



Minutes of the meeting of Holbeach Parish Council Finance Committee Tuesday 2nd May 2023 at 09:30 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 09:47

FC-2022/3-135 - 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-2022/3-136 - 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-2022/3-137 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 13th March 2023 and to authorise the Chair to sign the official minutes.

FC-2022/3-138 - Clerks report

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

FC-2022/3-139 - Transactions for Payment

- a) It was **resolved** to agree payment of the list of payments due for April invoices (as per agenda item 2022/3-140 (d)) and to review 10 invoices at random to insure transparency. – see appendix b

Farmer Education Foundation	6 months rent - Battlefield	£ 842.50
Hurco	Fire proofing safe	£ 517.00

Lincolnshire Commercial Maintenance	Grass cutting Park Rd cemetery	£ 432.00
Lincolnshire Commercial Maintenance	Contract cutting	£1,463.40
Platinum Cleaning	Cleaning Coubro	£ 191.00
R Hill	Window repairs Coubro	£5,145.00
Mano Mano	Table & chairs events committee	£ 487.95
South Holland Inland Drainage Board	Drainage charges	£ 338.69
SLCC	Refund	£ -316.00
Booker	Sweets for Easter	£ 46.14

FC-2022/3-140 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 30th April 2023 – see appendix c

FC-2022/3-141 - Review of outstanding receipts

- a) The outstanding receipts as of 30th April 2023 were reviewed

FC-2022/3-142 – Bulk diesel purchases

- a) It was discussed and **resolved** to agree the way forward with bulk diesel purchases as to not buy in bulk.

FC-2022/3-143 – Insurance

- a) It was discussed and **resolved** to agree the way forward with the playground insured value.

FC-2022/3-144 – Date of next meeting

- a) To confirm the next meeting date of Monday 5th June 2023 at 17:30

Meeting closed at 10:11

Appendix a EdgeIT

The three software packages are all set up and in use. Moving forward I think Council should look at the way it invoices allotment rents. Having some sites paying 6 monthly is awkward and doesn't fit well. A suggestion maybe to invoice annually but the tenant pay in two instalments. This is for members to decide and will be put on a forthcoming agenda.

I will speak to Edge IT as the three-month contract ends on the 14th May and Council does not meet until the 15th May in order to make the decision to continue and for how long.

We have had a couple of hiccups with the new software, which at first Edge suggested would be resolved by more training, however, after a further telephone call, it would appear the



problems was a software glitch on their side which is being fixed. Overall, we are very impressed with the software and would recommend continuing with it.

12payroll

The new free payroll system is set up and is being used from the 1st April. All employees have received an email to their private email address which when they follow the steps allows them to access their salary slips etc. This eradicates the need to print out and give them their salary slips.

E-ON

Just to keep everyone informed, the monthly direct debit for gas at Coubro has increased to £750.24

Precept

The precept was received and monies have been transferred to CCLA

Appendix b

Holbeach Parish Council
Expenditure transactions - approval list
Start of year 01/04/23
Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
176		£46.14	4801/502	01/04/23	Booker - Sweets Easter Duck hunt	0262058
		£46.14			Booker - Total	
211		£600.00		30/04/23	DTS - Locking up April 23	
1		£300.00	4405/250		Locking up	
2		£300.00	4405/275		Locking up	
		£600.00			DTS - Total	
138		£842.50	4310/220	01/04/23	Farmer Education - Rent Battlefields	010423
		£842.50			Farmer Education - Total	
187		£87.10	4235/270	07/04/23	Flamingo Plants - Plants closed churchyard	
		£87.10			Flamingo Plants - Total	
213		£300.00	4215/250	30/04/23	Greenzone - Waste services Park Rd	
		£300.00			Greenzone - Total	
181		£495.00	4455/420	06/04/23	Hurco - Fire proofing to safe Coubro	3947
182		£22.00	4455/420	06/04/23	Hurco - New lock cupboard by safe	3955
		£517.00			Hurco - Total	
202		£449.34	4455/300	19/04/23	Irelands Farm Machiery - Kubota AE16 CJJ	208865
203		£454.80	4455/300	19/04/23	Irelands Farm Machiery - Kubota repair AE6 CJJ	208862
		£904.14			Irelands Farm Machiery - Total	
199		£432.00	4455/200	21/04/23	Lincolnshire Commercial Maintenance - Grass cutting P/R cemetery	107
200		£54.00	4455/200	22/04/23	Lincolnshire Commercial Maintenance - Grass cutting Churchyard	108
212		£1,463.40		27/04/23	Lincolnshire Commercial Maintenance - Grass cutting April 23	
1		£244.80	4275		Holbeach st Johns	
2		£225.00	4270/280		Netherfields	
3		£244.80	4280		Holbeach st Marks	
4		£270.00	4270/285		Holbeach Bank	
5		£162.00	4285		Holbeach Hum	
6		£316.80	4270/255		Hall Gate	
		£1,949.40			Lincolnshire Commercial Maintenance - Total	

