

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 4TH DECEMBER 2017 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Belcher, Kearon, Kelly, Lindop, McKenzie and Moore.

In Attendance: The Clerk and the Administration & Finance Manager.

FGP17/43 Apologies – Cllrs Cockbaine, Gibb, N Long and Thomas.

FGP17/44 Declarations of Interest – None.

FGP17/45 Minutes of Meeting held on 2nd October 2017
Cllr Moore signed the minutes as a correct record of the meeting.

FGP17/46 Report of Responsible Financial Officer

a) 2017/18 Budget
Resolved: that the report be received.

b) 2017/18 Accounts
Resolved: that the report be received.

c) 2018/19 Budget Estimates
Resolved: that the draft estimates for 2018/19 be approved for submission to Full Council.

d) Designated Project Funds
Resolved: that the timetables for spending of designated project funds be approved for submission to Full Council.

e) 2018/19 Scales of Charges
Recommended: that the proposed charges, as detailed in the report, be approved.

FGP17/47 Payment of Accounts
Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 7th November 2017 be received,
- ii) the schedule of payments for the period ending 24th November 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) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 9th January 2018.

FGP17/48 Item as required by Financial Regulation 2.2
Resolved: that the Committee notes that Cllr Kearon verified bank statements, for the period 1st July to 30th September 2017, and found no matters arising for the Committee's consideration.

FGP17/49 Appointment of External Auditor
Resolved: that the Committee notes the appointment of PKF Littlejohn LLP as the external auditor for local councils within Buckinghamshire for the five financial years from 2107/18 to 2021/22.

FGP17/50 IT Contracts
Resolved that:

- i) the report of the Administration & Finance Manager be received,

- ii) a new designated project fund be established for “IT infrastructure” and a sum of £25,000 be allocated to the fund through virement from the “Capital Projects General” fund,
- iii) the “Parish Council Software” budget code be increased to £10,500 for 2018/19,
- iv) officers be authorised to obtain quotations for replacement IT Infrastructure and associated annual support contract, in accordance with Financial Regulation 11.1b, and submit recommendations for appointment to the next meeting in February 2018.

FGP17/51 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **5th February 2018 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee