

Meeting of the Finance Committee – Monday 14th June 2021 @ 18:00

Present: Cllrs: R Stevens, E McNally, I Hutchinson, S Hutchinson & R Flood

Clerk/RFO- Jan Hearsey

FC-2021/2-1 Appointment of Chairman for this meeting.

It was proposed, seconded and **agreed** that Cllr R Stevens will chair this meeting.

FC-2021/2-2 Apologies and reasons given

There were none

FC-2021/2 -3 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 were received

FC-2021/2 – 4 Transactions for payment

The cheque register totalling £14,430.10 was **agreed**. The RFO pointed out that late invoices would be added before the Full Council Meeting. It was **agreed** that better budgeting was required for works carried out. Future works should be sanctioned.

FC-2021/2 – 5 Credit card statement

The Barclaycard bill totalling £862.25 was **agreed**

FC-2021/2 - 6 Bank reconciliation

The bank reconciliation was **agreed**

FC-2021/2-7 Review of April payments & outstanding receipts

Cllr I Hutchinson reported that a tenant was in arrears, it was **agreed**, to leave the matter with the letting agent for the time being.

FC-2021/2 – 8 To agree section 137 spend to clean war memorial

It was **agreed** to spend £29.15 on cleaning products for the war memorial as a section.137 spend.

FC-2021/2 -9 To review and agree to recommend the Internal Auditors Report to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2 – 10 To review and agree to recommend approval the Annual Governance Statement (Section 1 of the Annual Return) to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2-11 To review and agree to recommend approval of the Statement of Accounts (Section 2 of the Annual Return) to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2 – 12 Investments review & to agree to an investment policy

It was **agreed** to speak to Bingham Woods. It was **agreed** to bring back the investment policy for approval at the next meeting of the Finance Committee.

FC-2021/2-13 To agree new members for Banking Mandate, to agree to remove members from Banking Mandate

It was **agreed** to recommend for approval by **Full Council** to remove Cllrs: G Rudkin & G Donley from the banking mandate and add Cllrs: R Stevens, S Johnson, K Wilson & P Sparkes, with their authority.

FC-2021/2 -14 To agree the amount to transfer to CCLA account

It was **agreed** to recommend for approval by **Full Council** to remove Cllrs: D Howarth & L Marchant from the mandate. It was **agreed** to transfer £170,000 to the CCLA account.

FC-2021/2 -15 To agree to upgrade the current BT account

It was **agreed** to upgrade the BT telephone/internet account as this would save the Council money.

FC-2021/2-16 To agree to purchase Scribe cemeteries

It was **agreed**.

FC-2021/2 – 17 Councillor travel & subsistence expenses. To agree to adopt a Payment of expenses to Council members policy.

It was **agreed** to recommend to **Full Council** to adopt the draft Councillor expenses policy, but to remove the part regarding refreshments.

FC-2021/2-18 To discuss funds for Speeding equipment

It was **agreed** to recommend to **Full Council** that the funds of £1920 received from Members of SHDC is ring fenced and looked at in September when Members will be in a better position to see how the budget for the year is progressing.

2021/2 – 19 Items for discussion and agenda item requests.

Agenda items: Budgeting/Ebay account/ review of the Finance Policy and Risk Assessment and to agree re-appoint the auditor for 2021/22.

2021/2 -20. Confirm date and venue of next Finance Committee Meeting

(a) Monday 5th July 2021 @ 18h at Coubro Chambers

Meeting closed at 18:55

Signed Chairman.....Date.....

Meeting of the Finance Committee – Monday 14th June 2021 @ 18:00

Present: Cllrs: R Stevens, E McNally, I Hutchinson, S Hutchinson & R Flood

Clerk/RFO- Jan Hearsey

FC-2021/2-1 Appointment of Chairman for this meeting.

It was proposed, seconded and **agreed** that Cllr R Stevens will chair this meeting.

FC-2021/2-2 Apologies and reasons given

There were none

FC-2021/2 -3 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 were received

FC-2021/2 – 4 Transactions for payment

The cheque register totalling £14,430.10 was **agreed**. The RFO pointed out that late invoices would be added before the Full Council Meeting. It was **agreed** that better budgeting was required for works carried out. Future works should be sanctioned.

FC-2021/2 – 5 Credit card statement

The Barclaycard bill totalling £862.25 was **agreed**

FC-2021/2 - 6 Bank reconciliation

The bank reconciliation was **agreed**

FC-2021/2-7 Review of April payments & outstanding receipts

Cllr I Hutchinson reported that a tenant was in arrears, it was **agreed**, to leave the matter with the letting agent for the time being.

FC-2021/2 – 8 To agree section 137 spend to clean war memorial

It was **agreed** to spend £29.15 on cleaning products for the war memorial as a section.137 spend.

FC-2021/2 -9 To review and agree to recommend the Internal Auditors Report to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2 – 10 To review and agree to recommend approval the Annual Governance Statement (Section 1 of the Annual Return) to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2-11 To review and agree to recommend approval of the Statement of Accounts (Section 2 of the Annual Return) to Full Council

It was **agreed** to recommend for approval by **Full Council**

FC-2021/2 – 12 Investments review & to agree to an investment policy

It was **agreed** to speak to Bingham Woods. It was **agreed** to bring back the investment policy for approval at the next meeting of the Finance Committee.

FC-2021/2-13 To agree new members for Banking Mandate, to agree to remove members from Banking Mandate

It was **agreed** to recommend for approval by **Full Council** to remove Cllrs: G Rudkin & G Donley from the banking mandate and add Cllrs: R Stevens, S Johnson, K Wilson & P Sparkes, with their authority.

FC-2021/2 -14 To agree the amount to transfer to CCLA account

It was **agreed** to recommend for approval by **Full Council** to remove Cllrs: D Howarth & L Marchant from the mandate. It was **agreed** to transfer £170,000 to the CCLA account.

FC-2021/2 -15 To agree to upgrade the current BT account

It was **agreed** to upgrade the BT telephone/internet account as this would save the Council money.

FC-2021/2-16 To agree to purchase Scribe cemeteries

It was **agreed**.

FC-2021/2 – 17 Councillor travel & subsistence expenses. To agree to adopt a Payment of expenses to Council members policy.

It was **agreed** to recommend to **Full Council** to adopt the draft Councillor expenses policy, but to remove the part regarding refreshments.

FC-2021/2-18 To discuss funds for Speeding equipment

It was **agreed** to recommend to **Full Council** that the funds of £1920 received from Members of SHDC is ring fenced and looked at in September when Members will be in a better position to see how the budget for the year is progressing.

2021/2 – 19 Items for discussion and agenda item requests.

Agenda items: Budgeting/Ebay account/ review of the Finance Policy and Risk Assessment and to agree re-appoint the auditor for 2021/22.

