

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of meeting held on Thursday 9 January 2014 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

**The meeting is open to members of the public and press**

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**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

**Also present:** Cllr D Johncock and Cllr C Jordan

**1. Apologies for absence**

There were none.

**2. Declarations of members' interests in agenda items**

There were none.

**3. Committee Budget 2014/15**

Members were asked to consider the draft committee budget for 2014/15.

Cllr Forbes advised that within the budget there was a line for a possible loan from the PWLB, this was speculative at the moment however would give £90k - £30k per ward for playground refurbishment. The salaries' budget had increased on last year by an overall 1.5%. No provision had been made for a referendum or election.

***It was RESOLVED that  
the budget be taken to the next full Council meeting for further consideration and approval.***

**4. Precept Setting**

Members received a short presentation from the Chairman of the committee on the key points of the precept setting for 2014/15. It was noted that the grant from Wycombe District Council would be reduced this year by £2,500 and would be totally lost in a couple of years, at which point the decision to increase the precept by 6% would be needed to offset the total loss.

As the General Reserve is healthy members were advised that for this year the precept level could remain unchanged with a rise for the next two years.

The committee reviewed the draft budgets for the three service committees. Some small amendments to the budgets were agreed as possible and they would be presented at the next meeting of the committee on Thursday 27 March 2014 in light of 0% change being recommended

***It was RESOLVED that  
the committee recommend to full Council on 23 January 2014 a 0% change to the Precept levied on each house.***

**5. Staff Matters**

**5.1 Terms and Conditions**

Members were asked to consider the engagement of HR One, the company is based in Devon and is Devon County Council's HR Consultants. Cllr Forbes had met with an advisor from the

company at the NALC conference in November and had asked for a quote to provide revised terms and conditions to bring the existing terms and conditions up to date. There is no intention to change holiday, salary or pension arrangements already in place. The quote received was for an estimated 15 hour project at a total of £900.00 net.

***It was RESOLVED that  
the Clerk engage HR One to undertake the revision of the staff terms and conditions.***

## **6. Policies and Procedures**

### **6.1 Standing Orders**

Members were asked to review the revised Standing Orders with a view to adoption at the next full Council meeting on Thursday 23 January 2014.

Clarification on agenda circulation was made and changed to four clear days. Clarification on normal meeting timing was also agreed to be needed. The document will have all strikethroughs removed and will be re-presented to the next council meeting.

Members concerns about large agenda attachments filling their In boxes are being addressed.

***It was RESOLVED that;  
the revised Standing Orders be taken to the next full Council meeting for adoption.***

There was one abstention.

## **7. Health & Safety**

Members were asked to note that there had been no accidents or near misses since the last committee meeting in October 2013.

It was noted that sickness absences of staff should be brought to each Finance & General Purposes Committee in future.

### **7.1 Health & Safety Policy**

Members were asked to consider the revised Health & Safety Policy which had been brought back into line with the duties of delegated staff now revised.

***It was RESOLVED that;  
the Health & Safety Policy be adopted.***

## **8. Legal**

### **8.1 Menlo House**

Members were asked to note that the Deed of Grant had been temporarily held over the Christmas period due to an issue over a planning application submitted for the entrance to the driveway.

### **8.2 Green Dragon**

Members were asked to receive a verbal update from the Clerk following a meeting with the Chairman of the Flackwell Heath Minors Football Club when issues over the lease were raised. A date of 6 January had been given as a deadline for feedback from the Flackwell Heath Sports Club.

It had not been possible for the Football Club, who may be interested in taking on the lease, to respond to the deadline due to their waiting for a response from the Cricket Club, who are the other interested party.

It was noted that due to a lack of response a further letter would need to be sent to the Flackwell Heath Sports Club giving a months' notice of removal of discount from the rent as there are many issues of non-compliance with the lease.

***It was RESOLVED that;***

***The Clerk write to the Flackwell Heath Sports Club giving a months' notice of removal of discount.***

### **8.3 Court Lawns**

Members were asked to note that the Clerk had been in contact with several surveyors, to provide a land valuation, without success. The resident concerned had been advised of the hold-up prior to the Christmas break. The search for a surveyor will continue.

### **8.4 Land Registration**

Members were asked to receive a verbal update from the Clerk on the progress of the second tranche of land registration.

A report from the solicitor had been received advising that most of the investigations were now completed and that questionnaires would be sent to the office for signing early next week. By the end of the month applications could be made.

### **8.5 Byelaws**

Members were asked to consider setting up a working party to look at the existing Byelaws, as the signage project would possibly not provide a satisfactory solution.

***It was RESOLVED that;***

***The working party would consist of Cllr J Herschel, Cllr I Forbes, Cllr D Johncock and the Clerk***

## **9. Neighbourhood Action Group Feedback**

Members received an update from Cllr Onslow, Vice Chairman of the NAG on issues affecting the council.

The MVAS project was now fully underway, the sign would be moved to Tylers Green for a month on Monday 13 January. Costings for phase 2 and 3 of the project have been reviewed and have reduced, it will only be necessary to purchase the sign and post, the laptop and software does not need to be purchased again.

Cllr Onslow wanted to advise that Operation GIFT, which had been set up by Sgt M Lloyd, had been a great success with the anti-social behaviour in Flackwell Heath being reduced with extra officers on patrol.

## **10. Grants and Donations**

### **Wye Valley Volunteers**

Members were asked to consider the application from the Wye Valley Volunteers requesting a grant of £500.00 towards the cost of replacing the Community Minibus. To date there had been no spend or request against the budget line.

***It was RESOLVED that;***

***a recommendation be taken to the next full Council meeting on 23 January 2014 to approve the £500.00 grant to be paid to the Wye Valley Volunteers towards the cost of the minibus.***

## **11. Risk Register**

Members were asked to note that the Risk Register was now on the website for ease of access.

## **12. Tenancy Agreement**

Members were asked to note that the tenancy agreement attached to the Warden's House is out of date and needed re-writing.

*It was RESOLVED that;*

*The Clerk in conjunction with the Chairman of the Finance and General Purposes Committee update the agreement for review and consideration at the next Finance and General Purposes Committee on 27 March 2014.*

**13. Council Income & Expenditure**

Members were asked to note the consolidated report for all the council's committees and the ear-marked reserves to period 8. The expenditure was running below expected levels and the income was above expected levels for the year, this was due to the receipt of unexpected income.

**Questions from council members and the public**

There were no questions from council members of the public.

**14. Accounts for Payment**

The accounts for payment were circulated for consideration by councillors.

*It was RESOLVED that;*

*The accounts for payment be approved and cheques numbered 8118 to 8127 be signed and that direct debits to British Telecom, E-ON and Thames Water be approved for payment.*

The Clerk temporarily left the meeting.

**15. Confidential items – exclusion of public and press**

Members considered a confidential review and proposals for staff salaries from April 2014 presented at the meeting by the Chairman.

**16. Salaries 2014**

The Staff Panel , consisting of the Chairman, Vice Chairman and Committee Chairman and Clerk (part-time) had brought a recommendation of staff salary levels for 2014 for consideration by the Finance & General Purposes Committee.

*It was RESOLVED that;*

*The attached salary document be recommended for approval at the next full Council meeting on 23 January 2014.*

The Chairman thank members for their attendance and the meeting closed at 9.32pm

