

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee held on Monday 11 February 2008. Meeting commenced at 6.00 pm.

Present Chairman: Cllr J Capel  
Cllrs P J Adams, M Cole, M Hewitt and M Taylor

Officer: Mrs Janet Holmes

The Chairman requested that the committee take two additional items as a matter of urgency under item 378

**374. Apologies for absence**

Apologies for absence were received from Cllrs P Davies and Mrs J Foster

**375. Declarations of interest**

Cllr Capel declared an interest in item 379 by virtue of being a consultant to that company

**376. Public Forum**

No members of the public were present

**377. To receive the minutes of the meetings held on 17 December 2007**

The minutes were duly approved and signed as a true record by the Chairman of the Committee.

**378. Financial Matters**

The Clerk apologised that she had not be able to produce the reports for b and c. These would be made available for the next meeting of the Full Council

- a. To receive the notification from the Audit Commission that they have appointed Mazars LLP as external auditor for the forthcoming year  
Information Noted
- b. To note payments made up to 31 January 2008.  
Report not available, to be presented to the Full Council
- c. To note the Council's balances upto and including 31 January 2008  
Report not available, to be presented to the Full Council
- d. To receive the information from South Bucks District Council regarding their consultations during the District precepting process  
Information noted
- e. To note the correspondence received from the HM Revenue and Customs regarding the community charge on Parish Council residential properties.

Following a meeting with a representative from HM Revenue and Customs, the Clerk had received details of the computation of duty due on the residential properties at Lent Green Lane and the Cherry Orchard, in respect of council tax paid from 2002 to the present time. HM Revenue and Customs inform the Council that because of the location of the flat at Burnham Park Hall, no payment is due on that property.

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Clerk to discuss with HM Revenue and Customs the payment for the years 2002 - 2006/7. The payment for the year 2007/8 to be calculated on the P11 D and paid by staff members.

Cllr Capel to obtain independent advice before the Clerk speaks to the department. It was noted that a penalty would be due, which would be based on

- A] Co-operation
- B] Disclosure
- C] The seriousness of the offence.

A contract settlement will be made after the Parish Council has agreed to the figures in writing.

**379. To Review the Council's Payroll Contractor**

The Clerk informed councillors of the problems recently experienced with the current payroll contract. Approaches had been made to Bucks County Council, South Bucks District Council, West Berks District Council (who had offered a service in the past) and Windsor and Maidenhead Borough Council, but no other authority was willing to take on additional contracts.

A private company, Knight and Company had provided a reasonable quote.

*Cllr Capel having declared an interest, explained his position in the company and took no part in the decision.*

It was agreed that the contract made with Knight and Company for the next financial year.

**380. To agree a working party to review the Council's Standing Orders to include the required financial regulations.**

Cllr John Capel and Cllr Mark Taylor agreed to work with the Parish Clerk to update the Council's Standing Orders.

**381. Council Logo**

a. To receive information regarding recent correspondence

An enquiry had been with received from Mr Thomson on behalf of a resident. The wording for the reply was discussed and agreed.

b. To agree the procedure for creating and adopting a new logo

Agreed that the Clerk contact "Infinity", who have produced headed stationary for the Council in the past. It was suggested that various options be produced for consideration, possibly incorporating a beech tree. The Quality Council logo to be included.

**382. To consider any recommendation from the Halls Committee regarding the application for grant funding**

To apply for grants for the Hall if possible within the available timescale. If not, to apply for grants for other Burnham Parish Council projects

There being no other business, the meeting closed at 7.10 pm