

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

THURSDAY 13 JUNE 2013

Report of the meeting which is open to the press and public will commence at 7.30pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

| | | |
|----------------|-------------------------------------|----------------|
| Present | Cllr. I Forbes Chairman | Cllr D Onslow |
| | Cllr. J Gurney Vice-chairman | Cllr. M Wilkes |
| | Cllr. C Dodds | Cllr. L Willis |
| | Cllr. S Herron | Cllr. K Wood |
| | Cllr. J Herschel | |

Also present Cllr C Jordan

1 Apologies for absence

There were no apologies.

2 Declarations of members' interests in agenda items

There were none.

3 Land Registration

Members were asked to note that the second tranche for land registration had been passed to our solicitor and that we are currently in negotiation for costings for this work.

4 Year End Accounts

Members were asked to note the year end turnout summary with explanatory variance report, continued variance reporting throughout the year will improve budget control. Members were asked to recommend to Council that the Year End accounts and Annual Return be approved and duly signed for despatch to Mazars. The accounts were signed off by the internal auditor and thanks was given to the Clerk for the audit preparation work.

5 Devolvement of Services to Parish Councils

Members were asked to note the report prepared by Cllr Herschel who had been present at the recent meeting initiated by Wooburn and Bourne End Parish Council to explore current opportunities for devolved services. At present it was felt that there were no items for consideration, as the council were unsure that further services could be taken in house. However, the council will await further information from Bucks County Council before making any further comments.

6 Financial Regulations Update

Members were asked to note that further revision is required to the Financial Regulations in light of the new NALC Model.

A working party of Cllr Forbes, Cllr Gurney and Cllr Herschel was set up to further consider the requirement for quotations in relation to cost of works and periodic benchmarking of suppliers to ease the need for multiple quotes. The working party were tasked with bringing back a formal proposal to the next Finance and General Purposes meeting on 24 October 2013.

7 Investment Policy

Members were asked to consider the draft Investment Policy. It was agreed to amend the policy to include a maximum amount of £100k to be invested in any one institution and that the institution should have an excellent financial rating. Cllr Herschel agreed to review the draft in light of comments made.

Members agreed to recommend the Policy for adoption at the next Council meeting on 27 June 2013.

8 Committee Terms of Reference

Members were asked to note the Committee Terms of Reference it was suggested that the Health & Safety section be looked at by both Works, Services & Planning and Finance & General Purposes Committees as the majority of this section fell under the jurisdiction of Works, Services & Planning.

Cllr Forbes asked that members bring comments back for inclusion and exclusion to the next Finance & General Purposes Committee meeting on 24 October 2013, members agreed.

9 Grants and Subscription

Members were asked to note that the year-end turnout for the grants made in the year 2012/13 as below.

| Organisation | | | Budget: £2,500.00 |
|----------------------------|---------------------------|-----------|-----------------------------|
| NAG | Cycling Initiative | -250.00 | 2250.00 |
| TG Scouts & Guides | Water Meter & pipe repair | -1,000.00 | 1250.00 |
| Flackwell Heath Bowls Club | Grant for new seating | -200.00 | 1050.00 |
| | | | Remaining: £1,050.00 |

Members were asked to note that there had been no applications for grants to date in the current financial year and no uncommitted approvals from prior years.

Subscriptions

The committee considered the list of subscriptions and no changes were made for this financial year.

The Clerk was asked to note the value of the BALC/NALC membership to the Council.

10 NALC Conference

It was agreed that two tickets be purchased for the NALC Larger Councils' Conference on 27 November. Attendees to be confirmed.

11 Website

Members received a short report from Cllr Forbes on the draft website, the designer of the site Mark Wingrove has done a fantastic job, he is part of the Community Impact Bucks expert volunteer scheme.

Cllr Forbes asked for all members to look at the site and report any errors so that the website could go live after recommendation for approval to Council at the next meeting on 27 June 2013.

12 Change of Accounts Package Update

Members were asked to note that Sage had been to the office and installed a skeleton account structure. We are still awaiting an adaptation to upload for the budget.

13 Internal Auditor

Members were asked to note that the internal auditor, Mr Don Timms, had visited the office to complete the audit today. The only item requiring attention was the risk register all other items were fine.

A confirmation letter of the audit will be posted by Mr Timms.

14 Earmarked Reserves Recommendation from Leisure Facilities Committee

Members were asked to consider the recommendation brought forward from the Leisure Facilities Committee for a further £30,000 to be taken from the General Reserve for the playground refurbishment project.

Members were able to support and approve this recommendation as the year-end turnout showed a healthy balance in the general reserve.

15 Accounts for Payment

There were no accounts for payment.

The Chairman thanked all members present for their attendance and closed the meeting at 8.45pm

Signed Dated