

MINUTES of Chalfont St Peter Parish Council
FINANCE & GENERAL PURPOSE COMMITTEE held on
Thursday 15th July 2021 at 7.30pm in the Council Offices, Gravel Hill,
Chalfont St Peter, Bucks, SL9 9QX



MINUTES

Present: Cllr Darby (Chair), Cllr Rush, Cllr. Shinner & Cllr Vladar

In attendance: Mrs Debbie Evans (DE – RFO via virtual technology), Mrs Vikki Murdock (VM – Assistant Clerk)

1. Cllr Darby was elected Chair of the Finance & GP Committee. Proposed Cllr Shinner and seconded by Cllr Rush. All agreed.
2. Cllr Smith was elected Vice Chair of the Finance & General Purpose Committee. Proposed Cllr Darby and seconded by Cllr Ruch. All agreed.
3. Apologies: Cllr Dale, Cllr Dickson, Cllr Jha, Cllr North & Cllr Smith
4. **Declaration of Interests:** Cllr Darby – Buckinghamshire Council
Cllr Rush – Buckinghamshire Council & The Community Centre
5. The minutes from the Finance Committee, held on 11th March 2021 were reviewed and approved as a correct record. Proposed by Cllr. Shinner and seconded by Cllr. Darby. All agreed.

The minutes from the Comms and PR Committee held on Monday 8th March 2021 were reviewed and approved as a correct record. Proposed by Cllr Shinner and seconded by Cllr Rush. All agreed.

6. Review Action Points from both Committees:

140 (F) See item 9 below

19bi & 19bii (C) With more Councillors being familiar with social media it was agreed that Cllr Rush and Cllr Vladar would meet to discuss a strategy going forward, with regards to putting information out on the Parish Council Facebook and Twitter accounts. **ACTION Cllr Rush & Cllr Vladar.**

It was also agreed to recommend that access to the Parish Council social media sites be delegated to Cllr Rush and Cllr Vladar, as named Councillors able to post information. Proposed Cllr Shinner and seconded by Cllr Darby. All agreed.

Recommend to Main Council: Cllr Rush and Cllr Vladar to have delegated access to the Council's social media sites to make posts.

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- 19c (C)** Cllr Shinner confirmed that Met One would be happy to help create a poster detailing the responsibilities of the Parish Council. They would require some content first before being able to quote. DE to draft a poster. **ACTION DE**
- 19f (C)** Cllr Shinner confirmed that 'Men in Sheds' are unable to help with the birdboxes as their insurance does not allow for children in their workshop. It is known that Chiltern Rangers do work on projects involving children and it was agreed to carry this forward until Cllr Dale is able to speak with them. Bat boxes were also suggested. **ACTION Cllr Dale. C'fwd.**
- 19g (C)** It was felt that a 'Day in the life....' Interview, involving the Head Haywarden, would reach more local people if published in a local directory/ magazine rather than a radio station which was not specific to the village. Cllr Rush to contact the Head Haywarden. **ACTION Cllr Rush**
- 21 (C)** See item 20 below. **Completed**
- 52a & b (C)** Posts from Open Spaces and Main Council in March made and information sent to Cllr Rush. **Completed.**

- 7. Correspondence:** i) HSBC safeguarding letter – completed by Cllr Darby and noted.
ii) Nat West Bank – New Relationship Manager – noted
iii) Nat West Bank – Up to date details of cardholders. See item 10 below
- 8.** The Financial Regulations were reviewed and updated in line with the most recent NALC recommendations, where it was felt appropriate. The RFO was asked to update the Regulations where agreed and this should be recommended to Main Council. Proposed Cllr Rush and seconded by Cllr Vladar. All agreed. **ACTION DE**

Recommend to Main Council: To agree the updated Financial Regulations.

- 9.** It was agreed to move monies into two new investment accounts as follows:
- i) £80K – Cambridge & Counties Bank. 95 day Business, Trust & Charity Notice Account.
ii) £80K – Coventry Building Society – Limited Access Saver

Proposed Cllr Shinner and seconded by Cllr Vladar. All agreed. It was also agreed to invest into a third account after September 2021. **ACTION VM**

Recommend to Council: To invest £80K into the Cambridge & Counties Bank and £80K into the Coventry Building Society.

