

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Thursday, 24 March 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 J Gurney Vice-chairman	Cllr M Wilkes
	Cllr H Darch	Cllr J Johnson
	Cllr J Herschel	Cllr K Wood (ex-officio)

Also Present: Cllr C Jordan

FGP/015/055 **Apologies for absence**
Apologies were received from Cllr D Dodds (family) and Cllr L Willis (family)

FGP/015/056 **Declarations of members' interests in agenda items**
There were none.

FGP/015/057 **Staff Matters**
1 Staff Absence Report
Members were advised that there had been only one member of staff absent since the last committee meeting in January and this had been for a period of 3 days.

2 Staff Panel Recommendations

Members were asked to approve the notes of the Staff Panel and recommend them for approval at full Council. Cllr Forbes worked through the notes as follows;

- **Draft job description**
Members were asked to review the draft job description format. Cllr Darch explained the rationale of the re-drafting. It is intended that once the format is agreed all job descriptions will be take on the same format.

***It was RESOLVED that;
the new format for job descriptions be approved.***

Cllr Herschel suggested that once complete the job descriptions should be put on the website. It was noted that the next stage would be person specifications.

- **Staff structure**
The recommendation was to have the Deputy and Assistants Clerks in for 3 days each.

Cllr Herschel advised that he felt that the council were paying an enormous amount on admin. Cllr Forbes advised that a 6 month review of the working days would be undertaken.

- **Timesheets**
A recommendation was made not to continue with the completion of timesheets and to be replaced by a 'whereabouts' board to be completed each day.
A recommendation was made to provide the grounds team with hi-vis vests with CWPC printed on the back.
A better reporting system was requested and the warden would be asked to provide a report to each full Council meeting on work to be undertaken and progress.

- **Clerk's Workload**

At the moment there are 3 major projects underway – LED lighting, signage and play equipment.

Clarity on the status of projects was required.

Cllr Darch and Cllr Forbes offered assistance in the development of a project status summary.

Each committee keep asking for projects to be undertaken and therefore priority setting is necessary.

It was RESOLVED that;

The recommendations be taken to full Council to approval.

FGP/015/58

Policies and Procedures

1 Financial Regulations

In light of revisions to the NALC Model Financial Regulations issued in January 2016, members were asked to review the draft financial regulations showing the proposed changes highlighted in yellow and the superseded clauses in blue.

It was RESOLVED that;

the revisions to the Financial Regulations be accepted and recommended for adoption at the next full Council meeting on 14 April 2016.

2 Standing Order/Delegated Powers

Members were asked to review the council's Standing Orders. No changes were proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;

the Standing Orders/Delegated Powers be recommended for re-adoption at the next full Council meeting on 14 April 2016.

3 Committees' Terms of Reference

Members were asked to review the committees' terms of reference last adopted on 16 April 2015.

It was RESOLVED that;

the Committees' Terms of Reference be recommended for re-adoption at the next full Council meeting on 14 April 2016.

4 Insurance

Members were asked to note that insurance renewal will take place on 1 August 2016. The Clerk advised that she would be seeking three quotes this year for comparison and approval at full Council in June 2016.

5 Council's membership of other bodies

Members were asked to consider whether to continue with support and/or subscriptions of other external bodies as follows:

- BALC/NALC Membership
- Chiltern Society
- Chilterns Conservation Board
- M40 Chiltern Environmental Group
- WDALC
- Fields in Trust
- Bucks Playing Field

It was RESOLVED that;
membership to the above external bodies be recommended for approval at the next full Council meeting.

6 Complaints Procedure

Members were asked to review the Complaints Procedure. No changes are proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;
the Complaints Procedure be recommended for re-adoption at the next full Council meeting on 14 April 2016.

7 Freedom of Information Policy and Data Protection Policy

Members were asked to review the Freedom of Information Policy and the Data Protection Policy. No changes are proposed to the documents last adopted in 16 April 2015.

It was RESOLVED that;
the Freedom of Information and Data Protection policies be recommended for re-adoption at the next full Council meeting on 14 April 2016.

8 Publicity Policy

Members were asked to review the Publicity Policy. No changes are proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;
the Publicity Policy be recommended for re-adoption at the next full Council meeting on 14 April 2016.