2021/2 -20. Confirm date and venue of next Finance Committee Meeting

(a) Monday 5th July 2021 @ 18h at Coubro Chambers

Meeting closed at 18:55

Signed Chairman.....Date.....

Finance Committee Meeting Monday 5th July 2021 at 18:00

Present: Cllrs: R Stevens, S Hutchinson, E McNally & R Flood
Clerk/RFO: Jan Hearsey

Chairman Cllr R Stevens opened the meeting at 18:00

FC-2021/2-21 Apologies and reasons given

Cllr: I Hutchinson gave her apologies which were accepted.

FC-2021/2 -22 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 were given

FC -2021/2- 23 Minutes of the previous meeting

The notes of the meeting of 14th June 2021 were proposed, seconded and **agreed** as minutes.

FC-2021/2 – 24 Transactions for payment – To agree to recommend to Full Council the list of payments due for June invoices

The transactions totalling £15852.63 were proposed, seconded and **agreed**. The RFO reported that other invoices received before the PC meeting would be added.

FC-2021/2 – 25 Credit card statement – To agree to recommend to Full Council to pay this month's Barclaycard invoice

The Barclaycard bill totalling £274.64 was proposed, seconded and **agreed** to recommend to **Full Council** to pay.

FC-2021/2 - 26 Bank reconciliation – To agree to recommend to Full Council to approve the bank reconciliation as at 30th June 2021

The bank reconciliation as at appendix 1 was proposed, seconded and **agreed** to recommend to **Full Council**

FC-2021/2-27 Review of May payments & outstanding receipts and monthly Budget review

The payments and receipts were reviewed

FC-2021/2 – 28 To review and agree to recommend to Full Council the Financial Risk Assessment and Financial Regulations

It was proposed, seconded and **agreed** to recommend to **Full Council** to update the current Financial Regulations and Financial Risk Assessment

FC-2021/2 -29 To agree to sign the direct debit mandate for Utility bidder for electricity at Coubro Chambers

It was proposed, seconded and **agreed**

FC-2021/2 – 30 To agree to recommend to Full Council the Procurement Policy and to amend Standing Orders to reflect this.

It was proposed, seconded and **agreed** to recommend to **Full Council**. All staff need to be informed of spending procedures above £250

FC-2021/2 – 31 To agree to recommend to Full Council to reappoint Bulley Davey as the Council’s internal auditor for 2021-2

It was proposed, seconded and **agreed** to recommend to **Full Council**

FC-2021/2 – 32 To agree to recommend to Full Council for the Finance Committee to authorise the Barclaycard payment when the due date conflicts with the Full Council meeting, to avoid late payment fees

It was proposed, seconded and **agreed** to amend the agenda item to read “to recommend to Full Council for the Chairman of the Finance Committee and the Chairman of the Council to authorise the Barclaycard payment when the due date conflicts with the Full Council meeting, to avoid late payment fees”. It was proposed, seconded and **agreed** to recommend to **Full Council**

FC-2021/2 – 33 To review this year’s budgets and start to work on 2022/23 budget plan.

Cllr R Stevens had put a document on the Drive asking for Members to complete for their projects for 2022/23. This years budgets were reviewed and will be reviewed monthly.

FC-2021/2 – 34 To agree to review 10 transactions per month at random to insure transparency.

Councillors asked the RFO for details of transactions which were then explained to them. This will be on each Finance Committee agenda. It was proposed, seconded and **agreed**

FC-2021/2 – 35 Items for discussion and agenda item requests.

- RFO to investigate cost of post hole borer and future use
- Holbeach Bank Utilities
- Review of budgets
- Review budget planning

FC-2021/2 -36 Confirm date and venue of next Finance Committee Meeting

The next meeting of the committee will be Monday 2nd August 2021 @ 18h at Coubro Chambers

Meeting closed at 18:43

Signed Chairman.....Date.....

Appendix 1

Bank Reconciliation at 30/06/20		
Cash in Hand 01/04/2021		115,663.20
ADD Receipts 01/04/2021 - 30/06/2021		241,024.23
SUBTRACT Payments 01/04/2021 - 30/06/2021		356,687.43
		53,114.42
Cash in Hand 30/06/2021 (per Cash Book)		303,573.01
	27/04/2021	0.00
	18/06/2021	0.00
	01/06/2021	31,792.84
	27/04/2021	50.00
	01/06/2021	57,945.64
Cash in hand per Bank Statements	27/04/2021	0.00
Cash	27/04/2021	0.00
Barclaycar credit card	28/06/2021	40,639.07
CCLA Account	30/06/2021	3,151.20
COIF		
Treasury Stock		
Business Base Rate Tracker Accou		
Business Base Rate Tracker Accou		
Business Saver Account		133,578.75
Barclays Current Account		5.74
Less unrepresented payments		133,573.01
		170,000.00
Plus unrepresented receipts		
Adjusted Bank Balance		303,573.01

A = B Checks out OK		
---------------------	--	--



Minutes of Finance Committee meeting Monday 2nd August 2021 at 18:00

Present: Cllrs: R Stevens, I Hutchinson, E McNally, R Flood & S Hutchinson
Clerk/RFO- Jan Hearsey

Chairman: Cllr R Stevens
Meeting opened at 18:00

FC-2021/2-37 Apologies and reasons given

There were none

FC-2021/2 -38 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

Cllr R Flood declared a non pecuniary interest in item 49

FC -2021/2- 39 Minutes of the previous meeting

The notes of the meeting of 5th July 2021 were proposed, seconded and **agreed** as minutes.

FC-2021/2 – 40 Transactions for payment – To agree to recommend to Full Council the list of payments due for July invoices - It was agreed to add agenda item 44 to this agenda item. - It was resolved 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 as the discussion included an HR issue

Explanations were given to the following invoices: Brother, Ribbon Works, First aid items x3, Wave water, Tractor parts x 3 invoices. It was proposed, seconded and **agreed** that these invoices were correct and the July invoice were recommended for approval to **Full Council**

FC-2021/2 – 41 Credit card statement – To agree to recommend to Full Council to pay this month’s Barclaycard invoice

It was proposed, seconded and **agreed** to recommend to **Full Council**. Clerk to investigate cheaper credit cards.

FC-2021/2 - 42 Bank reconciliation – To agree to recommend to Full Council to approve the bank reconciliation as at 31st July 2021

The RFO explained that she had shown the “ring fenced” funds separately. It was proposed, seconded and **agreed** to recommend to **Full Council**

FC-2021/2-43 Review of June payments & outstanding receipts and monthly Budget review

The review was as what is expected and no further action is required.

FC-2021/2 – 44 Review 10 transactions at random to insure transparency.

