

**Meeting Open to Press and Public
CHEPPING WYCOMBE PARISH COUNCIL**

FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 17 MARCH 2011

The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Members: -

I Forbes Chairman (TG)
Ms K Wood Vice-Chairman (TG)
C Dodds (L)
J Eadon-Smith (FH)
J Herschel (TG)

J Savage (FH)
L Willis (L)
M Wilkes (FH)
J White (L)
D Johncock (ex-officio) (FH)

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1. **APOLOGIES FOR ABSENCE:** At the time of Agenda despatch, no Apologies for Absence have been received.
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **COUNCIL REGULATIONS AND POLICIES** (page 2)
4. **CONTRACTS AND LEASES** (page 3)
5. **COMMITTEE FINANCES** (page 4)
6. **ACCOUNTS FOR PAYMENT** (page 5)



H R O Jones
Clerk of the Council
10 March 2011

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
17 MARCH 2011

COUNCIL REGULATIONS AND POLICIES

Review of Committee Terms of Reference, Standing Orders and Financial Regulations -
CONSIDERATION

At the meeting on 18 January 2011, it was agreed that the Policies and Regulations Working Group be asked to consider Committee Terms of Reference, Council's Standing Orders and Financial Regulations prior to the Committee meeting on 17 March 2011 with the aim of bringing a recommended model to that meeting.

A copy of an initial DRAFT of Council Standing Orders prepared by the Chairman of Council is attached (**APPENDIX A**). Members of the Regulations and Policies Working Group have been provided with a copy in advance of the Committee meeting by the Chairman of Council.

Members are asked to receive a verbal update report in relation to the review of the Council's Financial Regulations and the Committee Terms of Reference and to make any recommendations, as appropriate, in relation to these and the DRAFT Council Standing Orders (if recommended to the Council meeting on 28 April 2011, i.e. last meeting of the 2010/11 Council Year).

Council Committees 2011/12 - CONSIDERATION

Motions to consider:

- i. With the approval of the Committee Chairman for inclusion on the agenda, Members are asked to consider a motion by the Chairman of Council to recommend a combining of the Leisure Facilities Committee with the Amenity Land Committee into a single Open Spaces and Recreation Committee for the Council to approve at its meeting on 28 April 2011 and to commence in the 2011/12 Council year with the new administration's consent at the Annual Council meeting on 10 May 2011.**
- ii. Members are further asked to consider any other motions of recommendation relating to Council Committees, Sub-Committees and Working Groups.**

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CONTRACTS AND LEASES

Totteridge Common Lease: Surrender - CONSIDERATION

The Council leases the above land to Wycombe District Council (21 year lease from 1 April 1997 at an annual rent of £20).

In a letter of 28 January 2011 from Wycombe District Council Property Services, the Council was asked to consider a surrender of the lease in view of the District Council wishing to terminate.

Members are asked to consider the ongoing lease of Totteridge Common to Wycombe District Council and to advise accordingly.

Derehams Lane Sports Ground Lease: Draft - CONSIDERATION

A copy of the DRAFT Lease relating to the land at Derehams Lane Sports Ground, Loudwater is being prepared by the Council's Solicitors, to follow if available.

In December 2010, the Solicitors were asked to prepare a draft for the 18 January or 17 March 2011 meetings based on the following information:

Lease: Chepping Wycombe Parish Council and Loudwater Football Club
Rent Period: Starting 1 April 2011
Lease Period: 3 Year running lease
Rent: £600 per annum (to be inflated annually on RPI scale as per Green Dragon)

Landlord Obligations:

- Arrange Building Insurance (reclaimed in full from Tenant)

Tenant obligations:

- Arrange and pay contents insurance
- Arrange and Pay Utilities (Electricity and Water)
- Arrange and Pay Alarm Service
- Arrange and Pay Fire Extinguisher (smoke alarm) service
- Maintain Top and Lower Pitch
- Undertake repairs and keep Pavilion in good condition

Members are asked to consider action, if required, to progress the new Derehams Lane Sports Ground Pavilion Lease.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 17 MARCH 2011

COMMITTEE FINANCES

Income and Expenditure – INFORMATION

Members will find attached a copy of the Detailed Income and Expenditure Report for the Committee (**APPENDIX B**) together with a summary of the Council's Ear-Marked Reserves (**APPENDIX C**).

Members are asked to note the contents of the reports and to be updated by the Clerk of the Council, as appropriate.

Where questions arise on the Committee's finances, it is extremely helpful if these can be put to the Office at least two days before the date of the Committee meeting in order to allow any research using the Finance Package or external advice to be obtained.

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ACCOUNTS FOR PAYMENT

The Accounts for Payment are to be circulated at the meeting for the approval of Members.

Members are reminded to declare any personal or personal and prejudicial interests in any items submitted for payment.

Members of the Press and Public are asked to be excluded from the meeting for the consideration of any Confidential Payments, such as payments to members of the Council Staff.