

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 3 April 2017 at St Peter's Hall, Wilburton at 7.00pm

Present: Cllr K Hennessy, Cllr A Dodson and Cllr P Massey,

Also Present: Mr R Zvauya (The Clerk),

FC16-100: Apologies, Acceptance of apologies and declarations of interests

Apologies for absence were received from Cllr D Reynolds and Cllr R Howard

FC16-101: To approve the minutes from the meeting on 6 March 2017

It was resolved that the minutes be confirmed as a correct record and signed by the Chair of the meeting.

FC16-102: Matters arising not covered elsewhere on the Agenda

FC16-103: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-104: To approve the following accounts for payment

The following cheques for expenditure were approved for signing; proposed by Cllr Hennessy seconded by Cllr Massey, all in favour.

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking336.57 Assistance for asbestos inspection-75 Supply and fitting of door closer-53 Carpond lane and outside church grasscutting-60	524.57	3142	
A Burbridge	Cemetery Cleaning up after storm Doris-90.00 Grass cutting-141.75	231.75	3143	
P Warren	Clock winding	48.70	3144	
Bidwells	Football Field rent – April 17	37.50	3145	
Mr R Zvauya	Salary – March 2017	391.75	3146	
HMRC	Tax and NI	97.80	3147	
N Ingram	To refit soffit to lych gate to cemetery	50.00	3148	
Walker and Turnip	Asbestos survey to Wilburton Village Hall, Social Club & Cottage	594.00	3149	99.00
Rixon Zvauya	WPC Website 13/3/17 to 13/3/18	100.66	3150	16.78

Payee	Detail	Total Amount £	Cheque No	VAT £
Cambridge County Council	Street Lighting energy 1/10/15 to 30/09/2016	333.83	3151	
Philip Stubbs	Cylinder key -15 Padlock-26.25, sandpit	41.25	3152	4.37
Harvey Upton	LAP 1G Pattress & Clamp 46mm	1.30	3153	0.21
EON	Pavilion-47.76 Hall-328.10	375.86	3154	
Truelink	*Grass cutting and leaf collection-cricket field, former BMX park-clear and level-348 *Grass cutting March 17-294 *Grass cutting September -384	1026.00	3155	171.00

FC16-105: Business Matters

- **Bank mandates- update on Unity Trust Bank mandate variation and online access progress-** form with new information received and is being processed.
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments-update- This is in progress
 - ii. Discuss contractor’s duties – It was resolved that the Clerk will talk to the caretaker and Cllr Dodson will try to see if the list of duties proposed look reasonable.
- **Report on income and expenditure for the year to date-** it was resolved that the report of income and expenditure will be prepared, including year-end adjustments and discussed at the next meeting

FC16-106: Date of next meeting: 2 May 2017

Meeting finished 7:50pm

Signed:

Date: