

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of meeting held on Thursday, 8 January 2015 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. K Wood	Cllr. J Herschel

Also present: Cllr C Jordan

1. Apologies for absence

Apologies were received from Cllr Herron who was unable to attend due to work commitments.

2. Declarations of members' interests in agenda item

There were none.

3. Committee Finances – month 8

Members were asked to note the current committee expenditure and income. Members were advised that the budget was running slightly under expected levels and that at the moment the income looked low, this was a timing issue as income would be received between January and March.

4. Committee Budgets 2015/16

Members were asked to consider the draft committee budgets for 2015/16. Members were asked to note a number of reductions in line with outturn forecasts for the current year and an increase in the Contingency line to balance the budget.

It was RESOLVED that;

the draft budgets be recommended for approval and the next full Council meeting on 22 January 2015.

5. Precept Setting

Members were asked to note the documentation on draft budgets which had been considered by each of the committees and previously agreed at the above agenda item. Members were asked to note the only line change at 220 4401 of the Leisure Facilities budget which had been previously over stated when compared to actual year spend.

Members received a short report from the Chairman of the committee highlighting key points.

A change was made to the original agenda item change in bold type;

Members are asked to RECOMMEND a precept **such that the charge to ratepayers be an increase of 1.5%** to take into account the impact in reduction of Council Tax Grant from Wycombe District Council, this recommendation to be taken to the next full Council meeting on Thursday 22 January 2015 for approval.

It was RESOLVED that;

the clerk should start to prepare the precept request letter and the recommendation, proposed by Cllr Forbes and seconded by Cllr Onslow, was that the demand should show a 1.5% increase in

the amount paid to the parish by individual residents, this to be taken to the next full Council on 22 January for approval.

6. Staff Matters

6.1 Staff Absence Report

Members received a report on the sickness absence of staff since the beginning of the current financial year.

Members were advised that two members of staff had potential re-occurring health issues that had already incurred extended absence from work.

A quarterly review was being put into place to monitor the situation.

It was RESOLVED that;

appointments during the working day should be allowed, however the member of staff should only be given an hour to complete the appointment. Any extra time required should be taken as annual leave or the time made up.

7. Policies and Procedures

7.1 Delegated Powers

Members were asked to note the document on delegated powers which had been approved by full Council in November 2002.

At the next committee meeting on 19 March 2015 a review of Standing Orders will be undertaken along with the delegated powers. Members were asked to forward any comments relating to the delegated powers to the Clerk by Friday 6 March.

Cllr Herschel advised of a previously used system where a form entitled 'Actions taken under delegated powers' was completed for signature of the Chairman of the relevant committee. The clerk to look for the forms.

8.10pm the meeting was temporarily suspended – Cllr Herschel left the room.

8.14pm Cllr Herschel returned to the meeting which continued.

8. Health & Safety

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

9. Legal

9.1 Green Dragon

Members were asked to consider the proposed draft lease for Green Dragon Sports Ground.

Members were advised that a meeting with the Flackwell Heath Minors Football Club was planned in order to discuss the lease in detail. The discussion would include the suggestion from the last committee meeting relating to the Parish Council still maintaining some control over the use of the site or the possibility of a short term lease over the part of the site not being used for football or cricket and the implications for the car park.

Items mentioned for further consideration;

- Wrong pavilion address;
- Possibility of a break clause;
- Access for the general community;
- Rent should be higher.

Cllr Herschel advised that he had a few items for consideration and he would email them through to the clerk for inclusion.

9.2 Byelaws

Members were asked to note that no responses had been received relating to the draft Byelaws for recreation grounds, public walks and open spaces.

Members were advised that after advertising the Byelaws in the local paper for a period of 30 days, the Application for Provisional Approval of Byelaws would be completed and sent to the Byelaws Section at the Department for Communities and Local Government.

9.3 Tenancy Agreement

Members were asked to note that following research into a new tenancy agreement for the warden's house, it had become apparent that there had been no changes to tied house agreements and there were no issues with the current agreement signed by the Warden and dated 10 July 2001.

***It was RESOLVED that;
this item now be removed from the agenda.***

10. Neighbourhood Action Group Feedback

Members received a short update from one of the committee's NAG representatives on issues affecting the council.

Cllr Onslow advised that the statistics for the MVAS would now be sent through to the clerk and also the NAG minutes were to be circulated to council members.

- The MVAS sign was still in the SWARCO workshop however if was due to return within the next few days, at which point the fix for the 'set clock' issue would be installed.
- The Flackwell Heath Resident's Association had committed to fund another groundscrew on Heath End Road and this had now been ordered.
- The LCP have purchased ten '30 for a reason' signs. Cllr Onslow had been out with the area LAT, Steve Underwood, to look at suitable sites for the signs. A list would be circulated of the suggested sites.

11. Council Name Board

Members were asked to consider the proposed order of additions to the Clerk side of the board as follows:

Lynne Turner	2011
Jeff Herschel	2012
Wendy Thompson	2012

***It was RESOLVED that;
the Clerk should proceed with the addition of names and not include Lynne Turner's name as the original decision taken on 26 March 2013. The decision stated that the layout should be; J Herschel 2011-2012 and W Thompson 2012 -.***

12. Grants

Members were asked to consider an application received from the Flackwell Heath Methodist Church for a grant of £1,000 - £2,000 to assist with the cost of extending and re-fitting the kitchen facility at the church.

Members were advised that in this financial year, 2014/15, there has only been on other request and this was granted for £1,000, the remaining budget is £1,500.

It was RESOLVED that;

The Flackwell Heath Methodist Church be given £1,500 towards the re-fitting of the kitchen facility at the church.

13. Publicity

Members were asked to note that the next newsletter is to be discussed on Tuesday 13 January 2015.

Members were asked to consider the timing of the next issue, this involves printing times and the possible inclusion of new councillors. Members were asked to consider postponing publication of the next newsletter until late May 2015 rather than around Easter.

It was RESOLVED that;

the newsletter proceed as originally timetabled possibly in the shape of an Annual Report.

14. Risk Register

Following on from the last committee meeting in October when members were asked to review risks on the register, members were asked to review the possible risks attached to the footway lighting project due to the size and cost of the project.

It was RESOLVED that;

The clerk place the LED lighting project on the risk register as a recognised risk for further consideration by the LED lighting working group.

15. Questions from council members and the public

There were no further questions from council members and no members of the public were present.

15.1 Copies of CWPC photos from SWOP

Members were asked to consider the question from Cllr Herschel relating to the photographs loaned to Mr Dewey, SWOP Project Manager and the two USB memory sticks bought by the council for copies of the photographs in Hi and Low resolution.

Members were advised both USB sticks had been returned to the office, one USB stick containing scanned photographs and the other unused. An email has been sent to Mr Dewey, the SWOP co-ordinator, to ask for confirmation that all the photographs had been returned. Since the production of the agenda Mr Dewey had emailed the office confirming that he still held 60 photographs which he would return via Cllr Onslow.

A reconciliation of the photographs will be undertaken shortly.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960

16. Salaries 2015

Discussion led by the chairman of the committee prior to consideration by the Council on Thursday 22 January 2015. This followed a meeting of the Staff Committee (Chairman, Vice Chairman and Committee Chairman and Clerk (part time).

It was RESOLVED that;

The recommendation proposed by Cllr Dodds and seconded by Cllr Wood of an increase for staff ranging from 1.2% to 2.2%, with a bonus of £1k and uplift of £3k for the clerk, be taken to the next full Council meeting for approval on 22 January 2014.

A vote was taken: 7 for the proposal and 1 abstention.

17. 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 8439 to 8451 be signed and that direct debits to Shell Direct, BT Business, Unicom, EE and Thames Water be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 9.53pm

Date and Time of Next Meeting: Thursday, 19 March 2015 at 7.30pm

Katrina SA Wood

Signed

Dated 22 January 2015

Pending expenditure transactions

08-Jan-15

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8439		I O G	Subscription 2015	106.50	0.00	106.50
8440	249677	G Browns	Mower Blades x 4	214.00	42.80	256.80
8441	33271	Good Directions Ltd	Beaufort Benches x 5 GDL	1,375.00	275.00	1,650.00
8442	34	SSE	Boundary Road Sept - Dec	18.30	6.06	24.36
8443	1596360	Spaldings	Bulldog grubbing mattock	13.98	2.80	16.78
8444	4301	Peacock Tree Ecology	Safety Tree work in King's Wood	3,950.00	790.00	4,740.00
8445	S 16308523	Tilhill Foresrty	Forest management -end 31.12.2014	425.00	85.00	510.00
8446		J Johnson	Broadband expenses `OCT,NOV,DEC`	45.00	0.00	45.00
8447		VOID		0.00	0.00	0.00
	482584	SSE	Maintenance December	1,264.42	252.88	
8448	483566	SSE	Repairs - Quarter Dec	504.62	100.92	2,122.84
8449		1st F.H.Scouts	delivery of newsletter - Autumn	175.00	0.00	175.00
8450		1st Loudwater guides	delivery of newsletter - Autumn	135.00	0.00	135.00
8451		P&TG Evening W.I.	delivery of newsletter - Autumn	130.00	0.00	130.00
DD		Unicom	Land line - Nov	67.75	13.55	81.30
DD		EE	Wardens mobile - Dec	18.25	3.65	21.90
DD		Shell	Vehicle Fuel - Nov	184.78	36.96	221.74
DD		BT Business	Broadband - Quarter Dec - Feb	81.00	16.20	97.20
DD		Thames Water	Cenotaph FH - Sept - Dec	19.11	0.00	19.11
DD		Thames Water	Allotments FH Sept - Dec	376.81	0.00	376.81
DD		Thames Water	Depot/Office Sept - Dec	92.46	0.00	92.46
DD		Thames Water	Cemetery Altona Road Sept - Dec	14.61	0.00	14.61
DD		Thames Water	Derehams Sept - Dec	594.75	72.72	667.47
TOTAL				9,806.34	1,698.54	11,504.88

Income received since last committee meeting:

CR		FH Minors FC	Bench contribution	1,375.00	0.00	1,375.00
CR		Various	Pitch Hire payments	559.00	0.00	559.00
CR		Sunnydays Playgroup	Pavilion Hire	530.00	0.00	530.00
				2,464.00	0.00	2,464.00

Signed  Signed 

Date 8.1.2015

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.