

Great Wilbraham Parish Council

Minutes of the Finance Committee Meeting of Great Wilbraham Parish Council Held Thursday 17th October 2019, 8.00pm at the Wilbrahams' Memorial Hall

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

F19-20/1 **To receive and approve apologies for absence** – None

F19-20/2 **Declarations of interest and dispensations**

(a) To receive declarations of interest from councillors 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

F19-20/3 **To sign and approve minutes** - Minutes of the Finance Committee meeting held on 10th May 2019 were proposed by R Tippen seconded by C Jackman and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman of the Finance Committee.

F19-20/4 **To acknowledge receipt of external auditor certificate and report 2018/2019** – The Clerk presented the signed and approved external auditor certificate. It had highlighted that risk management arrangements need to be considered by the full Council and not just the finance committee. The Clerk agreed to ensure this took place in 2019-2020.

ACTION: CLERK

F19-20/5 **To review 2019 – 2020 accounts and budget review** - R Tippen talked members through the figures to date. R Tippen advised that the second half of the precept had been received. He highlighted two significant items, £5,000 S106 contribution to the Wilbrahams' Memorial Hall Playground and the late receipt of the invoice from Cambridgeshire County Council for LHI initiative from 2016. R Tippen reported the Parish Council's finances were in good shape.

F19-20/6 **To discuss preparation of 2020 – 2021 budget** – The Clerk presented an up to date budget forecast. Figures were based on a 5% uplift on the previous year's budget. Members discussed line by line the proposed 2020-2021 figures on the budget document. Members adjusted these after taking into consideration forward projects and knowledge gained in the year. The Clerk agreed to circulate the finalised budget document to the full Council in preparation for the precept to be agreed at the November meeting.

ACTION: CLERK

F19-20/7 **To consider expenditure applications** – None received.

F19-20/8 **To review GWPC Financial Regulations October 2019** – The Clerk presented the GWPC Financial Regulations which had be updated in line with NALC July 2019 Guidance. Members agreed to recommend the regulations to the full Council for approval.

ACTION: CLERK

F19-20/9 **To review GWPC assets and parish land deeds** – The Clerk presented the land registry schedule

for members to review. R Tippen advised that the deed documents were in order, but land rent agreements needed to be reviewed and reissued.

ACTION: R TIPPEN/CLERK

F19-20/10 To discuss changes to streetlight energy providers – The Clerk advised that she was still chasing the unmetered supply certificate from UK Networks, which meant she was unable to provide new quotations. The Clerk presented feedback from other Parish Councils and reported her preferred option is to use Total Gas & Power which would be contracted through a framework agreement available to Parish Councils. The Clerk agreed to report back once quotations had been received.

ACTION: CLERK

F19-20/11 To discuss village maintenance costs – The Clerk presented a schedule of outstanding CGM invoices. S Bartlett advised that he would be speaking to CGM and agreeing final payment. He reported that the Clerk would be obtaining three quotations for village maintenance for members to consider at the January meeting. CGM had requested that a three-year contract be signed moving forward.

ACTION: CLERK

F19-20/12 To review GWPC calendar – The Clerk confirmed the calendar was up to date, but she was working on a new version to include contact information and village maintenance tasks.

ACTION: CLERK

F19-20/13 Date of next meeting – 6th February 2020 – 8.00pm

There being no further business the meeting closed at 9.44pm.