

# FARNHAM ROYAL PARISH COUNCIL

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## MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF FARNHAM ROYAL PARISH COUNCIL HELD ON MONDAY 15 JUNE 2020 AT 10.00AM VIA ZOOM

### Present

Mr. Bob Milne (Chairman)  
Mr. Paul Rowley  
Mrs. Marilyn Rolfe  
Mrs. Judith Hall – Clerk

### 1. Apologies for absence

Mr. John Hodges

### 2. To approve minutes of the meeting held on 20 April 2020

The minutes were **confirmed** as a true and accurate record and the minutes were then signed by the Chairman.

### 3. Matters arising from previous minutes not covered elsewhere on the agenda

- 3.1 Mr. Milne stated that the Parish Council should ensure that the new noticeboards happen this year.
- 3.2 Mr. Milne stated that the Parish Council should ensure that all carried over expenses take place.
- 3.3 Mr. Milne stated that the Parish Council should ensure that all work linked to the donation takes place.
- 3.4 Mr. Rowley stated that there needed to be a Zoom meeting with Mr. Houdret regarding the Parish Council's responsibility for the maintenance of St Marys Churchyard. Mr. Milne suggested that some research should be carried out first and the Clerk agreed to look in the filing cabinets for any relevant documents.

### 4. To review the revised 2020/21 forecast

- 4.1 Donation – it was suggested that the Clerk speak to Windowflowers to see whether if planters were installed by a different company they would fill them with soil, plant them and maintain them.
- 4.2 Covid19 Grants (income) - it was agreed that the Parish Council's donation of £50 should be added to a parish council meeting agenda.
- 4.3 Arboriculture Work – it was agreed that the Clerk would chase, Amersham Town Council, Capability Landscapes and Mat Samways for their quotes.
- 4.4 LAF – it was noted that this expenditure was still only a rough estimate due to the formation of the Beeches Community Board and the changes to match funding together with the possibility that the requested project may be paid for from the S106 monies recently disclosed by TfB.
- 4.5 Public Conveniences – it was noted that the figure had been amended to provide a more accurate amount.
- 4.6 Reserves Brought Forward – it was noted that the figure was larger than expected due to a saving in the number of grass cuts that were carried out in the last quarter of 2019/20.

### 5. To review the Asset Register

Following a discussion regarding the asset register during which concern was raised about the accuracy of the values quoted, it was agreed that the stated assumptions should be discussed with the auditor and insurers. In addition, it was felt that advice should be obtained from BMKALC and the Clerk could ask Stoke Poges Parish Council about the assumptions they use.

### 6. To discuss the Farnhams Magazine funding request

There was a discussion further to the meeting held with Mr. Houdret on 12 June 2020. It was felt that the Parish Council needed to control the situation and that the Rector and Treasurer should be involved in any future meetings. It was also felt that the magazine's running costs were very high and that providing for reserves equal to two half year's costs was very generous. In addition, concern was raised regarding some of

the items for which stipends were paid in particular computer repairs and broadband costs. Those present felt that if the committee was to recommend making a contribution towards the costs of the magazine then conditions should be attached. The suggested conditions are:

1. The magazine's audited accounts for 2017 and 2018 should be provided to the Parish Council now.
2. The 2019 audited accounts should be provided to the Parish Council as soon as possible.
3. The budgets for 2020 and 2021 should be provided to the Parish Council.
4. Committee members should stop receiving stipends and should reclaim actual expenses incurred by the next quarter.
5. A three year budgeting plan should be prepared which shows the magazine moving to a balanced budget within the period.
6. Any contribution is to be match funded by the church.
7. The Parish Council's financial contribution is limited to £1,500.
8. No further contribution will be agreed if the magazine's reserves are greater than £25,000.

It was noted that Mr. Home had stepped down as the Parish Council's representative on the magazine committee. It was felt that it was important that the Parish Council had a representative and Mr. Rowley volunteered to put his name forward at the next parish council meeting.

Finally, it was agreed that a formal reply should be sent to Mr. Houdret following the next parish council meeting at which the request would be discussed.

**7. Any other business**

None

**8. Date and time of next meeting:**

The meeting closed at 3.45pm. The next meeting is 13 July 2020 at 10am

Signed as a true record of the meeting:-

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Chairman