

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 18 January 2017** at **7.45 pm** in the Parish Office

Present:

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

In attendance:

Jason Mawer, Parish Clerk

F199. Apologies for absence

Apologies were received from Cllr Mrs Barnard.

F200. Declarations of interest and dispensations

It was noted that Cllr Ms Healy was on the payment list for an expenses claim.

F201. Minutes of the meeting of 8 December 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 8 December 2016.

F202. Matters arising from the last meeting

The Clerk advised members that the cleaning survey was underway and shared initial results with members. These showed that the cleanliness of the halls was perceived to have improved in all areas since September 2016.

F203. Finance 2016/17

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

The Clerk circulated the new financial report to members. The Clerk advised members there remained some anomalies after the data inputting exercise and as these were continuing to be identified they would be corrected. The Clerk was asked to move the projects out from the administration section.

The Clerk offered to send out the summary report with the full accounts from the next report.

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

4014	ABA (Construction) Ltd	play area inspections	£220.77
4015	C I Harding	e-mail hosting	£105.00
4016	Bracknell Forest Council	waste collections	£19.34
4017	Bracknell Pest Control	pest control inspections	£72.00
4018	BTS Ltd	printer costs	£98.66
4019	Circle Cleaning	contract cleaning - halls	£1,624.00
4020	Colleen Healy	expenses	£40.00
4021	OCS Group Ltd	PAT testing	£150.00
4022	PRS for Music	licencing 2017	£839.10
4023	Rialtas Business Solutions	Booking software installation	£2,028.96
4024	Servio Ltd	Gas safety check - Whitegrove	£174.79
4025	Brady Corp. Ltd	door mat and cable tidy	£126.60
4026	Verity Fullerton	payroll	£611.22
4027	Bracknell CAB	reissue of grant cheque 3941	£500.00
4028	Youthline	reissue of grant cheque 3955	£500.00
4029	Tesco Stores Ltd	buildings insurance	£257.51
4030	Brownlow Memorial Hall Trust	hall rent 4/4	£3,875.00
4031	The Creation Station	Arts Week activity provision	£180.00
4032	Tesco Stores Ltd	office rent 4/4	£2,775.00
4033	Daniel Bishop	caretaking expenses	£76.38
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			£14,274.33

F204. Budget 2017/18

The Clerk circulated to members a paper including the draft budget ahead of the meeting. The paper provided updated income figures from lettings of the Brownlow Hall and Whitegrove Community Centre and the council tax base used in the calculation of the precept and notes on various projects and expenditure levels.

Members reviewed the provisional grant awards, allocated in November and made no changes. Cllr Ms Healy advised members that she had updated the Warfield Fete Organising Committee on the proposal of the parish council to help meet costs directly. Costs of hire would be sought.

The only change made to the budget concerned the allotment costs. It was agreed that the shortfall in the allotment budget for 2017/18 should be met from CIL deposits.

It was agreed to propose a precept of £165,348 for 2017/18.

Members agreed to propose the grants, budget and precept requirement to council for approval.

F205. Items for Information

Members were advised that recruitment for a replacement temporary Administration Assistant would take place on 23 January.

Members discussed how infrastructure projects using CIL income should be identified and overseen. It was proposed that all members should have the opportunity to review the existing infrastructure list and propose any changes. The Clerk was asked to draw up options for the committee to consider.

F206. Date of next meeting

The date of the next meeting was agreed as Thursday 9 February 2017 at 7.45pm.

F207. Closure of the meeting

The meeting was closed at 9:12pm