



HADDENHAM Parish Council

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DRAFT MINUTES **FINANCE AND GENERAL PURPOSES COMMITTEE**

Monday 15th July 2024, 7.45pm
Conference Room, Haddenham Village Hall and remotely via Zoom

Present: Cllr. Brown, Cllr. Kidby, Cllr. Smith, Cllr. Thawley, Cllr. Truesdale (Chair) and Cllr. Wheeler.

Clerk: Ms. Gilbert

No members of public

Joining remotely via Zoom

Assistant Clerk: Ms. Griffiths

Members of public: 3

F25 1 APOLOGIES

Apologies for absence were received and accepted from Cllr. Desmier.

F25 2 DECLARATIONS OF INTEREST

None.

PUBLIC PARTICIPATION

None.

F25 3 MINUTES

The minutes of the meeting held on 29th January 2024 were AGREED as a true record and signed.

F25 4 ACTION PLAN MONITORING

This agenda item was deferred. It is hoped to be able to review this at the full council meeting on 5th August.

F25 5 FINANCES

- (i) The quarter one finance reports for 2024-25 were received. It was noted that no budget was assigned for Flower Bed Maintenance. It was AGREED to transfer £5,000 from the general maintenance budget. The dog bin budget line is incorrect due to an unidentified payment from Buckinghamshire Council last financial year, which we later worked out was an amalgamation of several payment and a credit, including payment for the dog bins, however, this wasn't identified until after the Clerk had accrued for it during the year end finances. The Best Kept Village budget has been updated after a typo was spotted to correctly show £30. The only line that is over budget so far is allotment maintenance as fence repairs were needed in addition to 2 skips, Cllr Wheeler didn't foresee the need for additional funds at the time. It was noted that Banks Park Recreation Ground Charity owes just under £4,000 to the Parish Council which has accumulated over time and includes the Youth Football club fees paid into the wrong account by mistake. The Clerk will set up a transfer to settle this. The Parish Council current account currently holds over £20,000 which needs to be transferred to the COIF for Haddenham Educational Charity.

- (ii) It was noted that the bank reconciliations for quarter one will be checked against the bank statements at the end of the meeting.

F25 6 LEGAL AGREEMENTS AND LEASES

A report was received and it was noted that the Parish Council has the following leases in place:

Land leased by the Parish Council:

Parochial Charities (John Wilson, Alms Corn, Joseph Franklin) – Townside allotment site

Snakemoor - Nature reserve

Snakemoor - deed of variation - additional footpath along from Snakemoor to Station

Land leased from the Parish Council:

Tennis Club - Tennis courts

The Whistler- Part of Woodways Pavilion

It was noted that the former lease for Land at Haddenham Business Park for the old football pitches pre-Cala has been terminated.

The Heads of terms have been completed for Believ Electric Vehicle car chargers at the Airfield pavilion car park and we are now waiting for a full lease.

The Clerk will follow up on the transfer of land at Woodways from Buckinghamshire Council to the Parish Council that had previously been designated for public toilets.

F25 7 AMALGAMATION OF CHARITIES

The solicitors instructed by the Parish Council to work on the amalgamation of several local charities for which Haddenham Parish Council is the sole trustee have submitted the application to the Charity Commission. Included in the documents sent was the scheme application, draft CIO constitution, Carter Jonas valuation and the interim agreement regarding the village hall. These documents reached the 10MB limit for submission. The solicitors are expecting questions from the Charity Commission and will advise us accordingly, when they hear from them.

There has been a merger of the solicitors' firm during the time spent working on this. A new engagement letter has been issued and includes an overall estimate previously given in June 2022 (£8,000 - £12,000). This previously approved estimate has not changed. The cost which has been spent and paid for so far is £2,250. This was for a review of all the parochial charity documents and advice on the way forward. A subsequent invoice has just been received for £856 which was the cost to submit the documentation to the Charity Commission.

As part of this process we asked the solicitors' Real Estate Office to look at the leases at Banks Park. Unfortunately, this work was never completed as the solicitor appointed then left, their replacement also left and they then took four months to locate our documents. This work still does need doing so will move to our other appointed solicitors IBB.

F25 8 POLICIES FOR REVIEW

The following updated policies were reviewed and APPROVED:

- (i) Publication Scheme
- (ii) Grant Policy
- (iii) Equality and Diversity Policy – subject to some minor amendments
- (iv) Filming and Recording of Parish Council Meetings
- (v) Child Protection Policy – subject to some minor amendments
- (vi) Community Engagement Policy
- (vii) Grievance Policy – had already been updated in October 2023
- (viii) Health and Safety Policy
- (ix) Councillor Code of Conduct
- (x) Sickness and Absence Policy
- (xi) Training Policy – subject to some minor amendments
- (xii) Travel and Expense Policy – subject to some minor amendments

F25 9 CORRESPONDENCE AND ITEMS FOR THE NEXT AGENDA

None.

F25 10 DATE OF NEXT MEETING

Monday 30th October 2024.

F25 11 CONFIDENTIAL ITEMS

None.

CLOSURE OF THE MEETING

The meeting closed at 8.45pm

Signed: _____
Chair

Date: 30th October 2024