

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 21st March 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 24.
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 15th February 2016 not dealt with on this agenda.
5. Agreement to discuss matters in **Part 2**
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 and Receipts
To note the following Invoices received and paid on the correspondence list approved for payment at the last Finance Committee Meeting on 15th February 2016:

2022/15	Monthly British Gas Boiler Contract Feb 2016 D/D	£	24.00 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
5078/16	SSE for Street lighting electricity January 2016 D/D	£ 1056.19 inc VAT
5091/16	Co-Clerks salary Jan/Feb 2016	£ 936.00
5097/16	Admin Assistant Salary for February 2016	£ 297.50
5127/16	Handyman Services for January 2016	£ 262.99
5170/16	British Gas. Office Gas 29/9 – 29/12 D/D	£ 119.84 inc VAT
5183/16	Clerks Salary for February 2016	£ 1014.10
5184/16	Clerks expenses for February 2016	£ 52.24
5188/16	SBDC Uncontested Election Fee	£ 150.00
5192/16	BT Business Broadband 19/1-30/4 D/D	£ 78.53 inc VAT
5193/16	Rennie Grove Hospice Care donation from DG Fayre	£ 800.00
5211/16	Admin Assistant Salary Feb 2016	£ 285.00
5248/16	British Gas. Office Gas 30/12-29/2 D/D	£ 32.99 inc VAT
5253/16	SSE for Street lighting 2/2-1/3 2016 D/D	£ 1093.70 inc VAT
5272/16	Co-Clerks salary Feb/March 2016 £936.00	£ 936.00

Total: £10869.14

8. Payments to Approve

5112/16	Bucks Playing Fields Annual Subscription	£ 20.00
5134/16	Nexus February hosting and support	£ 360.00 inc VAT
5143/16	Trinity Mirror advert for Street lighting tender	£ 280.57 inc VAT
5144/16	Ricoh quarterly invoice for copier Jan/April rent	£ 347.45 inc VAT
5145/16	Chubb Fire & Security Extinguisher service	£ 61.44 inc VAT
5214/16	Blue Sky for 6 th cut, edging Pyghtle & allotments	£ 3624.00 inc VAT
5232/16	Handyman Services for February 2016	£ 221.00
5300/16	Outdoor Play S W. repairs at Alderbourne play area	£ 720.00 inc VAT

Total £5634.46

9. Receipts

Bank Interest	£ 4.90
HMRC VAT repayment	£ 9374.70
Map sales	2.50
Allotment rents x 5	100.00
Denham Village Green Donations	£ 20.00
Bungalow Rent received from Gibbs Gillespie	£ 1297.66

Total £ 10799.76

10. Accounts

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

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.

An onsite meeting is scheduled for Thursday 17th March 2016 to evaluate progress.

Income and Expenditure on the DULFC Project will be available at the meeting.

12. Year End Accounts

The year-end accounts will be prepared once the final statement for March is received. A Finance Working Party to agree accruals for each committee.

13. Internal Audit

The Internal Audit to be arranged to take place after the year-end close.

14. External Audit

The forms for the External Audit have been received from Mazars. The External Audit to be arranged after the Internal Audit has been signed off.

15. New NALC Financial Regulations

The updated NALC Financial Regulations are enclosed with papers for this meeting. The figures to be inserted in brackets need to be agreed by the Committee before submission to Full Council for approval.

16. Review of Risk Assessment

The Annual review of the risk assessment is due. The updated document is enclosed with papers for this meeting. The Risk assessment document needs to go back to Full Council for approval.

17. Review of Asset Register

The Annual review of the Asset Register is due. The updated document is enclosed with papers for this meeting. The Asset Register document needs to go back to Full Council for approval.

18. Review of Health and Safety Policy

The Annual review of the Health and Safety Policy is due. The updated document is enclosed with papers for this meeting. The Health and Safety Policy document needs to go back to Full Council for approval.

19. 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.

20. Internet Banking

The new Barclays Bank account is now open. We await final paperwork, cheque book, paying in book etc.

21. Workplace Pensions

The staging date for the Parish Council is the 1st July. Nothing needs to be done before this date unless the new Admin Assistant wishes to have a workplace pension.

22. Office Redecoration

The Parish Office is due to be redecorated this year. Two quotations have been received and are enclosed with papers for this meeting. There is one more quotation to come in.

23. Office Safe

The office safe is broken and it would cost more to repair the locking mechanism than it would be to buy a new safe. A new electronic fire safe has been ordered from Costco at a cost of £199.99 including VAT.

24. Any other matters agreed under item 2 above.

25. Next Finance Committee Meeting

Confirmation of the date of the next meeting of the Finance Committee on Monday 18th April 2016 at 8pm in the Council Office.

Proceed to **Part 2**

John Coleman Clerk
Denham Parish Council
16th March 2016