Denham
PARISH COUNCIL

Minutes of the FINANCE Committee Meeting

Held on Monday 15th February 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, 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 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. Apologies for absence.
   As denoted by # above

2. Notification of any urgent matters.
   None.

3. Matters dealt with under Urgent Action since the last meeting.
   None.

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

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

6. Payments and Receipts
The following Invoices received and paid on the correspondence list since the last Finance Committee Meeting on 18th January 2016 were noted by the Committee:

2022/15	Monthly British Gas Boiler Contract Nov 2015 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 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
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 be Approved
The following items were approved by the committee for payment.

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 5th Cut of grass inc /Tatling End	£	2430.00 inc VAT
	Total	**£**	**3,730.06**

Item 4840/16 CJS Creations £1800.00 invoice for Christmas wreaths on the agenda to be approved for payment was declined as following the Communities and Events meeting on the 9th February, it was agreed that the amount be reduced to £1000.00 plus VAT as the wreaths were deemed not fit for purpose due the very low light they emitted and the poor fitting. The Chairman of the Communities and Events Committee is currently negotiating with CJS Designs with regards to their invoice and the way forward for Christmas 2016.

Item 4965/15 SBDC £150.00 invoice for Uncontested Election Fees in 2015 was queried. The Clerk explained that the £150.00 consisted of a £50.00 administration fee for each of Denham's three wards. A budget of £6000.00 is rolled over annually to cover the costs should a contested election arise.

8. Receipts

The following receipts had been received since the last Finance Committee Meeting on 18th January 2016 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
Maturity of Cooperative Bank FRDA plus interest	£20025.16
Total	**£21911.47**

It was queried if the Gibbs Gillespie (GG) management fee is deducted from the rent shown in receipts; the Clerk confirmed that the management fee is deducted and amounts to 11% (£164.45 plus VAT of £32.89)of the £1495.00 rental figure, thus leaving the sum shown of £1297.66 Asked if the VAT on the management fee is refundable from HMRC, the Clerk replied that it was as the VAT is shown as a minus figure in sales, it gets added back in on the claim. The Clerk added that this had caused confusion when entering the details on to the RBS system and that help had been sought for RBS to find a solution that seems now to be working. It would be easier if GG invoiced the management fee plus VAT separately; the Clerk to enquire if GG would be amenable to this. If not, we may need to consider moving agents.

It was agreed to review the situation at the next meeting and that the Clerk will give a full breakdown of the receipts and charges for the bungalow each month under a separate heading.

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.

It was queried why the Audit Fees were showing a minus figure of £390.00 The Clerk explained that the £390.00 was for costs incurred in FY 2014/2015 but paid in FY 2015/2016 A reverse journal will be made to rectify the issue.

10. Co-operative Bank Fixed Term Deposit Account

The above account matured on the 29th January 2016. £30K has been rolled over for another six months and the remaining £20K plus interest has been paid into the HSBC account. The Clerk to investigate the possibility of investing £20K in another fixed term account. The Clerk to also investigate the new Metrobank Community 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
The Bowls Club is due for a rent review this year in November. The Clerk to circulate copies of the lease to members prior to the next meeting.

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.
The contract expires on the 31st March 2016, tenders have been requested to be returned by the 11th March 2016. This item to be placed on the Full Council agenda for the 14th March; a special meeting of the Services Committee may need to be called to appoint the successful supplier.
It was requested that the Clerk contact SparkX to ascertain which councils they currently work for.

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	£ 500.00	
Total:	**£6275.00**	

Denham Cricket Club	£ 619.89	Application rejected.

The Clerk had contacted the two applicants that were subject to conditions and replies from both organisations had been circulated prior to the meeting. Community First Responders Denham had met the conditions by agreeing to publicity and the kit being for use in Denham only. It was therefore agreed to award the grant of £1800.00 The Clerk to find out if DPC can purchase the kit and reclaim the VAT. It was agreed that the £100.00 cheque being donated by the Brentford Lodge be sent direct to the Denham First Responders.

With regards to the application made by Carers Bucks Denham Support Group, it was felt that the conditions that the funds would be used solely for the use of the Denham Support Group had been met. However it was proposed by Cllr. Skelton that because part of the funds would be used for running costs, the grant should be reduced to £1000.00 seconded by Cllr. Riley and agreed unanimously.

The final Grants total for FY2016/2017 will therefore be £5875.00 with a further £2000.00 to the Colne Valley CIC towards the upkeep of Caps Wood and Northmoor Hill Wood.

The Grant application form had been distributed to members prior to the meeting and it was agreed that the form needed a set of guidance notes for next years' applications. The Clerk to make this an agenda item for the next meeting and members to feedback ideas prior to the meeting.

15. Nexus IT Cloud Based Solution
The new computer was installed on Thursday 11th February and the cloud based system went live on the 12th February. The new desk has been installed in the office ready for the new Administration Assistant. The Clerk reported a few minor snags but apart from that, the new system is working well so far.

16. Internet Banking
To note, the Barclays Bank application forms had been completed and delivered to the Uxbridge Business Banking section by the Clerk. 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.
None.

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.