

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Tuesday 3 October 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.

Members are asked to welcome a representative from Christ Church, Flackwell Heath to give feedback on the Community Pantry that supports vulnerable people within the ward/parish, with a view to making a further request for funds.

3. Staff Matters

3.1 Staff Absence Report

4. Health & Safety Report of any incidents

5. Policies and Procedures

5.1 Councillor-Officer Protocol

5.2 Financial Regulations

5.3 Risk Register

6. Grants

6.1 Loudwater Bowls Club

6.2 Flackwell Heath Minors FC

6.3 Community Pantry – Flackwell Heath

7. Publicity

8. Legal

8.1 Land at Knaves Beech (Hedley Green, Loudwater)

9. Community Board

10. Neighbourhood Action Group (NAG)

11. Budget

11.1 Precept Timetable

11.2 Committee Finances (Period 5) August

11.3 Council Finances (Period 5) August

11.4 Community Infrastructure Levy

11.5 Five Year Plan

12. Questions from council members and the public

13. Accounts for payment



Wendy Thompson
Clerk to the Council
25 September 2023

AGENDA ITEM 3

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 April.

AGENDA ITEM 4

Health & Safety Report of any incidents

Members are asked to NOTE that there has been one incident since the last committee meeting in April. On 7 July a member of the grounds team turned his right foot while taking a contractor around King's Wood.

AGENDA ITEM 5

Policies and Procedures

5.1 Councillor-Officer Protocol

Members are asked to CONSIDER the attached Policy **APPENDIX A** with a view to recommending to full Council for adoption.

5.2 Financial Regulations

Members are asked to NOTE that the National Association of Local Councils (NALC) is working with The Parkinson Partnership LLP to update its 2019 Model Financial Regulations for England and Wales and to this end NALC is seeking views on the technical aspects of the regulations. The submission date is 5 November 2023.

The current Financial Regulations will be taken to the Informal meeting on 24 October so that comments can be gathered.

5.3 Risk Register

Members are asked to NOTE that the Register will need to be reviewed on approval of the Councillor-Officer Protocol. Members will be asked to comment on Risk/Severity and offer suggestions on mitigation.

AGENDA ITEM 6

Grants

Members are asked to NOTE that the budget line for Grants was set at £5,000 for the year, an amount of £2,000 has already been made to Tylers Green First School leaving an unused balance of £3,000.

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

Loudwater Bowls Club - have amended their original request – they are now requesting a £1000.00 grant towards lighting in the clubhouse and a new stopcock. **APPENDIX B.**

Flackwell Heath Minors FC – the parish council has already awarded £10,000 from CIL towards the car park project; however, the club are now requesting a further £5,000. **APPENDIX C**

AGENDA ITEM 7

Publicity

Members are asked to NOTE that a meeting is to be arranged to discuss the content of the next newsletter.

AGENDA ITEM 8

Legal

8.1 Land at Knaves Beech (Hedley Green, Loudwater)

Members are asked to NOTE that the parish council has been approached by Aviva Legal Services on behalf of Aviva Life & Pensions who are the freehold owners of the land. The parish council has been maintaining this site as a public open space.

Members are asked to CONSIDER and, if so minded, RECOMMEND to full Council further investigation. **APPENDIX D**

AGENDA ITEM 9

Community Board

Members are asked to NOTE a report from Cllr Barron on any progress with the current projects. **APPENDIX E**

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on 31 August 2023 along with the report from a meeting held about the future of the mobile vehicle activated signs. **APPENDIX F**

Budget**11.1 Precept Timetable**

Members are asked to NOTE that the next cycle of committee meetings will be the start of the new financial year budget setting process. The committee budgets will be taken to the next Finance & General Purposes committee meeting in November before final approval by full Council on 14 December. Proposals for this committee need to be with the Clerk by 14 November. This allows time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council.

Members are asked to NOTE that the second and final precept payment for this financial year was received in the bank account on Friday 15 September in the sum of £193,266.16.

11.2 Committee Finances (Period 5) August

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

11.3 Council Finances (Period 5) August

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

11.4 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £83,590.56; from this balance £10,000 has been committed to the Flackwell Heath Minors for the car park project. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£56,171.56	2025/26
£27,419.00	2026/27

Members are asked to CONSIDER using CIL to make a donation to Christ Church in Flackwell following the feedback as requested earlier in the meeting.

11.5 Five Year Plan

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

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.

Accounts for Payment

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

Date and time of next meeting: Thursday 30 November @ 7.30pm