CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 11 February 2021** 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 R Wilks	Cllr B Kin
	Cllr J Gurney	Cllr L Willis
	Cllr H Darch	Cllr D Johncock
	Cllr C Dodds	Cllr K Wood (ex-officio)

Also present: Cllr A Barron, Cllr C Jordan and Cllr L Johncock

FGP/20/024 **Apologies for absence**
Apologies for absence were received and approved from Cllr Herschel (unwell).

FGP/20/025 **Declarations of members' interests in agenda items**
Cllr Darch declared at interest in agenda item 7.1 being a governor at the First School.

FGP/20/026 **Staff Matters**

1 Staff Absence Report

Members receive a report on the sickness absence of staff since the last committee meeting in November.

The clerk advised that both the grounds men had been off sick over the period; one for 3 days with a sprained ankle and the other for 6 weeks due to a bacteria infection, initially caused by a puncture wound at work. Members were advised that protective clothing had been purchased to avoid any further issues.

FGP/20/027 **Policies and Procedures**

1 Ethical Banking

Members were asked to note that due to the recent lockdown banks were not opening new accounts and are unwilling to provide interest rate information. This item has been be put on hold until later in the year when a more informed decision can be taken.

2 Internal Auditor

Members were asked to consider, with a view to recommending, the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2020/21. Last year Mr Newhouse's fee was £325.00.

It was RESOLVED that;
A recommendation be taken to full Council to re-appoint Mr E Newhouse to undertake the current financial years internal audit.

FGP/20/028 **Health & Safety**
At the time of writing the agenda members were asked to note that there had been no incidents since the last committee meeting in November. However, on the day of the meeting one of the grounds team had an incident at Derehams Recreation Ground, managing to burn his hand when setting a fire to dispose of rubbish. The incident had been caused by a lapse in concentration and will not happen again.

FGP/20/029 **Legal**

1 Flackwell Heath Scouts & Guides

Members were asked to note that further work had been undertaken without prior permission at the above site. A concrete pad has been laid on the leased site. The clerk contacted the Scouts who advised that they felt that no permission was required.

Members felt that an improved relationship with the Scouts and Guides would be beneficial to both sides and a suggestion was made that the Executive Committee be approached to accept a representative from the parish council to attend their meetings. The clerk to contact the Executive Committee.

This item to be taken to full Council for approval along with retrospective approval of a container placed on the site in 2008.

2 Flackwell Heath Scouts & Guides – Waste-Water Treatment Plant

Members were asked to note the commissioning report for the above plant.

Members felt that the report did not give enough comfort to the standard of effluent through the plant and the clerk was asked to contact the Company – Lemon Drainage Services Ltd – to obtain a more detailed report.

3 Wayleaves with Openreach – Rays Lane & Nursery Lane, Tylers Green

Members were asked to note that Openreach would be undertaking cabling works around Tylers Green, a wayleave had been drawn up to cover the work. Following completion a 6 month return to site has been included for further making good to the tracks. Any costs incurred to be covered by Openreach.

FGP/20/030 **Grants**

1 Tylers Green First School

Members were asked to consider the grant application for a wi-fi burglar alarm system for the school. The application request was for £1,000, which would be a 50% contribution toward the alarm. However, on received further information it appears that the alarm system will be £4,000 rather than the initial £2,000.

It was RESOLVED that;
A recommendation of 50% of the cost, up to £2,000, be awarded to the school for consideration and approval at full Council.

2 Flackwell Heath Scouts & Guides

Members were asked to consider the renewed application from the Flackwell Heath Scouts & Guides for a contribution towards the recently completed waste-water treatment plant of £1,500. Members were reminded that this grant had originally been approved in January 2017 but lapsed due to the time taken to install the plant.

It was RESOLVED that;
The grant of £1,500 be re-instated and paid.

FGP/20/031 **Publicity**

Members were asked to note that the newsletter was ready for delivery, along with the Dementia Friendly Community leaflet.

It was noted that the clerk was thanked for her assistance with the Dementia Friendly Community leaflet.

FGP/20/032 **Website**

Members were asked to note that the website was now up and running but still in maintenance mode. Our web designer still has control of all the updating.

FGP/20/033 **Town and Parish Charter**

Members were asked to consider the Charter with a view to making comments by 7 March 2021. Discussion lead by Cllr Katrina Wood.

The following areas of concern were noted;

1. a strong push towards devolution of services, with a request to agree to a policy on devolution that had not yet been published
2. do all parishes have to sign the Charter or is it signed on their behalf; making it a fait accompli.
3. not being asked to comment on permitted development applications.

It was RESOLVED that;
Members had a further week to send their comments to the clerk relating to the Charter. The clerk in conjunction with the Chairman would put together a response which would be circulated to all councillors prior to being sent.

FGP/20/034 **Budget**

1 Committee budget (Period 10) - January

Member were asked to note the current status of the committee's income and expenditure.

2 Council Finances (Period 10) – January

Members were asked to note the summary of income and expenditure by committee. Cllr Forbes highlighted that there would possibly be a slight surplus at the end of the year.

3 EMR report and proposals

Members were asked to consider the current EMR position, with a view to recommending an increased transfer at the end of the year of £10k into the Cemeteries EMR from the surplus in the Cemeteries income budget line.

It was RESOLVED that;
An increased transfer of £10k into the Cementeries EMR be taken to full Council for approval.

Members were also asked to consider the recommendation from the Open Spaces committee to vire to the Play Equipment EMR, £12,779.00 for an inclusive roundabout, £16,000.00 for fencing around the play area with the possible inclusion of a zipline in the region of £11,000

It was RESOLVED that;
A recommendation to transfer £40,000 to the Play Equipment RMR be taken to full Council for approval.

4 Community Infrastructure Levy (CIL)

Members were asked to note that the current CIL total stands at £32,378 following the approval of £12,860 for fencing around the play area at Ashley Drive.

FGP/20/035 **Questions from council members and the public**

Cllr Forbes highlighted the Community Board – Cllr Wood advised that the next meeting was to be held on 16 February.

The parish has some applications which have been lodged with TfB for costing and design – yellow lines, gates at the Fassetts Road/London Road footpath, Ashley Drive layby parking scheme and the bench at the end of Northern Wood, Flackwell Heath.

It was noted that Cllr Barron was the council's representative and all Community Board projects/communication should go through him.

FGP/20/036 **Accounts for Payment**

Accounts for payment were circulated at the meeting for note.

Payment made were cheque numbers 10398 to 10410 and BACS payment to Barclays Payflow, direct debit payments to Castle Water, EE, E-On and NEST.

The chairman of committee that members for their attendance and closed the meeting at 8.21pm

The committee wished Cllr Herschel a speedy recovery

Date and time of next meeting: Thursday 15 April 2021 @ 7pm – via TEAMS

Signed: Katrina S A Wood Dated 25 February 2021

Chepping Wycombe Parish Council

Pending expenditure transactions 2-Feb-21

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	10398	378130	Checkprint Limited	Cheque books x 4	166.90	33.38	200.28
	10399	415666	Clarity Copiers Ltd	Copy charges - January	32.94	6.59	39.53
x	10400	7799	Clarke & Allen Gardeners Ltd	Mower - change blades	40.83	8.17	
x	10400	7813	Clarke & Allen Gardeners Ltd	Hedge trimmer - filter and carb replacement	112.05	22.41	
x	10400	7814	Clarke & Allen Gardeners Ltd	Hedge trimmer - replace broken head	30.00	6.00	219.46
x	10401	353222	Country Supplies	Bark mulch for Loudwater Memorial & Orchard Green; 6 wooden rails for Kings Wood fence repair; claw hammer	422.60	84.52	507.12
x	10402	211947	George Browns Ltd	Initial 50hr service on Kubota	257.20	51.44	308.64
x	10403	45220	Good Directions Ltd	Southampton memorial bench - Derehams Lane	620.00	124.00	744.00
	10404	2021/154	Simon Hill	Window Cleaning	35.00	0.00	35.00
x	10405	77521949	Perrys Motor Sales Ltd	Repairs & service on Ford Transit Tipper	371.50	74.30	445.80
x	10406	3143	K & S Walker Ltd	12 yard skip - depot	320.00	64.00	384.00
	10407	136374	R T Machinery Ltd	Rohr AC Welder	125.00	25.00	150.00
	10408	19353	Scoop Dotty Dog Ltd	Dog bin collection - January	375.20	0.00	375.20
	10409	2102050	Triumph Technologies Ltd	Microsoft Enterprise, Audio Conferencing, SharePoint - Feb	58.20	11.64	
	~~10410~~ 10409	2102051	Triumph Technologies Ltd	6 months Network Support, Email Hosting, Backup Provision	1,188.00	237.60	1,495.44
	BACS		Barclays Payflow	Salaries & Pensions - Jan	10,945.61	0.00	10,945.61
	DD	5014055	Castle Water	Widmer Pond Oct-Mar	353.43	0.00	353.43
	DD	V01837480229	EE	Warden's mobile phone - Jan	17.69	3.54	21.23
	DD	H19656F616	E-ON	Gas - Council Offices Dec-Jan	220.56	44.11	264.67
	DD		NEST	Pensions	626.12	0.00	626.12
	~~DD~~	~~316607590038~~	~~SSE~~	~~Front Common Supply Oct-Jan~~	~~55.49~~	~~2.77~~	~~58.26~~
					16,374.32	**799.47**	**17,173.79**

Income received since last committee meeting over £500.00

			Little Buddies	378.00	0.00	378.00
			Burials	1,334.05	0.00	1,334.05
			HMRC VAT	4,485.49	0.00	4,485.49
				6,197.54	**0.00**	**6,197.54**

Signed: [illegible] Signed: C D Jordan

Date: 3/2/21 Date: 3 - 2 - 21

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