

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee of Monday
5 June 2006

Present Chairman: Cllr J Capel
Cllrs B Dhillon, Ms L Hazell, Mrs S Ogden, M Taylor
and S Tilbey

Officer: Mrs Janet Holmes

ACTION

34. Declarations of interest

Members were asked to declare any personal interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

35. Public Forum

No members of the public were present.

36. Minutes of the Finance & General Purposes Committee Meeting

In the absence of the Chairman, the minutes of the meeting of 5 June 2006 were approved and signed as a true record by the Vice Chairman Cllr Taylor.

6.10 pm Cllrs Capel and Tilbey joined the meeting. Cllr Capel took the Chair

37. Finance

a) To note payments made up to 30 June 2006

Noted

b) To accept a schedule of payments for the period the first quarter

A schedule of payments for the first quarter was submitted to the meeting. Discussion took place regarding the format of the document and the type of report councillors would like to see in the future.

c) To agree the virement of funds between cost centre headings

Agreed that some invoices should be posted under different cost centres. The committee would consider virement between cost centres at the next meeting

d) To confirm the Clerk's level of budget delegation

The Clerk's level of budget delegation was set at £5,000 without reference back to a committee.

e) Annual Audit 2006.

To receive an update on the Internal Audit and note the actions necessary to complete the financial information for the period up to 31 March 2006

The Internal Auditor had visited the premises and carried out 90% of the audit. The accounts for the period up to 31 March 2006 were still incomplete. Cllr Capel reported that some of the information on Sage was incorrect. He offered to undertake the necessary work with the assistance of a professional colleague. Once the balances are available the internal auditor would be prepared to complete the final part of the audit by post.

The committee accepted Cllr Capel's offer to complete the end of year accounts

Cllr Capel

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f] Requests for Grant Aid

1. Buckinghamshire Playing Fields Association
AGREED that the annual subscription be maintained

2. WRVS

AGREED that the application be considered at the next meeting of the Finance and General Purpose Committee in October

Clerk

38. To consider updating the risk assessments criteria for the Parish Council

The risk assessments for the Parish Council were created in 2004. Cllr Mrs Ogden volunteered to work with the Parish Clerk to review and update the assessments

Clerk/Cllr Mrs Ogden

39. To receive reports regarding Parish Council staffing

a] Staffing in the parish office

Councillors considered a report from the Clerk regarding staffing cover in the office during holidays and sickness

AGREED that an additional member of staff be recruited on a self employed, basis, on a six month temporary contract for 10 hours per week with the possibility of undertaking additional hours if required.

Funding of the post could be vired from part of the playground equipment budget

Clerk

b] Street cleaning

Cllr Tilbey outlined the problem with the cleanliness of the High St and suggested that the Parish Council consider undertaking pavement cleaning. The committee agreed to the principle of undertaking this work.

Clerk to investigate costings and possible sponsorship [information from Cllr Cole] for discussion at a future meeting

Clerk/Cllr Cole

40. Legal Documents

a] The Clerk has received information regarding the benefits of registering land within the Parish. The Committee were asked if they wished to register all their plots of land including the three grassed areas of open space. AGREED that registration not take place at the current time

b] The Police have requested information on the parish council byelaws. The Clerk is having difficulty tracing the byelaws for the land around Burnham Park Hall, Burnham Park and St Peter's Recreation, councillors were asked to forward any information they might have to the Clerk.

ALL

41. Information Items

a] Information has been obtained on the costings of a Vice Chairman's badge and past Chairman's badges. Agreed that no action be taken at the present time

b] Work would be undertaken on the nib in the High St week commencing 7 August 2006.

c] Invoices had been received from south bucks district Council for minor repair works to toilet doors at Jennery Lane. The Parish Council had not been notified that the work was necessary and there is no budget provision. Clerk to contact South Bucks to discuss the procedure.

Clerk

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42. **Date of Next Meeting**

The next scheduled meeting of the Finance and General Purpose Committee was amended to take place on Monday 9 October 2006 at 6.00 pm

There being no other business, the meeting closed at 7.40 pm