

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 8 February 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 L Willis
Cllr A Barron – Vice-chairman	Cllr R Wilks
Cllr H Darch	Cllr K Wood
Cllr C Jordan (temp)	Cllr L Webb
Cllr D Johncock (ex-officio)	

Also present: Cllr L Johncock

FGP/23/028 Apologies for absence

Apologies for absence were received and approved from Cllr J Herschel (family), Cllr C Dodds (family) and Cllr L Webb (business).

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

Cllr R Wilks and Cllr A Barron declared a personal interest in agenda item 14 **Accounts for Payment** being in receipt of expenses cheques 11252 and 11251 respectively.

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 November. The clerk advised that two members of the grounds team had been absent: One for a period of 5 days with a chest infection and the other 17 days following an emergency operation for a detached retina.

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

Members were asked to note that since the last committee meeting in November there had been one incident. On 3 January 2024, a member of the grounds team slipped down a bank while collecting a bin bag resulting in a pulled ankle. The ankle was elevated. No time was taken off work.

FGP/23/032 Policies and Procedures

1 S137 – Payment of Grants

Members was asked to note that the Department of Levelling Up, Housing and Communities had notified the National Association of Local Councils that the appropriate sum for Section 137 (4)(a) of the Local Government Act 1972 for parish and town councils in England for 2024/25 is £10.81. The amount was a result of increasing the amount of £9.93 for 2023/24 by the percentage increase in the retail index between September 2022 and September 2023 under Schedule 12B of the 1972 Act as above.

Members was asked to note that the current budget allocation for the new financial year of £5,000 is well below the aforementioned limit.

2 Amendment to the Local Government Act 1894

Members were asked to note the amendment to the Local Government Act 1894 (LGA 1894) which gives power to fund works to property relating to affairs of the church or held for an ecclesiastical charity. Under the Levelling up and Regeneration Act (2023 Act) Section 82 amends the LGA 1894 Act by inserting a new section 19A which overrides the prohibition to fund churches.

FGP/23/033 Grants

Members were asked to consider for recommendation to full Council a request from the Tylers Green Middle School PTA for a sum of £1,500 to assist in the rejuvenation of the pond area to create an outdoor teaching space.

The total project has been estimated at £24,000 with £18,000 already available through fundraising efforts.

It was RESOLVED that;

An award for £1,500 be recommended to full Council for approval.

It was noted that the budget line for grants had already been spent for the year, possible funding source for the award could be the Community Infrastructure Levy.

FGP/23/034 Publicity

Members were asked to note that the newsletter was at the printers and would be ready for circulation shortly.

It was noted that displays for any Summer events that the parish council wished to attend would need to be organised shortly.

FP/23/035 Legal

1 Mast – Straight Bit, Flackwell Heath

Members were asked to receive a verbal update from the clerk on the current status of the mast.

The clerk advised that a letter had been sent to Beacomms from our acting solicitor refusing their offer and requesting further information. Since the letter was sent a prior planning application has been received, this would be considered at the next planning meeting. Cllr Johncock had already circulated his initial thoughts on a response.

Following the Open Spaces committee meeting in January an extension to the car park at the site is also being considered which would use the space for the proposed mast site.

FGP/23/036 Community Board

Members are asked to NOTE that currently there are no further updates or actions to report. Cllr Johncock advised that the yellow line projects had been authorised and were waiting for the contractor to schedule the work. A Highways and Transport meeting will be held and is waiting for a date to be confirmed.

FGP/23/037 Neighbourhood Action Group (NAG)

Members were asked to note the minutes from the last NAG meeting held on Monday 4 December 2023. The next meeting is due to be held on Thursday 29 February at Tylers Green Village Hall.

FGP/23/038 MVAS Update

Members were asked to note the report from Cllr Barron on the revised status of the MVAS project. Our current signs have come to the end of their lives and with no volunteers to move the signs it had been hoped to purchase some more permanent signs (VAS), however this has not been possible. This project is now terminated.

