

Minutes of the FINANCE Committee Meeting

Held on Monday 18th April 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 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.

It was agreed to review the Finance Committee Aims and Objectives when the new committee sits in May 2016.

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.
The appointment of a daytime Administration Assistant, Susan Luckhurst to work fifteen hours per week. The appointment is subject to a three-month review.
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.
None.
5. Agreement to Discuss Matters in Part 2
Agreed.
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 21st March 2016 were noted by the Committee:

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

Item 5426/16 It was noted that there had been damp problems at the Cricketfield bungalow. It is thought that a major contributor is the lack of ventilation on the windows which causes condensation. Cllr. Riley suggested that a comprehensive repair is budgeted for in the

2017/2018 budget, which may include replacing the windows and the installation of bi-fold doors in the lounge; in the meantime, the situation requires monitoring. Cllr. Heath asked if it would be possible to place the bungalow in trust; Cllr. Hans will look at this suggestion to see if it is a viable option. Cllr. Riley asked if a property in trust would be eligible for a mortgage; Cllr. Hans confirmed that it would be eligible for a mortgage.

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

Item 5437/16 it was noted that Leigh Electrical had not supplied the information requested regarding the number of LED conversions carried out. This invoice was not passed for payment.

Item 0041/16 it was agreed that the planter looked good, however it was suggested that a DPC logo transfer be applied to both planters in addition to the gold lettering already included. The Clerk to look into.

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

It was noted that the payment from BCC for devolved services was for the whole year and no further payment will be made in year 2016/2017

Cllr. Heath requested that all householders bordering the Village Green be written to regarding donations for the upkeep of the Village Green. A thank you letter to be sent to Denham Place for their continued support.

10. Accounts

The year-end accounts are in progress and the bank reconciliation for March is complete. A meeting needs to be held to agree carry forward amounts to the 2016/2017 budget. The Clerk to contact RBS software to ask their support team to clarify why we cannot contra the income from the insurance claim for the Alderbourne playhouse against the cost of the playhouse.

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

This was covered under Item 10 and noted by the committee.

13. Internal Audit
The Internal Audit to be arranged to take place after the year-end close. Noted by the committee.
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. Noted by the committee.
15. Updated NALC Financial Regulations
The updated NALC Financial Regulations were approved at the Full Council meeting on the 11th April 2016. Noted by the committee.
16. Review of Risk Assessment
The updated Risk Assessment document was approved at the Full Council meeting on the 11th April 2016. Noted by the committee.
17. Review of Asset Register
The updated Asset Register was approved at the Full Council meeting on the 11th April 2016. Noted by the committee.
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. Noted by the committee.
19. Review of Leases
A review of current leases is under way. Several leases are due to be reviewed. A meeting has been arranged with Denham Cricket Club to progress their new lease. Cllr. Heath confirmed that Cllr. Harding was willing to continue to serve on the working party negotiating the lease.

The Denham Parish Council office lease is due to be reviewed in July with regards to a rent review. The decoration of the office is also due this year.

The Bowls Club is due for a rent review this year in November. The rent review is subject to the government's retail price index figure published in November.
20. Internet Banking
The new Barclays Bank account is now active. It was agreed to transfer £10k from the HSBC account to the new Barclays account by cheque.
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. It was agreed to speak to the admin assistant once she had completed the three-month probationary period.
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. It was noted that we were still waiting for the Village Hall contractor to fit an extractor fan in the toilet.
23. Any other matters agreed under item 2 above.
None.

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

With no press or public present, it was agreed to proceed to **Part 2**

The meeting closed at 9.20pm

John Coleman Clerk
Denham Parish Council