

BROOMFIELD PARISH COUNCIL

Finance and General Purposes Committee; Cllrs Barnes, Blake, Daden, Garwood, Jones, Tranquada.

Dear Councillor

You are summoned to attend the forthcoming meeting of Broomfield Parish Council's Finance and General Purposes Committee to be held in the Council Office at Broomfield Village Hall at 7.30 p.m. on Wednesday 26th April 2017 for the purpose of transacting the business shown in the Agenda.



Michael Letch
Locum Clerk
21st April 2017

The public and press are welcome to attend.

1. **Members Attending**
Motion. To record and accept apologies for absence.
2. **Declarations of interests**
All members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. They are also obliged to notify the Monitoring Officer of the interest within 28 days of the meeting, if they have not previously notified her about it.
3. **To consider recording the meeting**
Motion. To approve recording of the full council meeting.
4. **Public Question Time**
The meeting may be temporarily suspended for up to fifteen minutes if members of the public wish to comment on agenda items or items of interest or concern to the parish.
5. **To approve the minutes of Finance and General Purposes Committee Meeting held 8th March 2017.**
Motion: The minutes of the Finance and General Purposes Meeting held on 8th March 2017 are accepted as a true record.
6. **To receive financial reports***
 - a. To approve the bank statement and reconciliation for March 2017
 - b. To note income and expenditure for March 2017
 - c. To note payroll for March/April 2017**Motion:** to approve the financial position for March 2017
7. **To note end-of-year financial position**
Report to follow.

- 8. To consider changing Payroll supplier**
The current supplier is unable to offer a full service of payroll calculation and payment to staff, LGPS and HMRC. Alternative local suppliers are available that will offer the complete package including Pension calculations and form submission, HMRC calculation and form submission.
Motion: to approve the appointment of J&M Payroll Services as the Council's service provider.
- 9. To consider returning to the Rialtas Omega financial management package.**
The council used the RBS financial system until 2010 when a spreadsheet was devised to manage the finances. Although the spreadsheet is adequate, there are savings in time and improvements in reporting available if a standard package is adopted.
Motion: to approve the appointment of RBS Rialtas as the Council's service provider.
- 10. To consider purchase of a new office file server**
- 11. To approve the Locum Clerk as a bank signatory.**
Motion: to approve Michael Letch as an authorised signatory for all the Parish Council accounts.
- 12. To approve payment for Planning Consultant's fees.**
Cllr Blake to provide quotation – report to follow.
- 13. To approve payment for consultation leaflet**
Cllr Blake to provide quotation – report to follow.
- 14. Items for next meeting**