

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 29 OCTOBER 2009

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)
D Johncock (ex-officio) (FH)
Vacancy

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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. **REVISED LIST OF FEES AND CHARGES** (page 2)
4. **CALENDAR OF MEETINGS** (page 3)
5. **GRANTS, SUBSCRIPTIONS AND DONATIONS** (pages 4-5)
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8. **BCC PENSION FUND** (page 10)
9. **CONVEYANCES, LEASES AND CONTRACTS** (page 11)
10. **FINANCE REPORT & COMMITTEE BUDGETS** (pages 12-14)
11. **ACCOUNTS FOR PAYMENT** (page 15)



H R O Jones
Clerk of the Parish
21 October 2009

AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL
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REVISED LIST OF FEES AND CHARGES

DRAFT List of Fees and Charges 2010 - CONSIDERATION

Each year at the October meeting of the Finance and General Purposes Committee, Members review the Council's List of Fees and Charges for approval (to take effect at the start of the Financial Year on 1 April 2010).

The draft revised list of fees and charges for 2010 includes:

- The scale of fees applicable from 1 April 2010; and
- A Separate Cemetery Fees Table.

The allotment fee for 2010 was recommended by the Leisure Facilities Committee at its meeting on 24 September 2009.

The Cemetery fees for 2010 and new Register Search Fee were recommended by the Works, Services and Planning Committee at its meeting on 15 October 2009.

Members are asked to consider the attached revised list of Fees and Charges for the forthcoming year attached at APPENDIX A for approval

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CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 29 OCTOBER 2009

CALENDAR OF MEETINGS

DRAFT Calendar of Meetings 2010 - CONSIDERATION

There are no significant changes to the proposed Calendar of Meetings for 2010 when compared to the 2009 Calendar.

Members should be mindful of the following factors, however, when considering any substantive rescheduling:

- Precept Setting Process (mid/late January);
- Auditing Process (late June);
- Publicity Sub-Committee agenda (in view of publishing deadlines);
- School Holidays and Half Term periods;
- Bank Holidays;
- Parish Meeting (to encourage public participation);
- the need to allow time to submit Committee reports and recommendations to Council and/or other Committees; and
- the workload of Staff.

Members are asked to consider the attached list of proposed calendar meetings for the forthcoming year attached at APPENDIX B.

CHEPPING WYCOMBE PARISH COUNCIL
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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

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

A copy of A Brown's (Penn and Tylers Green Lawn Tennis Club) letter of 19 October 2009 is attached (**APPENDIX C**).

Mr Brown is seeking to obtain a donation from the Council to contribute towards the cost of extending and upgrading the tennis facilities at the Club.

The Club is seeking up to a 20% contribution of the estimated £12,250 cost from this Council.

Members are asked to consider the request for a grant from the Penn and Tylers Green Lawn Tennis Club and to make any recommendation to the Council meeting on 3 November 2009.

Flackwell Heath Football Club: Request for a grant – CONSIDERATION

A copy of D Budd's (Flackwell Heath Football Club) e:mail of 12 July 2009 is attached (**APPENDIX D**).

D Budd is seeking to obtain a donation from the Council to contribute towards the cost of replacing floodlights, goals and purchasing a new outside storage facility at the Green Dragon Sports Ground site.

The Club has not specified the quantum of contribution requested from this Council.

Members are asked to consider the request for a grant from the Flackwell Heath Football Club and to make any recommendation to the Council meeting on 3 November 2009.

CHEPPING WYCOMBE PARISH COUNCIL
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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.

Standing Orders

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

The Review of Standing Orders is a comprehensive and detailed exercise that will include the range of decision making processes and protocols currently employed by the Council.

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).

In addition, it is recommended that the Council should once again be guided by “Good Practice” models put forward by organisations such as the National Association of Local Councils (NALC) and Bucks Association of Local Councils (BALC).

However, it is recognised that every Parish Council is different and that its own internal rules and regulations must be suited to the specific tasks that it undertakes and the services that it provides.

Members are asked to consider Council Standing Orders and to make any recommendations, as appropriate, for conducting a review exercise.

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, for conducting a review exercise.

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, for conducting a review exercise.

AGENDA ITEM 7

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 29 OCTOBER 2009

The Council is required to comply with Audit Commission's Regulations in its financial undertakings. These requirements are also set out in the Council's Financial Regulations.

AUDIT REPORTS

Internal Audit Report (Interim) - INFORMATION

The Internal Audit took place on 14 October 2009, conducted by Auditing Solutions.

Members are asked to note that consideration of the Internal Audit Report (Interim) is scheduled to take place at the next Finance and General Purposes Committee meeting in January 2010.

It is understood that there will be no significant recommendations or comments arising from the report.

The Internal Auditors have acknowledged the Council's request to comment on the current computer back-up system for storing financial data.

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

Mazars LLP, the Council's External Auditors (appointed by the Audit Commission) have completed and signed off the Annual Return to 31 March 2009.

A copy of the completed Annual Return to 31 March 2009 (extract) is attached (**APPENDIX L**).

The recommendations to the Council are set out (hand written) in the relevant comment boxes.

Members are asked to receive the completed Annual Return to 31 March 2009 (External Auditor's comments) and to agree any further actions, as appropriate.

AGENDA ITEM 8

**CHEPPING WYCOMBE PARISH COUNCIL
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BCC PENSION FUND

Discretionary Policy Statement: Buckinghamshire Pension Fund - CONSIDERATION

The Council has been asked to adopt a Discretionary Policy for the Local Government Pensions Scheme applicable to Council Staff.

A copy of the Policy Statement for Bucks County Council is attached (**APPENDIX M**).

Members are to consider the adoption of a Discretionary Policy for the Pension Fund.

AGENDA ITEM 9

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 29 OCTOBER 2009

CONVEYANCES, LEASES AND CONTRACTS

Flackwell Heath Scout Club: Plan - CONSIDERATION

In the process of the Flackwell Heath Scout Club seeking registration of the land by the Allotment site, leased to the Club by the Council, HMLR has declared the lease plan to be 'substantially defective' as it is not to the stated scale of 1:5000 or to any recognisable scale and lacks the required detail that would enable it to be related to the current OS map.

It is stated that for registration purposes, the map needs to be compliant with HMLR specifications before the Lease can be accepted into the registration process and formally reviewed.

The Club has been advised that the standard practice is for the Landlord or the Landlord's solicitor to provide the plan of their land.

The Committee Chairman has asked for this matter to be brought to the meeting in order to consider options for solving the matter.

Members are asked to consider the request by Flackwell Heath Scout Club to provide a new plan for the land leased to it by the Allotment site, Flackwell Heath.

AGENDA ITEM 10

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 29 OCTOBER 2009

FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

- The Budget detailed report (**APPENDIX N**)
- Variances from budget report (**APPENDIX O**)
- Budget analysis report (**APPENDIX P**)
- Ear marked reserves (**APPENDIX Q**)

2009/10 Budget - CONSIDERATION

The projected net expenditure for 2009/10 is £3,077 over budget.

The significant variances from budget are set out on the attached spreadsheet.

The Committee is asked to review the proposals under the capital and long term items in 2009/10 to see if the costs will be realised and if so are they reasonable or will the sums be added to the ear marked reserve at year end.

2010/11 Budget - CONSIDERATION

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

At the time of Agenda distribution, if there is no increase in the Precept amount, the proposed expenditure is £10,899 over budgeted income.

The proposed budget includes the exceptional items as shown on the budget analysis sheet.

CAPITAL, EXCEPTIONAL AND LARGE ITEMS	Initial proposal for 2010/11 Budget	Proposal after Autumn Committee meetings for 2010/11 Budget
Amenity Land		
Benches and signs	1,000	1,000
Railway land tree surgery	0	1,000
Tylers Green Common management	2,000	2,000
Widmer pond area improvements	3,000	4,000
Leisure Facilities		
Derehams Lane pavilion replacement reserve fund	5,000	5,000
Benches and signs	2,000	2,000
Play areas bark replacement	1,500	1,500
Play equipment reserve fund	3,000	3,000
	11,500	11,500
Works, Services & Planning		
Altona Rd cemetery extension path & tree work	3,000	3,000
Cock Land cemetery Extension	5,000	5,000
Benches, signs, stiles and kissing gates	2,000	4,000
Street light replacement	10,000	10,000
Partnership working	3,000	4,000
Vehicle plant & equipment reserve	16,145	16,145
	39,145	42,145
Finance and General Purposes		
Contingency	3,000	
Grants	2,500	
Legal fees	6,000	
General reserve		
Publicity	11,500	

IT issues

The Chairman of Council has asked the Committee to consider creating a budget to cover the costs of backing up the Council's computer data remotely (details having been obtained on a range of systems from the Council's IT support contractors and to be reported verbally at the meeting).

Members are also asked to consider resources required to modernise (or recreate) a Parish Council Web Site.

Members are asked to consider the overall Council position and make recommendations about the Committees budgets.

Staff Salaries

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

The Power to exclude the Press and Public from meetings 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.

Therefore, whilst individual Staff salaries and appraisals are the subject of Confidential Reports, the process adopted by the Council for reviewing its level of Staff costs is not.

The Committee Chairman has asked for Members to agree general principles to be taken into account in the Staff Salary setting process for 2010/11.

Conclusion

The Committees will be asked to re-examine their proposed budget at their meetings in November and December 2009, taking into account any changed circumstance and FGP recommendations.

This Committee will then consider the final budget recommendations at the January 2010 meeting and recommend a Precept to the January 2010 Council meeting.

Against this background, the Committee, therefore, is asked to review the draft budget for 2010/11 and refer any recommendations to the Committees.

AGENDA ITEM 11

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 29 OCTOBER 2009

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.