

**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 A Cecil, C Oliver and J Pritchard

**Members of the Public present:**

None

ITEM NUMBER	ITEM TOPIC	DECISION
<b>FGP01/02/19</b>	<b>APOLOGIES FOR ABSENCE</b>	
	It was resolved that apologies be accepted from Cllrs M Roberts, D Thompson and J Weaver.	Approved
<b>FGP02/02/19</b>	<b>DECLARATION OF INTEREST</b>	
	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
<b>FGP03/02/19</b>	<b>PUBLIC SESSION</b>	
	There was no public participation.	Noted
<b>FGP04/02/19</b>	<b>APPROVAL OF MINUTES FROM FINANCE AND GENERAL PURPOSES COMMITTEE MEETING 20 August 2018</b>	
	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	<b>CORRESPONDENCE</b>	
	Letter 1 Wycombe District Council Precept. It was resolved that precept for 2019/20 for £291,548.75 be approved.	Approved
FGP06/02/19	<b>BUDGET REPORT 2018/19</b>	
	It was resolved that the Budget Report 2018/19 be approved. The Clerk be asked to: <ul style="list-style-type: none"> <li>• Set up two £50,000 3 monthly rolling over deposit accounts, maturing on separate months;</li> <li>• Change the Annual Budget for Salix Finance Loan from £48,000 to £12,000; and</li> <li>• Chase SSE for an invoice for street lighting electricity for 2018/19.</li> </ul>	Approved
FGP07/02/19	<b>REVIEW BUDGET 2019/20</b>	
	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"> <li>• Salix Finance Loan from £48,000 to £12,000;</li> <li>• Confidential Transactions from £92,610 to £97,000;</li> <li>• CCTV for playgrounds from £0 to £1,000;</li> <li>• Tidy Hazlemere from £2,000 to £6,000; and</li> <li>• Allotment Water from £350 to £500.</li> </ul>	Approved
FGP08/02/19	<b>GRANT REQUEST</b>	
	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	<b>QUOTATIONS</b>	
	It was resolved that the following quotations be approved, using the CiL monies: <ol style="list-style-type: none"> <li>1. Wooden Play trail for The Dell; and</li> <li>2. New Exterior Entrance Gate to Rose Avenue Recreation Ground from opposite Lowfield Way</li> </ol>	Approved Approved
FGP11/02/19	<b>HAZLEMERE PARISH COUNCIL REVIEW OF POLICIES</b>	
	It was resolved that: <ol style="list-style-type: none"> <li>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.</li> <li>b. Asset Register The policy be approved.</li> <li>c. Code of Conduct and d. Standing Orders The policy be approved.</li> <li>d. Financial Regulations The policy be approved.</li> </ol>	Approved Approved Approved Approved

Signed.....

Chairman of Finance and General Purposes Committee

Date.....

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ITEM NUMBER	ITEM TOPIC	DECISION
	<p><b>e. Complaints Policy</b> 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><b>f. PRS/PPL Policy</b> The policy be approved.</p> <p><b>g. Donation and Grant Policy</b> 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><b>h. Equality Policy</b> The policy be approved.</p> <p><b>i. Dignity at Work Policy</b> The policy be approved, however it will be lined with the new complaints policy when this has been rewritten.</p> <p><b>j. Donate a Bench Policy</b> The policy be approved, and the new office email be added.</p> <p><b>k. Disciplinary and Grievance Policy</b> The policy be approved.</p> <p><b>l. Individual Risk Assessments</b> 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><b>m. COSHH Assessments</b> 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.....