

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 18th July 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 20.
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 20th June 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
0000/16	Office rent April-June 2016	£	637.00

0315/16	Nexus for Annual Website hosting	£ 360.00 inc.VAT
0331/16	Nexus for May Support	£ 360.00 inc.VAT
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
0390/16	Age concern Denham Grant 2016	£ 500.00
0390/16	Carers bucks Grant 2016	£ 1000.00
0390/16	Martin Baker Youth Football Team Grant	£ 200.00
0390/16	Denham Bowls Club Grant	£ 475.00
0390/16	Madeleine Paton Luncheon Club Grant	£ 400.00
0390/16	Denham Youth Club Grant 1 st payment	£ 500.00
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
0518/16	S Williams Crockery hire & food for tea dance	£ 153.76
0548/16	Alright Guv' nor Prods for Dolly Mixtures tea dance	£ 250.00
0553/16	Evening assistant salary May/June 2016	£ 285.00
0563/16	BALC for 6 copies of the Good Councillor Guides	£ 18.00
0564/16	Nexus for monthly IT support June	£ 360.00 inc.VAT
0565/16	Cllr. Riley raffle prizes for tea dance	£ 46.75
0566/16	Amarjeet Hans consumables for Denham village Fayre	£ 162.83
0586/16	Staples for Wallets/folders/dividers	3 21.46 inc.VAT
0596/16	Affinity Water Bungalow /DCC Apr-Sept 2016 D/D	£ 141.62
0598/16	Colne Valley Northmoor and Capswood contribution	£ 2400.00 inc.VAT
0000/16	Alex Brodie war memorial research min ref. 3/5/16	£ 216.00
0607/16	Blue sky Development 1 st Cut verges and Pyghtle	£ 2304.00 inc.VAT
0615/16	HDCA Grass cutting cut no.1	£ 150.00
0616/16	HDCA Grass cutting cut no.2	£ 150.00
0617/16	Cllr. Sproul expenses for travel to Aylesbury & B.field	£ 59.10
0635/16	SSE for street light maintenance April 2016	£ 357.12 inc.VAT
0636/16	SSE for street light maintenance May 2016	£ 357.12 inc.VAT
0637/16	SSE for PC office electricity Mar-Jun 2016 D/D	£ 131.85 inc VAT
0638/16	Groundwork trust ROW 1 st Cut 2016	£ 2929.20 inc.VAT
0644/16	Co-Clerks Salary June 2016	£ 1014.10
0645/16	Clerks Expenses June 2016	£ 110.41
0646/16	Clerks Salary 2016 June 2016	£ 1014.10
0647/16	S Williams Sundry items for tea dance	£ 65.65
0648/16	Administrative Assistant salary June 2016	£ 720.00
0736/16	British Gas for Parish Council office Mar-Jun 2016 D/D	£ 108.63 inc. VAT
0751/16	SSE for street light electricity June 2016 D/D	£ 1131.66 inc. VAT

Total: £22,993.48

8. Payments to Approve

0706/16	Willowbank Association third grass cut	£ 150.00
0717/16	Office cleaning for June 2016	£ 34.30

0735/16	Handyman Services for June 2016	£ 608.00
0774/16	Evening Administration Assistant salary June/July	£ 287.50

Total £ 1079.80

9. Receipts

Bank Interest	£ 7.00
Bungalow Rent received from Gibbs Gillespie 01.07.16-31.07.16	£ 1116.68
Denham Village Green Donations	£ 25.00

Total £ 1148.68

10. Items 7,8,9,10

It has been agreed that the lists of payments and receipts will in future be extracted from reports on RBS. Due to the changeover of bankers and a back log of posting payments to RBS, this system will be implemented to appear on the September agenda.

11. Bank Account Balances

The bank balances at 13/07/16 are as follows:

HSBC Current and Money Manager Accounts are closed with the funds transferred to Barclays

Barclays Current Account	Balance at 13/07/16 is £120,153.41
Barclays Premium Business Account	Balance at 13/07/16 is Zero

Co-operative Fixed Rate Deposit Account	Balance at 13/07/16 is £ 30,000.00
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Total: £150,153.41

12. Co-operative Fixed rate Deposit Account

This account matures on the 29th July 2016. This was discussed at the Full Council meeting on 11th July 2016 and agreed that the current £30K investment be topped up by £45K to £75K and rolled over for a further six months at an interest rate of 0.5% gross (0.4% net). The mandate form needs to be signed and the forms returned.

Cllr. Heath advised that of the balance in the current account, some

13. Denham Cricket Club-Solicitors

As there would appear to be a conflict of interest concerning the Parish Council's incumbent solicitors in this matter, the Clerk has approached Hine Solicitors in Beaconsfield. Their rates for conveyancing as follows: £225.00 per hour plus VAT, documentation fee £40.00, Land registry Titles £6.00 each search. £36.00 for each bank transfer (if any) and £2.00 for bankruptcy search against any trustees of the Council plus any other disbursements that may be incurred. Estimate time to renew the lease is not less than five hours.

14. Door Security System

This item was discussed at the Full Council meeting on the 11th July and a proposal made and agreed to proceed with the installation. (installation date is 25/7/16).

15. Office Photocopier

To note: the recommendation made at the last Finance committee meeting to lease a new MPC3505SP from Ricoh UK Ltd on a three year term was ratified at the Full Council meeting on 11th July 2016.

16. Installation of Instant Hot Water Tap
An update from the Clerk will be available at the meeting.
17. 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). An updated list of LED installations has been supplied to SSE and discussions are currently taking place.
18. External Audit
The external audit has been returned to Mazars LLP. As the Parish Council has exceeded the £200K threshold in 2015/16 they require a further audit. Mazars now require a copy of year-end bank statements for all bank accounts held at 31/03/2016, The 2015/2016 budget setting report and minutes and the latest annual return to the Charities Commission for the Village Green. The reason for exceeding the £200K threshold in 2015/2016 was due to the extra turnover generated by the DULFC project which was not budgeted for in the 2015/2016 budget. (The Budget had already been set and agreed before the approach was made by DULFC).
19. Bungalow Income
Discussion on how to ring fence the income from the Cricketfield Bungalow or alternatively look at turning the community funds and or the bungalow income and expenses into a registered charity.
20. Update on Assistants
Susan has been learning the RBS system with Karen and training is nearing completion. There is only VAT left to cover off. Susan's probationary period ends this week.
21. Any other matters agreed under item 3 above.
22. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on Monday 19th September 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
13th July 2016