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DENHAM PARISH COUNCIL

Agenda for the PARISH COUNCIL Meeting

Monday 10th July 2017

At 7.30pm in the Parish Council Office, Village Hall, Denham.

The Press and Public are entitled to attend the meeting. However, the Council may pass a resolution excluding them at any time or at any stage of the proceedings on the grounds that specified items of business may involve the likely disclosure of exempt information.

Members are reminded that they should declare publicly any interest that they might have in any matter (whether it is apparent in the agenda or not) immediately prior to any discussion on it. They should state whether it is a personal interest only, or a prejudicial interest as well, and what the nature of the interest is.

1. Apologies for Absence
2. Appointment of New Clerk
Introduction by the Chairman
3. Public Session
4. Notification of any urgent other business to be taken under item 23
5. Matters dealt with under Urgent Action since Last Meeting
None.
6. Agreement to discuss matters in **Part 2**
7. Reports from County Councillors
8. Reports from District Councillors
9. Chairman's Report
10. Associate Members
11. Reports from Outside Bodies
Minutes from the SBALC Annual Meeting are included with papers for this meeting.
12. Neighbourhood Plan
13. Review of Leases and Rents
To Note. The discussions with Denham Cricket Club over the new lease are ongoing.

The existing tenants have signed a new one year lease on the Cricketfield Bungalow through Gibbs Gillespie.

14. Tablets for Councillors

Tablets have now been purchased and testing is underway with Nexus. Two beta test tablets have been loaded with the papers for this meeting and will be available to view at the meeting subject to Nexus being able to deliver the tablets back on time.

15. Correspondence List

To note correspondence since the last meeting. Please advise the Clerk in advance of the meeting of any item you require a copy of.

16. HS2

The following correspondence has been received since the last meeting.
0418/17 C Gardner, HS2 General Funding Information

17. Public Forums

The Chairman has suggested that the Parish Council holds public forums in each of the Denham areas prior to budgeting for 2018/2019. Space will need to be booked in each area for the meetings.

18. Nexus and IT/Website Issues

19. Office Priorities and Proper Practice

With workload at current levels, the office may not always be able to accommodate 'instant' requests for marketing flyers and payments to suppliers. Payments need to go through the proper procedure of raising payment, obtaining two signatures, being uploaded for payment and authorization. Please note that payments cannot be made without a VAT invoice (where applicable). Where sole traders or other small organisations are involved, an email stating a breakdown of the works or service carried out with full bank details is required.

20. Audit 2016/2017

Following the Extraordinary Council Meeting held on the 27th June 2017, the audit papers have been completed and sent to external audit within the deadline set of the 5th July 2017.

21. Electors Rights

In accordance with requirements, Electors Rights notices have been posted on all noticeboards and website.

22. Financial Matters and Reports

(i) Approval to Change of Bank Mandate to include the new Clerk when appropriate.

(ii) Payments and Receipts: a list of **Payments made totalling £8,675.55** and **Receipts received totalling £1,619.75** made between the **7th June 2017 and the 4th July 2017** is included with papers for this meeting.

(iii) Bank Balance: The Barclays current account balance at 4th July 2017 is £189,037.03

(iv) Expenditure and Budget Report: a copy of the expenditure against budget report is included with papers for this meeting.

(v) Payments to Approve: a list of payments to approve is included with papers for this meeting.

(vi) Financial Regulations Tenders: The Internal auditor advised that the Item 11.1 b.

needs to be amended as we have set our entry level to tender at £5000.00 Tenders are subject to 'regulations' that state that the 'Contracts Finder' website must be used to advertise all tenders. This includes the tender going out to all EU Countries. The current guidelines from government set the following levels for tendering:
Public Service Contracts 209,000 Euros (£164,176.00)
Public Works Contracts 5,225,000 Euros (£4,104,394)
Three quotes will still be required for amounts above £500.00

- (vii) HDCA Grant: The Parish Council has been approached by HDCA for a grant towards the building of an earth bund to prevent incursion by travellers. The bund has cost £2500.00 to construct. See email from HDCA enclosed with papers for this meeting.
- (viii) Carers Bucks Grant: The Finance Committee requested that Carers Bucks submit their *local* accounts before considering their grant request for £1,000.00 They have sent their full accounts as they do not produce local accounts for each area. A copy of the accounts is enclosed with papers for this meeting.
- (ix) Electrical Safety Check: The Clerk has obtained a quote of £325.00 for a safety Check and certificate for the Council Office, the changing of fuses in the main fusebox and the changing of one strip light.
- (x) Insurance: The Parish Council's three year Insurance Policy with Hiscox expires in September 2017. The Clerk to seek three quotes for like for like cover plus the addition of insurance cover on the war memorial for one year only.

23. Approval of Parish Council Minutes

To approve the minutes of the full Council Meeting held on 12th June 2017 and matters arising.

To approve the minutes of the Extraordinary Council Meeting held on 27th June 2017 and matters arising.

24. Approval of Committee Minutes

To approve the minutes of the Committees below and matters arising from them.

Planning Committee Meeting held on 27th June 2017

Communities and Events Meeting held on 30th May 2017

Services Committee Meeting held on 3rd July 2017

25. Any other Business

Any items agreed under item 4 above.

26. Date of Next Meeting

To confirm the date of the next meeting as Monday 11th September 2017 starting at 7.30pm with a Public Session, in the Parish Council Office.

27. Part 2

See Part 2 Agenda enclosed with papers for this meeting.

Notices

Upcoming Committee meetings scheduled are as follows (all in the Parish Council Office).

7.00pm	Tuesday	11 th July 2017	Planning Meeting
7.00pm	Tuesday	25 th July 2017	Planning Meeting
8.00pm	Tuesday	25 th July 2017	Communities & Events Meeting
8.00pm	Monday	4 th September 2017	Services Meeting

External Meetings

5.30pm	Monday	17 th July 2017	SBDC Liaison Meeting Room 6 Capswood
6.00pm	Tuesday	18 th July 2017	HS2 & General funding info session Capswood

Other Events

12.00noon	Sunday	23 rd July 2017	Jazz on the Village Green
12.00noon	Sunday	20 th August 2017	Jazz on the Village Green

John Coleman, Clerk-5th July 2017