

Minutes of the FINANCE Committee Meeting

Held on Monday 16th May 2016 at 8.00pm in the Council Office

Cllrs.	Mrs M Skelton (Acting Chairman) Mrs T Riley Mrs M Heath	Dr J Newby Mr G Hollis 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
Automate process of compiling agendas using RBS reporting system
Regular and adequate Training of Committee Members

1. Election of Chairman

Cllr. Heath proposed that Cllr. Hans be elected to serve as Chairman on the Finance Committee for 2016/2017, seconded by Cllr. Hollis and agreed with one abstention.

2. Election of Vice-Chairman

Cllr. Skelton proposed that Cllr. Heath be nominated to serve as Vice-Chairman on the Finance Committee for 2016/2017, seconded by Cllr. Newby and agreed unanimously.

3. Apologies for absence.

There were no absentees.

4. Review Aims and Objectives

The aims and objectives of the Finance Committee were reviewed and the following amendments made: Lines 9,10 and 12 were deleted and a new line 9 was inserted to read: Automate process of compiling agendas using RBS reporting system.

5. Notification of any urgent matters to be taken under item 21.

New Barclays Bank mandate.
NALC Financial Regulations.

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

None.

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

None.

8. Correspondence List

The Clerk had not received any requests for items from the correspondence list prior to the meeting.

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 inc VAT
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
0236/16	SSE Street Lighting Electricity April 2016 D/D	£ 1168.87 inc VAT

Total: £16175.09

0041/16 Following a query, the Clerk confirmed that the Broxap planters were the ones installed at the junction of village Road and the A412 to stop cars driving down the footpath by the bus stop.

0236/16 Following a further query, the Clerk confirmed that the SSE invoice was for electricity supply only and formed no part of the streetlight maintenance contract.

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

0213/16 Following a query, the Clerk confirmed that the play area signage order had included a substantial number of signs.

0252/16 Following a query, the Clerk confirmed that BMKALC stood for Bucks and Milton Keynes Association of Local Councils and that NALC stood for National Association of Local Councils.

0260/16 Following a query, Cllr. Heath confirmed that the Handyman worked on a piece work basis. The Clerk confirmed that his remuneration was £12.00 per hour.

11. Receipts

Bank Interest	£ 5.91
First payment of precept from SBDC	£51817.50
Map sales to Colne Valley CIC	20.00
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 £53534.89

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

The Clerk to arrange for the cheque for the Denham First Responders to be handed over with the press and photographer present.

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

A copy of the income and expenditure account for the year ending 31st March 2016 had been circulated to members prior to the meeting. Noted by the members.

14. Year End Accounts

A report detailing suggested carry forward items and ear marked reserves at year-end had been circulated to members prior to the meeting. It was agreed that the movements should be made to ensure that there are sufficient funds available for street light maintenance and major works, play area equipment replacement, legal fees, tree pollarding, Neighbourhood Plan, youth shelters/gym equipment and other minor amounts.

15. Internal Audit

The Internal Audit will take place on Tuesday the 24th May 2016 Noted by the members.

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. Noted by the members.

17. Review of Leases and Rents

Another meeting with Denham Cricket Club is due to take place at the end of May regarding the renewal of their lease at the Way and Tillard recreation ground. Cllr. Hollis

enquired as to the annual rent the Cricket Club pay; the amount was confirmed as £750.00 per annum.

The Denham Parish Council office is subject to a rent review in July. Decoration of the office is also due this year. (See item 20) Noted by the members.

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. Noted by the members.

18. Internet Banking

The new Barclays Bank account is now active. Ten thousand pounds has been transferred in to the account. The Clerk had met again with Barclays to iron out some queries. The Barclays Bank mandate will need to be changed again now that there is a new chairman. The Clerk had obtained the new mandate form on his last visit to the bank.

19. Workplace Pensions

The staging date for the Parish Council is the 1st July. Nothing needs to be done before this date. The new Admin Assistant has declined to have a workplace pension. Noted by the members.

20. Office Redecoration

Quotations for the redecoration of the Parish Council office had been circulated to members prior to the meeting. A local tradesman, Alan Goldsmith had proffered the most competitive quote and was willing to carry out the work on weekends when the office was empty or in August when the council is in recess. Cllr. Heath proposed that the quote from Mr Goldsmith be accepted to decorate the main council office and to repair and paint one wall of the storeroom, seconded by Cllr. Riley and agreed. Cost will be £1065.00 plus the cost of repairing and painting one wall in the storeroom.

21. Any other matters agreed under item 5 above.

Barclays Bank Mandate: The Clerk needs to complete a new mandate for Barclays Bank as discussed in item 18. Agreed by the members.

NALC Financial Regulations: Cllr. Heath had studied the financial regulations in depth and advised the Clerk to check and make certain that all aspects of the financial regulations are being strictly adhered to.

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.

The meeting closed at 9.10pm

John Coleman Clerk
Denham Parish Council