

# WEST BLETCHLEY COUNCIL

To: The Chair and members of Finance & General Purposes Committee  
27<sup>th</sup> July 2015

Dear Councillor

Your attendance is requested at a meeting of the **Finance & General Purposes Committee** to be held at **221 Whaddon Way, West Bletchley** on **Monday 3<sup>rd</sup> August 2015 at 7.30pm** when the business set out in the following agenda will be transacted.

**Helen Hupton**  
**Clerk, West Bletchley Council**

Cllrs Turnbull (Chair), Long (Vice Chair), Cockbaine, Crockett, Kearon, Legg and McKenzie  
Cllrs Belcher & Thomas (ex-officio)

## AGENDA

1. **Apologies for Absence**
2. **Declarations of Interest**
3. **Minutes of meetings** - To approve and sign as a correct record the minutes of the meeting held on 15<sup>th</sup> June 2015 (see p.1)
4. **Report of Responsible Financial Officer** (see p.3)
  - a) 2015/16 Budget
  - b) 2016/17 Estimates
5. **Payment of Accounts**
  - a) To receive the minutes of the Accounts Sub Committee held on 7<sup>th</sup> July 2015 (p.13)
  - b) To approve a schedule of payments for the period ending 24<sup>th</sup> July 2015 (p.17)
  - c) To approve instruction for a direct debit for the payment of water rates for 221 Whaddon Way
  - d) To approve an updated schedule of payments which arise on a regular basis in accordance with Financial Regulation 5.6. (p.20)
  - e) To sign the record of approved payments in accordance with Financial Regulation 5.7. (NB: relevant items are marked \* on the payment schedule attached at p.17)
  - f) To note that a meeting of the Accounts Sub Committee will take place at 2pm on Tuesday 1<sup>st</sup> September 2015.
6. **Stationery Purchases** - report of Head of Council Services (see p.23)
7. **Skills Audit** – report of Head of Council Services (see p.24)
8. **Date of Next Meeting** - To note that the next meeting will be held on 5<sup>th</sup> October 2015 at 7.30pm.

**Distribution – all Councillors, Notice-boards and Council Website**  
**MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND – the meeting can be adjourned between items 2 & 3 to take public questions.**