

Minutes of the meeting of Holbeach Parish Council Finance Committee Thursday 1st September 2022 at 14:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, I Hutchinson, S Hutchinson, M Murfet Clerk/RFO: Jan Hearsey	Cllr P Howden	
Public including Councillors			

Chair Cllr R Stevens opened the meeting at 17:00

FC-2022/3-038 Apologies for absence

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

Cllr P Howden gave his apologies which were accepted

FC-2022/3-039 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

None

FC-2022/3-040 Clerks report

a) To receive a report from the Clerk – see appendix 1

FC -2022/3-041 It was resolved to approve as a correct record the notes of the meetings of the Finance Committee held on 1st August 2022 and to authorise the Chair to sign the official minutes

FC-2022/3-042 Transactions for payment – To resolve to recommend to Full Council the list of payments due for August invoices and to review 10 invoices at random to insure transparency

1	Wave	Water Carters Park
2	Steve Hornsby	New lock bowls club
3	SHVCS	Voluntary car service
4	Workplace stuff	Fuel cabinet
5	One Stop	Batteries smoke alarm

6	ROSPA	Slide inspection
7	Safety Supply Co	Boots litter picker
8	Matgrids	Pegs for safety surface
9	Manor Roofing	Bat survey
10		

FC-2022/3-043 Financial Statement – It was resolved to recommend to Full Council to approve the financial statement as at 31st August 2022 – appendix 2

FC-2022/3-044 Review of outstanding receipts

- a) The outstanding receipts as at 31st August 2022 were reviewed. There are some older outstanding invoices which are been chased

FC-2022/3-045 To review the budgets

- a) To review the Open Spaces budget
- b) To review the PR/IT budget
- c) To review the HR budget
- d) To review the PPES budget
- e) To review the Events budget
- f) To review the Admin budget

All the budgets were reviewed and members feel that caution is the way forward with escalating fuel and utilities prices. Some movement of budgets should be actioned at Full Council

FC-2022/3-046 CCTV

- a) To receive an update on the CCTV, the chosen company has withdrawn their quotation, it was **resolved** to make recommendations to **Full Council** - that Cllr R Stevens and Cllr S Hussain have been working on prices for the supply of the equipment and then to go out to tender for the labour element.

FC-2022/3-047 Internal Audit

- a) It was discussed and **resolved** to agree to recommend to **Full Council** the Internal Auditor for 2022/3 quotation from LALC.

FC-2022/3-048 Confirm date and venue of next Finance Committee Meeting

- (a) Monday 3rd October 2022 @ 17h at Coubro Chambers

Meeting closed at: 18:14

Signed Chair.....Date.....

Appendix 1

Finance committee Clerks report 01/09/22

External audit

We have received back the external audit and all is good.

Rialtas

Myself and Cllrs Rick Stevens and Sophie Hutchinson have been working on the chart of accounts and nominal codes to streamline them and to streamline the budget setting process.

To all councillors who are not familiar with the budget setting process, I would urge them to come and see me do that I can explain the process before full Council approval.

The tree survey has taken place and verbal advise as to works required before the report is finalised is on the open spaces budget review.

Appendix 2

Date: 01/09/2022		Holbeach Parish Council		Page 1
Time: 11:19		Bank Reconciliation Statement as at 31/08/2022 for Cashbook 1 - Barclays Current Account		User: 6121.J.HEARSEY
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>	
Barclays Current account	31/08/2022		2,988.72	
			<u>2,988.72</u>	
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>		
		0.00		
			<u>0.00</u>	
			2,988.72	
<u>Receipts not Banked/Cleared (Plus)</u>				
04/08/2022 100819		720.00		
04/08/2022 100819		200.00		
04/08/2022 100819		20.00		
- 04/08/2022 100819		20.00		
18/08/2022 100819		140.00		
23/08/2022 100819		190.00		
25/08/2022 100819		200.00		
31/08/2022 100819		0.16		
			<u>1,490.16</u>	
			4,478.88	
			Balance per Cash Book is :- 4,478.88	
			Difference is :- 0.00	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
CCLA Account	31/07/2022		267,280.79
			<u>267,280.79</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
08/08/2022 trf Barclays Current Account		10,000.00	
			<u>10,000.00</u>
			257,280.79
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			257,280.79
		Balance per Cash Book is :-	257,280.79
		Difference is :-	0.00