

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 14 April 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 S Barrett	Cllr L Willis
	Cllr H Darch	Cllr D Johncock
	Cllr C Dodds	Cllr K Wood (ex-officio)

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 National Living Wage 2022/23

4. Policies & Procedures

4.1 Information & Data Protection Policy

4.2 Retention & Disposal Policy

4.3 Management of Transferable Data Policy

4.4 Data Breach Policy

4.5 Standing Orders

4.6 Financial Regulations

4.7 Publicity Policy

4.8 Complaints Procedure

4.9 Training

4.10 Risk Register

4.11 Resilience Talk

5. Health & Safety Report of any Incidents

6. Grants

7. Publicity

8. Community Board

9. Neighbourhood Action Group (NAG)

10. Annual Return and Governance Statement

11. Budget

11.1 Council Finances (Period 12) Outturn

11.2 F&GP Committee Outturn (detailed)

11.3 Community Infrastructure Levy

12. Questions from council members and the public

13. Accounts for Payment



Wendy Thompson
Clerk to the Council
7 April 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 February.

3.2 National Living Wage 2021/22

Members are asked to NOTE that the national living wage rate for 2022/23 is £9.50 per hour; this figure only effects the position of office cleaner, an increase of 59p per hour and an expenditure increase of £122.72 per annum.

AGENDA ITEM 4**Policies and Procedures**

Members are asked to CONSIDER and, if so minded, RECOMMEND for adoption at the next full council meeting the following policy documents which can be found on the parish council website www.cwpc.org.uk, however if anyone would like to have a copy prior to the meeting please contact the office. No changes are proposed, and discussion points may be raised with the chairman prior to the meeting.

4.1 Information & Data Protection Policy**4.2 Retention & Disposal Policy****4.3 Management of Transferable Data Policy****4.4 Data Breach Policy****4.5 Standing Orders****4.6 Financial Regulations****4.7 Publicity Policy****4.8 Complaints Procedure****4.9 Training**

Members are asked to NOTE that a New Councillor Training session is being arranged for early Autumn at the Council Offices. It is recommended that all councillors attend if they haven't been on the training session within the last 4 years. Members are encouraged to look at the BMKALC website [Training and Events - Bucks ALC](#), before booking any course please check with the clerk.

4.10 Risk Register

Members are asked to NOTE that a meeting of the Chairman and Vice-chairman of the committee with the clerk will be arranged to review the mitigation column on the Risk Register. Once completed the Risk Register will be brought back to committee.

4.11 Resilience Talk

Members are asked to NOTE that following on from the last committee meeting a talk on the Resilience Framework with the Resilience Officer from Buckinghamshire Council is being arranged.

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

Members are asked to NOTE that there have been no incidents since the last committee meeting in February.

AGENDA ITEM 6**Grants**

Members are asked to CONSIDER and, if so minded, APPROVE the following applications;

Flackwell Heath Bowls Club – The Club is asking for £5,000 for a flatbed roller for the bowling rink. This application has been re-submitted. The Club has a surplus due to receiving Government COVID grants over the last two years which has kept them afloat. Their annual expenditure to keep the green in good condition is £14k and they have now lost the Chestnuts group. **APPENDIX A**

Penn & Tylers Green Events – Queens' Platinum Jubilee celebration – the group are asking for £1,000 as a contribution towards the events being held over the weekend. **APPENDIX B**

AGENDA ITEM 7

Publicity

Members are asked to NOTE that the newsletter has been sent to the printers for first proof; this allows changes to be made prior to the final draft. Copies will be circulated for comment before final printing is authorised.

AGENDA ITEM 8

Community Board

Members are asked to NOTE the attached report from Cllr Barron. **APPENDIX C**

AGENDA ITEM 9

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on Tuesday 15 March. **APPENDIX D**

Annual Return and Governance Statement

Members are asked to CONSIDER the completed annual return with association documentation and governance statement with a view to recommendation for approval at full council. **APPENDIX E**

AGENDA ITEM 10

Budget

10.1 Council Finances (Period 12) Outturn

Members are asked to NOTE the summary of income and expenditure by committee. **APPENDIX F**

10.2 Committee (Period 12) Outturn

Members are asked to NOTE the committee yearend figures. **APPENDIX G**

10.3 Community Infrastructure Levy (CIL)

AGENDA ITEM 11

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 12

Accounts for Payment

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

Date and time of next meeting: Thursday 29 September 2022 @ 7.30pm