



MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Held on **Thursday 11 June 2015** at **7.45 pm** in the Parish Office

Present: Councillors Harrison (Chair), Fitzwilliams, Ms Healy and Jones.

F001. Apologies for absence

Apologies were received from Councillors Mrs Barnard and Dr Barnard.

F002. 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.

F003. Minutes of the meeting of 20 April 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.

F004. Matters arising from the last meeting

Item 7 – Arrangement for Co-option – The Clerk advised members that three candidates, having been deemed eligible to stand, would be going forward for consideration for co-option to the Warfield Park ward at Council on 24 June 2015.

F005. Annual Return and finances 2014/15

The Clerk circulated the Annual Return ahead of the meeting and offered members the opportunity to ask any questions they may have. The Clerk pointed out to members the paragraph in the supporting paper concerning assets. Following a discussion, the Clerk advised the meeting he would circulate further information to members.

The committee thanked Claire Connell, the Internal Auditor and Alan Harland for their work over the last year.

The committee having considered the report, recommended the Annual Return to Council for approval.

F006. Finance 2015/16

The financial statement to the end of May 2015 was circulated ahead of the meeting, along with report. Members considered the report and noted the contents.

Cllr Harrison advised members that earlier in the day he had performed monthly checks with Cllr Fitzwilliams. In addition the following cheques were signed for payment and authorised by the committee.

3517	HMRC	PAYE contributions – May 2015	£599.86
3518	Berkshire Pension Fund	Pension contributions – May 2015	£843.80
3519	ABA (construction) Ltd	Play area inspections	£123.30
3520	Bracknell Forest Council	Waste sacks and typesetting	£324.00
3521	Bracknell Pest Control	Brownlow Hall checks	£36.00
3522	Mandy & Gerry Dance Garden	Brownlow Hall & Frost Folly	£729.00
3523	Office Depot	Stationery	£125.16
3524	Suds Window Cleaning	Brownlow Hall and Office cleaning	£96.00
3525	Jason Mawer	Expenses	£40.36
3526	Stevens Cleaning Services	Office cleaning	£55.20

F007. Committee Administration

a. meeting dates

The committee confirmed the meeting dates proposed by council at the May meeting.

b. upcoming items

The committee reviewed the list of areas that council proposed at the May meeting and agreed for the Clerk to develop the appropriate papers to come to committee in the coming months. Members felt that the 'dealing with the media' policy would be more appropriate for the Communications Committee to consider. Following feedback from the Clerk, the committee has asked the Clerk to look to develop a resilience plan for the committee to consider.

c. terms of reference

The committee reviewed the terms of reference and made recommendations which the Clerk will incorporate. The paper will be represented to the committee at the next meeting.

F008. Financial Regulations Review

Copies of the draft financial regulations were circulated ahead of the meeting to members. Members were asked to feedback comments by 2 July to the Clerk, who would work with Cllrs Fitzwilliams and Harrison to provide an update for the next committee meeting.

F009. Contract renewal

The Clerk advised members that the current office telephone contract was ending and that Mainstream Digital, the current provider, had made a new offer which included a superfast broadband service and reduced call and line rental charges. Members resolved to accept the new contract.

F010. Items for information

The Clerk advised members that an e-mail had been received from the Chief Executive of Bracknell Forest Council concerning Armed Forces Day. Councils across the country were being asked to fly the Armed Forces Day flag. As Warfield does not possess a flag pole, the Clerk proposed displaying the appropriate banner in the parish office window. The committee agreed.

F011. Date of next meeting

The date of the next meeting was noted as Thursday 9 July at 7.45pm. The Clerk would confirm attendance with individual members.

F012. Closure of the meeting

There being no further business the meeting was declared closed at 9.15pm