

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 3 November at St Peters Hall, Wilburton at 7.00 pm

Present: Councillors Hennessy, Yarrow, and Reynolds. 4 local residents.

FC011114. Apologies, Acceptance of apologies and declarations of interests.

Present Councillors Reynolds, Hennessy, and Yarrow. 4 local residents

FC021114. Confirmation of new Councillors, relevant paperwork and their Committee roles.

Declaration of Acceptance and Disclosure of Interest forms were received from Rebecca Howard to become a Parish Councillor and she was welcomed onto the Parish Council and to join the Finance and Planning Committees. Harvey Upton confirmed that he would be joining the Grounds, Litter and Minor Works Committee when his paperwork was signed later at the Committee Meeting.

It was confirmed that Councillor Forsyth had resigned from the Finance Committee and that Councillor Hennessy had taken over as Chair of the Committee

FC031114. To approve any minutes from any previous meetings.

None

FC041114. Presentation by Emma Grimma regarding CIL funds.

A presentation was given by Emma Grimma, Infrastructure Programme Manager for East Cambs District Council, regarding the spending of CIL funds, and procedures that needed to be followed. This included annual reporting of monies transferred, how much spent, and how, by the Parish Council, how much was being carried forward and any future long term projects. All information to be completed on a pro forma document to published annually on the Parish Council's website.

FC051114. 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
Rent of football ground December 14 - £37.50
Donation to new bus service - £150.00
Provision of seat at bus stop - £83.00
Ink cartridges - £46.45 *
Street Lighting (energy) - £334.23

Installation of Speed watch notices - £248.40 *
Rent of recreation ground – 29/9/14 – 24/3/15 - £340.25
Water rates – cemetery - £11.48
Water rates – pavilion - £132.04
St Peters Hall licence - £70.00
Grass cutting, recreation ground and Berristead – September - £320.40*
Local Council Administration book - £69.00
Grass cutting cemetery - £260
New heater in cottage - £108*
Electrics at Pavilion - £891.00*
Electrical testing St Peters Hall - £666.00*
Website - £71.86*
Fire Extinguishers service - £124.07*
Grass cutting – church and Car Pond Lane - £120.00
St Peters Hall cleaning supplies and toilet rolls - £50.00
Electricity – St Peters Hall - £175.50*
Grass cutting – Berristead and Recreation ground – October - £117.60*

Resolved: - It was proposed by Councillor Hennessy and seconded by Councillor Reynolds that all accounts be paid. All in favour.

Any other accounts received by 3 November 2014.

Payments including VAT are marked with *

Payment for use of Chapel for Parish Meeting in October

Resolved: - It was proposed by Councillor Yarrow and seconded by Councillor Hennessy that an amount of £20.00 be paid to the Baptist Chapel for the Parish Council meeting in October. All in favour.

Action Point: - Clerk to add to Accounts to be paid at the December meeting.

FC061114. Business Matters.

(a) To approve expenses for printing documents for Parish Council.

Resolved: - It was proposed by Councillor Reynolds and seconded by Councillor Howard to reimburse Councillors for printing over 20 A4 sheets for Parish information at 10 pence per copy. All in favour.

Action Point: - Clerk to add any such payments to the accounts to be paid in December.

(b) Bank Mandate.

The Clerk passed out the necessary forms for completion by Councillors to change the signatories on the Bank account.

(c) Procedures for electronic payment of accounts.

Resolved: - It was agreed that this item be moved to the Agenda for the next meeting.

Action Point: - Clerk to add to the Agenda for the December meeting.

(d) Review of salaries and fees.

Resolved: - It was agreed to increase rates by 2.2% from January 2015 through to March 2016, in line with the settlement agreed for Local Government employees. It was also agreed that the LGA rates would be used as the benchmark in future years.

Action Point: - Clerk to make the necessary adjustment in the accounts to be paid in December.

(e) Budgets for 2015/2016 and Precept.

Resolved: - It was agreed to request more details from the Grounds, Minor Works and Litter Committee for their proposed budgets for 2015/2016 ready for the Finance Committee meeting in December.

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

Resolved: - It was agreed that this item be moved to the Agenda for the next meeting.

Action Point: - Clerk to add to the Agenda for the December meeting.

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

Resolved: - It was agreed that this item be moved to the Agenda for the next meeting.

Action Point: - Clerk to add to the Agenda for the December meeting.

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

Resolved: - It was agreed that this item be moved to the Agenda for the next meeting.

Action Point: - Clerk to add to the Agenda for the December meeting.

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

Resolved: - It was agreed that this item be moved to the Agenda for the next meeting.

Action Point: - Clerk to add to the Agenda for the December meeting.

FC071114. Correspondence not covered in Business Matters.

FC081114. Date of next meeting – 1 December 2014

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

Signed:

Date: