

WHITTLESEY TOWN COUNCIL - Finance & Policy Committee

Minutes of the Finance & Policy Committee held on Wednesday 21st September 2022
at Peel House, 8 Queen Street, Whittlesey, PE7 1AY

Present: Cllr Boden, Miscandlon, Dorling, Davies

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

Recording: The recording is made as an aide memoir for the Clerk

FP53/2022. To receive apologies from absent Members. –

Cllr Mockett (Work), Cllr Wicks (Personal)

FP54/2022. To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda items.

There were no member declarations.

FP55/2022 - Public Forum – 15 minutes - Three members of the public were present.

FP56/2022 - To confirm and sign the Minutes from the Finance & Policy Committee on Monday 15th August 2022

Ratified: The minutes were approved and signed as a true record.

FP57/2022 – Update from representatives of Whittlesey Christmas Lights – Following request from the previous F & P to reconsider the donation.

Mr Gary Swan thanked members for allowing them to present about the Christmas lights and read the following statement regarding the the grant request of £7,500 that had been submitted to WTC.

We understand that the policy & finance dealt with this at a previous meeting and made a grant to us to the sum £5000 for which we are thankful and gratefully accept however:

Whittlesey Christmas lights asked for an increased amount this year based on some factors that we have discussed in our meetings and deem important to us and the town.

The Christmas tree (kindled donated by McCains) that stands proudly on the market square and is the focal point of our display, but our electrical contractor has advised us the lights we use are old and could fail at any time, so we asked for the uplift of money from you to fund a new set of lights that will cost in the region of £2500. The money shown in our accounts has all been allocated for this year's display.

Something else that is on our minds is that as you will appreciate the economy is looking like it's going into recession and with energy costs increasing dramatically, everyone is tightening their belts. Most of the power for our displays is provided by local businesses - are they going to be able to carry on providing that power for our displays?

We have costed the lights for Christmas 2023

Our treasurer has forecasted a budget for 2023 and he has brought to our attention that because of spiraling costs and business and local company's tightening their belts, without your generous donation/grant of £7500 we could incur a shortfall. We would like you to take this into consideration when you set your budgets / precept for 2023.

This will help ensure the future of the Christmas lights that the town has come to enjoy.

Members discussed the information given, Cllr Miscandlon proposed 2.5k, seconded Cllr Davies with a unanimous vote in favour.

FP58/2022 – Financials.

1. Bank Reconciliations to 31st August 2022 – Members received the bank reconciliation
2. Year to date Figures – Members received the year-to-date figures
3. Payment List for approval. Vouchers 115 to 147 totalling £19731.63 – proposed Cllr Boden, seconded Cllr Miscandlon with a unanimous vote in favour.

Cllr Miscandlon once again thanked the Clerk for her hard work and requested the thanks it be noted in the minute, members concurred with this comment.

FP59/202 - Agenda Items for Discussion

1. External Auditor – Cllr Boden invited the Clerk to explain. As we are now at the end of the five-year fixed term with PKF Littlejohn, we have the option to opt out and find a new external auditor. The Clerk suggested we stay with PKF for the next 5 years (22/23 to 26/27) for the limited assurance review, as PKF are conversant with the information that needs to be audited to meet the set criteria. Cllr Boden proposed we continue with PKF, seconded by Cllr Dorling with a unanimous vote in favour.
2. WTC mission statement – Members discussed this at length and agreed a mission statement is something they would like to have in place. Cllr Dorling offered to produce a draft for discussion at the next F & P meeting. Cllr Boden thanked Cllr Dorling for taking on this project.
3. Photocopier upgrade – The Clerk advised members the existing copier has never been as good as the previous one, the current supplier has offered a new machine but on a better deal than the existing copier with better reproduction. The existing cost is 782.18 per quarter, the new cost is £683.50 per quarter, this includes all consumables, also the cost per copy if we go over the agreed amount for both colour and mono is less. Members were furnished with all the figures for discussion, Cllr Davies proposed we proceed with this, seconded by Cllr Miscandlon with a unanimous vote in favour.
4. Budget 2023/24 – Cllr Boden advised he would work on a draft the budget for October. The Clerk will email all Cllrs asking if they have any expenditure they wish included in the budget.

FP60/2022 – Information

There was no additional information.

FP61/2022 - Donation Requests.

1. Whittlesey Christmas Extravaganza – Members discuss this in depth and agreed to offer £1500.00, this was proposed by Cllr Miscandlon, seconded by Cllr Dorling with a unanimous vote in favour. The Clerk was asked to request further information on what the additional funding would be used for.
2. Cam Sight – Members discussed this application and agreed to offer £500.00, this was proposed by Cllr Boden, seconded by Cllr Dorling with a unanimous vote in favour.

