



9 Bramley Grove  
Bluntisham  
Cambridgeshire  
PE28 3XG

Tel: 01487 842677  
Mob: 07725 308115  
Email: bluntishamclerk@gmail.com

### Minutes of the Bluntisham Finance Committee Meeting

**Monday 19<sup>th</sup> June 2017 at 8pm in The Village Hall, Mill Lane, Bluntisham**

**Present:** Mrs Philippa Hope, Mrs Cynthia Curtis, Mr Rob Gore, Mr Mark Berg & Mrs Tracey Davidson (Clerk)

**Also present** – Mrs Joan Gutteridge

	<b>Open Forum:</b> Nothing to report	
1	<b>Election of Chairman</b> – Mrs Philippa Hope proposed Mr Mark Berg to be Chairman. <i>(Proposed Mrs Philippa Hope, seconded Mrs Cynthia Curtis. All agreed.)</i>	
2	<b>Declaration of Interest for items on the agenda</b> – None.	
3	<b>Apologies for absence</b> – None	
4	<b>Minutes of the Finance meeting dated 27<sup>th</sup> March 2017 to be approved and signed</b> – Minutes approved and signed by Mr Mark Berg. <i>(Proposed Mrs Philippa Hope, Seconded Mrs Cynthia Curtis. All agreed)</i>	
5	<b>Bank reconciliation to be reviewed and signed</b> – Mr Rob Gore and Mrs Philippa Hope reviewed and signed the bank reconciliation for April & May. No concerns raised.	
6	<b>2017/18 review accounts to include village hall</b> – the main overspend so far is village hall maintenance due to the field store improvements. The clerk is to find out the cost to service the new mower at the end of the year and to check if it is due to the mileage covered or length of time. The clerk is to enter the service costs in the VH forecast.	Clerk
7	<b>Digital and archive storage solutions</b> – the clerk shared costs for fire proof box & digital archive options: Fire proof box (A4) - £33.51 + VAT Portable hard drive - £44.99 + VAT USB flash drive - £11.99 + VAT It was agreed to use the hard drive for all previous electronic archiving from 2005 – 2016. It was agreed to save electronic records annually using a quality USB drive. It was also agreed to burn onto a disc. The decision was made to save 2 boxes in different locations, one to be in the village hall lockable cupboard and the other with the Chairman of the PC. <i>(Proposed Mrs Philippa Hope, seconded Mr Rob Gore. All agreed.)</i>	Clerk
8	<b>100 club authorisation</b> – the clerk shared a draft set of rules for the 100 club including the payment methods, it was agreed that payments would ONLY be accepted by standing order or cheque, Cash payments WILL NOT BE ALLOWED. It was agreed for Mrs Cynthia Curtis to open the bank account with all members of the finance committee as signatories. The account will be called Bluntisham 100 club. The clerk suggested the club produces annual accounts to present to the Annual Parish Meeting. The clerk is to print off 100 copies of the application form. <i>(Proposed Mrs Cynthia Curtis, seconded Mrs Philippa Hope. All agreed.)</i>	Clerk/Cynthia Curtis
9	<b>Any other matters for consideration</b> – the clerks mid-term review has been set for Monday 26 <sup>th</sup> June at 8pm. .	
10	<b>Date of next meeting</b> – Monday 4 <sup>th</sup> September at 8pm	

Meeting closed 8.35pm

 Date 11/9/17