

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Tuesday, 12 February 2019 commencing at **7.45pm**
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 Staff appraisals and job descriptions
4. Policies & Procedures
 - 4.1 Standing Order amendments
5. Health & Safety Report
6. Neighbourhood Action Group
7. MVAS – Maintenance Contract
8. Grants
9. Website
10. Publicity
11. Council Finances
 - 11.1 Budget lines
12. Committee Finances
13. Budgets 2019/20
14. Questions from council members and the public
15. Accounts for Payment



Wendy Thompson
Clerk to the Council
4 February 2019

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 December.

3.2 Staff Appraisals and job descriptions

Members are asked to NOTE that the staff appraisals are underway and that the job descriptions for the two members of the grounds team have been completed **APPENDIX A**

AGENDA ITEM 4

Policies & Procedures

Members are asked to CONSIDER and, if so minded, APPROVE for recommendation to full council for adoption the amendments to update the Standing Orders received from NALC. Only the pages with an amendment have been included in the agenda. **APPENDIX B**

AGENDA ITEM 5

Health & Safety Report

Members are asked to NOTE that since the last committee meeting in December there have been no incidents.

AGENDA ITEM 6

Neighbourhood Action Group

Members are asked to NOTE that the next meeting is due to be held sometime in March at a venue in Loudwater.

AGENDA ITEM 7

MVAS Maintenance Contract

Following the last committee meeting in December when members were asked to consider a maintenance agreement for the 3 MVAS at a cost of £560 plus VAT, the Clerk was asked to investigate the cover offered.

The committee had resolved that the Chairman, Vice chairman and Clerk could make a decision once further information had been received as to whether the maintenance agreement would be accepted.

Members are now asked to NOTE that the maintenance agreement will not be adopted as it merely covered an annual site visit and inspection and nothing more.

AGENDA ITEM 8

Grants

Members are asked to NOTE that no further applications have been received and that there is £120.00 remaining on the Grant budget line.

AGENDA ITEM 9

Website

Members are asked to NOTE that the working party, consisting of Cllr Forbes, Cllr Herschel, Cllr Miller, Cllr Darch and the clerk, has had two meetings since the last committee meeting, the latter being with our existing web designer.

Members are asked to NOTE that the meeting was successful and a few pages of a concept site will be made available free of charge. The working party are currently happy to undertake this part of the project with our existing web designer as he already has knowledge of the parish council and it's requirement to refresh the website.

Members are asked to NOTE the attached brief which formed the agenda for the meeting. **APPENDIX C**

AGENDA ITEM 10

Publicity

Members are asked to NOTE that the newsletter has been delivered and that preparation for the next newsletter will shortly be underway. Members are asked to make article suggestions for inclusion. Members are also asked for suggestions for publicity events in the summer.

AGENDA ITEM 11

Council Finances

Members are asked to NOTE the current position of the Council finances. **APPENDIX D**

11.1 Budget Lines

Council has recognised that there are sufficient funds in the General Reserve to progress projects for which there are insufficient funds in the appropriate budget line.

Members are asked to CONSIDER as a recommendation to full Council that the Clerk be authorised to overspend the budget lines for the following items:

Cemeteries – Altona Road extension path replacement – grounds maintenance – (£4,500)

Allotments - Shed at Ashley Drive – grounds maintenance – (£2,500)

King's Wood - Improvements to car parking area/picnic path – grounds maintenance – (£7,200)

AGENDA ITEM 12

Committee Finances (Month 10)

Members are asked to NOTE the current position of the committee's income and expenditure **APPENDIX E**

AGENDA ITEM 13

Budget 2019/20

Members are asked to NOTE that a change has been made unless within the committee budget, taking into consideration a slight uplift of 1% to the LGPS and a new national minimum wage of £8.21. **APPENDIX F**

Members are asked to NOTE that no changes were made by the Open Spaces committee and following approval or changes of the Works & Services committee budget the Clerk will take the final budget for approval to full Council on 28 February 2019.

AGENDA ITEM 14

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 15

Accounts for Payment

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

Date and time of next meeting: Thursday 18 April 2019 @ 7.30pm – please note that this meeting date may change due to the timing of the internal audit.