CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on **Tuesday 3 March 2026 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 I Forbes – Vice-chairman Cllr C Dodds Cllr N Thomas Cllr L Webb Cllr K Wood (ex-officio)	Cllr C O'Leary Cllr R Wilks Cllr H Darch Cllr K Griffiths Cllr D Johncock (ex-officio)
Also present:	Cllr L Johncock	

FGP/25/030 **Apologies for absence**
Apologies for absence were received and approved from Cllr Willis (medical).

FGP/25/031 **Declarations of members' interests in agenda items**
Cllr Dodds declare an interest in agenda item **6.1 St Peter's Church Grant** being a member of the congregation.

FGP/25/032 **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 there had only been one member of the grounds team absence through sickness and that was for a signed off period of 8 days.

FGP/25/033 **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 had been on 25 March 2025, therefore being incident free for 232 working days as at the date of the agenda.

FGP/25/034 **Policies and Procedures**
1 Expenses Policy Review
Members were asked to note that initial discussions had taken place, and a meeting would be arranged. The policy will be brought back to the next meeting for consideration and recommendation to full Council.

2 Committee Terms of Reference
Members were asked to consider the 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
5.2.2 Open Spaces Committee
5.2.3 Works & Services Committee
5.2.4 Planning Meeting
5.2.5 Staff Committee

It was RESOLVED that;
all Terms of Reference to be reviewed and brought back to the next Finance & General Purposes committee meeting for further consideration.

It was noted that Cllr D Johncock had already looked at the Planning Meeting Terms and would share them with the members of the meeting for comment.

FP/25/035 **Grants**
Members were asked to note that there was currently £9,634.19 remaining in the budget.

1 St Peter's Church, Loudwater

Members were asked to consider for recommendation to full Council a request from St Peter's Church, Loudwater for a sum £8,000 to support ongoing outreach projects.

It was RESOLVED that;
the request for £8,000 be recommended to full council for approval with the caveat that the parish council support be recognised by the church on their publicity and the parish council to receive a 6 monthly feedback report on the use of the funds. This is not to be a recurring grant.

It was noted that Cllr Forbes abstained from the vote.
It was noted that the Publicity Policy would have to be reviewed considering this grant award.

2 Flagpole, Flackwell Heath

Members were asked to consider a proposal from Cllr Griffiths to purchase a flagpole for Flackwell Heath.

It was RESOLVED that;
that this item be deferred to the next meeting with information on location and cost of the flagpole with a supporting 50% match funded request from the Flackwell Heath Residents' Association.

FGP/25/037 **Community Board**

Members were 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 were 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 – specifically the re-establishment of a residents' society for Loudwater.

It was noted that Cllr D Johncock had managed to get funds ring-fenced for a website for the Loudwater Centre.

FGP/25/038 **Neighbourhood Action Group (NAG)**

Members were asked to note that the most recent meeting had been held on Thursday, 19 February at 7pm in the Tylers Green Village Hall.

FGP/25/039 **Publicity**

Members were asked to consider the proposals from the Publicity working group, with a view to recommending the changes to full Council.

It was RESOLVED that;
The proposals from the Publicity working group be recommended to full council for approval.

FGP/25/040 **Investing – CCLA**

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

FGP/25/041 **Derehams Recreation Ground – Ecology Surveys for Planning**

Members were asked to consider the quotation for the ecology survey as requested to support the planning application for the site.

It was RESOLVED that;
The quotation be approved.

FGP/25/042 **Appointment of Internal Auditor**

Members were asked to consider, for recommendation to full council, the re-appointment of Mr E Newhouse as Internal Auditor for the financial year 2025/26.

It was RESOLVED that;
Mr Newhouse be recommended to full council for re-appointment as Internal Auditor for the current financial year.

FGP/25/043 **Budget**

1 Committee Finances (Period 10) January

Members were asked to note the summary of income and expenditure by committee**.**

2 Council Finances (Period 10) January

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

3 Community Infrastructure Levy (CIL)

Members were asked to note the budget line for CIL at £61,923.82. These funds can be used for;

- The provision, improvement, replacement, operation or maintenance of infrastructure; or
- anything else that is concerned with addressing the demands that development places on an area

The amounts 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

It was noted that Cllr Wood mentioned the need for new flooring at the Loudwater Centre which would fall within the above criteria. The sum required was £9,239.00. Cllr Wood was asked to provide a grant application to full council for consideration.

FGP/25/044 **Questions from council members and the public**

There were no questions.

FGP/25/045 **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 as follows; Bank Transfers to Barclays (payroll),Briants of Risborough, Bucks & MK Association of Local Councils, CG Tree & Garden Services Ltd, Chiltern Society, Clarity Copiers (HW) Ltd, Cleaning with Sammi, Instant Landscapes Ltd, K&S Walker Ltd, Newco Electrical, SparkX Ltd, Speedy Fuels Ltd and SSE along with direct debits to Barclays, Castle Water, EE, HMRC, Nest, Peninsula Business Solutions, Redsquid Communications, Shorts Group, SSE, and Trade UK.

The chairman of the committee thanks members for their attendance and closed the meeting at 8.46pm

Date and time of next meeting: Thursday 16 April 2026 @ 7.30pm

Signed: Katrina S A Wood **Dated: 19/03/2026**

Chepping Wycombe Parish Council

Pending expenditure transactions Mar-26

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	TRANSFER	0340/34009345	Briants of Risborough	Repair of Stihl Chainsaw - parts only charged	4.42	0.88	5.30	
	TRANSFER	0340/34009344	Briants of Risborough	Nails - fence repair in Kings Wood	2.85	0.57	3.42	
	TRANSFER	0340/34009343	Briants of Risborough	Capping, Arris Rail, Gravel Board - fence repair in Kings Wood	22.87	4.57	27.44	36.16
	TRANSFER	6560	Bucks & MK Assoc. of Local Councils	Local Councils Explained, new revision	27.00	0.00	27.00	
x	TRANSFER	2441	CG Tree & Garden Services Ltd	Removal of fallen tree, New Road TG	600.00	120.00	720.00	
	TRANSFER	N/A	Chiltern Society	Annual membership	30.00	0.00	30.00	
	TRANSFER	494372	Clarity Copiers (HW) Ltd	Print/copy charges, Jan '26	26.54	5.31	31.85	
	TRANSFER	066	Cleaning with Sammi	Office Cleaning, Feb '26	120.00	0.00	120.00	
x	TRANSFER	INV-2809	Instant Landscapes Ltd	15m Mixed Native Hedging - Biodiversity, Cock Lane Cem & Orcharc	2,585.00	517.00	3,102.00	
	TRANSFER	14948	K&S Walker Ltd	Empty & replace skip in yard	375.00	75.00	450.00	
x	TRANSFER	15012	K&S Walker Ltd	6 yard skip, Widmer Pond clearance	260.00	52.00	312.00	762.00
x	TRANSFER	6220251737	Lyreco UK Ltd	Stationery - paper, handtowels, batteries, water	66.74	13.35	80.09	
x	TRANSFER	1789	Newco Electrical	Repair to Heater Switches, rewiring alarm panel - Depot	151.00	30.20	181.20	
	TRANSFER	N/A	Payroll	Salaries & LGPS, Feb '26	16,330.13	0.00	16,330.13	
	TRANSFER	INV-6855	SparkX Ltd	Investigation of reported fault, Col. 2 Rugwood Road	235.00	47.00	282.00	
x	TRANSFER	INV-6857	SparkX Ltd	Replacement of Col. 1, Glenmore Close	2,378.00	475.60	2,853.60	
	TRANSFER	INV-6880	SparkX Ltd	Revisit after SSE repair (bond & connect), Col. 2 Rugwood Road	260.00	52.00	312.00	
x	TRANSFER	928218 (PF)	Speedy Fuels Ltd	800L Diesel, depot tank	1,052.00	210.40	1,262.40	
	TRANSFER	IV04054961	SSE	Front Common Electricity, Sep-Nov '25	66.90	3.35	70.25	
	DD	N/A	Barclays	Bank charges, 13 Jan - 12 Feb '26	16.71	0.00	16.71	
	DD	10009199065	Castle Water	Chapel Road Allotments, Jan '26	5.73	0.00	5.73	
	DD	V02443661953	EE	Warden phone, Feb '26	24.66	4.93	29.59	
	DD	N/A	HMRC	Tax & NI, Feb '26	5,981.29	0.00	5,981.29	
	DD	N/A	Nest	Pensions Feb '26	1,342.73	0.00	1,342.73	
	DD	U005492899	Peninsula	HR Services, Feb '26	150.90	28.50	179.40	
	DD	U005500397	Peninsula	H&S Services, Feb '26	192.65	36.38	229.03	408.43
	DD	29653	Redsquid Communications	ICT & Voice charges Mar '26	559.38	111.88	671.26	
	DD	292977	Shorts Group	Dog Bins, Loudwater, Jan '26	453.70	90.74	544.44	
	DD	292976	Shorts Group	Dog Bins, Flackwell Heath, Jan '26	272.20	54.44	326.64	
	DD	292978	Shorts Group	Dog Bins, Tylers Green, Jan '26	589.80	117.96	707.76	1,578.84
	DD	IV04065953	SSE	Footway Lighting, Jan '26	936.66	187.33	1,123.99	
	DD	2009772154	Trade UK (B&Q)	Mortar mix - manhole resetting	21.10	4.22	25.32	
x	DD	2009804869	Trade UK (B&Q)	Cement, Sand (manhole resetting), Hi-vis jacket (grounds team)	60.41	12.09	72.50	
	DD	2010019876	Trade UK (B&Q)	Replacement padlock for depot/yard gate	11.91	2.38	14.29	112.11
	DD	2010007961	Trade UK (Screwfix)	Hose clips, for Derehams	13.32	2.67	15.99	
					35,226.60	2,260.75	37,487.35	

Income received since last committee meeting over £500.00

			HMRC	VAT	2,564.10	0.00	2,564.10
			Burial Fees	Various	1,817.00	0.00	1,817.00
			Little Buddies	Preschool, Derehams, February '26	607.00	0.00	607.00
					4,988.10	0.00	4,988.10

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

Date: 03/03/2025. Date: 4/3/2025

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