

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes meeting held on **Thursday 26 November 2020** at **7pm 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 was 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 J Gurney
Cllr H Darch	Cllr D Johncock
Cllr C Dodds	Cllr K Wood (ex-officio)

Also present: Cllr A Barron, Cllr C Jordan and Cllr J White

FGP/20/011 Apologies for absence

Apologies for absence were received and approved from Cllr Willis (family).

FGP/20/012 Declarations of members' interests in agenda items

None were received at this point.

FGP/20/013 Staff Matters

1 Staff Absence Report

Members received a short report on the sickness absence of staff since the last committee meeting in September. The Clerk advised that both the grounds man had been off sick – both had been absent on two occasions one totaling 6 days and the other who was current off sick had already incurred 6 days.

FGP/20/014 Policies and Procedures

1 Risk Register

Members were asked to review the Risk Register following further work undertaken by Cllr Herschel. Members were asked to recommend the Risk Register for approval at the next full council meeting in December.

It was RESOLVED that;

The risk register be recommended for approval on the understanding that further work on the frequency and responsible person, along with the inclusion of COVID 19 risks to staff and public was required in due course also a checklist would be prepared by Cllr Herschel.

It was noted that it was imperative that contact be made with the Chairman and Vice chairman of the Council in the event of any incident.

It was also noted that backups were taken every hour up to the Cloud.

The Clerk was asked to check the Cloud protection following cybersecurity issues in other council areas.

2 Anti-harrassment and Bullying Policy

Members were asked to consider the model policy from NALC. Members are advised that this policy will be new to the council.

It was RESOLVED that;

the policy was not, in its present state, to be recommended for adoption. The clerk was asked to contact NALC to clarify the issues of 'Informal resolution' and good/bad faith.

3 Lone Working Risk Assessment

Following the last committee meeting in September the Clerk, with the assistance of the Chairman of committee, worked on the above risk assessment; specifically for office staff with the addition of a line on lone working for the grounds team. Members were asked to review the assessment with a view to recommending for approval at full council.

It was RESOLVED that;

The Lone Working Risk Assessment be recommended to full Council for adoption.

4 Ethical Banking

Members were asked to note that work on finding the best three banks for recommendation to the committee is ongoing and would be brought to the next committee meeting in February.

5 In house Audit

Members were asked to note that the in-house audit team of two councillors are nominated at the Annual Council meeting each year. The current in-house audit team of Cllr L Willis and Cllr C Dodds were asked to arrange a time to come to the office and undertake an audit before the end of the financial year.

FGP/20/015 Health & Safety

Members were asked to note that there have been no incidents since the last committee meeting in September.

FGP/20/016 Legal

Flackwell Heath Scouts & Guides – Waste-Water Treatment Plant

Members were asked to note that a signed agreement has been received from the Scouts & Guides ensuring that they have full responsibility for the ongoing care of the waste-water treatment plant. Works appear to have been completed and the ground put back. The Clerk has requested the commissioning report.

FGP/20/017 Grants

Members were asked to note that the current budget line for Grant stands at £5,000. Payments, for already approved grants in the last year, to Flackwell Heath Minors Football Club for £1,000, have yet to be made but an accrual was made in last years' numbers. A grant of £1,500 was approved for the Flackwell Heath Scouts & Guides but this has now lapsed being originally approved in January 2017.

Members were asked to consider the 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. The club understands that planning permission is required for any works to the area and will undertake the application process only when they have the money to cover the cost of the works.

It was RESOLVED that;

no grant would be approved until planning permission had been obtained due to the car park being in the Green Belt. Any grant towards the car park would only be small and not for the whole or majority amount.

It was noted that the car park was for the sole use of the football club. There could be potential security risks for the car park to be left open throughout the day.

It was also noted that there was a car parking issue at the Green Dragon Recreation Ground and extra parking was badly needed.

FGP/20/018 Publicity

Members were asked to note that the first draft of the newsletter had been sent to the printers.

It was noted that the Dementia Friendly leaflet was also being printed so that it could be delivered with the newsletters.

FGP/20/019 Calendar of Meeting Dates 2020/21

Members were asked to consider the meeting schedule for 2021 up to May for approval at the full Council meeting in December.

It was RESOLVED that;

Prior to approval at full Council the purdah requirements needed to be checked, this may lead to some meetings being moved.

Cllr Wood declared an interest being in receipt of the Chairman's Allowance

FGP/20/020 Fees and Charges 2021/22

Members were asked to consider fees and charges for 2021/22 for approval at the full Council meeting in December. Members were asked to note that no increase was being recommended for next financial year.

It was RESOLVED that;

The Fees & Charges 2021/22 be recommended to full Council for approval.

Cllr Wood abstained from the vote

FGP/20/021 Budget

1 Committee budget (Period 7) - October

Members noted the current status of the committee's income and expenditure.

2 Council Finances (Period 7) – October

Members noted the summary of income and expenditure by committee.

3 Open Spaces Project Line 2020/21

Members were asked to consider the virement of £20,000 to cover the following projects inter alia:

- Orchard Green hedge £13k
- Replacement Allotment gate FH £2.5k
- Fencing completion Magpie Wood £2k

It was RESOLVED that;

The virement of £20,000 from our reserves be recommended to full Council for approval.

4 Works & Services Project Line 2020/21

Members were asked to consider the virement of £5,000 to cover committee projects.

