

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 15 April 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 is open to members of the public and press

Committee Members:	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)
	Cllr L Willis	

Members of the committee are summoned to consider the following business:

AGENDA

1. Apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record be kept of the Members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Clerk.

2. Declarations of members' interests in agenda items

To receive any pecuniary or non-pecuniary declarations of interest and confirmation of any relevant dispensations.

- I. *Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the Member's Register of Interests or if he/she has not notified the Monitoring Officer (Clerk) of it.*
- II. *Should any Member have a Disclosable Pecuniary Interest in an item on the agenda, the Member may not participate in consideration of that item unless a Dispensation has first been requested (in writing) and granted by the Council.*

3. Staff Matters

- 3.1 Staff Absence Report
- 3.2 National Living Wage 2021/22

4. Policies & Procedures

- 4.1 Information & Data Protection Policy
- 4.2 Retention & Disposal Policy
- 4.3 Management of Transferable Data Policy
- 4.4 Data Breach Policy
- 4.5 Standing Orders
- 4.6 Financial Regulations
- 4.7 Publicity Policy
- 4.8 Complaints Procedure
- 4.9 Distribution of draft reports/minutes

5. Health & Safety

- 5.1 Report of any incidents
- 5.2 Face to face meeting

6. Grants

7. Website

8. Calendar of Meetings

9. Annual Return and Governance Statement

10. Budget

- 10.1 Council Finances (Period 12) Outturn
- 10.2 Community Infrastructure Levy

11. Questions from council members and the public

12. Accounts for Payment



Wendy Thompson
Clerk to the Council
April 2021

Staff Matters**3.1 Staff Absence Report**

Members are asked to RECEIVE a report on the sickness absence of staff since the last committee meeting in February.

3.2 National Living Wage 2021/22

Members are asked to NOTE that the national living wage rate for 2021/22 is £8.91 per hour. This figure only effects the position of office cleaner, an increase of 19p per hour and an expenditure increase of £39.52 per annum.

AGENDA ITEM 4**Policies and Procedures**

Members are asked to CONSIDER and, if so minded, RECOMMEND for adoption at the next full council meeting the following policy documents which can be found on the parish council website www.cwpc.org.uk, however if anyone would like to have a copy prior to the meeting please contact the office. No changes are proposed and discussion points may be raised with the chairman prior to the meeting.

4.1 Information & Data Protection Policy**4.2 Retention & Disposal Policy****4.3 Management of Transferable Data Policy****4.4 Data Breach Policy****4.5 Standing Orders 2019****4.6 Financial Regulations****4.7 Publicity Policy****4.8 Complaints Procedure****4.9 Distribution of draft reports/minutes**

Members are asked to CONSIDER and, if so minded, APPROVE the distribution of draft reports/minutes to all members of the council following approval from the chairman and vice chairman of the respective committees.

AGENDA ITEM 5**Health & Safety****5.1 Report of any incidents**

Members are asked to NOTE that there have been no incidents since the last committee meeting in February.

5.2 Face to face meeting

With face to face meetings set to resume after 6 May, members are asked to CONSIDER a response to the Call for Evidence relating to the decision to not extend the emergency legislation allowing remote meetings of local councils to take place. As an aid to the discussion please refer to **APPENDIX A**. It has been suggested by BMKALC to use quantitative data to substantiate the response which could include:

- Cost saving your council has made
- Increase in attendance numbers at your council meetings
- Reduction in your council's carbon footprint
- Increase in numbers standing for election by making meetings more accessible

A questionnaire to assist with the response is attached at **APPENDIX B**

AGENDA ITEM 6**Grants**

Members are asked to NOTE that there is £1,466 remaining in the budget line at year end.

AGENDA ITEM 7**Website**

Members are asked to NOTE that the website is still to be handed back to the parish council and until face-to-face training can be undertaken all uploading is to be done by the web designer.

AGENDA ITEM 8

Calendar of Meetings

Members are asked to CONSIDER and, if so minded, APPROVE the schedule of meetings dates going forward from May 2021. **APPENDIX C**

AGENDA ITEM 9

Annual Return and Governance Statement

Members are asked to CONSIDER the completed annual return with association documentation and governance statement with a view to recommendation for approval at full council. **APPENDIX D**

AGENDA ITEM 10

Budget

10.1 Council Finances (Period 12) Outturn

Members are asked to NOTE the summary of income and expenditure by committee. **APPENDIX E**

10.2 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the current CIL total stands at £32,374.66 after having £12,860 committed for fencing around the play area at Ashley Drive. The remaining funds need to be spent as follows;

£12,958.58 by 2022/23

£19,416.08 by 2023/24

AGENDA ITEM 11

Questions from council members and the public

A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting 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 meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 12

Accounts for Payment

Accounts for payment are to be circulated at the meeting for consideration by councillors.

Date and time of next meeting: Thursday 23 September 2021 @ 7.30pm

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+44 1494 362643,,513918172#](#) United Kingdom, High Wycombe

Phone Conference ID: 513 918 172#

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