

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 16th May 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. Election of Chairman

To elect a Chairman for 2016/2017

2. To elect a Vice-Chairman for 2016/2017

3. Apologies for absence.

4. Review Aims and Objectives

To review the aims and objectives of the Finance Committee

5. Notification of any urgent matters to be taken under item 20.

6. Matters dealt with under Urgent Action since the last meeting.

7. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 18th April 2016 not dealt with on this agenda.

8. 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.

9. Payments

To note the following Invoices received and paid on the correspondence list approved for payment at the last Finance Committee Meeting on 18th April 2016:

4852/15	Monthly British Gas Boiler Contract Feb 2016 D/D	£ 24.00 inc VAT
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
0095/16	Nexus invoice 9062 April hosting, server and IT support	£ 360.00
0101/16	House of Lords HS2 petition fee	£ 20.00
0134/16	Blue Sky for planting planters in Denham Avenue	£ 144.00 inc VAT
0189/16	Clerks salary for April 2016	£ 1014.10
0190/16	Admin assistant salary for two weeks in April 2016	£ 300.00
0191/16	Clerks expenses for April 2016	£ 140.35
0216/16	Admin Assistant (KB) payment for April 2016	£ 425.00
0000/16	Transfer funds to new Barclays account	£10000.00
0236/16	SSE Street Lighting Electricity April 2016 D/D	£ 1168.87 inc VAT

Total: £16175.09

10. Payments to Approve

0212/16	Office cleaning for April 2016	£ 50.00
0213/16	First Class Signs for play area signage	£ 233.20 inc VAT
0215/16	Viking office Supplies, various sundries	£ 110.30 inc VAT
0252/16	BMKALC and NALC annual subscription	£ 1016.43
0260/16	Handyman Services April 2016	£ 546.00

Total £ 1955.93

11. Receipts

Bank Interest	£ 5.91
First payment of precept from SBDC	£51817.50
Map sales to Colne Valley CIC	20.00
Barclays account transfer of funds from HSBC	£10000.00
Donation from Brixton Amusements for Denham Green Fayre	£ 100.00
Bungalow Rent received from Gibbs Gillespie 01.05.16-31.05.16	£ 1297.66
Cricket Club quarterly rent	£ 180.75
Bungalow water and sewerage recharge	£ 68.07
Denham Village Green Donations	£ 25.00
Allotment rents x 1	£ 20.00

Total £63534.89

12. Grants Payable

The following grants have been approved and are now ready to be paid.

Age Concern Denham	£ 500.00
Denham First Responders	£ 1800.00
Madeleine Paton Luncheon Club	£ 400.00
Martin Baker youth Football Team	£ 200.00
Denham Youth Club	£ 1500.00
Denham Bowls Club	£ 475.00
Carers Bucks	£ 1000.00

Total: £ 5875.00

A further payment of £2000.00 is due to the Colne valley CIC as a contribution to the upkeep of Caps Wood and Northmoor Hill Wood.

13. Accounts

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

14. 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 carry forward various non-capital items to 2016/2017 budget and create Ear Marked Reserves (EMR) for capital items. A sheet with suggested movements is included with papers for this meeting.

15. Internal Audit

The Internal Audit will take place on Tuesday the 24th May 2016

16. 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.

17. Review of Leases and Rents

A date still needs to be set to meet with Denham Cricket Club regards the renewal of their lease at the Way and Tillard recreation ground.

The Denham Parish Council office lease is due to be reviewed in July with regards to a rent review. Decoration of the office is also due this year. (See item 20)

The Bowls Club is due for a rent review this year in November. This is linked to the retail price index for the month that the rent review is due.

18. Internet Banking

The new Barclays Bank account is now active. Ten thousand pounds has been transferred in to the account. The Clerk has met again with Barclays again to iron out some queries. The Barclays Bank mandate will need to be changed if the Chairman of finance changes at this meeting.

19. 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 has declined to have a workplace pension.

20. Office Redecoration

Two quotations have been received for the redecoration of the Parish Council office. The quotes will be available at the meeting.

21. Any other matters agreed under item 5 above.

22. Next Finance Committee Meeting

Confirmation of the date of the next meeting of the Finance Committee on Monday 20th June 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
11th May 2016