

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

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

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

Also Present: Mr R Zvauya (The Clerk), Cllr A Dodson

FC16-093: Apologies, Acceptance of apologies and declarations of interests
None

FC16-094: To approve the minutes from the meeting on 6 February 2016

It was resolved that the minutes be confirmed as a correct record and signed by the Chair of the meeting with an amendment for minute FC16-091 amount which should be £2,500

Beneficiary	Value
RIG – Main Beneficiary	£2500

FC16-095: Matters arising not covered elsewhere on the Agenda

Reviewed and updated actions from previous meetings

FC16-096: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-097: To approve the following accounts for payment

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

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	-Hall Caretaking-£336.57 -To remove and then replace ceiling tiles as per arrangements-£75	411.57	3121	
A Burbridge	Keeping Cemetery tidy, Mid Oct 16 to Feb17	225.00	3125	
P Warren	Clock winding	48.70	3126	
Bidwells	Football Field rent – Mar 17	37.50	3127	
Mr R Zvauya	Salary – February 2017	391.75	3128	
HMRC	Tax and NI	97.80	3129	
Harvey Upton	Vacuum Cleaner and 10 bags for village hall	143.69	3130	22.29
Glasdon	New Dog Bin for Breach Lane	299.29	3131	49.88
Ely Electrical Services	Replace small distribution board	444.74	3132	74.12

Payee	Detail	Total Amount £	Cheque No	VAT £
	feeding the stage dimmer packs			
Cambridgeshire Acre	Membership renewal	54.00	3133	
Rixon Zvauya	2 days Mileage Allowance to training(PE28) 24miles*45p for 2 days	21.60	3134	
CAPALC	New Clerk's 2 day training	200.00	3135	
TrueLink	Leaf collection 15/12/2016 Berristead Close-£132 Cricket field-£108	240.00	3136	40.00
Village Voice	Magazine Sponsorship April 2016 Issue	333.75	3137	
Cavaleri Partnership	Village Hall Feasibility study	1,800.00	3138	300.00
Westcotec	Convert existing Parish Council street lights to LED	4,319.83	3139	719.97
B&H Digital	Village Hall Consultation posters	26.11	3140	
P Stubbs Expenses	Expenses Sandpits lock and key-£53.05 Pavilion painting material-£139.64	192.69	3141	

FC16-097: 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.
- **Discuss if the following can use hall FOC**
It was resolved to waive the hall hire fee for the following groups and sessions, proposed by Cllr Dodson seconded by Cllr Howard and all in favour
 - i. Wilburton Social Club for Saturday 4th March for Charity Night, Showman v Villagers.
 - ii. Humpty's Christmas Fayre Saturday 25th November 2017
 - iii. Wilburton Theatre Youth Group sessions, March 2017 to June 2017
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments-update-this is still ongoing
 - ii. Discuss cemetery charges- Cllr Hennessy proposed to continue with the current tariff of cemetery charges as they are in line with nearby villages, seconded by Cllr Howard and all in favour.
 - iii. Discuss job descriptions- a start has been made but this is still ongoing to have the list of duties confirmed with all regular contractors.
- **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 overall.

FC16-098: Date of next meeting: 3 April 2017

Meeting finished 8:00pm

Signed:

Date: