

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 7th November 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

To work towards the development of paperless office systems and paperless meetings

Investigate new and modern approaches to meetings

Recording and translating minutes

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 17th October 2016 not dealt with on this agenda.
6. Agreement to discuss matters in **Part 2**
7. 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.

8. Payments

A list of payments made since the last meeting on the 17th October 2016 is enclosed with papers for this meeting. Payments run from the 18th October which is the first date after the last meeting up to the 2nd November inclusive, the date of issue of these papers.

Total: £44,840.01

9. Payments to Approve

A Goldsmith Decorator for decoration of the Parish Council office £ 2,510.00

Total: £ 2,510.00

10. Receipts

Please see report drawn from Barclays on 02/11/16

Total: £ 1,965.93

11. Bank Account Balances

The bank balances at 02/11/16 are as follows:

Barclays Current Account	Balance at 02/11/16 is £ 62,358.63
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Barclays Premium Business Account	Balance at 02/11/16 is Zero
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Co-operative Fixed Rate Deposit Account	Balance at 02/11/16 is £ 75,000.00
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Total: £137,358.63

12. Denham Community Charity

Cllr. Heath had raised this matter, the idea being that funds generated from events and other non-precept monies could be set aside for the benefit of the community. It was agreed that Cllr. Hans would prepare a short paper to go to full Council. Cllr. Heath had also enquired if the Cricketfield bungalow income could be moved into such a charity. Cllr. Hollis advised the meeting that the financial liability should be considered along with safeguards for the trustees of the charity.

13. Parish Council Debit Card

The Clerk contacted Barclays Bank, concerned that nothing had been heard from them since submitting the completed forms over a month ago. It transpires that the business manager the Clerk had been dealing with had left the branch without the Parish Council being informed. The result is that the forms that the Clerk handed in personally to the Business section at the Uxbridge Branch may have gone missing. It is too soon to say this for sure but the signs are not good. The Clerk has written to the new Business Manager, Mr Anil Joshi asking for an immediate response.

14. 2017/2018 Budget

The 2017/2018 Budget to be agreed at the next Finance meeting on the 19th December 2016. The budget will then go to full Council in January 2017 for approval.

15. Grants 2017/2018

To Note: 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.

16. Workplace Pensions
To Note: The Automatic Enrolment Declaration has been completed and a receipt received. There is no further action to take.
17. RBS Training for Admin Assistant
The cost of one day's on-site training on RBS is £360.00 plus VAT. The course is booked for Wednesday 9th November 2016.
18. 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. Arrangements for a meeting are in progress.
19. Office Photocopier
To Note: Ongoing discussions with Ricoh regarding the installation of the new photocopier.
20. 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
21. Street Light Electricity Review
Following on from the last Finance Committee meeting, SSE have supplied a quotation for the replacement heads on the 25 lights with major faults. The cost is £7,355.04 plus VAT, this will be covered in the Services Committee budget for 2016/2017. The 13 lights on the Pyghtle will also be replaced at a cost of £2046.70 plus VAT. (special 50% discounted price). Again this will be covered in the Services Committee budget for 2016/2017.
22. Any other matters agreed under item 3 above.
23. Next Finance Committee Meeting
Confirmation of the date of the next meeting of the Finance Committee on Monday 19th December 2016 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
2nd November 2016