

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 18 April 2021** at **7.30pm** 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 L Webb
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr L Willis	Cllr C Dodd
	Cllr H Darch	Cllr K Wood
	Cllr C Jordan (temp)	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock and B Sadler (TG resident)

At the start of the meeting the chairman suspended standing orders and asked the committee to approve the re-order of the agenda as follows;

FGP/22/041 **Apologies for absence**
Apologies for absence were received from Cllr J Herschel (holiday).

FGP/22/042 **Declarations of members' interests in agenda items**
Cllr Darch declared an interest in agenda item 6 Grants being a Governor at the Tylers Green First School.

FGP/22/043 **1 MVAS**
Members were asked to note that the three existing MVAS were ageing, with this in mind, members were asked to consider, for recommendation to Council, the acquisition of three new devices that would advise drivers of their speed and show an appropriate face. The signs could 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.

It was RESOLVED that;

The committee supported the initiative to investigate further the purchase of one or two new signs. A report would be compiled with costings/time taken to download the information and police involvement.

Mr Sadler thanked the committee and left the meeting at 7.50pm

FGP/22/044 **Staff Matters**
1 Staff Absence Report
Members were asked to receive a report on the sickness absence of staff since the last committee meeting in February.
The clerk advised that one member of the grounds team had been off sick for one day only since the last committee meeting.

2 National Living Wage 2023/24

Members were 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 LGPS Employers Contribution

Members were asked to note that the Employer contributions for 2023/24 have been reduced to 23.7% from 25.1%.

- FGP/22/045 **Policies and Procedures**
Members were asked to consider adoption at the next full council meeting the following policy documents which can be found on the parish council website www.cwpc.org.uk. No changes were being proposed.
- 1 Information & Data Protection Policy**
 - 2 Retention & Disposal Policy**
 - 3 Management of Transferable Data Policy**
 - 4 Data Breach Policy**
 - 5 Standing Orders**
 - 6 Financial Regulations**
 - 7 Publicity Policy**
 - 8 Complaints Procedure**
- It was RESOLVED that;***
The above policy documents be recommended at the next full council meeting for adoption.
- FGP/22/046 **Health & Safety - Report of any incidents**
Members were asked to note that there had 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.
- FGP/22/047 **Grants**
Members were asked to consider a grant application request from Tylers Green First School for a £2,000 contribution towards a sound system for their main hall. Members were asked to note that the budget line for the current financial year stands at £5,000.
- It was RESOLVED that;***
A grant in the sum of £2,000 be recommended at the next full council meeting for approval.
- Cllr Darch abstained from the vote
- FGP/22/048 **Legal – Telecommunications Mast, Straight Bit**
Members were 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.
- FGP/22/049 **Community Board**
Members were asked to note that there were no further updates on projects since the Annual Parish Meeting.
- FGP/22/050 **Neighbourhood Action Group**
Members were asked to note the minutes of the last NAG meeting held on 16 March 2023.
Cllr Johncock advised that the NAG would be taking forward a publicity campaign – understanding how drugs are accessed.
- FGP/22/051 **Annual Return and Governance Statement**
Members were asked to consider the completed annual return with association documentation and governance statement with a view to recommendation for approval at full council.
- The committee thanked the clerk and in particular for no adverse comments at all in the audit report to the chairman of the council.
- It was RESOLVED that;***
The Annual Return and Governance Statement be recommended to council for approval and signature by the chairman of the council.

FGP/22/052

Budget

1 Council Finances (Period 12) Outturn

Members were asked to note summary of income and expenditure by committee.

2 Community Infrastructure Levy (CIL)

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

3 5 Year Plan

Members were asked to note the 5-year plan.

It was noted that the Broxap bins should be deleted from the table and that the new MVAS be added.

The bollards at Queensmead Road could be a match funded project with the Community Board.

FGP/22/053

Questions from council members and the public

There were no questions.

FGP/22/054

Accounts for Payment

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

cheque numbers 11052 to 11054 and 11055 to 11063 be noted, along with transfers to Came & Co and WhitsonFays, a BACS payment to Payflow and direct debit to NEST pension. These payments were made for year end purposes.

The accounts for payment be approved and cheques numbered 11064 to 11074 along with direct debit payments to EE, Barclays, Buckinghamshire Council, Grenke, Shell (Fuelcard), Unicom and E-On Next be approved and signed.

Date and time of next meeting: Tuesday 3 October 2023 @ 7.30pm

Signed:

A handwritten signature in blue ink, appearing to be 'D. Munn', with a horizontal line drawn underneath it.

Dated: 27 April 2023