

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 18th April 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 23 .
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 21st March 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:

4852/15	Monthly British Gas Boiler Contract Feb 2016 D/D	£	24.00 inc VAT
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
5254/16	Leigh Electrical streetlight maintenance February 2016	£ 706.39 inc VAT
5257/16	Christine Newell office cleaning February	£ 30.00
0000/16	Denham Hall Management parish office rent Jan-Mar	£ 637.00
5300/16	Outdoor Play S W. repairs at Alderbourne play area	£ 720.00 inc VAT
5343/16	SSE Parish Council office electricity Dec15-Mar16 D/D	£ 152.96 inc VAT
5348/16	Nexus March 2016 hosting and support	£ 360.00 inc VAT
5360/16	William Boyer half year allotment rent	£ 220.00
5408/16	Clerks expenses March 2016	£ 80.74
5409/16	Clerks salary March 2016	£ 1214.10
5425/16	Handyman Services March 2016	£ 305.50
5426/16	B Dec via Gibbs Gillespie for damp problems	£ 450.00
5434/16	Co Clerk salary April 2016	£ 1136.00
5435/16	Christine Newell office cleaning March 2016	£ 30.00
5436/16	Phillip Newell grass cutting play areas & village green	£ 204.00
5437/16	Leigh Electrical emergency call out to Pyghtle light	£ 148.80 inc VAT
5438/16	Assistant salary March 2016	£ 420.00
0000/16	Ref. Servs meeting. Grant towards mower for H Denham	£ 1000.00
0000/16	HMRC Clerk and Co-Clerk tax and NI for Jan/Feb/Mar	£ 2080.60
0007/16	B&MKALC copy of Local Councils Explained book	£ 19.99
0033/16	SSE street light electricity for March 2016	£ 1168.87 inc VAT
0053/16	Co Clerks expenses March 2016	£ 30.00

Total: £16053.41

8. Payments to Approve

5437/16	Leigh Electrical street lighting maintenance for March	£ 935.19 inc VAT
0026/16	Viking Office Supplies for paper	£ 53.18 inc VAT
0041/16	Broxap for two planters	£ 1490.40 inc VAT
0064/16	In and Around Publishing advert in 6 publications	£ 100.00

Total £2578.77

9. Receipts

Bank Interest	£ 5.40
Map sales	20.00
Allotment rents x 2	40.00
Denham Village Green Donations	£ 25.00
Bungalow Rent received from Gibbs Gillespie	£ 1297.66
BCC Devolved Services payment for 2016/2017	£13989.74

Total £ 15377.80

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. The building is now up to roof height and watertight.
12. Year End Accounts
The year-end accounts are in the process of being prepared. The bank reconciliation has been done up to the end of March. All that remains is to make some carry forward adjustments.
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. Updated NALC Financial Regulations
The updated NALC Financial Regulations were approved at the Full Council meeting on the 11th April 2016.
16. Review of Risk Assessment
The updated Risk Assessment document was approved at the Full Council meeting on the 11th April 2016.
17. Review of Asset Register
The updated Asset Register was approved at the Full Council meeting on the 11th April 2016.
18. Review of Health and Safety Policy
The updated Health and Safety Policy document was approved at the Full Council meeting on the 11th April 2016.
19. Review of Leases
A review of current leases is under way. Several leases are due to be reviewed including: a meeting has been arranged with Denham Cricket Club to progress their new lease.
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 active. The switch from HSBC can now be actioned subject to clearing up some minor queries.
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 quotations have been received for the redecoration of the Parish Council office. The quotes are in the process of being aligned to show a true comparison.
23. Any other matters agreed under item 2 above.

24. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on Monday 16th May 2016 at 8pm in the Council Office.
25. Part 2
Proceed to **Part 2**

John Coleman Clerk
Denham Parish Council
13th April 2016