CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 27 February 2025 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. **Delegated Action**

4. **Staff Matters – Absence Report**

5. **Health & Safety Report of any incidents**

6. **Investing – CCLA Update**

7. **Policies and Procedures**
   7.1 Risk Register
   7.2 Resilience Plan

8. **Grants**

9. **Recruitment**

10. **Publicity**

11. **Appointment of Internal Auditor**

12. **Neighbourhood Action Group (NAG)**

13. **Budget**
    13.1 Committee Finances (Period 10) January
    13.2 Council Finances (Period 10) January
    13.3 Community Infrastructure Levy

14. **Questions from council members and the public**

15. **Accounts for payment**

W Thompson

Wendy Thompson
Clerk to the Council
20 February 2025

AGENDA ITEM 3

Delegated Action

Members are asked to NOTE that since the last meeting in December the following delegated action has been taken by the Chairman and Clerk.

Replacement Back Office/Account Computer £1,265.00

AGENDA ITEM 4

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 December.

AGENDA ITEM 5

Health & Safety Report of any incidents

Members are asked to NOTE that there have been no incidents since the last committee meeting in December. The last notified incident was on 12 November 2024, therefore being incident free for sixty-eight working days as at the date of the agenda being sent out.

AGENDA ITEM 6

Investing – CCLA Update

Members are asked to NOTE that transfers have been made into our new account. At the time of agenda circulation £100k has been invested.

Members are asked to NOTE the statement from CCLA on Net Zero Asset Managers. **APPENDIX A**

AGENDA ITEM 7

Policies and Procedures

7.1 Risk Register

Members are asked to NOTE that the Risk Register is currently under substantial revision following receipt of a Risk Register template from our insurers, which has a more formalise grouping and items that the insurance company would expect to find in the case of an incident/claim.

7.2 Resilience Plan

Members are asked to NOTE the attached report from the last Resilience Plan meeting **APPENDIX B**

Members are asked to CONSIDER the attached Resilience Plan with a view to recommending to full Council for approval. **APPENDIX C**

AGENDA ITEM 8

Grants

Members are asked to NOTE that the budget for the current financial year has been fully committed. Members are asked to NOTE that £20,000 has been allocated for Grants in the new financial year 2025/26. No further applications have been received.

AGENDA ITEM 9

Recruitment

Members are asked to NOTE that an advertisement was placed with the Bucks Free Press at the beginning of January. However, we have not received any formal applications.

AGENDA ITEM 10

Publicity

Members are asked to NOTE that to date only six articles have been received hence the delay in circulation.

AGENDA ITEM 11

Re-Appointment of Internal Auditor

Council is asked to CONSIDER and, if so minded, recommend to full Council the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2024/25.

AGENDA ITEM 12

Neighbourhood Action Group (NAG)
Members are asked to NOTE the next meeting was held on 25 February 2025 at the Tylers Green Village Hall.

AGENDA ITEM 13

Budget
13.1 Committee Finances (Period 10) January
Members are asked to NOTE the summary of income and expenditure by committee. **APPENDIX D**

13.2 Council Finances (Period 10) January
Members are asked to NOTE the summary of the Council's financial position. **APPENDIX E**

13.3 Community Infrastructure Levy (CIL)
Members are asked to NOTE that the budget line for CIL currently stands at £53,854.78. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.23	2025/26
£31,767.33	2026/27
£7,975.22	2027/28

AGENDA ITEM 14

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 15

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

Date and time of next meeting: Thursday 17 April 2025 @7.30pm