

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Wednesday 7 September 2016** at **7.45 pm** in the Parish Office

Present:

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

In attendance:

Jason Mawer, Parish Clerk

F156. Apologies for absence

Apologies were received from Cllrs Dr Barnard, Mrs Barnard and Jones.

F157. Declarations of interest and dispensations

There were no declarations of interest made or dispensations granted.

F158. Minutes of the meeting of 11 August 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 August 2016.

F159. Matters arising from the last meeting

The Clerk advised members that interviews for the temporary office cover would take place in the following week. It was agreed that along with the Clerk, Cllrs Harrison and Ms Healy would carry out the interviews.

F160. Finance 2016/17

a. *to consider the financial report to end of August 2016*

The Financial Report to the end of August 2016 was circulated to members ahead of the meeting and 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

3923	ABA (Construction) Ltd	Play area inspections	£104.21
3924	Bracknell Forest Council	waste collections	£19.34
3925	Bracknell Pest Control	pest inspections	£72.00
3926	Bracknell Town Council	play area repairs/Whitegrove hort.	£504.00

3927	Circle Cleaning services	Contract cleaning	£760.00
3928	J Beckett & Sons	final decoration	£1,740.00
3929	SLCC Enterprises	training books	£11.82
3930	Winkfield Parish Council	Cycle ride expenses	£353.31
3931	HAGS-SMP Ltd	Play equipment parts	£534.00
3932	Daniel Bishop	Caretakers float / advance	£50.00
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			£4,148.68

Direct Debits / Standing Orders

Information Commissioner	Annual data protection register	£35.00
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		£35.00

F161. Insurance

Details of the insurance policy renewal were circulated to members ahead of the meeting by the Clerk who provided members with a verbal report on the proposals. Members asked the Clerk to clarify with Came & Company the councils responsibilities under the Insurance Act 2015 and the duty of disclosure.

Members agreed to recommend the proposal to full council.

F162. Financial and Booking Software

The Clerk circulated to members ahead of the meeting proposals for the updating of the financial management and booking software as recommended in the last internal audit report. The paper proposed the purchase of the Rialtas packages outlined the costs of purchase including installation and training. The committee agreed with the principles and members discussed if the current IT systems would support the packages. The Clerk was asked to investigate this further and advise the committee.

Members RESOLVED to authorise the Clerk to purchase the Rialtas Omega Financial package and the Facilities Management package subject to a satisfactory report on the IT systems.

F163. Office Equipment

The Clerk circulated to members ahead of the meeting a paper outlining the condition of the councils photocopier. The machine was unable to print any documents and required significant and potentially costly repair work to function again. Based upon the age of the machine a recommendation to replace with a modern functioning machine was made. Members agreed that replacing the machine was the appropriate course to follow and RESOLVED to replace the machine to the cost and specification in the Clerks report. Members view was that the machine should be purchased outright at a cost of £1,900 + VAT. The Clerk was delegated to agree an ongoing maintenance contract.

F164. Items for Information

At the recent Jealotts Hill Community Landshare event an offer was made to the parish council to attend a briefing on the works of Syngenta at their site. It was agreed this should be discussed at the next council meeting.

Members were advised that the grant application process for 2016 opened on 1st September, members proposed no changes to the arrangements.

Members were updated on the progress with the Neighbourhood Plan. The steering group had met with local landowners of Hayley Green recently and had obtained to proceed with their concept plans.

F165. Date of next meeting

The date of the next meeting was agreed as Thursday 6 October 2016.

F155. Closure of the meeting

The meeting was closed at 9:15pm