

Minutes of the FINANCE Committee Meeting

Held on Monday 19th December 2016 at 8.00pm in the Council Office

Cllrs.	Cllr. A Hans (Chairman) Cllr. M Heath (Vice-Chairman) Cllr. J Walsh	Cllr. M Skelton # Cllr. J Newby Cllr. G Hollis
Clerk Co-Clerk	J Coleman R Hill	

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

Regular and adequate Training of Committee Members

1. Apologies for absence.

As denoted by # above.

It was noted that T Riley had tendered her resignation from the Parish Council and was no longer a member of the Finance Committee.

2. Review Aims and Objectives

Agreed as current.

3. Notification of any urgent matters to be taken under item 22

Cllr. Heath - Draft Services contracts.

Cllr. Heath – Clerk vacancy adverts.

4. Matters dealt with under Urgent Action since the last meeting.

The cooker at the Cricketfield bungalow had broken down and was non-repairable. Gibbs Gillespie arranged for a new cooker to be installed in time for Christmas. Cost of the new cooker to be confirmed at around £300.00

5. Matters arising from the previously distributed and approved minutes of the Finance Committee meeting on 7th November 2016 not dealt with on the agenda.

None.

6. Correspondence List

Cllr. Walsh asked Cllr. Hans if he could report on the course he attended on Income Optimisation. Cllr. Hans reported as follows: The course delegates were made up mainly of District and County Councillors Cllr. Hans had been the only Parish Councillor present. Areas identified included the commercialisation of parking, planning, and mental health care. Where help had been sought in these areas, councils had collaborated with consultants such as Norse and Capita to optimise their revenue streams. Cllr. Hans had spoken with Norse to see how they could help the Parish council take on more tasks to help to generate income. Norse were willing to visit the Parish Council to discuss in the New Year. The Co-Clerk advised that this had been a topic at the BCC Unitary meeting last week where local District and Parish Councils had suffered a reduction in funding and were anticipating further reductions going forward.

7. Payments

A sheet printed from the Barclays current account list of transactions had been circulated to members prior to the meeting. The total of payments made from the 3rd of November to the 13th of December was £26072.16 Noted by the committee.

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 Pyghtle 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 3 rd November 2016 to 13 th 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

It was agreed that the Parish Council needs to improve on the running of events as the fayre had only made £100.00 on the night after deducting costs. The fayre had taken a lot of organisation and hard work for such a small return. The Cllrs. and Clerks had volunteered their time free of charge to run the event. It was agreed that despite the small return, the event had been a big success in terms of a community event.

12. Denham Community Charity

This charity is to be set up to raise funds for the community. Cllr. Hans had reservations concerning using precept monies for this purpose. It was agreed that only non-precepted money would be channelled to the charity. This raised the issue of how to raise extra funds. Cllr. Heath suggested that if the Parish Council could secure the two BCC owned fields, sports facilities could raise extra funding. Cllr. Walsh advised that in the early days of the charity, it could be supported by a loan from the Parish Council.

Guidance notes on how to set the charity up to be sent to Cllr. Hans by the Co-Clerk.

13. 2017/2018 Budget

A meeting had been held prior to this meeting to set a draft budget for 2017/2018.

Cllr. Heath asked if the budget agreed at the budget meeting was high enough to cope with the amount of expenditure, in particular the replacement of streetlights in Denham. Cllr. Hans explained that the budgeted expenditure would repay the loan required to replace the streetlights. The Co-Clerk advised that it was now unlikely that the Parish Council would get a loan from Salix, as the loan would be conditional on savings made on electricity to pay for the loan. Cllr. Walsh suggested raising the 60k cost in the precept as a major project requiring funding; the precept can be reduced back down in subsequent years. Cllr. Walsh asked if the replacement of streetlights included the highways, lighting as this was particularly bad on the A412 in Denham; the Co-Clerk advised that this falls under BCC's remit and therefore would not be able to be replaced by the Parish Council. Cllr. Hans advised that there is already £15k in the budget for 2017/2018 for the replacement of streetlights so only an additional £45k would be required. The effect of this would be to raise the precept to £53.98 per household per year from the current £30.00 per year. It was agreed that two proposals are now put before Full Council at the January meeting.

Proposal 1. To stay with the precept as agreed at the budget meeting and phase the streetlight replacement over three/four years.

Proposal 2. To raise the entire amount of precept to enable the entire replacement to take place in 2017/2018

14. Grants 2017/2018

The application for grants for 2017/2018 has now closed. There are only four applications for grants. The supporting papers for applications had been circulated to members prior to the meeting.

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

It was agreed that the Luncheon Club, Age Concern Denham and the Denham Bowls Club should get their grants, as they are well-run and good community assets. It was further agreed that the Denham Youth Club should receive their normal grant of £1500.00 and the Colne Valley CIC, their £2k. Carers Bucks should also be contacted as they normally apply for a £1k grant. Going forward, it was felt unnecessary to ask these organisations to apply each year, however, the Parish Council would still require seeing the accounts of each organisation.

With regards to the Cricket Club, The Parish Council have already contributed heavily to the clubs new mower in turn for the council not having to cut the outfield. It was agreed that with the new lease negotiations in progress, the grant application be put on hold until Jan/Feb 2017.

15. Salvation Army Christmas Appeal

It was proposed by Cllr. Hans that the Parish Council supports this appeal to the sum of £45.00, seconded by Cllr. Heath and agreed.

16. London Green Belt Council

It was proposed by Cllr. Hans that the Parish Council supports this appeal to the sum of £25.00, seconded by Cllr. Heath and agreed.

17. RBS Training for Admin Assistant

The RBS training for the Administrative Assistant has now been completed. Noted by the committee.

18. Denham Cricket Club-Solicitors

After careful consideration it has been agreed not to engage with Turbervilles Solicitors at this time and to remain with BP Collins.

19. Office Photocopier

No progress has been made with Ricoh over the new copier's ability to multi scan documents to folders. Several letters have been exchanged with Ricoh to no avail. The Co-Clerk has written again to Ricoh again and awaits a reply. If a satisfactory solution is not forthcoming from Ricoh, it was agreed that the outstanding bills be paid with the cost of the Nexus bill deducted from the total. The Clerk advised that Ricoh are now at the point of threatening to suspend service and supplies unless the outstanding invoices are paid.

20. Installation of Instant Hot Water Tap

The electrical supply for the tap has been installed and the tap delivered. The plumbing in of the tap to take place on Thursday 22nd December.

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.

Cllr. Heath advised the meeting that three new contracts have been drawn up to cover devolved services. These will be submitted to our solicitors for approval.

Cllr. Heath reported that the adverts for the Clerk's position would have to be re-run due to lack of response. In addition to the previous channels, the adverts to be placed in the Bucks Advertiser and Uxbridge Gazette. Likely cost is around £600.00 it was noted that the proposed BCC and District Council's Unitary Authority proposals might create opportunities to recruit someone with local authority knowledge.

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.

Meeting closed at 9.10pm

John Coleman - Clerk
Denham Parish Council
20th December 2016