

FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Finance & Policy Committee held on Monday 26th September 2016 at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey, PE7 1AQ

Present: Cllr Dorling, Mrs Jolley, Mason, Miscandlon, Wicks, Butcher

Officer in Attendance: Mrs Sue Piergianni – Town Clerk & RFO

Recording: DS250076.DS2

FP64/16 - To receive apologies from absent Members.

There were no apologies for absence

FP65/16.- Declaration of Members Pecuniary Interests, on items to be discussed later in the agenda and the Council to decide which items are to be discussed as confidential under agenda item number FP/16/63

There were no declarations

FP66/16 – Public Forum.

There were no public present.

FP67/16 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 25th July 2016

These were approved at Full Council on the 14th September

FP68/16 Agenda Items for Discussion

- **Asset Register update and adoption**
Cllr Wicks advised he had spoken to the Clerk today and will hopefully have figures in place by the 14th October.
- **Projector for Office**
Defer to Chairman's update.
- **Christmas Roundels**
The Chairman to obtain more information, this item will then be discussed at the October meeting.
- **Council Tax Support Grant**
Members were advised that Fenland District council have advised that due to savings that need to be made, the tax based grant will be reduced over the next 3 years. The figures will be 2017/18 - £5613.00, 2018/19 - £2806.00, 2019/20 - £0.00. Members have agreed to consider this when looking at the new budget.
- **Gas & Electric Contracts**
This was decided at Full Council to agree a one-year agreement.
- **Chairman's Update**
NHP Group are now meeting weekly, the information schedule has now been put together and Cllr Wicks will be project managing this going forward. The next meeting will be to put together a questionnaire to go out to all residents and will be on the website. The next stage will be a schedule of public meetings. Members of the NHP committee have at this present time decided against a Social Media site as this would be far too time consuming to monitor. At a recent surgery local residents came forward and would be willing to help. Cllr Miscandlon

requested that notices are put up in the villages either on notice boards, shops or village halls.

- **Website Update.**

The website will not be changed too much this year, there will be more on there for the Neighbourhood plan and how people can obtain funding for their own projects.

- **Figures.**

Cllr Dorling presented figures that had been worked from the Clerks figures showing year to date percentage figures, members were asked to feedback any thoughts on this.

Local Highway Improvements.

- Members discussed the LHI's and the submission for 2016.

- **Projectors**

The Chairman advised that projector costs had been looked into, the average cost would be about £300.00, however the cost of a 55" TV is about the same price. The Chairman and Clerk to investigate further.

- **Double Yellow Lines – Project 1 – Stonald Road, Project 2 – Windmill Street.**

The total cost for projects 1 and 2 would be £3000.00, full consultation with residents has taken place. Cllr Dorling advised that this item will be put forward to Full Council for approval.

- **Sponsorship.**

Whittlesey Business Forum have written to WTC advising they are interested in contributing to the hanging baskets and also pay for the purchase and the erection of the baskets. If there was not enough space to advertise who sponsored the baskets, a note could be on the website saying they had sponsored the basket and put a link to the company. Cllr Dorling to progress this. Cllr Dorling also suggested that perhaps there may be an organisation that wishes to work with WTC and sponsor a market place event, which could enable the town to host an additional concert.

FP69/16. Financials.

- The Chairman has created an Excel spreadsheet to the Clerks papers showing the percentage spend against the time elapsed.

FP70/16 - Donation Requests.

Donations are dealt with at the following meetings February, April, July & November.

FP61/16 – Information

- **Insurance Premium Tax**

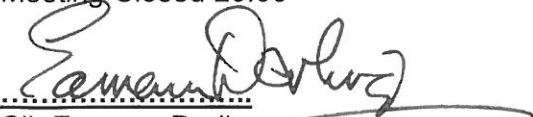
Members were advised of the increase from 9.5% to 10%.

FP62/16. – Date of Next Meeting – Monday 24th October 2016

FP63/16. Exclusion of the Public, including the Press.

Resolved that in respect of the following item of business, the public, including the press, will be excluded from the meeting, because of the confidential nature of the business to be discussed, publication of which would be prejudicial to the public interest.

