WILBURTON PARISH COUNCIL

**Minutes of the Finance Committee Meeting from 1st November 2023 held at St Peter’s Hall, at 7:45pm**

**Present:** Cllr Upton, Cllr Duckworth, Cllr Spencer, Cllr Wilson, Cllr Whittle, Cllr Attrill, and Cllr S Morgan

**Also Present:** The Clerk (Andy Milne)

**FC23-053: Apologies, Acceptance of apologies and declarations of interests**

Cllr Lambert & Cllr Thirston

**FC23-054: To approve the minutes of 4th October**

The minutes were approved and signed by the Chair

**FC23-055: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest** (max 3 minutes per person)

There were no members of the public present

**FC23-056: To approve accounts for payment as below:-**

Cllr Attrtrill noted that the Fen Scene amount pre vat was not £400 but £375 and there was an extra zero in the stamp figure, both were corrected after the meeting as detailed below – The schedule of invoices was then approved for payment

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Payments for 1st November Meeting 2023 |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  | Payee | Detail | sub total | Vat | Total | BACS |  |
|  |  |  |  |  |  |  |  |
|  | Phil Warren | Clock repairs | 48.70 |  | 48.70 | 1 |  |
|  | A James | Clock repairs | 230.00 | 46.00 | 276.00 | 2 |  |
|  | David Maltby | Caretaking | 504.85 |  | 504.85 | 3 |  |
|  | David Maltby | Grass c July | 60.00 |  | 60.00 | 4 |  |
|  | Maltby Const | Basket Ball Hoop | 1236.95 | 247.39 | 1484.34 | 5 | Rec Reserves |
|  | Bespoke  | September | 1760.25 |  | 1760.25 | 6 |  |
|  | Cemetery 2 x £160 = £320.00 |  |  |  |  |  |
|  | Bus stop & footpaths 1 x £135.00 |  |  |  |  |  |
|  | Allotment 1 x £75.00 |  |  |  |  |  |
|  | Rec A Clearance £495.00 |  |  |  |  |  |
|  | Litter Picking 5 x £12.25 |  |  |  |  |  |
|  | Recreation Groundsman |  |  |  |  |  |
|  | Ground works 5 x £70.00 |  |  |  |  |  |
|  | Grass cutting pav & PP 2 x £40.00 |  |  |  |  |  |
|  | Grass Cutting CTL 1 x £38 |  |  |  |  |  |
|  | Grass cutting cricket pitch 2 x £55 |  |  |  |  |  |
|  | Grass cutting Foot/Fields 2 x £48 |  |  |  |  |  |
|  | Kara Atkinson | pay july | 58.15 |  | 58.15 | 7 |  |
|  | Andrew Milne | pay july | 739.05 |  | 739.05 | 8 |  |
|  | HMRC | PAYE July | 207.46 |  | 207.46 | 9 |  |
|  | Andrew Milne | Paper | 11.00 |  | 11.00 | 10 |  |
|  | Andrew Milne | WFH allowance | 78.00 |  | 78.00 | 11 |  |
|  | Andrew Milne | Shredder | 95.19 |  | 95.19 | 12 |  |
|  | PKF LJ | External Audit Sept | 420.00 | 84.00 | 504.00 | 13 |  |
|  | Fen Scene | Fireworks | 375.00 | 75.00 | 450.00 | 15 | Fireworks |
|  | Kara atkinson | stamps | 6.00 |  | 6.00 | 16 |  |
|  | Netwise | Domain Renewal | 20 | 4 | 24 | 17 |  |
|  |  | **Totals** | **5850.60** | **456.39** | **6306.99** |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  | 01/12/2023 | 13.44 |  |

**FC23-057: There was an update on the current/cummaltive levels of reserves (following allocations discussed at the last meeting )** Paper 1 was presented by the Clerk and accepted by the FC

**FC23-058: Update on the expenditure versus budget** Papers 2 & 3 were presented by the Clerk and accepted by the FC

**FC23-059: Correspondence not covered in Business Matters/Councillors questions**

There was none

**FC23-060; Review Clerks working hours** Paper 4 was presented by the Clerk and the FC agreed to increase the Clerks working hours from 60 to 78 per month which equates to 18 hours per week. Clr Spencer agreed to provide the Clerk with a new contract as soon as possible

**FC23-061: Date of next meeting:.06.12.2023 – Finance Cttee/budget**

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: