

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on **Tuesday 25 June 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams, Strudley and Wilson.

In attendance: The Parish Clerk, Cllrs Mrs Collings & Mrs Wallen

As the immediate past chairman, Cllr Wilson took the chair for the election of the chairman

001. Election of Chairman

Cllr Wilson called for nominations for position of Chairman. Cllr Ms Dulieu nominated Cllr Wilson and this was seconded by Cllr Strudley. There being no other nominations, a vote was taken and Cllr Wilson was **APPROVED** by members to be the chairman for the municipal year.

002. Apologies for absence

There were no apologies for absence due.

003. Declarations of interest

No declarations of interests were made or requested.

004. Minutes of the previous meeting

The minutes of the meeting of 16 April 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

005. Matters arising from the previous meeting

The Clerk advised members that discussions with Tesco's agent regarding rent had taken place.

006. Financial Report

The Clerk circulated to members ahead of the meeting the Financial Report to the end of May 2019.

The Clerk responded to a question regarding loan repayments, advised that Bracknell Forest Council had chosen to collect loan repayments in one instalment annually rather than four quarterly instalments.

Members were advised that the S.137 payments showed an underspend at this stage as the budget included a donation for the poppy wreath.

Members asked the Clerk if additional information could be shown in the report to include the balance against budget.

007. Policies for consideration

The Clerk circulated to members ahead of the meeting draft policies for Absence Management and Equality & Diversity.

Members asked the Clerk to make some changes to the Absence Management policy to reflect the councils aim to be an employer of choice and incorporate other features.

Members reviewed the Equality & Diversity policy and asked the Clerk to make minor amendments.

The Clerk would bring both policies back to the committee for further review.

008. Banking mandate

The Clerk circulated proposals for the new banking mandate which included members of the Finance & General Purposes committee and the new Finance Officer. Additional signatories could be added later if required.

009. Report from the Responsible Financial Officer

The Clerk as RFO reminded members that the Financial Regulations had been updated at the May meeting of the council. The terms of reference for the committee would be brought back to the September meeting of the committee.

010. Payments

Payments were tabled at the meeting. They were proposed by Cllr Strudley, seconded by Cllr Ms Dulieu and APPROVED for payment.

Cheque Payments			invoice total
4653	ABA (Construction) Ltd	play area inspections	£21.18
4654	Ascot Fire Protection	6 month servicing	£231.60
4655	Bracknell Pest Control	rodent inspections	£72.00
4656	Bracknell Town Council	Canopy delivery	£24.00
4657	Circle Cleaning Services	contract cleaning	£824.00
4658	Claire Connell	Internal audit services	£232.50
4659	In 2 Sport	sports club provision	£216.00
4660	Suds Window Cleaning	window cleaning for halls and office	£168.00
4661	Tesco Stores Ltd	invoiced rent for Q2 and insurance	£3,042.98
4662	Daniel Bishop	mileage and float replenishment	£227.66
			£5,059.92

011. Date of the next meeting

The date of the next meeting would be agreed at the annual meeting but was provisionally set as 23 July 2019.

012. Closure of the meeting

There being no further business the meeting closed at 9.14pm