

WATERBEACH PARISH COUNCIL

Minutes of a meeting of the **Finance Committee** of Waterbeach Parish Council held on 23rd October 2012 at 7.30 p.m. at the New Pavilion, Cambridge Road, Waterbeach.

PRESENT

Councillor M Williamson, Chairman
Councillor B J Bull, Vice Chair
Councillors N Kay, P Johnson,

Minute taker, C Howlett

APOLOGIES

Apologies for absence were received on behalf of Councillors K Grant, J Rabbett, A Lloyd

9/12 MINUTES

The minutes of the meeting of the Committee held on 24th July 2012 were signed as a correct record by the Chairman.

10/12 MEMBERS INTERESTS

No declarations of interest were made in respect of items appearing on the agenda.

11/12 FINANCIAL MONITORING

The Committee considered a summary of income and expenditure. See below for an overview by Cllr M Williamson.:

Expenditure:

- Office costs were larger than anticipated £6,051 as this sum included last year's election costs; this had now been removed.
- Salaries and wages, the main variable was Clive Rabbett; this was 3% out.
- Office costs, £850 had been spent on a new photocopier
- No expenditure under training.
- Cemeteries were underspent as tree maintenance still had to be undertaken.
- Recreation ground was slightly overspent, in particular maintenance of the bowls green and catching up on other outstanding maintenance issues.
- Administration, with regard to insurances, it was advised that the council is awaiting an invoice from Suffolk ACRE, but confirmed that the council was covered.
- Rates repayment still to be made.
- A new telephone was still to be installed in the new office.
- The cost of the external audit had been high. The invoice had been received from Moore Stephens but the council was still awaiting the invoice from Heelis & Lodge.
- Vehicles & equipment was high, this was due to mainly servicing and repairs and spares. The sum of £2,064 includes the guarantee for the mower.

- Expenditure on fuel was high due to adverse weather conditions and the need for more frequent mowing.
- Contingency was high
- Tillage Hall, external lighting and retention payment was £12,843.

Income:

- There had been very little additional income received.
- Confirmed that all the sports clubs had now paid their fees.
- The final grant of £4,000 had been received from South Cambridgeshire District Council.

Councillor M Williamson advised that it had been decided not to undertake the analysis of budget headings until the new clerk was in post.

RESOLVED

Councillors M Williamson, B Bull, and Jane Horsnell the new Clerk would undertake the analysis of budget headings; a report to be submitted at the next committee meeting.

RESOLVED

It was agreed that warranty on new equipment £500 be moved to capital. The sum of £197 should be moved to small equipment purchases. The printer expenditure should be moved from office costs to office equipment.

Cllr M Williamson advised that refurbishments of the new office, bowls pavilion and the new pavilion would be approximately £50,000. The sum of £25,000 would be met from reserves which had been allocated specifically for this purpose. Cllr Williamson proposed that the additional £25,000 should be borrowed over 10 years at a favourable rate of interest.

RESOLVED

The finance committee agreed that Cllr M Williamson would put together a report to take to the full council meeting in November. It would recommend that finance committee had proposed that £25,000 of reserves should be allocated to the refurbishments and the council should borrow the additional £25,000.

12/12 BANK RECONCILIATION

The Committee received the bank reconciliation statements for the first two quarters of the current financial year. These showed closing balances in the business saver account of £185,995.18, the section 106 account of £50,498.31 and the Cambridge Building Society Account £50,0000.

RESOLVED

Cllr M Williamson recommended that £25,000 should be transferred to Cambridge Building society or another more favourable institution.

13/12 EXTERNAL AUDITOR'S REPORT

The external Auditor's report was presented to councillors at the meeting. Attention had been drawn to the issue that the council '*has not reviewed its standing orders since 2008*'. It recommended that a regular review should take place to ensure that they are up to date and appropriate for a council the size of Waterbeach. The report further concluded that the council '*had not undertaken a review of risks during the year*'. The recommendation was

therefore made to review risk assessments. Cllr M Williamson advised that the requirement of a quality council is to have an unqualified audit report and therefore the issues highlighted by the auditors would need attention.

14/12 BUILING REINSTATEMENT COSTS

The finance committee reviewed the ‘Building Reinstatement costs assessment for Insurance Purposes’ for the following properties: The Village Hall; The New Groundsman Store; The Old Groundsman Store; The Bowls Pavilion; Recreation Bus Shelter; Jubilee Shelter Village Green; Barrack Bus Shelter; The New Pavilion; The Old Pavilion and The Cemetery Lych-gate. The committee considered all values, detailed.

RESOLVED

The finance committee agreed that that the council should pay the insurances based on the recommended amount and all insurances to be amended accordingly.

15/12 FEES FOR SPORTS CLUBS

A report by the Clerk on ‘fees for Sports Clubs’ were reviewed by Cllrs at the meeting. It highlighted several issues. There were no contracts in existence between any of the clubs using Waterbeach Parish Council (WPC) facilities. It was unclear how many teams were actually using the pitches. It recommended a change in the way annual fees were collected and the level of fees should possibly be changed to take into account the ability of individual clubs to pay. It was felt that change was needed in order to regulate the use of facilities by the various clubs.

Cllrs discussed the report and agreed that Cambourne Parish Council could be approached to see what system they had in place for using the council’s facilities; they could be used as a preferred model if appropriate. It was advised that the method of payment agreed for the sports clubs using WPC facilities would be in place by the 1st April 2013.

RESOLVED

It was agreed that when the work to be carried out in pavilion was finished, new Contracts/Service Level Agreements would be issued. Cllr N Kay & Cllr B Bull to put together a proposal providing recommendations for the way forward with regard to the use by sports clubs of the WPC facilities

16/12 PETTY CASH

A report by the Clerk on the ‘Petty Cash’ was put forward to the finance committee for consideration. It was proposed that a petty cash system would be put in place with a float of £50.00 for use by the Clerk & Assistant Clerk. The float would be used for posting of larger items and the purchase of small consumables such as milk etc. A petty cash book and accounting system would be set up and maintained for inspection and audit.

RESOLVED

The setting up of the petty cash account was agreed; the accounts will need to be included in the annual audit.

There being no further business, the meeting was declared closed at 8.35 p.m.

Chairman

UNAPPROVED