

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

**AGENDA**

**TUESDAY 17 MARCH 2009**


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

**Members: -**

I Forbes (Chairman)  
K Wood (Vice-Chairman)  
J Eadon-Smith  
J Herschel  
D Johncock  
J Savage  
M Smith  
C Dodds  
L Willis

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1. **APOLOGIES FOR ABSENCE:** At the time of the 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. **INSURANCE COVER (page 2)**
4. **DOG WASTE SERVICE (page 3)**
5. **CONVEYANCES, LEASES AND CONTRACTS (page 4)**
6. **PUBLICITY (pages 5-7)**
7. **FINANCE REPORT & COMMITTEE BUDGETS (pages 8-9)**
8. **ACCOUNTS FOR PAYMENT (page 10)**
9. **EXCLUSION OF PRESS AND PUBLIC (page 11)**

  
H R O Jones  
Clerk of the Parish  
10 March 2009

CHEPPING WYCOMBE PARISH COUNCIL  
FINANCE AND GENERAL PURPOSES COMMITTEE  
17 MARCH 2009

**INSURANCE COVER**

Renewal of Council Insurance cover 2009/10 - CONSIDERATION

At the Committee meeting on 15 July 2008 it was agreed that alternative options to the Council's current Insurers, Zurich Municipal, be reviewed by the Committee in 2009 for market testing.

The Council's current policy is scheduled for renewal on 1 April 2009.

Having conducted an extensive amount of research, the most favourable option for the Council in terms of an alternative provider is the quote provided by Norwich Union (through Came and Company Parish Council Insurance). If minded to do so, the Council could adopt the new policy for the 2009/10 Financial Year.

From a premium saving point of view alone, Norwich Union has quoted an annual premium inclusive of Insurance Premium Tax of £7,983.27; with additional annual premiums of £1,822.35 for motor and £177.89 for terrorism (a further £400 saving can be made if the Council agrees to adopt the scheme for at least 3 years).

The Zurich premium (renewal) is £11,956 and £105.67 for terrorism cover.

However, Members are advised to consider in addition the other areas of improved cover as indicated in the quotes (e.g. Public liability indemnity is for £10,000,000 under the Norwich Union scheme but only £5,000,000 under the Zurich Scheme).

A copy of the Zurich renewal quote and policy is attached at **APPENDIX A**.

A copy of the Norwich Union quote and supporting information is attached at **APPENDIX B**.

**Members are asked to consider the renewal of the Council's 2009/10 Insurance Scheme and to advise accordingly.**

## AGENDA ITEM 4

### CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 17 MARCH 2009

The Council has a duty to keep its own land free of litter and dog feces under the provisions of the Litter Act 1983, ss 5 and Environmental Protection Act 1990 and Litter (Animal Droppings) Order 1991.

#### **DOG WASTE SERVICE**

##### Increase in Dog Bin Emptying Charges - CONSIDERATION

Currently the Council operates the following Dog Waste Service through its Contractor (SDK Environmental Ltd):

- The cost of emptying dog bins within the Parish costs £93.50 per week, £4,862 per annum (or £2.85 per bin per emptying).
- There are a total of 22 bins within the Parish, ten are emptied once a week, and twelve are emptied twice a week.
- The cost of purchasing the last dog bin was £183.10 in July 2007. The Parish Council usually replaces one dog bin annually.

Members are referred to Mr D Nairn's (SDK Environmental Ltd Director) letter of 3 March 2009 indicating that the service costs are scheduled to rise by 3% in the 2009/10 year (**APPENDIX C**).

**Members are asked to receive a verbal update report on the Council's Dog Waste Service and to consider future options for ensuring that the Council complies with its duties whilst ensuring that the service is cost effective and value for money.**

## AGENDA ITEM 5

### CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 17 MARCH 2009

#### **CONVEYANCES, LEASES AND CONTRACTS**

##### Penn and Tylers Green Tennis Club and Football Club - CONSIDERATION

At the Leisure Facilities Committee meeting on 17 February 2009 it was agreed that if required, the Penn and Tylers Green Football and Tennis Clubs be invited to a meeting at the Council Offices together with Members and the Clerk in order to resolve any outstanding issues surrounding the surrender of the old leases.

