

## DENHAM PARISH COUNCIL

### Agenda for the FINANCE Committee meeting.

**Monday 18<sup>th</sup> January 2016.**

**At 8.00pm in the Parish Council Office, Village Road, Denham.**

*The Press and Public are entitled to attend this meeting. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.*

*Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.*

#### Aims and Objectives of the Finance Committee

To ensure that the council is fully accountable for all spending and has the proper financial checks in place to do so and maintains appropriate software for this task.

To ensure that the office I.T. systems are efficient and 'up to the job' at all times

To be able to accommodate the software requirements of other committees

To look at and investigate all office areas where cost savings may be possible i.e.

To work towards the development of paperless office systems and paperless meetings

Investigate new and modern approaches to meetings

Recording and translating minutes

Software for remote online meetings and briefings etc.

To be able to hold 'live' meetings

Regular and adequate Training of Committee Members

Local Authority financial management and accountability

1. Apologies for absence.
2. Notification of any urgent matters.
3. Matters dealt with under Urgent Action since the last meeting.
4. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 14<sup>th</sup> December 2015 not dealt with on this agenda.
5. Correspondence List  
To note correspondence since the last meeting. Please advise the Clerk in advance of the meeting of any item you require a copy of.
6. Payments and Receipts  
To note the following Invoices received and paid on the correspondence list approved for payment at the last Finance Committee Meeting on 14<sup>th</sup> December 2015:

|         |                                                                        |   |                 |
|---------|------------------------------------------------------------------------|---|-----------------|
| 2022/15 | Monthly British Gas Boiler Contract Nov 2015 D/D                       | £ | 24.00 inc VAT   |
| 4403/15 | Earth Anchors 2 x Dog bins for Willowbank                              | £ | 373.14 inc VAT  |
| 4433/15 | Nexus for remote support on M/S 365 issue                              | £ | 54.00 inc VAT   |
| 4470/15 | Blue Sky invoice for 3 <sup>rd</sup> and 4 <sup>th</sup> cuts of grass | £ | 4860.00 inc VAT |
| 4472/15 | David Brench, Mulled Wine, Chocolate, Brandy                           | £ | 150.89          |

|         |                                                     |                   |
|---------|-----------------------------------------------------|-------------------|
| 4488/15 | Open Spaces subscription renewal                    | £ 45.00           |
| 4490/15 | Salvation Army Christmas appeal                     | £ 45.00           |
| 4511/15 | Ricoh rental 11/15-1/16 usage 8/15-10/15            | £ 248.42          |
| 4574/15 | Alpha Construction DVG lights install               | £ 720.00 inc VAT  |
| 4574/15 | Alpha Construction Denham Green lights install      | £ 1392.00 inc VAT |
| 4580/15 | Bernard Leigh November Street lighting maintenance  | £ 624.79 inc VAT  |
| 4581/15 | Bernard Leigh Xmas lights work at Denham Green      | £ 146.40 inc VAT  |
| 4600/15 | Adisco for additional lights at Denham Green Fayre  | £ 111.48 inc VAT  |
| 4612/15 | Affinity Water DPC office clean water Oct 15-Mar 16 | £ 25.35 inc VAT   |
| 4613/15 | Affinity Water Cricket Ground/Bungalow May-Nov 15   | £ 134.67 inc VAT  |
| 4615/15 | BT DPC Office broadband Nov 15-Jan 16               | £ 86.50 inc VAT   |
| 4633/15 | All Right Guv'nor productions for Dolly Mixtures    | £ 250.00          |
| 4650/15 | Kew Bookbinding DPC Minute Book 2014/2015           | £ 52.00           |
| 4659/15 | G Newell for Handyman Services November 2015        | £ 565.00          |
| 4675/15 | Inter County Ambulance for Denham Green Fayre       | £ 308.75          |
| 4681/15 | Bernard Leigh Xmas lights at Tatling End            | £ 570.00 inc.VAT  |
| 4688/15 | DCK Beavers for VAT advice on DULFC venture         | £ 297.00 inc.VAT  |
| 4715/15 | Sukanya Restaurant staff Xmas meal                  | £ 177.85          |
| 4716/15 | Admin asst. salary for 1 Nov-14Dec 2015             | £ 645.00          |
| 4717/15 | Co-Clerks salary for November/December 2015         | £ 984.00          |
| 4718/15 | Clerks salary December 2015                         | £ 1066.00         |
| 4719/15 | Clerks expenses December 2015                       | £ 28.44           |
| 4765/15 | SSE DPC office electricity Sept/Dec 2015            | £ 122.69 inc VAT  |
| 4770/15 | Thames Water DPC office wastewater Jun/Nov 2015     | £ 38.00           |
| 2022/15 | Monthly British Gas Boiler Contract Dec 2015 D/D    | £ 24.00 inc VAT   |
| 4851/15 | SSE Streetlight account for December 2015           | £ 1281.54 inc VAT |

