

18/05/2023

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 Thursday 25th May 2023 at 19:00 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-2023/4-001 - Apologies for absence

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

FC-2023/4-002 - 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-2023/4-003 - Minutes

To resolve to approve as a correct record the notes of the meetings of the Committee held on 2nd May 2023 and to authorise the Chair to sign the official minutes.

FC-2023/4-004 – Budgets

- a) To review the Admin budget and recommend any changes to Full Council

FC-2023/4-005 Email etiquette

- a) To resolve to agree internal email etiquette

FC-2023/4-006 IT

- a) To resolve to agree the IT policy
- b) To resolve to agree to move to .gov.uk email addresses
- c) To resolve to agree website access
- d) To resolve to agree social media access including the Digital Notice Board
- e) To resolve to agree the Microsoft 365 setup

- f) To resolve to agree the options for the telephone system and to recommend to Full Council

To resolve to agree 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-2023/4-007 Security and emergencies

- a) To resolve to agree the security & key holding policy
- b) To resolve to agree the emergency procedures
- c) To resolve to agree office accessibility

FC-2023/4-008 Staffing budgets

- a) To review and resolve to agree the staffing budgets