

CHEPPING WYCOMBE PARISH COUNCIL FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on **Thursday 20th October 2011** commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, Bucks HP10 8DS

UNCONFIRMED

Committee Membership:-

Cllr I Forbes - Chairman	Cllr M Wilkes
Cllr J Gurney - Vice Chairman	Cllr L Willis
Cllr S Herron	Cllr K Wood
Cllr J Herschel	Clerk: Mrs L Turner
Cllr D Johncock	

There were no members of the public present.

1. **Apologies for Absence.** Cllr Dodds.
2. **Declarations of Members' Interests in Items on the Agenda.** None.
3. **Minutes of the previous meeting held on Thursday 21st June 2011.**
FGP11.031 – RESOLVED as a true record and duly signed by the Chairman.
4. **Matters Arising.**
FGP11.032 - FGP11.021 - Cllr Johncock confirmed that he was happy to sit on the Regulations and Policies Working Group.
5. **Items raised at Full Council meeting.**
FGP11.033 - C11.26 & FGP11.022 - The Chairman informed members that due to an error in the brought forward figures on the Annual Return, several numbers had to be changed and then the Return was re-submitted to the auditors and they had approved it and this was **NOTED**.
6. **Presentation on the committee cycle, with particular reference to financial matters.**
FGP11.034 - The Chairman informed new members that there is a five committee cycle starting with Amenity Land, followed by Leisure Facilities, then Works, Services and Planning and then Finance & General Purposes just prior to the full Council meeting. This is done four times a year and new dates will be issued for next year. One date that will have to be changed is the one done this year in May for approving the annual accounts and this will have to be earlier in future - the amended dates will take this into account. He reminded members that, in the January G&GP committee, the budget will be considered in great detail and the precept set for 2012/13 and this was **NOTED**.
7. **Staffing Matters.**
FGP11.035 - Consideration of staffing levels and workload for grounds workers and office staff. The Chairman and Clerk spoke about this issues regarding workload in the office and for grounds staff and after some discussion it was **RESOLVED** that the staffing panel would meet and discuss both aspects and bring back to the next Committee for consideration. It was **RESOLVED** to continue with extra assistance on the accounts for up to three days per month until an alternative is arranged.
FGP11.036 - Report on salaries. The Chairman informed members that, due to changes in staff over the summer, the budget for staff salaries won't be spent this year and it was **NOTED** that there may be an opportunity for an extra-ordinary item to be considered.
8. **Update on committee finances.**
FGP11.037 - The following was **NOTED**:-
 - a) Ear marked reserves have now been updated.
 - b) General reserve - now correctly stated - includes some projects agreed last year but not completed, but which should be completed within this year.
 - c) Items allocated from contingency fund - this will include the barriers at Green Dragon Lane, Flackwell Heath and Derehams Lane, Loudwater.

- d) Forecasting finances - the Chairman informed members that the computerisation of the accounts is now up to the beginning of October and salaries show a definite underspend (as reported earlier in the meeting) and a full report will be brought to the January meeting.
- e) The Clerk informed members that an order book system has now been implemented and is working well.

9. **Audit Report.**

FGP11.038 - Update report on internal audit and comments outstanding.

The following recommendations/comments had been made:-

- a) The Clerk should examine all journals prepared on the accounting system ensuring their appropriateness, also signing each off as evidence of that review.
- b) The duplicated journal requires further investigation and correction to ensure that the PAYE/NIC control account reflects the true liability at the end of September 2010 to HMRC.
- c) Risk assessments - no issues arise in this area warranting formal comment but we would remind the Clerk and Council that risk assessments should be subjected to annual scrutiny and update, the outcome being presented to members for formal consideration and adoption. We understand consideration will be given to this shortcoming in 2011-12.
- d) We noted that during the period from December 2010 to March 2011 the filing of invoices had not been carried out in cheque number order, as it was previously: we assume that this was due to a change in staff. The invoices were later identified out of order and it seemed that there was no reason for this. Staff are aware of this inconvenience and plan to restore the filing order to the previous level. No matters have been identified among the test sample warranting any comment or action.

FGP11.039 - Update on external audit and comments outstanding. The Clerk informed members that the annual return had now been received from the external auditors and had been accepted. The following comments had been made and were **NOTED**:-

- a) The Annual Return had not been submitted by the date requested.
- b) It had been necessary for the Annual return to be sent back for amendments to be made.
- c) A reconciliation between boxes 7 and 8 in section 1 and a bank reconciliation had not been provided.
- d) The analysis of reserves provided did not reconcile to the balance shown in box 7.
- e) The Council must ensure it takes appropriate action to address the matters raised by the internal auditor in their detailed report.

It was **NOTED** that the annual return would now be published on the Council's website.

FGP11.040 - Report on consolidated stock. Cllr Gurney and Cllr Forbes gave information on this matter and it had been **AGREED** that the consolidated stock be sold and then the funds allocated to the Council's bank account. It was **NOTED** that the Clerk and Chairman had previously been authorised to maximise the Council's interest bearing accounts and make such changes as required, bearing in mind the safety of the deposits.

10. **Council Regulations and Policies.**

FGP11.041 - Review of standing orders - papers attached. The Clerk spoke to this item and several members made comments. It was then **AGREED** that the Clerk would re-send the draft with items taken out shown with a 'strike through' for clarity, so that these could be considered at the full Council meeting in November.

Cllr Gurney gave apologies and left at this point in the meeting, at 9.25pm.

11. **Grants, Subscriptions and Donations.**

FGP11.042 - The following grants to local organisations were considered and **AGREED**:-

- a) A donation of £250 be made to Thames Valley & Chiltern Air Ambulance Trust.
- b) A donation of £250 be made to Hazlemere & Chepping Neighbourhood Action Group.
- c) Donations to parishioners for litter picking be made as follows:-

Miles Green - to Penn Trust	£ 150
Lady Jane Heath - to Penn Trust	£ 40
Michael Dewey - to Alzheimer's Society	£ 30
Michael Dewey - to NSPCC	£ 30
Jeff Herschel - used by Council for bulbs	£ 70
- d) Donations be made to organisations for newsletter delivery, as follows:-

Penn & Tylers Green WI (1850 copies)	£ 115
Loudwater Guides (1850 copies)	£ 115
Flackwell Heath Scouts (2750 copies)	£ 165

FGP11.043 - P&TG Jubilee Committee had submitted a request for £1,000 for the jubilee celebrations in June 2012. It was **NOTED** that they are working with the P&TG Residents' Society but are a separate committee. Some questions had been raised about what the money would be spent on and whether a loan would be more appropriate, to be repaid after the celebrations and it was therefore **AGREED** that the Clerk would write to the committee offering a loan and asking for more information for the next F&GP meeting to consider.

FGP11.044 - The Clerk reported that there had also been a request from the Flackwell Heath Cherry Fayre Committee for a grant towards the running of the 2012 Fayre. Cllr Johncock declared an interest as a member of that committee and informed members that the reason for the request is that there are no funds available as a fall-back, or for things such as deposits. It was **AGREED** to offer a loan of £500, to be repaid once the fayre is over.

12. Land Registration - Update.

FGP11.045 - It was **NOTED** that no further action has been taken on this matter to-date.

13. Transfer of Land to Hazlemere Parish Council.

FGP11.046 - The Clerk and Cllr Herschel gave information about a small strip of land at Hazlemere that appears to be still registered with CWPC and not handed over when Hazlemere became its own Parish Council. It was **AGREED** that the Clerk would arrange for the land to be properly registered and handed over at minimum cost to the Council.

14. Update from sub committees and working groups. None.

15. Consideration of revision of fees and charges.

FGP11.047 - Details had been provided on some of the charges but, as this was incomplete, it was **AGREED** to bring this item back to the next F&GP meeting with a range of options for further consideration.

16. Calendar of meetings for 2012.

FGP11.048 - A draft of the dates for 2012 had been provided but it was **AGREED** that these be re-considered and brought back to the Council meeting for further consideration.

At this point in the meeting it was **RESOLVED** to suspend standing orders with regard to the length of the meeting, as it was 10pm.

17. Accounts for Payment.

FGP11.049 - It was **RESOLVED** to accept the accounts for payment and for the cheques to be signed - details to be attached to these minutes.

18. Confidential Items.

For the following items, it was **RESOLVED** that the public and press be excluded from the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted, regarding contract quotations.

FGP11.050 - Maintenance works on roadway at Loudwater cemetery. Information was given to members regarding the state of the road at the cemetery and it was agreed that this was required urgently. It was therefore **RESOLVED** to recommend to full Council to proceed with this work as soon as possible.

FGP11.051 - Maintenance of roadway at allotments, Lawrence Way, Flackwell Heath. Information was given to members on this matter and, after some discussion, it was **RESOLVED** that this matter be referred back to the Leisure Committee for further consideration. It was recommended that all members visit the site for clarification.

19. Date of the next meeting.

The next meeting is scheduled for Tuesday 17th January 2012.

There being no further business, the meeting closed at 10.15pm.

Signed Date

Chepping Wycombe Parish Council
Pending expenditure transactions

20-Oct-11

Cheque	Detail	Amount
7218	Information Commissioner - renewal of registration (Data Protection)	35.00
7219	Veolia Water - water rates at TG allotments: 150.72	
	and Widmer pond: 32.96	183.68
7220	TBS Hygiene Ltd - emptying dog bins	396.00
7221	Tuckett Farm Services Ltd - repair roof on workshop and associated works	5,904.00
7222	Southern Electric - street lighting energy	821.96
7223	E-on - gas supply for offices	78.98
7224	GDT (Fire Extinguishers) Ltd - six monthly fire alarm service	84.00
7225	Big Mower Co - strimmer repair (probation workers)	72.18
7226	Trade UK (Screwfix) - glue for use in workshop	27.98
7227	Three Counties Business Machines Ltd - copy usage for photocopier	22.93
7228	Briants of Risborough Ltd - repair pruner: 116.58	
	and replacement safety trousers for Jonathan Kingsland: 84.64	201.22
7229	Hawes Plant & Tool Hire Ltd - pressure washer hire re play eqpt	72.00
7230	Clear Up Skips - remove rubbish from yard	300.00
7231	David Stocks - install height barriers at Derehams Lane & Green Dragon Lane	936.00
7232	Mr D Tracey - repair to car window broken by strimmer	75.00
7233	Mazars - external annual audit fee	1,284.00
7234	Garage Doors Central (HW) Ltd - supply and install replacement garage door	540.00
7235	Orange - mobile phone costs for Warden	28.34
Total £		11,063.27

We have compared the invoice details against the cheques,
 which agree, and therefore signed the cheques

Signed Signed

Date