CHEPPING WYCOMBE PARISH COUNCIL
Finance and General Purposes Committee

Report of the meeting held on Tuesday, 3 December 2019 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 J Herschel – Vice-chairman, Cllr B Kin, Cllr H Darch, Cllr K Wood (ex-officio), Cllr L Willis, Cllr J Gurney, Cllr P Miller, Cllr C Dodds

Also present: Cllr A Barron, Cllr C Jordan and Cllr S Digby

FGP/19/015 **Apologies for absence**
Apologies were received and approved from Cllr M Wilkes (medical) and Cllr R Wilks (Family)

FGP/19/016 **Declarations of members' interests in agenda items**
Cllr Digby advised of a personal interest in agenda item 12 - an expenses cheque.

FGP/19/017 **Staff Matters**
1 Staff Absence Report
Members received a report on the sickness absence of staff since the last committee meeting in September. The Clerk advised that two members of staff had been absent one for 3 days and the other for 10 days.

FGP/19/018 **Policies and Procedures**
1 Risk Register
Members were asked to note that the Risk Register was currently being worked through by Cllr Herschel and will be brought back to committee in February for consideration.

FGP/19/019 **Health & Safety**
Members were asked to note that there had been no incidents since the last committee meeting in September.

FGP/19/020 **Legal**
1 Totteridge Common & Hatters Lane Triangle
Members are asked to note that the above two pieces of land had been wrongly registered by the parish council. The Wycombe (Parishes) Order 1987 clearly showed the land at Totteridge Common along with all the properties in that cluster had been taken from Chepping Wycombe during the boundary changes.

Members were asked to consider the transfer document and recommend it for signature to full Council for signature.

It was RESOLVED that;
the transfer document be approved for recommendation to full council for signature.

FGP/19/021 **Neighbourhood Action Group**
Members were asked to note the highlights of the NAG meeting held on 9 October 2019.
Cllr Kin advised that NAG members were pleased with the purchase of the new camera and a training session would be organised with Hughenden NAG and also the manufacturer of the camera.

1 Sentinel Mark II Camera
Members were asked to note that the above speed camera had been received and is in the parish council's possession.

FGP/19/022 **Grants**

Members were asked to note the current budget line for Grant stands at £1,000.

Members were then asked to consider a grant application from the Flackwell Heath Bowls Club for a new mower in the sum of £7,500.

It was RESOLVED that;
The parish council were supportive of the Bowls Club and approved an amount of £1,000 towards the cost of the new mower, being the remaining balance of the current year's budget.

FGP/19/023 **Website**

Members received a verbal update from Cllr Herschel following a meeting held with the website designer on Monday 7 October.

It was noted that Cllr Herschel would be circulating a document to the website working party for their consideration prior to responding to the web designer. Advising that it was important that the new website was following the right route.

FGP/19/024 **Publicity**

Members were asked to note that the chairman of council had suggested that an initial event, for the parish council's 125 years, should take place prior to the Council meeting in December to be included in the Christmas Get-together.

It was noted that previous CWPC councillors should be invited to the event.

FGP/19/025 **Calendar of Meeting Dates 2020/21**

Members were asked to consider the meeting schedule 2020/21 for recommendation for approval at the full Council meeting on Tuesday 17 December.

It was RESOLVED that;
The increase in Tuesday evening meetings was an issue. The clerk and chairman of committee would see if any changes could be made prior to approval at full Council.

Cllr Wood declared a personal interest in the next item currently being the chairman in receipt of an allowance.

FGP/19/026 **Fees and Charges 2020/21**

Members were asked to consider the fees and charges for 2020/21 for approval at the full Council meeting on Tuesday 17 December. Members were asked to note that a CPIH rate of 1.5% in October was used as a basis for the increase with some rounding for ease.

It was RESOLVED that;
The fees and charges for 2020/21 be recommended for approval at the full Council meeting.

Cllr Wood abstained from the vote

Cllr Miller gave his apologies and left the meeting at 8.10pm

FGP/19/027 **Budget**

1 Committee budget (Period 7) - October

Members were asked to note the current status of the committee's income and expenditure.

2 Council Finances (Period 7) – October

Members were asked to note the summary of income and expenditure by committee.

3 Committee Draft Budget 2020/21

Members were asked to consider the committee budget for recommendation to full Council on 17 December 2019.

It was RESOLVED that;
The committee budget be recommended for approval at the full Council meeting.

4 Council Budget 2020/21
Following the budget meetings with committee chairman and vice chairman members were asked to consider the core budget (excluding Earmarked Reserves and Project lines that required more work) for recommendation to full Council on 17 December 2019.

It was RESOLVED that;
The core budget be recommended to full Council for approval.

5 Precept
Members received a short presentation from the chairman of committee with a recommendation that there was no need to increase the Precept as balances were healthy and therefore a request for 0.0% change in our Precept charged to householders was proposed. Members were reminded that could be a slight change to the Precept if the housing numbers vary.

It was RESOLVED that;
The proposal for a 0.0% change to the Precept charged to householders be approved.

6 Community Infrastructure Levy (CIL)
Members were asked to note that the current CIL total stands at £6770.00 and needs to be spent by 2021/22.

FGP/19/028 **Questions from council members and the public**
There were no members of the public present.

Cllr Wood wanted to draw members' attention to the new Community Boards which had been signed off – there are now 16 boards and the parish council was currently in a board with Hazlemere, Penn and Beaconsfield.

It was noted that these boundaries could still be subject to change as time goes on if the areas are found not to work.

FGP/19/029 **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 10022 to 10037, BACS payment to Barclays Payflow and direct debits to EE, E-on, Npower and Unicom be approved and signed.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.25pm

Date and time of next meeting: Thursday 13 February 2020 @ &.30pm

Signed: Katrina S A Wood Dated: 17 December 2019

Chepping Wycombe Parish Council

Pending expenditure transactions

3-Dec-19

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10022	AE496/2019	Active Enviropest	Routine Rodent Inspection	40.00	0.00	40.00
x	10023	OP/I022816	Centrewire Ltd	Height restrictor and gate	1,381.00	276.20	1,657.20
	10024		HMRC	Tax & NI - November	2,919.46	0.00	2,919.46
x	10025	22	Nick Judge Groundworks	Installation of height restrictor and gate	2,100.00	420.00	2,520.00
x	10026	38329	Penn Motor Company Ltd	Transit oil and filter change	234.97	46.99	281.96
x	10027	2501417	Spaldings Limited	Masonry Cutting Disc	14.10	2.82	16.92
	10028		Sue Digby	Expenses Aug - Dec	75.00	0.00	75.00
	10029	153472	TBS Hygiene Ltd	Dog Waste Collection - November	588.00	117.60	705.60
x	10030	1911429	Triumph Technologies Ltd	2 x HP laptops and onsite installation	2,643.75	528.75	3,172.50
	10031	30411428	Vale Training Services Ltd	Cat & Gennie training - cheque reissued	400.00	80.00	480.00
x	10032	481424	Viking	CP coffee/Sugar - USB sticks x 3/office coffee	99.24	2.90	
x	10032	484275	Viking	CP poly cups	14.90	2.98	120.02
	10033	397627	Clarity Copiers Ltd	Copy charges - November	39.84	7.97	47.81
x	10034	318714	Country Supplies	Cement & pegs	26.88	5.38	32.26
x	10035	197632	Fleet (Line Markers) Ltd	Line marking paint 10 litres x 4	110.20	22.04	132.24
	10036	36096301119	Wren Davis Ltd	Milk - November	22.50	0.00	22.50
	10037		SSE	Electricity - Derehams Pavilion	2,009.85	0.00	2,009.85
	BACS		Barclays - Payflow	Salaries & Pensions - November 2019	10,425.13	0.00	10,425.13
	DD	V01695720557	EE	Warden's mobile phone - November	17.07	3.41	20.48
	DD	H17DA31FB0	E-ON	Gas - office complex - November	103.70	5.19	108.89
	DD	117002519912	Npower	Electricity - office complex - Aug - Oct	434.77	21.74	456.51
	DD	11862327	Unicom	Landline charges - November	109.40	21.88	131.28
					23,809.76	**1,565.85**	**25,375.61**

Income received since last committee meeting over £500.00

			Detail	Net	VAT	Amount
	CR	Arnold Funeral Services	Burial Fees	1,342.00	0.00	1,342.00
	CR	HMRC	VAT Reclaim - October	4,985.34	0.00	4,985.34
	CR	Benhams Solicitors	Easement -Buckingham Place	3,000.00	0.00	3,000.00
				9,327.34	**0.00**	**9,327.34**

Signed: .... Signed: ....

Date: 3/12/2019 Date: 3.12.19

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 payflow payments as above, along with the relevant purchase order details against the cheques