

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 5 January 2015 at St Peters Hall, Wilburton at 7.00 pm

Present: Councillors Hennessy, Yarrow, Howard and Reynolds.

FC010115. Apologies, Acceptance of apologies and declarations of interests.

None

FC020115. To approve any minutes from any previous meetings.

For the minutes of the meeting held on 1 December 2014 to be approved.

Resolved: - It was agreed that the minutes of the monthly meeting held on 1 December 2014 be approved.

FC030115. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

None.

FC040115. 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 - £15.00

Rent of football ground January 2015 - £37.50

Payment for use of Baptist Chapel for CLP Meeting in December - £12.00

Refreshments for the above CLP Meeting - £14.75*

Replacement cheque for St Peters Hall licence - £70.00

Stationery - £67.26*

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

Any other accounts received by 5 January 2015.

Payments including VAT are marked with *

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

FC050115. Business Matters.

- (a) Update on donation from Blades Football Club.

Councillor Hennessy confirmed that he had been in contact with members of the Football Club committee and discussed the new working group that had been formed, that one of the volunteers join this group and defer the taking back of the donation for 12 months. The Committee confirmed that this would be discussed at their formal meeting later this month.

- (b) Approval of policy for obtaining quotes/procedures for Committees.

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Howard that the revised procedures be approved.

- (c) Approval of procedures for electronic payment of accounts in Financial Regulations.

Resolved: - It was agreed that the different options offered by the bankers be investigated and referred to the Internal Auditor to ensure following relevant rules and regulations.

- (d) Update regarding appointment of new Internal Auditor

The Clerk confirmed that she was still investigating this with SLCC and other Parish Clerks and it was suggested to also contact local Councils for their recommendations.

FC060115. Correspondence not covered in Business Matters.

None.

FC070115. Councillor's questions.

Councillor Yarrow Alan requested clarification regarding committee authority's for payments. It was confirmed that committees could authorise the payments, within budget, which would be approved by the finance committee at their monthly meeting.

Councillor Howard raised the question of the Clerk's appraisal. Councillor Hennessy confirmed that this and a Job description would be carried out by himself as a priority.

Councillor Reynolds requested an Agenda item be raised at the next Agenda regarding the CIL funding.

FC080115. Date of next meeting – 2 February 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: