

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes Committee meeting held on Thursday 24 September held via Microsoft Teams Under the Local Authorities and Police and Crime Panels (Coronavirus)(Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 (4 April 2020) allowing Local Authorities flexibility to hold meetings at a time, day and frequency to suit their own needs, without the requirement for further notice

The meeting is open to members of the public and press

Present:

Cllr I Forbes – Chairman	Cllr M Wilkes
Cllr J Herschel – Vice-chairman	Cllr R Wilks
Cllr B Kin	Cllr H Darch
Cllr L Willis	Cllr C Dodds
Cllr K Wood (ex-officio)	

Also present: Cllr A Barron, Cllr C Jordan and Mr G Christie (CWPC Warden)

FGP/20/001 Apologies for absence

Apologies for absence were received and approved from Cllr D Johncock (holiday) and Cllr J Gurney (family). Cllr S Digby also tendered apologies.

FGP/20/002 Declarations of members' interests in agenda items

FGP/20/003 Staff Matters

1 Staff Absence Report

Members received a verbal report on the sickness absence of staff since the last committee meeting in February. Members were advised that two members of the grounds team both had a couple of days off sick over the period.

2 Staff Panel Report

Members received a verbal report from the Chairman of committee advising that the Staff Panel would be re-convened to consider the National Pay award of 2.75%. The staff had been given a 2% increase at the beginning of the financial year. The staff performance reports would also be discussed.

For clarification, it was noted that the Staff Panel was made up of the Chairman and Vice Chairman of council and the Chairman of committees.

3 Health & Safety

Members were asked to note that there had been no incidents since the last report on 9 July 2020.

FGP/20/004 Policies and Procedures

1 Disciplinary & Grievance Policy

Members were asked to re view the proposed revisions to the Disciplinary & Grievance Policy.

It was RESOLVED that;

the Disciplinary & Grievance Policy be recommended to full council for adoption with the following addition; Disciplinary Action: a written note would be made on file of the informal conversation.

2 Equality & Diversity Policy

Members were asked to review the new Equality & Diversity Policy.

It was RESOLVED that;

The Equality & Diversity Policy be recommended to full council for adoption.

3 Lone Working

Members were asked to review the new Lone Working Policy.

It was RESOLVED that;

The Lone Working Policy be recommended to full council for adoption.

It was noted that risk assessments for outside work were done and audited each year by the internal auditor. A lone working risk assessment would be ready for review for the next committee meeting to cover all our staff when working alone.

4 Risk Register

Members were asked to note that the Chairman and Vice chairman were revisiting the risk register and this item would be brought back for further consideration at the next committee meeting.

A copy of the current Risk Register would be circulated to all members.

5 Ethical Banking

Members received a report from the Clerk on the investigations and implications of changing to an ethical bank. A final list of 3 will be brought back to the next committee meeting for consideration.

A definition of Ethical Banking would be circulated to all members.

FGP/20/005 Legal

1 Flackwell Heath Scouts – Foul Water Treatment Plant

Members were asked to note that back in 2017 the parish council were made aware that the Scouts were planning to replace the cesspit at the hut with a foul water treatment plant.

In March, a meeting had been planned to discuss the project however, due to lockdown this was not possible, this was conveyed to the Scouts. During August works to remove the cesspit at the Scout Hut began without any prior notice being received. The works had been given Building Control approval however they had not been given permission by the parish council who own the land. The works have been temporarily stopped due to a number of concerns. Concern was raised by members that the work should be competently done and confirmation that the works as it proceeds was being inspected as necessary by building control. The council was also concerned that the work should be covered by insurance to cover any public liability.

It was noted that time was of the essence to enable the HQ to re-open for the use of the Guides and Scouts.

Members were advised that the clerk had been in contact with our solicitor to draw up a document protecting the parish council from any liability for the operation of the plant or installation of the works.

It was noted that a commissioning report would need to be requested once the plant was operational.

2 Green Dragon Lane Recreation Ground Lease

Members were asked to review the revised lease for the Flackwell Heath Minors Football Club. Changes to be noted were that the lease will be for a 10 year period with a 5 year break clause and there is a stipulation to set aside ground for a small play area – this will be included on the plan that will be attached to the lease. Members were asked to comment on the size of the play area required.

It was noted that the base rental would need to be agreed and that information from Cllr Herschel on the size of the required play area would be given to the clerk. The Chairman of committee suggested that the rent be increased by CPI.

FGP/20/006 Grants

Members were asked to consider the attached grant application from Flackwell Heath Minors Football Club, the request being in the sum of £20k - £25k for the re-surfacing of the extension car park at Green Dragon Lane Recreation Ground.

It was RESOLVED that;

The application for the grant should be deferred and a new application form be completed for clarity of the requested monies. Detailed drawings and plan of proposed car park surface were also to be requested.

FGP/20/007 Website

Members were asked to note that the new website will be live shortly and the old website would be taken down.

- FGP/20/008 **Publicity**
Members were asked to note that the parish council newsletter was being resurrected and will be hopefully out for delivery by the beginning of November. Members were asked to submit articles.
- FGP/20/009 **Budget**
1 Committee Finances (Period 5) - August
 Member were asked to note the status of the committee's income and expenditure. The expenditure was slightly below target however the income was on target, this was only to be expected due to the 'lockdown' earlier in the year.
- 2 Council Finances (Period 5) – August and Review of Income & Expenditure**
 Members were asked to note the summary of income and expenditure by committee.
- Members received verbal report from the Chairman of committee following a review of the Income and Expenditure, who advised that the contingency of £5,000 would cover any extra expenditure or loss of rental income due to the pandemic.
- 3 Community Infrastructure Levy (CIL)**
 Members were asked to note the current CIL total that stands at £49,524.66; made up of
 £6770.00 which needs to be spent by 2021/22
 £23,338.58 which needs to be spent by 2022/23
 £19,416.08 which needs to be spent by 2023/24.
- 4 Committee Earmarked Reserve Review**
 Members were asked to review the current level of the Election earmarked reserve that currently holds £6,000. Members were reminded that in May 2015 the election cost £5,969.66.
- It was RESOLVED that;
 the £1,500 put into the EMR each year was enough however, the position would be reviewed following the 2021 elections.*
- 5 Annual Governance and Accountability Return 2019/20 (AGAR)**
 Members were asked to note that the AGAR had been return by the external auditor PFK Littlejohn with a clean bill of health – no issues to report.
- Members thanked the clerk for her work on the annual return as it was submitted on time and had no issues
- 6 Budgets 2021/22**
 Members were asked to note the proposal from the Chairman of the committee to roll forward the budgets in next year with input from committee chairman on any exceptional items. Budgets would be reviewed at the next committee meeting.
- FGP/20/010 **Questions from council members and the public**
 There were no questions.
- FGP/20/011 **Accounts for Payment**
 The account for payment were circulated prior to the meeting to councillors.
- It was RESOLVED that;
 the accounts for payment be approved and cheques numbered 10288 to 10297 be signed and that the BACS payment to Payflow and direct debits to Barclays, BT, Grenke, SSE and Unicom be approved for payment.*

The chairman of committee thanked members for their attendance and closed the meeting at 8.18pm

Date and time of next meeting: Thursday, 26 November 2020

Signed: 

Dated: 15 October 2020

22-Sep-20

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10288	HW00000112816	Adams & Page Ltd	2 front tyres for Isuzu pickup	215.00	43.00	258.00
	10289		Buckinghamshire Council	Building Regulation application	541.67	108.33	650.00
	10290	1531231	Castle Water Limited	Derehams Park & Pavilion	863.79	96.68	960.47
	10291		H H Darch	Phone & broadband expenses: Apr - Jun	45.00	0.00	45.00
x	10292	94675	Landscape Supply Company	Safety boots and gloves	64.70	12.94	77.64
x	10293	20/32	Nick Judge	Work to paths and driveways at Cock Lane Cemetery	9,900.00	1,980.00	
x	10293	20/33	Nick Judge	Supply & install pallisade fencing at Scout Hut, FH	2,700.00	540.00	15,120.00
	10294	SB20200842	PKF Littlejohn LLP	Review of Annual Governance & Accountability Return	1,000.00	200.00	1,200.00
x	10295	1089094108	Trade UK (B&Q)	Paint for bus shelters	14.97	2.99	
x	10295	1089773544	Trade UK (B&Q)	Hammerite for railings, FH	66.67	13.33	
x	10295	1093112573	Trade UK (B&Q)	Paint and brushes for railings at Community Centre, FH	81.20	16.24	195.40
x	10296	1089094094	Trade UK (Screwfix)	Wood preserver for allotment sheds	37.15	7.43	
x	10296	1089773552	Trade UK (Screwfix)	Wood preserver for Ashley Drive allotment shed	41.65	8.33	94.56
	10297		HMRC	Tax & NI - September	2,764.48	0.00	2,764.48
			Barclays	Bank Charges July - August	37.20	0.00	
			Barclays	Loyalty Reward July - August	-6.24	0.00	30.96
	BACS		Barclays Payflow	Salaries & Pensions - Sept	10,856.43	0.00	10,856.43
	DD	QO51GU	BT	Line rental & broadband Sept - Nov	142.80	28.56	171.36
	DD	380874/2020	Grenkeleasing Ltd	Photocopier rental Oct - Dec	99.00	19.80	118.80
	DD		SSE	Footway lighting - August	521.24	78.67	599.91
	DD	12264734	Unicom	Landline August	104.34	20.87	125.21
					30,091.05	3,177.17	33,268.22

Income received since last committee meeting over £500.00

Income received since last committee meeting over 2000000						
	CR	K Green Funeral Directors	Burial	333.00	0.00	333.00
	CR	Arnold Funeral Services	Burial	665.00	0.00	665.00
	CR					
				998.00	0.00	998.00

Signed: _____
Signed: C D Jordan

Date: 25/09/20

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques