

Minutes of the FINANCE Committee Meeting on Thursday 2nd March 2023 at 10am in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN

Members:	Cllr A Hans (AH) - Chairman	Cllr J Walsh (JW)
	Cllr M Heath (MH) – Vice-Chair	# Cllr E Austin (EA)
	Cllr A.W. Head (AWH)	# Cllr S Jefferys (SJ)
	## Cllr S Sproul (SS)	## Cllr G Hollis
Councillors:	Cllr S Williams (SW)	# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

The minutes were voice recorded – Agreed by those members present.

Agenda No	Minutes	
230302/01	Acceptance of Apologies (see above for apologies)	
230302/02	Declaration of Interests – None received	
230302/03	Minutes of the previous Finance Meeting 8th December 2023 The minutes were agreed by the members.	
230302/04	Review of Current Bank Balances - Cllr AH reported on the list of current balances that are shown within the agenda papers. The Barclays current account was getting low, money will need to be transferred over from the deposit account, as there are bills to be paid from Services committee. - Cllr AWH asked about the data being February and the balances should reflect today's balances. The data was taken the bank statements dated 31st January 2023. - Cllr AH advised on the accounts with Metro, Nationwide and Unity and proposed closing down these accounts or reducing the accounts down to £85K limit. These are all old deposit accounts which are not used and the interest payments are small (with the exception of Metro). - A discussion took place and Cllr AH proposed closing Nationwide and Unity down and shift another £100K from Barclays to Flagstone. To bring up Hampshire and Sainsbury's to £85K. Also, to reduce Metro down to £85K and find an additional bank.	
230302/05	Further Transfer to Flagstone - Cllr AH has sign-on rights to Flagstone and funds can only move from Barclays to Flagstone or to be transferred back to Barclays. Requested Flagstone for additional signatories, after their upgrade has taken place. - The Clerk to have vision of the information to update the minutes and the Vice-Chair (Cllr MH) to have the same access rights as the Chair of Finance (Cllr AH).	
230302/06	The Office/Councillors The office boiler system, the Clerk reported to the members that the heat exchanger has gone faulty, and a replacement unit will be approximately £350. The gas engineer reported that the boiler is quite old and when investigated it was installed when this part of the	

	building was built in 2002. The gas engineer has quoted for a replacement system, which members should consider or repair the existing system. • Modern boiler systems will be more efficient and have a 10-year guarantee. Cllr AWH proposed replacing the boiler and have a service agreement in place. Action: Further quotes to be obtained for Bosch or Valiant boiler systems. Approve quotes via email to members. • Projector for use by the Office/Memory Café. Projectors Ltd will give advice on the type of projector with a pull-down projector screen. Transportability would be useful along with being able to use during daylight hours and the need to have a portable projector screen. Action: Further investigation to be sought and emailed to members for approval. • IT software for Councillors, members use Tablets (approx. 7) and they have limited life. It would be good to place comments/notes on pdf documents. Adobe software licence £270 each or shared on the Cloud, which will only utilise one licence. Speak with Dr.Tech to come up with a proposal, or a possibility for leasing 10 tablets. Action: Clerk to investigate this with our IT consultants and the use of Adobe for note making. • Telephones to be updated and upgraded as the current phones are not particularly user friendly. A proper smart phone should be investigated that will work. Action: Further investigation to be carried out on these systems and email members on the outcome.	Clerk Clerk Clerk Clerk
230302/07	Cricket Field Bungalow • Gibbs Gillespie email advising about the increase in rent to £1675 pcm (6.85% increase). Currently pay £1450 pcm and the tenant used to deal with issues. The increase should be based on RPI (10%) if based on current interest rates. The tenant was not satisfied with last year's rental increase. We should be getting a proper market rent for the property. Action: To check the lease properly to assess rental income percentage. • The tenancy agreement should allow access to the property. The contract agreed was for full letting and comprehensive property management service, with the management rate being negotiated down to 11%. The agreement could be a rolling arrangement between Denham Parish Council and Gibbs Gillespie. • The clerk needs to check with other letting agencies and for them to assess the property. Action: To contact other agencies to assess the property.	Clerk Clerk
230302/08	Financial Budget Comparison • Total expenditure is £273,903.82 will go up to approx.£350,000 by the end of March with Proludic invoice for Denham Green Play Area of approx. £50K and the works to Denham Village Garage of £30K.	
230302/09	Any Other Business • Cllr JW asked about the audit for the year and have the auditors been appointed. It will be appropriate to appoint the same audit company as last year, as they will be familiar with a Parish Council operation.	

	• Cllr JW asked if the Clerk had taken any finance courses since joining the Parish. The Clerk replied in the negative, as there has been insufficient time with the lack of a Deputy Clerk since November 2022. • As the Clerk is RFO should be taken through the posting of invoices. We require a clean audit in preparation of applying for a PWLB loan. • Reappointment of Auditors are usually done at the Annual General meeting of the Council. The Clerk should contact Unity to see what training courses are available to get up to date for year-end work. Edge can also provide training if necessary. • External audit will happen around May 2023.	
230302/10	Date and Time of Next Meeting Friday 21 st April 2023 at 10am Friday 16 th June 2023 at 10am Friday 15 th September 2023 at 10am Friday 17 th November 2023 at 10am Friday 15 December 2023 at 10am All meetings to be held at Denham Parish Council Offices, Village Road, Denham UB9 5BN.	

Derek Wilson Executive Clerk and RFO

7 March 2023