

PAPWORTH EVERARD PARISH COUNCIL

Papworth Village Hall, Ermine Street South, Papworth Everard, CB23 3RD

FINANCE COMMITTEE MEETING

Minutes of the Finance Committee Meeting held on Wednesday 7 December at 7.30pm in the Seminar Room at Papworth Village Hall

Present: Paul Phillips, Chairman, (PP), Pete Cruse (PC), Mark Honeywood (MLH), Chris Howlett (CH), Barry Hume (BH)

In attendance: Sarah Cruse (SLC), Clerk

01/12-16 To receive and approve apologies for absence
Paul Hicks

02/12-16 Declarations of Pecuniary and other Interests
None

03/12-16 To confirm and approve the minutes of previous meeting.
It was resolved to approve the minutes of the meeting on 28 September 2016 as a true record of the meeting

04/12-16 To review the income/expenditure financial year 2016/17 to date.
The clerk circulated the updated Cash Book spreadsheet, reconciled to 5 November 2016.

05/12-16 Parish Precepts - information received from South Cambridgeshire District Council for consideration when setting budgets for the 2017/18 Financial Year
All committee members received a copy of this information for perusal prior to the meeting

06/12-16 To consider budgets for the 2017/18 Financial Year with a view to making recommendations to the Parish Council at its next meeting
It was resolved that for the FY2017/18 the Village Hall would be self-sufficient and therefore no additional budget would be required. The Village Hall will operate its own separate bank account for the coming financial year. Salary for the Bookings Clerk and Caretaker will be paid by the Village Hall and £12000 was removed from the Remuneration budget for 2017/18. The Parish Council will continue to make a payment of £12108 pa for the use of the Office.
The budget for Playing Fields is to increase due to machinery servicing and fuel costs and contract turf work (which we can no longer undertake following legislation changes relating to spraying).
All other budgets to remain at the same as the current financial year.
It was resolved that the annual budget and precept for 2017/18 remain the same as FY2016/17.
Proposed PP, Seconded PC, Agreed All

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- 07/12-16 To consider any projects to which S106 monies held may be allocated**
Projects for future consideration:
Replacement of Trim Trail
Replacement of Zip Wire
Additional community space
- 08/12-16 To agree updates to named signatories for banking purposes**
It was resolved that the authorised signatories in the current mandate be changed to remove Mr C Meakin from the list and to add Mr P Cruse. The Clerk is also to be added to the mandate in an administrative role only with no authority to sign cheques. The current mandate will continue as amended.
Proposed PP, Seconded CH, Agreed All
The relevant forms were signed by authorised signatories for return to the Bank.
- 09/12-16 To consider moving to online banking and payments**
It was proposed that the Parish Council moves to online banking and payments with the use of a debit card for online purchasing.
Financial controls should be put in place to ensure the proper use of the card, payment processing and access to the accounting details.
A recommendation is to be put to the next Parish Council Meeting.
Proposed PP, Seconded PH, Agreed All
- 10/12-16 Date of next meeting Wednesday 18 January 2017 7.30pm**
- The meeting closed at 8.55pm**

Signed: Date :

Paul Phillips, Chairman