

**Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 3<sup>rd</sup> October 2022 at 17:00 at Coubro Chambers**

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

In the absence of the Committee Chair Cllr R Stevens, Members proposed, seconded and **agreed** that Cllr Sophie Hutchinson would Chair this meeting.

*Chair Sophie Hutchinson opened the meeting at 17:07*

**FC-2022/3-049 Apologies for absence**

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

Apologies were received and accepted from Cllrs: R Stevens & P Howden

**FC-2022/3-050 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-2022/3-051 Clerks report**

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

**FC -2022/3-052 It was resolved to approve as a correct record the notes of the meetings of the Finance Committee held on 1<sup>st</sup> September 2022 and to authorise the Chair to sign the official minutes**

**FC-2022/3-053 Transactions for payment – It was resolved to recommend to Full Council the list of payments due for September invoices (more may be added) and to review 10 invoices at random to insure transparency**

1	Boyes	Cable ties matting inclusive swing
2	Post Office	Drop & Go
3	Unipart	3 x SID mounting plates (check budget)



4	S Lewis	Jubilee garden electric connection
5	Tonwood	Credit re key cutting notice board
6	Mileage	Clerk & Deputy Clerk LANTRA training
7	Wrights	Allen keys open spaces team
8	Amazon	Blue paper towel x 5 invoices
9	Food4Wild Birds	50kg duck food
10	OneStop	Glue stick for admin

**FC-2022/3-054 Financial Statement – It was resolved to recommend to Full Council to approve the financial statement as at 30th September 2022 -see appendix 2**

**FC-2022/3-055 Review of outstanding receipts**

- a) The outstanding receipts as at 30<sup>th</sup> September 2022 were reviewed and it was agreed to send the oldest outstanding customer a letter.

**FC-2022/3-056 To review the provisional draft budgets for 2023/4**

- a) To review the provisional draft Open Spaces budget – Proposal £68,272 (remove sale of holly)
- b) To review the provisional draft PR/IT budget – Proposal £9,100
- c) **It was resolved to agree to exclude the press and public under the Public Bodies (Admission to Meeting) Act 1960 due to the confidential nature of the business to be transacted . It was resolved to agree to amend the agenda to place this item at the end of the meeting**
- d) To review the provisional draft Events budget – Proposal £7,600

**FC-2022/3-057 Bank Mandate**

- a) It was **resolved** to recommend to Full Council to add the Deputy Clerk to the Barclays Banking Mandate. It was suggested that another member of the Finance Committee be approached and asked to become a signatory on the account as well.

**FC-2022/3-058 Confirm date and venue of next Finance Committee Meeting**

- (a) Monday 7<sup>th</sup> November 2022 @ 17:15 at Coubro Chambers

*Open meeting closed at 18:00*

*Closed meeting began at 18:00*

**FC-2022/3-056 To review the provisional draft budgets for 2023/4**

- (c) To review the provisional draft PPES budget – Proposal £57,400

*Meeting closed at 18:21*

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

## Appendix 1

Clerks report Finance committee 03/10/22

We have received an up to date statement on our long term investment which now sits at £54,041.18, this is down from £57196.34 on the 31st March but still in excess of the original investment.

Myself and Rick have been working with the committees on their provisional draft budgets.

The allotment rents are going out this week. The Clerk reported that a letter had been received from an electric supplier and the standing charge was going to 123.2p per day and the day rate to 87.6p/kWh

## Appendix 2

Date: 03/10/2022

Holbeach Parish Council

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Time: 09:43

Bank Reconciliation Statement as at 30/09/2022  
 for Cashbook 1 - Barclays Current Account

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30-09-2022		2,945.89
			<u>2,945.89</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,945.89
<u>Receipts not Banked/Cleared (Plus)</u>			
31-08-2022 100819		0.16	
13-09-2022 100820		20.00	
13-09-2022 100820		20.00	
20-09-2022 100822		70.00	
20-09-2022 100821		400.00	
			<u>510.16</u>
			3,456.05
		<b>Balance per Cash Book is :-</b>	<b>3,456.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 03/10/2022

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Time: 09:46

**Bank Reconciliation Statement as at 30/09/2022  
 for Cashbook 3 - Business Saver Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	29/09/2022		10,209.89
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>14,208.89</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
		0.00	
			<u>0.00</u>
			14,208.89
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			14,208.89
		<b>Balance per Cash Book is :-</b>	<b>14,208.89</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 03/10/2022

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Time: 09:47

**Bank Reconciliation Statement as at 30/09/2022  
 for Cashbook 4 - CCLA Account**

User: 6121.J.HEARSEY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/08/2022		257,527.58
			<u>257,527.58</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
09/09/2022 090922 Barclays Current Account		25,000.00	
			<u>25,000.00</u>
			232,527.58
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			232,527.58
		<b>Balance per Cash Book is :-</b>	<b>232,527.58</b>
		<b>Difference is :-</b>	<b>0.00</b>