CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of 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 was open to members of the public and press

Present:

Cllr A Barron – Chairman
Cllr I Forbes – Vice-chairman
Cllr C Dodds
Cllr L Webb
Cllr D Johncock (ex-officio)
Cllr C O'Leary
Cllr R Wilks
Cllr H Darch
Cllr K Griffiths

Also present: Cllr L Johncock

FGP/25/046 **Apologies for absence**

Apologies for absence were received and approved from Cllr K Wood (diary clash) and Cllr N Thomas (diary clash)

FGP/25/047 **Declarations of members' interests in agenda items**

The following councillors declared an interest in Agenda Item 10 Accounts for Payment being in receipt of expenses payments: Cllr A Barron, Cllr C Dodds, Cllr I Forbes, Cllr R Wilks and Cllr H Darch.

FGP/25/048 **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 one member of the grounds team had been absent for a period of 5 days with a chest infection.

FGP/25/049 **Health & Safety Report of any incidents**

Members are asked to NOTE were asked to note that there had been no incidents since the last committee meeting in February. The last notified incident was on 25 March 2025, therefore being incident free for 263 working days as at the date of the agenda.

FGP/25/050 **Policies and Procedures**

Members were asked to consider 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.

1 **Information & Data Protection Policy**
It was RESOLVED that;
the Information & Data Protection Policy be recommended to full Council for re-adoption.

2 **Retention & Disposal Policy**
It was RESOLVED that;
the Retention & Disposal Policy be recommended to full Council for re-adoption.

3 **Management of Transferable Data Policy**
Members were asked to consider the above policy and the clerk advised that this policy was now obsolete. The new IT policy would be taken to full Council is its place.

4 **Data Breach Policy**
5 **Standing Orders**
6 **Financial Regulations**
It was RESOLVED that;
The Data Breach Policy, Standing Orders and Financial Regulations were up to date and recommended to full Council for re-adoption.

7 **Publicity Policy**

It was RESOLVED that;
this policy be deferred and revised following further discussion.

8 **Complaints Procedure**

It was RESOLVED that;
the Complaints Procedure be recommended to full Council for re-adoption.

9 **Councillor Training Policy (draft)**

Members were asked to consider the draft Policy with a view to agreeing the principles of the document and recommending it for adoption at the next full Council.

Following a short discussion on wording and implementation.

It was RESOLVED that;
the Councillor Training Policy be recommended to full Council for adoption.

10 **Finance & General Purposes Committee Terms of Reference**

Members were asked to consider the revised Committee Terms of Reference for approval at the next full Council meeting.

It was RESOLVED that;
the Terms of Reference be deferred until the structure of Committees be agreed. This item will be brought back for consideration in October.

FGP/25/051 **Neighbourhood Action Group (NAG)**

Members were asked to note minutes from the last NAG meeting held on 19 February 2026. Cllr D Johncock advised that the Drugs Awareness leaflet had been completed and was in circulation. Copies will be given to the office for placing in the noticeboards.

Members were asked to note the next NAG meeting will be held in the Tylers Green Village Hall on 26th May 2026 and the AGM will be in September. Cllr Johncock advised that he would be stepping down as Chairman.

Cllr Barron thanked Cllr D Johncock for all the work he had done with the NAG

FGP/25/052 **Publicity**

Members were asked to consider the drafts of the new version of the parish council newsletter being mindful of content and design, with a view to approving next steps.

Copies were also tabled as further revisions had been made. Circulation was seen to be an issue, as at the time of the meeting 49 people had signed up to the newsletter. A further meeting of the working group would take place as soon as possible to find ways of delivering copies.

It was RESOLVED that;
The second version of the newsletter was preferred with the extra colour and was approved for circulation.

The clerk advised that a quotation for 400 copies had been received from the printers and that this would be actioned.

FGP/25/053 **Investing – CCLA Update**

Members were asked to note that the agreed sum of £500k had 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.

FGP/25/054 **Annual Return and Governance Statement**

Members were asked to note that 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 received a verbal report from the chairman of committee who explained how the audit worked and that the parish had been given a clean sheet. Report attached.

Members were 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.

It was RESOLVED that;
the Annual Return and Governance Statement be recommended to full Council for signature by the chairman of Council.

Members thanked the clerk for the excellent audit result, and this was noted as a reflection of the high professional performance of the clerk. Cllr D Johncock asked for a vote of thanks for the clerk.

FGP/25/055 **Budget**

1 Council Finances (Period 12) Outturn

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

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 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

FGP/25/056 **Questions from council members and the public**

Cllr Griffiths asked if there had been any update on the Derehams planning application.
The clerk advised that the Planning Officer was still waiting for a response from Sport England.
Cllr Wilks advised that there was graffiti on the tower slide at Straight Bit.
Cllr D Johncock asked that a photograph be taken and sent to the police.
The clerk to ask the grounds team to remove the graffiti after taking a photograph.

FGP/25/057 **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 cheque number 11481 be signed and that direct debits to Barclays, Buckinghamshire Council, Clear Business (Unicom), EE, E-On Next, Shell (Fuel Card Services), HMRC, NEST, Peninsula Business Solutions, Quartix, and SSE along with a transfers to Active Enviropest, APS Window Company, Cllr Barron, BMKALC, Castle Water, Cleaning with Sammi, Cllr Dodds, Mr E Newhouse, Cllr Forbes, Gallagher Insurance, Loudwater Centre, Nisbets, Nomix Enviro, Barclays payroll, PF &DF Gray, Reliance Auto Test, RFJ & C Carington, St Peters Church, W Thompson, Cllr Wilks and Cllr Wood.

The chairman of the meeting thanked members for their attendance and closed the meeting at 8.34pm

Date and time of next meeting: Thursday 8 October 2026 @ 7.30pm

Signed: Katrina S A Wood Dated: 30 April 2026

Chepping Wycombe Parish Council

Pending expenditure transactions

16-Apr-26

PO	Chq	Invoice No	Supplier	Detail	Net	VAT	Amount	
	011481	N/A	Darch, Cllr H	Expenses - Broadband Oct '25 - March '26	90.00	0.00	90.00	
	TRANSFER	AE3506/2026	Active Enviropest	Routine Rodent Inspection 27/3	40.00	0.00	40.00	
	TRANSFER	5679	APS Window Company	Replacement depot windows, balance	1,033.33	206.67	1,240.00	
	TRANSFER	Expenses	Barron, Cllr A	Broadband, Jan-Mar '26	45.00	0.00	45.00	
	TRANSFER	6737	Bucks & MK Assoc of Local Councils	Training - Practical measures to enhance wildlife (KW)	50.00	0.00	50.00	
	TRANSFER	10009561973	Castle Water	Office/Depot, Mar '26	41.98	0.00	41.98	
	TRANSFER	071	Cleaning with Sammi	Office Cleaning, Mar '26	120.00	0.00	120.00	
	TRANSFER	Expenses	Dodds, Cllr C	Broadband, Oct '25 - Mar '26	90.00	0.00	90.00	
	TRANSFER	A/26/1	Ernest G Newhouse	Internal Audit, FY 25/26	400.00	0.00	400.00	
	TRANSFER	Expenses	Forbes, Cllr I	Broadband, Sep '25-Mar '26	90.00	0.00	90.00	
	TRANSFER	554729647	Gallagher Insurance	Vehicle Insurance 12 months	2752.41	0.00	2,752.41	
	TRANSFER	Grant	Loudwater Centre	Grant payment (CIL)	9,239.00	0.00	9,239.00	
x	TRANSFER	33155558	Nisbets	Bleach (balance of order)	4.49	0.89	5.38	
x	TRANSFER	SI/04432988	Nomix Enviro	Weedkiller	119.44	23.89	143.33	
	TRANSFER	N/A	Payroll	Salaries & LGPS, Apr '26	16,884.63	0.00	16,884.63	
	TRANSFER	0014817	PF & DF Gray	Robomulching, Kings Wood Jan '26	3,725.00	745.00	4,470.00	
	TRANSFER	I043046	Reliance Auto Test	MOT - Ford Transit, RO17 NZA	58.60	0.00	58.60	
	TRANSFER	SI14322	RFJ & V Carington	Annual licence for land adjoining Oakwood, FH	50.00	10.00	60.00	
	TRANSFER	Expenses	Saunders, K	Mileage & Parking, CiLCA Induction	17.50	0.00	17.50	
	TRANSFER	IV04265859	SSE	Derehams Pavilion, Dec '25 - Feb '26	814.61	40.73	855.34	
	TRANSFER	Grant	St Peters Church, Loudwater	Grant payment	8,000.00	0.00	8,000.00	
	TRANSFER	Expenses	Thompson, W	Marigolds (FH War Memorial), Milk & Airfreshener (Office)	27.84	3.76	31.60	
	TRANSFER	Expenses	Wilks, Cllr R	Broadband, Jan-Mar '26	45.00	0.00	45.00	
	TRANSFER	Expenses	Wood, Cllr K	Balance of Chairman's allowance '25/26	736.33	0.00	736.33	
	DD	N/A	Barclays	Bank Charges 13/2-12/3/26	16.00	0.00	16.00	
	DD	N/A	Buckinghamshire Council	Rates 2026/27 - Office & Depot	10,939.50	0.00	10,939.50	
	DD	N/A	Buckinghamshire Council	Rates 2026/27 - Altona Road Cemetery	729.30	0.00	729.30	
	DD	N/A	Buckinghamshire Council	Rates 2026/27 - Hammersley Lane Garden of Rest	68.02	0.00	68.02	11,736.82
	DD	8670058	Clear Business	Voice & Broadband, Office Apr '26	108.41	21.68	130.09	
	DD	KI-031D95C6-0056	E-On Next	Gas, Office, Mar '26	272.70	13.64	286.34	
	DD	KI-DDBA27F4-0025	E-On Next	Electricity, Office, Mar '26	388.48	19.42	407.90	694.24
	DD	V02453448983	EE	Warden Phone, Mar '26	16.33	3.27	19.60	
	DD	9011494034	Fuel Card Services Ltd	Vehicle Fuel, Mar '26	214.30	42.86	257.16	
	DD	0000215699/2026	Grenkeleasing Ltd	Photocopier Rental, Apr-Jun '26	146.85	29.37	176.22	
	DD	N/A	HMRC	Tax & NI, Apr '26	6,420.37	0.00	6,420.37	
	DD	N/A	Nest	Pension Mar '26	1,368.26	0.00	1,368.26	
	DD	U005547498	Peninsula	HR Services	150.90	28.50	179.40	
	DD	U005556972	Peninsula	H&S Services	192.65	36.38	229.03	408.43
	DD	1027719	Quartix Ltd	Vehicle Trackers, Apr-Jun '26	114.00	22.80	136.80	
	DD	IV04308199	SSE	Footway lighting, Mar '26	637.95	127.59	765.54	
					66,259.18	1,376.45	67,635.63	

Income received since last committee meeting over £500.00

			Burial Fees	Various	724.00	0.00	724.00
			Little Buddies	Preschool, Derehams, March '26	810.00	0.00	810.00
			Buckinghamshire Council	Precept 26/27 - First payment	259,740.00	0.00	259,740.00
			HMRC	VAT	2,461.29	0.00	2,491.29
			Buckinghamshire Council	Devolved Services payment '26	2,299.53	0.00	2,299.53
					266,034.82	0.00	266,034.82

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

Date: ....16/04/2026. Date: ....16 Apr 26

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