

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL AGENDA

25 JUNE 2009

REMINDER: Photograph Session to take place between 7.00 - 7.30 pm in Council Chamber (see Item 8 on Page 4)

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of the Council to be held on Thursday 25 June 2009 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Buckinghamshire, HP10 8DS.

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, Apologies for Absence have been received from Ms K Wood.

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial 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 Clerk and/or the District Solicitor prior to the meeting.

Members are reminded that if they are declaring an interest, whether personal or personal and prejudicial, then they should state the nature of that interest, whether or not they leave the meeting.

Councillors are reminded of their duty to consider all items on the agenda with respect to the Crime and Disorder Act 1998, Human Rights and Race Relations (Amendment) Act 2000.

3. COUNCIL MINUTES

To consider the attached Minutes of the Council Meetings held on:

- 5 May 2009 – Last Meeting of 2008/09 (pages 6-16); and
- 12 May 2009 – Annual Council Meeting 2009/10 (pages 17-22).

4. AMENITY LAND COMMITTEE

To consider the attached report of the Committee meeting held on 14 May 2009 (pages 23-26).

5. LEISURE FACILITIES COMMITTEE

To consider the attached report of the Committee meeting held on 21 May 2009 (pages 27-32).

6. WORKS, SERVICES AND PLANNING COMMITTEE

To consider the attached report of the Committee meeting held on 4 June 2009 (pages 33-36).

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To consider the attached report of the Committee meeting held on 16 June 2009 (pages 37-41).

There is one item for consideration (Item 4 (i) and (iii)).

"4. AUDIT REPORTS

Internal Audit Report

It was noted that the Internal Audit took place on 1 June 2009, conducted by Auditing Solutions Ltd.

It was agreed that:

- (i) *the contents of the (Final) Internal Audit Review 2008/09 be submitted to Council on 25 June 2009 (if available);...*

... [and] ...

- (iii) *all relevant documentation be submitted to Council on 25 June 2009 for approval and the requisite signatures by the Chairman and Clerk of the Council for the Financial Statement (Year ending 31 March 2009);..."*

ACTION REQUIRED AT COUNCIL MEETING:

- (a) To receive the (Final) Internal Audit Review 2008/09 (pages 42-50);
- (b) To receive the Annual Return (Year ending 31 March 2009), approving Chairman and Clerk of the Council to sign and submit to the External Auditors (pages 51-56);
- (c) To receive the Financial Statement (Year ending 31 March 2009), (incorporating Fixed Asset Register) (pages 57-69);
- (d) To receive the Bank Reconciliation Sheet for the Year ending 31 March 2009 (page 70);
- (e) To note that at the Council meeting on 20 January 2009, it was agreed that Auditing Solutions Ltd would be reappointed as the Council's Internal Auditor for 2009/10 (appointment of auditors for 2010/11 to be agreed at the January 2010 Council meeting);
- (f) To note that at the Finance and General Purposes Committee meeting on meeting on 17 March 2009, the Council's existing Insurance Cover was reviewed in full (with a resolution made to appoint new Insurers (Aviva through Came & Co.) for 2009/10); and
- (g) To note that at the Finance and General Purposes Committee meeting on meeting on 16 June 2009, a programme for reviewing the Council's Standing Orders, Financial Regulations and Committee Terms of Reference before the close of the 2009/10 Council Year was resolved.

8. 2009 CHERRY FAYRE

Members are reminded that the Parish Council will have a stand at this year's Cherry Fayre, scheduled for Sunday 12 July 2009 at Straight Bit Recreation Ground, Flackwell Heath (Pitch Number 64 – in the corner of the Ground nearest to the Tennis Club). D Johncock is co-ordinating the Council's activities for the event.

Members are also reminded of the e:mail of 26 May 2009:

"Dear Member

Councillor Photographs

Some of the longer serving Council Members will recall individual Councillor photographs being taken to form part of the Council's Archive; to be used in publicity material or simply as an historical record of past Members.

In view of the Council's stand at this year's Cherry Fayre, the updating programme for the Council's website and indeed for the reasons listed in the previous paragraph, it has been suggested that it is a timely opportunity to recapture individual portrait photographs of each Member digitally (a practice carried out by other Authorities including both Wycombe District Council and Bucks County Council).

Therefore, it is proposed that Members be available in the Council Chamber in the half hour prior to the commencement of the Council Meeting on 25 June 2009 in order that photographs can be taken. For uniformity, all photographs will be against the same background and taken from a fixed tripod point.

If you are unavailable to attend the Council Meeting and require an alternative time to have your photograph taken or for whatever reason if you do not wish to have your photograph taken for Council use, I would be grateful if you could please let me know to discuss separate arrangements, as appropriate."

Members are asked to consider for approval the layout and text of the proposed Display Information and Questionnaire prepared by the Cherry Fayre Working Group together with any other matters in preparation for the Cherry Fayre (pages 71-78).

9. PROPOSITIONS

At the time of agenda dispatch, no propositions have been received.

10. QUESTIONS BY MEMBERS OF THE COUNCIL

At the time of agenda dispatch, no questions by Members have been received.

11. ADDRESS BY MEMBERS OF THE PUBLIC

Attention is drawn to Standing Orders 30.04 and 30.05. **The Chairman should ask Members of the Public if they wish to address the Council on any matter that affects the Council.** A fifteen minute period is permitted in total. If the Chairman of Council is in agreement, Questions can be taken at the beginning of the Council meeting. Members of the Public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible. Members of the Council are reminded that legal matters, contracts and staffing matters should be considered in private. If adequate notice has not been given of new items of expenditure, in accordance with legislation, such expenditure cannot be authorised.

12. 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.



H R O Jones
Clerk of the Council
18 June 2009

CHEPPING WYCOMBE PARISH COUNCIL

COUNCIL MEETING

5 MAY 2009

MINUTES

Minutes of the Council meeting held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: M Smith (Chairman of the Council), D Johncock (Vice-Chairman), C Harriss, Mrs S Digby, Ms E Belcher, Ms J Johnson, Mrs J Chalmers, I Forbes, C Jordan, L Willis, J Savage, R Smith and M Wilkes.

In Attendance: O Evans – Bucks Free Press

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Herschel, C Dodds, J Eadon-Smith and Ms K Wood.

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

There were no Declarations of Interest made and the Code of Conduct requirements were duly noted.

3. WARD BUDGET: COUNCILLOR MRS JULIA LANGLEY

Members welcomed Councillor Mrs Julia Langley to the meeting at which she presented a cheque to the Council for £480, in her capacity as District Ward Councillor for Flackwell Heath and Little Marlow, as her use of the annual Ward Budget for Community Initiatives.

The purpose of the donation was to assist with the tree planting at Juniper Lane Flackwell Heath. It was noted that the trees would be planted in the Autumn 2009 (including Juniper Trees).

It was agreed that:

the donation of £480 to the Parish Council to assist with the tree planting at Juniper Lane Flackwell Heath be received with thanks.

4. COUNCIL MINUTES

It was RESOLVED that:

the Minutes of the Council Meeting of 20 January 2009 be approved and signed as a correct record by the Chairman of Council

5. AMENITY LAND COMMITTEE

The report of the Committee meeting held on 3 February 2009 was received and noted.

6. LEISURE FACILITIES COMMITTEE

The report of the Committee meeting held on 17 February 2009 was received and noted.

The report of the Special Committee meeting held on 14 April 2009 was received and noted.

7. WORKS, SERVICES AND PLANNING COMMITTEE

The report of the Committee meeting held on 5 March 2009 was received and noted.

Relating to Item 6(iv):

It was agreed that:

the recommendation that any unspent budget for benches and signs in other Committees be placed in the same earmarked fund for repairing/replacing damaged benches be approved.

8. FINANCE AND GENERAL PURPOSES COMMITTEE

The report of the Committee meeting held on 17 March 2009 was received and noted.

Relating to Item 10:

It was agreed that:

the recommendation that the revised Ground Team working hours be endorsed be approved, as set out in the Finance and General Purposes Committee Report and the conditions of service be duly amended to reflect the changes.

9. PROPOSITIONS

Members considered the following proposition from M Wilkes regarding the delegated authority to provide monetary rewards for information leading to a successful prosecution in cases of criminal damage of Council owned land and property:

"Members are asked to consider whether, in view of the need to publicise details quickly, a new delegated power should be made to allow the Clerk of the Council to agree a reward sum (proportionate to the level of crime and not exceeding £500) for persons tendering information leading to the successful prosecution of perpetrators of criminal acts against the Council."

It was agreed that:

- (i) **the proposition for a new Delegated Power be approved as follows:**

The Clerk of the Council, together with the Chairman and Vice-Chairman of the Finance and General Purposes Committee (or in their absence, two other Members) be authorised to agree a reward sum (proportionate to the level of crime and not exceeding £500) for persons tendering information leading to the successful prosecution of perpetrators of criminal acts against the Council; and

- (ii) **Council Standing Orders be duly amended to reflect the changes.**

10. QUESTIONS BY MEMBERS OF THE COUNCIL

Armed Forces Day (27 June 2009): Flying of Union Flag

Following a question raised by D Johncock, **it was agreed that:**

- (i) **the Clerk arrange for a suitable wall mounted bracket flag pole, Union Flag and Chepping Wycombe Parish Council Flag to be prepared, purchased and sited above the Council Office Door; and**
- (ii) **the Union Flag be flown on all 'National Flag Flying Days' and the Council Flag to be flown on all other occasions.**

Grants for Royal British Legion Branches

Following a question raised by C Jordan, it was noted that all Branches of the Royal British Legion were entitled to apply for Council Grants under the provisions of the Council's operated scheme. It was further noted that the Council would continue to purchase poppy wreaths each year for the Remembrance Day Service in each of the three Villages and that, where possible, a Council Member would attend each service to lay the wreath.

11. ADDRESS BY MEMBERS OF THE PUBLIC

There were none.

12. ACCOUNTS FOR PAYMENT

It was RESOLVED that:

the accounts for payment, cheque numbers 6170 to 6186, Direct Debits to Unicom, Shell Fuel, Wycombe District Council and staff payflow be approved for payment and the cheques be duly signed.

13. CLERK'S ANNUAL REPORT 2008/09

Members received a presentation by the Clerk of the Council, providing an overview of the 2008/09 Council Year.

A copy of the presentation slides is appended to these Minutes.

14. COUNCIL COMPLAINTS PROCEDURE

The Vice-Chairman of Council took the Chair for the discussion of the item.

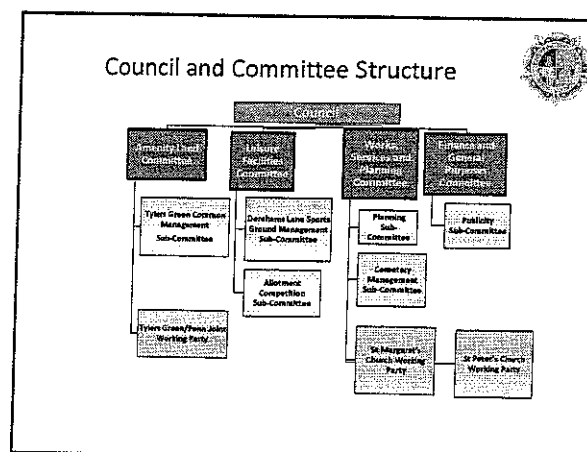
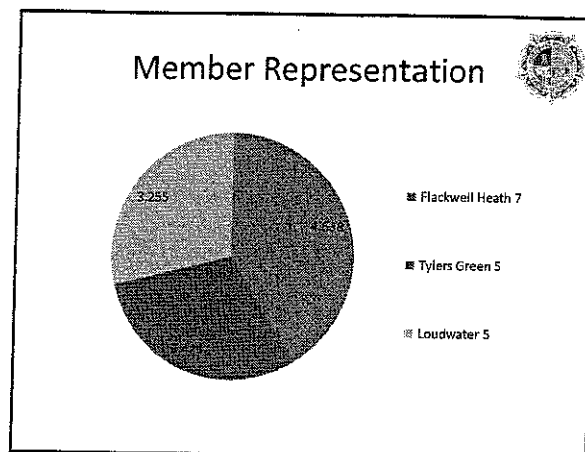
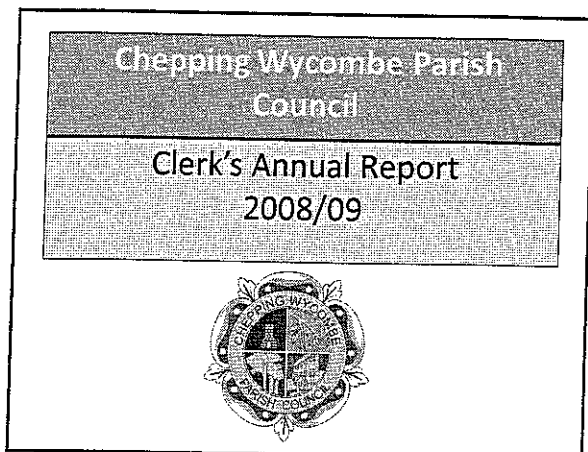
In addition to the representations made by the Councillor making the complaint, responding to the complaint and those present at the 14 April 2009 Special Leisure Facilities Committee meeting, three tabled written statements were read out at the request of the meeting (two from Council Members and one from the Flackwell Heath Sports Club Secretary).

It was RESOLVED that:

- (i) the consideration of the item before Members be considered in open Council (i.e. without the exclusion of Press and Public); and**
- (ii) it be concluded (with one Member 'Against' and five 'In Favour') that the complaint brought before Council had no foundation and, therefore, that no further action be taken.**

The meeting concluded at 9.10pm.

H R O Jones
Clerk of the Council



Members' Meeting Attendance 2008/09



NAME	ATTENDANCE	ABSENCE	NAME	ATTENDANCE	ABSENCE
E Belcher	14/14 (100%)	0	J Johnson	13/13 (100%)	0
J Chalmers	11/13 (85%)	0	C Jordan	18/18 (89%)	0
S Digby	11/14 (79%)	0	J Savage	3/14 (21%)	0
C Dodds	3/3 (100%)	1	M Smith	18/18 (100%)	3
J E Smith	12/12 (100%)	6	R Smith	15/16 (94%)	2
I Forbes	15/18 (83%)	2	M Wilkes	9/9 (100%)	3
C Harriss	6/14 (43%)	1	L Willis	16/18 (89%)	1
J Herschel	13/18 (72%)	3	K Wood	10/13 (77%)	0
D Johncock	10/13 (77%)	6			

Consultations



LOCATION	CONSULTATIONS	RESPONSES
Blackwell Heath	101	21
Loudwater	54	1
Tylers Green	113	17

TYPE OF CONSULTATION	CONSULTATIONS	RESPONSES
External Consultations	28	14

Committee Site Visits



Core Activities – 2008/09



ACTIVITY	ACTIVITY
Cemetery Plots	New Plots bought 17 Interments Made 26
Memorial Permits	26 granted
Allotment Plots let	130 Full Plots all let (8 New tenants)
Event Permits	7 seasonal granted 12 single event granted

Council Finances 2008/09

Category	Amount
Precept	£317,765
Land/Premises Rental	£11,353
Cemetery sites	£10,357
Allotment sites	£1,706
Investments	£8,158
Other	£28,540
Total	£390,272
Reserves	£237,050

2008/09 Members' Allowances & Expenses

Name	Category	Amount	Name	Category	Amount
F Becher			J Johnson	Computers	£135
J Chalmers			C Jordan		
S Digby			J Savage		
C Dodds			M Smith	Committee & Chairman's Allowance	£822.42
J E Smith	Meetings, Stationery & Computers	£32.82	R Smith	Computers	£126
I Forbes			M Wilkes	Computers	£45
C Harris			L Willis		
J Herschel	Meetings, Stationery & Computers	£671.21	K Wood		
D Johncock	Meetings, Stationery & Computers	£180.10	Total		£2012.55

Council Finances 2008/09

Committee	Amount
Amenity Land Committee	£28,332
Leisure Facilities Committee	£87,330
Works, Services and Planning Committee	£143,403
Finance and General Purposes Committee	£62,337
Total	£321,472
Members	£2,012.55

Council Finances 2008/09

Assets		Liabilities	
Asset	Amount	Type	Amount
Buildings	£1,117,043	Public Works Loans	£46,190
Vehicles & Equipment	£246,773		
Infrastructure	£323,690		
Total	£1,687,506		

Savings

Activity	
Change of Insurers	£2,500
Change of Dog Bin Service	£1,500
Financial Close Down 'In House'	£700
Street Light Scouting Reduction	£2.77 per lamp per Month

Grant Funding Awarded

Organisation	Activity	Amount
M40 Chilterns Environmental Group	To contribute to the work of the organisation	£200
Flackwell Heath Bowls Club	Towards Perimeter Fence	£500
Flackwell Heath Sports Club	Internal Shutters	£500
Royal British Legion	Poppy wreaths and Memorial Planting	£400
SWOP	To contribute to the work of the organisation	£200
Loudwater & Flackwell Heath Sports Clubs	Intruder alarms	£2,000

Contributory Funding

Contributor	Activity	Amount
Flackwell Heath Bowls Club	Perimeter Fencing	£11,100
	New Bowling Green edges	£13,900
Wycombe District Council - Waste & Cleansing	Cock Lane Recycling Centre Fence	Half of cost
Tylers Green Residents' Society	Benches (Cllr Mrs Betty Lay)	£482
Member of the Public	Widmer Pond	£698
Cllr J Langley (WDC)	Juniper Lane	£480
Wycombe District Council - s.106	Ashley Park	£17,000

Asset Management

Category	Value/Count
Street Lighting	535
- Faults Reported to SEC	50
- 'Knock downs'	4 • Chapman Lane • Green Dragon • Altona Road • Old Forge Road
Benches	58 (6 Shakespeare Benches)
- Replacements	2
- New Benches	None

Key Achievements



Cock Lane Cemetery Extension
Green Dragon Sports Ground – Training Pitch Provision
Commemorative Trees Project
Parish Walks Project (Sheepridge Path)
Community Payback – Probation Service

Key Achievements

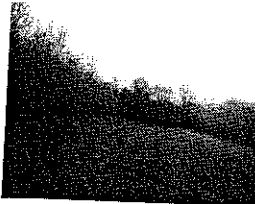


Cock Lane Cemetery Extension
Green Dragon Sports Ground – Training Pitch Provision
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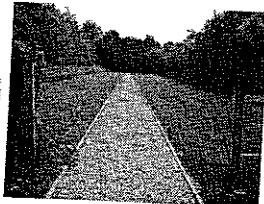
Cock Lane Cemetery Extension



Before



After



Green Dragon Sports Ground





3 July 2007



7 November 2008

Key Achievements



Cock Lane Cemetery Extension
Green Dragon Sports Ground – Training Pitch Provision
Commemorative Trees Project
Parish Walks Project (Sheepridge Path)
Community Payback – Probation Service

Key Achievements

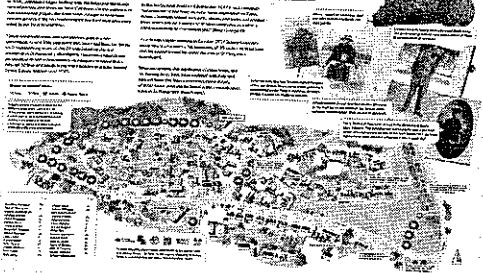


Cock Lane Cemetery Extension
Green Dragon Sports Ground – Training Pitch Provision
Commemorative Trees Project
Parish Walks Project (Sheepridge Path)
Community Payback – Probation Service

Commemorative Trees Tylers Green Common



Tylers Green Memorial Trees



Parish Walks - Sheepridge



Key Achievements



Cock Lane Cemetery Extension
Green Dragon Sports Ground – Training Pitch Provision
Commemorative Trees Project
Parish Walks Project (Sheepridge Path)
Community Payback – Probation Service

Conclusion



Pre-empt and "out-smart" perpetrators of Crime and Anti-Social Behaviour
Consider options for additional Parish Council services that residents want
Continue to consolidate, maintain and improve existing Council assets

Community Payback



Ride on Mower



Yanmar – Rotary

Ransomes - Rollers



CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

12 MAY 2009

ANNUAL MEETING OF COUNCIL MINUTES

Minutes of the Council meeting held at 7.30 pm. at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: M Smith (Outgoing Chairman), J Herschel (Incoming Chairman) D Johncock (Vice-Chairman), Ms K Wood, Ms J Johnson, C Jordan, R Smith, Ms E Belcher, Mrs S Digby, Mrs J Chalmers, J Eadon-Smith, C Harriss, M Wilkes and J Savage.

In accordance with Council practice, M Smith chaired the meeting until the new Chairman of Council was appointed.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from C Dodds and L Willis.

2. ELECTION OF CHAIRMAN OF THE COUNCIL

It was proposed by R Smith and seconded by C Jordan that M Smith be elected Chairman of the Council until the next Annual Meeting of the Council.

It was also proposed by J Eadon-Smith and seconded by J Savage that J Herschel be elected Chairman of the Council until the next Annual Meeting of the Council.

Members agreed in favour of a 'Signed Ballot' taking place to determine the Chairmanship and with the following result:

M Smith - 4 votes

J Herschel - 10 votes

No abstentions

It was RESOLVED that

J Herschel be elected Chairman of Chepping Wycombe Parish Council for the 2009/10 Year.

He then signed the declaration of acceptance of office.

3. ELECTION OF VICE-CHAIRMAN OF THE COUNCIL

It was proposed by J Savage and seconded by C Harriss that D Johncock be elected Vice-Chairman of the Council until the next Annual Meeting of the Council.

There being no other nominations, **D Johncock was declared elected Vice-Chairman of Chepping Wycombe Parish Council for the 2009/10 Year.**

He then signed the declaration of acceptance of office.

4. ELECTION OF STANDING COMMITTEES OF THE COUNCIL

The following Members were elected to serve on the Committees as set out below:

AMENITY LAND COMMITTEE (11)

1. Ms K Wood **Chairman** (TG)
2. R Smith **Vice-Chairman** (L)
3. Ms E Belcher (FH)
4. Mrs J Chalmers (FH)
5. Mrs S Digby (FH)
6. I Forbes (TG)
7. Ms J Johnson (TG)
8. C Jordan (L)
9. L Willis (L)
10. D Johncock (ex-officio)(FH)
11. J Herschel (ex-officio) (TG)

TG: 4 FH: 4 L: 3

LEISURE FACILITIES COMMITTEE (10)

1. D Johncock **Chairman** (FH)
2. C Jordan **Vice-Chairman** (L)
3. Ms E Belcher (FH)
4. Mrs S Digby (FH)
5. I Forbes (TG)
6. C Harriss (TG)
7. J Herschel (TG)
8. J Savage (FH)
9. L Willis (L)
10. Vacancy

TG: 3 FH: 4 L: 2 Vacancy: 1

WORKS, SERVICES & PLANNING COMMITTEE (10)

1. J Herschel **Chairman** (TG)
2. C Dodds* **Vice-Chairman** (L)
3. Mrs J Chalmers (FH)
4. J Eadon-Smith (FH)
5. C Harriss (TG)
6. D Johncock (FH)
7. Ms J Johnson (TG)
8. C Jordan (L)
9. R Smith (L)
10. M Wilkes (FH)

TG: 3 FH: 4 L: 3

FINANCE & GENERAL PURPOSES COMMITTEE (10)

1. I Forbes **Chairman** (TG)
2. Ms K Wood **Vice-Chairman** (TG)
3. C Dodds (L)
4. J Eadon-Smith (FH)
5. J Herschel (TG)
6. J Savage (FH)
7. M Smith (L)
8. M Wilkes (FH)
9. L Willis (L)
10. D Johncock (ex-officio) (FH)

TG: 3 FH: 4 L: 3

It was noted that unless appointed to a Committee, the Chairman and Vice-Chairman of the Council were appointed ex-officio Members of the Committee, in accordance with Standing Orders.

Election of Chairmen and Vice-Chairmen of Committees

In order that delegated action could be taken before the next meeting of Committees the Council Meeting was adjourned and each Committee met in turn to appoint a Chairman and Vice-Chairman. The Council Meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-Chairman
Amenity Land Committee	Ms K Wood	R Smith
Leisure Facilities Committee	D Johncock	C Jordan
Works, Service & Planning Committee	J Herschel	C Dodds*
Finance & General Purposes Committee	I Forbes	Ms K Wood

Appointment of Sub-Committees

It was confirmed that the appointment of Sub-Committees and Working Parties would take place at the first meeting of the appropriate Committee.

It was also agreed that the appointment of the Village/Ward Planning Representatives be undertaken by the Works, Services and Planning Committee. It was therefore agreed that the following planning representatives would act in this capacity:

D Johncock	Flackwell Heath
C Dodds*	Loudwater
Ms J Johnson	Tylers Green

CWPC "In House" Auditors

It was agreed that:

The Council's "in House" Auditors be appointed as follows for the 2009/10 Year:

Ms E Belcher (1st Year)
Mrs J Chalmers (2nd Year)

*** Subject to acceptance of office – otherwise to be appointed at Works, Services & Planning Committee on 4 June 2009.**

5. APPOINTMENT OF REPRESENTATIVES

The following representatives were appointed to the organisations, as indicated:

<u>Organisation</u>	<u>Representative(s)</u>
Tylers Green Village Hall	I Forbes
Tylers Green & Penn Parish Council Joint Meeting	J Herschel I Forbes Ms K Wood Ms J Johnson C Harriss
Queensway Joint Committee	J Herschel I Forbes Ms J Johnson C Harriss**
Wycombe District Association of Local Councils	Ms J Johnson C Jordan Mrs S Digby
Local Community Partnership (LCP)	All Members invited
Neighbourhood Action Group (NAG)	D Johncock Ms J Johnson L Willis
NAG Speeding Working Group	D Johncock
Flackwell Heath Residents' Association Executive Committee	Ms E Belcher
Flackwell Heath Community Centre	Mrs J Chalmers
M40 Chiltern Environmental Group	L Willis M Smith
Bucks Association of Local Councils (BALC)	J Herschel
Revive the Wye Joint Steering Group	C Dodds

** Subject to any conflicts of interest – to be advised by the Wycombe District Council Monitoring Officer.

It was agreed that the appointment of representatives to the following local sports organisations be made:

<u>Organisation</u>	<u>Representative(s)</u>
Flackwell Heath Bowling Club	Mrs S Digby
Flackwell Heath Sports Club	Mrs S Digby
Flackwell Heath Tennis Club	Mrs S Digby
Loudwater Bowls Club	C Jordan
Loudwater Sports and Football Clubs	C Jordan
Penn & Tylers Green Sports Club	I Forbes

6. INFORMAL COUNCIL MEETING

It was noted that the Informal Council meeting was programmed to take place on Tuesday 14 July 2009.

It was agreed that:

- (i) Standing Order 3 be suspended to allow the formal (or statutory) meeting of Council to take place in June rather than in July of 2009; and
- (ii) any proposed items for consideration be submitted to the Office for inclusion on the Informal Agenda.

7. PROPOSITIONS

There were none.

8. QUESTIONS BY MEMBERS OF THE COUNCIL

Straight Bit Recreation Ground: Parking Problems

Following a question raised by Mrs J Chalmers, it was agreed that:

the Leisure Facilities Committee be asked to consider options for addressing the problem of over parking and parking on the green verge at Straight Bit Recreation Ground.

Joint Members/Allotment Tenants Working Group

Following a question raised by Ms J Johnson, it was agreed that:

the Leisure Facilities Committee be asked to consider the request made at the Annual Parish Meeting on 22 April 2009 to reform the Joint Members/Allotment Tenants Working Group.

Wycombe Heights Golf Club

Following a question raised by C Jordan, it was agreed that:

the appropriate authorities be asked again to address the problem of damage to properties on Rayners Avenue Mobile Home Park and the risk of personal injury as a result of stray golf balls.

Council Reward Scheme: Chapel Road Allotments

Following a question raised by M Wilkes, it was noted that the Council Reward Scheme for information leading to a successful prosecution for crimes against the Council was in place and that the reward sum for the criminal damage at the Chapel Road Allotment Site had been set at £200.

9. ADDRESS BY MEMBERS OF THE PUBLIC

There were none.

10. ACCOUNTS FOR PAYMENT

There were none.

The meeting concluded at 9.05 pm.

H R O Jones
Clerk of the Council
18 May 2009

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of the meeting of the Committee held on **Thursday 14 May 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks

Present: Ms K Wood (Chairman), I Forbes, C Jordan, Mrs J Chalmers, Ms E Belcher, Ms J Johnson, Mrs S Digby, J Herschel (ex-officio) and D Johncock (ex-officio)

In attendance: Prof. P Wheeler – Tylers Green Common Resident
C Murray – Tylers Green Common Resident

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from L Willis.

2. DECLARATIONS OF INTEREST

There were none.

3. TYLERS GREEN COMMON

Commemorative Trees Update

It was noted that all the Commemorative Trees had been planted in time for the Opening Ceremony on Sunday 28 June 2009 at 2.30pm meeting on Tylers Green Common.

Widmer Pond: Fish 'Health Check'/Removal

The findings of the Widmer Pond Fish Removal were noted with interest.

Homeleigh: Access onto Tylers Green Common

It was agreed that:

the request for the alteration to the location of access at Homeleigh on Tylers Green Common be granted on condition that the following criteria were satisfied:

- (i) the width of the new access was no greater than the current one;**

- (ii) it was understood and accepted by the applicant that the permission did not grant the future option to him, or his successor in title to the property, to reopen the old access (thereby creating two accesses to the site);
- (iii) it was understood that the permission did not include a right to park on the Rays Lane Track or to obstruct the track with vehicles; and
- (iv) it was understood that the Council had no absolute duty to maintain the tracks on Tylers Green Common for the purposes of allowing vehicular access to any property.

Request for Footpath on Tylers Green Common

It was agreed that:

the request for a new footpath to be created on Tylers Green Common, primarily for the benefit of children attending the First School, as set out in the letter and supporting documentation from the Head teacher and Chairman of Governors of 29 April 2009 be deferred pending:

- (i) the findings of the Committee Site Visit on 30 June 2009; and
- (ii) consideration of any available evidence from the School indicating Parents' support for the proposed scheme.

Tylers Green Common Management Sub-Committee

It was agreed that:

the following representatives be appointed on to the Tylers Green Common Management Sub-Committee for the 2009/10 Council Year:

Ms K Wood (Sub-Committee Chairman)
 I Forbes
 Ms J Johnson
 C Harriss
 J Herschel

Anti-Social Behaviour on Tylers Green Common

Members received representations from Members of the Public concerning incidents of Crime and Anti-Social Behaviour on Tylers Green Common, especially during evenings at weekends and school holidays.

It was agreed that:

- (i) in order to gauge whether their absence deterred youths from inappropriately gathering during the evening, the option of trialling the removal of the two benches on Tylers Green Back Common be fully investigated (subject to any practical

considerations) and, if necessary, included for inspection in the Committee's Site Visit on 30 June 2009;

- (ii) a section of scrub by the "Den Area" on the Back Common be cut back by the Council's Ground Team;
- (iii) the Council's NAG representatives be asked to raise the issue of Police Dog patrols taking place on Tylers Green Common at the next meeting; and
- (iv) the option of creating an "Alcohol Free" zone by way of application for a new Byelaw be deferred pending further information becoming available on the advantages and practicability of such a decision.

4. KINGSWOOD

Tilhill Management Plan and Client Estimate

It was agreed that:

- (i) the Tilhill Management Plan (for the Period to 31 March 2009) be received without comment; and
- (ii) the Tilhill Client Estimate (Year ending 2010) be approved without amendment.

5. COMMITTEE SITE VISIT

Amenity Land Committee Site Visit

It was noted that the Committee Site Visit was scheduled to take place on:

Tuesday 30 June 2009 commencing at 7.00 pm at Widmer Pond, Tylers Green

It was agreed that:

the order of the Site Visit would be as follows:

- the condition of the tracks off Rays Lane (especially in relation to potholes)
- the request for a footpath by Tylers Green First School on the green land by Nursery Lane;
- the positioning of benches and bins on Tylers Green Common (in relation to Anti-Social Behaviour); and
- the Railway Land strip in Loudwater (in relation to the condition of the trees and the need to prevent encroachment).

6. COMMITTEE BUDGETS

It was agreed that:

the contents of the report before Members be noted.

7. ACCOUNTS FOR PAYMENT

There were none.

8. DELEGATED ACTION

It was noted that since the last meeting of the Amenity Land Committee, the Clerk had authorised and processed the following permits:

- For parking on Tylers Green Common (3 May – 4 May 2009) to Penn & Tylers Green Football Club (27/03/09);
- For signage on Tylers Green Common and at the edge of Kingswood (14 March – 6 April 2009) to High Wycombe Gang Show (13/03/09);
- For Scout Fayre on Tylers Green Common (30 August – 31 August 2009) to Penn & Tylers Green Scouts (06/04/09); and
- For signage on Tylers Green Common (27 May – 29 June 2009) to Penn & Tylers Green Village Show Committee (15/04/09).

It was further noted that the last meeting of Amenity Land Committee the Committee Chairman, Vice-Chairman and Clerk had authorised the following action under delegated powers:

- For Deed of Grant for Vehicular Access on Tylers Green Common at Church View Church Road Tylers Green to Home Owners (05/03/09); and
- For repair to the gate at the car park near to Bowyers on Tylers Green Common (22/04/09).

The meeting concluded at 8.30 pm.

H R O Jones
27 May 2009

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of the meeting of the Committee held on **Thursday 21 May 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: D Johncock (Chairman), C Jordan (Vice-Chairman), I Forbes, Ms E Belcher, L Willis, R Smith and Mrs S Digby.

In attendance: J Eadon-Smith, M Smith

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Savage and J Herschel.

2. DECLARATIONS OF INTEREST

There were none.

The Committee Chairman conveyed his thanks and appreciation to the previous Chairman for his work in the Leisure Facilities portfolio since 2007.

3. SUB-COMMITTEES AND WORKING GROUPS

Appointment of Representatives

It was agreed that:

- (i) the following representatives be appointed on to the Derehams Lane Sports Ground Management Sub-Committee:

C Jordan (Sub-Committee Chairman)
L Willis
D Johncock
C Dodds
R Smith
J Herschel

- (ii) the following representatives be appointed on to the Allotment Competition Sub-Committee:

I Forbes
Mrs S Digby

Joint Members/Allotment Tenants Working Group

It was agreed that:

- (i) no Joint Council Members/Allotment Tenants Working Group be formed in 2009/10;**
- (ii) Allotment Plot Holders be encouraged to form their own Committee to discuss matters of mutual interest;**
- (iii) a spokesperson from that Committee be encouraged to attend meetings of the Leisure Facilities Committee to report on issues and/or make recommendations.**

4. SPORTS GROUNDS

Green Dragon Sports Ground

Flackwell Heath Sports Club: Request for Additional Container

It was agreed that:

the installation of a new container at the Green Dragon Sports Ground site be approved, in principle, subject to the outcome of a site visit by the Committee Chairman, Clerk, Warden and appropriate representative(s) of Flackwell Heath Sports Club and with the following conditions:

- the requisite planning consent be obtained**
- suitable planting to take place around all containers on site to mitigate against the negative visual impact of installation;**
- all containers to be kept in 'good order' with repairs/replacements to take place in the event of damage or rust; and**
- the cost of the above to be met by Flackwell Heath Sports Club.**

Derehams Lane Sports Ground

Loudwater Sports Club

It was agreed that:

the Minutes of the Loudwater Sports Club meeting of 5 April 2009 be received.

Derehams Lane Sports Ground Business Plan development

It was agreed that:

- (i) the tabled copy of the Minutes of the Derehams Lane Sports Ground Sub-Committee meeting of 20 May 2009 be received and the recommendation for a meeting with the Clerk of the Council to discuss the development of a Business Plan and future lease arrangements be approved;**

- (ii) the water supply at Derehams Pavilion be switched off as a matter of urgent priority (in order to prevent further expense and damage to the Home Changing Room lavatory area);
- (iii) M Smith and J Eadon-Smith be asked to conduct a site visit to the Pavilion to agree a list of immediate plumbing and/or building repairs to be funded by the Council (at a cost not exceeding £1,500);
- (iv) in preparation for the Derehams Sports Weekend scheduled for 18 and/or 19 July 2009, the Council fund from the Derehams Rejuvenation earmarked reserve the purchase and installation of a set of tennis posts and net and the further purchase of ten basket balls (c.£17 each); and
- (v) the installation of an anti-vehicle steel retaining fence to be sited at the three/four car parking area near the Pavilion be further investigated (and the area not to be used for parking cars during the Sports Weekend).

5. RECREATION GROUNDS AND PARKS

Straight Bit Recreation Ground

Straight Bit Recreation Ground Car Park

It was agreed that:

- (i) Bucks County Council be asked to address the problem of unlawful and dangerous parking on the green verge along Straight Bit (in front of the Recreation Ground area); and
- (ii) the over parking problem within the Recreation Ground's designated parking area be reconsidered by the Committee at its meeting on 24 September 2009.

Flackwell Heath Bowls Club: Overhanging Trees

It was agreed that:

permission be granted to reduce the trees behind the Bowls Club Pavilion on condition that it was undertaken at the expense of the Club and by a qualified tree surgeon.

Other requests concerning Overhanging Trees and Hedges

It was noted that the Committee Chairman had conducted an inspection of the overhanging trees and hedges in question.

It was agreed that:

The owner/occupiers of No. 8 The Meadows and No. 31 Straight Bit be referred to the Council's policy and that permission be granted in each case to carry out the work:

- *all property owners have a general right to cut off tree and hedge branches that are overhanging from neighbouring sites;*
- *should a Member of the Public wish to employ the services of a reputable firm of tree surgeon in order to carry out thinning or reduction to trees or hedges on Council land that are restricting light into gardens bordering such land, then there is a general assumption that approval will be granted; and*
- *the cost of undertaking such an activity in these circumstances must be met entirely by the owner of the property.*

Ashley Drive Park

Ashley Drive Park: Youth Shelter and Anti-Social Behaviour

It was agreed that:

the sentiments expressed in the Clerk's letter of 8 May 2009 be fully supported and that the Council would continue to seek guidance from Thames Valley Police, where appropriate, in siting furniture that could be potentially abused.

Ashley Drive Park: Permanent Goal Posts

It was agreed that:

with the views of PCSO T Mahood being sought on location, the installation of permanent goal posts at Ashley Drive Park (in the rear field) be trialled.

All Sites

All sites: Bids for Funding

It was agreed that:

two additional quotations to the provisional Kompan scheme, previously considered by the Committee, (possibly from providers such as Wicksteed and Safe and Sound) be sought for play ground improvements to all three Council owned Recreation Sites prior to any Bids for Funding for all existing and potential new play areas within the Parish being made.

6. ALLOTMENTS

Allotment Inspection

It was noted that the 2009 Spring/Summer Allotment inspection was scheduled to take place on 1 June 2009, and be attended by the Committee Chairman, Deputy Clerk of the Council and Council Warden.

Allotment Plot Holder Correspondence

It was agreed that:

- (i) the Committee Chairman would consider the option of authorising the installation of quarter size allotment plots at the Flackwell Heath site (pending the outcome of the 2009 Spring/Summer Allotment inspection);
- (ii) once the Committee Chairman had obtained the consent of the plot holder, Plots FH47 and FH48 be "scraped back" by the Council (i.e. to remove as many weeds and grass as practicable); and
- (iii) the Finance and General Purposes Committee Chairman be tasked with conducting a cost benefit analysis of rabbit proof fencing at existing and potentially new Allotment sites.

7. COMMITTEE SITE VISIT

Leisure Facilities Committee Site Visit

It was noted that the Committee Site Visit was scheduled to take place on:

Thursday 2 July 2009 commencing at 7.00 pm at Ashley Park

It was agreed that:

the order of the Site Visit would be as follows:

- Ashley Park (to inspect new equipment and Youth Shelter)
- Loudwater Allotment Site (to consider potential reopening)
- Straight Bit Recreation Ground (to inspect Bowls Club improvements)
- Green Dragon Sports Ground (to consider a container site)

8. COMMITTEE BUDGETS

It was agreed that:

the contents of the report before Members be noted.

9. ACCOUNTS FOR PAYMENT

J Eadon-Smith declared a personal and prejudicial interest in cheque No. 6192 (Member Expenses), and did not take part in the consideration of that item.

It was RESOLVED THAT the accounts for payment, cheque numbers 6187 to 6208, Direct Debit to Shell Fuel and Unicom and staff payflow be approved for payment and the cheques be signed.

10. DELEGATED ACTION

Since the last meeting of the Committee, the Clerk of the Council had authorised the following annual permits:

- Tylers Green Middle School for school visits to Tylers Green Allotments on 7 and 11 May 2009 (30/04/09)

The meeting concluded at 9.15 pm.

H R O Jones
26 May 2009

CHEPPING WYCOMBE PARISH COUNCIL
WORKS, SERVICES AND PLANNING COMMITTEE

Report of the meeting of the Committee held on **Thursday 4 June 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: D Johncock (in the Chair), J Eadon-Smith, Mrs J Chalmers, Ms J Johnson, C Jordan, R Smith and M Wilkes.

In attendance: I Forbes

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from J Herschel (Chairman), C Dodds (Vice-Chairman) and C Harriss.

2. DECLARATIONS OF INTEREST

There were none.

3. SUB-COMMITTEES AND WORKING GROUPS

Appointment of Representatives

It was agreed that:

the following Sub-Committee and Working Party appointments be made for 2009/10:

- **Cemetery Management Sub-Committee:**

**J Herschel
J Eadon-Smith
C Jordan
C Harriss**

- **St Margaret's Church Joint Working Party:**

**J Herschel
I Forbes
C Dodds***

* Subject to acceptance of office

- **St Peter's Church Joint Working Party:**

**J Herschel
I Forbes
C Dodds***

* Subject to acceptance of office

4. HIGHWAYS

Unauthorised Gating of Highway Land at Kite Wood Road, Tylers Green

Members received an update on the above matter by way of a letter to the Local Area Technician from Thames Valley Police of 28 May 2009. The view of the Police was that the gating order requested by the owner of 20 Kite Wood Road was not justified.

It was agreed that:

A letter be sent to the Bucks County Council Local Area Technician, indicating that the Council did not approve of the unauthorised gating of the Highway at the rear of 20 Kite Wood Road, Tylers Green and the Clerk's interim comments be supported, namely:

- **By virtue of the consistent responses made to Planning Applications received for consultation, this Authority has indicated that it believes that an increase in 'gated communities' and closed areas could potentially have a negative impact on Parish life;**
- **Parish Councils have a general power to complain to the local highway authority that a highway is unlawfully stopped up or obstructed by virtue of the Highways Act 1980, s. 96;**
- **Public Footways must not be altered without proper permission being obtained following the requisite consultation processes having first taken place (including with the Parish Council); and**
- **The Council does not condone residents unlawfully barring access to Local Authority Officers on the Public Highway.**

5. LOCAL COMMUNITY PARTNERSHIP (LCP)

Local Committee Scheme 2009/10: Identification of Priorities

It was agreed that:

- (i) the list of prioritised schemes for 2009/10 be noted; and**
- (ii) in relation to Sheepridge Lane, Bucks County Council be asked to complete the extension (if possible) prior to undertaking general improvements to the Sheepridge Conservation Area.**

6. PARISH FOOTPATHS AND BRIDLEWAYS

Parish Footpaths Update of Activities: Sheepridge Lane

It was noted that the stile-free access had now been completed.

Parish Footpaths Update of Activities: Chiltern Way to and from Loudwater

It was noted that a survey and plan was being prepared by Bucks County Council's Rights of Way Team for stile-free paths for Chiltern Way running through Loudwater together with a circular path running along the Railway Land site.

7. PLANNING

Daws Hill/Abbey Barn development

It was noted that Council Members were encouraged to ensure that there was adequate representation at the Wycombe District Council's 'Update Consultation on the Delivery and Site Allocations Development Plan Document'.

It was further noted that the consultation would run from Tuesday 16 June until Friday 14 August 2009. All consultation materials would be available on the WDC website from Tuesday 16 June and a series of consultation events would be held during the consultation period:

- Marlow (exhibition) – Tuesday 7 July
- High Wycombe Town Centre – Wednesday 8 July
- Housing Provision – Thursday 9 July
- M40 Gateway – Monday 13 July
- Desborough Area (exhibition) – Wednesday 15 July
- Sustainability – Thursday 16 July

Members were encouraged to contact the Council Office to notify of an interest in attending any of these events.

8. COMMITTEE SITE VISIT

Works, Services and Planning Committee Site Visit

It was noted that the Committee Site Visit was scheduled to take place on:

Thursday 9 July 2009 commencing at 7.00 pm at Sheepridge Lane (by Crooked Billet Public House)

It was agreed that:

the order of the Site Visit would be as follows:

- 1. Sheepridge Lane, Flackwell Heath (by Crooked Billet Public House) to inspect new off-road path in conservation area;**
- 2. Heath Lawn, Flackwell Heath – to inspect completed work on green verges and collapsed greenhouses;**
- 3. Juniper Lane Green, Flackwell Heath – to inspect progress to date in improving ;**
- 4. Flackwell Heath War Memorial – to inspect and consider any improvement work; and**

5. Loudwater War Memorial – to inspect and consider any improvement work.

9. COMMITTEE BUDGETS

It was agreed that:

- (i) the contents of the report before Members be noted; and
- (ii) consideration be given to the purchase of a rotary or new roller ride-on mower at the Committee meeting on 15 October 2009 and the Chairman of the Finance and General Purposes Committee assist in the preparation of that report.

10. ACCOUNTS FOR PAYMENT

It was RESOLVED THAT the accounts for payment, cheque numbers 6209 to 6219 be approved for payment and the cheques be signed.

11. DELEGATED ACTION AND CONSULTATION DOCUMENTS

Delegated Action

There was none.

The meeting concluded at 8.03 pm.

H R O Jones
15 June 2009

CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE

Report of the meeting of the Committee held on **Tuesday 16 June 2009** at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks.

Present: I Forbes (Chairman), L Willis, J Herschel, J Eadon-Smith, M Wilkes and D Johncock (ex-officio).

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Ms K Wood (Vice-Chairman), J Savage, C Dodds and M Smith.

2. DECLARATIONS OF INTEREST

There were none.

3. SUB-COMMITTEES AND WORKING GROUPS

Appointment of Representatives

It was agreed that:

the following Sub-Committee and Working Party appointments be made for 2009/10:

- **Publicity Sub-Committee:**

J Herschel
I Forbes
K Wood
L Willis
D Johncock

- **Staff Review Panel**

(to comprise of the Chairman and Vice-Chairman of Council and the Committee Chairmen or the Committee Vice-Chairmen as Standing Deputies in their absence):

I Forbes
J Herschel (Standing Deputy – C Dodds)
D Johncock (Standing Deputy – C Jordan)
Ms K Wood (Standing Deputy – R Smith)

4. AUDIT REPORTS

Internal Audit Report

It was noted that the Internal Audit took place on 1 June 2009, conducted by Auditing Solutions Ltd.

It was agreed that:

- (i) the contents of the (Final) Internal Audit Review 2008/09 be submitted to Council on 25 June 2009 (if available);**
- (ii) At the 2010 Internal Audit, the representatives of Auditing Solutions Ltd. be asked to consider and comment upon the Council's Accounts and Data Files "Back Up" system to safeguard information against possible loss;**
- (iii) all relevant documentation be submitted to Council on 25 June 2009 for approval and the requisite signatures by the Chairman and Clerk of the Council for the Financial Statement (Year ending 31 March 2009); and**
- (iv) all Council staff be thanked for their help in ensuring that the financial management of the Council was carried out to a very high standard.**

5. STANDING ORDERS AND FINANCIAL REGULATIONS

Review of Standing Orders and Financial Regulations

It was agreed that:

A comprehensive review of Standing Orders, the Financial Regulations and Committee Terms of Reference take place before the end of the 2009/10 Council Year by way of:

- an initial consultation process with all Members (by e:mail);**
- formal submissions to Council (by Agenda) [Committee Terms of Reference to be amended by way of recommendations from the respective Committee to the Finance and General Purposes Committee and then to Council]; and**
- a final editing procedure with interested Members (by meeting).**

6. GRANTS, SUBSCRIPTIONS AND DONATIONS

Grants Background

It was noted that the Budgeted vote for grants for 2009/10 was £2,500.

Annual Donations and Subscriptions 2009/10

It was RESOLVED that:

the payments of the donations and subscriptions for 2009/10 as set out in the report be approved together with, and as agreed by Council at its meeting on 20 January 2009, an annual donation of £200 be made to the M40 Chiltern Environmental Group to contribute towards the ongoing administrative costs of the Group.

7. OFFICE COMPLEX - EQUIPMENT

Three Counties Business Machines Ltd quotation

It was agreed that:

the offer from Three Counties Business Machines Ltd for an upgraded colour photocopier be declined.

8. CONVEYANCES, LEASES AND CONTRACTS

Fennels Wood Agreement 2000

It was noted that the Council's access fee for Fennel's Wood of £250 to Mrs Olsen was scheduled to be signed later at the meeting (as part of the Accounts for Payment).

It was agreed that:

- (i) the death certificate for Mrs Olsen, the owner of Fennels Wood, be duly noted and returned, as requested; and**
- (ii) no further action be taken pending the disposal of Mrs Olsen's estate (with the Council seeking to continue the existing arrangements with any successor in title).**

Penn and Tylers Green Tennis Club and Football Club

It was noted that representatives of Penn and Tylers Green Tennis Club were disappointed with the outcome of negotiations as the rental payment to the Football Club had increased considerably.

It was further noted that Tennis Club representatives had indicated that they hoped the Parish Council could do more to reduce the rental increase.

It was agreed that:

the surrender of the *Penn & Tylers Green Football Club* and Chepping Wycombe Parish Council Lease dated 1992 and Chepping Wycombe Parish Council and Tylers Green Lawn Tennis Club Counter Part Under Lease dated 1992 be resumed for action in view of the resolution of negotiations between the Clubs to the satisfaction of the Council.

9. NALC CONFERENCE

2009 NALC Conference: London 4 – 5 September 2009

It was agreed that:

no representation be made at the 2009 NALC Conference: 'Putting People First'.

10. LAND REGISTRATION

Land Registration Update

It was noted that the Council's Solicitors, Benhams, had commenced work on the comprehensive Land Registration of all Council owned land and that the Committee would be kept informed of substantive developments.

11. PUBLICITY

Scout Enterprises (Western) Ltd.

It was agreed that:

the request from Scout Enterprises (Western) Ltd. to advertise in the Parish Newsletter be declined, but any draft articles would be considered for submission by the Publicity Sub-Committee, as was the usual practice.

12. FINANCE REPORT & COMMITTEE BUDGETS

It was agreed that:

- (i) the contents of the report before Members be noted; and
- (ii) the General and Earmarked Reserve report (Appendix H) be redrafted in order to show the earmarked reserve allocations attributed to each Committee.

13. ACCOUNTS FOR PAYMENT

J Herschel declared a personal and prejudicial interest in cheque No. 6226 (Chairman's Allowance), and did not take part in the consideration of that item. He requested that the remainder of the Chairman's Allowance for 2009/10 be kept as a designated Council vote to be drawn against, as required.

I Forbes declared a personal but not prejudicial interest in cheque No. 6233 (Thames Water - Office, Depot and House), as an employee of Thames Water.

It was RESOLVED that:

the accounts for payment, cheque numbers 6220 to 6239, direct debit to Shell fuel and salary payflow be approved for payment and the cheques be signed.

The meeting concluded at 8.40 pm.

H R O Jones
17 June 2009



AUDITING SOLUTIONS LTD

Chepping Wycombe Parish Council

Internal Audit Report 2008-09 (Final)

Prepared by Nigel Archer

Stuart J Pollard

*Director
Auditing Solutions Ltd*

Background and Scope

The Accounts and Audit Arrangements introduced from 1st April 2001 required all Town and Parish Councils to implement an independent internal audit examination of their Accounts and accounting processes annually. The Council complied with the requirements in terms of independence from the Council decision making process appointing Auditing Solutions Ltd to provide an internal audit function to the Council: this report sets out those areas examined during the course of our two visits to the Council for 2008-09, which took place on 10th November 2008 and 1st June 2009.

Internal Audit Approach

In concluding our audit review for 2008-09, we have continued to have regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts.

As the Council's appointed Internal Auditor and under the revised audit arrangements, we have a duty to complete the internal audit certificate in the Council's Annual Return, which covers the basic financial systems and requires assurances in ten separate areas.

This report sets out the areas of work examined during the course of the year. Our reports for the year and file of work completed is available, on request, for review by the Council's external auditors and should assist them in gaining the required level of assurance on the adequacy of those Council's systems examined and detailed in this report.

Overall Conclusion

Overall, we are again pleased to conclude that the Clerk and Finance Officer have maintained appropriate accounting documentation, which simplifies the audit process and they are to be commended for the quality of the work provided following the "in house" Omega close down and preparation of the Statement of Accounts for the first time.

The Council's control systems appear sound and continue to operate effectively and efficiently, affording an appropriate level of confidence to us that transactions have been accurately reflected in the Statement of Accounts.

On the basis of our detailed work during the course of the year on the Council's systems of financial control and content of the detailed Statement of Accounts and that summarised detail set out in Section 1 of the Annual Return, we have duly "signed off" the Internal Audit certificate at Section 4 of the Return, assigning positive assurances in each relevant area.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have, therefore: -

- Agreed the opening trial balance detail with that in the 2007-08 Statement of Accounts;
- Verified that the financial ledger has remained "in balance" throughout the financial year and remained so at the year-end;
- Ensured that the cost and expenditure coding structure is appropriate for purpose;
- Extended our checking and testing of detail in the current account cashbook, agreeing three months transactions (April & September 2008, plus March 2009) to the relevant bank statement;
- Checked and agreed all transactions on the Business Reserve account for the full year, agreeing detail with the relevant bank statement; and
- Checked and agreed detail on the bank reconciliations at the end of September 2008 and March 2009 to ensure that no long-standing uncleared cheques exist and that no other anomalous or balancing entries are apparent.

Conclusions

No issues have been identified in this area of our review process.

Review of Corporate Governance

Our objective is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that no actions of a potentially unlawful nature have been or are being considered for implementation. We have therefore undertaken the following work in this area: -

- We note that the Council has reviewed and updated its Financial Regulations (July 2008) and that a similar exercise for its Standing Orders will be undertaken later in 2009. The NALC revisions to their model documents have unfortunately been delayed and the Clerk is waiting for this to be completed before spending any significant time on those for Chepping Wycombe. We shall follow up on progress in this area at a future visit;
- We have previously recommended that the Clerk and Finance Officer should prepare detailed financial procedural documentation in order to ensure that the Council's procedures are formally identified and may be applied by any new staff in the event of the prolonged absence or departure of either the Clerk or Finance Officer and are pleased to acknowledge that further work on detailed office and other procedures has

been undertaken. We shall continue to review progress in this area at future visits; and.

- We have continued our review of the Council's minutes for the current year to identify whether or not any issues exist that may have an adverse effect, through litigation or other causes, on the Council's future financial stability. We are pleased to note that, following our previous recommendation, minutes now identify the powers relied on for the approval and payment of grants and donations to local bodies.

Conclusions and recommendation

No issues of significance have been identified, although we would re-iterate our previous comment that the review of Standing Orders, using the NALC model documents as the basis for that review, be undertaken as soon as is practicable.

Review of Payments & VAT

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures;
- Funds are expended in accordance with approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for regular monthly recovery.

We have extended our testing in this area, reviewing all payments, including the annual Non Domestic Rates, individually in excess of £750, for the financial year totalling £155,300 and equating to 76% of all non pay related payments made.

Conclusions

No significant issues have been identified in this extended area of our review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

We have therefore: -

- Examined the Council's current (to March 2009) insurance policy to ensure that appropriate cover is in place, also noting that the Clerk had previously reviewed its content with members of the F&GP Committee and that an alternative provider (Norwich Union) has been appointed for 2009-10; and
- Noted from our examination of the minutes for 2008-09, and other documentation provided, that the risk assessment registers have been updated and been formally re-adopted by the F&GP Committee at its meeting in October 2008.

Conclusions

No issues arise in this area at present.

Budgetary Control & Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council; also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

- We note that the 2009-10 budget has been discussed in detail at both committee and Council level, with a precept of £330,158 approved and recorded formally in the minutes of the full Council meeting in January 2009;
- We have noted previously that members are provided with regular, appropriate budget monitoring reports and that the position with regard to any significant under or overspends and movements on Earmarked reserves are reviewed as necessary. Our examination of the current year's minutes and other documentation provided indicates that this continues to be the case.
- We have also examined the level of year-end reserves, noting that the Council has discussed and formally approved the movements between the general reserve and earmarked reserves resulting in the latter balance increasing to £145,000 at 31st March 2009. The General Reserve balance also increased marginally to £92,300, which approximates to four to five months net revenue expenditure at current levels and is considered to be perfectly adequate at present.

Conclusions

No issues arise in this area of our audit review.

Review of Income

We aim here to ensure that the Council identifies all income due to it and ensures that it recovers that income in full and within a reasonable time span. The Council receives income from a variety of sources: the main areas, apart from the annual precept, being in relation to burial and memorial fees and allotment rentals.

- We have checked and agreed the receipt of bank interest arising on the Reserve account as part of the previously detailed cashbook review: we have also examined detail of the investment of surplus funds in Treasury term deposit reviews, as detailed later in this report;
- We are pleased to note that the Council has considered and approved revised fees and charges for 2008-09 and have undertaken specific testing of the current year's income arising from cemetery activities: to date, we have checked and agreed Burial Fee detail to the manual fee books, through the Omega nominal ledger records to the published scale of charges with no issues arising;
- We had previously, as recorded in our final report for 2007-08, finalised the testing of a sample of allotment rentals to ensure appropriate rates had been charged and that the necessary funds had been received in a timely manner and are pleased to acknowledge the Clerk's feedback to that report confirming that all monies had now been collected and that the appropriate internal procedure had been updated to improve effectiveness; and
- We have visually reviewed all transactions posted to the Omega nominal ledger income codes for the year with no evidence of any error or omission of expected receipts; and
- Finally, we have updated our year-on-year analytical review with no unexplained variances identified.

Conclusions

No issues arise in this area of our audit review.

Petty Cash Account

The Council operates a small petty cash account to meet the day-to-day out of pocket expenses incurred by staff on behalf of the Council and our aim is to ensure that only bona fide Council expenditure is met from the petty cash account funds.

We have previously tested this aspect in some detail, from August 2007 to March 2008, verifying that an appropriate trade invoice supported all payments made or till receipt and that the process and controls were sound. Therefore we did not consider, also given the internal checks already undertaken periodically by members it necessary to do this again at present and shall take further samples at the next interim audit visit.

Conclusions

No issues arise in this area of our audit review at present.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of Inland Revenue (now HM Revenue and Customs – HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet that objective, we have: -

- Ensured that the Council reviews and approves pay scales for staff annually.
- Checked and agreed detail of September 2008 computations to the establishment list pertaining at that time and have also checked and agreed that individuals pension deductions have been accurately computed in line with the revised national procedures introduced from 1st April 2008;
- Ensured that tax and NI deductions have been made applying the appropriate tax code and NI Table, noting the accurate implementation of the revisions to the former as introduced by the Chancellor in September 2008 ; and
- Checked and agreed a sample of the physical payment of net salaries through the BACS system and the payment of tax, national insurance and superannuation deductions by cheque to the appropriate external agencies; and
- Finally, verified that the PAYE Annual Returns (P£5 / P14s) had been submitted to HMRC in a timely manner and "on-line" to ensure receipt of the final filing incentive payment.
- Ensured that the appropriate employee and employer contributions to the pension scheme have been determined and paid over to the Pension Fund Administrators.

Conclusions

No issues arise in this area of our audit review at present. We note the conclusion of the work to finalise the Clerk's contract of employment and we shall check the status of those for the other members of staff at a future visit.

Asset Registers

The 1996 Accounts and Audit Regulations required all councils to maintain a detailed register of their assets. We aim therefore, in examining this aspect of the Council's documentation, to ensure that the Council has complied with that legislation; that an appropriate and comprehensive register is being maintained and that it is subject to periodic review and update.

We are pleased to note that this continues to be the case at Chepping Wycombe, and we have examined the asset register detail as at 31st March 2009, noting that the register has been subjected to significant rationalisation in the past: also, that detail has been provided to the Council's insurers to ensure that the schedule of assets insured reflects the actual holding.

We have checked detail of the assets disclosed as held by the Council in the Statement of Accounts (Note 5) and agreed detail to the asset register, which in turn reflects the value of assets as identified in the proposed Zurich Municipal insurance schedule running from 1st April 2009.

Conclusions

We are pleased to report that no issues have been identified in this area.

Investments and Loans

We note that the Council continued to deposit surplus funds in monthly Treasury deposits through its bankers (Barclays) although this policy has, subsequent to the year-end, been suspended due to the derisory rates of interest currently available to depositors. We have checked and agreed the investments and repayments to the relevant bank statements and third party advice notes, also ensuring that the interest earned has been deposited appropriately in the Council's bank account and been entered in the cashbooks

The Council has two loans repayable to the PWLB. We have checked and agreed the two half yearly repayments for 2008-09 to the statements issued by PWLB, also verifying that the correct closing liability balances as at 31st March 2009 have been reported in the detailed Statement of Accounts and also in the Annual Return at Section 1, Box 10.

Conclusions

No issues arise in this area of our review work.

Statement of Accounts and Annual Return

The Council's Statements of Accounts and Supporting Notes have previously been prepared by DCK Beavers Ltd but we note that their services were not required this year following the training provided and expertise gained by the Clerk and Finance Officer.

We have verified the accuracy of detail as reported in the Statement of Accounts and, consequently, in Section 1 of the Annual Return by reference to the accounting system's closing Trial Balance as at 31st March 2009 and other relevant supporting documents.

Conclusions

We are very satisfied that the detailed Statement of Accounts, as prepared "in-house" complete and accurate in all respects and the officers are to be complimented on the standard of work provided at the final visit.

Chepping Wycombe PC: 2008-09 (Final)

15/06/2009

One minor typographical error was identified raised during the course of our testing in this area, which was appropriately considered by the Clerk on the day and, on the basis of work completed during the course of the financial year, we duly signed-off the Internal Audit Certificate at Section 4 of the Annual Return assigning positive assurances in each relevant area.

Local Councils in England

Annual return for the year ended 31 March 2009

Local councils in England (Parish Meetings, Parish and Town Councils) with an annual turnover of £1 million or less must complete an annual return summarising their annual activities at the end of each financial year.

The annual return on the following pages is made up of four sections:

- Sections 1 and 2 are to be completed by the person nominated by the council.
- Section 3 will be completed by the external auditor.
- Section 4 is to be completed by the council's internal audit provider.

The council must ensure this annual return is approved no later than 30 June 2009.

Please complete all sections highlighted in green. Do **not** leave any green box blank. Incomplete or incorrect returns may require additional external audit work and incur additional costs.

Please send the annual return, together with any additional information requested, to your appointed external auditor.

If required, your auditor will identify and ask for any documents needed for audit. Unless requested, please do **not** send any original financial records to the external auditor.

Audited and certified annual returns will be returned to the council for publication or public display of sections 1, 2 and 3.

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

It should not be necessary for councils to contact the external auditor or the Audit Commission directly for guidance.

More guidance on completing this annual return is available in the Practitioners' Guidance for local councils that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk

Section 1 – Statement of accounts for

CHEPPING WYCOMBE PARISH COUNCIL

In completing the boxes below please explain any significant variances on a separate sheet and send this to the external auditor together with a copy of your bank reconciliation as at 31 March 2009.

	Year ending		Notes and guidance
	31 March 2008 £	31 March 2009 £	
1 Balances brought forward	149,685	168,250	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	305,837	317,765	Total amount of precept received in the year.
3 (+) Total other receipts	44,749	72,507	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	132,115	140,000	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	14,542	13,696	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other payments	185,364	167,775	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	168,250	237,051	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	173,084	227,008	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	1,687,506	1,633,367	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	54,892	46,190	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	N/A	N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

I certify that the statement of accounts contained in this annual return presents fairly the financial position of the council/meeting and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2009.

Signed by Responsible Financial Officer

Date 25/06/2009

I confirm that these accounts were approved by the council/meeting and recorded as minute reference

Date 25/06/2009

Signed by Chair of meeting approving this statement of accounts

Date 25/06/2009

Section 2 – Annual governance statement

We acknowledge as the members of **CHEPPING WYCOMBE PARISH COUNCIL** our responsibility for ensuring that there is a sound system of internal control, including the preparation of the statement of accounts. We confirm, to the best of our knowledge and belief, with respect to the statement of accounts for the year ended 31 March 2009, that:

		Agreed Yes or No	Means that the person/meeting
1	we have approved the statement of accounts which has been prepared in accordance with the requirements of the Accounts and Audit Regulations and proper practices.	Yes	prepared its statement of accounts in the way prescribed by law.
2	we have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Yes	made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3	we have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.	Yes	has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.
4	we have provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	Yes	during the year has given all persons interested the opportunity to inspect and ask questions about the council's accounts.
5	we have carried out an assessment of the risks facing the council and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	Yes	considered the financial and other risks it faces and has dealt with them properly.
6	we have maintained throughout the year an adequate and effective system of internal audit of the council's accounting records and control systems and carried out a review of its effectiveness.	Yes	arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the council and reviewed the impact of this work.
7	we have taken appropriate action on all matters raised in reports from internal and external audit.	Yes	responded to matters brought to its attention by internal and external audit.
8	we have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the council and, where appropriate have included them in the statement of accounts.	Yes	disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
9	Trust funds (including charitable) – in our capacity as the sole managing trustee we have discharged our responsibility in relation to the accountability for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	N/A	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by the council/meeting and recorded as minute reference dated **25/06/2009**

Signed on behalf of **CHEPPING WYCOMBE PARISH COUNCIL**

Signed by: Chair

Date **25/06/2009**

Signed by: Clerk

Date **25/06/2009**

***Note:** Please provide explanations to the external auditor on a **separate sheet** for each 'No' response that has been given; and describe what action is being taken to address the weaknesses identified.

Section 3 – External auditor’s certificate and opinion

Certificate

We certify that we have completed the audit of the annual return for the year ended 31 March 2009 of

COUNCIL/MEETING

Respective responsibilities of the council and the auditor

The council is responsible for the preparation of the accounts in accordance with the requirements of the Accounts and Audit Regulations and for the preparation of an annual return which:

- summarises the council’s accounting records for the year ended 31 March 2009; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to conduct an audit in accordance with guidance issued by the Audit Commission and, on the basis of our review of the annual return and supporting information, to report whether any matters that come to our attention give cause for concern that relevant legislation and regulatory requirements have not been met.

External auditor’s report

(Except for the matters reported below)* on the basis of our review, in our opinion the information contained in the annual return is in accordance with the Audit Commission’s requirements and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the council/meeting:

(continue on a separate sheet if required)

External auditor’s signature

External auditor’s name Date

Note: The auditor signing this page has been appointed by the Audit Commission and is reporting to you that they have carried out and completed all the work that is required of them by law. For further information please refer to the Audit Commission’s publication entitled *Statement of Responsibilities of Auditors and of Audited Small Bodies*.

Section 4 – Annual internal audit report to

CHEPPING WYCOMBE PARISH COUNCIL

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2009.

Internal audit has been carried out in accordance with the council's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and, opposite, are the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the council.

Internal control objective	Agreed? Please choose from one of the following Yes/No/Not covered
A Appropriate books of account have been properly kept throughout the year.	Yes
B The council's financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	Yes
C The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes
D The annual precept requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes
F Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	Yes
G Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.	Yes
H Asset and investments registers were complete and accurate and properly maintained.	Yes
I Periodic and year-end bank account reconciliations were properly carried out.	Yes
J Year-end accounts were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with cash book, were supported by an adequate audit trail from underlying records, and, where appropriate debtors and creditors were properly recorded.	Yes I and E. Basis
K Trust funds (including charitable) The council has met its responsibilities as a trustee.	N/A

For any other risk areas identified by the council (list any other risk areas below or on separate sheets if needed) adequate controls existed:

Name of person who carried out the internal audit NIGEL ARCHER / ARCHITECT SOLUTIONS
 Signature of person who carried out the internal audit N. J. Archer Date 01/06/09

***Note:** If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

****Note:** If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, internal audit must explain why not (add separate sheets if needed).

Guidance notes on completing the 2009 annual return

- 1 Please make sure that your annual return is complete (i.e. no empty green boxes), and is properly signed and dated. Avoid making any amendments to the completed return. But, if this is unavoidable, make sure the amendments are approved by the council, properly initialled and an explanation for them is provided to the auditor. Annual returns containing unapproved and/or unexplained amendments will be returned unaudited and may incur additional costs.
- 2 Use the checklist provided below. Use a second pair of eyes, perhaps a member or the Chair, to review your annual return for completeness before sending it off to the auditor.
- 3 Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
- 4 Make sure that the copy of the bank reconciliation which you send to your auditor with the annual return covers **all** your bank accounts. If your council holds any short-term investments, please note their value on the bank reconciliation. The auditor should be able to agree your bank reconciliation to Box 8 on the Statement of Accounts. **You must provide an explanation for any difference between Box 7 and Box 8.** More help on bank reconciliations is available in the *Practitioners' Guide**.
- 5 Please **explain fully** significant variances in the statement of accounts. Do not just send in a copy of your detailed financial statements instead of this explanation. The auditor wants to know that **you** understand the reasons for the change. Please include a complete analysis to support your explanation. There are a number of examples provided in the *Practitioners' Guide** to assist you.
- 6 If the auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or you do not fully explain variances, this may incur additional costs for which the auditor will make a charge.
- 7 Please make sure that your statement of accounts adds up! Also please ensure that the balance carried forward from the previous year (Box 7 of 2008) equals the balance brought forward in the current year (Box 1 of 2009).
- 8 **Do not complete section 3.** This section is reserved for the external auditor who will complete it at the conclusion of their audit.
- 9 Use the *Practitioners' Guide** for guidance. This publication is regularly updated and contains everything you should need to prepare successfully for your financial year-end and the subsequent audit. Both NALC and SLCC have helplines open should you wish to talk through any problem you may encounter.

Completion checklist – If 'No' anywhere, green, you may not have completed requirements		Done?
All sections	All green boxes have been completed?	
	All information requested by the external auditor has been sent with this annual return? Please refer to your notice of audit.	
Section 1	Council approval confirmed by signature of Chair of meeting approving accounts?	
	An explanation of significant variations from last year to this year is provided?	
	Bank reconciliation as at 31 March 2009 agreed to Box 8?	
Sections 1 and 2	An explanation of any difference between Box 7 and Box 8 is provided?	
Section 2	Trust funds – all disclosures made if council is a sole managing trustee? NB: Do not send trust accounts unless requested.	
Section 4	For any statement to which the response is 'no', an explanation is provided?	
	All green boxes completed by internal audit and explanations provided?	

***Note:** *Governance and Accountability for Local Councils in England – A Practitioners' Guide 2008 edition*, is available from your local NALC and SLCC representatives or from www.nalc.gov.uk or www.slcc.co.uk

Chepping Wycombe Parish Council

Financial Statements

For the year ended 31 March 2009

Chepping Wycombe Parish Council

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31 March 2009

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Chepping Wycombe Parish Council

Council Information

31 March 2009

Chairman

Cllr M Smith

Councillors

Cllr Ms E Belcher
Cllr Mrs J Chalmers
Cllr Mrs S Digby
Cllr C Dodds
Cllr J Eadon-Smith
Cllr I Forbes
Cllr C Hariss
Cllr J Herschel
Cllr D Johncock
Cllr Ms J Johnson
Cllr C Jordan
Cllr J Savage
Cllr R Smith
Cllr L Willis
Cllr M Wilkes
Cllr Ms K Wood

Clerk of the Council

Mr H R O Jones

Auditors

Mazars LLP
Regency House
3 Grovenors Square
Southampton
Hampshire
SO15 2BE

Income and Expenditure Account for Year Ended : 31st March 2009

31st March 2008

31st March 2009

10,608	Income Summary	
305,837	INTEREST RECEIVED	8,158
<u>316,445</u>	PRECEPT	<u>317,765</u>
	Sub Total	<u>325,923</u>
3,766	Operating Income	
0	GEN AMENITY AREAS	1,845
40	RAILWAY LAND	1
810	KINGSWOOD	5,030
157	TYLERS GREEN COMMON	2,905
781	WIDMER POND	251
956	ASHLEY DRIVE ALLOTT	870
2,195	CHAPEL ROAD ALLOTTS	858
1,033	DEREHAMS LANE SP GRD	1,732
12,293	STRAIGHT BIT REC	25,618
24	GREEN DRAGON LANE SG	10,737
25	BOUNDARY ROAD REC	14
203	TYLERS GREEN TENN CL	25
148	WORKS DEPARTMENT	150
470	WARDENS HOUSE	193
660	LITTER, RUBBISH & GRAFFITTI	0
4,098	HAMMERSLEY LANE CEM	414
5,651	ALTONA ROAD CEMETERY	3,834
0	COCK LANE CEMETERY	6,109
447	WAR MEM & CL C'YARDS	895
85	F'PATHS & STR FURN	464
150	STREET LIGHTING	2,306
150	ADMINISTRATION	100
<u>350,586</u>	CIVIC ACTIVITIES	<u>0</u>
	Total Income	<u>390,272</u>
	Running Costs	
14,850	GEN AMENITY AREAS	7,126
793	FENNELS WOOD	931
474	RAILWAY LAND	1,891
12,605	KINGSWOOD	8,166
13,611	TYLERS GREEN COMMON	9,553
476	WIDMER POND	656
4,416	ASHLEY DRIVE ALLOTT	5,313
4,669	CHAPEL ROAD ALLOTTS	5,712
4,082	ASHLEY DRIVE REC	2,745
12,547	DEREHAMS LANE SP GRD	14,016
21,368	STRAIGHT BIT REC	30,947
7,263	GREEN DRAGON LANE SG	11,420
2,194	BOUNDARY ROAD REC	3,343
273	TYLERS GREEN TENN CL	819
6,589	GENERAL RECREATION	5,976
6,880	PLAY AREAS	7,039
18,945	WORKS DEPARTMENT	19,752
7,380	WARDENS HOUSE	1,684
29,046	OFFICE	25,717
14,756	VEHICLES TOOLS & EQUIPMENT	17,303
13,038	LITTER, RUBBISH & GRAFFITTI	12,006

Chepping Wycombe P C (2008/2009)

Income and Expenditure Account for Year Ended : 31st March 2009

31st March 2008		31st March 2009
2,308	HAMMERSLEY LANE CEM	2,390
6,035	ALTONA ROAD CEMETERY	7,604
11,854	COCK LANE CEMETERY	3,854
4,611	WAR MEM & CL C'YARDS	6,246
2,539	F'PATHS & STR FURN	2,755
52,836	STREET LIGHTING	42,421
0	PARTNERSHIP WORKING	1,750
42,025	ADMINISTRATION	45,627
13,558	CIVIC ACTIVITIES	13,710
0	HOLDING FUNDS	3,000
<u>332,022</u>	Total Expenditure	<u>321,472</u>
	General Fund Analysis	
77,849	Opening Balance	90,627
<u>350,586</u>	Plus : Income for Year	<u>390,272</u>
428,436		480,899
<u>332,022</u>	Less : Expenditure for Year	<u>321,472</u>
96,414		159,428
<u>5,787</u>	Transfers TO / FROM Reserves	<u>67,165</u>
<u>90,627</u>	Closing Balance	<u>92,263</u>

Balance Sheet as at - 31st March 2009

31st March 2008

31st March 2009

		Long Term Assets	
1,532	CONSOLS		
<u>1,532</u>		<u>1,532</u>	
			<u>1,532</u>
			<u>1,532</u>
		Current Assets	
399	DEBTORS		
2,874	VAT CONTROL	14,555	
716	PREPAYMENTS	3,295	
-8,100	CURRENT ACCOUNT	67	
44,403	BUSINESS ACCOUNT	6,224	
135,000	TERM DEPOSITS	34,002	
250	PETTY CASH	185,000	
		250	
<u>175,541</u>			<u>243,394</u>
			<u>244,926</u>
177,073	Total Assets		
		Current Liabilities	
-66	CREDITORS		
8,865	ACCRUALS	392	
25	INCOME IN ADVANCE	6,980	
		504	
<u>8,824</u>			<u>7,876</u>
168,249	Total Assets Less Current Liabilities		
			<u>237,050</u>
		Long Term Liabilities	
<u>0</u>			<u>0</u>
168,249	Total Assets Less Long Term Liabilities		
			<u>237,050</u>
		Represented By	
96,415	GENERAL RESERVE		
8,440	EMR CHURCHYARDS		92,263
22,469	EMR VEHICLES		10,000
3,335	EMR PLANT		29,599
4,542	EMR OFFICE EQUIPMENT		4,040
			6,142

Balance Sheet as at - 31st March 2009

31st March 2008

31st March 2009

9,000	EMR PLAY EQUIPMENT	
0	EMR TRACKS	12,000
0	COCK LANE RECYCLING	1,000
0	TG COMMON MANAGEMENT PLAN	1,000
0	TG COMMON COMMEMORATIVE	2,000
0	EMR STREET LIGHTS	1,900
0	BENCHES & SIGNS	14,000
10,200	DEED OF GRANT	2,890
860	ALTONA RD CEM	10,200
3,000	DEREHAMS LANE REJUVENATION	5,860
4,000	DEREHAM LANE PAVILION RESERVE	7,300
1,000	DEREHAM LANE BASKETBALL RES	9,000
2,586	COCK LANE CEMETERY RESERVE	1,000
1,000	EMR-RAILWAY LAND TREES	7,586
0	EMR-KINGSWOOD IMPROVEMENT	1,000
1,000	EMR-WIDMER POND	8,650
4,920	EMR-GREEN DRAGON LANE	4,000
1,270	OFFICE REFURBISHMENT	4,350
		1,270
	174,037	

237,050

The above statement represents fairly the financial position of the authority as at 31st March 2009 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Chepping Wycombe Parish Council

Statement of Accounting Policies

31 March 2009

Fixed Assets

All expenditure on the acquisition, creation or enhancement of fixed assets is reported in the notes to the accounts, provided that the fixed asset yields benefits to the authority and the services it provides for a period of more than one year. Fixed assets are valued on the basis recommended by Chartered Institute of Public Finance and Accountancy (CIPFA). The year end values are stated on the following basis:

Land, operational properties and other operational assets are reported in notes to the accounts at current insurance values where available as approximating to the lower of net current replacement cost and net realizable value, except that certain community assets are the subject of restrictive covenants as to their use and /or future disposal.

Such assets are therefore considered to have no appreciable realizable value and are included at a nominal value only.

Debtors and Creditors

The revenue accounts of the council are maintained on an accruals basis in accordance with the guide. That is sums due to or from the council during the year are included whether or not the cash has actually been received or paid in the year. Exceptions to this are payment of insurance premiums and regular quarterly accounts (e.g. telephones, electricity). This policy is applied consistently each year. Therefore, it will not have a material effect on the year's accounts or on the Council's annual budget.

VAT

Income and expenditure excludes any amounts related to VAT, as all VAT suffered/collected is recoverable from or payable to HM Revenue and Customs. Any amounts not so recoverable are treated as a separate expense.

Reserves

The council maintains certain reserves to meet general and specific future expenditure. The purpose of the Council's reserves is set on the balance sheet.

Interest Income

All interest receipts are credited initially to general funds.

Pension

The pension costs that are charged to the Council's accounts in respect of its employees are equal to the contributions paid to the funded pension scheme for these employees.

These contributions are determined by the fund's actuary on a triennial basis and are set to meet 100% of the liabilities of the pension fund, in accordance with the government regulations.

The next actuarial valuation is due 31 March 2010 and any change in contribution rates as a result of that valuation will take effect from 1 April 2011.

Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

1 Tenancies

During the year the following tenancies were held:

Council as landlord

Tenant	Property	Rent p.a £	Repairing / Non-Repairing
Various Holders	Ashley Drive Allotments	798	N/A
Various Holders	Chapel Road Allotments	803	N/A
Mr Siedleski	Altona Rd Field grazing rights	593	N/A
Wycombe District Council	Totteridge Common(part)	20	N/A
Loudwater Sports Club	Derehams Lane Sports Ground	14	Repairing
Loudwater Bowls Club	Derehams Lane Bowling Club	6	Repairing
Flackwell Heath Bowls Club	Straight Bit Bowling Green	600	Repairing
Flackwell Heath Sports Club	Green Dragon Ln Sports Ground	1,040	Repairing
National Grid Wireless	Green Dragon Lane Phone Mast	8,988	Repairing
Penn & Tylers Green Tennis Club	Tylers Green Tennis Courts	25	Repairing
Scottish & Southern Energy	Various wayleaves	87	N/A
Flackwell Heath Scouts	Chapel Lane Land for Scout Hut	55	N/A
Penn & Tylers Green Scouts	Ashley Drive Land for scout Hut	55	N/A

Council as tenant

Buckinghamshire County Council	Flackwell Heath School Green	10(if demanded)	N/A
Buckinghamshire County Council	Loudwater School Access	5(if demanded)	N/A
Lord Carington	Oakwood Amenity Ares	1	N/A
Wycombe District Council	Queensmead Amenity Area	50(if demanded)	N/A
Birkdale Group	Hedley Amenity Area	30(if demanded)	N/A
Penn & Tylers Green Football Club	Tylers Green Tennis Courts	575	N/A
Mrs Olsen	Fennels Wood access	250	N/A

2 Publicity

Section 5 of the Local Government Act 1986 requires the Council to disclose expenditure on publicity. Details are shown under the following broad categories:

	2009	2008
	£	£
Publicity	328	1,920
Newsletter	<u>3,718</u>	<u>3,261</u>
	4,046	5,181

Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

3 S.137 Expenditure

Section 137 of the Local Government Act 1972 (as amended) enables the Council to spend up to the product of £5.86 per head on the electoral roll in any year for the benefit of people in its area on activities or projects not specifically authorised by other powers, the "Free Resource".

	2009 £	2008 £
The total amount available for this purpose was	66,271	63,822
Expenditure was incurred for the following purposes:		
Ramblers Association – Donation	-	25
High Wycombe Society – Donation	27	25
RBL Hazlemere Poppy Wreath	25	25
RBL Loudwater Poppy Wreath	25	25
RBL Flackwell Heath Wreath	25	25
Archie Folley Fence at Green Dragon Sports Ground	3,920	

It should be noted that grants to bodies such as the Citizen's Advice Bureau are made under specific statutory powers and so are not included in the above figures.

4 Pensions

For the year accounts the Council's contributions equal 21.2% of employees' pensionable pay.

Approved by: Watson Wyatt Partners
(Actuaries to the Pension Fund)

Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

5 Fixed Assets

	2009 £ Value	2008 £ Value
At 31 March the following assets were held:		
<u>Freehold Land and Buildings</u>		
Office, Depot & Wardens House	630,000	660,375
Green Dragon Lane Pavilion	236,200	224,952
Derehams Lane Pavilion	236,200	224,952
Chapel Road Shed	2,671	2,544
Altona Road Shed	2,216	2,110
Ashley Drive Shed	2,216	2,110
	<u>1,109,503</u>	<u>1,117,043</u>
<u>Vehicles and Equipment</u>		
Play Equipment (3 sites)	149,824	148,341
Depot Equipment	23,778	28,313
Vehicles	37,500	42,500
Office Furniture & Equipment	28,989	27,619
	<u>240,091</u>	<u>246,773</u>
<u>Infrastructure Assets</u>		
Basketball Facility	243	270
Footway Lights (535)	243,906	282,443
Seats (58)	12,198	11,546
Litter Bins (25)	4,502	4,283
Dog Bins (22)	1,330	1,662
Bus Shelters – metal (3)	3,791	4,212
Bus Shelters – wooden (2)	1,312	1,458
Youth Shelters (2)	4,520	5,022
Village signs (3)	6,935	6,866
Notice boards (3)	1,094	2,025
	<u>279,831</u>	<u>319,787</u>
<u>Community Assets</u>		
Civic Regalia	3,554	3,519
Allotment Trophy	387	383
Community, Recreational & Allotment Land	1	1
	<u>3,942</u>	<u>3,903</u>
Total	1,633,367	1,687,506

The basis of valuation of the above assets is set out in the Statement of Accounting Policies.
In certain instances current insurance values have been used as approximate current replacement cost.

In certain instances current insurance values have been used as approximate current replacement cost.

6 Hire Purchase and Lease Obligations

At 31 March 2009 the following hire purchase agreement(s) and lease(s) were in operation:

Hirer/Lessor	Purpose	Annual Lease/Hire	
		Payable £	Year of Expiry
Siemens Finance	Photocopier	1,232	2009

7 Loans

At the close of business on 31 March 2009 the following loans to the Council were outstanding:

Lender	Loan Period	Amount	Years Remaining
PWLB – Council Office Construction	25 years from 1988	46,190	4

Bank Reconciliation

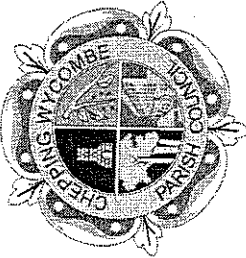
Name of Council: **Chepping Wycombe Parish Council**

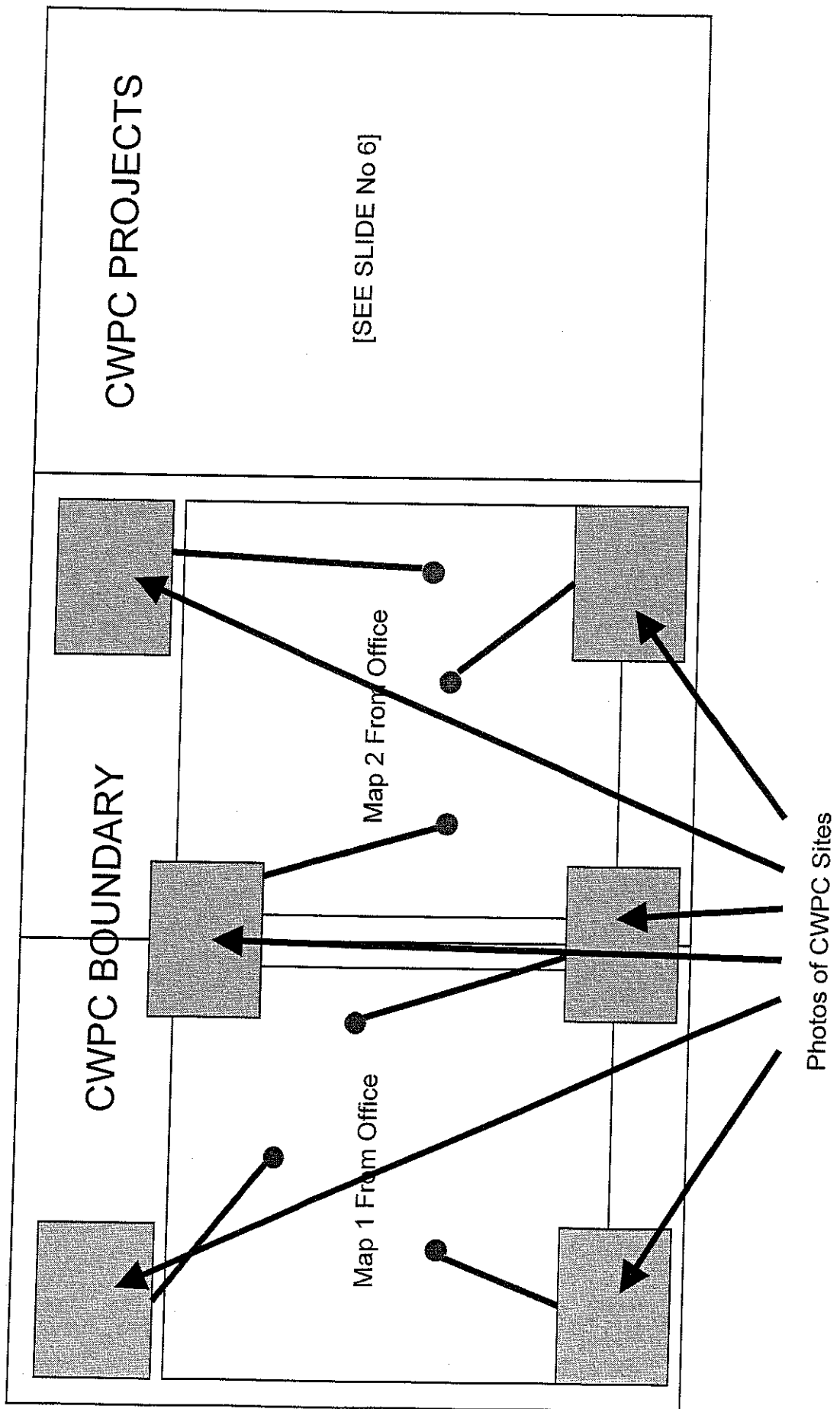
Financial year ending 31 March 2009

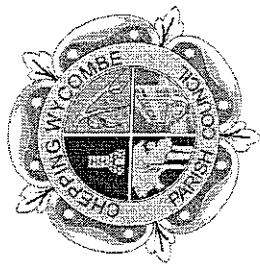
Balance per bank statements as at 31 March 2009	£	£
Current account	19,973	
High interest account	34,002	
Treasury deposit	185,000.00	
21/2 consolidated stock	1,532	
Petty cash	250.00	
		240,757
Less: unpresented cheques (see attached sheet)		(13,749)
Add: receipt not cleared	0	0
Net balances as at 31 March 2009		227,008

CASH BOOK

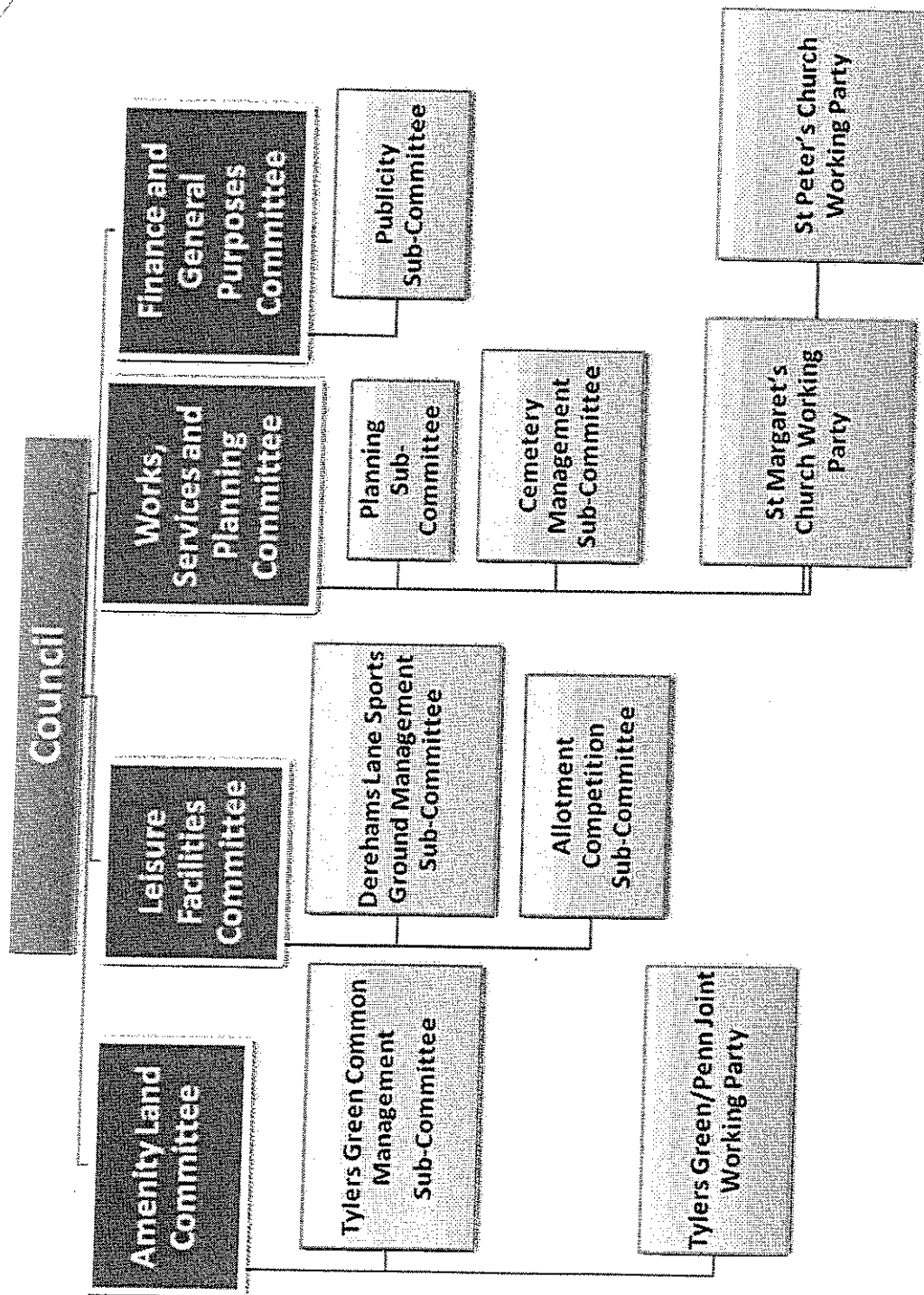
Opening balance on 1 April 2008	171,553
Consolidated stock	1,532
Add: debtors as at 31 March 2008	4103
Less: creditors and accrued expenses as at 31 march 2008	(8,938)
Add: receipts	390,272
Less: Payments	(321,472)
Add: creditors and accrued expenses as at 31 March 2009	7,875
Less: debtors as at 31 March 2009	<u>(17,917)</u>
Closing balance on 31 March 2009	227,008

 CHEPPING WYCOMBE PARISH COUNCIL Serving the communities of Flackwell Heath, Loudwater and Tylers Green	THE COUNCIL [SEE SLIDE No 3]	PHOTOS OF MEMBERS [SEE SLIDES No 4 & 5]
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Council and Committee Structure



CWPC MEMBERS

[illegible]

SEE NEXT SLIDE

Flackwell Heath

PHOTO

Mike Wilkes

A SEPARATE CARD FOR EACH MEMBER THAT CAN BE
MOVED AROUND THE BOARD & UPDATED AS NECESSARY.

SOME CWPC PROJECTS

Commemorative Trees - TG

PHOTO

PHOTO

76-

Sheepridge Footpath - FH

PHOTO

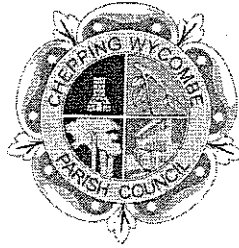
PHOTO

Widmer Pond
Before and
After.

Improving the Environment

PHOTO

PHOTO



CWPC QUESTIONNAIRE

NAME (Optional):

Contact Details (Optional):

1. Do you read the CWPC Magazines ? Yes ☐ No ☐

Do you read the CWPC Notice Board ? Yes ☐ No ☐

Do you find them useful ? Yes ☐ No ☐

How else do you think CWPC could publicise its activities & achievements ?

Local Shop Windows ☐ Local Newspapers ☐ Village Magazines ☐

Other (Please State).....

2. Are you an allotment holder ? Yes ☐ No ☐

If a current holder, do you have any ideas for improvements ?

.....
.....

3. Do you have children/grandchildren who use the recreation grounds ?

Yes ☐ No ☐

If yes, what improvements (if any) would you like to see added ?

.....
.....
.....

4. Do you use the local footpaths and woodland areas ?

Yes ☐ No ☐

If yes, what improvements would you like to see ?

.....
.....

5. What topics interest you most with respect to Parish Council business ?

.....
.....

6. Would you like to know more about what the Parish Council does ?

Yes ☐ No ☐

7. Do you think you are getting value for money for the services provided by CWPC ?

Yes ☐ No ☐

8. Which of the services provided by the Parish Council in your view needs improvement and do you have any suggestions for new services which could be provided? Please state brief details.

.....
.....
.....
.....

9. If have responded positively to Q8 would you be prepared to pay more for any of the items suggested?

Yes ☐ No ☐

10. Do you want to add any other comments ?

.....
.....
.....
.....
.....
.....

If posting your replies, please send to:

CWPC
Cock Lane
Tylers Green
Buckinghamshire
HP10 8DS