Moved to agenda item 40

FC-2021/2 – 45 To review and agree to recommend to Full Council the Procurement procedure for spending under £250

It was proposed, seconded and **agreed** to recommend to **Full Council**. The RFO is to speak to local suppliers to obtain the best prices and draw up a preferred supplier list.

FC-2021/2 -46 To agree to sign the direct debit mandate for British Telecom

It was proposed, seconded and **agreed**

FC-2021/2 – 47 To agree to recommend to Full Council to carry out stock checks in all departments

It was proposed, seconded and **agreed** to recommend to **Full Council** to carry out two annually. **It was resolved 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 as the discussion included an HR issue**

FC-2021/2 – 48 To agree to carry out fixed asset reviews

It was proposed, seconded and **agreed** to carry out in April each year in readiness for the May meeting.

FC-2021/2 – 49 To discuss and agree to change the accounts for electricity and water into the name of the user at Holbeach Bank

It was proposed, seconded and **agreed**.

FC-2021/2 – 50 To discuss and agree to pay Bulley Davey for tax investigation “insurance”

It was proposed, seconded and **agreed** to amend the agenda item to: To investigate all options for tax investigation insurance, which was proposed, seconded and **agreed**

FC-2021/2 – 51 To agree to pay the Countryside Charity £36 for annual membership

It was proposed, seconded and **agreed** to amend the agenda item to: To investigate what we receive from this donation, it was proposed, seconded and **agreed**

FC-2021/2 – 52 Items for discussion and agenda item requests.

Set up meetings individually with each Chair, Cllr R Stevens and the Clerk/RFO to discuss next years budgets

FC-2021/2 -53 Confirm date and venue of next Finance Committee Meeting

(a) Monday 6th September 2021 @ 18h at Coubro Chambers

Meeting Closed at 18:31

Signed Chairman.....Date.....

A	Bank Reconciliation at 30/07/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 30/07/2021		248,583.95
	SUBTRACT Payments 01/04/2021 - 30/07/2021		72,456.08
	Cash in Hand 30/07/2021 (per Cash Book)		291,791.07
B	Cash in hand per Bank Statements		
	Cash	27/04/2021 0.00	
	Barclays (ring fenced funds)	27/07/2021 2,060.00	
	Barclaycar credit card	18/06/2021 0.00	
	CCLA Account	07/07/2021 201,793.57	
	COIF	27/04/2021 50.00	
	Treasury Stock	01/06/2021 57,945.64	
	Business Saver Account	30/07/2021 27,786.12	
	Barclays Current Account	30/07/2021 3,000.00	
			292,635.33
Less unrepresented payments		844.26	
		291,791.07	
Plus unrepresented receipts		0.00	
Adjusted Bank Balance		291,791.07	

	A = B Checks out OK		
--	----------------------------	--	--



Minutes of the meeting of Holbeach Parish Council Finance Committee – Monday 6th September 2021 at 18:00

Present: Cllrs: R Stevens, I Hutchinson & S Hutchinson
Clerk/RFO: Jan Hearsey

Meeting commenced at 18:00, Chairman Cllr R Stevens

FC-2021/2-54 Apologies and reasons given

Apologies were received from Cllrs: R Flood & E McNally, which were proposed, seconded and **agreed**.

FC-2021/2 -55 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 were received

FC -2021/2- 56 Minutes of the previous meeting

It was proposed, seconded and **agreed** that the notes of the meeting of 2nd August 2021 were accepted as minutes.

FC-2021/2 – 57 Transactions for payment – To agree to recommend to Full Council the list of payments due for August invoices and to review 10 transactions at random to insure transparency –

The following ten invoices were reviewed: SHDC -planning application: Printer Cartridges: SHDC - Council Tax: Chandlers – belts for mowers: Unyte – asbestos removal: Amazon – WD40: Hargreaves- toilet roll, paper towel etc: Tesco- tea & coffee: Amazon – toilet rolls: Ideal 365 – black sacks: One-stop – black sacks: It was proposed, seconded and **agreed** to accept these transactions and recommend all payments to **Full Council** for payment

FC-2021/2 – 58 Credit card statement – To agree to recommend to Full Council to pay this months Barclaycard bill –

It was proposed, seconded and **agreed** to recommend to **Full Council** to pay the Barclaycard bill.

FC-2021/2 - 59 Bank reconciliation – To agree to recommend to Full Council to approve the bank reconciliation as at 31st August 2021 –

It was proposed, seconded and **agreed** to recommend to **Full Council** to approve the bank reconciliation

FC-2021/2-60 Review of July payments & outstanding receipts and monthly Budget review

The review was received and tree work discussed there is one that requires pruning in the Closed Churchyard and a silver birch that needs felling, one in the cemetery needs

falling and one needs dead wooding, one in the park needs pollarding and one needs reducing in height. Another tree report is needed (if funds available). The RFO is to give a report on budgets remaining for this year. The review was proposed, seconded and **agreed**

FC-2021/2 – 61 To agree to obtain quotations for the refurbishment of the pavilion in Carters Park –

There is some electrical work and a small amount of plumbing. Employees need a proper place for eating, they can use Coubro temporarily. The RFO will organise three quotes which was proposed, seconded and **agreed**

FC-2021/2 -62 To agree to recommend to Full Council to purchase a post hole borer

It was proposed, seconded and **agreed** to recommend to **Full Council** to purchase a post hole borer

FC-2021/2 – 63 To agree to recommend to Full Council to purchase a new office chair for the Deputy Clerk

It was proposed, seconded and **agreed** to recommend to **Full Council** to purchase an office chair for the Deputy Clerk and also one for the Clerk.

FC-2021/2 – 64 To agree the payment arrangements should the RFO be unavailable

It was proposed, seconded and **agreed** that Cllr I Hutchinson would transfer £1 to the Clerk (which will be deducted from her salary payment) so that the Clerk can ascertain the amount of days delay there can be between making and authorising payments. If the delay is short, then Cllr R Stevens will make the payments on behalf of the Clerk.

FC-2021/2 – 65 Update on budgets for 2022/3

Cllr R Stevens said that the planning had started, and meetings were taking place. Cllr I Hutchinson said that projects (pump track, toilets conversion and inclusive play equipment) could not be totally funded by grants, some provision had to be made within the budgets. It was re-iterated that increases to the budget should be shown by costs to each household and not by percentages. It was suggested that an allocation be made for £20,000 for projects and if no grant funding were available, this would allow the Council to fulfil at least one project in the year. Cllr I Hutchinson will get prices for projects to give a basic idea.

FC-2021/2 – 66 To agree to pay the Countryside Charity £36 for annual membership

It was proposed, seconded and **agreed not** to pay the Countryside Charity for annual membership

FC-2021/2 -67 To discuss and agree to fund Councillor attendance at the LALC conference & AGM

It was proposed, seconded and **agreed not** to fund Councillor attendance at the LALC conference and AGM

FC-2021/2 – 68 Items for discussion and agenda item requests.