At the time of agenda dispatch, neither Club has approached the Council to arrange for the proposed meeting.

**Members are asked to receive a verbal update report from the Committee Chairman who is also the Council's representative on the Tylers Green Sports Club and to consider whether any further action is necessary.**

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**PUBLICITY**

Publicity Strategy - CONSIDERATION

Members are reminded that the Council was asked to provide comments, if any were available, on the Communities and Local Government Consultation; '*Communities in Control: Real People, Real Power – Code of recommended practice on local authority publicity*' (December 2008). Whilst the Council had no substantive comments on this document, as it did not directly affect this Authority's work, it has been suggested by some Members that the Council should develop a comprehensive Publicity Strategy of its own.

Factors that Members should take into consideration include:

**Dealing Directly with the Public**

To avoid misunderstanding and to ensure that there is a consensus of opinion for any particular public event, it is important that individual Members do not take on the role of acting for the Council without having first obtained the agreement of the relevant group of Members, whether this be a particular Committee, the Chairman of a particular Committee or even the Ward Members for a particular area. The Council's Code of Conduct provides some guidance in this area.

Nevertheless, public representation is hugely important to the Council in helping the Community to understand the role and achievements of the Council and allowing interested groups to become involved in the decision making processes of the Council. Indeed, one of the advantages that Parish Councils are deemed to have over larger authorities is a specific "Local Knowledge" and a more intimate attention to detail in looking after local assets.

The Council already appoints Member representatives to act as a liaison link on local groups (e.g. Residents' Organisations), specific interest groups (e.g. the M40 Environmental Group) and Club organizations (e.g. Sports Clubs in each of the Villages). Where there is a particular long term project that the Council undertakes, Sub-Committees are formed which frequently invite third party experts (e.g. Derehams Lane Sports Club Sub-Committee receives input from the Sports Club and Officers of Wycombe District Council).

The Chairman of Council, and in his or her absence the Vice-Chairman, has always played the principal role of representing the Council in a civic capacity at events such as local Fayres, Receptions and Annual Meetings.

The primary event at which the Council meets the public is the Annual Parish meeting (held each year in April at a venue in each of the three villages on a rotation basis).

Some Members have suggested that the Parish Council should man a stall at the 2009 Cherry Fayre in Flackwell Heath. Members may wish to consider a proposal from Flackwell Heath Members at this meeting which is understood to include the provision of a children's climbing wall. In the past, the Council has undertaken such activities, most recently at the Tylers Green Village Fayre in order to canvass opinion of Members of the public on the priorities for the Village in terms of such issues as Traffic Management, policing or the provision of local services such as Post Offices.

### **Council Newsletter**

Twice a year (Spring and Autumn), the Council publishes an edition of its Parish Newsletter which is delivered to every residential property within the Parish and to local businesses, interest groups and to Officers in partner organisations.

Based on feedback received by the Council Office, it is neither overly confident nor presumptuous to say that this Council's Newsletter is considered to be one of the best publications produced for local residents in terms of both content and professional production.

As a policy decision, no advertising is permitted within the Newsletter.

The content of the Newsletter is largely prepared by the Clerk and Members of the Publicity Sub-Committee. All Council Members are provided with an opportunity to comment on and to suggest amendments, if necessary, to the draft articles before publication.

### **Members Update: Internal Magazine**

Since 2005, the Clerk has produced an internal magazine for Members to help to ensure that clear channels of communication exist about issues that may not be covered elsewhere (such as on Committee Agendas) or to update on minor or procedural matters (such as a new e:mail address or a reminder to Members about a pre-meeting or training session).

### **Council website ([www.cwpc.org.uk](http://www.cwpc.org.uk))**

Since 2008, all non Confidential Council Agendas, Appendices and Minutes are now available on the Council's website to download in PDF format under the "Meetings" banner. This improvement has significantly reduced the need for the Office to send out hard copies of agendas to third party organisations. Also the Council's Newsletter and important documentation (e.g. Tylers Green Common Management Plan) can similarly be downloaded.

However, the format of the website is very difficult to alter and, therefore, depending on resources and priorities, the Council may wish to think about future needs. One option would be for information about Council services to be available on line (e.g. allotment plot availability or street light information).

### **Branding and Council logo**

The Council has updated its logo into a format that is now more widely capable of reproduction on printed material. This is extremely helpful in producing such products as 'Report a Fault' stickers for lamp post columns or new signs throughout the Parish.

Some Members have suggested some innovative options for branding the Council and discussion in this area is bound to be generated as ideas are explored more thoroughly.

### **Press Releases**

Formal Press Releases are issued rarely by the Council on important topics of debate (usually to *The Bucks Free Press* publication and to Wycombe District Council's External Affairs Team).

The Council has been traditionally very selective about issuing Press Releases, preferring instead to contact reporters on an "as needed" basis. Quite often, articles or comments are required at short notice (perhaps in response to a recent criminal act on Council owned land).

The Council has also been mindful of the advice not to "shotgun" press releases when there is a need to raise attention. It is suggested that the Council should plan a publicity strategy as it would any marketing campaign by:

- Developing a calendar that ties story ideas to key events and spreads storytelling out over the year.
- Lists events that may offer good speaking opportunities.
- Identifies publications and reporters who cover subjects that are relevant for the Council.
- Creates traditional and online press materials to give reporters support materials for their stories.
- Knows the audience for each story and carefully targets the media.

**Against this background, Members are invited to discuss options for developing a comprehensive publicity strategy for the Council.**

## AGENDA ITEM 7

### CHEPPING WYCOMBE PARISH COUNCIL FINANCE AND GENERAL PURPOSES COMMITTEE 17 MARCH 2009

#### FINANCE REPORT & COMMITTEE BUDGETS

Attached are:

- The Budget detailed report (**APPENDIX D**)
- Variances from budget report (**APPENDIX E**)
- Budget analysis report (**APPENDIX F**)
- Ear marked reserves (**APPENDIX G**)

The Budget Reports show:

- The 2007/08 budget, actual income and expenditure;
- The 2008/09 actual income and expenditure figures are correct to the end of February 2009. The annual projected is an estimate of income and expenditure for 2008/09 to 31 March 2009; and
- The 2009/10 budget.

#### FINANCE COMMITTEE

##### 2008/09 Budget

	Budget	Projection @ 31/3/09
Expenditure	62,038	58,509
Income	7,110	8,017
<b>Net</b>	<b>54,928</b>	<b>50,492</b>

The projected expenditure for 2008/09 is £4,436 under budget. The variances are set out on the variance spreadsheet.

##### 2009/10 Budget

The Budget as set at the Council meeting on 20 January 2009 is:

	2008/09	2009/10
Expenditure	62,038	72,301
Income	7,110	10,080
<b>Net</b>	<b>54,928</b>	<b>62,221</b>
<b>Precept</b>	<b>317,765</b>	<b>330,158</b>

When comparing the 2009/10 Budget and the 2008/09 budget it can be seen there is a difference of £7,293. This is mainly due to increases in the regular revenue items.

## COUNCIL BUDGETS

### 2008/09 Budget – INFORMATION

	Budget	Projection @ 31/3/09
Expenditure	361,903	391,446
Income	361,903	388,780
<b>Net</b>	<b>0</b>	<b>2,666</b>

In 2008/09 The Council budget included a transfer of £3,338 from general reserves the current projected figures at 31 March 2009 show that a transfer of £ 2,666 will be required In effect, this represents a net expenditure of £672 less than budgeted.

### 2009/10 Budget - INFORMATION

The Budget as set at the Council meeting on 20 January 2009 is:

	<b>2008/09</b>	<b>2009/10</b>
Expenditure	361,903	378,457
Income	361,903	368,657
<b>Net</b>	<b>0</b>	<b>9,800</b>
<b>Precept</b>	<b>317,765</b>	<b>330,158</b>

The difference of £9,800 to be transferred from the General reserve at the 2009/10 Year End.

**AGENDA ITEM 8**

**CHEPPING WYCOMBE PARISH COUNCIL  
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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 item is considered as a Confidential Report as it concerns staffing matters:

**10. GROUNDS TEAM HOURS OF WORK**

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