

CHALFONT ST. GILES PARISH COUNCIL

A meeting of the Finance and General Purposes Committee was held on Monday 22 October 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 Ryman and the Clerk.

Public Forum: None.

- 1. Apologies for absence:** Cllr G Kirkby.
- 2. Minutes of the meeting held on 1 October 2018 report 40/18:** Were agreed and signed in meeting.
- 3. Declarations of Interest:** None.
- 4. Correspondence:** None.
- 5. Correspondence received after the circulation of the agenda:** None.
- 6. Current Matters:**
 - 6.1. To discuss the amendments to the war memorial:** Cllr Long and the Clerk attended a meeting with officials of the Parish Church. At the meeting it was agreed that the war memorial should not be amended but that we should recognise the errors on the memorial by a plaque or lectern on the memorial or beside the memorial. The Clerk had acquired some mock-up pictures of the memorial with the two different possible solutions and Cllr Long had sent them to the Diocese to get a general agreement for the preferred solution. Once this is agreed then planning permission will need to be sought.
 - 6.2. To discuss the requirement for a new vehicle for the Groundsmen:** Due to sickness the test drive had not taken place. This information will be brought to the next meeting.
 - 6.3. To discuss maintenance requirements of the Community Library building:** Cllr Long explained the difficulty with getting contractors to quote for the work required on the Library building facade. A meeting had been arranged for Tuesday 23 October with a local contractor to discuss the required work.
 - 6.4. To discuss the Football Club lease maintenance programme:** The Football Club had produced an update on the maintenance works scheduled for the club buildings. The club agreed to provide these updates monthly.
 - 6.5. To discuss the renewal contract for the phone mast at the recreation ground:** The rent for the Mast is to be updated in line with the Digital Economy Act 2017. As well as a basic fee there was consideration to be given to the lease of the ground, access, administration and other factors. The clerk to draw up a schedule of items to cost before discussing with the representative from Cluttons.
 - 6.6. To analyse the budget to 30/09/2018:** The budget spend for the second quarter was analysed. Explanations for budget spend of over 15% of expected were discussed as per Financial Regulations 4.8.

- 6.7. To update on the Internal audit and following actions:** The internal audit was presented. There were issues regarding a cashbook print automatically produced by the omega software and fidelity insurance. Both issues would be addressed by the Clerk. The wording used in the report regarding significant matters was deemed to require further explanation and would be sent to the auditor.
- 6.8. To agree the current asset register:** Item moved to the next meeting.
- 6.9. To discuss the annual council budget and precept:** The completed budget for 2017/18 and the half year budget for 2018/2019 were examined to assist with the 2019/2020 budget requirement. The figures generated would become the basis for the precept requirement for 2019/2020.
- 6.10. To agree to obtain an office credit card for use of the RFO:** It was agreed that the Clerk should use a credit card to enable online purchases. Cllr Gill and Cllr Patrick countersigned the application document.
- 6.11. To agree to the Clerk being authorised to discuss the Nat West Bank Account without being added to the banking mandate:** It was agreed that the Clerk should be able to administer the NatWest bank account. A letter to this end was signed by Cllr Patrick and Cllr Gill. An updated banking mandate was generated for the Buckinghamshire Building society at the same time.
- 6.12. To re-adopt the Councils investment strategy:** The investment strategy was amended and would be brought back to the next meeting for adoption. It was agreed to look at making an investment in the CCLA Public Sector Deposit Fund.
- 6.13. To agree the recommendations of the Open Spaces Committee regarding the Devolved services contract:** The Open Spaces Committee recommend that we agree to take on the Silver option of services devolved from Buckinghamshire County Council. This is the same level of service that we have had for the last three years with the same payment scheme. Issues regarding equipment required to carry out this work were discussed and will be addressed at a later meeting.
- 7. Payment of Accounts:** Invoices were checked for later online authorisation. Cheques were signed in meeting.
- 8. Items for future agendas.**
- 8.1. To agree the wording for the Village Improvement and Enhancement Fund Policy.**
- 8.2. To update the Parish Council Risk assessments**
- 8.3. Financial regulations**
- 8.4. To agree the current asset register.**
- 8.5. To discuss the requirement for new vehicle for the groundsmen.**
- 9. Date of next meeting:** Monday 26 November 2018 at 8pm

Meeting closed at 9.59pm