CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of 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 was open to members of the public and press

Present:	Cllr I Forbes – Chairman	Cllr J Herschel
	Cllr A Barron – Vice-chairman	Cllr R Wilks
	Cllr C Dodds	Cllr K Wood
	Cllr C Jordan (temp)	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock, Cllr S Barrett and Mr L White (FHRA)

FGP/23/028 **Apologies for absence**

Apologies were received and approved from Cllr L Webb (business), Cllr L Willis (unwell), Cllr K Wood (family) and Cllr H Darch (family)

FGP/23/029 **Declarations of members' interests in agenda items**

There were none.

FGP/23/030 **Staff Matters**

1 Staff Absence Report

Members were asked to receive a verbal report from the clerk on the sickness absence of staff since the last committee meeting in February. Two members of the grounds team have been absent each for two days – one with a back issue and the other with a migraine. All teams members were back at work.

2 National Living Wage 2024/25

Members were 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 with an increase of £1.02 per hour the overall increase will be £212.16 per annum.

FGP/23/031 **Health & Safety Report of any incidents**

Members were asked to note that since the last committee meeting in February there had 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.

Further updates, if any, to be brought to the next committee meeting in September.

FGP/23/032 **Policies and Procedures**

Members were asked to consider for recommendation of re-adoption at the next full council the following policy documents which can be found on the parish council website www.cwpc.org.uk. No changes were 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 Policy

It was RESOLVED that;
The above policies be recommended to the next full council meeting for re-adoption.

FGP/23/032 **Grants**

Members were asked to consider 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 was estimated at £16,744.00.

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

It was RESOLVED that;
An award of £5,000 be recommended to the next full council meeting. Funds to be taken from the Community Infrastructure Levy EMR as the project was of community benefit, therefore complying with the expenditure criteria.

FGP/23/033 **Legal**

1 Mast – Straight Bit, Flackwell Heath

Members were asked to note that there was currently a 'Required and Refused' decision on the mast.

Cllr D Johncock sought clarification from the case officer and was told that required and refused meant that the LPA (Local Planning Authority) decided that the details of the mast were first "required" and having considered the details the LPA decided to refuse permission for them have refused this application.

2 Hedley Green/Knaves Beech

Members were asked to note that Aviva had declined the offer to buy the parish council out of the lease.

FGP/23/034 **Community Board**

Members were asked to note the report from Cllr Barron attached at the end of the report.

Cllr Barrett was in attendance – he is the Chairman of the Beaconsfield and Chepping Wycombe Community Board. He explained that he would be encouraging groups and organisations to apply for funding but also helping groups to make connections for symbiotic relationships. Following the next elections there will be a re-organisation of the Community Boards to match the new boundaries set out by the Boundary Commission.

FGP/23/035 **Neighbourhood Action Group (NAG)**

Members were asked to note the minutes from the last NAG meeting held on 29 February 2024.

FGP/23/036 **Human Resources Support and Health & Safety Audit**

Members were asked to consider the appointment of an HR & Health & Safety Company for a five-year term who are promoted by ACAS. Members will receive a verbal report from the clerk.

It was RESOLVED that;
The appointment of Peninsula Business Services by approved for a five-year period.

FGP/23/037 **Risk Register**

Members were asked to consider the addition of HR Matters in light of the previous item.

It was RESOLVED that;
Employment issues would be added to the Risk Register the mitigation being the HR company.
Members were encouraged to make suggestions.

The item to be brough back to the September meeting.

FGP/23/038 **Investing**

Members were 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 that the £85,000 which would be covered by FSCS. Following the last council meeting the clerk contacted CCLA, who were currently offering around 5% interest on amounts over £25,000**.**

Members were asked to consider for recommendation to full council the option of investing with CCLA.

It was RESOLVED that;
A recommendation to invest fundings of circa £200k be taken to the next full council meeting.

Cllr Herschel left the meeting at 8.11pm

Cllr Herschel returned at 8.15pm

FGP/23/039 **Annual Return and Governance Statement**
Members were asked to consider the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council**.**

It was RESOLVED that;
The Annual Return and Governance Statement be recommended for approval and signature at full council

The Internal Audit took place on Wednesday 10 April, Mr Newhouse undertook an inspection of the accounts, Cllr Barron was also present. There were no points to note other than a very small saving if members undertook the BACS payments.

Thanks to the Clerk was noted for the excellent audit.

FGP/23/040 **Budget**
1 Council Finances (Period 12) Outturn
Members were asked to note the summary of the Council's yearend position.

2 Earmarked Reserves (Period 12) Outturn
Members were asked to note the yearend position of the earmarked reserves.

3 Community Infrastructure Levy (CIL)
Members were asked to note the budget line for CIL currently which stands at £72,128.99. These fund 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

FGP/23/041 **Questions from council members and the public**
Mr White highlighted the issue in Flackwell Heath relating to the Christmas Light funding which had been stopped by Buckinghamshire Council. Mr White asked if it would be possible to request funding. The clerk advised Mr White to complete the Grant Form which would be taken to the next appropriate meeting for discussion.
Cllr Barron highlighted the consultation on Buckinghamshire Council's Street Trading Policy. Cllr Barron had prepared and circulated a response which members were asked to contribute to prior to the clerk sending it back to the Council.

FGP/23/042 **Accounts for Payment**
The accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 11287 to 11293 and direct debit payments to EE, E-ON Next, Resquid Communications Ltd, Shell (Fuelcard), Trade UK and Unicom along with bank transfers to E Newhouse, Gallagher Insurance and Rialtas be approved and signed.

