

## **WHITTLESEY TOWN COUNCIL - Finance & Policy Committee**

Minutes of the meeting held on Monday 13<sup>th</sup> November 2023 at 6.30pm at Peel House, 8 Queen Street, Whittlesey, PE7 1AY.

**Present:** Cllr Arman, Mockett, Sennitt-Clough, Wicks, Dorling

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

**Recording:** This is made as an aide memoir for the Clerk.

### **FP70/2023. To receive apologies from absent Members.**

Cllr Boden (personal), No apologies were received from Cllr Dickinson

### **FP71/2023. To receive members' declarations of disclosable pecuniary, non-disclosable pecuniary or non-pecuniary interests in relation to any agenda items discussed later in the agenda.**

#### **There were no declarations.**

1. Peel House Flats.

### **FP72/2023 - Public Forum – 15 minutes**

1 member of the public was present.

### **FP73/2023 - To confirm and sign the Minutes from the Finance & Policy Committee on Monday 16<sup>th</sup> October 2023**

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

### **FP74/2023 – Financials.**

1. Bank Reconciliations to 31<sup>st</sup> October 2023 – The Clerk will send these out before the Full Council Meeting on 23<sup>rd</sup> November 2023, the same applies for the Year-to-Date figures and the payment list.
2. Year to date Figures – The YTD figures will be sent out before the November Full Council.
3. Payment List for approval – The payment list will be approved at the November Full

### **FP75/2023 - Agenda Items for Discussion**

1. High Interest Bond – The Clerk advised WTC did not qualify for the Cambs & Counties and she is now working on other options given to her by Cllr Dorling.
2. Electricity contract – Cllr Dorling advised members he is working on this and will work with the Clerk to investigate further. The Clerk to chase for Smart meters for both if they are not in place. Cllr Sennitt-Clough proposed this be deferred to the next meeting, seconded Cllr Nawaz with a unanimous vote in favour.
3. Budget 2024/25 – Cllr Arman advised members this was version zero and a working document. Cllr Sennitt-Clough suggested it would be helpful to explore funding streams that have already been allocated to Fenland for Arts events, such as Whittlesey Music Festival, through Arts organisations that have been funded by Arts Council England. That way, Town Councils would not be allocating additional public money to that already ring-fenced. She wanted to make it clear that she was not saying we should not support Whittlesey Music Festival, but that we need more scrutiny over funds already allocated for the area so that the Town Councils' funds are not being unnecessarily depleted. It is with that recommendation that she suggested an invitation be sent to our Fenland Arts Council Representative. [Adrian.cooke@artscouncil.org.uk](mailto:Adrian.cooke@artscouncil.org.uk). The Clerk to invite to the next F & P Meeting. The

maintenance budget was queried, the Clerk advised we are trying to obtain funding for the door and counter, but if we are unsuccessful the costs for the front doors would be approximately 5k, if it is just the automation that needs replacing, but 11K if it is the doors as well. The Clerks counter would be 1500.00 to 2,000. The Clerk also advised the furniture in the chamber does not meet fire regulations and has been advising this for 3 years. Cllr Mockett proposed seconded Cllr Sennitt Clough, that the Clerk obtain the list of all furniture that does not meet the requested criteria. The Clerk will organise this and report back to F & P. The Clerk to send budget zero to all members in the next couple of days.

4. B1040 Grass Cutting – The Clerk advised that Charity had responded to the query and advised that the grass has been cut by WTC prior to them given this land in the will of Nancy Bowker in 1999. Cllr Mockett proposed we cease cutting the grass, this was seconded by Cllr Wicks with a unanimous vote in favour.
5. Flat A decoration from leak – The Clerk advised they endeavoured to obtain 3 quotations, but only one was achieved at a cost of £715.00 plus VAT. Proposed Cllr Mockett, seconded Cllr Wicks with a unanimous vote in favour.
6. Mileage Allowance – This item will be deferred to a later meeting.
7. Oil Tank Removal – The Clerk advised the cost to cut and remove this is £645.00 plus VAT, this was proposed by Cllr Wicks, seconded by Cllr Mockett with a unanimous vote in favour. The Clerk did advise she had emailed the fire station to see if they wished to use this for training but has not received any response.
8. Review of Standing Orders – CB/SP – defer to the next meeting.

**FP76/2023 – Information**

There was no further information.

**FP77/2023 - Donation Requests.**

There were no donation requests.

**FP78/2023– Date of Next Meeting – Monday 18<sup>th</sup> December 2023 – 6pm**

**FP79/2023. Exclusion of the Public, including the Press.**


**FP80/2023. To discuss those items previously agreed at agenda item FP71/2023**

The flats at Peel House were discussed as the current tenancy is due to end in September 2024.

Meeting Closed 19.35

*CP Boden*

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Cllr Saeed Arman  
Vice Chairman  
Finance & Policy Committee



**Whittlesey Town Council**  
**PAYMENTS LIST**

| Voucher Code                  | Date       | Minute | Bank                  | Cheque No | Description                    | Supplier                     | VAT Type        | Net           | VAT             | Total    |
|-------------------------------|------------|--------|-----------------------|-----------|--------------------------------|------------------------------|-----------------|---------------|-----------------|----------|
| 163 Jubilee Wood              | 17/10/2023 |        | Barclays Reserve Acco | donation  | Platinum Wood                  | Tangent                      | E               |               |                 |          |
| 164 Phone & Internet          | 31/10/2023 |        | Barclays Current Acco | DD        | Phone & Internet               | EVAD                         | S               | 76.57         | 15.31           | 91.88    |
| 165 External Audit            | 26/10/2023 |        | Barclays Current Acco | DD        | External Audit                 | PKF Littlejohn               | S               | 630.00        | 126.00          | 756.00   |
| 166 Staff Salaries            | 26/10/2023 |        | Barclays Current Acco | online    | Staff Salaries                 | Staff Salaries WTC           | E               | 2,150.16      |                 | 2,150.16 |
| 167 PAYE & NI                 | 26/10/2023 |        | Barclays Current Acco | online    | Tax & NI                       | HMRC                         | E               | 911.57        |                 | 911.57   |
| 168 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | Window Cleaner                 | H2O Pure - Mark Nicholas     | E               | 30.00         |                 | 30.00    |
| 169 Sundry Parish Maintenance | 26/10/2023 |        | Barclays Current Acco | online    | keys for noticeboard market pl | The Lock Shop                | S               | 115.00        | 23.00           | 138.00   |
| 170 Office Cleaning           | 26/10/2023 |        | Barclays Current Acco | online    | Office Cleaning                | Clare Lynch                  | E               | 138.00        |                 | 138.00   |
| 171 Office Consumables        | 26/10/2023 |        | Barclays Current Acco | online    | consumables                    | Peterborough Office Supplies | S               | 93.04         | 18.61           | 111.65   |
| 172 Local Highway Improvement | 26/10/2023 |        | Barclays Current Acco | online    | LHI Contribution - A605        | Cambridgeshire County Coun   | E               | 689.13        |                 | 689.13   |
| 173 Subscriptions             | 26/10/2023 |        | Barclays Current Acco | online    | Subscription                   | NSALG                        | S               | 55.00         | 11.00           | 66.00    |
| 174 Stationery                | 26/10/2023 |        | Barclays Current Acco | online    | Stationery                     | Peterborough Office Supplies | S               | 39.39         | 7.88            | 47.27    |
| 175 Mayors Allowance          | 26/10/2023 |        | Barclays Current Acco | online    | Mayors Allowance               | Kay Mayor                    | E               | 450.00        |                 | 450.00   |
| 176 Allotments                | 26/10/2023 |        | Barclays Current Acco | online    | Allotment Keys                 | The Lock Shop                | S               | 370.00        | 74.00           | 444.00   |
| 177 Civic Expenses            | 26/10/2023 |        | Barclays Current Acco | online    | Civic Wreaths                  | Royal British Legion         | S               | 166.67        | 33.33           | 200.00   |
| 178 Website                   | 26/10/2023 |        | Barclays Current Acco | online    | Website SLA                    | SG Computing                 | E               | 140.00        |                 | 140.00   |
| 179 Residential Rent / Costs  | 26/10/2023 |        | Barclays Current Acco | online    | Bathroom light flat b          | Fenland Electrical Services  | S               | 120.00        | 24.00           | 144.00   |
| 180 Office Cleaning           | 26/10/2023 |        | Barclays Current Acco | online    | Office Cleaning                | Clare Lynch                  | E               | 166.75        |                 | 166.75   |
| 181 Allotments                | 26/10/2023 |        | Barclays Current Acco | online    | Keys and locks                 | The Lock Shop                | S               | 60.00         | 12.00           | 72.00    |
| 181 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | Keys and locks                 | The Lock Shop                | S               | 111.98        | 22.40           | 134.38   |
| 181 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | Keys and locks                 | The Lock Shop                | S               | 165.00        | 33.00           | 198.00   |
| 181 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | Keys and locks                 | The Lock Shop                | S               | 15.00         | 3.00            | 18.00    |
| 182 Civic Expenses            | 26/10/2023 |        | Barclays Current Acco | online    | Civic Service refreshments     | Housdens Caterers            | E               | 400.00        |                 | 400.00   |
| 183 Travel Expenses           | 26/10/2023 |        | Barclays Current Acco | online    | Mileage                        | Kay Mayor                    | E               | 93.60         |                 | 93.60    |
| 184 Christmas Extravaganza    | 26/10/2023 |        | Barclays Current Acco | online    | Donation                       | Whittlesey Extravaganza      | E               | 1,000.00      |                 | 1,000.00 |
| 185 Travel Expenses           | 26/10/2023 |        | Barclays Current Acco | online    | Travel Expenses                | Eamonn Dorling               | E               | 79.98         |                 | 79.98    |
| 186 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | Draih Clearance                | Superior Plumbing Services   | S               | 245.00        | 49.00           | 294.00   |
| 187 Office Maintenance        | 26/10/2023 |        | Barclays Current Acco | online    | NNDR                           | Fenland District Council     | E               | 60.00         |                 | 60.00    |
| 188 Office Electricity        | 26/10/2023 |        | Barclays Current Acco | online    | Office Electric                | British Gas Lite             | L               | 135.61        | 6.78            | 142.39   |
| 189 Bank Charges & Interest   | 26/10/2023 |        | Barclays Current Acco | online    | Bank Charges / Interest        | Barclays                     | E               | 8.50          |                 | 8.50     |
| <b>Total</b>                  |            |        |                       |           |                                |                              | <b>8,715.95</b> | <b>459.31</b> | <b>9,175.26</b> |          |