Meeting Closed 20.00



Cllr Eamonn Dorling
Chairman
Finance & Policy Committee

Whittlesey Town Council PAYMENTS LIST

Foucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
145 Non Domestic Rates	15/09/2016		Current Account	dd	Non Domestic Rates	Fenland District Council	E	726.00	0.00	726.00
146 Telephone / Internet	20/09/2016		Current Account	dd	Telephone and Internet	Frontier Voice and Data	S	68.45	13.69	82.14
147 Staff Salary	23/09/2016		Current Account	bacs	Salaries	Tracey Davies	E	52.00	0.00	52.00
148 Staff Salary	23/09/2016		Current Account	bacs	Salaries	Sue Evans	E	1,608.72	0.00	1,608.72
149 Staff Pension	26/09/2016		Current Account	bacs	Pension	LGSS	E	820.08	0.00	820.08
150 Staff Pension	26/09/2016		Current Account	bacs	Pension	LGSS	E	820.08	0.00	820.08
151 Election Costs	26/10/2016		Current Account	bacs	election costs	Fenland District Council	E	0.00	0.00	0.00
152 Photocopier	24/09/2016		Current Account	dd	Lease Rental	Siemens Financial Serv	S	239.97	47.99	287.96
153 Civic Expenses	10/10/2016		Current Account	bacs	Wine and Juice for Civic	Alex Miscandlon	E	156.58	0.00	156.58
154 Travel Expenses	30/09/2016		Current Account	bacs	Mileage	Alex Miscandlon	E	179.55	0.00	179.55
155 Neighbourhood Plan	10/10/2016		Current Account	100251	Biscuits for NHP Meeting	Dee Laws	E	3.75	0.00	3.75
156 General Office Expense:	10/10/2016		Current Account	100252	Water bottles	Eamon	E	15.77	0.00	15.77
157 Office Repairs	09/09/2016		Current Account	bacs	Window Cleaning	H20 Pure - Mark Nichol	E	15.00	0.00	15.00
158 Office Repairs	15/09/2016		Current Account	bacs	Alarm call out	Brittania Fire & Security	S	85.00	17.00	102.00
159 Office Repairs	20/09/2016		Current Account	bacs	Alarm call out	Brittania Fire & Security	S	50.00	10.00	60.00
160 Bank Charges and Inter	19/09/2016		Current Account	bacs	Bank Charges	Barclays	E	17.15	0.00	17.15
161 Civic Expenses	10/10/2016		Current Account	bacs	civic buffet	J Jones Butchers	S	550.00	110.00	660.00
162 Civic Expenses	10/10/2016		Current Account	100253	Poppy wreath	Royal British Legion	E	270.00	0.00	270.00
163 Website	01/10/2016		Current Account	bacs	Service agreement	SG Computing Ltd	E	176.00	0.00	176.00
164 Hanging Baskets	01/10/2016		Current Account	bacs	Hanging basket watering	T Mathers	E	4,800.00	0.00	4,800.00
165 Allotments	08/10/2016		Current Account	BACS	Hedging at Allotments	CGM	S	435.30	87.06	522.36
166 Allotments	01/10/2016		Current Account	100254	NSALG membership	NSALG	S	55.00	11.00	66.00
167 Stationery	13/09/2016		Current Account	bacs	Paper, indexes	Peterborough Office Sup	S	26.44	5.29	31.73
168 General Office Expense:	10/10/2016		Current Account	bacs	Toilet brush	Peterborough Office Sup	S	2.98	0.60	3.58
169 Postage	10/10/2016		Current Account	bacs	Stamps	Peterborough Office Sup	E	174.00	0.00	174.00
170 General Office Expense:	10/10/2016		Current Account	bacs	Air freshener / liquid	Peterborough Office Sup	S	19.93	3.99	23.92
171 General Office Expense:	10/10/2016		Current Account	bacs	Tea/coffee/milk	Peterborough Office Sup	E	49.85	0.00	49.85
172 Staff National Insurance	10/10/2016		Current Account	100255	Tax and NI	HMRC	E	393.30	0.00	393.30
173 Allotments	10/10/2016		Current Account	100256	Allot 62 key refund	Tony Austin	E	30.00	0.00	30.00
174 Neighbourhood Plan	19/09/2016		Current Account	100257	Buffet for NHP	Freeman & Daughters	E	58.50	0.00	58.50
175 Office Rent	15/09/2016		Current Account	bacs	Offic rent	Matioli Woods Pension	E	2,250.00	0.00	2,250.00
Total								14,149.40	306.62	14,456.02