

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**
held in the Pavilion Room, Village Hall, Fowlmere
Wednesday 26th February 2020 at 7.30 pm

Present:

Cllr P Burge (Chair), Cllr L Wragg, Cllr S Mulholland, Cllr Vinton and Cllr R Lennon.

Also in Attendance: Ms K Byrne (Clerk)

Actions

1 Apologies for Absence

There were apologies for absence from Cllr C Howe and Cllr Roberts.

2 Minutes of Previous Meeting – 6th Nov 2019 / Matters Arising

The Finance Minutes of 6th November 2019 were reviewed, agreed to be a true record, and were signed by Cllr Burge.

There were no matters arising.

3 Review of Income and Expenditure

a) Review of savings accounts and current accounts

The Committee reviewed the PC's current and savings accounts and discussed how much money should be in each account.

The balance in each of the bank accounts is currently as follows:

- Unity Trust Bank Instant Access Savings Account – £503.34
- Santander Business Savings Account – £9,670.30
- The Cambridge Building Society – £40,541.35
- Unity Trust Current account – £9,087.59
- Santander Current account – £2,148.82.

The PC decided that the S106 money for the recently purchased Vinci wooden climbing frame (£9,000) should be taken out of the Santander savings account and put it into the Unity Trust current account. Clerk to arrange to transfer the money.

Clerk

b) Comparison of Expenditure with budget

The Committee reviewed the Fowlmere PC Accounts spreadsheet. Cllr Burge said that although the expenditure for this Financial Year (FY) is approximately £11,000 more than the precept budget + income, this can be explained by the large capital projects that have been paid for this year, such as the repairs to the chapel windows & memorial well, and the registration of Clunch Pits and Village Hall (VH) land. The budgets have been rebalanced more appropriately for the next FY.

The PC discussed using accounting software for the financial accounts, to make things such as budget assessment easier. Cllr Mulholland and Cllr Lennon both recommended Xero accounting software. Clerk will trial using Xero accounting software. A working party comprising Cllrs Wragg, Burge, Mulholland and the Clerk to assess how this goes.

Cllrs Wragg,
Burge,
Mulholland
& Clerk

c) Precept

SCDC have acknowledged receipt of the 2020/21 precept requirement from Fowlmere PC of £41,880.00.

4 Audit for 2019-2020

a) Review FPC asset register and insurance

The Committee reviewed the asset register spreadsheet. Cllr Mulholland suggested some

- additions to the list which included the noticeboards, fencing around Butts, benches additional to those listed, the village maps, the shed and noticeboard at the cemetery, and other PC land. Cllr Mulholland will update the asset register and circulate to the Finance Committee to review. The updated list will be considered further in the next PC meeting. The Clerk will then approach three insurance companies for quotes. Cllr Mulholland
Clerk
- 5 Trees, Grass, Hedges and General Purposes**
- a) Contract renewals**
- The Clerk had sent tender documents for the Grounds & Public Areas Maintenance Contract to 5 contractors (each recommended by a local Clerk) giving 7 weeks to reply. A reminder was sent a week ago asking for quotes to be returned by 25 Feb. However, only one contractor replied. This quote (from Hardy Landscapes) was considered by the Committee; the prices are in line with last year's quote. Cllr Wragg proposed that the Committee accept the quote, all concurred. Clerk to let Hardys know they have won the contract. Terms and conditions for the contract to be prepared by the Clerk and Cllr Burge; this to be signed before the scheduled work begins in April. Some work additional to the quote (such as leaf-clearing in Jacksons Way) will be discussed at the next PC meeting. Clerk to put this on the PC Agenda. Clerk /
Cllr Burge
Clerk
- b) Tree survey**
- The areas of the village to be covered by the survey were reviewed. The Clerk has a list of 7 recommended tree surgeons, 5 of whom were chosen by the Committee. Clerk to ask the 5 tree surgeons for quotes to carry out a tree survey of Fowlmere. Clerk
- c) Traffic calming scheme**
- It is unclear if the latest revised scheme proposed by Cambridgeshire County Council will be within the agreed budget. This to be clarified by the LHI officer James Toombs.
- 6 Future Projects**
- a) Cemetery shed**
- Cllr Lennon suggested that an Asgard Metal shed might be appropriate for the cemetery, as they are sturdy, waterproof and possibly cheaper than traditional sheds. Cllr Mulholland to review and report back to the PC. Cllr
Mulholland
- b) Registering of parish land**
- The Butts recreation ground and the cemetery land will be considered in the next FY. Cllr Burge suggested that the cemetery land could be registered first as it should be more straightforward.
- c) Maintenance of bus shelters**
- The bus shelters on Thriplow road and Chrishall road have recently been repaired. But the shelter near the War memorial may need to be reviewed structurally. Cllr Vinton to approach Meads for a quote. Cllr Vinton
- 7 Other Matters**
- a) Review of in-house check on play equipment**
- Cllr Burge has been regularly checking the play equipment on the Butts; following Caloo being called out to repair the new climbing frame, there have been no other issues. Cllr Bearpark had been checking the VH play equipment. The PC needs to check 3 times per year in August, November and February. Cllr Mulholland will check the VH equipment in Feb. Cllr Vinton left the room at 21.06. Cllr
Mulholland
- Before the meeting, Cllr Vinton had been asked to submit a quote to carry out some repair work on the PC noticeboard. Cllr Vinton has carried out many such jobs for the PC in the past, free of charge. As this work would involve several days' work, the PC thought it reasonable that Cllr Vinton (through his company Fairholm Associates) should be allowed to charge for his time, given that his previous work had always been to a very high standard, and the overall cost would be less than £500. The Committee reviewed the quote. Cllr

Mulholland proposed that the committee accept the quote, Cllr Wragg seconded; all concurred. Clerk to let Cllr Vinton know.

Clerk

Cllr Vinton re-entered the room at 21.10.

Cllr Burge proposed that the PC pay £85 for finance training for the Clerk; all concurred.

8 Date of Next Meeting

Suggested date – Wednesday 29 April 2020.

The meeting closed at 21:17.