

# WILBURTON PARISH COUNCIL

## FINANCE COMMITTEE

### Minutes of the Finance Committee meeting on 3 May 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), and one member of public

#### **FC17-001: Apologies, Acceptance of apologies and declarations of interests**

Apologies for absence were received from Cllr P Massey

#### **FC17-002: To approve the minutes from the meeting on 3 April 2017**

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

#### **FC17-003: Matters arising not covered elsewhere on the Agenda**

#### **FC17-004: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest**

None

#### **FC17-005: To approve the following accounts for payment**

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

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking	336.57	3156	
A Burbridge	Cemetery March and April grass cutting	283.50	3157	
P Warren	Clock winding	48.70	3158	
Bidwells	Rec ground 25/3 to 28/9/17	340.25	3159	
Mr R Zvauya	Salary – April 2017	395.84	3160	
HMRC	Tax and NI	98.80	3161	
A Dodson	Pouches for the A3 posters	8.49	3162	
Haine Tree Services Ltd	Carry out tree survey at Recreation Ground, Beristead Close, Cemetery, and Sand Pit.	360.00	3163	60.00
Council tax	Cottage April 148.07 Cottage May 233.01(50% premium)	381.08	3164	
Zurich Insurance	Insurance 21/4/17 to 20/04/18	2,217.85	3165	
D Maltby	grass cutting in Car Pond Lane and outside the church 07/04/17 and 22/04/17	60.00	3167	
TrueLink	Grass cutting April 2017 -play area-£61.20 -berristead close-£85.68 -cricket field-£186 -Footfall field-£80.76 -old BMX area-£36	449.64	3168	74.94

## **FC17-006: Business Matters**

- **Internal auditor appointment-** it was resolved to appoint Canalbs Ltd who did a thorough internal audit for 2015/16, proposed by Cllr Dodson and all in favour
- **Year-end accounts and annual return-** The year end accounts figures were reviewed by the Finance Committee and Cllr Hennessy proposed to use the figures for the annual return for Full Council's approval.
- **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- This is in progress
  - ii. Discuss contractor's duties-it was resolved that Cllr Dodson will review the caretaker's duties list and also liaise with other two contractors

## **FC17-007: Date of next meeting: 5 June 2017**

Meeting finished 7:55pm

Signed:

Date: