

**CHEPPING WYCOMBE PARISH COUNCIL**  
**FINANCE AND GENERAL PURPOSES COMMITTEE**

**AGENDA**

**TUESDAY 18 JANUARY 2011**

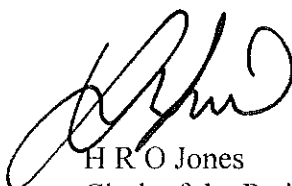
The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

**Members: -**

I Forbes Chairman (TG)	J Savage (FH)
Ms K Wood Vice-Chairman (TG)	L Willis (L)
C Dodds (L)	M Wilkes (FH)
J Eadon-Smith (FH)	J White (L)
J Herschel (TG)	D Johncock (ex-officio) (FH)

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1. **APOLOGIES FOR ABSENCE:** At the time of Agenda despatch, Apologies for Absence have been received from M Wilkes (Other Business), D Johncock (Other Business) and J Savage (Other Business).
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **REVIEW OF HEALTH AND SAFETY** (page 2)
4. **LOCAL GOVERNMENT LEGISLATION** (page 3)
5. **AUDIT REPORTS** (page 4)
6. **COUNCIL REGULATIONS AND POLICIES** (page 5)
7. **LAND REGISTRATION** (page 6)
8. **GRANTS, SUBSCRIPTIONS AND DONATIONS** (pages 7)
9. **COMMITTEE FINANCES** (pages 8)
10. **ACCOUNTS FOR PAYMENT** (page 9)
11. **EXCLUSION OF PRESS AND PUBLIC** (page 10)

  
H R O Jones  
Clerk of the Parish  
11 January 2011

## AGENDA ITEM 3

CHEPPING WYCOMBE PARISH COUNCIL  
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The Council is responsible for ensuring that its land, processes and staff are in compliance with health and safety legislation.

### **REVIEW OF HEALTH AND SAFETY**

#### Health and Safety Policy Statement - CONSIDERATION

**Members are asked to consider the wording of the draft Health and Safety Policy Statement at APPENDIX A to be adopted by the Council for 2011 and signed by the Chairman of Council, if agreed (review date: January 2012).**

#### Annual Accident Report 2010 - INFORMATION

No Staff Accidents were recorded in 2010.

**AGENDA ITEM 4**

**CHEPPING WYCOMBE PARISH COUNCIL  
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**LOCAL GOVERNMENT LEGISLATION**

The Localism Bill - CONSIDERATION

A copy of the briefing from NALC on The Localism Bill (P18-1- 13 December 2010) is attached (**APPENDIX B**).

**Members are asked to consider the briefing from NALC on the Localism Bill (P18-1-13 December 2010) and to consider any implications for CWPC.**

## AGENDA ITEM 5

### CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 18 JANUARY 2011

The Council is required to comply with Audit Commission's Regulations in its financial undertakings. These requirements are also set out in the Council's Financial Regulations.

#### **AUDIT REPORTS**

##### In House Audit - CONSIDERATION

The In House Audit conducted by Mrs E Belcher and J Eadon-Smith took place on 29 November 2010.

**In lieu of a written report, Members are asked to consider a verbal update report from the In House Auditors together with any recommendations for action resulting from the process.**

##### Internal Audit Report (Interim) 2010/11 - CONSIDERATION

A copy of the Internal Audit (Interim) 2010/11 is attached conducted by Auditing Solutions (**APPENDIX C**). All recommendations have been duly noted by the Clerk of the Council and Finance Assistant for action, as appropriate, and any alterations to procedure duly enacted.

**Members are asked to consider the contents of the Internal Audit (Interim) 2010/11 report and to make any further recommendations, if necessary.**

##### Internal Audit: Best Value Review - INFORMATION

Following a best value review, Mr D Timms has been appointed the Internal Auditor for the 2011/12 Council Year. Mr Timms has confirmed his acceptance of the role and other Auditors providing quotes have been duly notified.

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**COUNCIL REGULATIONS AND POLICIES**

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

**Members are asked to receive a verbal update report in relation to the review of the Council's Standing Orders and Financial Regulations and the Committee Terms of Reference and to make any recommendations, as appropriate.**

**AGENDA ITEM 7**

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**LAND REGISTRATION**

Land Registration Update - INFORMATION

Members are asked to receive a verbal update report from the Clerk and/or the Chairman of Council in relation to progress in registering Council owned/maintained land (and Land in which the Council has an interest).

## AGENDA ITEM 8

### CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 18 JANUARY 2011

#### GRANTS, SUBSCRIPTIONS AND DONATIONS

##### Grants Background - INFORMATION

Members will note that the Budgeted vote for grants for 2010/11 is £2,500.

£500 worth of grants have been awarded for this year, leaving a budget of £2,000 (see page 22 of Appendix Book – Appendix D).

##### Joint BCC/FHRA: Request for a Grant - CONSIDERATION

A copy Mrs Carter's e:mail of 13 October 2010 follows;

*"Dear Sirs*

*As a resident of Churchill Close and a parent of two children at Juniper Hill School I write to you regarding a small area of waste ground close to the school entrance between Churchill Close and Highlands in Flackwell Heath. Earlier this year, thanks to the Community Payback offenders organised by the Parish Council, this land was cleared of the tangle of weeds and rubbish that were there. It was hoped that the school might have been able to "adopt" the area and improve its appearance but this is currently not possible for, mainly, financial reasons. It was suggested that I approach Mike Appleyard of Bucks CC for any possible funding to allow the area to be planted and mulched. Mike's response has been positive and he is willing to help fund this small project. I have also contacted the FH Residents Association and they too are willing to help out. Both Mike Appleyard and Carolyn Leonard of the FHRA feel that this should be a joint funded project, by the County Council, The Parish Council and the village Residents Association and hence my email today. Please can you discuss at your next meeting the possibility of making a grant towards planting up this area and improving our village. I have been in discussion with a nursery called Tendercare and they have come up with planting schemes and costs and I would like to ask for a sum of £350 towards this. Thank you in advance for your time in the consideration of this matter and I hope to hear back from you shortly."*

**Members are asked to consider the request for a grant and to make any recommendation to the Council meeting on 25 January 2011.**

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**COMMITTEE FINANCES**

Income and Expenditure – INFORMATION

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

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.

Budget Setting 2011/12 – CONSIDERATION

A notional 2011/12 Budget is attached taking into account all of the inputs from the Committee cycle in November/December 2010 (**APPENDIX F**).

**Members are asked to consider preliminary Budget considerations for the 2011/12 year and to make any recommendations to Council on 25 January 2011.**

Precept Recommendation – CONSIDERATION

**Members are asked to consider a recommended 2011/12 Precept figure for the Council.**

**AGENDA ITEM 10**

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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.**

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**EXCLUSION OF PRESS AND PUBLIC**

Confidential Reports and Exclusion of Press and Public - CONSIDERATION

The following items are considered as Confidential Reports as they concern staffing matters:

**12. REVIEW OF STAFF SALARY PROPOSAL**

The Power to exclude the Press and Public from the meeting and to treat the reports presented as confidential is provided under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972, s.100 and s.102 and includes the following type of business:

- (a) engagement, terms of service, conduct and dismissal of employees;
- (b) terms of tenders, and proposals and counter-proposals in negotiations for contracts;
- (c) preparation of cases in legal proceedings; and
- (d) the early stages of any dispute.

In view of the confidential reports it is **RECOMMENDED** that the press and public be **excluded from the remainder of the meeting.**