## Whittlesey Town Council RECEIPTS LIST

| Voucher Code          | Date       | Minute | Bank                  | Receipt No            | Description     | Supplier                    | VAT Type | Net           | VAT | Total         |
|-----------------------|------------|--------|-----------------------|-----------------------|-----------------|-----------------------------|----------|---------------|-----|---------------|
| 47 Jubilee Wood       | 17/10/2023 |        | Barclays Reserve Accc | Tree donation tangent | Platinum Trees  | Tangent                     | E        | 50.00         |     | 50.00         |
| 48 Jubilee Wood       | 17/10/2023 |        | Barclays Reserve Accc | Tree donation Randall | Platinum Trees  | Karen Randall               | E        | 50.00         |     | 50.00         |
| 49 Jubilee Wood       | 17/10/2023 |        | Barclays Reserve Accc | Tree donation Randall | Platinum Trees  | Pauline Randall             | E        | 50.00         |     | 50.00         |
| 50 Commercial Rent    | 16/10/2023 |        | Barclays Current Acco | Monthly Ren           | Commercial Rent | Fenland Youth Radio         | E        | 110.00        |     | 110.00        |
| 51 Commercial Rent    | 16/10/2023 |        | Barclays Current Acco | Monthly Rent          | Commercial Rent | Fenland Electrical Services | E        | 220.00        |     | 220.00        |
| 52 Commercial Rent    | 16/10/2023 |        | Barclays Current Acco | Monthly Rent          | Commercial Rent | ISA-Cam Rent                | E        | 330.00        |     | 330.00        |
| 53 Office Maintenance | 16/10/2023 |        | Barclays Current Acco | 10454                 | Trade Recycling | Fenland District Council    | E        | 60.64         |     | 60.64         |
| <b>Total</b>          |            |        |                       |                       |                 |                             |          | <b>870.64</b> |     | <b>870.64</b> |