

# WHITTLESEY TOWN COUNCIL - Finance & Policy Committee

## Minutes of the meeting held on Monday 15<sup>th</sup> April 2024 at 6.00pm at Peel House, 8 Queen Street, Whittlesey, PE7 1AY.

**Present:** Cllr Boden, Dorling, Mockett, Sennitt-Clough, Wicks, Nawaz (arrived 6.25), Dickinson (arrived 6.28)

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

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

### FP30/2024. To receive apologies from absent Members.

Cllr Arman (personal).

### FP31/2024. 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.

Cllr Dorling declared an interest in Platinum Wood

### FP32/2024 - Public Forum – 15 minutes

There were no members of the public present.

### FP33/2024 - To confirm and sign the Minutes from the Finance & Policy Committee on Monday 18<sup>th</sup> March 2024.

Cllr Dorling asked for confirmation where Groove Cartel are playing – the Clerk confirmed this is St Mary's Church, but they are not actually playing now, the organisers now have an alternative band.

Cllr Dorling asked for an update on the blocked drain. The Clerk advised the contractor has been to site and rodded the drains and found the blockage which was a separate channel beneath where the interceptor had been located. The contractor has been asked to replace the drain cover and quote to clear the runoff drains before the curtilage.

### FP34/2024 – Financials.

1. Bank Reconciliations to 31<sup>st</sup> March 2024 – Members received the Bank reconciliation. The Clerk was as to explain the unresented payments, these were for items that had been ordered but were not paid in the financial year. This was proposed by Cllr Dorling, seconded Cllr Mockett with a unanimous vote in favour.
2. Year to date Figures – Members received the year to dates figures.
3. Payment List for approval Vouchers 294 – 339 £52105.48. Proposed Cllr Wicks, seconded Cllr Mockett with a unanimous vote in favour.
  - o Cllr Mockett asked for clarification of the MVAS costings – The Clerk will confirm the period the invoice covers. – Cllr Mockett asked for this to be on the next F & P meeting.
  - o Cllr Mockett asked we get from the website provider for the monthly fee we pay – The Clerk will send the information to Cllr Mockett
  - o Cllr Dorling asked why the election costs were approximately 21k, Cllr Boden advised 8K was for the by election and the balance for the May 2023 election.
  - o The Clerk advised members the LHA has increased to £810.00 per flat per month.

### FP35/2024 - Agenda Items for Discussion

1. Chamber Electrics costings CB/SP – Members approved the cost of £400.00 to move all the cable and install the new power point in the chamber to facilitate the new layout.

2. Gas Contract – CB/SP – The Clerk presented the rates given as the prices of Gas are moving. The existing contract ends on 30<sup>th</sup> September 2024. Members requested new figures are obtained and circulated before the next meeting.

Cllr Nawaz arrived 6.25.  
Cllr Dickinson arrived .28.

3. Platinum Wood Contract for Works – Cllr Dorling – Quotation received from LJN Gardens and Groundworks to the cost of 2813.60 (there is no VAT), The cost of the works is over £1000.00 and needed to be approved at F &P, there is only one quote. Two other contractors who were approached, neither was able to offer a quotation. Cllr Dorling and Gerstner want to proceed with the work now the ground is drying out. Cllr Dorling wanted approval as this doesn't fall in line with our Financial Regulations, Cllr Boden advised we do however state value for money. Cllr Dorling confirmed the balance set aside for Platinum Wood is £4179.00, this figure was prepared by the RFO and confirmed by Cllr Dorling and Gerstner. Cllr Wicks proposed that we accept this quotation £2813.60 there is no VAT. Seconded Cllr Mockett with a unanimous vote in favour.

### FP36/2024 – Information

There is no information.

### FP37/2024 - Donation Requests

Christmas Lights asking for £1000.00.

£10,000.00  

Cllr Boden advised this is the figure that WTC have budgeted and advised members the supporting letter identified the use of the funds.

Cllr Sennitt-Clough questioned how they got to the round figure of 10k, and she would like a breakdown of the figures, Cllr Boden advised that it was a figure that is being used towards the total and pointed members toward the supporting letter giving the information. Cllr Mockett asked if this is going to keep increasing year on year.

Cllr Wicks suggested approaches are made to some of the community funds, if they have a three-year plan they could apply to Mick George environmental fund. Cllr Dorling agreed there are funds available which they can apply for.

Cllr Mockett asked why they had made a loss, and should they have cut back on extending the lights, Cllr Boden advised they have to make the decisions in advance, perhaps they should be working on a three-year plan.

Cllr Nawaz – The lights look nice, but the cost is of concern. A breakdown of figures could be useful.

Cllr Boden advised members that WTC do not want to end up managing the lights.