**Total £ 9989.88**

7. Payments to Approve

|         |                                                         |                  |
|---------|---------------------------------------------------------|------------------|
| 4731/15 | Phillip Newell for grass cutting Sept-Dec 2015          | £ 1145.00        |
| 4767/15 | CPRE Subscription for 2016                              | £ 36.00          |
| 4792/16 | Bernard Leigh Lighting maintenance contract Dec 2015    | £ 644.79 inc VAT |
| 4793/16 | Bernard Leigh call out to test lights on Village Green  | £ 48.00 inc VAT  |
| 4797/16 | P Turner for trip switch to remedy Village Green lights | £ 38.53          |
| 4797/16 | P Turner thank you meal from Chairmans expenses         | £ 61.65          |
| 4808/16 | HMRC for Tax and Emp. NI Oct/Nov/ Dec 2015              | £ 1953.85        |
| 4820/16 | London Green Belt Council subscription 2016             | £ 10.00          |
| 4868/16 | Christine Newell for Office cleaning December 2015      | £ 30.00          |
| 4869/16 | In and around Denham for Sits. Vac. Advert Jan 2016     | £ 100.00         |
| 0000/16 | Denham Village Hall 2 x rent payments                   | £ 1274.00        |
| 0000/16 | Denham Village Hall missed 2013 payment                 | £ 637.00         |

**Total £ 5978.82**

8. Receipts

|                                             |           |
|---------------------------------------------|-----------|
| Bank Interest                               | £ 5.70    |
| Denham Village Green Donations              | £ 30.00   |
| Enterprise Inns garage rental               | £ 60.00   |
| Bungalow Rent received from Gibbs Gillespie | £ 1297.66 |
| Allotment Rents                             | £ 220.00  |
| Co-Clerk overpayment                        | £ 272.95  |

**Total £ 1886.31**

9. Accounts

An income and expenditure report is included with papers for this meeting.

10. Co-operative Bank Fixed Term Deposit Account

The above account matures on the 29<sup>th</sup> January 2016. The sum invested at present is £50,000.00 (plus interest from past six months). The options open to the Parish Council are as follows:

1. Reinvest (roll over) the whole sum.
2. A partial reinvestment and take part of the sum.
3. Withdraw all of the funds.

The current interest rates if reinvesting are as follows:

Three-month term: £10K plus AER 0.34% Net 0.27%  
Six-month term: £10K plus AER 0.50% Net 0.40%  
Twelve-month term: £10K plus AER 1.12% Net 0.90%

11. Precept 2016/2017

The precept requirement (£103,635.00) for 2016/2017 has been forwarded to the Finance Department at the Chiltern and South Bucks District Council and an acknowledgement received. Meeting on the 7<sup>th</sup> December. The increase over last year equates to 43p for the year per household. (1.4%).

12. Denham Village Green Accounts

The accounts for the Denham Village Green Charity have been submitted to the Charities Commission and an acknowledgment received.

13. Denham United Ladies Football Club

Following the last Finance meeting, the JVP Working Party met on the 6th January 2016. Minutes from the meeting are enclosed with papers for this meeting.

14. Review of Leases

A review of current leases is under way. Several leases are due to be reviewed including:  
The Denham Cricket Club, (already underway).

The Denham Parish Council office lease is due to be reviewed in July with regards to a rent review and decoration of the office is also due this year.

The Bowls Club is due for a rent review this year in November.

15. Grants

The opportunity to apply for grants ceased on the 1<sup>st</sup> December. The following applications have been made and need consideration. Documents supporting the applications are enclosed with papers for this meeting.

|                                   |                                                   |
|-----------------------------------|---------------------------------------------------|
| Denham Youth Club                 | £1500.00 Pays for rental of Higher Denham Hall    |
| Denham Bowls Club                 | £ 475.00 Repairs to leaking roof                  |
| Martin Baker Youth Football Team  | £ 850.00 Hire of new changing rooms               |
| Community First Responders Denham | £1800.00 would ideally like £3600 to buy 2 kits.  |
| Carers Bucks Denham Support Group | £1400.00 Help to support all carers in Denham     |
| Madeleine Paton Luncheon Club     | £ 500.00 Contribution to transport and Xmas Lunch |
| Denham Cricket Club               | £ 619.89 9 new chairs and 2 tables                |
| Age Concern Denham                | £ 500.00 To help with Xmas activities in Denham   |

**Total: £9644.89**

In addition, the Colne Valley CIC have regularly received a grant of £2000 from the Parish Council but do not actually apply for it. The sum has been set aside in the past for help towards the cost of maintaining Capswood and Northmoor Hill Woods.

16. Nexus IT Solution

Approval was granted at the Full Council Meeting on the 11<sup>th</sup> January 2016 to proceed with option 1 of the Nexus IT infrastructure proposal. The Clerk to instigate. Part of the proposal was to purchase an extra PC that will be needed when the new admin person is appointed. The budget figure for the PC is £500.00

17. Internet Banking

The forms are now almost completed with just the confirmation of identity to do. The account should be open by the next meeting.

18. Workplace Pensions

To note, the Parish Council have complied with all requests to date and no further action is required at this time.

19. Any other matters agreed under item 2 above.

20. Next Finance Committee Meeting

Confirmation of the date of the next meeting of the Finance Committee on Monday 15<sup>th</sup> February 2016 at 8pm in the Council Office.

John Coleman Clerk  
Denham Parish Council  
13<sup>th</sup> January 2016