RFO to provide budget breakdown for current year

Opening of fuel account in Holbeach

FC-2021/2 -69 Confirm date and venue of next Finance Committee Meeting
(a) Monday 4th October 2021 @ 18h at Coubro Chambers

Meeting closed at 18:39

Signed Chairman.....Date.....

A	Bank Reconciliation at 01/09/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 01/09/2021		251,723.09
			367,386.29
	SUBTRACT Payments 01/04/2021 - 01/09/2021		88,469.14
	Cash in Hand 01/09/2021 (per Cash Book)		278,917.15
B	Cash in hand per Bank Statements		
	Cash	27/04/2021	0.00
	Barclays (ring fenced funds)	27/07/2021	2,060.00
	Barclaycar credit card	18/06/2021	0.00
	CCLA Account	31/08/2021	181,800.98
	COIF	27/04/2021	50.00
	Treasury Stock	01/06/2021	57,945.64
	Business Saver Account	31/08/2021	34,015.07
	Barclays Current Account	31/08/2021	3,636.65
			279,508.34
		591.19	

	Less unrepresented payments		278,917.15
			0.00
	Plus unrepresented receipts Adjusted Bank Balance		278,917.15
	A = B Checks out OK		



Minutes of the meeting of the Finance Committee Monday 4th October 2021 at 18:00

Present: Cllrs; R Stevens, I Hutchinson, E McNally & S Hutchinson
Clerk/RFO: Jan Hearsey

Chairman Cllr R Stevens opened the meeting at 18:01

FC-2021/2-70 Apologies and reasons given

Apologies were received from Cllr R Flood and were proposed, seconded and **accepted**

FC-2021/2 -71 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 -2021/2- 72 Minutes of the previous meeting

The notes of the meeting of 6th September 2021 were proposed, seconded and **agreed** as minutes.

FC-2021/2 – 73 Transactions for payment – To agree to recommend to Full Council the list of payments due for September invoices and to review 10 transactions at random to insure transparency

The following transactions were reviewed: FR Jones & Sons (post hole borer): Office Furniture Online (office chairs): Gateshead Lawnmower (Lube for chainsaws/hedgecutters etc): Crown Estate (rent Holbeach Bank): Healthguard (pest control Nature Reserve): Savills (rent Northons Lane): Whaplode Service Station (mower fuel): Spinnaker Signs (H & S and COSHH posters) & KCPM (petrol stickers).
The transactions were proposed, seconded and **agreed**

FC-2021/2 – 74 Credit card statement – To agree to recommend to Full Council to pay this months Barclaycard bill

The transactions on this months Barclaycard have been previously agreed in September

FC-2021/2 - 75 Bank reconciliation – To agree to recommend to Full Council to approve the bank reconciliation as at 30th September 2021

The bank reconciliation was proposed, seconded and **agreed** – appendix 2

FC-2021/2-76 Review of August payments & outstanding receipts and monthly Budget review

Theses were reviewed. It was suggested that notice be served on allotment holders who were in arrears with their rent.

FC-2021/2 – 77 To agree the procedure regarding the Barclays Banking Mandate

It was proposed, seconded and **agreed** to adopt the procedure as per appendix 1

FC-2021/2 -78 Update on 2022/23 Budgets

Most budgets were completed in draft form. These will go to **Full Council** on 8th November for discussion.

FC-2021/2 – 79 To agree to recommend to Full Council to purchase a poppy wreath from the RBL

It was proposed, seconded and **agreed**

FC-2021/2 – 80 To agree to asset tagging

It was proposed, seconded and **agreed**

FC-2021/2 – 81 Items for discussion and agenda item requests.

Budgets

FC-2021/2 -82 Confirm date and venue of next Finance Committee Meeting

(a) Monday 1st November 2021 @ 18h at Coubro Chambers

Meeting closed at 18:24

Chairman's signature.....Date.....

Appendix 1

1. The HPC Parish Clerk/RFO will compile a list of payments due to be paid prior to the finance monthly meeting.
2. On the finance monthly meeting the finance team will review payments and if all correct will authorise the payments list to be presented to the monthly full council meeting.
3. Once full parish council have fully approved the payments the clerk/RFO will raise, the following day, all of the payments on to the Barclay banking program.
4. Once raised the parish clerk/RFO will inform the selected authoriser that the payments are ready to be approved. This will be done by email or text. A copy of the email or text should be printed and kept with the monthly list of payments as supporting evidence.
5. The nominated authoriser will log into to Barclays Bank and authorise the payments as per the schedule. One authorised the authoriser should inform the parish clerk/RFO that the payments have been approved for payment. Confirmation should be via email or text and a copy kept with the monthly payments.
6. The authoriser can be any of the councils list of authoriser. The parish clerk/RFO will select the authoriser at random.

7. Unless instructed by the clerk/RFO nobody else should approve any payments.

Appendix 2

A	Bank Reconciliation at 01/10/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 01/10/2021		258,850.60
			374,513.80
	SUBTRACT Payments 01/04/2021 - 01/10/2021		122,691.59
	Cash in Hand 01/10/2021 (per Cash Book)		251,822.21
B	Cash in hand per Bank Statements		
	Cash	27/04/2021	0.00
	Barclays (ring fenced funds)	27/07/2021	2,060.00
	Barclaycar credit card	18/06/2021	0.00
	CCLA Account	31/08/2021	181,800.98
	COIF	27/04/2021	50.00
	Treasury Stock	23/09/2021	60,037.46
	Business Saver Account	27/09/2021	13,073.93
	Barclays Current Account	01/10/2021	2,857.90
			259,880.27
		8,058.06	
	Less unrepresented payments		251,822.21
	Plus unrepresented receipts Adjusted Bank Balance		251,822.21
	A = B Checks out OK		



Coubro Chambers, 11 West End
Holbeach, PE12 7LW
01406 426739
clerk@holbeachpc.com
holbeach.pariah.lincolnshire.gov.uk
@HolbeachParishCouncil





Minutes of the meeting of the Finance Committee, Monday 1st November 2021 at 18:00

Present: Cllrs: R Stevens, I Hutchinson & S Hutchinson

Clerk: Jan Hearsey

Chairman Cllr R Stevens opened the meeting at 18:00

FC-2021/2-83 Apologies and reasons given

Apologies were received from Cllrs: E McNally & R Flood which were proposed, seconded and **agreed**. Cllr R Stevens asked for the Minutes to record that should Cllr R Flood be unavailable for the Finance Meeting, then another member of Open Spaces takes her place.

FC-2021/2 -84 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 were received

FC -2021/2- 85 Minutes of the previous meeting

The notes of the meeting of 4th October 2021 were proposed, seconded and **agreed** as minutes.

