

Waterbeach Parish Council

Minutes of the Waterbeach Finance Committee held on Tuesday 29th
November 2022 at 7:00pm in the Old Pavilion, Recreation Ground, Waterbeach

Attendees: Cllr M Williamson (Chairman), Cllr J Williams, Cllr K Grant, Cllr D Smart,
Cllr C Rabett (arrived at 7.03pm)

In attendance: Libby White BEM (Locum Clerk)
2 members of the public

Apologies for Absence: None received

22/05 Open Forum

Resident noted that S106 £170k earmarked for Bowls Club Pavilion several years ago and that there has not been any updates or meetings of the S106 Committee since March of 2022.

22/06 Members Interests

None.

22/07 Minutes of Last Meeting

It was **proposed** by Cllr Rabett, seconded by Cllr Williamson and **RESOLVED** that the minutes of the meeting held on 5th October 2021 were approved as a true record and to be signed by the Chairman. **3 in favour, 2 abstentions**

22/08 Progress Report on Budget

The Chairman presented the budget for the year to date to members for consideration. Many areas were considered in detail. It was requested that some clarification about the significant costs for legal and professional fees be requested including where was this approved by council. It was noted that meeting costs from using the Chapel are higher than expected and should have come out of the Covid grant. Following dealings with insurance companies during 2022, it was recommended to have an item in the January meeting to look at the council's insurance. It was agreed that the Financial Risk Assessment is due for review and this is to be brought to a future meeting.

Following a brief discussion about cemetery costs, it was noted that the council needs to fully understand the responsibility for the Cemetery Access road as it is understood it is the property of Urban and Civic. Councillors would like to understand liability of using the road and maintenance. It was also requested to look at the well outside the lychgate.

In order to detail expenditure better, a new cost code to be created, separating the new security for the machinery store from the machinery store maintenance code. The Locum Clerk expressed her concern with the Scribe software in that figures can be changed without any scrutiny i.e. no journals to move incorrectly allocated money.

Cllrs asked that clarification be sought from the Clerk to understand if the Old Pavilion roof has been repaired, if so how was it paid and was there an insurance claim. In addition the same questions apply to the repairs on the new pavilion roof. What repairs have actually been undertaken?

Finally it was noted that there needs to be some work to tidy up the personnel costs as they are not clearly showing salary costs, NI and pension payments.

22/09 Chittering Play Area

Following a general discussion about the Chittering Play Area refurbishment, the cost to the parish council was considered at length. It was agreed that a resolution to move ahead with the work to be undertaken needed to be on the agenda for the December meeting. The proposal must include pictures/illustrations of the proposed equipment, full costings, timescales, etc. to enable the council to formally resolve to spend the money.

22/10 Asset Register

The Chairman noted that the Scribe accounting software should be used for maintaining the Asset Register moving away from it being held on a spreadsheet. He noted that the register is correct as a 31st March 2022. Though there is much of the assets on Scribe, it needs to be set up to show individual items such as each piece of playground equipment rather than a general term 'playground'.

22/11 S106 Funding

The Locum Clerk briefly updated Cllrs on the limited work undertaken on the S106 spreadsheet. It was noted that it had not been updated since November 2021. It was also noted that many descriptions were similar but slightly different but she is confident that in some cases these may be able to be put together to provide a concise reason for expenditure. She will speak with the S106 Officer at South Cambs.

22/12 2023/24 Budget Preparation

The Locum Clerk noted that she had started preparing a budget for the 2023/24 year. She had been listening to the discussions during the meeting and adjusting where necessary. The Chairman explained where they would like to be with the precept and the Locum Clerk will provide a draft budget for their forthcoming meeting.

The meeting closed at 9:15pm

Signed:
Chairman

Dated: