

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 18 MARCH 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, no apologies for absence have been received.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **AUDIT REPORTS** (page 2)
4. **PUBLICATION SCHEME** (pages 3-5)
5. **GRANTS, SUBSCRIPTIONS AND DONATIONS** (pages 6-7)
6. **COUNCIL REGULATIONS AND POLICIES** (pages 8-10)
7. **CONTRACTS AND LEASES** (page 11)
8. **FINANCE REPORT & COMMITTEE BUDGETS** (page 12)
9. **ACCOUNTS FOR PAYMENT** (page 13)



H R O Jones
Clerk of the Parish
10 March 2010

AGENDA ITEM 3

**CHEPPING WYCOMBE PARISH COUNCIL
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AUDIT REPORTS

Items of Auditing Action – CONSIDERATION

At the Council meeting on 19 January 2010 it was agreed that an assessment of the Internal Audit for compliance with the NALC requirements be undertaken by I Forbes (Committee Chairman) and Ms K Wood (Committee Vice Chairman) with a report (verbal or written) to be considered at the next Committee meeting on 18 March 2010.

It was also agreed that an 'In House' Audit be carried out by Mrs J Chalmers and Ms E Belcher with a report (verbal or written) to be considered at the next Committee meeting on 18 March 2010

A copy of the report following the 'In House' Audit carried out on 27 January 2010 is attached (**APPENDIX A**).

For information, the Internal Audit date has been agreed with Auditing Solutions for 21 June 2010.

Members are asked to consider and comment/advise on:

- (i) the assessment of the Internal Audit for compliance with the NALC requirements; and**
- (ii) the findings of the 'In House' Audit of 27 January 2010.**

CHEPPING WYCOMBE PARISH COUNCIL
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PUBLICATION SCHEME

Adoption of a Publication Scheme - CONSIDERATION

In accordance with the requirements of the Freedom of Information Act 2000, Members are asked to consider the adoption of the following Publication Scheme (based on the model scheme prepared by the Information Commissioner):

“Chepping Wycombe Parish Council: Publication Scheme

This publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council. Additional assistance is provided in the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classification below*
- To specify the information which is held by the authority and falls within the classifications below*
- To proactively publish or otherwise make available as a matter of routine, information in line with the states contained within this scheme*
- To produce and publish methods by which specific information is made routinely available so that it can be easily identified and accessed by members of the public*
- To review and update on a regular basis the information the authority makes available under this scheme*
- To preclude a schedule of fees charged for access to information which is made proactively available*
- To make this publication scheme available to the public*

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts

What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews

How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority

The services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- *Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure*
- *Information is draft form*
- *Information is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons*

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Materials which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying*
- Postage and packing*
- The costs directly incurred as a result of viewing information*

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

For further information please contact the Clerk of the Council."

Members are, therefore, asked to consider the adoption of the Publication Scheme.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 18 MARCH 2010

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.

Grants awarded for this year thus far have been:

St Peter's Church, Loudwater	£500
In Touch Magazine, Loudwater	£250
Chepping 16+ Young Drivers	£500
Total	£1,250
Budgeted Grant monies available	£1,000

Flackwell Heath Bowls Club: Request for a Grant - CONSIDERATION

A copy of J A Radford's (Flackwell Heath Bowls Club Secretary) letter of 19 February 2010 is attached (**APPENDIX B**).

The Club is seeking to obtain a donation from the Council to contribute towards the cost of a planned Kitchen refurbishment/building project.

The Club is seeking a grant of £1,000 from this Council.

Members are asked to consider the request for a grant from Flackwell Heath Bowls Club and to make any recommendation to the Council meeting on 6 May 2010.

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COUNCIL REGULATIONS AND POLICIES

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.

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

Standing Orders

Because of the delay in the production of Model Standing Orders for Councils by NALC, it was agreed at the Council meeting on 19 January 2010 that the comprehensive review of Standing Orders, the Financial Regulations and Committee Terms of Reference would be deferred until the Committee meeting on 18 March 2010.

A copy of the NALC Model Standing Orders is attached (previously circulated to all Members in electronic format) (**APPENDIX C**).

For ease of reference, a list of Parish Council Powers is attached (**APPENDIX D**).

A copy of current Standing Orders (May 2005 version) is attached (**APPENDIX E**).

Whilst the Council has the authority to set its own Standing Orders, these must not be inconsistent with the requirements of Legislation (especially those as set down for Parish and Town Councils in the Local Government Act 1972).

Members are asked to consider Council Standing Orders and to make any recommendations, as appropriate.

Financial Regulations

A copy of the Financial Regulations (July 2008 version) is attached (**APPENDIX F**).

The Financial Regulations have been reviewed on a periodic basis both by the Finance and General Purposes Committee and the "In House" Auditors. The most recent amendment was the inclusion of the Council's adopted Grants Policy (prepared by the Clerk) in 2008.

The attention of Members is brought to developments in relation to:

- The Council's bespoke payroll package arrangements;
- "In House" Auditing Procedures;
- Consideration of options for Loans and Investments; and
- Risk Management improvements (including the development of a Risk Register).

Members are asked to consider the Financial Regulations and to make any recommendations, as appropriate.

Committee Terms of Reference

The Leisure Facilities and Works, Services and Planning Committees have considered their respective Terms of Reference by way of an initial review at the meetings on 24 September and 15 October 2009.

Attached are Terms of Reference for the:

- Amenity Land Committee (December 2002 version) (**APPENDIX G**)
- Leisure Facilities Committee (December 2002 version) (**APPENDIX H**)
- Leisure Facilities Committee (Committee Chairman's initial comments August 2009) (**APPENDIX I**)
- Works, Services and Planning Committee (December 2002 version) (**APPENDIX J**)
- Finance and General Purposes Committee (December 2002 version) (**APPENDIX K**)

The comments made by the Leisure Facilities Committee were:

- rolling plan should be 5 years rather than 10 years long (Appendix B: 1.(g) referred)
- any authorisation of permits should be by the Committee Chairman, Vice-Chairman and Clerk for new authorisation and by the Clerk alone for recurring authorisation, as per Standing Orders or, alternatively, either type of permit can be agreed by the Committee as a whole at a meeting (Appendix B: 1.(c) referred)
- the Committee should not enter into any financial commitment that exceeds the total of the approved "net" budget without Council or Finance and General Purposes Committee approval (Appendix B: 4.(a) referred)
- any other comments by Members to be submitted to the Committee Chairman and Clerk prior to the Finance and General Purposes Committee on 29 October 2009.

The comments made by the Works, Services and Planning Committee were:

- separating areas of overlapping responsibilities that occurred with other Committees;
- the need to clarify the Committee's role in reviewing service delivery and financial forward planning; and
- the relevance of scrutinising planning and traffic measures that occur outside of the Parish boundary but that potentially have an impact on it (e.g. the proposed Daws Hill and Abbey Barn Development).

Members are asked to consider the Committee Terms of Reference and to make any recommendations, as appropriate.

AGENDA ITEM 7

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 18 MARCH 2010

CONTRACTS AND LEASES

Ashley Drive Scout Hut: Rent Renewal - CONSIDERATION

A copy of the Lease relating to the land of the Scout and Guide Hut at Ashley Drive Tylers Green is attached (**APPENDIX L**).

It is noted that the first rent review for this lease is scheduled for May 2010.

For the past five years since the commencement of the new lease, the annual rental sum has been £55. The mechanism for calculating the revised rental figure is stipulated at Clause 5 of the Lease.

Members are asked to consider a review of the rent under the terms of the Scout Hut lease at Ashley Drive in Tylers Green and agree a new level, if required.

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CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 18 MARCH 2010

FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

- The Budget Detailed Report for the Committee (**APPENDIX M**)
- The Budget Analysis Report (**APPENDIX N**)
- The Ear Marked Reserves Report (**APPENDIX O**)

The Budget Reports show:

- The 2008/09 budget, actual income and expenditure;
- The 2009/10 actual income and expenditure figures are correct to December 2009; The annual projected is an estimate of income and expenditure for 2009/10 to 31 March 2010; and
- The 2010/11 budget.

2009/10 Budget

	Budget	Projection @ 31 March 2010
Expenditure	72,301	69,924
Income	340,238	330,738
Net	-267,937	-260,814

2010/11 Budget

The Budget as set at the Council meeting on 19 January 2010 is:

	2009/10	2010/11
Expenditure	72,301	73,039
Income	340,238	338,912
Net	-267,937	-265,873

The Precept for 2010/11 is 338,412 and other income is £500 (hence 338,912 above).

AGENDA ITEM 9

**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.