

Amersham Town Council

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 17 JUNE 2024

PRESENT: Councillor M Roberts (Chair)
Councillor D Pinkney (Town Mayor)
Councillor M Dormer
Councillor M Flys
Councillor A Lamont
Councillor H Maitland-Jones
Councillor P Milliner

IN ATTENDANCE: D Kemp (part-meeting via Zoom link)
E Richardson - Town Clerk Finance & Policy
S Catanach - Town Clerk Community Services & Engagement

1. **APOLOGIES:** Councillor E Shepherd (Deputy Town Mayor)
Councillor J Barnes
Councillor V Head

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

4. **TO RECEIVE THE UNAUDITED ACCOUNTS FOR THE YEAR 2023-24:**
A presentation on the end of year accounts was given by Mr Derek Kemp of DCK Accounting Solutions. After discussion

It was Proposed - Councillor H Maitland-Jones
Seconded- Councillor P Milliner

RECOMMENDED that:

The accounts be put before full Council for approval at the Extra-ordinary meeting to be held on 17th June 2024.

5. **TO RECEIVE THE FINANCE REPORTS FOR MARCH/APRIL 2024:**

Financial Year 2023-24

- i) Income and Expenditure Reports for periods ending 31 March 2024
- ii) Balance sheets as at 31 March 2024
- iii) Accounts paid to 31 March 2024

It was Proposed - Councillor D Pinkney
Seconded – Councillor P Milliner

RECOMMENDED that the finance reports for the period 1 to 31 March 2024 be accepted.

Financial Year 2024-25

- i) Income and Expenditure Reports for periods ending 30 April 2024
- ii) Balance sheets as at 30 April 2024
- iii) Accounts paid to 30 April 2024

It was Proposed - Councillor D Pinkney
Seconded – Councillor P Milliner

RECOMMENDED that the finance reports for the period 1 to 30 April 2024 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 M Dormer
Seconded – Councillor H Maitland-Jones

RECOMMENDED to accept the final audit report.

7. **TO REVIEW THE EFFECTIVENESS OF THE 2023-24 INTERNAL AUDIT:**

Members had received a copy of the final Internal Audit Report for 2023-24.

It was Proposed – Councillor P Milliner
Seconded – Councillor D Pinkney

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 2024-25 and

It was Proposed Councillor P Milliner
Seconded Councillor D Pinkney

RECOMMENDED that the Audit Plan for 2024-25 be approved.

9. **TO APPOINT THE INTERNAL AUDITOR FOR THE 2024-25 FINANCIAL YEAR**

It was Proposed Councillor M Dormer
Seconded Councillor D Pinkney

RESOLVED to appoint Auditing Solutions as the Council’s internal auditor for the 2024-25 financial year.

10. **TO FORMALLY SET THE DATES FOR THE ‘EXERCISE OF ELECTORS’ RIGHTS’ FOR THE ACCOUNTS YEAR ENDED 31 MARCH 2024**

It was Proposed Councillor D Pinkney
Seconded Councillor A Lamont

RECOMMENDED to:

Approve the dates for the Exercise of Electors’ Rights as 19 June to 30 July 2024.

11. **TO AGREE RENEWAL OF COUNCIL’S VEHICLES INSURANCE POLICY:**

The Clerk's report was noted. After brief discussion

It was Proposed – Councillor M Flys
Seconded- Councillor M Roberts

RECOMMENDED that the vehicles insurance policy for 2024-25 be renewed with Zurich Municipal at a cost of £13,828.

12. **TO APPROVE PURCHASE OF REPLACEMENT SPEED INDICATING DEVICE):**

A report from Steve Catanach had been circulated prior to the meeting, noting that the council's previous Mobile Vehicle Activated Sign is no longer functioning and is irreparable. After discussion

It was Proposed -Councillor D Pinkney
Seconded – Councillor M Dormer

AGREED that a new speed indicating device be purchased at a cost of £3980.

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

It was Proposed – Councillor M Roberts
Seconded – Councillor M Dormer

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

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

It was Proposed – Councillor M Roberts
Seconded – Councillor M Dormer

RECOMMENDED that the membership of the Grants Sub-Committee would be: Councillors D Pinkney (Mayor), E Shepherd (Deputy Mayor), M Flys & P Milliner.

15. **RENEWAL OF BOWLS CLUB LEASE:**

The request from the Bowls Club Chairman for a meeting to discuss the renewal of the lease in 2026 was noted. As the Council is not envisaging any material change to the terms of the lease,

It was Proposed – Councillor M Roberts
Seconded – Councillor M Dormer

AGREED that the Clerk would ask the Club if they were anticipating any changes to the lease which would necessitate discussion so far in advance of the renewal date.

16. **RENEWAL OF THE TOWN COUNCIL BANK MANDATE:**

It was Proposed – Councillor M Roberts
Seconded – Councillor D Pinkney

AGREED that the bank mandate should remain as one officer (Clerk) plus any two Councillors acting as signatories.

17. **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 7.50pm

Chairman.....

Date

