

CHALFONT ST. GILES PARISH COUNCIL

A meeting of the Finance and General Purposes Committee was held on Monday 21 May 2018 in the Gardens Association Hall, School Lane at 8.00 p.m.

Present: Cllr R Gill (Chairman), Cllr P Lea-Wilson, Cllr S Long, Cllr G Patrick, Cllr J Ryman and the Clerk.

Public Forum: A local historian attended the meeting to discuss the amendments needed at the War Memorial in the Parish Church Cemetery. There are four errors on the memorial and a suggestion for the memorial not to be changed as it is nearly 100 years old and an historical monument in itself. Also dangerous parking on the corner of Bottrells Lane and Dodds lane was causing a danger to oncoming traffic and pedestrians.

- 1. Election of a chairman:** Cllr Gill was proposed by Cllr Long and seconded by Cllr Patrick.
- 2. Election of a vice chairman:** Cllr Lea-Wilson was proposed by Cllr Patrick and seconded by Cllr Long.
- 3. Apologies for absence:** None.
- 4. Minutes of the meeting held on 23 April 2018 report 17/18:** Were agreed and signed.
- 5. Declarations of Interest:** None.
- 6. Correspondence:** None.
- 7. Correspondence received after the circulation of the agenda.**
 - 7.1. A request from Jordans Village Shop for the evidence required to support matched funding:**
 - 7.2. A request from the Organisers of a 'Tea and Memories' party for funding to purchase paper tablecloths, napkins and plates:** The Clerk had asked for a Grants application form to be completed however the party was due to take place before the next grant awarding meeting. The Committee agreed to pay this from Petty Cash.
 - 7.3. A new free Aerial Photography Data Mapping System is available to local councils:**
The Committee agreed to accept this free service.
 - 7.4. Request from Savilles to add a new support to the overhead electricity cables in the Dell area of the Recreation Ground:** This was referred to the Open Spaces and Amenities committee.
- 8. Clerks Report:** None.
- 9. Current Matters:**
 - 9.1. To adopt the Asset Register and Risk assessment:** The Risk and Asset register for 2017/2018 was agreed and adopted. This will be revised in February 2019.
 - 9.2. To discuss the final internal auditors report:** The findings of the report were discussed and agreed.
 - 9.3. To agree and sign the external auditors report:** This must be carried out in a full council meeting. To be carried forward to Council meeting on Wednesday 6 May 2018.

- 9.4. To discuss the aged debt re Street Light in Miltons Field:** Cllr Long proposed that we request a new bill for the costs and supply of the new lighting column only. This will then be paid. Cllr Gill seconded the proposal – all agreed.
- 9.5. To discuss the amendments to the war memorial:** The Committee were advised that there were four errors in the names on the War Memorial. The Clerk had been liaising with a local historian and the Chalfont St Peter branch of the British Legion to see what could be done about the errors. The local historian and the British Legion felt that the War Memorial was an historical monument and should not be altered as new plaques would change the character of the memorial. Instead it was suggested that an ancillary lectern style information board be installed next to the memorial to highlight and correct the errors on the plaques and to offer more information about all of the servicemen on the memorial. The Committee agreed to install a lectern with the correct information next to the memorial. The clerk advised that permission from the diocese would be required to install a lectern in the cemetery. A letter will be sent to the Church Warden to update them.
- 9.6. To agree signatories for banking mandates:** It was agreed that the signatories for the banking mandates would remain the same; Cllr Bray. Cllr Gill, Cllr Long and Cllr Patrick.
- 9.7. To agree the direct debits and standing orders for the council:** The direct debits were examined, agreed and signed by Cllr Gill.
- 9.8. To agree the legislation for grants awarded 2017/18:** The legislation for the grants awarded in 2017/18 was agreed.
- 9.9. To discuss the next steps for footpath improvements in Bottrells Lane:** The Clerk was asked to explore the options and costings for path maintenance. Also to liaise with the Clerk from Little Chalfont Parish Council who has recently installed woodland paths.
- 9.10. To discuss staff salaries and staffing issues:** Cllr Chamberlain had provided a briefing note on current and proposed staff salaries. The Committee agreed to the proposals made by Cllr Chamberlain. The skilled groundsman had resigned and the position had been advertised with the advert closing on 8 June. As there would be a period of time running with only the Head Groundsman, the Committee agreed to explore temporary contracts to help with the work outstanding.
- 9.11. To agree wording for the Village Improvement and Enhancement Fund policy:** The draft wording was discussed but the need for a more robust and appropriate application form was considered. Clerk to bring examples of other application forms to the next meeting.
- 10. Payment of Accounts:** Accounts for April 2018 were agreed and signed.
- 11. Items for future agendas:** None.
- 12. Date of next meeting:** Monday 25 June 2018 at 8pm

Meeting closed 9.40pm