

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 17th October 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 22

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 19th September 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 19th September 2016 is enclosed with papers for this meeting. Payments run from the 15th September which is the first date after the last meeting up to the 12th October, the date of issue of these papers.

8. Payments to Approve

1307/16	Parkinsons Charity for G Chadha Book donation	£ 5.00
1386/16	William Boyer for allotment rent. Half year payment	£ 220.00
1387/16	First Class Signs for planter logos	£ 60.00 inc VAT
1388/16	Mazars for External Audit fees.	£ 357.12 inc VAT
1400/16	Viking Office supplies. Various office sundries	£ 112.54 inc VAT
1409/16	Groundwork South trust Rights of Way clearance	£ 2442.00 inc VAT
1448/16	Office cleaning for August and September	£ 70.00

Total £ 3266.66

9. Receipts

SBDC Precept second payment	£51817.50
Bungalow Rent received from Gibbs Gillespie 1.10.16-31.10.16	£ 1245.68
Allotment Rents	£ 1580.00
Denham Green Fayre Stallholder payments	£ 200.00
DULFC Funding from FA Foundation	£ 9939.00
DULFC funding from FA Stadia Fund	£ 7248.00
C Brown for seat installation	£ 168.00

Total £72197.68

10. Bank Account Balances

The bank balances at 12/10/16 are as follows:

Barclays Current Account	Balance at 14/09/16 is £86,970.71
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: £161,970.71

11. Denham Village Green Charity Annual Return

The Denham Village Green Trust Annual Return is complete and is included with papers for this meeting

12. Denham Community Charity

To discuss the setting up of a Community Charity Fund. A guide to setting up a charity is included with papers for this meeting.

13. Parish Council Insurance

The Parish Council Insurance has been renewed under the current three year agreement with Hiscox Insurance. The schedule is included with papers for this meeting.

14. Parish Council Debit Card

To note: the completed application form has been returned to Barclays Bank, Uxbridge Branch.

15. 2017/2018 Budget

To agree a date for the next budget meeting. The minutes from the last budget meeting are included with papers for this meeting.

16. Grants 2017/2018
Grants posters have been placed on the noticeboards inviting application for 2017/2018. Grants application forms are available and will be sent to applicants accordingly. The closing date for applications is the 1st December.
17. Workplace Pensions
The automatic enrolment declaration needs to be completed by the 1st December 2016. All staff have had the required letters regarding workplace pensions. The clerk to complete the declaration.
18. RBS Training for Admin Assistant
The Admin Assistant has requested a training day with RBS. This can either be at the Parish Council office or at the RBS premises in Swindon. The clerk has requested a quote from RBS that should be available at the meeting.
19. 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. The Clerk to write to Hine and Co.
20. Office Photocopier
To Note: Ongoing discussions with Ricoh regarding the installation of the new photocopier.
21. Installation of Instant Hot Water Tap
It will be necessary to put in an isolating fuse between the hot tap and the ring main. A quote has been requested to carry out this work
22. Street Light Electricity Review
An update will be available at the meeting as there is a meeting with SSE on Monday 17th October
23. Finance Meetings
It has been suggested that going forward, Finance meetings could, when possible, follow on from full Council meetings.
24. Any other matters agreed under item 3 above.
25. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on Monday 21st November 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
12th October 2016