

CHALFONT ST PETER PARISH COUNCIL

Councillors are hereby summoned to a meeting of the **FINANCE AND GENERAL PURPOSE COMMITTEE** to be held on Thursday 23rd September 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 Darby (Chair), Cllr Dale, Cllr Dickson, Cllr Jha, Cllr North, Cllr Rush, Cllr Shinner, Cllr Southworth, Cllr Smith & Cllr Vladar

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

24. To receive apologies
25. To receive Declaration of Interests
26. To approve the minutes of the Finance & GP Committee held on Thursday 15th July 2021.
27. **Review Action Points from both Committees:**
 - 19bi & bii (C) To receive an update on Parish Council strategy regarding putting information onto social media. Cllr Rush & Cllr Vladar.
 - 19c (C) To receive an update from the Clerk regarding the draft poster detailing Parish Council responsibilities.
 - 19f (C) To receive an update from Cllr Dale regarding birdboxes (and possibly bat boxes) and whether Chiltern Rangers could help with this project.
 - 19g (C) To receive an update from Cllr Rush regarding the 'Day in the Life..' interview with the Head Haywarden.
 - 8 Financial Regulations updated – **completed**
 - 9 To receive update on investment accounts – see item 30 below.
 - 10 To transfer credit card holder details to Assistant Clerk and Head Haywarden. **Completed**
 - 11 To receive update regarding amendments to the bank signatories and additional statement to be sent to the Chairman. Assistant Clerk
 - 12 To receive update on water meter readings for office water consumption. Assistant Clerk
 - 19 To receive an update regarding the Working Party for the Village Guide 2022-23. Cllr Shinner

21. To receive an update regarding the posting of an article about the Outline Planning Application from MSA. Cllr Rush

28. **Correspondence:** None

29. To receive the results of the External Audit for 2020-2021.

30. To agree investments into two further bank accounts.

31. To consider and agree the Terms of Reference for the Finance and General Purpose Committee.

32. To consider and agree the Financial Risk Assessments.

33. To discuss and agree a new contract for the provision of the photocopier and copies due October 2021.

34. To discuss and agree the new contract for telephone and broadband services, due November 2021.

35. To consider a donation to the Maria Taylor Charity for the provision of the picture in the Main Chamber.

36. To consider the subscription renewal for Parish Online due in October 2021.

37. To discuss and agree providing a Christmas Tree for Gold Hill Common in December.

38. To review the latest Finance Reports – as at 31st August 2021 (Month 5)

39. To check and validate the latest Bank Statement and Reconciliation Report.

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

Amenities & Planning - none

Human Resources - none

Open Spaces – advertising the Misbourne Spinney

41. Information Items.

42. **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 18th November 2021 at 7.30pm