

CHALFONT ST PETER PARISH COUNCIL

Councillors are hereby summoned to attend a meeting of the **FINANCE AND GENERAL PURPOSE COMMITTEE** to be held on Thursday 9th June 2022 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.

AGENDA

Cllr Darby (Chair), Cllr Dale, Cllr Dickson, Cllr Jha, Cllr North, Cllr Rush, Cllr Sandover, Cllr Shinner & Cllr Vladar

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

3. To receive apologies
4. To receive Declaration of Interests
5. To approve the minutes of the Finance & GP Committee held on:
 - i) Thursday 17th March 2022.
 - ii) Thursday 12th May 2022 (EOM)
 - iii) Thursday 26th May 2022
6. **Review Action Points:**
 - 19 To receive an update regarding the Working Party for the Village Guide 2022-23. **Cllr Shinner**
 - 19g (C) To receive an update from **Cllr Rush** regarding the 'Day in the Life..' interview with the Head Haywarden. (c'fwd from November 2021)
 - 12 To receive update on water meter readings for office water consumption. **Assistant Clerk** (c'fwd from November 2021)
 76. Assistant Clerk to identify two additional institutions for investment if necessary. **Completed.**
 78. To receive further information regarding the possibility of installing electric car charging points at the Parish Council Offices. **(DE)**
 89. To discuss the Communication Strategy for the Parish Council (see item 8 below)
 89. To receive the Parish Council 'project list'. **(DE)**
 90. To receive an update, review and agree the Committee's Terms of Reference. **(Cllr Darby, Cllr Dale, Cllr Rush, Cllr Shinner & Cllr Vladar).**
7. **Correspondence:** None
8. To discuss and agree the Communication Strategy for the Parish Council.
9. To discuss and agree communications as requested from committees.

Amenities & Planning
Human Resources
Open Spaces

10. To review and agree Section 1 (The Annual Governance Statement) of the Annual Governance and Accountability Return 2021/22.
11. To review and agree Section 2 (Accounting Statements) of the Annual Governance and Accountability Return 2021/22.
12. To review and agree the Internal Audit Report 2021-22 (Final update).
13. To consider the quote from West Herts Traffic Management for payment of traffic management at the Remembrance Day Parade on Sunday 13th November 2022.
14. To agree (retrospectively) the annual subscription for the SLCC (Society of Local Council Clerks) at a cost of £270.00.
15. To review and consider the annual subscription for The Open Spaces Society.
16. To review and consider the annual subscription for The Chiltern Society.
17. To consider and agree a donation (£137) to Gold Hill Baptist Church for the use of the large tent on Feast Day.
18. To consider a donation (£137) to The Maria Taylor Charity for the picture hanging in the Main Council Chamber.
19. To discuss and consider the request for a donation (£137) from 'Voices & Choices'.
20. To review the latest Finance Reports – as at month 1 (April 2022).
21. To check and validate the latest Bank Statement and Reconciliation Report.
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 14th July 2022 at 7.30pm