



# HADDENHAM Parish Council

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## **DRAFT MINUTES FINANCE AND GOVERNANCE COMMITTEE**

Monday 6<sup>th</sup> June 2022, 7.30pm  
Conference Room, Haddenham Village Hall and remotely via Zoom

**Present:** Cllr. Brown, Cllr. O'Hanlon, Cllr. Sharp, Cllr. Smith, Cllr. Truesdale and Cllr. Wheeler.

**Clerk:** Ms. Gilbert

**Members of Public:** None

**Joining remotely via Zoom:**

**Members of the public:** 3

### **F23 01 APOLOGIES**

No apologies for absence were received as all members were present.

### **F23 02 DECLARATIONS OF INTEREST**

No additional declarations of interest were declared but it was noted that Cllr. Sharp and Cllr. Wheeler have an interest in Haddenham Parochial Charities as they are both trustees.

### **PUBLIC PARTICIPATION**

There were no requests to participate.

### **F23 03 MINUTES**

The minutes of the meeting held on 31<sup>st</sup> January 2022 were AGREED as a true record and signed.

### **F23 04 FINANCES**

- (i) The finance reports for year ending 31<sup>st</sup> March 2022 were received. It was noted that there was a surplus of £49,000, mainly due to savings in facilities where there had been a high degree of uncertainty regarding the costs and the Council erred on the side of caution when budgeting. There was also some unanticipated income from the pavilion and pitch hire as licenses hadn't been agreed at the time the budget was set. The variance will be considered when the budget for 2022/23 is reviewed after quarter one. It was noted that £82,000 has been transferred from commuted sums to the play area improvements reserve to begin building up a fund for when the playgrounds need replacing, as it is likely that many of the playgrounds the Parish Council is or will be responsible for will need to be replaced around the same time in 8-10 years.
- (ii) The accuracy of the bank reconciliations at 31<sup>st</sup> March 2022 was confirmed.
- (iii) The pre-audit Annual Governance and Accountability Return was received. It was also noted that the internal audit has been received.

### **F23 05 HOSTING OF THE PARISH COUNCIL EMAIL ADDRESSES**

It was AGREED to DELEGATE to the Clerk to decide whether to move to Microshade to host the Parish Council email addresses, once further information has been obtained. It was noted that

they offer a spam and impersonation filter which may be of benefit. A better user interface would also be welcomed by the Councillors.

**F23 06 ACTION PLAN MONITORING**

The end-of-year report on progress with the Parish Council's action plan for 2022-23 was received.

**F23 07 UPDATE ON AMALGAMATION OF HADDENHAM CHARITIES**

- (i) Stakeholders have been notified of the intention to amalgamate the charities. This has included letters to all lease holders, allotment plot holders, a newsletter article and a report included in the annual reports for the Annual Parish Meeting. There has been very limited response. Concerns have been expressed about ensuring the allotments are preserved and about keeping the objectives of the smaller charities.

Following receipt of the Carter Jonas property survey, the Clerk, Deputy Clerk and Chair met with the solicitor on 25<sup>th</sup> May. A report on the recommendations from the meeting was received. The solicitor is drafting a scheme for the new Charitable Incorporated Organisation (CIO) which takes into account all of the objectives of the individual charities. Once the draft is agreed it will be sent to the Charity Commission for approval, which may take some discussion with them.

The next meeting with the solicitor is scheduled for 27<sup>th</sup> June.

- (ii) The quote for the fees for the next stage was not received in time for the meeting. It was AGREED IN PRINCIPLE that the Parish Council is willing to assist Banks Park Recreation Ground Charity with the cost if necessary.

**F23 08 VELUX WINDOW REPLACEMENT PC OFFICE & VILLAGE HALL**

It was noted that due to a leak the Clerk has placed an order for 3 velux windows in the roof of the Parish Council Office and Village Hall to be replaced.

**F23 09 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA**

None.

**F23 10 DATE OF NEXT MEETING**

Monday 18<sup>th</sup> July 2022.

**F23 11 CONFIDENTIAL ITEMS**

None.

**CLOSURE OF THE MEETING**

The meeting closed at 20:15.

Signed: \_\_\_\_\_ DRAFT \_\_\_\_\_  
Chair

Date: 18<sup>th</sup> July 2022