

## FINANCE & POLICY COMMITTEE

Minutes of the meeting of the Finance & Policy Committee held on Monday 27<sup>th</sup> June 2016  
at 6.30pm at Grosvenor House, Grosvenor Road, Whittlesey, PE7 1AQ

**Present:** Cllr Dorling, Wicks, Butcher, Miscandlon

**Officer in attendance:** Mrs S Evans – Town Clerk & RFO

**FP44/16 - To receive apologies from absent Members.**

Cllr Mrs Jolley (unwell), Cllr Mason (prior engagement)

**FP456/16.- 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 FP31/16**

There were no declarations

**FP46/16 – Public Forum.**

There were no members of the public present

**FP47/16 - To confirm and sign the Minutes from the last meeting of the Finance & Policy on 23<sup>rd</sup> May 2016.**

**Ratified:** The Minutes were approved.

**FP48/16 Agenda Items for Discussion (Timed)**

- **Neighbourhood Plan Survey Document (ED)**

Cllr Dorling has investigated some printing costs to help the group and ascertain if it would be more cost effective to print in house, from the initial costs received it would be better to outsource the printing. Members agreed that when the document was ready for printing, tenders would be sent out to all local businesses who were qualified to undertake this task.

- **Property working group update (D.M)**

Cllr Butcher advised the library first floor could be adapted to house the meeting room but there is no facility on the ground floor to house the Clerk. Cllr Butcher is attending a MAC meeting and will see if there is anything else available. Members agreed to retain this item on the agenda.

- **Asset Register update and adoption (RW)**

The Asset register is moving forward, Cllr Wicks requested confirmation of ownership of the following items, memorials, bus stops, allotments fencing, straw bear statue in the memorial garden. The only one that could not be confirmed was the straw bear statue, Cllr Butcher will investigate and report back. The Asset Register will remain an agenda item at future meetings.

- **Update on Office let. (ED)**

No further update, this will remain as an agenda item.

- **Smoking Policy for discussion (SE)**

Members thanked the Clerk for producing this policy and agreed to remove the 'Help to Stop Smoking paragraph', and to insert the dates. Proposed Cllr Dorling, seconded Cllr Butcher, unanimous vote in favour. This will be attached to the Minutes and be received at Full Council.

- **Commons Road double Yellow lines (DL)**

Cllr Mrs Laws was speaking on behalf of Cllr Whitwell who was absent. Highways do not have any funding for additional road works. FDC have approved a planning application for Mandalay Park, but with no S106 contribution for highways. Situation is now 31 units on site, a cattery close by that is expanding. The problem lies with the cottages opposite Commons Road, having no parking facilities, they are parking their vehicles on Commons Road but adhering to the ruling of 10 metres away from the corner. Low Loaders use the road to bring the portable homes to site and will be used if they need to move. Cllr Mrs Laws and Whitwell have asked that Whittlesey Town Council fund the yellow lines. Admin £250.00, TRO Advertising £1,000/£1,200, double yellow lines £72.00. Members discussed the above and it was agreed to look at this and the project for Windmill Street was not successful as an LHI submission. Both of these could possibly be funded by WTC Cllr Dorling and Cllr Mrs Laws to investigate all the costings.

- **Read to Succeed (AM)**

Cllr Miscandlon advised that the Mayors of the other Fenland councils are looking to donate £250.00 to Read to Succeed. Unanimous vote in favour.

**FP49/16. Financials.**

- Bank Reconciliation – Approved by members and attached.
- Year to date Figures – Approved by members and attached
- Payment List for approval – Approved by members and attached
- Uncashed Payments - Attached for information.

Election Costs – The Clerk advise this was still outstanding, Cllr Dorling to chase Cllr Boden for update on this invoice.

**FP50/16 - Donation Requests.**

Donations are dealt with at the following meetings February, April, July & November, except in other agreed meetings.

**FP51/16 – Information**

Donation thank you letters from Sir Harry Smith College re the donation for the gardens

**FP52/16. – Date of Next Meeting – Monday 25<sup>th</sup> July 2016**

**FP53/16. 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: 7.40



Cllr Dorling  
Chairman  
Finance & Policy Committee

## Whittlesey Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Cheque No	Description	Supplier	Net	VAT	Total
54 Staff Salary	26/05/2016		bacs	Salaries	Tracey Davies	48.00	0.00	48.00
55 Office Repairs	26/05/2016		bacs	EPC for Grosvenor House	NRG Mike Todd	250.00	0.00	250.00
56 Staff National Insurance	03/06/2016		100223	Tax and NI	HMRC	386.76	0.00	386.76
57 Staff Salary	26/05/2016		BACS	Salaries	Sue Evans	1,595.44	0.00	1,595.44
58 S137 Donations	25/05/2016		100224	Donation to SHS Gardening Pro	Sir Harry Smith Prom	300.00	0.00	300.00
59 S137 Donations	08/06/2016		100225	Summer Reading Challenge	Cambridgeshire County Council	500.00	0.00	500.00
60 Staff Pension	03/06/2016		BACS	Pension	LGSS	811.96	0.00	811.96
61 Staff Pension	03/06/2016		BACS	Pension	LGSS	811.96	0.00	811.96
62 Insurance	22/06/2016		bacs	Insurance	Zurich	827.71	0.00	827.71
63 Stationery	22/06/2016		bacs	Stationery	Peterborough Office Supplies	49.30	9.86	59.16
64 General Office Expenses	22/06/2016		bacs	Stationery	Peterborough Office Supplies	21.08	4.22	25.30
65 Staff Salary	22/06/2016		bacs	Salaries	Tracey Davies	48.00	0.00	48.00
66 Staff Salary	22/06/2016		bacs	Salaries	Sue Evans	1,595.44	0.00	1,595.44
67 Photocopier	22/06/2016		bacs	copies	Walters Limited	220.54	44.11	264.65
68 Website	22/06/2016		bacs	Web Site monthly fee	SG Computing Ltd	80.00	0.00	80.00
69 Office Repairs	22/06/2016		bacs	Window Cleaning	H20 Pure - Mark Nicholas	15.00	0.00	15.00
70 Music Festivals	22/06/2016		bacs	Music event medical cover	St Johns Ambulance	233.75	46.75	280.50
71 Non Domestic Rates	15/06/2016		dd	Non Domestic Rates	Fenland District Council	726.00	0.00	726.00
72 Telephone / Internet	20/06/2016		dd	Phone and internet	Frontier Voice and Data	90.52	18.10	108.62
73 Allotments	22/06/2016		100227	Allot Key refund 77A	Mr B Smith	30.00	0.00	30.00
74 Staff National Insurance	22/06/2016		100228	Tax and NI	HMRC	386.76	0.00	386.76
75 Allotments	22/06/2016		bacs	Allotment water	Anglian Water	98.64	0.00	98.64
76 Bank Charges and Interest	07/06/2016		bacs	Bank Charges	Barclays	52.63	0.00	52.63
77 Music Festivals	13/06/2016		100226	Music event band payments	Dave Mason	410.00	0.00	410.00
<b>Total</b>						<b>9,589.49</b>	<b>123.04</b>	<b>9,712.53</b>