

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 3rd JUNE 2019 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Elaine Wales, Felicity Cockbaine, Shery Delfani, David Gibb, Jim Kearon, Paul Moore, Ian Revell, Ernie Thomas, Gladstone McKenzie

In Attendance: The Deputy Clerk and the Parks & Environment Manager

FGP19/20 Apologies – Cllrs Veronica Belcher, Nabeel Nazir.

FGP19/21 Declarations of Interest – None

FGP19/22 Minutes of Meeting held on 1st April 2019
Cllr Wales signed the minutes as a correct record of the meeting.

FGP19/23 Report of Responsible Financial Officer

a) 2018/19 Accounts

Resolved that:

- i) The report be received
- ii) Deputy Clerk to seek clarification from Internal Auditor on comments in his report regarding "Review of Income"

b) 2019/20 Budget

Resolved that:

- i) The report be received
- ii) Officers to look at allocation of General Reserves to Earmarked Reserves and make recommendations

c) Allotment Fees 2020/21

Resolved:

- i) that, in accordance with agreed Council policy, allotment rents for 2020/21 be set as follows:
 - Category A (Chepstow) - **£5.34 per pole**
 - Category B (Selbourne, Tattenhoe and Yorkshire Close) - **£4.42 per pole.**
- ii) That people on the waiting list for an allotment be referred to Bletchley and Fenny Stratford Town Council if they have available plots
- iii) To look to provide fencing at the Selbourne Allotments as part of any East West Rail compensation

FGP19/24 Payment of Accounts

Resolved that:

- a) the Committee notes that the meeting of the Accounts Sub Committee due to be held on 30th April 2019 was inquorate
- b) the schedule of payments for the period 16th March to 24th May 2019 be approved,
- c) an updated schedule of payments which arise on a regular basis be approved in accordance with Financial Regulation 5.6.
- d) the record of approved payments be signed in accordance with Financial Reg 5.7.

- e) a revised standing order for payment of the Council's Salaries/Cllr Allowances to Accountancy Payroll Services Ltd be approved.
- f) a revised standing order for payment of the Landscape Maintenance Contract to RTM Landscapes Ltd be approved.
- g) a meeting of the Accounts Sub Committee will take place at 2pm on Tuesday 2nd July 2019

FGP19/25 Item as required by Financial Regulation 2.2. –

Resolved: to note that Cllr Kearon verified bank statements, for the period 1st January to 31st March 2019, and found no matters arising for the Committee's consideration.

FGP19/26 Payments Policy

The committee considered a draft payments policy, with the main objectives of streamlining the process of paying suppliers to comply with the requirement under the Public Contracts Regulations 2015 to pay all undisputed invoices within 30 days.

Recommended that:

- i) the Payments Policy be approved by Council, subject to the schedule of payments being approved by the finance sub-committee
- ii) the Council approve of the use of Electronic Banking
- iii) the Council approve amended Financial Regulations

FGP19/27 Investment Strategy

The committee considered a revised Investment Strategy recommending changes to the investments to hold the council's deposits.

Recommendation that the council:

- reduce the level held in the NatWest Current Account; and
- open an account with the Public Sector Deposit Fund; and
- close the Natwest Business Reserve account and deposit the funds in the PSDF;
- Consider investing in The Local Authorities' Property Fund for long term deposits
- Clerk to submit a report to a future meeting on longer term investment in the Local Authorities Property Fund.
- Not invest in any non-specified investment

FGP19/28 Disabled Access at 221A Whaddon Way

The committee received a report seeking approval for Works to 221A Whaddon Way to make the entrance to the building DDA compliant.

Resolved that:

- a) The works be approved
- b) Furlong and Higgs be appointed to carry out the works as per the estimate reference E/6380/TM/SO

FGP19/29 Council Contracts

Resolved that:

- a) the report of the Deputy Clerk be received,
- b) officers be authorised to enter into a further contract with Support Services Maintenance LTD, for the provision of cleaning services of the Frank Moran Centre for a further year until June 2020.
- c) Support Services Maintenance Ltd to be asked if they are a Living Wage payer.

FGP19/30 Council Policies

The question was asked if the Data Protection Policy includes a process for the removal of data.

Resolved that:

- a) the report of the Clerk be received,
- b) the updated Data Protection Policy Statement be approved.
- c) the updated Privacy Notice be approved
- d) the updated General Privacy Notice be approved
- e) the updated Website Privacy Policy be approved

FGP19/31 Date of Next Meeting

Members noted that the next meeting of this Committee will be held on 5th August 2019 at 7.30pm.

Signature – Chair of the Finance and General Purposes Committee