

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 9 February 2023 at 7.30pm** 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 membership:

Cllr I Forbes – Chairman
Cllr A Barron – Vice-chairman
Cllr L Willis
Cllr H Darch
Cllr C Jordan (temp)
Cllr D Johncock (ex-officio)

Cllr J Herschel
Cllr R Wilks
Cllr C Dodds
Cllr K Wood
Cllr L Webb

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 Appraisals

4. Health & Safety Report of any incidents

5. Policies and Procedures

5.1 Grants Policy

5.2 Resilience – Emergency Planning

5.3 Training

5.4 Model Councillor-Officer Protocol

5.5 Re-appointment of Internal Auditor

6. Grants

7. Publicity

8. Legal

9. Community Board

10. Neighbourhood Action Group (NAG)

10.1 Community Speedwatch

11. Budget

11.1 Committee Finances (Period 7) October

11.2 Council Finances (Period 7) October

11.3 Community Infrastructure Levy

11.4 Five Year Plan

12. Questions from council members and the public

13. Accounts for payment



Wendy Thompson
Clerk to the Council
30 January 2023

Staff Matters**3.1 Staff Absence Report**

Members are asked to RECEIVE a verbal report from the clerk on the sickness absence of staff since the last committee meeting in November.

3.2 Appraisals

Members are asked to NOTE that staff appraisals are underway – the first couple being held yesterday.

AGENDA ITEM 4**Health & Safety Report of any incidents**

Members are asked to NOTE that there have been no incidents since the last committee meeting in November. The last notified incident was on 1 February 2022, therefore being incident free for 207 working days as at the date of the agenda being sent out.

AGENDA ITEM 5**Policies and Procedures****5.1 Grants Policy**

Members are asked to CONSIDER and, if so minded, APPROVE the attached Grants Policy **APPENDIX A**.

5.2 Resilience – Emergency Planning

Members are asked to NOTE that the first meeting of the working party was held on Thursday 2 February at 10am. The working party consists of Cllr Forbes, Cllr Barron, Cllr Jordan and the clerk. A verbal update will be given at the meeting.

5.3 Training

Members are asked to NOTE that a councillor training session will be arranged. The session will be set once the refurbishment timeline is known.

5.4 Model Councillor-Officer Protocol

Members are asked to CONSIDER the attached Protocol sent through from BMKALC as a working document for further revision following discussion **APPENDIX B**

5.5 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 2022/23. Last year Mr Newhouse's fee was £350.00.

Members are asked to NOTE that in accordance with the Joint Panel on Accountability and Governance Practitioners' Guide March 2022 – 4.11 *'There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year*

AGENDA ITEM 6**Grants**

Members are asked to NOTE that there have been no further requests for funding and the available budget currently stands at £960.00.

AGENDA ITEM 7**Publicity**

Members are asked to NOTE that the newsletter is currently at the printer for the first proof.

AGENDA ITEM 8**Legal**

Members are asked to NOTE that there are currently no items for consideration.

AGENDA ITEM 9**Community Board**

Members are asked to RECEIVE a report from Cllr Barron on any progress with the current projects.

Neighbourhood Action Group (NAG)

Members are asked to NOTE that the next meeting will be held on 23 February at Tylers Green Village Hall.

10.1 Community Speedwatch

Members are asked to NOTE that the Sentinel Camera is currently out of action. It had been attacked by a passing jogger while in use on Treadaway Hill, Flackwell Heath. It has been sent back to Unipar to be checked over. TVP have confirmed that the camera is covered by their insurance.

AGENDA ITEM 11**Budget****11.1 Committee Finances (Period 10) January**

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

11.2 Council Finances (Period 10) January

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

11.3 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £57,100.99. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£57,100.99 2026/27

11.4 Five Year Plan

Members are asked to RECEIVE the amended overview of the likely major funding issues by the Chairman of committee **APPENDIX E**

AGENDA ITEM 12**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 13**Accounts for Payment**

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

Date and time of next meeting: Tuesday 18 April 2023 @ 7.30pm