Denham
PARISH COUNCIL

Minutes of the FINANCE Committee Meeting

Held on Monday 18th January 2016 at 8.00pm in the Council Office

Cllrs.	Mrs M Skelton (Chairman)	Dr J Newby
	Mr B Harding (Vice-Chairman)	Mrs T Riley
	Mrs M Heath	Mr A Hans

Clerk Mr John Coleman

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.

<u>Aims and Objectives of the Finance Committee</u>
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

The last three items were defined as follows:
Live meetings defined as meetings held remotely, as on Skype, Go-to-Meeting or other similar conferencing packages.
Training so that Councillors are up to speed on financial requirements for Parish Councils.
With the new rules for larger councils (over 25K turnover), coming in 2017, greater transparency of financial matters will be required going forward.

1. <u>Apologies for absence.</u>
   There were no apologies for absence.

2. <u>Notification of any urgent matters.</u>
   None.

3. <u>Matters dealt with under Urgent Action since the last meeting.</u>
   None.

4. <u>Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 14th December 2015 not dealt with on this agenda.</u>
None.

5. <u>Correspondence List</u>
No requests had been made to the Clerk for items on the Correspondence List in advance of the meeting.

6. <u>Payments and Receipts</u>
The following Invoices received and paid on the correspondence list since the last Finance Committee Meeting on 14th December 2015 were noted by the Committee:

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 3rd and 4th 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**

Cllr. Harding queried the two payments to Alpha Construction; It was explained that this was a one off charge to install Christmas lights.

7. <u>Payments to be Approved</u>
The following items were approved by the committee for payment.

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 Chairman's 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

The following receipts had been received since the last Finance Committee Meeting on 14th December 2015 were noted by the Committee:

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 had been circulated prior to the meeting with an updated report distributed at the meeting. Noted by the committee.

10. Co-operative Bank Fixed Term Deposit Account

The above account matures on the 29th 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%

Cllr. Harding asked if it was likely that we would need the funds before the next 6-month term expires, if so he proposed that we invest £20K for 12 months and £30K for 6 months. If the funds are not required in the next 6 months and subject to forfeiture of interest and being able to withdraw funds, we would invest the whole £50K for 12 months. The Clerk to contact the Co-operative Bank to ascertain the best option.

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 7th December. The increase over last year equates to 43p for the year per household. (1.4%). Cllr. Skelton reminded the meeting that we had sought to have a letter included with the Council Tax demands showing the small increase per household.

This had been put to Acting Chief Executive Bob Smith but to date no reply had been received. The Clerk to follow up. Cllr. Harding advised that a notice should be posted on the Parish Council noticeboards regarding the small increase in precept. Cllr. Heath had already included this in her monthly news page in 'In and Around Denham' Cllr. Riley suggested emailing the residents as well.

12. Denham Village Green Accounts

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

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 had been distributed to members prior to the meeting.

Present	Cllr M Heath (DPC)	Mrs J Currivan (DULFC)
	Mr R Hill (DPC)	Mr R Stickley (DULFC)
Also Present	Mr J Coleman (Clerk DPC)	
	Mr G Kimber (Project Manager JVP)	

1. Apologies for Absence:

There were no apologies for absence

2. Minutes of the Meeting held on 11th November 2015

The Minutes from the JVP Working Party held on the 11th November were distributed and read with no amendments.

3. Matters Arising

There were no matters arising from the previous minutes.

4. Update on Development Progress

Mr Kimber (GK) reported that the building inspector had ordered the foundations to be deeper than the 1m on the plans. The new depth being 1.7m with two slabs in the middle. The building is now up to the damp course and the delivery of the floor beams is awaited which have been held up due to the Christmas holiday. A crane may be required to lift the beams into place and damage to the ground must be avoided. Apart from this, GK stated that there were no other problems to overcome at present. GK advised that the roof has been redesigned with new drawings. The quantity surveyor has been tasked with getting new costs. Cllr. Heath asked if there were any finishing dates yet; GK replied that finishing dates were not available yet and they would be dependent on the weather. GK ended by stating that there could be a drainage issue on a couple of soil runs and he is in contact with the builder with this and that the costs should not be more than £250.00 RH stated that if there are savings elsewhere on the project, then the costs could be re-aligned and claimed back from the FA.

There have been no issues with deliveries or parking at the site and the actual site is protected with a high fence.

5. Update on Payments Schedule

Cllr. Heath asked if GK is signing off the contractor's invoices and are the DULFC also signing them off as in effect, it is their money. Cllr. Heath explained that this is just the Parish Council carrying out due diligence on the project. Mr Hill (RH) stated that we receive invoices from GK, if we pay them, we are unaware of variations or increases in costs. GK stated that this should not be a problem going forward. If the costs are higher than anticipated, then all parties should be aware. GK asked when the outstanding invoices will be paid; The Clerk replied that the payments would be raised with the bank today.

6. <u>Any other Matters</u>
There were no other matters to discuss and it was agreed to hold the next meeting once the floors are in. GK to advise.

The meeting closed at 4.30pm

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). BH asked if we had heard back from the Cricket Club after our last meeting; the Clerk confirmed that we had not.

The Denham Parish Council office lease is due to be reviewed on 3rd July with regards to a rent review and decoration of the office is also due this year. The Clerk had contacted BP Collins for an estimate of what the rise in rent may be. Cllr. Harding stated that we need to do nothing as the Village Hall has to conduct the review and come up with the figures.

The Bowls Club is due for a rent review this year in November. They currently pay £292.00 per year.

15. Grants 2016/2017

Cllr. Harding opened by stating that we must look at each grant application on its own merits.

Youth Club:

The Denham Youth Club had applied for a grant of £1500.00 This was agreed unanimously.

Denham Bowls Club:

Denham bowls Club had applied for a grant of £475.00 The club had not applied in previous years and wanted the grant for a specific use, namely roof repairs. Cllr. Harding stated that the club had significant funds in the bank but Cllr. Heath observed that if the roller was taken into account, this diminishes the funds considerably. Cllr. Heath proposed that the Bowls Club receive the grant of £475.00 to fix the roof, seconded by Cllr. Riley and agreed.

Martin Baker Youth Football Team

The Martin Baker Youth Football Team had applied for a grant of £850.00 for the cost of hiring the new changing rooms at the Martin Baker Sports ground.
Cllr. Riley did not agree to the grant as she thought that Martin Baker should be their first point of contact. Cllr. Heath also struggled with the fact that the team also pay £2650.00 for pitch hire. Cllr. Riley suggested going back to the club and ask what Martin Baker do for the youth team. Cllr. Harding whilst not supporting the application, advised that the Youth Football Team are nothing to do with Martin Baker and carry their name only as they play at the Martin Baker Sports Ground. All clubs pay rent as the ground maintenance has to be paid for and Martin Baker are only the facilitators of the site. Cllr. Harding added that it was only fair that the team is called Martin Baker and suggested that they had heard about developments at DULFC. Cllr. Heath stated that she was not against some grant and Cllr. Newby suggested £500.00. Cllr. Harding stated that grants should be for Denham and sports clubs attract people from outside, he added that grants need to focus on specific projects and not on running costs. Cllr. Riley suggested a donation instead of a grant. Cllr. Skelton proposed a donation of £200.00, Cllr Heath seconded and made it clear that we cannot pay running costs.

First Responders Denham

Community Responders Denham had requested a grant of £1800.00 to purchase a first responders kit. There are three first responders in Denham and only one kit which was supplied by the NHS.
Cllr. Harding opened by stating that if we fund the kit, it must be specific to Denham and we must get a press release that Denham Parish Council had provided the kit. Cllr. Harding proposed that providing that the kit is for the sole use of Denham and that the South Central Ambulance Service provide statistics for the first responders and issue a press release thanking the Parish Council, we give the grant, seconded by Cllr. Newby and carried by 4 votes to 2. Cllr. Riley stated that the application was incomplete as no accounts had been supplied. Cllr. Harding said that it would send a bad message if we did not support the application as the first responders are all volunteers in the community. The Clerk to contact the South Central Ambulance Service to lay out the terms of the grant. Cllr. Harding finished by saying that when Iver bought a kit, The South Central Ambulance Service used the event for publicity.

Carers Bucks Denham Support Group
Carers Bucks Denham Support Group had applied for a grant of £1400.00
Cllr. Heath remarked that the accounts for Carers Bucks appear very healthy; Cllr Harding observed that the majority of their funding had come from a legacy, he added that the wages bill seems high. Cllr. Riley commented that the application was not for a specific project but for running costs. Cllr. Harding said that it would be interesting to know the regular attendance at the St Marks Church Hall meetings in Denham Green and if the grant is specific to Denham for tea, cakes, advice etc. If the grant is for the organisation as a whole, Cllr Harding would not support the application. Cllr. Skelton ended by saying that we need to know specifics of attendance at meetings, the Clerk to contact Laura Troll who appears to be the local area coordinator.

Madeleine Paton Luncheon Club
The Madeleine Paton Luncheon Club had applied for a grant of £500.00
Cllr. Harding proposed that the Parish Council give a grant of £400.00, seconded by Cllr. Riley and agreed.

Denham Cricket Club
Denham Cricket Club had applied for a grant of £619.89 for new chairs and tables.
Cllr. Harding advised that the accounts show a healthy balance in the bank and as we are currently in talks over a new lease, we cannot support this application. Cllr. Riley questioned at what level the subscriptions are running; Cllr. Harding replied that the level was low as some members do not pay subscriptions. Cllr. Harding ended by saying that we have not seen the result of the last grant as the figures for the new kitchen do not show in the accounts.

Age Concern Denham
Age Concern Denham had applied for a grant of £500.00
Cllr. Newby proposed a grant of £400.00 be paid to Age Concern Denham, seconded by Cllr. Harding and opposed by 2 votes for and 4 votes against. A further proposal was tabled by Cllr. Riley who proposed that the Parish Council pay the full £500.00 grant, seconded by Cllr. Heath and agreed by 4 votes for and two votes against.

It was agreed to donate £2000.00 to Colne Valley CIC to help support Caps wood and North moor Hill Woods.

16. Nexus IT Solution
Approval was granted at the Full Council Meeting on the 11th 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.
None.

20. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on
Monday 15th February 2016 at 8pm in the Council Office.

John Coleman
Clerk-Denham Parish Council.