

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Tuesday 18 April 2021** 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

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 2023/24
- 3.3 LGPS Employers Contributions

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

5. Health & Safety - Report of any incidents

6. Grants

7. Legal – Telecommunications Mast, Straight Bit

8. Community Board

9. Neighbourhood Action Group

- 9.1 MVAS

10. Annual Return and Governance Statement

11. Budget

- 11.1 Council Finances (Period 12) Outturn
- 11.2 Community Infrastructure Levy
- 11.3 5 Year Plan

12. Questions from council members and the public

13. Accounts for Payment



Wendy Thompson
Clerk to the Council
11 April 2023

AGENDA ITEM 3

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 2023/24 is £10.42 per hour. This figure only effects the position of office cleaner, an increase of 92p per hour and an expenditure increase of £47.84 per annum.

3.3 LGPS Employers Contribution

Members are asked to NOTE that the Employer contributions for 2023/24 have been reduced to 23.7% from 25.1%

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

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 November. The last notified incident was on 1 February 2022, therefore being incident free for 293 working days as at the date of the agenda being sent out.

AGENDA ITEM 6

Grants

Members are asked to CONSIDER and, if so minded, APPROVE a grant application request from Tylers Green First School for a £2,000 contribution towards a sound system for their main hall. Members are asked to NOTE that the budget line for the current financial year stands at £5,000. **APPENDIX A**

AGENDA ITEM 7

Legal – Telecommunications Mast, Straight Bit

Members are asked to NOTE that the legal challenge from Hutchison 3G UK Ltd and EE Ltd is in the hands of our solicitor. The deadline for response had been extended by 28 days.

AGENDA ITEM 8

Community Board

Members are asked to NOTE that there are no further updates on projects since the Annual Parish Meeting.

AGENDA ITEM 9

Neighbourhood Action Group

Members are asked to NOTE the minutes of the last NAG meeting held on 16 March 2023. **APPENDIX B**

9.1 MVAS

Members are asked to NOTE that the three existing MVAS are ageing, with this in mind, members are asked to CONSIDER, for recommendation to Council, the acquisition of three new devices that will advise drivers of their speed and show an appropriate face. The signs would use ANPR data resulting in drivers being advised in writing

and with police visits where necessary if the relevant authorities can co-operate. A short study will be undertaken and presented to Council with the recommendation if approved.
It is hoped that support can be received from the Community Board.

AGENDA ITEM 10

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 C**

AGENDA ITEM 11

Budget

11.1 Council Finances (Period 12) Outturn

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

11.2 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the current CIL total stands at £56,171, which will need to be spent by 2026/27.

11.3 5 Year Plan

Members are asked to NOTE the 5-year plan **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 29 September 2023 @ 7.30pm