

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the meeting of the Finance Committee on 5 September 2016 at St Peter's Hall, Wilburton at 7.00pm

Present: Cllr K Hennessy, Cllr R Howard, Cllr D Reynolds, Cllr P Massey
Also Present: Mr R Zvauya (The Clerk), Mr P Stubbs (member of public)

FC16-048 - Apologies, Acceptance of apologies and declarations of interests

None

FC16-049 – To approve the minutes from the meetings on 4 July 2016

The minutes of 4 July 2016 meeting were approved and signed.

FC16-050 – Matters arising not covered elsewhere on the Agenda

Cllr Reynolds proposed that it would be useful to come up with a cost of running the recreation field, seconded by Cllr Howard, all agreed.

FC16-051 - Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-052 – To approve the following accounts for payment since previous meeting

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

Payee	Detail	Total Amount	Cheque No	VAT
Formula Sound	Sound Limiter	684.90	3018	114.15
D Maltby	Hall Caretaking	336.67	3019	
D Maltby	Grasscutting	60.00	3020	
D Maltby	Rodding drains	60.00	3021	
D Maltby	Supply toilet roll etc	50.00	3022	
P A Burbridge	Grasscutting	270.00	3022	
P Warren	Clock winding	48.70	3024	
ECDC	Council Tax - August	148.00	3025	
Truelink	Grasscutting – June	612.00	3026	102.00
Bidwells	Football Field rent – August	37.50	3027	
Anglian Water	Recreation Ground	60.16	3028	
Anglian Water	Cemetery	5.42	3029	
Mrs S Thompson	Expenses	42.82	3030	
Mrs S Thompson	Salary July 2016	403.30	3031	
HMRC	Tax and NI	101.00	3032	

FC16-053 – To approve the following accounts for payment

The following cheques were approved for signature. Proposed by Cllr Hennessy, seconded by Cllr Reynolds, all agreed. Cllr Reynolds proposed to look into the cost of closing the floodlighting Eon account and discuss at next meeting, seconded by Cllr Hennessy, all agreed.

Payee	Detail	Total Amount	Cheque No	VAT
D Maltby	Hall Caretaking	336.67	3033	
P A Burbridge	Grasscutting £270.00 Spraying £25.00	295.00	3034	
P Warren	Clock winding	48.70	3035	
ECDC	Council Tax – September	148.00	3036	
Truelink	Grasscutting – July	675.60	3037	112.60
Bidwells	Football Field rent – September	37.50	3038	
Eon	Electricity – Floodlighting	35.97	3040	1.71
Wilburton Social Club	Feminine Hygiene	72.00	3041	
Mrs S Thompson	Salary August 2016	391.95	3042	
Mr R Zvauya	Salary – July and August 2016	783.90	3043	
HMRC	Tax and NI	293.40	3044	
Mrs S Thompson	Expenses	7.68	3045	
Eon	Electricity – Pavilion	111.91	3046	5.33
Nigel Ingram	Repair door, adjust cemetery gate, remove and replace fascia	816.35	3047	136.06

FC16-046 - Business Matters**Recreation Field – to consider and agree the draft Terms and Conditions of Hire**

The Terms and Conditions were discussed and Cllr Reynolds proposed that these should be adopted after amending section 6a and sending for review by the Pell Estate, all agreed. Representative from the Cricket Club could not attend.

Internal Audit – to consider report and recommendations

Comments to be reviewed by all committee members and discuss actions 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. It was agreed to review the presentation of the report. Minutes, agenda and report to be distributed at least a week before meeting, 2 weeks if possible.

With the new clerk starting, the Lloyds Bank mandate must be updated and the progress on the new Unity Trust Bank followed up.

FC16-047 - Date of next meeting – 3 October 2016

Meeting closed at 8.25

Signed:

Date: