



Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 6th February 2023 at 18:00 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 18:00

FC-2022/3-103 - 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-2022/3-104 - 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-2022/3-105 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 9th January 2023 and to authorise the Chair to sign the official minutes.

FC-2022/3-106 - Clerks report

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

FC-2022/3-107 - Transactions for Payment

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

Domu Brands	Workshop organiser	£ 62.35
Irelands	Chain loop & cap	£ 29.29
Amamzon	Solar lights	£ 40.99

Jewson	Hook stakes	£ 115.92
Maher	Cylinder locks	£ 28.48
T J Legal	Floor paint	£ 39.99
SHDC	Business Rates Digital Board	£ 317.00
SHDC	Planning application	£ 117.00
SLCC	Membership fees	£ 316.00
White Hinge	Face shields	£ 8.57

FC-2022/3-108 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as at 31st January 2023 – see appendix b

FC-2022/3-109 - Review of outstanding receipts

- a) The outstanding receipts as at 31st January 2023 were reviewed

FC-2022/3-110 – Budget review

- a) The current year budgets were reviewed and there were none to resolve to agree to make any recommendations to Full Council

FC-2022/3- 111 – Barclaycard

- a) It was **resolved** to agree to authorise the RFO to pay the Barclaycard bill due to it being due for payment on the day of the next Full Council meeting

FC-2022/3-112- May payments for April invoices

- a) It was **resolved** to agree to recommend to Full Council a procedure for payments in May due to the elections and the late date of the annual Parish Council meeting and May Bank Holiday in that the Finance & Admin Committee have delegated powers to pay April invoices at their meeting on the 2nd May 2023

FC-2022/3-113 Banking arrangements

- a) It was **resolved** to agree to recommend to Full Council that if the bank signatories are not elected at the May elections that they can remain as signatories until a new banking mandate can be put in place.
b) It was **resolved** to agree to defer to appoint another member a signatory on the account

FC-2022/3-114- Horticultural supplies

- a) It was **resolved** to agree to defer to purchase the weed prevention products.

FC-2022/3-115 – Software

- a) To receive an update on the software and to resolve to agree the additional spend for the current software – no update as still waiting to hear



FC-2022/3 -116 LALC Training

- a) It was discussed and **resolved** to agree the way forward with the LALC training scheme to join for the next year

FC-2022/3-117 – Date of next meeting

- c) To confirm the next meeting date of Monday 6th March 2023 at 18:00

Meeting closed at 18:33

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

Appendix a

I am still trying to download the banking app, I have tried to phone but gave up after 40 minutes

I have asked the Financial advisor to release the funds as requested by full council – just need to send the vice-chairs personal information

Appendix b

Date: 30/01/2023	Holbeach Parish Council	Page 1
Time: 12:51	Bank Reconciliation Statement as at 30/01/2023 for Cashbook 3 - Business Saver Account	User: 6121.J.HEARSEY

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver Account	31/12/2022		7,984.76
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			11,983.76
Unpresented Cheques (Minus)		Amount	
		0.00	0.00
			11,983.76
Receipts not Banked/Cleared (Plus)			
		0.00	0.00
			11,983.76
		Balance per Cash Book is :-	11,983.76
		Difference is :-	0.00





Date: 30/01/2023

Holbeach Parish Council

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Time: 12:48

**Bank Reconciliation Statement as at 30/01/2023
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	30/01/2023		3,000.00
			3,000.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			3,000.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			3,000.00
		Balance per Cash Book is :-	3,000.00
		Difference is :-	0.00





Date: 03/01/2023
 Time: 13:39

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Bank Reconciliation Statement as at 31/12/2022
 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	30/11/2022		183,617.25
			<u>183,617.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			183,617.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			183,617.25
		Balance per Cash Book is :-	183,617.25
		Difference is :-	0.00

(Handwritten signature/initials)

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