

Minutes of the FINANCE Committee Meeting

Held on Monday 21st March 2016 at 8.00pm in the Council Office

Cllrs.	Mrs M Skelton (Chairman) # Mr B Harding (Vice-Chairman) Mrs M Heath	Dr J Newby Mrs T Riley 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 15th February 2015 not dealt with on this agenda.
None.
5. Agreement to Discuss Matters in Part 2
Cllr. Heath asked to add an item to the **Part 2** Agenda, AGREED by the Committee.
6. Correspondence List
No requests had been made to the Clerk for items on the Correspondence List in advance of the meeting.
7. Payments and Receipts
The following Invoices received and paid on the correspondence list since the last Finance Committee Meeting on 15th February 2016 were noted by the Committee:

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 be Approved
The following items were approved by the committee for payment.

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

The following receipts had been received since the last Finance Committee Meeting on 18th January 2016 were noted by the Committee:

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 was circulated at the meeting. Noted by the committee with the following comments.

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 journal will be made at year end in 2016/17 to rectify the issue.

It was queried why 135/4421 was showing a overspend to budget of £6350.00, the Clerk explained that this was offset by 135/1175 for £5967.00 (plus excess on claim).

11. Denham United Ladies Football Club

Cllr. Riley declared a pecuniary interest as her company sponsors DULFC. 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. A further meeting at the DULFC site is scheduled for Thursday the 24th March at 4.00pm

12. Year End Accounts

The year-end accounts will be prepared in accordance with Audit requirements as soon as the March accounts are finalised. A working party will need to be set up with representatives from each spending committee to agree Earmarked Reserves for 2016/2017.

13. Internal Audit

The Internal Audit to be arranged once the 2015/2016 accounts are finalised. Noted by the committee.

14. External Audit

The Annual Return forms have been received from Mazars LLP. The external Audit to be arranged upon completion of the Internal Audit. Noted by the committee.

15. Updated NALC Financial Regulations

The updated NALC Financial Regulations had been circulated to members prior to the meeting. The figures to be inserted in brackets were AGREED. The final draft to be prepared by the Clerk for submission to Full Council for approval at the next meeting on 11th April 2016.

16. Review of Risk Assessment

The updated Risk Assessment document was reviewed by the committee. The Clerk to check the Gifts review. The Insurance is on a three year fixed price contract with Hiscox (now in 2nd year). The cover expires on 30th September 2017. The final draft to be prepared

by the Clerk for submission to Full Council for approval at the next meeting on 11th April 2016.

17. Review of Asset Register

The updated Asset Register document was reviewed by the committee and AGREED. The final draft to be submitted to Full Council for approval at the next meeting on 11th April 2016.

18. Review of Health and Safety Policy

Under the heading 'Way and Tillard' the Clerk to check the contractors 1st Aid Boxes. The office 1st Aid Box is in good order.

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.

Noted by the Committee.

20. Internet Banking

The Barclays Bank accounts are now open. A Community account and a Savings account. The Clerk to contact Barclays to ascertain why Cllr. Skelton has been sent a Debit Card. We are yet to receive a paying in book, chequebook and a pin sentry device. The accounts will be switched from the current provider once the accounts from March are finalised.

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

Three quotes had been received from decorators. Unfortunately, none had followed the brief and all had quoted differently despite being given the same information. The Clerk to refine the quotations and submit to the next meeting in April.

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. It was AGREED that the Clerk order a new electronic fire safe from Costco at a cost of £199.99 including VAT.

24. Any other matters agreed under item 2 above.

None.

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.

There being no further business the meeting was closed at 10.00pm and the members proceeded to **Part 2**

John Coleman
Clerk-Denham Parish Council.