

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 12TH JUNE 2017 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Cockbaine, Gibb, Kearon, Kelley, Lindop, McKenzie, Moore and Thomas.

In Attendance: the Clerk and the Head of Council Services.

FGP17/19 Apologies – None received.

FGP17/20 Declarations of Interest – None.

FGP17/21 Minutes of Meeting held on 3rd April 2017

Cllr Moore signed the minutes as a correct record of the meeting.

FGP17/22 Report of Responsible Financial Officer

a) 2016/17 Accounts

Resolved that:

- i) the report be received,
- ii) the Committee notes the increase in balances (as shown on the Statutory Income and Expenditure Account) and agrees to review the designation of these at a future meeting.

b) 2017/18 Budget

Resolved that:

- i) the report be received,
- ii) the following 'virement' be approved:
 - 101/4202 – Telephone – increase budget by £340
 - 101/4251 – General Expenses – decrease budget by £340.

c) Allotment Fees 2018/19

Resolved: that, in accordance with agreed Council policy, allotment rents for 2018/19 be set as follows:

- Category A (Chepstow) - **£5.07 per pole**
- Category B (Selbourne, Tattenhoe and Yorkshire Close) - **£4.19 per pole.**

d) Asset Register

Resolved: that the Clerk be authorised to dispose of the 2 old Speed Indication Devices, as referred to in the report, and remove these items from the Council's Asset Register.

FGP17/23 Payment of Accounts

Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 2nd May 2017 be received,
- ii) the schedules of payments for the periods ending 5th June & 12th June 2107 be approved,
- iii) an updated schedule of payments which arise on a regular basis be approved in accordance with Financial Regulation 5.6.
- iv) the record of approved payments be signed in accordance with Financial Reg 5.7.
- v) the instruction for the transfer of funds from Natwest Current Account to Santander Business Account be approved,
- vi) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 4th July 2017.

FGP17/24 Items as required by Financial Regulation 2.2

Resolved that:

- i) the Committee notes that Cllr Kearon verified bank statements, for the period 1st January to 31st March 2017, and found no matters arising for the Committee's consideration,
- ii) Cllr Kearon be appointed to continue to verify bank reconciliations and statements in accordance with financial regulations.

FGP17/25 Contract for Mobile Phones

Resolved: that the report be received and the council's officers be authorised to enter into a two year extended contract (to February 2020) with Daisy Communications for the provision of the council's mobile phone/lines.

FGP17/26 Council Policies

Resolved that:

- i) the report of the Head of Council Services be received,
- ii) the Data Protection Policy Statement, Child Protection & Safeguarding Policy and Safeguarding Adults Policy be approved,
- iii) the Confidentiality Policy be amended and extended to cover personal data generated by residents whilst using the council's computers.

FGP17/27 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **7th August 2017 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee