

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Finance and General Purposes Committee held on Monday 20th June 2016 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

Present: Cllrs. Tulloch (Chair), I Bloomfield (Vice-Chair), R. Gatward, K.Crosby, M Townsend, M.Linnette, C.Stead, M Sherwen, S Parton.

In attendance: The Clerk

F&GP01/16 Apologies for absence:

There were no apologies for absence.

F&GP02/16 Declarations of Pecuniary and Non-Pecuniary Interests:

There were no declarations of interests.

F&GP03/16 Minutes of the meeting held on 11th April 2016:

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR CROSBY AND AGREED THAT THE MINUTES OF 11TH APRIL 2016 BE ACCEPTED AS A TRUE RECORD OF THE MEETING.

F&GP04/16 Report on the last meeting 4TH January 2015

11TH April 2016 – F&GP41/15

The Clerk confirmed the Asset Register is ongoing. The Hub items need to be fully itemised. The Clerk will investigate using Edge IT Systems Asset Package. This is the same system as The Parish Council's finance package. **ACTION: THE CLERK**

F&GP05/16 To receive a report on Income and Expenditure:

The Clerk presented income and expenditure report from April 2016 to date. The Clerk explained there is ongoing budget tidying with EDGE IT. S106 Budget will be investigated fully and will be presented again at the next meeting. See appendix 1.

IT WAS PROPOSED BY CLLR GATWARD AND SECONDED BY CLLR SHERWEN THE FINANCIAL REPORT BE ACCEPTED. THIS WAS CARRIED BY ALL.

F&GP06/15 To discuss Staffing Matters

DUE TO SENSITIVITY IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR SHERWEN THE ABOVE ITEM IS TAKEN IN CAMERA. THIS WAS CARRIED BY ALL.

Due to high work load The Clerk has been unable to present The Rangers and Litter pickers Job Descriptions/Contracts. These will be discussed at the next meeting.

The Clerk explained having received feedback from SLCC The Clerks contract should include wording showing she has been in employment with Melbourn Parish Council since November 2013 and to include the new pay scale for 2016/2017 from CAPALC. The Clerk to place this on the next Parish Council Agenda for June 2016 for approval. **ACTION THE CLERK**

The Clerk updated the committee on the recruitment of an Assistant Clerk to Parish Clerk position. There were five candidates in total, all from Melbourn, 2 have been shortlisted and returning for a seconded interview on Tuesday 28th June 2016.

The Clerk confirmed she is in discussion with Ian Dewar and looking for cover prior to and whilst she is on holiday in August. The Clerk to report to Full Council in June 2016.

ACTION: THE CLERK

F&GP07/16 To appoint two other signatures for Parish Accounts

IT WAS PROPOSED BY CLLR BLOOMFIELD AND SECONDED BY CLLR SHERWEN THAT CLLR STEAD BE APPOINTED A SIGNATURE FOR MELBOURN PARISH COUNCIL ACCOUNTS. THIS WAS CARRIED BY ALL.

IT WAS PROPOSED BY CLLR TOWNSEND AND SECONDED BY CLLR LINNETTE THAT CLLR CROSBY BE APPOINTED A SIGNATURE FOR MELBOURN PARISH COUNCIL ACCOUNTS. THIS WAS CARRIED BY ALL.

F&GP08/16 Pension Update and Actions Required

The committee agreed to appoint a working party to investigate 3 pension providers and report back to Parish Council.

IT WAS PROPOSED BY CLLR GATWARD AND CLLR SHERWEN THAT CLLR TULLOCH/CROSBY/TOWNSEND AND LINNETTE BE NOMINATED TO BE ON THE WORK PARTY. THIS WAS CARRIED BY ALL.

The next working party will be held on Wednesday 29th June 2016 at 10am.

F&GP09/16 Correspondence:

There was no correspondence.

F&GP10/16 To accept notices and matters for the next agenda.

- (a) Job Descriptions Ranger and Litter Picker
- (b) Report on income and expenditure
- (c) F&G Terms of Reference
- (d) Pensions

The Chair closed the meeting at 7.50pm.

Appendix 1

Financial Budget Comparison

Comparison between 01/04/16 and 20/06/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

	2016/17	Actual Net	Balance
Finance & General Purpose			
Total Income	£254,717.24	£136,014.78	-£118,702.46
Total Expenditure	£197,850.00	£37,141.50	£160,708.50
Section 106			
Total Income	£4,000.00	£2,431.37	-£1,568.63
Total Expenditure	£3,750.00	£0.00	£3,750.00
Finance & General Purpose			
Income			
400 Club Rents	£0.00	£0.00	£0.00
410 Precept	£195,917.24	£97,958.62	-£97,958.62
420 Bank Interest - Business No Notice	£300.00	£26.63	-£273.37
440 Bank Interest - Martin's Charity	£0.00	£0.00	£0.00
450 Re-imburements	£0.00	£0.00	£0.00
460 Miscellaneous Income	£500.00	£0.00	-£500.00
470 Photocopying	£0.00	£8.10	£8.10
475 Bank interest - old account	£0.00	£0.00	£0.00
480 Insurance Claims	£0.00	£0.00	£0.00
485 FIT payments	£0.00	£0.00	£0.00
490 Donations	£500.00	£0.00	-£500.00
500 VAT Refund	£20,000.00	£0.00	-£20,000.00
510 All Saints rent for hire of hall	£0.00	£0.00	£0.00
520 Bank Interest - MAYD	£0.00	£0.00	£0.00
530 Loan Income	£0.00	£0.00	£0.00
540 Bank Interest - Melbourn Hub	£0.00	£0.00	£0.00
550 Capital Grant	£0.00	£0.00	£0.00
560 Community Benefit	£37,500.00	£38,021.43	£521.43
4400 Recharge of room rental	£0.00	£0.00	£0.00
Total Income	£254,717.24	£136,014.78	-£118,702.46

Financial Budget Comparison

Comparison between 01/04/16 and 20/06/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual Net	Balance
Expenditure				
1	Petty Cash	£1,000.00	£13.90	£986.10
2	Postage	£0.00	£4.06	-£4.06
3	Handyman Materials	£0.00	£70.30	-£70.30
4	Office Stationery	£0.00	£0.00	£0.00
5	Parish Office-General	£0.00	£2.00	-£2.00
6	Petty Cash Sundries	£0.00	£0.00	£0.00
7	Petrol for Van	£0.00	£25.01	-£25.01
500	Melbourn Primary School			
500/1	Donation	£0.00	£0.00	£0.00
500	Total	£20,000.00	£0.00	£20,000.00
4000	Audit and Legal Fees	£2,000.00	£300.00	£1,700.00
4100	Chairman's Allowance	£1,000.00	£0.00	£1,000.00
4200	Contingency Fund	£15,000.00	£0.00	£15,000.00
4300	Handymen			
4300/1	Wages	£20,000.00	£2,932.80	£17,067.20
4300/2	Materials	£0.00	£0.00	£0.00
4300/3	Equipment	£0.00	£241.63	-£241.63
4300/4	Insurance	£0.00	£0.00	£0.00
4300/5	Recruitment	£0.00	£0.00	£0.00
4300/6	Mileage	£0.00	£0.00	£0.00
4300/7	CAPS	£0.00	£20.00	-£20.00
4300	Total	£20,000.00	£3,194.43	£16,805.57
4400	Hire of Centre	£0.00	£424.45	-£424.45
4500	Insurances	£12,000.00	£230.00	£11,770.00
4700	Membership of Societies			
4700/1	CAPALC	£150.00	£610.37	-£460.37
4700/2	SLCC	£100.00	£0.00	£100.00
4700/3	The Wildlife Trust	£100.00	£0.00	£100.00
4700/4	Cambs. ACRE	£100.00	£0.00	£100.00
4700/5	CPRE	£100.00	£0.00	£100.00
4700/6	The Ramblers Association	£100.00	£0.00	£100.00
4700/7	Fields in Trust	£100.00	£0.00	£100.00
4700/8	Association of Burial Authorities	£100.00	£0.00	£100.00
4700	Total	£850.00	£610.37	£239.63
4800	Celebrating Ages	£2,500.00	£337.08	£2,162.92
4900	Parish Clock	£500.00	£0.00	£500.00
5000	Parish Office			
5000/1	IT/Phone	£0.00	£57.99	-£57.99

Financial Budget Comparison

Comparison between 01/04/16 and 20/06/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual Net	Balance
5000/2	Office Supplies	£0.00	£563.11	£-563.11
5000/3	Photocopier Rent	£0.00	£409.17	£-409.17
5000/4	Rates	£0.00	£0.00	£0.00
5000/5	Postage	£0.00	£0.00	£0.00
5000/6	Office Rent	£20,000.00	£0.00	£20,000.00
5000/7	Click Charges	£0.00	£0.00	£0.00
5000/8	Software Licence	£0.00	£81.00	£-81.00
5000/9	Subcontractors			
5000/9/1	Asset Register	£0.00	£0.00	£0.00
5000/9/2	Bookkeeper	£0.00	£219.20	£-219.20
5000/9/3	Caretaker	£0.00	£350.29	£-350.29
5000/9	Total	£0.00	£569.49	£-569.49
5000/10	Furniture	£0.00	£0.00	£0.00
5000/11	Car park workshop	£0.00	£0.00	£0.00
5000	Total	£20,000.00	£1,680.76	£18,319.24
5100	Salaries			
5100/1	Clerk	£47,000.00	£5,253.73	£41,746.27
5100/2	Assistant Clerk	£0.00	£0.00	£0.00
5100/3	Bookkeeper	£0.00	£0.00	£0.00
5100/4	Caretaker	£0.00	£0.00	£0.00
5100/5	Project Development	£0.00	£440.00	£-440.00
5100	Total	£47,000.00	£5,693.73	£41,306.27
5200	Donations			
5200/1	CAB	£0.00	£0.00	£0.00
5200/2	Relate	£0.00	£0.00	£0.00
5200/3	MAGPAS	£0.00	£0.00	£0.00
5200/4	River Mel Group	£0.00	£0.00	£0.00
5200/5	British Legion	£0.00	£0.00	£0.00
5200/6	RDCT	£0.00	£0.00	£0.00
5200/7	Library	£0.00	£0.00	£0.00
5200/8	M&M SHG	£0.00	£0.00	£0.00
5200/9	Mobile Warden	£0.00	£0.00	£0.00
5200/10	Victim Support	£0.00	£0.00	£0.00
5200/11	Air Ambulance	£0.00	£0.00	£0.00
5200/12	Cambridgeshire Hearing Help	£0.00	£0.00	£0.00
5200/13	RSPCA	£0.00	£0.00	£0.00
5200/14	Melbourn Water Aid Bloomday	£0.00	£0.00	£0.00
5200	Total	£0.00	£0.00	£0.00
5201	Donation to MVC			
5201/1		£0.00	£0.00	£0.00

Financial Budget Comparison

Comparison between 01/04/16 and 20/06/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual Net	Balance
5201/2		£0.00	£0.00	£0.00
5201/3		£0.00	£0.00	£0.00
5201	Total	£0.00	£0.00	£0.00
5203/12/1		£0.00	£0.00	£0.00
5203	Cambridgeshire Healing Help			
5203/1		£0.00	£0.00	£0.00
5203/2		£0.00	£0.00	£0.00
5203/3		£0.00	£0.00	£0.00
5203/4		£0.00	£0.00	£0.00
5203/5		£0.00	£0.00	£0.00
5203/6		£0.00	£0.00	£0.00
5203/7		£0.00	£0.00	£0.00
5203/8		£0.00	£0.00	£0.00
5203/9		£0.00	£0.00	£0.00
5203/10		£0.00	£0.00	£0.00
5203/12	Cambridgeshire Healing Help			
5203	Total	£0.00	£0.00	£0.00
5300	Sundry Expenses	£500.00	£169.20	£330.80
5400	Training	£500.00	£1,785.50	-£1,285.50
5500	Martin's Charity	£0.00	£0.00	£0.00
5600	Tax & NI			
5600/1	Total all employees	£0.00	£5,156.25	-£5,156.25
5600	Total	£0.00	£5,156.25	-£5,156.25
5700	Bank Charges - S.106	£0.00	£0.00	£0.00
5800	Bank Charges - Business Account	£0.00	£0.00	£0.00
5900	Bank Charges - Current Account	£0.00	£28.70	-£28.70
6000	Parish Plan	£0.00	£0.00	£0.00
6100	Bank Charges - Sinking Fund	£0.00	£11.00	-£11.00
6200	Mileage Allowance	£0.00	£0.00	£0.00
6300	Public Art Project	£0.00	£0.00	£0.00
6400	Community Hub - Hub	£15,000.00	£0.00	£15,000.00
6450	PWLB Community Hub - interest	£28,661.90	£14,558.05	£14,103.85
6451	PWLB Community Hub - capital	£3838.10	£1,919.05	£1,919.05
6452	PWLB Car Park - interest	£12,500.00	£0.00	£12,500.00
6453	PWLB Car Park - capital	£0.00	£0.00	£0.00
6500	Bank Charges - Melbourn Hub	£0.00	£0.00	£0.00
6600	Sinking Fund	£15,000.00	£922.09	£14,077.91
6700	War Memorial	£0.00	£0.00	£0.00
9999	Fines	£0.00	£5.57	-£5.57
Total Expenditure		£197,850.00	£37,141.50	£160,708.50

Financial Budget Comparison

Comparison between 01/04/16 and 20/06/16 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/16

		2016/17	Actual Net	Balance
Section 106				
Income				
120	S.106	£0.00	£2,429.03	£2,429.03
430	Bank Interest - S.106	£0.00	£2.34	£2.34
700	Public Open Space (S106)	£4,000.00	£0.00	-£4,000.00
Total Income		£4,000.00	£2,431.37	-£1,568.63
Expenditure				
1400	S106	£3,750.00	£0.00	£3,750.00
Total Expenditure		£3,750.00	£0.00	£3,750.00