

Amersham Town Council

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 23 FEBRUARY 2026

PRESENT:

Councillor Martin Day (Chair)
Councillor Simon Woodhead (Town Mayor)
Councillor Heena Amarshi
Councillor Jane Barnes
Councillor Paul Edwards
Councillor Elizabeth Kolb
Councillor Mark Roberts

IN ATTENDANCE:

Elizabeth Richardson - Town Clerk Finance & Policy
Steve Catanach – Town Clerk Community Services & Engagement

51. **APOLOGIES:**

Councillor Jonathan Allum
Councillor James Wilkinson
Councillor Maura Brady (late apologies received)

52. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

53. **TO RECEIVE THE FINANCE REPORTS FOR NOV & DEC 2025:**

- i) Income and Expenditure Reports for period ending 30 November and 31 December 2025
- ii) Balance sheets as at 30 November & 31 December 2025
- iii) Accounts paid from 1 November to 31 December 2025

It was

Proposed - Councillor H Amarshi
Seconded – Councillor M Roberts

RECOMMENDED that the finance reports for the period 1 November to 31 December 2025 be accepted.

54. **STAFF INCREMENTAL SALARY INCREASES:**

The Town Clerk's report on incremental salary increases for eligible staff was noted and

It was

Proposed – Councillor K Kolb
Seconded – Councillor J Barnes

RECOMMENDED that the incremental increases be formally approved as proposed.

55. **REVISED JOB DESCRIPTION FOR AMERSHAM IN BLOOM ADMIN ASSISTANT:**

Prior to the meeting, the updated Job Description for the Amersham-in-Bloom Admin Assistant was circulated. The revised role now includes the community

outreach initiatives identified by the Council and reflects an increase in contracted hours to 23 per week.

It was Proposed – Councillor H Amarshi
Seconded – Councillor M Roberts

RECOMMENDED that the Job Description be approved as drafted, together with an increase in contractual hours to 23 hours per week.

56. **1st INTERIM INTERNAL AUDIT FOR 2025-26:**

The internal audit report had been circulated prior to the meeting. Councillors were pleased to see there were no issues for concern and it was noted that the Standing Orders would be reviewed at the next full Council meeting.

It was Proposed – Councillor H Amarshi
Seconded – Councillor P Edwards

RECOMMENDED that the audit report and the comments therein be formally accepted

57. **RENEWAL OF COUNCIL'S ELECTRICITY CONTRACT:**

The Clerk's report on the renewal of the Council's electricity contract was noted. After discussion

It was Proposed – Councillor E Kolb
Seconded – Councillor M Day

RECOMMENDED that the contract be renewed as proposed with the existing supplier for a new contract from December 2026 to September 2029.

58. **TREE WORKS AT THE PYGHTLE ALLOTMENT SITE:**

The Clerk's report on the reason for the tree works was noted. After discussion

It was Proposed – Councillor H Amarshi
Seconded – Councillor J Barnes

RECOMMENDED that the work be undertaken with the recommended local contractor.

59. **PURCHASE OF WAY MARKERS FOR PARSONAGE WOOD:**

The Clerk's comments were noted. After discussion

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

RECOMMENDED to purchase the way markers, with wording to match the town's new finger posts, giving distances to local landmarks in meters rather than walking times.

60. **APPROVAL FOR CIRCUS ON KING GEORGE V FIELD:**

It was noted that it had been several years since the previous circus visited the town. After discussion

It was Proposed – Councillor H Amarshi
Seconded – Councillor J Barnes

RECOMMENDED to grant permission for the circus on King George V field between 23- 27 April 2026, (set up from 21 April).

61. **PURCHASE OF USED RIDE-ON ROLLER FOR COUNCIL DEPOT:**
The Depot Manager’s recommendation on the purchase of the machine was noted.
After discussion

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

RECOMMENDED that the machine be purchased at a cost of £3,750 which would help to reduce the council’s reliance on hired equipment.

62. **CARBON LITERACY TRAINING:**
It was noted that the Council’s Climate Action Working Group had sourced a local trainer to conduct a basic training course (either two half days or one full day) in Carbon Literacy for up to 15 participants at a cost of £1,400. Approval was sought from full Council, given the significant impact on the Council’s central services training budget. It was also clarified that the ultimate aim is to roll out carbon literacy training to the wider local community, involving local groups and organisations. After discussion

It was Proposed – Councillor M Roberts
Seconded – Councillor H Amarshi

RECOMMENDED that training dates be arranged as soon as possible, with places being offered to Councillors and Council staff in the first instance, with any spare places being offered to local community groups.

63. **PURCHASE OF OPUS AI SOFTWARE:**
It was noted that a revised quotation had been received from Opus for analytical AI software for the Council’s historic minutes. After discussion

It was Proposed – Councillor S Woodhead
Seconded – Councillor M Roberts

AGREED that the cost could not be justified given the limited use of the software. Councillor Amarshi offered to investigate the possibility of obtaining a cheaper alternative solution.

64. **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.

65. **LAND ADJACENT TO PARSONAGE WOOD:**

Members noted the Clerk's report concerning vehicles parking on the land adjacent to 126 Station Road. The Council also received an enquiry from the new property owner regarding the possibility of renting the parking space from the Town Council. After discussion

It was

Proposed – Councillor M Roberts

Seconded – Councillor S Woodhead

RECOMMENDED that the Clerk seek legal advice on the current deeds of the council-owned land, previously purchased from the Diocese of Oxford.

The meeting closed at 9.20pm