

HAZLEMERE PARISH COUNCIL
CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD AT CEDAR BARN

15 April 2019 at 20.00

Members of the Council present:

Cllrs J Baker, A Cecil, C Oliver, M Roberts, D Thompson and J Weaver

Members of the Public present:

None

| ITEM NUMBER | ITEM TOPIC | DECISION |
|--------------------|---|----------|
| | | |
| FGP01/04/19 | APOLOGIES FOR ABSENCE | |
| | Cllr J Pritchard was not in attendance. | Noted |
| | | |
| FGP02/04/19 | DECLARATION OF INTEREST | |
| | Councillors did not take part in any discussions involving their declaration of interests below: Cllr A Cecil: Member of Hazlemere Community Association. Cllr J Horton: Member of Hazlemere Football Club and Hazlemere Sports Association and Hazlemere Memorial Hall CIO Trustee. Cllr C Oliver: Trustee of Hazlemere Sports Association. Cllr M Roberts: Member of Hazlemere Bowls Club, Hazlemere Sports Association and Bucks County Council Pension Scheme. Cllr J Pritchard: Employee and Member of Hazlemere Community Centre. Cllr A Slater: Scout Association, Member of Hazlemere Community Association and Bucks County Council Pension Scheme. Cllr D Thompson: Member of Hazlemere Fete Committee and Wycombe Sound Radio Station. Cllr J Weaver: Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust. | Noted |
| | | |
| FGP03/04/19 | PUBLIC SESSION | |
| | There was no public participation. | Noted |
| | | |
| FGP04/04/19 | APPROVAL OF MINUTES FROM FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 18 FEBRUARY 2019 | |
| | The Finance and General Purposes Committee on 18 February 2019 be resolved and approved. | Approved |
| | | |
| FGP05/04/19 | CORRESPONDENCE | |

Signed.....Chairman of Finance and General Purposes Committee

Date.....

| ITEM NUMBER | ITEM TOPIC | DECISION |
|-------------|---|----------|
| | <u>Letter 1</u> Society Local Council Clerks Leadership In Action. It was resolved that Clerk be asked to attend. | Approved |
| | | |
| FGP06/04/19 | BUDGET REPORT 2018/19 | |
| | It was resolved that the Budget Report 2018/19 be approved. The Clerk be asked to transfer any remaining tree budget to the ear marked reserve for trees at the end of the financial year. All other remaining budgets to be kept in the general reserve. | Approved |
| | | |
| FGP07/04/19 | BUDGET REPORT 2019/20 | |
| | It was resolved that the Budget 2019/20 be approved and changing the Annual Budgets for Cil Income change to £43,739.15. | Approved |
| | | |
| FGP08/04/19 | END OF YEAR 2018/19 | |
| | It was resolved that the report be approved. | Approved |
| | | |
| FGP09/04/19 | GRANT REQUEST | |
| | There were no requests. | Noted |
| | | |
| FGP10/04/19 | QUOTATIONS | |
| | It was resolved that the Clerk be asked to investigate an alternative quotation for four 3' planters at Market Parade and to wait for the quotation for the replacement bark chip at Badger Way to consider the tree works with the play surface. | Approved |
| | | |
| FGP11/04/19 | HAZLEMERE PARISH COUNCIL REVIEW OF POLICIES | |
| | It was resolved that: | Approved |
| | a. Complaints Policy A discussion took place as to the format of the policy, Cllr J Baker to instruct the Clerk on the revised policy for approval by Full Council. | Approved |
| | b. Individual Risk Assessments These assessments be approved. | Approved |
| | c. COSHH Assessments These assessments be approved. | Approved |
| | d. Risk Assessment The policy be approved. | Approved |
| | e. Website Advertising Policy The policy be approved. | Approved |
| | f. Hazlemere Memorial Hall Working Party Terms of reference The policy be approved. | Approved |

Signed.....

Chairman of Finance and General Purposes Committee

Date.....

| ITEM NUMBER | ITEM TOPIC | DECISION |
|-------------|---|----------|
| | g. Health and Safety Policy The policy be approved, with a link being made to lone working. | Approved |
| | h. Equality Policy The policy be approved. | Approved |
| | All policies be reviewed in April 2022. | Approved |
| | | |
| FGP12/04/19 | EXCLUSION OF THE PRESS AND PUBLIC LEGAL MATTERS 21.05 | |
| | It was resolved that the lease review for Hazlemere Pre School Outside area be considered in February 2020. | Approved |
| | | |

- The meeting finished at 21.20.
- The next Full and Annual Council Meetings are on Tuesday 7 May 2019 at 20.00.
- The next Finance and General Purposes Meeting Committee (Pre Budget) is on 19 August 2019 at 20.00.

Signed.....

Chairman of Finance and General Purposes Committee

Date.....