

	Minutes of Services Meeting dated 3 June 2024 – Proposed by Cllr MH Seconded by Cllr SW – Members agreed.	
20240610/05	Report from Outside Bodies No reports from outside bodies were presented at the meeting.	
20240610/06	Chairman's Report Cllr SW presented her report to the members present. - Attended a forum on cleaning-up the River Misbourne in Chesham - DPC stand at Station Parade on 18 May. - Afternoon Social and Bingo/Memory Café trip to Chiltern Air Museum. Well supported event. 80th D-Day Anniversary – 200 people attended. Recorded thanks to Cllr SJ for her involvement in this event. A group of German tourists arrived on their Harley Davidson motorcycles and some veterans had their photographs taken with them, and this added to the event. - Meeting held with Denham United Football Club.	
20240610/07	Report from Unitary Councillors - Cllr JC referred to his appointment to the Transport, Environment and Climate Change committee. Parking enforcement is an issue in Bucks, currently have 47 officers in Bucks and trying to recruit another 10. - Tree planting programme in Holybush Lane on Bucks land, potentially winter 2025. - Cllr JC has submitted a call-in request on the Bucks Golf Club. - Visited both schools in Denham. The E-Act School in Denham Green has asked Cllr JC to be part of the ambassador committee. They would like a member of the parish council to be involved with this committee. Action: Clerk to send an email out to Cllrs requesting if anyone is interested to join this ambassadorial committee. - Parking at Denham Village School is causing an issue and our local PCSO has been dealing with this matter. - Litter and Fly Tipping is still causing a problem, an issue with a ditch in Tilehouse Lane. - Enforcement issues with fly tipping at Old Rectory Lane. Cllr JC to assist the Clerk to obtain a copy of the enforcement notice. - Well done on all the events that have been organised by the parish.	Clerk
20240610/08	Executive Clerk's Report (Nothing to Report)	
20240610/09	Register of Members Interests Under section 29 Localism Act 2011 Council members or Associate members (Co-opted) members interests must be disclosed on the Register of Members' Interests. This must include details relating to your Spouse/partner of the council member. The monitoring officer of Buckinghamshire requires these details sent through to them. - Need to put company that you work for plus partner's occupation. - Membership of any bodies eg SBALC or local scout group consultees etc.	

	Buckinghamshire Council will redact addresses for those that don't want their addresses shown. Cllrs should only be contactable via the Denham Parish office.	
20240610/10	Respect Cllr SW reminded Cllrs that when they contact the office that they should be courteous to members of the team when requesting information. There may be occasions when your request is not given the same priority as you would hope due to other work commitments.	
20240610/11	Internal Audit Report (Refer to the report prepared by Bridget Knight based on the Examination that took place on Thursday 30 May 2024). The issue raised within the letter will be discussed at the next Finance meeting on Friday 21 June 2024 at 10am. Thanks was expressed to Clerk/F&C for their hard work in preparing for the Internal Audit visit. The auditor was impressed with the work that had been carried out for her review.	
20240610/12	External Auditor Ratification To confirm the appointment of PK-F Littlejohn LLP, 15 Westferry Circus, London E14 4HD. – Agreed by the members present.	
20240610/13	Annual Governance and Accountability Return 2023/24 - To resolve and agree the AGAR form for signature and for the documents to be forwarded to PK-F Littlejohn (External Auditor). - It was noted that it should be marked 'Resolution' – Agreed by the members present.	
20240610/14	Denham Cricket Club (To note) - Please refer to the contents of the letter attached. Members asked if the meeting had taken place, this is still to be arranged. Public health and Safety issues are at risk. This meeting needs to take place asap with a robust approach to the Cricket Club. - Mediation was undertaken before, when this issue was raised by residents a couple of years ago.	
20240610/15	Martinsfield See Services Minutes - Cllr MH referred to a request from Denham United FC to sub-divide the smaller pitch (9-a-side) into two 5-a-side pitches for under 8's. - The 9-a-side pitch would still be available white lined, and the smaller pitches would be marked with blue paint to signify the different uses. The additional paint cost is £50 when they mark the pitches. - The cost of hire could also be raised to £50, and this will be discussed in Services committee.	
20240610/16	Financial Matters and Reports - Flagstone Update (See attached) - Financial Comparison Report (attached) - Payments Report for May/June 2024 £13,030.18 (attached) A revised set of papers were circulated to members present, along with the amended payments list re Caretaker also includes the public liability insurance. – Agreed by members present.	

	An overview on the major variances of 6 items should be highlighted with the major differences. <table><tr><th colspan="2">Expenses over £500 + VAT for May/June 2024 (To Note)</th></tr><tr><td>D Wardley – Handyman Services May tbc + £29.40 Apr</td><td>£1,029.40</td></tr><tr><td>T Kavanagh – Event Caretaker May tbc</td><td>£1,000.00</td></tr><tr><td>Dr Tech – Monthly IT Charges - May</td><td>£631.32</td></tr><tr><td>Turfcare – MB Grass and Marking - May</td><td>£665.15</td></tr><tr><td>Buckinghamshire Council – APM Markings Southlands Road</td><td>£1,188.00</td></tr><tr><td>Phillip Newell – Grass Cutting- May</td><td>£784.00</td></tr><tr><td>Elevate (PAID) – Polka Dots Final Invoice (9 June)</td><td>£756.00</td></tr><tr><td>SparkX – Willow Crescent</td><td>£1,172.54</td></tr><tr><td>Ladbroke Electrical – Defibrillator Installation</td><td>£2,160.00</td></tr><tr><td>Tubes & Lamps – Install Bunting for Village Fayre</td><td>£582.00</td></tr></table>	Expenses over £500 + VAT for May/June 2024 (To Note)		D Wardley – Handyman Services May tbc + £29.40 Apr	£1,029.40	T Kavanagh – Event Caretaker May tbc	£1,000.00	Dr Tech – Monthly IT Charges - May	£631.32	Turfcare – MB Grass and Marking - May	£665.15	Buckinghamshire Council – APM Markings Southlands Road	£1,188.00	Phillip Newell – Grass Cutting- May	£784.00	Elevate (PAID) – Polka Dots Final Invoice (9 June)	£756.00	SparkX – Willow Crescent	£1,172.54	Ladbroke Electrical – Defibrillator Installation	£2,160.00	Tubes & Lamps – Install Bunting for Village Fayre	£582.00	
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20240610/ 16	Date of Next Meeting 8 July 2024 at 7.30pm, at Denham Parish Council Offices, Village Road, Denham UB9 5 BN																							

Signed: Derek Wilson – Executive Clerk and RFO

Date: 11 June 2024

Upcoming Meetings and Events:

Time	Day	Date	Meeting
2pm to 5pm	Sunday	9 June 2024	D Day 80 th commemoration Denham Village Green
6.30pm	Wednesday	12 June 2024	Policy and Procedures Meeting
3pm to 5pm	Sunday	16 June 2024	Music on the Green Denham Village Green
7.30pm	Tuesday	18 June 2024	Communities and Events
10.00am	Friday	21 June 2024	Finance Meeting
7.30pm	Monday	1 July 2024	Services Meeting
7.00pm	Tuesday	2 July 2024	Planning Meeting
11am to 2pm	Friday	5 July 2024	Memory Café St. Marks Hall, Denham Green
7.30pm	Monday	8 July 2024	Full Council Meeting

Chairman _____

Date _____