

**Minutes of Little Chalfont Parish Council Seventeenth Annual Meeting  
held on Wednesday 8<sup>th</sup> May 2024 at 7.30pm  
in the Village Hall, Cokes Lane, Little Chalfont**

**Present:** Cllr V Patel, Cllr B Gallagher, Cllr C Holmes, Cllr J Walford, Cllr V Davies, Cllr D Nussbaum and Cllr N Henry-Ames.

**In Attendance:** Ms S Matthews (Parish Clerk) and Mrs S Butcher (Assistant Parish Clerk)

**Apologies for absence:** Cllr K Murali

1. **To elect a Chairman of the council for the council year 2024/25:** Cllr V Patel was elected as Chairman. Proposed by Cllr B Gallagher, seconded by Cllr J Walford. All councillors were in favour.
2. **To elect a Vice-Chairman of the council for the council year 2023/24:** Cllr B Gallagher was elected as Vice-Chairman. Proposed by Cllr V Patel, seconded by Cllr J Walford. All councillors were in favour.
3. **To elect a Chairman of the planning committee for the council year 2024/25:** Cllr C. Holmes was elected Chairman of the planning committee. Proposed by Cllr D Nussbaum seconded by Cllr B Gallagher All councillors in favour.
4. **To appoint a Vice-Chairman of the planning committee for the year 2024/25:** Cllr D Nussbaum was elected Vice Chairman of the planning committee. Proposed by Cllr C Holmes and seconded by Cllr B Gallagher. All councillors in favour.
5. **Declaration and delivery of acceptance of office:** All Councillors present signed a declaration and acceptance of office which was witnessed and signed by the Clerk. It was noted that Cllr Murali would sign his declaration at the next Parish meeting.
6. **To Propose and agree membership of committees:**
  - a. **Establishment Committee:** It was agreed that this committee is made up of the Chairman, Vice Chairman and Planning Chairman. All councillors agreed.
7. **To agree membership of working parties:**
  - a. **Westwood Park Working Party:** Cllr C Holmes and Cllr V Davies
  - b. **Community Buildings Working Party:** Cllr B Gallagher and Cllr J Walford
  - c. **Village Hall Management Working Party:** Cllr N Henry-Ames
  - d. **Nature Park Management Group:** Cllr V Davies and Cllr K Murali
  - e. **Co-ordination Group (joint with LCCA):** Cllr C Holmes and Cllr V Davies
  - f. **Remembrance Day Working Party:** Cllr B GallagherCllr V Patel proposed all members of the working parties and Cllr B Gallagher seconded.
8. **To agree representation on outside bodies:**
  - a. GE Healthcare Liaison Group: Cllr V Patel
  - b. Little Chalfont Community Library: Cllr N Henry-Ames
  - c. Little Chalfont Community Association Liaison: Cllr C HolmesCllr V Patel proposed all members of the working parties and outside bodies and Cllr B Gallagher seconded.
9. **To accept a resolution that standing orders be suspended to allow any members of the public to speak (10 mins). Or due to restricted numbers written representation read out in the meeting. (3 mins maximum):** Not applicable.
10. **To accept the previously signed minutes of the meeting held on 10th April 2024:** Circulated, approved and signed.
11. **Declarations of Interest:** None.
12. **Approval by Chairman of items for Any Other Business:** None
13. **Chairman's report:** Nothing to report

14. **Clerk's report:** Circulated and noted.
15. **To receive reports, as appropriate, from members of outside bodies and working parties:**  
Cllr Holmes circulated the minutes from LCCA meeting. Cllr Holmes gave an update on the meeting that took place with the Hill Group on the 17<sup>th</sup> April 2024, next meeting will be on the 21<sup>st</sup> May 2024.
16. **Financial matters:**
  - i. **Payment schedule:** Circulated and noted.
  - ii. **Income and Expenditure report up to 310324:** circulated and noted
  - iii. **End of Year accounts update:** Internal auditor will be at the village hall on the 22<sup>nd</sup> May for the annual internal audit. An accounting documentation required for the councillors to approve for final sign off the 2023/24 accounts to then be submitted to the external auditors PKF Littlejohn and for public viewing if requested. The clerks will produce, for the parish council meeting on 12<sup>th</sup> June 2024.
17. **Risk Assessment:** After a discussion and minor changes agreed. Cllr D Nussbaum proposed to accept the risk assessment, seconded by Cllr J Walford. All councillors agreed.
18. **Standing Orders:** Deferred to a future meeting
19. **Financial Procedures:** Deferred to a future meeting
20. **Terms of Reference:** Deferred to a future meeting
21. **Policies:** Deferrred to a future meeting
22. **Parish Meeting:** Cllr Holmes and Cllr Gallagher were congratulated on the running of the meeting with Hill Group.
23. **Any Other Business:** None
24. To consider a resolution that in view of the confidential nature of the business to be transacted, it is advisable, in the public interest, that the public and press be excluded from the remainder of the meeting and be instructed to withdraw. (The items are confidential because they deal variously with contractual and legal matters.) Not applicable
25. **Community Centre:** Cllr Gallagher gave an update to the councillors.
26. **Electricity Quotes:** Quotes were discussed, no decision was made.
27. **Date of Next Meeting:** Wednesday 12<sup>th</sup> June 2024 in the Village Hall at approximately 7.30pm.