

Amersham Town Council

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 14 JUNE 2021

PRESENT:

Councillor D Pinkney (Chair)
Councillor M Roberts (Town Mayor)
Councillor Mrs J Barnes (Deputy Town Mayor)
Councillor M Flys
Councillor Mrs V Head
Councillor Ms C Jones
Councillor A Lamont
Councillor Mrs P Milliner (Vice Chair)

IN ATTENDANCE:

Councillor Ms R Dineley
Councillor J Keeler
Councillor Miss S Scott-James
Councillor A Seymour
Mrs E Richardson - Town Clerk Finance & Policy
Mr S Catanach- Town Clerk – Community Services & Engagement
Mr D Kemp – DCK Accounting Solutions Ltd (part meeting)

1. **APOLOGIES:**

Councillor M Dormer
Councillor H Maitland-Jones
Councillor S Woodhead

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest

3. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2020-2021:**

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

It was	Proposed	Councillor Ms C Jones
	Seconded	Councillor Mrs V Head

RECOMMENDED that:

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 14th June 2021.

4. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2021:**

Financial Year 2020-21

- i) Income and Expenditure Reports for periods ending 31 March 2021
- ii) Balance sheets as at 31 March 2021
- iii) Accounts paid to 31 March 2021

It was	Proposed - Councillor Miss S Scott-James
	Seconded – Councillor Mrs J Barnes

RECOMMENDED that the finance reports for the period 1 to 31 March 2021 be accepted.

Financial Year 2021-2022

- i) Income and Expenditure Reports for periods ending 30 April 2021
- ii) Balance sheets as at 30 April 2021
- iii) Accounts paid to 30 April 2021

It was Proposed - Councillor M Roberts
Seconded – Councillor Ms C Jones

RECOMMENDED that the finance reports for the period 1 to 30 April 2021 be accepted.

5. **TO REVIEW THE EFFECTIVENESS OF THE 2020-2021 INTERNAL AUDIT:**
Members had received a copy of the final Internal Audit Report for 2020-2021.

It was Proposed – Councillor M Roberts
Seconded – Councillor Mrs V Head

AGREED that the Internal Audit had been effective.

6. **TO REVIEW THE FINAL INTERNAL AUDIT REPORT:**
The final internal audit report had been circulated prior to the meeting. Members were pleased to note that there were no issues raised by the auditor which required action by the Council.

7. **APPROVE INTERNAL AUDIT PLAN FOR 2021-2022:**
Members noted the proposed Audit Plan for the year 2021-2022 and

It was Proposed Councillor M Roberts
Seconded Councillor Mrs A Lamont

RECOMMENDED that the Audit Plan for 2021-2022 be approved.

8. **TO APPOINT THE INTERNAL AUDITOR FOR THE 2021-2022 FINANCIAL YEAR**

It was Proposed Councillor Miss S Scott-James
Seconded Councillor M Roberts

RESOLVED to appoint Auditing Solutions as the Council’s internal auditor for the 2021/22 financial year. Members were advised by Mr Kemp that the Council is under no obligation to change to a new auditor on a regular basis and need only review that Members are confident of the robustness of the appointed auditor.

9. **TO FORMALLY SET THE DATES FOR THE ‘EXERCISE OF ELECTORS’ RIGHTS’ FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2021**

It was Proposed Councillor M Roberts
Seconded Councillor Mrs P Milliner

RECOMMENDED to:

Approve the dates for the Exercise of Electors’ Rights as 16 June to 27 July 2021.

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

After discussion

It was	Proposed	Councillor Mrs P Milliner
	Seconded	Councillor M Roberts

RESOLVED that based on the Town Clerk's report, the council's level of fidelity insurance be increased from £1,000,000 to £1,250,000.

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

The quotes obtained were considered and the Town Clerk's report was noted. After discussion,

It was	Proposed – Councillor Mrs P Milliner
	Seconded – Councillor M Flys

RESOLVED to accept the quotation from Zurich Insurance of £3,824.27 for 2021/22.

12. **TO CONSIDER QUOTATIONS FOR ASSISTANCE IN HS2 GRANT APPLICATION FOR MARKET HALL REPAIRS:**

Members discussed the options on funding the Market Hall repairs, including:

- Applying for a grant from HS2 (this would be a maximum grant of £75,000, so would only cover 50% of the project cost)
- Applying for a loan from the Public Works Loan Board and
- Using the Council's capital funds towards the project

It was RECOMMENDED that **in principle**, Council accepts the terms of the proposal from Emily Toettcher for assistance with the HS2 grant application, though the Clerk was asked to find out if it would be possible to make a retrospective application for an HS2 grant, so that work could commence on the repair project as early as possible, using the council's capital funds in order to get the project underway.

13. **BUCKINGHAMSHIRE COUNCIL MATTERS:**

There were no matters for discussion.

14. **MATTERS FOR REPORT:**

a) Youth Club Grant

Members approved the release of the 2021-22 tranche of £12,000 from the Youth Club grant held by Amersham Town Council on behalf of Chiltern District Council.

b) Kickstart scheme

The Clerk informed Members of the government's Kickstart scheme through which the Council could help support young adults by offering them 6 month work placements. The scheme would be administered by Buckinghamshire Council. Members agreed in principal to an application being made to Bucks Council and the Clerk will report at the next meeting on the progress of the application.

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.

15. **REIVEW ENQUIRY FOR POSSIBLE SALE OF SMALL AREA OF LAND ON EDGE OF RECTORY WOODS:**

After discussion and, mindful of the protective covenant on the land, it was AGREED that the Clerk should contact the prospective purchaser to confirm that the land is covenanted as public open space and is not available for sale.

The meeting closed at 8.05pm

Chairman.....

Date

