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

Present:

Cllr I Forbes – Chairman
Cllr A Barron – Vice-chairman
Cllr L Willis
Cllr H Darch
Cllr D Johncock (ex-officio)
Cllr R Wilks
Cllr C Dodds
Cllr K Wood
Cllr C Jordan (temp)

Also present: Cllr L Johncock

FGP/23/015 **Apologies for absence**

Apologies for absence were received and approved from Cllr Herschel (meeting) and late apologies were received from Cllr Webb (business)

FGP/23/016 **Declarations of members' interests in agenda items**

Cllr K Wood declared an interest in agenda item 5.1 Fees & Charges being in receipt of the Chairman's allowance.
Cllr C Jordan declared an interest in agenda item 13 Accounts for Payment being a recipient of an expenses cheque numbered 11208.

FGP/23/017 **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 October, there had been a couple of absences from two members of the grounds team lasting 3 days each, however one of the grounds team had recently had a single day of sickness following a worrying experience with his eye; he is back to work and has got a follow up appointment.

FGP/23/018 **Health & Safety Report of any incidents**

Members were asked to note that there had 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.

FGP/23/019 **Policies and Procedures**

1 Fees & Charges 2024/25

Members were asked to consider the proposed Fees and Charges for 2024/25 which were showing an increase of 6.7% (CPI) rounded. It was noted that Allotments and Pavilion rentals along with the Cemetery fees have been held as they stand.

It was RESOLVED that;
the Fees and Charges for 2024/25 be recommended for approval at the next full council meeting.

Cllr Wood abstained from the vote.

5.2 Calendar of Meetings

Members were asked to consider the Calendar of Meetings for 2024/25.

It was RESOLVED that;
The Calendar of Meetings be recommended for approval at the next full council.

FGP/23/020 **Grants**

Members were asked to note that £2,000 had been awarded the Tylers Green First School and £1,000 had been awarded to the Loudwater Bowls Club leaving £2,000 in the budget line. At agenda distribution there had been no formal requests received.

Members were 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.

It was RESOLVED that;
The grant be supported and that an application form be sent to the FHCA for further consideration at the next full council meeting.

FGP/23/021 **Publicity**

Members were asked to note that the newsletter was currently being compiled and would be ready for circulation in the New Year.

FGP/23/022 **Legal**

1 Mast – Straight Bit, Flackwell Heath

Members were asked to receive a verbal update from the clerk.

It was noted that further legal advice would be sought relating to this matter.

2 Lease – Oakwood, Flackwell Heath

Members were asked to consider the new Oakwood lease with a view to recommending it for signature by the Chairman and Vice Chairman of Council. Members were asked to note that the new lease was for a term of 5 years with an updated annual rental of £50.00 plus VAT.

It was RESOLVED that;
The lease be recommended for signing at the next full council meeting.

FGP/23/023 **Community Board**

Members were asked to note that there were no further updates or actions to report.

Cllr Johncock advised that it appeared that the whole concept had changed with our Community Board with more of a bias towards bringing organisations together to help each other. It was noted that other Community Boards are still running as before.

FGP/23/024 **Neighbourhood Action Group (NAG)**

Members were asked to note the minutes from the last NAG meeting held on Thursday 26 October The next meeting was due to be held on Monday 4 December at Tylers Green Village Hall.

FGP/23/025 **Budget**

1 Committee Finances (Period 7) October

Members were asked to note the summary of income and expenditure by committee**.** Cllr Forbes highlighted that the interest received to date had been higher than anticipated.

2 Council Finances (Period 7) October

Members are asked to NOTE the summary of the Council's financial position. The accounts are below run rate at the moment – with a possible underspend at year-end.

3 Finance & General Purposes Draft Committee Budget 2024/25

Members were asked to consider the committee draft budget, members are encouraged to suggest adjustments prior to being recommended for approval at the next full council.

It was RESOLVED that;
The draft committee budget be recommended to full council with the following amendment; cost centre 401 nominal 4021 (telephones) should be reduced to £1,500.

4 Council Draft Budget 2024/25

Members were asked to consider the Council draft budget, as above making any adjustments, prior to being recommended for approval at the next full council. Excluding EMRs as this years and next years' transfers need review and approval.

It was RESOLVED that;

The Council draft budget be recommended to the next full council meeting with some minor revisions following the discussion on the precept.

5 Precept 2024/25

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

It *was RESOLVED that;*

An increase of 4.99% should be recommended to full Council. The committee felt it sensible to go for a higher figure to facilitate the Derehams development.