FGP/23/039 Budget

1 Committee Finances (Period 9) December

Members were asked to note the summary of income and expenditure by committee. It was noted that the committee expenditure was on track and the income was higher than expected due to increased interest received.

2 Council Finances (Period 9) December

Members were asked to note the summary of the Council's financial position. It was noted that Open Spaces and Works and Services committees expenditure was below run rate.

3 Earmarked Reserves (Period 9) December

Members were asked to note the current position of the earmarked reserves.

4 January 2024 Earmarked Reserves Review

Members were asked to consider the review for recommendation to the next full council meeting. Adjustments had been made to several of the lines.

It was RESOLVED that;

That the adjustments be recommended to full Council, with an additional adjustment of £10k from the Community Board line, if approved the account package will be updated before the end of February.

5 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

6 Five Year Plan

Members were asked to receive the amended overview of the likely major funding issues by the Chairman of committee. There was a revision agreed to the Community Board line. This will be taken for noting at the next full council.

FGP/23/040 Questions from council members and the public

There were no questions

FGP/23/041 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 11244 to 11252 and direct debit payments to EE, E-ON Next, Shell (Fuelcard), and Shorts Group Ltd along with bank transfers to DMH Stallard and S Elborough be approved and signed.

Date and time of next meeting: Thursday 18 April 2024 @ 7.30pm

Signed: 

Dated: 22 February 2024

Pending expenditure transactions

8-Feb-24

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
x	11244	314572	Broxap Limited	4 x cast iron bollards - Oakland Way, FH; 1 bench - Totteridge Common; 2 benches - Altona Rd Cemetery	2,769.00	553.80	3,322.80
	11245		Chiltern Society	Annual subscription	30.00	0.00	30.00
	11246	463299	Clarity Copiers Ltd	Photocopy charges - Jan	40.02	8.00	48.02
x	11247	444752	Country Supplies	Posts & post straps	106.84	21.37	128.21
	11248	231068	GDT (Fire Extinguishers) Ltd	6 monthly fire alarm service	105.00	21.00	126.00
	11248	231071	GDT (Fire Extinguishers) Ltd	Fire extinguisher service	44.00	8.80	52.80
	11249	6122175	The Security Network Ltd	Annual service - intruder system	600.00	120.00	720.00
	11250	421904375009	SSE	Electricity - Derehams Pavilion	1,453.63	72.68	1,526.31
	11251		Alec Barron	Internet connection Oct-Dec	45.00	0.00	45.00
	11252		Roger Wilks	Internet connection Oct-Dec	45.00	0.00	45.00
	BACS						
	DD	V02190391069	EE	Warden's mobile - Jan	20.20	4.04	24.24
	DD	KI-031D95C6-0030	E-ON Next	Gas - council offices - Jan	480.31	96.06	576.37
	DD	9006772591	Shell (Fuel Card Services) Ltd	Fuel - Jan	421.82	84.36	506.18
	DD	231086	Shorts Group Limited	Dog waste collection - Jan - LW	320.00	64.00	384.00
	DD	231087	Shorts Group Limited	Dog waste collection - Jan - FH	192.00	38.40	230.40
	DD	231088	Shorts Group Limited	Dog waste collection - Jan - TG	416.00	83.20	500.00
	TRANSFER	389976	DMH Stallard	Professional charges for advice for Straight Bit	900.00	180.00	1,080.00
x	TRANSFER	3282	S Elborough	Full service to Scag walk behind	1,938.31	0.00	1,938.31
x	TRANSFER	3283	S Elborough	Full service to Etisea	868.27	0.00	868.27
					10,795.40	1,355.71	12,151.11

Income received since last committee meeting over £500.00

					0.00	0.00	0.00

Signed:

Signed:

Signed:

Signed:

Date: 9 February 2024.

Date: 9 Feb 2024.

Date: 9 Feb 2024.

Date: 9 Feb 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