

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 8 JANUARY 2009

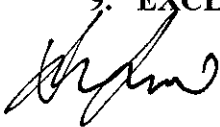
The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

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 D Johncock and J Savage.
2. **COMMITTEE REPRESENTATION (pages 2-3)**
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4. **GRANTS, SUBSCRIPTIONS AND DONATIONS (page 5)**
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H R O Jones
Clerk of the Parish
23 December 2008

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FINANCE AND GENERAL PURPOSES COMMITTEE
8 JANUARY 2009

COMMITTEE REPRESENTATION

New Member Committee and Sub-Committee Representation - CONSIDERATION

At the Special Council meeting on 2 December 2008 it was RESOLVED that the following Members be co-opted onto the Council:

<u>Name</u>	<u>Ward</u>	<u>Date signed Acceptance of Office</u>
C Dodds	Loudwater	15 December 2008
M Wilkes	Flackwell Heath	16 December 2008

Both new Members have been invited to the Finance and General Purposes Committee meeting and have indicated their availability and willingness to attend. The current Committee and Sub-Committee Membership is as follows:

AMENITY LAND

Ms K Wood **Chairman**
R Smith **Vice- Chairman**
Ms E Belcher
Mrs J Chalmers
Mrs S Digby
I Forbes
J Johnson
C Jordan
L Willis
M Smith (ex-officio)
D Johncock (ex-officio)

WORKS, SERVICES & PLANNING

J Herschel **Chairman**
J Eadon-Smith **Vice-Chairman**
Mrs J Chalmers
C Harriss
D Johncock
J Johnson
C Jordan
M Smith
R Smith

LEISURE FACILITIES

M Smith **Chairman**
C Jordan **Vice-Chairman**
Ms E Belcher
Mrs S Digby
I Forbes
C Harriss
J Herschel
J Savage
L Willis
D Johncock (ex-officio)

FINANCE & GENERAL PURPOSES

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

Sub-Committees

ALLOTMENT		I Forbes Mrs S Digby
CEMETERY		J Eadon-Smith C Harriss J Herschel C Jordan
DEREHAMS LANE MANAGEMENT		M Smith J Herschel C Jordan R Smith L Willis
PLANNING	Loudwater Tylers Green Flackwell Heath	M Smith Ms J Johnson (Standing Deputy J Herschel) D Johncock (Standing Deputy J Eadon- Smith)
PUBLICITY		M Smith I Forbes J Herschel D Johncock Ms K Wood
TYLERS GREEN COMMON MANAGEMENT		I Forbes C Harriss J Herschel Ms J Johnson R Smith Ms K Wood

Members are asked to consider Councillor representation on the Council's Committees and Sub-Committees in light of the increased Council Membership and to advise accordingly.

AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 8 JANUARY 2009

The Council is required to comply with Audit Commission's Regulations in its financial undertakings. These requirements are also set out in the Council's Financial Regulations.

AUDIT

"In House" Audit 12 November 2008 - CONSIDERATION

A copy of the "In House" Audit report of 12 November 2008, prepared by J Herschel, is attached (APPENDIX A).

Members are asked to receive the Internal the "In House" Audit report of 12 November 2008, consider any recommendations therein and to agree any further actions, as appropriate.

Internal Audit Report (Interim) 2008-09 - CONSIDERATION

A copy of the Internal Audit Report (Interim) 2008-09 is attached (APPENDIX B).

There are no significant recommendations or comments arising from the report.

Members are asked to receive the Internal Audit Report (Interim) 2007-08 and to agree any further actions, as appropriate.

External Audit: Completion of Annual Return to 31 March 2008 - CONSIDERATION

Mazars LLP, the Council's External Auditors (appointed by the Audit Commission) have completed and signed off the Annual Return to 31 March 2008.

A copy of the completed Annual Return to 31 March 2008 is attached (APPENDIX C).

There are no significant recommendations or comments arising from the report.

It is noted, however, that Council Standing Orders and Financial Regulations will be reviewed by the Committee in 2009.

Members are asked to receive the completed Annual Return to 31 March 2008 and to agree any further actions, as appropriate.

AGENDA ITEM 4

CHEPPING WYCOMBE PARISH COUNCIL
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GRANTS, SUBSCRIPTIONS AND DONATIONS

Members will note that the Budget vote for grants for 2008/09 was £2,500.

To date, the following grants from this vote have been made:

Flackwell Heath Bowls Club (Contribution to Fence)	£500
Flackwell Heath Sports Club (Contribution to internal shutters)	£500
SWOP (Contribution to ongoing administrative costs)	£200
Royal British Legion (Purchase of Poppy Wreaths – Tylers Green, Loudwater and Flackwell Heath)	£75
Total	£1,275

M40 Chiltern Environmental Group: Request for a grant – CONSIDERATION

A copy of Dr K Edwards' (M40 CEG Chairman) letter and 2008 report of 19 September 2008 is attached (**APPENDIX D**).

Dr Edwards is seeking to obtain a donation from the Council to contribute towards the ongoing administrative costs of the Group.

The Council has provided the following grants to the M40 Chiltern Environmental Group:

2006/07 £200

2007/08 £200

Members are asked to consider the request for a grant and/or annual donation to the M40 Chiltern Environmental Group and to make any recommendation to the Council meeting on 20 January 2009.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 8 JANUARY 2009

The Council is responsible for ensuring that its land, processes and staff are in compliance with health and safety legislation.

REVIEW OF HEALTH AND SAFETY

Health and Safety Policy Statement - CONSIDERATION

Members are asked to consider the wording of the draft Health and Safety Policy Statement at APPENDIX E to be adopted by the Council for 2009 and signed by the Chairman of Council, if agreed (review date: January 2010).

Annual Accident Report 2008 - CONSIDERATION

Four Staff Accidents were recorded in 2008:

- 20 February 2008: J Kingsland (Groundsman) – aggravated an old back injury (slipped felling a tree at Derehams Lane, Loudwater)
- 2 May 2008: G Christie (Warden) – bruised thumb (shutting vehicle door at High Heavens, Booker)
- 10 June 2008: J Kingsland (Groundsman) – left inner forearm burned (brushed against hot metal during welding in Council Depot – injury treated by Clerk of the Council with cold water and St John Ambulance style dressing); and
- 21 October 2008: D Oxlade (Groundsman) – knocked lower back (fell clearing rubbish in long grass at Derehams Lane, Loudwater)

All Members of the Council Ground Team have conducted Manual Handling Training and only those with welding certificates perform that task.

The Clerk of the Council and Warden are both holders of current St John Ambulance First Aid certificates.

The Council Warden attended a Health and Safety Course in December 2008.

Members are asked to receive a verbal update report from the Clerk in relation to the Council's Annual Accident Report 2008 and to consider any further action, if necessary.

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CONVEYANCES, LEASES AND CONTRACTS

Penn and Tylers Green Tennis Club and Football Club - CONSIDERATION

At the Leisure Facilities Committee meeting on 21 February 2006 it was recognised that the Parish Council's involvement with the Penn and Tylers Green Lawn Tennis Club and Football Club in relation to the lease arrangements for the Tennis Courts was anachronistic.

Subsequently, as the land was outside the Parish Boundary, Members felt that it could be inappropriate for the Council to continue its involvement.

However, Members agreed that the use of the site for the provision of tennis facilities should be protected for Members of the General Public to use in the future.

As such, once agreement from both Tennis and Football Clubs was obtained, the Council's solicitors were instructed to surrender the relevant Lease and Under Lease in July 2008.

Copies of the following are attached:

- *Penn & Tylers Green Football Club* and Chepping Wycombe Parish Council Lease dated 1992 (**APPENDIX F**); and
- Chepping Wycombe Parish Council and Tylers Green Lawn Tennis Club Counter Part Under Lease dated 1992 (**APPENDIX G**).

Following additional concerns brought to the Council's attention by way of the Tennis Club, the surrender procedure has been halted.

Members are asked to consider a verbal update report from the Committee Chairman and/or Clerk in relation to the surrender of the Penn and Tylers Green Tennis Club and Football Club Lease and Under Lease and to advise on any recommended action accordingly.

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FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

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

2008/09 Budget – INFORMATION

The projected net expenditure for the 2008/09 Council Budget is currently £9,567 over budget. The projected variances are detailed on the variances spreadsheet.

It is important to note that the overspend amount does not take into account the income to be received from Tilhill Ltd in respect of Forestry Commission grants (at least £4,000 before the end of 2008/09).

The General Reserve is £87,290. Therefore, any overspend up to the amount envisaged would not reduce the General Reserve to below the recommended limit (three month's annual turnover or c.£60,000).

2009/10 Budget - CONSIDERATION

The Budget figures for 2009/10 in the reports are the recommendations from the Autumn Committee meetings.

The Budget Reports show:

- The 2007/08 actual income and expenditure;
- The 2008/09 budget and actual income and expenditure figures correct to November 2008; and
- The proposal for the 2009/10 budget.

The proposed Budget figures for 2009/10 for Finance and General Purposes Committee include:

- £3,000 contingency
- £2,500 grants
- £3,000 legal fees

As set out in the report, if the precept is increased by 3.9% the proposed expenditure is £18,279 over budgeted income.

The proposed budget includes the exceptional items as shown on the budget analysis sheet.

A precept increase of 9.65% would be required to cover the proposed budget without any amendment and without using General Reserve monies.

Against this background the Committee, therefore, is asked to consider the overall Council position and make recommendations for the budget and precept to the 20 January 2009 Council meeting.

AGENDA ITEM 8

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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.

AGENDA ITEM 9

**CHEPPING WYCOMBE PARISH COUNCIL
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EXCLUSION OF PRESS AND PUBLIC

Confidential Reports and Exclusion of Press and Public - CONSIDERATION

The following item is considered as a Confidential Report as it concerns staffing matters:

10. STAFF SALARY PROPOSALS FROM APRIL 2009

The Power to exclude the Press and Public from the meeting and to treat the reports presented as confidential is provided under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, s.100 and s.102 and includes the following type of business:

- (a) engagement, terms of service, conduct and dismissal of employees;
- (b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- (c) preparation of cases in legal proceedings; and
- (d) the early stages of any dispute.

In view of the confidential reports it is **RECOMMENDED** that the press and public be **excluded from the remainder of the meeting**