

The next meeting of the **Finance, Administration & Policy Committee** of  
**Campbell Park Parish Council**  
will be held on **Tuesday 5<sup>th</sup> September 2017**  
at the **Springfield Centre, Springfield Boulevard, Springfield**  
**commencing at 7.00pm**

**This meeting is open to the Public**

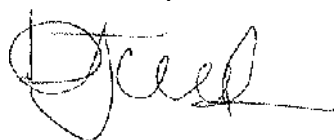
### **AGENDA**

- 1. To receive:**  
Members Present  
Apologies for Absence  
Declarations of Interest  
Non-Committee Members/Members of the Public present
- 2. Minutes of the meeting held on the 4<sup>th</sup> July 2017**  
Committee is invited to approve the minutes of the previous meeting
- 3. Public Involvement – Deputations, Petitions and Questions**
- 4. External Audit Outcome**  
Committee is invited to consider the outcome of the Annual Return as completed by the External Auditor.
- 5. 2018/19 Parish Council Budget/Precept Level Consultation** (Minute No. 11/17, 29/17)  
Committee is invited to note that the resident letter and questionnaire has been delivered to all properties. The closing date for responses is the 13<sup>th</sup> October 2017.
- 6. Parish Council Business Plan** (Minute No. 183/16,18/17,32/17)  
Committee is invited to note that an Extra Ordinary meeting of Council is to be convened in order to progress the Parish Council Business Plan on either Monday 9<sup>th</sup> October or Monday 13<sup>th</sup> November – a determination of the preferred date to be made at the September meeting of Council.
- 7. Committee Budget 2018/19, 2019/20, 2020/21, 2021/22 & 2022/23**  
Committee is invited to discuss project proposals for inclusion in forthcoming Budget plans. All project proposals to be submitted by October 2017 and must comply with the Project Policy and be detailed on a Project Request Form, including full costings.  
Project proposals are not required if there is an existing budget cost code – all existing cost codes will be reviewed as part of the annual Council budget process.
- 8. Finance Training** (Minute No. P11/16, C49d/16, 26/16, 41/16, 45/16,64/16, 85/16, 158/16, 172/16, 189/16, 19/17,33/17)  
Committee is invited to note that DCK Beavers have been provisionally booked to deliver a half day specialist finance training session for Councillors on Saturday 14<sup>th</sup> October – Committee is invited to confirm the booking.

- 9. Request to increase the 2017/18 Planning Consultancy Budget**  
The Committee is invited to consider a request from the Planning, Infrastructure & Transport Committee to increase the 2017/18 budget for planning consultancy from £5,000 to £10,000 - Cllr Baines to speak to this item.
- 10. Additional Bank Signatory**  
Committee is invited to consider recommending to Council that Councillor Terry Baines be appointed as a signatory on the Parish Council bank accounts held with HSBC.
- 11. Parish Council Vehicle Insurance Renewal**  
Committee is invited to note that the insurance of the Parish Council vehicles has been renewed at a cost of £840.
- 12. Income & Expenditure Report 31<sup>st</sup> July 2017**  
Committee is invited to accept the detailed Income and Expenditure report as at the 31<sup>st</sup> July 2017
- 13. Balance Sheet to 31<sup>st</sup> July 2017**  
The Committee is invited to note the Balance Sheet as at the 31<sup>st</sup> July 2017
- 14. Cheques, Direct Debit & Standing Order Payments**  
The schedule of payments made since the last Committee meeting is submitted for information
- 15. Training/Conference Events Schedule (Democratic)**  
Committee is invited to note the following training schedule and if required nominate Councillors to attend relevant events.

| Provider | Date   | Venue          | Content                                  | Cost £   |
|----------|--|----------------|--|----------|
| BALC     | Thursday 11 <sup>th</sup> October<br>10.00-14.30 | Aylesbury      | Budget Setting                           | £37.06   |
| BALC     | Thursday 2 <sup>nd</sup> November<br>10.00-13.00 | Aylesbury      | VAT for Parish Councils                  | £35.00   |
| BALC     | Tuesday 7 <sup>th</sup> November                 | Aston Clinton  | Allotment Management<br>TF,TU            | £52.67pp |
| BALC     | Wed 22 <sup>nd</sup> November<br>10.00-14.30     | Aylesbury      | Data Protect & Fol<br>EM,AO,TU,TF,ED     | £63.11   |
| BALC     | 28 <sup>th</sup> November 2017                   | Milton Keynes  | Demystifying Planning<br>AO,BG,TF,TU,PHD | £57.90   |
| GovNet   | Wednesday 6 <sup>th</sup> December               | Central London | Blue Light Innovation<br>Conference      | £350.00  |
| BALC     | 7 <sup>th</sup> Dec – 09.30-12.30                | Aston Clinton  | Agendas & Minutes<br>DPr,TF,IF           | £37.06   |

- 16. Emergency Response Review**  
Committee is invited to review the Parish Council's Emergency Response arrangements, including existing provisions and any new requirements as identified by the Committee.
- 17. Date of Next Meeting**  
Tuesday 3<sup>rd</sup> October 2017



D Warner  
Clerk to Council  
29<sup>th</sup> August 2017