

Warfield Parish Council

FINANCE & GENERAL PURPOSES COMMITTEE

MINUTES OF THE MEETING

held on **Tuesday 25 September 2018** at **7.45pm** in the Parish Office

Present:

Councillors Wilson (Chair), Mrs Barnard, Ms Dulieu, Fitzwilliams, Harrison and Jones
Cllr Dr Barnard joined the meeting part way through

In attendance:

Jason Mawer - Parish Clerk

F408. Apologies for absence

There were no apologies of absence due.

F409. Declarations of interest and dispensations

The standing interest of Cllr Dr Barnard as a town and borough councillor was noted.

F410. Minutes of the meeting of 7 August 2018

The minutes of the meeting held on 7 August 2018 were circulated to members ahead of the meeting. The minutes were proposed by Cllr Ms Dulieu, seconded by Cllr Harrison and APPROVED by members present.

F411. Matters arising from the previous meeting

There were no matters arising from the previous meeting that were not covered elsewhere on the agenda.

F412. Insurance 2018/19

At the council meeting of 5 September, it was decided to delegate a final decision on the councils insurance cover to the Finance & General Purposes Committee to allow for clarification of the policy recommended by the councils broker.

Following the council meeting the Clerk met with Came & Company to review the policy proposals, as a result a revised recommendation was made to the committee in a paper circulated ahead of the meeting.

The recommendation made was for the council to purchase the Inspire (AXA) policy on a three year agreement. Although the policy was the most expensive of the three considered, it provided the council with the support and levels of cover it required for its activities. The Clerk advised members that in the view of their broker, this was the best policy package currently on the market for parish councils. The policy provided for higher levels of cover for personal accident, internet and e-mail and

crisis management, should they be needed compared to the other quotes. The cost of the policy would be £3,983.56 for the forthcoming year as a result of the three year agreement, increasing with inflation in future years.

It was proposed by Cllr Ms Barnard, seconded by Cllr Ms Dulieu and RESOLVED by members present to approve the purchase of the Inspire (AXA) policy as per the price and policy schedule quoted.

F413. Annual Governance & Accountability Return (AGAR) for 2017/18

The Clerk advised members that the external auditor, PKF Littlejohn had completed the external audit for 2017/18 and no issues had been found. As a result the process of review of the Annual Governance & Accountability Return had been completed. A copy of the notification had been published on the councils website as per the regulations.

Cllr Dr Barnard joined the meeting

F414. Financial Report to end August 2018

The Financial Report to the end of August 2018 was circulated to members ahead of the meeting. The Clerk advised members that he had reviewed the accrual made for unclaimed office service charge. Members agreed to maintain the accrual allocation.

The Clerk updated members on the accounts and advised that the monies due following the allotment land transfer had been received and were showing in the accounts. The Clerk apologised for how they were shown and told members this would be fixed for the next report.

Members asked the Clerk about elements of the report.

Members noted the report.

F415. Accounts for payment

The following accounts were approved for payment:

| Cheque Payments | | | invoice total |
|------------------------|--------------------------|-----------------------------|---------------|
| 4480 | ABA (Construction) Ltd | play area repairs | £672.00 |
| 4481 | Brownlow Memorial Hall | Brownlow Hall rent Q2 | £3,875.00 |
| 4482 | Came & Company | Insurance 2018/19 | £3,983.56 |
| 4483 | Circle Cleaning Services | contract cleaning | £760.00 |
| 4484 | RBL Poppy Appeal | wreath donation | £30.00 |
| 4485 | Oneill Homer | Neighbourhood plan | £1,440.00 |
| 4486 | Servio Ltd | annual maintenance contract | £183.10 |
| 4487 | SLCC Enterprises | QCT training | £108.00 |
| 4488 | Wellers Hedleys | legal fees - allotments | £1,120.00 |
| 4489 | Daniel Bishop | expenses and float | £195.59 |
| 4490 | HMRC | PAYE & NICS | £652.90 |

| | | | |
|--|------------------------|-----------------------|------------|
| 4491 | Berkshire Pension Fund | pension contributions | £564.69 |
| | | | £13,584.84 |
| Direct Debits / Standing Orders | | | |
| | NEST | pension contributions | £47.02 |
| | | monthly payroll | |
| | | monthly payroll | £3,943.48 |
| | | monthly payroll | |
| | | monthly payroll | |
| | | | £3,990.50 |

F416. Items for Information

Members had previously agreed that the committee would talk through its current terms of reference to ensure there was a clear understanding of the role of the committee. Clarification was sought on certain points and the Clerk advised members accordingly.

F417. To confirm the date of the next meeting

The next meeting will take place at 7.45pm on Tuesday 30 October 2018.

F418. Closure of the meeting

There being no further business the meeting was closed at 8.40pm