

Minutes of the Finance Committee meeting of Waterbeach Parish Council held on Tuesday, 22nd July, 2008 at 7.30 .m. in the New Pavilion.

Present: Mr. A. Ball; Mr W. Grant (Chairman); Mr. M. Leeke; Mrs. C. Smith.

In attendance: Dr C. Grant; Mr. P Johnson; the Clerk

f08.21 **Declarations of Interest:** there were none

f08.22 **Apologies:** Mrs J Cornwell; Mrs J Williamson; Mr M Williamson

f08.23 **To approve the Minutes of the meeting held on 20th May, 2008**

Mrs Smith proposed. Seconded by Mr Leeke and agreed that the Minutes be signed.

f08.24 **Clerk's report and matters arising from the Minutes of the meeting on 20th May:**

f08.24.1 **Groundsman's shed** – estimates are being sought

f08.24.2 **Community/youth building** –

The plans are adequate for a design and build

Dr. Grant declared an interest as the gentleman being her tenant and recommended that the Council consider engaging Mr Hillsden for the appropriate part of the contract

It was agreed that a Task Group should be set up to take the project forward. Mr. Ball agreed to prepare a Governance Structure statement for approval at the August monthly meeting.

f08.24.3 **Skateboard/5aside fencing** –

The Clerk and Mrs. Williamson had met with the representative from Zaun Fencing who will prepare an estimate for consideration at the August meeting. It was agreed that if there is a shortfall in funding SCDC should be approached for additional grant in order that the project can be completed.

f08.24.4 **Internal audit** – the report had not been received as yet

f08.25 **To review the 2008/2009 financial year to date:**

f08.25.1 **Actual income and expenditure 1st April to 30th June 2008**

Tree maintenance – it was noted that an overspend of £730 had been. It was agreed that some of the work had been carried out for health and safety reason.

It was agreed that the Clerk should establish who is responsible for the trees donated by CCC and planted by the Parish Council. It was noted that there is a dead tree in the Car Dyke Road verge. Mr Faunch would be asked to remove

Recreation maintenance – includes £1284 for the brush wall, agreed out of 2007/08 budget.

Administration, postage and phone – £1102 of the spend should be re-allocated to miscellaneous – legislative as it is legal fees.

f08.25.2 **Bank reconciliation to 30th June, 2008**

Mr. Grant would examine the records

f08.26 **To consider further systems of control and whether they would be effective:**

It was agreed that those signing the cheques should write the cheque number on the invoices which the cheque is paying.

f08.27 **To review capital project plan:**

It was agreed that one estimate for each of the projects identified as short term projects be obtained in order that the Council could decide whether or not to proceed.

f08.28 **To consider purchase of asset register software:**

Mr. Ball proposed, seconded by Mr. Leeke and agreed that the Everything I Own software be purchased. Consideration would be given to the council obtaining a credit card in order that the Council did not have to rely on the use of the Clerk's credit card.

f08.29 **To consider the correspondence from the Waterbeach Wanderers:**

Consideration was given to the financial situation of Waterbeach Wanderers Football Club. Mr. Ball proposed, seconded Mrs Smith and agreed that a surcharge of £5 per match be made to address the situation. It was also agreed that it be suggested that the Club approach the CAB. The Club should keep the Council informed of progress they

make in reclaiming funds.

f08.30 **To consider fees charged to football club and charging arrangements:**

It had been agreed at the Recreation Facilities Committee held on 10th June that the fees charged for football matches would be investigated further and considered. The information provided, of fees charged to other clubs, by Waterbeach Football Club and the Clerk along with the costs of facility provision were considered. It was agreed that the ratepayers of the parish can not subsidise the fees to the clubs any more. It was agreed that fees will continue to be increased in line with the increase to the precept and that fees were for a match and one training session.

It was also agreed that, to enable the pitches to recover and the necessary maintenance to be carried out in the summer no football matches will be allowed before 1st August and after 1st May.

It was agreed that all management of the recreation be delegated to the manager of the recreation facilities.

f08.31 **To consider financial implications of rent increase for use of Community Centre.**

Mrs. Wright and Sara Noel, chair and vice-chair of Waterbeach School governors, had been invited to attend to discuss the proposal to increase the rent. It was agreed that the governors of the school and WILL, users of the community centre need to agree terms of reference for an agreement. It was agreed that representatives from WILL would prepare these for the beginning of September for consideration by the governors on the return to school term. It was agreed that the terms should include a stronger link with the school, more accurate hours of usage and the condition of exclusive use during opening hours of the Library Access Point and agreed rent increases

WILL will need to look carefully at the viability of the use of the Community Centre for the LAP provision in the event of rent increases and consider the alternatives which may be available.

It was agreed that WILL will nominate a library link to liaise with the school

f08.32 **To approve additional work to the cemetery wall:**

Following the July meeting a site meeting had been held to examine the areas of wall identified by Flanders Brother as being unsafe. To carry out the additional work with replacement bricks from Cambridge Brick and Tile Co. would cost £2200.25 + VAT and with replacement bricks from BEA Building Products £2489.50 + VAT. Mr. Ball agreed, seconded by Mr Leeke and agreed that replacement bricks from Cambridge Brick and Tile Co be used.

It was agreed that Clerk would obtain plans from Land Registry for the properties in Providence Way adjoining the cemetery

f08.33 **Next Meeting:**

Date : 14th October, 2008

Items for agenda:

2009/2010 budgets.

The meeting ended at 9.40 p.m.

Chairman Date