

AMERSHAM TOWN COUNCIL

DRAFT MINUTES OF THE COUNCIL MEETING

HELD ON MONDAY 26 JANUARY 2015

PRESENT: Councillor Mrs L. Walsh – Town Mayor
Councillor Mrs D I Allen
Councillor Mrs V G Head
Councillor Mrs J. Heydon
Councillor M. Lacey
Councillor H. Newton
Councillor MJ Phillips
Councillor A. Seymour
Councillor N. Shepherd
Councillor M. Vivis

IN ATTENDANCE: Mrs Janet Wheeler (Town Clerk)
Mrs Lizzie Richardson (Deputy Town Clerk)
Miss Zoe Richardson (Administration Assistant)
11 members of public

Mr Derek Kemp from DCK Beavers presented a review of the ATC Budget for 2015-2016. He advised that the Council did not need to increase the precept for the next financial year. He commented on the present cost centres which were too huge for analysis – there was a need to rationalise. He also spoke about managing vat exemption on some of our goods and services and the potential breach of our exempt activities in relation to Barn Meadow Community Hall. The Councillors thanked Derek Kemp for attending the meeting.

OPEN FORUM

Mr John Barber from Amersham Bowls Club attended along with nine Club members. He read out a statement regarding the lease on the rink at Hervines Park. The Town Clerk was asked to read a statement to clarify the position of the Town Council. An exchange of questions followed between Bowls Club members and Councillors.

Mrs Jan Atkinson representing the Old Amersham Shopkeepers also spoke to request a road closure on Friday 04 December 2015 for a Christmas Shopping evening event from 5.00pm to 9.30pm.

97. **APOLOGIES:** Apologies were received from Councillor A. Williams; H. Trevette and Mrs A. Lamont.

98. **DECLARATIONS OF INTEREST:** There were no Declarations.

99. **MAYOR'S ENGAGEMENTS:** The engagements were circulated and noted.

100. **APPROVAL OF MINUTES OF THE COUNCIL MEETING HELD ON 17 November 2014:**

It was Proposed Councillor N. Shepherd
Seconded Councillor M. Vivis

RESOLVED to

Approve the Minutes of the Council Meeting held on 17 November 2014.

101. **MATTERS ARISING:** There were no matters arising.

102. **COMMITTEE MINUTES:**

a) **Community Services Minutes**

It was Proposed Councillor Mrs J. Heydon
Seconded Councillor Mrs V. Head

RESOLVED to

Approve the Minutes of the Community Services Meeting held on 08 December 2014.

b) **Planning and Footpaths Minutes**

It was Proposed Councillor H Newton
Seconded Councillor D. Allen/ M Phillips

RESOLVED to

Approve the Minutes of the Planning and Footpaths Committee Meetings held on 10 November; 01 and 15 December 2014

c) **Finance and General Purposes Minutes**

It was Proposed Councillor M. Vivis
Seconded Councillor Mrs L. Walsh

RESOLVED to

Approve the Minutes of the Finance and General Purposes Committee Meeting held on 22 December 2014.

103. **MATTERS ARISING:** No matters were declared.

104. **FINANCE MATTERS:** To approve the following:

- (i) Income and Expenditure for the period ending 31 December 2014
- (ii) Cash flow as at 31 December 2014
- (iii) Balance sheet as at 31 December 2013
- (iv) Accounts paid to 31 December 2013

It was RESOLVED to approve the financial reports.

105. **TO CONSIDER AND APPROVE THE BUDGET PRESENTATION FROM DEREK KEMP:** The budget presentation was from the usual spread sheet prepared by the Town Clerk. Because the Town Clerk was expecting Derek Kemp to present the budget in a new format, Councillors had not been shown this spread sheet prior to the meeting. It was AGREED that this item would be deferred to the Finance Committee meeting on 16 February 2015 to give Councillors more time to consider the figures. ACTION: JW

106. **TO CONFIRM A PRECEPT REQUEST OF £504,392.20 ADDED TO THE MITIGATING GRANT:**

The mitigating grant from CDC has dropped from £21,320 to £15,228. This added to our precept of £504,392.20 would give us a total income of £591,621 for the 2015-2016 financial year. The budget paperwork presented at this meeting by Derek Kemp showed an incorrect precept sum of £491,448 – the correct precept is £504,392.20. The mitigating grant of £15,228 brings the total up to the unchanged sum of £519,621.

It was
Proposed Councillor MJ Phillips
Seconded Councillor A. Seymour

RESOLVED to

Retain the precept at £504,392.20. The mitigating grant of £15,228 makes up the remainder to £519,621 - the fifth year that the precept has remained unchanged.

107. **TO CONFIRM THE MEETING DATES FOR 2015:** The dates for the meetings for next year had only been received by the Town Clerk that day. It was AGREED to defer this approval until the Finance Meeting due on 16 February 2015. ACTION: JW

108. **TO APPROVE THE CIVIC EVENT LIST FOR 2015:** It was AGREED to defer approval of this list to the Community Services meeting due on 02 February 2015.

109. **TO APPROVE THE OPTION TO CHARGE VAT ON BARN MEADOW COMMUNITY HALL SUPPLIES:** Derek Kemp addressed this issue earlier on in the meeting. Although the breach of the de-minimus level has happened due to the cost of the building works at Barn Meadow Community Hall, Derek thinks it may be possible to average the vat sums over a seven year period. He will not know until he reviews our vat returns for the preceding years. To employ DCK Beavers to manage our vat report will cost between £380 - £645 per day - this will be necessary to manage the problem with Barn Meadow Community Hall which could otherwise potentially cost us in excess of £10,000 of repaid vat.

It was:
Proposed Councillor MJ Phillips
Seconded Councillor M. Vivis

RESOLVED to

Give Derek Kemp of DCK Beavers permission to act as our agent to investigate our vat returns. He would report back to ATC before the Finance Meeting. It was also AGREED that ATC would opt to tax Barn Meadow Community Hall unless Derek is able to average out the vat over a number of years.

110. **TO APPOINT DCK BEAVERS TO COMPILE OUR END OF YEAR REPORTS AND VAT RETURN:** Derek Kemp presented two styles of end of year accounts reports which ATC could choose – one more detailed than the other. The reports give far more information than can be gleaned from the standard Annual Return which we have to send to the auditors. The end of year reports would make meaningful financial statements to the electorate at a cost of £390 following the Pre-Year End Health Check.

It was:
Proposed Councillor A. Seymour
Seconded Councillor Mrs J. Heydon

RESOLVED to:

Delegate this matter to the Finance Committee where both reports can be considered.

112. **CHILTERN DISTRICT COUNCIL MATTERS:** The Town Clerk reported that the Change of Use application had been submitted to CDC but seemed to be taking a long time to be registered.

113. **BUCKS COUNTY COUNCIL MATTERS:** Cllr Phillips gave an up-date on County matters. The Devolved Conference was open to all interested Councillors at Adams Park on 24 February 2015 – the TC would book the tickets.

114. **MATTERS FOR REPORT:** There were no matters for report.

Part 2

EXCLUSION OF PUBLIC AND PRESS

That under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public be excluded from the meeting for the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.

115. **ITEM CONCERNING ATC PROPERTY**

116. **ITEM CONCERNING ATC STAFF**

117. **ITEM CONCERNING ATC PROPERTY**

The meeting closed at 9.30pm.

Chairman Date