Signature

Signature

Holbeach Parish Council Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
178		E487.95	4801/501	05/04/23	ManoMano - Tables and benches for Events & PR committee	93653840
		E487.95			ManoMano - Total	
76	23-04-12-MC	E30.00	4075	01/04/23	Methodist Church - Hall hire 11-04-23	010423
		E30.00			Methodist Church - Total	
188		E22.56	4100	03/04/23	Microsoft - Admin 365	
189		E70.19	4100	03/04/23	Microsoft - Clifs 365	
		E92.75			Microsoft - Total	
179		E2.10	4690	06/04/23	One Stop - Washing up liquid & sponges	060423
		E2.10			One Stop - Total	
177		E191.00	4685	30/04/23	Platinum Cleaning - Cleaning Coubro April 23	
		E191.00			Platinum Cleaning - Total	
208		E5,145.00	44551/420	14/04/23	R Hill - Window repairs Coubro	14-04-23
		E5,145.00			R Hill - Total	
137		E390.00	4310/230	05/04/23	Savills - Allotment rent Northons Lane	
		E390.00			Savills - Total	
210		E5.00	4100	27/04/23	Smarty Mobile - SIM digital screen	
		E5.00			Smarty Mobile - Total	
183		E338.69		06/04/23	South Holland Inland Drainage Board - Drainage 2023-4	10-0749-7
1		E102.22	4305/240		Drainage 2023-4	
2		E211.89	4305/245		Drainage 2023-4	
3		E131.42	4305/240		Drainage 2023-4	
4		E223.33	4305/220		Drainage 2023-4	
5		E180.59	4305/235		Drainage 2023-4	
6		-E102.16	4305/220		Drainage credit for previous years	
7		-E102.15	4305/230		Drainage credit re previous years	
8		-E102.15	4305/235		Drainage credit re previous years	
9		-E102.15	4305/240		Drainage credit re previous years	
10		-E102.15	4305/245		Drainage credit re previous years	

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Holbeach Parish Council
Expenditure transactions - approval list

Start of year 01/04/23

Supplier totals will include confidential items

No	Payment Reference	Gross	Heading	Invoice date	Details	Invoice
		£338.89			South Holland Inland Drainage Board - Total	
125		£23.00	4685	11/04/23	Spalding Cleaning - Window cleaning Coubro	
		£23.00			Spalding Cleaning - Total	
196		£188.31	4801/501	25/04/23	Tradeprint - Banners for car show, signs for car show and yard sales	250423
		£188.31			Tradeprint - Total	
201		£155.47	46801/420	14/04/23	Wave - Water Coubro	11893036
		£155.47			Wave - Total	
204		£80.98	4460	25/04/23	West End Garage - Diesel	
205		£38.02	4460	05/04/23	West End Garage - Diesel	
		£119.00			West End Garage - Total	
		£9,416.18			Confidential	
Total		£21,888.12				

Appendix c

Bank Accounts - Details and Current Balances

Start of year 01/04/23

Account Type : Ordinary

Account Name	Account Type	Account Number	Sort Code	Last Reconciled Date	Last Reconciled Balance £	Current Balance £
1 Barclays Current Account	Ordinary	50494844	20-80-78	28/04/23	2,647.10	2,828.13
2 Barclaycard	Ordinary	54767609542				-5.00
3 Barcays Saver account	Ordinary	90915394	20-80-78	21/04/23	30,472.99	30,472.99
4 CCLA	Ordinary	0119240001P		01/04/23	155,482.92	435,482.92
				TOTAL		£468,779.04