



**Minutes of the meeting of Holbeach Parish Council Finance & Admin Committee
Monday 4th September at 17:30 at Coubro Chambers**

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

Chair Cllr R Stevens opened the meeting at 17:32

FC-2023/4-047 - 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 C Turner

FC-2023/4-048 - 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-2023/4-049 - Minutes

It was **resolved** to approve as a correct record the notes of the meetings of the Committee held on 3rd August 2023 and to authorise the Chair to sign the official minutes.

FC-2023/4-050 - Clerks report

- a) To receive a report from the Clerk – see appendix a

FC-2023/4-051 - Transactions for Payment

- a) It was **resolved** to agree to recommend to Full Council payment of the list of payments due for August invoices and to review 10 invoices at random to insure transparency.

B & M	Sun lotion	£ 17.97
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Branch Bros	Limestone	£ 27.60
Irelands	Service	£ 640.82
SHDC	Business rates bowls club	£2,077.55
LCM	Grass cutting	£2,357.40
West End garage	Fuel	£ 367.00
Workwear express	Boots	£ 67.12
Wave	Coubro	£ 106.60
Stinky Ink	Cartridges	£ 47.04
Hydra int	Spray indicator	£ 54.95

FC-2023/4-052 - Financial Statement

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

FC-2023/4-053 - Review of outstanding receipts

- a) To review the outstanding receipts as of 31st August 2023 – no review

FC-2023/4-054 – Budgets

- a) It was discussed and **resolved** to agree the budgets and to recommend any changes to Full Council – Move £875.50 from elections to IT equipment and £491.31 from Drainage to IT equipment
- b) It was discussed and **resolved** to agree the way forward with the Events & PR Committee's promotional equipment as to ask the Events & PR committee

FC-2023/4-055 Projects & budgets

- a) It was discussed and **resolved** to agree next year's draft Finance & Admin projects and budgets as increase by 10% and phase two of the CCTV at £3,000

FC-2023/4-056 Terms of reference

- a) It was discussed and **resolved** to agree to recommend to Full Council the changes to the Terms of Reference

FC-2022/3-057 – Date of next meeting

- a) It was **resolved** to agree the date of the next meeting to Monday 2nd October 2023 at 17:30

Meeting closed at 18:56

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

Appendix a

Barclays mandate



Awaiting verification of identity

I will be purchasing another printer as previously agreed

The audit is back and approved

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	31/08/23	5,506.59	5,502.81
2 Barclaycard	Ordinary	██████69542		30/06/23	-966.14	0.00
3 Barcays Saver account	Ordinary	██████5994	20-80-78	30/08/23	17,551.03	17,551.03
4 CCLA	Ordinary	██████10001P		30/06/23	418,588.86	373,588.86
TOTAL						£396,642.70