



MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Held on **Thursday 10 March 2016** at **7.45 pm** in the Parish Office

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

F099. Apologies for absence

Apologies were received from Cllrs Fitzwilliams and Jones.

F100. Declarations of interest and dispensations

Cllr Dr Barnard has a standard declaration as a borough and town councillor.

F101. Minutes of the meeting of 11 February 2016

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Harrison, seconded by Cllr Healy and **RESOLVED** to approve and adopt the minutes of the meeting of 11 February 2016.

F102. Matters arising from the last meeting

The Clerk advised members that the process for co-option was continuing and candidates were invited to attend the council meeting of 23 March 2016.

The Clerk advised that the paperwork for the closure and transfer of funds from the Co-operative Bank had been sent.

F103. Finance 2015/16

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

The financial report had been circulated to members ahead of the meeting. The Clerk advised members that the current forecast was for the council to have a balanced position at the end of the financial year.

Cllr Dr Barnard commented on the figures for the income for the halls and advised members that following a meeting with Rev Janet Taft of Warfield Church, the Sunday booking slot would not be required before September 2016.

The financial report was noted.

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

| | | | |
|------|------------------------------|-----------------------------------|-----------|
| 3765 | ABA (Construction) Ltd | play area inspections | £142.39 |
| 3766 | C I Harding (Agile Web Sol.) | web hosting | £55.00 |
| 3767 | Bracknell Forest Council | Whitegrove utilites / Wren / etc. | £2,227.13 |
| 3768 | In2Sport | sports club provision | £432.00 |
| 3769 | Servio Ltd | boiler servicing and inspections | £618.70 |
| 3770 | Wokingham Borough Council | printing 'The Wren' | £225.32 |
| 3771 | Sheila Collings | Land Registry searches | £12.00 |
| 3772 | Steve Auton | Caretakers float reimbursement | £61.80 |
| | | | <hr/> |
| | | | £3,774.34 |

Cllr Mrs Barnard advised members that the monthly checks had been completed earlier that day. Discussion took place regarding issuing an additional debit card to the Deputy Clerk. The Clerk would investigate and advise members at the next meeting.

F104. Internal Audit Report

The internal audit report had been circulated to members ahead of the meeting. Discussion of the points raised had been covered by the committee at previous meetings. The report was noted and referred to council for approval.

F105. Risk Review

The Clerk had updated the Risk Review document and circulated it to members ahead of the meeting. The Clerk advised members that the document had incorporated changes made as a result of the recent review of insurance policies and to reflect practices detailed in the Standing Orders and Financial Regulations approved by council during the past 12 months.

Members noted the review document and referred to council for formal approval.

F106. Pension Report

At the last meeting of the committee the Clerk advised members that he would prepare and circulate a report on the impact and effect of auto-enrolment. The report was circulated to members ahead of the meeting. Members discussed the timeline and noted that the impact on the council was likely to be small due to the

number of affected staff. Members noted the report and asked the Clerk to make the report available to all councillors on request.

F107. Matters arising

Cllr Dr Barnard updated members a matter that arose from the Facilities meeting. The committee had reviewed pre-school charging arrangements. In addition to setting an annual charge these organisations would be given the opportunity to spread their payments equally over the year.

The Clerk advised that he had met Alan Moffat of BTC to discuss cleaning the play area at the Brownlow Hall and replacing the removed train with some sit on mushrooms or another item and this would be discussed further with the Facilities Committee.

F108. Date of next meeting

The date of the next meeting was to be agreed as Thursday 14 April starting at 7.45pm.

F109. Closure of the meeting

The meeting was closed at 8.50pm