

Amersham Town Council

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MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 10 JUNE 2019

PRESENT: Councillor M Vivis (in the Chair)
Councillor M Flys (part meeting)
Councillor Mrs B Dhanda
Councillor C Morgan
Councillor Mrs L Staite

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

1. **APOLOGIES:** Councillor Ms C Jones
Councillor Mrs L Walsh
Councillor M Grimson

2. **ABSENT NO APOLOGIES:** Councillor R Jones
Councillor J Cook
Councillor H Newton

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

4. **MINUTES:**

It was

Proposed – Councillor Mrs L Staite

Seconded – Councillor C Morgan

RESOLVED

The minutes of the Finance & General Purposes Committee meeting held on 15 April be confirmed as a true record and signed by the Chairman.

5. **MATTERS ARISING FROM THE APPROVED MINUTES OF MEETING HELD ON 15 APRIL 2019:**

There were no matters arising.

6. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2018/2019:**

A presentation on the end of year accounts was given by Mr Derek Kemp of DCK Accounting Solutions. After discussion

It was

Proposed

Councillor C Morgan

Seconded

Councillor M Flys

RECOMMENDED that:

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 17th June 2019.

The possibility of carrying out a specification exercise on the depot work was discussed, to ensure that the contract work for other parishes is not to the detriment of time spent within Amersham. This will be discussed further at the next full Council meeting in July.

7. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2019:**

Financial Year 2018-2019

- i) Income and Expenditure Reports for periods ending 31 March 2019
- ii) Balance sheets as at 31 March 2019
- iii) Accounts paid to 31 March 2019

Financial Year 2019-2020

- i) Income and Expenditure Reports for periods ending 30 April 2019
- ii) Balance sheets as at 30 April 2019
- iii) Accounts paid to 30 April 2019

It was

Proposed - Councillor C Morgan
Seconded - Councillor Mrs L Staite

RECOMMENDED that the finance reports for the period 1 March to 30 April 2019 be accepted.

8. **TO REVIEW THE EFFECTIVENESS OF THE 2018-2019 INTERNAL AUDIT:**

Members had received a copy of the final Internal Audit Report for 2019/20.

It was

Proposed – Councillor C Morgan
Seconded – Councillor Mrs L Staite

AGREED that the Internal Audit had been effective.

9. **APPROVE INTERNAL AUDIT PLAN FOR 2019/2020:**

Members noted the proposed Audit Plan for the year 2019/20 and

It was

Proposed Councillor M Flys
Seconded Councillor Mrs B Dhanda

RECOMMENDED that the Audit Plan for 2019/20 be approved.

10. **TO FORMALLY SET THE DATES FOR THE ‘EXERCISE OF ELECTORS’ RIGHTS’ FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2019**

It was

Proposed Councillor Mrs L Staite
Seconded Councillor C Morgan

RECOMMENDED to:

Approve the dates for the Exercise of Electors' Rights as 19 June to 30 July 2019.

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

After discussion

It was
Proposed Councillor M Flys
Seconded Councillor Mrs L Staite

RECOMMENDED that:

The current level of fidelity insurance standing at £1,000,000 does not require amendment for the coming year, but may require an uplift for the 2020/21 financial year depending on the level of Council reserves.

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

The four quotations obtained for vehicles insurance for 2019/20 were considered. After discussion,

It was
Proposed – Councillor Mrs L Staite
Seconded – Councillor C Morgan

RECOMMENDED to accept the quotation from Zurich Insurance for £2,239 for 2019/20.

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

The Town Clerk's comments were noted and after discussion

It was
Proposed Councillor - C Morgan
Seconded – Councillor M Flys

RECOMMENDED to renew both Clerks' membership of the SLCC with a cost of £299 each.

14. **DONATION TOWARDS PLAYGROUND EQUIPMENT:**

Members had previously noted the offer of a donation from an Amersham business towards replacement playground equipment at Hervines Park and Barn Meadow. Some indicative costs had been obtained from three suppliers. After discussion

It was
Proposed – Councillor C Morgan
Seconded – Councillor M Flys

RECOMMENDED that Council replaces some of the older play items, particularly at Hervines Park, and that further grants should be sought. However, it was suggested that a final decision should be deferred until the District Council formally approves the new Chilterns Lifestyle Centre including the replacement of the skate park and playground at King George V Field.

15. **ARBOURICULTURAL WORK AT ST MARY'S CHURCHYARD:**

The Town Clerk's report and letter from St Mary's Church were noted. After discussion

It was
Proposed Councillor M Flys

RECOMMENDED to accept the quotation of £880 for pruning, shaping and treatment of the two large Yew trees.

16. **CHILTERN DISTRICT COUNCIL MATTERS:**

a) Chiltern Lifestyle Centre

Councillor Flys reported that the District Council Planning Committee had recommended approval of the new lifestyle centre earlier in the evening and that the project would now be put before the next full Council meeting of Chiltern & South Bucks District Council.

17. **BUCKS COUNTY COUNCIL MATTERS:**

There were no matters for discussion.

18. **UNITARY AUTHORITY UPDATE:**

There were no matter for report.

19. **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.

20. **DAYBREAK NURSERY:**

The Clerk provided an update on negotiations with Daybreak Nursery on their new lease. Their further response is awaited.

The meeting closed at 8.22pm

Chairman.....

Date