FP62/2022– Date of Next Meeting – Monday 17th October 2022

Meeting Closed: 19:00

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Cllr Chris Boden
Chairman
Finance & Policy Committee



Whittlesey Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
115 Hanging Baskets	24/08/2022		Barclays Current Acco	DD	Hanging basket	Deifland Nursery	S	1,645.00	329.00	1,974.00
116 Office Maintenance	24/08/2022		Barclays Current Acco	DD	Trade Recycling	Fenland District Council	E	125.41		125.41
117 Pensions	24/08/2022		Barclays Current Acco	DD	Pension	LGSS	E	658.61		658.61
118 Music Festivals	24/08/2022		Barclays Current Acco	Online	First Aid	St Johns Ambulance	S	378.00	75.60	453.60
119 Office Consumables	24/08/2022		Barclays Current Acco	Online	Consumable	Peterborough Office Supplies	S	21.66	4.33	25.99
120 Stationery	24/08/2022		Barclays Current Acco	Online	Stationery	Peterborough Office Supplies	S	52.87	10.58	63.45
121 Travel & Expenses	24/08/2022		Barclays Current Acco	Online	Mileage	Haq Nawaz	E	62.55		62.55
122 Office Cleaning	24/08/2022		Barclays Current Acco	Online	Window Cleaning	H20 Pure Cleaning	E	10.00		10.00
123 Website	24/08/2022		Barclays Current Acco	Online	SLA	SG Computing	E	140.00		140.00
124 Office Maintenance	24/08/2022		Barclays Current Acco	Online	Drain Clearance	Dalrod	S	330.00	66.00	396.00
125 Office Consumables	24/08/2022		Barclays Current Acco	Online	Consumable	TLC R US LTD	S	11.67	2.33	14.00
126 MVAS	24/08/2022		Barclays Current Acco	Online	MVAS Maintenance	Fenland Electrical	S	120.00	24.00	144.00
127 IT	24/08/2022		Barclays Current Acco	Online	IT support	The Computer Man	E	25.00		25.00
128 Music Festivals	24/08/2022		Barclays Current Acco	Online	Music Vouchers	Key Mayor	E	100.00		100.00
129 Office Maintenance	24/08/2022		Barclays Current Acco	Online	Alarm Call out fee	Business Watch	S	70.00	14.00	84.00
130 Civic Expenses	24/08/2022		Barclays Current Acco	Online	Civic Wreaths	RBL Poppy Appeal	E	200.00		200.00
131 Allotments	24/08/2022		Barclays Current Acco	online	Allotment Water	Anglian Water - WAVE	Z	1,448.42		1,448.42
132 Staff Salaries	24/08/2022		Barclays Current Acco	online	Salary	S Piergianni	E	1,765.66		1,765.66
133 Training	24/08/2022		Barclays Current Acco	online	SLCC Training Seminar	SLCC	S	85.00	17.00	102.00
134 Christmas Lights	24/08/2022		Barclays Current Acco	online	Donation	Whittlesey Christmas Lights	E	5,000.00		5,000.00
135 Section 137 / GPC Donations	24/08/2022		Barclays Current Acco	online	Donation	MAGPAS	E	500.00		500.00
136 Office Water	24/08/2022		Barclays Current Acco	online	Office Water	Wave - Anglian Water	S	183.62	36.73	220.35
137 Office Cleaning	24/08/2022		Barclays Current Acco	online	Salary	Clare Lynch	E	80.00		80.00
138 Music Festivals	24/08/2022		Barclays Current Acco	online	Music on the Market	Graham Roberts (James)	E	250.00		250.00
139 Music Festivals	24/08/2022		Barclays Current Acco	online	Music on the Market	Radius 45 Michael Firko	E	500.00		500.00
140 Office Cleaning	24/08/2022		Barclays Current Acco	online	Salary	Clare Lynch	E	105.00		105.00
141 Capital Repayment 2	24/08/2022		Barclays Current Acco	online	PWLB Loan	Public Works Loan Board	E	2,125.00		2,125.00
142 Interest Repayment 2	24/08/2022		Barclays Current Acco	online	PWLB Loan	Public Works Loan Board	E	606.16		606.16
143 Bank Charges & Interest	24/08/2022		Barclays Current Acco	online	Bank Charges / Interest	Barclays	E	8.50		8.50
144 PAYE & NI	24/08/2022		Barclays Current Acco	online	Tax & NI	HMRC	E	673.52		673.52
145 Rural CAB	24/08/2022		Barclays Current Acco	online	Donation	Citizens Advice Rural Cambs	E	1,700.00		1,700.00
146 Allotments	24/08/2022		Barclays Current Acco	online	Allotment Wasps	Anglian Pest Control	E	90.00		90.00
147 Phone & Internet	24/08/2022		Barclays Current Acco	dd	Telephone & Internet	Ethos (formally Waiters)	S	67.01	13.40	80.41
Total									592.97	19,731.63