

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes committee meeting held on **Thursday 25 November 2021 at 7.30pm** at 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 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)

Also present: Cllr L Johncock, Cllr C Jordan and Mr G Christie (Warden CWPC)

FGP/21/018 **Apologies for absence**
Apologies were received and approved from Cllr S Barrett (Meeting)

FGP/21/019 **Declarations of members' interests in agenda items**
Declarations of interest were received from;
Cllr B Kin, Cllr L Willis and Cllr I Forbes in relation to agenda item 9 Grants – having a personal interest in the body requesting the grant.
Cllr K Wood in relation to agenda item 4.1 Fees and Charges being in receipt of the Chairman's allowance.

FGP/21/020 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a report on the sickness absence of staff. The clerk advised that there had been no sickness absence since the last committee meeting in September.

FGP/21/021 **Policies and Procedures**
1 Risk Register
Members were asked to review the revised Risk Register with a view to making comments/further revisions before recommending to full council for adoption. Cllr Barron acknowledge the initial work done by Cllr Herschel and advised that the revised document was live and that the new numbering was put in place enable find tuning of impact and severity of each item.

It was noted that Cllr Johncock had already sent through some suggestions and commended Cllr Barron on the work he had already done on the document.

It was RESOLVED that;
Cllr Barron be tasked to undertake some further refinement in conjunction with the clerk prior to bringing back to full Council for adoption.

2 Fees & Charges 2022/23
Members were asked to consider the schedule of Fees and Charges showing an increase of 3.1% (CPI) rounded, with a view to recommending for approval at the next full council meeting.

It was RESOLVED that;
The Fees and Charges for 2022/23 be recommended to the next full Council for approval.

3 Calendar of Meetings 2022
Members were asked to consider the Calendar of Meetings with a view to recommending for approval at the next full council.

It was RESOLVED that;
The Calendar of Meetings 2022 be recommended to the next full Council for approval.

- FGP/21/022 **Health & Safety**
1 Report of any incidents
 Members were asked to note that there had been no incidents since the last committee meeting in September.
- FGP/21/023 **Legal**
1 Flackwell Heath Minors Football Club Lease (draft)
 Members were asked to note that work is ongoing following a meeting with the chairman of the club.
- It was noted that a meeting with a play equipment company would be taking place on 2 December in order to get an idea of space required/cost of a play area at the Green Dragon site. It was also noted that Cllr L Johncock would be meeting again with the chairman.*
- 2 Railway Land – Sustrans**
 Members were asked to consider the letter from Sustrans 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.
- It was RESOLVED that;***
The parish council were supportive of the project in principle and would be interested to see the proposals specifically relating to the rear of Loudwater School.
- FGP/21/024 **Neighbourhood Action Group**
 Members were asked to receive a short update from Cllr D Johncock and note the report from the last NAG meeting held on 4 October. Cllr D Johncock advised that the NAG had not met for some time due to the pandemic. The constitution needs updating and their bank account is being closed and the money is to be given to the parish council for MVAS repairs.
- FGP/21/025 **Community Assets**
 Members were asked to note that the clerk had started to work through the list of properties for re-submission and/or submission to be registered as properties of community value.
- The clerk will send out again the current list of properties on our list for members to make comment on their appropriateness and priority.*
- FGP/21/026 **Grants**
 Members were asked to consider the application from The Wycombe Food Hub for £500.
- Members were reminded that the budget of £5,000 had already been committed for the year to the Flackwell Heath & Loudwater Age UK for a new minibus, however that did not preclude any further requests from being granted.
- It was RESOLVED that;***
The parish council were unable to support the request as it was not for something tangible.
- Vote: 5 in support of the resolution 2 abstentions – Cllr Kin, Cllr Forbes and Cllr Willis were not able to vote.*
- FGP/21/027 **Publicity**
 Members were asked to note that the newsletter had been printed and would be out for delivery shortly.
- Members were asked to note that the Tylers Green members manned a stand at the Tylers Green Expo on 20 November. It was requested that the display be put up for the full council meeting.
- FGP/21/028 **Community Board**
 Due to technical issues on the night Caroline Green Community Board Coordinator (Beaconsfield & Chepping Wye) was unable to attend the meeting.
- Members were asked to note the spreadsheet and report from Cllr Barron showing live projects.
- It was noted that community board projects should be a standing item on full council.*
- Cllr Herschel left the meeting temporarily between 8.48 and 8.53pm***

Budget**1 Committee Finances (Period 7) October**

Members were asked to note the position of the committee's finances.

Members were asked to note that that the security company will be mainly paid from the contingency line under F&GP.

2 Council Finances (Period 7) October

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

Members were asked to note that the statutory invoice for elections costs had been paid from the EMR and after the planned transfer at the end of this financial year there would be a small deficit. Therefore, a further amount from the General Reserve to zero the budget line would be sought from full council.

3 F&GP committee draft budget 2022/23

Members were asked to consider the committee draft budget, members were 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.

It was RESOLVED that;

The draft committee budget without project expenditure and EMR transfers be recommended for approval at the next full council.

4 Council draft budget 2022/23

Members were asked to consider the Council draft budget, as above making any adjustments prior to being recommended for approval at the next full council. Planned EMR transfers and project expenditure to be considered in the following cycle with a view to making a £13k saving on planned transfers.

It was RESOLVED that;

The draft Council budget be recommended for approval at the next full council.

5 Precept Request 2022/23

Members were asked to receive a short presentation from the chairman of committee 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.

It was RESOLVED that;

On receipt of the precept modeller from Buckinghamshire Council and further work on the committee budgets a further meeting in the new year would be set to finalise the precept request.

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 were asked to consider 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 were 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.

There was a lack of projects being brought forward by councillors, however, it was agreed that a list of current projects was required.

Cllr Herschel withdrew his motion before a vote was taken.

Cllr Herschel left the meeting at 9.35pm

FGP/21/031 **Questions from council members and the public**
There were no questions from council members of the public.

FGP/21/032 **Accounts for Payment**
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 10631 to 10645 and BACS payment to Barclays Payflow and a direct debit to Castle Water be approved and signed.***

The chairman of the committee thanked members for their attendance and closed the meeting at 9.40pm

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

Signed:

A handwritten signature in black ink, appearing to be 'D. Muel', written over a light blue grid background.

Dated: 16 December 2021

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10631	AE1405/2021	Active Enviropest	Rodent inspection	40.00	0.00	40.00
x		227424	George Browns Ltd	Hedgetrimmer/battery and charger	477.45	95.49	
x		227546	George Browns Ltd	RTV Service	513.93	102.79	
x	10632	227423	George Browns Ltd	Replacement mulch mower	549.00	109.80	1,848.46
	10633		VOID	VOID	VOID		
x	10634	INV282777	Broxap Ltd	Recycled Plastic noticeboard (TG triangle)	2,575.00	515.00	3,090.00
	10635	GV15	Flackwell Heath Community Assoc	Grapevine 2021 22	85.00	0.00	85.00
	10636		Flackwell Heath Minors FC	Grant award (kitchen replacement contribution)	1,000.00	0.00	1,000.00
x	10637	SI211915	Fleet (Line Markers) Ltd	4 no Q2 white lining paint	116.88	23.38	140.26
x	10638	46641	Good Directions Ltd	2 no Southampton benches (Ashley Drive Rec, TG)	910.00	182.00	1,092.00
	10639		HMRC	Tax & NI -November	2,961.66	0.00	2,961.66
x	10640	301775	OnBrand Merchandise Ltd	Council Name badges	181.95	36.39	218.34
	10641	BK203935-1	SLCC	Practitioners Conference Feb 2022	199.00	39.80	238.80
x		SI 2729606	Spaldings Ltd	Oil/Metal cutting discs	39.50	7.90	
x	10642	SI 2729993	Spaldings Ltd	Paper towel rolls	23.00	4.60	75.00
	10643	2111047	Triumph Technologies/Redsquad	365/TEAMS	58.20	11.64	69.84
	10644	15105	Turville Printing Services LLP	Newsletter	1,341.00	268.20	1,609.20
x	10645	78858236	Viking	Stationery	104.94	29.99	134.93
	BACS		Barclays Payflow	Salaries November	9,274.36	0.00	
				LGPS Pension November	1,880.78	0.00	11,155.14
	DD		Castle Water	Office Complex Sept - Feb 2022	217.30	0.00	217.30
					22,548.95	1,426.98	23,975.93

[illegible]

Signed:

Date: 29.11.2021

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques