



MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Held on **Thursday 8 October 2015** at **9.00 pm** in the Parish Office

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

F045. Apologies for absence

Apologies were received from Cllrs Dr Barnard, Mrs Barnard and Jones.

F046. Declarations of interest and dispensations

Cllr Ms Healy declared an interest as a member of Warfield Park Community Association.

F047. Minutes of the meeting of 10 September 2015

Subject to the inclusion of the word 'forward' in section F038, the minutes were proposed by Cllr Harrison and seconded by Cllr Fitzwilliams and adopted as a correct record of the meeting.

F049. Matters arising from the last meeting

There were no matters arising from the last meeting

F050. Finance 2015/16

a. to consider the financial report to end of September 2015

The Clerk circulated a copy of the financial report to the end of September 2015 including comparisons to budget. The Clerk reported that the precept payment had been deposited on 30 September, which accounted for the large increase in income. It was noted that income from the pre-schools had yet to be deposited.

Further expenditure relating to the refurbishment at Whitegrove had been paid and this showed as an overspend, although the £10,102 members initiative funding would cover this when released from the reserves. The clerk was continuing to check items had been correctly coded ahead of budget setting.

b. to approve payment of accounts tabled at the meeting

The following accounts for payment were tabled at the meeting and approved for payment. These included grant payments.

Cheque Payments

RBL Poppy Appeal 2015	Donation	£25.00
ABA (Construction) Ltd	Play area inspections and repair	£213.55
Ascot Fire Protection Ltd	Fire extinguisher checks (all sites)	£182.40
Bracknell Forest Council	Wren typesetting	£49.00
National Allotment Society	Membership	£66.10
Office Depot (UK) Ltd	Stationery	£9.12
Suds Window Cleaning	Window cleaning	£96.00
Thames Valley Carpets & Flooring	Whitegrove Garden room floor	£1,422.00
Warfield PCC	Graveyard grant (2 of 2)	£500.00
2 nd Bracknell Scout Group	Section 137 grant (2 of 2)	£460.00
Bracknell North Guides	Section 137 grant (2 of 2)	£460.00
Warfield Park Community Assoc.	Section 137 grant (2 of 2)	£500.00
Warfield Memorial Ground Trust	Section 137 grant (2 of 2)	£2,500.00
Youthline	Section 137 grant (2 of 2)	£500.00
Bracknell CAB	Section 137 grant (2 of 2)	£500.00
Bracknell Forest Council	Disabled Go grant 2015 (1 of 1)	£150.00
Jason Mawer	Expenses	£82.23
Stevens Cleaning Services	Office cleaning	£55.20
Jonathan Greenyer	Arts Week expenditure	£269.19
Information Commissioner	Renewal of certification	£35.00

Direct Debits / Standing Orders

British Gas	Brownlow Hall electricity	£407.91
British Gas	Office electricity	£127.06

F051. Changes resulting from revised Financial Regulations

The Clerk circulated to the committee ahead of the meeting a paper containing a series of actions that were required by council as a result of the new financial regulations. These concerned:

Regular Payments (regulation 5.6)

Use of Direct Debit as a payment method (regulation 6.7)

Use of Bankers Standing Order as a payment method (regulation 6.8)

Payment by Internet banking (regulation 6.10)

Issue of a debit card (regulation 6.18)

The committee considered each item and agreed to refer all the matters to full council with the recommendation they approve them by resolution.

The committee also noted other changes and these are:

The Financial Regulations require that all bank accounts are reconciled at least quarterly and that members are to sign the reconciliation and the bank statement.

There is a requirement in the regulations for the RFO to report all receipts and payments to date under each budget heading to the appropriate date against budget. With the permission of the committee the RFO proposes to introduce this from the end of the first quarter 2016/17 as this requires some additional set-up work that could be more easily incorporated at the start of a financial year than midway through. There is a requirement that material variances in excess of 15% of budget are reported and this will commence from the September accounts.

All inter account transfers of over £20,000 will require approval from full council or Finance & General Purposes.

F052. Budget setting 2016/17

The Clerk updated members on the work on the 2016/17 budget. A paper had been prepared for the Facilities Committee to consider outlining a three year forecast as the basis of their budget submission. Work on papers for other committees continued.

The Clerk advised members that there was no certainty the precept support grant would be paid for 2016/17, therefore this would not be included in the initial precept budget.

F053. Vision document update

The Clerk updated the committee on the work on allocating the vision document to the committees of the council. These will be on the agenda for committees at upcoming meetings.

F054. Items for Information

Ahead of the committee meeting, members met with Ray Moss of the Memorial Ground Trustees to discuss the financial outlook for the Trust and their plans for the future. The committee did not have an opportunity to explore the Trusts vision and therefore asked the Clerk to invite the Trust back to their next meeting to explain their vision. This would then allow the committee to explore a range of ways to support the memorial ground in the future.

F055. Date of next meeting

The date of the next meeting was noted as Thursday 12 November starting at 7.30pm.

F056. Closure of the meeting

There being no further business the meeting was declared closed at 10.04pm

