



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Thursday 3rd August at 17:00 at Coubro Chambers**

	In attendance	Apologies given	Absent
Holbeach Parish Council, Finance Committee	Cllrs: R Stevens, R Flood, C Turner, M Murfet Clerk/RFO: Jan Hearsey Deputy Clerk: Jules Scott	Cllr: P Howden	
Public including Councillors	1 member of the public		

Chair Cllr R Stevens opened the meeting at 19:00

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.

Apologies were received and accepted under the delegated powers of the Clerk from: Cllr P Howden

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.

None

FC-2023/4-033 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 3rd 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 - see appendix a

FC-2023/4-035 - Transactions for Payment

- a) It was **resolved** 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.

Irelands	PTO shaft	£ 600.00
Irelands	Fuse repair	£ 135.00

Irelands	Deck repairs	£1,053.78
Irelands	Gearbox fault	£1,311.08
Irelands	Service	£ 448.51
F1 group	Set up	£ 301.50
Jewson	Tape & spray	£ 61.94
JMW plumbing	Water heater	£ 360.00
Net World Sports	Goal posts	£ 735.93
SHDC	Grass cutting	£ 440.40

FC-2023/4-036 - Financial Statement

- a) It was **resolved** to recommend to Full Council to approve the financial statement as of 31st July 2023 – see appendix b

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

- a) The outstanding receipts as of 31st July 2023 were reviewed

FC-2023/4-038 – Budgets

- a) It was discussed and **resolved** to agree the budgets and to recommend to move £1,000 from Grants to Remembrance to Full Council

FC-2023/4-039 Barclaycard

- a) It was **resolved** 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, it was **resolved** to agree to update the Procurement policy to take into account rising cost and to recommend to Full Council that the Clerk’s delegated spend goes to £500 and Committees spend goes to £1,000

FC-2023/4-041 Assets

- a) It was **resolved** to agree to write off the Acer tablets due to their age. Cllr M Murfet to look into donating them to local schools

FC-2023/4- 042 VAT

- a) It was **resolved** to agree to change to cash accounting for VAT purposes.

FC-2023/4 -043 Car show

- a) The car show costs were reviewed and it was **resolved** to agree to return sponsorship monies with a letter of apology.

FC-2023/4-044 Email system

- a) It was **resolved** 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, it was **resolved** to agree to commence a review of the committees Terms of Reference which were agreed in draft form

FC-2022/3-046 – Date of next meeting

- a) The date of the next meeting is Monday 4th September 2023 at 17:30

Meeting closed at 20:16

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

Appendix a

EdgeIT

Some issues but now resolved.

Barclays mandate

Awaiting verification of identity

IT

New laptop for Clerk received. Old Dell laptop repaired. New laptop for Deputy Clerk has been received

Appendix b

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	████████4844	20-80-78	31/07/23	4,207.60	3,198.52
2 Barclaycard	Ordinary	████████9542		30/06/23	-966.14	0.00
3 Barclays Saver account	Ordinary	████████5394	20-80-78	31/07/23	18,993.03	18,993.03
4 CCLA	Ordinary	████████0001P		30/06/23	418,588.86	398,588.86
TOTAL						£420,780.41