

DRAFT MINUTES – SUBJECT TO REVISION AT THRE NEXT MEETING

Minutes of the Finance Committee meeting of Waterbeach Parish Council held on Tuesday, 29th April, 2008 at 7.30 p.m. in the New Pavilion, Cambridge Road.

Present: Mr. W. Grant; Mrs. C. Smith; Mrs. J. Williamson (Chairman); Mr. M. Williamson.

1. **Declaration of Interests:**

f08.1 There were no declarations of interest

2. **Apologies:**

f08.2 Mr. A. Ball; Dr. C. Grant; Mr. M. Leeke

3. **To approve the Minutes of the meeting held on 22nd January, 2008.**

f08.3 Mrs. C. Smith proposed, seconded by Mr. Williamson and agreed that the Minutes be approved and signed.

4. **Clerk's report and matters arising from the Minutes of the meeting held on 22nd January, 2008**

f08.4 Mrs. Williamson had examined the cash analysis books and the bank statements against the bank reconciliation

5. **To review the 2007/2008 financial year to date**

Actual income and expenditure 1st January to 31st March 2008

f08.5.1 Youth club rent – it was agreed that there should be a ceremonial handing over of the peppercorn rent.

f08.5.2 £574 was moved from cemetery/village green light to street lights.

f08.5.3 It was agreed that the Clerk's suggestion to provide a comparison of budget against adjusted year end figures would be beneficial.

Bank reconciliation to 31st March, 2008

f08.5.3 Mrs. Williamson would examine the records

6. **To review systems of control and whether they are effective - papers to be circulated:**

f08.6.1 It was agreed that:

- ✓ the quarterly budget review figures provided were an adequate check on the overall financial progress during the year
- ✓ the involvement of a member of the Council in checking the bank reconciliation should be supplemented by that member initialling the quarterly totals
- ✓ those signing cheques should be reminded that they should verify the payments against the invoices

7. **To review Financial Risk Assessments:**

f08.7.1 Safe storage of data – digital storage of data will be through the BT broadband connection once this has been installed at the end of May. The Council member responsible for checking the quarterly bank reconciliation would photocopy the cash book quarters and retain.

f08.7.1 Fidelity Guarantee insurance (renew date 1 June) – the Clerk is obtaining a quote from S-Tech. A duplicate of statutory insurance premium is currently being paid as the Fidelity Guarantee insurance is not dealt with by S-Tech. The level of Fidelity Guarantee insurance would be reviewed and increased if necessary

8. **2007/2008 Annual Return:**

f08.8.1 The figures for the Annual Return are almost complete and will be presented at the May meeting of the Council

9. **Implications of additional recreation area:**

f08.9.1 The area of land, approximately 15 acres, is being advertised for letting. The Clerk had had preliminary discussions with the owner. It was agreed that as the Clerk is on holiday Mrs. Williamson would make further contact before the May meeting to ascertain the terms on which the land could be leased or purchased

10. Up date on grant application and next step in provision of cricket nets and 5-aside/basketball fencing:

f08.10.1 Jane Lampshire, SCDC, has no problems with the application submitted and expects that a response can be given in the next week. Chris Nelson, Colts Cricket, and Mr. Grant will be contacted as soon as information is received in order that there is no further delay in the provision of the cricket nets.

11. Correspondence:

f08.11.1 Caroline Ward, Waterbeach School Pool Appeal – request for contribution. CPALC had advised that in making any decision on giving a grant the Council would need to know the use of the pool

f08.11.2 Adrian Wright, residents of Lode Avenue – funding for yellow lines in Lode Avenue. It was agreed that more support from individual residents was needed before consideration could be given to the request.

12. Next meeting:

f08.12.1 Date of next meeting: 20th May, 2008

f08.12.2 Items for next agenda:

Asset Register – investigate Everything I Own software

The meeting ended at 9.50 p.m.

Chairman Date