

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 5 December 2016 at St Peter's Hall, Wilburton at 8.00pm

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

Also Present: Mr R Zvauya (The Clerk)

FC16-071: Apologies, Acceptance of apologies and declarations of interests

Apologies for absence were received and accepted from Cllr P Massey

FC16-072: To approve the minutes from the meeting on 7 November 2016

It was resolved that the minutes of the meeting held on 7th November 2016 be confirmed as a correct record and signed by the Chair of the Committee.

FC16-073: Matters arising not covered elsewhere on the Agenda.

None

FC16-074: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-075: To approve the following accounts for payment

The following cheques for expenditure were approved for signing. Proposed by Cllr Hennessy, all agreed

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking	336.67	3081	
D Maltby	Supply and fit second hand toilet with new 110mm waster, bolts and caps; adjust/clean hand drier in men's toilet	125.00	3082	
TrueLink	Grass cutting October 16 -Football field-£79.20 -Cricket field-£115.20 -Play area-£30 -Berristead CI-£42	266.40	3083	44.40
P Warren	Clock winding	48.70	3084	
ECDC	Council Tax (Cottage)– Dec 16	148.00	3085	
Bidwells	Football Field rent – Dec 16	37.50	3086	
Mr R Zvauya	Salary – November 2016	391.75	3087	
HMRC	Tax and NI	97.80	3088	
Rixon Zvauya	Expenses for -1&1 internet website-£19.12 -Ink cartridges-£17.89	37.01	3089	6.17
Mike Overall	-4 steel brackets for the pavilion	192.00	3090	31.99

Payee	Detail	Total Amount £	Cheque No	VAT £
	storage shed-£98.4 -one post socket-£93.60			
Phillip Stubbs	Expenses for - twine to mark out the sandpits and allotment	44.99	3091	7.49
Anglian Water	Church Premises Parish Council 12 Jul 2016 to 28 Oct 2016	13.20	3092	
PKF Little John LLP	External Audit 2015/16	396.00	3093	66.00
Eon	-Pavilion electricity 15/08 to 15/11 £71.81 -Floodlighting electricity 30/8 to 9/11 £38.36	110.17	3094	5.92
Truelink	Grass cutting 2nd Nov 2016 -Play area-£30 -Berristead CI-£42 Aerating cricket field-£300	372.00	3095	62.00
Harvey Upton	Expenses -Rawbolts for Pavilion shed brackets	14.59	3096	2.43

FC16-076: Business Matters

- **Bank mandates update-Lloyds Bank and Unity Trust Bank progress**
Lloyds bank mandate variation has now been finalised. Unity bank account opened but mandate variation and online banking set up still in progress.
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments- Cllr Massey proposed to come up with a template for risk assessment in the previous meeting so will update at the next meeting.
 - ii. Discuss cemetery records review and charges- Cllr Dodson will update progress on charges at the next meeting. It was resolved that the review of cemetery records which was carried out by Cllr Howard and Cllr Dodson concluded that the internal audit requirements were being met.
- **Discuss charges for new groups** - Cllr Reynolds proposed to apply the charges as follows; 4 weeks free and 4 months at 50% for new groups only, Cllr Hennessy seconded and all in favour.
- **Report on income and expenditure for the year to date**
Report on income and expenditure for the year to date was presented with no major variances.
- **Budget 2017/18 discussions**
The budget figures were discussed and will be finalised and approved at the next Full Council meeting

FC16-077 - Date of next meeting – 5 January 2016

Meeting closed at 9:35pm

Signed:

Date: