

Minutes of the FINANCE Committee Meeting

Held on Monday 17th October 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

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 the third line from the bottom of the list regarding remote meetings, as all meetings should be open to the public. The Clerk to investigate if webinars for meetings are legal.

3. Notification of any urgent matters to be taken under item 24.

Donation to the Red Cross Christmas appeal.

Denham United Ladies Football Club changing room build.

Aims and objectives to be uploaded to the website.

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 19th September 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 15th of September to the 12th of October was £41,136.60

Total: £41,136.60

8. Payments to Approve

1307/16	Parkinson's 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

Cllr. Heath advised that the William Boyer half-yearly allotment payment should be placed on standing order. Agreed by the committee.

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

It was noted that the second precept payment had been received.

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 had been circulated to members prior to the meeting. Cllr. Hans advised that although the figures were correct, the layout of the accounts should be altered as the charity had actually lost money in 2015/2016. Cllr. Hans

also wanted to know the Charities Registration number. (1006228) The Clerk to action prior to sending the Annual Return to the Charities Commission.

Cllr. Hans also raised the issue that the Village Green Charity accounts should be kept separate from the main council accounts and should have its own bank account.

The reason for the loss in 2015/2016 was due to having to replace some hardwood railings around the green and all the railings being painted. This amounted to £840.00 of the £1787.49 total spend. The accounts will show a loss in 2015/2016 of £702.49.

It was agreed that a letter be drafted with a copy of the accounts to the residents with properties near the Village Green to ask for donations to help support the charity. Cllr. Skelton stated that the Village Green Charity could be funded from the precept but why should residents have to pay.

Cllr. Riley asked if there had been any more discussions regarding having a bandstand on the Village Green; Cllr. Heath replied that the subject would be on the agenda for the next Services Committee meeting.

12. Denham Community Charity

Notes on how to set up a charity had been circulated to members prior to the meeting.

Cllr. Heath opened by saying that the idea behind setting up a community charity was that funds generated from events and other monies that do not come from the precept can be put to one side for the benefit of the community. Cllr. Skelton asked if the Christmas lights would be funded from the charity; Cllr. Heath replied that they would not as all residents of Denham enjoy them. It was agreed that the creation of a Denham Community Charity would go to full Council for approval. Cllr. Hans to prepare a short paper for the full Council meeting. Cllr. Heath asked if it would be possible to move the income from the Cricketfield Bungalow into such a charity, it was agreed to look into the pros and cons of whether or not this would be possible. Cllr. Riley asked if the bungalow was a legacy, this to be determined within the investigations. Cllr. Skelton advised that the bungalow was originally built to house a groundsman at the Way and Tillard recreation ground. Cllr. Skelton further enquired if a community charity was set up, could it apply for grants; Cllr. Heath suggested that this might well be possible. It was further suggested that Alex Brodie might possibly be interested in looking back through the history of the bungalow to ascertain the feasibility of including it in a Community Charity. Cllr. Hollis asked that financial liability be considered along with safeguards for the potential trustees. He added that the Charity would need its own bank account and budget for audit.

13. Parish Council Insurance

The Parish Council Insurance has been renewed under the current three-year agreement with Hiscox Insurance. The schedule was circulated prior to the meeting and was noted by the committee.

14. Parish Council Debit Card

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

15. 2017/2018 Budget

The minutes from the first budget meeting had been circulated at the last Full Council meeting.

It was agreed after discussion that the next budget meeting for Chairmen and Vice-Chairmen would take place on Monday 7th November 2016 at 7pm with the Finance

meeting following on at 8.00pm. NOTE: this will mean moving the Services meeting scheduled for Monday the 7th November 2016 to Monday the 21st November 2016.

The final budget meeting to take place on the 19th December 2016 at 7.00pm with the Finance meeting following on at 8.00pm

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. Noted by the committee.

17. Workplace Pensions

The Clerk reported that he had completed the Automatic Enrolment Declaration, noted by the committee.

18. RBS Training for Admin Assistant

The Admin Assistant has requested a training day with RBS. This can be either at the Parish Council office or at the RBS premises in Swindon. The Clerk has requested a quote from RBS.

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. Cllr. Heath to arrange a meeting. Cllr. Hollis declared a non-pecuniary interest, as his family are clients of BP Collins.

20. Office Photocopier

To Note: Ongoing discussions with Ricoh regarding the installation of the new photocopier. The Clerk to write to the UK MD of Ricoh regarding the inability of the new machine to interact with Windows 10. The Clerk to discuss the technical aspects of the problems with the Co-Clerk prior to writing the letter.

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

SSE have completed the audit of all streetlights across the Parish and, whilst we have only seen the hand written notes, it does not make good reading. There are approximately 25 lights that have major faults and the majority of the rest need work to improve their effectiveness. SSE has been asked to quote for some urgent work and detailed costs will arrive over the next week.

The committee is therefore recommended to agree to repair all lights with major faults.

This sum can be funded from existing budgets within the Services Committee for this expenditure.

A more detailed report will be available at the next Services committee meeting once we have received feedback from SSE.

The Clerk to look at the previous suppliers contract to ascertain whether they can be held responsible for some or all of the faults. Cllr. Hollis advised that the previous supplier might wish to rectify the faults if confronted with the evidence that they were culpable.

23. Finance Meetings

It has been suggested that going forward, Finance meetings could, when possible, follow on from full Council meetings. It was agreed that this should be considered in the New Year.

24. Any other matters agreed under item 3 above.

Red Cross Christmas Appeal:

A request had been made by the British Red Cross for a £5.00 donation to their Christmas Fund. Agreed by the committee.

Denham United Ladies Football Club: (DULFC)

The new changing rooms are due to open on Thursday 27th October. It was discussed whether or not the Parish Council should submit a charge for the extra work that has impacted on the Clerks time. Cllr. Hans suggested 5% of the build cost that would equate to £9K. Cllr. Heath replied that DULFC have funded a lot of the work themselves and normally are very self-sufficient. The maximum charge should funds be available at the end of the project should be no more than £2K. Cllr. Heath added that very soon all the funding will have gone, with any residual funds going to renovate other areas of the club so if we do need to put in a claim; we had better do it soon. Cllr. Hans advised that we would have a clearer picture of the total cost of the project by the first or second week in December.

The reason for involving the Parish Council in the first place was so the VAT on the project could be reclaimed. The Clerk needs clarification on how the VAT repayments can be allocated to the income for the project.

Aims and Objectives:

This was dealt with under item 2

25. Next Finance Committee Meeting

Confirmation of the date of the next meeting of the Finance Committee on Monday 7th November 2016 at 8pm in the Council Office. NOTE: There is also the second budget meeting on the 7th November at 7.00pm

Meeting closed at 9.20pm

John Coleman Clerk
Denham Parish Council
18th October 2016