



9 Bramley Grove
Bluntisham
Cambridgeshire
PE28 3XG

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

**Minutes of the Bluntisham Finance Committee Meeting
Wednesday 22nd June 2016 at 8pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Mrs Philippa Hope, Mrs Margaret Lumb, Mr Alan Moules, & Mrs Tracey Davidson
(Clerk)

	Open Forum: Mrs Joan Gutteridge was in attendance and questioned the clerk salary and ground person expenditure. Mrs Philippa Hope reiterated that no salary increases had been awarded to any staff. The budget was presented to the full council at the meeting on 7 th December 2015 minute ref: 2264 and was approved by the full council with no increases to the precept.	
12	Declarations of interest for items on the agenda –None.	
13	Apologies for absence – Mr Mark Berg, Mr Rob Gore.	
14	Election of Treasurer and Vice Treasurer – it was agreed to defer this item to the full PC meeting as not all committee members were present.	
15	Minutes of the Finance meeting dated 18th April 2016 to be approved and signed – Minutes approved and signed by Mrs Margaret Lumb. <i>(Proposed Mrs Philippa Hope Seconded Mr Alan Moules. All agreed)</i>	
16	Bank reconciliation to be reviewed and signed – the bank reconciliation for April & May was reviewed and signed at the meeting by Mrs Philippa Hope and Mr Alan Moules. No queries were raised.	
17	2016/17 review budget – Mrs Philippa Hope advised that the budget is on track, however, the village hall budget for water will be overspent due to the continued increase of water rates as explained at the full council meeting on 6 th June. The other expenditure lines showing a slight overspend should balance out over time as the forecast is based on quarterly expenditure. No further queries were raised at this time.	
18	Review Terms of Reference for Finance Committee – include introduction of purchase orders – the clerk presented the suggested TOR for the finance committee and all agreed these were ok. Mrs Philippa Hope suggested including the introduction of purchase orders to ensure 100% transparency. <i>(Proposed Mr Alan Moules, seconded Mrs Philippa Hope. All agreed.)</i>	Clerk
19	Any other matters for consideration – Mrs Margaret Lumb raised a query from a parishioner about the PC funding a life education bus. It was agreed to add this onto the PC meeting for full discussion and suggest the Saywell School Charity. The bookmarks were presented to the children at St Helens and were well received.	
20	Date of next meeting – 5 th September 2016 at 8pm.	

Meeting closed 20.24pm