FC-2021/2 – 86 Transactions for payment – To agree to recommend to Full Council the list of payments due for October invoices and to review 10 transactions at random to insure transparency

The 10 transactions reviewed were: Chandlers (cost of Kubota repairs), JMW Plumbing (Boiler Coubro), Hurco (Pavilion works), Heartorigin (Strimmer Heads), Tonwood (Wasp nest killer), Farmer Education Trust (Half yearly rent Battlefields), LC (Cleaning Coubro, needs to go out to tender again), Postage (increases due to allotment rent invoices & letters Battlefields), Glendower (Woolie hats for parks team), Online Safety Supplies (Boots, Litter Picker) & Happystore (Safety glasses). It was proposed, seconded and **agreed** to accept these transactions and to a recommend to **Full Council** the payments list totalling £25,401.32 (further invoices would be added before Full Council if received).

FC-2021/2 – 87 Credit card statement – To agree to recommend to Full Council to pay this months Barclaycard bill

The Barclaycard bill totalling £2,118.01 was proposed, seconded and **agreed** to recommend to **Full Council**

FC-2021/2 - 88 Bank reconciliation – To agree to recommend to Full Council to approve the bank reconciliation as at 31st October 2021

It was proposed, seconded and **agreed** to recommend to **Full Council** the bank reconciliation as per Appendix 1

FC-2021/2- 89 Review of outstanding receipts and monthly Budget review

Outstanding sales invoices, it was decided to wait two weeks then send out letters to the outstanding allotment holders with the largest bills. The Committees need to know not to spend unless necessary, Cllr R Stevens will bring this up in his report.

FC-2021/2 – 90 To agree the Asset Policy, Inventory & Disposal of Asset Policy

It was proposed, seconded and **agreed** to recommend to **Full Council** to adopt the Asset Policy, Inventory and Disposal of Asset Policy

FC-2021/2 -91 Update on 2022/23 Budgets

It was decided to recommend the amendments to **Full Council** in order to limit the impact of any increase on the Council Tax payer.

FC-2021/2 – 92 To agree to recommend to Full Council the salary review for the WCPM – To resolve 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

It was proposed, seconded and **agreed** to defer this item.

FC-2021/2 – 93 To agree to recommend to Full Council to fund £500 for an additional SID

It was proposed, seconded and **agreed** to recommend to **Full Council** to fund £500 for the additional SID

FC-2021/2 – 94 Items for discussion and agenda item requests.

Budgeting

FC-2021/2 -95 Confirm date and venue of next Finance Committee Meeting

(a) Monday 6th December 2021 @ 18h at Coubro Chambers

Meeting closed at 18:41

Signed Chairman.....Date

Appendix 1



A	Bank Reconciliation at 31/10/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 31/10/2021		271,061.80
			386,725.00
	SUBTRACT Payments 01/04/2021 - 31/10/2021		150,273.47
	Cash in Hand 31/10/2021 (per Cash Book)		236,451.53
B	Cash in hand per Bank Statements		
	Cash	27/04/2021	0.00
	Barclays (ring fenced funds)	27/07/2021	2,060.00
	Barclaycard credit card	18/06/2021	0.00
	CCLA Account	30/09/2021	181,805.02
	COIF	27/04/2021	50.00
	Treasury Stock	23/09/2021	60,037.46
	Business Saver Account	31/10/2021	27,815.96
	Barclays Current Account	31/10/2021	3,000.00
			274,768.44
	Less unrepresented payments		38,741.91
			236,026.53
	Plus unrepresented receipts Adjusted Bank Balance		425.00
			236,451.53
	A = B Checks out OK		

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

	In attendance	Apologies given
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, R Flood, I Hutchinson, S Favell, S Hutchinson Clerk: Jan Hearsey	
Public including Councillors		

Chairman Cllr R Stevens opened the meeting at 18:02

FC-2021/2-96 Apologies and reasons given

None

FC-2021/2 -97 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 -2021/2- 98 Minutes of the previous meeting

It was resolved to approve the notes of the meeting of 1st November 2021 as minutes.

FC-2021/2 – 99 Transactions for payment – To resolve to recommend to Full Council the list of payments due for November invoices and to review 10 transactions at random to insure transparency

It was resolved to recommend to **Full Council** the payments for November invoices. The following 10 transactions were reviewed: LC – Coubro Cleaning/ Tesco – cleaning materials/ Gallagher – motor insurance/ BearingsRus – belts for chipper/ FR Jones -chains for pole pruner/ Amazon – chipper belts/ Tonwoods -lock pavilion door/ SNL Dynamic batteries key fob/ Staff – travelling expenses to courses

FC-2021/2 – 100 Credit card statement – To resolve to recommend to Full Council to pay this month’s Barclaycard bill

It was resolved to recommend to **Full Council** the Barclaycard bill totalling £964.90

FC-2021/2 - 101 Bank reconciliation – To resolve to recommend to Full Council to approve the bank reconciliation as at 30th November 2021 – see appendix 1

It was resolved to recommend the bank statement to **Full Council** for approval. It was decided that the Clerk investigate updating the signatories with CCLA

FC-2021/2- 102 Review of outstanding receipts and monthly Budget review

It was decided that letters will be sent out to allotment holders who have not paid their rent saying that if we have not heard from them within 30 days we will terminate their agreement. Clerk to chase Whaplode PC and say we will charge interest.

FC-2021/2 – 103 It was resolved to recommend to Full Council the tender for cleaning services – subject to the changes made re two options – option one with cleaning materials and option two without.

FC-2021/2- 104 It was resolved to recommend to Full Council that £4,000 of the proceeds of the sale of excess equipment, will be spent on new equipment.

It was proposed, seconded, and agreed to re-order the agenda and put agenda item FC-2021/2-108 next

FC-2021/2 – 108 It was resolved to recommend to Full Council that subject to confirmation that there was no notice period with Scribe and should Rialtas software not work that there were no penalties, that the committee recommends the Rialtas software for accounts, cemeteries, and allotments. An additional £500 was added to the admin budget.

FC-2021/2 -105 It was resolved to recommend the draft 2022/23 Budgets to Full Council

FC-2021/2 – 106 It was resolved to recommend to Full Council to pay all staff salaries on the 15th December 2021 instead of the 22nd December 2021 due to Christmas – makes this optional

FC-2021/2 – 107 The report was discussed, and it was resolved to recommend to Full Council the VAT review

It was proposed, seconded, and agreed to re-order the agenda to add to agenda item FC-2021/2 -108

It was **agreed** that the Pear Technology software was too expensive.

FC-2021/2 – 109 Items for discussion and agenda item requests.

