

Great Wilbraham Parish Council

Minutes of the Finance Meeting of Great Wilbraham Parish Council Held Tuesday 11th October 2016, 8.00pm at the Wilbrahams' Memorial Hall

Present: Roddy Tippen (Chair), Sally Ramus, Stephen Bartlett and Claire Jackman.
The Clerk, Natalie Mulvey.

F16-17/14 **To receive and approve apologies for absence** - Apologies had been received from A Goryn which were accepted.

F16-17/15 **Declarations of interest and dispensations**

- (a) To receive declarations of interest from councilors on items on the agenda – None
- (b) To receive written requests for dispensations for disclosable pecuniary interests – None
- (c) To grant any requests for dispensation as appropriate - None

F16-17/16 **To sign and approve minutes** - Minutes of the Finance Committee meeting held on 16th July 2016 were proposed by R Tippen, seconded by S Ramus and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman of the Finance Committee.

F16-17/17 **To review 2016 – 2017 accounts and budget review** – R Tippen talked the committee through accounts and budget report. The Clerk was asked to investigate whether the defibrillator could be funded from S106 funds. R Tippen advised that he would like to make the budget document simpler including revising the format of the three years ahead. R Tippen proposed that S106 be separately accounted for and there be a slight change in presentation. No issues were raised during the review.

ACTION: CLERK

F16-17/18 **To discuss preparation of 2017 – 2018 budget** – R Tippen discussed with members the 'as currently proposed 2017-2018' figures to identify any changes to the current numbers. Members discussed the level of precept and the implication on Parish finances by the diminishing level of services provided by County and SCDC. Members reviewed the figures line by line and adjustments were agreed. Following the review, the committee agreed a proposed budget and precept of £24,000 to be presented at the next full Council in November for agreement.

ACTION: R TIPPEN/CLERK

F16-17/19 **Expenditure applications** – R Tippen proposed that the Parish Council looked at installing a bench beside the Butt Lane track. R Tippen agreed to investigate further.

ACTION: R TIPPEN

F16-17/20 **Church Street Improvement Plan for approval** – J Beadsmoore had started dialogue with Cambridgeshire County Council Highways team to improve Church Street. Following this CCC Highways had provided a proposal that would cost £5,538.56 to provide a white line, pavement improvement and signs stating unsuitable for HGV's. To accept this proposal, they request the Great Wilbraham Parish Council pay a 40% contribution of £2215.42. This included a charge of

£185.74 to be paid by the residents of Temple End. It was advised that weight limits can be put on bridges for environmental reasons. It was proposed by S Bartlett, seconded by R Tippen and RESOLVED by a unanimous vote to approve expenditure of £2215.42.

ACTION: S BARTLETT

F16-17/21 To review new Unity Trust Bank Account – All members agreed that they were happy with the operation of the new Unity Trust Bank Account. The Clerk reported that the new electronic payment system was working well and had sped up the process.

F16-17/22 To review GWPC assets and parish land deeds – R Tippen reported that he had reviewed all the deeds for Parish land and had matched it with the letter to the land registry. He highlighted to members that one of the papers had detailed a lease with Eastern Electricity for a plot of land with a substation. The Clerk was asked to investigate further and establish whether any rent is due to GWPC.

ACTION: CLERK

F16-18/23 To discuss appointment of internal auditor 2016 – 2017 – David Lee had performed the internal audit for the Parish Council's over the past few years. He had requested that the Parish Council investigate appointing an alternative person for this year's accounts. The Clerk was asked to put a request in the next edition of the Warbler.

ACTION: CLERK

F16-19/24 To acknowledge receipt of external auditor certificate and report 2015/2016 - The Clerk presented copies of the external audit certificate received from and signed by PKF Littlejohn LLP with no comments.

F16-17/25 Date of next meeting – No date agreed.

There being no further business the meeting closed at 11.38pm.