

**MINUTES of Chalfont St Peter Parish Council
FINANCE COMMITTEE meeting on Wednesday 8th February
2017 at 8.00pm in the Council Office**



MINUTES

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

Present: Cllr Darby (Chair), Cllr. Smith (Vice Chairman), Cllr Dale, Cllr North and Cllr. Shinner

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

49. Apologies none

50. Declaration of Interests: Cllr Smith – CDC representative for Chiltern Open Air Museum

51. The minutes from Thursday 17th November 2016 were approved and signed as a true copy.
Proposed by Cllr. Smith and seconded by Cllr. Dale.

52. Review Action Points:

28g Chalfont St Peter War Memorial – Repairs approved and now awaiting appropriate weather for work to go ahead. Noted

30 No further correspondence has been received regarding the Skate Park. Item can now be removed from agenda.

10 The clerk was asked to check the general Parish Council insurance policy with respect to 'financial loss – theft' as listed in the Financial Risk Assessments. The clerk confirmed that there is cover of up to £500,000 (fidelity insurance). Noted

24. Asset Register – after a discussion with the internal auditor it was confirmed that the way in which the Parish Council records its assets does not need to change. Noted

41. The potential cost of replacing the roof, now that the existing tiles are obsolete has been estimated at £25,000. The council was also advised that the budget should take into account a 10% increase year on year. Noted

53. Correspondence:

i) The thank you letter from the Chalfont St Peter Youth Centre was noted.

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54. It was agreed (under S137) to recommend that a donation of £100 be made to the Chalfont Wind Band for their help with the Maria Taylor Carol Concert, proposed by Cllr Dale and seconded by Cllr North. Agreed.

It was agreed (under S137) that a donation of £100 be made to the Chalfont St Peter Parish Church for their help with the Maria Taylor Carol Concert, proposed by Cllr North and seconded by Cllr Dale. Agreed.

It was agreed (under S137) to recommend that a donation of £600.00 be made to the Chiltern Open Air Museum, proposed Cllr Dale and seconded by Cllr North. Agreed.

It was agreed (under S137) that a donation of £25.00 be made to the Open Spaces Society towards their 'Save Our Spaces' program. Proposed Cllr Darby and seconded by Cllr Dale.

It was agreed that the donation request from Revitalise be refused, as the Parish Council supports organisations that support local residents. Also, no accounts were submitted, hence it could not be considered.

Recommend to Main Council: That, under S137, a donation of £100 be made to The Chalfont Wind Band, a donation of £100 be made to Chalfont St Peter Parish Church, a donation of £600 be made to the Chiltern Open Air Museum and a donation of £25 be made to the Open Spaces Society.

55. There were no formal recommendations following the Interim Internal Audit Report, which was noted. The Committee wished to thank the Clerk (RFO) and Admin. Assistant for their work, resulting in the favorable report.
56. The new contract for the gas supply to the Parish Council offices was formally approved. Proposed by Cllr North and seconded by Cllr. Dale.
57. It was agreed to re-new the annual subscription to the ICCM (Institute of Cemetery & Crematorium Management) up to a cost of £110. Proposed by Cllr Smith and seconded by Cllr North. Agreed.

Recommend to Main Council: Renew the annual subscription to the ICCM up to a cost of £110.

58. It was agreed to re-new the annual subscription to BALC up to a cost of £1820. Proposed Cllr Shinner and seconded by Cllr Dale.

Recommend to Main Council: Renew the annual subscription to BALC up to a cost of £1820.

59. The Finance Reports for month 9 (December 2016) were discussed and noted.

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- 60.** The latest bank statement for the Parish Council and Reconciliation Report were shown to all Committee members. Cllr Darby initialed both entries to show that all members had seen and agreed that the two balances matched as at the 30th December 2016.

Cllr Ford arrived.

- 61.** No items to be communicated to the Comms and PR Committee.

- 62.** Information item was discussed.

- 63.** 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)

62. Information item was noted

- 64:** Date of next meeting: Thursday 20th April 2017 at 8.00pm

Meeting ended at 8.50 pm

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