Cllr Sennitt Clough – suggested the applications be more thorough as we are dealing with public money., She would propose we offer £7.500.00, Cllr Mockett countered this and proposed we asked for three approximate costings, the put up and take down, repair and maintenance and what new lights they are proposing. Cllr Sennitt-Clough agreed the amended proposal, seconded Cllr Mockett with a unanimous vote in favour.

Cllr Boden suspended standing orders.

Cllr Mayor was asked as she is the WTC rep on this would like to make comment. Cllr Mrs Mayor advised she could not say anything as she does not have the figures.

Standing orders were resumed.

### FP38/2024 - Date of Next Meeting 20<sup>th</sup> May 2024 at 6.30pm

### Meeting Closed 19:00



Cllr Boden  
Chairman  
Finance & Policy Committee



# Whittlesey Town Council

## PAYMENTS LIST

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

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
294 Office Maintenance	31/03/2024	FC March 2024	Barclays Current Acc	online	Office Furniture	Peterborough Office Suppli	S	4,503.34	900.67	5,404.01
295 Website	31/03/2024		Barclays Current Acc		Website SLA	SG Computing Ltd	E	140.00		140.00
296 Section 137 / GPC Donations	31/03/2024		Barclays Current Acc	Armed Forces Wee	Armed Forces Weekend Expenses	More Muzic Radio	E	1,000.00		1,000.00
297 Travel Expenses	31/03/2024		Barclays Current Acc	Mileage		Kay Mayor	E	74.35		74.35
298 Pensions	31/03/2024		Barclays Current Acc	missed Contributio	Pension contribution	Camb Pension Scheme	E	796.75		796.75
299 General Office Expenses	31/03/2024		Barclays Current Acc	online	Gullothine	Peterborough Office Suppli	S	172.75	34.55	207.30
299 Office Consumables	31/03/2024		Barclays Current Acc	online	Gullothine	Peterborough Office Suppli	S	28.73	5.75	34.48
300 Stationery	31/03/2024		Barclays Current Acc	online	Stationery	Peterborough Office Suppli	S	19.45	3.89	23.34
301 Allotment Key Deposits & Refu	31/03/2024		Barclays Current Acc	online	Allot 90B key return	L Emery	E	30.00		30.00
302 Mayors Allowance	31/03/2024		Barclays Current Acc	online	Mayors Allowance	Kay Mayor	E	900.00		900.00
303 Elections	31/03/2024		Barclays Current Acc	online	Election Costs	Fenland District Council	E	20,121.91		20,121.91
304 Office Cleaning	31/03/2024		Barclays Current Acc	online	Cleaning products	TLC R US LTD	S	4.58	0.92	5.50
305 MVAS	31/03/2024		Barclays Current Acc	online	MVAS Maintenance	Fenland Electrical Services	S	800.00	160.00	960.00
306 Office Maintenance	31/03/2024		Barclays Current Acc	online	Trade Recycling	Fenland District Council	E	143.75		143.75
307 Phone & Internet	31/03/2024		Barclays Current Acc	online	Phone & Internet	EVAD	S	96.18	19.24	115.42
308 Office Cleaning	31/03/2024		Barclays Current Acc	online	Office Cleaning	Clare Lynch	E	166.75		166.75
309 Remembrance	31/03/2024		Barclays Current Acc	online	Bugler	Marine Cadets	E	100.00		100.00
310 Section 137 / GPC Donations	31/03/2024		Barclays Current Acc	online	Donation	Anna Ninham	E	340.00		340.00
311 Section 137 / GPC Donations	31/03/2024		Barclays Current Acc	online	Donation	Jackie Fryett	E	1,000.00		1,000.00
312 Allotment Key Deposits & Refu	31/03/2024		Barclays Current Acc	online	Allot 82B key refund	Damian Hinkins	E	30.00		30.00
313 Allotment Key Deposits & Refu	31/03/2024		Barclays Current Acc	online	Allot 82A key refund	Bev Howarth	E	30.00		30.00
314 Pensions	31/03/2024		Barclays Current Acc	online	Pension contribution	Camb Pension Scheme	E	840.05		840.05
315 PAYE & NI	31/03/2024		Barclays Current Acc	online	Tax & NI	HMRC	E	943.67		943.67
316 Staff Salaries	31/03/2024		Barclays Current Acc	online	Staff Salaries	Sue Piergianni	E	2,290.09		2,290.09
317 Office Maintenance	31/03/2024		Barclays Current Acc	online	Fire service	Bridges Fire & Security	S	38.14	7.63	45.77
318 Office Maintenance	31/03/2024		Barclays Current Acc	online	Armed Forces Flag	Newton Flags & Banners	S	24.00	4.80	28.80
319 Allotment Key Deposits & Refu	31/03/2024		Barclays Current Acc	online	Allot 23 key refund	Anna Richardson	E	30.00		30.00
320 Stationery	31/03/2024		Barclays Current Acc	online	tea/coffee/milk	Peterborough Office Suppli	S	18.78	3.76	22.54
320 Office Consumables	31/03/2024		Barclays Current Acc	online	tea/coffee/milk	Peterborough Office Suppli	Z	31.36		31.36
320 Office Consumables	31/03/2024		Barclays Current Acc	online	tea/coffee/milk	Peterborough Office Suppli	S	16.49	3.30	19.79
321 Office Maintenance	31/03/2024		Barclays Current Acc	online	CCTV Hard Drive	Bridges Fire & Security	S	141.00	28.20	169.20
322 Office Maintenance	31/03/2024		Barclays Current Acc	online	New Radiator	Superior Plumbing Services	S	420.00	84.00	504.00
323 Office Maintenance	31/03/2024		Barclays Current Acc	online	Website SLA	SG Computing Ltd	E	140.00		140.00
324 Office Maintenance	31/03/2024		Barclays Current Acc	online	Window Cleaning	H2O Pure Cleaning	E	35.00		35.00

