

Amersham Town Council

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DRAFT MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 13 JUNE 2016

PRESENT: Councillor M Lacey (Deputy Chairman)
Councillor M Vivis (Town Mayor)
Councillor C Morgan (Deputy Town Mayor)
Councillor H Newton
Councillor A Seymour
Councillor Mrs L Walsh

IN ATTENDANCE: Councillor Ms C Jones
Mrs E Richardson - Town Clerk Finance & Policy

1. **APOLOGIES:** Apologies were received from; Councillors R Jones, M Phillips, Mrs L Staite and N Shepherd.

2. **MINUTES:**
It was
Proposed – Councillor M Vivis
Seconded – Councillor A Seymour

RESOLVED THAT:

Minutes of the Council meeting held on 11th April 2016 be confirmed as a true record and signed by the Chairman.

3. **DECLARATIONS OF INTEREST**
There were no declarations of interest.

4. **MATTERS ARISING FROM THE APPROVED MINUTES OF MEETING HELD ON 11th APRIL 2016:**
There were no matters arising.

5. **TO RECEIVE THE FINANCE REPORT FOR APRIL AND MAY:**

The report was noted.

It was	Proposed	Councillor M. Lacey
	Seconded	Councillor M Vivis

RECOMMENDED to:

Approve the figures for April and May 2016.

6. **TO RECEIVE THE AUDITED END OF YEAR ACCOUNTS FROM DCK BEAVERS:**

It was noted that a full report will be given on the audited Year End Accounts by Derek Kemp of DCK Beavers at the Council meeting to be held on 20 June 2016, when Councilors will have the opportunity to ask any questions.

7. **TO REVIEW THE INTERNAL AUDIT REPORT:**

All Councillors had received a copy of this year's internal audit report. It was AGREED to approve the proposals and implement as soon as possible.

8. **TO CONSIDER QUOTATIONS FOR THE INTERNAL AUDIT FOR 2016/17 AND APPOINT AN INTERNAL AUDITOR:**

Quotations from three internal auditors had been received and were discussed. Council took into consideration the fees charged, as well as recommendations from other Councils. It was also felt to be good practice to appoint a new internal auditor having used the same one for the last 4 years. After discussion

It was	Proposed	Councillor M Vivis
	Seconded	Councillor M Lacey

RECOMMENDED to:

Appoint Auditing Solutions Ltd as the internal auditor for the 2016/17 Financial Year.

ACTION ER

9. **TO REVIEW THE FIDELITY INSURANCE:**

It was AGREED that with the fidelity insurance standing at £1,000,000, there was no need to increase the sum insured.

10. **TO NOTE THE RENEWAL OF THE INSURANCE FOR THE ATC MOTOR FLEET:**

It was noted that the current three year contract with our insurer will expire in June 2017. There has been little movement in the renewal premium this year, other than an adjustment for increased Insurance Premium Tax.

11. **TO REVIEW THE COUNCIL'S FINANCIAL REGULATIONS:**

Councillors were informed that the ATC Financial Regulations required amendment to take account of the Public Contracts Regulations 2015, relating to public service contracts of £25,000 and above.

It was	Proposed	Councillor Ms C Jones
	Seconded	Councillor Mrs L Walsh

RECOMMENDED to:

Amend the ATC Financial Regulations to incorporate this change.

ACTION ER

12. **TO RECONSIDER MEMBERSHIP OF BALC / NALC:**

It was agreed at the Annual Statutory Meeting not to renew the Council's membership of BALC as it was not considered good value for money. However, Cllr Phillips had suggested that this should be reconsidered in light of the significant savings to be made on training courses offered to BALC members.

It was Proposed Councillor M Vivis
Seconded Councillor A Seymour

RECOMMENDED to:

Renew BALC membership for a further year at a cost of £1820.87

13. **TO CONSIDER CHARGING COMMERCIAL FITNESS GROUPS FOR USE OF THE OUTDOOR SPACE AT ATC PARKS:**

Cllr Shepherd had requested further consideration be given to setting up a system for charging outdoor fitness groups for holding exercise classes at the ATC parks. This was considered by Council some years ago, but little action had been taken.

