

Minutes of the FINANCE Committee Meeting

Held on Monday 12th June 2017 following the Full Council Meeting

Cllrs.	Cllr. A Hans (Chairman) Cllr. M Heath (Vice-Chairman) Cllr. J Walsh	# Cllr. G Hollis Cllr. J Newby # Cllr. A Pamment
Clerk	Mr J 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

Regular and adequate Training of Committee Members

1. Election of Chairman

Cllr. Heath proposed Cllr. Hans to serve as Chairman of the Finance Committee for 2017/2018, seconded by Cllr. Newby and agreed.

2. Election of Vice-Chairman

Cllr. Hans proposed Cllr. Heath to serve as Vice-Chairman of the Finance Committee for 2017/2018, seconded by Cllr. Newby and agreed.

3. Apologies for absence.

As denoted by # above.

4. Review Aims and Objectives

Agreed as current.

5. Notification of any urgent matters to be taken under item 12

New signatory to be agreed.

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

The kitchen sink unit had collapsed at the Cricketfield Bungalow and needed urgent attention. A quote from Gibbs Gillespie appeared to be excessive at £500.00 It was agreed at the Services Committee meeting on the 5th June to accept a quote of £300.00 from the

Clerks Son for the work and materials. The cost of a new oak effect unit from Howdens was purchased and along with fittings the material costs amounted to £100.00 labour was £200.00 The repairs were completed on Saturday the 11th June. The letting agent has now reported that the back entrance doorframe has now become detached from the brickwork. The Clerk has written to the letting agent asking how this has happened as it appeared to be in good repair when the Clerk visited the premises on Saturday 11th June. In addition to the above, the letting agent had reported that the Cricket Club groundsman had demolished the stopcock to the bungalow causing flooding to the bungalow garden. An emergency plumber had to be called to cap the flow. The cost for this to be passed to the Cricket Club.

7. Correspondence List

No requests had been made to the Clerk for items from the Correspondence List

8. Financial Reports

Payments:

(i) A detailed list of payments totalling £8436.71 between the 4th May and the 6th June 2017 inclusive had been circulated to members prior to the meeting.

Receipts:

(ii) A detailed list of receipts totalling £8017.84 between the 4th May and the 6th June 2017 inclusive had been circulated to members prior to the meeting. had been circulated to members prior to the meeting.

Payments to Approve:

(iii) A detailed list of payments to approve totalling £965.32 had been circulated to members prior to the meeting. See below:

Playsafety for Play area inspections	£ 571.20 inc VAT
RTA Publicity Volunteer banner for Village Fayre	£ 43.20 inc VAT
Ricoh balance of payments after credits for May 2107	£ 54.54
Playdale for Tatling End repairs including parts	£ 71.38 inc VAT
Bucks County Council Alderbourne play area yearly rent	£ 225.00

Bank Account Balance

(iv) the Barclays Bank balance at the 6th June 2017 was £196,022.83

9. Internal Audit

The Internal Audit for 2016/2017 was conducted by Haines Watts Ltd. The Audit at the time of this meeting was incomplete, as the auditor required extra information and journals to be produced. The required information has now been completed and sent to the auditor. Sign off should be received by Friday 16th June. There will need to be an extraordinary meeting of full Council to agree the Annual Governance Statement, the Annual Accounting Statement and the Electors Rights statement. This meeting needs to take place before the 30th June which is the deadline for full council sign off.

The Annual Governance Statement and the Annual Accounting Statement are part of the form being returned by the Internal Auditor. These need signing by the Chairman and the Clerk and sending to the External Auditors by 5th July along with other supporting papers.

The Electors Rights form needs to be displayed on our web site and noticeboards from the 3rd July to the 11th August inclusive. This form is a legal requirement that gives electors the right to inspect the councils books between these dates.

10. Grant Application

Carers Bucks Denham Support Group had sent in a grant application for £1000.00 The application had been circulated to members prior to this meeting.

The application falls outside of the normal timeframe so special consideration would need to be given. There is sufficient budget to accommodate the grant however; the Parish Council would need to see a set of accounts before making a decision. The Clerk to contact Carers Bucks to obtain a set of local accounts and remind them of the Parish Councils deadlines.

11. Denham Community Charity

Cllr. Hans reported that he had done a lot of preparation work on this item. It transpires that the Parish Council could attract more funding through a community-based charity but was unclear who the trustees would be and if there would be a conflict of interest. Cllr. Hans advised that legal advice would need to be sought and it was agreed to talk to IBB (specialists in charitable trusts) and BP Collins solicitors. Cllr. Heath proposed that Cllr. Hans seeks quotes for legal advice, seconded by Cllr. Walsh and agreed.

12. Any other matters agreed under item 3 above.

It was agreed that the Clerk proceeds to order the 12 tablets for councillors in line with the quotes received from Alza. (Already agreed at full Council).

13. Next Finance Committee Meeting

If required, the date of the next meeting of the Finance Committee will be on Monday 10th July 2017 to follow on from the Full Council meeting.

There being no further business, the meeting closed at 10.35pm

John Coleman Clerk
Denham Parish Council
14th June 2017