

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on Tuesday, 16 June 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:

Cllr I Forbes Chairman	Cllr C Leonard
Cllr J Gurney Vice-chairman	Cllr M Wilkes
Cllr C Dodds	Cllr L Willis
Cllr H Darch	Cllr J Johnson
Cllr J Herschel	Cllr K Wood (ex-officio)

Also present: Mr G Christie and Mrs S Ludgate (Penn & Tylers Green Residents Association)

FGP/15/001 **Apologies for absence**
There were none.

FGP/15/002 **Declarations of members' interests in agenda items**
There were none.

FGP/15/003 **Staff Matters**
1. Staff Absence Report
Members received a report on the sickness absence of staff since the beginning of the current financial year. It was noted that two members of staff had been off sick.

FGP/15/004 **In-house Auditors**
Members were asked to appoint two in-house auditors. Members were advised that the role of in-house auditor had changed slightly since the adoption of the new Financial Regulations.

It was RESOLVED that;
Cllr Herschel continue for a further year as lead in-house auditor to be joined by Cllr Darch.

FGP/15/005 **Policies and Procedures**
1. Bank Mandate Signatures
Members were asked to note that changes to the signatures were required for the parish council's bank accounts. All members were encouraged to be signatories excluding the two in-house auditors as per the Financial Regulations.

It was RESOLVED that;
the Clerk obtain the relevant paperwork and ask Mr M Locke, the parish council's business manager, to attend the offices for a 'bulk' signing and authorisation.

FGP/15/006 **Health & Safety**
Members were asked to note that there had been no accidents or near misses since the last committee meeting in March 2015.

FGP/15/007 **Legal**
1. Green Dragon
Members were asked to note that the Chairman and Treasurer of the Flackwell Heath Minors had signed the lease and the Secretary was due to sign. The Clerk advised that the lease had been returned to the parish council for the Chairman and Vice Chairman of the Council to sign at the Full Council meeting on 24 June 2015.

***It was RESOLVED that;
the Lease be recommended to Full Council for signature by the Chairman and Vice-chairman.***

2. Byelaws

Members were advised that following submission to the DCLG Byelaws Team at the end of February, provisional approval was still awaited. The Clerk advised that a map had been requested by the Byelaws Team for completion of the application.

Cllr Forbes thanked Cllr Herschel for all his work on the subject.

3. Fields In Trust

Following the last committee meeting the Clerk had been asked to investigate the option of applying to Fields In Trust to protect the council owned recreation grounds.

Members were asked to note that protection is offered by a Deed of Dedication for each site, this does not affect ownership of the site. It was noted that if changes were to be made, ie installation of equipment, permission from the Trustees of Fields In Trust would be required.

Cllr Herschel was not sure if this type of protection was necessary and remained sceptical.

Cllr Forbes was concerned that areas of land could fall prey to development and that just owning a piece of land was no longer enough to save it from possible development.

It was noted that there were several questions that still needed to be answered before proceeding.

***It was RESOLVED that;
the Clerk contact the Area Manager and invite her to a meeting of all members so that any queries could be answered before proceeding with this type of protection.***

FGP/15/008

Neighbourhood Action Group Feedback

Members were asked to receive a short update from one of the committee's NAG representatives on issues affecting the council.

Cllr Leonard gave the update advising the following:

- The meeting had been held on 3 June and it was noted that this had been the second meeting with no police presence. However, a report from the police was circulated but not discussed at the meeting highlighting that anti-social behaviour reports remained low, a drugs operation using dogs at the College in Flackwell Heath found nothing on campus.
- Parking issues in an around the area were raised
- The MVAS were discussed
- The August meeting may be postponed

Cllr Leonard was thanked for her report.

Cllr Johnson added that she had the data reports on speeding in the area if anyone wanted to see them.

Cllr Forbes advised that he would be meeting with Sgt M Lloyd and Mr D Onslow to work on the statistical reporting from the MVAS.

FGP/15/009 **Grants**

Members were asked to consider a grant request from the Flackwell Heath Scout & Guide Joint Executive Committee to contribute towards the refurbishment of the male toilets at the HQ situated in Chapel Road, Flackwell Heath.

Cllr Herschel advised that the Scouts and Guides built the HQ and maintain the building themselves and only lease the land the building is on from the parish council.

It was RESOLVED that;

The grant application for £1,000 be recommended to Full Council for approval.

Mrs S Ludgate left the meeting at 7.55pm

Members were asked to consider the donations and subscriptions for 2015/16. Cllr Herschel advised that the M40 Chiltern Environmental Group had originally been given a commitment of 4 years which he suggested should be extended for a further 4 years.

It was RESOLVED that;

all donations and subscriptions for 2015/16 be approved. The M40 Chiltern Environmental Group donation be extended for further 4 years.

FGP/14/010 **Committee Structure Proposition**

Members were asked to receive a proposition for recommendation to Full Council from Cllr Herschel, seconded by Cllr Forbes as follows;

'That for the main committees (Amenity Land, Leisure Facilities, Works, Services & Planning and Finance & General Purposes) wards with 7 or more councillors should be represented by 4 and wards with 6 less should be represented by 3.'

Cllr Herschel advised that Flackwell Heath members were not feeling as involved in the parish council as they had fewer options to serve on committees, two of their number were only sitting on one committee each.

It was noted that other members were concerned about the potential imbalance of the committees if there were to be 4 members from one ward.

A vote on the proposition was taken: 3 votes for, 5 votes against and 1 abstention.

It was RESOLVED that;

the proposition had fallen and would not be taken to Full Council

FGP/15/011 **Financial Overview/Annual Return and Governance Statement**

Members were asked to note the financial outturn for each committee. Cllr Forbes presented the overview by explaining the overall yearend figures of income over expenditure.

Members were asked to note that the internal auditor, Mr D Timms completed the internal audit on Friday 29 May and found nothing untoward.

Members were asked to note the yearend turnout summary with explanatory variance report which were part of the return to the external auditors. Members were asked to contact the Clerk directly if they had any queries.

Members were asked to recommend to Council that the Annual Return and Governance

Statement be approved and signed by the Chairman of the Council at the next Council meeting.

***It was RESOLVED that;
the Annual Return and Governance Statement be approved along with a recommendation that the Chairman of the Council sign the document at the Full Council meeting on 24 June 2015.***

Thanks to the Clerk for a successful internal audit were noted.

FGP/15/012

Risk Register

Members were asked to note that the LED Lighting risk update was still awaited, this had been added as a new item. The risk register with last year's changes was now available on the website. Members were encouraged to review the risk register and offer suggestions for the next committee meeting.

FGP/15/013

NALC Conferences

Members were asked to note the following NALC conferences. Members were also asked to contact the Clerk if they were interested in attending.

What's next for local Councils: England post general election

Wednesday, 15 July 2015 – Victoria Street, London

Planning in the Community

Wednesday, 9 September 2015 – Manchester

Members are asked to contact the Clerk if they are interested in attending.

NALC Larger Councils' Conference and Exhibition

This is due to take place on Wednesday, 2 December however details have not yet been published.

Cllr Herschel recommended that it was well worth new members attending.

FGP/15/014

Questions from council members and the public

There were no questions from council members or the public.

Cllr Herschel queried the levels of investment and the interest rates being obtained and the Chairman and Clerk agreed to review the position in the light of our Investment Policy.

FGP/15/015

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 8604 to 8610 be signed and that direct debits to SSE and Unicom be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.34pm

Date and Time of Next Meeting: Thursday, 22 October 2015 at 7.30pm

Signed *Katrina Sawood*

Dated: 24 June 2015

