

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 10 February 2022**
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 L Willis	Cllr S Barrett
	Cllr H Darch	Cllr D Johncock
	Cllr C Dodds	Cllr K Wood (ex-officio)
	LW vacant	

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 Appraisal Arrangements
- 3.3 Staff Committee

4. Policies & Procedures

- 4.1 Risk Register
- 4.2 Emergency Plan
- 4.3 Five Year Plan
- 4.4 Re-appointment of Internal Auditor

5. Health & Safety

- 5.1 Report of any incidents

6. Legal

- 6.1 Flackwell Heath Minors Football Club Lease

7. Neighbourhood Action Group

- 7.1 MVAS

8. Community Assets

9. Grants

10. Publicity

11. Community Board

12. Virement

13. Committee & Council Finances

14. Community Infrastructure Levy

15. Questions from council members and the public

16. Accounts for Payment

Wendy Thompson
Clerk to the Council
3 February 2022

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 November.

3.2 Appraisal Arrangements

Members are asked to NOTE that dates for staff appraisals are currently being arranged.

3.3 Staff Committee

Members are asked to NOTE that the Staff Committee will be meeting to discuss arrangements for staff cover; date to be confirmed.

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 Emergency Plan

Members are asked to CONSIDER whether to undertake work on an Emergency Plan. Buckinghamshire Council's Guide to Developing a Community Emergency Plan is attached at **APPENDIX B**

4.3 Five Year Plan

Members are asked to CONSIDER the attached Five-Year Plan at **APPENDIX C** with a view to making further suggestions for inclusion and any amendments before taking for NOTE at the next full council.

4.4 Re-appointment of Internal Auditor

Members are asked to CONSIDER with a view to recommending the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2021/22. Last year Mr Newhouse's fee was £350.00.

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

Members are asked to NOTE that there has been one incident since the last committee meeting in November.

A member of the grounds team sustained a cut to his palm while removing a leg post from the noticeboard in Tylers Green. The person concerned was wearing gloves at the time.

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

Members are asked to CONSIDER the attached revised lease at **APPENDIX D** with a view to recommending to full Council for approval and signature. All revisions have been checked by our solicitor and the football club are happy with the contents.

AGENDA ITEM 7**Neighbourhood Action Group**

Members are asked to NOTE the minutes from the last NAG meeting held on 18 January 2022 **APPENDIX E**.

7.1 MVAS (Mobile Vehicle Activated Sign)

Members are asked to NOTE that following the death of Cllr Kin, there is now a need for volunteers for the Loudwater MVAS group.

AGENDA ITEM 8**Community Assets**

Members are asked to NOTE that the clerk has recently sent through the following for re-submission properties of community value.

- Horse & Jockey Public House, Tylers Green
- Loudwater Boys Club
- Flackwell Heath Community Centre

AGENDA ITEM 9

Grants

Members are asked to CONSIDER the attached application from the Flackwell Heath Bowls Club £5,000 for a flatbed roller for the bowling rink. **APPENDIX F.**

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. Council is asked to RECOMMEND the next course of action.

AGENDA ITEM 10

Publicity

Members are asked to NOTE that the next newsletter is planned for delivery in April; a publicity meeting is to be arranged shortly. Members are asked to suggest article material.

AGENDA ITEM 11

Community Board

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

AGENDA ITEM 12

Virement

Members are asked to CONSIDER the recommendation from the Works & Services committee to vire £5,400 from the General Reserve to cover the cost of the Warden's new downstairs cloakroom. On approval this will be taken to full Council for consideration.

AGENDA ITEM 13

Committee Finances (Period 9) December

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

Council Finances (Period 9) December

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

AGENDA ITEM 14

Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £37,719.00. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£1,279.18	2022/23
£19,416.08	2023/24
£17,023.74	2024/25

The last amount was received in December and covers 2020/21. The next payment if any should be received in April 2022.

AGENDA ITEM 15

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 16

Accounts for Payment

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

Date and time of next meeting: Thursday 14 April 2022@ 7.30pm