

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

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

Present: Cllr K Hennessy, Cllr A Dodson, Cllr D Reynolds and Cllr R Howard

Also Present: Mr R Zvauya (The Clerk)

FC17-016: Apologies, Acceptance of apologies and declarations of interests

Apologies for absence were received from Cllr P Massey
Cllr Reynolds declared an interest on agenda item FC17-21(b)

FC17-017: To approve the minutes from the meeting on 5 June 2017

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

FC17-018: Matters arising not covered elsewhere on the Agenda

FC17-019: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC17-020: To approve the following accounts for payment

The following cheques for expenditure were approved for signing; proposed by Cllr Dodson seconded by Cllr Reynolds, all in favour. . It was also agreed that the clerk will make budgeted and approved payments in the month of August as there is no Finance meeting.

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	-Hall Caretaking £336.57 -Grass cutting Carpond lane+outside church 7/6 and 21/6 £60	396.57	3185	
P Warren	Clock winding	48.70	3186	
Bidwells	Football Field rent June 2017	37.50	3187	
Mr R Zvauya	Salary – June 2017	395.64	3188	
HMRC	Tax and NI	99.00	3189	
Council tax	Cottage July (inclusive of 50% long term empty premium)	230.00	3190	
A Burbridge	Cemetery fees	308.50	3191	
CMP Architects	Pavillion architect fees	2408.40	3192	401.40
Eon	Floodlights	139.51	3193	
Canalbs Ltd	Internal audit	198.97	3194	

FC17-021: Business Matters

- a. **Bank mandates- update on Unity Trust Bank mandate variation and online access progress-** Unity Trust Bank said they have a backlog and will be dealing with this in September
- b. **Discuss request from Miles (youth in the village) to use hall for free - Re: learning to program stage lighting so he can be involved in the Pantomime**

It was resolved to grant the request, proposed by Cllr Hennessy and seconded by Cllr Dodson

c. Internal Audit – to consider report and recommendations

- i. Discuss risk assessments- Cllr Massey was not available to give an update
- ii. Discuss contractor's duties- Cllr Dodson still progressing with this

d. Report on income and expenditure for the year to date

The Committee analysed the report and concluded that the overall financial position is in line with the budget. It was agreed that we should now be using funds earmarked for capital projects to fund the Hall project. Amounts incurred on the Pavilion project will continue to be drawn from the funds already earmarked for the Pavilion.

FC17-015: Date of next meeting: 4 September 2017

Meeting finished 7:54pm

Signed:

Date: