

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 2nd March 2015 at St Peters Hall, Wilburton at 7.00 pm

Present: Councillors Hennessy, Yarrow and Reynolds.

FC010315. Apologies, Acceptance of apologies and declarations of interests.

Councillor Howard was unable to attend and sent her apologies, apologies had also been received from the Clerk/RFO who was unwell, and so the meeting was to be recorded by Councillor Hennessy for minuting.

FC020315. To approve any minutes from any previous meetings.

The minutes of the meeting held on 2nd February 2015 were presented for approval.

Resolved: - The minutes were approved.

FC030315. Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest.

None.

FC040315. To approve the following accounts to pay:-

Clock-winding - £48.70
Caretaking – St Peter’s Hall - £336.57
Parish and Booking Clerk - £294.95
Petty Cash - £10.00
Rent of football ground April 2015 - £37.50
Cleaning supplies and toilet rolls for St Peters Hall £54.20
Electricity - Pavilion - £25.52*
Electricity – Floodlights - £38.71*
HMRC £259 (Jan to Mar 2015)
Materials for kitchen at St Peters Hall £59.50 (P Warren)
Materials for kitchen at St Peters Hall £57.89* (B Samuel)
Painting of kitchen at St Peters Hall £470
Tree work at recreation ground £204.00*
Cemetery maintenance - £180.00
Allotment maintenance - £51.75
ACRE member ship - £54*

Payments including VAT are marked with *

Councillor Yarrow explained that the tree work referred to the removal of dead branches and suckers at the recreation field, following observations from a parishioner that said branches may fall and injure someone.

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

FC050315. Business Matters.

(a) Interest rates on bank accounts

Discussion took place regarding the opportunities for earning interest on deposits the PC had at the bank. Cllr Yarrow expressed the opinion that it was all but impossible to invest cash in accounts which earned any interest that was worth having, unless the money was invested long term, which was not an option for the PC.

Discussion took place regarding the amount of cash which may be available for longer term deposit. Clearly there were a number of capital projects which money was earmarked for, and this money has to be readily available and therefore not on long term deposit. The final payment for the recreation field was one such project, and the footpath on Broadway was another, although accurate cost estimates had not yet been received for the footpath. It was also suggested that we may wish to reserve some funds for the potential creation of new access to the playing field, if the proposed re-siting of the pavilion were to take place. Cllr Yarrow expressed concern that little progress had been made on this front, Cllr Hennessy said he would ensure a further meeting of the Pavilion Working Group would be scheduled, and that he would remind Cllr Forsyth to call this meeting.

ACTION:- Councillor Hennessy to speak to Councillor Forsyth regarding calling meeting of the Pavilion Working Group.

Cllr Howard had suggested by email that she would be happy to look at the options that were available to us regarding investment of funds, to present to the next meeting.

ACTION:- Councillor Howard to investigate options for investment of PC funds to present to the next meeting.

FC060315. Correspondence not covered in Business Matters.

There was no correspondence relating to finance.

FC070315. Councillor's questions.

Councillor Reynolds asked how any action points from previous meetings were to be tracked. He said we used to have a spreadsheet but that did not seem to work. Councillor Hennessy said that he felt that what we should do was have an item at number 3 on every agenda, which was 'Matters arising from the minutes of the previous meeting'. He said this was conventional practise in meetings, and this was the point at which actions should be updated, and then any which had not been completed would be recorded in minutes and carried over to the next meeting. Cllr Yarrow agreed that this was standard practise. Cllr Reynolds suggested an alternative which relied on computers and IT, but other councillors were not in favour.

All agreed that we would put Matters Arising as the third agenda item on each agenda in the future.

ACTION:- Clerk to put ‘Matters arising not covered elsewhere in the agenda’ as the agenda item immediately after approval of minutes of past meeting on all Council and Committee agendas.

Discussion then took place regarding updates on action points from the previous meeting, as we had not covered these under matters arising. The outstanding items are as follows;

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

In hand, still to complete

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

It was agreed to delay this action until cottage was vacant.

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

It was discussed that the RFO had said she could send these with the agenda, well before the meeting, although the accounts would only be accurate up to the 22nd of the previous month. All agreed this would be acceptable.

ACTION:- RFO to send detailed accounts up to 22nd of previous month with the Finance Committee agenda

Cllr Reynolds then raised the issue of the CIL money. We had agreed at the last meeting that this would be used on the Broadway Footpath project. Cllr Reynolds said that this needed to be recorded in our finance figures, and also that the Clerk needs to inform the Council of this, so that they know what the money is being used for.

ACTION:- Clerk/RFO to record this in finance figures and also to inform relevant party at Council.

Cllr Reynolds then raised the issue of the final payment for the playground. It was agreed that this would not be paid until the Minor Works Committee had agreed that it was completed to our satisfaction.

There being no further business the meeting closed at 7.30pm.

FC080215. Date of next meeting – 13th April 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: