

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 23 September 2021** at **7.30pm** the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting was open to members of the public and press

Present:	Cllr I Forbes – Chairman Cllr A Barron – Vice-chairman Cllr B Kin Cllr C Dodds	Cllr J Herschel Cllr R Wilks Cllr H Darch Cllr K Wood (ex-officio)
FGP/21/001	Apologies for absence Apologies were received and accepted from Cllr D Johncock (Community Board meeting), Cllr L Willis (Unwell) and it was noted that Cllr Barrett could be attending another meeting.	
FGP/21/002	Declarations of members' interests in agenda items There were none	
FGP/21/003	Staff Matters 1. Staff Absence Report Members were asked to receive a report on the sickness absence of staff since the last committee meeting in April. The Clerk advised that one member of the grounds team had been off for a period of 2 days since the last meeting with a cold.	
FGP/21/004	Policies and Procedures 1 Code of Conduct Members were asked to consider for recommendation to full Council the Code of Conduct at that had been ratified by Buckinghamshire Council. Advice received from BMKALC was that we should adapt and/or adopt the Code so that if any complaints are passed to the Monitoring Officer, it would be easier to investigate any breaches of the Code. <i>It was RESOLVED that;</i> <i>The Code of Conduct be adapted to suit the parish council by the Clerk and taken as a recommendation for adoption to the next full council meeting in October.</i> 2 Risk Register Members were asked to revisit the Risk Register with a view to refreshing it at the next committee meeting in November. Suggestions for improved practicality were welcomed and further comments were asked to be sent to the Clerk for inclusion. <i>It was noted that version control/date and page were required to the bottom of each sheet.</i>	
FGP/21/005	Health & Safety 1 Report of any incidents Members were asked to note that there had been one incident since the last committee meeting in April. One of our grounds team cut his finger on a jagged piece of metal when lifting a mower onto the transit. Gloves were worn at the time and the cut was sustained through the glove. The team are now using a ramp to put the mower onto the vehicles.	
FGP/21/006	Legal 1 Flackwell Heath Minors Football Club Lease (draft) Members were asked to consider the draft lease and approve the general terms. The lease will be taken to the next Open Spaces committee for them to agree the play equipment requirements for the site. <i>It was RESOLVED that;</i> <i>The general terms be approved but the rent would need to be raised by CPIH rather than RPI as stated in the current draft and a revised baseline rent.</i>	

- FGP/21/007 **Neighbourhood Action Group**
Members had been asked to receive a short update from Cllr D Johncock, however he was absent from the meeting. The minutes of the last NAG meeting were agreed to be an accurate account and were noted.
- FGP/21/008 **Community Assets**
Members were asked to consider the list of the previously registered properties of community value; all listings had now expired. Members were asked to nominate properties for resubmission to the register.
- It was RESOLVED that;***
The Clerk should check the criteria for placing properties on the register. The Old Queens Head TG, The Horse and Jockey TG, Village Hall TG, Penn Surgery and Land off Hammersley Lane were all suggested as potential candidates for the register.
- FGP/21/009 **Grants**
Members were asked to consider an application from Flackwell Heath Age Concern for £3,000 towards a new minibus.
- Members were reminded that in June 2018 a request for £2,000 was brought to the committee and a grant of £1,000 was awarded as a contribution to the new minibus. This grant was not paid at the time as it is customary for the council to ask for proof of purchase/order for the item.
- Members were reminded that £5,000 was available from this year's budget.
- It was RESOLVED that;***
An award of £5,000 be recommended to the next full council meeting as a contribution towards the new Age Concern minibus.
- FGP/21/010 **Website**
Members were asked to note that the website was still in the hands of the web designer, however a training session for the Clerk has been arranged for Monday 27 September.
- FGP/21/011 **Publicity**
Members were asked to note that the publicity team met on Tuesday 31 August to discuss the forthcoming newsletter – members were asked to note the report from the meeting. It is anticipated that the newsletter should be ready for delivery by the middle of October.
- It was noted that boards were being created for the Tylers Green Expo in November which would consist of maps of land owned by the parish council, committee information along with some boards specific to Tylers Green including Ash Die Back in King's Wood.*
- FGP/21/012 **Annual Return and Governance Statement**
Members were asked to note that the external audit had been returned from PKF Littlejohn with a clean bill of health. The chairman of the committee thanked the Clerk for her excellent work on the return.
- FGP/21/013 **Community Board**
Members were asked to note the report from Cllr Barron.
- Members were asked to approve the use of the earmarked £5k towards the current Highways projects and mentioned in the above report.
- It was RESOLVED that;***
The Community Board earmarked reserve of £5,000 be approved for the current Highways projects.

It was noted that Cllr Wood advised that she was the chairman of the Supporting Economic Recovery Action sub committee who look at assisting small businesses and help fund training.

Budget**1 Committee Finances (Period 5) August**

Members were asked to note the current position of the committee's finances. Expenditure was at 40% which was about right for Month 5 of the financial year.

2 Council Finances (Period 5) August

Members were asked to note the summary of the Council's financial position.

3 Precept timetable

Members were asked to note that the next cycle of committee meetings would be the start of the new financial year budget setting process. The committee budgets will be taken to the next Finance & General Purposes committee meeting in November before final approval by full Council on 16 December. Proposals for this committee need to be with the Clerk by 5 November. This allows time for any minor changes prior to the end of January when the precept request needs to be with Buckinghamshire Council.

4 Community Infrastructure Levy

Members were asked to note that the CIL balance currently stands at £33,575.00 and that the funds need to be spent as follows;

£14,158.92 by 2022/23

£19,416.08 by 2023/24

Due to the healthy balance members were asked to consider the use of £12,880.00 for the purchase of the play area fencing for Straight Bit. The monies held in the Earmarked Reserve for play equipment for this purpose will be vired with the approval of members to the following two areas: Salaries £10k and the balance to dog bins.

It was RESOLVED that;

The £12,880 in the earmarked reserve for play equipment be recommended to full council to be vired into salaries at £10,000 and the balance to the dog bin budget lines.

Questions from council members and the public

There were no questions

Accounts for Payment

The accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 10570 to 10584 and direct debits to Barclays, EE, E-On Next, Shell, Unicom and SSE be approved and signed.

Confidential items – exclusion of public and press

In view of the confidential nature of the business to be considered it was 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

Members were asked to receive a short presentation from the Chairman of the committee with a view to making recommendations for approval at full Council.

It was RESOLVED that;

A 2% uplift be recommended to full council for all staff with a further 1.5% uplift for the Clerk following a benchmarking test. Also bonuses in the sum of £4,400 to also be recommended to full council.

The chairman thanked members for their attendance and closed the meeting at 9.13pm

Date and time of next meeting: Thursday 25 November 2021 @ 7.30pm

Signed: 

Dated 12 October 2021

10-Sep-21

Pending expenditure transactions

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10570	424660	Clarity Copiers Ltd	Copy charges - August	59.10	11.82	70.92
x	10571	209758	Fleet (Line Markers) Ltd	Pitch marking paint	116.88	23.38	140.26
	10572	4518	K & S Walker Ltd	12 yd skip for depot	320.00	64.00	384.00
x	10573	9611	NJJ Groundwork Contractors	Installation of goal posts	700.00	140.00	840.00
x	10574	RSIN0386492	Origin Amenity Solutions	Goal posts, net supports	596.02	119.20	715.22
x	10575	41792	Penn Motor Company Ltd	Service Isuzu. New front disks & pads. Replace screenwash pipe.	665.13	133.03	798.16
	10576	161014	Shorts Group Ltd	Dog waste collection	48.00	9.60	
	10576	161015	Shorts Group Ltd	Dog waste collection	80.00	16.00	
	10576	161016	Shorts Group Ltd	Dog waste collection	104.00	20.80	278.40
	10577	210905	Triumph Technologies Ltd	Microsoft Audio Conferencing, Enterprise, SharePoint - Sept	58.20	11.64	69.84
	10578	7342330	Viking	Stationery	183.98	5.39	189.37
	10579	36096280821	Wren Davis Ltd	Milk delivery - August	12.80	0.00	12.80
	10580		Post Office Ltd	Vehile tax - Isuzu	275.00	0.00	275.00
	10581	AE1316/2021	Active Enviropest	Routine rodent inspection - Sep	40.00	0.00	40.00
	10582	0006000473	Castle Water	Water - Derehams Jul 2021 - Dec 2021	575.02	62.71	637.73
	10583		HMRC	Tax & NI - September	2,840.82	0.00	2,840.82
x	10584	9941	Clarke & Allen Gardeners Ltd	Emergency call out for Kubota mower	89.00	17.80	
x	10584	9942	Clarke & Allen Gardeners Ltd	Repairs to Kubota mower	77.53	15.51	199.84
	DD		Barclays	Bank Charges Jul-Aug	38.63	0.00	
	DD		Barclays	Loyalty reward Jul-Aug	-6.53	0.00	32.10
	DD	V01906216187	EE	Warden's mobile phone - August	17.86	3.57	21.43
	DD		SSE	Footway Lighting - August	468.24	87.56	555.80
	DD	KI-031D95C6-0001	E-ON Next	Gas supply - August	42.22	2.11	44.33
	DD	12718487	Unicom	Landline charges - Sept	97.71	19.54	117.25
					7,499.51	763.66	8,263.27

Income received since last committee meeting over £500.00

CR			Burials		717.00	0.00	717.00
CR			Burials		682.00	0.00	682.00
CR			Funfair & allotments		809.00	0.00	809.00
CR			Burials		600.00	0.00	600.00
CR			Burials		1,560.00	0.00	1,560.00
CR			Precept (Sept 2021)		174,674.33	0.00	174,674.33
					179,042.33	0.00	179,042.33

Signed:  Signed:

Date: 24.9.2021 Date:

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