

27/02/2023

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, Holbeach on Monday 6th March 2023 at 18:00 at which the under mentioned business will be transacted.

If you require supporting documents, please email: clerk@holbeachpc.com or call into the office or telephone.

Yours sincerely,



Jan Hearsey – Clerk

AGENDA

FC-2022/3-118 - Apologies for absence

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

FC-2022/3-119 - 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.

FC-2022/3-120 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 6th February 2023 and to authorise the Chair to sign the official minutes.

FC-2022/3-121 - Clerks report

- a) To receive a report from the Clerk

FC-2022/3-122 - Transactions for Payment

- a) To resolve to recommend to Full Council the list of payments due for February invoices and to review 10 invoices at random to insure transparency.

FC-2022/3-123 - Financial Statement

- a) To resolve to recommend to Full Council to approve the financial statement as at 28th February 2023

FC-2022/3-124 - Review of outstanding receipts

- a) To review the outstanding receipts as at 28th February 2023



FC-2022/3-125 – Budget review

- a) To review the current year budgets and to resolve to agree to make any recommendations to Full Council
- b) To resolve to agree to hold an additional Finance & Admin meeting on Monday 13th March at 18:00 to have a final review of budgets

FC-2022/3- 126 – Temporary contractor

- a) To resolve to agree to recommend to Full Council to pay the temporary contractor from the staff salaries budget

FC-2022/3-127 – Reserves & Ear Marked Reserves

- a) To discuss and resolve to agree to recommend to Full Council the reserves and Ear Marked Reserves for 2023/4

FC-2022/3-128- Policies

- a) To review and resolve to agree to recommend to Full Council the review of the following policies:
 - i. Asset Disposal Policy
 - ii. Financial Regulations
 - iii. Financial Risk Assessment
 - iv. Fixed Asset Capitalisation Policy
 - v. Fixed Asset Policy
 - vi. Grant Application Form
 - vii. Grant Award Policy
 - viii. Members Expenses Policy
 - ix. Procurement Policy
 - x. Reserves Policy

FC-2022/3-129 – Year End

- a) To resolve to agree to only emergency purchases between 15th March and 1st April
- b) To discuss and resolve to agree the way forward with the Year End process

FC-2022/3-130 – Date of next meeting

- a) To confirm the next meeting date of Monday 3rd April 2023 at 18:00