

WARFIELD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held on **Tuesday 14 January 2020** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Mrs Barnard, Fitzwilliams, Strudley and Mrs Wallen

In attendance: The Parish Clerk, Cllr Chambers (observing)

In the absence of Cllr Wilson, Cllr Strudley took the chair

001. Apologies for absence

Apologies for absence were received from Cllrs Ms Dulieu and Wilson

002. Declarations of interest

No declarations of interest were received or requested.

003. Minutes of the previous meeting

The minutes of the meeting of 17 December 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Fitzwilliams and seconded by Cllr Strudley and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

The Clerk advised members that a grant application had been received from Berkshire Vision, after the application process had closed. Members decided not to consider the application, but asked the Clerk to advise the applicant that a future application would be considered for 2021/22.

005. Financial Report

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

Members asked the Clerk to add an explanation of the allocated reserves and their use for specific purposes.

The financial report was noted.

006. Draft Budget 2020/21

Members reviewed the draft budget and precept proposals for 2020/21.

Members agreed to recommend the draft budget for 2020/21 to council and the precept requirement of £212,670.

Members noted the report.

007. Parish Plan Update

Members discussed the Parish Plan and agreed that at the next meeting they would discuss communications and volunteers. The Clerk would bring forward information and examples of the current communications and would speak to Winkfield Parish Council about their volunteer arrangements.

008. Finance Officer

Members reviewed the job description for the Finance Officer post and made suggestions for changes. The application process would be overseen by the Staffing Committee.

009. Report from the Responsible Financial Officer

The Responsible Financial Officer had no other matters to report.

010. Payments

Payments were tabled at the meeting and were approved for payment.

Cheque Payments

		invoice total	
4758	ABA (Construction) Ltd	play area inspections	£270.84
4759	Ascot Fire Protection	fire protection repairs	£181.50
4760	BTS Ltd	Printer costs, IT equipment and install	£1,944.01
4761	Circle Cleaning Services	contract cleaning	£824.00
4762	In 2 Sport	sports club provision	£216.00
4763	PHS Group	sanitary disposal annual service	£564.92
4764	PKF Littlejohn	annual audit	£720.00
4765	O'Neill Homer	Neighbourhood plan examination support	£660.00
4766	Servio Ltd	water heater repair	£235.21
4767	HMRC	PAYE & NICS	£1,120.14
4768	Berkshire Pension Fund	pension contributions	£838.99
4769	Rialtas	annual support - Omega financial package	£793.20
			£8,368.81

Direct debit

Bracknell Forest Council	Public rights of way contribution 2019/20	£2,180.00
Bracknell Forest Council	Lily Hill Park contribution 2019/20	£5,310.00
		£7,490.00

010. Date of the next meeting

The date of the next meeting is on Monday 24 February 2020.

011. Closure of the meeting

There being no further business the meeting closed at 9.04pm