CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
APPENDICES
TUESDAY 16 JUNE 2009

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APPENDIX A

Local Councils in England
Annual return for the year ended 31 March 2009

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

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

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

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

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

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

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

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

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

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

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

Section 1 – Statement of accounts for

CHEPPING WYCOMBE PARISH COUNCIL

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

	Year ending 31 March 2008 £	31 March 2009 £	Notes and guidance: Please round all figures to nearest £. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
1 Balances brought forward	149,685	168,250	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	305,837	317,765	Total amount of precept received in the year.
3 (+) Total other receipts	44,749	72,507	Total receipts or income as recorded in the cashbook less the precept. Includes support, discretionary and revenue grants.
4 (-) Staff costs	132,115	140,000	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	14,542	13,696	Total expenditure or payments of capital and interest made during the year on borrowings (if any).
6 (-) Total other payments	185,364	167,775	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	168,250	237,051	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	173,084	227,008	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – to agree with bank reconciliation.
9 Total fixed assets and long term assets	1,687,506	1,633,367	The recorded book value at 31 March of all fixed assets owned by the council and any other long term assets e.g. loans to third parties and any long term investments.
10 Total borrowings	54,892	46,190	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Trust funds (including charitable) disclosure note	N/A	N/A	The council acts as sole trustee for and is responsible for managing trust funds or assets. (Readers should note that the figures above do not include any trust transactions.)

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

Signed by Responsible Financial Officer

Date 25/06/2009

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

Date 25/06/2009

Signed by Chair of meeting approving this statement of accounts

Date 25/06/2009

Section 2 – Annual governance statement

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

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

This annual governance statement is approved by the council/meeting and recorded as minute reference

dated 25/06/2009

Signed on behalf of CHEPPING WYCOMBE PARISH COUNCIL

Signed by: Chair Date 25/06/2009

Signed by:* Clerk Date 25/06/2009

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

audit commission

Section 3 – External auditor's certificate and opinion

Certificate

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

COUNCIL/MEETING

Respective responsibilities of the council and the auditor

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

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

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

External auditor's report

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor's signature

External auditor's name | Date

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

Section 4 – Annual internal audit report to

CHEPPING WYCOMBE PARISH COUNCIL

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

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

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

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

Name of person who carried out the internal audit NIGEL ARCHER for AUDITING SOLUTIONS

Signature of person who carried out the internal audit N.J. Archer Date 01/06/09

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

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

Guidance notes on completing the 2009 annual return

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

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

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

Stock code: LOT3496

Chepping Wycombe Parish Council

Financial Statements

For the year ended 31 March 2009

Chepping Wycombe Parish Council

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31 March 2009

Chepping Wycombe Parish Council

Council Information

31 March 2009

Chairman

Cllr M Smith

Councillors

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

Clerk of the Council

Mr H R O Jones

Auditors

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

Chepping Wycombe P C (2008/2009)

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

31st March 2008		31st March 2009
	Income Summary	
10,608	INTEREST RECEIVED	8,158
305,837	PRECEPT	317,765
316,445	Sub Total	**325,923**
	Operating Income	
3,766	GEN AMENITY AREAS	1,845
0	RAILWAY LAND	1
40	KINGSWOOD	5,030
810	TYLERS GREEN COMMON	2,905
157	WIDMER POND	251
781	ASHLEY DRIVE ALLOT'T	870
956	CHAPEL ROAD ALLOT'TS	858
2,195	DEREHAMS LANE SP GRD	1,732
1,033	STRAIGHT BIT REC	25,618
12,293	GREEN DRAGON LANE SG	10,737
24	BOUNDARY ROAD REC	14
25	TYLERS GREEN TENN CL	25
203	WORKS DEPARTMENT	150
148	WARDENS HOUSE	193
470	LITTER, RUBBISH &GRAFFITTI	0
660	HAMMERSLEY LANE CEM	414
4,098	ALTONA ROAD CEMETERY	3,834
5,651	COCK LANE CEMETERY	6,109
0	WAR MEM & CL C'YARDS	895
447	F'PATHS & STR FURN	464
85	STREET LIGHTING	2,306
150	ADMINISTRATION	100
150	CIVIC ACTIVITIES	0
350,586	Total Income	**390,272**
	Running Costs	
14,850	GEN AMENITY AREAS	7,126
793	FENNELS WOOD	931
474	RAILWAY LAND	1,891
12,605	KINGSWOOD	8,166
13,611	TYLERS GREEN COMMON	9,553
476	WIDMER POND	656
4,416	ASHLEY DRIVE ALLOT'T	5,313
4,669	CHAPEL ROAD ALLOT'TS	5,712
4,082	ASHLEY DRIVE REC	2,745
12,547	DEREHAMS LANE SP GRD	14,016
21,368	STRAIGHT BIT REC	30,947
7,263	GREEN DRAGON LANE SG	11,420
2,194	BOUNDARY ROAD REC	3,343
273	TYLERS GREEN TENN CL	819
6,589	GENERAL RECREATION	5,976
6,880	PLAY AREAS	7,039
18,945	WORKS DEPARTMENT	19,752
7,380	WARDENS HOUSE	1,684
29,046	OFFICE	25,717
14,756	VEHICLES TOOLS & EQUIPMENT	17,303
13,038	LITTER, RUBBISH &GRAFFITTI	12,006

Chepping Wycombe P C (2008/2009)

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

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

Chepping Wycombe P C (2008/2009)

Balance Sheet as at - 31st March 2009

31st March 2008					31st March 2009
		Long Term Assets			
1,532		CONSOLS	1,532		
1,532				**1,532**	
	1,532				1,532
		Current Assets			
399		DEBTORS	14,555		
2,874		VAT CONTROL	3,295		
716		PREPAYMENTS	67		
-8,100		CURRENT ACCOUNT	6,224		
44,403		BUSINESS ACCOUNT	34,002		
135,000		TERM DEPOSITS	185,000		
250		PETTY CASH	250		
175,541				**243,394**	
	177,073	**Total Assets**			244,926
		Current Liabilities			
-66		CREDITORS	392		
8,865		ACCRUALS	6,980		
25		INCOME IN ADVANCE	504		
8,824				**7,876**	
	168,249	**Total Assets Less Current Liabilities**			237,050
		Long Term Liabilities			
0				**0**	
	168,249	**Total Assets Less Long Term Liabilities**			237,050
		Represented By			
	96,415	GENERAL RESERVE			92,263
	8,440	EMR CHURCHYARDS			10,000
	22,469	EMR VEHICLES			29,599
	3,335	EMR PLANT			4,040
	4,542	EMR OFFICE EQUIPMENT			6,142

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Chepping Wycombe P C (2008/2009)

Balance Sheet as at - 31st March 2009

31st March 2008		31st March 2009
9,000	EMR PLAY EQUIPMENT	
0	EMR TRACKS	12,000
0	COCK LANE RECYCLING	1,000
0	TG COMMON MANAGEMENT PLAN	1,000
0	TG COMMON COMMEMORATIVE	2,000
0	EMR STREET LIGHTS	1,900
0	BENCHES & SIGNS	14,000
10,200	DEED OF GRANT	2,890
860	ALTONA RD CEM	10,200
3,000	DEREHAMS LANE REJUVENATION	5,860
4,000	DEREHAM LANE PAVILION RESERVE	7,300
1,000	DEREHAM LANE BASKETBALL RES	9,000
2,586	COCK LANE CEMETERY RESERVE	1,000
1,000	EMR-RAILWAY LAND TREES	7,586
0	EMR-KINGSWOOD IMPROVEMENT	1,000
1,000	EMR-WIDMER POND	8,650
4,920	EMR-GREEN DRAGON LANE	4,000
1,270	OFFICE REFURBISHMENT	4,350
		1,270
174,037		**237,050**

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

Signed :
Chairman

______________________________ Date : ______________

Signed :
Responsible
Financial
Officer

______________________________ Date : ______________

Chepping Wycombe Parish Council

Statement of Accounting Policies

31 March 2009

Fixed Assets

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

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

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

Debtors and Creditors

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

VAT

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

Reserves

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

Interest Income

All interest receipts are credited initially to general funds.

Pension

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

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

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

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Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

1 Tenancies

During the year the following tenancies were held:

Council as landlord

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

Council as tenant

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

2 Publicity

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

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

Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

3 S.137 Expenditure

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

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

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

4 Pensions

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

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

Chepping Wycombe Parish Council

Notes to the Accounts

31 March 2009

5 Fixed Assets

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

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

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

6 Hire Purchase and Lease Obligations
At 31 March 2009 the following hire purchase agreement(s) and lease(s) were in operation:

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

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

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

13

THREE COUNTIES
BUSINESS MACHINES LTD

22 MAY 2009

APPENDIX B

Unit 4, Meadow View, Thame Road, Long Crendon, Aylesbury, Bucks HP18 9EQ
Tel: (01844) 201744 Fax: (01844) 201738 e-mail: info@tcbm.net www.tcbm.net

Mr H Jones
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
High Wycomne
Bucks
HP10 8DS

20/05/2009

Ref:- Photocopiers

Dear Hugh

Thank you for the opportunity of quoting for a replacement photocopier to your current Ricoh Aficio 3025.

As a replacement the model I would recommend is a Ricoh Aficio MP 2030 AD Colour with Doc-Feeder,4 Paper Trays and Networked as a Printer/Scanner.

CURRENT PAYMENTS PER QTR

3 YEAR LEASE Copies	@ ·78	***£308.00p***

PROPOSED PAYMENTS PER QTR

3 YEAR LEASE	@	***£347.40p***
4 YEAR LEASE ***(This includes the upgrade of your current lease)***	@	***£279.87p***

COPIES
See enclosed sheet

ALL PRICES ARE SUBJECT TO V.A.T. AT THE CURRENT RATE

EXTRA PER MONTH £13.13p

I enclose a brochure for your perusal

Yours Sincerely

J Hyde

John Hyde
07967 634577

MPC 2000

RICOH AFICIO MP C2500/MP C3000
MPC 2030
SERVICE COSTS

OPTION 1

EXCLUDING TONER

FULL COLOUR COPY/PRINT	@	3.7p PER A4 COLOUR COPY/PRINT
BLACK & WHITE COPY/PRINT	@	0.60p PER A4 BLACK COPY/PRINT

TONER PRICES

COLOUR TONER	@	£116.98	PER BOTTLE PER COLOUR
BLACK TONER	@	£45.78	PER BOTTLE

TONER YIELDS BASED ON 5% COVERAGE

COLOUR	@	15K PER COLOUR
BLACK	@	20K PER BOTTLE

OPTION 2

INCLUDING TONER

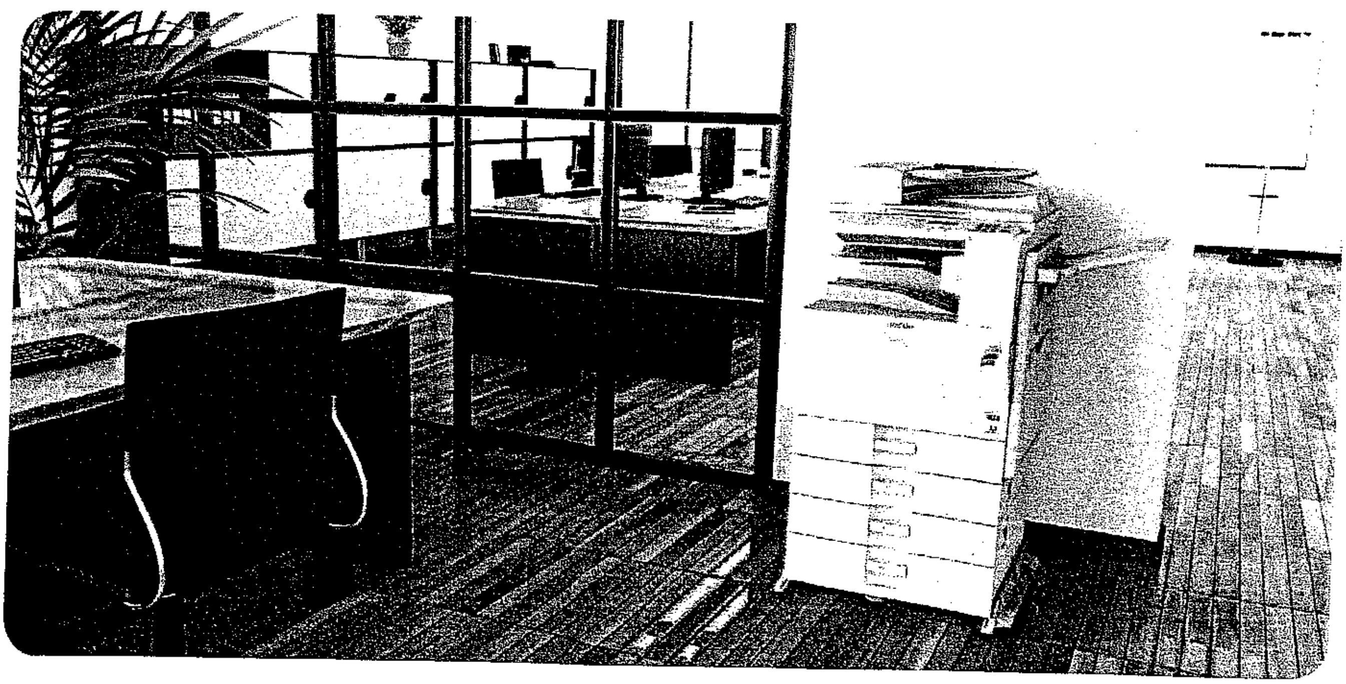
FULL COLOUR COPY/PRINT COPY/PRINT	@	6.0p PER A4 COLOUR
BLACK & WHITE COPY/PRINT	@	0.75p PER A4 BLACK COPY/PRINT

ALL PRICES ARE SUBJECT TO VAT AT THE CURRENT RATE

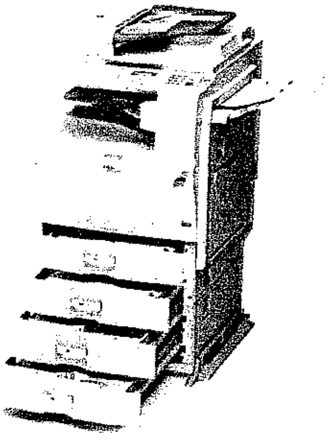
Colour flexibility for all office types

The demands on office document production rise ever higher. Colour use is increasingly becoming a standard, but document outsourcing eats away at your budget. Ricoh's Aficio™MP C2030/ MP C2530 constitute a welcome alternative. Productive, flexible and compact, these colour MFPs offer excellent value for your money. Discover how all the capabilities you require can fit inside a slim design.

- Sharp and high-quality colour output with new PxP™ toner.
- Excellent productivity at 20/25 ppm in both colour and B/W.
- Duplexing at simplex speed.
- Exceptionally wide media handling.
- All-round functionality: copying, printing, scanning and faxing (optional).



Covering your entire workflow



Superb colours
Your colour output will look crisp and accurate due to the MP C2030/MP C2530's PxP™ toner. Quality remains consistent even during longer runs. Print resolution is an excellent 600 dpi.

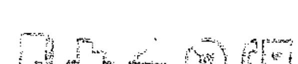
Standard printing capabilities
The new MP C2030/MP C2530 have all basic printer features as standard. Enjoy their functionalities with the straightforward icon-based RPCS™ driver, or with the optional PCL driver. Your B/W and colour prints can even be sorted electronically for extra convenience.

Wide media range
Creating reports, handouts or flyers? The MP C2030/ MP C2530 handle a truly wide variety of paper types. They accept sizes between A3 and A6, from light (52 g/m² via the bypass tray) to heavy (256 g/m² via standard and bypass trays). Glossy and coated papers or card stock are processed effortlessly. Even envelopes and transparencies can conveniently be fed via the standard bypass tray.

Reliable engines
The MP C2030/MP C2530's engines are the fruit of years of Ricoh expertise. Their new tandem 4-drums design ensures reliable operation. A simplified paper path reduces the risk of jams, and your machine is continuously available. With a maximum paper capacity of 1,600 sheets, refills are kept to a minimum.

Excellent productivity
Duplex printing at simplex speeds: not all machines can do it. The MP C2030/MP C2530 print and copy at 20/25 ppm in both monochrome and full colour. First copy speed is less than 6.5 seconds for B/W and less than 9.5 seconds for full colour.

We think green, and you?
'Green' is not just a colour for Ricoh – it is an attitude. Our PxP™ (polyester x polymerisation) toner is produced with significantly less carbon oxide emission than conventional toners. A more direct benefit for you is the MP C2030/ MP C2530's standard duplex unit. Saving paper is kind to the environment as well as to the company budget.



Aficio™ MP C2030/MP C2530

SPECIFICATIONS

COPIER

Copying process:	Dry electrostatic transfer system	
Copy speed:	MP C2030:	B/W / full colour: 20 copies per minute
	MP C2530:	B/W / full colour: 25 copies per minute
Resolution:	600 dpi	
Multiple copy:	Up to 999	
Warm-up time:	Less than 25 seconds[1]	
First output speed:	Black and white:	Less than 6.5 seconds
	Full colour:	Less than 9.5 seconds
Zoom:	25 - 400% (in 1% steps)	
Memory:	Standard:	512 MB
Paper input capacity:	Standard:	2 x 250-sheet paper trays
		1 x 100-sheet bypass tray
	Maximum:	1,600 sheets
Paper output capacity:	Maximum:	550 sheets
Paper size:	A6 - A3	
Paper weight:	Paper tray 1:	60 - 256 g/m²
	Paper tray 2:	60 - 169 g/m²
	Bypass tray:	52 - 256 g/m²
	Duplex tray:	60 - 105 g/m²
Dimensions (W x D x H):	587 x 655 x 845 mm (with ARDF)	
Weight:	Less than 100 kg (with ARDF)	
Power source:	220 - 240 V, 50/60 Hz	
Power consumption:	Operation:	Maximum 1,680 W[1]

PRINTER

Print speed:	MP C2030:	B/W / full colour: 20 prints per minute
	MP C2530:	B/W / full colour: 25 prints per minute
Printer language:	Standard:	RPCS™
	Option:	PCL5c, PCL6
Resolution:	600 dpi	
Interface:	USB 2.0 Host	
	USB 2.0 Device	
	Ethernet 10 base-T/100 base-TX	
Network protocol:	TCP/IP (IPv4, IPv6), IPX/SPX	
Supported environments:	Windows® 2000/XP/Vista/Server 2003/Server 2008	
	IBM iSeries	
	AS/400 using OS/400 Host Print Transform	

SCANNER

Scan speed:	B/W:	41 images per minute (LEF, A4)
	Full colour:	26 images per minute
Resolution:	Maximum 600 dpi	
Original size:	A5 - A3	
Output formats:	PDF/JPEG/TIFF/High compression PDF	
Bundled drivers:	TWAIN Network	

SOFTWARE

SmartDeviceMonitor™
Web SmartDeviceMonitor™
Web Image Monitor
DeskTopBinder™ Lite/Professional/v5

FAX (option)

Circuit:	PSTN, PBX	
Compatibility:	ITU-T (CCITT) G3	
Modem speed:	Maximum 33.6 Kbps	
Resolution:	200 x 100/200 dpi	
Compression method:	MH, MR, MMR, JBIG	
Scanning speed:	36 sheets per minute	
Memory capacity:	Standard:	4 MB
Memory backup:	Yes	

OTHER OPTIONS

500-sheet paper tray, 2 x 500-sheet paper trays, Caster table, Cabinet, Inner one bin tray, Side tray, PCL module, Fax unit, Fax stamp ink, Copy Data Security Unit, PictBridge, Counter interface unit type A, Key counter bracket, Remote communication gate BN1.

[1] Warm-up time and power consumption may differ depending on the conditions and environment of the machine.

For availability of models, optional apparatus and software, please consult your local Ricoh supplier.

ISO9001: 2000 certified
ISO14001 certified

Ricoh has designed these products to meet EC ENERGY STAR guidelines for energy efficiency.

All brand and/or product names are trademarks of their respective owners.

Specifications and external appearance are subject to change without notice. The colour of the actual product may vary from the colour shown in the brochure. The images in this brochure are not real photographs and slight differences in detail might appear.

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RICOH

www.ricoh.eu

EUR-B1108N-281503

RICOH

Cost-efficient and compact colour solutions

Aficio™ MP C2030/MP C2530

APPENDIX C

Allan Janes
solicitors

0 9 JUN 2009

21 - 23 Easton Street
High Wycombe
Buckinghamshire
HP11 1NT

Tel: 01494 521301
DX: 4402 High Wycombe
Web: www.allanjanes.com

Departmental fax:
01494 442315
Your reference:

Our reference:
AOS/jm/OLS7/1
Date:
08 June 2009

Clerk to Chepping Wycombe Parish Council
Council Office
Cock Lane
Tylers Green
Penn
Bucks HP10 8DS

Dear Sirs

Gwendoline Olsen Deceased
Fennels Wood, Flackwell Heath

We act on behalf of the Personal Representatives of the late Gwendoline Olsen, who sadly died on 25th April 2009. We enclose a certified copy of her death certificate for noting and return.

In respect of the land at Fennels Wood, Flackwell Heath, we are aware that an Agreement dated 3rd April 2000 exists and enclose a copy of the same for ease of reference.

We should be grateful if you would note the interest of the Personal Representatives and direct all future communications to them.

Yours faithfully

Allan Janes LLP
Direct Dial: 01494 893537
Email: annabel.o'sullivan@allanjanes.com

Members: Clive JG Hitchen BA Peter G Collier LLM Nicholas J Morrison LLB Managing Partner R Iwan Emanuel BA
Consultant: Annabel M O'Sullivan LLB TEP

Allan Janes LLP is a limited liability partnership. Registered in England and Wales, partnership number OC306706.
Registered office: 21 Easton Street, High Wycombe HP11 1NT. Regulated by the Solicitors Regulation Authority.

Lexcel Practice Management Standard Law Society Accredited

BAH 798111

CERTIFIED COPY OF AN ENTRY

Pursuant to the Births and Deaths Registration Act 1953

DEATH

Entry No. 245

Registration district Buckinghamshire

Sub-district Buckinghamshire

Administrative area County of Buckinghamshire

1. Date and place of death
Twenty-fifth April 2009
Wycombe Hospital High Wycombe

2. Name and surname
Gwendoline OLSEN

3. Sex
Female

4. Maiden surname of woman who has married
ANDERSON

5. Date and place of birth
Seventeenth June 1919
Stokenchurch Buckinghamshire

6. Occupation and usual address
Landlord (retired)
Widow of William OLSEN United States Air Force
Garda House The Common Stokenchurch Buckinghamshire

7.(a) Name and surname of informant
Linda Jane BLAY

(b) Qualification
Causing the body to be cremated

(c) Usual address
Allan Janes LLP 21-23 Easton Street High Wycombe Buckinghamshire

8. I certify that the particulars given by me above are true to the best of my knowledge and belief

Linda Blay — Signature of informant

9. Cause of death
I (a) Congestive Cardiac Failure

II Acute on Chronic Renal Failure

Certified by Lauren Green BM (Southampton)

WE HEREBY CERTIFY THIS TO BE A TRUE COPY OF THE ORIGINAL
Dated 07-05-09
Allan Janes LLP
ALLAN JANES LLP Solicitors
21-23 Easton Street
High Wycombe
Bucks. HP11 1NT

10. Date of registration
Twenty-eighth April 2009

11. Signature of registrar
S G Venn
Registrar

Certified to be a true copy of an entry in a register in my custody.

SGVenn ~~*Superintendent Registrar~~
*Registrar

Date 28th April 2009

*Strike out whichever does not apply

System No. 501722217

CAUTION: THERE ARE OFFENCES RELATING TO FALSIFYING OR ALTERING A CERTIFICATE AND USING OR POSSESSING A FALSE CERTIFICATE. ©CROWN COPYRIGHT

WARNING: A CERTIFICATE IS NOT EVIDENCE OF IDENTITY.

DATED 3 April **2000**

GWEN OLSEN (1)

CHEPPING WYCOMBE PARISH COUNCIL (2)

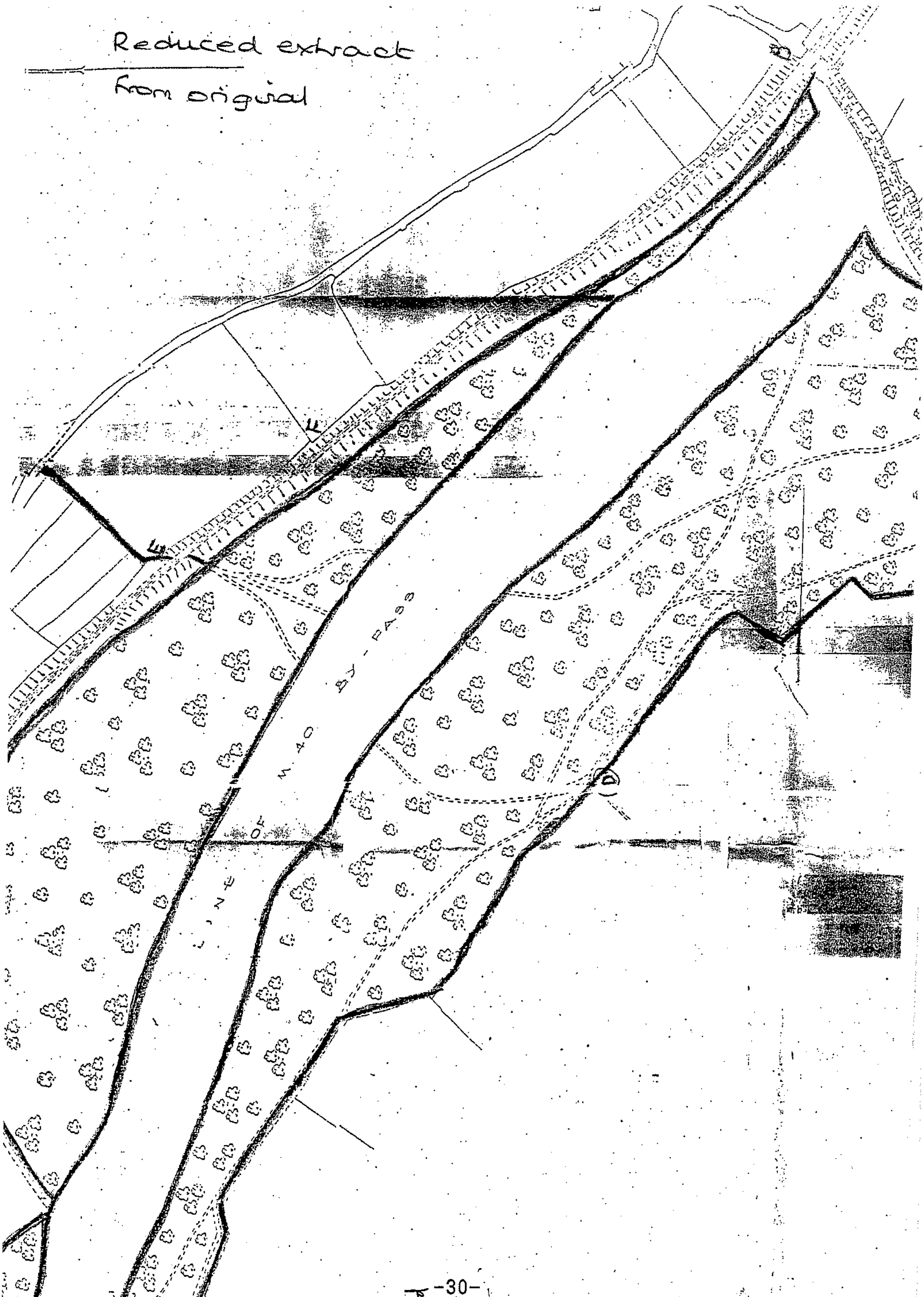
AGREEMENT

re Fennels Wood, Flackwell Heath

Allan Janes
21-23 Easton Street
High Wycombe
Bucks HP11 1NU

DLHengrossment
SW/AGREEMENTS/Licence for Mrs Olsen

Reduced extract
from original



THIS AGREEMENT is made the 2nd day of April 2000

BETWEEN:

(1) **"the Owner"** **MRS GWEN OLSEN** of Garda House, Stokenchurch, Bucks, HP14 3UD and

(2) **"the Council"** **CHEPPING WYCOMBE PARISH COUNCIL** the address of whose Clerk is Council Office, Cock Lane, Tylers Green, Penn, Buckinghamshire HP10 8DS

IT IS NOW AGREED as follows: -

1. **Definitions and interpretation**

In this agreement the following expressions have the meanings given in this clause

1.1 **"The Woodland"** means the parcels land edged red on the attached plan

1.2 **"The Accessways"** means the roads, paths and footpaths the use of which is necessary to obtain access to and egress from the Woodland or those of them that afford reasonable access and egress thereto and therefrom and that the Owner from time to time in her absolute discretion designates on 28 days notice to the Council

1.3 The clause and subclause headings do not form part of this agreement and must not be taken into account in its construction or interpretation.

1.4 **"The Licence Fee"** means two hundred and fifty pounds (£250) per annum payable yearly in advance

1.5 **"The Licence Period"** means the period from the date of this agreement until the date on which the Council's rights under clause 2 THE LICENCE are determined in accordance with clause 4 .1 DETERMINATION

1.6 Any reference in this agreement to a clause or subclause without further designation is to be construed as a reference to the clause or subclause of this agreement so numbered

1.7 **"VAT"** means value-added tax or any other tax of a similar nature

2. THE LICENCE

Subject to clauses 3 COUNCIL'S UNDERTAKINGS and 4 GENERAL, the Owner gives the Council the right, for the Licence Period, in common with the Owner and all others authorised by the Owner so far as is not inconsistent with the rights given: -

2.1 to have access to the Woodland for the purpose of removing rubbish and keeping tidy the Woodland

2.2 to grant public pedestrian access only along the existing woodland paths the position of which shall be agreed between the Council and the Owner and clearly marked with signs provided and maintained by the Council.

2.3 to install gates and stiles at the Councils expense in locations approved by the Owner including a gate for vehicles at the point marked "D" on the Plan

This Licence is granted subject to all rights reservations and easements at present existing on the Woodland

3. THE COUNCIL'S UNDERTAKINGS

The Council agrees and undertakes as set out in this clause 3

3.1 The Licence Fee

The Council must pay the Licence Fee, together with any VAT, to the Owner in advance on the 1st January in each year.

3.2 Condition of the Woodland

3.2.1. The Council must keep the Woodland clean and tidy and clear of rubbish and dispose of any such material and to take such action as may be possible against offenders in this respect

3.2.2. The Council shall apply its bylaws to the Woodland to secure adequate powers of control for the protection of the Woodland

3.2.3. The Council shall use its best endeavours to prevent damage to all trees including saplings

3.2.4. The Council shall carry out any repairs that are necessary to any boundary fences erected by the Council

3.2.5. The Council shall maintain all gates and stiles erected or installed by the Council

3.3 **Signs and notices**

The Council must not display any signs or notices at the Woodland without the prior written consent of the Owner

3.4 **Nuisance**

The Council must not use the Woodland or the Accessways in such a way as to cause any nuisance, damage, disturbance, annoyance, inconvenience, or interference to the Woodland or adjoining or neighbouring property or to the owners, occupiers or users of any adjoining or neighbouring property

3.5 **Indemnity**

The Council must indemnify the Owner, and keep the Owner indemnified, against all losses, claims, demands, actions, proceedings, damages, costs or expenses or other liability arising in any way from this licence, any breach of the Councils undertakings contained in this clause or the exercise or purported exercise of any of the rights given in clause 2 THE LICENCE

3.7 **Owners rights**

The Council must not in any way impede the Owner, or his servants or agents, in the exercise of his rights of possession and control of the Woodland and every part of the Woodland.

3.8 **Statutory requirements and insurance**

The Council must not do anything that will or might constitute a breach of any statutory requirement affecting the Woodland or that will or might wholly or partly vitiate any insurance effected in respect of the Woodland from time to time.

3.9 **Owner's costs**

The Council must pay to the Owner on demand, and indemnify the Owner against, all costs, expenses of professional advisers and agents, including any VAT, incurred by the Owner in connection with the preparation, negotiation and completion of this agreement.

4. GENERAL

4.1 Determination

The rights granted in clause 2 THE LICENCE are to determine – without prejudice to the Owner's rights in respect of any breach of the undertakings contained in clause 3 – COUNCIL'S UNDERTAKINGS – on the earlier of the following dates:

4.1.1. immediately on notice given by the Owner at any time following any breach by the Council of its undertakings contained in clause 3 COUNCIL'S UNDERTAKINGS, and

4.1.2 on not less than 6 months notice given by the Owner or the Council to the other party to expire on the last day of a month or

4.1.3 10 years from the date of this agreement

4.2 Assignment prohibited

The benefit of this licence is personal to the Council and not assignable, and the rights given in clause 2 of THE LICENCE may only be exercised by the Council, council employees and the public pedestrians under clause 2.2

4.3 Warranty excluded

The Owner gives no warranty that the Woodland is legally or physically fit for the purposes specified in clause 2 THE LICENCE

4.5. Notices

All notices given by either party pursuant to the provisions of this agreement must be in writing, and are to be sufficiently served if delivered by hand or sent by registered post or recorded delivery, or sent by fax provided that a confirmatory copy is delivered by hand or sent by registered post or recorded delivery on the same day, to the other party at his last known address or at his registered office.

SIGNED by
GWEN OLSEN ......G. Olsen......

SIGNED on behalf of
CHEPPING WYCOMBE PARISH COUNCIL ......M L Haywood......E Tebbutt.

MRS. M. L. HAYWOOD MRS. E. S. TEBBUTT

APPENDIX D

Book a place on to this conference now

This year, NALC will be helping local councils (parish and town councils) to action even better ways to make a difference in the lives of people and communities.

The conference will show how local councils can be at the heart of positive change through community involvement and wellbeing. There are a number of big issues facing local councils in the coming 12 months. And they all have one thing in common – that local councils hold the answers and can deliver the solutions to improving the lives of local people.

These issues include:

- Recession and the economic downturn
- Planning and transport
- Housing
- Climate change
- Power of wellbeing
- Engaging with your communities and participatory budgeting
- Community governance
- Training and development

Around 300 delegates will have the opportunity to hear from key speakers in a variety of plenary, satellite, workshop and skills schools sessions. Importantly, delegates will be able to exchange ideas, put questions, and really have their voices heard throughout all these sessions. Furthermore, for the first time at a NALC Annual Conference and Exhibition, there will be a Big Debate, where delegates can also really get their opinions across.

Speakers to be invited include:

- Rt Hon David Cameron MP, Leader of the Conservative Party
- Rt Hon Nick Clegg MP, Leader of the Liberal Democrat Party
- Rt Hon Hazel Blears MP, Secretary of State for Communities and Local Government
- Rt Hon Matthew Taylor MP, Chair of the Taylor Review
- Dr Stuart Burgess, Rural Advocate and Chair of the Commission for Rural Communities
- Cllr Margaret Eaton, Chair of the Local Government Association
- Dr Robert Chilton, Chair of The Standards Board for England
- Cllr Michael Chater, Chairman of NALC
- John Findlay, Chief Executive of NALC

There is also a large exhibition of over 30 stands, which sees important players in the local government community brought together under one roof.

Please note: The NALC Conference and Exhibition will be held on Friday 4 and Saturday 5 September at Royal College of Physicians, London and will be preceded by a meeting of the NALC Annual General Meeting on Friday 4 September from 11am. At the AGM only registered representatives can vote, details will be sent under separate cover to those representatives.

APPENDIX E

SCOUT ENTERPRISES

Scout Enterprises (Western) Ltd
West Richardson Street
High Wycombe
Buckinghamshire
HP11 2SB
Tel: 01494 528772
Fax: 01494 528783
Email: highwycombe@scout-enterprises.co.uk

Mr H R O Jones
Chepping Wycombe Parish Council
Council Offices
Cock Lane
Tylers Green
High Wycombe
Bucks
HP10 8DS

16th April 2009

Dear Mr Jones

Scout Enterprises is a not for profit charity (Registered Charity No 295242) helping unemployed people return to the workplace. The company specialises in supporting the long-term unemployed and those who are at a disadvantage in the labour market.

I am writing to enquire if you produce a Parish magazine or newsletter where we could publicise our activities to the local community. We are able to offer FREE, part-time training courses and can provide support, assistance and introductions to employers from our Resource Centre in High Wycombe.

I would be most grateful if you could let me know if Scout Enterprises could use the medium of your Parish magazine or newsletter to inform the local community of the support, assistance and training we can provide in these difficult times. Could you also advise if any charge will be made.

I look forward to hearing from you and I have enclosed a stamped addressed envelope for your reply.

Yours sincerely
Scout Enterprises (Western) Ltd

Mick Kane
Resource Centre Manager

Scout Enterprises (Western) Limited. Company Limited by Guarantee.
Registered in England & Wales No. 1796061.
Registered Office: Pavilion House, Bishop Road, Bristol BS7 8LX. Tel: 0117 9232288
Registered Charity No. 295242. VAT Registration No. 713 1958 41

EUROPEAN UNION
European Social Fund
INVESTOR IN PEOPLE
POSITIVE ABOUT DISABLED PEOPLE

Finance & General Purposes

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
401	ADMINISTRATION						
4001	STAFF SALARIES	27,746	0	28,537	28,537		28,537
4007	HEALTH & SAFETY	0	0	290	290		290
4008	CONF & COURSES	973	0	3,500	3,500		3,500
4009	TRAVEL	395	0	500	500		500
4010	MISC STAFF COSTS	0	0	90	90		90
4020	MISC ESTAB'T COSTS	327	0	300	300		300
4021	TELEPHONE & FAX	1,381	0	1,400	1,400		1,400
4022	POSTAGE	592	0	700	700		700
4023	STATIONERY & PRINT'G	818	0	1,000	1,000		1,000
4025	INSURANCE	2,994	0	5,000	5,000		5,000
4026	PUBLICATIONS	170	35	360	325		325
4027	PHOTOCOPY CHARGES	475	0	635	635		635
4041	EQUIPMENT HIRE	1,252	0	1,232	1,232		1,232
4042	EQUIPMENT MAINTEN'CE	130	0	850	850		850
4051	BANK CHARGES	78	0	80	80		80
4056	LEGAL FEES	5,172	0	1,500	1,500		1,500
4057	AUDIT FEES	1,750	-1,400	1,750	3,150		3,150
4060	OTHER PROF FEES	640	0	1,200	1,200		1,200
4453	OFFICE EQUIPMENT	735	0	0	0		0
4993	TFR TO EARMARKED RSV	0	0	1,680	1,680		1,680
	ADMINISTRATION:-Expenditure	**45,627**	**-1,365**	**50,604**	**51,969**	**0**	**51,969**
1081	PHOTOCOPY INC.	0	0	5	-5		0
1084	MISC INCOME	100	0	75	-75		0
1090	INTEREST RECEIVED	8,158	-3	10,000	-10,003		0
	ADMINISTRATION :- Income	**8,258**	**-3**	**10,080**	**-10,083**		
	Net Expenditure over Income	**37,369**	**-1,362**	**40,524**	**41,886**		
402	CIVIC ACTIVITIES						
4001	STAFF SALARIES	3,001	0	2,396	2,396		2,396
4002	MEMBERS ALLOWANCES	1,549	0	2,891	2,891		2,891
4008	CONF & COURSES	781	0	2,000	2,000		2,000
4009	TRAVEL	202	0	300	300		300
4016	PREMISES HIRE	0	33	200	168		168
4020	MISC ESTAB'T COSTS	335	0	500	500		500
4024	SUBCRIPTIONS/DON'NS	2,391	0	2,270	2,270		2,270
4031	OTHER ADVERTISING	0	0	500	500		500

Continued on Page No 2

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4032	PUBLICITY	328	0	200	200		200
4033	NEWSLETTER	3,718	-1,500	4,350	5,850		5,850
4041	EQUIPMENT HIRE	0	0	90	90		90
4450	ARCHIVES	130	0	500	500		500
4901	GRANTS MADE	1,275	0	2,500	2,500		2,500
	CIVIC ACTIVITIES:-Expenditure	**13,710**	**-1,468**	**18,697**	**20,165**	**0**	**20,165**
1076	PRECEPT	317,765	0	330,158	-330,158		0
	CIVIC ACTIVITIES :- Income	**317,765**	**0**	**330,158**	**-330,158**		
	Net Expenditure over Income	**-304,055**	**-1,468**	**-311,461**	**-309,994**		
403	HOLDING FUNDS						
4048	CONTINGENCY	3,000	0	3,000	3,000		3,000
	HOLDING FUNDS:-Expenditure	**3,000**	**0**	**3,000**	**3,000**	**0**	**3,000**
	Net Expenditure over Income	**3,000**	**0**	**3,000**	**3,000**		
	Finance & General Purposes :- Expenditure	**62,337**	**-2,833**	**72,301**	**75,134**	**0**	**75,134 gtlExpP**
	Income	**326,023**	**-3**	**340,238**	**-340,241**		**gtlIncPe**
	Net Expenditure over Income	**-263,686**	**-2,830**	**-267,937**	**-265,108**		

APPENDIX 9

BUDGET ANALYSIS 2009/10

	Budget 2008/09	Budget as set at Council 20 1 09 2009/10
GENERAL REGULAR REVENUE ITEMS		
GROSS EXPENDITURE		
ROUTINE ITEMS		
AMENITY LAND	33,544	35,842
LEISURE FACILITIES	49,036	52,732
WORKS SERVICE & PLANNING	139,890	155,437
FINANCE & GENERAL PURPOSES	56,776	63,801
TOTAL	**279,246**	**307,812**
CAPITAL, EXCEPTIONAL AND LARGE ITEMS		
Amenity Land		
AL exceptional items 2008/09	5,500	
Benches and signs	1,000	1,000
Railway land tree surgery	1,000	0
Kingswood benches		1,000
Tylers Green Tracks	1,000	1,000
Tylers Green Common management plan	2,000	1,000
Widmer pond area improvements	3,000	1,500
	13,500	**5,500**
Leisure Facilities		
LF exceptional items 2008/09	5,500	
Ashley Drive rec youth facilities		0
Derehams Sports site rejuvenation	7,000	5,000
Derehams Lane pavilion replacement reserve fund	5,000	0
Srt Bit recreation ground 4 litter bins		1,000
Boundary Rd rec plant replacements		2,000
Benches and signs	1,000	2,000
Play areas bark replacement		1,500
Ashley Dr aerial runway		0
Play equipment reserve fund	3,000	3,000
	21,500	**14,500**
Works Services & Planning		
WSP exceptional items 2008/09	3,560	
Depot door & roof repairs		2,000
Office furniture		0
Altona Rd cemetery extension path & tree work	5,000	3,000
Cock Land cemetery Extension	5,000	5,000
St Peter's Church wall		5,000
Benches,signs,stiles and kissing gates	2,000	2,000
Street light replacement	14,000	10,000
Partnership working	5,000	3,000
Vehicle plant & equipment reserve	7,835	12,145
	42,395	**42,145**

BUDGET ANALYSIS 2009/10		
	Budget	Budget as set at Council 20 1 09
	2008/09	2009/10
F & GP		
FGP exception items 2006/7		
FGP exceptional items 2008/09	1,600	
Contingency	3,000	3,000
Grants	2,500	2,500
Legal fees	1,500	3,000
General reserve		
Publicity		
	8,600	**8,500**
	2008/09	
Totals - gross expenditure		
Amenity Land	47,044	41,342
Leisure Facilities	70,536	67,232
Works and Services Planning	182,285	197,582
F & GP	65,376	72,301
CWPC - gross	**365,241**	**378,457**
Totals - income (exc Precept)		
Amenity Land	(11,936)	(2,137)
Leisure Facilities	(15,265)	(15,952)
Works and Services	(9,827)	(10,330)
F & GP	(7,110)	(10,080)
CWPC - income	**(44,138)**	**(38,499)**
CWPC TOTAL net	**321,103**	**339,958**
	3.9% inc	**3.9%inc**
PRECEPT	**(317,765)**	**(330,158)**
TRANSFER FROM GEN RES		
Difference	**3,338**	**9,800**

APPENDIX H

CHEPPING WYCOMBE PARISH COUNCIL

EARMARKED RESERVES		RESERVES 2007/08			RESERVES 2008/09			RESERVES 2009/10		
		ALLOCATIOI 2007/08	SPEND 2007/08	AS AT 31/03/2008	ALLOCATION 2008/09	SPEND	AS AT 31/03/2009	ALLOCATION 2009/10	SPEND	AS AT 31/03/2010
SMALL RIDE ON MOWER		600		1,800	600		2,400	350		2,750
RIDE ON MOWER		1,740		10,094	1740		11,834	4,083		15,917
LORRY		500		500	500		1,000	2,444		3,444
UTILITY VEHICLE		1,283		4,514	1283		5,797	1,926		7,723
TRACTOR		3,007		5,561	3007		8,568	2,608		11,176
VEHICLE RESERVE	322	**7,130**	0	**22,469**	**7130**	0	**29,599**	**11,411**	0	**41,010**
SIDE FLAIL		400		2,214	400		2,614	627		3,241
DRAWN FLAIL		305		1,121	305		1,426	107		1,533
PLANT RESERVE	323	**705**	0	**3,335**	**705**	0	**4,040**	**734**	0	**4,774**
COMPUTERS		550		1,542	550		2,092	600		2,692
EQUIPMENT		1,050		3,000	1050		4,050	1,080		5,130
OFFICE EQUIP RESERVE	324	**1,600**	0	**4,542**	**1600**	0	**6,142**	**1,680**	0	**7,822**
PLAY EQUIP RESERVE	325	3,000		9,000	3,000		12,000	3,000		15,000
TG COMMON TRACKS	326	2,000	-3953	0	1,000		1,000	1,000		2,000
CHURCHYARD ST MARGARET& ST PETER'S WALL	321	5,000		8,440	1,560		10,000	5,000		15,000
COCK LANE RECYCLING	329				1,000		1,000			1,000
TG COMMON MANAGEMENT PLAN	331				2,000		2,000	1,000		3,000
TG COMMEMORATIVE TREES	332				1,900		1,900			1,900
NEW PAVILION DEREHAMS	363	5,000	-4000	4,000	5,000		9,000	0		9,000
DEREHAMS REJUVENATION	362			3,000	7,000	-2,700	7,300	5,000		12,300
BASKETBALL	364	500		1,000	0		1,000			1,000
DEED OF GRANT	357			10,200			10,200			10,200
ALTONA TREES & EXTENSION PATH	361			860	5,000		5,860	3,000		8,860
STREET LIGHTING	351	10,000	-14446	0	14,000		14,000	10,000		24,000
BENCHES & SIGNS	354				2,890		2,890			2,890
WARDEN'S HOUSE	359		-2525	0			0			0
COCK LANE CEMETERY TRACK	366	5,000	-6414	2,586	5,000		7,586	5,000		12,586
ST BIT CAR PARK	350	9,000	-10000	0			0			0
RAILWAY LAND TREES	367			1,000	0		1,000	0		1,000
KINGSWOOD IMPROVEMENTS	368		-2000	0	8,650		8,650			8,650
WIDMER POND IMPROVEMENT	369		0	1,000	3,000	0	4,000	1,500		5,500
GREEN DRAGON FENCE	370	3,920		4,920	3,500	-4,070	4,350			4,350
LEGAL FEES	371		-5000	0			0			0
OFFICE REFURBISHMENT	372	1,270		1,270			1,270			1,270
TOTAL EXCEPTIONAL ITEMS		**44,690**	**-48,338**	**47,276**	**64,500**	**-6,770**	**105,006**	**34,500**	0	**34,500**
TOTAL EARMARKED RESERVES		**54,125**	**-48338**	**77,622**	**73,935**	**-6,770**	**144,787**	**48,325**		**193,112**
GENERAL RESERVE		**12,779**	0	**90,628**	**1,635**	0	**92,263**	**-9,800**		**82,463**
TOTAL RESERVES		**66,904**	**-48,338**	**168,250**	**75,570**	**-6,770**	**237,050**	**38,525**		**275,575**