

Minutes of the FINANCE Committee Meeting

Held on Monday 19th September 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 review the aims and objectives when more members are present.
3. Notification of any urgent matters to be taken under item 19.
Denham Parish Council Insurance Policy.
Lone Worker alarm system.
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 18th July 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 Noted by the committee.

7. Payments

A sheet printed from the RBS system had been circulated to members prior to the meeting. The total of payments made from the 18th of July to the 14th of September was £52,552.00

Total: £52,552.00

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

To Note:

1095/16, 1122/16, 1123/16 and 1170/16 These are regular agreed payments and need to be made by Direct Debit or Standing Order going forward.

going forward. A resolution to this effect was proposed by Cllr. Heath and seconded by Cllr. Newby and agreed. The payments also need to be placed on the list for the yearly approval at full Council.

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

Cllr. Skelton asked if the Denham United Ladies new changing rooms project had completed; Cllr. Heath replied that there were still a few items to complete.

10. Bank Account Balances

The bank balances at 13/07/16 were 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

To note: £67K is in earmarked reserves.

Noted by the members with a request to the Clerk to include a full Income and Expenditure report to all future finance meetings

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 agreed that there should only be one debit card and that a second card for the Co-Clerk was unnecessary as the card would be kept in the safe at the council office at all times.

12. 2017/2018 Budget

The first 2017/2018 budget meeting is due to take place on Monday 26th September 2016. It was agreed to invite all council members to the meeting. The Clerk to send out budget sheets prior to the meeting.

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. Cllr. Heath to contact BP Collins.

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. The Clerk to follow up with Ricoh.

16. Installation of Instant Hot Water Tap

The Co-Clerk is progressing this item and further information is pending.

17. Street Light Electricity Review

It was noted that 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.

Lone worker alarm system:

A paper outlining a solution to lone workers in or away from the office was presented by Cllr. Heath, an extract follows:

The main area of concern is the safety of workers alone, either in the office or whilst visiting other premises or persons.

There is a solution that will fully meet the requirements that have been identified. The **Identicom** is a product from SoloProtect and provides a fully managed solution.

The product is neatly enclosed within an ID badge and allows the user to perform the following:

Amber Alert ability to leave detail about risks and location which will be raised to a red alert if an alarm being raised.

Red Alert activates an audio link to a 24/7 receiving centre. The call is monitored and recorded.

Man Down will automatically be activated if non-movement or tilt is detected should a worker trip, slip or fall.

GPS will identify the exact location of the worker.

Cllr. Heath proposed that, at this stage, the Parish Council order one Identicom 877 for 3 years at a monthly rental of £18.95 (plus £10 set up fee). (includes Man Down and GPS) that will be utilised by staff working alone in the office or when visiting another location and depending on experience, order a second device in due course. The proposal was seconded by Cllr. Skelton and agreed.

Insurance Policy:

The Clerk reported that the Parish Council's insurance policy with Hiscocks expires on the 1st October 2016, however, a three year deal is in place so the policy will renew automatically at the set annual rate of £2375.02 (a minor adjustment has been made to take into account the governments increase in IPT of 0.5%). The three year deal finishes in October 2017 when the Parish Council will test the insurance market for a new deal.

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. There is also the first budget meeting on the 26th September at 7.30pm

Meeting closed at 8.20pm

John Coleman Clerk
Denham Parish Council