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

Signed: Katrina S A Wood Dated: 30 April 2024

Chepping Wycombe Parish Council

Pending expenditure transactions

18-Apr-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11287	AE2529/2024	Active Enviropest	Routine Rodent Inspection - Apr	40.00	0.00	40.00
	11288	466042	Clarity Copiers Ltd	Photocopy charges - Mar	36.28	7.26	43.54
x	11289	450304	Country Supplies	Fencing rolls, posts, MOT bulk bags	560.32	112.06	
	11289	450440 (credit note)	Country Supplies	Posts	-89.40	-17.88	565.10
	11290		Wendy Thompson	USB Adaptor and dongle	75.98	0.00	75.98
	11291		Suzanne Thompson	Nokia mobile phone and £10 voucher	29.99	0.00	29.99
	11292		Graeme Christie	Lorry MOT and £15 for road tax	65.00	0.00	65.00
	11293		Penn & Tylers Green Evening WI	Newsletter delivery	259.00	0.00	259.00
	DD	V02210249915	EE	Warden's mobile - Mar	20.20	4.04	24.24
	DD	KI-DDBA27F4	E-ON Next	Electricity - Council Offices Jan-Mar	615.16	30.75	645.91
	DD	KI-031-D95C6-0032	E-ON Next	Gas - Council Offices Mar	353.17	17.65	370.82
	DD	12365	Redsquid Communications Ltd	IT support/365 - Apr	368.57	73.71	442.28
	DD	9007137293	Shell (Fuel Card Services) Ltd	Fuel - Mar	177.26	35.45	212.71
	DD	235807	Shorts Group Limited	Dog waste collection - Mar - FH	205.44	41.09	
	DD	235808	Shorts Group Limited	Dog waste collection - Mar - LW	342.40	68.48	
	DD	235809	Shorts Group Limited	Dog waste collection - Mar - TG	445.12	89.02	1,191.55
x	DD	1471083136	Trade UK (B&Q)	High gloss paint	21.67	4.33	
x	DD	1474648215	Trade UK (B&Q)	Postcrete	58.08	11.62	
x	DD	1481355686	Trade UK (B&Q)	Turtle wax & heavy duty cloths	9.59	1.91	107.20
x	DD	1480358649	Trade UK (Screwfix)	Site trousers	24.99	5.00	29.99
	DD	13694407	Unicom	Telephone & broadband - Apr	108.93	21.79	
	DD	credit	Unicom	Credit for lack of service when lines down	-89.08	-17.82	23.82
	Transfer	A/24/1	E Newhouse	Internal audit	375.00	0.00	375.00
	Transfer	532358740	AJGIBL GBP CLIENT	Insurance addition for new vehicle	191.29	0.00	191.29
	Transfer	SM28988	Rialtas Business Solutions Ltd	Accountancy software - annual licence	851.00	170.20	1,021.20
	Transfer	SM28989	Rialtas Business Solutions Ltd	Allotments software - annual licence	192.00	38.40	230.40
					5,247.96	697.07	5,945.03

Income received since last committee meeting over £500.00

				Wanderers FC	671.00	0.00	671.00
				Flackwell Heath Minors	825.00	0.00	825.00
				Precept 24/25 - first half	202,905.21	0.00	202,905.21
					204,401.21	0.00	204,401.21

Signed: Surfeth

Date: 19/4/2023

Signed: Katona S A Wood

Date: 19/4/2023

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques

Chepping Wycombe Parish Council

Pending expenditure transactions

28-Mar-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11283		Mr G Christie	Re-imbursement for steel toe cap work shoes	69.90	7.99	77.89
	11284	S251016923	Tilhill Forestry Ltd	Management fee up to 31.03.24	427.50	85.50	513.00
	11285		Miss K Wood	Balance of Chairman's Allowance 2023/24	716.25	0.00	716.25
	11286	INV 5368	SparkX Ltd	Repairs Sedgmoor Road & Churchill Close Flackwell Heath	808.00	161.60	969.60
						0.00	0.00
	DD	1000105513	Buckinghamshire Council	Altona Rd Cemetery - Rates	798.40	0.00	798.40
	DD	1000106591	Buckinghamshire Council	Office Complex & Depot - Rates	9,184.00	0.00	9,184.00
	DD	1000106644	Buckinghamshire Council	Hammersley Lane Garden of Rest - Rates	154.69	0.00	154.69
	DD	0000196515/2024	GrenkeLeasing Ltd	Photocopier Q1 April to June 24	149.28	29.86	179.14
	DD	11541	Redsquid	ICT & Cyber security	607.50	121.50	729.00
	DD	IV00534577	SSE	Footway lighting unmetered - February	60.20	9.06	69.26
	DD		Nest Pension	CJ & WT Exception Schedule - Back Pay	274.40	0.00	274.40
	BACS		Barclays Payflow	LGPS & Salaries March	12,909.71	0.00	12,909.71
							0.00
	Transfer		Buckinghamshire Council	Planning Application - Derehams	694.00	0.00	694.00
	Transfer	3614	Cutting Edge Garden Machinery	Kubota Mower repair - hydraulic hose	333.13	0.00	333.13
						0.00	0.00
					27,186.96	**415.51**	**27,602.47**

Income received since last committee meeting over £500.00

						0.00	0.00
					0.00	**0.00**	**0.00**

Signed: Sin Fuller

Date: 5/4/2024

Signed: A. R. M. Bonner

Date: 5/4/2024

The RFO confirms that all goods and services have been received and that the invoices are accurate.

We have compared the invoice against the direct debit and payflow payments as above, along with the relevant purchase order details against the cheques