

Amersham Town Council

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 13 JUNE 2022

PRESENT: Councillor M Roberts (Town Mayor) – in the Chair
Councillor Mrs J Barnes (Deputy Town Mayor)
Councillor M Flys
Councillor M Dormer
Councillor Mrs P Milliner
Councillor Dr E Shepherd
Councillor S Woodhead

IN ATTENDANCE: Councillor H Maitland-Jones
Councillor J Keeler
Mr D Kemp (DCK Accounting Solutions Ltd) – part meeting
Mrs E Richardson - Town Clerk Finance & Policy
Mr S Catanach - Town Clerk Community Services & Engagement

1. **ELECTION OF CHAIR:**
In the absence of Councillor Dominic Pinkney (Chair of F & GP) and following the resignation of Councillor Pat Milliner as Deputy Chair of F & GP,

It was Proposed – Councillor S Woodhead
Seconded – Councillor Mrs J Barnes

AGREED that the Mayor take the Chair for the duration of the meeting.

2. **APOLOGIES:** Councillor D Pinkney
Councillor Mrs V Head

3. **ABSENT NO APOLOGIES:**
Councillor Mrs A Lamont

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

5. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2021-22:**
A presentation on the end of year accounts was given by Mr Derek Kemp of DCK Accounting Solutions. After discussion

It was Proposed Councillor Mrs J Barnes
Seconded Councillor S Woodhead

RECOMMENDED that:

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 13th June 2022.

6. **APPOINTMENT OF DEPUTY CHAIR OF F & GP COMMITTEE:**
Following the resignation of Councillor Milliner as Deputy Chair of the F & GP Committee, nominations were requested for a replacement Deputy Chair. There being only one nomination,

It was Proposed – Councillor Mrs J Barnes
Seconded – Councillor M Roberts

RECOMMENDED that Councillor S Woodhead be nominated as the new Deputy Chair of the F & GP Committee.

7. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2022:**

Financial Year 2021-2022

- i) Income and Expenditure Reports for periods ending 31 March 2022
- ii) Balance sheets as at 31 March 2022
- iii) Accounts paid to 31 March 2022

It was Proposed - Councillor S Woodhead
Seconded – Councillor Mrs J Barnes

RECOMMENDED that the finance reports for the period 1 to 31 March 2022 be accepted.

Financial Year 2022-2023

- i) Income and Expenditure Reports for periods ending 30 April 2022
- ii) Balance sheets as at 30 April 2022
- iii) Accounts paid to 30 April 2022

It was Proposed - Councillor Mrs J Barnes
Seconded – Councillor S Woodhead

RECOMMENDED that the finance reports for the period 1 to 30 April 2022 be accepted.

8. **TO REVIEW THE EFFECTIVENESS OF THE 2021-2022 INTERNAL AUDIT:**

Members had received a copy of the final Internal Audit Report for 2021-2022.

It was Proposed – Councillor Mrs J Barnes
Seconded – Councillor S Woodhead

AGREED that the Internal Audit had been effective.

9. **APPROVE INTERNAL AUDIT PLAN FOR 2022-2023:**

Members noted the proposed Audit Plan for the year 2022-2023 and

It was Proposed Councillor Mrs J Barnes
Seconded Councillor S Woodhead

RECOMMENDED that the Audit Plan for 2022-2023 be approved.

10. **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.

It was Proposed – Councillor S Woodhead
Seconded – Councillor Mrs J Barnes

RECOMMENDED to accept the final audit report.

11. **TO APPOINT THE INTERNAL AUDITOR FOR THE 2022-2023 FINANCIAL YEAR**

It was Proposed Councillor Mrs J Barnes
Seconded Councillor S Woodhead

RESOLVED to appoint Auditing Solutions as the Council's internal auditor for the 2022-23 financial year.

12. **TO FORMALLY SET THE DATES FOR THE 'EXERCISE OF ELECTORS' RIGHTS' FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2022**

It was Proposed Councillor M Dormer
Seconded Councillor Dr E Shepherd

RECOMMENDED to:

Approve the dates for the Exercise of Electors' Rights as 16 June to 27 July 2022.

13. **TO AGREE RENEWAL OF COUNCIL'S VEHICLES INSURANCE POLICY:**
The Clerk's report and supplementary comments were noted. After brief discussion

It was Proposed – Councillor Dr E Shepherd
Seconded- Councillor Mrs P Milliner

RECOMMENDED that the vehicles insurance policy for 2022-23 be renewed with Zurich Municipal at a cost of £5,088.

14. **TO AWARD THE MAINTENANCE CONTRACT FOR THE COUNCIL'S STREET LIGHTS:**

Following completion of the tender process, a report had been circulated by Steve Catanach. After brief discussion

It was Proposed – Councillor Dr E Shepherd
Seconded – Councillor S Woodhead

RECOMMENDED that the 5 year contract to maintain the council's 914 streetlights and convert 44 heritage lights to LED's, be awarded to SparkX at a cost of £7,248 pa for maintenance and £52,800 for LED lantern conversion on 44 lights.

15. **BUCKS UNITARY AUTHORITY MATTERS:**

There were no matters for discussion.

16. **MATTERS FOR REPORT:**

a) **Defibrillator at Barn Meadow Pavilion**

The Clerk reported that permission was sought from the King's Church Football Club to place a defibrillator on the Barn Meadow Pavilion. (The club had obtained external funding to cover installation costs and will be responsible for on-going checks on the equipment). After brief discussion

It was

Proposed – Councillor S Woodhead
Seconded – Councillor Mrs J Barnes

RECOMMENDED that the Council agree to the installation at the Barn Meadow Pavilion.

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. **BLOOM ASSISTANT CONTRACT:**

The minutes of the Establishment Committee meeting held on 26 May 2022 had been circulated prior to the meeting. After much discussion

It was

Proposed – Councillor Mrs P Milliner
Seconded – Councillor M Flys

noted by the Committee that in previous cases where a temporary post had been made permanent, the post had not been readvertised. Therefore, taking into account her excellent performance to date, it was unanimously agreed by show of hands that the current fixed term contract be made a permanent position, with the present incumbent being offered the contract without readvertising, in contrast to what had been suggested at the January council meeting and by the Establishment Committee.

The meeting closed at 8.10pm

Chairman.....

Date