

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of meeting held on Thursday 27 March 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

Present :

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

Also present: Cllr D Johncock, Cllr C Jordan and Miss C Andrews-Jones (FHRA)

1. Apologies for absence

Apologies for absence were received and accepted from Cllr K Wood (attendance at Local Plan meeting) and Cllr S Herron (Business)

2. Declarations of members' interests in agenda items

There were none.

3. Committee Budgets 2014/15

Members received the committee budgets for 2014/15. Cllr Forbes was thanked for the timely production and work he had put into the budgets for the coming year.

It was RESOLVED that;

the Committee Budgets be recommended for approval at the next full council meeting on 15 April.

4. Staff Matters

4.1 Terms and Conditions

Further to engaging HR One as agreed at the previous Finance & General Purposes Committee on 9 January 2014, members were asked to consider the contract of employment template. Members were asked to comment in the next three weeks and any staff comments could be made in the same period.

It was RESOLVED that;

the contract would be taken to the next Staff Panel for further consideration.

4.2 Pensions

Members were asked to note that the Local Government Pension Scheme employer's contribution for 2014/15 had been set at 21.6%, this was an increase of 0.4% on the 2013/14. The scheme had been subject to revision making it more flexible for the employee; the changes are to be implemented from 1 April 2014.

Members were asked to receive a verbal report from the Clerk following the meeting with the IFA to set up an occupational pension scheme. The IFA would be reporting back next week with pension options.

5. Policies and Procedures

Members were asked to note that the following documents would be taken to the Annual Council meeting in May for re-approval; Standing Orders, Committee Terms of Reference, Financial Regulations, Freedom of Information and Data Protection. These would not be attached as

Appendices but would be available on the website or a hard copy on request from the office. Any changes to the documentation would be fully detailed as part of the agenda.

5.1 Freedom of Information Policy

The Publication Scheme which had been approved in October had been revised to incorporate Freedom of Information.

***It was RESOLVED that;
the Freedom of Information Policy be recommended for approval at the next full council meeting on 15 April.***

5.2 Data Protection Policy

Members were asked to consider the Data Protection Policy.

***It was RESOLVED that;
the Data Protection Policy be recommended for approval at the next full council meeting on 15 April.***

5.3 Data Transparency Code

Members were asked to note the requirements of the Data Transparency Code.

***It was RESOLVED that;
the Chairman and Vice Chairman of Finance & General Purposes Committee together with the Clerk would produce a feasibility report and implement any straightforward items as appropriate.***

5.4 Financial Regulations

Members were asked to note that, although the Council had only recently approved and adopted a new set of Financial Regulation, a new model had been released from NALC a week ago. A revised draft would be submitted for consideration to the next Finance & General Purposes Committee meeting in June.

6. Health & Safety

Members were asked to note that there have been two accidents or near misses since the last committee meeting in January 2014.

10 January: Warden slipped on ladder rung and leg was trapped between rungs. Cut to shin cleaned.

28 February: Cllr Willis slipped on the external steps at the rear of the office. No visible injury sustained.

7. Legal

7.1 Green Dragon

Members were asked to receive a verbal update following the removal of the rebate from the quarterly rental and also the change of the Flackwell Heath Sports Club Chairman.

A meeting had taken place with the Chairman and Secretary of the Flackwell Heath Sports Club. Outstanding paperwork had been requested, on receipt a review of the rebate and rental calculation would be undertaken. Communication with the Club had improved and the Clerk and Cllr Wilkes had been invited to the Sports Club meetings.

***It was RESOLVED that;
following the reworking of the rental and rebate the Clerk would report back to the next Finance & General Purposes Committee.***

7.2 Land Registration

Members were asked to note that correspondence received from our solicitor regarding land registration indicated that there was a backlog at the Land Registry Office which was impeding completion of the second tranche of registration.

7.3 Byelaws

Members were asked note that the Byelaws working party would be meeting for the first time on Monday 31 March 2014. Cllr Herschel was thanked for all the work he had put into the project already.

8. Neighbourhood Action Group Feedback

Members received an update from Cllr Onslow on issues affecting the council.

- **MVAS:** SWARCO had been able to confirm that the sign was accurately set. Also there had been issues with the small batteries supplied with the sign as they appeared not fit for purpose. A training course had taken place covering set up and data downloading.
- **Graffiti:** It was suggested that the Council offices hold a few graffiti kits for public use. The clerk was asked to check the viability of the kits held at present in the depot.
- **Police:** Reported a reduction in burglary and violence and an increase in criminal damage mostly graffiti which is a priority.
- The Hazlemere Youth Club is soon to be set up again.
- **Parking enforcement:** a flyer had been produced by the police to discourage parking on pavements. Cllr Onslow advised that he was part of a group looking at parking issues with Chepping Wye Valley and asked for any parking issues to be passed to him. This was part of an LCP initiative.

9. Grants and Donations

Flackwell Heath Resident's Association

Members were asked to consider a request received from the Flackwell Heath Resident's Association for a grant of £750.00 towards a Community Picnic to be held in Flackwell Heath. The picnic would be larger than last year's picnic and would be a free of charge event. To be held in July as the Cherry Fayre was not going to be run this year.

