

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Members of the council are summoned to attend the meeting to be held on **Thursday 16 April 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

3.1 Staff Absence Report

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 Procedure
- 5.9 Councillor Training Policy (draft)
- 5.10 Finance & General Purposes Committee Terms of Reference

6. Neighbourhood Action Group (NAG)

7. Publicity

8. Investing – CCLA Update

9. Annual Return and Governance Statement

10. Budget

- 10.1 Council Finances (Period 12) Outturn
- 10.2 Committee Finances (Period 12) Outturn
- 10.3 Community Infrastructure Levy

11. Questions from council members and the public

12. Accounts for payment



Wendy Thompson
Clerk to the Council
10 April 2026

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.

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 263 working days as at the date of the agenda.

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 Procedure

5.9 Councillor Training Policy (draft)

Members are asked to CONSIDER the draft Policy **APPENDIX A** with a view to agreeing the principles of the document and recommending it for adoption at the next full Council.

5.10 Finance & General Purposes Committee Terms of Reference

Members are asked to CONSIDER and, if so minded, RECOMMEND the attached Committee Terms of Reference for approval at the next full Council meeting. **APPENDIX B**

AGENDA ITEM 6

Neighbourhood Action Group (NAG)

Members are asked to NOTE the minutes from the last NAG meeting held on 19 February 2026 **APPENDIX C**.

Members are asked to NOTE the next NAG meeting will be held in the Tylers Green Village Hall on 26th May 2026.

AGENDA ITEM 7

Publicity

Members are asked to CONSIDER the attached drafts of the new version of the parish council newsletter being mindful of content and design, **APPENDIX D**, with a view to approving next steps.

AGENDA ITEM 8

Investing – CCLA Update

Members are asked to NOTE that the agreed sum of £500k has been deposited with CCLA. During the month of March, we received £1,474.44 in interest which equates to 3.75%. The current balance to the end of March is £512,254.11.

AGENDA ITEM 9

Annual Return and Governance Statement

The Internal Audit took place on Wednesday 8 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 by the chairman at full council. **APPENDIX E**

AGENDA ITEM 10

Budget

10.1 Council Finances (Period 12) Outturn

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

10.2 Committee Finances (Period 12) Outturn

Members are asked to NOTE the Committee’s yearend position. **APPENDIX G**

10.3 Community Infrastructure Levy (CIL)

Members are asked to NOTE that the budget line for CIL currently stands at £52,685. These funds are to be used for community benefit and need to be spent within a timeframe as below:

£31,640.95	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: Thursday 8 October 2026 @ 7.30pm