

30/05/2023

**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 Monday 5<sup>th</sup> June 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-2023/4-009 - Apologies for absence**

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

### **FC-2023/4-010 - 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-2023/4-011 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 25<sup>th</sup> May 2023 and to authorise the Chair to sign the official minutes.

### **FC-2023/4-012 - Clerks report**

- a) To receive a report from the Clerk

### **FC-2023/4-013 - Transactions for Payment**

- a) To resolve to agree to recommend to Full Council payment of the list of payments due for May invoices and to review 10 invoices at random to insure transparency.

### **FC-2023/4-014 - Financial Statement**

- a) To resolve to recommend to Full Council to approve the financial statement as of 31<sup>st</sup> May 2023

### **FC-2023/4-015 - Review of outstanding receipts**

- a) To review the outstanding receipts as of 31<sup>st</sup> May 2023

### **FC-2023/4-016 – Budgets**

- a) To discuss and resolve to agree the budgets and to recommend any changes to Full Council

### **FC-2023/4-017–AGAR**

- a) To review and resolve to agree to recommend to Full Council, the Internal auditors report.
- b) To review and resolve to agree to recommend approval of the Annual Governance Statement (Section 1 of the Annual Return) to Full Council
- c) To review and resolve to agree to recommend approval of the Statement of Accounts (Section 2 of the Annual Return) to Full Council

### **FC-2022/3-144 – Date of next meeting**

- a) To confirm the next meeting date of Monday 3<sup>rd</sup> July 2023 at 19:00