CHEPPING WYCOMBE PARISH COUNCIL
Finance and General Purposes Committee

Meeting to be held on Thursday, 11 October 2018 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

Committee Members:	Cllr I Forbes (Chairman)	Cllr C Leonard
	Cllr J Herschel (Vice-chairman)	Cllr H Darch
	Cllr M Wilkes	Cllr P Miller
	Cllr C Dodds	Cllr J Gurney
	Cllr L Willis	Cllr K Wood (ex-officio)

Members of the committee are summoned to consider the following business:

AGENDA

1. **Apologies for absence**
2. **Declarations of members' interests in agenda items**
3. **Staff Matters**
   3.1 Staff Absence Report
   3.2 Deputy Clerk update
   3.3 Job description - Warden
4. **Policies & Procedures**
   4.1 CWPC email addresses for councillors
5. **Health & Safety Report**
6. **Legal**
   6.1 Oakwood lease renewal
7. **Neighbourhood Action Group**
8. **Grants**
9. **Community Infrastructure Levy**
10. **Calendar of Meeting Dates**
11. **Website**
12. **Publicity**
13. **Photocopier renewal**
14. **Fixed Asset Register - update**
15. **Annual Return & Governance Statement - update**
16. **Project Summary Status**
17. **WDALC**
18. **Committee Finances**
19. **Budgets 2019/20**
20. **Questions from council members and the public**
21. **Accounts for Payment**

W J Thompson

Wendy Thompson
Clerk to the Council
4 October 2018

AGENDA ITEM 3

Staff Matters

3.1 Staff Absence Report

Members are asked to RECEIVE a report on the sickness absence of staff since the last committee meeting in June.

3.2 Deputy Clerk Update

Members are asked to NOTE that a temporary deputy clerk is still in post. However, as previously approved an advertisement for a permanent deputy clerk is being actioned.

3.3 Job description – Warden

Members are asked to NOTE that the draft job description for the Warden has been completed and members are now asked to APPROVE the contents. APPENDIX A

AGENDA ITEM 4

Policies & Procedures

4.1 CWPC email addresses for councillors

Following approval at the full Council meeting in June for councillors to set up a CWPC only email address, members are asked to advise the clerk if they need assistance or if they are not wanting to change their address.

AGENDA ITEM 5

Health & Safety Report

Since the last committee meeting in June there have been two incidents involving the Warden.

14 September - The Warden was carrying a box of CP tools in Hammersley Lane Cemetery not seeing a hole in the ground; turned his ankle. The foot bruised – ligament tear.

3 October – The Warden slipped on the ramp at the rear of the Transit and turned the same ankle.

AGENDA ITEM 6

Legal

6.1 Oakwood lease renewal

Members are asked to CONSIDER and, if so minded, APPROVE for recommendation to full Council the new terms of the lease for the amenity space at Oakwood, Flackwell Heath. APPENDIX B

Members are asked to NOTE that the annual payment has increased to £30 per annum instead of £1 per annum.

AGENDA ITEM 7

Neighbourhood Action Group

Members are asked to NOTE that the last Chepping Wye Valley NAG meeting was held on 12 July – no minutes have been received to date.

Members are asked to NOTE that the policing team for our area including Hazlemere is being reduced to 3; consisting of one PC and two PCSOs.

AGENDA ITEM 8

Grants

Members are asked to CONSIDER and, if so minded, APPROVE a request from St Peter's Church Loudwater for £180.00 towards a beacon for the commemoration of the end of WW1. APPENDIX C

Members are asked to NOTE that the remaining budget for the current financial year is £300.00.

Members are asked to also NOTE that further requests could be forthcoming as grant application forms have been sent to the Flackwell Heath Bowls Club, Dial-a-Ride and lastly Revive the Wye who are looking for a contribution towards replacing the interpretation board at Boundary Road Recreation Ground.

AGENDA ITEM 9

Community Infrastructure Levy

Members are asked to NOTE that the CIL total stands at £16,159.02 and this must be spent by 2021/22. Some of the projects approved at Works & Services could use a portion of this money is approved.

AGENDA ITEM 10

Calendar of Meeting Dates

Members are asked to NOTE that the new meeting structure and calendar was approved for a trial period of 6 months. Members are asked to CONSIDER the recommendation from the clerk that the frequency of the meetings be reviewed.

AGENDA ITEM 11

Website

Members are asked to NOTE that the working party, consisting of Cllr Forbes, Cllr Herschel, Cllr Miller, Cllr Darch and the clerk, will be setting a meeting date to start the process of planning the updating of the website.

AGENDA ITEM 12

Publicity

Members are asked to NOTE that a publicity meeting would be held shortly.

AGENDA ITEM 13

Photocopier renewal

Members are asked to CONSIDER the recommendation from the clerk to renew the lease on the existing photocopier with a saving of £42.39 a quarter.

AGENDA ITEM 14

Fixed Asset Register Update

Following the Fixed Asset Register being queried by the Internal Auditor members are asked to NOTE that the Clerk will be undertaking a re-assessment of the parish council's assets in line with APPENDIX D. On completion the document will be sent to the Internal Auditor for comment/sign off before being take to full Council for approval.

AGENDA ITEM 15

Annual Return & Governance Statement Update

Members are asked to NOTE that the external auditor has not yet completed the review.

AGENDA ITEM 16

Project Summary Status

Members are asked to NOTE the updated Project Summary Status form APPENDIX E

AGENDA ITEM 17

WDALC

Members are asked to RECEIVE a report from Cllr Herschel following the last meeting of WDALC on 27 September 2018.

AGENDA ITEM 18

Committee & Council Finances (Month 5)

Members are asked to NOTE the current position of the committee's income and expenditure APPENDIX F and the Council finances APPENDIX G

AGENDA ITEM 19

Committee Budgets 2019/20

Members are asked to NOTE that projects for the new financial year should be put forward for budgeting purposes at the next committee meetings.

AGENDA ITEM 20

Questions from council members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 21

Accounts for Payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date and time of next meeting: Thursday 6 December 2018 @ 7.30pm