9 Fixed Assets

Members were asked to note Fixed Assets as at 31.3.16 with a projected value.

It was noted that provision was made in the Earmarked Reserves for the replacement of items. In order to keep the Earmarked Reserves up to date estimates should be sought to check that funds would be sufficient for replacement.

10 Fees and Charges

Members were asked to consider a request from a resident to review the fee for accessing King's Wood, which currently stands at £265.00 with a deposit of £175.00 for any damage caused.

Following discussion, it was agreed that next year the section on charges for access would be split out and entry into King's Wood would probably increase. As King's Wood is registered as a village green access needs to be controlled with permissions given for any vehicular access.

It was RESOLVED that;
the current fee would not be waived or decreased in relation to the request.

11 Meetings Date Changes

Members were asked to consider the meeting date changes.

It was RESOLVED that;

- ***The Annual Council Meeting will be held on Tuesday, 3 May 2016***
- ***Amenity Land site visit would now take place on Thursday, 30 June 2016; and***
- ***full Council would now be held on Tuesday, 28 June, 2016.***

FGP/015/059 **Health & Safety**

Members were asked to note that an incident had been reported as happening on Monday 14 March, however the report was received via telephone 48 hours later.

It transpired that a member of the grounds team sustained a back injury whilst moving slabs. Action to be taken – a refresher course in Manual Handling.

FGP/015/060 **Legal**

1 Green Dragon Mast

Members were asked to note that the ongoing issue of unpaid monies was ongoing. However, since the last meeting a further £1,525.11 had been forthcoming, so amount received within this financial year totals £7,999.00.

Members were given sight of a request for Arqiva to take over the lease from the current tenants T-Mobile and 3G. The Clerk has advised Arqiva that unless the council has assurance that the full rental will be received further no further action on our part will be taken to negotiate a new lease.

This item will be removed from the agenda only to be brought back when resolved.

2 Byelaws

Members were asked to note that provisional approval had been received and the byelaws were now being advertised on the website, in the noticeboards and in the Bucks Free Press.

FGP/015/061 **Neighbourhood Action Group Feedback/MVAS Update**

The last NAG meeting had been cancelled, there was no feedback available.

Cllr Forbes reported on the MVAS project. Data from the signs will now be sent to the Clerk for uploading to the website.

FGP/015/062 **Grants**

Members were asked to note that there was £1,000 unspent in the grant budget.

FGP/015/063 **Community Infrastructure Levy (CIL)**

Members were asked to note the current total for CIL received was £17,499.59 and that £7,368.97 of that total had already been approved to be used for play area refurbishment.

Members were asked to consider how to use the remaining £10,130.62.

Signage was highlighted as a possible project for the funds.

It was RESOLVED that;

The Clerk email all members asking for ideas for the CIL spend.

Cllr Herschel advised that more CIL money could be received if the parish developed a Parish Plan and suggested that the next training session be used for parish planning advice.

FGP /015/064 **Risk Register**

Members were asked to review some possible risks relating to the Footway Lighting project. All concerns could be resolved, however it was felt necessary to continue publicising the installation of the LED lighting in the newsletter.

Cllr Herschel advised that the only concern left which was currently being investigated was the quality and adequacy of the lighting.

*It was RESOLVED that;
The Footway Lighting Project be added to the Risk Register.*

FGP/015/065 **Budget 2016/17**

Members were asked to receive the budgets for 2016/17.

*It was RESOLVED that;
The budgets for 2016/17 be recommended for approval at the next full Council meeting on
14 April 2016.*

FGP/015/066 **Committee Finances**

Members were asked to note the current committee income and expenditure (month 11).

FGP/015/067 **Council Income and Expenditure**

Members were asked to note the consolidated report for all the council's committees (month 11).

FGP/015/068 **Earmarked Reserves**

Members were asked to note the Earmarked Reserves Report (month 11).

*It was RESOLVED that;
the transfer of three sums of £30,000 into each play equipment budget be recommended
for approval.*

Members were asked to note that a new Earmarked Reserve would be set up for the CIL money in the Finance & General Purposes budget area and that the contribution from Wycombe District Councillor Laurence Wood towards the Derehams Lane sports grounds project be put into the Earmarked Reserve.

FGP/015/069 **Questions from council members and the public**

Cllr Wilkes advised that the Flackwell Heath Resident's Association were concerned at the lack of speed and lack of communication relating to the playground project at the Straight Bit.

It was noted that Cllr Bailey had not been present at the last Leisure Facilities meeting.

1 Totteridge Common

Members were asked to receive questions from Cllr Herschel relating to the site at Totteridge Common.

Many members will know that part of Totteridge Common is leased to Wycombe District Council (WDC) to enable them to provide open recreation space to residents of the High Wycombe town wards of Totteridge and Terriers & Amersham Hill.

1. What is the annual income from this lease? When is it paid?
£20/annum received in April
2. When does the current lease end? **18 December 2018**
3. WDC have previously indicated that they do not intend to renew the lease. Is this still the case? **Yes they would like to give it back at the end of the lease**
4. What is the 2016/2017 cost to residents of Chepping Wycombe from our independent contractor to maintain that part of Totteridge Common (about 3,500 sq.m) not being maintained by WDC? **2015/16 £750.00 for a minimum of 10 cuts.**

5. What, if WDC do not renew their lease, would be the cost to Chepping Wycombe residents to maintain this open recreation area for the continuing benefit of local WDC residents? How often do WDC cut the grass on the land they lease? What other work have they taken in the past 5 years to maintain the area? **Previous 24 times a year now performance based (as and when required). Work to hedges and gate**
6. Have we asked our independent contractor to provide a cost for the maintenance of the additional area? And if not, when will we ask them to provide this cost? **2018 in time for 2019 cuts**
7. What income, if any, do WDC receive from their letting of the area currently leased and maintained by them? When and for how many days are each of these lettings? **They receive £700.00 pa income.**
8. What strategies could Chepping Wycombe take to minimise the potential cost to our residents. For example: reducing the number of cuts a year; allowing the grass to grow longer while perhaps cutting an access path to public footpaths. This policy is to be seen at many National Trust properties and other country estates, and even in Hyde Park, London.
For discussion at Amenity Land.
9. How many bins, if any, do WDC currently provide and maintain on Totteridge Common for dog faeces? Both on the area maintained by us and on that of WDC. **1 (146)**

It was noted that Cllr Herschel advised that he had just wanted to draw the committee's attention to the site.

FGP/015/070 **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 8818 to 8823 be signed and direct debits to Thames Water, GE Stevens (Certas) and Unicom be approved for payment.***

1 Pending Transaction Form

As an action from the In-house Audit, requiring acknowledgement of purchase orders, members were asked to review the new layout of the pending transaction form.

***It was RESOLVED that;
The new layout be approved.***

The chairman of the committee thanked members for their attendance and closed the meeting at 9.22pm

Date and Time of Next Meeting: Tuesday, 16 June 2015 at 7.30pm

Signed: *Katrina SA Wood* Dated: 14 April 2016

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	8818	GV15	Flackwell Heath Community Assoc	Grapevine subscription March 2016	85.00	0.00	85.00
	8819	6080720	Grange Security Systems	Derehams Pavilion Alarm Service	72.00	14.40	86.40
✓	8820	168672	Jewson Limited	Sand for slabs - Ashley Drive	16.40	3.28	19.68
✓	8821	104 3096	Miller Commercial Motors	Ford Transit-MOT & Service	307.27	49.74	357.01
	8822	149881	TBS Hygiene	Dog Bin Collection -February 2016	308.00	62.60	369.60
	8823		HMRC	NI & TAX March 2016	2,328.94	0.00	2,328.94
	DD	16001	Thames Water	Pavilion Derehams Dec - March	82.38	7.04	89.42
	DD	14454502416	Thames Water	Cemetery - Altona Road Dec - March	7.59	0.00	7.59
	DD	5980783	G E Stevens (Certas)	799lt Red diesel	292.11	14.61	306.72
	DD	9403239	Unicom	Office Land line	93.05	18.61	111.66
				TOTAL	3,592.74	170.28	3,762.02

Income received since last committee meeting				
CR	HMRC	VAT Reclaim February	3,945.83	0.00
CR	Beacon Funerals	Burial Fees	1,226.00	0.00
		TOTAL	5,171.83	0.00

Signed: Jim Forbes

Date: 24/3/2016

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payment details against the cheques