

WILBURTON PARISH COUNCIL

Minutes of the Finance Committee Meeting from Wednesday 7th February 2024 held at St Peter's Hall, at 7:45pm

Present: Cllr Lambert, Cllr Upton, Cllr Duckworth, Cllr Spencer, Cllr Whittle, Cllr Attrill, and Cllr S Morgan

Also Present: The Clerk (Andy Milne) & Notetaker (Tina Vale)

FC23-066: Apologies, Acceptance of apologies and declarations of interest

Apologies received from Councillor Wilson

A member of the parish council undertakes contracted work for the parish council

FC23-067: Public Participation – to accept questions and comments from members of the public and councillors with a prejudicial interest (max 3 minutes per person)

There was no public participation

FC23-068: To approve accounts for payment as below:- The payments for February were approved

Payee	Detail	sub total	Vat	Total	BACS
Phil Warren	Clock W june	48.70		48.70	1
David Maltby	Caretaking	403.88		403.88	2
Multi construction	REC gate	2070.00	414.00	2484.00	3
Bespoke	July	880.00		880.00	4
Cemetery	1 x £160			0.00	
Bus stop & footpaths	1 x £135.00			0.00	
Allotment	1 x £75.00			0.00	
Litter Picking	4 x £12.25			0.00	
Recreation Groundsman				0.00	
Ground works	4 x £70.00			0.00	
Grass cutting pav & PP	1 x £40.00			0.00	
Grass Cutting CTL	0 x £38			0.00	
Grass cutting cricket pitch	1 x £55			0.00	
Grass cutting Foot/Fields	1 x £48			0.00	
Kara Atkinson	pay july	63.15		63.15	5
Andrew Milne	pay july	935.84		935.84	6
HMRC	PAYE July	310.16		310.16	7
East Cabs trading	Invoiced from December	1668.62	333.72	2002.34	8
Bidwells	Correcting invoice			311.50	9
Panasonic P set	Adding headset			139.99	10
New Flame	Hall fire extinguisher/cert	70.25	14.05	84.30	11
Elite Sport Main	Aeriation of cricket ground			350.00	12
Totals		6450.60	761.77	8013.86	

John Attrill 06.03.24

Key and notes:-

Voucher number 3 – Maltby construction Previously quoted To finish the fencing Around the New gate at the Rec

Voucher number 8 – East cams trading company Quoted for a range of tree works at the Rec, the invoice was dated the 7th of December and should have been paid in January, but the Clerk missed the payment

Voucher number 9 – Bidwells Presented the bill For 6 months rental Of the recreation ground At £550 In January, the Clerk Took off The credits That were due To Wilburton Parish Council For overpayment Of the football field. Later The Clerk discovered The credit of £161.50 Had already been paid back To Wilburton Parish Council through the bank account and mistook a Statement of credits As a second Credit invoice. The net effect of all of this Is that we have paid the £550 In January and we have received Our credit for £161 50.

FC23-069: Approve The internal auditors For year ending March the 31st 2024

The clerk will approach Capalc to undertake the internal audit for Wilburton Parish Council

FC23-070: Approve a phone set With Wireless headphones For the clerk to use at home

This was approved and is included in the schedule above

FC23-071: Year-end master class

The clerk Had attended a year-end master class with scribe accounting and gained some hints For the completion of year end

FC23-071: Correspondence not covered in Business Matters/Councillors questions

FC23-072: Date of next meeting:.06.03.24 – Finance Cttee

Please note that copies of minutes can be obtained from the Parish Clerk or by visiting our Website at www.wilburtonparishcouncil.org

Signed by the Chairman – John Attrill

John Attrill 06.03.24