

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



MINUTES

THE CHAIRMAN ISSUED INSTRUCTIONS REGARDING EMERGENCY EXITS IN THE EVENT OF FIRE

Present: Cllr Darby (Chair), Cllr Dale, Cllr Dickson, Cllr Jha, Cllr Rush, Cllr Shinner,

In attendance: Mrs Vikki Murdock, Assistant Clerk

3. Apologies: Cllr North, Cllr Sandover & Cllr Vldar

4. Declaration of Interests: Cllr Dale – Maria Taylor Charity

5. The minutes from the following Finance & General Purpose Committee meetings were reviewed and approved as a correct record:

Thursday 17th March 2022

Proposed by Cllr Dale and seconded by Cllr Rush

Thursday 12th May 2022 (EOM)

Proposed by Cllr Dale and seconded by Cllr Shinner

Thursday 26th May 2022

Proposed by Cllr Jha and seconded by Cllr Dale

6. Review Action Points:

19. Cllr Shinner reported that a working party for the Village Guide was now established and that he planned to canvas the public on Feast Day to move the project forward. There was a discussion regarding whether the new publication could attract advertising revenue given the number of free publications now available, but it was felt that many people still relied on the Guide for the broad range of local information provided. It was also suggested that no 'date' be put on the Guide and Cllr Shinner confirmed changes to this were being considered.
Cfwd

19g(C) It was agreed not to take this further in favour of posting smaller information items on social media instead. It was felt this may be something for the new Village Guide.

12 VM reported that no leak in the office water metre had been detected and that the last two water bills received matched the anticipated usage. It was agreed that regular readings should continue and be monitored by the Assistant Clerk and only brought back to Committee if any issues arose. **Completed**

78. Further information on electric car charging ports to follow. **C'fwd**

89. Communication Strategy – see below

89. Parish Council project list to be sent out next week. **ACTION DE**

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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

90. The review of the Committee's Terms of Reference to be carried forward until all those Councillors tasked with redrafting are able to meet. **ACTION Cllr Darby, Cllr Dale, Cllr Rush, Cllr Shinner & Cllr Vladar.**

7. **Correspondence:** None

8. Cllr Rush confirmed that he had begun work on the Parish Council Communication Strategy and will wait to discuss this with Cllr Vladar on her return from holiday. He is hopeful that a document will be ready for discussion at the next Committee meeting in July. **Action Cllr Rush C'fwd.**

9. No items had been received from the Committees and a discussion took place on the need to be more pro-active in getting comments on what is happening for our social media sites. Cllr Rush hoped that the new Communication Strategy would help do this. One aspect of this was discussed, namely the creation of an e-mail database, whereby we hold the e-mail addresses of residents (who have 'signed up' and are happy for us to do so) and we send 'relevant' information to them regarding what is happening in the village. This would be an effective way of informing large groups of people about important issues such as the recent Jubilee celebrations and Neighbourhood Plan exhibition and Feast Day would be a good opportunity to start collecting e-mail addresses.

VM was asked to create a poster and sign in sheet for Feast Day where residents could give their contact details to enable them to be contacted by the Council in the future. Compliance with GDPR will be checked with the Clerk. **ACTION VM**

10. Section 1 (The Annual Governance Statement) of the Annual Governance and Accountability Return (AGAR) 2021-22 was reviewed and agreed. Proposed Cllr Dale and seconded Cllr Shinner. All agreed.

Recommend to Main Council : Section 1 (The Annual Governance Statement) of the AGAR 2021-22

11. Section 2 (Accounting Statements) of the Annual Governance and Accountability Return (AGAR) 2021-22 was reviewed and agreed. Proposed Cllr Rush and seconded Cllr Shinner. All agreed.

Recommend to Main Council : Section 1 (Accounting Statements) of the AGAR 2021-22

12. The Internal Audit Report for 2021-22 was reviewed and agreed. Proposed by Cllr Rush and seconded by Cllr Jha. All agreed

Recommend to Main Council: The Internal Audit Report for 2021-22

13. It was agreed to recommend the quote of £525.00 from West Herts Traffic Management for road traffic management at the Remembrance Day Parade on 13th November 2022. Proposed by Cllr Rush and seconded by Cllr Dickson. All agreed.

Recommend to Main Council: to pay £525 for traffic management at the Remembrance Day Parade on 13th November 2022.

14. The annual subscription (retrospective) of £270.00 to the SLCC (Society for Local Council Clerks) was agreed. Proposed by Cllr Dale and seconded by Cllr Shinner. All agreed.

Recommend to Main Council: The annual subscription (retrospective) to the SLCC of £270.00

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15. It was agreed to renew the annual subscription to The Open Spaces Society up to a cost of £50.00. Cllr Rush asked what we received in return which is a regular publication and advice when needed which we have called upon in the past. Proposed by Cllr Jha and seconded by Cllr Shinner. All agreed.

Recommend to Main Council: To renew the annual subscription to The Open Spaces Society up to a cost of £50.00

16. It was agreed to renew the annual subscription to The Chiltern Society up to a cost of £35.00. Proposed by Cllr Dale and seconded by Cllr Rush. All agreed.

Recommend to Main Council: Renew the annual subscription to The Chiltern Society up to a cost of £35.00

17. It was agreed to recommend a donation of £100 (under S137) to the Gold Hill Baptist Church for the use of the large tent on Feast Day. Proposed by Cllr Dickson and seconded by Cllr Dale. All agreed.

Recommend to Main Council: To donate £100 (under S137) to Gold Hill Baptist Church for the use of the large tent on Feast Day.

18. It was agreed to recommend to donate £100 (under S137) to the Maria Taylor Charity for the picture hanging in the Main Chamber. Proposed by Cllr Shinner and seconded by Cllr Jha. All agreed.

Recommend to Council: To donate (under S137) £100 to the Maria Taylor Charity for the picture in the Main Chamber.

19. It was agreed to recommend to donate £200 (under S137) to 'Voices and Choices' for their work in the local area including Chalfont St Peter. Proposed by Cllr Dickson and seconded by Cllr Darby. All agreed.

Recommend to Main Council: To recommend to donate £200 (under S137) to 'Voices and Choices' for their work in the local area including Chalfont St Peter

20. The Finance Reports for April 2022 were reviewed and noted.

21. The Bank Statement and Reconciliation Report as at 30th April 2022 were reviewed noted and signed by those present as being correct.

22. Information Items:

Cllr Shinner asked whether it might be possible for Councillors to have a dedicated e-mail address each for their Parish Council business. It was noted that this had been looked into before. There was a cost involved at that time and it would also mean Councillors having multiple e-mail addresses. VM was asked to gather information and a quote on how this could be done, for information. **ACTION VM**

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**

Date of next meeting: Thursday 14th July 2022 at 7.30pm

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Meeting ended at 8.33pm

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