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### Minutes of the Bluntisham Finance Committee Meeting

**Monday 27<sup>th</sup> March 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

	<p><b>Open Forum:</b> Mrs Joan Gutteridge questioned about payments to G Cox and not Upwood Tree Services for the parish hedge cutting, again seeking clarification that these are one and the same, confirmation was provided that G Cox trades under Upwood Tree Services as a sole trader there is no legal requirement for a business bank account. The clerk confirmed this was always the case and the finance committee agreed again they have no problem with this. She questioned why the village hall catering payments were so high at £747.73, the clerk confirmed the catering income of £1301 to date reflects the events and bar income, hence the outgoings being higher.</p> <p>Further questions around the water rates, which have been explained previously. The new amount of £64.50 is the regular payment. The telephone is over budget due to the additional expenditure for the answer phone facility. A full explanation on the breakdown for village hall and parish salaries was given by the clerk to answer another question raised. The village hall maintenance overspend is due to the additional problem with the boiler earlier on in the year. The old village hall expenditure includes the repairs from the break in. Mrs Gutteridge asked when the HMC would be looking at increasing the hall hire fees. It was discussed this should be a decision by the HMC and not the finance committee. Another HMC question around grants for internal improvements and equipment was asked, this is to be referred to the HMC.</p> <p>The meeting opened at 8.30pm</p>	
50	<b>Declaration of Interest for items on the agenda</b> – None.	
51	<b>Apologies for absence</b> – Mr Martin Crowhurst, Mr Alan Moules	
52	<b>Minutes of the Finance meeting dated 16<sup>th</sup> January 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> )	
53	<b>Bank reconciliation to be reviewed and signed</b> – Mr Rob Gore and Mrs Cynthia Curtis reviewed and signed the bank reconciliation for Dec, Jan, Feb. No concerns raised.	
54	<b>2016/17 review accounts to include village hall</b> – The clerk shared a draft update to include the payments for March, however, it was made clear this wasn't a final year end figure purely a projection. The main overspend is due to the new mower purchased from parish funds and not allocated from reserves and the maintenance to the existing Ransome mower.	
55	<p><b>Review budget 2017/18 before new financial year</b> –Mrs Philippa Hope discussed some proposed amendments to the allocation of the funds within the agreed budget:</p> <ul style="list-style-type: none"> <li>• Amend Payroll software to include IT &amp; Software</li> <li>• Cancel the answer phone on the phone due to only 1 message since Aug 2016. (<i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i>)</li> </ul>	Clerk

	<ul style="list-style-type: none"> <li>Combine the VH Maintenance &amp; Equipment lines. (<i>Proposed Mr Rob Gore, seconded Mrs Philippa Hope. All agreed.</i>)</li> <li>Asked for HMC to take financial ownership for their budget and interrogate during each meeting, especially the gas and electricity costs.</li> <li>Questioned the IT equipment in reserves – it was agreed the clerk is to continue to use her own equipment as per the terms of her contract but a proposal to ensure the latest anti virus software and protection is purchased by the PC and to review the hard drives to archive on a bi-annual basis. The hard drives can then be stored in 2 locations in secure metal boxes. An Information Management Policy is to be adopted as well. The clerk is to review the size for hard drives and to resource policy templates and costs to go to the full council for approval. Agreed to leave reserves for IT equipment to cover this as potentially at least 10 years of electronic data to archive.</li> </ul>	HMC  Clerk
56	<b>Agree schedule for BACS payments</b> – the clerk shared a 12 month schedule for authorising the BACS payments. Each month has 2 payment runs with the exception of April as this falls within the wages timescale. ( <i>Proposed Mr Rob Gore, seconded Mrs Cynthia Curtis. All agreed.</i> )	All
57	<b>Agree additional signatures for Cambs Building Society</b> – The clerk has removed Mrs Margaret Lumb from the account which leaves only Mrs Philippa Hope and Mr Rob Gore as signatories. It was agreed to add Mr Mark Berg and Mrs Cynthia Curtis as signatories on this account with any 2 signatures required for any changes or withdrawals. ( <i>Proposed Mrs Philippa Hope, seconded Mr Rob Gore. All agreed.</i> ) The clerk shared the application form for completion and will arrange the changes as soon as it is returned.	Clerk
58	<b>Any other matters for consideration</b> – Mrs Cynthia Curtis was asked if the PC would try to get hold of the Prince of Wales pub sign to keep at the village hall for prosperity. It was agreed to ask the PC at the next meeting. She also raised the 100 club, Mr Mark Berg advised this was put on hold until her return and the clerk will add to the next PC agenda. The clerk asked for a cheque to be signed for Mr Barnett for the allotment clearance. The clerk asked the chairman to re-sign PO2016/023 as the clerk had entered the incorrect amount and it should be £279 + VAT as approved by HMC.	Clerk
59	<b>Date of next meeting</b> – Monday 24 <sup>th</sup> April at 8pm	

Meeting closed 21:26pm