



MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Held on **Thursday 11 February 2016** at **7.45 pm** in the Parish Office

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

F090. Apologies for absence

Apologies were received from Cllr Dr Barnard and Mrs Barnard.

F091. Declarations of interest and dispensations

There were no declarations made or dispensations requested.

F092. Minutes of the meeting of 14 January 2016

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Fitzwilliams, seconded by Cllr Healy and RESOLVED to approve and adopt the minutes of the meeting of 14 January 2016.

F093. Matters arising from the last meeting

F085a – The Clerk reported that the Neighbourhood Planning income had been separated from the expenditure. Following discussions, the precept income had been allocated correctly on the financial report.

F087 – The Clerk had begun investigating IT options moving forward and these would be addressed in the internal audit report that would be circulated ahead of the next meeting. The paperwork for closing the Co-op account had been sent and Cllr Faerber was providing advice on alternative investment options.

F094. Finance 2015/16

a. to consider the financial report to end of January 2016

The financial report had been circulated to members ahead of the meeting. The Clerk drew attention to underspent amounts on accounts. It was noted that costs associated with the internal audit and Wren of Warfield would be met in February this year. A bill for gas and electricity at Whitegrove CC had been requested from BFC. It was noted that the caretaking cost at Whitegrove CC was ahead of budget, primarily due to increased cleaning provision due to the new bookings.

The Clerk advised members that the outstanding instalment payment to British Gas for the boiler replacement at Brownlow Hall remained due and that a VAT reclaim of £10,000 was being prepared for 2015.

The Clerk advised members that Cllrs Mrs Barnard and Harrison had completed the monthly checks earlier in the day.

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

3737	ABA (Construction) Ltd	play area inspection and repairs	£350.21
3738	Claire Connell	Internal audit	£232.50
3739	Office Depot (UK) Ltd	office stationery	£43.04
3740	SLCC Enterprises Ltd	Clerk conference & councillor training	£611.20
3741	Stevens Cleaning Services	office cleaning	£58.80
3742	Suds Window Cleaning	Halls and office cleaning	£168.00
3743	Sheila Collings	expenses – reimbursed web hosting	£179.98
3744	Trevor Hawes	settlement	<u>£3,000.00</u>
			£4,643.73

F095. Co-option arrangements

The Clerk advised members that the council was now in a position to begin co-opting a member to replace Jason Kilmartin in the Quelm ward. The Clerk presented members with an outline of the co-option process agreed by council in April 2015 and advised of dates the council may wish to consider co-option candidates. Members expressed a preference for a March co-option and would recommend this date to council.

F096. Items for information

The Clerk updated members that Claire Connell had completed the first part of the internal audit. The written report had been received on the morning of the meeting and would be circulated to members with a response to recommendations at the next committee meeting. The Clerk advised that there were recommendations in the report to assist the council moving forward.

The Clerk advised members that pension auto-enrolment was due to commence in April 2017. A paper had been circulated with guidance for councils and this would be circulated to members for discussion at the next meeting.

F088. Date of next meeting

The date of the next meeting was to be agreed but would be either Tuesday 15 or Wednesday 16 March starting at 7.45pm.

F089. Closure of the meeting

The meeting was closed at 8.20pm