

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 19th September 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.

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 18th July 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
A list of payments made since the last meeting on the 18th July 2016 is enclosed with papers for this meeting.
8. Payments to Approve
0815/16 Staples A4 copy paper (await credit note on part invoice)£ 41.86 inc VAT

1095/16	Nexus Monthly hosting for August 2016	£ 360.00.inc VAT
1122/16	SSE Lighting Contracting June 2016	£ 357.12 inc VAT
1123/16	SSE Lighting Contracting July 2016	£ 357.12 inc VAT
1162/16	The Fat Cow 25year Celebration Catering	£ 400.00 inc VAT
1170/16	Rialtas Business Systems Alpha software maintenance	£ 135.60 inc VAT
1176/16	Handyman Services July 2016	£ 1082.49
1185/16	James Kwasnik Shakespeare Event	£ 600.00
1214/16	Staples Office Supplies for pads	£ 2.70 inc VAT
1233/16	Mrs T Alley 25 year celebration food and flowers	£ 48.35
1234/16	Mrs S Williams 25 year celebration drinks and balloons	£ 51.73
1235/16	Staples Office supplies book, A4 paper and tape	£ 65.42 inc VAT
1239/16	ASB Blinds. Blinds for office redecoration	£ 192.00 inc VAT

Total £ 3694.39

Please Note:

1095/16, 1122/16 and 1123/16 These payments need to be made by Direct Debit going forward. A resolution needs to be passed to this effect.

9. Receipts

Bungalow Rent received from Gibbs Gillespie 01.08.16-31.08.16	£ 1310.68
HMRC VAT refund	£11296.93
Bungalow Rent received from Gibbs Gillespie 01.09.16-30.09.16	£ 1310.68
Denham Village Green Donations	£ 25.00

Total £11321.93

10. Bank Account Balances

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

Barclays Current Account	Balance at 14/09/16 is £60,793.66
Barclays Premium Business Account	Balance at 14/09/16 is Zero
Co-operative Fixed Rate Deposit Account	Balance at 13/07/16 is £ 75,000.00

Total: £135,793.66

11. Parish Council Debit Card

The Clerk has obtained an application form to apply for a DPC debit card. The Council's current Financial Regulations state that 'Any Debit Card issued for use will be specifically restricted to the Clerk and RFO and will also be restricted to a single transaction maximum value of £250.00 unless authorized by Council or Finance committee in writing before any order is placed' the committee may wish to amend this to include the Co-Clerk in order to cover holidays/sickness etc.

12. 2017/2018 Budget

The first 2017/2018 budget meeting is due to take place on Monday 26th September 2016

13. Denham Cricket Club-Solicitors

This item was discussed at full Council on the 12th September 2016 and it was agreed to re-engage with BP Collins subject to a meeting with them. It was further agreed that the offices of Hine and Company Solicitors were too far away to be a viable option.

14. Door Security System

To note: The door security system is now installed and working.

15. Office Photocopier

The new photocopier has been installed. There was a problem with scanning to folders due to the new machine not recognizing windows 10. The problem has been solved with a work round created by our IT support company Nexus. Once costs have been received from Nexus, they will be passed on to Ricoh.

16. Installation of Instant Hot Water Tap

An update from the Clerk will be available at the meeting.

17. Street Light Electricity Review

The street lighting electricity details have been forwarded to SSE and we await their reply.

18. External Audit

To note: the External Audit was discussed at the full Council meeting on the 12th September 2016. The External Audit is now complete with no advisory items.

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 17th October 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
14th September 2016