

28/07/2023

**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 3<sup>rd</sup> August 2023 at 19:00 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **FC-2023/4-031 - Apologies for absence**

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

### **FC-2023/4-032 - 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-2023/4-033 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 3<sup>rd</sup> July 2023 and to authorise the Chair to sign the official minutes.

### **FC-2023/4-034 - Clerks report**

- a) To receive a report from the Clerk

### **FC-2023/4-035 - Transactions for Payment**

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

### **FC-2023/4-036 - Financial Statement**

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

### **FC-2023/4-037 - Review of outstanding receipts**

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

### **FC-2023/4-038 – Budgets**

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



#### **FC-2023/4-039 Barclaycard**

- a) To resolve to agree that the Clerk/RFO will use her delegated powers to pay the Barclaycard bill totalling £1,939.03 due to it falling due before Full Council meets.

#### **FC-2023/4 – 040 Procurement**

- a) Following receipt of two members requests to the Clerk to suspend Standing Orders, to resolve to agree to update the Procurement policy to take into account rising cost and to recommend to Full Council

#### **FC-2023/4-041 Assets**

- a) To resolve to agree to write off the Acer tablets due to their age.

#### **FC-2023/4- 042 VAT**

- a) To resolve to agree to change to cash accounting for VAT purposes.

#### **FC-2023/4 -043 Car show**

- a) To review the car show costs and to resolve to agree to return sponsorship monies with a letter of apology.

#### **FC-2023/4-044 Email system**

- a) To resolve to agree to add “all emails sent by Holbeach Parish Council are solely owned and the property of Holbeach Parish Council and not the user sending them” to our email disclaimer.

#### **FC-2023/4-045 Terms of reference**

Following receipt of two members requests to the Clerk to suspend Standing Orders, to resolve to agree to commence a review of the committees Terms of Reference

#### **FC-2022/3-046 – Date of next meeting**

- a) To resolve to agree to change the date of the next meeting to Monday 4<sup>th</sup> September 2023 at 17:30