



## **MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE**

Held on **Thursday 9 July 2015** at **7.45 pm** in the Parish Office

Present: Councillors Harrison (Chair), Fitzwilliams and Ms Healy. Cllrs Mrs Barnard and Dr Barnard joined the meeting later.

### **F013. Apologies for absence**

No apologies were received.

### **F014. Declarations of interest and dispensations**

There were no declarations of a personal or prejudicial interest in respect of any matter to be considered at the meeting.

### **F015. Minutes of the meeting of 11 June 2015**

These were proposed by Cllr Harrison and seconded by Cllr Ms Healy and adopted as a correct record of the meeting. The Chair signed the minutes.

### **F016. Matters arising from the last meeting**

Cllr Fitzwilliams reported that he worked with the Clerk earlier in the day on the new financial regulations and revisions to standings orders.

Cllrs Mrs Barnard and Dr Barnard joined the meeting having and gave their apologies for arriving late.

### **F017. Finance 2015/16**

*a. to consider the financial report to end of June 2015*

The Clerk had previously circulated a copy of the financial report to the end of June 2015 including comparisons to budget along with explanatory notes of key items for members to note. The Clerk answered questions from members particularly regarding the budget allocation. The Clerk reminded members that the level of budget reported had not previously been developed or produced so some of the budget allocations were based upon assumption. The Committee noted the financial report.

*b. to approve payment of accounts tabled at the meeting*

The following accounts for payment were tabled at the meeting and approved for payment.

ABA (construction) Ltd	Play area inspections	£149.35
Bracknell Town Council	Tent transport for Big Fun event	£24.00
Suds Window Cleaning	Whitegrove window cleaning	£72.00
Wokingham Borough Council	Wren March 2015 printing	£225.32
Colleen Healy	Chairmans allowance	£250.00
Jason Mawer	Expenses	£39.98
Stevens Cleaning Services	Office cleaning	£55.20

**F018. Items for information**

Cllr Fitzwilliams advised members that earlier in the day he had performed monthly checks with Cllr Mrs Barnard.

The Clerk brought a number of matters to the attention of the committee.

*Insurance*

The Clerk confirmed that following discussions with our insurance broker there was no requirement for references to be obtained for members of the Finance & General Purposes Committee. There remains a requirement for references to be obtained for staff. The Clerk was asked to confirm that references were on file.

The Clerk advised members that at a conference he attended in the previous week a number of insurance matters had been raised by insurers including a recent spate of fires at village halls and the rising cost of insurance claims from play areas. The Clerk will look at any outstanding maintenance for the play areas and it was suggested review the siting of the bins at the Whitegrove Community Centre.

Members briefly discussed the other play areas within the parish, currently operated by Bracknell Forest Council. It was agreed that identifying all the areas would be beneficial for the future.

*The Budget*

The Clerk advised members that there would be implications to the council from the Governments budget announcements the previous day, particularly around the new living wage and the extension of pre-school provision from 2017. The Clerk explained that whilst the impact would not be immediate, further investigation would be required.

### *Investments*

New investment guidance has been issued to Clerks following a change meaning small authorities with a budget of less than 500,000 euros are now covered by the Financial Services Compensation Scheme. The advice is that all councils should have an investment strategy moving forward. The Clerk will prepare a paper for the next Finance & General Purposes meeting.

### *Whitegrove Licence*

The Clerk advised members that following a review of the permitted activities licence at Whitegrove by Bracknell Forest Council, it was clear that a number of steps, including changing the licence over to Warfield Parish Council had not taken place. The Clerk was advised by Bracknell Forest, that the previously listed activities, including dance, live and recorded music performance, sports activities and film presentation had now been deregulated and did not require a licence between 8am and 11pm. The current licence if it continued allowed the centre to operate until midnight Friday and Saturday. There was also a requirement for the council to ensure they had a responsible person, first aid trained on-site when the building was open to the public. This condition was included in information not held by Warfield Parish Council. The Clerk advised there were two options, to hand back the licence and operate 'deregulated' as permitted or renew the licence and look to change the conditions. The Clerk advised the meeting that the centre had no bookings past 11pm since the Parish Council took over. In light of the fact the council was running the hall not to the condition of the licence and speedy conclusion was required. Members debated the matter with Cllr Dr Barnard pointing out that individuals or groups using the hall could apply for the own licence if they wanted extended hours and the council could apply for a licence again in the future. Members decided that the Clerk should make the necessary actions to surrender the licence and operate the hall to the 'deregulated' hours.

#### **F019. Date of next meeting**

The date of the next meeting was noted as Thursday 13 August at 7.45pm.

#### **F020. Closure of the meeting**

There being no further business the meeting was declared closed at 9.00pm