

# MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 9 March 2017** at **7.45 pm** in the Parish Office

## **Present:**

Councillors Harrison (Chair), Dr Barnard, Mrs Barnard, Fitzwilliams, Ms Healy, Jones and Wilson.

## **In attendance:**

Jason Mawer, Parish Clerk

## **F217. Apologies for absence**

There were no apologies of absence.

## **F218. Declarations of interest and dispensations**

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

## **F219. Minutes of the meeting of 9 February 2017**

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Mrs Barnard, seconded by Cllr Ms Healy and RESOLVED to approve and adopt the minutes of the meeting of 9 February 2017.

## **F220. Matters arising from the last meeting**

There were no matter arising from the last meeting.

## **F221. Finance 2016/17**

### *a. to consider the financial report to end of January 2017*

The Clerk circulated the financial report to members in the revised style. Members discussed the new report and the contents and the Clerk was asked to review code 4600 – Building improvements. The Clerk was asked to discuss with the Internal Auditor how the council should show reserve income transferring into the accounts and displaying committed expenditure.

Members noted the report and asked for the same style for March 2017.

### *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**

4066	Berkshire County Training CiC	councillor training - planning	£144.00
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4067	ABA (Construction) Ltd	play area inspections	£104.21
4068	Bracknell Forest Council	whitegrove gas + elec & waste coll.	£878.98
4069	Bowak Ltd	cleaning materials	£91.39
4070	In 2 Sport	youth provision	£504.00
4071	Office Depot (UK) Ltd	office stationery	£93.14
4072	rCOH	neighbourhood planning	£2,400.00
4073	Wellers Hedleys	legal work - allotments	£535.20
			£4,750.92

## **F222. Community Infrastructure**

The Clerk circulated to members a further paper on Community Infrastructure following the February meeting. Members asked the Clerk to develop a Community Infrastructure Policy for the council and to bring this to the next committee meeting. It was agreed to defer making recommendations to council until the April meeting.

*Cllr Dr Barnard offered his apologies as he had to leave the meeting to return to BFC Leaders Briefing.*

## **F223. Pension auto-enrolment**

The Clerk circulated a paper to members providing options regarding pension auto-enrolment. The Clerk advised members that it was unlikely any member of staff not in a pension scheme would meet the auto-enrolment criteria, however, the council was required to be in a position to offer pensions if requested. Members considered the options of the Local Government Pension Scheme (LGPS) or the National Employment Savings Trust (NEST). On reflection members agreed to recommend to council joins the NEST scheme, with an employer contribution rate set initially at 3 % (the minimum contribution being 1% initially).

## **F224. IT Hardware and software**

The Clerk asked the committee to authorise the spending of agreed expenditure in the 2017/18 budget for the replacement of the Parish Office PCs. The committee agreed that the Clerk could place the required order for replacement equipment for installation in April 2017 as per the budget.

## **F225. Items for Information**

The Clerk advised members that the Allotment Licence had been signed by Cllrs Fitzwilliams and Harrison and was due to be signed by BFC on 10 March. Work was due to commence on site on Monday 13 March.

The Clerk confirmed that the Parish Assembly would be hosted at Warfield CofE School (Woodhurst). The Clerk was asked to contact the Thames Valley Police Neighbourhood team to see if they could speak at the event.

**F226. Date of next meeting**

The date of the next meeting was agreed as Thursday 6 April 2017 at 7.45pm.  
Apologies were noted for Cllrs Dr Barnard, Mrs Barnard and Fitzwilliams.

**F227. Closure of the meeting**

The meeting was closed at 8.58pm