

**MINUTES of Chalfont St Peter Parish Council**  
**FINANCE COMMITTEE** held using virtual technology on Thursday  
11<sup>th</sup> March 2021 at 7.30pm in accordance with the Coronavirus Act 2020



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## MINUTES

**Present:** Cllr Darby (Chair), Cllr Smith, Cllr. Shinner, Cllr Dale, Cllr North & Cllr Dickson

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

**134. Apologies:** None

**135. Declaration of Interests:** None

**136.** The minutes from Thursday 17<sup>th</sup> September 2020 were reviewed and approved as a correct record. Proposed by Cllr. Smith and seconded by Cllr. Dale. All agreed.

**137. Review Action Points:** None

**138. Correspondence:** i) Letter from BT regarding price increases was noted.

**139.** It was agreed to defer the review of amendments to existing Financial Regulations until the Finance Committee in June 2021 to allow more time for Councillors to read the changes. It was agreed to accept the existing regulations until then. Proposed Cllr Shinner and seconded by Cllr Dickson. All agreed.

**Recommend to Main Council: To agree the existing Financial Regulations.**

**140.** The investment strategy of the Parish Council was discussed, whereby monies are invested in different financial institutions to protect investments to minimize exposure to loss. It was agreed to continue this approach. Proposed Cllr Shinner and seconded by Cllr Dale. All agreed.

**Recommend to Council: To invest monies in different financial institutions to protect investments and minimize exposure to loss.**

Due to elections in May and the possible change in membership of the Committee, it was agreed to defer transferring monies immediately, to allow for up to-date mandates/ signatories when new accounts are created. It was agreed that this should be done as a matter of urgency after the new Committee is established and possible investment options would be bought to the next Finance Committee in June 2021. **ACTION VM/DE**

**141.** The contract for storage, maintenance and installation of the cross-street Christmas lights was up for renewal and the quote from the current provider was considered. Based on the specialist nature of the service and the difficulties in obtaining 'like for like' quotes, it was still considered to be a

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specialist service. It was noted that the quote of £2,264.50 for each year over the next three years (2021 – 2023) was reduced from the current contract due to a discount and that an additional fee from Bucks Council for a licence to install and remove the lights would need to be added, at approximately £310 per annum based on 2020/21 prices. The quote of £2,264.50 was agreed. Proposed Cllr Smith and seconded by Cllr Dale. All agreed.

**Recommend to Main Council: To agree the contract for the cross-street lights with the current provider at a cost of £2,264.50 plus Bucks Council licence for 2021-2023.**

142. It was agreed to renew the ICCM annual subscription up to a cost of £105.00. Proposed Cllr Shinner and seconded by Cllr Dickson. All agreed.

**Recommend to Main Council: To renew the ICCM annual subscription up to a cost of £105**

143. It was agreed to renew the BMKALC annual subscription up to a cost of £2,250.00. Proposed Cllr Smith and seconded by Cllr Dale. All agreed.

**Recommend to Main Council: To renew the BMKALC annual subscription up to a cost of £2,250**

144. It was agreed to recommend a donation of £100 to the Open Spaces Society for 'Saving Lockdown Spaces'. Proposed Cllr Dickson and seconded by Cllr Dale. All agreed.

**Recommend to Main Council: A donation of £100 to The Open Spaces Society for 'Saving Lockdown Spaces'.**

145. The Finance Reports for February 2021 (month 11) could not be reviewed as the bank statements had not been received. It was agreed to review the reports in Main Council on 25<sup>th</sup> March 2021 as replacement statement will have been requested and hopefully would have been received before then. **ACTION VM/DE**

146. The latest bank statement for the Parish Council and Reconciliation Report could not be shown due to February accounts having been delayed. It was agreed to review this in Main Council on 25<sup>th</sup> March 2021. **ACTION VM/DE**

147. No items to be communicated to the Comms and PR Committee.

148. **Information Items:**

- i) Cllr North raised concerns about an e- mail that had been sent by the Clerk to the members of the A&P Committee outlining reasons for approval processes for external consultant report submissions in relation to our auditor. She considered the use of the word 'unorthodox' was not appropriate. The Clerk agreed to contact members of that Committee to clarify her use of the expression. **ACTION DE**

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- 149.** 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). None
- 150. Date of next meeting: Thursday 3rd June 2021 at 7.30pm**

Meeting ended at 8.36pm

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