

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 6 February 2017 at St Peter's Hall, Wilburton at 7.00pm

Present: Cllr D Reynolds, Cllr P Massey and Cllr A Dodson

Also Present: Mr R Zvauya (The Clerk) one member of the public

FC16-086: Apologies, Acceptance of apologies and declarations of interests

Apologies were received and accepted from Cllr R Howard and Cllr K Hennessy. Cllr Dodson declared an interest on approval of use of hall FOC by Brownies

FC16-087: 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 meeting.

FC16-088: Matters arising not covered elsewhere on the Agenda

Reviewed and updated actions from previous meetings

FC16-089: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-090: To approve the following accounts for payment

The following cheques for expenditure were approved for signing; proposed by Cllr Massey seconded by Cllr Reynolds, all in favour. Cllr Massey proposed to waive £50 hall fee for A Taylor following complaint about state of the hall and a delay in gaining entry into the hall, all in favour.

| Payee | Detail | Total Amount £ | Cheque No | VAT £ |
|---------------------|--|-------------------|--------------|----------|
| D Maltby | Hall Caretaking | 336.67 | 3109 | |
| P Warren | Clock winding | 48.70 | 3110 | |
| Bidwells | Football Field rent – Feb 17 | 37.50 | 3111 | |
| Mr R Zvauya | Salary – January 2017 | 391.75 | 3112 | |
| HMRC | Tax and NI | 98.00 | 3113 | |
| Terrain Surveys Ltd | Measured Survey of Wilburton Village Hall, | 3,072 | 3114 | 512 |
| Rebecca Howard | Expenses for - extra padlock keys and tags10.20 - Screwfix for the padlock-19.99 | 30.19 | 3116 | 3.32 |
| Fen Farm Supplies | Wooden field gate, gate post for sandpit | 209.79 | 3117 | 34.96 |
| Mike Overall | To manufacture one number post sockets | 93.60 | 3118 | 15.60 |

| Payee | Detail | Total Amount £ | Cheque No | VAT £ |
|----------------------|---|---------------------------|----------------------|------------------|
| Mario | Fitting gate | 200.00 | 3119 | |
| Nigel Tiley | Parts for updating the lighting in the meeting room | 24.00 | 3120 | 3.78 |
| Ashleigh Taylor | Hall fee refund | 50.00 | 3122 | |
| Command Pest Control | Treatment for moles in recreation ground.in Nov-Dec 2016 | 168.00 | 3123 | 28.00 |
| Anglian Water | Church premises Oct-Jan 17-£7.86 Recreation groundOct-Jan17-£60.17 | 68.03 | 3124 | |

FC16-091: 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 with half of the signatories having now activated their online profiles.
- **Beer festival donations approval**
Cllr Massey proposed to approve the below donations, all in favour.

| Beneficiary | Value |
|-------------------------------------|-----------------|
| RIG - Main Beneficiary | £2500 |
| Humpty's Pre-School | £200 |
| Wilburton Rainbows | £150 |
| Wilburton Brownies | £300 |
| Witchford Tang Soo Do | £150 |
| Wilburton Out of School Club | £150 |
| Wilburton Toddler Group | £100 |
| St Peter's Church | £200 |
| Baptist Chapel | £200 |
| Stretham Sporting Youth FC | £200 |
| Haddenham Rovers Colts | £300 |
| Wilburton Cricket Club | £250 |
| Haddenham Bonfire | £100 |
| Wilburton Theatre Group | £200 |
| Liam Fairhurst Foundation | £200 |
| First Responders | £150 |
| HEART | £150 |
| Stretham Beavers | £50 |
| Stretham Cubs | £50 |
| Stretham Scouts | £50 |
| St Peter's Club | £100 |
| Harbour School | £100 |
| Wilburton Guides | £150 |
| WSA | (Raffle) |

- **Notification of fee increase by contractor A Burbridge**
It was resolved to accept A Burbridge fee increase, proposed by Cllr David, all in favour. The fees will now be as below
Cemetery cut £141.75per cut from £135
Manual work as directed £12/hr from £11
Manual work as directed with equipment £15.75/hr from £15
- **Approval of use of hall FOC by Brownies end of March 2017**
Cllr Reynolds proposed to waive the fee seconded by Cllr Masey
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments update- Cllr Massey has now come up with templates for risk assessments. Although the Council is not legally obliged to carry out the risk assessments, it was resolved that the council would be carrying out risk assessments as good practice and that Cllr Massey should work on the templates so that the council can use them.
 - 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.

FC16-092: Date of next meeting: 6 March 2017

Meeting finished 8:00pm

Signed:

Date: