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| **14 March 2022 at 19.00** |

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| **Members of the Council present:**  Cllrs J Baker, A Cecil, I Hamilton, C Oliver (Chairman), D Thompson and J Weaver The Clerk |

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| **Members of the Public present:**  None |

| **ITEM NUMBER** | **ITEM TOPIC** | **DECISION** |
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| **FGP01/03/22** | **APOLOGIES FOR ABSENCE** |  |
|  | There were no apologies for absence. | Noted |
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| **FGP02/03/22** | **DECLARATION OF INTEREST** |  |
|  | Councillors did not take part in any discussions involving their declaration of interests below:  Councillor Interest  J Baker None  L Casey None  A Cecil Member of Hazlemere Community Centre  F Doonican None  P Fleming Trustee and Governor at Sir William Ramsay School  E Gemmell None  I Hamilton None  J Horton Member of Hazlemere Sports Association, Hazlemere Football Club and Trustee for Hazlemere Memorial Hall  C Oliver Member of Hazlemere Sports Association  P Ruffles None  D Thompson Member of Hazlemere Fete Committee and Wycombe Sound Radio  J Weaver Member of Hazlemere Gardening Association, Chiltern Society and Grange Area Trust | Noted |
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| **FGP03/03/22** | **PUBLIC SESSION** |  |
|  | There was no public participation. | Noted |
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| **FGP04/03/22** | **APPROVAL OF MINUTES FROM FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 28 OCTOBER 2021** |  |
|  | **Minutes of the Finance and General Purposes Committee on 28 October 2021 be resolved and approved.** | Approved |
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| **FGP05/03/22** | **REVIEW FINANCE AND GENERAL PURPOSES COMMITTEE TERMS OF REFERENCE** |  |
|  | **It was resolved that Finance and General Purposes Committee Terms of Reference be approved, with the recommended changes. This Committee will be called Finance and Governance Committee in the future.** | Approved |
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| **FGP06/03/22** | **5 YEAR FINANCIAL PLAN** |  |
|  | **It was resolved that the 5 year plan be considered at the next Finance and Governance Committee Meeting on 20 June 2022.** | Approved |
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| **FGP07/03/22** | **COST OF RUNNING CEDAR BARN COMPLEX HALLS** |  |
|  | **It was resolved that:**   * **the report be accepted;** * **a further report be prepared for the next Finance and Governance Committee on 20 June 2022 to show the costs for 2021/22;** * **at the next Finance and Governance Committee to discuss Risk Management; and** * **a further report be produced for the cost of running the Parish Council for 2022.** | Approved |
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| **FGP08/03/22** | **REVIEW FINANCIAL REGULATIONS IN CONJUNCTION WITH THE SCHEME OF DELEGATION** |  |
|  | **It was resolved that the relevant changes be processed and taken to 5 April 2022 Full Council meeting for approval.** | **Approved** |
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| **FGP09/03/22** | **REVIEW COMMUNITY EMERGENCY PLAN** |  |
|  | **It was resolved that Councillors J Baker and L Casey be asked to bring this plan back to the next Finance and Governance Committee on 20 June 2022.** | Approved |
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| **FGP10/03/22** | **REVIEW POLICIES** |  |
|  | **It was resolved that:**   1. **Advertising**   **This policy be approved and reviewed in 2024, changing reference from Wycombe District Council to Buckinghamshire Council.**   1. **Bus Shelter**   **This policy be approved and reviewed in 2024.**   1. **Child Protection**   **This policy needs to be reviewed for the next Finance and General Purposes Committee meeting.**   1. **Closed Churchyard**   **This policy to be amalgamated with The Memorial Safety Policy.**   1. **Co-option**   **This policy has been updated at Full Council 6 December 2021, the updated policy is on the website.**   1. **Complaints Procedure**   **All complaints need to be logged, this needs to be amended by The Clerk in the policy; a decision needs to be taken on who reviews the complaints and what the Parish Council’s role is.**   1. **Contracts**   **This policy is to be deleted.**   1. **Data Protection**   **This policy to be amalgamated with the Privacy Policy and taken to next Finance and Governance Committee Meeting on 20 June 2022.**   1. **Email and Internet**   **This policy be approved and reviewed in 2024.**   1. **Fire Assessment Policy**   **This policy be considered by Councillor I Hamilton as part of the Risk Management Policy.**   1. **Footway Lights**   **This policy is to be circulated to Councillors to ascertain if any changes need to be made, including procedure for dangerous footway lights.**   1. **Graffiti**   **This policy be approved and reviewed in 2024.**   1. **Grants and Donations**   **This policy be approved and reviewed in 2024.**   1. **Local Government Transparency**   **This policy be approved and reviewed in 2024.**     1. **Memorial Safety**   **This policy to be amalgamated with The Closed Churchyard Policy.**   1. **Noticeboard**   **This policy be approved and reviewed in 2024.**   1. **Permit**   **This policy needs to be updated to reflect the permit policy for the Queen’s Jubilee.**   1. **Petty Cash**   **This policy is to be deleted as it is covered in the Financial Regulations.**   1. **Privacy**   **This policy to be amalgamated with the Data Protection Policy and taken to next Finance and Governance Committee Meeting on 20 June 2022.**   1. **Public Land**   **This policy needs updating and replacing Wycombe District Council with Buckinghamshire Council.**   1. **Retention and Disposal**   **This policy be approved and reviewed in 2024.**   1. **Street naming**   **This policy is to be deleted as it is the responsibility of Buckinghamshire Council.**   1. **Training for Councillors and Employees**   **This policy be approved and reviewed in 2024.**   1. **Tree**   **This policy be approved and reviewed in 2024.**   1. **Website Advertising & Website (New Social Media/Media Policy)**   **These policies to be amalgamated by Councillors J Baker and P Flemming for Full Council consideration on 5 April 2022.**   1. **Working Party SSEN Funding**   **This policy is to be deleted.** | Approved |
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* **The meeting finished at 20.55**
* **The next Full Council Meeting is on Tuesday 5 April 2022**
* **The next Finance and General Purposes Committee Meeting is on 20 June 2022 at 19.00**