

# Amersham Town Council

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## MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 11 JUNE 2018

**PRESENT:** Councillor M Lacey (in the Chair)  
Councillor C Morgan  
Councillor Mrs J Cook  
Councillor M Grimson  
Councillor H Newton  
Councillor A Seymour  
Councillor Mrs L Staite  
Councillor M Vivis  
Councillor Mrs L Walsh

**IN ATTENDANCE:** Mrs E Richardson - Town Clerk Finance & Policy  
Mr D Kemp – DCK Accounting Solutions Ltd (part meeting)

1. **APOLOGIES:** Councillor Ms C Jones (Town Mayor)  
Councillor R Jones

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

3. **MATTERS ARISING FROM THE APPROVED MINUTES OF MEETING HELD ON 16 APRIL 2018:**  
There were no matters arising.

4. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2017/2018:**  
A presentation on the end of year accounts was given by Mr Derek Kemp of DCK Accounting Solutions. After discussion

It was	Proposed	Councillor M Grimson
	Seconded	Councillor M Lacey

**RECOMMENDED that:**

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 18<sup>th</sup> June 2018.

5. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2018:**

**Financial Year 2017-2018**

- i) Income and Expenditure Reports for periods ending 31 March 2018
- ii) Balance sheets as at 31 March 2018

iii) Accounts paid to 31 March 2018

**Financial Year 2018-2019**

i) Income and Expenditure Reports for periods ending 30 April 2018

ii) Balance sheets as at 30 April 2018

iii) Accounts paid to 30 April 2018

It was

Proposed - Councillor Mrs L Staite

Seconded - Councillor M Grimson

RECOMMENDED that the finance reports for the period 1 March to 30 April 2018 be accepted.

**6. REVIEW EFFECTIVENESS OF INTERNAL AUDIT 2017/2018:**

It was noted that due to illness, the final report from the internal auditor for 2017/18 was still awaited, so this item was deferred until the next Finance Meeting.

**7. APPROVE INTERNAL AUDIT PLAN FOR 2018/2019:**

Members noted the proposed Audit Plan for the year 2018/19 and

It was

Proposed Councillor A Seymour

Seconded Councillor Mrs J Cook

RECOMMENDED that the Audit Plan for 2018/19 be approved.

**8. TO FORMALLY SET THE DATES FOR THE 'EXERCISE OF ELECTORS' RIGHTS' FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2017**

It was

Proposed Councillor Mrs L Staite

Seconded Councillor A Seymour

**RECOMMENDED to:**

Approve the dates for the Exercise of Electors' Rights as 20<sup>th</sup> June to 31<sup>st</sup> July 2018.

**9. REVIEW LEVEL OF FIDELITY GUARANTEE:**

After discussion

It was

Proposed

Councillor Mrs L Walsh

Seconded

Councillor Mrs L Staite

**RECOMMENDED that:**

The current level of fidelity insurance standing at £1,000,000 does not require amendment.

**10. RENEWAL OF ATC VEHICLES INSURANCE:**

The three quotations obtained for vehicles insurance for 2018/19 were considered.

After discussion,

It was

Proposed – Councillor M Vivis

Seconded – Councillor A Seymour

RECOMMENDED to accept the quotation from Zurich Insurance for £2,482 for 2018/19.

11. **RENEWAL OF BOTH CLERKS' MEMBERSHIP OF SLCC:**

The Town Clerk's comments were noted and after discussion

It was Proposed Councillor Mrs L Walsh  
Seconded Councillor Mrs L Staite

RECOMMENDED to renew both Clerks' membership of the SLCC with a cost of £282 each.

12. **HERVINES PARK RESIDENTIAL FLAT RENTAL:**

Following previous agreement via e-mail,

It was Proposed Councillor M Lacey  
Seconded Councillor M Vivis

RECOMMENDED to accept a rental of £925 pcm from a prospective tenant, subject to satisfactory references and lease agreement.

13. **RE-SURFACING OF HERVINES PARK DRIVEWAY:**

Members noted the report from Mark Richardson and considered the three quotations received for re-surfacing of the Hervines Park driveway access. After discussion

It was Proposed Councillor Mrs L Staite  
Seconded Councillor M Vivis

RECOMMENDED to accept the quotation of £15,980 + VAT from T Clubb & Son. However, the Clerk was asked to provide further information on the specification of works and to ensure the Bowls Club is notified of the dates for the project.

14. **CHILTERN DISTRICT COUNCIL MATTERS:**

a) Station Car park extension

It was reported that the Chiltern District Council project to extend the station multi-storey car park is on schedule to be completed in November 2018.

15. **BUCKS COUNTY COUNCIL MATTERS:**

There were no matters for discussion.

16. **MATTERS FOR REPORT:**

a) Overtime payment

The Clerk reported that after consultation with the Mayor and Chair of the Finance Committee, staff overtime had been approved to cover long term sick leave at the depot at a cost of £499 for May 2018.

b) Twinning weekend

The Clerk reported that the provisional programme for the July twinning weekend had been circulated to all Members. It was agreed that the Clerk would circulate the revised programme so that Members could confirm attendance with the Clerk, in order for restaurant bookings to be completed.

**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.**

17. **ITEM RELATING TO ATC SALARY STAFF REVIEW:**

The meeting closed at 8.15pm

Chairman.....

Date .....

F&GP