

Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 5th December 2022 at 17:00 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		
Public including Councillors			

Chair Cllr R Stevens opened the meeting at 17:09

FC-2022/3-073 - Apologies for absence

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

None

FC-2022/3-074 - 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.

Cllrs: I & S Hutchinson declared a pecuniary interest in agenda item 2022/3-079 (a)

FC-2022/3-075 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 7th November 2022 and to authorise the Chair to sign the official minutes.

FC-2022/3-076 - Clerks report

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

FC-2022/3-077 - Transactions for Payment

- a) It was **resolved** to recommend to **Full Council** the list of payments due for November invoices and to review 10 invoices at random to insure transparency (the hard copy of the invoices were verified by the Chair)

Academy of Speech & Drama	Telescopic ladder	£ 72.98
JMW Plumbing	Service boiler & timer Coubro	£ 300.00

Lincolnshire Commercial Maintenance	Grass cutting final payment for 2022	£1,276.20
Will the Tree man	Trees All Saints Churchyard	£ 450.00
Safety Signs & Notices	Clamps for allotment signs	£ 24.18
Surgical Edge Co	Work gloves	£ 19.31
Manomano	Gazebos for Events	£ 359.98
Gallagher	Motor insurance – tractors	£ 642.36
Wave	Water Hall Gate	£ 4.76

FC-2022/3-078 - Financial Statement

- a) It was **resolved** to recommend to **Full Council** to approve the financial statement as at 30th November 2022 – see appendix 2

FC-2022/3-079 - Review of outstanding receipts

- a) The outstanding receipts as at 30th November 2022 were reviewed, RFO to speak to Rialtas re viewing previously sent letters

FC-2022/3-080 – Budget review

- a) The current year budgets were reviewed, and it was **resolved** to agree to make the following recommendations to **Full Council**, to sell the remaining red diesel and to speak to the Tree planning officer re the cedar in Park Road

Chair Cllr R Stevens suspended Standing Orders:

FC-2022/3-081- Kubota repairs

- a) It was **resolved** to agree the purchase of genuine parts for the older Kubota – to recommend to **Full Council**

Chair Cllr R Stevens reinstated Standing Orders

FC-2022/3-082- Insurance

- a) The motor insurance quotes were reviewed and it was **resolved** to agree to recommend to **Full Council**
b) To review the Council’s insurance policy – nothing has been received from the broker

FC-2022/3-083 – Policy

- a) To recommend to Full Council the Petty Cash Policy – It was proposed, seconded and **agreed** to amend the agenda item to Cash Handling Policy, which was **resolved** to agree to recommend to **Full Council**

FC-2022/3-084 – Investments

- a) To receive an update – Cllr R Stevens reported that he and the Clerk/RFO were meeting the financial advisor on the 15th December

FC-2022/3-085 – Budgets 2023/4



a) It was **resolved** to agree to recommend the 2023/4 budget including projects to **Full Council**

FC-2022/3-086 - Confirmation of date and venue of the next Parish Council meeting

a) Monday 9th January 2023 @ 17h at Coubro Chambers

Meeting closed at 17:45

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

Appendix 1
Clerks report – Finance 05/12/22

For memorial plaques and ashes internments, do members agree that we should ask the individuals (not funeral directors) to pay the fees before the internment or installation of the plaque?

I need to point out that the bank statement shows amount of cash paid in of £620 although for some reason the narrative says “cash withdrawal”. I will show this to the chair of the meeting for verification.

Appendix 2

Date: 01/12/2022 Holbeach Parish Council Page 1
Time: 12:43 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 1 - Barclays Current Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclays Current account	30/11/2022		5,130.46
			5,130.46
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			5,130.46
<u>Receipts not Banked/Cleared (Plus)</u>			
29/11/2022 29112022		70.00	
29/11/2022 100829		560.00	
			630.00
			5,760.46
		Balance per Cash Book is :-	5,760.46
		Difference is :-	0.00

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Date: 30/11/2022 Holbeach Parish Council Page 1
 Time: 14:42 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 3 - Business Saver Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Saver Account	30/11/2022		33,589.95
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			37,588.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			37,588.95
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			37,588.95
		Balance per Cash Book is :-	37,588.95
		Difference is :-	0.00

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Date: 30/11/2022 Holbeach Parish Council Page 1
 Time: 14:52 **Bank Reconciliation Statement as at 30/11/2022** User: 6121.J.HEARSEY
for Cashbook 4 - CCLA Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Account	31/10/2022		223,227.98
			223,227.98
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
10/11/2022 1011 Barclays Current Account		40,000.00	
			40,000.00
			183,227.98
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	
			0.00
			183,227.98
		Balance per Cash Book is :-	183,227.98
		Difference is :-	0.00

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