

Great Wilbraham Parish Council

Minutes of the Finance Meeting of Great Wilbraham Parish Council Held Wednesday 10th May 2017, 8.00pm at the Wilbrahams' Memorial Hall

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

F16-17/37 To receive and approve apologies for absence - None

F16-17/38 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

F16-17/39 To sign and approve minutes - Minutes of the Finance Committee meeting held on 9th February 2017 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.

F16-17/40 To review 2016 – 2017 end year accounts, annual return and internal audit report – R Tippen talked the committee through the end year figures. The Parish Council had budgeted to make a loss in 2016-2017, however, ended with a surplus of almost £11,000. Receipts have varied mainly due to significant receipts of £5500 S106 money, £1500 more than budgeted for Warbler adverts and £500 donation for the defibrillator. On the expenditure side, £3,000 less had been spent than anticipated. R Tippen reported that the Clerk's overtime had been lower than the previous year, this had been due to increased efficiency when raising payments via the internet bank account and typing notes during the meetings. The village routine maintenance budget was underspent. S Bartlett reminded members that some expenditure committed to Cambridgeshire County Council has not yet been invoiced. R Tippen felt there would be additional expenditure on village maintenance next year. R Tippen reviewed the annual return as prepared by the Clerk. R Tippen reported that he had made some corrections to the percentages and proposed that with these changes they be signed at the next full Parish Meeting. S Bartlett agreed to sign the governance statements at the May meeting.

ACTION: CLERK

The Clerk circulated the internal audit prepared by David Lee. R Tippen advised that the report confirmed that in the internal auditor's opinion there were no matters arising. Members wished to thank him for all his efforts over the last few years. The Clerk was asked to mention the need for a new internal auditor in the next issue of the Warbler. Members agreed that if nobody had offered their support by the October meeting the internal auditor recommended by CAPALC be appointed.

ACTION: CLERK

F16-17/41 To review GWPC Parish Assets – The Clerk provided members a summary of charges for parish

allotments and lands. R Tippen discussed all land assets and their rent. All agreed that as the allotment charges had remained the same for over three years a slight increase of £1.00 per annum for the small plots and £2.00 for the large plots be proposed at the May meeting. The Clerk reported that work on the land agreements was continuing.

The Clerk was asked to approach the village handyman to quote for some of the remedial village repairs reported in the Parish Health & Safety Report.

ACTION: CLERK

F16-17/42 To consider expenditure applications – S Bartlett reported that the Memorial Hall Committee had approached the Parish Council regarding the possibility of some S106 funds being used to support them in improving the playground equipment. R Tippen felt that with the grant of the mower in mind, it should be suggested that the Memorial Hall committee raise some initial funds and the Parish Council would consider providing some additional funds to help finish the project. S Ramus advised that the Memorial Hall Trustees were establishing a working party to raise money for the project.

S Bartlett advised that he had been approached by a member of the public regarding funds for the church, no official application had been received. R Tippen explained that he had been working with the Memorial Hall Committee on the sourcing a mower and together they were proposing the purchase a mower which costed £9,000 plus VAT. The total cost would be around £800 over the grant approved and the Memorial Hall Trustees had agreed to fund the additional cost. It was proposed by R Tippen, seconded by S Bartlett and RESOLVED by a unanimous vote to transfer of £10,000 from S106 funds to the Memorial Hall Trustees to support the purchase of the Ernest Doe Highway 3 Triple Cylinder Mower. The Clerk agreed to approach the Memorial Hall treasurer to establish the correct bank account information as a matter of urgency to ensure the mower could be secured.

ACTION: CLERK

F16-17/43 To discuss village maintenance costs – The Clerk advised that the CGM had provided a quotation to complete work on the Parish Cemetery, but costs for the village maintenance during 2017-2018 had not been received. S Bartlett agreed to contact CGM and arrange for them to provide a combined quotation for approval at the next meeting.

ACTION: S BARTLETT

F16-17/44 To review Parish Cemetery fees, rules and regulations – S Bartlett asked whether plots could be reserved and S Ramus confirmed this was currently not possible. The Clerk presented the rules, regulations and fees from Fulbourn Parish Council and Melbourn Parish Council for comparison. The Clerk reported that she had received interest from a local funeral director. S Ramus felt the discussion needed to start on the memorial garden. All agreed that the fees should be reviewed by the Finance Committee at their next meeting.

ACTION: CLERK

F16-17/45 Date of next meeting – Thursday 19th October 2017

There being no further business the meeting closed at 10.11pm.

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