

WILBURTON PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the Finance Committee meeting on 7 November 2016 at St Peter's Hall, Wilburton at 7.10pm

Present: Cllr K Hennessy, Cllr D Reynolds, Cllr A Dodson, Cllr P Massey (Part of the meeting)

Also Present: Mr R Zvauya (The Clerk)

FC16-063: Apologies, Acceptance of apologies and declarations of interests

Apologies for absence were received and accepted from Cllr R Howard

FC16-064: To approve the minutes from the meeting on 3 October 2016

It was resolved that the minutes of the meeting held on 3rd October 2016 be confirmed as a correct record and signed by the Chair of the Committee.

FC16-065: Matters arising not covered elsewhere on the Agenda.

- Waiving hall fee for the Humpty's Christmas fayre
- Not to disconnect the floodlights electricity as previously agreed

FC16-066: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest

None

FC16-067: To approve the following account for payment since previous meeting

The following cheque for expenditure was approved for signing. Proposed by Cllr Dodson and seconded by Cllr Massey, all agreed

Payee	Detail	Total Amount £	Cheque No	VAT £
Link Decorating	External redecoration of painted windows and doors at St.Peters Hall	1,720	3059	

FC16-068: To approve the following accounts for payment

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

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Hall Caretaking	336.57	3060	
P A Burbridge	Grass cutting -Cottage May16 to Oct 16(£105) -Footpaths Jul 16 to Oct 16(£93) -Cemetery Oct 16 and spraying(£295)	493.00	3061	

Payee	Detail	Total Amount £	Cheque No	VAT £
D Maltby	Grass cutting- September	60.00	3062	
P Warren	Clock winding	48.70	3063	
ECDC	Council Tax (Cottage)– Nov 16	148.00	3064	
Bidwells	Football Field rent – Nov 16	37.50	3066	
Bidwells	Recreation Ground rent – 29/9/16 to 24/3/17	340.25	3067	
Mr R Zvauya	Salary – October 2016	391.75	3068	
HMRC	Tax and NI	98.00	3069	
Sandra Thompson	Expenses for -1&1 internet website(£19.12) -Archive Boxes(£13.99)	33.11	3070	3.19
Rixon Zvauya	Expenses for -Stamps(cemetery postage)-£6.60 -Envelopes-£2.29	8.89	3071	
Phillip Stubbs	Expenses for -Paint for the pavilion	353.85	3072	58.96
Fen Farm Supplies	Recreation ground fence repairs material; Post,rails and nails	181.96	3073	30.32
Newflame Fire Equipment	Cricket Pavilion Fire fighting equipment annual maintenance	81.96	3074	13.66
Mario	Repairing fence at recreation ground-£300 Installing removable gate post-£75	375.00	3075	
Rebecca Howard	Rebecca Howard Expenses(Maps)	19.49		
Link Decorating	Redecorating Metal gates at St Peters Hall	185.00	3077	
Wilburton Social Club	Annual licencing fees for St peters Hall	70.00	3078	
Anglian Water	Water for recreation ground, 13 July 16 to 26 Oct 16	111.98	3079	
Wilburton Baptist Church	Donation towards the Council's use of broadband.	150.00	3080	

FC16-069: Business Matters

- **Recreation Field Costs-** update on costs of running the recreation field is still ongoing due to be finished end of December
- **Bank mandates- update on Lloyds Bank mandate variation and Unity Trust Bank progress-** Lloyds bank mandate variation to be finalised within 10 days. Unity bank account opened but needs activating.
- **Internal Audit – to consider report and recommendations**
 - i. Discuss risk assessments- Cllr Massey proposed to come up with a template for risk assessment.

- ii. Discuss cemetery records review and charges- Cllr Dodson proposed to ask Maureen what the charges are and come up with a list, all agreed

- **Discuss fees paid to contractors-** Cllr Reynolds proposed that we can't set or increase contractor fees as they are not employees of the Parish Council seconded by Cllr Massey. The Clerk should work on getting a clear description for all contractors' duties.

- **Report on income and expenditure for the year to date**
Report on income and expenditure for the year to date was presented.

- **Discuss and approve purchase of Christmas tree-** Cllr Hennessy proposed to order a Christmas tree same as last year, Cllr Dodson seconded.

- **Use of Hall by the Guides** – Cllr Hennessy proposed that they can use the hall for free, Cllr Massey seconded and all agreed

- **Use of Hall for Humpty's Christmas Fayre** – Cllr Reynolds proposed that they should use the hall for free, Cllr Massey seconded and all agreed

- **Floodlights-** Cllr Reynolds proposed that we should not disconnect the floodlights electricity as Haddenham Football Club might need to use them, discussions are in progress, all agreed.

FC16-069 - Date of next meeting – 5 December 2016

Meeting closed at 8:15pm

Signed:

Date: