

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 5 June 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)

FC17-008: Apologies, Acceptance of apologies and declarations of interests

Apologies for absence were received from Cllr P Massey

FC17-009: To approve the minutes from the meeting on 2 May 2017

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

FC17-010: Matters arising not covered elsewhere on the Agenda

FC17-011: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC17-012: Approved expenditure cheques signed after the last meeting

Payee	Detail	Total Amount £	Cheque No	VAT £
Cavaleri Partnership (Mariano)	Architectural services for -Planning £2000+vat -Tender Cottage £4000+vat	7,200	3169	1,200

It was resolved to ratify the signing of this cheque as the expenditure was approved

FC17-013: To approve the following accounts for payment

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

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	-Hall Caretaking £336.57 -Grass cutting Carpond lane+outside church 8/5 and 24/5 £60 - Cleaning materials £89.29	485.86	3170	
A Burbridge	Cemetery April(2days) and May(4 days grass cutting)	425.25	3171	
P Warren	Clock winding	48.70	3172	
Bidwells	Football Field rent May 2017	37.50	3173	
Harvey Upton	6 x 200mm M10 coach bolts to secure the Pavilion window boards.	7.62	3174	
Mr R Zvauya	Salary – May 2017	395.64	3175	
HMRC	Tax and NI	99.00	3176	
Glasdon UK Limited	2 Dog bins station road and Broadway	480.91	3177	80.15
SLCC	SLCC membership fee to 31/5/18-£101	179.40	3178	0.80

Payee	Detail	Total Amount £	Cheque No	VAT £
	Local Council Admin book £78.40			
Council tax	Cottage June (inclusive of 50% long term empty premium)	230.00	3179	
Anglian Water	Water usage Pavilion17/1 to 14/5-109.02	109.02	3180	
Springwell Freelance Services	Application of herbicides to sandpit area, and grass cutting at top of rise-sandpit area	100.00	3182	
TrueLink	May Grass Cutting Football Field 2*£33.65+VAT CricketField 5*£38.75+VAT Play Area 2*£25.5+VAT Berristead Close2*£35.7+VAT OLD BMX Area 2*£30+VAT	532.14	3183	88.69
Cavaleri Partnership	Architectural Services Planning- remaining 20%-£1,200 ECDC Planning fees-£231	1,431.00	3184	238.50

FC17-014: Business Matters

- **Bank mandates- update on Unity Trust Bank mandate variation and online access progress-** Unity Trust Bank said they have a backlog and will be dealing with this soon
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments- Cllr Massey was not available to give an update
 - ii. Discuss contractor's duties- Cllr Dodson has managed to speak to the contractors, it was resolved that Cllr Dodson will continue to liaise with the contractors and finalise the duties lists.
- **Report on income and expenditure for the year to date**
The Committee analysed the report and concluded that the overall financial position is in line with the budget.

FC17-015: Date of next meeting: 3 July 2017

Meeting finished 7:50pm

Signed:

Date: