



## Minutes of the meeting of Holbeach Parish Council Finance Committee Tuesday 25th May 2023 at 09:30 at Coubro Chambers

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	<p>Cllrs: R Stevens, P Howden, M Murfet, R Flood</p> <p>Clerk/RFO: Jan Hearsey</p>		
Public including Councillors	Cllr C Turner		

*Chair Cllr R Stevens opened the meeting at 19:00*

### 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.

None

### 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.

None

### FC-2023/4-003 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 2<sup>nd</sup> May 2023 and to authorise the Chair to sign the official minutes.

### FC-2023/4-004 – Budgets

- It was proposed, seconded and **agreed** to amend the agenda item to: To review the budget and recommend any changes to Full Council – The budgets were reviewed and a recommendation to freeze procurement spending

### FC-2023/4-005 Email etiquette

- It was **resolved** to agree internal email etiquette as: If Councillors have a question, that they email their respective Committee Chair, the Chairs' will then collate the emails and send one email to the Clerk. The Clerk will then respond within 48 hours

### FC-2023/4-006 IT



- a) It was **resolved** to agree to re-write the IT policy and to recommend to **Full Council**
- b) It was **resolved** to agree to move to .gov.uk email addresses
- c) It was **resolved** to agree website access in accordance with LCC procedures that it be the Clerk, Deputy Clerk and Chair of the Council – add to IT Policy
- d) It was **resolved** to agree social media access including the Digital Notice Board. Request handover of Facebook super admin to the Office, Digital board to be just the Office
- e) It was **resolved** to agree the Microsoft 365 setup as to instruct the IT company to configure
- f) It was **resolved** to agree the options for the telephone system and to recommend to Full Council, ask IT company for price and then take to **Full Council**

**It was resolved 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) It was **resolved** to agree the security & key holding policy
- b) It was **resolved** to agree the emergency procedures as: if the Clerk is contacted by anyone, ask if there are Councillors available to inspect in the first instance, then if it is an Open Spaces emergency, the Chair of HR will be asked by the Clerk, to contact a member of Open Spaces team. If it is Property related, the Chair of PPES should enter a building only with another keyholder or Chair of the Council. A report should then be provided to the relevant Chair. – This procedure excluded “999” emergencies
- c) It was **resolved** to agree office accessibility in that when members of staff are working alone, that the main front door is not available and that a notice is posted on the front to indicate to use the side door and use the doorbell. Councillors should request an appointment to come into the offices.

#### **FC-2023/4-008 Staffing budgets**

- a) To review and resolve to agree the staffing budgets – agenda item not required

*Meeting closed at 20:50*

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