

## WATERBEACH PARISH COUNCIL

Minutes of the **Finance Committee held on Wednesday 21 April 2021 via Zoom**

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

**Present:** Cllrs Bull, Gilzean, Grant, P Johnson, Rabbett, B Williams, M Williamson

**Apologies:** Cllr B Johnson

**Also in attendance:** S Mason (Clerk/RFO), S Thompson (Finance Officer)

### **20/24 OPEN FORUM**

No members of the public wished to speak.

### **20/25 MINUTES**

The minutes of the Finance Committee meeting held on 13 January 2021 were agreed as a true record, subject to an addition to record that the Finance Officer was also in attendance.

**Proposed: Cllr Bull Seconded: Cllr Rabbett In favour: 6 Abstention: 1**

### **20/26 MEMBERS' INTERESTS**

None declared.

### **20/27 ANNUAL SPORTS CLUB FEES**

The Committee had received a paper in the light of the unique circumstances last year where clubs paying annual fees had been unable to operate during the Covid-19 pandemic lockdowns. Mindful that WPC had received a business support grant from SCDC to mitigate losses caused by the pandemic, it was **AGREED** to waive the annual fees for the bowls club for the season 2020, and the Colts juniors for the 2020-2021 football season.

**Proposed: Cllr Rabbett Seconded: Cllr Bull Unanimous**

### **20/28 END OF YEAR ACCOUNTS FY2020/2021**

Working papers had been circulated to the Committee and were reviewed. In order to improve business resilience and continuity in the future, the Finance Officer had spent a considerable amount of time liaising with Scribe to ensure that WPC could start using the year-end functionalities within its accounting package to produce the figures. For the first year some transitional issues meant that the figures were presented differently than in previous years. In particular

- On the I/E account sheet a sum of £9,990.77 is described as restated. This is the adjustment required in Scribe and comprises a reversal of the previous (FY19-20) year end accrual figure (£11,144 outstanding bills) minus prepayments (£1,153.23).
- On the year adjustments sheet - the table headings are generated by Scribe – but Committee noted that the more detailed explanation for the following line entries under the heading Outstanding bills received:
  - the two line entries on the car park were potential liabilities pending the settlement of the the final account to the contractor who carried out the works

- the line entry on bus bay markings was an assumption that an invoice with no description related to this – confirmation had been sought from CCC and the invoice will not be paid until this is received.

The following issues were also raised:

- On the I/E sheet - WPC continues to hold an incoming invoice for the Chapel Street pedestrian crossing having previously resolved not to approve the invoice owing to continuing concerns about its compliance with DDA legislation which have yet to be addressed (ref 19/127).
- On the Grant and Donations Sheet – the amount of £258.54 referred to three reimbursements totalling £238.56 made to members of the Waterbeach Covid-19 Mutual Aid group for emergency PPE supplies sourced during the Spring 2020 national shortages plus a one-off reimbursement to Cllr Bull who sourced hand sanitiser for WPC officers at work (£19.98). The sheet will be amended to reflect this.

With the Finance Committee having reviewed the figures, Cllr M Williamson will use the figures to make a presentation to the forthcoming Annual Parish Meeting on the draft accounts. The Committee noted that the Clerk/RFO and Finance Officer will now use these to prepare the Annual Governance and Accountability return which will be submitted to Council for its formal approval before the end June deadline.

#### **20/29 INSURANCE COVER**

The Committee reviewed the three incoming quotes and **AGREED** to recommend to full Council that cover was arranged through Supplier A. The Finance Officer had been asked if volunteers were covered and replied that they were, on the understanding that the Council was responsible for training and risk assessment issues.

**Proposed: Cllr Grant Seconded: Cllr Gilzean Unanimous**

#### **20/30 BOWLS PAVILION COSTINGS**

A review of the figures was inconclusive but the Committee **AGREED** the following next steps:

- The Clerk to pull together information on how much S106 money has been specifically allocated for the project in the S106 agreements in order to identify the how much additional unallocated S106 funding is needed.
- To use the Contracts Finder has an Expressions of Interest facility as a way to gather more evidence on likely cost, with EoIs based on the drawing with the larger footprint than the design currently approved by Council and submitted on the planning application.
- The outcome of both these steps to then be presented to Council for decision on the way forward within a wider discussion on S106 funding and competing demands.

**Proposed: Cllr Rabbett Seconded' Cllr Bull. Unanimous**

The meeting closed at 8.20pm