

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

TUESDAY 14 OCTOBER 2008

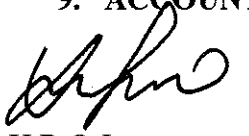
The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Members: -

I Forbes (Chairman)
K Wood (Vice-Chairman)
J Eadon-Smith
J Herschel
D Johncock
J Savage
M Smith
R Smith
L Willis

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1. **APOLOGIES FOR ABSENCE:** At the time of the agenda despatch, apologies for absence have been received from J Herschel.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **REVISED LIST OF FEES AND CHARGES (page 2)**
4. **GOVERNANCE AND MANAGEMENT RISK REGISTER (page 3)**
5. **LITTER SCHEME: REQUEST FOR ADDITIONAL COLLECTOR (page 4)**
6. **CALENDAR OF MEETINGS (page 5)**
7. **COMMUNITY POLICING (page 6)**
8. **FINANCE REPORT & COMMITTEE BUDGETS (pages 7-8)**
9. **ACCOUNTS FOR PAYMENT (page 9)**


H R O Jones
Clerk of the Parish
8 October 2008

AGENDA ITEM 3

**CHEPPING WYCOMBE PARISH COUNCIL
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REVISED LIST OF FEES AND CHARGES

DRAFT List of Fees and Charges 2009 - CONSIDERATION

Each year at the October meeting of the Finance and General Purposes Committee, Members review the Council's List of Fees and Charges for approval (to take effect at the start of the Financial Year on 1 April 2009).

The draft revised list of fees and charges for 2009 includes:

- The scale of fees applicable from 1 April 2009; and
- A Separate Cemetery Fees Table.

Members are asked to consider the attached revised list of Fees and Charges for the forthcoming year attached at APPENDIX A for approval.

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**CHEPPING WYCOMBE PARISH COUNCIL
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GOVERNANCE AND MANAGEMENT RISK REGISTER

Governance and Management Risk Register - CONSIDERATION

At the Committee meeting on 11 March 2008 it was agreed that the Council's Governance and Management Risk Register be amended to include the comments of Members and that the document be reviewed at the 14 October 2008 Committee meeting.

A revised copy of the Register is attached (**APPENDIX B**).

Members are asked to review the Council's Governance and Management Risk Register and, if necessary, to agree any additional categories or other amendments, as appropriate.

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CHEPPING WYCOMBE PARISH COUNCIL
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LITTER SCHEME: REQUEST FOR ADDITIONAL COLLECTOR

Straight Bit and Juniper Lane, Flackwell Heath - CONSIDERATION

Members are asked to consider a request from Mr and Mrs Herschel of Flackwell Heath to join the Council's litter scheme.

Mr and Mrs Herschel have indicated that they are prepared to clear Straight Bit and Juniper Lane of litter.

The proposed choice of Charity is "The Guerrilla Gardeners" a group who plant and undertake gardening work within the area and require funding to purchase plants.

In order to put this request into context and to provide relevant background information, a copy of the existing arrangements, together with the amounts donated to the respective charitable organisations is also attached at **APPENDIX C**.

The instructions of Members are requested.

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CALENDAR OF MEETINGS

DRAFT Calendar of Meetings 2009 - CONSIDERATION

Alterations to the draft calendar of meetings 2009 by comparison to the current yearly time-table of events include:

- The June and July Informal and Formal Council dates being amended to take account of the Audit Commission's revised deadline for the submission of Annual Accounts; and
- Rescheduling the Parish Meal to March to take into account the change of date of Easter and the scheduled School Holidays

Members are asked to consider the attached list of proposed calendar meetings for the forthcoming year attached at APPENDIX D.

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**CHEPPING WYCOMBE PARISH COUNCIL
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COMMUNITY POLICING

NAG meeting: 18 September 2008

It is noted that the next NAG meeting is scheduled to take place on 20 November 2008.

Members are asked to receive the meeting notes of the 18 September 2008 NAG meeting prepared by L Willis (APPENDIX E).

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FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

- The Budget detailed report (**APPENDIX F**)
- Variances from budget report (**APPENDIX G**)
- Budget analysis report (**APPENDIX H**)
- Ear marked reserves (**APPENDIX I**)

2008/09 Budget - INFORMATION

The projected net expenditure for 2008/09 is £10,373 over budget. The significant variances from budget are set out on the attached spreadsheet.

2009/10 Budget - CONSIDERATION

The Budget figures for 2009/10 in the reports are initial proposals for WSP and FGP Committees and the recommendations from AL and LF September Committee meetings.

The Budget Reports show:

- The 2007/08 budget, actual income and expenditure;
- The 2008/09 actual income and expenditure figures are correct to September 2008. The annual projected is an estimate of income and expenditure for 2008/09 to 31 March 2009; and
- The proposal for the 2009/10 budget.

As set out in the report, if the precept is increased by 5% the proposed expenditure is £43,576 over budgeted income. The proposed budget includes the exceptional items as shown on the budget analysis sheet. Non-fixed regular items have been inflated by 5% for WSP and FGP and 3.5% for AL and LF.

Members are asked to consider the overall Council position and make recommendations about the Committees budgets. The Committees will be asked to re-examine their proposed budget at their meetings in November and December 2008, taking into account any changed circumstance and FGP recommendations. This Committee will then consider

the final budget recommendations at the January 2009 meeting and recommend a precept to the January 2009 Council meeting.

Against this background, the Committee, therefore, is asked to review the draft budget for 2009/10 and refer any recommendations to the Committees.

Vehicle Replacement Scheme - CONSIDERATION

Members will find attached a copy of the Vehicle replacement schedule, listing the current proposals for funding the process (**APPENDIX J**).

Members are asked to consider the detail of the current Vehicle Replacement Scheme and to make any recommendations to the Finance and General Purposes Committee, as appropriate in light of any recommendations following the Works, Services and Planning Committee meeting of 9 October 2008.

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**CHEPPING WYCOMBE PARISH COUNCIL
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ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.