



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

Held on **Thursday 13 August 2015** at **7.45 pm** in the Parish Office

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

### **F021. Apologies for absence**

Apologies were received from Councillors Mrs Barnard, Dr Barnard and Jones

### **F022. 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.

### **F023. Minutes of the meeting of 9 July 2015**

It was requested that the value of the FSCS be detailed in pound sterling in addition to Euro.

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

### **F024. Matters arising from the last meeting**

Cllr Harrison raised the issue of references with regard to the Fidelity Guarantee. The Clerk told the meeting this had not been pursued as agreed at the last full council meeting.

### **F025. 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 July 2015 including comparisons to budget.. The Clerk answered questions from members and drew their attention to some changes made concerning splitting income and expenditure for waste sacks and the share of Sunday income to the Brownlow Hall Trustees. 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.

**cheque Payments**

ABA (Construction) Ltd	Play area inspections and repair	£500.78
Bowak Ltd	Cleaning materials	£1111.89
Bracknell Forest Council	Whitegrove rent, waste sacks & training	£630.00
Brady Corp.	Cleaning & H&S materials	£67.80
Office Depot	Printer cartridges and stationery	£93.71
PPL	Music licencing – Brownlow Hall	£303.13
Servio Ltd	Whitegrove repairs	£750.89
Suds Window Cleaning	Window cleaning	£168.00
Winkfield Parish Council	NP cycle ride contribution	£95.00
Stephen Auton	Expenses	£111.91
Jason Mawer	Expenses	£110.86

**F026. Grant Applications**

The Clerk had previously circulated guidance or grant applicants for 2016 to members. A number of comments were made and incorporated into the document. The Clerk advised members that applications would begin on 1 September until 31 October. Members were adamant that applications received after this date and without financial accounts would not be considered without good reason.

**F027. Investment Strategy**

The committee was asked to look at an investment strategy at the council meeting of 22 July. The Clerk had previously circulated a draft document to members. A number of comments were made and the Clerk agreed to review the document and represent it to the committee.

**F028. Council Administration**

The Clerk had circulated to all members ahead of the meeting a paper concerning the Financial Regulations and some minor changes to Standing Orders. Members considered the Financial Regulations and asked for some small changes to be incorporated into the document. The document with the changes incorporated was recommended for approval by full council.

The Clerk indicated that some minor wording and numbering tweaks were required to the Standing Orders approved in May 2015 as well as a revision to the section on member dispensations. The changes were recommended for approval by full council.

**F029. Committee Administration**

The committee was asked to consider the revised terms of reference for the committee. Some minor changes were incorporated at the meeting and the documented was recommended for approval by full council.

**F030. Reappointment of Internal Auditor**

The Clerk advised members that the Internal Auditor Claire Connell had indicated she would be happy to continue to act as Internal Auditor for the current financial year. The committee recommends that full council reappoints Clair Connell as Internal Auditor.

**F031. Items for information**

Cllr Harrison advised members that earlier in the day he had independently performed monthly checks as had Cllr Fitzwilliams.

**F032. Date of next meeting**

The date of the next meeting was noted as Thursday 10 September at 7.45pm.

**F033. Closure of the meeting**

There being no further business the meeting was declared closed at 9.05pm