

# MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 11 August 2016** at **7.45 pm** in the Parish Office

## **Present:**

Councillors Harrison (Chair), Fitzwilliams, Ms Healy, Jones and Wilson

## **In attendance:**

Jason Mawer, Parish Clerk

### **F147. Apologies for absence**

Apologies were received from Cllrs Dr Barnard and Mrs Barnard.

### **F148. Declarations of interest and dispensations**

Cllr Ms Healy declared an interest as Chairman of the Council with regard to the authorisation of payments (Chairman's Allowance)

### **F149. Minutes of the meeting of 7 July 2016**

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Harrison, seconded by Cllr Jones and RESOLVED to approve and adopt the minutes of the meeting of 7 July 2016.

### **F150. Matters arising from the last meeting**

The Clerk advised members that he was continuing to work on the Partnership paper and would bring it to a future meeting.

Members were updated on Neighbourhood Planning (NP). Meetings with local landowners and the local community were on the agenda for the next NP meeting.

### **F151. Finance 2015/16**

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

The Clerk apologised that the financial report had not been circulated to members ahead of the meeting, but was tabled at it. Members asked questions of the Clerk and 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**

3909	ABA (Construction) Ltd	Play area inspections	£123.41
3910	Bracknell Forest Council	Whitegrove rent & recruitment	£320.00
3911	Bracknell Forest Homes	JHCL contribution	£8,000.00
3912	Circle Cleaning	Hall cleaning - July 2016	£760.00
3913	In2Sport	sports club provision	£432.00
3914	PPL	music licencing	£306.82
3915	rCOH	NP consultancy	£6,580.04
3916	SLCC Enterprises	Reference material & training	£168.31
3917	Colleen Healy	Chairman's allowance	£250.00
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			£16,940.58

### **F152. Office staffing cover**

A paper was circulated to members ahead of the meeting by the Clerk outlining proposals for short –term staffing cover for the Parish Office in the absence of the Deputy Clerk. Members agreed that a part-time administrator working 17.5 hours per week could be recruited on a fixed term basis until the Christmas break. It was agreed the costs would be met from the contingency budget, although the Clerk was asked to confirm if a claim could be made against the council's insurance policy.

The Clerks paper included a proposal to increase the current administrator's hours to 17.5 hours per week in line with the new part-time post. Members authorised the Clerk to make changes to the Administrators hours.

### **F153. Items for Information**

The Clerk updated members on the Summer of Fun event held on Friday 29 July.

### **F154. Date of next meeting**

The date of the next meeting was agreed as Wednesday 7 September 2016. Cllr Jones offered his apologies for that meeting.

### **F155. Closure of the meeting**

The meeting was closed at 8:57pm