



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

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

Chair Cllr R Stevens opened the meeting at 18:00

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.

None

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.

None

FC-2022/3-120 - Minutes

It was **resolved** 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 – see appendix a

FC-2022/3-122 - Transactions for Payment

- a) It was **resolved** to recommend to Full Council the list of payments due for February invoices and to review 10 invoices at random to insure transparency.

Refresh cartridge	Cartridges	£ 5.47
Wave	Water – Carters Park	£ 46.40
Wave	Water – Park Road	£ 18.48
Wave	Water – Hall Gate	£ 31.73

Anglian Water	Water – Park Bungalow	£ 720.97
Tonwood	Paint for playground equipment	£ 41.98*
West End Garage	Fuel	£ 100.00*
Amazon	1 st aid equipment	£ 17.34
Eurooffice	Stationary	£ 186.93
Irelands	Chainsaw oil	£ 16.31

- Ask the Open Spaces team to trial the spray paint within the next two days and if not fit for purpose, exchange for tins of paint
- Ask Open Spaces team the quantity and type of fuel they have in stock

FC-2022/3-123 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as at 28th February 2023 – see appendix b

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

- a) The outstanding receipts as at 28th February 2023 were reviewed and the Clerk/RFO to chase the one outstanding amount

FC-2022/3-125 – Budget review

- a) The current year budgets were reviewed and there were no recommendations to Full Council
- b) It was **resolved** to agree to hold an additional Finance & Admin meeting on Monday 13th March at 14:00 to have a final review of budgets

FC-2022/3- 126 – Temporary contractor

- a) It was **resolved** 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) It was discussed and **resolved** to agree to recommend to Full Council the draft reserves and Ear Marked Reserves for 2023/4

FC-2022/3-128- Policies

- a) The policies were reviewed and it was **resolved** to agree to recommend to Full Council the review of the following policies:
- Asset Disposal Policy
 - Financial Regulations
 - Financial Risk Assessment
 - Fixed Asset Capitalisation Policy
 - Fixed Asset Policy
 - Grant Application Form
 - Grant Award Policy
 - Members Expenses Policy

- ix. Procurement Policy
- x. Reserves Policy

FC-2022/3-129 – Year End

- a) It was **resolved** to agree to only emergency purchases between 15th March and 1st April
- b) It was discussed and **resolved** to agree the way forward with the Year End process – email to be sent to Full Council and staff to say that office is under pressure due to year end and change of software so only contact in an emergency. Clerk/RFO to ensure all invoices are received by mid March at the latest.

FC-2022/3-130 – Date of next meeting

- a) To confirm the next meeting date of Monday 3rd April 2023 at 14:00

Meeting closed at 19:05

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

Appendix a
EdgelT

They will not provide full support unless an hour of training is paid for, for both Finance and Cemeteries at a total cost of £164.00 + vat

Electricity

We have received an electricity bill for Carters Park which is very expensive and is estimated, I will ask the Open Spaces team to read the meter tomorrow.

Appendix b

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Barclays Current account	28/02/2023		2,827.55
			<hr/> 2,827.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			<hr/> 2,827.55
<u>Receipts not Banked/Cleared (Plus)</u>			
02/02/2023 100839		25.00	
02/02/2023 100839		25.00	
07/02/2023 100840		100.00	
20/02/2023 100840		300.00	
			<hr/> 450.00
			<hr/> 3,277.55
		Balance per Cash Book is :-	3,277.55
		Difference is :-	0.00

Chair’s initials.....



Date: 01/03/2023 Holbeach Parish Council Page 1
 Time: 13:32 Bank Reconciliation Statement as at 28/02/2023 User: 6121.J.HEARSEY
 for Cashbook 3 - Business Saver Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Business Saver Account	28/02/2023		8,721.78
Barclays (Ring Fenced Funds)	30/06/2022		3,999.00
			<hr/> 12,720.78
Unpresented Cheques (Minus)		Amount	
		0.00	<hr/> 0.00
			12,720.78
Receipts not Banked/Cleared (Plus)			
		0.00	<hr/> 0.00
			12,720.78
			<hr/> 12,720.78
		Balance per Cash Book is :-	12,720.78
		Difference is :-	0.00

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Date: 16/02/2023 Holbeach Parish Council Page 1
 Time: 13:41 Bank Reconciliation Statement as at 16/02/2023 User: 6121.J.HEARSEY
 for Cashbook 4 - CCLA Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
CCLA Account	31/01/2023		159,522.00
			<hr/> 159,522.00
Unpresented Cheques (Minus)		Amount	
10/02/2023 ccla Barclays Current Account		20,000.00	<hr/> 20,000.00
			139,522.00
Receipts not Banked/Cleared (Plus)			
		0.00	<hr/> 0.00
			139,522.00
		Balance per Cash Book is :-	139,522.00
		Difference is :-	0.00

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