

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 14 September 2017** at **7.45 pm** in the Parish Office

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

In attendance: Jason Mawer, Parish Clerk

F274. Apologies for absence

There were no apologies received.

F275. Declarations of interest and dispensations

There were no declarations made or dispensations requested.

F276. Minutes of the meeting of 10 August 2017

The minutes of the previous meeting were circulated to members ahead of the meeting. It was proposed by Cllr Jones, seconded by Cllr Harrison and **RESOLVED** by members present to approve and adopt the minutes of the meeting of 10 August 2017.

F277. Matters arising from the last meeting

The Clerk advised members following discussions with Allan Moffat at Bracknell Town Council, works were due to commence on the Memorial Ground play area surfaces in early October 2017, subject to agreement with the Trustees.

The Clerk was preparing the letter to the Memorial ground Trustees and this would be circulated when ready.

The Clerk advised members that there had been no movement on the Asset transfers, so no progression had been made with discussions about potential works.

Members were updated on the Allotment provision and the meeting with potential plot holders held on Tuesday 12 September.

F278. Finance 2017/18

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

The Clerk tabled the financial report to the end of August 2017. The Clerk noted a number of items in the accounts that would be resolved in the September version. Members noted the 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

4225	Bracknell Pest Control	Pest control inspections	£72.00
4226	Bracknell Town Council	Summer of Fun costs	£3,684.00
4227	Castle Water	Brownlow waste water 2016-17	£749.68
4228	Circle Cleaning Services	Hall contract cleaning	£760.00
4229	Office Depot (UK) Ltd	Stationery	£26.93
4230	Stevens Cleaning Services	office cleaning	£49.00
4231	K Smith Field Services	Allotment cultivation	£2,500.00
4232	C W Taylor	Neighbourhood plan expenses	£143.72
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			£7,985.33

F279. Grant Awarding Policy

The Clerk circulated to members ahead of the meeting a copy of the revised draft Grant Awarding Policy. Members considered the draft policy and asked the Clerk to make a few final adjustments.

Members agreed to recommend approval of the policy to Council.

F280. Insurance

The Clerk circulated to members ahead of the meeting the insurance schedule for 2018/19. The details of the policy were outlined and members invited to comment on the proposal.

It was noted that the insurance cover would need to be reviewed when the allotment site was handed over, although this would not necessarily lead to an increase in the premium due.

Members agreed to recommend the proposal to Council.

F281. Items for information

The Clerk advised members that the external audit had been completed for the year ending 31 March 2017 and had been signed off satisfactorily. Members were advised that PKF Littlejohn had been appointed as the new external auditor, under the new audit framework that came into effect for 2017/18.

Responding to Cllr Fitzwilliams, the Clerk advised that the council was expecting no CIL income during October.

F282. Date of next meeting

The date of the next meeting was agreed as Thursday 12 October 2017 at 7.45pm.

F283. 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 Ms Healy and RESOLVED by members present.

F284. Staffing Update

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

F285. Closure of the meeting

The meeting was closed at 9.45pm