# Whittlesey Town Council

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

## PAYMENTS LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
325 Civic Expenses	31/03/2024		Barclays Current Acc	online	Citizen of year trophies	Whittlesey Trophies	E	82.75		82.75
326 Portable Toilet	31/03/2024		Barclays Current Acc	online	Portaloo	Cambridgeshire County Cou	E	694.00		694.00
327 Office Maintenance	31/03/2024		Barclays Current Acc	online	Drain Clearance	Superior Plumbing Services	S	80.00	16.00	96.00
328 Rural CAB	31/03/2024		Barclays Current Acc	online	Citizens Advice	Rural CAB	E	3,550.00		3,550.00
329 Office Maintenance	31/03/2024		Barclays Current Acc	online	Sanitary Units	Phs Group	S	40.57	8.11	48.68
330 Office Cleaning	31/03/2024		Barclays Current Acc	online	Office Cleaning	Clare Lynch	E	195.50		195.50
331 Photocopier	31/03/2024		Barclays Current Acc	online	Photocopies	Ethos (formally Waiters)	S	2.01	0.40	2.41
332 Bank Charges & Interest	31/03/2024		Barclays Current Acc	online	Bank charges	Barclays	E	10.00		10.00
333 Phone & Internet	31/03/2024		Barclays Current Acc	online	Phone System Lease	CF Corporate	S	274.00	54.80	328.80
334 Office Gas	15/03/2024		Barclays Current Acc		Office Gas	British Gas Lite	S	532.34	106.47	638.81
335 Office Electricity	15/03/2024		Barclays Current Acc		Office Gas	British Gas Lite	L	296.31	14.82	311.13
336 Office Maintenance	31/03/2024		Barclays Current Acc		Expenses	Sue Piergianni	E	48.76		48.76
337 IT	31/03/2024		Barclays Current Acc	online	IT support	The Computer Man	E	75.00		75.00
338 CCTV SLA	31/03/2024		Barclays Current Acc	online	CCTV	The Computer Man	E	10,740.00		10,740.00
339 Office Cleaning	31/03/2024		Barclays Current Acc	online	Expenses	Sue Piergianni	E	17.12		17.12
<b>Total</b>								<b>52,105.48</b>	<b>1,457.31</b>	<b>53,562.79</b>

## Whittlesey Town Council RECEIPTS LIST

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

Vouche Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
83 Residential Rent / Costs	01/03/2024		Barclays Current Acc	Flat Rent	Flat A & B Rent	Peterborough city council	E	1,390.04		1,390.04
84 Commercial Rent	01/03/2024		Barclays Current Acc	Commercial Rent	Commercial Rent	Fenland Electrical Services	E	220.00		220.00
85 Commercial Rent	01/03/2024		Barclays Current Acc	Commercial Rent	Commercial Rent	ISA-Cam Rent	E	330.00		330.00
86 Bank Charges & Interest	01/03/2024		Barclays Current Acc	reward	Loyalty reward	Barclays	E	0.30		0.30
87 Commercial Rent	18/03/2024		Barclays Current Acc	Rent and Missed pi	Commercial Rent	Fenland Youth Radio	E	330.00		330.00
88 Bank Charges & Interest	04/03/2024		Barclays Reserve Acc		Bank Charges / Interest	Barclays	E	300.17		300.17
89 Bank Charges & Interest	28/03/2024		Metro Bank Current /		Bank Charges / Interest	Metro Bank	E	14.35		14.35
90 Bank Charges & Interest	31/03/2024		Monmouth Building S	online	Bank Charges / Interest	Monmouth Building Society	E	568.35		568.35
<b>Total</b>								<b>3,153.21</b>		<b>3,153.21</b>