None

FC-2021/2 -110 Confirm date and venue of next Finance Committee Meeting

(a) Monday 10th January 2022 @ 18h at Coubro Chambers

Meeting closed at 19:14

Chairman's signature.....Date.....

Appendix 1

			115,663.20
	Bank Reconciliation at 30/11/2		
	Cash in Hand 01/04/2021		276,512.50
	ADD Receipts 01/04/2021 - 30/11/2021		392,175.70
			175,265.87
	SUBTRACT Payments 01/04/2021 - 30/11/2021		
	Cash in Hand 30/11/2021 (per Cash Book)		216,909.83
		27/04/2021	0.00
		27/07/2021	2,060.00
		18/06/2021	0.00
		11/11/2021	161,808.35
		27/04/2021	50.00
	Cash in hand per Bank Statements	23/09/2021	60,037.46
	Cash	30/11/2021	12,617.70
	Barclays (ring fenced funds)	30/11/2021	2,152.97
	Barclaycar credit card		
	CCLA Account		
	COIF		
	Treasury Stock		238,726.48
	Business Saver Account		
	Barclays Current Account		25,275.12
	Less unrepresented payments		213,451.36
			3,458.47
	Plus unrepresented receipts		
B	Adjusted Bank Balance		216,909.83

	A = B Checks out OK		
--	---------------------	--	--

Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 10th January 2022 at 18:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, I Hutchinson, S Favell, S Hutchinson & S Johnson (representing Open Spaces Committee in the absence of Cllr R Flood) Clerk: Jan Hearsey		Cllr R Flood
Public including Councillors			

Chairman Cllr R Stevens opened the meeting at 18:00

FC-2021/2-111 Apologies and reasons given

None received. Cllr R Flood was absent

FC-2021/2 -112 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 -2021/2- 113 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of 6th December 2021 as minutes.

FC-2021/2 – 114 Transactions for payment – It was resolved to recommend to Full Council the list of payments due for December invoices (there may be further invoices added) and the following 10 transactions were reviewed at random to insure transparency

One Stop – stamps/ Amazon credit – re belts for equipment returned/LALC credit – re overcharge for training/Ark – IT contract/ Amazon – Epson printer/ Microsoft 365 – admin licenses/ Microsoft 365 – Councillor licenses/Cartridge people – Brother cartridges/ Amazon – Epson cartridges

FC-2021/2 - 115 Bank reconciliation – It was resolved to recommend to Full Council to approve the bank reconciliation as at 31st December 2021 – See appendix 1

FC-2021/2-116 It was resolved to agree the Barclaycard payment of £632.41 using the committees delegated powers due to the payment date

FC-2021/2- 117 Review of outstanding receipts and monthly Budget review
Following the review of the allotment rents, the RFO confirmed that all outstanding allotment payments would receive a notice letter this week. The budget review was on target

FC-2021/2 – 118 It was resolved to recommend to Full Council the additional signatories for the CCLA account of Cllrs: R Stevens, S Johnson & S Favell and to add the Clerk as a Trustee

FC-2021/2- 119 It was resolved to recommend to Full Council the Insurance renewal premium of £9,277.47

FC-2021/2 -120 It was resolved to recommend the 2022/23 Budgets to Full Council with a precept figure of £244,340.57 -Cllr R Stevens to compile a report for Full Council

FC-2021/2-121 It was resolved to agree the additional cost of Rialtas software, the total monthly cost being £1,777 per month

FC-2021/2 – 122 Items for discussion and agenda item requests.

FC-2021/2 -123 Confirm date and venue of next Finance Committee Meeting
(a) Monday 7th February 2022 @ 18h at Coubro Chambers

Meeting closed at 18:26

Chairman's signature.....Date.....

Appendix 1



	Bank Reconciliation at 31/12/2021		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 31/12/2021		284,806.99
	SUBTRACT Payments 01/04/2021 - 31/12/2021		400,470.19
			195,269.74
A	Cash in Hand 31/12/2021 (per Cash Book)		205,200.45
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 01/12/2021	141,811.84	
	COIF 27/04/2021	50.00	
	Treasury Stock 23/12/2021	60,299.20	
	Business Saver Account 31/12/2021	18,214.27	
	Barclays Current Account 31/12/2021	2,766.54	
			225,201.85
	Less unrepresented payments		20,186.40
			205,015.45
	Plus unrepresented receipts		185.00
B	Adjusted Bank Balance		205,200.45
	A = B Checks out OK		

Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 7th February 2022 at 18:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: I Hutchinson, S Favell, S Hutchinson & S Johnson (representing Open Spaces Committee in the absence of Cllr R Flood) Clerk: Jan Hearsey	Cllr R Stevens Cllr R Flood	
Public including Councillors			

In the absence of the Chairman of the committee Cllr R Stevens, it was proposed, seconded and **agreed** to appoint Cllr S Johnson as the Chairman for this meeting. Cllr S Johnson opened the meeting at 18:00

FC-2021/2-124 Apologies and reasons given

Apologies were received from Cllrs: R Stevens & R Flood

FC-2021/2 -125 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 -2021/2- 126 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of 10th January 2022 as minutes.

FC-2021/2 – 127 Transactions for payment – To resolve to recommend to Full Council the list of payments due for January invoices and to review 10 transactions at random to insure transparency

It was **resolved** to recommend the list of payments to **Full Council** and the following transactions were reviewed: Wave – water bill Coubro Chambers: Unipart – speeding device, thanks to District Councillors who had partly funded this purchase: FR Jones- for chainsaw training course: Greenzone – wheelie bins P/R cemetery: Ark – IT costs: Amazon – chainsaw

helmet: Methodist Hall – 2 x months meetings: All Mower Parts – chainsaw training: LC - cleaning Coubro: LALC – annual training scheme

FC-2021/2 - 128 Bank reconciliation – It was resolved to recommend to Full Council to approve the bank reconciliation as at 31st January 2021 – see appendix 1

FC-2021/2-129 It was resolved to agree the Barclaycard payment of £554.63 using the committees delegated powers due to the payment date

FC-2021/2- 130 Review of outstanding receipts and monthly Budget review

The reviews took place and Members were informed that the date for late allotment payers was the 17th February

FC-2021/2- 131 It was resolved to recommend to Full Council the purchase of additional fire extinguishers for our Open Spaces internal areas

FC-2021/2 -132 It was resolved to recommend to Full Council the purchase of a trailer for the open spaces team

FC-2021/2-133 It was resolved to agree to sign the documents from Bingham Woods

FC-2021/2-134 It was resolved to recommend to Full Council the Bingham Woods review

FC-2021/2-135 To discuss the insurance policy and resolve to make recommendations to Full Council

It was discussed that the Council cannot continue to subsidise renters with regard to insurance costs. It was **resolved** to recommend to **Full Council** to lower the insurance value of the play equipment to £75,000 and the street furniture to £25,000. The Clerk to obtain quotes for property valuations

FC-2021/2 136 To resolve to agree to investigate gas and electric prices

It was **resolved** to agree that the Clerk will investigate gas and electric prices

FC-2021/2 –137 Items for discussion and agenda item requests.

