

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 3 October 2016 at St Peter's Hall, Wilburton at 7.00pm

Present: Cllr K Hennessy, Cllr R Howard, Cllr A Dodson
Also Present: Mr R Zvauya (The Clerk), and a members of public

FC16-056: Apologies, Acceptance of apologies and declarations of interests

Apologies received and accepted from Cllr D Reynolds and Cllr P Massey

FC16-057: To approve the minutes from the meeting on 5 September 2016

The minutes of 5 September 2016 meeting were approved and signed.

FC16-058: Matters arising not covered elsewhere on the Agenda.

None

FC16-059: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-060: To approve the following accounts for payment

The following cheques for expenditure were approved for signing. Proposed by Cllr Hennessy, seconded by Cllr Howard and Cllr Dodson

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking	336.67	3048	
D Maltby	Grass cutting- August 16	60.00	3049	
P A Burbridge	Grass cutting	270.00	3050	
P Warren	Clock winding	48.70	3051	
ECDC	Council Tax(Cottage) – October 16	148.00	3052	
Truelink	Grass cutting – August	417.60	3054	69.60
Mr R Zvauya	Salary – September 2016	391.75	3055	
HMRC	Tax and NI	98.00	3056	
D Maltby	Grass cutting- September 16	60.00	3057	
Bidwells	Football Field rent – October	37.50	3058	

FC16-061: Business Matters

Annual Return/External Audit 15/16

All issues raised by the external audit were resolved except for one small difference which couldn't be traced within the allocated 2-day timeframe.

Bank Mandates

The Lloyds Bank mandate has been updated and Lloyds Bank acknowledged receipt on 30/9/16.

The Unity Trust Bank account has now been opened and a mandate variation form has been requested.

Internal Audit – to consider report and recommendations

Comments were reviewed by committee members and the outstanding issues are;

- risk management especially of the cemetery: Cllr Howard proposed that members should bring examples of risk assessment forms to be discussed and delegated to members to carry out risk assessments, all agreed.
- payments into bank accounts
- charges for the cemetery and
- job descriptions especially of contractors.

Cllr Howard proposed that the committee can look at these issues at subsequent meetings, at least one at each meeting, all agreed.

Floodlighting Eon account

The cost of disconnecting the floodlighting electricity supply is £65 and a reconnection fee would be roughly the same amount. Cllr Hennessy proposed to have it disconnected seconded by Cllr Howard and Cllr Dodson since the annual standing charges bill is over £100.

Report on income and expenditure for the year to date

Report on income and expenditure for the year to date was presented.

Cllr Dobson proposed that the report be presented at the Minor Works Committee meeting as some of the budget lines relate to that committee.

FC16-062 - Date of next meeting – 7 November 2016

Meeting closed at 7:58pm

Signed:

Date: