

MINUTES of Chalfont St Peter Parish Council
FINANCE COMMITTEE meeting on Thursday 15th November
2018 at 8.00pm in the Council Office



MINUTES

THE CHAIRMAN ISSUED INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF FIRE

Present: Cllr. Darby, Cllr Smith, Cllr Dale, Cllr North, Cllr Dickson, Cllr. Shinner and Cllr Hatton

In attendance: Mrs Debbie Evans (DE – Clerk), Mrs Vikki Murdock (VM - Admin. Assistant)

36. Apologies: none

37. Declaration of Interests: Cllr Darby – Chalfont St Peter Youth Centre, Cllr Dickson – Chalfont St Peter Youth Centre & Maria Taylor Charity, Cllr Dale – Maria Taylor Charity

38. The minutes from Wednesday 19th September 2018 were approved and signed as a true copy. Proposed by Cllr. Smith and seconded by Cllr. Dale

39. Review Action Points:

25. The clerk reported that the previously agreed 4 year contract for Devolved Services with Bucks County Council had, in light of the setting up of a Unitary Authority, now changed. The contract on offer was now for 1 year. She explained that in light of this, Council needed to decide whether to employ a third Haywarden now, as the money to pay for this post was from Devolved Services income. It was felt by Committee that residents appreciated the work the Haywardens did in terms of Devolved Services and keeping the village looking tidy. It was agreed that this should be discussed fully at Main Council. **ACTION Clerk.**

40. Correspondence: none

41. The findings of the External Audit Report for 2017-2018 were discussed and it was noted that there were no recommendations arising from it. Committee thanked the RFO and Admin. Assistant for a successful audit.

42. The findings of the interim Internal Audit Report for 2018-2018 were discussed and it was noted that there were no recommendations.

43. It was agreed to recommend the re-appointment of the current Internal Auditor, Auditing Solutions Ltd, for another year. Proposed Cllr Smith and seconded by Cllr Dale. All agreed.

Recommendation to Main Council: To re-appoint Auditing Solutions Ltd to carry out Internal Audit for the coming year.

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In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices

44. It was agreed to recommend a donation of £600 be made to Chiltern Dial-a-Ride, a donation of £2,000 be made to the Chalfont St Peter Youth Centre and a donation of £1000 be made to the Chiltern Citizen's Advice, under S137. Proposed by Cllr Smith and seconded by Cllr Dale. All agreed.

Recommend to Main Council: A donation of £600 to Chiltern Dial-a-Ride, £2000 to Chalfont St Peter Youth Centre and a donation of £1000 to Chiltern Citizen's Advice.

45. It was agreed to recommend a donation of £125 to both the Chalfont Wind Band and the Chalfont St Peter Parish Church, for their continued help and support for the annual Maria Taylor Carol Concert. Proposed by Cllr Shinner and seconded by Cllr Darby. All agreed.

Recommend to Main Council: A donation of £125 each to the Chalfont Wind Band and Chalfont St Peter Parish Church.

46. It was agreed to recommend that the annual subscription to the Campaign for Rural England (CPRE) be renewed for 2019, up to a cost of £40.00. Proposed by Cllr Dale and seconded by Cllr North. All agreed.

Recommend to Main Council: To renew the annual subscription to the CPRE up to a cost of £40.00

47. It was agreed to recommend that new white Christmas lights for the Gold Hill Common Christmas Tree be purchased up to a cost of £300. This should include any additional help if required from Leigh Electrical. Proposed by Cllr Shinner and seconded by Cllr North. All agreed.

Recommend to Main Council: To purchase new white Christmas Lights for the Gold Hill Common Christmas Tree up to a cost of £300.

48. The Committee reviewed and discussed the budgets of all Committees for 2019-2020. In terms of the Finance Budget it was agreed to increase the General Insurance budget (4120/400) to account for the new policy to be agreed in early 2019 and to ensure that monies were available to replace the lights in the Main Council chamber. The amount allocated to Election Expenses (4060/420) was reduced and it was agreed to roll over any monies not spent on the Local Plan at the end of March 2019 (4267/430). A budget was also allocated to the Neighbourhood Plan (4266/430) to account for changes that may need to be implemented after the Local Plan is complete.

With respect to the Capital Budget, it was agreed to allocate monies for continued playground refurbishment (4904/900). Ear Marked Reserves were also agreed. All other Committee budgets, except Comms and PR, which is to be reviewed on Thursday 22nd November, were noted and it was agreed to recommend all budgets to Main Council. Proposed Cllr North and seconded by Cllr Dale. All agreed.

Recommend to Main Council: The budgets for all Committees be agreed for 2019-2020.

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49. Based on the budgets, and subject to no changes in the Comms and PR Budget following their meeting on 22nd November, it was agreed to recommend that a precept of £410,744.00 be requested for 2019-2020. Proposed Cllr Dale and seconded by Cllr Shinner. All agreed.

Recommend to Main Council: To request a precept for 2019-2020 of £410,744.00

50. The Finance Reports for October 2018 (month 7) were reviewed and noted.
51. The latest bank statement for the Parish Council and Reconciliation Report were shown to all Committee members who initialed the documents. All agreed that the two balances matched as at the 31st October 2018.
52. No items to be communicated to the Comms and PR Committee.
53. **Information Items:** none
54. To resolve that in view of the confidential nature of the business to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw (Public Bodies (Admissions to Meetings) Act 1960s1)
- 55: Date of next meeting: Thursday 6th December 2018 at 8.00pm

Meeting ended at 10.10 pm

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