

# MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

Meeting held on **Thursday 7 December 2017** at **7.45 pm** in the Parish Office

**Present:** Councillors Dr Barnard, Fitzwilliams, Jones and Ms Healy

**In attendance:** Jason Mawer, Parish Clerk

*In the absence of Cllr Harrison, Cllr Dr Barnard took the chair*

## **F312. Apologies for absence**

Apologies were received from Cllrs Mrs Barnard, Harrison and Wilson.

## **F313. Declarations of interest and dispensations**

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

## **F314. Minutes of the meeting of 9 November 2017**

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

## **F315. Matters arising from the last meeting**

The Clerk updated members on the heating at the Brownlow Hall. Following the receipt of three different quotes, the Clerk had reviewed all and recommended to members acceptance of the quote from SR Industrial. The quote was for an amount previously approved but met the aesthetics of the hall and added to efficiency by recirculating air. It was proposed by Cllr Dr Barnard, seconded by Cllr Ms Healy and agreed by members present to approve the recommendation to accept the quote from SR Industrial and approve an additional £800 of spending, taking the total to £10,800.

The Clerk advised members that Sonal Shukla had agreed to accept a permanent contract from 1 January 2018.

## **F316. Finance 2017/18**

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

The Clerk tabled the draft financial report to the end of October 2017.

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.

<b>Cheque Payments</b>			invoice total
4295	Binfield Electrical Services	electric works and christmas light purchase and installation	£1,940.81
4296	in 2 Sport	youth club provision	£360.00
4297	OCS	Portable appliance testing (annual inspection)	£150.00
4298	Paragon Fire Protection	replace emergency lighting in parish office	£823.20
4299	Rialtas Business Solutions	Booking software annual licence	£330.00
4300	Road & Traffic Management	relining Brownlow Hall	£473.20
4301	Stevens Cleaning Services	office contract cleaning	£49.00
4302	Servio	heating repair - Whitegrove	£164.15
4303	Suds Window Cleaning	contract window cleaning	£168.00
			£4,458.36

### **F317. Budget setting and Precept arrangements 2018/19**

The Clerk circulated a paper to members containing the draft budget and precepting arrangements for 2018/19. The budget has been developed on the basis of known ongoing costs, input from the Environment and Facilities Committees and includes grant applications received for the financial year.

The Clerk advised members that following a review of income generated from the two halls that income was likely to be similar to 2017/18 levels.

The key proposals within the budget were:

<b>code</b>	<b>description</b>	<b>Budget allocation</b>	<b>note</b>
4005	rates	£0	No business rates have been assumed for 2018/19
4060	insurance	£4,661	Increase made for allotment cover, split changed from 50/25/25 to 35/25/15/25
4080	Audit fees	£1,900	change of provider for 2018/19
4085	Legal fees	£3,000	Provision made for asset transfer
4105	Website	£4,000	Provision made for new website and hosting arrangements
4580	Summer of Fun	£4,000	Increased budget to reflect costs of hire
4600	Building improvements	£36,600	Proposals include: Refurb Parish Office lobby (£10,000) 2 x defibrillators (£3,000) Overhaul Brownlow doors (£3000) New canopy Whitegrove (£15,000)

Whitegrove outdoor space  
(£5,000)  
New Brownlow tables (£600)

Members accepted the proposals within the draft budget although asked the Clerk to recode some items listed under building improvements as they were not improvements. The Clerk agreed to revise these items.

Members agreed that the new canopy for Whitegrove CC should be funded from CIL receipts, but that the office lobby refurbishment should be met through the precept as it did not meet CIL criteria.

Members asked the Clerk to bring forward to the council meeting options for the level of the precept.

Members noted the paper asked the Clerk to circulate an updated version to all members ahead of the next Council meeting.

**F318. Items for information**

There were no items for information.

**F319. Date of next meeting**

The date of the next meeting was agreed as Thursday 11 January 2018 at 7.45pm.

**F320. Closure of the meeting**

The meeting was closed at 8.37pm