

# Amersham Town Council

## DRAFT MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON 1 SEPTEMBER 2025

### **PRESENT:**

Councillor Maura Brady (Chair)  
Councillor Jonathan Allum  
Councillor Heena Amarshi  
Councillor Jane Barnes  
Councillor Paul Edwards  
Councillor Elizabeth Kolb  
Councillor Mark Roberts  
Councillor James Wilkinson  
Councillor Simon Woodhead (Town Mayor)

### **IN ATTENDANCE:**

E Richardson - Town Clerk Finance & Policy  
M Richardson – Depot & Facilities Manager (part meeting)

### 15 **BOWLS CLUB LEASE: Part II Confidential matter brought forward to allow Mark Richardson to attend.**

Councillors were informed of the latest update regarding the repair of the existing Bowls Club mower and of the request received from the Bowls club for 50% contribution towards their purchase of an additional mower. After discussion

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

RECOMMENDED that the Council contribute 50% towards the repair of the existing mower but notify the club that the purchase of the additional mower is outside the terms of the lease. A substantive reply regarding the lease renewal would be made to the club once the ATC working group has met to discuss a way forward and the council's solicitor has been consulted.

### 16. **APOLOGIES:** Councillor Martin Day

### 17. **DECLARATIONS OF INTEREST** There were no declarations of interest.

### 18. **TO RECEIVE THE FINANCE REPORTS FOR MAY/JUNE 2025:**

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

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

RECOMMENDED that the finance reports for the period 1 May to 30 June 2025 be accepted.

19. **REPLACEMENT PLAY EQUIPMENT AT BARN MEADOW:**

It was noted that Mark Richardson had received some quotes for replacement play equipment at Barn Meadow, but more quotes were expected. Once these are obtained, a brief consultation will be carried out to obtain the views of visitors to the playground on possible design options, with a view to the play equipment being installed in Spring 2026.

20. **REPAIR & CLEARANCE OF DRAINS UNDER FLINT BARN COURT DRIVEWAY:**

Councillors considered the quotation received for repair and clearance of drains under the Flint Barn Court driveway, together with the report from the surveyor. After discussion

It was

Proposed – Councillor S Woodhead  
Seconded – Councillor J Allum

RECOMMENDED that the quote for jet clearance of the drains be accepted, excluding the proposal to replace a 10m section of the drain pipe under the cobbled driveway – expected cost of £2,160 + VAT.

21. **QUOTATION TO SCAN COUNCIL'S MINUTE BOOKS:**

The quotation from Scripti to scan all the council's historic minute books was considered, so that the original books could be archived into safe storage. After discussion

It was

Proposed - Councillor S Woodhead  
Seconded - Councillor M Roberts

RECOMMENDED to accept the quotation of £3,950 providing adequate proof is obtained on the quality of the scans and that the scans can be used to navigate subject headings from the records. If the scanning is carried out, the council would consider transfer of the minute books to the Buckinghamshire Council archive facility at a subsequent meeting.

22. **CONTRACTUAL SALARY INCREASES FOR ATC STAFF:**

Members noted the contractual salary increases, backdated to 1 April 2025 for all ATC staff, who are employed under the NJC regulations. These will be implemented in the September payroll.

23. **APPROVAL OF DATE OF BUDGET BRIEFING**

It was

Proposed - Councillor S Woodhead  
Seconded - Councillor J Allum

AGREED to hold the Budget Briefing meeting for all Councillors on Monday 24 November 2025 at Flint Barn Court.

24. **BUCKINGHAMSHIRE COUNCIL MATTERS:**

a) Election costs

Members noted the election costs recharged by Buckinghamshire Council for the May 2025 local elections to be £29,179.

b) Update on Buckinghamshire Council Street Trading Policy

Councillor Roberts informed the Committee that the Street Trading Policy proposed by Buckinghamshire Council last year had been completely re-drafted following concern voiced by parishes and community groups. The newly drafted policy which now appears to be in line with the expectations of parish/town councils has been approved by the Buckinghamshire Licensing Committee.

25. **CHANGE OF BROKER FOR COUNCIL UTILITIES:**

Councillors noted the Clerk's proposal to seek quotations for utilities from alternative brokers, moving away from the current broker used. It was suggested that the Council approach Green Energy for future quotations.

**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.**

26. **DEPOT STAFFING:**

Members discussed the forthcoming vacancy within the depot team. After discussion

It was

Proposed – Councillor S Woodhead

Seconded – Councillor M Brady

AGREED to fill the vacancy by offering a permanent contract to the current temporary groundsman whose 6 month contract expires at the end of September. The new contract would be effective from 1 October 2025 on the same terms and conditions as the current job holder.

The meeting closed at 8.55pm

Chairman.....

Date .....