-019 Quarterly Financial review process

1. To consider and resolve to agree the introduction of a quarterly financial review process, aligned to VAT quarters, incorporating budget monitoring, earmarked reserves, budget virements, debt management and financial risk review.

FC26/7-020 Budgets

1. To review income and expenditure against budget, consider any budget virements or adjustments required, and resolve to agree any recommendations to Full Council.

FC26/7-021 Budgets 2027/28

1. To consider and resolve to agree recommending to Full Council that an Extraordinary Meeting of the Council be held in November to allow detailed consideration of the draft 2027/28 budget, with the intention of approving the final budget and precept at the December Full Council meeting.
2. To review the draft 2027/28 budget, consider the budget structure, assumptions and priorities, and agree actions to support further development of the budget.

FC26/7-022 Annual Finance and Governance programme

1. To consider and resolve to agree the development of an annual Finance and Governance Programme/Calendar setting out key financial reviews, governance activities, statutory requirements and decision points throughout the municipal year.

FC26/7-023 Medium term financial strategy

1. To consider and resolve to agree the development of a Medium Term Financial Strategy incorporating capital projects, revenue planning, assets, income generation and long-term financial planning, and to recommend to Full Council that an Extraordinary Meeting of the Council be held to consider and progress its development.

FC26/7-024 Forward planning of Council business

1. To consider and resolve to agree the introduction of a forward plan for Council business and agenda management.

FC26/7-025 **Action plan and next steps**

1. To resolve to agree actions arising from the meeting, allocate responsibilities and identify matters for inclusion on future Finance Committee agendas.

FC26/7-026 **IT**

1. To discuss and resolve to agree the mobile phone SIM contracts
2. To receive an update on IT equipment

FC26/7-027 **Next meeting**

1. To resolve to agree the meeting schedule for the 2026-7 municipal year.