

WEST BLETCHLEY COUNCIL

MINUTES OF THE MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 4TH JUNE 2018 IN THE COUNCIL OFFICES, 221 WHADDON WAY, WEST BLETCHLEY

Present: Cllrs Belcher, Gibb, Lindop, McKenzie and Moore.

In Attendance: the Clerk, Administration & Finance Manager and Councillor Rankin

FGP18/23 Apologies – Cllrs Cockbaine, Kearon and N Long.

FGP18/24 Declarations of Interest – None

FGP18/25 Minutes of Meeting held on 9th April 2018
Cllr Moore signed the minutes as a correct record of the meeting.

FGP18/26 Report of Responsible Financial Officer

a) 2017/18 Accounts

Resolved: that the report be received

b) 2018/19 Budgets

Resolved that:

- i) the report be received,
- ii) the following 'virement' be approved:
 - 101/4010 – Staff Training – increase budget by £3,816
 - 101/4201 – Postage – decrease budget by £500
 - 101/4261 – Vehicle Maintenance – decrease budget by £1,500
 - 101/4272 – Consultants/Legal Advice – decrease budget by £1,000
 - 101/4299 – Council Contingency – decrease budget by £816.

c) Allotment Fees 2019/20

Resolved: that, in accordance with agreed Council policy, allotment rents for 2019/20 be set as follows:

- Category A (Chepstow) - **£5.21 per pole**
- Category B (Selbourne, Tattenhoe and Yorkshire Close) - **£4.31 per pole.**

d) Asset Register

Resolved: that the Clerk be authorised to dispose of the Dell laptop computer, as referred to in the report, and remove this item from the Council's Asset Register.

e) Reference from P&E Committee

Resolved: that a sum of £3,857 be allocated from the "capital projects general" designated projects fund to meet the costs of constructing an upgraded crossing on Melrose Avenue.

FGP18/27 Payment of Accounts

Resolved that:

- i) the minutes of the meeting of the Accounts Sub Committee held on 1st May 2018 be received,
- ii) the schedule of payments for the period ending 25th May 2018 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 instruction for the sum of £15,592.12 for the payment of the landscape contract be approved.
- vi) a meeting of the Accounts Sub Committee be arranged to take place at 2pm on Tuesday 3rd July 2018.

FGP18/28 Item as required by Financial Regulation 2.2

Resolved that:

- i) the Committee notes that Cllr Kearon verified bank statements, for the period 1st January to 31st March 2018, and found no matters arising for the Committee's consideration,
- ii) Cllr Kearon be appointed to continue to verify bank reconciliations and statements in accordance with financial regulations.

FGP18/29 Council Policies

Resolved that:

- i) the report of the Administration & Finance Manager be received,
- ii) the Confidentiality Policy be approved,
- iii) the Sustainable Environment Policy be submitted to Full Council for approval.

FGP18/30 Date of Next Meeting

Members noted that the next meeting of this Committee would be held on **6th August 2018 7.30pm.**

Signature – Chair of the Finance and General Purposes Committee