

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 30 November 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

4. Health & Safety Report of any incidents

5. Policies and Procedures

5.1 Fees & Charges 2023/24

5.2 Calendar of Meetings 2024

6. Grants

7. Publicity

8. Legal

8.1 Mast – Straight Bit, Flackwell Heath

8.2 Lease – Oakwood, Flackwell Heath

9. Community Board

10. Neighbourhood Action Group (NAG)

11. Budget

11.1 Committee Finances (Period 7) October

11.2 Council Finances (Period 7) October

11.3 Finance & General Purposes Draft Committee Budget 2024/25

11.4 Council Draft Budget 2024/25

11.5 Precept 2024/25

11.6 Community Infrastructure Levy

11.7 Five Year Plan

12. Questions from council members and the public

13. Accounts for payment



Wendy Thompson
Clerk to the Council
23 November 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 September.

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 October. The last notified incident was on 7 July 2023, therefore being incident free for 99 working days as at the date of the agenda being sent out.

AGENDA ITEM 5

Policies and Procedures

5.1 Fees & Charges 2023/24

Members are asked to CONSIDER the attached schedule of Fees and Charges **APPENDIX A**, showing an increase of 6.7% (CPI) rounded. Allotments and Pavilion rentals along with the Cemetery fees have been held as they stand.

Following consideration and the Fees and Charges will be recommended for approval at the next full council meeting.

5.2 Calendar of Meetings

Members are asked to CONSIDER the attached Calendar of Meetings **APPENDIX B** with a view to recommending for approval at the next full council.

AGENDA ITEM 6

Grants

Members are asked to NOTE that £2,000 has been awarded the Tylers Green First School and £1,000 has been awarded to the Loudwater Bowls Club leaving £2,000 in the budget line. There have been no further requests received at the time of the agenda distribution.

Members are asked to CONSIDER, for further consideration at full Council a late application from the Flackwell Heath Community Association requesting a contribution of £2,000 towards the replacement top windows at the Community Centre; the total cost being £9,495.00. If members are inclined to support the request an application form will be sent.

AGENDA ITEM 7

Publicity

Members are asked to NOTE that the newsletter is currently being compiled and will be ready for circulation in the New Year.

AGENDA ITEM 8

Legal

8.1 Mast – Straight Bit, Flackwell Heath

Members are asked to RECEIVE a verbal update from the clerk.

8.2 Lease – Oakwood, Flackwell Heath

Members are asked to CONSIDER and, if so minded, RECOMMEND the attached lease **APPENDIX C** for signature by the Chairman and Vice Chairman of Council.

Members are asked to NOTE that the new lease is for a term of 5 years and with an updated annual rental of £50.00 plus VAT.

AGENDA ITEM 9

Community Board

Members are asked to NOTE that there are no further updates or actions to report.

AGENDA ITEM 10

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on Thursday 26 October **APPENDIX D**. The next meeting is due to be held on Monday 4 December at Tylers Green Village Hall.

Budget

11.1 Committee Finances (Period 7) October

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

11.2 Council Finances (Period 7) October

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

11.3 Finance & General Purposes Draft Committee Budget 2024/25

Members are asked to CONSIDER the committee draft budget **APPENDIX G**, members are encouraged to suggest adjustments prior to being recommended for approval at the next full council.

11.4 Council Draft Budget 2024/25

Members are asked to CONSIDER the Council draft budget **APPENDIX H**, as above making any adjustments, prior to being recommended for approval at the next full council. Excluding EMR's as this years and next years transfers need review and approval.

11.5 Precept 2024/25

Members are asked to RECEIVE a short presentation from the chairman of committee **APPENDIX I** with a recommendation to increase the Precept therefore a request for a 2.65% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept actually received if the housing numbers vary from the current estimate.

11.6 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £72,129.33. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£40,362.00	2025/26
£31,767.33	2026/27

Members are asked to NOTE that the above figures take into consideration the funds approved for the Community Pantry in Flackwell Heath (£5,000) and the car park at Green Dragon Lane (£10,000).

11.7 Five Year Plan

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

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: Thursday 8 February 2024 @ 7.30pm (TBC)