

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting 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

Present:	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)

Also present: Cllr C Jordan

FGP/18/019 **Apologies for absence**
There were no apologies for absence.

FGP/18/020 **Declarations of members' interests in agenda items**
There were none, however the chairman reminded members to declare an interest in an agenda item if one came up later in the agenda.

FGP/18/021 **Staff Matters**
1 Staff Absence Report
Members received a report from the Clerk on the sickness absence of staff since the last committee meeting in June.

2 Deputy Clerk Update
Members were asked to note that a temporary deputy clerk is still in post. However, as previously approved an advertisement for a permanent deputy clerk was being actioned.

3 Job description – Warden
Members were asked to note that the draft job description for the Warden had been completed and members are were now asked to approve the contents.

It was RESOLVED that;
Approval be given in principle to the job description with the additions as follows;

- ***Section 2 to include 'grounds team'***
- ***Section 3 to include 'other areas that the parish council is responsible for'***
- ***Section 3 & 4 to include 'record and report any boundary failures/encroachments'***
- ***Members to advise of any minor typographical matters***

FGP/18/022 **Policies & Procedures**
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 were asked to advise the clerk if they need assistance or if they are not wanting to change their address.

FGP/18/023 **Health & Safety Report**
Members received a short report from the Clerk;

Since the last committee meeting in June there had 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.

It was RESOLVED that;
more secure footwear be purchased for the Warden to include ankle support.

- FGP/18/024 **Legal**
1 Oakwood lease renewal
Members were asked to consider for recommendation to full Council the new terms of the lease for the amenity space at Oakwood, Flackwell Heath.
- Members were also asked to note that the annual payment had increased to £30 per annum instead of £1 per annum.
- It was RESOLVED that;***
the lease be recommended to full council for approval and signing.
- FGP/18/025 **Neighbourhood Action Group**
Members were asked to note that the last Chepping Wye Valley NAG meeting had been held on 12 July – no minutes were available at the time of writing the agenda, however minutes were circulated at the meeting for members to read.
- It was noted that the team handling the MVAS in Flackwell Heath were struggling.
- Members were asked to note that the policing team for our area including Hazlemere was being reduced to 3; consisting of one PC and two PCSOs.
- It was noted that the policing team have been invited to stop over at the council offices for them to be able to use an area for admin work.
- FGP/18/026 **Grants**
Members were asked to consider a request from St Peter's Church Loudwater for £180.00 towards a beacon for the commemoration of the end of WW1, the remaining budget for the current financial year was £300.00.
- It was RESOLVED that;***
the grant application for £180.00 be approved.
- Cllr Dodds, Cllr Willis and Cllr Gurney abstained from the vote having a personal interest.
- Members were also asked to note that further requests could be forthcoming as grant application forms had been sent to the Flackwell Heath Bowls Club, Dial-a-Ride and lastly Revive the Wye who would be looking for a contribution towards replacing the interpretation board at Boundary Road Recreation Ground.
- FGP/18/027 **Community Infrastructure Levy**
Members were 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.
- FGP/18/028 **Calendar of Meeting Dates**
Members were asked to note that the new meeting structure and calendar had been approved for a trial period of 6 months. Members were asked to consider a recommendation from the clerk that the frequency of the meetings be reviewed.
- It was RESOLVED that;***
The review of meetings date be deferred until the Informal Council meeting with a recommendation to be brought to the next Finance & General Purposes committee in December.
- FGP/18/029 **Website**
Members were asked to note that the working party, consisting of Cllr Forbes, Cllr Herschel, Cllr Miller, Cllr Darch and the clerk, would be setting a meeting date to start the process of planning the updating of the website.
- FGP/18/030 **Publicity**
Members were asked to note that a publicity meeting would be held shortly.

- FGP/18/031 **Photocopier renewal**
Members were asked to consider the recommendation from the clerk to renew the lease on the existing photocopier with a saving of £42.39 a quarter.
- It was RESOLVED that;***
approval be given to the renewal of the lease with Clarity Copiers on the existing photocopier.
- FGP/18/032 **Fixed Asset Register Update**
Following the Fixed Asset Register being queried by the Internal Auditor members were asked to note that the Clerk was undertaking a re-assessment of the parish council's assets. On completion the document would be sent to the Internal Auditor for comment/sign off before being taken to full Council for approval.
- FGP/18/033 **Annual Return & Governance Statement Update**
Members were asked to note that the external auditor had not yet completed the review.
- FGP/18/034 **Project Summary Status**
Members were asked to note the updated Project Summary Status form.
- Cllr Forbes advised that he would undertake a refresh of the document to be brought back to the next committee meeting.
- FGP/18/035 **WDALC**
Members were asked to receive a report from Cllr Herschel following the last meeting of WDALC on 27 September 2018.
- Cllr Herschel advised that the current situation was on the gloomy side, there had only been 9 attendees present at the last meeting. There was a concern about the role and purpose of WDALC.
- On a positive note it was hoped that once the unitary situation had settled WDALC would have more of a voice.
- FGP/18/036 **Committee & Council Finances (Month 5)**
Members were asked to note the current position of the committee's income and expenditure and the Council finances. It was noted that expenditure was slightly below run rate.
- FGP/18/037 **Committee Budgets 2019/20**
Members were asked to note that projects for the new financial year should be put forward for budgeting purposes at the next committee meetings.
- FGP/18/038 **Questions from council members and the public**
Cllr Dodds asked if any committees had been given to Cllr Kin.
The Clerk would contact Cllr Kin and confirm which committee he would like to serve on.
- FGP/18/039 **Accounts for Payment**
Accounts for payment were circulated at the meeting for consideration by councillors.

It was noted that the RoSPA Safety Inspections would be available at the Open Spaces committee and that following confirmation from St Peter's Church the electricity meter at Boundary Road Recreation Ground would be disconnected.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 9635 to 9647 be signed and direct debits to Castle Water, Certas Energy, E-ON, Shell (Fuel Card Services), Salix, Grenke and SSE be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.37pm

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

Signed: 

Dated: 25 October 2018