

# WILBURTON PARISH COUNCIL

**Minutes of the Finance Committee Meeting - Wednesday 3<sup>rd</sup> April 2024 held at St Peter's Hall, at 7:45pm**

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

**Also Present:** The Clerk (Andy Milne) & Notetaker (Tina Vale)

**FC24-01: Apologies, Acceptance of apologies and declarations of interest**

Apologies and acceptance of apologies were received for Cllr Whittle. No apologies were received from Cllr Thurston.

**FC24-02: 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.

**FC24-03: To approve accounts for payment as below: -**

Payments for May 2024

Payee	Detail	sub total	Vat	Total	BACS
Phil Warren	Clock W April	48.70		48.70	1
David Maltby	Caretaking x 4 weeks	464.00		464.00	2
David Maltby	Grass cutting CPL & CH	60.00		60.00	3
Bespoke	April	1220.50		1220.50	4
Cemetery 2 x £160				0.00	
Bus stop & footpaths 1 x £135.00				0.00	
Allotment 1 x £75.00				0.00	
Litter Picking 4 x £12.25				0.00	
Recreation Groundsman				0.00	
Ground works 4 x £70.00				0.00	
Grass cutting pav & PP 2 x £40.00				0.00	
Grass Cutting CTL 0 x £38				0.00	
Grass cutting cricket pitch 2 x £55				0.00	
Grass cutting Foot/Fields 2 x £48				0.00	
Kara Atkinson	PAYE April	64.20		64.20	5
Andrew Milne	PAYE April	953.29		953.29	6
HMRC	PAYE April	316.17		316.17	7
Bidwells	Rent for Rec 23.03 - 28.09.24	550.00		550.00	8
CMP Architects	Car park Stage 3 PA	1500.00	300.00	1800.00	10
ROSPA Playsafe	Play area safety inspection	156.00	24.00	180.00	11
Scribe, Starboard Systems	Scribe accounts & bookings	561.60	112.32	673.92	12

CAPALC	AGAR Clerk training	25.00		25.00	13	
Cambs ACRE Subscription	ACRE subscription	54.17	10.83	65.00	14	
<del>Johnson Construction</del>	<del>School biodiversity Project</del>	<del>2380.00</del>	<del>476.00</del>	<del>2856.00</del>	<del>15</del>	03.05.24
Posh Electrical Servs/deposit	Electrics in Hall & cottages	576.10	144.03	720.13	16	
Stephen Smith	batteries speed cameras	125.90		125.90	17	
Andy Milne	MS One storage	59.99		59.99	18	
Zurich Insurance	Annual Cover for WPC	2902.11		2902.11	19	
Capalc a sub + DPO	A sub + DP officer cover	533.97		533.97	20	
ICCM (Cemetery & crematorium)	Training for Tina	185.00	37.00	222.00	21	29.04.24
Johnson Contractors	Boule's area - Recreation G	2380.00	476.00	2856.00	22	01.05.24
Johnson Contractors	Biodiversity & Schools area	2450.00	490.00	2940.00	23	01.05.24
<b>Totals</b>		<b>15186.70</b>	<b>1594.18</b>	<b>16780.88</b>		

It was noted That Johnston contractors were Incorrectly stated on the schedule of expenditure as bacs number 15, for the purpose of correctness The Clerk has left this on the list but scratched it out and the total was amended accordingly.

**FC24-04: Review the Year end income and expenditure – see papers attached.**

The clerk talked through the figures for each department which were largely in line with the budget, there was a significant increase for the income in the recreation field of £2866.50 compared to £1390 last year. The income shows a figure of £132,451.92 with expenditure of £169,159.77. Both of these figures include income for projects, finance and general expenditure and reserves amounting to £35,182.75 Thus reducing the operational income to **£97,268.97**. On expenditure the figures for projects, Cil money and reserves amounted to £94,272.72 Thus leaving an operations expenditure figure of **£74,887.05**. The operational budget would show a zero balance e.g. The difference between income and expenditure, but the actual operational income and expenditure figures would show a surplus of **£22,381.92**, this will in effect become general reserves and will be used on any future projects that benefit the local community of Wilburton Parish. The AGAR (Annual governance statement) which includes audited accounts will be published on the website following the internal audit on 17<sup>th</sup> May and approval of the figures by the Parish Council at our next Full council meeting on Wednesday the 5<sup>th</sup> of June.

Councillor Attrill reminded the committee that the areas of high costs and expenditure are the recreation field at £16,446.23, The Village Hall at £18,236.33 and the finance and general expenditure of £24,806.86. All of these areas have income that goes some way towards offsetting the expenditure but the chairman emphasised the need to increase use and consequent revenue for the Hall and recreation ground in particular and be mindful of achieving best value for money on behalf of the village for all areas of expenditure, as stated in the financial regulations and standing orders.

**FC24-05: Correspondence not covered in Business Matters/Councillors questions.**

**There was no correspondence not covered.**

**FC24-06: Date of next meeting: .05.06.24 – Finance Cttee**

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:

Cllr Whittle (Chair) Date: