

# Chinnor Parish Council

Minutes of the **Finance and General Purposes Committee** meeting held at Chinnor Community Pavilion on Monday 18<sup>th</sup> October 2021 at 7.30pm.

**PRESENT:** Cllrs Dunnet, Mackenzie, Minter, Ridgley, Standage, Wright and Young

**Staff:** Liz Folley

1. **Apologies for absence:** Cllr Williams Gray, Ashdown
  2. **Councillors Declaration of Pecuniary Interest & Dispensations:** None
  3. **Public Question time:** 2 members of Sydenham PC attended to present their case for a chicane on the B4445. Sydenham PC have stated that they have 22k towards this project but would require Chinnor PC to fund the balance (approx. a further 13k) This project has not yet gone to public consultation or had a safety audit. The chairman stated that this would be discussed at the full council meeting
  4. **To approve the minutes of the Finance Committee:** The minutes of the 20<sup>th</sup> September 2021 were approved as a correct record and signed by the chairman
  5. **Monthly Finance Reports:** were scrutinised and approved  
Bank Statements – September  
Petty Cash – September  
Budget Update – September
  6. **Annual Governance and Accountability Return for year ending 31 March 2021**  
6.1 External Audit report and certificate 2020/21. Clerk to ensure that measures are taken to ensure correct sequence of approval and advertising the Notice of Public Rights. It was agreed that a formal engagement process should be followed in relation to the internal audit.  
6.2 Notice of Conclusion of Annual Audit 2020/21 made 30.09.21
  7. **Approval of payments** - were scrutinised and approved  
108.00            ABS Security Systems – Routine ~Service  
64.40            Alan Brawn – Community Orchard  
265.50           Briants – STIHL Blower  
27.81            Clarity – Photocopies  
57.60            FireCover Ltd – Extinguisher service at workshop  
2479.50          HMRC – Tax & NI contributions October  
128.28           Microshade – IT Hosting Service  
1200.00          Moore – External Audit  
3888.00          Mudway Workman – Marquee Hire  
2573.41          Oxfordshire Pension Fund – October Contributions  
150.00           Prudential – AVC contributions, October  
312.00           Rialtas – Accounts Software Support and Maintenance Licence  
7619.00          Staff – August Salaries Payment date 25.10.21  
79.20            Shield Maintenance – Dog Waste Removal  
780.00           Traffic Management Consultants – Road Safety Audit  
1043.29          TDP Ltd – Bench & Planters  
4319.97          VP Recycled Plastic – Bench's
- Direct Debits noted**
- |        |  |
|--------|--|
| 111.03 | All Star – Fuel 17/9 – 24/9            |
| 287.25 | All Star – Fuel 31/8 – 13/9            |
| 769.42 | Lloyds Bank Charge Card – Direct Debit |

10.00	<i>GiffGaff – Mobiles</i>
231.96	<i>Tool Station – paint for windmill</i>
143.94	<i>Brewers – paint for windmill</i>
205.92	<i>Premier Farnell – Black Bin Liners</i>
164.75	<i>Dogs Trust – dog waste bags</i>
5.45	<i>Amazon – Rubber Stamp</i>
7.40	<i>Amazon – Sticky Notes Pads</i>

## 8. Contracts / Quotations

- 8.1 To review EV Project and quotes. **IT WAS RESOVED** that a further 4k be allocated for this project in order to complete. Contractor to be approved at Full council meeting – 01.11.21
- 8.2 To consider 4 x Community Speed watch signs subject to OCC permission. **IT WAS RESOLVED** that Clerk can place order for signage to value of £500 subject to OCC permission being gained.

Quotes required for

- Fencing at conigre play area to rear of Band House
- Groundwork repair to play tunnel at conigre play area
- Groundwork repair at gate to congre play area
- Barriers and ground work at Benton Drive entrance
- New gate and ground work at White's Field Entrance
- Uneven slabs at Jubilee Gardens
- Hedge & tree works at Village Centre Garden
- MUGA – new surface and fencing – Tenders required due to expected cost.

Cllr. Mackenzie agreed to meet contractors in order for quotes to be obtained.

## 9. S106 and CiLS

- 9.1 To review available funds. No changes to note

## 10. Other Communications and General Purposes

- 10.1 Report from working group for WFCH/ HRR building improvements. Waiting for report from Architect
- 10.2 Community Grants applications close 30<sup>th</sup> October

**Date of next meeting** –15<sup>th</sup> November 2021.

Meeting Concluded at 20:24hrs

Chairman.....Dated.....