

# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Report of the meeting 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**

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|-----------------|---------------|--------------------------|
| <b>Present:</b> | Cllr H Darch  | Cllr M Wilkes            |
|                 | Cllr P Miller | Cllr J Gurney            |
|                 | Cllr L Willis | Cllr K Wood (ex-officio) |

Also present: Cllr L Johncock, Cllr B Kin, Cllr C Jordan, Cllr S Digby and a Flackwell Heath resident.

***In the absence of the chairman and vice chairman of committee Cllr K Wood was voted in as chairman to preside over the meeting.***

**Members of the committee were summoned to consider the following business:**

FGP/18/057     **Apologies for absence**  
Apologies were received and approved from Cllr Forbes, Cllr Herschel, Cllr Dodds and Cllr Leonard.

FGP/18/058     **Declarations of members' interests in agenda items**  
There were none.

FGP/18/059     **Staff Matters**  
**1 Staff Absence Report**  
Members were asked to receive a verbal report on the sickness absence of staff since the last committee meeting in December.

The clerk advised that there had been two instances of sickness by two of the grounds team both of 2 days.

**2 Staff Appraisals and job descriptions**  
Members were asked to note that the staff appraisals were underway and that the job descriptions for the two members of the grounds team had been completed.

FGP/18/060     **Policies & Procedures**  
Members were asked to consider for recommendation to full council for adoption the amendments to update the Standing Orders received from NALC.

***It was RESOLVED that;***  
***the amendments be taken to full Council as a recommendation for adoption.***

FGP/18/061     **Health & Safety Report**  
Members were asked to note that since the last committee meeting in December there had been no incidents.

It was noted however, that there had been an incident on Sunday 27 January when a member of the CP team had been injured (a branch had hit the individual in the face) and work was suspended. The clerk was asked to contact the services for an update.

FGP/18/062     **Neighbourhood Action Group**  
Members were asked to note that the next meeting is due to be held sometime in March at a venue in Loudwater.

FGP/18/063 **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 were now asked to note that the maintenance agreement would not be adopted as it merely covered an annual site visit and inspection and nothing more.

It was noted that the Flackwell Heath MVAS had issues with the LED lights and the clerk asked Cllr Kin to supply a visual so that it could be sent to SWARCO for their comment and a quote for repair.

FGP/18/064 **Grants**

Members were asked to note that no further applications had been received and that there was £120.00 remaining on the Grant budget line.

FGP/18/065 **Website**

Members were 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 were asked to note that the meeting had been successful and a few pages of a concept site would 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 were asked to note the brief which formed the agenda for the meeting.

It was noted that a vote of thanks be given to Cllr Herschel for all the work he had put into the brief.

FGP/18/066 **Publicity**

Members were asked to note that the newsletter had been delivered and that preparation for the next newsletter would shortly be underway. Members were asked to make article suggestions for inclusion.

Cllr Gurney would do a history article, Cllr Digby advised that she would be attending both the Tennis and Bowls Clubs in Flackwell Heath and should would ask them to provide articles and Cllr Miller put forward Track 6 as a success story.

Members were also asked for suggestions for publicity events in the summer, however none were put forward.

FGP/18/067 **Council Finances**

Members were asked to note the current position of the Council finances.

**1 Budget Lines**

Council had 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 were 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)

***It was RESOLVED that;***

***A recommendation would be taken to full Council for the Clerk to be authorised to overspend the above budget lines as indicated.***

**FGP/18/068 Committee Finances (Month 10)**

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

**FGP/18/069 Budget 2019/20**

Members were asked to note that a change had been made within the committee budget, taking into consideration a slight uplift of 1% to the LGPS and a new national minimum wage of £8.21.

Members were asked to note that no changes had been made by the Open Spaces committee or the Works & Services committee to their budgets therefore the Clerk would take the final budget for approval to full Council on 28 February 2019.

**FGP/18/070 Questions from council members and the public**

There were no questions from the members of the public.

Cllr Kin advised that the NAG was currently looking at an upgraded speed camera. He has arranged for someone to come to the next Finance & General Purposes committee meeting to show the new camera and explain how it works.

Cllr Miller highlighted the ride widening works in King's Wood as a piece for the newsletter.

Cllr Willis advised that the new police sergeant Robin Hughes had attended the Loudwater Forum meeting and promised to continue to maintain a presence. Cllr Wood added that he was also at the LAF meeting.

**FGP/18/071 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 9741 to 9754 and BACS payment to Barclays Payflow and direct debits to Barclays, Castle Water, EE, E-ON, Shell (Fuel Card Services), Unicom and SSE signed prior to the meeting due to a postponement be approved.***

***Cheques numbered 9755 to 9768 be signed and direct debits to Barclays, BT, Castle Water and Shell (Fuel Card Services) be approved.***

The presiding chairman thanked members for their presence and closed the meeting at 8.26pm

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.**

Signed: 

Dated: 28 February 2019