

TERMS OF REFERENCE OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

The Finance and General Purposes Committee (F&GP) is responsible for oversight of the Council's finances, and all of its legal, statutory and regulatory affairs unless the matters are included in the terms of reference of any other committee. The committee is responsible for ensuring that the Responsible Financial Officer (RFO) carries out the duties of the role properly. This committee is accountable specifically for the following areas

1. Finances
2. Standing Orders
3. Byelaws
4. Councillor Matters
5. Publicity and Parish Matters
6. Legal
7. Legislation
8. External Liaison
9. Staffing Matters
10. Historic Records
11. Law and Order
12. Health and Safety
13. Equality
14. Risk
15. Investment
16. Financial Regulations

The following sections give some explanatory detail of the elements involved above but they are not exhaustive

1) Finances

- a) The opening and closing of Bank Accounts.
- b) Approving accounting practices and systems.
- c) Preparing the Committee's annual estimates.
- d) Considering all the Council's Committees annual estimates to obtain an overall position of the Council's finances in order to make appropriate recommendations to Council and Committees.
- e) Recommending a precept to Council.
- f) To apply Best Value Principles to the Council's affairs, even though there is no legal requirement to undertake this, and recommend accordingly.
- g) To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lessen the precept burden in any one year.
- h) Undertaking an annual review of all fees, charges and allowances.
- i) To consider all aspects of the Council's service delivery and recommend accordingly.
- j) To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- k) Making investments in the long and short term.
- l) Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly.
- m) Providing grants and loans to third parties, usually Parish organisations.
- n) Making donations, usually to organisations operating within the Parish.
- o) Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.
- p) Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.
- q) Making arrangement for the Internal Audit to be undertaken each year. To consider the subsequent reports and taking appropriate action where necessary.
- r) Submitting the necessary documentation to the External Auditor. To consider the subsequent reports and taking appropriate action where necessary.
- s) To appoint at least two backbench members of the Council to audit the Councils financial affairs during the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These members and the Chairman of the committee consider all the above financial matters and make appropriate recommendations where necessary to this Committee.
- t) Ensuring the cheques, standing orders and direct debits are signed by two members and/or are approved by Standing Committees of the Council.

- u) Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- v) Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.

2) STANDING ORDERS

- a) **Annually** to prepare, review, monitor and amend the Council's Standing Orders and recommend accordingly.

3) BYELAWS

- a) To prepare, review, monitor and amended the Council's Byelaws and recommend accordingly when appropriate

4) COUNCILLOR MATTERS

- a) To set allowances and expenses and recommend accordingly. To deal with: electoral matters, casual vacancies and co-options onto the Council. To deal with: persistent absences of members and member's conduct and recommend accordingly. To make recommendations on appropriate training for members, Chairmen and Vice-Chairman. The appointment of members to appropriate conferences, seminars, workshops and meetings to represent the Council.
- b) To ensure that all matters relating to the Code of Conduct contained within the Local Government Act 2000 and subsequent regulations are complied with. Also to ensure that all members comply with their Code of Conduct. This includes the register of member's interests and matters that should be referred to or arising from Wycombe District Council's Standards Committee.

5) PUBLICITY and PARISH MATTERS

- a) To be accountable for all publicity matters which could include
 - i) Newsletters
 - ii) Electronic media
 - iii) Press Releases
 - iv) Exhibitions

v) Public Meetings

vi) Council Notice Boards

vii) Council Annual Report

- b) To consider and make recommendations on the Council's committee structure and fix a calendar of meetings.
- c) To make arrangements for Parish Meetings, and referendum as necessary.
- d) To comply with the Freedom of Information Act 2000 in making as much information as possible freely available to the public as approved by a Council meeting in 2002.
- e) To annually submit and revise the Council Publicity Policy.
- f) To appoint a Sub-Committee, consisting of at least one Member from each Ward, to deal with the issue of the Newsletter, Civic functions and exhibitions.

6) LEGISLATION

- a) To consider all legislative matters, regulations and guidance and where appropriate refer such matters to the appropriate Committee of the Council. To consider new and proposed legislation, including consultation documents and views expressed by individuals or organisations, to respond accordingly. To make representations to amend or abolish existing legislation. If necessary to undertake consultation on such matters.

7) LEGAL

- a) To consider all legal issues affecting the Council and to make appropriate recommendations, to Council, where action is being proposed or taken against the Council.
- b) The establishment of policy principles and their monitoring in respect to contractual matters, easements, leases, tenancies, specifications for work and recommend accordingly.
- c) To deal with all issues related to boundary reviews, warding arrangements and electoral matters affecting the Parish.
- d) To consider proposals and legislation relating to changes within Local Government and recommend accordingly.

8) EXTERNAL LIAISON

- a) To liaise with national organisations, local organisations, Government Departments, charities, individuals and any other body responsible for activities or functions affecting residents and the work of the Council except where the liaison falls within the terms of reference of another committee.

9) STAFFING MATTERS

- a) To be responsible for appointing, termination, discipline, training, and terms and conditions of service for full time and part-time staff. To review rates of pay annually and to consider recommendation made by all Council Chairmen. To make provision, at employees request, for employee and employer contributions to the Bucks County Council Superannuation Scheme or any other approved pension provider. To make the appropriate payments and salary reductions in respect to income tax and national insurance contributions. To review staff performance.
- b) To be responsible for the appointment and termination of contracts for consultants and or advisors to assist the Council in undertake the work of the Council.
- c) To be responsible for considering the workload of staff, consultants and advisors. To set, when necessary, priorities of work and workload controls.

10) HISTORIC RECORDS

- a) To maintain and expand the Council's historic records.
- b) To ensure that the documents the council is legally required to maintain are properly secured and stored.

11) LAW and ORDER

- a) To liaise with the Police and other appropriate bodies on specific and general matters affecting residents. Consider ways of increasing public awareness to police issues, dumping, vandalism, drug abuse, highway offences and other law and order matters.

12) HEALTH AND SAFETY

- a) To be responsible for health, safety and welfare under the Health and Safety legislation, regulations and guidance as well as any other legislative safety requirements to ensure the safety of employees, contractors and the public on Council land or in Council buildings, including those rented or leased, or individuals and organisations using Council's facilities:
These to include:
- i) Reviewing and revising the Council's Health and Safety Policy.
 - ii) Recommending the provision of financial resources.
 - iii) The preparation and review of risk assessments arising from work activities and public safety responsibilities, including contractors and permit holders.
 - iv) Ensuring that regular safety inspections are undertaken and that when necessary also ensuring that appropriate action is taken when necessary.
 - v) The preparation of procedures and safe practices and their review.
 - vi) The display of up to date safety notices and information as well as providing appropriate advice.
 - vii) Keeping records.
 - viii) Obtaining advice when necessary. Obtaining appropriate up to date documents, regulations and guidance to be kept in a library available to Members, employees and the public.
 - ix) Ensuring contractors, agents, or anyone given permission to be on Council land or in Council buildings, for a specific reason, complies with safety requirements.
 - x) All forms of equipment are regularly maintained and inspect for safety purposes.
 - xi) To ensure the safe handling and use of substances.
 - xii) To provide information, instruction and supervision for employees.
 - xiii) To ensure that employees are competent to do their tasks and given them adequate training.

13) EQUALITY

- a) To ensure that the Council policy on Race Equality and equality for others, approved in 2002, is applied to all aspects of the Council's work and functions. To monitor and review this policy.

14) RISK

- a) To ensure that the Council's Risk Register is maintained and reviewed annually and that all the actions contained within it are properly undertaken.

15) INVESTMENT

- a) To ensure that the Council's Investment policy is maintained and reviewed annually and that all the actions contained within it are properly undertaken.

16) FINANCIAL REGULATIONS

- a) To ensure that the Council's Financial Regulations are followed and that they are reviewed annually.

TERMS OF REFERENCE OF THE OPEN SPACES COMMITTEE

RESPONSIBILITIES

1. The Open Spaces Committee (OSC) is responsible for oversight of the Council's amenity and leisure facilities including allotments, woodlands, commons, ponds and sports and recreation grounds. Specific areas of land (both owned and leased) are listed at Appendix 1.

In particular, it is responsible for:

- a. Setting and reviewing policies on the protection, enhancement and maintenance of Council property used for amenity and leisure purposes. This should include professional forestry management where applicable
- b. Undertaking regular inspections of Open Spaces Committee property to ensure that it is being well maintained and recommending improvements where appropriate.
- c. Permitting the use of such facilities for activities that will benefit the community.
- d. Reviewing and commenting on easements and way leaves across open spaces land for the Finance and General Purposes committee to consider and determine.
- e. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.
- f. Consideration of conservation schemes wherever appropriate.
- g. Ensuring public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices.
- h. Develop a rolling 10-year plan for the improvement of open spaces generally and review/update the plan annually.
- i. Annually forming Working Party, in conjunction with the Clerk and Warden, to establish a tree planting programme for the forthcoming year.

REPRESENTATIONS RECEIVED AND CONSULTATION

2. The OSC is required to:
 - a. Consider representations made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery. In particular to consider such matters raised by Sports Organisations and Clubs who are the Council's tenants as they occupy land/buildings that are the Committee's responsibility.
 - b. Appoint Members of the Committee to represent the Council on Sports Organisations and Clubs occupying Council land/premises.
 - c. Consider the annual report submitted by RoSPA and to determine what safety measures should be adopted as soon as practicable noting that recommended maintenance will automatically be undertaken by the Council grounds staff at the earliest opportunity.

FINANCE

3. The OSC is required to:

- a. Undertake a regular review of the approved income and expenditure budget of the Committee. The Committee Chairman is to advise the Finance and General Purposes Committee of major variations to the approved budget. The Committee is not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.
- b. Prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. These estimates should include proposals for forward planning and the use and setting aside of funds to specific earmarked reserves.
- c. Annually review allotment fees and property rents, and make recommendations to the Finance and General Purposes Committee.
- d. Regularly consider and review service delivery; in particular to consider Best Value principles as directed by the Finance and General Purposes Committee.
- e. To apply any financial directive introduced by the Council.
- f. To seek grant aid and support through the Clerk to the Council.

GENERAL

- 4. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

APPENDIX 1

TERMS OF REFERENCE OF THE OPEN SPACES COMMITTEE

The following areas comprise the land for which the Open Spaces Committee is responsible:

- Ashley Drive Recreation Ground
- Ashley Drive Allotments
- Derehams Lane Recreation Ground
- Boundary Road Recreation Ground
- Straight Bit Recreation Ground
- Chapel Road Allotments
- Green Dragon Recreation Ground
- Oakwood
- King's Wood
- Totteridge Common
- Tylers Green Common (Front & Back) (Front common part owned by Penn PC)
- Pond Wood Copse
- Pistles Pond (looked after on our behalf by Penn PC)
- Beechwood Gardens/Clearbrook Close
- The Rise
- Hedley Green
- Queensmead
- Railway Lane
- Orchard Green
- Jubilee Gardens & Chapel Rd junction
- Fennels Wood access
- Spring Lane
- Magpie Wood

TERMS OF REFERENCE OF THE WORKS & SERVICES COMMITTEE RESPONSIBILITIES

1. The Works, Services & Planning Committee (WS&P) is responsible for the Council's Depot and yard, Warden's house, Council Office, vehicles, plant, equipment, tools, bus shelters, war memorials and highway litter bins, seats and trees not the responsibility of other authorities.

In particular, it is responsible for:

- a. The regular maintenance of such property including grass cutting, fencing boundary walls, gates, buildings, shelters, paths, structures, public utilities, parking facilities, seats, letter bins, dog bins, picnic areas, landscaping, trees, hedges, shrubs, plants and any other maintenance function. To maintain designated and permissive footpath and bridleways passing over such land. To consider and recommend of improvements.
- b. To consider and introduce conservation schemes wherever appropriate.
- c. To consider specific proposals relating to the Committee's planning responsibilities arising from Village Appraisals.

REPRESENTATIONS RECEIVED AND CONSULTATION

2. The WS&P Committee is required to:

- a. Consider representations made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery.

COUNCIL CEMETERIES

3. The WS&P Committee is required to:

- a. Review the granting Right of Burial, permitting interments, permitting the interment of cremated remains and permitting the erection of memorials, changing memorials and their repair. Liaising with Funeral Directors, Stonemasons and Grave Diggers and if necessary religious representatives, next of kin and family representatives in respect to any matter related to the above.
- b. Review cemetery rules and regulations and ensure the display of appropriate notices.
- c. Review of detailed requirements and advice for Funeral Directors, Stonemasons and Grave Diggers with particular emphasis placed on the need to ensure that their work, as contractors, complies with safety legislation and requirements of the Council. Review information for the next of kin and families in particular explanation of their responsibilities and liabilities so that graves and memorials are safely maintained.
- d. To receive regular reports on the safety of memorials, graves and general safety within cemeteries. To ensure that whenever necessary and under whatever circumstances appropriate action is taken to make memorials safe.
- e. When Grants of Right have expired ensure that responsibility is taken over for the maintenance of the graves and memorials; providing that application for an extension has not been approved. Where graves and memorials have been abandoned and there has been no response to enquiries and the issue of notices seeking family members, to take over responsibility for graves and memorials.

- f. To ensure that, when necessary, faculty approvals are obtained.

CLOSED CHURCHYARDS

4. The WS&P Committee is responsible for:

- a. Ensuring maintenance is undertaken, in accordance with legislation, of St. Margaret's and St. Peters Churchyards. The regular maintenance includes grass cutting, fencing, boundary walls, gates, paths, tree and shrub maintenance, grave and memorial maintenance.
- b. Liaising with Church Authorities in respect to the above and to agree maintenance programmes. To jointly consider safety issues particularly the safety of memorials. To provide maintenance grants where appropriate. To obtain faculty consent when necessary.

LIGHTING

5. The WS&P Committee is required to:

- a. Maintain the Council's footway lighting and consider representations made for improvements and additional lights. To prepare proposals for replacing and upgrading footway light as necessary. To ensure that reimbursement is sought for lights damaged by third parties.

HIGHWAYS

6. The WS&P Committee is required to:

- a. Consider comments, make representations to support highway proposals/schemes, designated and permissive footpaths and bridleways, signposting and maintenance. To consult where necessary the Highway Authorities, Police and Agencies and undertake consultation with local residents, if necessary, and comment accordingly. To consider representations made by residents about highway issues and where appropriate to make representations to Highway Authorities, Police, Agencies and any other organisation.
- b. Liaise with County Councillors, County Officers, Police and Government Departments in respect to such matters and where necessary liaise with the District Council and any other organisation.
- c. Consider wider traffic and public transport issues outside the Parish that impact on residents.

FINANCE

7. The WS&P Committee is required to:

- a. Regularly review the approved income and expenditure budget of the Committee. To advise the Finance and General Purposes Committee of major variations to the approved budget, not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.
- b. Prepare, in conjunction with the Clerk, the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. To include proposals for forward planning and the use and setting aside of funds for specific earmarked reserves.

- c. Regularly consider and review service delivery. To consider Best Value principles as directed by the Finance and General Purposes Committee. To apply any financial directive introduced by the Council.
- d. Seek grant aid and support.

GENERAL

- 8. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.
- 9. To comment on proposals for street naming and numbering. All matters relating to statutory service companies.

CHEPPING WYCOMBE PARISH COUNCIL**PLANNING MEETING TERMS OF REFERENCE**

The Planning Committee shall exercise the function of consideration of all planning applications submitted to the parish council by the Local Planning Authority. The committee will make representations to the Local Planning Authority on applications for planning permission for which have been notified in accordance with the Local Government Act 1972 and Town and Country Planning Act 1990, Schedule 1, paragraph 8.

Membership

All 17 councillors on rotational basis (dependent on committee meeting and availability)

Chairmanship of the meeting would be by the standing Chairman and Vice-chairman of the meeting immediately following.

Ward planning representatives to co-ordinate planning response.

Frequency of meetings

The Planning Committee would take place before an existing committee meeting – frequency twice a month.

Meetings to be public and placed on the calendar of meetings.

Meetings will only take place if deemed appropriate after consultation with Ward representatives.

The Planning Committee has delegated authority to:

- a) Make representations to the appropriate planning authority on applications for planning permission.
- b) Make representations to the appropriate authority on applications for tree orders.
- c) Make representations in respect of appeals against the refusal of planning applications.
- d) Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- e) Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the parish from a planning perspective.

Minutes of each meeting to be formally approved at the following Full Council meeting.

CHEPPING WYCOMBE PARISH COUNCIL**STAFFING COMMITTEE TERMS OF REFERENCE****Purpose of Panel:**

This Panel is appointed to make recommendations about all staffing matters, subject to budget and expenditure limits.

Membership

The panel shall comprise the Chairman of each committee together with the Chairman and Vice Chairman of the Council. The Chairman of Council will be the Chairman of the Panel with the Chairman of Finance and General Purposes Committee as the Vice Chairman. Three panel members shall constitute a quorum. The members may co-opt other members to the panel for specific projects as and when required. If a grievance or complaint is made against a member of this committee they will be immediately disqualified from the panel.

Meetings shall be clerked by the Clerk or Deputy Clerk.

Frequency of Meetings

At least two meetings will be held every year to undertake the duties laid down in these Terms of Reference. Additional meetings may be called as and when required by either the Chairman or Vice Chairman of the Panel

Terms of Reference

- To establish and keep under review the staffing structure in consultation.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- To ensure that the Council's procedures for the recruitment and appointment of all staff are followed and to recommend appointments to Full Council.
- To arrange execution of new employment contracts and changes to contracts.
- To establish and review performance management and staff training programmes for staff.
- To ensure that the Council's procedure leading to dismissal of staff is followed (including redundancy).
- To keep under review staff working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure.
- To consider any appeal against a decision in respect of pay.
- To consider a grievance or disciplinary matter (and any appeal).
- All reporting directly to full Council.

APPLICATION FOR GRANT/DONATION BY CHARITABLE, VOLUNTARY OR OTHER ORGANISATIONS
(Local Government Act 1972, Section 137)

Please note: this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation: St Peters Church, Loudwater

Secretary/Sponsor: Danny Rodgers (Vicar)

Contact details:

Treasurer/Financial Officer: Jon Shallow

Contact details:

How is the organisation established (delete as appropriate)

Incorporated by Royal Charter	Registered as a Friendly Society
Incorporated under Companies Act	By affiliation to any national body
Registered as a Charity x	Deed of Trust
Charity No 1128016	Other (please specify below)

What are the objectives of the organisation?

Does the organisation carry out any trading activity with a view to profit?

Does your organisation have a membership?

Our mission is to Love God and Love Loudwater. Our vision is to demonstrate the love of Jesus by being a source of spiritual hope, practical help and authentic community

We as a church are a non-profit charity who has a wider connection to the Church Of England. We do not aim to make any form of profit on any of our activities and rely on donations from our congregation to be able to do any of our outreach work.

For what purpose of project is the grant/donation requested?

We are seeking additional funds to enable us to continue many of our outreach projects at St Peters. The money requested will be split amongst different areas and age ranges from our community.

£2000 towards Our Baby Bank Project.

Our baby bank started in 2023 and since then has continued to grow and significantly impact families across our parish and county. We provide some of the most vulnerable families with essential items they need for their babies – including Moses' baskets, clothes, toiletries and other essential items. We currently have a good level of clothes, however require these funds to continue to purchase items such as toiletries, nappies, baby milk and buggies.

£1500 Community Christmas Light Trail

This year we have seen our annual Light trail drastically increase in size and families attending in 2025. This has become a huge free community event that many families have attended. Light trails at Christmas time have become an expensive thing for families to attend, so at St Peters, we wanted to offer a free Christmas trail for families from our local area. We have seen families from across Flackwell and Loudwater attend, have a great time and leave feeling just that little bit more Christmassy. We hope that by investing more into this event, more people will be able to attend and enjoy themselves. We want to be the centre of our community and support them in all areas across the year- this Light Trail plays a big part of this aim.

£1500 Friday Club

Friday Club has continued to serve our families and offers a safe space for primary school aged children to come, have fun and build good friendships. On average we see over 300 children a month attend- this volume of children requires plenty for them to do, but also wear and tear of our equipment is noticeable. This money will enable us to purchase more items for the young people to do and replace broken equipment.

£1000 Young@Heart

Our community ministry for the older end of our community has been very active, with our most recent Christmas service and dinner attracting 90 people, engaging with the our community and two old peoples homes. The money requested will allow us to put on additional events and days out for those in our community that may not otherwise have a place to connect with people. We see this as a vital part of our vision and any money we are able to invest into this ministry will greatly benefit this community.

£2000 Youth clubs and activities for the community young people.

We have continued to engage with many youths and children over the past 5 years, from our youth clubs and holiday clubs to our Funday days and Christmas events. Money requested will allow us to continue to provide in many cases free (or very affordable) activities. Our last community funday attracted 600 people, all of whom enjoyed free inflatables, farmyard animals and refreshments. Being able to offer these events brings our community together and creates a nice environment. Our youth club has attracted and continues to attract many young people- Money requested will allow us to continue to provide activities for teenagers midweek. Having both primary school and teenage clubs offers our families continuity and always something to do. We feel this is an important thing for our families.

We recognise this is a large sum to request, but as a church, we want to love our community and want to continue to engage, support and offer great events and activities for them to enjoy. As a church we want to be able to welcome all people, no matter their faith to our grounds to enjoy the events, clubs and services we run. We feel that over the years we have provided 1000s of children and adults a safe space to come, build friendships and feel a part of a community. Funds given will allow us to continue to provide these spaces and activities.

We are thankful for the work the Parish council does and would welcome any opportunities to work together and share more about what we are doing here at St Peters church. We are able to provide pictures from all of these events should this help the council make a decision.

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Please specify:

Total estimated cost of the project	£8000
Dates to commence and complete	Ongoing
Amount already available	£
Amount expected to be available at start	£8000

Other applications for grants for the project:

Body:	Amount applied for:

Amount being requested from CWPC: £8000

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind?

- Children
- Families
- Elder people
- Vulnerable families
- Young Mothers

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed: Mark Humphries Dated: 28.04.2024

Capacity in which signed: Director of Children and Youth Ministry

DRAFT: 2026 PR/Publicity /Communications Strategy & Plan: Newsletter**Background**

- The production of newsletters historically has been physical, 8 x A5 pages, variable content, printed, and delivered to all residents approx. twice annually (by volunteers). Additional copies are made available to community groups, events or locations
- As at February 2026 the volunteers are no longer able to distribute the magazines
- In January 2026 a working group was convened to explore future options for engaging with, and communication with residents, and to explore ways in which the profile of CWPC could be extended
- At the first meeting of the working party the group agreed to explore the potential to **cease printed production of the newsletter**, and instead look to produce an **online / digital newsletter**, supplemented by a limited print run circulated to community groups, events or locations, for at least a year,
- Residents would be encouraged to sign up for the newsletter to be sent electronically

Proposal

- To produce 4 news letters annually - to be distributed to a mailing list - which would need to be built over 2026/2027
- The newsletter would feature prominently on the CWPC website
- The newsletter length would typically be 2 pages (A4) in length, with a mix of 'standing order items, and variable content
- The first newsletter to be produced in early April - and would reflect on the CWPC achievements over the 2025/2026 year, and look forward to the plans, for the upcoming year, as well as to share information, key dates, and raise awareness
- A leaflet would be also produced to inform residents of the changes, encourage households to sign up (via link, QR code)
- The design to be visual, and information in easy to digest format. In depth information can be placed on the website- and the newsletter to provide a link for readers to access

The Business Case

The detailed costs associated with the move to digital newsletters are being calculated, but will in any event fall within the existing budget provision,

Ecology Fee Quote – Derehams Lane Recreation Ground, Chepping Wycombe

Following our surveys at the above site last year, this has now been approved with a number of ecology related conditions detailed below. We'll prepare the necessary documentation to address these conditions.

Scheme Ecological Enhancement (SEE)

Prior to the commencement of use of the development hereby permitted, a scheme of ecological enhancements shall be submitted and approved. This scheme shall detail the number, location, and specifications of bat boxes, bird boxes, and hibernacula, as outlined in Section 4.25-4.29 of the Preliminary Ecological Appraisal (Ecology Partnership). These ecological features shall be installed before the dwelling is occupied and shall be retained and maintained thereafter in accordance with the approved details.

Construction Environment Management Plan (CEMP)

No development shall take place (including demolition, ground works, vegetation clearance) until a CEMP has been submitted to and approved in writing by the local planning authority. The strategy shall include the following:

- a. Risk assessment of potentially damaging construction activities.*
- b. Identification of "biodiversity protection zones" including but not limited to Deciduous woodland onsite and surrounding priority habitats.*
- c. Practical measures (both physical measures and sensitive working practices) to avoid or reduce impacts during construction (may be provided as a set of method statements), including mitigation/Reasonable Avoidance Measures (RAMs) for orchids, bats, reptiles, badger, nesting birds, dormice and hedgehogs.*
- d. The location and timing of sensitive works to avoid harm to biodiversity features.*
- e. The times during construction when specialist ecologists need to be present on site to oversee works.*
- f. Responsible persons and lines of communication.*
- g. The role and responsibilities on site of an ecological clerk of works (ECoW) or similarly competent person*
- h. Use of protective fences, exclusion barriers and warning signs.*
- i. Details of lighting during the demolition, construction phase and post development phase.*

The approved strategy shall be adhered to and implemented throughout the construction period strictly in accordance with the approved details.

BNG & HMMP

In addition to the above a Biodiversity Gain Plan (**BGP**) will need to be submitted and discharged prior to commencement as required by the BNG Legislation. A Habitat Management and Monitoring Plan (**HMMP**) must be produced for the site. This should include recommendations for the implementation, management and monitoring of the site for at least 30 years.

Badger monitoring

A suspected badger sett is located within 10m of the proposed access road, comprising a single hole. This will need to be subject to monitoring to confirm its use by badger and whether a licence from Natural England will be required to close it prior to works. This involves four weeks of monitoring with the use of a camera trap. The results and recommendations will be presented within a short technical note, and will also be incorporated into the CEMP if necessary.

Ecological Watching brief

When works begin, some habitats will need to be sensitively cleared under guidance and supervision of an Ecological Clerk of Works (ECoW).

Fees

SEE: £720.00 excluding +vat

CEMP: £720.00+v

BGP: £480.00+v

HMMP: £960.00+v

Badger monitoring survey: £1,305.00+v

TOTAL £4,185.00 excluding VAT

Ecological watching brief: £500.00/day

It is confirmed that we are suitably qualified ecologists, holding degrees in ecological disciplines as well as the necessary species licenses required for survey. Personnel proposed to undertake this project are members of the Chartered Institute of Ecology and Environmental Management (MCIEEM). Our work will be undertaken with reasonable skill and care.

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Finance & General Purpose						
<u>401 Salaries & Other Staff Costs</u>						
4001 Salaries, NI & Pensions	207,512	270,000	62,488		62,488	76.9%
4002 Members Expenses	1,175	2,300	1,125		1,125	51.1%
4008 Conferences & Courses	305	750	445		445	40.7%
4009 Travel	89	200	111		111	44.7%
4020 Establishment Costs Misc	477	500	23		23	95.4%
4021 Telephone & Fax	1,260	1,500	240		240	84.0%
4022 Postage	534	500	(34)		(34)	106.7%
4023 Stationery & Printing	959	1,500	541		541	64.0%
4024 Subscriptions	2,540	3,000	460		460	84.7%
4025 Insurance	10,843	12,000	1,157		1,157	90.4%
4026 Publications	77	150	73		73	51.3%
4027 Photocopying Charges	541	700	159		159	77.2%
4032 Publicity	2,638	4,350	1,712		1,712	60.6%
4041 Equipment Hire	587	700	113		113	83.9%
4051 Bank Charges	218	500	282		282	43.6%
4053 Office Equipment	6	500	494		494	1.1%
4060 Other Professional Fees	2,894	4,000	1,106		1,106	72.4%
4068 Computers & Data Storage	4,861	4,500	(361)		(361)	108.0%
4069 Web Development	72	500	428		428	14.4%
4450 Archives	216	150	(66)		(66)	144.0%
4901 Grants & Donations S137	10,366	20,000	9,634		9,634	51.8%
Salaries & Other Staff Costs :- Indirect Expenditure	<u>248,170</u>	<u>328,300</u>	<u>80,130</u>	<u>0</u>	<u>80,130</u>	<u>75.6%</u>
Net Expenditure	<u>(248,170)</u>	<u>(328,300)</u>	<u>(80,130)</u>			
<u>402 Precept</u>						
1076 Precept	472,469	472,469	0			100.0%
1079 Miscellaneous	25	100	75			24.8%
Precept :- Income	<u>472,493</u>	<u>472,569</u>	<u>76</u>			<u>100.0%</u>
Net Income	<u>472,493</u>	<u>472,569</u>	<u>76</u>			
<u>403 Contingency</u>						
4048 Contingency	1,578	3,000	1,422		1,422	52.6%
Contingency :- Indirect Expenditure	<u>1,578</u>	<u>3,000</u>	<u>1,422</u>	<u>0</u>	<u>1,422</u>	<u>52.6%</u>
Net Expenditure	<u>(1,578)</u>	<u>(3,000)</u>	<u>(1,422)</u>			

Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>405 F & GP Rents</u>						
1090 Interest Received	14,033	6,000	(8,033)			233.9%
F & GP Rents :- Income	<u>14,033</u>	<u>6,000</u>	<u>(8,033)</u>			<u>233.9%</u>
Net Income	<u>14,033</u>	<u>6,000</u>	<u>(8,033)</u>			
<u>406 Peninsula</u>						
4064 Health & Safety	1,925	2,500	575		575	77.0%
4065 Human Resources	1,508	2,000	492		492	75.4%
Peninsula :- Indirect Expenditure	<u>3,432</u>	<u>4,500</u>	<u>1,068</u>	<u>0</u>	<u>1,068</u>	<u>76.3%</u>
Net Expenditure	<u>(3,432)</u>	<u>(4,500)</u>	<u>(1,068)</u>			
Finance & General Purpose :- Income	<u>486,526</u>	<u>478,569</u>	<u>(7,957)</u>			<u>101.7%</u>
Expenditure	<u>253,180</u>	<u>335,800</u>	<u>82,620</u>	<u>0</u>	<u>82,620</u>	<u>75.4%</u>
Movement to/(from) Gen Reserve	<u>233,346</u>	<u>142,769</u>	<u>(90,577)</u>			
Grand Totals:- Income	<u>486,526</u>	<u>478,569</u>	<u>(7,957)</u>			<u>101.7%</u>
Expenditure	<u>253,180</u>	<u>335,800</u>	<u>82,620</u>	<u>0</u>	<u>82,620</u>	<u>75.4%</u>
Net Income over Expenditure	<u>233,346</u>	<u>142,769</u>	<u>(90,577)</u>			
Movement to/(from) Gen Reserve	<u>233,346</u>	<u>142,769</u>	<u>(90,577)</u>			

Summary Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>Open Spaces</u>						
Income	35,144	30,000	(5,144)			117.1%
Expenditure	39,585	57,900	18,315	0	18,315	68.4%
Movement to/(from) Gen Reserve	<u>(4,441)</u>	<u>(27,900)</u>	<u>(23,459)</u>			
<u>Works & Service</u>						
Income	14,178	23,700	9,522			59.8%
Expenditure	46,792	61,385	14,593	0	14,593	76.2%
Movement to/(from) Gen Reserve	<u>(32,614)</u>	<u>(37,685)</u>	<u>(5,071)</u>			
<u>Finance & General Purpose</u>						
Income	486,526	478,569	(7,957)			101.7%
Expenditure	253,180	335,800	82,620	0	82,620	75.4%
Movement to/(from) Gen Reserve	<u>233,346</u>	<u>142,769</u>	<u>(90,577)</u>			
Grand Totals:- Income	535,848	532,269	(3,579)			100.7%
Expenditure	339,557	455,085	115,528	0	115,528	74.6%
Net Income over Expenditure	<u>196,291</u>	<u>77,184</u>	<u>(119,107)</u>			
Movement to/(from) Gen Reserve	<u>196,291</u>	<u>77,184</u>	<u>(119,107)</u>			

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Tuesday 3 March 2026 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 C O’Leary
Cllr R Wilks
Cllr C Dodds
Cllr N Thomas
Cllr L Webb
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 Expenses Policy Review

5.2 Committee Terms of Reference

- 5.2.1 Finance & General Purposes Committee
- 5.2.2 Open Spaces Committee
- 5.2.3 Works & Services Committee
- 5.2.4 Planning Meeting
- 5.2.5 Staff Committee

6. Grants

- 6.1 St Peter’s Church, Loudwater
- 6.2 Flagpole – Flackwell Heath

7. Community Board

8. Neighbourhood Action Group (NAG)

9. Publicity

10. Investing – CCLA

11. Derehams Lane Recreation Ground – Ecology Surveys for Planning

12. Appointment of Internal Auditor

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



Wendy Thompson
Clerk to the Council
24 February 2026

AGENDA ITEM 3

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 4

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 25 March 2025, therefore being incident free for 232 working days as at the date of the agenda.

AGENDA ITEM 5

Policies and Procedures

5.1 Expenses Policy Review

Members are asked to NOTE that initial discussions have taken place, and a meeting will be arranged. The policy will be brought back to the next meeting for consideration and recommendation to full Council.

5.2 Committee Terms of Reference

Members are asked to CONSIDER the attached Committee Terms of Reference with a view recommending re-adoption to full Council or amendment via each committee.

5.2.1 Finance & General Purposes Committee **APPENDIX A**

5.2.2 Open Spaces Committee **APPENDIX B**

5.2.3 Works & Services Committee **APPENDIX C**

5.2.4 Planning Meeting **APPENDIX D**

5.2.5 Staff Committee **APPENDIX E**

AGENDA ITEM 6

Grants

Members are asked to NOTE that there is currently £9,634.19 remaining in the budget.

6.1 St Peter's Church, Loudwater

Members are asked to CONSIDER and, if so minded, APPROVE for recommendation to full Council a request from St Peter's Church, Loudwater for a sum £8,000 to support ongoing outreach projects. **APPENDIX F**

6.2 Flagpole, Flackwell Heath

Members are asked to CONSIDER a proposal from Cllr Griffiths to purchase a flagpole for Flackwell Heath.

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. Members are asked to NOTE that a meeting was held with our Community Board Manager, Sofia Comer, Cllr D Johncock, Cllr M West and Cllr J Waters to talk about local initiatives.

AGENDA ITEM 8

Neighbourhood Action Group (NAG)

Members are asked to NOTE that the next meeting was held on Thursday, 19 February at 7pm in the Tylers Green Village Hall.

AGENDA ITEM 9

Publicity

Members are asked to CONSIDER the proposals from the Publicity working group, **APPENDIX G**, with a view to recommending the changes to full Council.

AGENDA ITEM 10

Investing – CCLA

Members are asked to NOTE the current balance held with the CCLA - **£509,194.77** as at 5 February 2026 following the approval of the extra £250k investment, and we are receiving around 3.80% investment return.