

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 12 October 2017** at **7.45 pm** in the Parish Office

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

In attendance: Jason Mawer, Parish Clerk

F286. Apologies for absence

There were no apologies due.

F287. Declarations of interest and dispensations

Cllr Dr Barnard declared a standing interest as a town and borough councillor.
Cllr Ms Healy declared an interest as a committee member of the Warfield Park Community Association.

F288. Minutes of the meeting of 14 September 2017

The minutes of the previous meeting were circulated to members ahead of the meeting, with the correction of the date of the August meeting to read 10th August, It was proposed by Cllr Jones, seconded by Cllr Ms Healy and RESOLVED by members present to approve and adopt the minutes of the meeting of 14 September 2017.

F289. Matters arising from the last meeting

The Clerk reported to members that the resurfacing of the Memorial Ground play area had been completed earlier in the day. Pictures of the completed works were circulated to members.

The Clerk reported that the council had been expecting a CIL payment in relation to the Brooklyn development at the beginning of October, but that no monies had yet been paid to Bracknell Forest Council.

F290. Finance 2017/18

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

The Clerk tabled the financial report to the end of September 2017. The Clerk made members aware of an error with the report Neighbourhood Plan figure which was the result of a correctional issue and was to be fixed. The Clerk made members aware of potential overspends in the areas of office printer costs and cleaning materials. The Clerk would investigate the cleaning materials and report back to committee, the printer costs were higher than budgeted because of the extensive printing of the draft Neighbourhood Plan of which some 50+ copies were circulated to members, local residents and other parties. It was noted that Allotment delivery costs were over budget, although there would be a partial offset when the developer contribution was received.

Members noted the financial report.

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

| | | | |
|------|--------------------------------------|------------------------------------|-----------|
| 4253 | Bowak Ltd | cleaning materials | £172.61 |
| 4254 | Bracknell Pest Control | pest control services | £72.00 |
| 4255 | BTS Ltd | office printer | £332.57 |
| 4256 | In2Sport | Sports club provision | £288.00 |
| 4257 | Lyreco Ltd | office stationery | £51.40 |
| 4258 | Mazars LLP | Audit fees | £960.00 |
| 4259 | RAL Display & Marketing | display boards for Arts Week | £1,802.88 |
| 4260 | Void cheque | | void |
| 4261 | Stevens Cleaning Services | office cleaning | £49.00 |
| 4262 | Suds Window Cleaning | window cleaning - halls and office | £168.00 |
| 4263 | Wokingham Borough Council | Wren and NP leaflet printing | £804.71 |
| 4264 | Rialtas Business Solutions | Omega (financial package) licence | £756.00 |
| 4265 | 1st Warfield Scout Group | Grant payment 2017/18 2 of 2 | £500.00 |
| 4266 | Bracknell & District Citizens Advice | Grant payment 2017/18 2 of 2 | £500.00 |
| 4267 | Bracknell North Guides | Grant payment 2017/18 2 of 2 | £460.00 |
| 4268 | Warfield Park Community Assc. | Grant payment 2017/18 2 of 2 | £750.00 |
| 4269 | Warfield PCC | Grant payment 2017/18 2 of 2 | £500.00 |
| 4270 | Youthline | Grant payment 2017/18 2 of 2 | £500.00 |
| | | | <hr/> |
| | | | £8,667.17 |

Direct Debits / Standing Orders

| | | |
|--------------------------|--------------------------------|-----------|
| Bracknell Forest Council | Lily Hill Contribution 2017/18 | £5,040.00 |
| | | <hr/> |
| | | £5,040.00 |

F291. Brownlow Hall Heating Repair

The Clerk circulated to members an evaluation of the likely cost of replacing the heaters in the main hall at the Brownlow Hall. A budget of £5,000 had been set during the budget process, but after receiving a first quote, the cost was likely to be higher.

Members discussed the options laid out in the paper including budget provision and agreed that the work need to be completed. It was proposed that the Clerk be authorised to commission the appropriate works up to a value of £10,000 with the budget shortfall met by reallocating the unspent Business Rates budget and meeting the remaining shortfall from contingency funds. The proposal was made by Cllr Fitzwilliams, seconded by Cllr Dr Barnard and RESOVED by members present to duly authorise the Clerk.

F292. Items for information

Cllr Fitzwilliams updated members on progress with the Quelm allotment site. Surveyors were now assisting the council with the design of the site, utilities provision and making the planning application required.

The Clerk was working on the budget for the operation of the site.

F293. Date of next meeting

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

F294. Exclusion of the public and the press

The motion "That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted" was proposed by Cllr Harrison, seconded by Cllr Fitzwilliams and RESOLVED by members present.

F296. Staffing Update

Cllr Ms Healy updated members on staffing arrangements in the Parish Office.

F285. Closure of the meeting

The meeting was closed at 8.52pm