

WARFIELD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 22 June 2021** at **7.45pm**

Present: Councillors Ms Dulieu, Finch, Mrs Gill, McCracken and Strudley (Chair)

In attendance: The Parish Clerk

001. Apologies for absence

Apologies were received from Cllr Mrs Barnard

002. Declarations of interest

No declarations of interest were made.

003. Minutes of the previous meeting

The minutes of the meeting of 25 May were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Mrs Gill and seconded by Cllr McCracken and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

There were no matters arising from the previous meeting.

005. Financial Report

The Clerk circulated the financial report to the end of May 2021 to members. It was noted that at this stage of the financial year, trends could not be identified.

The Clerk was asked about the payment of the precept and CIL and confirmed these were paid twice yearly by Bracknell Forest Council.

Precept – paid in two instalments at the beginning of May and October

CIL -if due, paid in arrears in late April and late September

The Clerk was asked to update members on the flag flying schedule.

The report was noted.

The Clerk was asked to bring details of debt and write-offs to the next meeting.

Members discussed the write-off debt totalling £321.50 for the period 2017-2018. Cllr Ms Dulieu proposed the write-off, seconded by Cllr Finch and **AGREED** by members present.

006. Q&A – Annual Governance & Accountability Return

The Annual Governance & Accountability Return has been circulated to all members separately and they were asked to forward any questions to the committee for consideration.

The Clerk confirmed that pension contribution mentioned in the audit report was to be paid. The Clerk confirmed that payments continued to be made electronically.

There were no further questions.

007. Responsible Financial Officers Report

The Clerk was asked about a wash-up meeting for the allotments. This had been discussed by the Amenities Committee and was to be arranged. The Clerk would ensure this was actioned.

Cllr Mrs Gill welcomed the introduction of the digital Wren and advised members that she was standing down from the Communication Working Group. The working group would be added to the agenda for the committee meeting in August.

008. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The Clerk advised that the medium-term financial strategy would be added to the future items. The date of the next meeting was agreed as Tuesday 27 July at 7.45pm.

009. Closure of the meeting

The meeting closed at 8.12pm.