

## BURNHAM PARISH COUNCIL

### Minutes of the Meeting of the Finance & General Purposes Committee held at Burnham Park Hall on Monday 23 June 2003 at 7.30 pm.

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**Members Present:** *Councillors J P Capel, G Edwards B S Dhillon, M Taylor, L K Hazell J Somers and S L Tilbey*

*Also in attendance: Cllr G Edwards*

### PART I

01 Cllr L K Hazell (Chairman of the Council) acted as chairman to open the meeting.

02. **Appointment of Chairman**

Cllr J Somers proposed and Cllr M W Taylor seconded that Cllr B S Dhillon be appointed Chairman of the Finance and General Purposes Committee for the municipal year 2003/04

**RESOLVED**

- ◆ As there were no other propositions Councillor B S Dhillon was unanimously appointed Chairman of the Recreation and Amenities Committee for the municipal year 2003/04.

03. Cllr B S Dhillon accepted and assumed the duties as Chairman of the Finance and General Purposes Committee for the municipal year 2003/04.

04. **Appointment of Vice Chairman**

Cllr L K Hazell proposed and Cllr S L Tilbey seconded that Cllr J P Capel be appointed Vice-Chairman of the Finance and General Purposes Committee for the municipal year 2003/04

**RESOLVED**

- ◆ As there were no other propositions Cllr J P Capel was unanimously appointed Vice-Chairman of the Finance and General Purposes Committee for the municipal year 2003/04

05. Cllr J P Capel accepted and assumed the duties as Chairman of the Finance and General Purposes Committee for the municipal year 2003/04.

06. **Apologies**

Apologies were received and accepted from Cllr P J Adams.

07. **Declaration of Interests**

There were no declarations of interest.

08. **Minutes of the Committee Meetings – 14 April 2003.**

Cllr B S Dhillon, Chairman of the Committee presented and moved the minutes of the meeting held on 14 April 2003.

**RESOLVED:**

- ◆ That the minutes be approved.

**Finance Report**

09. **Current Council Balances.**

The Executive Officer presented a report identifying the current bank balances at 31 May 2003.

<b>Location of Investment</b>	<b>Amount of Investment</b>
Newbury Building Society – term deposit	£531,032.52
Halifax Building Society – Instant Access Account	£169,408.09
Lloyds TSB- Deposit Account	£ 1,148.12
Lloyds TSB – Current Account	£ 16,679.57
Cash	£ 200.00
<b>Total Investment</b>	<b>£718,468.30</b>

**RESOLVED**

- ◆ The report was received and noted.

**South Bucks Association of Local Councils**

10. The Executive Officer reported that the after an extra ordinary meeting of the South Bucks Association of Local Councils the constitution had now been amended, removing the prerequisite to be a member of the Buckinghamshire Association of Local Councils.

**RESOLVED:**

- ◆ That SBALC subscription would be renewed under the new constitution.

11. **Purchase of replacement computer**

The Executive Officer presented a report, requesting members to consider the purchase of a new computer for the Assistant Executive Officer

The report stated that the current computer used by the Officer had been purchased 6 years ago and although the Computer has been upgraded wherever possible over this period to ensure that it is capable of coping with the required work load, the computer is no longer reliable for the storage and transmission of essential data and can no longer be upgraded to maintain its maximum functioning with new software.

The cost of the new computer would be approximately £700.

**RESOLVED:**

- ◆ A new computer should be purchased from within the current budget.

12. **Refurbishment of Council Committee Room**

The Executive Officer presented a report, requesting Members to consider the refurbishment of the Councils Committee Room

The report stated that the room has been refurbished over a number of years with second hand furniture from South Bucks District Council.

The furniture in the Room was now worn and the chairs are starting to deteriorate.

The Officers of the Council have been approached by two elected members with concerns regarding Health and Safety and the condition of the chairs. In particular concerns have been expressed regarding possible back injuries as a result of using the chairs for prolonged periods.

The anticipated cost of the new table was £900 and the cost of chairs varied in price up to £280 per chair.

Members expressed concern at the cost of the chairs.

**RESOLVED:**

- ◆ The committee room should be refurbished from within the current budget and the Executive Officer should visit the suppliers to negotiate a more appropriate cost for chairs.

13. **Hall Development**

Members discussed the future management and development of the halls. In particular members were concerned regarding the growing cost of maintenance and the condition of the building which was now dated.

Members were also aware that over the next few years legislation was going to impact on the halls and specific legal agreements were due to expire.

Members identified the need to develop both a financial and capital plan for the next 5 years.

**RESOLVED:**

- ◆ Cllr J P Capel and the Executive Officer would undertake the preparation of the Councils 5 year capital and finance plan.
- ◆ That a working group would be formed to consider the management and future of the halls. This group would consist of Cllrs B S Dhillon, J P Capel, L K Hazell, S L Tilbey, G Edwards and J M M Thomson. Considering the diversity of the work a further two members would be requested from the Council.

14 **Date and time of next meeting**

**Resolved:**

- ◆ Monday 21 July at 6.30 pm

**Exclusion of Press and Public**

15. **Resolved**

- ◆ That under Section 100 (A) (4) of the Local Government Act 1972 the Public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 Schedule 12A to the Act

Chairman .....

Date .....

Meeting Concluded 9.30 pm

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*Also in attendance: Cllr G Edwards*

### PART II

16. **Minutes of the Committee Meetings – 14 April 2003.**

Cllr B S Dhillon, Chairman of the Committee presented and moved the minutes of the meeting held on 14 April 2003.

**RESOLVED:**

- ◆ That the minutes be approved.

17. **Update on Insurance Claims**

The Executive Officer presented a report requesting Members to consider appropriate action to remedy the diesel contamination between Burnham Park Hall and Walnut Tree Cottage.

The report stated that a claim was made by the current owners of Walnut Tree Cottage on the basis that there was diesel oil contamination from the Councils diesel tank which had been located in the Council garage for approximately 15 to 20 years.

It is the opinion of the Loss Adjuster that the claim is valid.

The seepage of diesel was due to gradual seepage and the Parish Council has no Insurance cover for this event and is therefore liable for the full cost of resolving the liability for the contamination.

Members were reminded that SBDC reported the Parish Council to the Environment Agency on this matter and this issue had now to be resolved to the satisfaction of the Agency and a site certificate of decontamination will be required.

The Parish Council therefore engaged the services of the loss adjuster to liaise on behalf of the Council and to arrange for the investigation of the site.

The initial site investigation has been undertaken and samples have been removed for analysis to consider the extent of the contamination and the appropriate action to be taken.

The cost of the site investigation is likely to be £4,000.

The maximum cost for site decontamination is £18,500.

In addition a claim made regarding the same property with reference to damp is refuted.

**RESOLVED:**

**Agenda Item 06**

- ◆ That Full Council should be recommended to fund the cost of decontamination from Council reserves.
- ◆ That the claim regarding damp should remain with the Council's insurers.

Chairman .....

Date .....