

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of the meeting held on Thursday, 22 October 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**

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|----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b>Present</b>       | Cllr I Forbes <b>Chairman</b><br>Cllr J Gurney <b>Vice-chairman</b><br>Cllr C Dodds<br>Cllr H Darch<br>Cllr K Wood (ex-officio)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Cllr C Leonard<br>Cllr M Wilkes<br>Cllr L Willis<br>Cllr J Herschel |
| <b>Also present:</b> | Cllr C Jordan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                     |
| FGP/15/016           | <b>Apologies for absence</b><br>Apologies for absence were received from Cllr J Johnson (family)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                     |
| FGP/15/017           | <b>Declarations of members' interests in agenda items</b><br>Cllr Herschel declared an interest in Agenda Item 10 – as knowing of the request from Christ Church.<br>Cllr K Wood declared a personal interest in Agenda Item 12 – Fees & Charges – Chairman's Allowance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                     |
| FGP/15/018           | <b>Delegated Action</b><br>Members were asked to note that there had been no actions taken since the last committee meeting in June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                     |
| FGP/15/019           | <b>Staff Matters</b><br><b>1. Sickness Absence Report</b><br>Members were asked to receive a short report on sickness absence of staff since the last committee meeting.<br><br>To date there have been 6 days, in total, lost to sickness absence since June.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                     |
| FGP/15/020           | <b>Policies and Procedures</b><br><b>1. Financial Regulations</b><br>Following adoption of the Model Financial Regulations, members were asked to consider an amendment for practical application purposes to item 4.2 in the Financial Regulations.<br><br><i><b>It was RESOLVED that;</b></i><br><i><b>The amendment be approved and taken to Full Council and to read;</b></i><br><i><b>The Clerk would be responsible for keeping expenditure within a budgeted cost centre, this could exceed the budgeted cost centre by £500.00 provided that savings could be found within the whole committee budget. If expenditure were to exceed by £500.00 within a cost centre up to a limit of £5,000, with agreement of the <u>Committee Chairman and the Vice Chairman</u>, virement between committee cost centres to cover the expenditure could be approved within the committee budget, if other cost centres were forecast to be under spent. For any expenditure exceeding £5,000 that is not covered by the committee budget, virement must go through Full Council.</b></i><br><br><b>2. Staff Panel Terms of Reference</b><br>Members were asked to consider the Staff Panel Terms of Reference.<br><br><i><b>It was RESOLVED that;</b></i><br><i><b>the Terms of Reference be recommended for adoption at the next Full Council meeting on 3 November 2015, with the amendment as below;</b></i> |                                                                     |

- *To ensure that the Council's procedures for the recruitment and appointment of staff are following and to recommend appointments to Full Council.*
- *To ensure that the Council's procedure leading to dismissal of staff is followed (including redundancy).*

### **3. List of Policies**

Members were asked to note that the Clerk was preparing a list of policies, plans and strategies for addition to the website. Members were asked to assist with any suggestions and omissions.

FGP/15/021

#### **Health & Safety**

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

FGP/15/022

#### **Legal**

##### **1. Green Dragon**

Members were asked to note the lease for Green Dragon Sports Ground with the 2 clauses added following the Council meeting in June.

Members were asked to note that the lease had been sent to the Flackwell Heath Minors Football Club for signature and it had been returned.

*It was RESOLVED that;*

*the lease be recommended for signature by the Chairman and Vice Chairman of Council at the Full Council meeting on 3 November.*

##### **2. Green Dragon Mast**

Members were asked to note that the Clerk had been in contact with Arqiva relating to the loss in rental income. To date 8 attempts had been made to obtain a satisfactory answer.

The Clerk will continue chasing and find the copy of the original agreement between the mobile telephone company and the parish council.

##### **3. Byelaws**

Members were asked note to that confirmation from the Local Government Democracy Team, Local Government Policy Directorate was still awaited following the submission of our draft byelaws in February.

FGP/15/023

#### **Neighbourhood Action Group Feedback**

Members were asked to note the recommendation from the Works Services & Planning Committee to loan the Loudwater MVAS to the Abbey & Ryemead NAG for traffic counting purposes to validate the traffic model for Abbey Barn South and Abbey Barn North with the objective of ensuring the necessary improvements for the road infrastructure are funded.

Members were also asked to note the Policing Monthly Update.

FGP/15/024

#### **Defibrillator**

Members were asked to receive a short report from Cllr Herschel relating to the provision and or support of defibrillators.

After a discussion including the necessity of Cardiopulmonary resuscitation (CPR), possible accessible locations, training and ongoing support for purchase of consumables.

*It was RESOLVED that;*

*An amended recommendation would be taken to Full Council for approval. The recommendation to include supporting community groups wanting a defibrillator by*



*advising of the British Heart Foundation incentive of free defibrillators for use in public places and provision of training in their use and offering ongoing support by funding the purchase of consumables (pads, batteries etc).*

*A letter to be drafted by Cllr Herschel and sent to interested parties; Loudwater Forum, Penn & Tylers Green Residents Society, Flackwell Heath Community Association, etc. All parties to be advised that application sites would be vetted by the Ambulance Service for suitability.*

**FGP/15/023 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 advised that Alex Slater had resigned the position of Chairman and Paul Sillance was now the new Chairman. Other areas highlighted were the drug awareness operation at the College in Flackwell Heath, an increase in burglaries and ASB issues in Hazlemere.

**FGP/15/025 Grants**

Members were asked to consider a request from the Reverend Chris Bull to help fund the purchase of a defibrillator which would be located at the Church Centre, Christ Church Flackwell Heath.

This item would be dealt with as item FGP/15/024, a letter would be sent to advise the applicant of the British Heart Foundation initiative.

**Cllr M Wilkes excused himself from the meeting and left at 8.35pm**

**FGP/15/026 Publicity**

Members were asked to note that the newsletter was currently being compiled and would be ready for circulation shortly.

**FGP/15/027 Fees & Charges for 2016/17**

Members were asked to consider for approval at the next Full Council meeting the Fees & Charges for 2016/17.

Members were asked to note that the recommendation to generally keep prices static except for the Derehams Sports Ground charges, where there would be a small increase, to keep them more in line with other sporting facilities, but still remain competitive.

***It was RESOLVED that;***

***The Fees & Charges 2016/17 be recommended for approval at the next Full Council meeting.***

**FGP/15/028 Calendar of Meetings Dates for 2016/17**

Members were asked to consider the attached schedule of meeting dates for 2016/17.

***It was RESOLVED that;***

***The meeting dates for 2016/17 be recommended for approval at the next Full Council meeting.***

**FGP/15/029 Audit**

Members were asked to note that there had been no public interest in the year end accounts and that there were no comments from the external auditor.

Members were asked to note that the In-house audit was yet to be undertaken. Cllr Herschel and Cllr Darch advised that a date was being arranged.

- FGP/15/030      **Earmarked Reserve Review**  
 Members were asked to note the opening balances and up to date expenditure in the Earmarked Reserves and the overall state of the General Reserve.
- Members were asked to approve the plan to use some of the surplus for play equipment in two wards (at £30k per ward) and to await the quotations for footway lighting before any further expenditure was approved from the surplus.
- It was RESOLVED that;***  
***Some of the surplus be used for play equipment and on receiving quotations for the LED lighting project further expenditure would then be reviewed.***
- FGP/15/031      **Devolution Update**  
 Members were asked to receive an update from the Clerk who attended the Local Councils Devolution Meeting on 18 September.
- Members were also asked to consider the Power Point from the meeting.
- It was RESOLVED that;***  
***The parish council's position on devolution of services was unchanged and would therefore not be taking any of the offered services on.***
- FGP/15/032      **Risk Register**  
 Members were asked to consider the 2 highest risks on the register;
- Failure to meet the requirements for Quality Status  
 Ensure Council complies with law....
- It was RESOLVED that;***  
***Failure to meet the requirements for Quality Status be removed from the register.***  
***Ensure Council complies with law .... Be split into two categories one appertaining to Employment Law and staff and the other Council's obligations to the general public.***
- Amendments to be made to the Risk Register when approved by Full Council .***
- FGP/15/033      **Council Finances**  
 Members were asked to note the current position of the council's income and expenditure at month 6. There were no areas of over expenditure concern.
- FGP/15/034      **Questions from council members and the public**  
 There were no members of the public present.
- Cllr Darch asked if a representative had been found for Remembrance Sunday for Tylers Green.  
 This was yet to be clarified.
- FGP 15/035      **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 8697 to 8710 be signed and that direct debits to Certas Energy, Shell Direct, SSE and E-ON be approved for payment.***

**Date and Time of Next Meeting: Thursday, 12 January 2016 at 7.30pm**

Signed: Katrina SA Wood Dated: 3 November 2015

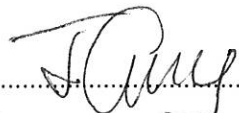
## Pending expenditure transactions

22nd October 2015

| Chq   | Invoice No   | Supplier                     | Detail                               | Net      | VAT    | Amount   |
|-------|--------------|------------------------------|--------------------------------------|----------|--------|----------|
| 8697  |              | The Poppy Appeal             | Remembrance/RBL Hazlemere            | 22.00    | 0.00   | 22.00    |
| 8698  |              | The Poppy Appeal             | Remembrance/ RBL Flackwell Heath     | 20.00    | 0.00   | 20.00    |
| 8699  | HW062899     | Adams & Page                 | Tyre repair                          | 13.75    | 2.75   | 16.50    |
| 8700  | 6093913      | Alto Digital                 | Photocopy charges Sept               | 103.75   | 20.75  | 124.50   |
| 8701  | 9025/2015    | Active Pest Control Services | Rodent inspection                    | 40.00    | 0.00   | 40.00    |
| 8702  | 270117       | Browns Ltd                   | Drive Belt/Mower                     | 24.01    | 4.80   | 28.81    |
| 8703  |              | Jean Johnson                 | Expenses                             | 45.00    | 0.00   | 45.00    |
|       | 1695130      | Spaldings Ltd                | Strimmer cord/fork/oil/gloves/filter | 226.09   | 45.22  |          |
| 8704  | 1698632      | Spaldings Ltd                | Parts for Ransome                    | 22.40    | 4.48   | 298.19   |
| 8705  | 991101663/21 | SSE                          | Electric-Front Common T.G.           | 43.56    | 2.17   | 45.73    |
|       | 452098       | SSE - Enterprise             | Lighting maintenance for Sept        | 1,263.13 | 252.63 |          |
| 8706  | 544610       | SSE - Enterprise             | Re-chargeable repairs                | 717.41   | 143.48 | 2,376.65 |
| 8707  | 668945230    | Trade U K                    | Ronseal Wood Stain/brushes           | 53.20    | 10.66  | 63.86    |
| 8708  | 431879       | UKSafety Management          | P AT Testing -                       | 110.89   | 22.18  | 133.07   |
| 8709  | 233028       | Viking                       | Stationery                           | 178.78   | 15.76  | 194.54   |
| 10    |              | Thompson Garden Services     | Grass Cutting x 2 Sept               | 130.00   | 0.00   | 130.00   |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
| D.D   |              | Shell                        | Vehicle Fuel - September             | 212.66   | 42.54  | 255.20   |
| D.D   |              | E.ON                         | Gas Sept                             | 53.19    | 2.66   | 55.86    |
| D.D   |              | G E Stevens                  | Red Diesel -                         | 298.06   | 14.90  | 312.96   |
| D.D   |              | SSE                          | Unmetered lighting continuous        | 68.13    | 3.40   | 71.53    |
| D.D   |              | SSE                          | Unmetered Lighting dawn-dusk/part    | 701.60   | 140.31 | 841.91   |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
|       |              |                              |                                      |          |        |          |
| TOTAL |              |                              |                                      | 4,347.61 | 728.69 | 5,076.31 |

## Income received since last committee meeting:

|       |  |                          |               |          |      |          |
|-------|--|--------------------------|---------------|----------|------|----------|
| CR    |  | FH Bowls Club            | Annual Rental | 615.00   | 0.00 | 615.00   |
| CR    |  | Arnolds Funeral Services | Burial Fees   | 572.00   | 0.00 | 572.00   |
|       |  |                          |               |          |      |          |
|       |  |                          |               |          |      |          |
|       |  |                          |               |          |      |          |
| TOTAL |  |                          |               | 1,187.00 | 0.00 | 1,187.00 |

Signed .....  Signed ..... 

Date ..... 22.10.15 ..... Date ..... 23/10/15 .....

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.