

GREAT WILBRAHAM PARISH COUNCIL

Minutes of the Finance Meeting of Great Wilbraham Parish Council Held Wednesday 6th July 2016, 8.00pm at the Wilbrahams' Memorial Hall

Present: Roddy Tippen (Chair), Sally Ramus and Stephen Bartlett

The Clerk, Natalie Mulvey was in attendance

F16-17/1 **To receive and approve apologies for absence** - None

F16-17/2 **Declarations of interest and dispensations**

(a) To receive declarations of interest from councilors on items on the agenda – R Tippen declared a non-pecuniary interest in item F16-17/6 as Chairman of the Wilbrahams' Sports Club.

(b) To receive written requests for dispensations for disclosable pecuniary interests – None

(c) To grant any requests for dispensation as appropriate - None

F16-17/3 **To sign and approve minutes** - Minutes of the Finance Committee meeting held on 4th May were proposed by R Tippen, seconded by S Bartlett and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman of the Finance Committee.

F16-17/4 **To review 2016 – 2017 accounts and budget review** – R Tippen reported that the budget for 2017-2018 needs to be finalised in November. It was agreed that any expected expenditure of the S106 funds needs to be reflected. S Bartlett proposed the budget be detailed against the precept with any S106 funds accounted for elsewhere. The income and expenditure against the 2016-2017 budget to date was reviewed and all agreed that there were no areas of concern. S Bartlett presented a simplified schedule breaking down the elements of Great Wilbraham Parish Council's operations and the amount of money allocated to each in the budget. S Bartlett will propose this document at the full council meeting for publication to keep residents informed.

F16-17/5 **To review proposed GWPC Grant Policy and Application Form** – Members reviewed the proposed policy and application. R Tippen felt the form was straight forward considering it needs to apply to a wide range of requests. R Tippen was unsure about the word 'evergreen' and whether applicants would understand the term. All agreed to replace this word with 'recurring' and with this amendment and a correction to the page numbers the documents should be presented at the next full Council meeting in July for adoption.

ACTION: CLERK

F16-17/6 **Expenditure applications** – An application had been received from Wilbrahams' Sports Club for a wireless digital electronic scoreboard. The amount of grant requested was £2,500. S Bartlett asked whether Little Wilbraham Parish Council would be contributing to the cost. R Tippen advised there was currently no intention to approach them. Members considered whether the scoreboard would be a good option for the S106 funds taking into account the significant restrictions on what S106 could be used for. S Bartlett proposed and S Ramus seconded that this

be put to the full council with a recommendation for approval. The Clerk was asked to check that this expenditure was valid for S106. A discussion took place on who would own the asset, all agreed that it would be more appropriate for the scoreboard to be an asset of Wilbrahams' Sports Club.

R Tippen advised that it was not possible to move forward on a decision to contribute funds to a new/refurbished village mower until more information had been established. An email had been received from a manufacturer proposing three options from a new machine to various refurbished options, prices ranged from £10,000 to £20,000.

A request has been received from the committee behind the village party celebrating the Queen's 90th birthday for a contribution to cover the additional costs. All agreed that the finance committee should recommend the Parish Council meets the additional £257 cost for what was such a fantastic community event.

R Tippen reported that J Bray had made a recommendation that the Parish Council fund £2,000 for a village defibrillator. She had reported some of this money may be returned after funding had been sought from other sources. All agreed that the finance committee propose the full council approve the expenditure of £2,000 to acquire a defibrillator at the July meeting.

ACTION: CLERK

F16-17/7 **To review GWPC investment strategy** – All agreed that the finance committee recommend to the full council in July that this topic be reviewed once the NS&I statement had been received and a more comprehensive investment strategy had been formulated.

ACTION: CLERK

F16-17/8 **To review GWPC risk strategy** – All agreed that they were happy to recommend this document be adopted at the next meeting full Council meeting in July.

ACTION: CLERK

F16-17/9 **To review GWPC systems of internal control** – R Tippen confirmed that the Parish Council complies with the Financial Regulations but needs to ensure that the minor recommendations made by the internal auditor are incorporated in to the Parish Council's operations. A further review of the systems should take place at the next finance meeting.

ACTION: R TIPPEN/CLERK

F16-17/10 **To review GWPC calendar** – S Bartlett proposed and all agreed that reviewing of policies and procedures be shifted within the calendar to give a more even work flow throughout the year.

ACTION: R TIPPEN/CLERK

F16-17/11 **To review GWPC assets and parish land deeds** – The Parish Land documents had been located and these had been submitted to the Land Registry. R Tippen proposed that that the Clerk review and sort this paperwork in the first instance and return to them to the finance committee for further review. S Bartlett commented that the Parish Report had not covered all of the assets the Parish owns. This need to be corrected during the year.

ACTION: CLERK

F16-17/12 **To review rents for Parish Lands** – S Bartlett presented a report that indicated the Parish Council was undercharging rent for Parish Land. All agreed that there were difficulties in increasing the charges. The Clerk was asked to circulate the agreement documents for the finance committee to review. Members agreed that a recommendation be made that the prices stay the same. The committee also proposed that there be no changes to allotment charges. This recommendation would be put forward to the full council at the July meeting.

ACTION: CLERK

F16-17/13 **Date of next meeting** – Wednesday 12th October 2016 8.00pm

Meeting closed 10.05pm.