

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 18 April 2024 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 National Living Wage 2024/25

4. Health & Safety Report of any incidents

5. Policies and Procedures

5.1 Information & Data Protection Policy

5.2 Retention & Disposal Policy

5.3 Management of Transferable Data Policy

5.4 Data Breach Policy

5.5 Standing Orders

5.6 Financial Regulations

5.7 Publicity Policy

5.8 Complaints Policy

6. Grants

7. Legal

7.1 Mast – Straight Bit, Flackwell Heath

7.2 Hedley Green/Knaves Beech

8. Community Board

9. Neighbourhood Action Group (NAG)

10. Human Resources Support & Health & Safety Review

11. Risk Register

12. Investing

13. Annual Return and Governance Statement

14. Budget

14.1 Council Finances (Period 12) Outturn

14.2 Earmarked Reserves (Period 12) Outturn

14.3 Community Infrastructure Levy

15. Questions from council members and the public

16. Accounts for payment



Wendy Thompson
Clerk to the Council
10 April 2024

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 February.

3.2 National Living Wage 2024/25

Members are asked to NOTE that the national living wage rate for 2024/25 is £11.44 per hour. This figure only effects the position of the office cleaner, an increase of £1.02 per hour and an expenditure in increase of £212.16 per annum.

AGENDA ITEM 4

Health & Safety Report of any incidents

Members are asked to NOTE that since the last committee meeting in February there has been one incident. On 22 March 2024 a member of the grounds team was bitten by a dog in an unprovoked attack. The dog walker's details were taken and also the name of the dog owner. The police were advised and we have a crime reference number.

AGENDA ITEM 5

Policies and Procedures

Members are asked to CONSIDER and, if so minded, RECOMMEND for re-adoption at the next full council the following policy documents which can be found on the parish council website www.cwpc.org.uk. If any member would like a hard copy prior to the meeting please contact the office. No changes are proposed and discussion points may be raised with the clerk prior to the meeting.

- 5.1 Information & Data Protection Policy**
- 5.2 Retention & Disposal Policy**
- 5.3 Management of Transferable Data Policy**
- 5.4 Data Breach Policy**
- 5.5 Standing Orders**
- 5.6 Financial Regulations**
- 5.7 Publicity Policy**
- 5.8 Complaints Policy**

AGENDA ITEM 6

Grants

Members are asked to CONSIDER and, if so minded, APPROVE for recommendation to full Council a request from the Juniper Hill School for a sum of £5,000 to assist with the purchase of play equipment for children with SEMH needs. The total project is estimated at £16,744.00. **APPENDIX A**

Members are reminded that the budget line for Grants for the current financial year stands at £5,000.

AGENDA ITEM 7

Legal

7.1 Mast – Straight Bit, Flackwell Heath

Members are asked to NOTE that there is currently a 'Required and Refused' decision on the mast.

7.2 Hedley Green/Knaves Beech

Members are asked to NOTE that Aviva have declined the offer to buy the parish council out of the lease.

AGENDA ITEM 8

Community Board

Members are asked to NOTE the report from Cllr Barron **APPENDIX B**

AGENDA ITEM 9

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on 29 February 2024 **APPENDIX C.**

AGENDA ITEM 10

Human Resources Support and Health & Safety Audit

Members are asked to CONSIDER and, if so minded, APPROVE the appointment of a HR & Health & Safety Company for a five-year term who are promoted by ACAS. Members will receive a verbal report from the clerk.

Risk Register

Members are asked to CONSIDER the addition of HR Matters in light of the above (Agenda Item 10).

AGENDA ITEM 12**Investing**

Members are asked to NOTE that the current interest rates being received from Barclays and the Co-operative Bank are 1.5% and 1.6% respectively. The monies held in the Co-operative Bank are covered by FSCS, however the Barclays Business Saver account is holding more than the £85,000 which would be covered by FSCS. Following the last council meeting the clerk contacted CCLA, who are currently offering around 5% interest on amounts over £25,000. The Local Government Association invited the development of the Fund following the Icelandic banking crisis and it has been in existence since May 2011. **APPENDIX D**

The Fund has exceeded £1.1b under management with 600+ clients of which there are 400+ parish and town councils. Access to money is same day with a cut off time of 11.30am. The Fund is not covered by the FSCS but has an AAmmf credit rating by Fitch. *'Fitch defines Money Market Funds with an 'AAmmf' rating as having extremely strong capacity to achieve fund's investment objective of preserving principal and providing shareholder liquidity through limiting credit, market and liquidity risk. The ratings do not eliminate the risks associated with investing in the Fund.'*

Members are now asked to CONSIDER for recommendation to full council the option of investing with CCLA.

AGENDA ITEM 13**Annual Return and Governance Statement**

Members are asked to CONSIDER the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council. **APPENDIX E**

The Internal Audit took place on Wednesday 10 April, Mr Newhouse undertook an inspection of the accounts that took 2 hours, Cllr Barron was also present. Members are asked to RECEIVE a verbal report from the clerk.

AGENDA ITEM 14**Budget****14.1 Council Finances (Period 12) Outturn**

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

14.2 Earmarked Reserves (Period 12) Outturn

Members are asked to NOTE the yearend position of the earmarked reserves. **APPENDIX G**

14.3 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £72,128.99. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£40,362.00	2025/26
£31,766.99	2026/27

AGENDA ITEM 13**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 14**Accounts for Payment**

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

Date and time of next meeting: Tuesday 1 October 2024 @ 7.30pm