

CHEPPING WYCOMBE PARISH COUNCIL

Report of the Finance & General Purposes Committee meeting held on **Thursday 10 February 2022**
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 L Willis	Cllr C Dodds
Cllr H Darch	

Also present: Cllr C Jordan

FGP/21/033 **Apologies for absence**
Apologies for absence were received and approved from Cllr K Wood (COVID), Cllr S Barrett (Work) and Cllr D Johncock (another meeting)

FGP/21/034 **Declarations of members' interests in agenda item**
Declaration of interest were registered by Cllr R Wilks – expenses cheque and Cllr I Forbes being related to a WI member delivering the newsletter.

FGP/21/035 **Staff Matters**
1 Staff Absence Report
Members received a report on the sickness absence of staff since the last committee meeting in November. The Clerk reported on the long-term sickness absence of the Warden.

2 Appraisal Arrangements
Members were asked to note that dates for staff appraisals were currently being arranged.

Cllr Herschel requested that all parties involved in the appraisals should be recently trained.

3 Staff Committee
Members were asked to note that the Staff Committee had agreed some arrangements for staff cover. This would be advised at full council so all members would be aware.

FGP/21/036 **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 the full council for adoption. Cllr Barron, who had undertaken the work on the Register, explained the rationale behind the colours used and how the Register worked.

It was RESOLVED that;
The Risk Register be taken to full council for approval and that it should be a standing item on the Finance agenda, to be worked through at each meeting checking that the mitigating factors are being undertaken.

2 Emergency Plan
Members were asked to consider whether to undertake work on an Emergency Plan.

It was RESOLVED that;
The Resilience officer from Buckinghamshire Council be asked to undertake a training session at the parish council, so that any further progression of an Emergency Plan would be better informed.

3 Five Year Plan

Members were asked to consider the Five-Year Plan with a view to making further suggestions for inclusion and any amendments before taking to the next full council for noting.

It was RESOLVED that;

Further work on the Plan was necessary. Some items were changed and omitted.

Cllr Herschel temporarily left the meeting between 8.13pm and 8.16pm

4 Re-appointment of Internal Auditor

Members were 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.

It was RESOLVED that;

The re-appointment of Mr Newhouse would be recommended to full council for approval.

FGP/21/037

Health & Safety

1 Report of any incidents

Members were asked to note the 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.

FGP/21/038

Legal

1 Flackwell Heath Minors Football Club Lease (draft)

Members were asked to consider the revised lease with a view to recommending to full Council for approval and signature. All revisions had been checked by our solicitor and the football club were happy with the contents.

It was RESOLVED that;

Once the size of the play area had been agreed by the Open Spaces committee the lease would be recommended to full council for approval and signature.

FGP/21/039

Neighbourhood Action Group

Members were asked to note the minutes from the last NAG meeting held on 18 January 2022.

MVAS (Mobile Vehicle Activated Sign)

Members were asked to note that following the death of Cllr Kin, there was now a need for volunteers for the Loudwater MVAS group.

Cllr Willis advised that he would raise the need for volunteers at the Loudwater Forum AGM on 21 February.

It was noted that MVAS and Community Speedwatch should be standing newsletter items. It was agreed that the parish council website was no longer the best place for the MVAS statistics and they would be available on request.

FGP/21/040

Community Assets

Members were asked to note that the clerk had 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

FGP/21/041

Grants

Members were asked to consider the application from the Flackwell Heath Bowls Club £5,000 for a flatbed roller for the bowling rink.

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. Council was asked to recommend the next course of action.

It was RESOLVED that;

The decision to award a grant would be deferred until the new financial year to allow consideration of other applicants. However, the club's balances need further clarification.

FGP/21/042 **Publicity**

Members were asked to note that the next newsletter was planned for delivery in April; a publicity meeting was to be arranged shortly. Members were asked to suggest article material.

FGP/21/043 **Community Board**

Members were asked to note the report from Cllr Barron showing live projects. Cllr Barron advised that the next meeting had been postponed and was now due to be held on 21 March.

FGP/21/044 **Virement**

Members were 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.

It was RESOLVED that;

The virement of £5,400 from the General Reserve for the Warden's downstairs cloakroom be recommended to the next full council.

FGP/21/045 **Committee Finances (Period 9) December**

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

The Straight Bit security cover had been given a 2 month extension and this was being paid through the Contingency line in F&GP.

It was noted that an insurance claim was underway to cover any extra staffing costs due to the Warden's absence.

FGP/21/046 **Council Finances (Period 9) December**

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

FGP/21/047 **Community Infrastructure Levy (CIL)**

Members were 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.

FGP/21/048 **Questions from council members and the public**

There were no questions.

FGP/21/049 **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 10704 to 10721 and direct debit payments to Castle Water, EE, E-ON Next, Shell (Fuel Card Services), Shorts Group and SEE be approved and signed.

The chairman thanked members for their attendance and closed the meeting at 8.55pm

Signed: 

Dated: 24 February 2022

Pending expenditure transactions

10-Feb-22

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	10704	DH0004	4 Front Security Services Ltd	Security Mobile Patrol - Jan (31 nights)	930.00	186.00	1,116.00
x	10705	256321	Alpha Packaging	Black bags x 3000	472.26	94.45	566.71
	10706	431265	Clarity Copiers Ltd	Photocopier charges - January	35.43	7.09	42.52
	10707		Chiltern Society	Annual subscription	30.00	0.00	30.00
x	10708	385549	Country Supplies	Gate post Cock Lane and 20 bags postcrete (Ashley Drive/Cock Lane/TG Cmn)	114.28	22.86	137.14
x	10709	161652	Futurform Ltd	Picnic table - Carolyn Leonard Memorial (Straight Bit)	595.00	119.00	714.00
	10710	105435	Hawes Plant Tool Hire Limited	Heras Fence hire - Straight Bit Rec Ground - January	228.90	45.78	274.68
x	10711	1249916	WEL Medical Ltd	Defibrillator GDL	795.00	159.00	954.00
	10712		Hilary Forbes	GWPC-Newsletter-Delivery (£120 per 1000)	216.00	0.00	216.00
	10713		Roger Wilks	Broadband - Oct, Nov, Dec	45.00	0.00	45.00
	10714		A Barron	Internet - Oct, Nov Dec and Parking for Planning meeting	47.00	0.00	47.00
	10715	3708	SparkX Ltd	New column - Treadaway Hill; street lighting call outs and repairs	2,584.00	516.80	3,100.80
	10716	2202054	Triumph Technologies Ltd	6 months email hosting	180.00	36.00	
	10716	2202055	Triumph Technologies Ltd	6 months help desk service	636.00	127.20	
	10716	2202056	Triumph Technologies Ltd	Microsoft Audio Conferencing, Enterprise, Sharepoint - Feb 2022	58.20	11.64	
	10716	2202057	Triumph Technologies Ltd	6 months backup provision	390.00	78.00	1,517.04
	10717	1365	Warwick Garage Doors Limited	Balance for supply and installation of shutter door - depot	2,674.75	534.95	3,209.70
	10718	36096290122	Wren Davis Ltd	Milk delivery - January	11.90	0.00	11.90
	10719		SW Godliman	Grounds maintenance work (17 Dec 2021 - 4 Feb 2022)	568.75	0.00	568.75
x	10720	SI-1585	A Ellis Tree Surgery Ltd	Kingsgate (5 conifers reduced/1 ash crown lifted) Back Common TG	580.00	116.00	696.00
	10721		P&TG Evening WI	Newsletter delivery	216.00	0.00	216.00
	DD	6692399	Castle Water	Water - Ashley Drive allotments	18.25	0.00	18.25
	DD	V01955252723	EE	Warden's mobile phone - Jan	17.86	3.57	21.43
	DD	KI-031D95C6-0006	E-ON Next	Gas - council offices - Jan	150.14	7.51	157.65
	DD	9002698056	Shell (Fuel Card Services)	Vehicle fuel - Jan	129.10	25.82	154.92
	DD	172651	Shorts Group Limited	Dog waste collection - Jan - FH	96.00	19.20	
	DD	172652	Shorts Group Limited	Dog waste collection - Jan - LW	160.00	32.00	
	DD	172653	Shorts Group Limited	Dog waste collection - Jan - TG	208.00	41.60	556.80
	DD		SSE	Footway lighting - Jan	512.10	95.93	608.03
					12,699.92	2,280.39	14,980.31

Income received since last committee meeting over £500.00

CR							
CR							
CR							
					0.00	0.00	0.00

Signed: *Sam Fether*Signed: *S. D. Fether*

Date: 11/02/2022

Date: 11 February 2022

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