It was RESOLVED that;

The virement of £5,000 from our reserves be recommended to full Council for approval.

5 Committee Draft Budget 2021/22

Members were asked to consider the committee budget for recommendation to full Council in December.

It was RESOLVED that;

The committee budget be recommended to full Council for approval, with the deletion of the Projects Line in the sum of £12,000.

6 Council Budget 2021/22

Following each committee's consideration of their budget meetings with committee chairman and vice chairman members were asked to consider the budget for recommendation to full Council in December.

It was RESOLVED that;

The budget be recommended to full Council for approval.

7 Precept

Members received a short presentation from the chairman of committee with a recommendation that there was no need to increase the Precept as our balances are healthy and therefore a request for 0.0% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept if the housing numbers vary.

It was RESOLVED that;

The precept request for a 0.0% change charged to householders be recommended to full Council for approval.

8 Community Infrastructure Levy (CIL)

Members were asked to note that the current CIL total stands at £45,238.00. £2,480 which needs to be spent by 2021/22, £23,338.58 which needs to be spent by 2022/23 and £19,416.08 which needs to be spent by 2023/24.

It was noted that the criteria for spending the money needed to be checked and would be added to the next agenda for information.

FGP/20/022 Questions from council members and the public

Cllr D Johncock thanked Cllr Dodds for moving the defibrillator from the British Legion FH site to the Community Centre. This was seconded by Cllr Herschel.

Cllr Kin asked whether the CIL money could be used for an additional groundscrew for the MVAS in Treadaway Road Flackwell Heath. Cllr Barron and Cllr R Wilks were now on the Flackwell Heath MVAS team.

This would be further considered.

FGP/20/023 Accounts for Payment

Accounts for payment were circulated for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10346 to 10356 be signed and that BACS payments to Barclays Payflow and WDALC be processed and direct debit payments to E-On, N-power and Unicom be approved.

The following cheque payments were also noted and approved cheque numbers 10341 to 10345.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it is RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.

Confidential Item – Staff Panel Report

As two hours meeting time had been reached the Chairman sought and received committee members agreement to continue for a further 20 minutes to conclude the business.

The Clerk withdrew by turning off her screen and sound and left the room and returned when in receipt of a phone call at the end of the meeting. Members suggested that a better Teams mechanism be used in future if practicable.

Cllr Herschel objected in the strongest terms to not having had sight of the confidential proposals prior to the meeting and promptly withdrew from the meeting.

The Chairman took members through the background to the proposals and outlined the four areas needing the support of the committee to go as recommendations to Full Council.

After questions and debate the proposals of the Staff Committee were unanimously approved for recommendation to Full Council for implementation from 01 April 2020 for the financial year 20/21.

- To uplift all salaries and wages by a figure of 2.75%*
- To increase cleaner's salary to ensure Living Wage paid*
- To increase the Clerk's salary by a further 1.5%*
- To award one off bonuses to the staff members totalling £3,700.00 for the year 2019/20*

The Clerk was called back to the meeting.

The chairman thanked members for their attendance and closed the meeting at 9.20pm

Dated: 

Dated: 17 December 2020

25-Nov-20

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10346	AE1000/20	Active Enviropest	Routine Rodent Inspection - Nov	40.00	0.00	40.00
x	10347	HW0000115023	Adams & Page Ltd	New tyre for trailer	50.00	10.00	60.00
x	10348	11534	Defib Store Ltd	Electrode pads for defib - Community Centre Flackwell Heath	47.00	9.40	56.40
x	10349	EA33695	Earth Anchors Ltd	Dog waste bin - Ashley Drive Recreation Ground	137.95	27.59	165.54
	10350	6107281	Grange Security Systems	Call out - CCTV Checked	65.00	13.00	78.00
	10351		HMRC	Tax and NI - November	2,773.88	0.00	2,773.88
	10352	GM794032	Idverde Limited	Totteridge Common - Hedge Flailing	155.00	31.00	186.00
x	10353	96074	Landscap Supply Company	Safety boot, belt strapping, rubber tree pads	96.20	19.24	115.44
x	10354	135579	R T Machinery Ltd	Trailed grass harrow	975.00	195.00	1,170.00
x	10355	1111518521	Trade UK (B&Q)	Padlock for Derehams Car Park gate	11.67	2.33	14.00
x	10356	1238400	WEL Medical Ltd	Defib External Cabinet - Community Centre Flackwell Heath	504.95	100.99	605.94
	DD		Barclays	Bank Charges Sep-Oct	97.44	0.00	
			Barclays	Loyalty Reward Sep - Oct	-18.29	0.00	79.15
	BACS		Barclays Payflow	Salaries & Pensions - Nov	10,847.03	0.00	10,847.03
	BACS		WDALC	WDALC subscription	20.00	0.00	20.00
	DD	H192E41B9E	E-ON	Gas - council offices	133.82	6.69	140.51
	DD	101003071402	Npower	Electricity - council offices	497.37	24.87	522.24
	DD	12354295	Unicom	Landline charges - Nov	130.72	26.14	156.86
					16,564.74	466.26	17,031.00

Income received since last committee meeting over £500.00

			Burials	718.50	0.00	718.50
			Burials	890.00	0.00	890.00
				1,608.50	0.00	1,608.50

Signed: *C D Jordan*Date: *30-11-20*

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