

## WEST BLETCHLEY COUNCIL

### MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 28<sup>TH</sup> NOVEMBER 2016 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

**Present:** Cllrs Belcher, Cockbaine, Kearon, Kelley, Legg, Lindop, N Long, Moore and Thomas.

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

**FGP16/42 Apologies** – Cllr Shadul Rahman

**FGP16/43 Declarations of Interest** – None.

**FGP16/44 Minutes of Meeting held on 1<sup>st</sup> August 2016**

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

**FGP16/45 Report of Responsible Financial Officer**

**a) 2015/16 Accounts**

**Resolved:** that the report be received.

**b) 2016/17 Budget**

**Resolved:** that the report be received.

**c) 2017/18 Estimates**

**Resolved:** that the draft estimates for 2017/18 be approved for submission to Full Council.

**d) 2017/18 Scale of Charges**

**Recommended:** that the proposed Scale of Charges, as detailed in the report, be approved.

**e) Reference from P&E Committee – Parking Projects**

**Resolved:** that a new designated project fund be established for “Parking Projects” and a sum of £135,000 be allocated to the fund through virements from the following existing budget codes:

- 120/4800 (Capital Projects General) - £100,000

- 120/4802 (Capital – Parking Bays) - £20,000

- 120/4824 (Car Park – St Andrew’s Road) - £15,000

**FGP16/46 Payment of Accounts**

**Resolved that:**

- i) the minutes of the meetings of the Accounts Sub Committee held on 30<sup>th</sup> August and 1<sup>st</sup> November 2016 be received,
- ii) the schedule of payments for the period ending 18<sup>th</sup> November 2016 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 10<sup>th</sup> January 2017.

**FGP16/47 Item as required by Financial Regulation 2.2**

**Resolved:** that the Committee notes that Cllr Kearon verified bank reconciliations and statements, for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2016, and found no matters arising for the Committee’s consideration.

**FGP16/48 Asset Register Procedures**

**Resolved that:**

- i) the report of the Head of Council Services be received,

- ii) the Asset Registers Procedures, as submitted with the agenda, be approved subject to the amendment that “Items will be checked at at least 6 monthly intervals”.

**FGP16/49 Franking Machine Contract**

**Resolved that:**

- i) the report of the Head of Council Services be received,
- ii) the Council’s officers be authorised to enter into a contract with Pitney Bowes for the provision of a franking machine and postage charges for a term of 5 years.

**FGP16/50 Date of Next Meeting**

Members noted that the next meeting of this Committee would be held on **6<sup>th</sup> February 2017 at 7.30pm.**

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**Signature – Chair of the Finance and General Purposes Committee**