

MINUTES of Chalfont St Peter Parish Council
FINANCE & GENERAL PURPOSE COMMITTEE held on
Thursday 17th November 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 North, Cllr Shinner & Cllr Vladar

In attendance: Mrs Vikki Murdock (VM), Assistant Clerk, Mrs Debbie Evans, Clerk/RFO (DE), Cllr Smith

59. Apologies: Cllr Jha & Cllr Rush

60. Declaration of Interests: Cllr Darby – Buckinghamshire Council
Cllr Shinner – Feast of St Peter Ltd
Cllr Dale – Maria Taylor Charity

61. The minutes from the following Finance & General Purpose Committee meeting from 12th October 2022 were reviewed and approved as a correct record. Proposed Cllr Dale & seconded by Cllr Vladar. All agreed.

62. Review Action Points:

19. So far there are few volunteers to help with the Village Guide. Cllr Dale requested more time to gather some more help. He will report back at the next meeting. **ACTION Cllr Dale**
29. The e-mail subscription database now has 66 residents who have subscribed (up from 45 last time). It was noted that this did rise after the recent public meeting regarding the Epilepsy Society Planning Application. Cllr Darby had produced a QR code that gave a link to the Parish Council website allowing people to join. A notice for the village Noticeboards was requested advertising the database and including the QR code. **ACTION VM.** It was also agreed that local groups including schools, churches, St Giles e-newsletter, Village Voice and the Community Centre should be contacted, requesting that they publish a link to the Parish Council website, to encourage residents and interested parties to sign up to the database. This information should also be available on the Parish Council Stall at Fun Night.
35. Updated prices for renewing the gas contract for the office will be presented to Main Council on 24th November. Cllr Darby knew that BALC were involved in some work around energy purchasing and suggested the Parish Council contact them to find out whether they could help. **ACTION VM**

63. Correspondence:

- i) HSBC – Changes to Terms & Conditions - noted

Name:

Date:

Page: 1

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64. Non time sensitive communications as requested from committees: None. Cllr Dickson asked whether SENSE had been in contact with the Parish Council regarding sending out some information. They had not and she was asked to find out whether anything was required.
65. Some details regarding the e-mail subscription database were discussed and it was agreed to recommend that only office staff, usually the Clerk, would be able to draft and post information. This would then be reviewed by either Cllrs Darby or Vladar. For now, there would not be a regular posting of information ie, monthly, rather an 'as and when' approach would be adopted for now, to reflect important events in the village and that this would evolve over time. It was also felt that any information posted should be concise. Proposed Cllr Darby and seconded Cllr Vladar. All agreed.

Recommend to Main Council: For the Clerk to post approved information to subscribers on the database, that this should be done on an 'as and when' basis and that information should be concise.

66. The most popular posts in recent weeks on the Parish Council Facebook page were regarding the Epilepsy Society Planning Application and the vandalized WW1 soldier statue in the Memorial Garden. As previously, more women viewed and shared posts, 66% compared to men at 44%.
67. The format of the Committee was discussed and it was noted that communications issues were now discussed at the beginning of the meeting and that progress had been made regarding the Parish Council social media and website database. It was agreed that the current format would remain.
68. It was agreed to recommend to renew the annual subscription to the CPRE at a cost of £36. Proposed Cllr North and seconded Cllr Shinner. All agreed.

Recommend to Main Council: To renew the subscription to CPRE at a cost of £36

69. It was agreed to recommend a donation of £150 to Chalfont St Peter Parish Church for their contribution to the Maria Taylor Carol Concert. Proposed Cllr Shinner seconded Cllr Vladar. All agreed.

Recommend to Main Council: A donation of £150 to Chalfont St Peter Parish Church for their contribution to the Maria Taylor Carol Concert.

70. It was agreed to recommend a donation of £150 to the Chalfont Wind Band for their contribution to the Maria Taylor Carol Concert. Proposed Cllr Shinner seconded Cllr Vladar. All agreed.

Recommend to Main Council: A donation of £150 to Chalfont Wind Band for their contribution to the Maria Taylor Carol Concert.

71. A donation request from the All Together Community CIC was considered. It was agreed to recommend a donation of £130 be given towards the cost of a Christmas Party for Chalfont St Peter residents. The request for a donation to the Community Fridge was not agreed, with Committee asking why the organisation was not a charity which could benefit from Gift Aid for such projects. Proposed Cllr Vladar and seconded Cllr Dale. All agreed.

Recommend to Main Council: A donation of £130 to All Together Community CIC for a Christmas Party in Chalfont St Peter.

72. The budget for the Finance & General Purpose Committee and Capital Budget 2023-24 were considered. There was a discussion regarding the timeliness of approving spending when having to work to a tight deadline. Parish Council rules do require all Councillors to have the opportunity to

Name:

Date:

Page: 2

approve non-day to day, spending commitments and the three day turnaround for the appropriate Committee Meeting to do this was largely considered reasonable. Quotes for works can be obtained at any time. Within the Capital budget, monies for new locations for streetlights were discussed and Cllr Dale was asked to find out more about the possibility installing solar streetlights and the impact on cost. **ACTION Cllr Dale**. Following minor amendments the Finance and General Purpose budget and Capital budget were agreed. Proposed Cllr Dale and seconded by Cllr Vladar. All agreed.

The proposed budgets for 2023-24 as a whole were then reviewed and it was noted that the discussion on whether to continue with the PCSO contract would take place at a separate meeting. With the exception of the Amenities & Planning Committee, which will be discussed at their committee meeting on Monday 21st November and subject to any changes made at this meeting, the Budgets for 2023-24 were agreed. Proposed Cllr Vladar and seconded Cllr Dale. All agreed.

Recommend to Main Council to approve the budget 2023-24 for the Finance & General Purpose Committee.

Recommend to Main Council: To agree the 2023-24 Parish Council budget subject to changes made at the Amenities & Planning Committee on 21st November 2022.

73. The precept was discussed and it was agreed to request a precept for 2023-24 of £516,485.00. This again, will be subject to any changes made at the above mentioned Amenities & Planning Committee. Proposed Cllr Shinner and seconded by Cllr Dale. All agreed.

Recommend to Main Council: To request a precept of £516,485.00.

74. The Finance Reports at 31st October 2022 were reviewed and noted.

75. The Bank Statement and Reconciliation Report at 31st October 2022 were reviewed noted and signed by those present as being correct.

76. Information Items:

- i) DE asked whether the Christmas Window Competition would go ahead again this year and confirmed that the Chamber of Commerce were supportive.
- ii) Cllr Darby asked for volunteers to help at the Parish Council stand on Fun Night on Friday 2nd December. She would also e-mail all councillors.
- iii) SENSE would like a presence at Fun Night. It was suggested that they could have their own stall, Cllr Shinner confirmed that were two spaces, or that they could use the Parish Council stand.

77. 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 1st December 2022 at 7.30pm

Meeting ended at 9.25pm

Name:

Date:

Page: 3

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