



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

Held on **Thursday 10 September 2015** at **7.45 pm** in the Parish Office

Present: Councillors Harrison (Chair), Mrs Barnard, Dr Barnard, Fitzwilliams and Ms Healy.

### **F034. Apologies for absence**

There were no apologies for absence received.

### **F035. Declarations of interest and dispensations**

Cllr Dr Barnard declared interests as a Borough Councillor for the Warfield Harvest Ride ward.

### **F036. Minutes of the meeting of 13 August 2015**

The minutes were proposed by Cllr Harrison and seconded by Cllr Fitzwilliams and adopted as a correct record of the meeting.

### **F037. Matters arising from the last meeting**

Cllr Fitzwilliams asked about the councils reserves and that these were not shown on the financial report. The Clerk responded that he would seek advice using and reporting on reserves.

There were no other matters arising.

### **F038. Finance 2015/16**

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

The Clerk had previously circulated a copy of the financial report to the end of August 2015 including comparisons to budget. The Clerk reported that expenditure was still under budget for the year. Whilst there was a reported overspend on capital improvements at Whitegrove CC, council had approved the carry forward of an additional £10,000 received from Borough Councillors in March 2015, after the budget for the year had been approved. Therefore adjustments would be carried out as part of the year end exercise. The report was noted by the committee.

*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	Play area inspections and repairs	£762.47
Bracknell Pest Control	Whitegrove inspections	£72.00
Brady Corporation	Whitegrove cleaning materials	£48.54
Mainstream Digital	Telephony	£94.63
Office Depot (UK) Ltd	Brownlow equipment & stationery	£304.39
Oxfordshire County Council	Survey	£60.00
Panel Warehouse	Board for Whitegrove	£291.60
rCOH Ltd	Neighbourhood Planning	£750.00
Jason Mawer	Expenses	£253.87
Stephen Auton	Caretakers float	£50.00
Stevens Cleaning Services	Office cleaning	£55.20

**F039. Council Administration**

The Clerk had circulated to all members ahead of the meeting the Financial Regulations referred back to committee by full council. Following discussion the following changes were proposed:

- 4.1 replaced the word 'below' with 'up to', in regard to delegations to the Clerk and to the Clerk and Chairman.
- 7.1 inserted 'and any contractual obligations to staff for pension contributions.' to the opening sentence.
- 11.11 This paragraph is unchanged, but was originally listed as 11.6. It had been moved and other paragraphs renumbered.

Members recommended that a review of the voting arrangements to accompany paragraph 11.11 be made ahead as part of the next Standing Order review.

All members agreed to recommend the Financial Regulations to full council for approval.

**F040. Insurance**

The committee was advised that the insurance renewal for the councils activities had been received ahead of the renewal date of 1<sup>st</sup> October. The Clerk outlined the current arrangement with Aviva through Came & Company was entering the final year of a three year.

The Clerk had previously circulated details of the policy to members ahead of the meeting and asked the committee to consider how it wished to proceed from October 2016, as Came & Company had proposed a new long term agreement for three years. Members considered the options and recommended to council acceptance of the proposal for 2015/16 and that the council enter into a new three year contract with Came & Company.

Members asked the Clerk to investigate further the cover councillors had when undertaking council business and where councillors covered when travelling to and from council business.

**F041. Budget setting 2016/17**

The Clerk advised members on the approach he was planning to take when developing the council budget and precept requirements for 2016/17. The Clerk asked members if there were lessons from previous budget settings that should be taken into account this year. Members agreed with the principles proposed by the Clerk of:

- preparing a full budget breakdown
- using appropriate CPI uplifts
- making provision for projects for delivery in 2016/17 and reserve building for 2017/18
- budget submissions from appropriate committees for capital projects and general expenditure
- review of current allocated reserves

**F042. Items for information**

Cllr Fitzwilliams advised members that the monthly checks had been carried out earlier in the day with Cllr Mrs Barnard, including a pension check. All was found to be in order.

The Clerk advised members that a review of the non-domestic rating assessment for the office had recently been conducted and resulted in no change to the rateable value.

**F043. Date of next meeting**

The date of the next meeting was noted as Thursday 8 October at 7.45pm.

**F044. Closure of the meeting**

There being no further business the meeting was declared closed at 8.57pm