

HAZLEMERE PARISH COUNCIL
CEDAR BARN BARN LANE HAZLEMERE HP15 7BQ

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

18 February 2019 at 20.00

Members of the Council present:

Cllrs J Baker, A Cecil, C Oliver and J Pritchard

Members of the Public present:

None

ITEM NUMBER	ITEM TOPIC	DECISION
FGP01/02/19	APOLOGIES FOR ABSENCE	
	It was resolved that apologies be accepted from Cllrs M Roberts, D Thompson and J Weaver.	Approved
FGP02/02/19	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. 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 A Slater reported that is he is no longer a Trustee of Hazlemere Community Centre. 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
FGP03/02/19	PUBLIC SESSION	
	There was no public participation.	Noted
FGP04/02/19	APPROVAL OF MINUTES FROM FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 20 August 2018	
	The Finance and General Purposes Committee on 20 August 2018 be resolved and approved.	Approved

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

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION
FGP05/02/19	CORRESPONDENCE	
	Letter 1 Wycombe District Council Precept. It was resolved that precept for 2019/20 for £291,548.75 be approved.	Approved
FGP06/02/19	BUDGET REPORT 2018/19	
	It was resolved that the Budget Report 2018/19 be approved. The Clerk be asked to: <ul style="list-style-type: none"> • Set up two £50,000 3 monthly rolling over deposit accounts, maturing on separate months; • Change the Annual Budget for Salix Finance Loan from £48,000 to £12,000; and • Chase SSE for an invoice for street lighting electricity for 2018/19. 	Approved
FGP07/02/19	REVIEW BUDGET 2019/20	
	It was resolved that the Budget 2019/20 be approved with the following amendments to changing the Annual Budgets: <ul style="list-style-type: none"> • Salix Finance Loan from £48,000 to £12,000; • Confidential Transactions from £92,610 to £97,000; • CCTV for playgrounds from £0 to £1,000; • Tidy Hazlemere from £2,000 to £6,000; and • Allotment Water from £350 to £500. 	Approved
FGP08/02/19	GRANT REQUEST	
	It was resolved that the grant for Hazlemere Fete for £250 be approved. Cllr J Pritchard declared an interest and did not take part in the discussion.	Approved
FGP10/02/19	QUOTATIONS	
	It was resolved that the following quotations be approved, using the CiL monies: <ol style="list-style-type: none"> 1. Wooden Play trail for The Dell; and 2. New Exterior Entrance Gate to Rose Avenue Recreation Ground from opposite Lowfield Way 	Approved Approved
FGP11/02/19	HAZLEMERE PARISH COUNCIL REVIEW OF POLICIES	
	It was resolved that: <ol style="list-style-type: none"> a. Risk Assessment Policy The policy be approved with the addition of a column for hazardous substances and deleting reference to the disbanded GDPR Working Party. b. Asset Register The policy be approved. c. Code of Conduct and d. Standing Orders The policy be approved. d. Financial Regulations The policy be approved. 	Approved Approved Approved Approved

Signed.....

Chairman of Finance and General Purposes Committee

Date.....

ITEM NUMBER	ITEM TOPIC	DECISION
	<p>e. Complaints Policy Cllr J Baker be asked to look at the policy and report back to the next Finance and General Purposes Committee on 15 April 2019 with any recommendations.</p> <p>f. PRS/PPL Policy The policy be approved.</p> <p>g. Donation and Grant Policy The policy be approved changing the S137 monies to £8.12 per electorate and the grant amount to £8.12 per electorate and to advertise this on social media.</p> <p>h. Equality Policy The policy be approved.</p> <p>i. Dignity at Work Policy The policy be approved, however it will be lined with the new complaints policy when this has been rewritten.</p> <p>j. Donate a Bench Policy The policy be approved, and the new office email be added.</p> <p>k. Disciplinary and Grievance Policy The policy be approved.</p> <p>l. Individual Risk Assessments Cllr J Baker be asked to look at the assessments and make any recommendations to the next Finance and General Purposes Committee meeting on 15 April 2019.</p> <p>m. COSHH Assessments The Clerk be asked to show all Councillors the file at the next Full Council meeting on 5 March 2019.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p> <p>Approved</p>

- The meeting finished at 21.15

The next Full Council Meeting is on Tuesday 5 March 2019 at 20.00

The next Finance and General Purposes Meeting Committee is on 15 April 2019 2019 at 20.00

Signed.....

Chairman of Finance and General Purposes Committee

Date.....