

Minutes of a meeting of Little Chalfont Parish Council
Held on Wednesday 14th June 2023 at 7.30pm
in the Village Hall, Cokes Lane, Little Chalfont

Members present: Cllr B Gallagher (Vice Chairman), Cllr C Holmes, Cllr D Nussbaum and Cllr N Henry-Ames (from item 7).

In attendance: Ms S Matthews (Parish Clerk)

Members of the public: Mr V Davies

1. **Apologies for absence:** Cllr J Walford and Cllr V Patel (Parish Council)
2. **To accept a resolution that standing orders be suspended** to allow any members of the public to speak (10 mins): None
3. **To receive and approve the minutes and confidential minutes of the Parish meeting held on the 10th May 2023:** These were received, approved and signed by the chairman as a correct record.
4. **Declarations of Interest:** None
5. **Approval by Chairman of Items for Any Other Business:** (i) Nature Park paths (ii) Recruitment of new councillors.
6. **Chairman's Report:** This had been previously circulated to and received by councillors.
7. **Clerk's Report:** This had been previously circulated to and received by councillors.
8. **Reports, as appropriate, from members of outside bodies and working parties:** Nothing to report
9. **Report on the Accounts 2022/23:** Unaudited accounts circulated to all councillors provided by DCK accounting.
10. **Internal Audit Report 2022/23:** Internal Audit Report
 - (i) To receive and adopt the Internal Audit Report dated 25 May 2023 following the auditor's visit of that date: circulate and noted
 - (ii) The auditor's overall conclusion was that he found the accounts and systems to be in good order and had no significant issues to raise. As a result, he had completed and signed the Annual Internal Audit Report which will accompany AGAR papers to be sent to the External Auditors: circulated and noted
 - (iii) To note that in the report referred to in (i) above, the auditor made a number of helpful recommendations. The Council is asked to review these and support implementation as soon as practicable: circulated and noted
11. **Annual Accounts for the Year Ended 31 March 2023 (papers attached)**
 - (i) To consider and approve the Annual Governance and Accountability Return (AGAR), Section 1, Annual Governance Statement, for signature by the Chairman and the Parish Clerk. In considering this item, Council should refer to the Internal Auditor's report previously discussed above: Deferred until 21st June 2023
 - (ii) To note that the Parish Clerk, as RFO, has certified the AGAR section 2, Accounting Statements, by signing and dating; Deferred until 21st June 2023
 - (iii) Council to consider and approve the AGAR section 2, Accounting Statements 2022-23. The Chairman will then sign and date to confirm such approval; Deferred until 21st June 2023.

- (iv) To confirm that the period during which electors and interested persons may exercise rights relating to the annual accounts will be Monday 19 June – Friday 31 July 2023. The relevant notice advising of such rights will therefore be displayed on the website and Parish Council notice boards from Thursday 15 June 2023: deferred until 21st June 2023>

12. Financial matters:

- (i) List of payments 14 June 2023: circulate and approved
- (ii) Schedule of s137 payments 2022/23: circulated and noted
- (iii) Reserves: circulated and noted

13. Cleaning Contract: The cleaning contracts for the village hall and the pavilion at Westwood Park were to go to tender. The Assistant clerk contacted several companies, unfortunately only the present cleaning company provided a quote. All councillors agreed to accept this quote for the duration of the contract.

14. Community Centre: Cllr Gallagher gave councillors an update. A new working party will be created and new plans are being created.

15. Hedge Letters: All councillors received copies the hedge letters to use if needed.

16. Chiltern Open Air museum: The Parish council had received an invitation to attend an event at the Chiltern Open Air museum. Cllr Gallagher and Cllr Henry-Ames agreed to attend

17. Village Day: After a discussion, Cllr Gallagher agreed to attend and represent the Parish Council.

18. Any other business: (i) Nature Park Paths: Cllr Gallagher gave the council an update. Recruitment of new councillors: A discussion took place on how to proceed.

19. Date of Next Meeting: Wednesday 12th July 2023 at 7.30pm

Signed.....

Date.....