

Minutes of the FINANCE Committee Meeting

Held on Monday 16th January 2017 at 8.00pm in the Council Office

Cllrs.	Cllr. A Hans (Chairman) Cllr. M Heath (Vice-Chairman) Cllr. J Walsh	Cllr. M Skelton # Cllr. J Newby # Cllr. G Hollis
Clerk	Mr J 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, because 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

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

1. Apologies for absence.
As denoted by # above.
2. Review Aims and Objectives
On the matter of IT systems, Cllr. Walsh had been in contact with the BCC Group IT manager who has agreed to reply to Cllr. Walsh by the end of the week.
3. Notification of any urgent matters to be taken under item 20
Cllr. Skelton: Cracks in plasterwork and coving in the Parish Council office.
4. Matters dealt with under Urgent Action since the last meeting.
None
5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 19th December 2016 not dealt with on the agenda.
None.
6. Correspondence List
No requests had been made to the Clerk for items from the Correspondence List

7. Payments

A detailed RBS report of payments made from the 14th December to the 11th January had been circulated to the committee members prior to the meeting. The report was noted with no comments regarding payments

Total: £6,898.73

8. Payments to Approve

The following payments were approved by the committee.

It was noted that the payments to Bridgewood, Kimber and Jenkinsons would be the final payments for the DULFC changing room project.

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

The committee noted the following 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 were 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. Merging of Finance Committee with Full Council Meetings

The first meeting of the Finance committee to take place after a full Council meeting will take place on Monday the 13th February. The list of payments, receipts, payments to approve and bank balances will be incorporated into the full Council meeting. Other Finance matters will be dealt with at the follow on meeting. A separate agenda will be produced for the Finance meeting along with the relevant supporting paperwork. If it is deemed that a separate meeting is required from time to time on a different date to the full Council meeting, sufficient notice will be given to the Finance committee members with papers issued accordingly. Cllr. Heath advised that the Finance meeting is mainly taken up with payments, receipts, payments to approve so the remainder of the items to be discussed should not take up too much time after the full Council meeting.

12. Review of Asset Register

The Clerk had circulated an up to date copy of the asset register to members prior to the meeting. It was agreed that the register be edited so that it runs in date order. Cllr. Hans kindly offered to edit the register.

Cllr. Hans proposed that subject to sorting in date order, the Asset Register was up to date and compliant with requirements, seconded by Cllr. Heath and agreed.

13. Review of Financial Regulations

A copy of the current Financial Regulations had been circulated to the committee members to review prior to the meeting. Cllr. Walsh had some queries and observations that the Clerk will attend to.

Cllr. Hans proposed that the Financial Regulations were current and had been reviewed with only minor adjustments to make. Seconded by Cllr. Skelton and agreed.

14. Denham Community Charity

Cllr. Hans will progress this initiative when time allows.

15. 2017/2018 Budget

The 2017/2018 Budget and Precept had been adopted by full Council on the 9th January 2017 the Clerk had prepared the paperwork in the format required by SBDC to be submitted by 31/01/17. The paperwork was agreed with only one minor correction.

16. Grants 2017/2018

It was noted that the following grants and subscriptions had been 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 Clerk to advise the successful applicants that the grants will be paid on the 1st May 2017

17. Denham Cricket Club-Solicitors

BP Collins had sent their terms of business to the Parish Council to sign. It was agreed that until a further meeting is held with the Cricket Club, there was little point in signing the document. The Clerk to get a status report from the Co-Clerk on progress with setting up another meeting with the Cricket Club. Cllr. Heath reminded the meeting that the new lease deal with the Cricket Club needs to be cost neutral to the Parish Council.

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. Cllr. Heath expressed her dissatisfaction with the outcome, stating that this situation could arise again if Microsoft issue another version of Windows

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.

Cllr. Skelton asked if anything is being done about the cracks in the plasterwork and coving in the Council office; Cllr. Heath replied that the matter has been raised with the Denham Village Memorial Hall management Committee and a builder is due to take a look at the problem.

21. Next Finance Committee Meeting

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.

There being no further business, the meeting closed at 8.50pm

John Coleman Clerk
Denham Parish Council
17th January 2017