

CHEPPING WYCOMBE PARISH COUNCIL



Members of the council are summoned to attend the Annual Council meeting to be held on **Tuesday 18 May 2021 at 7.30pm** at the **Council Chamber**, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Due to social distancing requirements any members of the public or press wishing to attend the meeting need to do so via the TEAM link as the end of the agenda

AGENDA

1. Election of chairman of the council

To elect a chairman of the council until the next annual meeting of the council. Once elected, the chairman is required to make a declaration of acceptance of office.

2. Election of vice-chairman of the council

To elect a vice-chairman until the next annual meeting of the council. Once elected, the chairman is required to make a declaration of acceptance of office.

3. Apologies for absence

4. Declarations of members' interests in agenda items

5. General Power of Competence

The general power of competence is a statutory power which allows Local Councils to do anything that individuals generally may do¹, within the law. The power is one of 'first resort' and allows the Council to work in partnership with other stakeholders, provide a service, support a school or invest in local businesses.

Council is asked to CONFIRM that they meet the following eligibility criteria;

- at least two thirds of the council were elected.
- A qualified Clerk.

¹ Localism Act 2011 s. 1-8

6. Election of standing committees of the council

Council is asked to CONSIDER the membership of the standing committees as below:

Open Spaces

John Gurney
Les Willis
Clive Jordan
Sharon Herron
Ian Forbes
Katrina Wood
Liz Johncock
Luca Webb
Dave Johncock
Sue Digby

Works & Services

John Gurney
Chris Dodds
Clive Jordan
Katrina Wood
Steven Barrett
Haydn Darch
Alec Barron
Liz Johncock
Jeff Herschel
Roger Wilks

Finance

Les Willis
Chris Dodds
Robert Kin
Ian Forbes
Haydn Darch
Steven Barrett
Jeff Herschel
Alec Barron
Dave Johncock
Roger Wilks

Unless appointed to serve on a committee, the chairman and the vice-chairman of the council are ex-officio members of all committees.

It is the council's policy to appoint three members from Tylers Green and Loudwater and four members from Flackwell Heath to each of the three standing committees. Each member traditionally sits on two and sometimes three of the council's standing committees.

(a) Election of chairmen and vice-chairmen of committees

Council is asked to NOTE that the election of the chairmen and vice-chairmen of the Open Spaces and Works and Services committees will take place at their first scheduled meeting.

Members of the newly formed Finance & General Purposes committee are asked to nominate and elect a chairman and vice-chairman, as the next scheduled meeting of this committee is not until September.

(b) Planning

Council is asked to CONSIDER and, if so minded, APPROVE;

- the planning representatives for each ward rotate the chairmanship of the Planning meeting by agreement amongst themselves;
- all members are welcome to attend;
- quorum of these meetings will be 3;

Council is asked to elect one planning representative from each ward.

(c) Appointment of sub-committees

The appointment of sub-committees and working parties is at the discretion of the appropriate standing committee and takes place at their first meeting.

(d) CWPC In-House Auditors

While every member of the council is required to accept responsibility and oversight of financial and policy matters, it is the council's practice to appoint two members to satisfy themselves that the council's affairs are in order and the appropriate restraints and regulations are being met.

It has been the council's policy to rotate one of the auditors each year so that each auditor serves a two year term of office (with the longer serving member mentoring the newer member on the practice and responsibilities of the role).

The meeting is asked to appoint two members as In-House Auditors or to refer the appointments to the Finance and General Purposes Committee.

7. Review of assets, risks and policies (available on website www.cwpc.org.uk)

The council's Standing Orders require that at the annual meeting of the council members should:

- Adopt financial regulations and standing orders including the delegation arrangements to committees, sub-committees and the Proper Officer as recommended by full Council.
- Terms of references for committees to be deferred to each committee.
- Inventory of land and assets including buildings and office equipment was reviewed at the Finance & General Purposes Committee.
- Insurance cover in respect of all insured risks is currently in the second year of a 3 year agreement.
- Review of the council's and/or employees' memberships of other bodies to follow.
- Review the council's complaints procedure as recommended by full Council.
- Review the council's policy for dealing with the press/media as recommended by full Council.

8. Appointment of representatives on other outside bodies

The council is asked to consider appointing representatives to the following organisations:

<u>Organisation</u>	<u>No. of Representatives</u>
Tylers Green & Penn Parish Council Joint Meeting	Tylers Green members and chairman of council
Wycombe District Association of Local Councils (x 5 per year)	4 members, one from each ward
Beaconsfield & Chepping Wye Community Board (x 4 per year)	1 representative (working groups reps to be appointed as required)
Neighbourhood Action Group (NAG) (x 12 per year)	3 members, one from each ward
Flackwell Heath Residents' Association Executive Committee (x 4 per year)	1 Flackwell Heath member
Flackwell Heath Community Centre	1 Flackwell Heath member
Bucks & Milton Keynes Association of Local Councils (BMKALC)	Chairman of council
Flackwell Heath Scouts & Guides Joint Executive Committee	1 member
Revive the Wye Project Joint Steering Group	1 member
Loudwater Forum	Loudwater members
And any other organisation the council believes to be relevant or not included in the above list	Members as appropriate

The meeting is asked to agree the appointments of representatives to the following sports organisations or to refer the issue to the Leisure Facilities Committee for consideration at their first meeting:

- Flackwell Heath Bowling Club
- Flackwell Heath Tennis Club
- Loudwater Bowls Club
- Flackwell Heath Minors Football Club

9. Informal meeting of council members

Members are reminded that the informal meeting is traditionally held to review policy or other important issues that will impact on the council within the following year. A date for this meeting will be considered at the next full Council meeting in July.

The public and press are excluded from the meeting.

Members are asked to suggest items for consideration at the meeting or to subsequently notify the Clerk or Chairman of Council.

10. Hosted email boxes

Council is asked to CONSIDER a quote for hosted email boxes from our current IT company, this would give councillors a cwpc.org.uk address.

The quote received is £8.05/per box/per month making an annual total of £1,642.20.

11. Questions from the public

Members of the public are permitted to make representations, ask and answer questions, as well give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees representations and questions may be taken at the beginning of the meeting.

Members of the public wishing to speak at the beginning of the council meeting should approach the Clerk with this request as soon as possible.

12. Questions by members of the council

13. Accounts for payment

The accounts for payment are to be circulated at the meeting for the approval of members.



Wendy Thompson
Clerk of the Council
11 May 2021

For members of the public to attend via:

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 1494 362643,851290106#](#) United Kingdom, High Wycombe

Phone Conference ID: 851 290 106#