6 Community Infrastructure Levy (CIL)

Members were 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 were 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).

7 Five Year Plan

Members were asked to receive the amended overview of the likely major funding issues by the Chairman of committee. The addition of play surfaces was noted. The Plan to go as an item of note to the next full council meeting.

FGP/23/026 **Questions from council members and the public**

There were no questions.

FGP/23/027 **Accounts for Payment**

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 11198 to 11210 and a BACS payment to Barclays Payflow along with direct debit payments to Barclays, EE, NEST Pension, Shell (Fuelcard), SSE. Triumph Technologies t/a Redsquid and bank transfers to South Central Ambulance Services and TownsWeb Archiving be approved and signed.

The chairman thanked members for their attendance and closed the meeting at 8.28pm

Date and time of next meeting: Thursday 8 February 2024 @ 7.30pm (TBC)

Signed: Katrina S.A. Wood Dated: 19 December 2023

Chepping Wycombe Parish Council

Pending expenditure transactions 17-Nov-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11197		Petty Cash	Petty Cash	233.37	0.00	233.37
					233.37	**0.00**	**233.37**

Income received since last committee meeting over £500.00

					0.00	**0.00**	**0.00**

Signed:

Date: 15/11/2023

Signed:

Date: 15/11/23

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

30-Nov-23

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11198	2323/2023	Active Enviropest	Rodent inspection - depot	40.00	0.00	40.00
x	11199	145270	Briants of Risborough Ltd	4 x 5l chain oil/1 drum each orange & red strimmer cord	153.34	30.67	184.01
	11200	5883	Brocklehurst Architects Ltd	Revised drawings - Derehams	900.00	180.00	1,080.00
	11201	3785	Bucks Security Ltd	Download CCTV - FH	100.00	20.00	120.00
	11202	13795	Clarke & Allen Gardeners Ltd	Kubota RTV Door latch broken - attempted a repair	98.82	19.76	118.58
x	11203	2127	Collison Tree Care Ltd	Track 6 - Limes reduce height & rebalance	2,500.00	500.00	
x		2128	Collison Tree Care Ltd	King's Wood - Rushbrooke Close remove limb/fell Ash	900.00	180.00	
x		2129	Collison Tree Care Ltd	King's Wood boundary trees 6 x fell 3 x tidy	3,625.00	725.00	
x		2130	Collison Tree Care Ltd	Track 6 - Remove lowest branch from Ash	500.00	100.00	9,030.00
	11204	11522	Davies Brother Nursery Ltd	51 x Pansy - Flackwell Heath & Loudwater War Memorials	28.00	7.00	35.00
	11205	GV15	Flackwell Heath Community Assoc	Grapevine copies x 17 for 12 months	85.00	0.00	85.00
	11206	13631/23	Gough Contractors Ltd	Annual Service - Office Worcester Greenstar Boiler	100.00	20.00	
		13632/23	Gough Contractors Ltd	Annual Service - Wardens House Potterton boiler & Landlords Cert	125.00	25.00	270.00
	11207		HMRC	Tax & NI - November 23	3,267.86	0.00	3,267.86
	11208		Cllr C Jordan	Wreath - Remembrance Day (Loudwater)	20.00	0.00	20.00
	11209	23585	Wingrove Media	Website Hosting 2023-24	60.00	0.00	60.00
	11210		PCC St Peters Loudwater	Annual Grant - Closed Churchyard	706.00	0.00	706.00
	BACS		Barclays Payflow	Salaries & LGPS - November	12,290.72	0.00	12,290.72
	DD		Barclays	Bank Charges - Sep to Oct 23	87.14	0.00	
			Barclays	Loyalty Reward	-15.83	0.00	71.31
	DD		EE	Warden's Mobile	20.20	4.04	24.24
	DD		NEST Pension	WT & CJ - November	685.95	0.00	685.95
	DD	9006221899	Shell (Fuel Card Services Ltd)	Fuel - October	238.12	47.62	285.74
	DD		SSE	Footway Lighting - October	75.19	8.91	84.10
	DD	TT-1030	Triumph Tech t/a Redsquid	IT Support/365	353.05	70.61	423.66
	TRANS		South Central Ambulance	Donation - CPR/Defib Training	400.00	0.00	400.00
	TRANS	693-0001	TownsWeb Archiving	50% payment for digitisation of Minute Books	1,472.95	294.59	1,767.54
					28,816.51	2,233.20	31,049.71

Income received since last committee meeting over £500.00

					0.00	0.00	0.00

Signed: ....

Date: 1/12/2023

Signed: ....

Date: 1 Dec 23

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