

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 1ST APRIL 2019 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Gibb, Lindop, N Long, McKenzie and Moore.

In Attendance: The Clerk and the Parks & Environment Manager

FGP19/12 Apologies – Cllrs Belcher, Cockbaine, Kearon, Legg and Thomas.

FGP19/13 Declarations of Interest – None

FGP19/14 Minutes of Meeting held on 4th February 2019
Cllr Moore signed the minutes as a correct record of the meeting.

FGP19/15 Report of Responsible Financial Officer

a) 2018/19 Budget

Resolved that:

- i) the report be received,
- ii) the following 'virement' be approved:
 - 101/4230 – Insurance – decrease budget by £400
 - 101/4271 – Payroll costs – increase budget by £400.

b) 2018/19 Accounts

Resolved that:

- i) the report be received,
- ii) the schedule of deadlines for the completion of actions for the external audit of accounts, for the year ended 31st March 2019, were agreed as follows:
 - 3rd June 2019 – Submission of Internal Auditors report to F&GP Committee
 - 4th June 2019 – Posting of Notice of appointment of date for the exercise of electors' rights
 - 25th June 2019 – Submission of Annual Return for approval of Full Council
 - 26th June 2019 – Publication of approved unaudited Annual Return
 - 27th June 2019 – Commencement date for the exercise of electors' rights/public inspection of the Council's accounts
 - 28th June 2019 – Submission of Annual Return to external auditor
 - 7th August 2019 – End date for the exercise of electors' rights/public inspection of the Council's accounts

c) Designated Project Funds

Recommended: that the following sums be carried forward into next year's budget as earmarked balances:

Code	Description	Sum
120/4800	Capital Project General	£134,927
120/4802	Capital Parking Projects	£135,000
120/4803	Rickley Park Redevelopment	£500,000
120/4807	Resource Centre	£9,704
120/4809	Community Asset Transfer	£14,919
120/4820	Salden Chase	£5,989
120/4821	Council Properties	£300,000
120/4823	Neighbourhood Plan	£4,939
120/4825	Services for Older People	£14,196
120/4826	Community Safety Grant	£2,000

120/4828	Recycling Campaigns	£2,793
120/4829	Landscape Vehicle Fund	£8,000
120/4830	IT Infrastructure	£3,863
120/4831	Play Area Improvements	£250,000
120/4832	Gritting of Pathways	£1,410
120/4833	Gulley Weed Control	£6,000

d) Asset Register

Resolved: that the Committee approves disposal of the Franking Machine (purchased in 2003) and authorises the Clerk to amend the asset register accordingly.

FGP19/16 Payment of Accounts

Resolved that:

- i) the Committee notes that the meeting of the Accounts Sub Committee due to be held on 5th March 2019 was inquorate,
- ii) the schedule of payments for the period ending 22nd March 2019 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 revised standing order for payment of the Councils Managed Payroll to Accountancy Payroll Services Ltd be approved
- vi) a new quarterly standing order for payment for the storage of grit to RTM Landscapes Ltd be approved
- vii) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 30th April 2019.

FGP19/17 Council Office Floor

Resolved that:

- i) the report of the Clerk be received,
- ii) officers be authorised to arrange the proposed flooring remedial works as detailed in the report.

FGP19/18 Council Contracts

Resolved that:

- i) the report of the Clerk be received,
- ii) officers be authorised to enter into a further contract with Accountancy Payroll Services Ltd, for the provision of payroll services, for a period of 3 years commencing April 2019.

FGP19/19 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **3rd June 2019 at 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee