

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 21 June 2011** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: I Forbes (Chairman), J Gurney (Vice-chairman) C Dodds, J Herschel, L
Willis, M Wilkes, Ms K Wood

In Attendance: C Jordan, L Turner

FGP/11.019 APOLOGIES FOR ABSENCE
D Johncock (business).

FGP/11.020 DECLARATIONS OF INTEREST
There were none.

FGP/11.019 SUB-COMMITTEES AND WORKING GROUPS
Publicity sub-committee

The following members were appointed:

- I Forbes (Chairman of F&GP)
- J Herschel (Chairman WS&P)
- Ms S Herron
- L Willis (Chairman of Leisure Facilities)
- Ms K Wood (Chairman of Amenity Land)

Staff panel

The following were in accordance with the council's standing orders confirmed as members of the council's staff review panel:

- J Herschel (Chairman of Council and Chairman of WS&P)
- I Forbes (Vice-chairman of Council and Chairman of F&GP)
- L Willis (Chairman of Leisure Facilities)
- Ms K Wood (Chairman of Amenity Land)

Vice-chairmen of standing committees act as alternates

Regulations and Policies Working Group

As agreed at the annual meeting the council is committed to a rolling reviewing of its existing policies over the next few years. The working group is tasked with reviewing the regulations and policies; then after consultation with the committees involved making recommendations to council. The following members were appointed to the working group:

- I Forbes
- J Gurney
- J Herschel
- D Johncock (subject to his agreement)

FGP/11.021 AUDIT REPORTS

Internal Audit

The committee chairman reported that the internal audit had shown that the council had received an unqualified report by Auditing Solutions Ltd and that the Annual Return and Financial Statement would be presented to council for consideration and signature on Thursday 30 June 2011.

The committee confirmed the earlier decision to appoint Mr D Timms of Stokenchurch as the council's internal auditor for the council year 2011/2012. and that both he and the other auditors considered by the Council be notified.

FGP/11.022 REVIEW OF THE COUNCIL'S FINANCIAL REGULATIONS

The committee confirmed that the first task of the Regulations and Policies Working Group should be to review the council's financial regulations.

The review of terms of reference for all Committees, Sub-Committees and Working Groups, and delegated powers would follow later in the year.

FGP/11.023 ALLOWANCES AND EXPENSES

It was agreed that a copy of the council's current expenses policy and rates, including the new HMR&C rate of 45p per mile, would be sent to all members.

FGP/11.024 GRANTS, SUBSCRIPTIONS AND DONATIONS

The proposed annual donations and subscriptions were approved, and the following observations recorded:

- Action4Youth were directly involved in the management and support of the Loudwater Boys Club
- Wycombe Wildlife Trust were involved in the council's contribution to the Revive the Wye project and also in the council's work to improve Kingswood as a community wood and in our 2010 project to provide interpretation boards for the new all-weather, all-ability path in Kingswood off Cock Lane
- BALC/NALC membership; the clerk be asked to keep a log over the next 12 months detailing any benefit we receive from our membership of the two organisations (we cannot be a member of one without being a member of the other)
- M40 Chiltern Environmental Group – year 2 of a 5 year commitment to support them by an annual grant of £200
- NAG: agreed seed money grant of £250 for 2011/2012 to be reviewed against project success and accounts for 2012/13
- RoSPA: now that WDC carry out our playground inspections what direct benefit do we obtain from our continuing grant to them. Review for next year.

FGP/11.025 NALC CONFERENCE

It was agreed that I Forbes should attend the conference on Thursday 22 September and that both the clerk and at least one other member should be encouraged to attend and that appropriate reservations be made

FGP/11.026 LAND REGISTRATIONS

The committee noted that the process of registering our land had 'stalled' and that I Forbes and J Herschel re-consider the process: continuing to use the council's solicitor where necessary but also the opportunity of the council using a local resource to progress more straight-forward applications.

The project has been previously agreed by council and an initial budget allocation agreed (£8,000 plus expenses) with additional funding being available depending upon progress as and when required, either from the annual F&GP budget or from the council's reserve

FGP/11.027 STAFF TERMS AND CONDITIONS

The chairman of the committee advised members that mutually satisfactory terms and conditions had been agreed with the new clerk.

As a consequence the item could be deferred to a future meeting when more information would be available to members.

FGP/11.028 COMMITTEE FINANCES

The contents of the report before members was noted.

- Last year's planned transfers will take place as soon as is practicable
- Transfers to the EMR to also take place for any incomplete projects due in 2010/11 that will definitely proceed
- A revised General Reserve Level will then be reported
- A further review of cost codes will be undertaken
- Forecasting to be improved with the new Clerk
- Accruals reporting to be improved with a simple order book for all orders over £500 (suggested value)

The action to review the 2011/12 budget at the half-year was agreed.

FGP/11.029 ACCOUNTS FOR PAYMENT

It was agreed that the accounts for payment, cheque numbers 7058 to 7082, Direct Debits and Payflow transfers be approved for payment and the cheques be signed.

The meeting concluded at 9.00 pm.

J Herschel
22 June 2011