

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee on 4 July 2016 at St Peter's Hall, Wilburton at 7.00pm

Present: Cllr K Hennessy, Cllr R Howard, Cllr D Reynolds

Also Present: Cllr A Dodson, Cllr G Parrish, Cllr H Upton, Bill Hunt Cllr Mrs S Thompson (The Clerk)

FC16-043 - Apologies, Acceptance of apologies and declarations of interests

None

FC16-044 – To approve the minutes from the meetings on 6 June 2016

The minutes of 6 June 2016 were approved and signed.

FC16-045 – Matters arising not covered elsewhere on the Agenda

FC16-046 - Public Participation

FC16-045 – To approve the following accounts for payment

The following cheques were approved for signature. Proposed by Cllr Hennessy, seconded by Cllr Howard, all agreed

Payee	Detail	Total Amount	Cheque No	VAT
D Maltby	Caretaking £336.67 Grasscutting (June) £60.00 Grasscutting (May) £60.00	456.57	3007	
P A Burbridge	Grasscutting	270.00	3008	
P Warren	Clock winding	48.70	3009	
ECDC	Council Tax - July	148.00	3010	
Truelink	Adjustment to previous invoices	336.40	3011	
Bidwells	Football Field rent – July	37.50	3012	
Greenbarnes	Noticeboard	1,354.98	3013	225.83
Mrs S Thompson	Salary June 2016	387.90	3014	
HMRC	Tax and NI	97.00	3015	
Mrs S Thompson	Website expenses	119.78	3016	19.97
P A Burbridge	Grasscutting	129.75	3017	

FC16-046 - Business Matters

Cricket Club – to resolve any issues from discussion with representatives from the Cricket Club - Cllr Reynolds has prepared a draft of Terms and Conditions for Hirers of the field and pavilion which has been circulated and will be discussed at the September meeting. Representatives from the Cricket Club were invited to attend the meeting to explain what they would like to see in respect of the management of the pitch but have been unable to attend. They will again be invited to the next meeting.

Internal Audit and Annual Return – Review policies at Full Council in January. The comments were noted and comments will be made on actions at the next meeting.

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

Cheques for August – it was agreed that, as there is no meeting in August, that the regular cheques should be paid.

Rixon Zvauya has been appointed as Clerk has been appointed from 1 July 2016. There will be a 2 month handover, the temporary clerk will continue until 31 August 2016. Appraisal dates should be set. A list of duties needs to be developed. There should be an appraisal at the end of the probation period. This was set at 10 October 2016.

FC16-047 - Date of next meeting – 5 September 2016

Meeting closed at 8.15

Signed:

Date: