

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Tuesday 2 December 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 C O’Leary
Cllr I Forbes – Vice-chairman	Cllr R Wilks
Cllr L Willis	Cllr C Dodds
Cllr H Darch	Cllr N Thomas
Cllr K Griffiths	Cllr L Webb
Cllr D Johncock (ex-officio)	Cllr K Wood (ex-officio)

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

5. Policies and Procedures

5.1 Calendar of Meetings 2026

5.2 Fees & Charges 2026/27

5.3 Expenses Policy Review

5.4 IT Security Policy – Councillor Email Addresses

6. Grants

7. Community Board

8. Neighbourhood Action Group (NAG)

9. Investing - CCLA

10. Budget

10.1 Committee Finances (Period 7) October

10.2 Council Finances (Period 7) October

10.3 Finance & General Purposes Committee Draft Budget 2026/27

10.4 Draft Budget 2026/27

10.5 Precept 2026/27

10.6 Community Infrastructure Levy

11. Questions from council members and the public

12. Accounts for payment



Wendy Thompson
Clerk to the Council
25 November 2025

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 October.

AGENDA ITEM 4

Health & Safety Report of any incidents

Members are asked to NOTE that there have been no incidents since the last committee meeting in October. The last notified incident was on 25 March 2025, therefore being incident free for 170 working days as at the date of the agenda.

AGENDA ITEM 5

Policies and Procedures**5.1 Calendar of Meetings 2026**

Members are asked to CONSIDER the attached Calendar of Meetings **APPENDIX A** with a view to recommending for approval at the next full council.

5.2 Fees and Charges

Members are asked to CONSIDER the attached schedule of Fees and Charges **APPENDIX B**, with a view to recommending for approval at the next full council. The schedule shows an increase of 3.8% (CPI) rounded. Allotments fees have been held as they stand.

5.3 Expenses Policy Review

Members are asked to NOTE that the attached policy **APPENDIX C** is currently under review and will be brought back to the next committee meeting for recommendation for approval to full Council.

5.4 IT Security Policy – Councillor Email Addresses

Members are asked to NOTE that the email addresses have been ordered as per the requirement laid out in the IT Security Policy. The new addresses (@cwpc.org.uk) will have the same level of protection as the office staff addresses and will therefore be in line with Assertion 10 on the AGAR for the year end.

AGENDA ITEM 6

Grants

Members are asked to NOTE that there is currently £9,634.19 remaining in the budget, taking account the grant for the Flackwell Heath Bowls Club and the grant for the 50% contribution towards the flagpole for Tylers Green.

AGENDA ITEM 7

Community Board

Members are asked to NOTE that the next Community Board meeting will be held on 26 March 2026. Cllr D Johncock will be the representative from the Parish Council.

AGENDA ITEM 8

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on 28 October 2025 **APPENDIX D**. Members are asked to NOTE that the next meeting is due to be held on Thursday, 19 February at 7pm in the Tylers Green Village Hall.

AGENDA ITEM 9

Investing – CCLA

Members are asked to NOTE the current balance held with the CCLA - **£256,481.43** as at 4 November 2025, and we are receiving around 4.01% investment return. Report from Cllr Barron on the quarterly investment reports on the stock market from CCLA.

AGENDA ITEM 10

Budget**10.1 Committee Finances (Period 7) October**

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

10.2 Council Finances (Period 7) October

Members are asked to NOTE the summary of the Council’s financial position. **APPENDIX F**

10.3 Finance & General Purposes Committee Draft Budget 2026/27

Members are asked to CONSIDER the committee draft budget **APPENDIX G**, members are encouraged to suggest adjustments prior to being recommended for approval at the next full council.

10.4 Council Draft Budget 2026/27

Members are asked to CONSIDER the Council draft budget **APPENDIX H**, as above making any adjustments, prior to being recommended for approval at the next full council.

10.5 Precept 2026/27

Members are asked to RECEIVE a short presentation from the chairman of committee **APPENDIX H** with a recommendation to increase the Precept therefore a request for a 9.95% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept received if the housing numbers vary from the current estimate.

10.6 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL at £61,923.82, taking into account the £5k awarded to the Flackwell Heath Bowls Club. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£9,112.44	2025/26
£31,767.33	2026/27
£7,975.22	2027/28
£13,049.03	2028/29
19.80	2029/30

AGENDA ITEM 11

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 12

Accounts for Payment

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

Date and time of next meeting: TBC