

# WILBURTON PARISH COUNCIL

## FINANCE COMMITTEE

### Minutes of the Finance Committee meeting on 5 January 2017 at St Peter's Hall, Wilburton at 7.00pm

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

Also Present: Mr R Zvauya (The Clerk)

#### **FC16-078: Apologies, Acceptance of apologies and declarations of interests**

No apologies were received. Cllr Reynolds declared interest on approving payment for capacitors for hall dimmer cheque 3107

#### **FC16-079: To approve the minutes from the meetings on 5 December 2016**

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

#### **FC16-080: Matters arising not covered elsewhere on the Agenda**

Reviewed and updated actions from previous meetings

#### **FC16-081: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest**

None

#### **FC16-082: To approve the following account for payment since previous meeting**

Payee	Detail	Total Amount £	Cheque No	VAT £
Mario Scicluna	Removal of fencing around BMX area	250	3098	

#### **FC16-083: To approve the following accounts for payment**

The following cheques for expenditure were approved for signing; proposed by Cllr Hennessy seconded by Cllr P Massey and Cllr Howard.

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking	336.67	3099	
Twenty Pence Garden Centre	Christmas tree	110.00	3100	18.34
P Warren	Clock winding	48.70	3101	
ECDC	Council Tax (Cottage)– Jan 17	148.00	3102	
Bidwells	Football Field rent – Jan 17	37.50	3103	
Mr R Zvauya	Salary – December 2016	391.75	3104	

Payee	Detail	Total Amount £	Cheque No	VAT £
HMRC	Tax and NI	97.80	3105	
Rixon Zvauya	Expenses for -2 <sup>nd</sup> class Stamps	13.20	3106	
David Reynolds	Expenses for - capacitors for hall dimmer	36.31	3107	6.05
D Maltby	- LED lights to car park and to remove old and fit new ashtray (as supplied) to car park at St Peter's Hall- £105 - To dig up and re-site waste bin at the recreation ground-£50	155.00	3108	

#### FC16-084: Business Matters

- **Bank mandates- update on Unity Trust Bank mandate variation and online access progress-** Unity bank account mandate variation and online banking set up still in progress.
- **Internal Audit – to consider report and recommendations**
  - i. Discuss risk assessments update- This is still in progress and will be discussed at the next meeting
  - ii. Discuss cemetery charges- This is still in progress and will be discussed at the next meeting
- **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.

#### FC16-085: Date of next meeting: 6 February 2017

Meeting finished 7:46pm

Signed:

Date: