



High Wycombe Town Committee agenda

Date: Tuesday 4 October 2022

Time: 7.00 pm

Venue: High Wycombe Council Chamber, Queen Victoria Road, High Wycombe,
HP11 1BB

Membership:

A Alam, M Angell, M Ayub, S Barrett, K Bates, A Baughan, L Clarke OBE, T Green (Vice-Chairman), S Guy, D Hayday, O Hayday, A Hussain, I Hussain, M Hussain, M Hussain, M Hussain JP, M Knight, S Raja (Chairman), N Rana, M Smith, N Thomas, P Turner, J Wassell and K Wood

Agenda Item	Time	Page No
1 APOLOGIES To receive any apologies for absence		
2 MINUTES To approve the minutes of the meeting held on 21 June 2022		3 - 6
3 DECLARATIONS OF INTEREST To receive any declarations of interest		
4 PRESENTATION WWFC DISABLED SUPPORTERS ASSOCIATION (Peter Lerner)		
5 PRESENTATION ALL SAINTS CHURCHYARD (Rev Gareth Morley)		
6 PRESENTATION APPROACH TO THE PARKING REVIEW (Mark Davis)		
7 LOCAL CYCLING & WALKING INFRASTRUCTURE PLAN (Verbal Update)		
8 SPECIAL EXPENSES QUARTER 1 2022/23		7 - 12

If you would like to attend a meeting, but need extra help to do so, for example because of a disability, please contact us as early as possible, so that we can try to put the right support in place.

For further information please contact: Iram Malik on 01494 421204, email democracy@buckinghamshire.gov.uk.



High Wycombe Town Committee

Minutes

MINUTES OF THE MEETING OF THE HIGH WYCOMBE TOWN COMMITTEE HELD ON TUESDAY 21 JUNE 2022 IN HIGH WYCOMBE COUNCIL CHAMBER, QUEEN VICTORIA ROAD, HIGH WYCOMBE, HP11 1BB, COMMENCING AT 7.00 PM AND CONCLUDING AT 8.04 PM

MEMBERS PRESENT

A Alam, M Ayub, K Bates, A Baughan, L Clarke OBE, T Green, S Guy, D Hayday, O Hayday, A Hussain, I Hussain, M Hussain, M Hussain JP, M Knight, S Raja, N Rana, M Smith, N Thomas, J Wassell and K Wood

OTHERS IN ATTENDANCE

I Malik and F Mugari

Agenda Item

1 APOLOGIES

Apologies for absence were received from Councillors: S Barrett, Majid Hussain and P Turner.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor A R Green be appointed as Vice- Chairman of the Committee for the ensuing municipal year 2022/23

3 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 8 March and 18 May 2022 be confirmed as a true record and signed by the Chairman

4 DECLARATIONS OF INTEREST

There were no declarations of interest

5 WWFC DISABLED SUPPORTERS ASSOCIATION

This item was withdrawn

6 CITIZENS ADVICE BUREAU

Mr Tony Bull (Trustee) of the Citizens Advice Bureau Bucks conducted a presentation for Members, and tabled some presentation material for consideration.

Information was provided on the role of the organisation, its aims and ways in which it hoped to achieve success. The presenter stated that the organisation would welcome support from Wycombe Council in terms of it providing multi-year funding and advising constituents to access

the website in the first instance. This would alleviate the pressure on volunteer staff and ultimately enable it to continue with its primary function of empowering people facing challenges in their lives via the provision of free confidential and impartial expert advice.

A number of questions were raised by Members at the end of the presentation.

A Member asked how they could assist groups such as the elderly who could not access the website, which was the preferred method of communication. Mr Bull responded by accepting that this was a difficult situation and a hard-to-reach group but that more funding would enable greater outreach activities to be undertaken.

Another Member raised a question on the empowerment model as summarised in the handout and queried the likely return rate of clients following the initial provision of coaching and guidance. It was agreed that the figures compiled would be sent out via email.

RESOLVED: That the presentation be noted and Mr Bull be thanked for his attendance

7 SPECIAL EXPENSES OUTTURN 2021/22

A report was submitted which detailed the revenue outturn position for 2021/22 and the impact on working balances at year end for the High Wycombe Town Committee. The net outturn position for 2021/22 was £280k a forecast underspend of £86k against a total budget of £366k.

The table on page 11 of the agenda pack provided the detail at activity level. The impact of the activities during the course of the year on working balances which was minimal was highlighted in the table on page 13 of the report.

A Member raised a query regarding the existing CIL funded projects under the Cemetery category which had £96,000 allocated towards the final fit out of the Penn Road Cemetery office. This was expected to be spent in full in 2022/23. Details on the fit out were requested.

Another Member highlighted the length of time that the CIL projects took to be completed and asked how this situation could be remedied. He sought clarification as to whether it should be Members or officers who needed to take a more proactive stance in terms of driving the projects forward. The officer responded by stating that there had been staffing and resourcing challenges in recent times however now that Project Officers had recently been identified progress on CIL projects could now commence. Members could contact the named Project Officers for regular updates on progress.

Members agreed that in light of the Committee having control of only 15% of the total amount of CIL money there was a great deal of financial pressure with project costs. It was requested that the relevant CIL officer produce a report on the use of the remaining 85% of CIL monies not under the Committee's control to confirm what it was being spent on. It was also agreed that it would be helpful for officers to provide estimated dates of completion for projects.

RESOLVED: That

- (i) Information be provided on the £96k allocated to Penn Road Cemetery office fit out
- (ii) A report be submitted detailing 85% allocation of CIL monies not controlled by this Committee
- (iii) Estimated dates for the completion of the HWTC CIL projects be indicated in future

updates.

8 WORK PROGRAMME

Members received the work programme for the High Wycombe Town Committee

RESOLVED: That,

- (i) The postponement of the High Wycombe Transport Strategy be noted;
- (ii) An item on the safety of scooters in the town be included and
- (iii) A follow up item on the Pine Trees Petition be included.
- (iv) The update report regarding cemeteries and 7 day burials be noted

9 DATE OF NEXT MEETING

The next meeting was scheduled to take place on Tuesday 20 September 2022 at 6.30pm Queen Victoria Road Wycombe.

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High Wycombe Town Committee Special Expenses Quarter 1 2022/23

Author: Tamsin Lloyd-James, Accountant

Responsible Person: Fiorella Mugari, Head of Finance - Communities

Date: 4 October 2022

Table of Contents

High Wycombe Town Committee Special Expenses Quarter 1 2022/23	
Introduction.....	3
Special Expenses Q1 Forecast 2022/23	3
Commentary on variances	4
Impact on Working Balances.....	4
Penn Road Cemetery.....	5

Introduction

Committee are asked to consider and acknowledge the Q1 forecast position for 2022/23. This report sets out the 2022/23 revenue forecast position and the forecast impact on working balances by year end for High Wycombe Town Committee.

Special Expenses Q1 Forecast 2022/23

The net forecast outturn position for 2022/23 is £417k, a favourable variance of £11k against a total budget of £428k. The table below provides the detail at activity level.

Activity Area	Analysis	2022/23 Budget	YTD Actuals	FY Forecast	Variance
		£	£	£	£
Footway Lighting	Exp	1,800	0	1,800	0
	Inc	0	0	0	0
	Net Exp	1,800	0	1,800	0
Cemetery	Exp	431,863	71,867	431,863	0
	Inc	-229,184	-60,516	-240,000	-10,816
	Net Exp	202,679	11,351	191,863	-10,816
Town Twinning	Exp	3,000	0	3,000	0
	Inc	0	0	0	0
	Net Exp	3,000	0	3,000	0
Community Grants	Exp	22,765	0	22,765	0
	Inc	0	0	0	0
	Net Exp	22,765	0	22,765	0
Recreation Grounds (Local)	Exp	148,971	4,718	148,971	0
	Inc	0	-400	0	0
	Net Exp	148,971	4,318	148,971	0
Allotments	Exp	45,429	3,966	45,429	0
	Inc	-60	0	-60	0
	Net Exp	45,369	3,966	45,369	0
War Memorial	Exp	3,000	0	3,000	0
	Inc	0	0	0	0
	Net Exp	3,000	0	3,000	0
TOTAL	Exp	656,828	80,551	656,828	0
	Inc	-229,244	-60,916	-240,060	-10,816
	Net Exp	427,584	19,635	416,768	-10,816

Commentary on variances

Cemetery

Burials started at Penn Rd in August 2022. This has led to an increased forecast in income for the year but some of this increased income can still be attributed to Covid. During the summer months the excess death rate nationally has been above the 5 year average with circulatory diseases and diabetes believed to be behind the increase as a result of indirect effects of the pandemic (BMJ).

Community Grants

Although no grants were awarded in Q1, the following has been approved since then. There are currently no grants in the pipeline or grants that have been declined.

The following grant applications have been approved this year:

Name	Date	Amount
Lighthouse Cressex - provides a week-long summer holiday programme for children aged 4-11 including activities such as drama, craft, sport, action songs and discovery sessions exploring Christian themes. All children are welcome to attend, regardless of faith. There is no charge for attendance - costs are covered by funding, local church donations and parental voluntary contributions.	06/09/2022	£ 1,500.00
	Total	£ 1,500.00

Impact on Working Balances

The impact of 2021/22 activities are given in the table below:

	£	£
Balance at 1st April 2022		-540,726
Revenue Expenditure Forecast	416,768	
Precept	-395,712	
Interest	-3,750	
Movement in reserves		17,306
Balance c/f 31st March 2023		-523,420

The forecast working balance as at 30th June 2022 is £523k which is higher than the recommended minimum level of £150k. Note that the year-end accounting for the council is not yet finalised, which includes these provisional figures. This amount is set aside as an earmarked reserve and therefore ring-fenced for HWTC.

Penn Road Cemetery

The fit out for the Penn Road Cemetery is in progress with the remaining CIL funding (£96k) being used for set-up and fit out costs including signage, shoring, soil removal as well as the physical office fit out (furniture / fittings, H&S equipment, etc). This will be finished in 2022/23.

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Buckinghamshire Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme – November
2022 – MARCH 2023

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>November 2022</u>		
Safety of Scooters in the Town	Nov 22	Jonathan Fuller/Jessica Everett Puttur
CIL Update - TBC	Nov 22	John Callaghan, Infrastructure & Projects
Q2 Budgetary Control Report	Nov 22	Tamsin Lloyd-James, Accountant
<u>January 2023</u>		
Special Expenses Budget 2022/2023	Jan 23	Tamsin Lloyd-James, Accountant
Market and HW/Cressex Bid Co Update	Jan 23	Jacqueline Ford
<u>March 2023</u>		
Chiltern Rangers Update - TBC	Mar 23	John Shaw
Q3 Budgetary Control Report	Mar 23	Tamsin Lloyd-James, Accountant

Meeting contact officer: Iram Malik, 01494 421204, iram.malik@buckinghamshire.gov.uk
 Work Programme Updated: 15 September 2022

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