



MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Held on **Thursday 14 April 2016** at **7.45 pm** in the Parish Office

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

F110. Apologies for absence

Apologies were received from Cllrs Dr Barnard and Mrs Barnard.

F111. Declarations of interest and dispensations

There were no declarations received or dispensations granted.

F112. Minutes of the meeting of 10 March 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 10 March 2016.

F113. Matters arising from the last meeting

The Clerk advised members that the Co-operative Bank account had been closed and funds were being transferred to the Lloyds Bank account. The application for an additional debit card was being progressed.

F114. Finance 2015/16

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

The financial report had been circulated to members ahead of the meeting. The Clerk indicated that the final accounts were now being prepared which would include the allocation of funds from the reserves as planned. The report was noted by members.

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

3797	ABA (Construction) Ltd	Play area inspections	£130.26
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3798	Bracknell Forest Council	waste sacks and waste collection	£269.14
3799	Office Depot (UK) Ltd	stationery	£41.41
3800	Suds Window Cleaning	window cleaning - office and halls	£168.00
3801	Thames Valley Visuals	Whitegrove projector installation	£2,214.00
			<u>£2,822.81</u>

Direct Debits / Standing Orders

British Gas	Brownlow Hall electric	£546.67
British Gas	Office electric	£404.56
		<u>£951.23</u>

F115. IT Update

The Clerk updated members on discussions regarding the IT systems of for council. As had previously been discussed, investigations into moving the finance and bookings to the RBS system were continuing. Demonstrations were to be arranged for other council officers. The Clerk provided members with an approximation of costs of the project which would be subject to final approval to proceed with the project. The Clerk discussed with members the potential for the council to move to a 'cloud based' system for software hosting and back-up. The Committee noted the Clerks report and asked for further investigation if the desktop versions of RBS could be moved to a cloud based system at a later date.

F116. Grant Payments

The Clerk circulated a report to members ahead of the meeting outlining the proposed grant payment schedule, in relation to grants authorised at the council meeting in January. The committee noted the schedule and agreed to recommend the payments to council for approval. as the payment to the Memorial Ground Trustees exceeded £5,000.

F117. Membership of BALC/NALC

The Clerk updated members on the membership fee for joining BALC/NALC for 2016/17. Members discussed the benefits and drawbacks to joining the association and agreed to recommend to council membership of BALC/NALC.

F118. Items for Information

The Clerk advised members that the first tranche of Community Infrastructure Levy (CIL) money would be paid to the council shortly. The Clerk as Responsible Financial Officer recommended to members that this money be kept in a separate account from other council funds and members agreed. The Clerk advised members that opening an additional account with the councils principal bankers, Lloyds, would be the quickest step and suggested a 'with notice' account as these funds were not required for immediate access. Members agreed and a recommendation to open a new account would be made to council.

The Clerk advised members that at the close of business that day the balances held by the council were:

Lloyds Current Account	£59,982
Lloyds Deposit Account	£42,429
Nat West Deposit	£113,201
Total	£215,612

The Clerk advised members that the Co-operative fixed account had now been closed and £42,595.29 transferred to the Lloyds account. A payment from HMRC relating to recover of VAT had been received totalling £11,203.98. The Clerk was exploring easier access to the NAT West account and would update members. Work was continuing to explore card payment options.

Cllr Ms Healy advised members on a meeting held with the Clerk along with Vince Paliczka, Cllr McCracken and Stephen Chown of Bracknell Forest Council. No actions or decisions arose from the meeting.

F119. Date of next meeting

The date of the next meeting was to be agreed as Wednesday 11 May starting at 7.45pm. Cllr Fitzwilliams apologised in advance for his absence.

F120. Closure of the meeting

The meeting was closed at 9.05pm