

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 20th June 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. Review Aims and Objectives
To review the aims and objectives of the Finance Committee
3. Notification of any urgent matters to be taken under item 19.
4. Matters dealt with under Urgent Action since the last meeting.
5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 16th May 2016 not dealt with on this agenda.
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
To note the following Invoices received and paid on the correspondence list approved for payment at the last Finance Committee Meeting on 16th May 2016:
4852/15 Monthly British Gas Boiler Contract Feb 2016 D/D £ 24.00 inc VAT

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
0227/16	ICO Data Protection Registration DD	£ 35.00
0242/16	BT Office telephone charges 1/2/16-31/4/16 DD	£ 170.23 inc VAT
0252/16	BMKALC and NALC annual subscription	£ 1016.43
0260/16	Handyman Services April 2016	£ 546.00
0313/16	Co Clerks salary April 2016	£ 1014.10
0314/16	Bucks CC Alderbourne play area yearly rent 2016	£ 225.00
0315/16	Nexus annual website & May support	£ 360.00 inc VAT
0316/16	In and around Denham. Full page May issue	£ 90.75
0367/16	Willowbank assoc. 1 st grass cut	£ 150.00
0391/16	Clerks salary May 2016	£ 1014.10
0393/16	Admin Day Assistant salary May 2016	£ 610.00
0394/16	Admin Day Assistant expenses May 2016	£ 4.80
0425/16	BT Office Broadband May-July 2016 DD	£ 86.40 inc VAT
0445/16	Office cleaning for May 2016	£ 20.00
0470/16	Co Clerks salary for May 2016	£ 1014.10
0495/16	SSE for streetlight electricity May 2016 DD	£ 1206.85 inc VAT

Total: £ 7981.26

8. Payments to Approve

0000/16	Office rent April-June 2016	£ 637.00
0370/16	Ricoh copier costs Feb-May clicks, May-July rental	£ 379.62 inc VAT
0387/16	Viking Office Supplies refuse sacks	£ 37.64 inc VAT
0395/16	Christmas Decorators for Christmas wreaths	£ 1200.00 inc VAT
0396/16	Nexus for annual cloud backup	£ 120.00 inc VAT
0415/16	RTA Publicity for Tea Dance invites & Fayre banner	£ 153.60 inc VAT
0427/16	Viking Office Supplies assorted papers and envelopes	£ 140.98 inc VAT
0429/16	Playsafety Ltd. ROSPA safety reports on play areas	£ 621.60 inc VAT
0444/16	HW Controls for Internal Audit	£ 660.00 inc VAT
0455/16	Staples UK Ltd. Envelopes for invites	£ 9.58 inc VAT
0471/16	Mrs T Alley Expenses for Summer Village Fayre	£ 68.10
0472/16	Handyman services for May 2016	£ 338.00
0498/16	Willowbank Assoc. 2 nd grass cut 25/5/16	£ 150.00

Total £ 4516.12

9. Receipts

Bank Interest	£ 5.78
VAT repayment 1 st Quarter	£ 7933.19
Map sales to Denham Rectors, St Marys Church	£ 40.00
Bungalow Rent received from Gibbs Gillespie 01.06.16-31.06.16	£ 1297.66
Denham Village Green Donations	£ 25.00
Allotment rents x 2	£ 40.00
Receipts from Denham Village Fayre	£ 185.00
Donation for KWL play area from St Francis & Willowbank	£ 500.00
Donation for community fund from resident at tea dance	£ 20.00
DULFC rent 1 st October 2015 to 31 st March 2016	£ 450.00

Total £10496.63

10. Direct Debits and Regular Payments

A list of Direct Debits and regular payments to approve will be available at the meeting.

11. Office Photocopier

The current photocopier lease with Ricoh Direct expires in September with only one more payment remaining. Ricoh will not comply with our wish to cancel the current agreement and install a new machine now. D&E Office solutions had offered the Ricoh MPC3003SP machine at a competitive rate to Ricoh Direct but no longer have the machine available. Other suppliers' costs are at least 35% more expensive than Ricoh Direct. This is because Ricoh Direct have a discount agreement with BCC which is being made available to the Parish Council. Furthermore Ricoh Direct are offering the new MPC3503SP machine which is faster than the MPC3003SP machine.

A copy of the comparison costs is included with papers for this meeting.

12. Installation of Instant Hot Water Tap

It has been suggested that an instant boiling water tap be installed to provide hot and cold drinks for Council meetings. Cost is approximately £900.00 competitive quotes are being sought.

13. Street Light Electricity Review

The Electricity for street lighting is currently supplied by SSE and is unmetered. The monthly cost fluctuates between £1050.00 and £1250.00 (more in winter and less in summer). A review will be carried out to test the current market.

14. Internal Audit

To note: the Internal Audit has been completed and signed off by H W Controls and Assurance Ltd. There were no non conformities. A copy of the internal auditors report was circulated at the full Council meeting on the 13th June.

15. External Audit

To note: the Annual Governance Statement and the Accounting Statements that form part of the Annual Return and require signatures were proposed, seconded and agreed at the full Council meeting on the 13th June. It only remains for the final documents to be drawn together by the Clerk and the Annual Return can be sent to the External Auditor. Deadline date is the 30th June.

16. Review of Leases and Rents

To note: A further meeting with Denham Cricket Club was held on 8th June, this item is being progressed through the Services committee.

The Denham Parish Council office rent is due to be reviewed in July.

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.

17. Internet Banking

To note, it was proposed and agreed at the full Council meeting on the 13th June that Cllr. Hans would replace Cllr. Skelton on the Barclays Bank mandate. This process is in hand and is near completion. It was further proposed and agreed at the full Council meeting to apply for a debit card with a limit of £250.00 for sundry expenses.

18. Workplace Pensions

To note, the staging date for the Parish Council is the 1st July 2016. No further instructions have been received from the DWP. The Parish Council has no staff wishing to partake.

19. Any other matters agreed under item 3 above.
20. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on
Monday 18th July 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
15th June 2016