

Minutes of the FINANCE Committee Meeting on Friday 21 June 2024 at 10am in the Parish Council Office, Rear of Memorial Hall, Village Road, Denham UB9 5BN.

Members:	Cllr A Hans (AH) - Chairman	Cllr J Walsh (JW)
	Cllr M Heath (MH) – Vice-Chair	## Cllr G Hollis
	Cllr A.W. Head (AWH)	
	Cllr S Williams (SW)	
		# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

Meeting was voice-recorded.

Agenda No	Minutes	Actions
240621/01	Acceptance of Apologies – No apologies received	
240621/02	Declaration of Interests – None declared	
240621/03	Election of Chairman – Cllr AH was nominated, proposed by Cllr AWH and seconded by Cllr MH. Agreed by members present.	
240621/04	Election of Vice-Chairman – Cllr MH was nominated, proposed by Cllr AH and seconded by Cllr AWH. Agreed by members present.	
240621/05	Minutes of the previous Finance Meeting 19 April 2024 – The minutes were agreed at the full council meeting on 13 May 2024.	
240621/06	Review of Current Bank Balances including Flagstone – Cllr AWH stated that the current balances are just shown without any title heading. Action: This will be corrected at the next meeting. The reconciliation of balances should also include statements to show the amounts displayed can be easily checked. Action: End of the previous month's statement summaries can be included. Revised papers to be sent out showing reconciled balances to members. Flagstone £50k should be transferred over from Barclays Deposit Account. Transfer another £100k total £150k to Flagstone from Current and Deposit account. Proposed by Cllr AH Seconded by Cllr JW	Clerk Clerk AH
240621/07	Finance Reports – Current budget reports showing the early stages of this new financial year. Cllr MH referred to the EMR 2024/25 and reserved under different cost centres. A separate list was provided when we did the budget arrangements in December. The community project will be key to utilising our reserves going forwards.	
240621/08	Internal Audit Report for 2023/2024 (To refer to Finance Regs 2022 item 6.18) The Internal Audit report was discussed where one item was highlighted in relation to the responsibility of the debit card. In the financial regulations it refers to the RFO having responsibility and to	

	change the wording to inform that it is with the responsibility of Chair of Finance holds the Debit Card, in order to release payments. Congratulations was given to Derek and Susan for their time in preparing for the audit. Derek added his personal thanks to Susan.	Clerk
240621/09	Current Financial Regulations 2022 (To Note)	
240621/10	NEW NALC Financial Regulations 2024 to be Adopted – The new version has come through with an updated appendix and to tidy-up the changes and remove square brackets. Also, to review with existing DPC Financial Regulations and highlight any changes.	Clerk
240621/11	AdvantEDGE 5-Year Contract Renewal (Preferred supplier) The Clerk expressed the desire to remain with Edge Financials, as the service is good when required. A 5-year contract will be beneficial, and the software is in-line with how parish councils operate. The price is index linked over 5-Year in January each year. Proposed by Cllr SW and Seconded by Cllr JW – Members agreed.	Clerk
240621/12	Software Assessment / Tablet Keyboard Assessment – Cllr JW talked to her paper attached to the agenda, explaining that only two members are turned-up to presentation. 5 software suites were reviewed and reduced to two tested Convene and Muhimbi. The Convene software links to SharePoint and the cost is £5k per annum, whereas the Muhimbi just over £1k. The Muhimbi software to be loaded onto the laptop for a demonstration in the office. This is being organised between the Clerk and Dr Tech. The hardware is being reviewed and the keyboard is more stable set on the magnetic tablet cover. Cllr BK should review the tablet with the keyboard.	Clerk
240621/13	Denham Warden Recruitment (Referred from Policy & Procedures) The job specification was updated to include comments from the policy and procedures committee. The discussion asked about the annualised salary based on the amount per hour, although this is a pro-rata amount depending on the number of hours worked. They would require Their own transport to get around the parish. Cllr AWH would support this proposal to do this work. Cllr JW asked that the Clerk to send a copy of this specification to the Clerk at Chalfont St Peter. The part missing from this job specification relates to the work placed pension scheme, which needs to be inserted into this job role.	
240621/14	Date and Time of Next Meeting Friday 20 September 2024 10am Denham Parish Office	

Meeting closed at 10: 50am

Derek Wilson
 Executive Clerk and RFO
 25 June 2024

Chairman _____

Date _____