

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 25 November 2021** at the Council Office, Cock Lane, Tylers Green, High Wycombe Bucks HP10 8DS

The meeting is open to members of the public and press

Committee Members:	Cllr I Forbes – Chairman	Cllr J Herschel
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr B Kin	Cllr L Willis
	Cllr H Darch	Cllr D Johncock
	Cllr C Dodds	Cllr K Wood (ex-officio)
	Cllr S Barrett	

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

4. Policies & Procedures

4.1 Risk Register

4.2 Fees & Charges

4.3 Calendar of meetings

5. Health & Safety

5.1 Report of any incidents

6. Legal

6.1 Flackwell Heath Minors Football Club Lease

6.2 Railway Land – Sustrans

7. Neighbourhood Action Group

8. Community Assets

9. Grants

10. Publicity

11. Community Board

12. Budget

12.1 Committee Finances (Period 7) October

12.2 Council Finances (Period 7) October

12.3 F&GP committee draft budget 2022/23

12.4 Council draft budget 2022/23

12.5 Precept

13. Proposition – Forward Planning

14. Questions from council members and the public

15. Accounts for Payment



Wendy Thompson
Clerk to the Council
16 November 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 September.

AGENDA ITEM 4**Policies and Procedures****4.1 Risk Register**

Members are asked to REVIEW the attached revised Risk Register **APPENDIX A** with a view to making comments/further revisions before recommending the full council for adoption.

4.2 Fees & Charges 2022/23

Members are asked to CONSIDER the attached schedule of Fees and Charges **APPENDIX B**, showing an increase of 3.1% (CPI) rounded, with a view to recommending for approval at the next full council meeting.

4.3 Calendar of Meetings 2022

Members are asked to CONSIDER the attached Calendar of Meetings **APPENDIX C** with a view to recommending for approval at the next full council.

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 September.

AGENDA ITEM 6**Legal****6.1 Flackwell Heath Minors Football Club Lease (draft)**

Members are asked to NOTE that work is ongoing following a meeting with the chairman of the club.

6.2 Railway Land – Sustrans

Members are asked to CONSIDER that attached letter from Sustrans **APPENDIX D** with a view to making a response on the High Wycombe to Bourne End Greenway. The parish council was originally contact in 2018 when Buckinghamshire County Council had employed Sustrans to undertake a feasibility study on the site.

AGENDA ITEM 7**Neighbourhood Action Group**

Members are asked to RECEIVE a short update from Cllr D Johncock and NOTE the report at **APPENDIX E** from the last NAG meeting held on 4 October.

AGENDA ITEM 8**Community Assets**

Members are asked to NOTE that the clerk has started to work through the list of properties for re-submission and/or submission to be registered as properties of community value.

AGENDA ITEM 9**Grants**

Members are asked to CONSIDER the attached application from The Wycombe Food Hub for £500. **APPENDIX F**. If agreed the grant will be taken to the next full council meeting for approval.

Members are reminded that the budget of £5,000 has already been committed for the year to the Flackwell Heath & Loudwater Age UK for a new minibus, however this does not preclude any further requests from being granted.

AGENDA ITEM 10**Publicity**

Members are asked to NOTE that the newsletter has been printed and will be out for delivery shortly.

Members are asked to NOTE that the Tylers Green members manned a stand at the Tylers Green Expo on 20 November.

Community Board

Members are asked to welcome Caroline Green Community Board Coordinator (Beaconsfield & Chepping Wye).

Members are asked to NOTE the attached spreadsheet and report from Cllr Barron showing live projects. **APPENDIX G**

AGENDA ITEM 12

Budget**12.1 Committee Finances (Period 7) October**

Members are asked to NOTE the current position of the committee's finances. **APPENDIX H**

Members are asked to NOTE that the security company will be paid from the contingency line under F&GP.

12.2 Council Finances (Period 7) October

Members are asked to NOTE the summary of the Council's financial position. **APPENDIX I**

Members are asked to NOTE that the statutory invoice for elections costs has been paid from the EMR and after the planned transfer at the end of this financial year there will be a small deficit. We will, therefore, be seeking approval from full council to transfer a further amount from the General Reserve to zero the budget line.

12.3 F&GP committee draft budget 2022/23

Members are asked to CONSIDER the committee draft budget **APPENDIX J**, members are encouraged to suggest adjustments prior to being recommended for approval at the next full council. Planned EMR transfers and project expenditure will be considered in the following cycle.

12.4 Council draft budget 2022/23

Members are asked to CONSIDER the Council draft budget **APPENDIX K**, as above making any adjustments, prior to being recommended for approval at the next full council. Planned EMR transfers and project expenditure will be considered in the following cycle.

12.5 Precept Request 2022/23

Members are asked to RECEIVE a short presentation from the chairman of committee **APPENDIX L** with a recommendation that to increase the Precept therefore a request for a 3.10% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept actually received if the housing numbers vary from the current year.

AGENDA ITEM 13

Proposition – Cllr Herschel seconded by Cllr Gurney**Forward Planning**

Following the informal meeting, at which, councillors were encouraged to bring forward projects to be included in any forward plan, it was agreed that there was a need to develop a better forward plan. Members are asked to CONSIDER and, if so minded, APPROVE the proposal brought by Cllr Herschel;

‘that this committee as part of its remit plan for a structured meeting, to be led by a trained facilitator, in 2022 to assist in a draft forward plan for the next three plus years’.

Members are reminded that it is incumbent upon the council to have a medium-term plan which should include the parish council's purpose, values, objectives and key priorities for the next three years.

AGENDA ITEM 14

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 15

Accounts for Payment

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

Date and time of next meeting: Thursday 10 February 2021 @ 7.30pm (TBC)