CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Thursday, 18 April 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

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

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**
4. **Policies & Procedures**
   - **4.1 Information & Data Protection Policy**
   - **4.2 Retention & Disposal Policy**
   - **4.3 Management of Transferable Data Policy**
   - **4.4 Data Breach Policy**
   - **4.5 Standing Orders 2019**
   - **4.6 Financial Regulations**
   - **4.7 Publicity Policy**
   - **4.8 Complaints Procedure**
   - **4.9 Risk Management Strategy/Risk Assessments**
   - **4.10 Training**
   - **4.11 Insurance**
5. **Health & Safety**
6. **Legal**
   - **6.1 Tenancy Change request – Telecommunications Mast at Green Dragon Lane**
7. **Neighbourhood Action Group**
8. **Grants**
9. **Website**
10. **Publicity**
11. **Internal Audit**
12. **Annual Return & Governance Statement**
13. **Budget**
    - **13.1 Outturn Review**
    - **13.2 Budget 2019/20**
    - **13.3 Community Infrastructure Levy**
14. **NALC Annual Conference & Exhibition**
15. **Questions from council members and the public**
16. **Accounts for Payment**

W Thompson

Wendy Thompson
Clerk to the Council
11 April 2019

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 February.

3.2 Staff Appraisals

Members are asked to NOTE that the staff appraisals are underway; the clerk, warden and assistant clerk have been carried out and the two grounds man are due to have their appraisals following the Easter break. A Staff Panel will then be convened following the completion of the appraisal process.

AGENDA ITEM 4

Policies and Procedures

Members are asked to CONSIDER and, if so minded, RECOMMEND for adoption at the next full council meeting the following policy documents which can be found of the parish council website www.cwpc.org.uk , however if anyone would like to have a copy prior to the meeting please contact the office;

4.1 Information & Data Protection Policy
4.2 Retention & Disposal Policy
4.3 Management of Transferable Data Policy
4.4 Data Breach Policy
4.5 Standing Orders 2019
4.6 Financial Regulations
4.7 Publicity Policy
4.8 Complaints Procedure

The following items are not available on the website but are for consideration or note.

4.9 Risk Management Strategy/Risk Assessments

Members are asked to CONSIDER and, if so minded, RECOMMEND for adoption at the next full council meeting the Risk Management Strategy attached at **APPENDIX A**.

Members are asked to CONSIDER and, if so minded, APPROVE the following changes to the Risk Register **APPENDIX B**

- inclusion of Election Costs with mitigating actions
- removal of the LED lighting project

Members are asked to NOTE that there is continual monitoring of risk assessments for outdoor work and this is undertaken by the Warden and Clerk with any updating or changes to working practice being made. Members are also asked to NOTE that the CRC (Community Payback) officers have recently visited and updated the risk assessments for all the works undertaken by the Payback teams – copies of the assessment are awaited.

4.10 Training

Members are asked to NOTE that in the past it has been customary to hold 3 training events during the year. Members are asked to come to the meeting with training ideas so that a list can be compiled and session be booked in.

4.11 Insurance

Members are asked to NOTE that the 3 year agreement with Hiscox comes to an end in August this year. The Clerk has already started to obtained quotations from other insurance providers and will present these at the full Council meeting in June for consideration.

AGENDA ITEM 5

Health & Safety

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

AGENDA ITEM 6

Legal

6.1 Tenancy Change request – Telecommunications Mast at Green Dragon Lane

Members are asked to CONSIDER a formal request from Arqiva Services Ltd to be the named tenant on the current agreement we have with EE for the above mast. Members are asked to NOTE that there would be no further changes to the existing lease.

Members are asked to further CONSIDER a proposal to send the request to our solicitor for checking and signing off on our behalf.

AGENDA ITEM 7

Neighbourhood Action Group

Members are asked to NOTE a summary of the minutes of the last NAG meeting held on 13 March 2019 at **APPENDIX C**. The next meeting is due to be held on Thursday 26 June 2019.

AGENDA ITEM 8

Grants

Members are asked to CONSIDER and, if so minded, APPROVE an application from the Flackwell Heath Minors FC, with a view the making a recommendation to full council;

The clerk has checked all the documentation received and it is all in order, in fact the application is an excellent example.

The grant request is for £5,000 - £10,000. Following a meeting with the Head of Delivery for Bucks & Berks FA at which a grant for works to the ground and pavilion was discussed, it was made clear that the football club would need to look for a matched funded scheme and are currently exploring several options.

The proposed works to include;

- Replace the old container
- Re-surfacing of the car parking area
- Replace doors and windows to pavilion along with new security shutters, guttering fascia and painting
- Ventilation for the kitchen
- Changing rooms and toilets– improved showers/radiators/hand driers
- New hot water tank

An initial quotation for the above works has been received by the football club in the region of £33,000.

Members are reminded that the budget line for Grants for the new financial year is £2,500.

AGENDA ITEM 9

Website

Members are asked to RECEIVE a verbal update from the website team.

AGENDA ITEM 10

Publicity

Members are asked to advise of Summer events that might require production of materials. Members are asked to NOTE that the newsletter will be underway shortly

AGENDA ITEM 11

Internal Audit

Members are asked to NOTE that the internal audit was completed by Mr Newhouse on Wednesday 10 April 2019 – all boxes ticked positively. He was pleased to see that we had taken his recommendations relating to further internal controls. Cllr Forbes has signed off the salary run every month and has undertaken a quarterly bank reconciliation. The internal report is awaited.

AGENDA ITEM 12

Annual Return & Governance Statement

Members are asked to CONSIDER and, if so minded, RECOMMEND for approval and signature at the next full council meeting on 2 May 2019. **APPENDIX D**

AGENDA ITEM 13

Budget

13.1 Outturn Review 2018/19

Members are asked to NOTE the outturn review and RECEIVE a short report from Cllr Forbes. **APPENDIX E**

13.2 Budget 2019/20

Members are asked to CONSIDER for recommendation to full Council an increase in the project lines for each committee. The proposed amounts are;

Open Spaces a further £10,000
Works & Services a further £10,000
Finance & General Purposes a sum of £5,000

13.3 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the current CIL total stands at £26,159.02; £8,702.66 needs to be spent by 2020/21 leaving the remaining £17,382.14 requiring to be spent by 2021/22.

AGENDA ITEM 14

NALC Annual Conference & Exhibition

Members are asked to NOTE that NALC are holding their annual event at the Double Tree Hotel in Milton Keynes on 28 -29 October. Please contact the clerk if you are interested in any further information or would like to attend.

AGENDA ITEM 15

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 16

Accounts for Payment

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

Date and time of next meeting: Thursday 26 September 2019 @ 7.30pm