

Minutes of the meeting of the Finance Committee of Waterbeach Parish Council held on Tuesday, 28<sup>th</sup> July, 2009 at 7.30 p.m. in the New Pavilion, Cambridge Road.

**Present:** Mr. A. Ball (Chairman); Mrs. J. Cornwell; Dr. C. Grant; Mr. M. Leeke; Mrs. C. Smith.

**f.09.17 Declarations of Interest for items on the agenda**

None

**f.09.18 Apologies**

Mrs. J. Williamson; Mr. M. Williamson

**f.09.19 To approve the Minutes of the meeting held on 17<sup>th</sup> February, 2009**

Mrs. Smith proposed, seconded by Mr. Leeke and agreed that the Minutes be approved.

**f.09.20 To approve the Minutes of the meeting held on 30<sup>th</sup> April, 2009**

It was agreed that as there was not two people present who had attended the meeting the approval of them would be left until the next meeting

**f.09.21 To approve the Minutes of the meeting held on 19<sup>th</sup> May, 2009**

Mrs. Cornwell proposed, seconded by Mr. Leeke and agreed that the Minutes be approved.

**f.09.22 Clerk's report and matters arising from the Minutes**

None

**f.09.23 To review actual income and expenditure for period 1<sup>st</sup> April to 30<sup>th</sup> June, 2009**

It was noted that the budget for tree maintenance had mostly been spent. Tree work to an ash on the recreation has been requested and it has been agreed that additional hedge plants are purchased in the autumn.

It was noted that no budget for repaying the loan for the shed had been made as it had not been agreed at the time of budgeting that a loan would be taken out. It was agreed £3500 be vired from the allocation for groundsman's shed to the budget for loan(shed) repayment.

It was noted that there is an overspend on vehicle repairs and service.

Dr. Grant declared a personal interest as having a business agreement with the clerk in any matters relating to the clerk's salary.

There had not been a budget figure for employment of an assistant clerk. As an acting clerk had been employed during the clerk's sick leave and an assistant clerk may soon be appointed it was agreed that £3000 be vired to the budget for an assistant clerk from the employment allocation

**f.09.24 To review bank reconciliation for 1<sup>st</sup> April to 30<sup>th</sup> June, 2009**

Mr. Ball agreed to examine the bank reconciliation, bank statements and analysis books.

**f.09.25 To consider Investment Policy**

Mr. Leeke proposed, seconded by Mrs. Smith and agreed that the Investment Strategy as presented with minor changes to 3.1 be recommended to the Council for adoption.

**f.09.26 To review allocations of reserves**

It was agreed that the allocations, budget and expenditure identified at inspections should be reviewed in line

It was agreed that the cricket net and basketball allocations be combined

Estimates for the necessary work on the flat roof of the old pavilion should be sought by the clerk and the expense taken from either the recreation maintenance budget or the long term building maintenance allocation.

It was agreed that a review of the capital projects and the allocations associated with them should be made at the next meeting

**f.09.27 To discuss creation of a long term financial plan**

Mr. Ball agreed to prepare a document on the long term financial planning of the Council. Consideration would be given to what extent the Council provide free, subsidised and charged for services. The input from the community to providing services should be included, and the capital and commuted sums expected from planning consents and the wider open space provision that could be provided with such income.

The clerk would obtain information regarding level of precept for the twenty five equivalent size wards for the passed three years.

**f.09.28 Tillage Hall – the community/youth building**

**a. To consider funding, grant applications and loans**

It was noted that the funding already secured (£415k) has exceeded the pre-tender estimated building cost excluding heating (£350 - 400k), WREN grants have recently been well below the maximum allowed (£50k) and that the timing of the next WREN awards would require a delay to the project unless decoupled from the main build. Dr. Grant proposed, seconded by Mr. Leeke and agreed that the WREN application be submitted for Phase 2 of the project (landscaping, lighting and route to the centre of the village from the car park). It was agreed that it be **recommended** to the Council that they approve seeking a loan up to £50,000 for ten years should it be necessary.

**b. To consider appointment of CDM co-ordinator**

Estimates had been received from AFP Construction Consultants £1400 (0.35% of £400k); CDM Contract Services £2750; AJB Consulting Engineers £3485. It was agreed that it be **recommended** to Council that Kevin King be consulted on the services each provided and the cheapest CDM co-ordinator be appointed.

**f.09.29 To consider payment of expenses claimed by councillors**

Mrs. Smith proposed, seconded by Mr. Leeke and agreed that councillors can claim one ream of paper a year.

**f.09.30 To consider rent to be paid for office space**

Mrs. Smith proposed, seconded by Mr. Leeke and agreed that £60 per week from 1<sup>st</sup> April, 2009 be paid for the office space occupied by the clerk in Bannold Drove.

The meeting ended at 9.30 p.m.

Chairman ..... Date .....