None were received

FC-2021/2 -138 Confirm date and venue of next Finance Committee Meeting

(a) The next meeting of the committee will be on Monday 7th March 2022 @ 18h at Coubro Chambers

Signed Chairman.....Date.....

Appendix 1



	Bank Reconciliation at 31/01/2022		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 31/01/2022		290,434.06
			406,097.26
	SUBTRACT Payments 01/04/2021 - 31/01/2022		222,373.99
A	Cash in Hand 31/01/2022 (per Cash Book)		183,723.27
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Barclays (ring fenced funds) 27/07/2021	2,060.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 01/01/2022	126,816.81	
	COIF 27/04/2021	50.00	
	Treasury Stock 01/01/2022	60,351.17	
	Business Saver Account 31/01/2022	9,544.27	
	Barclays Current Account 31/01/2022	3,100.00	
			201,922.25
	Less unrepresented payments		18,198.98
			183,723.27
	Plus unrepresented receipts		
B	Adjusted Bank Balance		183,723.27
	A = B Checks out OK		



Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 7th March 2022 at 18:00 at Coubro Chambers

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

Chairman Cllr R Stevens opened the meeting at 18:00

FC-2021/2-139 Apologies and reasons given

Apologies were received and accepted from Cllrs: R Flood & S Johnson

FC-2021/2 -140 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 -2021/2- 141 Minutes of the previous meeting

It was **resolved** to approve the notes of the meeting of 7th February 2022 as minutes.

FC-2021/2 – 142 Transactions for payment – It was resolved to recommend to Full Council the list of payments due for February invoices and to review 10 transactions at random to ensure transparency, the ten transactions were:

All Mower Parts – credit re chainsaw training equipment/ Spalding Cleaning – windows Coubro, no invoice received for January/Scale Line Printers – signing in book Coubro/ Shear Training – MEWP training for open spaces team member/F5Cs – laptop asst clerk/Big Bear Trailers -£500 deposit for trailer/Big Bear Trailers – trailer for open spaces team/Mammoth retail- PPE open spaces team/Amazon – rigger boots open spaces team/Wonderwall – notice board Holbeach Drove

FC-2021/2 - 143 Bank reconciliation – It was resolved to recommend to Full Council to approve the bank reconciliation as at 28th February 2022 – see annexe 1

FC-2021/2- 144 Review of outstanding receipts and monthly Budget review

All were reviewed, next month detailed breakdown.



FC-2021/2- 145 It was resolved to recommend to Full Council to fund the maintenance of the defibrillator at Holbeach Drove

FC-2021/2-146 It was resolved to recommend the additional spend of £699 for the trailer purchase to Full Council

FC-2021/2 -147 It was resolved to recommend to Full Council the review of the following policies – Financial Regulations and Financial Risk assessment. (Other policies will be reviewed at Full Council as recent policies and Reserves policy will be reviewed at the April Finance meeting.

- a. Financial Regulations
- b. Financial Risk Assessment
- c. Reserves policy
- d. Procurement Policy
- e. Grant application form
- f. Grant Policy
- g. Members expenses Policy
- h. Asset Disposal Policy
- i. Fixed Asset Capitalisation Policy
- j. Fixed Asset Policy

FC-2021/2-148 To receive an update on Rialtas and resolve to agree the users

We now have sign in details to access the training portal. It was **resolved** that the users would be the Clerk, Assistant Clerk, Chair of Finance & Chair of HR and a spare one for admin.

FC-2021/2-149 It was resolved to agree to recommend to Full Council to move COIF & Treasury Stock to assets

It was proposed seconded and agreed to re-order the agenda to place agenda item FC-2021/2-150 at the end of the meeting.

FC-2021/2-150 It was resolved to agree to recommend to Full Council the Staff Salaries for 2022/2023 - To resolve 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

FC-2021/2 –151 Items for discussion and agenda item requests.

Full budget review, closing balances and Reserves policy

FC-2021/2 -152 Confirm date and venue of next Finance Committee Meeting

(a) Monday 4th April 2022 @ time to be confirmed at Coubro Chambers

Meeting closed at 19:03



Clerk/RFO: Jan Hearsey

Coubro Chambers, 11 West End
Holbeach, PE12 7LW

01406 426739

clerk@holbeachpc.com

holbeach.pariah.lincolnshire.gov.uk

@HolbeachParishCouncil



Signed Chairman.....Date.....

Appendix 1



	Bank Reconciliation at 28/02/2022		
	Cash in Hand 01/04/2021		115,663.20
	ADD Receipts 01/04/2021 - 28/02/2022		297,828.51
			413,491.71
	SUBTRACT Payments 01/04/2021 - 28/02/2022		243,854.88
A	Cash in Hand 28/02/2022 (per Cash Book)		169,636.83
	Cash in hand per Bank Statements		
	Cash 27/04/2021	0.00	
	Calender Competition 18/02/2022	175.00	
	Barclays (ring fenced funds) 18/02/2022	140.00	
	Barclaycar credit card 18/06/2021	0.00	
	CCLA Account 01/02/2022	116,826.59	
	COIF 27/04/2021	50.00	
	Treasury Stock 01/01/2022	60,351.17	
	Business Saver Account 28/02/2022	11,842.74	
	Barclays Current Account 28/02/2022	3,266.67	
			192,652.17
	Less unrepresented payments		23,135.34
			169,516.83
	Plus unrepresented receipts		120.00
B	Adjusted Bank Balance		169,636.83
	A = B Checks out OK		



Minutes of the meeting of Holbeach Parish Council Finance Committee Monday 4th April 2022 at 18:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: I Hutchinson, S Hutchinson & S Johnson Clerk: Jan Hearsey Asst Clerk Karen Baxter	Cllr R Stevens Cllr R Flood	
Public including Councillors			

As Cllr R Stevens was absent, it was proposed, seconded and **agreed** that Cllr S Hutchinson would chair the meeting.

