

Amersham Town Council

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 12 JUNE 2023

PRESENT: Councillor D Pinkney (Deputy Town Mayor)
Councillor E Shepherd (Town Mayor)
Councillor M Roberts
Councillor Mrs J Barnes
Councillor M Dormer
Councillor M Flys
Councillor H Maitland-Jones

IN ATTENDANCE: 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. **APOLOGIES:** Councillor Mrs V Head
Councillor P Milliner

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

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

4. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2022-23:**
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 Roberts
	Seconded	Councillor E Shepherd

RECOMMENDED that:

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 12th June 2023.

5. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2023:**

Financial Year 2022-23

- i) Income and Expenditure Reports for periods ending 31 March 2023
- ii) Balance sheets as at 31 March 2023
- iii) Accounts paid to 31 March 2023

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

RECOMMENDED that the finance reports for the period 1 to 31 March 2023 be accepted.

Financial Year 2023-24

- i) Income and Expenditure Reports for periods ending 30 April 2023
- ii) Balance sheets as at 30 April 2023
- iii) Accounts paid to 30 April 2023

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

RECOMMENDED that the finance reports for the period 1 to 30 April 2023 be accepted.

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.

It was Proposed – Councillor H Maitland-Jones
Seconded – Councillor M Roberts

RECOMMENDED to accept the final audit report.

7. **TO REVIEW THE EFFECTIVENESS OF THE 2022-2023 INTERNAL AUDIT:**

Members had received a copy of the final Internal Audit Report for 2022-23.

It was Proposed – Councillor H Maitland-Jones
Seconded – Councillor E Shepherd

AGREED that the Internal Audit had been effective.

8. **APPROVE INTERNAL AUDIT PLAN FOR 2023-24:**

Members noted the proposed Audit Plan for the year 2023-24 and

It was Proposed Councillor E Shepherd
Seconded Councillor H Maitland-Jones

RECOMMENDED that the Audit Plan for 2023-24 be approved.

9. **TO APPOINT THE INTERNAL AUDITOR FOR THE 2023-24 FINANCIAL YEAR**

It was Proposed Councillor E Shepherd
Seconded Councillor H Maitland-Jones

RESOLVED to appoint Auditing Solutions as the Council's internal auditor for the 2023-24 financial year.

10. **TO FORMALLY SET THE DATES FOR THE 'EXERCISE OF ELECTORS' RIGHTS' FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2023**

It was Proposed Councillor M Roberts
Seconded Councillor D Pinkney

RECOMMENDED to:

Approve the dates for the Exercise of Electors' Rights as 14 June to 25 July 2023.

11. **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 E Shepherd
Seconded- Councillor J Barnes

RECOMMENDED that the vehicles insurance policy for 2023-24 be renewed with Zurich Municipal at a cost of £6,677.

12. **MEMBERSHIP OF THE ESTABLISHMENT COMMITTEE:**

It was Proposed – Councillor D Pinkney
Seconded – Councillor J Barnes

AGREED that the membership of the Establishment Sub-Committee would be: Councillors E Shepherd (Mayor), D Pinkney (Deputy Mayor), J Barnes, M Roberts & H Maitland-Jones.

13. **MEMBERSHIP OF THE GRANTS SUB-COMMITTEE:**

It was Proposed – Councillor M Roberts
Seconded – Councillor E Shepherd

RECOMMENDED that the membership of the Grants Sub-Committee would be: Councillors E Shepherd (Mayor), D Pinkney (Deputy Mayor), M Dormer & M Flys, but that this would be confirmed at the next F & GP meeting to give other Members of the F & GP Committee an opportunity to join if they wish.

14. **QUOTATION FOR FIRE RISK ASSESSMENTS:**

The Clerk's report had been circulated prior to the meeting. After discussion

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

AGREED that the Council's Health & Safety consultant Worknest, be appointed to carry out 5 fire risk assessments on the Council's buildings, at a total cost of £3,540 (with a reduction from the full cost of £4,425 by exchanging a half day visit later in the year).

15. **MATTERS FOR REPORT:**

There were no matters to 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.

There were no matters for discussion.

The meeting closed at 7.45pm

Chairman.....

Date