

26/09/2023

**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 2<sup>nd</sup> October 2023 at 17:30 at which the under mentioned business will be transacted.

Yours sincerely,



Jan Hearsey – Clerk

## **AGENDA**

### **FC-2023-4-058 Chair of the Committee**

- a) To elect a Char of the Committee

### **FC-2023/4-059 - Apologies for absence**

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

### **FC-2023/4-060 - 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-2023/4-061 - Minutes**

To resolve to approve as a correct record the notes of the meetings of the Committee held on 4<sup>th</sup> September 2023 and to authorise the Chair to sign the official minutes.

### **FC-2023/4-062 - Clerks report**

- a) To receive a report from the Clerk

### **FC-2023/4-063 - Transactions for Payment**

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

### **FC-2023/4-064 - Financial Statement**

- a) To resolve to recommend to Full Council to approve the financial statement as of 30<sup>th</sup> September 2023

### **FC-2023/4-065 - Review of outstanding receipts**

- a) To review the outstanding receipts as of 30<sup>th</sup> September 2023

**FC-2023/4-066 – Budgets**

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

**FC-2022/3-067 – Date of next meeting**

- a) To resolve to agree to change the date of the next meeting to Monday 6<sup>th</sup> November 2023 at 17:30