

## WATERBEACH PARISH COUNCIL

Minutes of the Finance Committee held virtually via Zoom on Tuesday 2 December 2020

### **THOSE PRESENT / APOLOGIES FOR ABSENCE**

**Present:** Cllrs Gilzean, Rabbett, B Williams, M Williamson

**Apologies:** Cllrs Bull, Grant, B Johnson, P Johnson,

**Also in attendance:** S Mason, Clerk, S Thompson, Finance Officer

### **20/10 OPEN FORUM**

A resident wished to make two points

- i) to ask if the Parish Council had received income from the Beach Social Club since 2013, and also from the Tillage Hall
- ii) to ask that the Council was mindful of Best Value requirements in its grounds maintenance operations.

### **20/11 MINUTES**

The minutes of the Finance Committee meeting held on 28 July 2020 were **AGREED** and will be signed as a true record.

**Proposed Cllr Rabbett Seconded Cllr B Williams In favour 3 Abstention 1**

### **20/12 MEMBERS' INTERESTS**

None declared

### **20/13 REVIEW OF SECOND QUARTER FINANCIAL YEAR FIGURES**

The Committee reviewed the figures and the following actions were identified:

- S106 interest to be accounted for in cost centre 10054 – cost centre 4002 is a suplicate heading and should not be used.
- 10053 Grants – Covid Community Fund – add a £5,000 budget to this heading
- Clerk to try and expedite invoice from CCC for the painting of bus bay markings
- Expenditure on library equipment needed to be accounted for from the S106 cost centre
- The trade in sum for the New Holland tractor should remain the Machinery Cost Centre if that was where the original purchase was made from. The Clerk was asked to investigate this further.

### **20/14 S106 FUNDING MONITORING**

The meeting noted that a more comprehensive S106 review is in preparation and will be presented once complete. The Clerk was also asked to check the requirements regarding any restrictions on using the S106 interest monies.

### **20/15 BUDGET PLANNING**

The following projects were suggested for inclusion in the draft FY2021-2022 budget considerations:

Upgrade to the cemetery access road (NB a number of cemetery maintenance works had previously been identified and would need to be carried over if not undertaken in the current financial year)

New WPC website

Exterior painting of the Parish office

Production of a village map showing new developments off Bannold Road

Floodlighting of the tennis court

Undertaking renovations to the patches of land outside the 1-Stop and the Chinese takeaway

#### **20/16 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2019/2020**

The meeting noted that the audit was now complete following the return of Section 3 (external audit confirmation) where no issues had been identified. This had also been reported to full Council.

#### **20/17 INTERNAL AUDIT ARRANGEMENTS**

i) The internal audit report for FY2019-2020 was reviewed and it was noted these changes had been implemented in line with its recommendations:

- Any late arriving invoices not showing on the schedule presented needed to be appropriately recorded in the minutes when agreed
- Declarations of interest should explain the reason for the declaration

ii) It was **AGREED** to recommend that LGS Services be engaged to conduct internal audit for FY 2020-2021.

**Proposed Cllr B Williams Seconded Cllr Rabbett Unanimous**

#### **20/18 REVIEW OF SPORTS CLUB FEES**

Owing to the prevailing Covid-19 uncertainties it was **AGREED** to recommend to Council that fees were held at the current level at the present time.

**Proposed Cllr B Williams Seconded Cllr Rabbett Unanimous**

The meeting closed at 8.50pm.

**SIGNED.....DATE.....**