

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held on **Thursday 26 June 2018** at **7.45pm** in the Parish Office

Present:

Councillors Wilson (Chair), Ms Dulieu, Harrison and Jones

In attendance:

Jason Mawer - Parish Clerk

F382. Apologies for absence

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

F383. Declarations of interest and dispensations

There were no declarations of interest or dispensations requested.

F384. Minutes of the meeting of 22 May 2018

The minutes of the meeting held on 22 May 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Wilson and APPROVED by members present.

F385. Matters arising from the previous meeting

The Clerk advised members that at the Council meeting of 6 June a Governance Review Working Party was set-up and that a meeting was being arranged. At the meeting it was decided not to proceed with the request to appoint a Vice-Chair of the Finance & General Purposes Committee and await the report of working party.

A series of questions regarding the financial report were raised through the Chair by an absent member. A general discussion followed where the Clerk responded to the points raised for the benefit of members present.

The Clerk was asked to respond directly to these via e-mail and to copy in Cllr Wilson and Cllr Ms Dulieu as chairs, respectively of the committee and council.

Following the discussion the Clerk was asked to clarify the role of the committee. It was explained this was established through the terms of reference, which were set by the council as a whole. It was agreed that the terms would be brought to a future meeting for further discussion.

F386. Financial Report

The financial report along with the accounts were noted by members.

The following accounts were approved for payment:

Cheque Payments			invoice total
4434	ABA (Construction) Ltd	play area inspections	£129.12
4435	BALC	Data Protection Officer membership 18/19	£120.00
4436	Rialtas Business Solutions	GDPR training	£30.00
4437	Smallwood Countryside Cont.	allotment preparations	£12,470.60
4438	Stevens Cleaning Services	office cleaning	£52.00
4439	Tesco Stores Ltd	office rent and insurance	£3,042.98
4440	void		
4441	HMRC	PAYE & NICS	£715.04
4442	Berkshire Pension Fund	pension contributions	£564.69
4443	Charlie John`	wren delivery	£56.05
4444	Jacqueline Kirk	salary and wren delivery	£305.22
4445	Bryn McGlashan	wren delivery	£54.01
4446	Stephen Richards	wren delivery	£82.01
4447	Adrian Smith	wren delivery	£172.62
			<u>£17,794.34</u>
Direct Debits / Standing Orders			
	office and caretaking staff	salary	£3,190.76
	NEST	pension contributions	£47.02
			<u>£3,237.78</u>

The Clerk reported to the committee that Cllr Harrison had completed the monthly audit checks, which this month comprised of confirming the reconciled balances from the accounts system with bank statements.

F387. Arrangement for dealing with illegal encampments

The Clerk circulated to members ahead of the meeting a draft paper on arrangements for dealing with illegals encampments on the councils land. The paper outlined the steps the council would be required to take if an illegal encampment required removal. The paper outlined the likely cost of employing bailiffs to clear any encampment. The Clerk advised that the current spending limits within the Financial Regulations would not allow works to be commissioned with referral, therefore it was proposed to increase the limits in the event of an illegal encampment.

The proposed change to paragraph 4.5 of the Financial Regulations read:
 “In cases of an illegal encampment or other extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk’s judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,500. In the instance of an illegal

encampment the limit of £6,000 shall apply for the eviction and £2,500 for repairs and clearance work. The Clerk shall report such action to the chairman of the Council and Finance & General Purposes Committee as soon as possible and to the council as soon as practicable thereafter.”

Members discussed the paper and agreed with the contents, subject to a minor amendment to arrangements in the absence of the Clerk. **It was RECOMMENDED: that the council approve the arrangements for dealing with illegal encampments and adopt the amendments to the Financial Regulations.**

F388. Items for Information

The Clerk reminded members of the upcoming BALC training on Chairmanship skills.

The Clerk advised members that work was continuing on the provision of e-mail addresses for councillors.

F389. To confirm the date of the next meeting

The next meeting will take place at 7.45pm on Tuesday 24 July 2018. Apologies from Cllrs Harrison and Jones were noted. The Clerk would canvas other members of the committee to check the meeting would be quorate.

F390. Closure of the meeting

There being no further business the meeting was closed at 9.06pm