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**Minutes of the Bluntisham Finance Committee Meeting
Monday 5th September 2016 at 8pm in The Village Hall, Mill Lane,
Bluntisham**

Present: Mrs Philippa Hope, Mrs Margaret Lumb, Mr Alan Moules, Mr Mark Berg & Mrs Tracey Davidson (Clerk)

Also present – Mrs Joan Gutteridge

	Open Forum: Nothing to discuss.	
21	Election of Chairman – It was agreed that Mrs Margaret Lumb become the Chairman of the Finance Committee. (<i>Proposed Mrs Philippa Hope, seconded Mr Alan Moules. All agreed</i>)	
22	Declaration of Interest for items on the agenda – None.	
23	Apologies for absence – Mr Rob Gore.	
24	Minutes of the Finance meeting dated 22nd June 2016 to be approved and signed – Minutes approved and signed by Mrs Margaret Lumb. (<i>Proposed Mr Alan Moules Seconded Mrs Philippa Hope . All agreed</i>)	
25	Bank reconciliation to be reviewed and signed – the bank reconciliation for June, July & August was reviewed and signed at the meeting by Mrs Philippa Hope and Mr Alan Moules. No queries were raised.	
26	2016/17 review budget – Mrs Philippa Hope went through the parish and village hall accounts in detail: Parish - receipts exceed payments but large bills coming in the next month will bring it back on track. Slight increase on play area upkeep due to salary increase, overall salary costs are lower than budgeted. To summarise 18% of the parish budget to date is spent on salaries, 11% on administration and 71% on village amenities. Village hall – Regular hall hire and ad-hoc hire are both on target due to an increase in bookings during August. The money spent on the drapes has been returned and additional bookings continue to come in making a profit on the drapes. The brochure has paid for itself with new bookings. Staff costs are slightly over budget, mainly due to an increase in hire. Telephone will be overspent by £51pa due to the new answer phone facility. It was suggested to review the need for this in 12 months time as to date no messages have been left. The village hall maintenance budget was set for improvements to the hall, to date £1000 has been spent on decorating, however, the £684 spent on roof repairs should be moved to the village hall equipment line to ensure that funds allocated for hall improvements/maintenance are used. (<i>Proposed Mrs Philippa Hope, seconded Mr Alan Moules. All agreed.</i>) The projection for the village hall shows a deficit of £700 for the year, however, the committee are confident that the hall will show a profit by year end. It was agreed that any profit at year end be reviewed and that the ambition of the committee would be to allocate a proportion of this profit to the Hall maintenance line to allow continuous improvement of the material fabric of the hall.	
27	Agree purchase of hedge trimming equipment – the clerk advised that the petrol hedge trimmer costs £99.99 from Argos, Homebase and eBay. It was agreed to purchase 2 hedge trimmers from Argos. The clerk is to get prices for 2 x brooms, 2 x	Clerk

	large removal bags, 2 x rakes and present to the full council for signing off. It was agreed this money should come from the village maintenance budget. (<i>Proposed Mrs Philippa Hope, seconded Mr Alan Moules. All agreed.</i>) Post meeting note: the clerk can only purchase the hedge trimmer from Argos at a cost of £119.99 per unit. No other supplier has any items in stock.	
28	Sign purchase orders –these are to be signed at the full council meeting.	
29	Agree format of accounts for website and distribution Mrs Philippa Hope confirmed that the accounts can't be published or distributed in an excel format as they can easily be manipulated. The spreadsheet is full of macros and formulas which weren't part of the old format. Mrs Philippa Hope offered to show Mrs Joan Gutteridge again how to set her printer settings to print the accounts off in larger print and will split the pages to show the parish and village hall accounts on separate pages. Mrs Margaret Lumb advised that the accounts will not be shared in the public domain until they have been approved by the full council. (<i>Proposed Mr Mark Berg, seconded Mr Alan Moules. All agreed</i>)	Philippa Hope
30	Any other matters for consideration – Mr Mark Berg asked if the hall management committee could have more responsibility with spending the hall funds. It was agreed for the clerk to amend the terms of reference for the village hall, to be approved by the full council. Mr Mark Berg advised he is happy to be set up to authorise electronic payments. Mr Alan Moules advised that the latch had been removed from the kissing gate at Mill Lane. The clerk is to report to CCC and get it replaced.	Clerk Clerk
31	Date of next meeting – Monday 14 th November 8pm. It was agreed that an informal budget meeting is to be held prior to this meeting, date to be confirmed.	

Meeting closed 20.40pm