

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

TUESDAY 19 JUNE 2012

Report of the meeting held on Tuesday 19 March 2012
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present :

Cllr. I Forbes Chairman	Cllr. S Herron
Cllr. J Gurney Vice-chairman	Cllr. M Wilkes
Cllr. C Dodds	Cllr. L Willis

Also present: Cllr D Onslow, Cllr J White and Cllr C Jordan

1. Apologies for absence.

Apologies were received from Cllr Herschel, Cllr D Johncock and Cllr K Wood

2. Declarations of members' interests in agenda items

There were none.

3. Sub-committees and Working Groups

At the Annual Council Meeting on 10 May 2012, it was agreed that all Sub-Committee and Working Party appointments be referred to the first Committee Meeting of the Council Year.

The Finance and General Purposes Committee agreed on the following membership of the Publicity Sub-Committee.

J Herschel
I Forbes
L Willis
K Wood (subject to her agreement)

Staff Review Panel was also AGREED comprising of the Council and Committee Chairmen.

No new Sub-Committees or Working Groups were put forward.

4. Audit Reports

4.1 In house Audit

At the Council meeting on 10 May 2012, L Willis and K Wood were appointed the Council's 'In House' Auditors.

These Members have been asked to liaise and agree two suitable dates to conduct the Council's In House Audit during the course of the new Financial and

Council Year 2012/13 and to report back to the Committee with any actions required.

4.2 Internal Audit

The Internal Audit took place on 8 June 2012, following closedown of the accounts and in preparation for the submission of the Annual Return. The audit was undertaken by Don Timms a former Clerk at Stokenchurch. This is a review of procedures and the initial feedback is that there was 'nothing untoward found'.

The Clerk gave a verbal report on recommendations given by Mr Timms:

A Risk management this should be reviewed at least annually and minuted.

B Issuing cheques - it was suggested that the counterfoil and the invoice should be initialled by the signatories.

C Filing of invoices should be in financial period not alphabetical.

D Contracts of employment should be issued and updated for all employees with the disciplinary and grievance procedure inserted.

4.3 Annual Return and Financial Statement

The committee noted the completed Annual Return and Financial Statement for the Year ending 31 March 2012. It was RECOMMENDED that the Annual Return be signed the Council meeting on 28 June 2012. This was proposed by Cllr Wilkes and seconded by Cllr Dodds.

4.4 External Audit

Mazars have been appointed again this year as our external auditors. The Summary Income and Expenditure sheet was discussed and major variances were highlight by the Chairman.

5. Allowances and Expenses

It was NOTED that all members expenses and allowances approved during the year will be published on the website and Council noticeboards.

It was also NOTED that the mileage rate will continue to be kept in line with HMRC's rate of 45p/mile for members and staff.

6. Grants, Subscriptions and Donations

The committee CONSIDERED the list of donations and subscriptions and no changes were made for this financial year.

It was noted that where a committed payment had been missed last year a double would be made within this financial year.

The Clerk was asked to monitor the use of the two organisations, BALC and NALC, throughout the year, as recent experience had proven not to be satisfactory. It was noted that this year's subscription had already been made as a prepayment in the last financial year.

7. Nalc Conference

It was agreed that I Forbes should attend the conference on Wednesday 28 November and that both the clerk and at least one other member should be encouraged to attend and that appropriate reservations be made.

8. Leases

The Clerk gave a verbal report on the situation with the lease a Derehams Park. It was NOTED that, at the present time, there was no lease in place and that further negotiations would be necessary before any decision on the lease could be made.

9. Finance Report

The Chairman gave a verbal report using the detailed income and expenditure report to highlighting the variances as follows:

Amenity Land – overspend on works to Widmer Pond, Fennels Wood and Kingswood.

Leisure Facilities – overspend on allotments at Flackwell Heath, Derehams Park and Straight Bit Recreation Ground.

Works, Services & Planning – overspend on vehicle and equipment maintenance, Cemetery work however footway lighting was under spent.

Finance & General Purposes – underspent on staff salaries and training.

At closedown the budget was in surplus, all approved overspends had been balanced by underspent accounts. The general reserves had been decreased slightly on last year however, the total reserves was still healthy.

The committee NOTED that due to the accounts being closing on 8 June 2012 there were no reports and forecasts available for this financial year as yet.

10. Neighbourhood Development Plans

After discussion the committee AGREED that a training session or talk would be necessary to fully appreciate and understand the subject of neighbourhood planning. It was suggested that the Clerk be asked to contact CPRE with a view to setting up a suitable date for a talk. It is intended to include the Flackwell Heath Residents Association, Penn & Tylers Green Residents Society and the Loudwater Forum in any further training/talk.

11. Accounts for Payment

It was agreed that the accounts for payment, cheque numbers 7521 to 7537 and Payflow transfers be approved for payment and the cheques be signed.

It was noted that cheque number 7536 would need to be void and re-written.

The chairman thanked all present and the meeting concluded at 8.30pm

Signed Dated