

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 15th February 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 to be taken under item 18.
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 18th January 2016 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 18th January 2016:

2022/15	Monthly British Gas Boiler Contract Feb 2016 D/D	£	24.00 inc VAT
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
4829/16	British Gas Bill for Office Gas D/D	£ 125.83 inc VAT
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
4893/16	Nexus monthly hosted server and support	£ 360.00 inc VAT
4895/16	Co-Clerk Salary for Part December 15/Part Jan16	£ 936.00
4912/16	Handyman services Dec 15/Jan 16	£ 201.50
4934/16	HCI Data for new web domain	£ 130.80 inc VAT
4951/16	Nexus Supply and set up of new computer	£ 798.00 inc VAT
5001/16	Clerks salary for January 16	£ 1014.00
5002/16	Clerks expenses for January 16	£ 40.85
5032/16	Christine Newell for office cleaning January 16	£ 53.79
5059/16	BT Office Telephone Bill Feb-Apr 16 D/D	£ 168.23 inc VAT
5060/16	BT Office Broadband Nov 15/Jan 16 D/D	£ 103.80 inc VAT
5077/16	SSE Street lighting account for January 16 D/D	£ 1056.19
0000/00	Denham Youth Club last payment of 2015/2016 grant	£ 500.00

Total £11,491.81

7. Payments to Approve

4840/16	CJS Creations invoice for Christmas wreaths	£ 1200.00 inc VAT
4939/16	Viking assorted paper/pens/envelopes/markers	£ 178.93 inc VAT
4964/16	SBALC subscriptions 2015/2016	£ 64.00
4965/16	SBDC invoice for 2015 election fees	£ 150.00
4982/16	Viking New desk for Parish Council office	£ 266.35 inc VAT
5022/16	Bernard Leigh street light maintenance January 16	£ 640.78 inc VAT
5047/16	Blue Sky for the 5 th Cut of grass inc /tatling End	£ 2430.00 inc VAT

Total £ 4,930.06

8. Receipts

Bank Interest	£ 6.00
Denham Village Green Donations	£ 45.00
Bungalow Rent received from Gibbs Gillespie	£ 1297.66
Co-op Bank FRDA maturity	£20125.34
Denham Cricket Club quarterly rent	£ 180.75
Denham Cricket Club Water recharge	£ 66.60

Total £ 21,721.35

9. Accounts

An income and expenditure report will be available at the meeting.

10. Co-operative Bank Fixed Term Deposit Account

The above account matured on the 29th January 2016. The options open to the Parish Council were 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.

It was decided to roll over £30K for six-months and to take the remaining £20K plus interest. This has now been finalized and the £20K plus interest has been paid into the Councils HSBC account.

11. Denham United Ladies Football Club

No further working party meetings have been held since the 6th January. Work is progressing satisfactorily and funds are being paid promptly by the FA Stadia Improvement Fund and the Football Foundation

12. 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.

13. Street Lighting Contract

The Street Light Maintenance Contract is due for renewal. An advert has been placed in the Bucks Advertiser Public Notices section inviting tenders. Tenders have also been sent to Bernard Leigh, SSE and SparkX.

14. Grants 2016/2017

The following grants payable in May 2016 were agreed at the last meeting:

Denham Youth Club	£1500.00
Denham Bowls Club	£ 475.00
Martin Baker Youth Football Team	£ 200.00
Community First Responders Denham	£1800.00 Subject to conditions. Clerk to update.
Carers Bucks Denham Support Group	£1400.00 Subject to conditions. Clerk to update.
Madeleine Paton Luncheon Club	£ 400.00
Age Concern Denham	£ 400.00
Total: £6175.00	

Denham Cricket Club £ 619.89 Application rejected.

Colne Valley CIC awarded a contribution of £2000 for help towards the cost of maintaining Capswood and Northmoor Hill Woods.

It was agreed at the Full Council meeting on the 8th February 2016 to amend the Grant application Form to state that grants cannot be used for running costs. A copy of the current grant application form is enclosed with papers for this meeting.

15. Nexus IT Solution

The new computer is due to be installed on Thursday 11th February and the cloud based system is due to go live on the 12th February. The new desk has been installed in the office.

16. Internet Banking

The forms have now been completed and sent to the Barclays Bank. We await their reply.

17. Workplace Pensions

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

18. Any other matters agreed under item 2 above.
19. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on Monday 21st March 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
10th February 2016