

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 7 JANUARY 2010

The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Members: -

I Forbes **Chairman** (TG)
Ms K Wood **Vice-Chairman** (TG)
C Dodds (L)
J Eadon-Smith (FH)
J Herschel (TG)

J Savage (FH)
L Willis (L)
M Wilkes (FH)
J White (L)
D Johncock (ex-officio) (FH)

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1. **APOLOGIES FOR ABSENCE:** At the time of the agenda despatch, apologies for absence have been received from J Savage.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **REVIEW OF HEALTH AND SAFETY** (page 2)
4. **AUDIT REPORTS** (page 3)
5. **GRANTS, SUBSCRIPTIONS AND DONATIONS** (pages 4-6)
6. **COUNCIL REGULATIONS AND POLICIES** (page 7)
7. **FINANCE REPORT & COMMITTEE BUDGETS** (pages 8-9)
8. **ACCOUNTS FOR PAYMENT** (page 10)
9. **EXCLUSION OF PRESS AND PUBLIC** (page 11)



H R O Jones
Clerk of the Parish
23 December 2009

AGENDA ITEM 3

**CHEPPING WYCOMBE PARISH COUNCIL
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The Council is responsible for ensuring that its land, processes and staff are in compliance with health and safety legislation.

REVIEW OF HEALTH AND SAFETY

Health and Safety Policy Statement - CONSIDERATION

Members are asked to consider the wording of the draft Health and Safety Policy Statement at APPENDIX A to be adopted by the Council for 2010 and signed by the Chairman of Council, if agreed (review date: January 2011).

Annual Accident Report 2009 - INFORMATION

No Staff Accidents were recorded in 2009.

AGENDA ITEM 4

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 7 JANUARY 2010

AUDIT REPORTS

External Audit: Completion of Annual Return to 31 March 2009: Actions Required - CONSIDERATION

At the meeting on 29 October 2009, it was noted that the Committee Chairman and Vice-Chairman would be conducting an assessment of the Internal Audit for compliance with the NALC requirements (Governance and Accountability in Local Councils in England and Wales: A Practitioners' Guide – Internal Audit Review Checklist, page 45) in order to verify the Council's satisfaction with the level of service provided.

A copy of the guidance is attached **APPENDIX B**.

The 'In House' Auditors are Mrs J Chalmers and Ms E Belcher. These Members are encouraged to agree a date to conduct at least one Audit prior to the end of the Financial Year (ending 31 March 2010). Committee Members are encouraged to identify priorities for this exercise.

Members are asked to consider a timetable for conducting the Internal Audit Assessment and agree a set of priorities for the next 'In House' Audit (to be scheduled).

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GRANTS, SUBSCRIPTIONS AND DONATIONS

The Council adopted a formal Grants Policy in 2008, copies of which now form part of the Financial Regulations and Standing Orders:

“Chepping Wycombe Parish Council awards financial grants at its discretion, within its powers under the provisions of the Local Government Act 1972, to community organisations that can demonstrate a clear need for financial support to benefit the Parish in one or more of the following ways:

- providing a local service or facility;*
- enhancing the quality of life and/or “well being” of residents, visitors or those employed within the Parish area;*
- improving the environment; and*
- promoting Chepping Wycombe in a positive way.*

The organisation seeking grant funding must be non-profit making or hold charitable status.

The Grants budget will be set annually as part of the general budget setting process;

Applications will be invited from 1 April to 30 June each year for consideration by the relevant Committee (if applicable), the Finance and General Purposes Committee and then full Council (by recommendation);

The scheme will be publicised through Parish notice boards, both editions of the Parish newsletter and on the Council website;

Organisations will be required to provide a copy of their previous year’s accounts or, for new initiatives, a budget forecast or business plan;

Applicants will need to provide details of their aims and purpose; project or activity, proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding. The applicant should also set out the quantum of grant being sought with details of any alternative funding sources, if relevant; and

Applicants that meet the criteria for consideration by the Committee(s) and Council will be notified of the outcome of their submission by the Clerk of the Council.”

Members will note that the Budget vote for grants for 2009/10 was £2,500.

No grants have yet been awarded for this year.

All Applicants for Council grants have been provided with a copy of the Council's adopted Grants Policy. Any further information (e.g. details of accounts) not present within the Committee Agenda but made available before the meeting will be tabled for consideration by Members

St Peter's Church, Loudwater: Request for a grant – CONSIDERATION

A copy of R Douglas's (St Peter's Church, Loudwater) letter of 9 December 2009 is attached (**APPENDIX C**).

Mr Douglas is seeking to obtain a donation from the Council to contribute towards the cost of a planned building project.

The Church is seeking a grant of £500 from this Council.

Members are asked to consider the request for a grant from St Peter's Church, Loudwater and to make any recommendation to the Council meeting on 19 January 2010.

In Touch Magazine, Loudwater Action Forum: Request for a grant – CONSIDERATION

A copy of C Hawkes's (In Touch Magazine, Loudwater) application of 14 December 2009 is attached (**APPENDIX D**).

Mr Douglas is seeking to obtain a donation from the Council to contribute towards the cost of the In Touch Magazine.

No quantum has been specified.

Members are asked to consider the request for a grant from In Touch Magazine, Loudwater and to make any recommendation to the Council meeting on 19 January 2010.

Chepping 16+ Young Drivers: Request for a grant – CONSIDERATION

A copy of M Lewis's (Chepping 16+ Young Drivers) application of 22 December 2009 is attached (**APPENDIX E**).

Mr Lewis is seeking to obtain a donation from the Council to contribute towards the cost of laptop computers.

The organisation is seeking £698 from this Council.

Members are asked to consider the request for a grant from the Chepping 16+ Young Drivers Organisation and to make any recommendation to the Council meeting on 19 January 2010.

Penn and Tylers Green Lawn Tennis Club: Request for a grant – INFORMATION

Members are reminded that Penn and Tylers Green Lawn Tennis Club requested a grant to contribute towards the cost of extending and upgrading the tennis facilities at the Club (up to a 20% contribution of the estimated £12,250 cost).

At the meeting on 29 October 2009 it was agreed that the application be deferred to the Finance and General Purposes Committee meeting on 7 January 2010, subject to the relevant information being submitted in line with the Council's Grants Policy.

No such information has been submitted.

Flackwell Heath Football Club: Request for a grant – INFORMATION

Members are reminded that Flackwell Heath Football Club requested a grant to contribute towards the cost of replacing floodlights, goals and purchasing a new outside storage facility at the Green Dragon Sports Ground site.

At the meeting on 29 October 2009 it was agreed that the application be deferred to the Finance and General Purposes Committee meeting on 7 January 2010, subject to the relevant information being submitted in line with the Council's Grants Policy.

No such information has been submitted.

AGENDA ITEM 6

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 7 JANUARY 2010

COUNCIL REGULATIONS AND POLICIES

Review of Standing Orders, Financial Regulations and Committee Terms of Reference - CONSIDERATION

At the meeting on 16 June 2009, the Committee agreed to undertake a comprehensive review of Standing Orders, the Financial Regulations and Committee Terms of Reference before the end of the 2009/10 Council Year.

At the meeting on 29 October 2009 the Regulations and Policies Working Group was asked to convene a meeting in mid November 2009 and to submit its findings by way of a report to the Finance and General Purposes Committee meeting on 7 January 2010 for consideration.

The Working Group agreed to defer its report pending the availability of the revised Model Standing Orders for Parish and Town Councils scheduled to be prepared by NALC by 31 December 2009.

If available, a copy of the revised Model Standing Orders for Parish and Town Councils prepared by NALC will be tabled at the meeting.

Members are asked to consider progress in revising the Council's Regulations and Policies and, if appropriate, to agree any further action required.

AGENDA ITEM 7

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 7 JANUARY 2010

FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

- The Budget detailed report (**APPENDIX F**)
- Variances from budget report (**APPENDIX G**)
- Budget analysis report (**APPENDIX H**)
- Ear marked reserves (**APPENDIX I**)

2009/10 Budget – INFORMATION

The projected net expenditure for the 2009/10 Council Budget is currently £2,562 over budget. The projected variances are detailed on the variances spreadsheet.

2010/11 Budget - CONSIDERATION

The Budget figures for 2010/11 in the reports are the recommendations from the Autumn Committee meetings.

The proposed Budget figures for 2010/11 for Finance and General Purposes Committee include

Contingency	3,000
Grants	2,500
Legal fees	6,000
Fire proof safe	2,000
Off site sever to store data	2,000
	15,500

The Council Budget 2010 – CONSIDERATION

As set out in the report, if there is a zero percent increase in precept the budgeted expenditure is £14,899 over budgeted income. The proposed budget includes the exceptional items as shown on the budget analysis sheet. A precept increase of 4.6% would be required to balance the budget.

A 1% Precept Increase equates to £3,302.

The General Reserve figure for the Council is £92,263.

The recommended minimum level of General Reserve (3 months' annual turnover) is £74,680.

The notional Budget for 2010/11 assumes a 0% increase in all Staff Salaries at the Council.

Against this background the Committee, therefore, is asked to consider the overall Council position and make recommendations for the budget and precept to the 19 January 2010 Council meeting.

AGENDA ITEM 8

**CHEPPING WYCOMBE PARISH COUNCIL
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ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.

AGENDA ITEM 9

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 7 JANUARY 2010

EXCLUSION OF PRESS AND PUBLIC

Confidential Reports and Exclusion of Press and Public - CONSIDERATION

The following item is considered as a Confidential Report as it concerns staffing matters:

In view of the timetable of Staff Appraisals, the report will follow this agenda.

10. STAFF SALARY PROPOSALS FROM APRIL 2010

The Power to exclude the Press and Public from the meeting and to treat the reports presented as confidential is provided under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, s.100 and s.102 and includes the following type of business:

- (a) engagement, terms of service, conduct and dismissal of employees;
- (b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- (c) preparation of cases in legal proceedings; and
- (d) the early stages of any dispute.

In view of the confidential reports it is **RECOMMENDED** that the press and public be **excluded from the remainder of the meeting**