**WILBURTON PARISH COUNCIL**

**Minutes of the Finance Meeting from July 5th 2023 held at St Peter’s Hall, at 7.45pm**

**Present:** Cllr Lambert, Cllr Thurston, Cllr Attrill (Chair), Cllr Upton, Cllr Wilson and Cllr S Morgan

**Also Present:** Clerk - Andy Milne

Cllr Spencer (Vice Chair) joined the meeting in the middle and Cllr Whittle joined at the end of this meeting

**FC23-032: Apologies, Acceptance of apologies and declarations of interests**

Apologies were received from Cllr Duckworth

One Cllr is receiving payments for work completed by their company.

**FC23-033: To approve the minutes of 7th June 2023**

The minutes were approved

**FC23-034: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest** (max 3 minutes per person)

There was no public participation

**FC23-035: To approve accounts for payment**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Payments for July 2023** |  |  |  |  |  |
|  |  |  |  |  |  |
| **Payee** | **Detail** | **sub total** | **Vat** | **Total** | **BACS** |
|  |  |  |  |  |  |
| **Maltby Construction** | **Clear waste & cut grass Sclub** | **705.00** | **141.00** | **846.00** | **1** |
| **Maltby Construction** | **REC Fences repair & replacement** | **950.00** | **190.00** | **1140.00** | **2** |
| **Rixon Accountancy** | **Handover meetings with AM** | **152.11** |  | **152.11** | **3** |
| **Office charges Clerk** | **Office allowance at HMRC/ASC** | **78.00** |  | **78.00** | **4** |
| **Oakfield AS** | **Tree survey, assess, Tree PP** | **475.00** | **95.00** | **570.00** | **5** |
| **Maltby Construction** | **Grass cutting church & CPL Jun** | **60.00** |  | **60.00** | **6** |
| **Maltby Construction** | **Caretaking June** | **403.88** |  | **403.88** | **7** |
| **Agrovista** | **Line marking paint 13 x 1 lit** | **429.00** | **85.80** | **514.80** | **8** |
| **Reguflow pipe + fittings** | **replacement hoses for rec** | **60.00** | **12.00** | **72.00** | **9** |
| **True link landscapes** | **Grass cutting play area/open s** | **80.30** | **16.06** | **96.36** | **10** |
| **Netwise UK** | **Premium Package - 2024** | **440.00** | **88.00** | **528.00** | **11** |
| **NVP Electrical** | **Upgrade Electrics at REC** | **747.27** |  | **747.27** | **12** |
| **East Cambs Trading Cobltd** | **Remove tree & sand pits** | **1063.72** | **212.74** | **1276.46** | **13** |
| **SVM Building Services & Des** | **External lighting** | **1750.00** | **350.00** | **2100.00** | **14** |
| **Kara Atkinson** | **Pay June 2023 TF** | **58.10** |  | **58.10** | **15** |
| **Andrew Milne** | **Pay June 2023 TF** | **739.05** |  | **739.05** | **16** |
| **HMRC** | **PAYE & NHI June 2023 TF** | **207.46** |  | **207.46** | **17** |
| **Bespoke up to June 23** | **Groundsman services TF** | **1218** |  | **1218** | **18** |
|  | **Cemetery 2 x £160 = £320.00** |  |  |  |  |
|  | **Bus stop & footpaths 1 x £35.00** |  |  |  |  |
|  | **Allotment 1 x £75.00** |  |  |  |  |
|  | **Litter Picking 4 x £12.25** |  |  |  |  |
|  | **Sandpits 1 x £35.00** |  |  |  |  |
|  | **Recreation Groundsman** |  |  |  |  |
|  | **Line Marking 4 x £70.00** |  |  |  |  |
|  | **Grass cutting pavion & PP 2 x £40.00** |  |  | **0** |  |
|  | **Grass Cutting central tree line 1 x £38** |  |  | **0** |  |
|  | **Grass cutting cricket pitch 2 x £55** |  |  | **0** |  |
|  | **Grass cutting Football Fields 2 x £48** |  |  |  |  |
| **Canalabs Ltd Audit** | **Internal audit** | **116.37** |  | **116.37** | **19** |
| **Calpac** | **Training Cllr Morgan** | **75** |  |  | **20** |
| **Calpac** | **Training Cllr Lambert** | **75** |  |  | **21** |
| **Calpac** | **Training Cllr Spencer** | **75** |  |  | **22** |
| **Command Pest Control** | **Moles treatment** | **45** | **9.00** | **54.00** | **23** |
| **G & J Peck** | **Duel tap connection** | **12.91** | **2.58** | **15.49** | **24** |
| **G & J Peck** | **Grass seed mix** | **99.99** |  | **99.99** | **25** |
|  |  |  |  |  |  |
|  |  | **10116.16** | **1202.19** | **11093.35** |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Added to/Amend 05.07 | The Clerk pointed out that the total figure did not include The Bespoke invoice, this was corrected at the meeting to 10,116 & 11093 |  |  |  |  |

**FC23-035: Update on internal and external audit for 2022 - 2023 – C & RFO**

The Clerk explained the internal audit had been completed with Canalabs Ltd and that the external audit would be completed in the next few days with PKF Littlejohn LLP

**FC23-036: Future reporting format to this committee – C & RFO**

**The Clerk explained that the format of reporting in the future will include income & expenditure versus budget**

**FC23-037: Correspondence not covered in Business Matters/Councillors questions**

**There was no correspondence**

**FC23-038: Date of next meeting:.06.09.2023**

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/)

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Signed: A Milne Date: 11.07.23