Meeting opened at 18:00

FC-2021/2-153 Apologies and reasons given

Apologies were received from Cllrs: R Stevens & R Flood

FC-2021/2 -154 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 -2021/2- 155 Minutes of the previous meeting

It was **resolved** to amend the agenda item to resolve to approve the notes of the meeting of 7th March 2022 as minutes at the next meeting of the Full Council due to only two members present who were present at the meeting

FC-2021/2 – 156 Transactions for payment – To resolve to recommend to Full Council the list of payments due for March invoices and to review 10 transactions at random to insure transparency

The following 10 transactions were reviewed: Chandlers – strimmer/ Hurco – hatch Coubro/ Hurco – lock ass clerk’s office/ LALC – allotment training. LALC cemeteries training/ Moneysoft -payroll software licence/ Tonwood – watering cans/ D2D – gaskets for jerry cans/ OneStop – sim card for digital screen/ Microsoft 365- software licenses

It was **resolved** to recommend the March payments to **Full Council**

FC-2021/2 - 157 Bank reconciliation – To resolve to recommend to Full Council to approve the bank reconciliation as at 31st March 2022

The draft bank reconciliation was **resolved** to recommend to **Full Council**

FC-2021/2- 158 Review of outstanding receipts and annual Budget review

The receipts and budget were reviewed

FC-2021/2- 159 It was resolved to agree to recommend to Full Council, the extra spend on the Jubilee garden

FC-2021/2-160 It was resolved to recommend to Full Council the updated Reserves Policy, subject to change due to awaited invoices

FC-2021/2 -161 It was discussed and resolved to recommend to Full Council for the Clerk to obtain prices for filling the tank and to look into security for red diesel purchases

FC-2021/2-162 It was resolved to amend the agenda item for the committee to agree as the spend will be within the powers of the committee. It was resolved to agree to speak to the person who installed the boiler re the installation of a timer on the boiler at Coubro

FC-2021/2-163 To resolve to agree to recommend to Full Council the costs of the installation of the digital screen and the ongoing maintenance

It was **resolved** to recommend to **Full Council** the costs which will consist of a sim card or mobile data contract and the electricity.

FC-2021/2-164 To resolve to agree to recommend to Full Council the lighting at Coubro Chambers

It was **resolved** to recommend to **Full Council** and the Clerk will obtain prices to replace the fluorescent lighting with energy efficient LED lighting

FC-2021/2-165 To resolve to recommend to Full Council to open a Nationwide Business Saver account

It was **resolved** to amend the agenda item to; look at other options as well as Nationwide

FC-2021/2- 166 To discuss and resolve to agree to recommend to Full Council to have polling cards if an election happens in May

It was **resolved** to take the decision to **Full Council**

FC-2021/2 –167 Items for discussion and agenda item requests.

FC-2021/2 -168 Confirm date and venue of next Finance Committee Meeting

(a) Tuesday 3rd May 2022 @ 16:30h at Coubro Chambers

Meeting closed at: 18:38

Signed Chairman.....Date.....

Minutes of the meeting of Holbeach Parish Council Finance Committee Tuesday 3rd May 2022 at 18:00 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, I Hutchinson, S Hutchinson & S Johnson Clerk: Jan Hearsey Asst Clerk Karen Baxter	Cllr R Flood	
Public including Councillors			

Chairman Cllr R Stevens opened the meeting at 16:30

FC-2021/2-169 Apologies and reasons given

Apologies were received and accepted from Cllr R Flood

FC-2021/2 -170 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 -2021/2- 171 Minutes of the previous meeting

It was resolved to approve the notes of the meeting of 7th March 2022 and 4th April as minutes.

FC-2021/2 – 172 Transactions for payment – To resolve to recommend to Full Council the list of payments due for April invoices and to review 10 transactions at random to insure transparency

It was **resolved** to recommend the payments totalling £18,197.79 for payment, other invoices not yet received will be added for Full Council. The following ten transactions were reviewed:

1	Councillor	Granules for picnic benches
2	HK Online	Ratchet straps
3	Barclaycard	Annual fee, awaiting reversal
4	South Holland Drainage Board	Ask what site this is for?
5	Scene Assessment	1st aid training, are Cllrs paying?
6	Steve Hornsby	Safe repairs
7	Wave	Water Coubro, checking for leak

8	Shen Zhen	Personal alarms office staff
9	Parcel Force	Re notice board returned
10	Safepoint	Man down devices

FC-2021/2 - 173 Financial Statement – To resolve to recommend to Full Council to approve the financial statement as at 30th April 2022

It was **resolved** to recommend to **Full Council** the financial statement to the 30th April 2022 -**Appendix 1**

FC-2021/2- 174 Review of outstanding receipts and monthly Budget review

The outstanding invoices were reviewed and reminder letters will be sent out to allotment holders who have not yet paid. The budgets were reviewed and the RFO commented that the man down devices were more than the budget figure but were a necessity due to H & S concerns.

FC-2021/2- 175 To discuss and resolve to agree the way forward regarding the Kubota tractor mowers and to recommend to Full Council the purchase of zero turn mowers

It was **resolved** to agree to recommend to **Full Council** to try out a 48inch zero turn and to sell the older Kubota

FC-2021/2-176 To receive an update on the internal audit

An email had been received from the auditor to say that all was on course for them to deliver the report as promised by the 31st May 2022

FC-2021/2- 177 To receive an update on Rialtas software

The RFO reported that she was very pleased with the new software and members agreed that the reports this month were superior to those from the previous software company

FC-2021/2-178 To resolve to agree the amount to transfer to CCLA account

It was **resolved** to transfer £210,000 from the Barclays Saver account to the CCLA account

FC-2021/2 –179 Items for discussion and agenda item requests.

All members to look at Banks and report back at the next meeting

FC-2021/2 -180 Confirm date and venue of next Finance Committee Meeting

(a) Monday 6th June 2022 @ 18h at Coubro Chambers

Meeting closed at 17:07

Signed Chairman.....Date.....



Appendix 1

04/05/2022

Holbeach Parish Council

Page 1

09:25

Detailed Balance Sheet - Excluding Stock Movement

Month 1 Date 30042022

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Cemetery Ledger	2,550	
101	Sales Ledger	1,199	
105	VAT Control A/c	5,728	
200	Barclays Current Account	4,081	
205	Barclays Credit Card	(25)	
210	Business Saver Account	251,117	
215	CCLA Account	81,871	
Total Current Assets			346,522
<i>Current Liabilities</i>			
500	Creditors	30,463	
505	Other Creditors	(482)	
527	Pension Liability	709	
Total Current Liabilities			30,690
Net Current Assets			315,832
Total Assets less Current Liabilities			315,832
<i>Represented by :-</i>			
300	Current Year Fund	215,403	
310	General Reserves	19,943	
320	EMR - Tractor Fund	3,900	
321	EMR - Machinery Fund	3,400	
322	EMR - Elections	5,000	
323	EMR - Chapel Roof	32,000	
324	EMR - Playground Fund	6,140	
325	EMR - Inclusive Swing	6,000	
327	EMR Employment Res	10,000	
328	EMR Property Repairs	6,800	
329	EMR Training	150	
330	EMR Tree Survey	2,000	
331	EMR Jubilee Garden	2,716	
332	EMR Safe Repairs	880	
334	EMR Fire Alarm	1,500	
Total Equity			315,832