CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of 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

Present:	Cllr A Barron – Chairman	Cllr J Herschel
	Cllr I Forbes – Vice-chairman	Cllr H Darch
	Cllr L Willis	Cllr C Dodds
	Cllr K Wood	Cllr K Griffiths
	Cllr L Webb	Cllr D Johncock (ex-officio)

Also present: Cllr L Johncock

FGP/24/053 **Apologies for absence**

Apologies for absence were received and approved from Cllr R Wilks (holiday).

FGP/24/054 **Declarations of members' interests in agenda items**

There were none tendered.

FGP/24/055 **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 February. The clerk advised that there had been no sickness absence just two members of the grounds team each off for 2 days each with issues relating to medical procedures.

It was noted that Cllr Darch asked about the recruitment for a new deputy clerk. The clerk advised that a further advertisement had been placed this time with NALC with a closing date of 9 May. An application has been received which came via the website. The clerk also confirmed that an advertisement would be placed for the additional grounds team support.

2 National Living Wage 2025/26

Members were asked to note that the national living wage rate for 2025/26 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.

FGP/24/056 **Health & Safety Report of any incidents**

Members were asked to note that since the last committee meeting in February there had 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.

FGP/24/057 **Policies and Procedures**

Members were asked to consider recommending for re-adoption at the next full council the following policy documents. No changes were proposed.

1 Information & Data Protection Policy
2 Document Retention & Disposal Policy
3 Management of Transferable Data Policy
4 Data Breach Policy
5 Standing Orders
6 Financial Regulations
7 Publicity Policy
8 Complaints Policy

It was RESOLVED that;
the policies as above 1-8 be recommended for re-adoption at the next full council meeting.

Members were reminded that the Risk Register was currently being revised in line with our insurance company and will be brought back to committee for consideration and further recommendation for adoption in October.

It was noted that an IT Security working group would be created with Cllr Webb as the lead; this is connected to the Resilience Policy and will be brought back to committee in October.

FGP/24/058 **Neighbourhood Action Group (NAG)**

Members were asked to note the minutes from the last NAG meeting held on 25 February 2025.

It was noted that a further meeting had taken place on 16 April. Cllr Johncock advised that a new PC had been assigned to the area PC Mollie Sweetman. He also advised that a publicity campaign was being worked on to highlight drugs that looked like sweets, this would take the form of public presentations in all wards.

Cllr Herschel highlighted the importance of CPR training. Ray Cox was looking into further training.

FGP/24/059 **Investing – CCLA Update**

Members were asked to note that the agreed sum of £250k had now been deposited with CCLA. During the month of February, we received £286.22 in interest.

It is noted that following receipt of an up-to-date statement from the CCLA the interest rate is now currently 4.50% as opposed to Barclays that is currently 1.50% falling to 1.35% in May.

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

FGP/24/060 **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 present. Members were asked to receive a verbal report from the chairman of committee. The committee thanked the clerk for work undertaken to the audit.

Members were asked to consider the completed Annual Return and Governance Statement with a view to recommending for approval and signature at full council.

It was RESOLVED that;
the Annual Return and Governance Statement be recommended for approval and signature at the next full council.

FGP/24/061 **Budget**

1 Council Finances (Period 12) Outturn

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

It was noted that the Works & Services committee income was lower than expected.

2 Committee Finances (Period 12) Outturn

Members were asked to note the Committee's yearend position.

3 Community Infrastructure Levy (CIL)

Members were asked to note that the budget line for CIL was £53,854.99. These funds have 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

Cllr D Johncock asked about the planning expenditure for the £14,112.44. Cllr Barron advised that it would be put towards the cost of the Derehams Lane Recreation Ground project.

FGP/24/062 **Questions from council members and the public**

- Cllr Johncock highlighted the importance of producing the newsletter as soon as possible after the Election as the precept increase needed to be explained.
- Cllr Webb highlighted an issue relating to the Boxing Club in Flackwell Heath and the business rates classification. Cllr Griffiths advised that she had passed this onto Cllr D Johncock who was helping to find an alternative premises as the old Budgens store would be transferred to Mcarthy Stone.
- Cllr Darch asked about the work being undertaken on Hammersley Lane by Taylor Wimpey. Cllr Wood advised that in her Buckinghamshire Council capacity along with Cllr N Thomas they had raised an enforcement query on the work.
- Cllr Willis asked whether there was anything being done for Cllr Jordan for his long services on the council. Cllr Wood advised that there would be something done to mark all the long serving members service.
- Cllr Barron formally thanked Cllr Herschel for his contributions.

FGP/24/063 **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 11437 to 11438 be signed Transfer payments for Brocklehurst Architects Ltd, Country Supplies, Crown Oil Environmental, Gallagher Insurance, Newco Electrical, Ernest Newhouse, Rialtas Business Solutions Ltd and Tilhill Forestry Ltd and direct debits to Barclays, Buckinghamshire Council, Castle Water EE, E-ON Next, Grenke Leasing Ltd, NEST, Redsquid Communications Ltd, Shel (Fuelcard Services) and Trade UK be approved for payment.

The chairman of committee thanked members for their attendance and closed the meeting at 8.10pm

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

Signed: Katrina S A Wood **Dated: 29 April 2025**

Chepping Wycombe Parish Council

Pending expenditure transactions 17-Apr-25

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	11390	6127848	Grange Security Systems	Derehams Maintenance contract	105.00	21.00	126.00	
	11440		Cllr J Herschel	Expenses	195.00	0.00	195.00	
x	11441	3027429	Spaldings Ltd	Strimmer Head inserts/paper towel roll/mesh visor	144.53	26.91	~~171.44~~	173.44
x	11442	5708282	Viking	A4 Paper box x 3/water/ toilet rolls	128.03	25.61	153.64	
	TRANSFER	3002/2025	Active Enviropest	Rodent inspection	40.00	0.00	40.00	
	TRANSFER		Barclays	Salaries & LGPS April	12,446.73	0.00	12,446.73	
	TRANSFER	5925	BMKALC	Subscription renewal	2,487.98	0.00	2,487.98	
	TRANSFER	5633	Bucks Fire & Security Ltd	PTZ not working - inspection	65.00	13.00	78.00	
	TRANSFER	10006145406	Castle Water	Cock Lane Cemetery - March	5.56	0.00	5.56	
x	TRANSFER	2872	A Ellis Tree Surgery Ltd	Boundary Rd Recreation Ground Tree works	1,650.00	330.00	1,980.00	
	TRANSFER	6129063	Grange Security Systems	Replacement battery to alarm	23.60	4.72	28.32	
	TRANSFER	8696	SJ Stephens Associates	Arboricultural Impact Assessment - Derehams	800.00	160.00	960.00	
	DD	10006049577	Castle Water	Chapel Rd Allotments - March	45.49	0.00	45.49	
	DD	7613426	Clear Business (Unicom)	Landline & Broadband - March	97.89	19.58	117.47	
	DD		HMRC	Tax & NI - April	4,326.16	0.00	4,326.16	
	DD	4915545	Peninsula Business Servies	H&S support	192.65	36.38	229.03	
	DD	4907457	Peninsula Business Servies	HR support	150.90	28.50	179.40	
	DD	265844	Shorts Group Ltd	LW dog waste collection	362.96	72.59	435.55	
	DD	265845	Shorts Group Ltd	TG dog waste collection	471.84	94.37	566.21	
	DD	265843	Shorts Group Ltd	FH dog waste collection	217.76	43.55	261.31	1,263.07
	DD	2003392275	Trade UK (B&Q)	20kg Postcrete x 10	62.50	12.50	75.00	
	DD	2003416577	Trade UK (Screwfix)	3 x Barrier tape - red&white	26.47	5.30	31.77	106.77
					24,046.05	894.01	24,940.06	

Income received since last committee meeting over £500.00

					0.00	0.00	0.00

Signed: .... Signed: ....

Date: 29.04.25. Date: 29.4.25

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