

Minutes of the PARISH COUNCIL meeting on Monday 12 June 2023 at 7:30pm at the Denham Bowls Club, Denham Way, Denham, UB9 5AX

Councillors:	Cllr S Williams (SW) – Chairman	Cllr ME Hagon (MEH)
	Cllr J Walsh (JW)	Cllr A Head (AWH)
	# Cllr A Hans (AH)	Cllr S Sproul (SS)
	Cllr M Heath (MH)	# Cllr B Keen (BK)
	# Cllr W Davey (WD)	Cllr E Austin (EA)
	# Cllr S Jefferys (SJ)	# Cllr G Hollis (GH)
	## Cllr M Goonesekera (MG)	# = Apologies received
Clerk:	Derek Wilson	## = Apologies not given

Meeting was voice-recorded as Agreed.

Agenda No	Minutes
20230612/01	Welcome and Apologies for Absence – As above
20230612/02	Declaration of Interests - None
20230612/03	Public Session – No members of the public present
20230612/04	Approval of Minutes - Minutes of Communities Committee 16 May 2023 – Proposed Cllr MEH Seconded Cllr SS - Agreed - Minutes of Parish Council Meeting 22 May 2023 – Proposed Cllr SW Seconded Cllr MEH – Agreed - Minutes of the Annual Parish Meeting 25 May 2023 – Proposed Cllr SW Seconded Cllr MH – Agreed Cllr SW reported on the Annual Parish Meeting that not many residents attended the meeting. A member of the Bucks Fire & Rescue Authority attended the meeting, who spoke afterwards about Wildfires. A PCSO representative from Thames Valley Police attended who spoke about scams. Stewart Pomeroy attended from the Colne Valley Trust. Graham and Penny Clayton from the History Society also attended the public meeting. Not many residents attended as the traffic was particularly heavy due to an incident on the M25, which may have caused the lack of numbers. A discussion took place on how best to promote it in the future with either banners or leaflet distribution. It had been promoted through Facebook, Twitter and on the website.
20230612/05	Report from Unitary Councillors – No Unitary Councillors present. Cllr GH on holiday.
20230612/06	Report from Outside Bodies – Cllr EA has submitted her report on the London Greenbelt. Cllr MH will discuss the cracks on the building at the next Village Hall meeting. Denham Aerodrome meeting is due to take in July after the next Council meeting. Cllr SS asked about Denham Ladies FC about the borehole, this matter is with them to decide on appropriate action.
20230612/07	Chairman's Report - Community Board Meeting 18 May 2023 – Cllr SW advised the report is attached to the agenda papers. - Attended dementia workshop run by Bucks at the Gateway Centre. - Cllr JW referred to a Community Board forum that took place on Friday. Both Chalfonts were there in force, and we should have attended, as it was the Pride

	of Bucks awards. They would probably give additional funds towards our memory café. The notification had been sent to the Clerk and should also be circulated to Cllrs.
20230612/08	Review of Internal Audit Report - The Clerk advised the meeting on the response received from our internal auditor Validera and went through the individual issues raised in the letter. - The Clerk had responded to some of these concerns that had been raised in their letter were incorrect, and had they raised these matters on the day of the audit would have been given information. - No risk management policy was in place, although we do have a risk management matrix. This will be debated at the Finance committee meeting on Friday 16 June and will also need to go to Policy and Procedures for discussion. - Bank Reconciliations should still have been signed between the gap of the previous Clerk and the replacement Clerk joining. - The AGAR form had not been published on the website for the last financial year 2021-2022. Notice of conclusion needed to be published. There are several items that require addressing, but they have also stated that we can take comfort that Council operates a system of internal controls which is adequate and effective. Pink slips to be attached to invoices and counter-signed by the Chair and RFO. - It was agreed to look for a new internal auditor. Action: Clerk to investigate.
20230612/09	Annual Governance and Accountability Return (AGAR) - The AGAR form attached requires approval prior to sending this to our external auditor. The internal auditors only sent through one part of the form and their director had shredded the remaining pages, despite being told on several occasions to return all copies of the form back to DPC. An email was sent through to them advising that it would have been nice if they had checked as it was made clear why these pages needed to be returned. - The AGAR form was signed off by the internal auditors and approved by Cllrs present at this meeting and will require the Chair of the Council to countersign. Action: The Chair to sign the AGAR form before submitting to PKF Littlejohn
20230612/10	External Auditor Ratification - PKF Littlejohn, LLP, 15 Westferry Circus, London E14 4HD - The Clerk to contact them to obtain confirmation of documents required by 1 July 2023. Action: Clerk to obtain instruction from PKF Littlejohn. - Confirmed to use PKF Littlejohn by members, as recommended by BMKALC.
20230612/11	Martinsfield Update - Pending issue of replacing the shower tray is still outstanding. - Cllr JW asked if Martin Baker had been invoiced for £10K, which has already happened and to advise how much money has been generated, along with costs for this running this facility. - Electricity costs standing charges is quite high. Action: Need to review the marketing of this site.
20230612/12	Project Phoenix - Meeting took place this morning and Cllr SC is working with Councillors to get their support for this project. Bucks Council prepared a report for their Health and Adult Social Care committee and refers to their lack of provision for dementia sufferers. - The business plan will need to be updated before we have further discussions with neighbouring parishes.

	The memory café is provided free with the use of volunteers. A grant has recently been applied to assist with the running costs, whereas this centre will be much on a business level and to have a discussion with Alan Turner of the Princes Risborough Centre to find out about marketing of this facility.																
20230612/13	Scout Hut Nothing to report, need to find out who has taken over the Rights of Way responsibilities as the previous officer has since left the authority. Action: Clerk to contact Simon Garwood as liaison with parish councils.																
20230612/14	Cricketfield Bungalow Driveway quotation to be agreed at the next full Council meeting.																
20230612/15	Financial Matters and Reports Flagstone Update – There was a difference between the amounts shown, which relates to the level of interest accumulated. Financial Comparison Report (attached) Payments Report for June 2023 totalling £ 34,948.82 (attached) <table border="1"> <thead> <tr> <th colspan="2">Payments over £500 (inc VAT) June 2023 – To Note</th></tr> </thead> <tbody> <tr> <td>D Wardley (Paid) Handyman Services May + Expenses</td><td>£1,370.91</td></tr> <tr> <td>Turfcare MB Grass and Marking</td><td>£627.50</td></tr> <tr> <td>Ithaca Roofing – Denham Village Garage Roof</td><td>£20,838.60</td></tr> <tr> <td>Edge – Annual Contract</td><td>£983.64</td></tr> <tr> <td>Phillip Newell – Grass Cutting May</td><td>£784.00</td></tr> <tr> <td>Roots – Cut 3</td><td>£5,734.51</td></tr> <tr> <td>WindowFlowers Maintenance Charge</td><td>£2,053.92</td></tr> </tbody> </table> Members agreed to approve the payments list, subject to the work being done correctly by Roots, as their third cut was being held back due to the poor nature of cut. The Clerk reported a meeting was held on Friday and was pointed out to them that this money is being held until we are satisfied that the cut 3 has been completed satisfactorily.	Payments over £500 (inc VAT) June 2023 – To Note		D Wardley (Paid) Handyman Services May + Expenses	£1,370.91	Turfcare MB Grass and Marking	£627.50	Ithaca Roofing – Denham Village Garage Roof	£20,838.60	Edge – Annual Contract	£983.64	Phillip Newell – Grass Cutting May	£784.00	Roots – Cut 3	£5,734.51	WindowFlowers Maintenance Charge	£2,053.92
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20230612/16	Correspondence List – see attached. All correspondence is available in SharePoint.																
20230612/17	Part II – Members Only - The minutes from the last meeting were agreed. Proposed by Cllr SW and Seconded by Cllr MEH. - Cllr JW asked for a copy of the objectives that had been agreed.																
20230612/18	Date of Next Meeting 10 July 2023 at 7.30pm, at Denham Bowls Club, Denham Way, Denham, UB9 5AX																

Signed: Derek Wilson – Executive Clerk and RFO

Date: 13 June 2023

Upcoming Meetings and Events:

Time	Day	Date	Meeting
10.00am	Friday	16 June 2023	Finance Meeting
7.30pm	Tuesday	20 June 2023	Communities Committee
7.30pm	Monday	3 July 2023	Services Committee
7.00pm	Tuesday	4 July 2023	Planning Committee
7.30pm	Monday	10 July 2023	FULL COUNCIL
7.30pm	Tuesday	18 July 2023	Communities Committee
6.00pm	Wednesday	19 July 2023	Policy and Procedures Meeting