

Minutes of the meeting of the Finance Committee of Waterbeach Parish Council held on Wednesday, 4th November, 2009 in the New Pavilion, Cambridge Road.

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

In attendance: the Clerk

f.09.31 Declarations of Interest for items on the agenda:

None

f.09.32 Apologies:

Mrs. J. Cornwell; Mrs. C. Smith; Mr M. Williamson

f.09.33 To approve the Minutes of the meeting held on 28th July, 2009

Mr Leeke proposed, seconded by Dr Grant and agreed that the Minutes be signed.

f.09.34 Clerk's report and matters arising

It was agreed that the estimate of £900 from Ben Hudson for work on the trees on the Green be accepted. The work to be carried out before Christmas

f.09.35 To review actual income and expenditure for period:

i. 1st July to 30th September, 2009

Trees – an estimate of work required before the year end would be provided by Dr Grant

Maintenance work on the recreation ground should be diarised to ensure that it is carried out

Staff expenses – line to added below training

Clerks' expenses to be deleted

Loans – information relating to loan to be included

f.09.36 To review bank reconciliation for 1st July to 30th September, 2009

It was noted that the figures reconciled with the bank. Mr Ball would verify the figures.

f.09.37 To review allocation of reserves:

Long term building maintenance allocation – allocation set up to accrue funds to maintain new pavilion. Should be considered as fund for all properties. Investigate cost etc. of the council having a survey of all properties to estimate long term deterioration and basis for increasing the allocation.

Old Pavilion and garage – consideration on future use to be on December agenda

Groundsman's shed - an account of the total cost of the work should be prepared taking into account any outstanding work to determine how loan monies had been used.

Cemetery wall – the allocation is insufficient for the repairs identified. Additional budget should be made.

Footpaths (rec/green) – it should be established if these are the responsibility of CCC before proceeding to upgrade to meet width requirements. Grant funding should be investigated.

Footpaths (cemetery) - it was considered that the paths should be upgraded.

Employment allocation – vired to clerk's salary (NALC/SLCC job evaluation outcome)

£6111 vired from unallocated reserves to clerk's salary and £3672 vired from unallocated reserves to clerk's NI/superannuation (NALC/SLCC job evaluation outcome)

The clerk/rfo advised that recommended level of general reserves is 50% but there are various interpretations of what the 50% is of. Allocated reserves are not included. The clerk was requested to establish a figure of full contractual sick pay for the highest paid employee plus the cost of acquiring services.

Village plan – completion of work and establishment of final cost to be finalised before budgets completed for precept.

Election expenses – establish cost of election

f.09.38 To consider estimates received for jobs/provision identified

A table of estimated cost for jobs identified at annual inspections had been circulated. It was agreed that the repairs to the bus shelter on the green, £390; the old fire engine house, £150; the play equipment on the gault, £90; the youth club portacabin roof, £420; doors to the lytchgate, £470; and flat roof of old pavilion, £1280 -£2280 depending on extent of repair needed should be carried out. All costs allocated as per table except for cost of flat roof to be allocated to long term maintenance reserve. It was agreed that the table would be amended to show when the works had been completed.

Councillors are minded to proceed with the work required on the lytchgate but agreed that an additional estimate should be obtained.

f.09.39 To discuss long term financial plan

The draft plan had been circulated and was considered. It was agreed that Mr Ball would continue to work on the plan, including figure for cost of voluntary work

f.09.40 Tillage Hall – the Community/youth building

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

f.09.41 To consider WILL draft business plan and Service Level Agreement between Cambs. County Council and Parish Council for library access point

Mrs Williamson declared a personal interest as a governor of the school which has an agreement for the use of space by WILL

A review meeting with David Allanach, CCC, is due. The business plan has not been completed as confirmation of rent charged by the school from April 2010 has not given as per the agreement. Once the Business Plan has been completed it is minded that the SLA should be signed. It was agreed that the current rent should be included in the business plan and that David Allanach asked to subsidise any increase charged by the school.

f.09.42 To consider Internal Auditor's recommendations

i. Ensure that all invoices are referenced with cheque numbers and date to payment to ensure clear audit trail. It was agreed that a date stamp should be purchased for stamping paid invoices, the clerk would write cheque numbers on invoices and councillors requested to ensure that they initial cheque stubs and invoices.

ii. Review Financial Regulations – to be circulated and reviewed at a later meeting of the Finance Committee

iii. Identify LGAs 137 expenditure in the cash book and end of year account. – already auctioned by clerk/rfo.

Meeting ended 9.20 p.m.

Chairman Date