

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 17 April 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. Staff Matters

3.1 Staff Absence Report

3.2 National Living Wage 2025/26

4. Health & Safety Report of any incidents

5. Policies and Procedures

- 5.1 Information & Data Protection Policy
- 5.2 Retention & Disposal Policy
- 5.3 Management of Transferable Data Policy
- 5.4 Data Breach Policy
- 5.5 Standing Orders
- 5.6 Financial Regulations
- 5.7 Publicity Policy
- 5.8 Complaints Policy

6. Neighbourhood Action Group (NAG)

7. Investing – CCLA Update

8. Annual Return and Governance Statement

9. Budget

- 9.1 Council Finances (Period 12) Outturn
- 9.2 Committee Finances (Period 12) Outturn
- 9.3 Community Infrastructure Levy

10. Questions from council members and the public

11. Accounts for payment



Wendy Thompson
Clerk to the Council
10 April 2024

Staff Matters**3.1 Staff 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 February.

3.2 National Living Wage 2025/26

Members are asked to NOTE that the national living wage rate for 2024/25 is £12.21 per hour. This figure only effects the position of the office cleaner, an increase of £0.77 per hour and an expenditure in increase of £160.16 per annum.

AGENDA ITEM 4**Health & Safety Report of any incidents**

Members are asked to NOTE that since the last committee meeting in February there has been one incident. On 25 March 2025 a member of the grounds team suffered a glancing blow on the head. A branch that had been cut from a hedge line fell catching the groundsman on the head and right shoulder. The relevant protective equipment was being worn at the time of the incident. The groundsman suffered some stiffness in his neck – no workdays were lost.

AGENDA ITEM 5**Policies and Procedures**

Members are asked to CONSIDER and, if so minded, RECOMMEND for re-adoption at the next full council the following policy documents which can be found on the parish council website www.cwpc.org.uk. If any member would like a hard copy prior to the meeting, please contact the office. No changes are proposed, and discussion points may be raised with the clerk prior to the meeting.

- 5.1 Information & Data Protection Policy**
- 5.2 Retention & Disposal Policy**
- 5.3 Management of Transferable Data Policy**
- 5.4 Data Breach Policy**
- 5.5 Standing Orders**
- 5.6 Financial Regulations**
- 5.7 Publicity Policy**
- 5.8 Complaints Policy**

Members are reminded that the Risk Register is currently being revised in line with our insurance company and will be brought back to committee in October.

AGENDA ITEM 6**Neighbourhood Action Group (NAG)**

Members are asked to NOTE the minutes from the last NAG meeting held on 25 February 2025 **APPENDIX A**.

AGENDA ITEM 7**Investing – CCLA Update**

Members are asked to NOTE that the agreed sum of £250k has now been deposited with CCLA. During the month of February we received £286.22 in interest.

Members are also asked to NOTE that the Instant Access Savings Account with the Co-operative Bank has been closed and the sum of £79,287.27 transferred to Barclays.

AGENDA ITEM 8**Annual Return and Governance Statement**

The Internal Audit took place on Thursday 3 April, Mr Newhouse undertook an inspection of the accounts that took just under 2 hours, Cllr Barron was also present. Members are asked to RECEIVE a verbal report from the chairman of committee.

Members are asked to CONSIDER the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council. **APPENDIX B**

Budget**9.1 Council Finances (Period 12) Outturn**

Members are asked to NOTE the summary of the Council's yearend position. **APPENDIX C**

9.2 Committee Finances (Period 12) Outturn

Members are asked to NOTE the Committee's yearend position. **APPENDIX D**

9.3 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £53,854.99. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£14,112.44	2025/26
£31,767.33	2026/27
£7,975.22	2027/28

AGENDA ITEM 10**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 10**Accounts for Payment**

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

Date and time of next meeting: Tuesday 2 October 2025 @ 7.30pm