

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
HELD ON 1 MAY 2008, IN FLINT HOUSE

Present	Cllrs D.J.White (Chairman) D. J. Baker M.J.Bayley M. A.Morley M.J.Raszpla Clerk M.S.Green
Apologies	Cllr Mrs M. Seymour
Appointment of Chairman	The next meeting of the Committee is not until October and Cllr White was unanimously re-elected as Chairman until that meeting.
1. Check Of Accounts	The Chairman confirmed that he had carried out all the necessary checks and that the account was in good order.
2. Summary of Accounts as at 31 Mar 08 & Expenditure & Income table	The attached Summary and Table were reviewed, amended and agreed as attached. The following particular points were noted: <ol style="list-style-type: none"> 1. <i>Transfer from Current to capital accounts</i> - As previously agreed, £2,300 from the current a/c has been transferred to the Capital Fund at the end of 2007/08 to repay some of the many charges on the Capital a/c in 2006/07. 2. <i>Charity a/c</i> - It is assumed that it is not a Trust Fund and so does not need to be separately recorded and accounted for as required by new audit procedures 3. <i>Charity Account capital</i> - We need to clarify whether capital can be used for buying play equipment 4. <i>SLB Fixed Rate Bond</i> - The current 5.85% bond expires on 14 May and it was agreed that the funds should be transferred to a similar 5.9% Bond with the same arrangements for paying the interest into the Cater Allen a/c for current use. 5. <i>Clerk's salary</i> - It was noted that average weekly hours for 07/08 were 29.5 and that since salary has been paid assuming 30 hours, repayment was necessary. Cllr Bayley will calculate salary for this year assuming both monthly repayment and an inflationary increase. It would be easier in future years to make any adjustments by adding or deducting to the last (March) salary payment of the same year.
3. Supporting Notes for Audit	These were reviewed and it was agreed that the Clerk's salary and conditions of employment should be reviewed at the May rather than the October meeting
4. Fixed Asset Register as at 31 Mar 08	There were three changes suggested to values entered - for W/Hill bench, filing cabinets and safe
5. Audit Return 07/08	Completed figures in Section 1, together with a schedule explaining significant differences between 06/07 and 07/08, were reviewed and recommended for agreement by full Council. Section 2 was also recommended for approval.
6. Audit dates for 2008/09	The attached timetable was agreed and public notices were distributed.
7. Future grants	<i>W/Hill Play Area</i> - The likely cost will be £30-35,000, say £40,000 at most. It is

	<p>hoped that Veolia Environmental Trust can meet 80%, thus leaving £8,000. W/Hill Residents Association will pay £2,000 and the police may well contribute. The Buckinghamshire Foundation is another possible source. It is recommended that we will underwrite any shortfall up to a maximum of £6,000, whilst hoping that other funds would be sought and might be forthcoming.</p> <p><i>Penn Church wall</i> - This is the wall around the graveyard to which we give an annual burial grant and it was agreed that it was therefore a legitimate call on Council funds. The rough estimate of cost is £20,000. It is recommended that we offer £1,000 with a further grant to be reviewed in the light of closer estimates of cost and of a successful sale of land.</p> <p><i>Penn Street School field A404 hedge</i> - Highways have been asked to carry out surgery on a fine large oak overhanging the pavement. After it is done we will get an estimate for laying the hedge and seek grants.</p> <p><i>Whielden Lane traffic calming</i> - This is unlikely to need any of our funds.</p>
8. Speeding	It is recommended that we contribute £400 to the purchase of the Community Speed Watch device by the Thames Valley Police. It establishes a vehicle number and speed and the police write to the offender. Other parishes in the NAG will also be contributing. The money to come from Contingencies.
9. Donations	Applications from WRVS and Vitalize are not recommended since they have only limited local connection.
10. Penn Street School field licence	The present 10 year licence to the County Council, for the use of the field by the Curzon School for £1,000 pa, expired on 23 March 2008. It is being renewed on the same basis with rent increase by RPI to £1,300 pa, minor changes to Designated Hours and a clause absolving us from responsibility for any claim resulting from moleholes.
11. Sale of land	<p><i>Stony Lane</i> - We need to get a sale map which relates exactly to the Land Registry maps for the land on each side so there can be no argument over the sale, and get Baily Gibson's advice on the Statutory Declaration.</p> <p><i>Woodbridge Alley</i> - We will have to consider whether we want to sell if the occasion arises.</p>
12. Easement at W/Hill	We have received a preliminary enquiry for a vehicular easement across common land from the track. Our advice has been that a prescriptive right could be claimed through the existing gate into an orchard, but not for vehicular access to a new house. An easement would therefore be required.
13. Storage of title deeds	Most, of our deeds are held by Baily Gibson at no cost and an up to date list has been requested, so that we can ensure that any deeds we have are held by them.
14. Fire proof safe	Googling 2 nd hand office furniture might produce a suitable safe. If not, it is recommended that Bowyer's quote of £580 for a 2-drawer cabinet be accepted and kept in the Penn Church Hall.
15. Annual report	Suggestions were: <i>Photos</i> of Coronation bench; Penn St Hall; new KG allotment gate; W/Hill bench newly repaired by Chairman; Woodbridge Alley; stolen safe. <i>Map</i> of new road names; <i>Articles</i> on retiring & incoming Chairman; on website with picture of Home Page; on potholes with photos and definition.
16. Penn Street Village Hall	The opening ceremony, by Earl Howe, is at 10am on Sat 7 June.