

# Great Wilbraham Parish Council

Minutes of the Finance Committee Meeting of Great Wilbraham Parish Council  
Held Thursday 28<sup>th</sup> October 2021, 8.00pm at the Wilbrahams' Memorial Hall

**Present:** Roddy Tippen (Chair), Sally Ramus and Claire Jackman.

The Clerk, Natalie Mulvey and Cllr Alister McFarquhar were in attendance.

**F21-22/1 To receive and approve apologies for absence – None**

**F21-22/2 Declarations of interest and dispensations**

(a) To receive declarations of interest from councilors on items on the agenda – None

(b) To receive written requests for dispensations for disclosable pecuniary interests – None

(c) To grant any requests for dispensation as appropriate – None

**F21-22/3 To sign and approve minutes** Minutes of the Finance Committee meeting held on 29<sup>th</sup> April 2021 were proposed by R Tippen seconded by S Ramus and RESOLVED by a unanimous vote to be a true record of events and were duly signed by the Chairman of the Finance Committee.

**F21-22/4 To acknowledge receipt of external auditor certificate and report 2021/2022** - The Clerk presented the signed and approved external auditor certificate. No issues had been raised.

**F21-22/5 To review 2021 – 2022 accounts and budget review** R Tippen talked members through the figures which were at the half year point. The budget for 2021-2022 was set at a deficit and the Parish Council is currently reflecting a £10,500 surplus. The budget includes a £10,000 commitment to the LHI initiative. All agreed that any payment for the LHI in this financial year is unlikely, however, a payment to support the PFHI may be needed. Although the budget document reported a £20,000 surplus at the half year point, this is due to most of the income has been received with more expenditure towards the end of the year. All agreed the finances were in good shape and on track.

**F21-22/6 To discuss preparation of 2021 – 2022 budget** – The Clerk presented an up-to-date budget and forecast for 2022-2023. Figures were based on a 5% uplift on the previous year's budget. Members reviewed the proposed figures and discussed potential areas of change next year. The Clerk agreed to circulate the revised budget document to the full council in preparation for the precept to be provisionally agreed at the November meeting. All agreed a key decision would be on the possible level of deficit.

ACTION: CLERK

**F21-22/7 To consider expenditure applications** - The Clerk reported that none had been received.

**F21-22/8 To review GWPC Financial Regulations November 2020** - The Clerk presented the GWPC Financial Regulations and reported that there had been no changes to the NALC guidance. Members agreed to recommend the regulations to the full council for approval.

ACTION: CLERK

**F21-22/9 To review GWPC assets and parish land deeds** The Clerk presented the land registry schedule

for members to review. R Tippen advised that the deed documents were in order and the rent agreements had been reviewed. The clerk presented updated land agreements for Public Acre Field and the Gravel Pit. It was agreed these should be issued to the tenants for signature.

ACTION: CLERK

**F21-22/10 To discuss Parish Cemetery layout proposals** – The clerk circulated two proposed layout drawings received from CDS Group for the Parish Cemetery. The two designs allowed for differing numbers of plots, and both included natural burial plots. The clerk was asked to investigate the provision for natural burial plots and whether these were included in the current rules and regulations. It was agreed that the proposed layouts be discussed at the next full meeting.

ACTION: CLERK

**F21-22/11 To discuss village maintenance costs** – C Jackman confirmed that she has contacted several people and companies to get an understanding of the requirements and costs for maintenance of village grass and hedge cutting. She believed it was unlikely that she would be able to report on detailed costings for the November meeting but was working to have a clear idea by the January meeting. All agreed that this was fine as it would allow for a final decision on the precept. The precept request is submitted in February.

ACTION: C JACKMAN

**F21-22/14 To review GWPC calendar** – The clerk advised the calendar was up to date no action is needed.

**F21-22/14 Date of next meeting** – 17<sup>th</sup> February 2022

There being no further business the meeting closed at 10.30pm