

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

AGENDA

THURSDAY 21 OCTOBER 2010

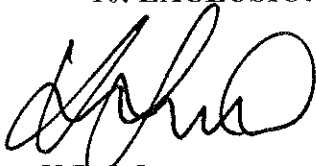
The meeting will commence at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

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)

INDEX

1. **APOLOGIES FOR ABSENCE:** At the time of the agenda despatch, apologies for absence have been received from D Johncock (ex-officio) (Other Business) and Ms K Wood (Vice-Chairman) (Other Business).
2. **DECLARATIONS OF INTEREST:** To receive any declarations of interest by Members pertaining to Agenda Items.
3. **REVISED LIST OF FEES AND CHARGES 2011/12** (page 2)
4. **CALENDAR OF MEETINGS** (page 3)
5. **AUDIT REPORTS** (pages 4-5)
6. **COUNCIL REGULATIONS AND POLICIES** (page 6)
7. **LAND REGISTRATION** (page 7)
8. **COMMITTEE FINANCES** (pages 8-9)
9. **ACCOUNTS FOR PAYMENT** (page 10)
10. **EXCLUSION OF PRESS AND PUBLIC** (page 11)



H R O Jones
Clerk of the Parish
15 October 2010

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21 OCTOBER 2010

REVISED LIST OF FEES AND CHARGES 2011/12

Revision of Council Fees and Charges 2011/12 - CONSIDERATION

The Council has traditionally considered Fees and Charges increases in the light of September Retail Prices Index (RPI) figures. This year, this figure was 4.6%.

The Items for consideration are:

- General Fees and Charges (to take effect on 1 April 2011) (**APPENDIX A sets out the current year's fees**)
- Allotment Fees (to take effect at start of next Tenancy Agreement - October 2011) (**APPENDIX A also sets out the current year's fees**)
- Cemetery Fees (to take effect on 1 April 2011) (**APPENDIX B sets out the current year's fees**)
- New Special Fees (at the Amenity Land Committee meeting on 7 September 2010, it was agreed that the Finance and General Purposes Committee be recommended to approve a 'Deeds of Grant processing fee' for Vehicular Access on Tylers Green and Totteridge Commons to be set at £500 each with all legal costs being met by the applicant).

Members are asked to consider Fees and Charges for the forthcoming year (2011/12) and to make any recommendation, as appropriate, to Council on 2 November 2010 for approval.

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21 OCTOBER 2010

CALENDAR OF MEETINGS

DRAFT Calendar of Meetings 2011/12 - CONSIDERATION

There are a number of minor changes to the proposed Calendar of Meetings for 2011/12 when compared to the 2010 Calendar.

Members should be mindful of the following factors, when considering any substantive rescheduling:

- The Local Elections are scheduled to take place on Thursday 5 May 2011
- Precept Setting Process (mid/late January);
- Auditing Process (late June);
- Publicity Sub-Committee agenda (in view of publishing deadlines);
- School Holidays and Half Term periods;
- Bank Holidays;
- Parish Meeting (to encourage public participation);
- the need to allow time to submit Committee reports and recommendations to Council and/or other Committees; and
- the workload of Staff.

The dates are listed up to the first May 2012 Council Meeting (Last meeting of the Council Year).

Members are asked to consider the attached list of proposed calendar meetings for the forthcoming year (2011/12) attached at APPENDIX C.

AGENDA ITEM 5

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 21 OCTOBER 2010

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

Internal Audit Report (Interim) 2010/11 - INFORMATION

The Internal Audit (Interim) is scheduled to take place on Monday 18 October 2010, conducted by Auditing Solutions. Members are asked to receive a verbal update report at this meeting and a full written report at the January 2011 Committee meeting.

Internal Audit Report (Final) 2009/10 – CONSIDERATION

Members are asked to receive the Internal Audit Report (Final) 2009/10 attached (**APPENDIX D**).

Whilst there are no significant recommendations, Members are asked to consider any action arising from the contents of the Internal Audit Report (Final) 2009/10 and to advise accordingly.

Internal Audit: Best Value Review - CONSIDERATION

At the Committee meeting on 15 June 2010 it was agreed that for best value, two additional quotations be sought from other providers for the following year's internal audit.

The two quotations have been received and these will be provided to the Committee *in camera* (Confidential Agenda – below) as they relate to terms of tenders, and proposals and counter-proposals in negotiations for contracts. For ease of reference, current costs of the existing provider will also be supplied.

Considering all the relevant information, Members are asked to consider any factors influencing the appointment of a 2011/12 Internal Auditor for the Council, and to make any recommendations accordingly.

External Audit Report: Completion of Annual Return to 31 March 2009 - CONSIDERATION

Mazars LLP, the Council's External Auditors (appointed by the Audit Commission) have completed and signed off the Annual Return to 31 March 2010.

A copy of the completed Annual Return to 31 March 2010 (extract) is attached (**APPENDIX E**).

The recommendations to the Council are set out in the relevant comment boxes. The Comments of the Clerk of the Council are:

(A) The need to include relevant documentation in submissions is noted (although the sheet stating what was to be submitted was missing from the original pack sent to the Council).

(B) The Council is currently considering Financial Regulations and Standing Orders and notes the requirement/recommendation to review these documents every three years. The existing Financial Regulations were formally reaffirmed at the Finance & General Purposes Committee meeting on 18 March 2010 as ratified by Council on 4 May 2010.

(C) It is noted that, in future, Consolidated Stock should be excluded from Box 1 (although this requirement has not been seen in previous reviews).

(D) The Council does and will continue to note the contents of the External Auditors report and, where relevant, will cite what action is to be taken to address any issues raised.

Members are asked to receive the completed Annual Return to 31 March 2010 (External Auditor's comments) and to agree any further actions, as appropriate.

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21 OCTOBER 2010

COUNCIL REGULATIONS AND POLICIES

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

The Committee Chairman has asked for an alternative process to be considered for updating the Committee Terms of Reference, Standing Orders and Financial Regulations than that previously agreed by the Committee (i.e. through a Regulations and Policies Working Group).

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.

DRAFT Publicity Policy - CONSIDERATION

At the Publicity Sub-Committee meeting on 2 September 2010, it was agreed that D Johncock would prepare an updated Draft Policy on Publicity Matters for the Finance & General Purposes Committee to consider at its next meeting. A copy of the Draft document is attached (**APPENDIX F**).

Members are asked to consider the Draft Publicity Policy for the Council, prepared by D Johncock, and to make any recommendations/comments, as appropriate.

AGENDA ITEM 7

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21 OCTOBER 2010

LAND REGISTRATION

Land Registration Update - INFORMATION

Members are asked to receive a verbal update report from the Committee Chairman 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 21 OCTOBER 2010

COMMITTEE FINANCES

Income and Expenditure – INFORMATION

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

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 – CONSIDERATION

A notional 2011/12 Budget is attached demonstrating a 3% increase on each vote (**APPENDIX I**). This does not take into account identified exceptional items from Committees or special transfers to Earmarked Reserves. As previously mentioned, the September RPI figure is 4.6%.

Members are asked to receive a verbal update report from the Committee Chairmen (or in their absence the Clerk of the Council) on initial considerations for each of the Committees relating to the forthcoming budget.

Whilst another cycle of Committees will take place in November, December and January prior to the Budget and Council Precept being set, the Committee should consider carefully basic principles for the forthcoming year and make any recommendations, as appropriate, to the relevant Committees and, if necessary, to Council.

Members are asked to consider preliminary Budget considerations for the 2011/12 year.

Summary of 2009/10 Position – INFORMATION

In setting the 2011/12 Budget, Members should be mindful of the significant variances from the closed 2009/10 accounts. This budget was under spent by c.£30,000 and, therefore, it is possible to consider potential savings in the future. Of significant interest are:

- Tylers Green Common Management (£2,000 unspent)
- Dog Bin Emptying (£2,700 over budgeted as a better value provider was obtained)
- Property Maintenance (£1,500 over budgeted)
- Cleaning & Refuse (under spent by £2,000)
- Maintenance Contract and Street Light Repairs (under spent by £7,000 in view of no knockdowns and only minor repairs in 2009/10 year)
- Members Allowances (under spent by £1,600)
- Conferences and Courses (under spent by £1,800 as there was no NALC conference and few training courses in that year)
- Newsletter (£2,000 under spent)

Members are asked to receive a verbal update report from the Clerk in relation to Budget variances and financial forecasting for the current budget.

Data Protection Items of Expenditure – CONSIDERATION

At the Committee meeting on 15 June 2010 it was noted that the back up server was no longer required as two external hard drives (one for “on” and the other for “off” site storage) had been purchased for all of the Council’s data back up purposes. It was agreed, therefore, that the availability of a second hand fire proof safe sufficiently sized to store Council Cemetery, Legal and Minute Book records be monitored with the requisite size requirements being obtained.

Members are asked to receive a verbal update report from the Chairman of Council relating to the purchase of a fireproof safe and to advise accordingly on any action required.

AGENDA ITEM 9

CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 21 OCTOBER 2010

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.

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
21 OCTOBER 2010

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:

- 5. AUDIT REPORTS (Quotes from possible In House Auditors)**
- 11. STAFF APPRAISAL PROTOCOL AND PROCEDURE**
- 12. STAFF TERMS AND CONDITIONS: LONG SERVICE RECOGNITION**
- 13. 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.