

Great Wilbraham Parish Council

Minutes of the Finance Committee Meeting of Great Wilbraham Parish Council

Held Thursday 18th February 2021, 8.00pm via video conference

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

F20-21/15 To receive and approve apologies for absence – None

F20-21/16 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

F20-21/17 To sign and approve minutes Minutes of the Finance Committee meeting held on 22nd October 2020 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.

F20-21/18 To review 2020 – 2021 accounts and budget review – R Tippen talked the committee through the figures which reported a small surplus at the end of the year of £131. However, this included £10,000 towards the local highway initiative, which would not be paid by the financial year end. The Parish Council finances are healthy with some savings being made in the administration costs and not as much money as planned spent on grants. The figures included £1800 approved for work to village trees. The surplus will be higher than forecasted in 2020-2021, however, with the LHI provision replicated in the 2021-2022 budget the projected deficit is increased to £10,435.

F20-21/19 To consider expenditure applications – The clerk advised no applications had been received. The clerk requested that the system used to store Parish Council electronic documents be upgraded. Members supported the request at a cost of £96. R Tippen advised that the Wellbrahams would be approaching the Parish Council for funding to support a village litter pick. S Bartlett reported that CCC highways team were supportive of this type of initiative and would provide equipment.

ACTION: CLERK

F20-21/20 To discuss village / cemetery maps and village maintenance – S Bartlett proposed that due to the current restrictions the Parish Council commission CGM for the grass and verge cutting for one more year. S Ramus proposed an alternative company to approach for a competitive quote. S Bartlett agreed to meet with the new supplier and confirm what work is needed. The clerk presented a quotation to finalise the design and draw the Parish Cemetery layout. S Bartlett agreed to meet with the company to discuss the proposal in more detail. All agreed a village map to include Parish trees, boundaries, land ownership and assets would be of benefit. C Jackman agreed to liaise with nearby residents regarding the management of the bollard in Toft Way.

ACTION: S BARTLETT/C JACKMAN

F20-21/21 To discuss energy provider OPUS invoice account – The clerk circulated an analysis of the OPUS

account. The clerk reported that the rate and usage charged were still not quite right but were more inline than when the account started. OPUS is refunding the over payment taken by DD. The clerk advised that the invoices will be included on the March agenda for approval.

ACTION: CLERK

F20-21/22 To review GWPC risk strategy – The clerk presented the risk strategy and assessment. R Tippen raised the tree strategy. Members agreed that the village map discussed earlier in the meeting would be key in formalising this strategy. S Bartlett reported that he had visually inspected village trees, work had been commissioned to improve some minor areas of concern. S Bartlett would contact the owner of a large boundary tree. Members agreed to recommend these documents for approval by the full council at the March meeting subject some minor amendments.

ACTION: CLERK

F20-21/23 To review GWPC assets and parish lands – The clerk had circulated the draft parish asset report. R Tippen offered support with the final inspections needed. The clerk agreed to submit the final report to the March meeting to agree any remedial work.

ACTION: CLERK

F20-21/24 To review Parish Cemetery rules, regulations, and fees – All agreed to recommend all documents for approval at the March meeting with no changes.

ACTION: CLERK

F20-21/25 To confirm arrangements for internal auditor – The committee agreed to appoint the internal auditor Canalbs Ltd who performed the internal audit 2019-2020 for the audit 2020-2021.

ACTION: CLERK

F20-21/26 To review GWPC calendar – The Clerk circulated a proposed action plan to replace the Financial Calendar. S Bartlett raised his concern that the level of detail included diluted the focus on the Parish Council financial commitment. The clerk proposed to circulate the complete action plan for members to amend and then separate the financial aspects.

F20-21/27 Date of next meeting – Thursday 6th May – 8.00pm.

There being no further business the meeting closed at 9.06pm.