

Minutes of the FINANCE Committee Meeting on Friday 16 February 2024 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 Williams (SW)	Cllr G Hollis
		# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

Meeting was voice-recorded

Agenda No	Minutes	Actions
240216/01	Acceptance of Apologies Cllr M Heath	
240216/02	Declaration of Interests No declaration of interests recorded	
240216/03	Minutes of the previous Finance Meeting 15 December 2023 Minutes were proposed by AH Seconded by AWH – Members agreed	
240216/04	Review of Current Bank Balances including Flagstone Bank balances at Flagstone have not changed and gaining interest.	
240216/05	Budget Headings Noted	
240216/06	Financial Comparison Report Current level of expenditure needs to be spent by the end of the financial year.	
240216/07	Laptop Replacement for machine used in the office The Clerk explained that the laptop used for the projector has a very old processor fitted and ran slowly. A quote was attached to the agenda for a replacement machine through Dr Tech for £767 + VAT. Cllr GH suggested a nearly new replacement, which may require a replacement battery to be installed. Concerned about warranties on nearly new products – Members agreed that the cost of a new laptop was acceptable to purchase.	
240216/08	Software for Councillors - This was asked to be on the agenda by the vice-chairman to enable members to make comments against papers received from the parish office. - The Clerk has been liaising with Dr Tech about this as the attachments sent out are in Adobe pdf format and the licensing of being able to make comments can be quite expensive. - Dr Tech had suggested that there could be a restriction of text, with different colours to show changes that are being requested, to identify the person who would like to make amendments, insertions, etc. - At the strategy meeting it was to review the type of product that will be more beneficial for councillors to use. As some use tablets, some use their personal laptops and some their mobile phones. There were two types of software used by some councillors who sit	

	on other boards, where they receive papers and can make annotations etc. The two types of software for consideration were Convene and Diligent. The Unitary Council uses Modern.Gov for their minutes/agenda paperwork. To look at a variety of different types of software available and to have examples available at a future Council meeting for members to decide which will be best. • To review the type of product that councillors will use, needs to use a keyboard facility (whether that is a tablet with keyboard, or a notebook, or a laptop with 15" screen size). • If councillors want to use their own laptops they will need to have Windows professional installed, as we have to protect the parish information. ACTION: To review all options available with a keyboard. Cllr JW To pick this up and talk with Dr Tech and for a paper to be reviewed later. This is also to include the type of software to be used to allow annotations. A separate point was made by Cllr JW that on the next Policy and Procedures agenda are two documents: the risk management report and the NALC Financial Regulations. Both of which should be dealt with by this committee, instead of P&P. ACTION: Clerk to place these two documents on the next Finance Committee agenda for review.	Cllr JW Clerk
	Date and Time of Next Meeting Friday 19 April 2024 10am Denham Parish Office	

Part 1 meeting concluded at 10.25am

Derek Wilson

Executive Clerk and RFO

26 February 2024

Chairman _____ Date _____