

Minutes of the FINANCE Committee Meeting

Held on Monday 18th July 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

1. Apologies for absence.
As denoted by # above.
2. Review Aims and Objectives
It was agreed to remove 'remote meetings' as an aim as all meetings must be open to the public.
3. Notification of any urgent matters to be taken under item 21.
War Memorial trust raised by Cllr. Hans
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 20th June 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

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

Cllr. Skelton asked if item 0395/16 was for this year's lights or last year. The clerk replied that the payment was for last year's lights.

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

Cllr. Heath to update the Clerk on the new residents in the village with a view to contacting them for donations to the Village Green. The Clerk to send letters of thanks to those residents who already contribute to the Village Green upkeep.

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. Noted by the members.

11. Bank Account Balances

The bank balances at 13/07/16 were as follows: Noted by the members.

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 and cheque was signed at the meeting. The Clerk to action. Cllr. Heath reminded the meeting that of the remaining reserves, there was £67k sitting in Earmarked Reserves.

13. Denham Cricket Club-Solicitors
The Clerk had 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 around £1700.00 including VAT. Cllr. Heath stressed that the lease renewal should be cost neutral to the Parish Council and to make clear to the Cricket Club that any incidents incurred by them will be their responsibility. MH to speak to Hine Solicitors to ascertain further details on the cost estimate and advice given prior to moving forward.
14. Door Security System
To note: 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. The Clerk to action the installation of the new machine
16. Installation of Instant Hot Water Tap
The Co-Clerk is progressing this item and further information is pending.
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
To note: The external audit had been returned to Mazars LLP. The Parish Council had exceeded the £200K threshold in 2015/16 that has triggered 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). The Clerk to collate and send the required information.
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. Cllr. Hans stated that to progress further, he would need to know the history of the Bungalow and how to treat it in our books. He asked if we report the income from the Bungalow to SBDC, The Clerk replied that we did not. Cllr. Heath asked if the funds had to be in a charity in order to ring fence them. Cllr. Hans requested that the Clerk supply as much information as possible including the title deeds to the property. Once he had received the information he would then be able to advise pros and Cons of establishing Trust/Charitable status.
With regards to the community fund, it is currently incorporated into the general accounts and consists mainly of donations from filming and profits from community events. Cllr. Hans advised that it was not possible to isolate these funds into a charity as the source of

the funding was “public” funds and hence the utilisation of these funds would remain “public” i.e. to be used for and for the benefit of the Denham Parish Community. It was agreed that a letter should be sent to BCC regarding the Parish Council getting a share of any filming in Denham. Cllr. Skelton advised against incurring any solicitor’s costs.

20. Update on Assistants

Susan has been learning the RBS system with Karen and training is nearing completion. There is only reconciliation of bank accounts and VAT left to cover off. Susan’s probationary period ends this week. The Clerk reported that after a slow start, Susan had progressed well. She is conscientious, is flexible and has good timekeeping. She had also has some good ideas on improving some of the office procedures. Cllr. Heath will speak to both Susan and the Co-Clerk. The Clerk to draw up a contract for Susan.

In order to streamline papers for meetings, it is suggested that tablets may be the way forward. The tablets could be pre-loaded with papers prior to the meeting. The Clerk to discuss this further with the Co-Clerk and Nexus.

21. Any other matters agreed under item 3 above.

Cllr. Hans advised that a grant may be available through the War Memorial Trust as identified in the report from Alex Brodie, that could be used to add the names of servicemen from Denham killed in WW1 that are currently missing from the war memorial in St Mary’s churchyard. The Clerk to follow up. Cllr. Heath had spoken to the Rector who informed her that he would be away for the whole of August. The Rector need s to liaise with Anne Collins regarding the missing names and the setting of the criteria for including them on the war memorial.

Cllr. Skelton asked if the idea was to put the names on the memorial, Cllr. Heath replied that the engraver thought that they could go on but may be a bit cramped. A better idea was to have an engraved tablet next to the memorial.

Cllr. Hans had approached SBDC as they were offering free consultancy on Finance and Funding for activities.

On approaching SBDC for free consultancy, Cllr. Hans was advised that no funding had been allocated to Parish Council activity but that there were some discussions going on in the background to try and help. Cllr. Hans would keep the council updated accordingly.

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.

Meeting closed at 9.00pm

John Coleman Clerk
Denham Parish Council