

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Tuesday 1 October 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 A Barron – Chairman
Cllr I Forbes – Vice-chairman
Cllr L Willis
Cllr H Darch
Cllr K Griffiths
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 – Absence Report

4. Health & Safety Report of any incidents

4.1 Update on Peninsula

5. Policies and Procedures

5.1 Financial Regulations

5.2 Risk Register

6. Investing – CCLA

7. In-house Auditors

8. Grants

8.1 Flackwell Heath Residents' Association

8.2 Flackwell Heath Tennis Club

9. Publicity

10. Community Board

11. Neighbourhood Action Group (NAG)

12. Annual Return and Governance Statement

13. Budget

13.1 Precept Timetable

13.2 Budget

13.3 Committee Finances (Period 5) August

13.4 Council Finances (Period 5) August

13.5 Community Infrastructure Levy

13.6 Five Year Plan

14. Questions from council members and the public

15. Accounts for payment



Wendy Thompson
Clerk to the Council
23 September 2024

AGENDA ITEM 3

Staff Matters -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 April.

AGENDA ITEM 4

Health & Safety Report of any incidents

Members are asked to NOTE that there has been one incident since the last committee meeting in April. On the 14 June one of the grounds team turned jarred his back while crown lifting lime trees on the Back Common, Tylers Green. He stepped back on some hidden/rotten shuttering on the parking bay. The shuttering has been removed and will be replaced along with the boundary posts during the autumn/winter. No absence was caused by the incident.

At the time of agenda circulation there have been 73 incident free days.

4.1 Update on Peninsula

Members are asked to NOTE that a meeting with two consultants from Peninsula took place on 4 September. A Fire Risk Assessment along with a Health & Safety Policy are awaited, as soon as the documents are available they will be taken to the next Finance & General Purposes or full Council meeting – whichever is the earlier.

AGENDA ITEM 5

Policies and Procedures

5.1 Financial Regulations

Members are asked to CONSIDER and, if so minded, RECOMMEND the updated Model Financial Regulations for England and Wales for adoption at full Council. All changes have been noted and are attached at **APPENDIX A**

5.2 Risk Register

Members are asked to NOTE that the Register has been updated as suggested at the last committee meeting with HR matters being mitigated by engagement of Peninsula Business Solutions. **APPENDIX B**

AGENDA ITEM 6

Investing

Members are asked to CONSIDER with a view to RECOMMEND to Council investing the amount of £250k with CCLA along with agreeing that Cllr K Wood, Cllr A Barron, Cllr I Forbes, Cllr S Herron and Mrs W Thompson (Clerk/RFO) be the authorised to invest on behalf of the parish council.

AGENDA ITEM 7

In-house Auditors

Members are asked to CONSIDER and APPROVE two members of the committee to act as in-house auditors for the financial year 2024/25.

AGENDA ITEM 8

Grants

Members are asked to NOTE that there is currently £4,500 remaining in the budget.

8.1 Flackwell Heath Residents' Association

Members are asked to CONSIDER and if so minded, RECOMMEND to full Council the grant application from the Flackwell Heath Residents Association for £2,748.18 as a 50% contribution towards the Christmas Lights display in the village **APPENDIX C**.

8.2 Flackwell Heath Tennis Club

Members are asked to CONSIDER and if so minded, RECOMMEND to full Council the grant application from the Flackwell Heath Tennis Club for a sum of between £15 - £20k for replacement fencing. **APPENDIX D**

AGENDA ITEM 9

Publicity

Members are asked to NOTE that a meeting is to be arranged to discuss the content of the next newsletter.

AGENDA ITEM 10

Community Board

Members are asked to NOTE a report from Cllr Barron on any progress with the current projects. **APPENDIX E**

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on 26 June 2024 **APPENDIX F**. Members are asked to NOTE that the next meeting is due to be held on 22 October in the Tylers Green Village Hall.

Annual Return and Governance Statement

Members are asked to NOTE that the Annual Return and Governance Statement was returned with no comments.

Budget**12.1 Precept Timetable**

Members are asked to NOTE that the next cycle of committee meetings will be the start of the new financial year budget setting process. The committee budgets will be taken to the Finance & General Purposes committee meeting before final approval by full Council on 19 December. Proposals for this committee need to be with the Clerk by 18 November. This allows time for any minor changes prior to 30 January when the precept request needs to be with Buckinghamshire Council.

Members are asked to NOTE that the second and final precept payment for this financial year was received in the bank account on Friday 13 September in the sum of £202,905.21.

12.2 Budget

Members are asked to CONSIDER a proposal to increase committee budgets overall by 10% on the current year's figures.

Members are also asked to CONSIDER the budget code for Rent 405 1001 to be moved from Finance & General Purposes and transferred to Open Spaces.

Members are asked to NOTE that for the next financial year new budget headings will be created to encapsulate Human Resources and Health & Safety.

12.3 Committee Finances (Period 5) August

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

12.4 Council Finances (Period 5) August

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

12.5 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £45,879.56. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.23	2025/26
£21,767.33	2026/27

12.6 Five-Year Plan

Members are asked to NOTE that the Five-Year Plan is currently under review.

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.

Accounts for Payment

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

Date and time of next meeting: Tuesday 3 December 2024 @ 7.30pm