Councillors felt that the professional trainers who charge clients for attending classes at the parks should pay an annual fee to the council, to compensate for the often significant wear and tear on the grass areas which requires remedial attention by our grounds team. It was suggested that the clerk investigate the practice of other Councils in charging fitness groups for use of their parks and should report back to Council.

ACTION ER

14. **TO CONSIDER SIMPLIFICATION OF THE ATC HALL CHARGES**

It was reported that the current hall charges structure is overly complicated, with many differences, depending on whether hirers are commercial, non-commercial and with varying discounts for different groups. The office is suggesting a simpler fee structure based on a commercial or non-commercial rate, both with 10% discounts applicable for regular hirers. The fees charged for other halls in the area has been examined and it is felt that an increase in the current hourly rates for ATC halls cannot be justified, although a simplification of the fees structure is recommended.

It was Proposed Councillor C Jones
Seconded Councillor M Vivis

RECOMMENDED to:

Amend the Hall Bookings fees structure to produce a simpler version.

ACTION ER/TC

15. **TO CONSIDER PROPOSAL FROM WILD TRAINING FOR USE OF MARKET HALL / BARN MEADOW COMMUNITY HALL:**

It was agreed at the Annual Statutory Meeting that the 'Wild Training' group be charged an increased deposit fee for use of ATC halls for their fitness classes to ensure against damage resulting from the use of gym equipment (the standard deposit fee is £250). 'Wild Training' has stated that as these are new classes, they would find it difficult to meet the increased deposit fee of £1000 and have asked for the matter to be reconsidered. As the group will be regular users of the hall

It was Proposed Councillor A Seymour
Seconded Councillor Ms C Jones

RECOMMENDED to:

Request the standard deposit fee of £250 from 'Wild Training' on the understanding that any damage to the building incurred during the classes would be costed and recharged to the group.

16. **TO CONSIDER A REQUEST FROM THE ‘REDEEMED CHRISTIAN CHURCH OF GOD’ GROUP (RCCG) FOR STORAGE OF A LECTERN AT THE BARN MEADOW COMMUNITY HALL:**

A regular booking programme has been received from the RCCG group for the hire of the Barn Meadow Community Hall. They have asked permission to store a glass lectern at the hall as this is fragile and difficult to remove from the building after each use. After consideration

It was

Proposed Councillor A Seymour
Seconded Councillor C Jones

RECOMMENDED to:

Allow the church to store the lectern in one of the small rooms off the main hall on the understanding this will be entirely at their own risk.

ACTION ER/TC

17. **CHILTERN DISTRICT COUNCIL MATTERS:**

There were no matters for discussion.

18. **BUCKS COUNTY COUNCIL MATTERS:**

Councillor Caroline Jones reported that during a meeting with depot staff, it had been noted that ATC experiences difficulty with disposal of grass cuttings. Cllr Jones offered to speak to colleagues at CDC about the matter.

ACTION CLLR C JONES

19. **MATTERS FOR REPORT:**

It was reported that the Amersham Common Village Hall Committee had held its Annual General Meeting where it was hoped that new committee members would be found to take over the roles following the resignation of the current committee members, but it was unclear whether this had been successful.

Post-meeting note – The Finance & Policy Clerk has spoken to David Stagg (current Chair of Amersham Common Village Hall), who has confirmed that a new Chairman, Treasurer and Booking Secretary have been found and will be taking over shortly.

Part two

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.

20. **ITEM RELATING TO ATC STAFF**

21. **ITEM RELATING TO ATC WEBSITE**

22. **ITEM RELATING TO ATC PROPERTY**

The meeting closed at 9.10pm.

Chairman.....

Date

F & GP