

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 6 April 2017** at **7.45 pm** in the Parish Office

Present: Councillors Harrison (Chair), Ms Healy, Jones and Wilson.

In attendance: Jason Mawer, Parish Clerk

F228. Apologies for absence

Apologies for absence were received from Cllrs Dr Barnard, Mrs Barnard and Fitzwilliams.

F229. Declarations of interest and dispensations

No declarations of interest were received or dispensations requested.

F230. Minutes of the meeting of 9 March 2017

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 9 March 2017.

F231. Matters arising from the last meeting

The Clerk advised members that work was continuing on the CIL Policy and this would be brought to a future meeting.

The new PCs had been ordered for the Parish Office and would be installed on 12 April 2017.

The Clerk advised members that on the basis of an initial assessment, no members of staff qualified for Pensions auto-enrolment.

F232. Finance 2016/17

a. to consider the financial report to end of March 2017

The Clerk circulated to members the draft version of the March 2017 financial report. The report showed an overspend of £7,789 once transfer of £15,000 from the allotment budget was carried over to 2017/18. Members noted the report.

The Clerk reported to members that he had been advised that no business rates were due for any of the councils facilities for 2017/18 saving £3,108 in the budget. The Clerk advised members that British Gas had now chased the outstanding balance for the Brownlow Hall boiler replacement. The clerk would bring the payment to council for authorisation.

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

| | | | |
|------|------------------------|------------------------|---------|
| 4096 | ABA (Construction) Ltd | play area inspections | £130.26 |
| 4097 | Bowak Ltd | cleaning materials | £96.11 |
| 4098 | BTS Ltd | printer costs | £89.35 |
| 4099 | Claire Connell | 2016/17 internal audit | £232.50 |
| 4100 | In 2 Sport | youth provision | £360.00 |
| | | | <hr/> |
| | | | £908.22 |

F233. Internal audit report

The Clerk circulated to members the interim internal audit report by Claire Connell ahead of the meeting. Members noted the contents of the report and the Clerks responses to the points raised.

F234. Risk register review

The Clerk circulated the Risk register to members for review. Members noted the comprehensive nature of the report and the risk matrix included in the document. Members felt the Clerk had been cautious with some of the ratings given, but recognising that this was a living document agreed to make no changes to the ratings given. The Clerk advised the document would be circulated to all members as well as the Internal Auditor and that changes could be made at any time.

Members noted two areas that required action. The first regarded document control. The Clerk was asked to look at document control systems moving forward. Members discussed the storage of key documents. After considering options available it was agreed that a recommendation to purchase a fire-proof safe should be made and the Clerk was asked to obtain a quote.

Members noted the red warning the Clerk had placed on coverage in the event of the loss of the Clerk and agreed to consider its options.

F235. Items for information

In the absence of a quorate Staffing Committee, the Clerk, with Cllrs Harrison and Ms Healy asked the committee to confirm the salary changes and pension contributions that were included in the budget for 2017/18. The Clerk presented members with a summary of the expected costs against budget and members agreed to the costs.

It was noted that the Wren deliverers contracts required further review.

The Clerk asked members to sign-up to the Berkshire Pension Fund i-connect service for completing electronic returns at a cost of £56 per annum. Members agreed.

F236. Date of next meeting

The date of the next meeting was agreed as Thursday 4 May 2017 at 7.45pm.

F237. Closure of the meeting

The meeting was closed at 8.51pm