

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 16th January 2017.

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 savings may be possible

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

Investigate new and modern approaches to meetings

Recording and translating minutes

Regular and adequate Training of Committee Members

Local Authority financial management and accountability

1. Apologies for absence.
2. Review Aims and Objectives
To review the aims and objectives of the Finance Committee
3. Notification of any urgent matters to be taken under item 20
4. Matters dealt with under Urgent Action since the last meeting.
5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 19th December 2016 not dealt with on this agenda.
6. 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.
7. Payments
A list of payments made since the 14th December 2016 is enclosed with papers for this meeting. Payments run from the 14th December the date of issue of papers for the last meeting up to the 11th January 2017 inclusive, the date of issue of these papers.

Total: £6,898.73

8. Payments to Approve

Alpha Construction for at lights Denham Green & Tatling End	£ 780.00 inc VAT
Bridgewood Construction DULFC Final Payment	£13,001.08 inc VAT
Gordon Kimber Associates DULFC Final Payment	£ 4,452.00 inc VAT
Jenkinsons Quantity Surveyors DULFC Final Payment	£ 1,314.00 inc VAT
HMRC Quarterly payment for Oct-Dec 2016	£ 2,071.47

Total: £21,618.55

9. Receipts

Receipts from 14th December 2016 to 11th January 2017

Denham Cricket Club rent	£ 180.75
The Football Stadia Improvement Fund DULFC Final Payment	£5473.00
The Football Foundation DULFC Final Payment	£7507.00
Allotment rent payment	£ 40.00
Gibbs Gillespie Bungalow rent	£ 1104.21
Denham Bowls Club rent	£ 146.00

Total: £14,450.96

10. Bank Account Balances

The bank balances at 11/01/17 are as follows:

Barclays Current Account	Balance at 11/01/17 is £ 61,021.06
Barclays Premium Business Account	Balance at 11/01/17 is Zero
Co-operative Fixed Rate Deposit Account	Balance at 11/01/17 is £ 75,000.00

Total: £136,021.06

11. Amalgamation of Finance Committee

It was agreed by resolution of full Council on the 9th January 2017 to where possible, incorporate the Finance matters into the full Council Meeting. As a minimum, the approval of the payments and receipts reports will be dealt with at full Council going forward from the 13th February 2017 the date of the next full Council meeting. Other matters may be discussed at a separate meeting at the end of the full Council meeting if deemed necessary

12. Review of Asset Register

It is a requirement to review the Asset Register annually. A copy is enclosed with papers for this meeting.

13. Review of Financial Regulations

It is a requirement to review the Financial Regulations annually. A copy is enclosed with papers for this meeting.

14. Denham Community Charity

Update on progress.

15. 2017/2018 Budget

The 2017/2018 Budget and Precept was adopted by full Council on the 9th January 2017 the Clerk to prepare paperwork to be submitted to SBDC by 31/01/17

16. Grants 2017/2018

To Note: The following grants and subscriptions were approved at the last Finance Committee meeting on the 19th December 2016 and agreed at full Council on the 9th January 2017

Madeleine Paton Luncheon Club	£ 500.00
Age Concern Denham	£ 500.00
Denham Bowls Club	£ 455.00
Denham Youth Club	£1500.00
Colne Valley CIC	£2000.00
London Green Belt Council	£ 25.00
Open Spaces Society	£ 45.00
Salvation Army Christmas appeal	£ 45.00
Campaign to Protect Rural England	£ 36.00

The grant applied for from the Cricket Club is on hold pending the outcome of the new lease negotiations.

The grants will be paid on the 1st May 2017

17. Denham Cricket Club-Solicitors

The discussion regarding the new lease are ongoing. BP Collins have quoted around £3,000 to renew the lease.

18. Office Photocopier

The dispute with Ricoh UK has now been resolved. Ricoh UK have issued a credit note to the Parish Council of £144.00 plus VAT. This represents 50% of the Nexus invoice for IT support on the scanning issue.

19. Installation of Instant Hot Water Tap

To Note: The tap has now been installed and the project completed.

20. Any other matters agreed under item 3 above.

21. Next Finance Committee Meeting

If required, the date of the next meeting of the Finance Committee will be on Monday 13th February 2017 to follow on from the Full Council meeting

John Coleman Clerk
Denham Parish Council
11th January 2017