

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

THURSDAY 13 JUNE 2013

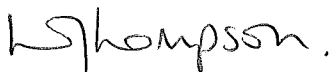
The meeting which is open to the press and public will commence at 7.30pm in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Committee Members: 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

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence
2. Declarations of members' interests in agenda items
3. Land Registration
4. Year End Accounts
5. Devolvement of Services to Parish Councils
6. Financial Regulations Update
7. Investment Policy
8. Committee Terms of Reference
9. Grants and Subscriptions
10. NALC Conference
11. Website
12. Change of Accounts Package Update
13. Internal Auditor
14. Ear-marked reserves Recommendation from Leisure Facilities Committee
15. Accounts for payment



Wendy Thompson
Clerk of the Council
5 June 2013

AGENDA ITEM 3

Land Registration

Members are asked to NOTE that the second tranche for land registration has been passed to our solicitor. A schedule of the land included as set out as follows; Loudwater Cemetery and Grazing Land, Derehams Park, Railway Land, Old Forge Bank, Hedley Green and Orchard Green.

AGENDA ITEM 4

Year End Accounts

Members are asked TO NOTE the year end turnout summary with explanatory variance report at **Appendix A**. Members are asked to recommend to Council that the Year End accounts be approved.

AGENDA ITEM 5

Devolvement of Services to Parish Councils

Members are asked TO NOTE the report at **Appendix B** regarding an initiative by Wooburn and Bourne End Parish Council to explore current opportunities for devolved services that we and others were invited to attend as observers and possible contributors. There are no items for consideration.

AGENDA ITEM 6

Financial Regulations Update

Members are asked TO NOTE that further revision is required to the Financial Regulations in light of the NALC Model. It is suggested that a working party be set up to continue working on a draft for consideration at the next Finance & General Purposes Committee meeting on 24 October 2013.

AGENDA ITEM 7

Investment Policy

Members are asked TO CONSIDER the attached Investment Policy with a view to recommending its adoption at the next Council meeting on 27 June 2013. **Appendix C**

AGENDA ITEM 8

Committee Terms of Reference

Members are asked TO NOTE the attached Committee Terms of Reference with a view to bringing comments back to the next Finance & General Purposes Committee meeting on 24 October 2013.

Appendix D

AGENDA ITEM 9

Grants and Subscription

Members are asked TO NOTE the year end turnout for the grants made in the year 2012/13.

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 are asked TO NOTE that within this financial year, 2013/14, there have been no applications for grants to date.

Subscriptions

Organisation	£
BALC/NALC Membership	1,863.20 prepaid
Chiltern Society	25.00
Chilterns Conservation Board	50.00
M40 Chiltern Environmental Group	200.00

Organisation	£
WDALC	20.00
Fields in Trust (National playing fields)	25.00
Bucks Playing Field Ass due Feb	20.00 prepaid

Members are asked to consider the donations for 2013/14 and advise accordingly, the subscriptions will be submitted for payment as and when they are received.

AGENDA ITEM 10

NALC Conference

Putting Communities First - Connecting Power to Local People

NALC is hosting one-day conferences on how local (parish and town) councils can help the lives and well-being of communities through leadership and service delivery.

Thursday 11 July 2013 - Mecure Sheffield St Pauls Hotel and Spa
Thursday 19 September 2013 - Mecure Bristol Holland House Hotel

NALC Larger Councils' Conference and Exhibition (CWPC is a larger Council)

Growing Local

NALC is holding a one-day Larger Councils' Conference this year, with the aim of showing how local (parish and town) councils can deliver more for less for their communities in a challenging financial environment.

- **Wednesday 27 November 2013 – Royal National Hotel, London**

Members are asked to consider representation at the 2013 NALC event.

AGENDA ITEM 11

Website

Members are asked TO RECEIVE a short report from Cllr Forbes on the draft website with a view to taking a recommendation to the next Council meeting on 27 June 2013 for approval to go live.

AGENDA ITEM 12

Change of Accounts Package Update

Members are asked TO NOTE that Sage have been to the office and have installed a skeleton account structure.

AGENDA ITEM 13

Internal Auditor

Members are asked TO NOTE that the internal auditor, Mr Don Timms, is due to attend on 13 June 2013. Members are asked TO RECEIVE a short verbal report on the outcome.

AGENDA ITEM 14

Earmarked Reserves Recommendation from Leisure Facilities Committee

Members are 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.

AGENDA ITEM 15

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.

Date of next meeting: Thursday, 24 October 2013 at 7.30pm

Summary Income & Expenditure by Budget Heading 31/03/2013

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Amenity Land</u>							
Expenditure	33,437	17,684	21,715	4,031	0	4,031	81.4 %
Income	1,482	6,091	3,350	2,741			181.8 %
Net Expenditure over Income	<u>31,955</u>	<u>11,593</u>	<u>18,365</u>	<u>6,772</u>			
<u>Leisure Facilities</u>							
Expenditure	48,413	33,314	27,571	-5,743	0	-5,743	120.8 %
Income	11,146	14,487	14,130	357			102.5 %
Net Expenditure over Income	<u>37,266</u>	<u>18,827</u>	<u>13,441</u>	<u>-5,386</u>			
<u>Works Service & Planning</u>							
Expenditure	97,303	96,356	97,209	853	0	853	99.1 %
Income	12,843	19,040	10,450	8,590			182.2 %
Net Expenditure over Income	<u>84,460</u>	<u>77,316</u>	<u>86,759</u>	<u>9,443</u>			
<u>Finance & General Purposes</u>							
Expenditure	164,721	161,864	202,390	40,526	0	40,526	80.0 %
Income	380,099	365,565	362,455	3,110			100.9 %
Net Expenditure over Income	<u>-215,378</u>	<u>-203,701</u>	<u>-160,065</u>	<u>43,636</u>			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	343,873	309,217	348,885	39,668	0	39,668	88.6 %
Income	405,571	405,183	390,385	14,798			103.8 %
Net Expenditure over Income	<u>-61,698</u>	<u>-95,965</u>	<u>-41,500</u>	<u>54,465</u>			

CHEPPING WYCOMBE PARISH COUNCIL

YEAR END VARIANCE REPORT 2012/13

AMENITY LAND

Underspend £6,772

Underspend	Railway Land – unable to complete work before year end
No spend	Old Forge Bank
No spend	Spring Lane
Underspend	Kingswood – large accrual from previous year 2011/12 for forestry fees inflated the budget line
Increased Income	Tylers Green Common – Ayres Fair (longer stay)

LEISURE FACILITIES

Overspend £5,386

Overspend	Works required at Straight Bit Recreation (removal of skate-park)
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WORKS, SERVICES & PLANNING

Underspend £9,443

Increased Income	Cemeteries (more burials than initially expected)
Spent almost to budget	

FINANCE & GENERAL PURPOSES

Underspend £43,636

Underspend	Salaries & casual summer labour
No spend	Web development (accrual from previous year 2011/12 inflated budget line)
Underspend	Insurance – savings made, policy not compromised
Increased Income	Mast at Green Dragon
	Insurance claim recovery

Chepping Wycombe Parish Council

Report: Devolvement of services from BCC to parish councils

Cllr David Airlie and the clerk of Wooburn and Bourne End Parish Council arranged a meeting with Paul Hodson of BCC on 23 April to explore opportunities to take on devolved services from BCC. Invitations were extended to Cllr Herschel of CWPC and the clerk of Little Marlow Parish Council, both of whom had experience or knowledge of 'devolved working'. The meeting was joined by Si Khan and Madeleine Howe of BCC and Cllr Alex Slater from Hazlemere Parish Council.

The meeting was advised by Si Khan that there were now 18 parish and town councils involved in the existing BCC TfB/Highways devolved services programme and that there were another 9 who wished to participate, but no devolved funding had been made available in order to extend the scheme.

Paul Hodson said that BCC saw the devolving of services as a good thing and were in principle open to further transfers; current examples being the transfer of libraries and youth & community centres to parish councils and local community groups. The main driver for BCC is not just about saving money but also about improving the service being provided. Adult social care was an area where there may be significant opportunities available for devolved working with other bodies since BCC was now directly responsible for its provision, rather than the previous split arrangement with the NHS.

BCC recognised the concerns previously raised by parish councils that devolved funding might over time be either frozen, reduced or even possibly withdrawn. BCC were planning to undertake a review of the services currently devolved to look at the financial aspects, efficiency and appropriateness of them.

Paul Hodson advised that councils and organisations interested in taking on devolved services are able to find support, advice and perhaps some funding in developing business plans, etc. from *Locality*, a national network of organisations promoting community enterprise, community asset ownership and social action.

W&BEPC had an interest in taking on grip clearance, grass cutting, hedge cutting, sign maintenance and removal etc. similar to the arrangement with Little Marlow. However we were advised it was unlikely on the grounds of cost and efficiency, though a LCP-wide service might be a possible option. It was agreed by all that this was an unlikely as it would entail one council taking responsibility for the contract with individual parishes undertaking the work. Administratively it could be a nightmare.

The meeting ended with W&BEPC agreeing to keep all advised of any initiatives their Devolved Services working group might wish to make so that other members of the LCP could consider possible participation.

Chepping Wycombe Parish Council

Investment policy

For consideration and adoption

Introduction

The council acknowledges the importance of prudently investing the temporarily surplus funds held on behalf of the community. The policy can only be approved or amended by full council, though the F&GP committee may wish to first consider and recommend.

Investment objectives

In accordance with Section 15(1) of the 2003 Act, the Council will have regard (a) to such guidance as the Secretary of State may issue, and (b) to such other guidance as the Secretary of State may by regulations specify.

The current statutory CLG Investments Guidance note came into force on 1 April 2010.

The council's investment priorities are the security of reserves and liquidity of its investments.

The council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity.

All investments will be made in sterling.

The Department for Communities and Local Government maintains that borrowing of monies purely to invest, or to lend and made a return, is unlawful and the council may not engage in such activity.

If external investment managers are used, they will be contractually required to comply with the policy.

Specified investments

Specified Investments are by definition of the guidance note those offering high security and high liquidity, made in sterling and with a maturing of no more than a year. Such short term investments made with the UK Government or a local authority or town parish council will automatically be Specified Investments, as will those with bodies or investment schemes of "high credit quality".

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, the council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- The debt management agency of HM Government

Current investment of balances is with Barclays Bank (Active Saver Account) the Co-operative Bank (Fixed-rate Deposit Accounts of up to 12 months and 95 Day Notice accounts).

Non-specified investments

These investments have greater potential risk – examples include investment in the money market, stock and shares. Given the unpredictability and uncertainties surrounding such investments, the council will not use this type of investment.

Liquidity of investments

The Responsible Finance Officer in consultation with Chairman of Finance & General Purposes Committee will determine the maximum periods for which funds may prudently be committed so as not to compromise liquidity.

In general investments will be made periodically during the course of the year, so that they mature periodically and the council has access to its funds to meet anticipated needs.

Investments will be regarded as commencing on the date the commitment to invest is entered unto, rather than the date on which the funds are paid over to the counterparty.

Long-term investments

Long term investments are defined in the Guidance as greater than 12 months. The Council does not currently hold any long term investments, nor is it ever likely to.

End of year investment report

Investment forecasts for the coming financial year were accounted for when budget was prepared.

At the end of the financial year, the Responsible Finance Officer will report on investment activity to the Finance and General Purposes Committee.

Review and amendment of the policy

The policy will be in conformity with the CLG guidance note be reviewed annually by the Responsible Finance Officer for consideration and approval by the full council in May at the beginning of each new council year.

The policy may be reviewed and amended at any time, subject to the approval of the full council.

DECEMBER 2002

TERMS OF REFERENCE OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

FINANCE

1. Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These will include:

- The opening and closing of Bank Accounts and the transfer of funds between accounts.
- Providing accounts, end of year balance sheets and supporting documentation.
- Set up accounting practices and systems.
- Preparing the Committee's annual estimates.
- Considering all the Council's Committees annual estimates to obtain an overall position of the Council's finances in order to make appropriate recommendations to Council and Committees.
- Recommending a precept to Council.
- To apply Best Value Principles to the Council's affairs, even though there is no legal requirement to undertake this, and recommend accordingly.
- To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lesson the precept burden in any one year.
- Undertaking an annual review of all fees, charges and allowances.
- To consider all aspects of the Council's service delivery and recommend accordingly.
- To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- Making investments in the long and short term.
- Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. To instigate insurance claims being made.
- To produce each year a financial report to be made available to residents and the public.
- Providing an impress petty cash system.
- Submitting claims for the recovery of VAT.
- Providing grants and loans to third parties, usually Parish organisations.
- Making donations, usually to organisations operating within the Parish.
- Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.
- Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.
- Making arrangement for the Internal Audit to be undertaken each year. To consider the subsequent reports and taking appropriate action where necessary.
- Submitting the necessary documentation to the External Auditor. To consider the subsequent reports and taking appropriate action where necessary.
- To appoint at least two backbench members of the Council to audit the Councils financial affairs during the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These members and the Chairman of the committee consider all the

above financial matters and make appropriate recommendations where necessary to this Committee.

- Ensuring the cheques, standing orders and direct debits are signed by two members and/or are approved by Standing Committees of the Council.
- Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.

STANDING ORDERS

2. To prepare, review, monitor and amended the Council's Standing Orders and recommend accordingly.

BYELAWS

3. To prepare, review, monitor and amended the Council's Byelaws and recommend accordingly.

COUNCILLOR MATTERS

4. To set allowances and expenses and recommend accordingly. To deal with: electoral matters, casual vacancies and co-options onto the Council. To deal with: persistent absences of members and members' conduct and recommend accordingly. To make recommendations on appropriate training for members, Chairmen and Vice-Chairman. The appointment of members to appropriate conferences, seminars, workshops and meetings to represent the Council.

5. To ensure that all matters relating to the Code of Conduct contained within the Local Government Act 2000 and subsequent regulations are complied with. This includes the register of members' interest and matters that should be referred to or arising from Wycombe District Council's Standards Committee and the Standards Board of England.

PARISH MATTERS

6. To consider and make recommendations on the Council's committee structure and fix a calendar of meetings. To make arrangements for Parish Meetings, public meetings and referendum as necessary. To arrange Civic functions and exhibitions when necessary.

7. To take an overall general responsibility for the three Village Appraisals, involving the communities in preparing appraisals and supporting them in implementing achievable objectives. Setting up a flexible management structure, which will include the ward members, for reporting and liaison with the Council. Referring specific issues that come within the terms of reference of other Council Committees for them to deal with.

8. To deal with all issues related to boundary reviews, warding arrangements and electoral matters affecting the Parish. The establishment of policy principles and their monitoring in respect to contractual matters, easements, leases, tenancies, specifications for work and recommend accordingly.

9. To consider proposals and legislation relating to changes within Local Government and recommend accordingly.

LEGAL

10. To consider all legal issues affecting the Council and to make appropriate recommendations, to Council, where action is being proposed or taken against the Council.

LEGISLATION

11. To consider all legislative matters, regulations and guidance and where appropriate refer such matters to the appropriate Committee of the Council. To consider new and proposed legislation, including consultation documents and views expressed by individuals or organisations, to respond accordingly. To make representations to amended or abolish existing legislation. If necessary to undertake consultation on such matters.

LIASON

12. To liase with national organisations, local organisations, Government Departments, charities, individuals and any other body responsible for activities or functions affecting residents and the work of the Council.

STAFFING MATTERS AND CONSULTANTS/ADVISERS

13. To be responsible for appointing, termination, discipline, training, and terms and conditions of service for fulltime and part-time staff. To review rates of pay annually and to consider recommendation made by all Council Chairmen. To make provision, at employees request, for employee and employer contributions to the Bucks County Council Superannuation Scheme. To make the appropriate payments and salary reductions in respect to income tax and national insurance contributions. To review staff performance.

14. To be responsible for the appointment and termination of contracts for consultants and or advisors to assist the Council in undertake the work of the Council.

15. To be responsible for considering the workload of staff, consultants and advisors. To set, when necessary, priorities of work and workload controls.

PUBLICITY MATTERS

16. To comply with the Freedom of Information Act 2000 in making as much information as possible freely available to the public as approved by a Council meeting in 2002. To submit and regularly revise the Council Publication Scheme.

17. To deal with all press enquiries and the issue of press statements. To respond to items that appear in newspapers and journals when necessary. Provide general and specific information for residents. Provide an annual report for residents, including a summary of the Council's accounts. Provide and maintain notices boards. Issue the Council's Newsletter. Arrange exhibitions and civic functions when necessary.

18. To appoint a Sub-Committee, consisting of at least one Member from each Ward, to deal with the issue of the Newsletter, Civic functions and exhibitions.

HISTORIC RECORDS

19. To maintain and expand the Council's historic records.

LAW AND ORDER

20. To liaise with the Police and other appropriate bodies on specific and general matters affecting residents. Consider ways of increasing public awareness to police issues, dumping, vandalism, drug abuse, highway offences and other law and order matters.

HEALTH AND SAFETY

21. To be responsible for health, safety and welfare under the Health and Safety legislation, regulations and guidance as well as any other legislative safety requirements to ensure the safety of employees, contractors and the public on Council land or in Council buildings, including those rented or leased, or individuals and organisations using Council's facilities: These to include:

- Reviewing and revising the Council's Health and Safety Policy.
- Recommending the provision of financial resources.
- The preparation and review of risk assessments arising from work activities and public safety responsibilities, including contractors and permit holders.
- Undertaking regular safety inspections and as a result taking appropriate action when necessary.
- The preparation of procedures and safe practices and their review.
- The display of up to date safety notices and information as well as providing appropriate advice.
- Keeping records.
- Obtaining advice when necessary. Obtaining appropriate up to date documents, regulations and guidance to be kept in a library available to Members, employees and the public.
- Ensuring contractors, agents, or anyone given permission to be on Council land or in Council buildings, for a specific reason, complies with safety requirements.
- All forms of equipment are regularly maintained and inspect for safety purposes.
- To ensure the safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure that employees are competent to do their tasks and given them adequate training.

DISCRIMINATION

22. To ensure that the Council policy on Race Equality and equality for others, approved in 2002, is applied to all aspects of the Council's work and functions. To monitor and review this policy.

GENERAL

23. To be responsible for any matter not included within the Terms of Reference of other Committees.

BCD 9/12/2002.