

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of meeting held on Tuesday 17 June 2014 commencing at 7.30pm  
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

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**Present:**

Cllr. I Forbes <b>Chairman</b>	Cllr D Onslow
Cllr. J Gurney <b>Vice-chairman</b>	Cllr. M Wilkes
Cllr. C Dodds	Cllr. L Willis
Cllr. S Herron	Cllr. K Wood
Cllr. J Herschel	

**Also present:** Cllr D Johncock

**1. Apologies for absence**

There were no apologies.

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

There were none.

**3. Year End Accounts**

Members were asked to note the year end turnout summary with explanatory variance report. Members were advised that a small alteration would be done prior to the full Council meeting; this would entail the removal of the WDC grant for council tax support from the precept line of £18,134.00 and its addition to the miscellaneous income line. The turnout figures would not be affected.

*It was RESOLVED that;*

*the recommendation be made to full Council that the Annual Return and Annual Governance Statement be approved and signed by the Chairman of Council.*

**4. Staff Matters**

**4.1 Terms and Conditions**

Members were asked to note that following a Chairman's meeting held on 29 May minor changes had been agreed to the new contracts and these were now being sent out to the staff.

**4.2 Pensions**

Members were asked to note that the IFA tasked with assisting in finding a pension scheme, for the staff not included in the Local Government Pension Scheme, has nearly completed the job.

Members were also advised that there had been a change to the LGP employers contribution from the originally estimated 21.6% to 14.8% with a deficit recovery amount each month of £350.00. The new monthly figure is £7.92 less a month than the original estimate.

Members were asked to consider the use of a monthly direct debit to the chosen pension company for staff not in the LGPS, as the means of paying a monthly amount was causing a hold up.

*It was RESOLVED that;*

*approval be given to the use of a monthly direct debit payment.*

**5. Policies and Procedures**

**5.1 Data Transparency Code**

Members were asked to note the interim report on the recommendations from the Department of Communities and Local Government.

Members received a short report from Cllr Forbes on the position and approach to date. Members were asked to and did support the approach of proceeding with 'quick wins' that would be easy to achieve, with a view to reworking part of the new website to allow easy access to data.

## **5.2 Financial Regulations**

Members were asked to consider the revised draft financial regulations. A document was tabled at the meeting recommending minor drafting changes for further consideration. It was noted that a seminar/workshop on the new financial regulations was being led by DCK Beavers this will be held on Tuesday, 29 July in Aylesbury, Cllr Gurney and Cllr Wood expressed an interest in attending.

Minor amendments were agreed during the meeting however, it was felt prudent to defer further consideration and approval until after the seminar in Aylesbury.

The Clerk would incorporate the minor changes, check that all the alternative options detailed in brackets [ ], had sensible alternatives for the parish council and arrange a follow up meeting with the attendees of the DCK Beavers seminar to include Cllr Forbes before the next Finance & General Purposes Committee.

***It was RESOLVED that;***

***the draft financial regulations be deferred to the next Finance and General Purposes meeting in October following input from Cllr Gurney and Cllr Wood after the seminar on the new financial regulations.***

It was noted that the In House auditors, Cllr Herschel and Cllr Wilkes, agreed not to sign any cheques in the current year as they would be involved in the sample bank reconciliation.

## **6. Health & Safety**

Members were asked to note that there had been no accidents or near misses since the last committee meeting in March 2014.

## **7. Legal**

### **7.1 Green Dragon**

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

The Clerk had not been able to attend the meeting held by the Sports Club on Thursday 5 June, so Cllr Wilkes gave an update from that meeting.

Cllr Wilkes advised that the Flackwell Heath Sports Club were only an umbrella name and therefore were unable to provide financial accounts as specified in their Lease. It would appear that the cricket club who are currently using the facility have sub-let the ground to John Hampden School in the afternoons; the parish council had not been made aware. Members expressed their concerns regarding the breaches of the lease and suggested that perhaps suspension/ending the lease and renewing with the Flackwell Heath Minors Football Club would be beneficial to all parties. The cricket section could then be a sub-let and this could be written into the lease.

***It was RESOLVED that;***

***the Clerk write to the 'Flackwell Heath Sports Club' advising that the council were minded to end the lease.***

### **7.2 Land Registration**

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

### **7.3 Byelaws**

Members received an update from Cllr Herschel on the current position with the updating of the parish council's byelaws.

The original byelaws were last updated in 1991, they were clear and simple, however, they were no longer part of the model.

Cllr Herschel advised that there would be no need for a summary of the byelaws to be on each site owned by the council, as a short form of words would suffice, as long as an advertisement had been placed the local newspaper to advise that local byelaws were in force. It was noted that if 'in a designated area' was part of the wording a sign would need to be put up. Members of the public could then come to the office and request copies if required.

The two areas which would not be covered as they are not byelaws would be:

- Dog fouling – this is covered by a Wycombe District Council Order
- Litter – it is against the law to litter

***It was RESOLVED that;***

***Cllr Herschel would produce a short report to explain the process for the next full council meeting to be held on 26 June 2014.***

#### **7.4 Tenancy Agreement**

Members were asked to note that there had been no progress made on the tenancy agreement as yet. It is hoped that by the next committee meeting in October a draft will be available for review.

#### **8. Neighbourhood Action Group Feedback**

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

Members were advised that the problem with the MVAS battery was almost solved. A larger battery had been trialled on Treadaway Hill and had been able to cope with the week in the location. However, there could still be a problem on the London Road and this was still under investigation. Due to the high volume of traffic the sign may need to be wired into the mains, also the new post cannot be used at this location.

Further issues with the MVAS were reported:

- Having to reset the clock at every battery change, there is a 'fix' which is awaited.
- A software 'fix' is awaited.
- The groundscrew at the bottom of Hammersley Lane had not been fitted, this is now in hand.

Cllr Onslow advised that there was officer for road policing PC Colin Riley and another police officer PC Craig Thomas will be joining the team. This now brings the compliment up to 3 full time and 2 part time officers.

There has been some anti-social behaviour reported in Chapel Road and Carrington Avenue – bins have been kicked over. Police patrols in the area have been increased.

There continue to be parking issues and a representative from NSL the parking enforcement contractor has been asked to attend a future NAG meeting.

#### **9. Grants**

Members were asked to note the year end turnout for the grants made in year 2013/14.

<b>Organisation</b>			<b>Budget: £2500.00</b>
Wye Valley Volunteers	Replacement Minibus	-500.00	2,000.00
Flackwell Heath Residents Ass	Big Picnic	-750.00	1,250.00
			<b>Remaining: £1,250.00</b>

Members were also asked to note that at the time of the agenda setting there had been no applications made to date.

It was noted that an application for a grant had been received from the Flackwell Heath Community Association. As it had not made the agenda deadline this would be deferred until to the next Finance and General Purposes meeting in October.

#### **10. Subscriptions & Donations**

Members considered the list donations and subscriptions and no changes were made for this financial year.

However, a recommendation to give notice to BMKALC and NALC was made for the financial year 2015/16, this will be taken to full council on 26 June 2014 for approval.

#### **11. NALC Conferences**

##### **Making Localism Work**

Members were asked to note that NALC would be hosting one day conferences on how local (parish & town) councils are putting communities in control of local assets, delivering local services and providing influence over decision making. No member was interested in attending.

##### **NALC Larger Councils' Conference and Exhibition**

Cllr Forbes and Cllr Wood expressed an interest in attending the conference.

*It was RESOLVED that;*

*the Clerk book two tickets for the conference and exhibition.*

#### **12. Internal Auditor**

Members were asked to note that the internal auditor, Mr Don Timms, had attended the office on Monday, 16 June 2014 to undertake the internal audit of the accounts.

The audit had gone well with only the Risk Register being a slight issue, however, it was noted on the Annual Return that this would be addressed at the Finance & General Purposes meeting at agenda item 14.

#### **13. Earmarked Reserve Review & Financial overview**

Members were asked to note that a review of the Earmarked Reserves would be undertaken, specifically the vehicle EMR and the footway lighting EMR in view of the possibility of Salix funding.

It was noted that due to a significant underspend the current year end fund of £60k would be carried forward to the General Reserves.

Members were asked to note that current plans for the surplus included the track replacement at Ashley Drive and the purchase of Magpie Wood.

Members received a short report from Cllr Forbes and we asked to consider the recommendation that the first two £30k tranches of the play equipment be internally funded from the General Reserve and defer the third tranche until completion of the prioritised Earmarked Reserves review has taken place. Clarification of this was discussed as there had been confusion over who could proceed with their projects. Cllr Forbes advised that it would always be possible to proceed with the third tranche via a Public Works loan of £30k, but that more effective alternatives may be found.

*It was RESOLVED that;*

*the Clerk investigate the chance of matched funding from Wycombe District Council under the S106 monies to the play equipment;*

***the paperwork from the Public Works Loan Board be arranged.***

The Chairman of the Committee suspended standing orders as the meeting had already been running for 2 hours and it was agreed to continue for a further half hour to complete business.

**14. Risk Register**

Members were asked to note the extract from the council's current Risk Register and the heat map. In order to progress the work on the risk register members were asked to review risks 1 to 3 on the register taking into consideration the severity and frequency definitions.

***It was RESOLVED that;***

***The current levels of likelihood and severity could be reduced as follows;***

***Risk: Lack of forward planning and budgetary controls – Likelihood L, Severity L***

***Risk: Poor reporting to Council – Likelihood L, Severity M***

***Risk: Loss of key staff – Likelihood M, Severity M***

**15. Devolvement of services to parish councils**

Members were asked to consider the recommendation from the Chairman's Meeting on 29 May to take no further action in respect of the above.

***It was RESOLVED that;***

***Chipping Wycombe Parish Council would not at the present time be entering into a contract for devolved services on offer.***

**16. Questions from council members and the public**

There were no questions from the public.

Cllr Johncock raised the issue of CIL and the need to submit an application for matched funding by September.

Cllr Herschel asked again about the newsletter delivery for Flackwell Heath. This should be done by the end of June.

**17. Accounts for Payment**

***It was RESOLVED that;***

***the accounts for payment be approved and cheques numbered 8272 to 8283 be signed and that direct debits to E-ON and Thames Water be approved for payment.***

The chairman of the committee thanked members for their attendance and closed the meeting at 10.00pm.

**Date and Time of Next Meeting: Thursday 23 October 2014 at 7.30pm**

Pending expenditure transactions

17-Jun-14

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8272		VOID				
	575554363	B&Q	Slug killer/paint for allotment markers	42.43	8.49	
8273	575166967	B&Q	Cable ties/compost	29.11	5.83	85.86
8274	GV15	F.H.Comm Ass	Subscription-Grapevine	85.00	0.00	85.00
8275	87654	Greens	Printing/Newsletter	1,702.00	0.00	1,702.00
8276	285	Polaris	Slit tineing/fertilising TG Common/LW	820.00	164.00	984.00
8277	20072497	Southern Electric Power	Street light - Greenlands	283.08	56.62	339.70
8278	6088104	Three Counties	Photocopying charges May	55.68	11.14	66.82
8279	867260	Viking	Toilet rolls/Stamps/A4 paper/CP Milk	246.34	15.18	261.52
8280		Paul Berg & Taylor	Magpie Wood - deposit on legal fees	150.00	0.00	150.00
8281		Thompson Garden Services	Totteridge Common Cut - May	80.00	0.00	80.00
8283	INV01879	Husson UK Ltd	25% deposit - F/H Phase I	21,250.00	4,250.00	25,500.00
D.D		Thames Water	Depot /Cock lane	94.63	0.00	94.63
D.D		Thames Water	Cock Lane Cemetery	-20.32	0.00	-20.32
D.D		E.ON	Gas Office/Depot May	79.03	3.95	82.98
				24,896.98	4,515.21	29,412.19

Income received since last committee meeting:

CR		HMRC	VAT Reclaim April			
				1,389.01	0.00	1,389.01
				1,389.01	0.00	1,389.01

Signed ..... *J. Cully* ..... Signed ..... *Katherine Sawood* .....

Date ..... *18.6.14* .....

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.