

DENHAM PARISH COUNCIL

Agenda for the FINANCE Committee meeting.

Monday 19th December 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.

Gibbs Gillespie has reported that the cooker at the Cricketfield Bungalow has broken and needs replacing, (spare parts not available). Gibbs Gillespie to order and install a new cooker urgently. Cost to be agreed prior to ordering and installing.

5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 7th November 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 3rd November 2016 is enclosed with papers for this meeting. Payments run from the 3rd November the date of issue of papers for the last meeting up to the 13th December inclusive, the date of issue of these papers.

Total: £26,072.16

8. Payments to Approve

Ricoh payment for rental on photocopier Oct 16-Dec 16	£ 199.64 inc VAT
Ricoh copies charge 1/8/16 to 31/10/16	£ 287.77 inc VAT
Capital Concert Band for Village Green Carols event	£ 250.00
SSE Final invoice for Pyghle footpath lighting	£ 399.41 inc VAT
Office Cleaning for November	£ 50.00
Alpha Construction for at lights Denham Green & Tatling End	£ 780.00 inc VAT
SSE Contracting for October & November Maintenance Contract	£ 714.24 inc VAT
Henley Theatre Services for stage hire and sundry items for fayre	£ 274.56 inc VAT
Allright Guv'nor Productions Dolly Mixtures and PA equipment.	£ 250.00
Higher Denham CA June to November grass cuts x 4	£ 600.00
Blue Sky 5 th cut of grass verges	£2160.00 inc VAT

Total: £5,965.62

9. Receipts

Receipts from 3rd November 2016 to 13th December 2016

HMRC VAT refund 2 nd Quarter	£13,546.57
Martin Baker Denham Green Fayre sponsorship	£ 1,000.00
Gibbs Gillespie Bungalow rent	£ 1,375.68
Cash receipts from Denham Green Fayre	£ 1,018.20
Denham Green Fayre Stallholder payments	£ 150.00
Allotment payments	£ 125.00
Solo Protect refund of one month rental due to malfunction	£ 34.74
Cllr. Bowen, payment for used mulled wine.	£ 10.00

Total: £17,260.19

10. Bank Account Balances

The bank balances at 13/12/16 are as follows:

Barclays Current Account	Balance at 13/12/16 is £ 55,146.30
Barclays Premium Business Account	Balance at 13/12/16 is Zero
Co-operative Fixed Rate Deposit Account	Balance at 13/12/16 is £ 75,000.00

Total: £130,146.30

11. Denham Green Fayre Accounts

Please find accounts enclosed with papers for this meeting.

12. Denham Community Charity

Update on progress.

13. 2017/2018 Budget

Following the earlier budget meeting, the final budget figure and precept calculation needs to be approved in order to submit to full Council on the 9th of January 2017.

14. Grants 2017/2018

The application for grants has now closed. There are only four applications for grants.

Madeleine Paton Luncheon Club	£ 500.00
Age Concern Denham	£ 500.00
Denham Bowls Club	£ 455.00
Denham Cricket Club	£3500.00

The application forms and accounts for each application are included with paper for this meeting.

15. Salvation Army Christmas Appeal

Request for a donation of £19.00 or £45.00 for the homeless at Christmas appeal.

16. London Green Belt Council

Online request for a donation of £25.00 to help towards protecting London's Green Belt.

17. RBS Training for Admin Assistant

The onsite RBS training for the Admin assistant has been completed.

18. Denham Cricket Club-Solicitors

The discussion regarding the new lease are ongoing. BP Collins have quoted around £3,000 to renew the lease. The Co-Clerk is also seeking a quotation from Turbervilles Solicitors in Uxbridge.

19. Office Photocopier

Agreement has not been reached on the new scanners ability to scan multiple documents to folders at installation stage. Several emails and letters have been exchanged and discussions are ongoing. Outstanding bills remain unpaid.

20. Installation of Instant Hot Water Tap

The separate electrical feed for the tap has been installed and the tap ordered.

21. Street Light Electricity Review

The lighting has been replaced on the Pyghtle and quotations received to replace all the streetlights in Denham starting with the most urgent ones. This item is being progressed through the Services Committee.

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 16th January 2017 at 8pm in the Council Office.

John Coleman Clerk
Denham Parish Council
13th December 2016