

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on Tuesday, 12 January 2016 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

Present: Cllr I Forbes **Chairman** Cllr C Leonard
Cllr C Dodds Cllr L Willis
Cllr H Darch Cllr J Johnson
Cllr J Herschel Cllr K Wood (ex-officio)

Also present: Cllr J White and Cllr C Jordan

FGP/15/036 **Apologies for absence**
Apologies for absence had been received from Cllr M Wilkes (medical appointment) and Cllr J Gurney (meeting – diary clash)

FGP/15/037 **Declarations of members' interests in agenda items**
Cllr Johnson declared a personal interest in item 18 Accounts as she was due an expenses cheque.

Cllr Leonard arrived at 7.34pm

Cllr Forbes asked for Standing Orders to be suspended and asked members to approve item 11 on the agenda – Computer Maintenance Package be brought forward; it was approved.

FGP/15/038 **Computer Maintenance Package**
Members were asked to note that issues had been ongoing with the email system locking and the back-up, which is done every evening, failing frequently due to software errors all of which were beyond staff capability to fix and unfortunately the current software support arrangements were not working.

Members were asked to consider a recommendation from a member to use a firm to re-configure our systems and give support for a year.

Cllr White advised that he knew the company and had found them to be reliable and quick to respond.

The service that they were proposing to provide;

- Modernise the email system
- Create a centralised cloud storage system
- Create a robust backup routine – via software package to USB hard disks
- Possible upgrade to Office 365 or Office 2016
- Software and hardware support contract

The Clerk was asked to circulate the offer to members and report on the other companies that had been contacted.

Cllr Forbes proposed to take forward a recommendation to Full Council to accept the offer for one year and Cllr Wood seconded the proposal.

Vote: 7 for, 1 abstention

It was RESOLVED that;

A recommendation from the Finance & General Purposes Committee to approve the offer of one year of software and hardware support be taken to the next Full Council meeting.

Cllr White left the meeting at 7.45pm

FGP/15/039 Delegated Action

Members were asked to note that since the last committee meeting there had been no actions taken.

FGP/15/040 Staff Matters

1 Sickness Absence Report

Members were asked to receive a short report on sickness absence of staff since the last committee meeting.

Members were asked to note that one member of staff had been off sick for four and a half days since the last meeting in October 2015.

FGP/15/041 Policies and Procedures

Members were asked to note that at present there were no updates.

FGP/15/042 Health & Safety

Members were asked to note that there had been no accidents or near misses since the last committee meeting in October 2015.

FGP/15/043 Legal

1 Allotment Tenancy Agreement – Chapel Road

Members were asked to consider a recommendation from the Leisure Facilities Committee to change clause 7f in the Agreement for the Chapel Road site to read as follows;

'A bonfire for the disposal of diseased material is permitted upon the tenant's own plot but only between 1st September and 30th April.

The amendment would be implemented from 1 October 2016 when the next agreements are sent out.

Cllr Willis advised that an objection to the change had been received since the initial discussion at the Leisure Facilities Committee meeting in December.

It was RESOLVED that;

The Allotment Tenancy Agreement pertaining to the Chapel Road site would be amended to read as above.

2 Green Dragon Mast

Members were asked to note that no further communication has been received from Arqiva, however the Clerk has been chasing for a further in year payment in the hope that this will open a dialogue.

3 Byelaws

Members were asked to note that confirmation from the Local Government Democracy Team, Local Government Policy Directorate was still awaited following the submission of our draft byelaws in February 2015.

Members were asked to note that the Clerk had received on the day of the meeting advice that the parish council should hear within the next few weeks.

- FGP/15/044 **Neighbourhood Action Group Feedback**
 Members had been asked to receive a short update from one of the committee's NAG representatives on issues affecting the council.
- Members were asked to note that there was no update available.
- FGP/15/045 **Grants**
 Members were asked to consider a request from Mr Tony Rose on behalf of the organising committee for the Tylers Green Big Village Weekend. Members were asked to note that the request was not from a recognised body and therefore did not comply with the parish council's grant policy.
- Possible sponsorship of an activity was discussed.
- It was RESOLVED that;***
Members were agreed in principle to support the event up to £500.00, however the request would need to be made through a recognised body such as the Resident's Society.
- Members had been asked to consider a request from the Flackwell Heath Residents Association on behalf of the Old Kiln Road Action Group asking for funds to support means of securing the car park in Old Kiln Road to the rear of the old Budgens store.
- This item was withdrawn by the applicant as the owners of the car park were not willing to close off the site.
- FGP/15/046 **Publicity**
 Members were asked to note that the newsletter was on the website and also out for delivery.
- Cllr Herschel advised that he had not been in receipt of a copy and queried whether the newsletters had been delivered in Flackwell Heath. The Clerk agreed to contact the Scouts to find out when delivery was likely to happen.
- Cllr Willis advised that he was aware that some parts of Loudwater had received the newsletter and that the rest would be going out shortly.
- Tylers Green delivery was well underway.
- FGP/15/047 **In-house Audit**
 Members were asked to receive a report from Cllr Herschel and Cllr Darch on the In-house Audit undertaken on 19 November 2015, just received by the Clerk.
- Cllr Herschel advised that on the whole the audit had been good, however there were a few issues that needed resolving. There was no other discussion as the chairman asked for this to be held over until written comments could be put in front of members.
- The Clerk has been asked to prepare a report based on the issues raised for Full Council on 26 January 2016.
- FGP/15/048 **Devolution Update**
 Members were asked to receive an update from Cllr Forbes who attended the Local Councils Devolution Meeting on 25 November 2015.
- Cllr Forbes ran through the presentation of the meeting which can be found on the website as follows:

It was noted that there was no change in the parish council's decision. The parish council will not be taking on the devolved services offered.

FGP/15/049 **Committee Finances**

Members were asked to note the current position of the committee's income and expenditure at month 8.

Cllr Forbes drew attention to the contingency line which was over the budget figure due to an invoice received from Wycombe District Council for election costs. The committee was overall below the expected run rate.

FGP/15/050 **Council Finances**

Members were asked to note the current position of the council's income and expenditure at month 8.

Cllr Forbes advised that there would be a slight underspend by the end of the year and the parish council was generally in a comfortable position.

FGP/15/051 **Precept Setting**

Members were asked to note areas of the budgets that had been increased or changed.

- The parish council was now subject to increased bank charges, due to a change in policy at the bank.
- Money had been put into computers/web development to encompass cost for hardware and IT support.
- An Earmarked Reserve was being proposed for Election costs.
- There was no provision for a Public Works Loan Board loan, but the Contingency line had been increased.

Cllr Forbes re-iterated how important it was to get to grips with the LED lighting project costs, after the £30k already promised to Flackwell Heath & Loudwater each, no further money would be put aside for play equipment until such time as the final costings for the lighting were known.

Cllr Forbes advised that the aim was to keep to a standstill budget.

Cllr Forbes ran through the precept PowerPoint explaining that he had followed the same principles as for the current financial year.

Members were asked to approve the proposal from Cllr Forbes and seconded by Cllr Wood to increase the Precept such that householders will see a 0.58% increase in their bills to be taken as a recommendation to Full Council on Tuesday 26 January 2016.

***It was RESOLVED that;
the recommendation from the Finance & General Purposes Committee to increase the precept such that the householders will see a 0.58% increase be taken to Full Council for approval.***

FGP/15/052 **Questions from council members and the public**

There were no members of the public in attendance.

Cllr Dodds asked about the report on the Council Chamber floor. The Clerk advised that she would chase a response on the condition of the floor.

FGP/15/053 **Accounts for Payment**

Accounts for payment were circulated at the meeting for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8750 to 8764 be signed
and that BACS payment to Payflow and direct debits to Shell Direct, E, Thames Water,
Barclays and E-ON be approved for payment.***

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960

FGP/15/054 **Salaries 2016**

Discussion led by the chairman of the committee prior to consideration by the Council on Tuesday 26 January 2016. This followed a meeting of the Staff Committee (Chairman, Vice Chairman and Committee Chairman).

***It was RESOLVED that;
the recommendation proposed by Cllr Herschel seconded by Cllr Wood of an increase for
staff of 1% be taken to the next full Council meeting for approval on 22 January 2014.***

The chairman thanked members for their attendance and closed the meeting at 8.50pm

Date and Time of Next Meeting: Thursday, 24 March, 2016 at 7.30pm

Signed: Katrina SA Wood Dated: 26 January 2016

Pending expenditure transactions

12-Jan-16

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8750	9265/2015	Active Pet Control	Rodent Inspection @ Council Office	40.00	0.00	40.00
8751	1950	A L B Plants	Loudwater Memorial	304.00	0.00	304.00
8752	763888	Briants	Blades for Hedgecutter x 2	261.32	52.26	313.58
8753	6921	Clear up Skip	Council Depot	320.00	64.00	384.00
8754	222694	Country Supplies	Stakes/MOT type 1/Manhole Cover	30.59	6.12	36.71
8755		Cllr J Johnson	Expenses	45.00	0.00	45.00
	10005/15	Gough Contractors	Boiler service office	100.00	20.00	120.00
8756	10006/15	Gough Contractors	Service boiler/Landlords check	140.00	28.00	168.00
		Grange Security Systems	Battery for alarm	28.00	5.60	
8757	6079323	Grange Security Systems	Yearl Service charge	528.00	105.60	667.20
8758		HMRC	Tax & NI - December	2,328.54	0.00	2,328.54
8759	562271	SSE Contracting	Maintenace December 2016	1,263.13	252.63	1,515.76
8760	524 95117	SSE	Recreation/Boundary Road	18.82	3.67	22.49
8761	16309073	TilHILL forestry	Kings Wood Quarterly fee	425.00	85.00	510.00
8762		Thames Water Utilities	Pavilion - Derehams	94.03	8.05	102.08
8763	13273	Mark Wingrove	Website Hosting annual fee	48.00	0.00	48.00
8764	27.11.2015	Wycombe D Council	Election re-charge	5,969.66	0.00	5,969.66
DD		E.E.	Wardens Mobile	18.43	3.69	22.12
DD	1195687	Shell (Fuel Card Services)	Vehicle fuel (Dec)	215.89	43.19	259.08
DD		Thames Water	Allotments -Chapel Road	13.61	0.00	13.61
DD		E.ON	Gas /Office	90.40	4.52	94.92
BACS		Payflow	Salaries Dec	7,806.26	0.00	7,806.26
			Pensions Dec	1,482.35	0.00	1,482.35
DD		Thames Water	Cemtery Altona Road	10.41	0.00	10.41
DD		Thames Water	Cenotaph The Common F.H.	15.54	0.00	15.54
DD		Thames Water	Depot/Office	87.91	0.00	87.91
DD		Barclays	Bank charges Oct/Nov	49.18	0.00	49.18
DD		Barclays	Loyalty Reward credit on Charges	-9.84	0.00	-9.84
TOTAL				21,724.23	682.33	22,416.40

Income received since last committee meeting:

CR		HMRC	VAT Reclaim November	2,625.54	0.00	2,625.54
TOTAL				2,625.54	0.00	2,625.54

Signed *Tim Forbes* Signed *Paul Allen*Date *12/01/2016* Date *12-01/16*

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.

Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
8749		CWPC	Cash to purchase Long Service Vouchers	200.00	0.00	200.00
			TOTAL	200.00	0.00	200.00

Income received since last committee meeting:

TOTAL						
				0.00	0.00	0.00

Signed C D Jordan Signed V. C. Miller

Date 18-12-15 Date

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