- 10.** Changes in security by Nat West Bank will in future require mobile phone/ email verification code for credit card transactions. It was therefore agreed to recommend that the two credit cards should carry the names of the Head Haywarden and Assistant Clerk who do any ordering on a daily basis. It was also agreed that as soon as one of these staff members leaves the Parish Council, the appropriate card be cancelled. The limit for each card is £500. Proposed Cllr Shinner and seconded by Cllr Vladar. All agreed. **ACTION VM**

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Recommend to Main Council: Change the names on the two credits cards to those of the Head Haywarden and Assistant Clerk.

Following elections it was also agreed to recommend updating the cheque signatories. It was not considered necessary to have the whole Committee as signatories and that to keep it at seven Councillors would be sufficient. The signatories of Cllr Darby, Cllr Dale, Cllr Dickson, Cllr North, Cllr Shinner and Cllr Smith would remain. Cllr Hatton would be removed as he was no longer Vice Chair and not on this Committee. To be replaced by Cllr Vladar. Proposed Cllr Darby and seconded by Cllr Rush. All agreed. **ACTION VM**

Recommend to Main Council: To confirm the cheque signatories Cllr Darby, Cllr Dale, Cllr Dickson, Cllr North, Cllr Shinner, Cllr Smith and Cllr Vladar.

11. It was agreed to set up a Direct Debit to pay for the photocopy lease and copies as requested by Corona Corporate Services. Proposed by Cllr Rush and seconded by Cllr Shinner. All agreed. **ACTION VM**

Recommend to Main Council: To pay for the photocopier lease and copies by Direct Debit

12. It was agreed to recommend to fund the Road Traffic Management for the Remembrance Day Parade due to take place on Sunday 14th November 2021 up to a cost of £600. Proposed Cllr Vladar and seconded by Cllr Rush. All agreed.

Recommend to Main Council: To pay for the Road Traffic Management for the Remembrance Day Parade up to a cost of £600

13. It was agreed to recommend to renew the subscription to The Chiltern Society up to a cost of £35. Proposed by Cllr Rush and seconded by Cllr Vladar. All agreed

Recommend to Main Council: To renew the subscription to The Chiltern Society up to a cost for £35

14. It was agreed to recommend to renew the subscription for the Society of Local Council Clerks at a cost of £234. Proposed Cllr Vladar and seconded by Cllr Darby. All agreed.

Recommend to Main Council: Renew the Subscription for the Society of Local Council Clerks.

15. It was agreed to recommend to renew the subscription for the National Allotment Society up to a cost of £60. Proposed by Cllr Shinner and seconded by Cllr Vladar. All agreed.

Recommend to Main Council: Renew the subscription to The National Allotment Society.

16. The Finance Reports for June 2021 (month 3) were reviewed and noted. Due to the variance in water charges (4204/410) for the Parish Council Office being high, it was requested that metre

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readings are taken on a few occasions prior to the new bill being issued in October, to monitor consumption. **ACTION VM/ Head Haywarden**

17. The latest bank statement for the Parish Council and Reconciliation Report were shown to all Committee members and all agreed that the two balances matched as at the 30th June 2021.
18. As discussed in item 6 19bi & 19bii, it has been agreed to recommend Cllr Rush and Cllr Vladar to have delegated access to post on social media. This should be supported where necessary by the relevant Councillor.
19. It was agreed to support the production of a new Village Guide for 2022 to 2203. Cllr Shinner proposed to use the same model for bringing together the current guide, involving a working party with external members. He was asked to bring membership of a proposed Working Group to the next Main Council Meeting. **ACTION Cllr Shinner**. It was also agreed to recommend that a budget of £500 be allocated to the group when formed to support the guide. Proposed by Cllr Rush and seconded by Cllr Vladar. All agreed.

Recommend to Main Council: To allocate a budget of £500 to the Working Party for the Village Guide 2022-2023.

20. It was agreed that the Councillor Surgeries, held in the library, start up again on Saturday 18th September 2021 and on every third Saturday of the month thereafter. Who should run the surgery each month would be agreed at the Main Council meeting prior to the upcoming Surgery. Proposed Cllr Rush and seconded by Cllr Shinner. All agreed.

Recommend to Main Council: To restart the Councillor Surgeries on Saturday 18th September 2021.

21. Communications requested from Committees:
Amenities & Planning – Cllr Rush to post an article written by Cllr Shinner regarding the Outline Planning Application from MSA when published. ACTION Cllr Rush
Humans Resources – none
Open Spaces - none
22. **Information Items:** None
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 1960s1). None
24. **Date of next meeting:** **Thursday 23rd September 2021 at 7.30pm**

Meeting ended at 9.11pm

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