

Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 7th November 2022 at 17:15 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	Cllrs P Howden	
Public including Councillors			

Chair Cllr R Stevens opened the meeting at 17:15

FC-2022/3-059 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 under the delegated powers of the Clerk from:
Cllr P Howden

FC-2022/3-060 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-2022/3-061 Clerks report

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

FC -2022/3-062- Minutes

- a) It was **resolved** to approve as a correct record the notes of the meetings of the Finance Committee held on 3rd October 2022 and to authorise the Chair to sign the official minutes

FC-2022/3-063 Transactions for payment –

- a) It was **resolved** to recommend to Full Council the list of payments due for October invoices and to review 10 invoices at random to ensure transparency (the hard copy of the invoices were verified by the Chair)– the RFO reported that she had received confirmation of the new pay scales following the wage increase from NALC, this is backdated to April and therefore the increase to November’s wage bill is in the region of £1,400

1	Manor Roofing	Interim payments – chase for breakdown
2	Manor Roofing	Scaffolding – query October
3	Stuart Alan Signs	Signs for allotments
4	Sheet Plastics	Secondary glazing Deputy Clerks office
5	Steve Lewis Electrical	CCTV equipment
6	Wilco	Christmas decorations
7	ALS	Snow globe & reindeer
8	Greenzone	Credit note re non collection
9	Microsoft	365 for admin and councillors
10	LD Conway	Brass plaque

- b) It was **resolved** to agree that the RFO should pay the Barclaycard totalling £1,007.74 tomorrow, due to the due date being the date of the Full Council meeting

FC-2022/3-064 Financial Statement –

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 31st October 2022 (verified by the Chair) – see appendix 2

FC-2022/3-065 Review of outstanding receipts

- a) The outstanding receipts as of 31st October 2022 were reviewed – chase two.

FC-2022/3-066 Budgets 2022/3- review

- a) Open Spaces Committee -It was reviewed and **resolved** to agree recommendations to full of this seasons grass cutting, when to cease
- b) PPES Committee – It was reviewed and **resolved** to agree no recommendations to full council although caution with the Cemetery Chapels and utility costs.
- c) PR/IT Committee – It was reviewed and **resolved** to agree no recommendations to full council
- d) Events Committee – It was reviewed and **resolved** to agree no recommendations to full.
- e) Admin – It was reviewed and **resolved** to agree no recommendations to full. Postage was overspent due to sending out rent increase letters to allotment holders by signed for mail.

FC-2022/3-067 The following draft budgets for 2023/4 were reviewed and it was resolved to recommend them to Full Council

- a) Open Spaces budget (with and without projects) – with projects Netherfield is for walking football goals and vehicle access works and gates. Check new grass cutting prices
- b) PR/IT budget (with and without projects)
- c) PPES budget (with and without projects)
- d) Events budget

- e) Admin budget – increase contingency to £10,000

FC-2022/3-068 Investments

- a) It was discussed and **resolved** to agree a way forward with the Council’s long-term investments in that a meeting will take place with the council’s financial advisor

FC-2022/3-069 Grants

- a) It was **resolved** to agree the way forward with a grant application is to take advice from LALC

FC-2022/3-070 Confirm date and venue of next Finance Committee Meeting

- (a) Monday 5th December 2022 @ 17h at Coubro Chambers

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

Open meeting closed at 18:28
Closed meeting opened at 18:28

FC-2022/3-071 - Budgets 2022/3- review HR

- a) It was reviewed and **resolved** to agree the recommendations to full council of staff being reminded of authorisation process for expenses

FC-2022/3-072- The HR draft budget for 2023/4 was reviewed and it was resolved to recommend them to Full Council – subject to the required adjustment to admin salaries

Meeting closed at 18:49

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

Appendix 1

Clerks report Finance committee 07/11/22

Meeting tomorrow with our insurance broker, a full report of the meeting will be provided at Full Council.

I had the first online meeting with the internal auditor last Thursday. He was very impressed with our financial systems. He picked up that the finance committee terms of reference was missing from our website, this was immediately rectified and he picked up that PPES committees terms of reference saying planning committee, so this will be on the next full council agenda. I am meeting with him again online in a couple of weeks.

Appendix 2

Date: 01/11/2022

Holbeach Parish Council

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Time: 14:56

**Bank Reconciliation Statement as at 31/10/2022
 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	31/10/2022		3,022.50
			<u>3,022.50</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,022.50
<u>Receipts not Banked/Cleared (Plus)</u>			
26/10/2022 100826		200.00	
26/10/2022 100826		25.00	
26/10/2022 100826		25.00	
26/10/2022 100826		25.00	
26/10/2022 100826		37.50	
			<u>312.50</u>
			3,335.00
		Balance per Cash Book is :-	3,335.00
		Difference is :-	0.00



Date: 01/11/2022

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Time: 14:58

**Bank Reconciliation Statement as at 31/10/2022
 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	28/10/2022		6,193.80
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<u>10,192.80</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			<u>10,192.80</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			<u>10,192.80</u>
		Balance per Cash Book is :-	10,192.80
		Difference is :-	0.00

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Time: 14:59

**Bank Reconciliation Statement as at 31/10/2022
 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	30/09/2022		232,884.33
			<u>232,884.33</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/10/2022 ccla Barclays Current Account		10,000.00	<u>10,000.00</u>
			<u>222,884.33</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			<u>222,884.33</u>
		Balance per Cash Book is :-	222,884.33
		Difference is :-	0.00