



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

**Minutes of the Finance Committee Meeting
Wednesday 16th April at 7.45pm at Bluntisham Village Hall**

Present: Chair: Mrs Joan Gutteridge, Mr Tim Ellis, Mrs Kathy Searle, Mrs Margaret Lumb
Also Present: Mrs Tracey Davidson (Clerk)

| | Open Forum. No members of the public attended. | Action |
|-----|--|--------|
| 165 | Dispensation Request Forms – Naming of the person responsible for dealing with and making decisions concerning Dispensations – The Committee named the Clerk as the person responsible for Dispensations. (proposed Mrs Joan Gutteridge, seconded Mr Tim Ellis, all agreed) | |
| 166 | Dispensation forms received and decision given – None. | |
| 167 | Declaration of interest for items on the agenda. None. | |
| 168 | Apologies for Absence. None. | |
| 169 | Minutes of the meeting dated 20 November 2013. The minutes were approved and signed. (Proposed Mr Tim Ellis, seconded Mrs Joan Gutteridge, all agreed). | |
| 170 | Matters arising from the previous minutes. Update on 2013/14 Projects <u>Station Road Footpath</u> – Mr Frank Hudson is taking the lead on this and will update regularly during the monthly parish meetings. <u>Renovation of Barograph area</u> – Mrs Margaret Lumb is taking the lead on this and advised the application is ongoing, however, some neighbours have raised concerns. Further discussions to be held at the next parish meeting. <u>Bus Shelter refurbishment</u> – onging and will be discussed further during next parish meeting. <u>Dog walk</u> - One sign is to be erected and Mr Tim Ellis and Mr Frank Hudson will complete this soon. | |
| 171 | FY2013/14 Accounts – review of the year. The committee reviewed the FY13/14 accounts. Noted (Proposed Mrs Kathy Searle, seconded Mr Tim Ellis, all agreed). | |
| 172 | Accounts for payment – for approval and signature. The committee reviewed and approved all accounts for payment and cheques signed. (Proposed Mrs Joan Gutteridge, seconded Mr Tim Ellis) | |
| 173 | FY2014/15 Projects – update on progress and funding issues. <u>Renovation of Barograph area</u> – the clerk is to research the funds available for this project and update at the next meeting. This project will be ongoing during the year. The clerk noted some concerns with the 2014/15 budget and will review with the previous clerk before updating. | Clerk |
| 174 | Annual return for the year end 31.3.14. The clerk will work on this with the previous clerk and report at the next meeting. | Clerk |
| 175 | Payment of bank holiday hours – current and back dated claims. It was agreed the PC have to pay this money and accepted the mistake. Moving forward the clerk is to ensure all contracted staff are paid for bank holidays. The current claim will be put through with April's salary and the back dated claim will be paid as gross from earmarked reserves. The | Clerk |

| | | |
|-----|--|------------------------|
| | clerk is to go ahead and make the payments. (Proposed Mr Tim Ellis, seconded Mrs Kathy Searle, all agreed) | |
| 176 | <p>Any other matters for consideration.</p> <p>Mrs Joan Gutteridge advised the funds in the Cambridge Building Society could earn better interest if the account was changed to a 90 day saver. Mrs Joan Gutteridge and Mrs Margaret Lumb are to make the changes. It was agreed that two further signatories would be added at the same time.</p> <p>Mrs Kathy Searle has purchased new locks for the field store and garage following the recent break-in. It was agreed to move the non valuables and have a clear out of all unwanted items from the garage to make it more accessible to legitimate users.</p> | <p>JG/ML</p> <p>KS</p> |
| 177 | Date of next meeting – to be arranged following the end of year return. | Clerk |