

CHALFONT ST PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **FINANCE AND GENERAL PURPOSE COMMITTEE** to be held on Thursday 15th July 2021 in the Council Offices, Gravel Hill, Chalfont St Peter at 7.30pm



Please **DO NOT** attend if you or anyone in your household has had COVID-19 symptoms in the last 7 days. The main symptoms of COVID are –

- A high temperature – this means you feel hot to the touch on your chest or back (you do not need to measure your temperature)
- A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours.
- A loss of change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.

All participants will be socially distanced at 2m apart and requested to use hand sanitiser when entering and leaving the building. You will also be required to wear a mask.

AGENDA

Cllr Dale, Cllr Darby, Cllr Dickson, Cllr Jha, Cllr North, Cllr Rush, Cllr Shinner, Cllr Southworth, Cllr Smith & Cllr Vldar

CHAIRMAN WILL ISSUE INSTRUCTIONS REGARDING EMERGENCY FIRE EXITS IN THE EVENT OF FIRE

1. To elect the Chairman of the Finance and General Purpose Committee.
2. To elect the Vice Chairman of the Finance and General Purpose Committee.
3. To receive apologies
4. To receive Declaration of Interests
5. To approve the minutes of:
 - i) The Finance Committee held on Thursday 11th March 2021
 - ii) The Communications and PR Meeting held on Monday 8th March 2021.
6. **Review Action Points from both Committees:**
 - 140 (F) To consider future investments (see item 12 below)
 - 19bi (C) Social Media content - Cllr Rush to revisit this item and look to define a structure and weekly/monthly themes to keep the social media pages relevant and active. **ACTION Cllr Rush**
 - 19bii (C) Cllr Shinner to approach a previous Chairman of Comms & PR and ask for advice on how we can use the facilities within social media to diarise items to come up. **ACTION Cllr Shinner**
 - 19c (C) Poster to be created by Met One with key deliverables, Council agreed £100 for the cost of this. Cllr Shinner to speak to MetOne to see if they can produce this for us at this cost. **ACTION – Cllr Shinner.** Clerk to provide information for Cllr Shinner to use once he has confirmed Met One will produce for the cost agreed. **ACTION - Clerk**
 - 19f (C) Haywarden and Cllr Dale to contact professional organisations and charities about the nature reserve and potential bird boxes etc in the new St Peters Garden. Cllr Dale reported that he had spoken to a company who would be happy to set up a workshop around how to organise sponsorship and help children make the bird boxes. It was felt that local businesses could also be contacted to see if they would like to sponsor a bird box. It was however too soon to pursue this further at present.

Due to COVID this is awaiting a safe date to start. **ACTION – C’fwd**

Cllr Shinner to get a quote from “men in sheds”. **ACTION – Cllr Shinner.**

Cllr Dale to get a quote from Chiltern Rangers. **ACTION – Cllr Dale**

19g (C) Cllr Rush to investigate local radio stations and ask if they would like a “day in the life of...” Type interview. High Wycombe Sounds were not interested as we were outside of their range.

Cllr Rush to approach another station. **C’fwd.**

21 (C) Advertising of the Councillor Surgeries, Cllr Rush to ask the Community Centre if they would put up a poster. Due to COVID this is not possible at present. **ACTION – C’fwd**

52a (C) Cllr Rush, Cllr Ford, Cllr Harrold to post below updates from Committees on our social media sites

- Open Spaces – Bite sized bi-weekly updates from Cllr Southworth and Fly tipping. **Ongoing on an ad hoc basis**
- Main Council – Thank you to the Haywarden team for picking up the inordinate amount of rubbish being left and to remind people to take home their own rubbish, keep Chalfont tidy. **COMPLETED**

52b(C) Clerk to send a photo of the Haywardens to Jonathan to use with above post. **COMPLETED**
Cllr Shinner to look to see if he has any photographs and send onto Jonathan. **COMPLETED**

7. **Correspondence:**
- i) HSBC safeguarding letter
 - ii) Nat West Bank – New Relationship Manager
 - iii) Nat West Bank – Up-to-date details of cardholders (also see item 13 below)
8. To review the item carried forward from the 11th March 2021 Finance Committee agenda with regard to the update Financial Regulations.
9. To agree any future investments and where to place them.
10. To consider and agree signatories to sign cheques and names on the two Parish Council credit cards.
11. To consider a request from Corona Corporate Solutions to pay photocopying bills by Direct Debit.
12. To consider and agree on whether to provide funding for traffic management at the Remembrance Day Parade, due to be held on 14th November 2021.
13. To discuss and consider subscription renewal for The Chiltern Society.
14. To discuss and consider subscription renewal for the Society of Local Council Clerks.
15. To discuss and consider subscription renewal for the National Allotment Society.
16. To review the latest Finance Reports – as at 30th June 2021 (Month 3)
17. To check and validate the latest Bank Statement and Reconciliation Report.
18. To discuss and agree who has access and posting responsibilities for our social media streams.
19. To discuss and agree a course of action with regards the creation of the next Village Guide
20. To resolve that the Parish Councillor’s Surgeries held at the Community Library and suspended because of COVID-19 restrictions be re-instated commencing Saturday morning 18th September at 10am and on the 3rd Saturday of every month thereafter.

21. To discuss and agree communications as requested from committees.

Amenities & Planning
Human Resources
Open Spaces

22. Information Items.

23. **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 1960 s1)**

Date of Next Meeting: Thursday 23rd September 2021 at 7.30pm