Denham
PARISH COUNCIL

Minutes of the FINANCE Committee Meeting

Held on Monday 20th June 2016 at 8.00pm in the Council Office

Cllrs.	Mr A Hans (Chairman)	Mrs M Skelton
	Mrs M Heath (Vice-Chairman)	# Dr J Newby
	# Mrs T Riley	# Mr G Hollis

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

It was agreed to review the Aims and Objectives of the Finance Committee when there is a full attendance.

1. Apologies for absence.
As denoted by # above.

2. Review Aims and Objectives
It was agreed to review the Aims and Objectives of the Finance Committee when there is a full attendance.

3. Notification of any urgent matters to be taken under item 19.
Payments listings.
Evening assistant.
Virtual meetings.

4. Matters dealt with under Urgent Action since the last meeting.
None.

5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 16th May 2016 not dealt with on the agenda.
None.

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

7. Payments

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. 1st 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
0471/16	Mrs T Alley Expenses for Summer Village Fayre	£	68.10
0495/16	SSE for streetlight electricity May 2016 DD	£	1206.85 inc VAT
	Total:	**£**	**8049.36**

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
0472/16	Handyman services for May 2016	£	338.00
0498/16	Willowbank Assoc. 2nd grass cut 25/5/16	£	150.00
	Total	**£**	**4448.02**

Note: Item 0471/16 Payment to Mrs Alley was moved from ‘Payments to Approve’ to ‘Payments’

The above payments were AGREED by the members

9. Receipts

Bank Interest	£	5.78
VAT repayment 1st 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 1st October 2015 to 31st March 2016	£	450.00
Total	**£10496.63**	

10. Direct Debits

A list of Direct Debits was distributed to the meeting for approval.

British Gas for Boiler Maintenance	Monthly
British Gas for parish office gas	Quarterly
Southern Electric (SSE) Streetlight unmetered electricity	Monthly
Southern Electric (SSE) for parish office	Quarterly
BT Group for parish office broadband and telephone	Quarterly
Thames Water for parish office sewerage	Half-Yearly
Thames Water for Bungalow and Cricket Club sewerage	Half-Yearly
Affinity Water for parish office water supply	Half-Yearly
Affinity Water for Bungalow and Cricket Club water supply	Half-Yearly
ICO for Data Protection Registration and Certification	Yearly

Cllr. Heath proposed that the above Direct Debits be approved for the current year, seconded by Cllr. Skelton and AGREED.

11. Office Photocopier

The current photocopier lease with Ricoh Direct expires in September with only one more payment remaining. Ricoh would 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 had been included with papers for this meeting.

Cllr. Hans proposed that the Parish Council lets the current lease run out in September and then takes out a new three-year lease with Ricoh Direct on a new MPC3503SP machine, seconded by Cllr. Skelton and AGREED.

12. Installation of Hot Water Tap

It has been suggested that an instant boiling water tap be installed to provide hot (and cold) water for drinks to be available for council meetings. Biscuits as well to be provided. Disposable plastic cup dispensers to be wall mounted along with cup holders.

Subject to quotes being obtained, it was proposed by Cllr. Hans to proceed with a budget of £1k for the tap and installation, seconded by Cllr. Heath and AGREED.

13. Streetlight 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 is being conducted to test the current market as around 60% of the Parish Council's street lights are now fitted with LED bulbs which should reduce energy costs.

14. Internal Audit

It was noted by the members that 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 and adopted at the full Council meeting on the 13th June.

15. External Audit

It was noted by the members that 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. The members thanked the Clerk for his efforts in producing the Internal and External Audits.

16. Review of Leases and Rents

It was noted by the members that 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. 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.

17. Internet Banking

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 now complete, however Cllr. Hans awaits delivery of his bank card, membership number and passcode. Cllr. Heath proposed that there be a third signatory for the internal procedures in case one of the two current signatories is not available for any reason. The third signatory would not be able to authorise the online payments. It was suggested that Cllr. Skelton be the third internal procedures signatory. This to be tabled at the next full Council meeting. It was further agreed that all payments be authorised at the council office as the internal procedures paperwork needs to be at hand when authorising payments.

It was agreed at the full Council meeting on the 13th June 2016 to apply for a debit card with a limit of £250.00 for sundry expenses.

18. Workplace Pensions

It was noted by the members that 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 Business agreed under item 3 above.

Payments Listing: Cllr. Hans suggested that payments be attached to the agenda as an appendix. The Clerk to look into the practicality of instigating this and report back. A payments list should be able to be produced from the RBS system.

Evening Temporary Admin Assistant (Karen). The Clerk said she is already on notice and wanted to leave ASAP but has stayed on to train permanent assistant (Susan). Susan should now make all entries into the RBS system and call on Karen to show her how to do monthly reconciliation. Karen no longer needs to come into the office unless Susan is present for training. The Clerk to action.

Correspondence List: The Clerk outlined the procedure for entering items on the correspondence list. The current method is laborious and time consuming and needs streamlining if possible.

Virtual Meetings: The feasibility of holding virtual meetings was discussed briefly.

The Clerk to send the current meetings list to Cllr. Newby.

20. <u>Next Finance Committee Meeting</u>
Confirmation of the date of the next meeting of the Finance Committee on
Monday 18th July 2016 at 8pm in the Council Office.

The meeting closed at 8.50pm

John Coleman Clerk
Denham Parish Council