

# MINUTES of Chalfont St Peter Parish Council

## FINANCE & GENERAL PURPOSE COMMITTEE held on

Thursday 23<sup>rd</sup> September 2021 at 7.30pm in the Council Offices, Gravel Hill, Chalfont St Peter, Bucks, SL9 9QX



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## MINUTES

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

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

24. **Apologies:** Cllr Rush & Cllr Vladar

25. **Declaration of Interests:** Cllr Darby – BMKALC  
Cllr Dale – The Maria Taylor Charity

26. The minutes from the Finance Committee, held on 15<sup>th</sup> July 2021 were reviewed and approved as a correct record. Proposed by Cllr. Darby and seconded by Cllr. Shinner. All agreed.

27. **Review Action Points:**

**19bi & 19bii (C)** Update on Parish Council strategy for putting information onto social media. **C'fwd**

**19c (C)** DE confirmed that she was working on a poster detailing Parish Council responsibilities. **C'fwd**

**19f (C)** Cllr Dale had spoken to Chiltern Rangers who have agreed assist in demonstrating how to make birdboxes. It was suggested that a stall be set up on a Saturday morning in Market Place to do this and Cllr Dale will arrange a date. Going forward it is hoped to sell the boxes on the Maria Taylor stall at Fun Night and a suggestion was made that they could also be sold from the Parish Council Office. This would need to be advertised locally and in the schools and pricing still needed to be agreed. Orders could also be placed from schools. Monies raised would go towards the St Peter's Memorial Garden. Committee were happy for Cllr Dale to continue with the project.  
**ACTION Cllr Dale**

**19g (C)** No update on the 'Day in the life' interview. **C'fwd**

**8** Financial Regulations – update **completed.**

**10** Credit Card details transferred – **completed**

**11** Now that a signed minute was ready, VM can begin to amend the signatory list for the Parish Council Bank Account. **Completed**

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Name:

Date:

Page: 1

In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices

- 12 Water meter readings for the office will continue to be taken regularly and once the next bill has arrived the results will be fed back to committee. **C'fwd.**
19. Cllr Shinner to set up a working party meeting to discuss the Village Guide 2022-2023.  
**ACTION Cllr Shinner**
21. Cllr Rush was unable to attend the meeting so no update received regarding the article on the MSA on social media, but it was felt this had been **completed.**

28. **Correspondence:** None

29. The External Audit Report had not highlighted any concerns following the submission of the Year End Accounts for 2020-21. This was noted and staff thanked for a successful audit.

30. It was agreed to move monies into two new investment accounts as follows:

- i) £80K – Buckinghamshire Building Society – 30 Day Notice account
- ii) £80K – Hampshire Bank Trust – Fixed Rate Bond for 1 year

Proposed Cllr Smith and seconded by Cllr Dale. All agreed.

**Recommend to Council: To invest £80K into the Buckinghamshire Building Society and £80K into the Hampshire Bank Trust.**

31. It was agreed to recommend a change of wording to the 'Aims' section of the Terms of Reference as follows:

*'To communicate effectively both within the Council and between the Council and the wider community'*. No other changes were recommended.

Proposed by Cllr Dale and seconded by Cllr Shinner. All agreed

**Recommend to Main Council: To amend the wording in the 'Aims' section of the Terms of Reference for the Finance & GP Committee to say 'To communicate effectively both within the Council and between the Council and the wider community'.**

32. The Financial Risk Assessments were reviewed and two changes are requested:

- i) **Computing** – To include a fourth point regarding hacking.
- ii) **Council Property & Documents** – To specify that the reference to Councillors and their GDPR responsibilities referred to data held on their own devices and at their own homes.

Proposed Cllr North and seconded by Cllr Dale. All agreed.

**Recommend to Main Council: To amend the Financial Risk Assessments to include within 'Computing' a reference to hacking and under Council Property & Documents to specify that the Councillors responsibilities refer to documents held at their homes.**

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Name:

Date:

Page: 2

33. It was agreed to recommend that a new contract be placed with Corona Corporate Solutions for the provision of the photocopier and copy costs. This will be for 5 years, with an upgraded machine, to include 5000 copies plus additional copies charged at 0.4p for b/w copies and 4p for colour, for an annual cost in the region of £792.00. Proposed Cllr Dickson and seconded by Cllr Smith. All agreed

**Recommend to Main Council: A 5 year contract with Corona Corporate Solutions for photocopier and copy costs, with an upgraded machine for an annual cost in the region of £792.00.**

34. It was agreed to recommend remaining with British Telecom for the provision of telephone and broadband services. Current tariffs would see a decrease in monthly bills from £79.39 to £71.35 (net). These prices are due to be reviewed on 24<sup>th</sup> September and may change slightly, so it was agreed to accept this quote with a 10% contingency as advice from BT was that prices would not alter by a large amount if at all. This contract would be for two years. Proposed Cllr Dale and seconded by Cllr Shinner. All agreed.

**Recommend to Main Council: To renew the contract for the provision of telephone and broadband with British Telecom for 2 years based on a monthly cost of £71.35 per month.**

35. It was agreed to recommend that a donation be given to The Maria Taylor Charity of £100 for the picture hanging in the Main Council Chamber. Proposed Cllr North and seconded by Cllr Shinner. All agreed.

**Recommend to Main Council: A donation to The Maria Taylor Charity of £100.**

36. It was agreed to recommend to renew the annual subscription for Parish Online up to a cost of £250. Proposed by Cllr Smith and seconded by Cllr Dickson. All agreed.

**Recommend to Main Council: Renew the subscription to Parish Online up to a cost of £250.**

37. It was agreed to recommend that the Parish Council purchase a Christmas Tree for Gold Hill Common up to a cost of £300. Proposed by Cllr Dale and seconded by Cllr Jha. All agreed.

**Recommend to Main Council: To purchase a Christmas Tree for Gold Hill Common up to a cost of £300.**

38. The Finance Reports for August 2021 (month 5) were reviewed and noted.

39. 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 31<sup>st</sup> August 2021. This also agreed with the statement received by the Chairman, Cllr Shinner.

40. Communications requested from Committees:

Amenities & Planning – none

Humans Resources – none

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Name:

Date:

Page: 3

Open Spaces – Cllr Hatton requested that information regarding the Misbourne Spinney be posted on social media. VM to ask Cllr Rush to contact Cllr Hatton. **ACTION VM**

41. **Information Items:** Cllr Darby gave feedback following the BMKALC AGM that she attended recently. It was a hybrid (virtual and in person) meeting. One item discussed was to determine the subscription for the organisation which is based on a cost per head of electors within a Parish. It was agreed that this would increase from 19.6p to 20.3p from 1<sup>st</sup> April 2022. Speakers included the Monitoring Officer for Buckinghamshire Council and a representative from Hazlemere Parish Council who discussed a wildflower project they are involved in with local residents giving up part of their garden for planting wildflower seeds.
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 1960s1). None
43. **Date of next meeting:** **Thursday 18<sup>th</sup> November 2021 at 7.30pm**

Meeting ended at 8.35pm

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Name:

Date:

Page: 4

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