

High Wycombe Town Committee Agenda

Date: Tuesday 3rd March 2015
Time: 7.00 pm

The meeting will be preceded by a meeting of the Charter Trustees

Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman Councillor A R Green
Vice Chairman Councillor M Hussain JP

Councillors: K Ahmed, Z Ahmed, I Bates, Mrs L M Clarke OBE, R B Colomb, C A Ditta, R Farmer, S Graham, M Hanif, A E Hill, A Hussain, M Hussain, M E Knight, Ms R Knight, Ms P L Lee, Miss S Manir, S F Parker, B E Pearce, C Shafique MBE, T Snaith and Ms J D Wassell

Membership is restricted to those Members representing the High Wycombe wards.

Members are reminded that the Committee is an advisory body and does not have decision making powers in respect of either Executive or non-Executive functions.

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Agenda

Item		Page
1	Apologies for Absence	
2	Declarations of Interest	
	To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.	
	Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required to withdraw from the meeting.	

Item		Page
3	Minutes of the Previous Meeting	
4	Update from Thames Valley Police	
5	Information Sheets	2 - 4
	The following Information Sheet is attached:	
	02/2015 Q3 Budgetary Control Report	
	<i>** Members are reminded to give 24 hours' notice of any questions concerning an Information Sheet to ensure an answer can be given at the meeting. **</i>	
6	High Wycombe Town Committee - Forward Work Programme	5 - 6
	To note the current draft work programme (attached).	
7	Supplementary Items (if any)	
8	Urgent Items (if any)	

**For further information, please contact Emma Lund, 01494 421635,
emma_lund@wycombe.gov.uk**

Agenda Item 1

**Item
No.**

Item

1. Apologies for Absence

To receive any apologies for absence.

2. Declarations of Interest

To receive any disclosure of disclosable pecuniary interest by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, they should state the nature of that interest, whether or not they are required to withdraw from the meeting.


3. Minutes of the Previous Meeting

To confirm the minutes of the meeting of the Committee held on 20 January 2015 – previously circulated.

4. Update from Thames Valley Police

Chief Inspector Rebecca Mears and Inspector Tim McGirr of Thames Valley Police will be present to provide an update on policing matters.

Agenda Item 5

 WYCOMBE DISTRICT COUNCIL	INFORMATION SHEET
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 02/2015	DATE ISSUED: 23 February 2015
BUDGETARY CONTROL REPORT FOR Q3 2014/15	
Officer contact: Jake Bacchus Tel: 01494 421278 Email: jake.bacchus@wycombe.gov.uk	

Introduction

The budgetary position for Quarter 3 2014/15 for HWTC is set out in Table 1. In addition to the usual year to date position, this report includes a year end forecast for each service provided by the budget holder.

Special Expenses 2014/15

At month 9 there is a variance of £92k overspend (see Variance YTD column on the Special Expenses Position Summary table) and budget holders are forecasting an overspend of £44k by the end of the year (see Current Quarter Forecast Variance column on the Special Expenses Position Summary table).

Explanations have been provided for variances over 10% or £1,000. Further explanation on any variance can be provided on request.

Budgets are split into controllable and non-controllable budgets. Forecasts for controllable budgets have been provided by services and a variance has been calculated against the controllable budget.

Non-controllable budgets relate to overhead costs and depreciation budgets. While these are monitored centrally, they cannot be controlled by individual budget holders and have been separated from the current analysis.

Commentary on Significant Variances

Cemetery

There is an £91k YTD overspend on expenditure items, the biggest drivers of which are £52k for concrete burial chambers, £25k works on Cemetery Lodge and £8k on steel burial chamber frames which will be fully recouped.

Forecast expenditure has increased from £188k in Q2 to £205k as the forecast for 2014/15 element of works on the cemetery lodge has increased. This has no affect on the total £43k allocated, the remaining expenditure of which will be incurred in 2015/16. Expenditure on steel frames and concrete burial chambers have increased by £11k since Q2.

Interment fees are forecast to be in surplus by £24k as Q1 - Q3 interments have increased compared to the same periods in 2013/14. Burial Rites are forecast to be £25k in surplus by the end of the year.

Recreation Grounds (Local)

Expenditure is projected to be approximately £7k under spent from a £10k saving following from changing room maintenance which now falls under the Quadron contract. Commitments for Grounds Maintenance risk assessment works are currently being reviewed and may not need to take place which may result in a reduction in forecast expenditure of £3k. This would increase the underspend in expenditure from £7k to £10k.

Allotments

There is a projected underspend of £7k due to the vacant allotment officer post.

Wrights Meadow Community Centre

Expenditure relating to Wrights Meadow is S106 funded and will have no net impact on HWTC's accounts by year end.

Table 1

SPECIAL EXPENSES POSITION SUMMARY

Brackets indicate income or a favourable variance

Non-Controllable	Cabinet Portfolio	Analysis	Full Year Budget	Controllable Budget FY	Controllable Budget YTD	Actual inc. Commitments	Variance YTD	Previous Quarter Forecast Outturn	Controllable Forecast Outturn	Budget Outturn Variance
0	Footway Lighting	Expenditure	5,700	5,700	4,513	297	(4,216)	2,200	2,200	(3,500)
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	5,700	5,700	4,513	297	(4,216)	2,200	2,200	(3,500)
150,400	Cemetery	Expenditure	261,700	111,300	83,475	174,809	91,334	188,800	205,600	94,300
0		Income	(100,300)	(100,300)	(106,875)	(116,526)	(9,651)	(151,700)	(139,600)	(39,300)
150,400		Net Expenditure	161,400	11,000	(23,400)	58,284	81,684	37,100	66,000	55,000
0	Rutland Trust	Expenditure	0	0	0	0	0	0	0	0
0		Income	(100)	(100)	(75)	0	75	0	0	100
0		Net Expenditure	(100)	(100)	(75)	0	75	0	0	100
0	Town Twinning	Expenditure	3,000	3,000	2,250	0	(2,250)	3,000	3,000	0
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	3,000	3,000	2,250	0	(2,250)	3,000	3,000	0
0	Financial Assistance	Expenditure	20,000	20,000	7,497	4,775	(2,722)	20,000	20,000	0
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	20,000	20,000	7,497	4,775	(2,722)	20,000	20,000	0
112,600	Recreation Grounds (Local)	Expenditure	143,500	30,900	23,166	14,944	(8,222)	18,700	23,900	(7,000)
0		Income	(8,900)	(8,900)	(5,563)	(1,010)	4,553	(8,900)	(2,000)	6,900
112,600		Net Expenditure	134,600	22,000	17,603	13,934	(3,669)	9,800	21,900	(100)
22,500	Allotments	Expenditure	47,200	24,700	18,591	12,867	(5,724)	17,300	18,100	(6,600)
0		Income	(5,800)	(5,800)	(4,344)	(7,010)	(2,666)	(5,800)	(7,000)	(1,200)
22,500		Net Expenditure	41,400	18,900	14,247	5,857	(8,390)	11,500	11,100	(7,800)
0	War Memorial	Expenditure	1,700	1,700	1,269	(1,350)	(2,619)	1,700	1,700	0
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	1,700	1,700	1,269	(1,350)	(2,619)	1,700	1,700	0
0	Hilltop / Castlefield Centres	Expenditure	28,000	28,000	0	6,071	6,071	28,000	28,000	0
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	28,000	28,000	0	6,071	6,071	28,000	28,000	0
0	Wrights Meadow Centre	Expenditure	0	0	0	27,539	27,539	0	0	0
0		Income	0	0	0	0	0	0	0	0
0		Net Expenditure	0	0	0	27,539	27,539	0	0	0
285,500	TOTAL	Expenditure	510,800	225,300	140,761	239,952	99,191	279,700	302,500	77,200
0		Income	(115,100)	(115,100)	(116,857)	(124,546)	(7,689)	(166,400)	(148,600)	(33,500)
285,500		Net Expenditure	395,700	110,200	23,904	115,406	91,502	113,300	153,900	43,700

Agenda Item 6

Wycombe District Council

HIGH WYCOMBE TOWN COMMITTEE

Work Programme - JUNE 2015 TO NOVEMBER 2015

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>June 2015</u>		
HWTC - Update from HWBIDCo	23 Jun 2015	Emma Lund, Senior Democratic Services Officer
HWTC – Update on Cemetery Site Options	23 Jun 2015	Sarah Randall, Community Commissioning Manager
HWTC - Community Infrastructure Levy Funding in High Wycombe Unparished Wards	23 Jun 2015	Gerard Coll, Developer Contributions Officer
HWTC – Expenditure of Reserves Working Group	23 Jun 2015	Ian Hunt, Democratic Services Manager
HWTC - Budgetary Control Report Outturn 2014/15 (Information Sheet)	23 Jun 2015	Jake Bacchus, Senior Accountant
HWTC - Grants awarded from the HWTC Community Support Grant (Information Sheet)	23 Jun 2015	Elaine Jewell, Head of Community
<u>September 2015</u>		
HWTC - Chiltern Rangers Update	15 Sep 2015	Emma Lund, Senior Democratic Services Officer
HWTC - Policing Update	15 Sep 2015	Emma Lund, Senior Democratic Services Officer
HWTC - Community Infrastructure Levy Local Allocation	15 Sep 2015	Gerard Coll, Developer Contributions Officer

Title & Subject Matter	Date to be taken	Contact Officer
HWTC - Q1 Budgetary Control Report (Information Sheet)	15 Sep 2015	Jake Bacchus, Senior Accountant
<u>November 2015</u>		
HWTC - Annual Fees and Charges Review	24 Nov 2015	Sarah Randall, Community Commissioning Manager
HWTC - Q2 Budgetary Control Report (Information Sheet)	24 Nov 2015	Jake Bacchus, Senior Accountant

Meeting contact officer: Emma Lund, Democratic Services, 01494 421635, emma_lund@wycombe.gov.uk

Work Programme Updated: 18 February 2015