
Welney Parish Council

Minutes of the Finance Working Group meeting of Welney Parish Council, Thursday 29th July 2021, 7pm at William Marshall Centre

Committee Members: Cllr. Harvey (Chair), Cllr. Barker, Cllr. Lowry,

Those Present: Cllr. Harvey, Cllr. Barker, Cllr. Loveday, Cllr. Lowry, Cllr. Pratley, Clerk M Hilton.

MINUTES

1. To discuss which payments belong to WMC and change bank details where appropriate.

It was agreed that all grounds maintenance and utilities for the William Marshall Centre (WMC) would now come from the Charity bank account. These include Eon (electricity supply) Wave (water supply) PlusNet (telephone and broadband) fire extinguisher maintenance, CGM (grass cutting and grounds maintenance) and Pest Controller invoice for the field. Cllr. Barker agreed to cancel all the direct debits at Barclays ASAP. Cllr. Harvey will set up new direct debits to come from WMC account.

The Clerk asked for a copy of the loan agreement between Marshall's Charity and Welney Parish Council. Cllr. Harvey will check if she has a copy otherwise may have to ask previous Clerk Mrs. Millard. So far two or three payments have been made on a £7000 loan.

Eon electricity bill for WMC electricity supply was being paid from the playground equipment account the Clerk will refund this back to this account. This was set up eighteen months ago.

One person each quarter will sign the bank statements apart from the Chair Cllr. Harvey. This will protect the Council and the Clerk against financial risk.

The Clerk asked for any paperwork held by any member of the Council to be returned to the William Marshall Centre as the Clerk wants to reorganise the filing system held there. In the Clerk's office at home there is now a proper filing system in place.

The Playing Field account money will be used to purchase a pair of goal posts for the field. Cllr. Loveday is dealing with this.

The Clerk was asked to check with Eon and Westcotec about the savings to the streetlights now most are LED's

2. To understand the new cashbook

The Clerk explained the new cashbook has been set for this financial year. The Council agreed this was easier to understand. The Clerk referred also to the yearly tab figures which gives the Quarterly Progress Against Budget (QPAB) figures.

3. To understand the QPAB and Budget

The Clerk referred to the QPAB figures and told councilor's that any anomalies she puts a comment beside to explain why this has happened.

The Clerk went briefly through the budget set for this year, she has currently made savings on Clerk to the Council; Melanie Hilton CiLCA Qualified). Mobile; 07368 420237 Email;

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- Bank account
- Payroll Provider
- After checking the dog waste invoice from the Borough Council, the Clerk has found that a dog waste bin in Lakes End is being paid for by Welney Parish Council. The clerk has asked for a refund
- Scribe accounting system was cancelled and refunded
- Training budget will hardly be used this year.
- Computer was repaired instead of replaced
- The VAT refund for 2020-2021 has been applied for.

However, the budget did not include HMRC and pension payments as previous Clerks did not earn enough to go over the threshold. The Clerk also pointed out that there were no reserves held and this must change. If the Council were hit with an election this could cost around £2000 per quarter until the vacancy was filled. There are no reserves held for maintenance for example of the bus shelter or village sign. The Clerk also told the working Party that with the issues with the AGAR this may lead to extra hours for herself and also cost implication from the external auditor.

Signed by the Chairman **Date**