

# WILBURTON PARISH COUNCIL.

Chairman: Mr Kevin Hennessy

Clerk: Mrs G Woods

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## **Minutes of a meeting of the Finance Committee on Monday 2<sup>nd</sup> February 2015 at St Peters Hall, Wilburton at 7.00 pm**

**Present: Councillors Hennessy, Yarrow, Howard and Reynolds.**

### **FC010215. Apologies, Acceptance of apologies and declarations of interests.**

None from Councillors, apologies had been received from the Clerk/RFO who was unwell, so the meeting was to be recorded by Councillor Hennessy for minuting.

### **FC020215. To approve any minutes from any previous meetings.**

For the minutes of the meeting held on 5<sup>th</sup> January 2015 to be approved. Discussion took place regarding the fact that Councillors only saw the minutes for the first time earlier on the day of this meeting. Councillor Yarrow said that he understood that all minutes of meetings should be out within 10 working days of the meeting. Councillor Hennessy said he would raise this with the Clerk.

**Resolved: - It was agreed that the minutes of the monthly meeting held on 5<sup>th</sup> January 2015 be approved. The minutes to be signed by the Chair when the Clerk brings the printed minutes to the next meeting.**

**ACTION:- Clerk to ensure minutes of all meetings are circulated within 10 days of meeting.**

### **FC030215. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.**

None.

### **FC040215. To approve the following accounts to pay:-**

Clock-winding - £48.70

Caretaking – St Peter’s Hall - £336.57

Parish and Booking Clerk - £383.58

Petty Cash - £12.00

Rent of football ground March 2015 - £37.50

Water rates – cemetery £11.53

Water rates – recreation ground - £83.53

Items for St Peters Hall - £674.68\* (Initially there was a query over this payment, but it was approved when it was revealed it was for tables, heater and bins sourced by H Upton)

Electricity – St Peters Hall - £732.44\* (queried and business energy monitor requested which will monitor daily usage)

Rates for recreation ground - £53.00 (paid by direct debit)

It was also approved to pay the bill for concrete posts for Clarkes of Walsham of £135.37\*

Payments including VAT are marked with \*

Councillors expressed concern that the up to date budget/payments spreadsheet had not been received before the meeting, so there was no opportunity to compare spend on electrics et al with historic numbers. Again Councillor Hennessy said he would raise this with the RFO so this was received in good time.

**Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Howard that the above accounts be paid. All in favour.**

**ACTION:- RFO to circulate budgets and expenditure records promptly in advance of Finance Committee meetings.**

#### **FC050215. Business Matters.**

(a) Options for the use of grant monies.

Councillor Reynolds said that we had to reach a decision as to where we would spend the CIL (Community Infrastructure Levy) money we had been advised of receiving from District Council. The rules state that this money has to be used to support the development of the local area, the implication being that the money should support a Capital development project in the Parish. Discussion took place as to how this should be spent. The suggestion came from Councillor Yarrow that the money be spent on the Broadway footpath. It was discussed that we had not yet received confirmation that the grant for the footpath had been received, and that we would chase this up.

**Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Hennessy that the CIL money be used to help fund the Broadway Footpath. All in favour.**

(b) Options for electronic payment of accounts/Interest rates on bank accounts.

This item could not be progressed without the presence of the RFO. Discussion took place regarding where the PC funds were banked, with regard to earning best rates of interest. It was agreed that the RFO needed to advise the Committee as to where all funds were held, so the Committee could consider the best place to keep any funds at this time. Councillor Hennessy said he would ask the RFO to send the information to the Committee members by email so that it could be discussed at the next meeting.

**ACTION:- RFO to circulate details of monies held in accounts, together with interest rates being earned.**

(c) Approval of new Internal Auditor

The Clerk had advised that Trevor Bowd, Auditor at ECDC, had agreed he would do our audit for £16 per hour. It was agreed that this seemed more than reasonable.

**Resolved: - It was proposed by Councillor Hennessy and seconded by Councillor Yarrow that the Clerk appoint Trevor Bowd as our Internal Auditor for this year. All in favour.**

(d) £50 incentive for filling in CLP questionnaire based on a draw.

Councillor Reynolds explained that in order to get a good return on our CLP questionnaires then a £50 incentive may encourage a good response. Councillor Yarrow questioned whether this was an appropriate use of funds. Councillor Reynolds explained that this was an idea which had been used by another PC already, so it was not an original idea. He said that the amount was quite trivial in the light of what might be achieved. He explained that the CLP would provide evidence of need, which would enable us to access grant monies more easily.

**Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Howard that £50 be allocated and offered as an incentive for filling in and returning the CLP questionnaire based on a draw. All in favour.**

**ACTION:- Councillor Reynolds to organise CLP questionnaire and publicise and organise prize draw.**

#### **FC060215. Correspondence not covered in Business Matters.**

Councillor Hennessy advised that he had received confirmation from Steve Smith of the Wilburton Blades that the PC would be able to retain the money given by the Blades toward the cost of a new pavilion until 31<sup>st</sup> December 2015. This donation was conditional upon progress being made toward the objective of the new pavilion. Mr Smith had advised that if this condition was not satisfied then the PC would have to return the funds without further discussion. The Blades representatives had declined the offer of a place on the Pavilion Working Group, on the understanding that that Working Group be entrusted to make progress. Councillor Yarrow advised that Ron Sizer of the Cricket Club would be willing to join that Working Group, and also the Cricket Team Captain, Tom Walker would be a good person to have on the Working Group, given that the Cricket Club were the most regular users of the pavilion. Councillor Hennessy said he would urge Councillor Forsyth, as Chair of the Working Group, to call a meeting as soon as possible and invite the Cricket Club representatives to join.

**ACTION:- Councillor Hennessy to contact Councillor Forsyth to arrange meeting of Pavilion Working Group**

#### **FC070215. Councillor's questions.**

Councillor Howard advised that the valuation of the cottage should take place after the current tenant had left at the end of February. Councillor Yarrow said that either he or Councillor Warren would escort the person valuing around the cottage.

**ACTION:- Councillor Howard to organise valuation of cottage and liaise with Councillor Yarrow to accompany valuer.**

Councillor Reynolds raised the question of how we publicise the new election of Councillors this year, so that we made the electorate aware of the process. It was agreed that this should happen, however it

was not an agenda item for this Committee to discuss. Councillor Reynolds agreed to put the relevant statutory information on the website.

**ACTION:- Councillor Reynolds to publicise election procedures on website.**

There being no further business the meeting closed at 7.35pm.

**FC080215. Date of next meeting – 2<sup>nd</sup> March 2015**

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at [www.wilburtonparishcouncil.org](http://www.wilburtonparishcouncil.org)

Signed:

Date: