

Minutes of the Finance Committee Meeting on Friday 25 July 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) – Vice-Chair
	Cllr M Heath (MH)	## Cllr G Hollis
	Cllr A.W. Head (AWH)	Cllr E Austin
	Cllr S Williams (SW)	
		# = Apologies Received ## = Apologies not Given
Clerk:	Derek Wilson	

Meeting was voice-recorded

Agenda No	Minutes	Actions
20250725/01	Apologies for absence No apologies received	
20250725/02	Declaration of Interests No declaration of interests was recorded	
20250725/03	Minutes of the previous Finance meeting dated 13 June 2025 Cllr SW requested that the date of the Full Council meeting to be placed on the bottom of minutes. Upon further checking these minutes need to be approved at the next Full Council meeting. Action: The minutes should state that they were approved by Full Council on X date. These minutes are needed to be approved by FC. All committees need to have this note referring to the Full Council meeting that approved the appropriate committee minutes. Cllr JW referred to the AGAR report to go back to the Auditor. This has been done and corrected. The approval of the debit card should go into standing orders immediately. Standing Orders does refer to the Clerk having a debit card and this is the reason the auditor picked this up. The figure should be in the standing orders showing £250 limit for a debit card. The financial regulations should state the amount. This is in progress at this moment. N.B. Further clarification was sought on the amount on the debit card for one transaction up to £250 with a maximum of £500 per month. Any payments made will be listed on the payments list. Denham Village Green Trust Profit & Loss account will need to go to Full Council in September.	EC EC EC
20250725/04	Aims and Objectives of the Finance committee A review of the aims and objectives were discussed and all members agreed that they did not need to be amended.	
20250725/05	Review of Current Bank Balances including Flagstone Currently, have £590k invested in Flagstone and there should be a transfer from Barclays of £100k. Some of the smaller accounts have exceeded through interest payments that have been made. Metro transfer to a separate account the interest only and keep the £85k in the holding account.	

	Members asked if this process could be adopted by other accounts such as Nationwide and Unity Bank. Unity Bank will not do this, and further investigation needs to take place with Nationwide. There are a couple of accounts that add up to £6k to £7k of interest. Action: To write to the following banks; Unity Bank to withdraw £10k, Nationwide to withdraw £10k, and write to Metro bank and withdraw £6k and transfer this into Barclays Account. This can then be transferred into Flagstone of £125k, dependent on available funds subject to pending transactions. Aldermore & Charter banks showing up under Flagstone, where those accounts expire in December. We should be looking at alternative companies. No view to be taken at this moment of time and will be looked at closer to expiry. Flagstone automatically contact DPC one month before expiry to notify that this account needs to be reviewed.	EC EC
20250725/ 06	External Auditor The Clerk had received a communication from the external auditor on 3 July to advise that we are subject to an intermediate review. In addition to the papers submitted they wanted a copy of the risk management report, minutes when the report was agreed, along with any remedial action taken from the previous year's audit. All the paperwork has been submitted. Acknowledgement of papers received 15 July from PKF. The risk management report will need to be updated this year to include Martyn's Law. This will require an updated risk management report to be an agenda item at the next finance committee meeting.	EC
20250725/ 07	Pre-Renewal Questionnaire from Insurance Company Our insurance company has submitted a pre-renewal questionnaire. Cllr MH asked about the premises addresses quoted about the two garages at the bungalow and to correct Martinsfield to one name. A query relating to the two portacabins being insured by DPC. To check the lease whether it is our responsibility. Cllr AWH referred to a review of the contents cover does not include any information relating to cyber risk. This is managed through our IT support company to back-up our information daily, but to make sure that we have adequate cover through our insurance policy. Cllr SW advised that there is nothing contained within the office contents. This may well be covered by general contents and needs to be clarified. The Clerk advised the members present that he had a discussion with the FC this morning re the asset value of goods within the office, original asset value of £31k and obviously there is a depreciation value over time. The cost of renewal needs to be assessed and if items are not covered to get them renewed. Clarification needs to be sought on what is covered under the general contents cover. The street furniture does it include the street lighting	EC EC EC

	columns and has this increased with the new LED lighting. Further clarification needs to be sought on other surfaces, does this relate to wet-pour surfaces, as it is showing a zero amount. The sports equipment is not sufficient cover for what is required. The existing sums insured are all strange amounts and would appear that they are index linked, year on year increase. The Clerk referred to the declaration form needs to be completed again this year. This was previously circulated to members of the Council last year. Once the information has been obtained about the contents insurance this can be emailed to members of this committee. There are various tick boxes that need to be completed, particularly covering playgrounds within the five settlements. Also to tick the event coverage, under additional areas for coverage.	EC EC
20250725/08	New Denham Fundraising A letter has been received from St. Francis, New Denham & Willowbank Community Association, where they are able to provide donations to functions that operate for the local community. In the past funds have been obtained for the Memory Café and the Afternoon Social and Bingo. Action: Clerk to contact them to advise them of both events and to apply for a similar amount as the previous year. Cllr JW asked about the Knighton Way Lane grant that was presented at the previous meeting. Further information was previously sought on previous funds that have been secured from residents. Contributions must be allocated out to all parties, including the Smith's Garden nursery. Thames Water have been using the lane to gain access to their facility, which has resulted in the lane being potholed.	EC
	Date and Time of Next Meeting Friday 26 September 2025 at 10am Denham Parish Council Offices	

Meeting concluded at 10.35am

Derek Wilson
Executive Clerk and RFO

29 July 2025

Chairman _____

Dated _____