

PAPWORTH EVERARD PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING

HELD ON WEDNESDAY 20TH MARCH 2013

AT THE PARISH COUNCIL OFFICE, UPPER PENDRILL COURT, ERMINE ST

At 7.30 pm

Present: Paul Phillips (Chairman) PP, Bob Baker (BB), Chris Meakin (CM), Chris Howlett (CH)

In attendance: Tess Rogers (clerk)

1. Apologies for absence
Bob Baker
2. Declarations of pecuniary interest
None
3. Acceptance of the minutes of the last meeting held on Wednesday 13th November 2012
It was resolved to accept the minutes as being a true record of the meeting.
4. Matters arising from the last meeting
 - 4.1 To consider when the next instalment of S106 funds will be due from the Summersfield development and any decision necessary regarding the funding of the village hall restoration project.
The S106 officer has recently visited the site and reported that 84 dwellings are now occupied. Her estimation is that the 100th dwelling should be occupied by the end of May. She will report back following her next visit to the site.
 - 4.2 To further discuss the provision of public conveniences to serve the playing area through the Summer period.
This issue is to be dealt with by the amenities committee.
 - 4.3 Clerk's report regarding VAT
The clerk reported that she had submitted the first VAT return since the council became VAT registered. After telephone communications with an officer from the VAT office and subsequent emails with the council's VAT consultant the repayment from the claim is being processed. However it has been advised that the council should opt to charge VAT on village hall bookings in order that there will be few queries raised on future returns. The clerk will work with the council's VAT consultant to this end.
5. Update on current financial position
The clerk had circulated a spreadsheet showing the current financial position, spend year to date against budget, and income received (attached to these minutes). She reported that she had not yet heard from the new external auditors, Littlejohn LLP, regarding the end of the 2012/13 financial year. However no other local clerks had either.
6. To review the S106 account.
The clerk had circulated a spreadsheet showing the movement within the S106 account held at the Santander bank (attached to these minutes). She explained that

she had drawn up a further cheque for signature to move further funds from the S106 account to the NatWest account due mainly to an error on a previous transfer where she had, in the main, transferred the VAT value of the invoices instead of the net value. The cheque was to cover the difference between the VAT and the net amounts.

7. Agreement required to recommend the writing off of an outstanding amount of £187.03 relating to unclaimable VAT prior to the 2012/13 accounts being produced. It was resolved to write off this amount.
8. To agree to retain our current internal auditor for the end of year accounts. It was resolved to retain Mr Michael Williams as the council's internal auditor.
9. To set a date to review the year end accounts, if necessary, before the next meeting. The clerk will notify the committee members when the year end accounts have been completed.
10. Date of next meeting
The next scheduled meeting will be held on the 5th June 2013.

Closure of meeting

The meeting was closed at 20.20

Signed:
Chairman

Date: