

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 14th July 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 5 days. Mask wearing is optional.

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

24. To receive apologies

25. To receive Declaration of Interests

26. To approve the minutes of the Finance & GP Committee held on Thursday 9th June 2022.

27. Review Action Points:

19 To receive an update regarding the Working Party for the Village Guide 2022-23. **Cllr Shinner**

78. To receive further information regarding the possibility of installing electric car charging points at the Parish Council Offices. **(DE)**

89. To discuss and agree the Communication Strategy for the Parish Council (see item 29 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)**. See item 31 below

9. To create sign up sheet and poster to collect resident contact details for a proposed e-mail database to be used to inform residents of information about what is happening within the village, for Feast Day. **(VM) Completed.**

22 To receive a costing for the creation of dedicated email addresses for Councillors for Parish Council use and discuss whether to adopt this approach. **(VM)**

28. Correspondence:

i) The Joint Panel on Accountability and Governance (JPAG) Practitioner's Guide –March 2022 ed.

29.To discuss and agree the Communication Strategy for the Parish Council.

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

Amenities & Planning
Human Resources
Open Spaces

31. To consider and agree the Committee's Terms of Reference.

32. To review and agree the Financial Regulations.

33. To review and agree the Financial Risk Assessments.

34. To discuss and agree the appointment of an Internal Auditor for 2022-23.
35. To review and agree the renewal of the Gas contract for the office.
36. To review and consider the annual subscription to The National Allotment Society.
37. To review the latest Finance Reports – as at month 2 (May 2022).
38. To check and validate the latest Bank Statement and Reconciliation Report.
39. Information Items.
40. **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 22nd September 2022 at 7.30pm