

Minutes of the Finance Committee Meeting on Friday 28 March 2025 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	

Agenda No	Minutes	Actions
250328/01	Acceptance of Apologies Cllr J Walsh	
250328/02	Declaration of Interests No declaration of interests recorded	
250328/03	Minutes of the previous Finance Meeting dated 29 November 2024 Minutes were noted at the meeting – Agreed by members present	
250328/04	Finance Reports The amount of expenditure was reviewed for the year against the budget with spending on target for year end. Virements still need to be carried out across Cost Centres for the new financial year. Cllr AH will liaise with RFO and Finance Clerk to arrange a meeting to discuss this towards the end of April.	Cllr AH/EC &FC
250328/05	Review of Current Bank Balances including Flagstone Bank balances were reviewed with statements provided. Flagstone a couple of accounts have matured. In some cases, where the money has gone beyond the protected FSCS guaranteed amount, the surplus will require re-allocating to other accounts.	Cllr AH
250328/06	Investment Strategy 2025-2026 The investment strategy was reviewed with a small amendment to the security of investments should read FSCS, and not FSC for the guaranteed amount of £85k. Members present agreed to this amendment and to the policy.	
250328/07	Software for Tablets The objective is for the Council to go paperless asap, as it should not be necessary to print off paper copies. The issue relates to Councillors wishing to make notes that are kept private as an aide-memoir to the individual at their respective committee meetings. A comparison table was reviewed on the different types of software available. The editable Adobe pdf software will be too expensive on the licences required and as with most other types of software, any comments made will be public rather than private.	

	There is a facility for making notes in Microsoft with 'One Note' but this is a separate stand-alone software and not inter-linked to SharePoint. The 'Convene' and 'Diligent' software should be further investigated, although these are both for more corporate bodies, although they will interact with SharePoint. Action: The Clerk to find out more information for a comparison to be carried out on 'Convene' and 'Diligent'. Training should be carried out to all users of the Council tablet to familiarise themselves on 'how to' use the apps. Once the above editing software has been purchased a one-to-one training schedule could be arranged to book the trainer for a day with individual cllrs.	EC
250328/08	Date and Time of Next Meeting Friday 30 May 2025 the date will need to be amended, as this is the date of our internal audit meeting. The item for discussion at the next meeting is the Grants policy and promotion of grants to organisations within the Denham parish ward.	Cllr AH EC

Meeting concluded 10.34 am

Derek Wilson
Executive Clerk and RFO
7 April 2025