It was RESOLVED that;

Council approve the £750.00 grant for the community picnic in Flackwell Heath.

Miss Andrews –Jones left the meeting at 8.35pm

10. Risk Register

This item has been deferred to the next Finance and General Purposes Committee meeting in June, when the subject can be considered more fully.

11. Fees and Charges 2014/15

Members were asked to consider the Fees and Charges for 2014/15.

It was RESOLVED that;

the Fees and Charges for 2014/15 be recommended for approval at the next full council meeting on 15 April.

12. Council Income & Expenditure

Members were asked to note that there has been a significant outperformance due to income being above and expenditure being below original budget forecast.

13. Questions from council members and the public

There were no questions from the public.

Cllr Herschel asked whether alternative costs had been received for the delivery of the newsletter in Flackwell Heath. The Scouts will be delivering the Spring newsletter. Members were asked to pass any delivery suggestions to the Clerk for further consideration.

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 8193 to 8209 be signed and that direct debits to Shell Direct, Southern Electric, Unicom, Orange and Thames Water be approved for payment.

The Chairman thanked members for their attendance, their speedy conduct of business and closed the meeting at 8.55pm

Date and Time of Next Meeting: Tuesday 17 June 2014 at 7.30pm

Pending expenditure transactions

27-Mar-14

| Chq | Invoice No | Supplier | Detail | Net | VAT | Amount |
|--------------|------------|--------------------------|--------------------------------------|------------------|-----------------|------------------|
| 8193 | 557520929 | B&Q | Polycarbonate & sealant | 101.61 | 20.31 | 121.92 |
| 8194 | VOID | | void | 0.00 | 0.00 | 0.00 |
| | 9251/13 | NT Gough | Gas Check & Boiler-Wardens House | 145.00 | 29.00 | |
| 8195 | 9250/13 | NT Gough | Service Boiler -Office | 80.00 | 16.00 | 270.00 |
| 8196 | | HMRC | Tax & NI March 2014 | 2,283.40 | 0.00 | 2,283.40 |
| | 1492399 | Spaldings | 4 xStrimmer head/engine oil/er plugs | 259.45 | 51.89 | |
| | 1493605 | Spaldings | 2 x pk 10 Dust masks | 38.64 | 7.73 | |
| 8197 | 1492910 | Spaldings | 2 x Visor/ear muffs | 39.40 | 7.88 | 404.99 |
| 8198 | | Southern Electric | Boundary Road standing charge | 19.27 | 3.75 | 23.02 |
| 8199 | VOID | VOID | | 0.00 | 0.00 | 0.00 |
| 8200 | 404325 | Viking | Stamps/CP supplies/Glue/Duct Tape | 215.80 | 6.77 | 222.57 |
| 8201 | Wcs/181/13 | W.C.S. | Window cleaning/office | 82.00 | 0.00 | 82.00 |
| 8202 | 719021 | Wicksteed Ltd | Swing/basket | 1,212.34 | 242.47 | 1,454.81 |
| 8203 | | Benhamlaw | Replacement cheque | 3,910.00 | 710.00 | 4,620.00 |
| 8204 | | NSPCC | Charity donation/litter pick | 30.00 | 0.00 | 30.00 |
| 8205 | | Alzheimer's Society | Charity donation/litter pick | 30.00 | 0.00 | 30.00 |
| 8206 | | Christian Solidarity | Charity donation/litter pick | 80.00 | 0.00 | 80.00 |
| 8207 | | Penn Trust | Charity donation/litter pick | 150.00 | 0.00 | 150.00 |
| 8208 | | The Broker Network | Motor Insurance 14/15 | 1,898.89 | 0.00 | 1,898.89 |
| 8209 | | Wycombe District Council | Planning Permission F/H * | 97.50 | 0.00 | 97.50 |
| D.D. | | Shell Direct | Vehicle Fuel Feb 14 | 336.55 | 67.31 | 403.86 |
| D.D. | | Southern Electric | Unmetered footway lighting Feb | 1,203.08 | 240.61 | 1,443.69 |
| D.D. | 7571266 | Unicom | Land line charges February | 64.91 | 12.98 | 77.89 |
| D.D. | | Thames Water | Altona Road Cem - Dec - Mar 14 | 12.84 | 6.21 | 19.05 |
| D.D. | | Orange | Wardens mobile Feb 14 | 26.81 | 5.36 | 32.17 |
| TOTAL | | | | 12,317.09 | 1,428.27 | 13,745.36 |

Income received since last committee meeting:

| | | | | | | |
|----|--|------------------------|--------------------|-----------------|-------------|-----------------|
| CR | | Flackwell Heath Minors | Quarterly rent GDL | 1,012.25 | | 1,012.25 |
| CR | | Sunny Days Playgroup | Pavilion Hire | 795.00 | | 795.00 |
| | | | | | | |
| | | | | | | |
| | | | | 1,807.25 | 0.00 | 1,807.25 |

Signed [Signature] Signed [Signature]

Date 27.3.14

The RFO confirms that all goods and services have been received and that the invoices are accurate. We have compared the invoice details against the cheques, direct debit and payflow payments as above, which agree, and have therefore signed the cheques.

* NO INVOICE.