

THE IVERS PARISH COUNCIL

13 December 2022

To all Members of the PARISH COUNCIL

You are hereby summoned to attend the meeting of **The Ivers Parish Council** which will be held on **Monday 19 December 2022** commencing at **7.00pm** at the **Iver Heath Village Hall, St. Margaret's Close SL0 0DA** for the purpose of transacting the following business.

Louise Steele

Locum Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

3. PUBLIC PARTICIPATION

An Open Session will be held for members of the public who may make representations, ask questions or submit evidence in respect of the business on the agenda or make representations or ask questions in respect any matter relating to Council business.

If there is a representative from Thames Valley Police, and/or a Buckinghamshire Council Member in attendance, there will be an opportunity for them to report on any relevant matter or ask/answer questions. Each person speaking will usually be limited to three minutes. Duration of this part of the meeting usually to be no longer than fifteen minutes.

4. MINUTES

To consider the minutes of the meeting of Council held on 3 October 2022. See Appendix 4.1.

5. CHAIR'S ANNOUNCEMENTS

6. COMMITTEE MINUTES

To receive the committee minutes as detailed below:

- a. Open Spaces and Highways 23rd November 2022 – Appendix 6.1
- b. Planning Committee – 8th November 2022 Appendix 6.2
- c. Facilities and Events Committee – 2nd November 2022 – Appendix 6.3

7. FINANCE

- a. To receive and approve the accounts for payment for November 2022. See Appendix 7.1
- b. Cllr Stanhope to report on the bank reconciliations undertaken to date.

8. INTERNAL AUDIT REPORT

To receive the report of the Internal Auditor upon the interim audit conducted on 14 November 2022– see Appendix 8.1 and to consider the recommendations therein and an action plan for addressing those recommendations (see Appendix 8.2).

9. NOTIFICATION OF EXTERNAL AUDITOR APPOINTMENT FOR THE 2022-23 FINANCIAL YEAR FOR THE 5 YEAR PERIOD UNTIL 2026-27

To note, subsequent to the Council's decision not opt out to of the SAAA Central External Auditor Appointment Arrangements (minute 210/22 refers), that the appointed external auditor for the financial years 2022-23 to 2026-2027 will be PKF Littlejohn LLP. (See correspondence at Appendix 9.1.)

10. FEES & CHARGES

To receive and agree the schedule of Fees & Charges set out by the Facilities and Events Committee – see Appendix 10.1.

11. FIRST DRAFT BUDGET 2023/24

To consider a budget report prepared by the Locum Clerk and Responsible Finance Officer – see Appendix 11.1

12. BANK MANDATE

To note the administrative difficulties encountered in trying to action the Council's decision to remove the former Clerk from, and add the Deputy Clerk to, the bank mandate (decision made 17 January 2022 Minute 431/21 refers). A record of correspondence with Metro Bank dating back to December 2021 may be found at Appendices 12.1 and 12.2 both of which appendices are confidential to Members). Members to note that Metro Bank asks that the decision be made afresh so that the minutes and mandate may be dated within the last three months.

To agree that:

- Stephanie Bennett, Ann Mayling and Kelly Willcox be removed from the bank mandate; and
- Jeremy Day (Deputy Clerk) be added, further that it be specified Jeremy Day be able view all accounts, to set up payments and sign payments, that no debit card is required and he can undertake all actions except administration on Commercial Online Banking.

13. ACTION UNDER DELEGATED AUTHORITY - REPLACEMENT BUS SHELTER

Members to note the following actions carried out, on grounds of urgency, using the Clerk's delegated authority.– on Friday 18th November the parish council's bus shelter outside Iver Village Junior School was partially demolished as a result of being hit by a vehicle and was left beyond repair. The Deputy Clerk made the area safe and subsequently, acting on the Locum Clerk's instructions under her delegated authority, informed the insurance company, a made an insurance claim for a replacement bus shelter (that claim has been paid) and has ordered the new bus shelter which it is anticipated will be installed mid to late February 2023. The cost to the Council be the £125 excess.

14. IVER UNITED CHARITIES

To note a letter received from the Clerk to the Iver United Charities (see Appendix 14.1). The Council is asked to approve the charities' appointment of Mrs Ann Mayling as the parish council's nominated appointee.

15. SOUTH BUCKS ASSOCIATION OF LOCAL COUNCILS (SBALC)

To receive the minutes of the annual general meeting of SBALC (attached as Appendix 15.1) and to consider the parish Council's continued membership of SBALC.

SBALC has agreed a new constitution and expects that each member council should consider that constitution, decide whether or not to remain members of the association and, if wishing to remain members, pay the new annual subscription of £20 and nominate their voting member and up to two observer members of the executive committee. The constitution is attached as Appendix 15.2

Members to note that at the Annual Meeting of Council held on 16 May 2022 four representative were agreed to SBALC – they were Cllr Julie Cook, Cllr Vishal Gupta, Cllr Wendy Matthews and Cllr Peter Stanhope (Minute 011/22 and annexe 1 to those minutes refers). No one was identified as a voting member.

Council is asked to decide whether to remain a member of the South Bucks Association of Local Councils in the format set out in its new constitution

And, if deciding to remain a member, to agree the following, to :

- pay a £20 annual subscription;
- nominate a councillor as the Council's voting member of the executive committee; and
- nominate a further two observer members of the executive committee.

16. BUCKINGHAM AND MILTON KEYNES ASSOCIATION OF LOCAL COUNCILS

To receive an oral update from Councillor Cook.

17. IMPROVEMENTS AND EFFECTIVENESS

18. EXCLUSION OF THE PRESS AND PUBLIC

To exclude the Public and Press from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential)

19. RECRUITMENT OF A NEW CLERK

To consider a confidential report from the Locum Clerk. (Report to follow.)