



2 Sayers Court
 Bluntisham
 Huntingdon
 Cambs
 PE28 3NP
 Tel: 01487 740230
 Mob: 07725 308115
 Email: bluntishamclerk@gmail.com

Minutes of the Finance Committee Meeting

Monday 24th August 2015 at 8.00pm at Bluntisham Village Hall

Present: Treasurer: Mr Rob Gore, Mrs Philippa Hope, Mrs Kathy Searle, Mrs Anne Parsons, Mr Gary James, Mr Alan Moules, Mrs Tracey Davidson (Clerk)

Also Present: Cllr Robin Carter & 2 members of the public

		Action
	<p>Open Forum Mrs Mandy Dunlop attended to support the agenda item to move/install a new street light along Holliday's Road adjacent to 16 Holliday's Road. Her late husband started the campaign to install a new light and Cllr Robin Carter is supporting this also. The area surrounding this property is very dark and the current residents all struggle to see. Cllr Robin Carter continued by giving a summary of the progress so far and advised that Cambs County Council have confirmed a price of £1850 to install a new lighting column or £1350 to install an LED light mounted on the existing column outside 16 Holliday's Road.</p>	
242	Declaration of interest for items on the agenda – Mr Gary James & Mr Rob Gore item 255	
243	Apologies for Absence – None	
244	Minutes from meetings: 20.4.15 & 22.6.15 – The chairman signed the minutes from both meetings and no matters arising from these. (<i>Proposed Mr Alan Moules, seconded Mrs Philippa Hope. All agreed</i>)	
245	Bank reconciliation –the clerk shared the bank reconciliation electronically prior to the meeting and no concerns were raised. The chairman signed the paper copies.	
246	Review of bank accounts – it was agreed to merge the two Lloyds bank accounts together and for the current funds from the number 2 account to be paid into the Cambridge Building Society. The clerk is to write a letter to Lloyds to cancel this account. The funds to be transferred will be £5077.81. (<i>Proposed Mr Rob Gore, Seconded Mrs Philippa Hope. All agreed.</i>)	Clerk
247	<p>Review of spending/budget for 2015/16 & areas for concern– the following questions were raised and answered accordingly:</p> <ul style="list-style-type: none"> • Currently overspent on grass cutting by £500 – the clerk is to ensure that this doesn't go over this amount. • Overspent on Tractor maintenance – the clerk advised this was an outstanding invoice from 2014/15 and therefore the money wasn't spent last year. • Query regarding hedge payments – clerk confirmed this work is carried out late August early September and the budget would be spent then. <p>Mr Rob Gore sent a new version of the budget spreadsheet showing the forecast total, actual spend to show what is predicted to be spent by the end of the year. Minor changes are needed and he will amend before sharing with the clerk by the end of the week.</p>	Rob Gore
248	<p>Method of accounting for village hall loan payments – A fellow Councillor asked if the loan payments could be shown on the village hall accounts rather than the PC budget. The Finance Committee all agreed that the loan is in the Parish Council's name, they are the owners of the hall and therefore there is no value in moving the figures. It was agreed to reject this proposal. (<i>Proposed Mrs Philippa Hope, Seconded Mr Rob Gore. All agreed.</i>)</p>	

249	<p>Project funding:</p> <ul style="list-style-type: none"> • Play area & Outdoor gym– the clerk shared a breakdown of costs for the refurbishment to the play park and advised of the grant applications being applied for. It was highlighted that the spend by the PC would be approximately 11% of the total project and therefore likely to be no more than £6000. CIL money has been received for some of this (£1825) and the PC had agreed for the remaining funds to come out of the reserves. It was agreed that Mrs Philippa Hope and the clerk choose the 3 suppliers to put forward for the consultation at the open day on the 12 September and at the school. • LHI applications – the clerk advised depending on which schemes are applied for the total cost could be between £10 - £15k which the parish council would have to contribute 10% of. It was agreed to discuss in detail after the open day on 1st September. The clerk is to add it onto the agenda for the next PC meeting. 	Philippa Hope/ Clerk Clerk
250	<p>New Lighting Column in Holliday’s Road – Mr Rob Gore confirmed it’s a known black spot as did Mrs Philippa Hope. The committee also confirmed the state of the footpath on the opposite site of the road, which was mentioned as part of the village walkabout. However, concerns were raised with just agreeing to replace this lighting column without any further research especially as there are other black spots in the village. It was agreed to obtain further quotes for a light, find out more detail about the type of lighting unit. The Finance Committee are supportive of the request and will investigate the situation further before making a decision. (<i>Proposed Mrs Philippa Hope, Seconded Mr Alan Moules. All agreed.</i>)</p>	Clerk/ Philippa Hope
251	<p>Clerk Training - Mr Rob Gore asked if everyone was happy for the clerk to attend training as and when needed. The cost for achieving the CILCA qualification is approximately £600. It was agreed the clerk can attend training in order to fulfil her role, however, she doesn’t have to feel obliged to attend. (<i>Proposed Mr Gary James, Seconded Mr Alan Moules. All agreed.</i>)</p>	
252	<p>Website expenditure – the finance committee agreed a new budget of £50 for web expenditure based on the clerk and Mr Ian Shepherd maintaining the new website. (<i>Proposed Mr Rob Gore, seconded Mr Alan Moules. All agreed.</i>)</p>	
253	<p>CCC rent review – the clerk confirmed as part of the lease agreement with CCC for the rent of the land off Colne Road, the rent is due a review in March 2016. The clerk approached CCC to see if this could be done before the precept is set, however, CCC have advised this can’t be done. They have given a rough estimate of £1260 pa and it was agreed to make the budget for this for 2015/16 £1300.</p>	
254	<p>Pension – Auto enrolment – Mrs Philippa Hope shared the report (<i>appendix 1</i>) showing the options for the PC. It was agreed to go with the recommendation of obtaining our own Bluntisham Parish Council pension scheme and will ensure we are fully compliant at all times. The clerk is to get quotes for a stand alone scheme and present to the PC at the next meeting. (<i>Proposed Mr Rob Gore, Seconded Mr Gary James. All agreed.</i>)</p>	Clerk
255	<p>Allotment Costs – The clerk was asked to review neighbouring allotment costs to compare with Bluntisham. It was agreed as the allotments are not a drain on parish funds and we are not looking to make a profit to keep the costs the same for the current year. It was agreed for the finance committee to review these costs on an annual basis. (<i>Proposed Mr Alan Moules, Seconded Mrs Kathy Searle. All agreed with the exception of Mr Rob Gore and Mr Gary James who didn’t vote due to their declared interest</i>)</p>	
256	<p>Any other matters for consideration – Mr Rob Gore and Mrs Kathy Searle signed the 3 cheques which were outstanding: St John Ambulance, Burma Star Association & Upwood Tree Services.</p>	
257	<p>Date of next meeting – The date of the next meeting was agreed as Monday 19th October at 8pm. The clerk is to ensure the agenda is published by Friday 9th October due to her holiday.</p>	

Meeting closed at 9.32pm

Appendix 1 – Pension Report