

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Thursday 27 February 2025 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 A Barron – Chairman	Cllr J Herschel
	Cllr I Forbes – Vice-chairman	Cllr R Wilks
	Cllr L Willis	Cllr C Dodds
	Cllr H Darch	Cllr K Wood
	Cllr L Webb	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock

FGP/24/038 **Apologies for absence**
Late apologies were received and approved from Cllr K Griffiths (work commitment)

FGP/24/039 **Declarations of members' interests in agenda items**
There were none.

FGP/24/040 **Delegated Action**
Members were asked to note that since the last meeting in December the following delegated action had been taken by the Chairman and Clerk.

Replacement Back Office/Account Computer	£1,265.00
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FGP/24/041 **Staff Matters -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 December. The clerk advised that one grounds team member had been absent for 5 days due to a chest infection and was now back at work. Another member of the team had been off for two days following eye treatment.

FGP/24/042 **Health & Safety Report of any incidents**
Members were asked to note that there had 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.

FGP/24/043 **Investing – CCLA Update**
Members were asked to note that transfers had been made into our new account. At the time of agenda circulation £100k had been invested. Regular updates on our investments would be made available.

It was noted that a further £50k had been transferred. The clerk advised that she would be withdrawing a small amount at the beginning of March to check that the system for withdrawing worked.

Members were asked to note the statement from CCLA on Net Zero Asset Managers.

It was noted that Cllr Wood advised that she had joined the CCLA quarterly webinar and would send out the slide deck when it was available.

FGP/24/044 **Policies and Procedures**

1 Risk Register

Members were asked to note that the Risk Register was currently under substantial revision following receipt of a Risk Register template from our insurers. The insurers model has more formalised grouping and items that the insurance company would expect to find in the case of an incident/claim.

A working party was set up comprising of Cllr Barron, Cllr Darch, Cllr Herschel, Cllr Wood and Cllr Forbes to progress the amalgamation of the two registers. Progress to be brought back to committee in October.

2 Resilience Plan

Members were asked to note the report from the last Resilience Plan meeting. Cllr D Johncock gave an overview on the rationale and starting point of the Plan, which was – what are the risks to our parish? It was highlighted that the Plan was still in draft, so members were encouraged to make suggestions and send any amendments/additions to Cllr D Johncock.

Members were then asked to consider the draft Resilience Plan with a view to recommending to full Council for approval. It was noted that the Plan once approved would be reviewed on an annual basis.

It was RESOLVED that;

The Resilience Plan with revisions be taken to the next full Council for approval.

FGP/24/045

Grants

Members were asked to note that the budget for the current financial year had been fully committed and that no further applications had been received to date

Members were asked to note that £20,000 had been allocated for Grants in the new financial year 2025/26.

FGP/24/046

Recruitment

Members were asked to note that an advertisement had been placed with the Bucks Free Press at the beginning of January. However, we had not received any formal applications. The clerk was exploring other options to find a replacement for the Deputy Clerk ad would keep the committee appraised.

FGP/24/047

Publicity

Members were asked to note that to date only six articles had been received hence the delay in circulation.

It was noted that Cllr Johncock offered to produce an article on Resilience once the Plan had been approved. Cllr Forbes offered an article on Rights of Way and Cllr Wood would write an article on the Penn & Tylers Green Expo. It was agreed that the publication would not go out until May.

FGP/24/048

Re-Appointment of Internal Auditor

Council was asked to consider recommending the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2024/25, being a competent and independent person.

It was RESOLVED that;

Mr E Newhouse be re-appointed as Internal Auditor for the financial year 2024/25.

FGP/24/049

Neighbourhood Action Group (NAG)

Members were asked to note that the most recent meeting was held on 25 February 2025 at the Tylers Green Village Hall. Cllr D Johncock advised that our area TVP cover was now officially coming from Taplow.

FGP/24/050

Budget

1 Committee Finances (Period 10) January

Members were asked to note the summary of income and expenditure by committee. It was noted that the interest received to date was higher than anticipated.

2 Council Finances (Period 10) January

Members were asked to note the summary of the Council's financial position.

It was noted that for ease of understanding the Earmarked Reserves would be omitted from this report in future.

3 Community Infrastructure Levy (CIL)

Members were 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

FGP/24/051 **Questions from council members and the public**

There were no questions.

FGP/24/052 **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 11422 to 11425 be signed and that direct debits to Barclays, Barclaycard, Clear Business, Castle Water, HMRC, NEST, Peninsula Business Services and SSE along with Bank Transfers to Core Geotechnics Ltd, A Ellis Tree Surgery, Health Assured, Newco Electrical, Origin Amenity Solutions, Rhino Play (SW) Ltd and SparkX Ltd also be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.22pm

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

Signed: Katrina SA Wood

Dated: 13 March 2025

Pending expenditure transactions

27-Feb-25

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount
	11422		Creative Memorials	Overcharge on Added Inscription - Altona Rd	46.00	0.00	46.00
	11423	137471	Hawes Plant Tool Hire Ltd	Vibrating Plate - footpaths Back Common TG	24.00	4.80	28.80
	11424		Post Office	Road Tax - Isuzu	335.00	0.00	335.00
	11425		Wingrove Media	Annual Webhosting fee	72.00	0.00	72.00
	DD		Barclays	Salaries & LGPS - February	11,932.78	0.00	11,932.78
	DD		Barclaycard	Bucks Free Press Advert	425.00	85.00	
			Barclaycard	Adjustment - fraud	-35.75	0.00	474.25
	DD	7419405	Clear Business	Landline & broadband	97.89	19.58	117.47
	DD	10005438462	Castle Water	Altona Rd - January 25	9.57	0.00	9.57
	DD	10005583929	Castle Water	Depot & Office	13.93	0.00	13.93
	DD		HMRC	Tax & NI	3,553.34	0.00	3,553.34
	DD		NEST pension	WT & CJ - January	649.32	0.00	649.32
	DD	4799198	Peninsula Business Solutions	H&S Support	192.65	36.38	229.03
	DD	4795928	Peninsula Business Solutions	HR Support	150.90	28.50	179.40
	DD	2478177	SSE	Footway Lighting	64.48	9.70	74.18
	TRANSFER	25021	Core Geotechnics Ltd	Railway Land Survey	1,487.40	297.48	1,784.88
x	TRANSFER	2800	A Ellis Tree Surgery Ltd	King's Wood -dismantle large dying Ash	720.00	144.00	864.00
	TRANSFER	250178	Health Assured	Management Referral - Occupational Health	435.00	87.00	522.00
x	TRANSFER	1453	Newco Electrical	Derehams - Replacement heater supply and install	314.00	62.80	376.80
x	TRANSFER	136645	Origin Amenity Solutions	Flush Thru - Cleaner for Linemarkers	30.24	6.05	36.29
x	TRANSFER	202069	Rhino Play (SW) Ltd	Cargo net replacement & rubber surfacing (Final) Flackwell Heath	1,749.00	349.80	2,098.80
	TRANSFER	6101	SparkX Ltd	Faulty Footway Lights - Sedgemoor Gardens & River View, FH	572.00	114.40	686.40
					22,838.75	1,245.49	24,084.24

Income received since last committee meeting over £500.00

CR		Co-op	Interest	632.89	0.00	632.89
CR		HMRC	VAT Reclaim	2,346.62	0.00	2,346.62
				2,979.51	0.00	2,979.51

Signed: Signed: 

Date: 27/02/25

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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