

## WHITTLESEY TOWN COUNCIL - Finance & Policy Committee

Minutes of the Committee meeting held on Monday 15<sup>th</sup> January 2024 at 6pm at Peel House, 8 Queen Street, Whittlesey, PE7 1AY.

**Present:** Cllr Boden, Dorling, Mayor, Sennitt-Clough, Wicks, Dickinson (6.25)

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

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

### **FP01/2024. To receive apologies from absent Members.**

Cllr Arman & Cllr Mockett (personal) there were no apologies from Cllr Nawaz

### **FP02/2024. 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.**

Peel House & Flats update

Cllr Mayor declared an interest in Whittlesey Christmas Lights and Whittlesey in Bloom should it be discussed under item F/06/2024 (1)

### **FP03/2024 - Public Forum – 15 minutes**

One member of the public was present.

### **FP04/2024 - To confirm and sign the Minutes from the Finance & Policy Committee on Monday 18<sup>th</sup> December 2023**

**Ratified:** The Minutes were approved and signed as a true record, proposed Cllr Boden, seconded Cllr Wicks with a unanimous vote in favour.

### **Cllr Dickinson joined the meeting at 6.25.**

The Chair advised members the information regarding the gas and electric on arrived today, and to attach those figures and the figures from Cllr Dorling to the minutes, but the item will be on the agenda for February, the Chair requested the Clerk send the figures well in advance of the meeting. The Clerk advised she would do this, but the figures are subject to change every day, therefore they may not be the most accurate.

### **FP05/2024 Financials**

1. Bank Reconciliations to 31<sup>st</sup> December 2023 – members received the balanced bank reconciliation.
2. Year to date Figures – Members received the YTD figures.
3. Payment List for approval – Vouchers 218 – 238, to the value of £9026.14 were proposed by Cllr Dorling, seconded Cllr Sennitt-Clough with a unanimous vote in favour.
4. High Interest Account update – The Clerk was asked to update members on the current position. She advised as follows: Two- and half-hour meeting with Metro Bank to deposit 85K, the rate had changed to 4.41% at the time, however further information was required, this was emailed over the day after the meeting, but we are still waiting for confirmation. The Clerk requested that should this application not be successful; she try elsewhere and have council approval for this 85K plus a further 45K be placed with different suppliers immediately. Proposed by Cllr Sennitt-Clough, seconded Cllr Dorling with a unanimous vote in favour.

## **FP06/2024 - Agenda Items for Discussion**

Budget 2024/25 – CB

Cllr Boden proposed the following changes to draft budget, these changes if agreed would be submitted to the Full Council on Thursday 18<sup>th</sup> January 2024 for approval (Budget V2)

- a) Code 22 - Bank Charges / Interest – increase the income to (£5000.00)
- b) Code 6 – Round the figure to £12017.00
- c) Code 7 – Round the figure to £10517.00
- d) Code 106 – Remove the CCTV budget of £10740.00.
- e) Code 51 – Increase the income by £1500.00 to a total of (£9420.00)
- f) Code 59 – Insert £720.00 for NNDR in case the challenge is not successful.
- g) New Code – Jubilee Wood – Grant Funding (£1000.00)
- h) New Code – Chamber Furniture - £7,000.00
- i) New Code – Heritage Centre Planning Application £867.00

Cllr Wicks Queried the increase in Insurance & Remembrance – The Clerk advised we had submitted two insurance claims and as Remembrance is a Civic parade, the costs have increased as we had to pay for sound engineers. He also asked Cllr Boden to confirm that we do have power to negotiate the CCTV, if necessary, after the CCTV meeting, this was confirmed by the Chair.

Cllr Dorling requested that Jubilee wood have two or more codes, to ensure WTC grant / resident donations and outside body grants can be distinguished from each other. The Clerk advised she will go back through all the accounts and produce this document as soon as possible. Cllr Dorling advised he has received confirmation of a successful bid for £1000.00.

The Clerk requested the website be included in the budget and on the February agenda due to WCAG 2.1AA as elements of WTC website are not compliant with the government legislation. Cllr Boden was asked to seek advice from. The Clerk will contact other website providers for further advice.

1. Peel House Furniture update – The Clerk presented her findings to members and was asked to send the papers to the full council for Cllrs to comment and make suggestions, she will also consult with Cllr Black who specialises in this type of business.
2. Music Events – The Chair advised the Coates funding is now agreed.
4. Safetell Counter update – The Clerk advised that Safe tell had attended site, one of the reception screens now works, the cost was only £485.00, members were advised the second screen still requires repair. The Clerk has requested a cost for an SLA, as the chargeable batteries need to be changed every one to two years depending on usage. The Clerk will report back to the next meeting.

