



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

Held on **Thursday 16 June 2016** at **7.45 pm** in the Parish Office

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

*Ahead of the meeting members stood in remembrance of Jo Cox MP*

### **F131. Apologies for absence**

Apologies were received from Cllr Wilson.

### **F132. Declarations of interest and dispensations**

Cllr Dr Barnard declared his interest as a town and borough councillor.

### **F133. Minutes of the meeting of 11 May 2016**

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

### **F134. Matters arising from the last meeting**

The Clerk advised members that there were no matters arising to report.

### **F135. Finance 2015/16**

#### *a. to consider the financial report to end of May 2016*

The financial report had been circulated to members ahead of the meeting and was noted. Members asked the Clerk to include notes to reference reserve allocation and spend.

#### *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**

3865	C I Harding (Agile Web Solutions)	e-mail hosting	£45.00
3866	Benville & Marsh	office heater replacement and	£586.20

		install electrical supply whitegrove		
3867	Bracknell Forest Council	Wen typesetting & waste collection	£93.34	
3868	J Beckett & Sons Ltd	Brownlow redecoration	£2,258.40	
3869	Office Depot Lts	stationery	£49.44	
3870	rCOH Ltd	Neighbourhood planning	£3,666.00	
3871	Suds Window Cleaning	Window cleaning - all venues	£168.00	
			<u>£6,866.38</u>	
<b>Direct Debits / Standing Orders</b>				
	Total Gas & Power	Brownlow gas	£1,529.39	RPA
	Mainstream Digital	Telephony charges	£92.75	RPA
			<u>£1,622.14</u>	

### **F136. Items for Information**

#### Neighbourhood Planning Budget

Members discussed the Clerks proposal to designate the Finance & General Purposes Committee to approve expenditure with regards to Neighbourhood Planning activity. Members agreed to propose the designation to council.

#### Safety at surgery

Cllr Dr Barnard raised concerns regarding safety at councillor surgery in light of the death earlier in the day of Jo Cox MP. Members had a general discussion of a wide ranging nature including how surgery should operate and the general layout of the Parish Office.

It was agreed that the Clerk would draft some guidance for members ahead of the July surgery and to implement some immediate actions that could be taken. It was agreed that the Parish Office door should be locked outside of office hours, just ahead of meetings commencing and during surgery. The Clerk would purchase a door bell that could be fitted to permit access. Members were in agreement that surgery should retain its 'drop in' nature and not become a 'by appointment' service. It was noted that surgeries had already changed to Saturday mornings and no longer covered early evenings. The committee indicated a preference for reconfiguring the front office. The Clerk advised members he would review other steps that may be appropriate for both members and officers.

### **F137. Date of next meeting**

Subject to approval by the council the next meeting will be on Thursday 7 July 2016.

### **F138. Closure of the meeting**

The meeting was closed at 8:45pm