

Amersham Town Council

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DRAFT MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON MONDAY 15 OCTOBER 2018

PRESENT:

Councillor R Jones (Chair)
Councillor Ms C Jones - Town Mayor
Councillor M Flys – Deputy Town Mayor (from 8pm)
Councillor Mrs J Cook
Councillor C Morgan
Councillor M Grimson
Councillor H Newton
Councillor M Vivis
Councillor Mrs L Walsh (from 8.35pm)

IN ATTENDANCE:

Mrs E Richardson - Town Clerk Finance & Policy
Mr S Catanach – Town Clerk Community Services
Mrs J Atkinson – OABA (part meeting)
Mrs G Marshall-Andrews – Amersham Society (part meeting)

34. **APOLOGIES:**

Councillor M Lacey
Councillor Mrs L Staite

35. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

36. **MATTERS ARISING FROM THE APPROVED MINUTES OF MEETING HELD ON 13 AUGUST 2018:**

There were no matters arising.

37. **DONATIONS TOWARDS COMMUNITY CHRISTMAS EVENTS:**

The requests from the Old Amersham Business Association (OABA) and Amersham Action Group (AAG) for financial contributions to their Christmas events in Old Amersham and Amersham-on-the-Hill were considered. After a brief discussion,

It was

Proposed – Councillor R Jones
Seconded – Councillor Mrs J Cook

RECOMMENDED That £1000 be given to each group to help fund their Christmas Community events.

38. **TO RECEIVE THE FINANCE REPORTS FOR 1 JULY TO 31 AUGUST 2018:**

- i) Income and Expenditure Reports for periods ending 31 July and 31 August 2018
- ii) Balance sheets as at 31 July & 31 August 2018
- iii) Accounts paid from 1 July to 31 August 2018
- iv) The quarterly statement from the CCLA was notified to Members

It was Proposed – Councillor R Jones
Seconded – Councillor M Vivis

RECOMMENDED that the finance reports for the period 1 July to 31 August 2018 be accepted.

39. **RENEWAL OF CONTRACT WITH HEALTH & SAFETY / EMPLOYMENT LAW CONSULTANT:**

The Clerk's report had been circulated prior to the meeting, detailing the three quotations sought for consultancy advice on Health & Safety and Employment Law. After discussion

It was Proposed – Councillor R Jones
Seconded – Councillor Ms C Jones

RECOMMENDED that the contract is renewed with Ellis Whittham at £3737 per annum for a three year contract.

40. **CONTRACT FOR REPLACEMENT PHOTOCOPIER:**

Members considered three quotations for a replacement photocopier. After discussion

It was Proposed – Councillor R Jones
Seconded – Councillor M Grimson

RECOMMENDED that a new contract be taken out with Ricoh for a 5 year contract at £920.68 pa for rental costs.

41. **PURCHASE OF REPLACEMENT IT EQUIPMENT:**

Members considered the Clerk's report which had been circulated prior to the meeting. After discussion

It was Proposed – Councillor C Morgan
Seconded - Councillor Mrs J Cook

RECOMMENDED that an HP 250 G6 laptop (£516.30) and HP Business Desktop pro Desk 400 (£549) be purchased for use by the Town Clerks.

42. **CYBER ESSENTIALS ACCREDITATION:**

The Town Clerk's report on the Council's IT data security was considered and after discussion

It was

Proposed – Councillor Mrs J Cook
Seconded – Councillor H Newton

RECOMMENDED that the quote be accepted from Complete IT Ltd for the implementation of Cyber Essentials and Watchguard Cyber Security Service:

- Cyber Security accreditation - £950
- Watchguard T15 device - £200
- Watchguard Cyber Security Service - £99.68 / month on a 12 month contract

43. **AMERSHAM BOWLS CLUB IMPROVEMENTS:**

Members considered the retrospective application from Amersham Bowls Club to lay paviers in front of the clubhouse at Hervines Park. Whilst Members had no objection to the alterations, the Clerk was instructed to remind the club that such requests should be notified to the Town Council prior to any work being carried out, as agreed under the terms of the current lease. It was also agreed that the ATC Facilities Manager inspect the work.

44. **CHILTERN DISTRICT COUNCIL MATTERS:**

Cllr Shepherd gave a verbal update on the Chiltern Lifestyle Centre project.

45. **BUCKS COUNTY COUNCIL MATTERS:**

i) Request for matched funding to introduce parking restrictions at Pondwicks

Members considered a request from a local property owner for matched funding from the Town Council, with Bucks County Council to install parking restrictions at Pondwicks in order to allow better access. This matter had been discussed at the Council meeting held on 17 September 2018. The Clerk was asked to inform the applicant that Amersham Town Council does not have a budget available for highways project. However, it is understood that if a project were approved by Bucks CC under their LAF scheme, then matched funding could come from any other third party and is not restricted to the Town Council. The applicant will be advised of this.

46. **MATTERS FOR REPORT:**

There were no matters for report.

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.

47. **ITEM RELATING TO ATC PREMISES:**

48. **ITEM RELATING TO ATC PREMISES:**

The meeting closed at 8.35pm

Chairman.....

Date

F&GP