CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
APPENDICES
THURSDAY 7 JANUARY 2010

APPENDIX A

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

CHEPPING WYCOMBE PARISH COUNCIL

To enable its statutory duties to be carried out it is the policy of this council, so far as is reasonably practicable, to ensure that responsibilities for health, safety and welfare are properly assigned, accepted and fulfilled. All levels within the council organisation will identify areas where practical steps can be taken to safeguard the health, safety and welfare of all employees, contractors and visitors to the premises/sites who may be affected by operations and premises/sites under our control.

1. Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to seek to prevent accidents and cases of work-related ill heath;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals

Signed

Chairman on behalf of the Council

Date

Review Date

2.77 It is proper for internal audit to carry out other tests on the systems of the council. Such tests may be suggested by the external auditor or by the council's own risk management process. All such work is to be reported to council. Any report by internal audit is addressed to the council, may suggest actions by the council, and should be treated as a document open to view by local taxpayers.

2.78 A possible approach to testing by internal auditors is contained in Appendix 9 to this guidance. This is not a checklist requiring completion, but a suggested method of approach.

The review of the system of internal audit

What does the law say you have to do?

2.79 The regulations require councils to carry out an annual review of the effectiveness of their system of internal audit. This review is an integral part of continually improving governance and accountability.

2.80 Local councils must at least once a year carry out a review of internal audit and include the results in the annual governance statement which is Part 2 of the annual return.

2.81 The review must be balanced to the council's internal audit needs and usage. It should be designed to provide sufficient assurance for the council that standards are being met and that the work of internal audit is effective. Councils must judge the extent and scope of the review by reference to their own individual circumstances.

So what needs to be reviewed?

2.82 Regulation 6 requires, as a primary matter, that a council '*shall maintain in accordance with proper practices an adequate and effective system of internal audit of its accounting records and system of internal control*'.

2.83 Local councils source their internal audit in a number of ways (which are described elsewhere in this guide). The starting point for the review should be an assessment against the internal audit standards set out in paragraphs 2.58 to 2.78. This will include as a minimum making an assessment of each of the following.

- The scope of internal audit.
- Independence.
- Competence.
- Relationships.
- Audit planning and reporting.

Who should carry out the review?

2.84 A key point to note is that it is the responsibility of the council to conduct the annual review. This is not a review that can be carried out by the external auditor or as part of the annual audit. Nor is it something that can be delegated to the clerk or RFO, and certainly not to internal audit.

2.85 Although the internal audit provider cannot be allowed to influence the direction or extent of the review, it is considered good practice to seek their input into the process.

2.86 There are no hard and fast rules as to who actually performs the review or how it is carried out, but councils may wish to set up a small working party for this purpose or ask an appropriate committee. Whichever way the review is carried out the results must be reported to and considered by a full meeting of the members of the council because of the link to the council's Annual Governance Statement.

2.87 There is no single approach that will suit all local councils. Much will depend upon the size of the council and arrangements already in place for conducting the wider review of the system of internal control and risk management generally.

What should the review cover?

2.88 Areas for review should be based around the components of internal audit which are identified in paragraph 2.83. These will include principally a consideration of the extent to which internal audit adds value and how well it is helping the delivery of the council's objectives.

2.89 The effectiveness of internal audit should not be judged solely by the extent of compliance with expected standards. The review is primarily about effectiveness, not process. In essence, the focus of this review should be on the quality of delivery of the internal audit service ie reliable assurance about the council's internal controls and its management of risk.

2.90 A checklist to assist councils in carrying out the two principal aspects of the review of internal audit - compliance with standards and overall effectiveness - is provided below.

What evidence can be used?

2.91 Wherever possible, evidence to support the review should be gathered throughout the year. There are many possible sources of evidence and some examples are set out below.

- Previous year's review and action plan.
- Annual report by internal audit.

- Periodic reports from internal audit, if any, which could include one or more of the following.
  - An internal audit plan.
  - Cyclical internal audit monitoring reports.
  - The results of any investigations.
  - Review of performance indicators, if used.
- Any reports by the external auditor covering internal audit work or on key financial systems.
- Results of any other external reviews of internal controls or aspects of them including Quality Parish assessments.

What is the outcome of the review?

2.92 The review of the effectiveness of internal audit cannot be considered in isolation as it feeds into the council's review of the wider system of internal control. The report on the review must, therefore, include an opinion as to whether or not the internal audit system is effective.

2.93 Aside from the need to publicly report the outcome of the review, if there are any areas identified for development or change in internal audit, an action plan should be produced so that the council can manage the remedial process. The action plan should set out the areas of improvement required, any proposed remedial actions, the people responsible for delivering improvement, and the deadlines for completion of the actions.

What is the timescale?

2.94 Just as the Annual Governance Statement needs to be considered throughout the year, the review of internal audit should not be left until the year-end. The review feeds into the Annual Governance Statement and so it needs to be completed first. So councils must allow time for the review in drawing up their timetable for the completion of the annual return.

2.95 Monitoring of action plans to address weaknesses identified in the previous year's review should also happen throughout the year, linked to the way that the Annual Governance Statement action plan is continuously monitored.

Is training available?

2.96 Those carrying out the review of internal audit will need to understand the purpose of the review, what it includes, and how to carry it out. Training on this may be delivered by NALC and SLCC or from the local district or unitary authority.

Internal Audit Review Checklist - Part 1 - Meeting standards

Expected Standard	Evidence of Achievement	Yes or No	Areas for development
1. Scope of internal audit	Terms of reference for internal audit were (re)approved by full council on [date]. Internal audit work takes into account both the council's risk assessment and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements.		
2. Independence	Internal audit has direct access to those charged with governance (see Financial Regulations). Reports are made in own name to management. Internal audit does not have any other role within the council/board.		
3. Competence	There is no evidence of a failure to carry out internal audit work ethically, with integrity and objectivity.		
4. Relationships	All responsible officers (Clerk and RFO) are consulted on the internal audit plan. (Evidence is on audit files). Respective responsibilities for officers and internal audit are defined in relation to internal control, risk management and fraud and corruption matters (job descriptions and engagement letter). The responsibilities of council members are understood; training of members is carried out as necessary. (See Member training plan).		
5 Audit Planning and reporting	The annual internal audit plan properly takes account of all the risks facing the council and has been approved by the council [date]. Internal audit has reported in accordance with the plan on [date].		

Internal Audit Review Checklist - Part 2 - Characteristics of Effectiveness

Characteristics of 'effectiveness'	Evidence of Achievement	Yes or No	Areas for development
Internal audit work is planned	Planned internal audit work is based on risk assessment and designed to meet the council's needs.		
Understanding the whole organisation its needs and objectives	The annual audit plan demonstrates how audit work will provide assurance for the council's Annual Governance Statement.		
Be seen as a catalyst for change	Internal audit supports the council's work in delivering improved services to the community.		
Add value and assist the organisation in achieving its objectives	The council makes positive responses to internal audit's recommendations and follows up with action where this is called for.		
Be forward looking	In formulating the annual audit plan, national agenda changes are considered. Internal audit maintains awareness of new developments in the services, risk management and corporate governance.		
Be challenging	Internal audit focuses on the risks facing the council. Internal audit encourages managers/members to develop their own responses to risks, rather than relying solely on audit recommendations.		
Ensure the right resources are available	Adequate resource is made available for internal audit to complete its work. Internal audit understands the council and the legal and corporate framework in which it operates.		

APPENDIX C

st peter's
loudwater

Mr Huw Jones
Clerk of the Parish
Chepping Wycombe Parish Council
Council Office
Cock Lane
Tylers Green
Buckinghamshire
HP10 8DS

9 December 2009

11 DEC 2009

Dear Huw

Application for a grant

Further to our e-mail correspondence in late October / early November, I hereby submit our formal application for a grant of £500 for consideration by the Finance and General Purposes Committee on 7 January 2010.

I enclose:

- Paper A – The original document describing in outline our proposed building project and our purpose for it in the community;
- Paper B – A more detailed explanation of the need for financial support of this project and the benefits to the Parish; and
- The Annual Report and Financial Statements of the church for the year ended 31 December 2008, which contains a more detailed description of our aims, objectives and activities in the Parish.

Yours sincerely,

Ray Douglas

Ray Douglas
Business Manager

St Peter's Loudwater
Treadaway Hill
Loudwater
Buckinghamshire
HP10 9QL

T 01628 526 087
www.loudwater.org
Registered charity
No 1128016

Paper A

St Peter's Loudwater – Old Vicarage Building Project

St Peter's Loudwater is the Anglican parish church for the village of Loudwater and the PCC (Parochial Church Council) is now a registered charity (no.1128016). In seeking to look after the spiritual needs of the parish, it is actively involved in the community at many levels and provides facilities which are open to many church and non-church groups alike. One of its stated objectives is *"To maintain and grow positive relations with the local community in the parish of Loudwater, building a bridge of welcome into and understanding of St Peter's activities."*

In 1977, the PCC raised the money to purchase the Old Vicarage from the Diocese of Oxford, to be used as the church office and a resource for reaching out to the community. This Victorian building has had much work done to it on a piecemeal basis since then. As well as its use as the church office, it is used by many groups on a regular (often weekly) basis, including:

• Alcoholics Anonymous	• Sparklers
• Alpha	• Juggling Mums
• Art Workshop	• Simply Walk
• Kidzone	• Senior Citz
• TWL	• Other church small groups
• Youth	

All of the groups are open to people outside of the church, although some have predominantly church membership. AA and Simply Walk are community led groups with few church members; Senior Citz involves church members collecting anywhere up to 40 elderly people who come for an afternoon out to film shows, talks, tea parties and some attend a monthly bible study; Art Workshop attracts a number of mainly elderly church and non-church people who meet fortnightly to paint.

The Old Vicarage is also used irregularly for pastoral support meetings and by people in need of support in handling their finances (using the Stewardship Personal Budget Coaching resources) and is soon to be used by Mediation Buckinghamshire. Again, such support does not depend upon church membership.

In addition to the community use of the Old Vicarage, the adjacent church halls are hired out to the local play group (4 mornings a week), a mothers and toddlers' group, a dance school, a children's exam coaching scheme, the Alpha Course and Beavers (all weekly). In a widely spread parish with no natural centre, the St Peter's site is one of the most important community "hubs" in Loudwater.

Issues with the building

The building was designed as a private residence (Vicarage) rather than one to welcome and cater for groups in the community. It suffers from several major problems:

1. Disabled access and toilet facilities are woefully inadequate. The disabled access issue is complicated by the sloping nature of the site. The problems are most noticeable

when the Senior Citz attend for their (almost) weekly activities, when even the reasonably ambulant struggle on the steep steps up to the front door.

2. The toilet facilities, aside from having no disabled access, are cramped and in need of renovation.
3. The entrance is unwelcoming and lacks any reasonable lobby area. The church offers its own and encourages various outside support groups, but has no lobby area open to the public in weekday working hours where information leaflets are available.

Ground floor redevelopment plans

The PCC has approved plans to deal with these major issues. The outline plans are currently being developed into a formal planning application for submission to Wycombe District Council. More detail is available if you require it. These plans provide for:

1. Changes to the drive to allow for a disabled parking space and disabled drop off area on the level of the main entrance to the Old Vicarage;
2. Construction of a disabled access ramp to the entrance from the drop off and disabled parking areas;
3. Demolition of the existing toilet block to be replaced by a new more open lobby area in which information of public interest could be displayed; and
4. Construction of new toilet facilities at the rear of the building, including a disabled toilet.

The work involves quite a few internal changes in order to allow wheel chair access through corridors which are currently too narrow.

The church has raised c.£90k in donations towards this work, which it is hoped will be carried out in summer 2010. This is held in a designated "Building Fund". Detailed costings are not yet available but early estimates suggest that the total cost will be well in excess of this sum. The PCC proposes to bridge the gap with outside grants and funding. Various bodies have been identified as potential sources of funding, but as this is a project aimed at benefiting the people of Loudwater (and beyond) in the Chepping Wycombe Parish Council area, the PCC would welcome the visible support of CWPC in terms of a cash grant.

We appreciate that the total grant fund available is only £2,500, which is small in relation to the project, but a grant of £500 would not only help to bridge the anticipated funding gap, but would also show outside funding agencies that the project has the support of the local council and is not just a church project.

With a welcoming lobby, it would be feasible to look at the scope for CWPC to place public information on display, as the Council Offices are almost 3 miles away.

Ray Douglas
On behalf of the Building Project Team
26 October 2009

Paper B

A clear need for financial support

Producing accounts in compliance with the SORP on Charity Accounts does not necessarily help with the clarity of the church's finances for the lay reader!

The Income and Expenditure Account on page 7 of the attached financial statements shows two columns for 2008: Unrestricted Funds represent the general income and expenditure of the church in fulfilling its on-going mission as described in the annual report; Restricted Funds represent donations given for specific purposes which cannot, under Charity Law, be used for any other purpose.

Practically all church income comes from the donations of members; the church does not receive state funding. The Unrestricted Funds operate on a break even budget. Any surplus from one year is generally spent in the following year on the mission, subject to keeping an Emergency Fund (currently £20,000) to deal with unexpected expenses and to act as a cash buffer. The balances carried forward on this fund are inflated by an unrealisble £275,000 property revaluation on the building we wish to improve. The church cannot afford to fund building projects from its Unrestricted Funds.

The largest element of the Restricted Funds (set out on page 15 of the financial statements) is the Building Fund, which stood at £84,198 at 31 December 2008 and currently stands at c. £90,000. This represents donations given to support the development of buildings on the church site. The first phase of development was the refurbishment of the church, to make it more welcoming to the community, which was completed in 2006. This second phase of building, the development of the Old Vicarage, requires outside funding to enable the work to be completed within a reasonable time frame.

No detailed estimates for the cost of the work will be available until the planning application has progressed further. However, the expectation is that costs will significantly exceed the total in the building fund.. Applications for grant funding have been, or will be, made to a number of bodies. We seek £500 from Chepping Wycombe Parish Council as a small, but valuable, contribution towards the total. It is particularly important to the church to be seen to be receiving the moral and financial support of its Parish Council when making the case for outside bodies to provide funding. Funding will be sought from The Carbon Trust (interest free loan for cost of more modern replacement boiler), Biffawards (Community Land Fill Grants) and the Big Lottery Fund.

A benefit to the Parish

A description of the physical improvements to the building is set out in Paper A.

The benefit to the Parish is in how these improvements will enable us to:

- Improve the local services and facilities we provide to local groups; many of which
- By their very nature enhance the quality of life and/or well being of residents, visitors and those employed within the Parish area; all of which
- Promote Chepping Wycombe in a positive way.

Paper B

A brief description of some of the groups which use the Old Vicarage will make the benefit clearer.

Alcoholics Anonymous is a self help group, not affiliated with any other organisation, which seeks to help recovering alcoholics by "offering only the voluntary help of one alcoholic helping another." Membership is by definition anonymous, so we can only surmise that most of those attending either live or work in the Parish. From observation, attendance would seem to be between 12 and 20 people on a weekly basis. The group uses one of the upstairs rooms and the kitchen facilities for refreshments. Improved toilet facilities would be welcomed as would a more open reception area.

Simply Walk operates on alternate weeks in the Loudwater and Flackwell Heath areas. Walkers are mainly residents of these two areas within the Parish, who gather to undertake supervised walks with the aim of improving the health of older people, some of whom have had heart problems, by promoting regular gentle exercise. The group, of around 30 people, uses the lounge and kitchen facilities for refreshments and socialising after their walks. Improved toilet facilities would be welcomed as would a larger lobby area where wet clothing and footwear could be removed in comfort. This group would also benefit from a display area for community information.

Senior Citz operate weekly meetings for the elderly in the area. Volunteers collect these people from their homes and bring them to the Old Vicarage and or the Halls for alternate Bible Studies, DVD shows (of classic films from the 50s etc), tea parties and events with guest speakers. People with faith and no faith attend and enjoy what for some may be their only outing of the week. Numbers vary from 20 – 40 and above for special events. This group would welcome improved disabled and ambulant access as well as better toilet facilities and would also benefit from accessible community information.

Juggling Mums is a mother and toddler group of up to 10 mothers with pre-school / nursery age children, who meet weekly for coffee, mutual support and encouragement. They would welcome improved access arrangements with buggies and a lobby area where the buggies could be left.

Similar issues could be repeated for many of the groups which use the building. There are also groups which use other buildings on the site, which need to visit the Church Office in connection with their activities. A lobby area with information relevant to their groups would be of benefit. These groups range from Loudwater Play Group, Tuesday's Tots (a weekly mother and toddler group which attracts 50 plus carers and their under threes), Headstart (tutoring for pre-11 plus pupils), Beavers, a dance class, Alpha (exploration of Christianity for non-Christians) and church based youth and children's work. Barnardos, the children's charity, has approached us with plans to run a clinic for under 2s on a monthly basis from the New Year.

The church site is in use seven days a week during term time. Having an accessible lobby with space for community information would benefit a considerable number of Parish residents who visit the site on a regular basis.

Annual Report
and
Financial Statements
of the
Parochial Church Council

for the year ended 31 December 2008

Incumbent:
The Revd T G Butlin
The Vicarage
Treadaway Hill
Loudwater
High Wycombe
Bucks
HP10 9QL

Bank:
South Chilterns Group
Barclays Bank
PO Box 41
High Wycombe
Bucks
HP11 2BG

Independent Examiner:
Morgan Cameron Limited
Chartered Accountants
Wittas House, Two Rivers
Station Lane
Witney
Oxon
OX28 4BH

ependent Examiner's Report to the Parochial Church Council of St Peter's Church, Loudwater

I report on the accounts of the Council for the year ended 31 December 2008 which are set out on pages 2 to 17.

Respective responsibilities of trustees and examiner

The Council's Members consider that an audit is not required for this year under section 43(2) of the Charities Act 1993 (the Act), as amended by section 28 of the Charities Act 2006, and that an independent examination is needed.

It is my responsibility to:

- examine the accounts (under section 43 of the Act, as amended);
- follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the Act, as amended); and
- state whether particular matters have come to my attention.

Basis of independent examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the Members concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Independent examiner's statement

In the course of my examination, no matter has come to my attention:

1 which gives me reasonable cause to believe that, in any material respect, the Members have not met the requirements to ensure that:

- proper accounting records are kept in accordance with section 41 of the Act; and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Alan F Thornton FCA
Morgan Cameron Limited
Chartered Accountants

Wittas House, Two Rivers
Station Lane, Witney
OX28 4BH

Date: 16 April 2009

St Peter's Church, Loudwater

Annual Report of the Parochial Church Council for the Year Ended 31 December 2008

Administrative information

St Peter's Church is situated on the corner of Treadaway Hill and Kingsmead Road, Loudwater, Buckinghamshire. It is part of the Diocese of Oxford within the Church of England. The correspondence address is The Church Office, Treadaway Hill, Loudwater, Buckinghamshire, HP10 9QL.

The Parochial Church Council (PCC) was registered as a charity, number 1128016, with the Charity Commission on 12 February 2009, having previously been excepted from registration.

PCC members who have served during the period from 1 January 2008 until the date this report was approved are:

Incumbent:	Revd Timothy Butlin	Chairman
Wardens:	Jon Shallow Edmund Cartwright Iain Burns	(Until APCM – 23 April 2008) (From APCM – 23 April 2008)
Representatives on the Deanery Synod:	E Ann Cartland David Clarke* Peter Loadman Nigel Peach John Parry-Jennings	 Treasurer (From APCM – 23 April 2008)
Elected members:	Steve Andrews Frank Boreham Greg Hassell Richard Lunnon Jon Shallow Ruth Walne Sue Walters Les Willis Kelly Young	 (From APCM – 23 April 2008) (From APCM – 23 April 2008) (From APCM – 23 April 2008 (Resigned - 12 January 2008)
Co-opted member:	Ray Douglas	Business Manager
Secretary:	Marian Bartley Heather Wildsmith	

* David Clarke is also an LLM

Structure, governance and management

The method of appointment of PCC members is set out in the Church Representation Rules. All Church attendees are encouraged to register on the Electoral Roll and stand for election to the PCC. After three years of service, elected members are required to stand down from the PCC for a period of one year to encourage wider participation in the leadership of the Church.

Four sub-committees were in existence throughout the year:

- the Standing Committee. This is the only committee required by law. It has the power to transact the business of the PCC between its meetings, subject to any directions given by the PCC. It meets as required, with minutes of its meetings circulated to all PCC members;

- the Facilities Management Team (FMT) is delegated with all aspects of maintenance of the church buildings and grounds. It does the detailed preparatory work on all major projects for presentation to the PCC, with the exception of the refurbishment and reordering project mentioned below. It meets as necessary, with the Chairman reporting verbally to each PCC meeting;

- the Missionary Tithe Committee is delegated with the task of overseeing the distribution of funds to external missionary work from the tithe set aside from donations to the Building Fund; and
- a Donations Policy Committee was set up in 2007 specifically to establish an agreed policy for consideration and review of missionary support and other donations outside of the fellowship. It reported to the PCC in January 2008 but has not met since.

The incumbent is supported by a staff team made up of paid and voluntary workers, equivalent to 4.5 full time employees. Day to day management of church activities is delegated to the staff team.

The incumbent is supported in the spiritual leadership of the church by a team of seven Elders, one of whom is an LLM. There is a second LLM in the congregation.

The PCC is continuing to work towards establishing a comprehensive system for assessing and managing the major risks to which the PCC is exposed.

Training for members of the PCC is largely ad-hoc and dependent on requests from individuals for training in specific areas. The PCC relies heavily upon individual members with specific responsibilities taking the initiative in keeping themselves up to date on wide ranging legislative matters and the dissemination of summarised reading matter to the PCC as a body where appropriate. Use is made of Diocesan material where possible on issues such as Child Protection and, to a large extent, the content of this Annual Report.

Objectives and activities

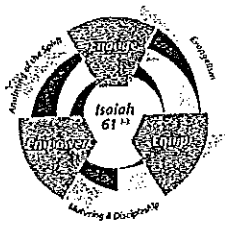
St Peter's PCC has the responsibility of co-operating with the incumbent, the Revd Timothy Butlin, in promoting in the ecclesiastical parish the whole mission of the Church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the Church Centre complex of St Peter's, in Loudwater.

The Church's mission can be summarised in its Mission Statement

Mission Statement

Our aim is to:

- Engage others into seeking a personal relationship with Jesus Christ
- Equip God's people for all forms of service in God's Kingdom
- Empower every member, under the Spirit's anointing, to use their God-given gifts to build His Kingdom



The main ongoing objectives for the church were:

- To use every opportunity for making Jesus Christ known in the locality;
- To maintain and grow positive relations with the local community in the parish of Loudwater, building a bridge of welcome into and understanding of St Peter's activities.

Specific objectives for the year were:

- To promote the Oxford Diocese's "Easter Ingredients" campaign;
- To increase the outward community focus of a number of church led groups; and
- (as an additional mid-year objective) to create more space within Sunday services for the Holy Spirit.

The main strategies and activities adopted to achieve these objectives were:

- Continuing to develop the community focussed programmes, such as Kidzone and Reach-a-Street, and involvement in community relations and communication, including In-Touch magazine and the local press;
- Setting up and running seven pilot groups, each with specific objectives for building or strengthening relationships between those groups and sections of the wider local community;
- Promoting the Easter ingredients and subsequent Christmas ingredients campaign through special services arranged for the Loudwater School, Loudwater Playgroup and Tuesday's Tots;
- Maintaining and further developing the Christmas programme for the village; and
- Experimenting with the timing of services, albeit within the constraints of continuing the children's work and other congregational issues.

Whilst there is a dedicated paid staff of 3.6 (Full time equivalent average for the year), the church could not operate as it does without the extensive support of volunteers. The contributions from volunteers cover the whole spectrum of church life, from support for the incumbent in the teaching and preaching programme, through the leading of various groups, help with the maintenance of grounds and buildings, help with major events and voluntary participation within the staff team.

In line with our teaching that members should give regularly, proportionately (out of income) and willingly, it is the policy of the PCC, amended in January 2008, to give at least ten percent of its unrestricted income from donations to mission outside of the parish, either at home or abroad. The PCC reviews individual grants and donations on an annual basis as well as considering requests for support on an ad-hoc basis. Support for missionaries and missionary organisations is generally undertaken on a long term basis. Potential new recipients of either short or long term support are identified in a variety of ways: some apply directly to the PCC; other needs are noticed by the fellowship and reported to the Treasurer, who administers the Family Fund and most ad-hoc funding requests. Grants and Donations from the Building Tithe Fund were administered by a committee set up for that specific purpose, with the aim of supporting strategic projects for advancing the Gospel.

Achievements and performance

Church attendance

There were 265 people on the Church Electoral Roll at 31 December 2008 (254 – 2007), 194 of whom are not resident within the parish. 13 names were added to the roll during the year and 2 were removed from it, one member having died and the other having moved away.. The average weekly attendance, counted during October, was 197 (235 – 2007), but this number increased at various times during the year. In particular, it is estimated that over 1,200 attended the Carols in the Park event on Christmas Eve.

These official statistics do not really reflect the number of active participants in Church life. The Church encourages participation in small groups (known as cells) which meet mid-week. There are 23 cell groups in operation with a total membership of 244 in addition to which there are a number of special interest groups which also meet regularly. 395 adults and 105 children under 16 were recorded in the Church database at 31 December 2008.

Review of the year

The full PCC met six times during the year with an average level of attendance of 82% (79% - 2007) but the Standing Committee was not called upon. Various other committees met between meetings and reports of their deliberations were received by the full PCC and discussed where necessary.

The most significant event of 2008 was the outpouring of the Holy Spirit around the time of the Lakeland, Florida revival. Many people in contact with St Peter's were blessed by physical, emotional and spiritual healing as God moved in a powerful way in the church. This was not universally welcomed; some struggled with things they could not understand and, sadly, some were prompted to move away.

During November, we hosted two internationally renowned speakers. On 16 November, Dr Dan Juster, a leading Messianic Jew, spoke at both Sunday services, then two weeks later, Rev Dr Russ Parker, director of the Acorn Healing Trust, was guest speaker at our weekend Parish conference.

The young people of the church continued to thrive, as our newly appointed youth worker completed his first full year. Around 50 youth and helpers attended one of the Soul Survivor (Christian festival) weeks in August, many for the first time. Following on from this a hardy group took part in Slum Survivor (living in makeshift shelters with limited food) over a wet weekend in November, when they raised money for both the Slum Survivor charity and Deep Roots.

Kidzone continued to provide Sunday teaching and activities for children of parents within the church and the local community. The leadership set up a visiting team, as one of the seven pilot projects mentioned above, to build up relationships with those parents who do not normally attend church, which has been well received. Parent and Toddler group, Tuesday's Tots, also focussed on encouraging the parents and carers from outside of the church who attend. At the other end of the age scale, the Senior Citizens group continued its work of providing transport, love, care and attention to all who wished to attend its weekly meetings, which vary from teas and film shows to Bible studies for those who were interested.

We continued to build on community links throughout the year, in other ways too numerous to list in a summary report. However, the largest community event remained Carols in the Park, which has come to represent the traditional start of Christmas festivities for many Loudwater families. This celebration in Snakeleys Park was again blessed with good weather. The highlight could be chosen from Elvis' appearance on stage, Fiddlesticks' puppets or the more classically choreographed dance number. The whole event was backed by a live band, professional stage sound and lighting, food and mulled wine, all provided by the Church. A collection was taken for In Touch magazine at the close of the event.

The Alpha Course remained our primary evangelistic outreach programme, with 2 courses having been completed during the year, attended by 8 guests. However, relationship evangelism is carried out in and by the many groups which meet on site, only some of which are mentioned above.

The flexible facilities within the church were used to good effect throughout the year: for central meetings; various Deanery meetings, the Parish conference, weddings, funerals, baptisms and special services at Easter and Christmas for Loudwater School, Loudwater Playgroup, Tuesday's Tots and Senior Citizens.

Regular on-going community contact is maintained via the church website, active support in the production of In Touch, the Loudwater village magazine and the Reach-a-Street programme of providing weekly contact, prayer and practical support for the needy in three streets within the parish.

Details of major grants to institutions are set out in note 11 to the Financial Statements. Again, the most significant contributions (£30,757 in total, including general fund contributions) were sent to support the roll-out of a discipleship programme among the youth and young adults of the South Rwenzori Diocese in South Western Uganda, which is led by a missionary from St Peter's, David Renno. This growing programme has now been put under the banner of "Deep Roots" which is in the process of registration as a separate charity in Uganda.

Financial Review

Total receipts to the General Fund (ie unrestricted income) rose by 6.3% to £281,984, as detailed in the financial statements. Expenditure from the General Fund fell by 1.1% to £268,150. There were several significant changes in General Fund expenditure. An additional charge of £17,655 compared with 2007 reflected the first full year of the youth worker's salary. Reductions of £16,894 in maintenance (church and halls), £7,492 in training and £6,043 in youth costs were the result of exceptional expenditure on these items during 2007 rather than any specific cost cutting in 2008. The surplus for the year on the General Fund of £12,558, after net transfers to restricted funds of £1,276, was retained in reserves.

In line with the new policy agreed by the PCC in January 2008 of giving at least 10% of its unrestricted income from donations to mission work outside of the parish, both home and abroad, £30,583 was given in grants in this respect from the General Fund (11.9% of unrestricted donations) during 2008.

The Parish Share remained the largest item of general expenditure and this rose by 4.7% (2007 - 5.0%) to £79,025. It was paid in full by the end of November, as requested by the Diocese.

Total receipts to Restricted Funds (ie designated giving and related income) rose by 21.2% to £86,203. Thus total incoming resources for the year were 9.4% up on 2007 at £368,187.

£63,760 was spent from Restricted Funds during the year, £28,277 of which was spent in support of Deep Roots directly and Dave & Dani Renno, who work on the programme. £84,198 is carried forward in the Building Fund in readiness for work on Phase II of the project.

An agreed payment of £19,981 was made to the Liquidator of Latimer Contracting Limited in full and final settlement of all liabilities under Phase I of the building project.

Reserves Policy

£275,000 out of the total unrestricted reserves of £316,261 at 31 December 2008 related to the book value of the property held by the PCC, leaving unrestricted liquid reserves of £41,261. The Council reviewed its policy on the level of reserves to be kept as an emergency fund and agreed to maintain this fund at £20,000. The Council takes the view that this is sufficient for most contingencies, as any unexpected item in excess of this level would be likely to be covered by insurance or special appeals to the fellowship.

It is our policy to invest our funds balances, surplus to immediate need, with the Central Board of Finance of the Church of England Deposit Fund.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the PCC's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the PCC should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the PCC and which enables it to ascertain the financial position of the PCC and which enables it to ensure that the financial statements comply with the Church Accounting Regulations 2007. It is also responsible for safeguarding the assets of the PCC and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the PCC
The Revd Timothy Butlin (Chairman)

PARAROCHIAL CHURCH COUNCIL of ST PETER's, LOUDWATER

STATEMENT of FINANCIAL ACTIVITIES — For the year ended 31 December 2008

	Note	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
INCOMING RESOURCES					
Incoming resources from donors	2a	257,233	68,212	325,445	285,670
Other voluntary incoming resources	2b	3,489	0	3,489	5,742
Income from charitable & ancillary trading	2c	14,000	0	14,000	10,758
Other ordinary incoming resources	2d	5,339	15,583	20,922	29,432
Income from investments	2e	1,923	2,408	4,331	4,924
		======	======	======	======
Total Incoming Resources		281,984	86,203	368,187	336,526
		======	======	======	======
RESOURCES USED					
Fund raising costs	3a	62	0	62	19
Grants	3b	30,583	39,366	69,949	90,175
Activities directly relating to the work of the church	3c	195,528	24,394	219,922	214,868
Church management and administration	3d	41,977	0	41,977	39,241
		======	======	======	======
Total Resources Used		268,150	63,760	331,910	344,303
		======	======	======	======
NET INCOMING/(OUTGOING) RESOURCES		13,834	22,443	36,277	-7,777
Transfers - General Fund to Restricted Funds	9	-1,826	1,826	0	0
- Restricted Funds to General Fund		550	-550	0	0
		======	======	======	======
		12,558	23,719	36,277	-7,777
BALANCES BROUGHT FORWARD at 1 JANUARY 2008 (2007)		303,703	79,377	383,080	390,857
		======	======	======	======
BALANCES CARRIED FORWARD at 31 DECEMBER 2008 (2007)		316,261	103,096	419,357	383,080
		======	======	======	======

PAROCHIAL CHURCH COUNCIL of ST PETER's, LOUDWATER

BALANCE SHEET at 31 DECEMBER 2008

	Note	2008 £	2007 £
FIXED ASSETS			
Tangible fixed assets	4	275,000	275,000
CURRENT ASSETS			
Debtors	6	18,104	14,891
Short term deposits		109,355	104,165
Cash at bank and in hand		22,463	14,369
		======	======
		149,922	133,425
		======	======
LIABILITIES: AMOUNTS FALLING DUE WITHIN ONE YEAR	7	-5,565	-25,345
		======	======
NET CURRENT ASSETS		144,357	108,080
		======	======
NET ASSETS		419,357	383,080
		======	======
FUNDS	5		
Unrestricted		316,261	303,703
Restricted		103,096	79,377
		======	======
		419,357	383,080
		======	======

Approved by the Parochial Church Council on 12 March 2009 and signed on its behalf by:

The Revd TG Butlin (Chairman)

Mr Iain Burns (PCC Member)

The notes on pages 11 to 17 form part of these accounts

1 ACCOUNTING POLICIES

The financial statements have been prepared in accordance with the Church Accounting Regulations 2006 together with applicable accounting standards and the Charities SORP 2005.

The financial statements have been prepared under the historical cost convention. The financial statements include all transactions, assets and liabilities for which the PCC is responsible in law. They do not include the accounts of church groups that owe their main affiliation to another body nor those that are informal gatherings of Church members.

Funds

Restricted funds represent donations or grants received for a specific object or invited by the PCC for a specific object. The funds may only be expended on the specific object for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

Unrestricted (general) funds represent the funds of the PCC that are not subject to any restrictions regarding their use and are available for application on the general purposes of the PCC. Funds designated for a particular purpose by the PCC are also unrestricted.

Incoming resources

Voluntary income and capital sources

Collections are recognised when received by or on behalf of the PCC.

Planned giving receivable under covenant is recognised only when received.

Income tax recoverable on covenants or gift aid donations is recognised when the income is recognised.

Grants and legacies to the PCC are accounted for as soon as the PCC is notified of its legal entitlement and the amount due.

Other ordinary income

Rental income from the letting of church premises is recognised when the rental is due.

Income from investments

Interest is accounted for when receivable.

All incoming resources are accounted for gross.

Resources expended

Grants and donations are accounted for when paid over, or when awarded, if that award creates a binding obligation on the PCC.

The diocesan quota or parish share is accounted for when paid. Any quota unpaid at 31 December is not provided for in these accounts as a liability.

1 ACCOUNTING POLICIES (continued)

Fixed assets

Consecrated land and buildings and movable church furnishings

Consecrated and beneficed property is excluded from the accounts in accordance with s.96(2)(a) of the Charities Act 1993.

No value is placed on movable church furnishings held by the churchwardens on special trust for the PCC and which require a faculty for disposal since the PCC considers this to be inalienable property. All expenditure incurred during the year on consecrated or benefice buildings and movable church furnishings, whether maintenance or improvement, is written off as expenditure in the SOFA and separately disclosed.

Other fixed assets

Equipment used within the church premises is depreciated on a straight-line basis over 4 years. Individual items of equipment with a purchase price of £1,000 or less are written off when the asset is acquired.

Freehold buildings are not depreciated because in the opinion of the PCC the depreciation charge and accumulated depreciation are not material because the residual value is not materially different from the carrying amount of the assets.

Current assets

Amounts owing to the PCC at 31 December in respect of fees, rents or other income are shown as debtors less provision for amounts that may prove uncollectable.

Short-term deposits include cash held on deposit either with the CBF Church of England Funds or at the bank.

Note	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
2 INCOMING RESOURCES				
2a Incoming resources from donors				
Planned giving:				
Gift Aid	152,396	23,426	175,822	163,031
Income tax recoverable on Gift Aid	41,163	6,337	47,500	45,310
Other planned giving	12,173	3,145	15,318	9,461
Collections (open plate) at all services	17,201	2,616	19,817	16,602
Gift Days	0	0	0	0
Sundry donations	34,300	32,688	66,988	51,266
	======	======	======	======
	257,233	68,212	325,445	285,670
2b Other voluntary incoming resources				
Grants	487	0	487	472
Donations, appeals, etc.	3,002	0	3,002	5,270
Legacies	0	0	0	0
Fetes, bazaars, other fund-raising events	0	0	0	0
	======	======	======	======
	3,489	0	3,489	5,742
2c Income from charitable & ancillary trading				
Bookstall	590	0	590	715
Church hall lettings, etc.	9,087	0	9,087	7,388
Fees	4,323	0	4,323	2,655
	======	======	======	======
	14,000	0	14,000	10,758
2d Other ordinary incoming resources				
Insurance claims	802	0	802	6,126
Interest received on tax refund	343	0	343	158
Miscellaneous	4,194	15,583	19,777	23,148
	======	======	======	======
	5,339	15,583	20,922	29,432
2e Income from investments				
Interest	1,923	2,408	4,331	4,924
	======	======	======	======
	1,923	2,408	4,331	4,924
	======	======	======	======
Total Incoming Resources	281,984	86,203	368,187	336,526
	======	======	======	======

NOTES to the FINANCIAL STATEMENTS (continued) For the year ended 31 December 2008

Note	Unrestricted Funds £	Restricted Funds £	Total 2008 £	Total 2007 £
3 RESOURCES USED				
3a Fund Raising costs	62	0	62	19
3b Grants				
Church overseas				
missionary societies	17,908	31,050	48,958	68,300
relief and development agencies	0	840	840	4,540
Home missions & other Church Societies	10,528	3,192	13,720	10,405
Other	2,147	4,284	6,431	6,930
	======	======	======	======
	30,583	39,366	69,949	90,175
3c Activities directly relating to the work of the Church				
Ministry				
diocesan quota/parish share	79,025	0	79,025	75,463
diocesan fees	1,286	0	1,286	965
clergy expenses	6,188	0	6,188	5,323
outreach salaries	30,601	0	30,601	32,031
outreach costs	5,142	-350	4,792	9,825
youth worker salary	21,876	0	21,876	4,221
youth costs	5,125	5,872	10,997	12,076
pastoral costs	1,086	619	1,705	803
training	1,247	2,332	3,579	8,739
visiting speakers	1,051	0	1,051	280
Church				
running expenses	3,223	0	3,223	2,337
maintenance	2,336	0	2,336	10,100
Halls (inc OV)				
running expenses	12,381	3,048	15,429	11,302
maintenance	2,092	2,266	4,358	11,222
Buildings development	0	2,354	2,354	7,804
Grounds (& refuse)	4,630	0	4,630	3,773
Insurance	3,428	0	3,428	3,769
Events	2,563	0	2,563	2,393
Other resources	1,375	300	1,675	1,056
Audit fee	3,196	0	3,196	2,108
Miscellaneous	7,677	7,953	15,630	9,278
	======	======	======	======
	195,528	24,394	219,922	214,868
3d Church management and administration				
Office				
salaries	29,110	0	29,110	26,102
running costs	11,216	0	11,216	11,987
Administration	1,651	0	1,651	1,152
	======	======	======	======
	41,977	0	41,977	39,241
	======	======	======	======
Total Resources Used	268,150	63,760	331,910	344,303
	======	======	======	======

Note

4 FIXED ASSETS FOR USE BY THE PCC

		Freehold land and buildings £
Tangible Fixed Assets		
GROSS BOOK VALUE	at 1January 2008	275,000
	Disposals	0
		======
	At 31 December 2008	275,000
DEPRECIATION	at 1January 2008	0
	Charge for the year	0
	Disposals	0
		======
	At 31 December 2008	0
		======
NET BOOK VALUE	At 31 December 2008	275,000
		======
	At 31 December 2007	275,000
		======

The freehold buildings and grounds comprise the halls, car park, Old Vicarage and its grounds.
The gross book value is an estimate of the original cost, which cannot be ascertained.
An estimate by a local Estate Agent in 2004 values the Old Vicarage and grounds at between £600,000 and £700,000.

5 ANALYSIS of NET ASSETS by FUND

	Unrestricted Funds £	Restricted Funds £	Total £
Fixed Assets	275,000	0	275,000
Current Assets - Bank & Short Term Deposits	32,169	99,649	131,818
- Debtors	14,657	3,447	18,104
	======	======	======
	46,826	103,096	149,922
Current Liabilities	-5,565	0	-5,565
	======	======	======
Fund balance	316,261	103,096	419,357
	======	======	======

Note

			2008 £	2007 £
6	DEBTORS			
	Income tax recoverable	Restricted Income	3,247	1,664
		Unrestricted Income	8,101	8,366
			11,348	10,030
	Insurance premium	Ten months pre-paid	3,240	2,700
	Photocopier lease	One quarter pre-paid	370	555
	Rents	Invoiced but not paid	2,946	806
	Interest (Building Fund)	Restricted Income	200	800
			6,756	4,861
			18,104	14,891

Income tax recoverable is calculated from the amount of Gift Aid giving for 1 November 2008 thru 31 December 2008 for which the tax refund claim has not yet been made. No allowance is made for tax which may not prove to be recoverable.

			2008 £	2007 £
7	LIABILITIES			
	Creditors - goods & services	Accountant	-1,000	0
		Building Fund	0	-22,500
		Donations to D Renno	-440	0
		Donations to Organisations	-1,815	0
		Outreach Events -		
		Carols in the Park	-1,500	-2,000
		Christmas Dinner	0	-500
		Lighthouse (Childrens' Summer Event)	-660	0
		Photocopier Copies	-150	-300
		Refuse Collection	0	-45
			-5,565	-25,345

Liabilities are estimated for outstanding bills and commitments as at 31 December 2008.
All other service bills were paid close to the year end or are paid monthly.

Note

8 FUND DETAILS

The Restricted Funds comprise all monies given for specific purposes. At 31 December 2008 the amounts held were as follows -

	Cash In Hand	Debtors Due	Liabilities Due	Total
	£	£	£	£
Building Fund	82,081	2,117	0	84,198
Renno, David (Uganda)	6,899	569	0	7,468
DeepRoots (Uganda)	4,153	529	0	4,682
Building Fund Tithe	1,973	0	0	1,973
Tuesday Tots	1,837	0	0	1,837
Christmas Dinner	774	0	0	774
Carols in the Park Coll	564	0	0	564
Senior Citz	557	0	0	557
Family	408	6	0	414
Missionary	199	141	0	340
Other Small Funds	204	85	0	289
	======	======	======	======
	99,649	3,447	0	103,096
	======	======	======	======

Building Fund

Provision was made in the 2007 accounts for the anticipated final settlement with the Administrator and all associated professional fees following the bankruptcy of the main contractor. This final settlement was reached in 2008 and hence there are now zero liabilities on this fund.

David Renno & DeepRoots (Uganda)

The PCC has for some years supported David Renno in his work on a youth discipleship programme for the South Rwenzori Diocese of the Church of Uganda. The project is now run under the umbrella of a separate charity in Uganda, Deep Roots, which employs a number of local staff and pays all of the expenses of the project except for the personal support of David. The PCC set up a separate designated fund, with its own bank account, specifically to fund the operation of Deep Roots in Uganda, to save them from the additional administration of setting up a separate UK registered charity for this purpose. Guidance was sought on this point from the Charity Commission which discourages the formation of smaller charities where other practical options are available.

Note

9 TRANSFERS BETWEEN FUNDS

		£
From the General Fund to -	Buildings Fund (reimbursed expenses donated)	104
	Compassion UK	287
	Family Fund	835
	Towards Jerusalem Council II (UK)	600
		=====
		1,826
From a Restricted Fund to the General Fund	TuesdayTots (contribution to costs)	550

10 STAFF AND CONTRACTOR COSTS

	2008 £	2007 £
Wages and salaries	78,120	61,607
Social security costs	6,167	4,277
Pension costs	6,589	6,424
	======	======
Total staff costs	90,876	72,308
Contractor costs	4,603	3,741
	======	======
	95,479	76,049
	======	======

During the year the PCC employed a full-time Youth Worker (the first full year) and, part-time, a secretary, an assistant secretary/assistant treasurer, two office assistants, an administration assistant, a community liasion officer, an outreach administrator and four cleaners.
No employee earned £50,000 pa or more.

Contractors are not employed by the PCC but provide consultancy and contract services in the areas of IT support and gardening.

The following members of the PCC received remuneration or reimbursement of expenses -

		Expenses	Wages & Pensions
Boreham F	Reimburse for purchases	299	
Burns I	Reimburse for purchases	138	
Butlin T	Reimburse for purchases & Pension contribution	1,543	3,600
Cartland A	Reimburse for purchases	41	
Clarke D	Reimburse for purchases	942	
Douglas R	Reimburse for purchases	187	
Flatley J	Grant for childrens summer camp art materials	400	
Shallow J	Reimburse for purchases	2,689	
Walne R	Reimburse for purchases	840	

Note

11 GRANTS TO INSTITUTIONS	Unrestricted Funds £	Restricted Funds £	Total £
The total amounts paid out in grants (see note 3b) includes the following amounts in excess of £1,000 paid to institutions.			
Church Overseas - Missionary Societies			
Beit Emmanuel Church, Tel Aviv	1,558	1,582	3,140
Church's Ministry among Jews	2,400	80	2,480
"Deep Roots" Project, Diocese of Uganda	0	9,177	9,177
Home Missions & Other Church Societies			
Wycliffe Hall, Oxford	1,200	0	1,200
Wycombe Youth For Christ	3,360	0	3,360

APPENDIX D

Application to be considered for a Grant to assist the financing of the In Touch with Loudwater Magazine

- *providing a local service or facility;*

1) Since we began producing In Touch in 2003 we have delivered, free of charge, at least 3 issues of the magazine, every year (sometimes 4), to every household in Loudwater. I believe In Touch has consistently provided the entire Loudwater community with local information that may not have otherwise been available to them or in a so-easy-to-read format, information on local events, schools and community groups of all ages, community services and services provided by local businesses. We have encouraged community spirit by providing a central voice through which residents can exercise their right to be heard complete with a concerned and listening ear. In Touch has set out to respond to initiatives from the grassroots working in conjunction with Loudwater Forum and continuously welcomed feedback. To date we have produced 16 issues (and 3 bulletins) and having personally delivered hundreds of copies and asked dozens of folks about what they think of In Touch I have yet to receive a derogatory comment despite rarely divulging my editor status. In the most the responses have been very complementary. I have even had folks grab the magazine from my hands as I have approached their dwellings. In Touch has filled a gap between every household in the community and the councils that serve Loudwater but without a political bias or agenda and we have reported continuously upon how the various council bodies have responded to Loudwater's needs. This in turn has I believe, has enhanced the credibility and standing of the council's work in the community.

- *enhancing the quality of life and/or "well being" of residents, visitors or those employed within the Parish area;*

2) One of the objectives we set out to achieve when In Touch was first conceived was to assist in further developing the community spirit that was emerging in the village. The dedicated, Loudwater exclusive, broadcast mechanism that is In Touch has we believe assisted in the way we intended although of course it is a very difficult objective measure. In Touch, beats with the heartbeat of the village especially since we embarked upon a heritage series written by local resident Bill Tapping in which each issue we are progressively chronicling street-by-street the Loudwater Bill knew as a child in the 1930's. We do know from a good deal of unsolicited feedback how good folks feel this series is and as a result we have unearthed a wealth of local knowledge and photographs taken across the years. Other residents have been invited and accepted, the opportunity to contribute articles. Each issue has a page dedicated to what we call "Village Stars" in which we wish folks "Happy Birthday", congratulations on anniversaries, exam results and/or personal achievements. In Touch has also provided the opportunity to thank and testify to individuals who have served the community in an unselfish, unconditional way. However strange as it may appear I know of dozens of folks who have kept every issue because it is solely

about this small village community and issues that impact on it and nothing else. They keep it, value and look forward to each new issue because it's about them and us. In Touch also provides the community with not only vital health information from the Cherrymead Surgery, but also surgery times, doctor's names, their credentials and details of chemists and opening hours.

- *improving the environment;*

3) As the communications arm of Loudwater Forum over 6 years we have embarked on communicating several initiatives pioneered by Loudwater Forum in conjunction with the our 3 local government partners and St Peter's Church to improve the living conditions in the village. 4 community meetings have been undertaken and 2 questionnaires distributed and collected the outcomes and findings of which have been reported back to the community through In Touch. These initiatives have included not only working continuously with our local government partners but particularly with Bucks CC on the London Rd, Eastern Corridor project, where local residents were able to talk to the planning team about their concerns with appropriate modifications made to the final implemented plan. Encouraging local support for the Cherrymead Surgery project pioneered by the late, great, CWPC local councillor and member of Loudwater Forum, Maurice Smith. More recently, again in conjunction with the Loudwater Forum communicating the slow but steady progress of the Noise Reduction initiative along the M40 in tandem with The Chiltern Environmental Group. In 2010 the Loudwater Forum intends to resurrect the Environment Group initiated by local resident and former CWPC Cllr Brian Turnock. The group under Brian's expert guidance assisted in keeping pathways, hedgerows, and riverbanks clear of rubbish, overgrown foliage, and other debris. The new project instigated by Cllr Geoff Herschel will look at improving the river banks and floor. In Touch has set out to recruit as many local residents as possible to take ownership of the project. Similarly In Touch has kept a watching brief on the continuous development of The Derehams Lane Sports facility progress and reporting each new move.

- *promoting Chepping Wycombe in a positive way.*

4) In Touch has always set out to promote the imagery of all our local government partners in every article, reports, or feedback communicated back to the village. Chepping Wycombe Parish Council in particular has always been shown we believe in an exemplary light by In Touch.

In Touch is a self-funding, non profit making operation which pays its way through advertising revenue, sponsorships, several donations from local benefactors, occasional subscriptions from recipients and some expenses underwritten by St Peter's Church. We price mark the magazine but have never charged for any copies trusting that we will be able to finance each issue sufficient to deliver to every household in the village, feely. The reason we price mark the magazine is so that if we ever have to charge to stay in business we can say to folks that the magazine has always been "50p" but they have received it

"Gratis". To date we have achieved that objective of delivering every copy free. However we have been fortunate enough to receive a couple of timely donations enabling us to continue. 2009 has seen our advertising revenue eroded from competitive magazines that are unashamedly profit-making advertising publications and the general economic conditions so we have struggled to maintain our FOC objectives. The 2 people who do all the work of creating each issue and those who deliver every copy give their time for no reward from the revenue created by In Touch. In fact many of the otherwise attributable costs, paper, printing ink for articles and proofs, telephone calls, CD's, travelling expenses etc, are financed and written off by those involved in the production and delivery thereof. All the revenue generated or received goes into creating the magazine.

Future Objectives

1) The first objective is to stay in business maintaining the FOC to each household objective.
2) We have with the help of a fantastic new printing partner improved the quality of the printing of the magazine beyond measure at no additional cost to In Touch but we would ideally like to print the whole magazine in colour. So in 2010 we are offering advertisers a colour print opportunity at an appropriate additional rate. We have marginally adjusted our advertising rates for 2010 to assist the survival of the magazine and will be actively pursuing further local advertisers. However, our concern is that we maintain the profile of the magazine that no more than 30% of the magazine will be devoted to advertising to ensure that it retains its imagery of village news and views. We do not intend to mortgage this profile at the expense of turning it into a classified magazine. It is after all called In Touch with Loudwater.
3) At this moment in time we are writing to all our advertisers with the new charges which for regular adverts are for 4 issues, hoping that they will continue to value the magazine, renew and pay the premium quickly. Without this we do not have enough funds to finance the next issue due in Spring 2010.
4) We want to encourage more article subscribers from the community. This is easier said than done but is slowly happening as more come forward.
5) In 2010 the Loudwater Forum is launching its own website which will make In Touch available to a wider audience outside Loudwater. The website version will not include the advertising at this stage. We know that receiving the magazine, unlike many other free publications which are almost solely devoted to advertising, is something that dozens of villagers value so another reason for keeping it free through the door in Loudwater is because in time it will be free on-line.

I enclose a copy of In Touch's accounts for 2009. These include the expenses for issues 13-16.

Chris Hawkes
Editor

IN TOUCH with LOUDWATER

(Village Community News and Views Magazine)

Income and Expenditure - Issues 13 to 16

Expenses				Income		
Printing		1,899.00		Advertising	1,615.00	
"	Accrued	633.00	2,532.00	Sponsors	600.00	
Postage			6.00	Donations	578.99	
						2,793.99
			2,538.00			
	Surplus/(Shortfall)		255.99			
			£ 2,793.99			£ 2,793.99

Statement of Affairs at Close

Bank	776.91		Surplus/(Shortfall) b/fwd	(111.42)	
Cash in Hand	0.66	777.57	Surplus/(Shortfall) b/down	255.99	144.57
			Accrued Item		633.00
		£ 777.57			£ 777.57

NOTES

1. The magazine is run by unpaid volunteers and a non-profit making publication.
2. Certain other incidental expenses are not charged (e.g. Petrol, Telephone Calls etc) Statior ery, Ccmpute · exps., Electr city
3. Donations include £563.99 from a collection made on 'Carols in the Park' night, which may be considered as a one off.

APPENDIX E

CHEPPING 16PLUS YOUNG DRIVERS

CHEPPING WYCOMBE PARISH COUNCIL
COCK LANE
TYLERS GREEN
BUCKINGHAMSHIRE
HP10 8DS

Application for funding

Thank you for the opportunity in applying for Funding from Chepping Parish Council.

DESCRIPTION.
I confirm the project is a Non Profit making Road Safety initiative being carried out by Local Approved Driving Instructors and is particularly but not exclusively aimed at young people approaching provisional Licence age.
As local ADI's we have identified a need to educate young people in safe and responsible driving prior to them obtaining their licences because once they have passed their driving test and obtained their Licences their interest in further training seems to disappear and it is then to late to educate them on responsible and safe road use.This fact is supported by research undertaken by national and Government organisations who have tried various ways to encourage further training eg PASS PLUS course,but the take up of this has been disappointing.
As you will see in our Aims and Objectives our goal is to reduce Fatalities and Injuries to all road users in our area by better education and encouragement.
Earleir this year we carried out several courses at the Derehams Lane Sports centre premises which proved successful and we would like to increase frequency and quality of these.
In addition to these we have agreed with the "BRAKE"road safety charity to promote and encourage Schools and Youth Clubs in the area to participate in their various road safety initiatives which are aimed at all ages from 5 years upwards.This charity has no repesentatives in this area apart from ourselves who are trained and licenced by them to give their safe driver presentation.These childrens and youth projects would not be carried out directly by our own project but by the groups themselves, although we would be happy to support and assist as required.
Our own project also includes courses for older drivers to refresh or improve their knowledge,especially in the area of Motorway Driving for which they may have never been instructed or indeed ever driven on.

NUMBER OF BENEFICIARIES.
The numbers benefiting from our project is limited at the moment to the number of courses and the number of attendees we can accommodate on site at Derehams Lane.We would like to carry out a young drivers course every school holiday with additional evening courses for both young and older drivers.
Our estimate for the coming year based on the recent courses are 60-100 directly via our own project with an unknown number of younger children as a result of supporting the "BRAKE" road safety charity.

QUANTUM OF GRANT SORT.

2 X Toshiba L450D laptop computers @ £349 each Total = £698
(please see attached quotation PC World)

Please find copies of this projects AIMS AND OBJECTIVES,CONSTITUION,and BUSINESS PLAN attached to this application.

Thank you for your consideration of this application.

Mick Lewis
Secretary
CHEPPING 16PLUS YOUNG DRIVERS
18 Deeds Grove
High Wycombe
Bucks
HP12 3NU

CHEPPING 16PLUS YOUNG DRIVERS
18 DEEDS GROVE
HIGH WYCOMBE
BUCKS
HP12 3NU

AIMS
To provide driving experience for young people learning to drive.
To work with Chepping Parish Council for the education and promotion of safe road use for all Young drivers and potential young drivers across the WDC area.
To present safe and responsible driving to young people coming up to Provisional Licence Age before starting their learning and passing their tests, because their interest in safe driving frequently disappears after test success.

OBJECTIVES
Reduction of fatalities and injury to young drivers across the area.
Reduce danger and nuisance to other road users and residents.
Promotion of responsible driving.

CONTENT OF COURSES
Course includes introduction to safe handling and preparation of vehicles.
Speed awareness.
Preparation for driving test
Effect of weather conditions
Identification of vulnerable road users
These will be carried out by DSA registered Approved Driving Instructors.

Lectures and presentations on aspects on safety and legal requirements from representatives of local and national agencies,inc;

- Driving Standards Agency.
- Government Highways Agency
- Bucks County Council Road Safety Dept
- Bucks Fire and rescue
- Wycombe Magistrates
- Thames Valley Police road safety officer

Mick Lewis
Secretary
CHEPPING 16PLUS YOUNG DRIVERS

Course Motto; Better to drive safely,Than not arrive.

CONSTITUTION

NAME

CHEPPING 16PLUS YOUNG DRIVERS

DESCRIPTION

Not for profit Community Project

OBJECTIVES

1) To introduce young people in the local area to requirements for obtaining driving licence and ,also safety and responsibility of driving a motor vehicle.
2) To inform young and potential young drivers of requirements for licensing and driving a vehicle on the highway.
3) To promote and improve safety, knowledge and skills to all licence holders of any age.
4) To carry out various joint projects with official authorities, agencies and organisations to achieve the above.
5) To promote and increase knowledge, improve road safety and assist in the reduction of road accidents and casualties and fatalities in the community.

MEMBERSHIP

Membership of training team to be on voluntary basis comprising of Approved Driving Instructors and other suitably qualified trainers and presenters who have the required skills to achieve the above objectives.

MANAGEMENT.

Management Committee to consist of no more than 3 members and to have an annually elected Chairman and Secretary (and who shall/can hold this position for a period of no more than 3 years.)

The Management Committee shall have powers of decision making consisting of fund raising, recruiting volunteers, buying, renting or leasing of equipment and property as and when required,

Planning of courses, pay individuals and the discussion with outside authorities, agencies and organisations, to achieve the aims and objectives as described above.

Management decisions to be monitored by independent referee who will ensure that progress is being made in achieving the aims.

RECORDS

Records, minutes of meeting and accounts to be kept by secretary and made available to Chairman, Referee and others as required from time to time or by law.

MEETINGS

Meetings to be called Monthly or other times by Chairman, and/or Secretary, and/or Referee as requested and to include team members and others as required. To also include if requested members of Parish Council.

FINANCE

Applications for funding,The selling of advertising and the setting of charges for attendance on courses to be at discretion of Chairman and secretary.

Power to sign cheques or open accounts to be at discretion of Chairman or Secretary, but there must be more than one signatory on each cheque.

Payment of various fees and charges to be at discretion of Chairman and Secretary.

Payment of reasonable expenses to volunteers to be at discretion of Chairman and Secretary.All payments to be recorded by secretary and for the cheques to have two signatories.

Goodwill: refusal to accept payment of expenses by any member of the management team or volunteers to be retained in an operational account. The use of this account to be at the discretion of the Management Committee and this should be decided at the Annual General Meeting on its dispersal.

AMENDMENT TO CONSTITUTION.

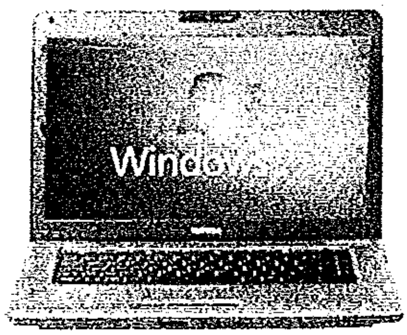
Amendments to constitution to be agreed by the Management Committee Chairman and Secretary and Independent referee to be informed in writing.

WINDING UP OF PROJECT.

Project to be wound up if circumstances change or aims and objectives can not be met, or are it is felt that they are not possible to achieve.
Any financial balance remaining after payment to creditors to be distributed to appropriate road safety charity or returned to the Parish Council, or as the Management Committee sees fit.

Store No.
Salesperson
Contact Details
Product Code 638738

Toshiba L450D-113
15.6" Widescreen Laptop



PC World price £349.00

Was £399.99

Was Was £449.99

SAVE £100.99

Performance Product Available

£7.99	MONTHLY	(product 518086)
£10.99	MONTHLY	(product 353905)
£10.99	MONTHLY	(product 967917)
£189.00	3 YEARS	(product 593084)
£229.00	5 YEARS	(product 550584)
£249.00	3 YEARS	(product 535576)
£249.00	3 YEARS	(product 209750)
£309.00	5 YEARS	(product 083920)
£309.00	5 YEARS	(product 419749)

Manufacturer's warranty period - 12 months

Key Features

- AMD Sempron processor Si-42
- (2.1Ghz, 512kb Cache)
- Genuine Windows (R) 7 Home Premium
- 3GB Memory
- 250GB hard drive
- Up to 2.5 hours battery life
- Webcam
- Face recognition software
- Wireless enabled

Product Specification

PC operating system	Genuine Windows (R) 7 Home Premium	Graphics Card Type	
Processor Type	AMD Sempron processor Si-42	Graphics Memory	mb
Processor speed	(2.1Ghz, 512kb Cache) mhz	TV-out	No
		Wireless Enabled	Yes
		No. of USB	3

Memory Size	3GB mb	Connections Infrared Port Included	No
Memory Type	DDR2	Battery Type	Lithium ion
Hard Drive Capacity	250 Gb	Battery life (up to)	2.5 hours
Optical Drives	DVD RW	Operating system	Genuine Windows (R) 7 Home Premium
CD-ROM Speed	24 x	Weight	2.94 kg
CD-RW Speed.	4 x	Width	mm
DVD-ROM Speed	24 x	Colour	Silver
Floppy Disk Drive	No		
Screen Size/Type	15.6"		

<u>BUSINESS PLAN</u>

<u>CHEPPING 16PLUS YOUNG DRIVERS.</u>

SUMMARY

DESCRIPTION;

Community project for young drivers , potential drivers and experienced drivers via series of short courses and presentations.

OBJECTIVES;

To improve road safety in area and reduce impact and effects of accidents which involve fatalities and injury to both victims and victims families.
Reduce number of accidents to young drivers who account for large proportion of these.

SERVICE ALREADY OFFERED;

Training of 16/17 year olds in safe ,responsible driving.
Training and practice for DSA Theory and Practical driving tests.
Improve knowledge of causes of accidents and legal requirements to become a licenced driver and penalties for illegal or irresponsible driving.

SERVICE INTEND TO OFFER;

Expansion of pupil numbers x3.
Comprehensive intro to vehicle preparation and operation and identifying problems.
Emergency procedures inc 1st Aid and protection for occupants and vehicle to reduce risk of further accidents.
Legal requirements for vehicle including registration and insurance,along with advice on vehicle purchase.
Offer short introductory presentations at schools with a view to attracting pupils to courses at the existing training location at Derehams Lane Sports Centre.

WHY AND HOW TO SUCCEED.

To bring road safety and safe driving as early as possible to young people who at present do not appear to receive any formal training on this subject at schools etc before reaching provisional licence age,after which their training is left to there own initiative to obtain.The time then available before going to university or obtaining employment is limited or financially limited so resulting in the minimum training acquired to only pass the test. These courses will put that comprehensive training within financial reach of young potential drivers who would not receive it and they will then be better equipped To proceed as responsible and safe drivers in our area.

ADVANTAGES OVER OTHER PROVIDERS.

There are no permanent based and located driver training areas in this area.
It is a protected safe training area in a off highway location away from residential location which will cause limited disturbance to the community.
The location has potential with alterations to allow training during hours of darkness and weather conditions.
The building can allow presentations and lectures to be delivered by approved gov agencies and authorities using presentation equipment in a comfortably environment.
Both theoretical and practical training can be carried out together at one location.

KEY MANAGEMENT TEAM.

Julie Martin and Mick Lewis both approved driving instructors and trainers with some years experience of running non permanent training courses with limited facilities.

FUNDING REQUIREMENTS.

1) Finances to improve facilities to accommodate continuing driver training location.i.e.Surfacing of car parks and areas for vehicle training. Improvements to lighting to allow training during darkness in winter, and safe transition of pupils from areas and drop off location near entrance.
2) Erection of safety signs, barriers etc for safety of other site users and visitors.
3) Provision of laptops and projection equipment for practice of theoretical exercises and test preparation along with presentations by various trainers.
4) Funds will be used for specific items as required, subject to agreement by committee and in accordance with constitution which will be overseen by independent referee.

TIME SPAN

Continuing ongoing courses developing during progression in both size and frequency.

APPENDIX F

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

Code	Description	Last Year 2008/09 Budget	Last Year 2008/09 Actual	Current Year 2009/10 Agreed Budget	Current Year 2009/10 Revised Budget	Current Year 2009/10 Actual YTD	Current Year 2009/10 Projected Actual	Next Year 2010/11 Next Year Budget
	Amenity Land							
101	**GEN AMENITY AREAS**							
4001	STAFF SALARIES	4,000	4,728	4,353	4,353	3,736	4,353	4,353
4013	RENT	15	0	15	15	0	0	15
4029	BENCHES AND SIGNS	1,000	1,881	1,000	1,000	1,010	1,000	1,000
4037	GROUNDS MAINTEN'CE	1,321	516	340	340	1,587	1,587	340
	OverHead Expenditure	6,336	7,126	5,708	5,708	6,333	6,940	5,708
1001	INCOME - RENTS	672	673	690	690	631	690	690
1083	THIRD PARTY CONTRIBUTION	3,111	0	0	0	480	480	0
1086	CONTRIBUTION FOR BENCH	0	1,171	0	0	0	0	0
	Total Income	3,783	1,845	690	690	1,111	1,170	690
101	**Net Expenditure**	2,553	5,281	5,018	5,018	5,222	5,770	5,018
102	**FENNELS WOOD**							
4001	STAFF SALARIES	1,415	681	1,540	1,540	435	1,540	1,540
4013	RENT	250	250	250	250	250	250	250
	OverHead Expenditure	1,665	931	1,790	1,790	685	1,790	1,790
	Total Income	0	0	0	0	0	0	0
102	**Net Expenditure**	1,665	931	1,790	1,790	685	1,790	1,790

Continued on Page 2

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
103	**RAILWAY LAND**							
4001	STAFF SALARIES	366	661	398	398	352	398	398
4037	GROUNDS MAINTEN'CE	1,055	1,230	57	57	0	57	1,057
	OverHead Expenditure	1,421	1,891	455	455	352	455	1,455
1002	INCOME - PERMITS	0	1	0	0	0	0	0
	Total Income	0	1	0	0	0	0	0
103	**Net Expenditure**	1,421	1,890	455	455	352	455	1,455
104	**KINGSWOOD**							
4001	STAFF SALARIES	6,121	3,749	6,661	6,661	2,299	6,661	6,661
4023	STATIONERY & PRINT'G	50	0	52	52	0	52	52
4029	BENCHES AND SIGNS	0	0	1,000	1,000	0	1,000	0
4037	GROUNDS MAINTEN'CE	5,395	117	3,514	3,514	0	3,514	3,514
4038	MAINTENANCE CONTRACT	2,705	1,500	2,800	2,800	0	2,800	2,800
4059	FORESTRY FEES	4,572	2,800	4,732	4,732	2,358	4,732	4,732
	OverHead Expenditure	18,843	8,166	18,759	18,759	4,657	18,759	17,759
1002	INCOME - PERMITS	0	1	0	0	0	0	0
1077	GRANTS RECEIVED	5,000	5,000	0	0	4,191	4,191	4,000

Continued on Page 3

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1079	OTHER COST RECOVERED	20	29	20	20	3	20	20
1086	CONTRIBUTION FOR BENCH	0	0	0	0	800	800	0
	Total Income	5,020	5,030	20	20	4,994	5,011	4,020
104	**Net Expenditure**	13,823	3,136	18,739	18,739	-337	13,748	13,739
105	TYLERS GREEN COMMON							
4001	STAFF SALARIES	8,688	8,260	9,455	9,455	5,407	9,455	9,455
4014	ELECTRICITY	79	71	82	82	39	82	84
4037	GROUNDS MAINTEN'CE	4,829	1,222	341	341	3,305	3,741	841
4912	TG COMMON MANAGEMENT	0	0	2,000	2,000	0	2,000	2,000
4999	TFR TO TRACKS RESERVE	1,000	0	0	0	0	0	0
	OverHead Expenditure	14,596	9,553	11,878	11,878	8,751	15,278	12,380
1001	INCOME - RENTS	0	0	0	0	0	0	0
1002	INCOME - PERMITS	727	380	749	749	905	905	749
1004	INCOME - SERVICE CHS	79	33	82	82	24	82	82
1077	GRANTS RECEIVED	500	525	0	0	0	0	0
1078	MAINT COST RECOVERED	50	50	50	50	50	50	50
1083	THIRD PARTY CONTRIBUTION	1,000	1,918	0	0	2,404	2,404	0
	Total Income	2,356	2,905	881	881	3,383	3,441	881
105	**Net Expenditure**	12,240	6,647	10,997	10,997	5,368	11,837	11,499

Continued on Page 4

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
106	**WIDMER POND**							
4001	STAFF SALARIES	526	429	572	572	233	572	572
4012	WATER	504	102	522	522	118	522	540
4037	GROUNDS MAINTEN'CE	3,153	125	1,658	1,658	0	1,658	158
	OverHead Expenditure	4,183	656	2,752	2,752	352	2,752	1,270
1004	INCOME - SERVICE CHS	251	0	260	260	0	260	270
1079	OTHER COST RECOVERED	526	251	286	286	0	286	286
	Total Income	777	251	546	546	0	546	556
106	**Net Expenditure**	3,406	405	2,206	2,206	352	2,206	714
	Amenity Land - Expenditure	47,044	28,322	41,342	41,342	21,129	45,974	40,362
	Income	11,936	10,032	2,137	2,137	9,488	10,168	6,147
	Net Expenditure	35,108	18,290	39,205	39,205	11,641	35,806	34,215

Continued on Page 5

Chepping Wycombe P C (2009/10)
Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Leisure Facilities								
201	**ASHLEY DRIVE ALLOT'T**							
4001	STAFF SALARIES	2,704	4,881	2,943	2,943	3,333	2,943	2,943
4012	WATER	100	315	104	104	379	500	330
4037	GROUNDS MAINTEN'CE	175	117	181	181	0	181	181
	OverHead Expenditure	2,979	5,313	3,228	3,228	3,712	3,624	3,454
1001	INCOME - RENTS	805	853	805	805	816	805	805
1079	OTHER COST RECOVERED	0	17	0	0	0	0	0
	Total Income	805	870	805	805	816	805	805
201	**Net Expenditure**	2,174	4,443	2,423	2,423	2,897	2,819	2,649
203	**CHAPEL ROAD ALLOT'TS**							
4001	STAFF SALARIES	2,604	5,226	2,834	2,834	4,284	2,834	2,834
4012	WATER	530	321	549	549	361	549	565
4017	CLEANING & REFUSE	0	0	0	0	180	0	0
4037	GROUNDS MAINTEN'CE	111	165	115	115	411	411	115
	OverHead Expenditure	3,245	5,712	3,498	3,498	5,237	3,794	3,514
1001	INCOME - RENTS	805	858	805	805	851	824	805
	Total Income	805	858	805	805	851	824	805
203	**Net Expenditure**	2,440	4,854	2,693	2,693	4,386	2,970	2,709

Continued on Page 6

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
211	**ASHLEY DRIVE REC**							
4001	STAFF SALARIES	4,154	2,739	4,520	4,520	2,467	4,520	4,520
4037	GROUNDS MAINTEN'CE	1,084	6	487	487	6	487	587
	OverHead Expenditure	5,238	2,745	5,007	5,007	2,472	5,007	5,107
1002	INCOME - PERMITS	0	0	0	0	28	28	0
	Total Income	0	0	0	0	28	28	0
211	**Net Expenditure**	5,238	2,745	5,007	5,007	2,444	4,979	5,107
212	**DEREHAMS LANE SP GRD**							
4001	STAFF SALARIES	4,886	8,398	5,317	5,317	4,497	5,317	5,317
4012	WATER	557	868	1,140	1,140	1,192	1,192	900
4025	INSURANCE	760	732	787	787	546	546	600
4036	PROPERTY MAINTEN'CE	493	1,481	510	510	100	510	510
4037	GROUNDS MAINTEN'CE	1,037	2,403	1,073	1,073	962	1,073	1,073
4038	MAINTENANCE CONTRACT	271	134	280	280	103	280	280
4067	SPORTS EQUIPMENT	0	0	0	0	1,169	1,169	0
4996	TFR TO REJUVENATION EMR	7,000	0	5,000	5,000	0	5,000	0
4997	TFR TO DEREHAM LANE PAV. RESE	5,000	0	0	0	0	0	0
	OverHead Expenditure	20,004	14,016	14,107	14,107	8,569	15,087	8,680

Continued on Page 7

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

Code	Description	Last Year 2008/09 Budget	Last Year 2008/09 Actual	Current Year 2009/10 Agreed Budget	Current Year 2009/10 Revised Budget	Current Year 2009/10 Actual YTD	Current Year 2009/10 Projected Actual	Next Year 2010/11 Next Year Budget
1001	INCOME - RENTS	20	20	20	20	20	20	20
1002	INCOME - PERMITS	68	162	70	70	166	125	112
1004	INCOME - SERVICE CHS	318	683	900	900	0	900	900
1078	MAINT COST RECOVERED	0	0	0	0	103	103	0
1079	OTHER COST RECOVERED	1,030	866	880	880	546	880	890
	Total Income	1,436	1,732	1,870	1,870	835	2,028	1,922
212	**Net Expenditure**	18,568	12,284	12,237	12,237	7,734	13,059	6,758
214	**STRAIGHT BIT REC**							
4001	STAFF SALARIES	4,187	4,183	4,557	4,557	3,822	4,557	4,557
4037	GROUNDS MAINTEN'CE	1,279	24,993	2,324	2,324	654	2,324	1,324
4049	YOUTH FACILITIES	0	570	0	0	0	0	0
4064	TIMBER BARRIER	1,000	1,200	0	0	0	0	0
	OverHead Expenditure	6,466	30,947	6,881	6,881	4,476	6,881	5,881
1001	INCOME - RENTS	587	601	601	601	601	601	601
1002	INCOME - PERMITS	1,219	27	1,256	1,256	28	28	29
1083	THIRD PARTY CONTRIBUTION	0	24,990	0	0	0	0	0
	Total Income	1,806	25,618	1,857	1,857	629	629	630
214	**Net Expenditure**	4,660	5,329	5,024	5,024	3,847	6,252	5,251

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
215	**GREEN DRAGON LANE SG**							
4001	STAFF SALARIES	3,527	3,223	3,838	3,838	1,443	3,838	3,838
4025	INSURANCE	745	709	771	771	546	546	600
4036	PROPERTY MAINTEN'CE	0	1,167	0	0	0	0	0
4037	GROUNDS MAINTEN'CE	148	2,251	153	153	0	153	153
4038	MAINTENANCE CONTRACT	0	0	0	0	103	103	103
4065	FENCE	3,500	4,070	0	0	0	0	0
	OverHead Expenditure	7,920	11,420	4,762	4,762	2,092	4,640	4,694
1001	INCOME - RENTS	9,643	10,028	9,799	9,799	11,926	12,310	11,580
1079	OTHER COST RECOVERED	745	709	771	771	240	649	703
	Total Income	10,388	10,737	10,570	10,570	12,166	12,959	12,283
215	**Net Expenditure**	-2,468	684	-5,808	-5,808	-10,074	-8,319	-7,589
216	**BOUNDARY ROAD REC**							
4001	STAFF SALARIES	2,656	2,788	2,890	2,890	1,441	2,890	2,890
4014	ELECTRICITY	0	92	50	50	38	50	100
4037	GROUNDS MAINTEN'CE	111	463	2,115	2,115	162	2,115	115
	OverHead Expenditure	2,767	3,343	5,055	5,055	1,641	5,055	3,105

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1004	INCOME - SERVICE CHS	0	14	20	20	0	20	20
	Total Income	0	14	20	20	0	20	20
216	**Net Expenditure**	2,767	3,330	5,035	5,035	1,641	5,035	3,085
<u>217</u>	<u>TYLERS GREEN TENN CL</u>							
4013	RENT	546	819	546	546	0	0	0
	OverHead Expenditure	546	819	546	546	0	0	0
1001	INCOME - RENTS	25	25	25	25	0	0	0
	Total Income	25	25	25	25	0	0	0
217	**Net Expenditure**	521	794	521	521	0	0	0
<u>220</u>	<u>GENERAL RECREATION</u>							
4001	STAFF SALARIES	1,250	825	1,360	1,360	1,477	1,360	1,360
4029	BENCHES AND SIGNS	1,000	0	2,000	2,000	1,384	2,000	2,000
4401	DOG BIN EMPTYING	6,089	5,151	6,302	6,302	2,380	6,302	4,639
	OverHead Expenditure	8,339	5,976	9,662	9,662	5,241	9,662	7,999
	Total Income	0	0	0	0	0	0	0
220	**Net Expenditure**	8,339	5,976	9,662	9,662	5,241	9,662	7,999

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
221	PLAY AREAS							
4001	STAFF SALARIES	6,853	4,940	7,458	7,458	3,918	7,458	7,458
4013	RENT	51	51	51	51	51	51	51
4025	INSURANCE	590	590	611	611	611	611	630
4042	EQUIPMENT MAINTEN'CE	2,262	1,267	3,080	3,080	1,011	3,080	3,080
4060	OTHER PROF FEES	276	192	286	286	192	286	200
4988	TFR TO PLAY EQUIP RES	3,000	0	3,000	3,000	0	3,000	3,000
	OverHead Expenditure	13,032	7,039	14,486	14,486	5,784	14,486	14,419
	Total Income	0	0	0	0	0	0	0
221	Net Expenditure	13,032	7,039	14,486	14,486	5,784	14,486	14,419
	Leisure Facilities - Expenditure	70,536	87,330	67,232	67,232	39,224	68,236	56,853
	Income	15,265	39,853	15,952	15,952	15,324	17,293	16,465
	Net Expenditure	55,271	47,477	51,280	51,280	23,900	50,943	40,388

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Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Works Service & Planning								
301	**WORKS DEPARTMENT**							
4001	STAFF SALARIES	11,672	14,789	15,243	15,243	9,437	15,243	15,243
4010	MISC STAFF COSTS	382	855	500	500	77	500	880
4011	RATES	2,450	3,063	3,300	3,300	2,813	3,515	3,605
4012	WATER	103	45	115	115	140	140	118
4014	ELECTRICITY	557	494	615	615	464	615	633
4020	MISC ESTAB'T COSTS	38	0	40	40	91	75	40
4036	PROPERTY MAINTEN'CE	165	0	2,175	2,175	636	2,175	5,175
4038	MAINTENANCE CONTRACT	257	506	435	435	102	435	500
	OverHead Expenditure	15,624	19,752	22,423	22,423	13,760	22,698	26,194
1001	INCOME - RENTS	0	0	0	0	0	0	0
1084	MISC INCOME	150	150	150	150	150	150	150
	Total Income	150	150	150	150	150	150	150
301	**Net Expenditure**	15,474	19,602	22,273	22,273	13,610	22,548	26,044
302	**WARDENS HOUSE**							
4001	STAFF SALARIES	1,239	300	655	655	218	655	655
4012	WATER	92	193	125	125	104	125	323

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09			Current Year 2009/10			Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4025	INSURANCE	794	787	795	795	789	789	930
4036	PROPERTY MAINTEN'CE	530	294	550	550	117	550	550
4038	MAINTENANCE CONTRACT	69	110	125	125	0	125	125
	OverHead Expenditure	2,724	1,684	2,250	2,250	1,228	2,244	2,583
1004	INCOME - SERVICE CHS	92	193	125	125	0	125	198
	Total Income	92	193	125	125	0	125	198
302	**Net Expenditure**	2,632	1,491	2,125	2,125	1,228	2,119	2,385
303	OFFICE							
4001	STAFF SALARIES	2,292	2,897	3,003	3,003	1,443	3,003	3,003
4011	RATES	2,450	3,063	3,300	3,300	2,813	3,515	3,605
4012	WATER	103	45	115	115	141	141	118
4014	ELECTRICITY	557	494	615	615	464	615	633
4015	GAS	567	369	1,500	1,500	604	1,500	1,500
4017	CLEANING & REFUSE	185	217	195	195	106	195	195
4020	MISC ESTAB'T COSTS	59	7	65	65	0	65	65
4025	INSURANCE	3,100	2,930	3,255	3,255	3,255	3,255	3,580
4036	PROPERTY MAINTEN'CE	222	4,076	500	500	315	500	1,000
4037	GROUNDS MAINTEN'CE	84	59	100	100	72	100	100
4038	MAINTENANCE CONTRACT	518	683	695	695	102	695	825

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4041	EQUIPMENT HIRE	0	180	0	0	0	0	0
4048	CONTINGENCY	0	-3,000	0	0	0	0	0
4053	LOAN INTEREST PAID	7,900	4,993	4,772	4,772	2,194	4,388	4,388
4054	LOAN CAPITAL PAID	6,741	8,703	8,081	8,081	4,232	8,464	8,465
4453	OFFICE EQUIPMENT	0	0	0	0	942	0	0
	OverHead Expenditure	24,778	25,717	26,196	26,196	16,683	26,436	27,477
	Total Income	0	0	0	0	0	0	0
303	**Net Expenditure**	24,778	25,717	26,196	26,196	16,683	26,436	27,477
304	**VEHICLES TOOLS & EQUIPMENT**							
4001	STAFF SALARIES	6,523	2,990	3,506	3,506	2,334	3,506	3,506
4041	EQUIPMENT HIRE	133	0	100	100	0	100	100
4042	EQUIPMENT MAINTEN'CE	658	198	700	700	486	700	700
4043	VEHICLE MAINTENANCE	4,456	4,208	4,700	4,700	2,541	4,700	4,700
4044	VEHICLE FUEL	3,607	4,062	4,000	4,000	2,099	4,000	4,000
4045	VEHICLE TAX & INSURE	3,250	3,610	3,250	3,250	1,822	3,250	2,735
4046	SMALL TOOLS & EQUIPT	3,090	2,035	3,000	3,000	864	3,000	3,000
4050	CHEMICALS	412	202	500	500	0	500	500
4993	TFR TO EARMARKED RSV	7,835	0	12,145	12,145	0	12,145	16,145
	OverHead Expenditure	29,964	17,303	31,901	31,901	10,147	31,901	35,386

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
	Total Income	0	0	0	0	0	0	0
304	**Net Expenditure**	29,964	17,303	31,901	31,901	10,147	31,901	35,386
305	**LITTER, RUBBISH &GRAFFITTI**							
4001	STAFF SALARIES	11,449	9,784	12,012	12,012	7,609	12,012	12,012
4017	CLEANING & REFUSE	3,788	1,602	4,000	4,000	1,583	4,000	4,000
4018	LITTER SCHEME	622	620	655	655	620	655	700
	OverHead Expenditure	15,859	12,006	16,667	16,667	9,812	16,667	16,712
	Total Income	0	0	0	0	0	0	0
305	**Net Expenditure**	15,859	12,006	16,667	16,667	9,812	16,667	16,712
311	**HAMMERSLEY LANE CEM**							
4001	STAFF SALARIES	2,029	2,328	3,003	3,003	1,547	3,003	3,003
4011	RATES	42	37	40	40	39	40	40
4012	WATER	30	25	30	30	26	30	31
4037	GROUNDS MAINTEN'CE	138	0	150	150	0	150	150
4040	MEMORIAL MAINTEN'CE	424	0	400	400	0	400	400
	OverHead Expenditure	2,663	2,390	3,623	3,623	1,612	3,623	3,624

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1031	INCOME - IN PARISH BURIALS & M	106	365	110	110	107	110	110
1032	INCOME - OUT OF PARISH BURIALS	0	49	0	0	903	903	0
	Total Income	106	414	110	110	1,010	1,013	110
311	**Net Expenditure**	2,557	1,976	3,513	3,513	602	2,610	3,514
312	ALTONA ROAD CEMETERY							
4001	STAFF SALARIES	5,411	6,844	6,006	6,006	3,789	6,006	6,006
4011	RATES	160	157	170	170	165	165	170
4012	WATER	78	38	80	80	35	80	90
4037	GROUNDS MAINTEN'CE	329	565	300	300	53	300	300
4040	MEMORIAL MAINTEN'CE	796	0	800	800	0	800	800
4063	EXTENSION	5,000	0	3,000	3,000	0	3,000	3,000
	OverHead Expenditure	11,774	7,604	10,356	10,356	4,042	10,351	10,366
1031	INCOME - IN PARISH BURIALS & M	2,060	1,091	2,000	2,000	1,067	2,000	2,000
1032	INCOME - OUT OF PARISH BURIALS	1,751	2,743	2,000	2,000	2,426	2,426	2,000
	Total Income	3,811	3,834	4,000	4,000	3,493	4,426	4,000
312	**Net Expenditure**	7,963	3,770	6,356	6,356	549	5,925	6,366

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
313	**COCK LANE CEMETERY**							
4001	STAFF SALARIES	3,571	3,775	4,009	4,009	2,781	4,009	4,009
4012	WATER	41	19	60	60	36	60	70
4037	GROUNDS MAINTEN'CE	111	60	120	120	0	120	120
4913	COCK LANE ACCESS ROAD	0	0	5,000	5,000	0	5,000	5,000
4987	TFR TO COCK LANE RD RES	5,000	0	0	0	0	0	0
	OverHead Expenditure	8,723	3,854	9,189	9,189	2,817	9,189	9,199
1031	INCOME - IN PARISH BURIALS & M	1,030	940	1,080	1,080	143	1,080	1,080
1032	INCOME - OUT OF PARISH BURIALS	4,120	5,169	4,325	4,325	1,726	4,325	4,325
	Total Income	5,150	6,109	5,405	5,405	1,869	5,405	5,405
	313 Net Expenditure	3,573	-2,255	3,784	3,784	948	3,784	3,794
314	**WAR MEM & CL C'YARDS**							
4001	STAFF SALARIES	5,420	3,311	4,573	4,573	3,353	4,573	4,573
4012	WATER	32	25	32	32	15	32	32
4036	PROPERTY MAINTEN'CE	2,000	1,865	0	0	0	0	0
4037	GROUNDS MAINTEN'CE	594	1,044	625	625	70	625	625
4986	TFR TO ST MARGARETS WALL RES	1,560	0	5,000	5,000	0	5,000	0
	OverHead Expenditure	9,606	6,246	10,230	10,230	3,438	10,230	5,230

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Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
1077	GRANTS RECEIVED	0	895	0	0	0	0	0
	Total Income	0	895	0	0	0	0	0
314	**Net Expenditure**	9,606	5,351	10,230	10,230	3,438	10,230	5,230
321	**F'PATHS & STR FURN**							
4001	STAFF SALARIES	1,364	2,323	4,588	4,588	1,744	4,588	4,588
4029	BENCHES AND SIGNS	2,000	402	2,000	2,000	1,160	2,000	4,000
4036	PROPERTY MAINTEN'CE	0	30	0	0	0	0	0
4037	GROUNDS MAINTEN'CE	433	0	455	455	0	455	0
	OverHead Expenditure	3,797	2,755	7,043	7,043	2,905	7,043	8,588
1077	GRANTS RECEIVED	433	464	455	455	0	455	1,000
	Total Income	433	464	455	455	0	455	1,000
321	**Net Expenditure**	3,364	2,291	6,588	6,588	2,905	6,588	7,588
322	**STREET LIGHTING**							
4001	STAFF SALARIES	6,736	4,202	4,497	4,497	3,045	4,497	4,497
4014	ELECTRICITY	7,024	7,757	10,000	10,000	4,577	10,000	10,300
4036	PROPERTY MAINTEN'CE	0	455	0	0	0	0	0
4038	MAINTENANCE CONTRACT	19,000	21,512	22,000	22,000	11,166	22,000	22,660

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4039	KNOCKDOWNS &REPAIRS	5,013	8,495	2,500	2,500	1,895	2,500	2,575
4066	STREET LIGHT REPAIRS	0	0	4,000	4,000	1,605	4,000	4,120
4996	TFR TO REJUVENATION EMR	14,000	0	10,000	10,000	0	10,000	10,000
	OverHead Expenditure	51,773	42,421	52,997	52,997	22,289	52,997	54,152
1011	INCOME - WAYLEAVES	85	87	85	85	0	85	85
1079	OTHER COST RECOVERED	0	1,080	0	0	0	0	0
1080	INS CLAIMS RECOVERED	0	1,139	0	0	0	0	0
	Total Income	85	2,306	85	85	0	85	85
322	**Net Expenditure**	51,688	40,115	52,912	52,912	22,289	52,912	54,067
341	PARTNERSHIP WORKING							
4001	STAFF SALARIES	0	0	1,707	1,707	326	1,707	1,707
4061	PARTNERSHIP WORKING	5,000	1,750	3,000	3,000	1,750	3,000	4,000
	OverHead Expenditure	5,000	1,750	4,707	4,707	2,076	4,707	5,707
341	**Net Expenditure**	5,000	1,750	4,707	4,707	2,076	4,707	5,707
	Works Service & Planning - Expenditure	182,285	143,483	197,582	197,582	90,810	198,086	205,218
	Income	9,827	14,365	10,330	10,330	6,522	11,659	10,948
	Net Expenditure	172,458	129,119	187,252	187,252	84,288	186,427	194,270

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Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Finance & General Purposes								
401	**ADMINISTRATION**							
4001	STAFF SALARIES	26,223	27,746	28,537	28,537	21,871	28,537	28,537
4007	HEALTH & SAFETY	276	0	290	290	35	290	290
4008	CONF & COURSES	2,500	973	3,500	3,500	360	3,500	3,500
4009	TRAVEL	584	395	500	500	118	500	500
4010	MISC STAFF COSTS	84	0	90	90	0	90	90
4020	MISC ESTAB'T COSTS	400	327	300	300	159	300	300
4021	TELEPHONE & FAX	1,200	1,381	1,400	1,400	889	1,400	1,442
4022	POSTAGE	690	592	700	700	407	700	721
4023	STATIONERY & PRINT'G	1,273	818	1,000	1,000	694	1,000	1,000
4025	INSURANCE	5,000	2,994	5,000	5,000	2,070	2,070	2,300
4026	PUBLICATIONS	329	170	360	360	363	360	360
4027	PHOTOCOPY CHARGES	690	475	635	635	234	635	635
4030	RECRUITMENT ADVERT'G	530	0	0	0	0	0	0
4034	ENTERTAINMENT	52	0	0	0	0	0	0
4041	EQUIPMENT HIRE	1,232	1,252	1,232	1,232	1,030	1,232	1,232
4042	EQUIPMENT MAINTEN'CE	372	130	850	850	155	850	0
4051	BANK CHARGES	79	78	80	80	139	139	80
4056	LEGAL FEES	1,500	5,172	1,500	1,500	905	1,500	6,000

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Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4057	AUDIT FEES	1,867	1,750	1,750	1,750	370	1,750	1,800
4060	OTHER PROF FEES	1,276	640	1,200	1,200	494	1,200	600
4068	COMPUTERS &DATA STORAGE	0	0	0	0	0	0	2,000
4453	OFFICE EQUIPMENT	0	735	0	0	0	0	2,000
4993	TFR TO EARMARKED RSV	1,600	0	1,680	1,680	0	1,680	1,600
	OverHead Expenditure	47,757	45,627	50,604	50,604	30,293	47,733	54,987
1081	PHOTOCOPY INC.	10	0	5	5	0	5	0
1084	MISC INCOME	100	100	75	75	75	75	0
1090	INTEREST RECEIVED	7,000	8,158	10,000	10,000	277	500	500
	Total Income	7,110	8,258	10,080	10,080	352	580	500
	Total Income	0	0	0	0	0	0	0
401	**Net Expenditure**	40,647	37,369	40,524	40,524	29,942	47,153	54,487
<u>402</u>	<u>CIVIC ACTIVITIES</u>							
4001	STAFF SALARIES	2,202	3,001	2,396	2,396	2,175	2,396	2,396
4002	MEMBERS ALLOWANCES	849	1,549	2,891	2,891	623	2,891	2,891
4008	CONF & COURSES	2,000	781	2,000	2,000	135	2,000	2,000
4009	TRAVEL	100	202	300	300	28	300	300
4016	PREMISES HIRE	116	0	200	200	93	200	200

Continued on Page 21

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

		Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
		Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
4020	MISC ESTAB'T COSTS	500	335	500	500	173	500	500
4024	SUBCRIPTIONS/DON'NS	2,163	2,391	2,270	2,270	2,167	2,270	2,270
4031	OTHER ADVERTISING	372	0	500	500	0	500	500
4032	PUBLICITY	200	328	200	200	694	694	200
4033	NEWSLETTER	3,183	3,718	4,350	4,350	1,855	4,350	4,350
4041	EQUIPMENT HIRE	84	0	90	90	0	90	90
4450	ARCHIVES	350	130	500	500	0	500	500
4901	GRANTS MADE	2,500	1,275	2,500	2,500	75	2,500	2,500
	OverHead Expenditure	14,619	13,710	18,697	18,697	8,018	19,191	18,697
1076	PRECEPT	317,765	317,765	330,158	330,158	330,158	330,158	330,158
	Total Income	317,765	317,765	330,158	330,158	330,158	330,158	330,158
402	**Net Expenditure**	-303,146	-304,055	-311,461	-311,461	-322,140	-310,967	-311,461
403	**HOLDING FUNDS**							
4048	CONTINGENCY	3,000	3,000	3,000	3,000	0	3,000	3,000
4985	TFR FR GENERAL RESERVE	-3,338	0	0	0	0	0	0
	OverHead Expenditure	-338	3,000	3,000	3,000	0	3,000	3,000
403	**Net Expenditure**	-338	3,000	3,000	3,000	0	3,000	3,000
	Finance & General Purposes - Expenditure	62,038	62,337	72,301	72,301	38,311	69,924	76,684
	Income	324,875	326,023	340,238	340,238	330,510	330,738	330,658
	Net Expenditure	-262,837	-263,686	-267,937	-267,937	-292,199	-260,814	-253,974

Continued on Page 22

Chepping Wycombe P C (2009/10)

Budget Detail - By Committee

Note: (-) Net Expenditure means Income is greater than Expenditure

Note : Finance and General Purposes Committee meeting 7 January 2010

	Last Year 2008/09		Current Year 2009/10				Next Year 2010/11
	Budget	Actual	Agreed Budget	Revised Budget	Actual YTD	Projected Actual	Next Year Budget
Total Budget Expenditure	361,903	321,472	378,457	378,457	189,474	382,220	379,117
Income	361,903	390,272	368,657	368,657	361,843	369,858	364,218
Net Expenditure	0	-68,801	9,800	9,800	-172,369	12,362	14,899

APPENDIX 9

Projected Variances from budget 2009/10

Amenity Land Committee

code	Site	Description	budget	projected	variance	reason
Expenditure						
4037/101	General amenity areas	ground maintenance	340	1,587	1,247	Community payback paint supplies FH bollards, Community Centre & Methodist
4037/105	Tylers Green Common	ground maintenance	341	3,741	3,400	commemorative trees
income						
1083/101	General Amenity	Trees at Juniper Lane	0	-480	-480	Cllr Langley donation carried forward
1077/104	Kingswood	EWGS woodland management grant	0	-4,191	-4,191	Not Known when budget set
1086/104	Kingswood	contribution for bench	0	-800	-800	Bench for Kingswood
1002/105	Tylers Green Common	permits	-749	-905	-156	extra permit & longer fair
1083/105	Tylers Green Common	Donation from Royal British Legion	0	-2,404	-2,404	Commemorative trees
total variances of less than £100					-15	
Total					**-3,399**	

Leisure Facilities Committee

code	Site	Description	budget	projected	variance	reason
Expenditure						
4012/201	Ashley Drive allotments	water	104	500	396	meter now working
4037/203	Chapel Rd allotments	ground maintenance	115	411	296	vandalism to shed & fence & stolen taps
4025/212	Derehams Lane Sports Ground	insurance	787	546	-241	new insurance company
4067/212	Derehams Lane Sports Ground	sports equipmment	0	1,169	1,169	equipment for sports event
4025/215	Green Dragon Sports Ground	insurance	771	546	-225	new insurance company
4038/215	Green Dragon Sports Ground	maintenance contract	0	103	103	security system service (reclaimed from club)
4013/217	Tylers Green Tennis Club	rent	546	0	-546	lease expired

code	Site	Description	budget	projected	variance	reason
income						
1002/214	Straight Bit Recreation Ground	permit	-1,256	-28	1,228	no fair
1001/215	Green Dragon Sports Ground	rent	-9,779	-12,310	-2,531	phone mast rent adjustment
1079/215	Green Dragon Sports Ground	costs recovered	-771	-649	122	new insurance co. & security system service
total variances of less than £100					-108	
COMMITTEE TOTAL					**-337**	

Works Services and Planning Committee						
code	Site	Description	budget	projected	variance	reason
Expenditure						
4011/301	depot	rates	3,300	3,515	215	higher than budgeted
4011/303	office	rates	3,300	3,515	215	higher than budgeted
4053/303	office	PWB loan interest	4,772	4,388	-384	recalculation of payments as one loan have finished
4054/303	office	PWB loan interest	8,081	8,464	383	recalculation of payments as one loan have finished
income						
1032/311	Hammersley Lane cemetery	out of Parish burials& memorials	0	-903	-903	higher than budgeted income
1032/312	Altona Road cemetery	out of Parish burials& memorials	-2,000	-2,426	-426	higher than budgeted income
total variances of less than £100					75	
TOTAL					**-825**	

Finance and General Purposes Committee						
code	Site	Description	budget	projected	variance	reason
Expenditure						
4025/401	Administration	insurance	5,000	2,070	-2,930	change of insurance compnay
4032/402	Civic Activities	publicity	200	694	494	office flag & flag pole
income						
1090/401	Administration	interest	-10,000	-500	9,500	change in bank interest rates
total variances of less than £100					59	
TOTAL					**7,123**	
COUNCIL TOTAL					**2,562**	

APPENDIX H

BUDGET ANALYSIS 2010/11				
	Budget as set at Council 20 1 09	Initial Proposal	proposal after Autumn meetings	proposal recommended to FGP 7/1/10
	2009/10	2010/11	2010/11	2010/11
GENERAL REGULAR REVENUE ITEMS				
GROSS EXPENDITURE				
ROUTINE ITEMS				
AMENITY LAND	35,842	36,362	36,362	36,362
LEISURE FACILITIES	52,732	50,353	50,353	50,353
WORKS SERVICE & PLANNING	155,437	158,073	158,073	158,073
FINANCE & GENERAL PURPOSES	65,301	61,184	61,184	61,184
TOTAL	**309,312**	**305,972**	**305,972**	**305,972**
CAPITAL, EXCEPTIONAL AND LARGE ITEMS				
Amenity Land				
Benches and signs	1,000	1,000	1,000	1,000
Railway land tree surgery	0	0	1,000	1,000
Kingswood benches	1,000			
Tylers Green Common management	2,000	2,000	2,000	2,000
Widmer pond area improvements	1,500			
	5,500	**3,000**	**4,000**	**4,000**
Leisure Facilities				
Ashley Drive rec youth facilities	0	0	0	0
Derehams Sports site rejuvenation	5,000			
Derehams Lane pavilion replacement reserve fund	0	5,000	5,000	0
St Bit recreation ground 4 litter bins	1,000			
Boundary Rd rec plant replacements	2,000			
Benches and signs	2,000	2,000	2,000	2,000
Play areas bark replacement	1,500	1,500	1,500	1,500
Ashley Dr aerial runway	0	0	0	0
Play equipment reserve fund	3,000	3,000	3,000	3,000
	14,500	**11,500**	**11,500**	**6,500**
Works Services & Planning				
Depot door & roof repairs	2,000			5,000
Office furniture	0	0	0	0
Altona Rd cemetery extension path & tree work	3,000	3,000	3,000	3,000
Cock Land cemetery Extension	5,000	5,000	5,000	5,000
St Peter's Church wall	5,000			
Benches,signs,stiles and kissing gates	2,000	2,000	4,000	4,000
Street light replacement	10,000	10,000	10,000	10,000
Partnership working	3,000	3,000	4,000	4,000
Vehicle plant & equipment reserve	12,145	16,145	16,145	16,145
	42,145	**39,145**	**42,145**	**47,145**

	Budget as set at Council 20 1 09	Initial Proposal	proposal after Autumn meetings	proposal recommended to FGP 7/1/10
	2009/10	2010/11	2010/11	2010/11
F & GP				
FGP exception items2005/6				
FGP exception items 2006/7				
FGP exceptional items 2008/09				
Contingency	3,000	3,000	3,000	3,000
Grants	2,500	2,500	2,500	2,500
Legal fees	1,500	6,000	6,000	6,000
fire proof safe			2,000	2,000
off site sever to store data			2,000	2,000
	7,000	**11,500**	**15,500**	**15,500**
Totals - gross expenditure				
Amenity Land	41,342	39,362	40,362	40,362
Leisure Facilities	67,232	61,853	61,853	56,853
Works and Services Planning	197,582	197,218	200,218	205,218
F & GP	72,301	72,684	76,684	76,684
CWPC - gross	**378,457**	**371,117**	**379,117**	**379,117**
Totals - income (exc Precept)				
Amenity Land	(2,137)	(6,147)	(6,147)	(6,147)
Leisure Facilities	(15,952)	(16,465)	(16,465)	(16,465)
Works and Services	(10,330)	(10,948)	(10,948)	(10,948)
F & GP	(10,080)	(500)	(500)	(500)
CWPC - income	**(38,499)**	**(34,060)**	**(34,060)**	**(34,060)**
CWPC TOTAL net	**339,958**	**337,057**	**345,057**	**345,057**
	3.9%inc	**0% inc**	**0% inc**	**0% inc**
PRECEPT	**(330,158)**	**(330,158)**	**(330,158)**	**(330,158)**

APPENDIX I

CHEPPING WYCOMBE PARISH COUNCIL										
		RESERVES 2008/09			RESERVES 2009/10			RESERVES 2010/11		
EARMARKED RESERVES		ALLOCATION 2008/09	SPEND	AS AT 31/03/2009	ALLOCATION 2009/10	SPEND	AS AT 31/03/2010	ALLOCATION 2010/11	SPEND	AS AT 31/03/2011
SMALL RIDE ON MOWER		600		2,400	350		2,750	350		3,100
RIDE ON MOWER		1740		11,834	4,083		15,917	6,083	-22000	0
LORRY		500		1,000	2,444		3,444	2,444		5,888
UTILITY VEHICLE		1283		5,797	1,926		7,723	1,926		9,649
TRACTOR		3007		8,568	2,608		11,176	2,608		13,784
VEHICLE RESERVE	322	7130	0	29,599	11,411	0	41,010	13,411	-22000	32,421
SIDE FLAIL		400		2,614	627		3,241	627		3,868
DRAWN FLAIL		305		1,426	107		1,533	107		1,640
PLANT RESERVE	323	705	0	4,040	734	0	4,774	734	0	5,508
COMPUTERS		550		2,092	600		2,692	600		3,292
EQUIPMENT		1050		4,050	1,080		5,130	1,000		6,130
OFFICE EQUIP RESERVE	324	1600	0	6,142	1,680	0	7,822	1,600	0	9,422
AMENITY LAND										
COCK LANE RECYCLING	329	1,000		1,000		-1,000	0			0
RAILWAY LAND TREES	367	0		1,000	0		1,000			1,000
KINGSWOOD IMPROVEMENTS	368	8,650		8,650			8,650			8,650
TG COMMON MANAGEMENT	331	3,000		3,000	2,000		5,000	2,000		7,000
TG COMMEMORATIVE TREES	332	1,900		1,900			1,900			1,900
WIDMER POND IMPROVEMENT	369	3,000	0	4,000	1,500		5,500			5,500
LEISURE FACILITIES										
NEW PAVILION DEREHAMS	363	5,000		9,000	0		9,000	5,000		14,000
DEREHAMS REJUVENATION	362	7,000	-2,700	7,300	5,000		12,300			12,300
BASKETBALL	364	0		1,000		-1,000	0			0
ST BIT CAR PARK	350			0			0			
GREEN DRAGON FENCE	370	3,500	-4,070	4,350			4,350			4,350
PLAY EQUIP RESERVE	325	3,000		12,000	3,000		15,000	3,000		18,000
WORKS SERVICES AND PLANNING										
WARDEN'S HOUSE	359			0			0			
OFFICE REFURBISHMENT	372			1,270			1,270			1,270
ALTONA TREES & EXTENSION PATH	361	5,000		5,860	3,000		8,860	3,000		11,860
COCK LANE CEMETERY TRACK	366	5,000		7,586	5,000		12,586	5,000		17,586
CHURCHYARD ST MARGARET& ST PETER'S WALL	321	1,560		10,000	5,000		15,000			15,000
BENCHES & SIGNS	354	2,890		2,890			2,890			2,890
STREET LIGHTING	351	14,000		14,000	10,000		24,000	10,000		34,000
FINANCE & GENERAL PURPOSES										
DEED OF GRANT	357			10,200			10,200			10,200
LEGAL FEES	371			0			0			
TOTAL EXCEPTIONAL ITEMS		64,500	-6,770	105,006	34,500	-2,000	32,500	28,000	0	28,000
TOTAL EARMARKED RESERVES		73,935	-6,770	144,787	48,325	-2,000	191,112	43,745	-22000	212,857
GENERAL RESERVE		1,635	0	92,263	-9,800		82,463	-6,899		75,564
TOTAL RESERVES		75,570	-6,770	237,050	38,525	-2,000	273,575	36,846	-22000	288,421