

SITLINGTON PARISH COUNCIL

Minutes of the

FINANCE COMMITTEE MEETING

On Monday 3rd February 2025

At

Parish Office.

6.30pm

Present: Cllr Allott (Chair) Cllr Fearnside, Cllr Myers.

Recommendations

- **To increase the precept to £133,000.00**
- **To purchase a new laptop for clerk before the windows 10 finishes**
- **To proceed with the ground's maintenance tender paperwork**
- **To update the bank mandate and set up a direct debit for BT**

1/125.Welcome and apologies

The chair welcomed the meeting and noted the apologies of Cllr Ingham. It was agreed to accept the apologies.

2/125.Members' Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

None noted

3/125.Public Admissions to Meetings Act (1960)

To consider, if thought fit, a resolution under the terms of the Public Admissions to Meetings Act (1960) to exclude members of the public and press from any item which may be of a confidential nature of the business being transacted.

No public present.

4/125.To approve the minutes of the last meeting Tuesday 2nd December 2024 as a true and accurate record.

It was agreed the minutes were a true and accurate record and duly signed by the chair.

5/125.To receive an update on the last meetings recommendations.

Recommendations:

- To contribute £3,000 to the refurbishment of the toilet at the Netherton Sports & Social club.
Cllr Myers to notify at the club committee
- To support quote 2 for £6,000-cost relating to the re build of the pavilion within the budget for 2025/26.
Architect to attend the meeting of the working group to discuss plans and deposit for to commence the contract will be paid early April.
- To pay for the new notice board with the remaining CIL funds
Agreed. Two notice boards are ready to be installed at New Hall and Netherton Lane
- To recommend to full council to increase the precept by £20,000 to £113,000.00 for 2025/26.
- Allotment & Cemetery committee to review the burial charges
Charges to remain the same as 2024.

- Recommended to increase the pinfold parking fee for the coming year to £150.00. Increased and invoices sent out tenants.

6/125.Audit of invoices and Bank Statements

6.1-To review invoices for December 2024 and January 2025 and internal controls to be carried out accordingly.

Cllr Fearnside Carried out the December payment income and expenditure file.

Cllr Allot carried out the January 2025 payment income and expenditure

7/125.To review Bank reconciliation to date.

7.1-To review bank reconciliation for 31/01/2025

Noted and agreed

7.2-To consider the current reconciliation and agree whether funds are required to top up the current account.

Consider whether the fund should stay in the Cambridge and county. All agreed for it to remain.

7.3-To receive an update on the extra payment for the memorial stone edging for Middlestown Cemetery and agree recommendations to council.

An extra cost of £900.

Cllr Fearnside updated the meeting on the need for different stones for the memorial garden.

8/125.Budget

8.1-To receive an update on budget. (31/12/24)

The clerk updated the meeting on the budget to date

8.2-To agree the proposed budget for 2025/26 and agree proposals

The committee to agree proposed budget and for the precept to increase to £113,000.

8.3-To receive information relating to the VAT return

Two VAT claims have been made.

8.4-To agree recommendations for full council for the precept for 2025/26

It was resolved to recommend the precept to be £113,00.

8.5-To consider the office admin needs and its effect on the budget for 2025/26

A clerk will need a new laptop as windows 10 will no longer be available for updates.

9.To agree recommendations to council for the ground's maintenance tender.

Process for grounds maintenance tender.

The clerk to send out to be considered at March meeting.

10/125.To complete the Unity Trust forms for removal of signatures and agree direct debit set up for BT for the monthly payments for phone and broadband.

The committee agreed to complete the forms according to the bank mandate.

11/125.Grant applications

11.1-To receive any grant applications

No grant applications

12/125.Correspondence

Cambridge & Counties decrease in interest letter received.

13/125.Date and Time of Next Meeting

To arrange the date and time of the next meeting.

Monday 3rd March 6.30pm Parish Office.