**FP07/2024 – Information** - There was no additional information.

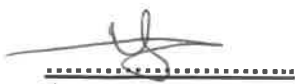
**FP08/2024 - Donation Requests** - There were no donation requests.

**FP09/2024 - Date of Next Meeting 19<sup>th</sup> February 2024** – Cllr Boden advised he is not available for the next meeting. The Clerk to check if the deputy is available.

**FP10/2024. Exclusion of the Public, including the Press.**

**FP11/2024. To discuss those items previously agreed at agenda item FP02/2024**

Meeting closed 19:30



Cllr Boden  
Chairman  
Finance & Policy Committee



## Whittlesey Town Council PAYMENTS LIST

5 March 2024 (1st April 2023 to 31st March 2024)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
218	19/12/2023		Barclays Current Acc		Allotment Water	Anglian Water / wave	S	634.97	126.99	761.96
219	19/12/2023		Barclays Current Acc		Office Water	Anglian Water / wave	S	163.19	32.64	195.83
220	19/12/2023		Barclays Current Acc	online	Office Maintenance	The Oil Tank Company Lim	S	645.00	129.00	774.00
221	19/12/2023		Barclays Current Acc	online	Postage	Peterborough Office Suppli	S	51.45	10.29	61.74
221	19/12/2023		Barclays Current Acc	online	Postage	Peterborough Office Suppli	E	75.00		75.00
221	19/12/2023		Barclays Current Acc	online	Postage	Peterborough Office Suppli	S	103.35	20.67	124.02
222	19/12/2023		Barclays Current Acc	online	Pension	Cambs Pension Scheme	E	840.05		840.05
223	29/12/2023		Barclays Current Acc	online	Phone & Internet	EYAD	S	76.65	15.33	91.98
224	19/12/2023		Barclays Current Acc		Phone Lease Rental	CF Corporate	S	274.00	54.80	328.80
225	19/12/2023		Barclays Current Acc	online	Bank charges	CF Corporate	E	8.50		8.50
226	19/12/2023		Barclays Current Acc	online	Photocopies	Ethos (formally Walkers)	S	2.01	0.40	2.41
227	19/12/2023		Barclays Current Acc	online	Office Gas	British Gas Lite	S	448.16	89.63	537.79
228	19/12/2023		Barclays Current Acc	online	Office Electric	British Gas Lite	L	222.96	11.15	234.11
229	19/12/2023	Final Gas bill	Barclays Current Acc	online	Office Electric	Total gas and power	L	195.74	9.79	205.53
230	19/12/2023	Final Gas bill	Barclays Current Acc	online	Flat maintenance	Paul Tee Quality Painter &	S	715.00	143.00	858.00
231	19/12/2023		Barclays Current Acc	online	NNDR	Fenland District Council	E	60.00		60.00
232	19/12/2023		Barclays Current Acc	online	Office Cleaning	Clare Lynch	E	322.00		322.00
233	19/12/2023		Barclays Current Acc	online	Tax & NI	HMRC	E	984.90		984.90
234	19/12/2023		Barclays Current Acc	online	Travel Expenses	Sue Piergianni	E	38.70		38.70
235	19/12/2023		Barclays Current Acc	online	Salaries	Sue Piergianni	E	2,248.82		2,248.82
236	19/12/2023		Barclays Current Acc	online	Business Cards	Fair-away Art	S	100.00	20.00	120.00
237	19/12/2023		Barclays Current Acc	online	Website SLA	SG Computing Ltd	E	140.00		140.00
238	19/12/2023		Barclays Current Acc	online	consumables	TLC R US LTD	S	10.00	2.00	12.00
<b>Total</b>								<b>8,360.45</b>	<b>665.69</b>	<b>9,026.14</b>

# Whittlesey Town Council

## RECEIPTS LIST

5 March 2024 (1st April 2023 to 31st March 2024)

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
63	04/12/2023		Barclays Reserve Acc		Bank Interest	Barclays	E	353.60		353.60
64	04/12/2023		Barclays Current Acc	December 2023	Flat A & B Rent	Peterborough city council	E	1,390.04		1,390.04
65	04/12/2023		Barclays Current Acc	December 2023	Commercial Rent	Fenland Youth Radio	E	110.00		110.00
66	04/12/2023		Barclays Current Acc	May 2023	Coronation Insurance	Event Insurance	E	2,602.00		2,602.00
67	04/12/2023		Barclays Current Acc	December 2023	Commercial Rent	ISA-Cam Rent	E	330.00		330.00
68	04/12/2023		Barclays Current Acc	December 2023	Commercial Rent	Fenland Electrical Services	E	220.00		220.00
69	22/12/2023		Barclays Current Acc	January 2024 rent	Flat A & B Rent	Peterborough city council	E	1,390.04		1,390.04
<b>Total</b>								<b>6,395.68</b>		<b>6,395.68</b>