

WEST BLETCHLEY COUNCIL
MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD ON MONDAY 3RD AUGUST 2015
IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Cockbaine, Crockett, Legg, Long, McKenzie and Turnbull.

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

FGP15/28 Apologies – received from Cllrs Belcher and Thomas

FGP15/29 Declarations of Interest - None

FGP15/30 Minutes of Meeting held on 15th June 2015

Cllr Turnbull was authorised to sign the minutes as a correct record of the meeting subject to the correction of the “Rates” code at minute no. FGP15/23 to read 105/4101.

FGP15/31 Report of Responsible Financial Officer

a) 2015/16 Budget

In addition to the information contained in the report the Clerk advised of problems associated with the calculation and collection of income from this year’s carnival in respect of concessions for the supply of food where a proportion of the agreed contract price was based on a percentage of takings.

Resolved that:

- i) the report be received,
- i) food concession contracts for all future events be issued on a set fee basis.

b) Estimates 2016/17

Resolved that:

- i) the report be received,
- ii) Full Council be requested, when considering its guidance to Committees on the preparation of 2016/17 budget estimates, to require Committees to consider how reductions could be achieved on “recurrent activities”.

FGP15/32 Payment of Accounts

Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 7th July 2015 be received,
- ii) the schedule of payments for the period ending 24th July 2015 be approved,
- iii) a direct debit for payment of water rates for 221 Whaddon Way be approved,
- iv) an updated schedule of payments which arise on a regular basis be approved in accordance with Financial Regulation 5.6.
- v) the record of approved payments be signed in accordance with Financial Regulation 5.7.
- vi) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 1st September 2015.

FGP15/33 Stationery Purchases

Resolved that:

- i) the report of the Head of Council Services be received,
- ii) the Council’s Officers be authorised to open an account with Staples, for purchase of office stationery and other items, online with settlement by invoice.

FGP15/34 Skills Audit

Resolved that:

- i) the report of the Head of Council Services be received,
- ii) the revised audit summary and priority areas for attention be approved subject to the inclusion of 'health' and 'spatial and strategic planning' in the list of current responsibilities.

FGP15/35 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **Monday 5th October 2015 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee