

WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

Clerk: Mrs G Woods

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Ely

Cambs

CB6 3DN

Minutes of a meeting of the Finance Committee on Monday 1 December 2014 at St Peters Hall, Wilburton at 7.00 pm

Present: Councillors Hennessy, Yarrow, Howard and Reynolds.

FC011214. Apologies, Acceptance of apologies and declarations of interests.

None

FC021214. To approve any minutes from any previous meetings.

For the minutes of the meeting held on 3 November 2014 to be approved.

Resolved: - It was agreed that the minutes of the monthly meeting held on 3 November 2014 be approved.

Action Point: - Clerk to add the minutes of the November meeting to our website.

FC031214. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

None

FC041214. To approve the following accounts to pay:-

Clock-winding - £47.66

Caretaking – St Peter’s Hall - £329.33

Parish and Booking Clerk - £377.56

Petty Cash - £25.00

PAYE - £274.80

Rent of football ground January 2015 - £37.50

Payment to Baptist Chapel for use of Hall for October meeting - £20.00

Photocopying – CLP (600) and Councillor Vacancies (200) - £80.00

Rodding and unblocking of drains in September - £60.00

Electricity – Pavilion – £42.53*

Electricity – Floodlights - £25.56*

Repairs to lightboard at St Peters Hall – £157.90*

Grass cutting in Cemetery and Hedge cutting- £141.00

Grass cutting High Street and Church Lane - £71.70

New composite door for Social Club - £760*

St Peters Hall Car – park - £450

Wooden posts - £170.69*

The Clerk has also received an invoice from Twenty Pence Garden Centre for £110.00 in respect of the Christmas Tree for the Village. Whilst we need to approve this payment, the Clerk understands that members of the Hughes family have kindly offered to meet the cost of the Christmas Tree on behalf of the parishioners. The Clerk is awaiting personal contact from the family to confirm this, and if she receives this confirmation, and the cost is met by the Hughes family, she will record this and duly advise the Council.

Any other accounts received by 1 December 2014.

Payments including VAT are marked with *

Use of Baptist Chapel for CLP Wilburton 14 Meeting in December - £12.00

Budget of £20.00 for teas and biscuits for the above meeting.

Resolved: - It was agreed that Councillor Yarrow would contact the Hughes family regarding payment for the Christmas tree for the Village.

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Howard that the above accounts be paid and that the payment for the use of the Chapel for the CLP Meeting and budget for the refreshments be approved. All in favour.

Action Point: - Clerk to add payments for the CLP meeting (Chapel and refreshments) to the Agenda for the next meeting.

FC051214. Business Matters.

It was agreed that the order of business matters be changed so that the previous item (a) - Budget for 2015/2016 be moved to the last item (g) on the Agenda.

- (a) Review of fees (Cuts of grass at Cemetery, Hire of St Peters Hall, Recreation Ground, Cemetery fees).

The Parish Council's grass cutting costs for the Cemetery and fees for the Cemetery were discussed, together with the hire costs of St Peters Hall and the Recreation Ground.

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Hennessy that the cost of the grass cutting be increased from £130.00 to £135.00 per cut. All in favour.

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Hennessy that all fees remain the same at present, but the rates that other Parish Councils charged for the hire of Halls would be investigated. All in favour.

Action Point: - Rates charged by other Parish Councils for hire of their Hall to be investigated.

- (b) Update Council's expenditure options and agreed spending priorities.

Resolved: - It was agreed that the above would be updated once the budget and precept had been approved and the position regarding the donation from Blades football club clarified.

Action Point: - Councillor Hennessy to contact Blades Football Club.

- (c) Produce a capital and expenditure statement to agree with the above for approval at full Council meeting.

Resolved: - It was agreed that the above would be updated once the budget and precept had been approved.

- (d) Produce a draft policy for obtaining quotes/procedures for Committees.

Councillor Hennessy produced a draft copy and queries were raised regarding sealed tenders, E-mail quotes, internet purchases and when 3 quotes cannot be obtained.

Resolved: - It was agreed that quotes would be sealed by the Clerk, to be opened in the presence of 2 Councillors. When 3 quotes cannot be obtained, the reason to be clearly recorded.

Action Point: - Councillor Hennessy to update the draft procedures for approval at the next meeting.

- (e) Procedures for electronic payment of accounts.

Resolved: - It was agreed that the Council would make electronic payments once the signatories had been amended with our bankers in respect of new Councillors. The procedure would be for the Clerk to present a list of payments to be made for approval by the finance committee, and that the Chair or the Vice Chair of the Council would then authorise the payments on line.

Action Point: - Councillor Hennessy to update the financial regulations for approval at the next meeting.

- (f) To discuss the appointment of a new Internal Auditor for 2014/2015 annual return.

The Clerk confirmed that she was currently trying to obtain information of people that are able to carry out the Internal Audit and obtain quotes.

- (g) Budget for 2015/2016.

The precept and structure of the budget was discussed in detail.

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Hennessy that the precept be increased by 5% and the structure of the budget looked at a later date. All in favour.

Action Point: - Clerk to inform East Cambs District Council of the proposed precept and add to the Agenda for approval at the Full Council meeting in January 2015.

FC061214. Correspondence not covered in Business Matters.

FC071214. Councillor's questions.

FC081214. Date of next meeting – 5 January 2015

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at www.wilburtonparishcouncil.org

Signed:

Date: