CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE
APPENDICES
THURSDAY 29 OCTOBER 2009

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APPENDIX A

FEES AND CHARGES FOR 2010/11				
Increase by 3%				
	2009/10	2010/11		
Chairman of Council's allowance	748.00	770.50		
Maintenance of St Peter's Churchyard	501.00	516.00		
Maintenance of Derehams Sports Comp	949.50	978.00		
Litter Scheme Donations				
Flackwell Heath Age Concern	91.00	94.00		
Greenpeace	91.00	94.00		
Penn Trust(Green)	148.00	152.00		
Gardening with the Disabled	51.00	52.50		
Christian Solidarity Worldwide	81.00	83.50		
Penn Trust(Heath)	42.00	43.00		
Christian Aid	64.00	66.00		
Alzheimers Society	26.00	27.00		
NSPCC	26.00	27.00		
"The Guerilla Gardeners"	64.00	66.00		
Newsletter delivery(for 2 issues)				
Tylers Green (WI)	223.00	229.50		
Flackwell Heath (Scouts)	205.00	211.00		
Loudwater (Guides)	302.00	311.00		
Orienteering maps	1.00	1.00		
Allotments	18.00	26.00		
Altona Road grazing land rental	610.50	629.00		
Permits				
Seasonal Adults	41.50	43.00		
Seasonal Junior	28.00	29.00		
Single event Adult	39.00 +VAT	40.00 +VAT		
Single event Junior	25.00 +VAT	26.00 +VAT		
Fairs				
Operating days	113.50+VAT	117.00+VAT		
standing days	196.00 +VAT	202.00+VAT		
deposit	388.00	400.00		
Hire of Chamber	25.00+VAT	26.00+VAT		
Administration charges	15% or £100 whichever the greater	15% or £150 whichever the greater		
Cemetery Register search fee	N/A	15.00		

Cemeteries				
Burials and Memorials				
	2009/10		2010/11	
Burials				
	Parishioner	Outside Parish	Parishioner	Outside Parish
Purchased Grave				
Adult				
Rights (purchase fee)	113.00	617.00	300.00	600.00
Interment fee	73.00	514.00	200.00	400.00
Child under 10 and still born child				
Rights (purchase fee)	64.00	278.00	170.00	340.00
Interment fee	37.00	132.00	80.00	160.00
Grave for ceremated remains				
Rights (purchase fee)	34.00	306.00	170.00	340.00
Interment fee	36.00	289.00	80.00	160.00
Memorials				
Headstone up to 1 metre in height	34.00	306.00	120.00	240.00
Book,scroll or wedge tablet up to 45cm	27.00	75.00	100.00	200.00
Vase free standing	27.00	75.00	50.00	100.00
Additional inscription	27.00	50.00	35.00	70.00
Additional tablet for inscription	27.00	75.00	50.00	100.00
Memorial flush to grave				
full size	121.00	365.00	120.00	240.00
tablet size	63.00	183.00	100.00	240.00

APPENDIX B

Section 4

CHEPPING WYCOMBE PARISH COUNCIL

PROPOSED MEETING DATES 2010

PUBLICITY SUB	M	TUESDAY	05 JANUARY 2010
F&GP	P	THURSDAY	07 JANUARY 2010
COUNCIL	P	TUESDAY	19 JANUARY 2010
AL	P	TUESDAY	02 FEBRUARY 2010
LF	P	THURSDAY	11 FEBRUARY 2010
WS&P	P	THURSDAY	04 MARCH 2010
F&GP	P	THURSDAY	18 MARCH 2010
PARISH MEAL	M	FRIDAY	26 MARCH 2010
ANNUAL PARISH MEETING	P	WEDNESDAY	21 APRIL 2010
COUNCIL	P	THURSDAY	06 MAY 2010
ANNUAL COUNCIL	P	TUESDAY	11 MAY 2010
AL	P	THURSDAY	13 MAY 2010
LF	P	THURSDAY	20 MAY 2010
WS&P	P	THURSDAY	03 JUNE 2010
F&GP	P	TUESDAY	15 JUNE 2010
COUNCIL	P	THURSDAY	24 JUNE 2010
AL SITE VISIT	M	THURSDAY	01 JULY 2010
LF SITE VISIT	M	THURSDAY	08 JULY 2010
WS&P SITE VISIT	M	THURSDAY	15 JULY 2010
INFORMAL COUNCIL	M	TUESDAY	20 JULY 2010
PUBLICITY SUB	M	THURSDAY	02 SEPTEMBER 2010
AL	P	TUESDAY	07 SEPTEMBER 2010
LF	P	THURSDAY	23 SEPTEMBER 2010
WS&P	P	THURSDAY	14 OCTOBER 2010
F&GP	P	THURSDAY	21 OCTOBER 2010
COUNCIL	P	TUESDAY	02 NOVEMBER 2010
AL	P	THURSDAY	18 NOVEMBER 2010
LF	P	THURSDAY	25 NOVEMBER 2010
WS&P	P	THURSDAY	09 DECEMBER 2010

LEGEND:

AL	Amenity Land Committee
LF	Leisure Facilities Committee
WS&P	Works, Services & Planning Committee
F&GP	Finance & General Purposes Committee
P	Public Meeting
M	Members and Staff Only

APPENDIX C

Penn and Tylers Green LTC
c/o Penn Barn
By the Pond, Elm Road
Penn, Bucks
HP10 8LB

19 October 2009

Dear Sir or Madam,

I am writing on behalf of Penn and Tylers Green Lawn Tennis Club to request whether the Council would be prepared to give a small grant towards the major project to extend and upgrade our facilities.

The project is a significant one, encompassing a badly needed fourth court, a 'mini-court' to help us build on our increasingly popular Junior Coaching programmes, and a new clubhouse.

The project has taken a long time to come to fruition as we pursued planning permission and you will be aware of the complexities of our lease which, while now sorted, has ended up costing the club over £2,000 per annum more than now. After much effort we have been successful in gaining funding from both the Lawn Tennis Association and the Foundation for Sports and Arts for the new court and mini court respectively which when combined with a surplus which we had built up through members' subscriptions has allowed us to proceed.

The Club has worked hard to gain this funding becoming one of the first clubs in Buckinghamshire to achieve LTA 'Clubmark' status recognizing the way the club is run and in particular the ambition which we have to become a centre of excellence for developing Junior tennis.

The scope of the LTA and FSA funding is clearly restricted to the new courts and we are now looking for any additional funding to help us proceed with a new clubhouse. Our objective is to have a proper clubhouse to replace the existing 'shed'; we believe this to be particularly important if we are to hold more Junior coaching sessions and competitions and make our Club more of a draw for our Junior members.

The total cost is estimated at £12,250 broken down as follows:

Club house	£10,000.00
Storage hut (Materials for coaching)	£500.00
Electrics	£1000
Plumbing	£500.00
Table Tennis (For Juniors while waiting)	£250.00
	£12,250.00

We wondered whether the Council would be prepared to contribute up to 20% of the costs of this element of the project. We believe that our Club is already a major asset to the village and that this project, fully completed, will give us the quality of facilities which match our ambitions.

If you would like to understand any further details we would be very happy to take you through them.

yours faithfully

Andrew Brown

for and on behalf of Penn and Tylers Green Lawn Tennis Club

Chepping Wycombe Parish Council

APPENDIX D

From: Dennis Budd [budds@galadhrim.fsnet.co.uk]
Sent: 12 July 2009 22:21
To: Parish Clerk
Cc: geoff turner; Mark Hobbs
Subject: Funding for Flackwell Heath Football Club
Follow Up Flag: Follow up
Flag Status: Green

Dear Huw

I wonder if you can help

I am writing on behalf of Flackwell Heath Football where I work on a free lance basis doing fund raising and marketing the club to local business's and the local community

We, like many other football clubs in the lower leagues, are not a rich club and barely survive via entrance fees, donations, and social events

We are currently engaged in the following projects to enhance the current facilities to encourage the wider community to the football club and provide a good sporting and social focal point in the area for everyone

Our current projects are, replacement of current floodlights, new goals, and new outside storage facilities

I am writing to you on a formal basis to ask if the council would be prepared to support us with any additional funding or grants to help us with these projects

Any assistance would be greatly appreciated

If there is any formal paperwork that needs to be completed or you require any supporting articles please let me know

Regards

Dennis Budd

For and on behalf of Flackwell Heath Football Club

APPENDIX E

Chepping Wycombe Parish Council

Standing Orders

CHEPPING WYCOMBE PARISH COUNCIL STANDING ORDERS

Items in bold cannot be suspended or varied see Standing Order 79 as they are laid down in Acts of Parliament and are compulsory.

1 MEETINGS

(a) Meetings of the Council shall be held each year on such dates and times and at such a place as decided by the Council.

(b) Smoking is not permitted at any meeting.

(c) Meetings will normally be held at the Council Office, Cock Lane, Tylers Green and will start at 7.30pm unless the Council otherwise decides at a previous meeting.

A summons to attend each meeting shall be left or sent to the usual place of residence of every member of the Council six clear days before the meeting.

2. THE STATUTORY ANNUAL MEETING

(a) In an election year the Annual Parish Council Meeting shall be held on or within 14 days following the day on which the councillors take office (the day of the election) and

(b) In a year, which is not an election year, the Annual Parish Council Meeting will be held on such a day in May as the Council, may direct.

3. Three other Statutory meetings of the Council shall be held in the months of July, November and January

4. CHAIRMAN OF MEETING

The person presiding at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. PROPER OFFICER OR RESPONSIBLE FINANCE OFFICER

Where a statute, regulation or order confers functions or duties on the proper officer of the Council or the Responsible Finance Officer in the following cases he shall be the clerk or nominated officer:

- To receive declarations of acceptance of office.
- To receive and record notices disclosing interests at meetings.
- To receive and retain plans and documents.
- To sign notices or other documents on behalf of the Council.
- To receive copies of bylaws made by another local authority.
- To certify copies of bylaws made by the Council.
- To sign and issue summons to attend meetings of the Council.
- To keep proper records for all Council meetings.

6 QUORUM OF THE COUNCIL
Three members or one-third of the membership, whichever is the greater, shall constitute a quorum at meetings of the Council.

7. If a quorum is not present when the Council meets or if during the meeting the number of councillors present (not counting those debarred by reason of a declared interest) falls below the quorum, the business not transacted at that meeting shall be transacted at the next meeting or on such other day as the Chairman may fix.

8. For a quorum relating to a committee or a sub-committee see Standing Order 48.

9. VOTING

Members shall vote by show of hands, or, if at least two members so request, by signed ballot.

10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request must be made before moving on to the next business.

11. (1) Subject to (2) and (3) below the Chairman may give an original vote on any matter put to the vote, in any case of an equality of votes may give a casting vote whether or not he gave an original vote.

(2) If the person presiding at the annual meeting would have ceased to be a member of the council but for the statutory provision which preserves the membership of the Chairman and Vice-Chairman until the end of their term of office he may not give an original vote in an election for Chairman.

(3) The person presiding must give a casting vote whenever there is an equality of votes in an election of Chairman.

12. ORDER OF BUSINESS

At the Annual Council Meeting the first business shall be:

(a). To elect a Chairman of the Council.
(b). In an election year all councillors shall execute Declarations of Acceptance of Office in each other's presence before the Annual Council Meeting commences.
(c). To receive the Chairman's declaration of acceptance of office, or, if not then received, to decide when it shall be received.
(d). In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
(e). To decide when any declarations of acceptance of office which have not been received as provided by law shall be received.
(f). To elect a Vice-Chairman.
(g). To appoint representatives to outside bodies.
(h). To appoint committees and sub-committees.
(i). To consider the payment of any subscriptions falling to be paid annually that have not already been paid.
(j). To inspect any deeds and trusts investments in the custody of the Council as required.

and shall thereafter follow the order set out in the Standing Order 15.

13. At every meeting other than the Annual Council Meeting the first business shall be the appointment of a chairman if the Chairman and Vice-Chairman be absent and to receive such declarations of acceptance of office (if any) and undertake to observe the Council's code of conduct as are required by law to be made or, if not then receive, to decide when they shall be received.

14. In every year, not later than the meeting at which estimates for next year are settled, the Council shall review the pay and conditions of services of existing employees. Standing Order 38 must be read in conjunction with this requirement.

15. After the first business has been completed, the order of business, unless the Council decides otherwise on the grounds of urgency, shall be as follows:

(a). To read and consider the Minutes; provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting the Minutes may be taken as read.
(b). After consideration to approve the signature of the Minutes by the presiding chairman as a correct record.
(c). To deal with business expressly required by statute to be done.
(d). To dispose of business, if any, remaining from the last meeting.
(e). To receive such communications as the person presiding may wish to lay before the Council.
(f). To answer questions from Councillors.
(g). To receive and consider reports and minutes of committees.
(h). To receive and consider resolutions, recommendation and proposition in the order that they have been notified.
(i). To authorise the sealing of documents.
(j). If necessary, to authorise the signing of orders for payment.

16. URGENT BUSINESS

A recommendation to vary the order of business on the ground of urgency:

(a) May be proposed by the chairman or by any member and, if proposed by the chairman, may be put to the vote without being seconded, and
(b). Shall be put to the vote without discussion.

17. RESOLUTIONS MOVED ON NOTICE

Except as provided by these Standing Orders, no resolution may be moved unless the Business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least ten clear days before the next meeting of the Council.

18. The Clerk shall date every notice of resolution or recommendation when received by him, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.

19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving such notice has stated in writing that he intends to move his proposition at some later meeting or that he withdraws it.

20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by another member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.

21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report; provided that the chairman, if he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.

22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties, which affects its area.

23. RESOLUTIONS MOVED WITHOUT NOTICE

Resolutions dealing with the following matters may be moved without notice:

(a). To appoint a chairman of the meeting.
(b). To correct the Minutes.
(c). To approve the Minutes.
(d). To alter the order of business.
(e). To proceed to the next business.
(f). To close or adjourn the debate.
(g). To refer a matter to a committee.
(h). To appoint a committee or members thereof.
(i). To adopt a report.
(j). To authorise the sealing of documents.
(k). To amend a motion.
(l). To give leave to withdraw a proposition or an amendment.
(m). To extend the time limits for speeches.
(n). To exclude the press and public. (see Order 68 below).
(o). To silence or eject from the meeting a member named for misconduct. (see Order 33 below).
(p). To give consent of the Council where such consent is required by these Standing Orders.
(q). To suspend Standing Orders.
(r). To adjoin the meeting.

24. QUESTIONS

A member may ask the Chairman of the Council or the Clerk any question concerning the business of the Council, providing 7 clear days notice of the question has been given to the person to whom it is addressed.

25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.

26. Every question shall be put and answered without discussion.

27. A person to whom a question has been put may decline to answer.

28. RULES OF DEBATE

No discussion of the Minutes shall take place except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

29. (a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and unless proper notice has already been given, it shall if required by the Chairman, be reduced to writing and handed to him before it is further discussed or put to the meeting.

(b). A member when seconding a resolution or amendment may, if he then declares his intention to do so, reserves his speech until a later period of the debate.

(c). A member shall direct his speech to the question under discussion or to a personal explanation or to a question of order.

(d). No speech by a mover of a resolution shall exceed 5 minutes and no other speech shall exceed 3 minutes except by the consent of the Council.

(e). An amendment shall be either

1. To leave out words.
2. To leave out words and insert others.
3. To insert or add words.

(f). An amendment shall not have the effect of negating the resolution before the Council.

(g). If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.

(h). A further amendment shall not be moved until the Council has disposed of every amendment previously moved.

(i). The mover of a resolution or of an amendment shall have a right of reply, not exceeding 5 minutes.

(j). A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to ask a question of information, or to move the closure.

(k). A member may speak on a point of order or a personal explanation. A member speaking for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him, which may have been misunderstood.

(l). A resolution or amendment may be withdrawn by the proposer with the consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.

(m). When a resolution is under debate no other resolution shall be moved except the following:

1. To amend the resolution.
2. To proceed to the next business.
3. To adjourn the debate.
4. That the question be now put.
5. That a member named be not further heard.
6. That a member named does leave the meeting.
7. That the resolution be referred to a committee.
8. To exclude the public and press.
9. To adjourn the meeting.

30. A member shall remain seated when speaking unless requested to stand by the Chairman.

31. (a). The ruling of the chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.

(b). Members shall address the chairman. If two or more members wish to speak, the chairman shall decide who to call upon.

(c). Whenever the Chairman speaks during a debate all other members shall be silent.

32. CLOSURE

At the end of any speech a member may, without comment, resolve "that the question be now put," "that the debate be now adjourned" or "that the Council do now adjourn." If such resolution is seconded, the Chairman shall put the motion but, in the case of a resolution "that the question be now put" only if he is of the opinion that the question before the Council has been sufficiently debated. If the resolution "that the question be now put!' is carried, he shall call upon the mover to exercise or waive his right of reply and shall put the question immediately after the right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

33. DISORDERLY CONDUCT

(a) **All members must observe the Code of Conduct, which was adopted by the Council on 16th April 2002, a copy of which is annexed to these Standing Orders.**

(b) No member shall at a meeting by persistently disregarding the ruling of the Chairman, by wilfully obstruct business, or behaving irregularly, offensively, improperly, or **in such manner as to bring the Council into disrepute.**

(c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board of England.**

(d) If either the propositions mentioned in paragraph (c) is disobeyed, the Chairman may adjourn the meeting or take such further steps as may reasonably be necessary to enforce them.

34. RIGHT OF REPLY

The mover of a resolution shall have the right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising the right of reply shall not introduce new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

35 ALTERATION OF RESOLUTION

A member may, with the consent of his seconder, move amendments to his own resolution.

36. RESCISSION OF PREVIOUS RESOLUTION

(a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months save by a special resolution, the written notice whereof bears the names of at least five members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

(b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of the Order has been disposed of, no similar resolution may be moved within a further six months.

37. VOTING ON APPOINTMENTS

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

38. DISCUSSIONS AND RESOLUTIONS AFFECTING EMPLOYEES OF THE COUNCIL

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the press and public shall be excluded. (See Standing Order 68.)

39. RESOLUTIONS ON EXPENDITURE.

Any resolution, which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee or by another committee after recommendation by the Finance and General Purposes Committee, and which, if carried, would, in the opinion of the Chairman, substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any committee affected by it shall consider whether it desires to report thereon and the Finance and General Purposes Committee shall report on the financial aspects of the matter.

40. EXPENDITURE

Orders for the payment of money shall be authorised by resolution of the Council or standing committee or sub-committee and signed by two members.

41. SEALING OF DOCUMENTS

(a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by resolution.

(b) Any two members of the Council named in the resolution moved under the provision of paragraph (a) of this Order may seal, on behalf of the Council any document required by law to be issued under seal.

42. COMMITTEES AND SUB-COMMITTEES

The Council may at the Annual General Meeting appoint standing committees and may at any other time appoint such other committees as are necessary, but subject to any statutory provision in that behalf:

(a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
(b) May appoint persons other than members of the Council to any Committee.
(c) May subject to the provision of Standing Order 36 at any time dissolve or alter the membership of a committee.
(d)The Finance and General Purposes Committee will fix dates of committee and Council meetings for the calendar year.
(e) The Council shall appoint not less than five nor more than nine people to standing committees excluding the Chairman and Vice-Chairman of the Council. At least one member from each ward shall serve on the committee.

43. The Chairman and Vice-Chairman, ex-offico, of the Council shall be voting members of every Committee.

44. Every committee shall at its first meeting, which will take place at the Annual General Meeting of the Council while it is adjourned, before proceeding to any other business elect a Chairman and Vice-Chairman who shall hold office until the next Annual Meeting of the Council.

45. SPECIAL MEETING

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that Committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

46. SUB-COMMITTEE

Every committee may appoint sub-committees for purposes to be specified by the committee. A sub-committee shall appoint not less than four people to a sub-committee.

47. The Chairman and Vice-Chairman of the Committee shall be a member of every sub-committee appointed by it unless they signify that they do not wish to serve.

48. Except where ordered by the Council in the case of a committee or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be 4 members.

49. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Orders on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

50. ADVISORY COMMITTEES

(a) The Council may create an advisory committee, whose name, and number of members and the bodies to be invited to nominate members shall be specified.
(b) The Clerk shall inform the members of each advisory committee of the terms of reference of the Committee.
(c) An advisory committee may make recommendations and give notice thereof to the Council.
(d) An advisory committee may consist wholly of persons who are not members of the Council.

51. VOTING IN COMMITTEES

Members of committees and sub-committees entitled to vote shall vote by show of hands, or, if at least two members so request by signed ballot.

52. Chairmen of committees and sub-committees shall, in the event of an equality of votes, have a second or casting vote.

53. PRESENCE OF NON-MEMBERS OF COMMITTEES AT COMMITTEE MEETINGS

(a) A member who has proposed a resolution, which has been referred to any committee of which he is not a member, may explain his resolution to the committee but shall not vote.

(b) Any member shall, unless the Council otherwise orders, be entitled to be present as a spectator at the meetings of any committee or sub-committee of which he is not a member.

54. ACCOUNTS AND FINANCIAL STATEMENT

(a) Except as provided in paragraph (b) of this Standing Order or by statute all accounts for payment and claims upon the Council shall be laid before the Council or standing committee or sub-committee.

(b). Where it is necessary to make payment in respect of an account which has not been laid before the Council or standing committee or sub-committee, such payment shall be certified as to its correctness and urgency by the appropriate officer Order and signed by two members in the case of an emergency in accordance with Standing 40. Such payment shall be authorised by the proper officer and responsible finance officer for payment with the approval of the Chairman and Vice-Chairman of the Council or the Chairman and Vice-Chairman of the appropriate committee or sub-committee.

(c) All payments authorised under paragraph (b) of this Standing Order or made without authority of the Council or standing committee or sub-committee under any statute shall be separately included in the next schedule of payments laid before the Council or committee or sub-committee.

55. The Responsible Finance Officer shall supply to each member as soon as practical after 31st March in each year, a statement of the receipts and payments of the Council for the completed financial year. An Income and Expenditure Statement prepared on the appropriate accounting basis for a year to 31st March shall be presented to each member before the end of the following month of May. The Statement of the Accounts of the Council, which is subject to external audit, shall be presented to Council for formal approval.

56. ESTIMATES.

(a) The Council shall approve written estimates and the precept for the coming financial year at its meeting before the end of January.
(b) Any committee desiring to incur expenditure shall give the Clerk a written estimate of the expenditure recommended for the coming year not later than 31st October. All such estimates will be considered by the Finance and General Purposes Committee who will submit recommendation to Council in January.

57 INTERESTS

If any member has a personal interest as defined by the Code of Conduct adopted by Council on 16th April 2002 then he shall declare such interest as soon as it becomes apparent, disclosing the existence and nature of that interest as required.

58 If a member who has declared a personal interest then considers the interest to be prejudicial, he must withdraw from the room or chamber during consideration of the item to which the interest relates.

59. If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 16th April 2002 then that interest must be declared and a decision made by the member whether to stay or withdraw.

60. The Clerk shall record in a book of member's interests as required by the Monitoring Officer of the responsible Authority or as required by statue.

61. If a candidate for any appointment under the Council is to his knowledge related to any member of or the holder of any office under the Council, he and the person to whom he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified from such appointment, and if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee such disclosure. Where a relationship to a member is disclosed Standing Orders 57, 58 and 59 shall apply as appropriate.

62. The Clerk shall make known the purpose of this Standing Order 61 to every candidate.

63. CANVASSING OF AND RECOMMENDATIONS BY MEMBERS

(a) Canvassing of members, or of any committee or sub-committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this paragraph of this Standing Order to every candidate.
(b) A member of the Council shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.

64. Standing Orders 61 and 63 shall apply to tenders as if the person making the tender were a candidate for an appointment.

65. INSPECTION OF DOCUMENTS

A member may for the purpose of his duty as such (but not otherwise), inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

66. All Minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.

67. UNAUTHORISED ACTIVITIES

No member of the Council or of any committee or sub-committee shall, in the name of the Council or on behalf of the Council:

(a) Inspect any lands or premises which the Council has the right or duty to inspect; or
(b) Issue orders, instructions or directions.

Unless authorised to do so by the Council or the relevant committee or sub-committee.

68. ADMISSION OF THE PUBLIC AND PRESS TO MEETINGS

The public and the press shall be admitted to all meetings of the Council and its committees and sub-committees, **which may, however, temporarily exclude** the press or the public or both by means of the following resolution:

"That in view of the (special) (confidential) nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw."

69. The Council shall state the special reason for exclusion.

70. At all meetings of the Council and committees and sub-committees the Chairman may at his discretion and at a convenient time in the transaction of business, adjourn the meeting so as to allow any members of the public to address the meeting in relation to the business to be transacted at that meeting.

71. The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present. There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

72. If a member of the public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they be removed from the meeting and may adjourn the meeting for such period as is necessary to restore order.

73 CONFIDENTIAL BUSINESS

(a) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
(b) Any Member in breach of paragraph (a) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

74. LIAISON WITH COUNTY AND DISTRICT COUNCILLORS

A summons and agenda for each meeting shall be sent, together with an invitation to attend to the County and District Councillor for the Division or Ward.

75. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County or District Council shall be transmitted to the County Councillor/s for the division in which the parish lies or to the District Councillor/s for the ward of the parish as the case may require.

76. PLANNING APPLICATIONS

(a) The Clerk shall keep a record of every planning application notified to the Council:

- The date on which it was received.
- The name of the applicant.
- The place to which it relates.

(b) The Clerk shall refer every planning application received to the appropriate Village planning representative appointed by the Works, Services and Planning Committee within 48 hours.
(c) The Clerk shall arrange a meeting of the Planning Applications Sub-Committee, of the Works, Services and Planning Committee as necessary or requested by a Village Planning Representative.

77. FINANCIAL MATTERS

The Council shall consider and approve Financial Regulations drawn up by the Responsible Finance Officer and Proper Office of the Council.

1) Such Regulations shall include detailed arrangements for the following:

(a) The accounting records and systems of internal control;
(b) The assessments and management of risk faced by the Council;
(c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually;
(d) The financial reporting requirements of members and local electors and
(e) Procurement policies, subject to 2 below, including the setting of values for different procedures where the contract has an estimate value less than £50,000.

2) Any proposed contract for the supply of goods, materials, services and the extension of works with an estimated value in excess of £50,000 shall be procured on the basis of a formal tender as summarised in (3) below.

3) Any formal tender procedure shall comprise of the following steps:

(a) A public notice of intention to place a contract to be placed in a local newspaper;
(b) A specification of the goods, materials, services and the execution of works shall be drawn up;
(c) Tenders are to be sent, in a sealed marked envelope, to the Clerk by a stated date and time;
(d) Tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council;

(e) Tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee.

4) The Council, or any Committee, is not bound to accept the lowest tender, estimate or quote. Any tender notice shall contain a reference to the Standing Orders 61, 63 & 64 regarding improper activity.

5) The finance regulations of the Council shall be subject to regular review, at least once every four years.

6) The Clerk shall make proper arrangements for procuring materials or services or the work to be executed as he thinks fit if the value does not exceed £2,000. Where the value exceeds this amount three quotations or estimates are to be obtained, to be approved by Council or Committees or the Chairman, Vice-Chairman and Clerk of Council or Committees.

7) Committees may authorise the execution of minor works or minor expenditure within the expenditure limits set by the Committee's budget. The Chairman and Vice-Chairman of Council and Committees may authorise expenditure providing there is financial provision within the budget.

78. CODE OF CONDUCT ON COMPLAINTS

The Council shall deal with complaints of maladministration allegedly committed by the Council or of any officer or member in such manner as adopted by the Council on 15th January 1996 except for those complaints, which should be properly directed to the Standards Board (England) for consideration.

79. VARIATION, REVOCATION AND SUSPENSION OF STANDING ORDERS

Any Standing Order except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

80. A resolution permanently to add, vary or revoke a Standing Order shall when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

81. STANDING ORDERS TO BE GIVEN TO MEMBERS

A printed copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him of the member's declaration of acceptance of office and written undertaking to observe the Code of Conduct adopted by the Council.

82. AUTHORITY TO TAKE URGENT ACTION.

The Clerk as the Proper Officer of the Council and Responsible Finance Officer, be authorised to take any urgent action as necessary, on behalf of the Council, after consulting with the Chairman and Vice-Chairman of the Council, or in the absence of either, one other Member of the Council.

83. DELEGATED ACTION

(a) The Clerk is authorised to take the action list in the appendix on behalf of the Council, which was agreed at the Council meeting on 16th April 2002.

(b) The Chairman of the Council, Vice-Chairman of the Council and Clerk of the Council are authorised to take the action listed in the appendix, which was agreed at the Council Meeting on 16th April 2002. The Chairman of Committees, Vice-Chairman of Committees and Clerk of the Council be authorised to take the action listed in the appendix, which was agreed at the Council Meeting on 16th April 2002.

Revised May 2005. Adopted by the Council on 3rd May 2005.

APPENDIX F

Chepping Wycombe Parish Council

Financial Regulations

These Financial Regulations were adopted by the Council at its meeting held on 3rd May 2005

1. GENERAL

1.1 These Financial Regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs. The Council has appointed the Clerk as the RFO.

1.3 The RFO shall be responsible for the production of financial information.

2. ANNUAL ESTIMATES

2.1 Standing Committees shall formulate and submit proposals to the Finance and General Purposes Committee in respect of revenue and capital costs for the following financial year to the first meeting of that Committee after the summer recess, which is usually late October or early November.

2.2 Detailed estimates of all receipts and payments for the current year shall be submitted to each Standing Committee after the summer recess by the RFO. These details to include the previously approved budget provision for the year, the current actual spend and the projected spend as at 31st March.

2.3 The Finance and General Purposes Committee shall advise other Committees and Council of the current financial position and make recommendations, if necessary, in respect of income and expenditure for the current and following financial year. Committees will be required to review and revise, if necessary, their estimates during the following Committee cycle (usually November and December). Such revisions will be considered at the Finance and General Purposes Committee in January who will submit to the following Council Meeting in January recommendations, including reserves, for the Precept to be levied for the ensuing financial year.

2.4 The annual budgets shall form the basis of financial control for ensuing year. The RFO shall supply each member with a copy of the approved estimates.

2.5 The Finance and General Purposes Committee and Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the Annual budget or Estimates.

2.6 In accordance with Standing Order 14 the Chairmen of Standing Committees and Council will consider staff salaries and other benefits for the following financial year during the autumn. Regard will be taken of performance of staff, changing responsibilities, sickness and the view of the Clerk as the line manager. Staff will be advised of proposed recommendations to be made affecting their employment, including the salary to be paid. Staff will have the right to meet at least two of these Chairmen to express their views. Such views will be submitted to the Finance and General Purposes Committee together with the recommendations of the Chairmen. Staff will be given the right of appeal to the Committee. Any financial implications to be incorporated in the recommendations under 2.3 above.

3. BUDGETARY CONTROL

3.1 Expenditure on items may be incurred up to the amounts included in the approved budget.

3.2 No expenditure may be incurred that will exceed the amount provided in the budget.

3.3 The RFO shall regularly provide the Council and Committees with management statements of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.

3.4 The Clerk may incur expenditure on behalf of the Council and Committees, which is necessary to carry out any repair replacement, or other work which is of such extreme urgency in accordance with Standing Order 82 that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Clerk shall report the action to the Council and Committees as soon as practicable thereafter.

3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.

3.6 No expenditure shall be incurred in relation to any project and no contract entered into or tender accepted involving expenditure unless the Council and/or the Finance and General Purposes Committee is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.

4. ACCOUNTING AND AUDIT

4.1 All accounting procedures and financial records of the Council shall be determined by the RFO, as required by the Accounts and Audit Regulations 1996 as amended.

4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Finance and General Purposes Committee and Council.

4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return as supplied by the External Auditor appointed from time to time by the Audit Commission and for submitting the Annual Return for approval and authorisation by the Council within the timescales set by the Accounts and Audit regulations 1996 as amended, or set by the External Auditor.

4.4 The RFO shall be responsible for ensuing that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.

4.5 The Internal Auditor shall carry out the work required by the RFO, or by the Finance and General Purposes Committee or by the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as complied annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Finance and General Purposes Committee or the Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.

4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 section 15 and the Accounts and Audit Regulations 1996 as amended.

4.7 The RFO shall, as soon as practicable, bring to the attention of all Councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

4.8 The Finance and General Purposes Committee are required to appoint two of their Members to become "CWPC Auditors". They are required to satisfy themselves, at any reasonable time, that the financial affairs of the Council are in order and comply with all relevant regulations and statutes affecting the Parish Council. They will report directly to that Committee.

5. BANKING ARRANGEMENTS AND CHEQUES

5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.

5.2 A schedule of the payments required, forming part of the Agenda for the Council and or Standing Committee meetings shall be prepared by the RFO and, together with the relevant invoices, be presented to the Meeting. If a schedule is in order it shall be authorised by a resolution of the Council or Committee and shall be recorded in the proceedings of the meeting.

5.3 Cheques drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 or in accordance with paragraph 6.4 shall be signed by 2 members of Council.

6. PAYMENT OF ACCOUNTS

6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.

6.2 All invoices for payments shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services, to which the invoice relates, shall have been received, carried out, examined and approved.

6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council or Standing Committee Meeting.

6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Dates (Interests) Act 1998, and the due date for payment is before the next scheduled Meeting of the Council or Standing Committee, where the RFO certifies that there is no dispute or other reason to delay payment, the RFO (notwithstanding paragraph 6.3) take all steps necessary to settle such invoices provided that a list of such payments shall be submitted to the next meeting of Council or Standing Committee.

6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:

(a) The RFO shall maintain as petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

(b) Income received must not be paid into petty cash float but must be separately banked, as provided elsewhere in these regulations.

(c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to Council or Standing Committees under 5.2 above.

7. PAYMENT OF SALARIES

7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be agreed by Council.

7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting or Standing Committee.

8. LOANS AND INVESTMENTS

8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.

8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).

8.3 All investments of money under the control of the Council shall be in the name of the Council.

8.4 All borrowing shall be affected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.

8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall agree annually by the Council, notified to the RFO, and the RFO shall be responsible for the collection of all accounts due to the Council.

9.3 The Finance and General Purposes Committee will review all fees and charges annually, and make recommendations to Council.

9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Finance and General Purposes Committee and shall be written off in the appropriate financial year subject to the approval of the Council.

9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency, as the RFO considers necessary.

9.6 The origin of each receipt shall be entered in the paying-in book.

9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.

9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made monthly.

9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter or electronic transmission shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 Order books shall be controlled by the RFO.

10.3 All members and Officers are responsible for obtaining value for money at all times. An Officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11 (i) below.

10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved at that the Minutes can record the power being used.

11.` CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to (i) to (vi) below:

- (i) for the supply of gas, electricity, water, sewage and telephone services;
- (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council
- (v) for additional audit work of the External Auditor up to an estimated value of £250 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice-Chairman of the Council and or the Chairman and Vice Chairman of the Finance and General Purposes Committee).
- (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works, or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved lists.

(c) When applications are made to waive the financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of the Council.

(f) If less than three tenders are received for contracts above £50,000 or if all tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the work.

(g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Order 61, 63 and 64.

(h) When it is to enter into a contract less than £50,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are expected as set out in paragraph (a) the Clerk shall obtain three quotations where the value is below £2,000 the Clerk shall strive to obtain three estimates. Otherwise, Regulation 10 (3) above shall apply.

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract.)

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of the work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the appropriate Standing Committee and Council.

12.3 Any variation to a contract or addition to or omission from a contract must be approved by the appropriate Standing Committee or Council and the Clerk. The Contractor must be advised in writing. The Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4 The RFO shall be responsible for periodic checks of stocks at least annually.

14. PROPERTIES AND ESTATES

14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4 (3) (b) of the Accounts and Audit Regulations 1996 as emended.

14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item tangible moveable property does not exceed £50.

15. INSURANCE

15.1 Following an annual risk assessment, the RFO shall affect all insurances and negotiate all claims on the Council's insurers.

15.2 The Clerk shall identify all new risks to properties or vehicles, which require to be insured, and of any alterations affecting existing insurances.

15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.

15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to the appropriate Committee and Council at the next available meeting.

15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

16 CHARITIES

16.1 Where the Council is sole trustee of a Charitable body the Clerk shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

17.1 The Clerk shall prepare and promote risk management policy statements in respect of all activities of the Council.

17.2 When considering any new activity the Clerk shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

18. GRANTS POLICY AND PROCEDURE PROTOCOL

18.1 Chepping Wycombe Parish Council awards financial grants at its discretion, within its powers under the provisions of the Local Government Act 1972, to community organisations that can demonstrate a clear need for financial support to benefit the Parish in one or more of the following ways:

- promoting Chepping Wycombe in a positive way.

The organisation seeking grant funding must be non-profit making or hold charitable status.

The Grants budget will be set annually as part of the general budget setting process;

Applications will be invited from 1 April to 30 June each year for consideration by the relevant Committee (if applicable), the Finance and General Purposes Committee and then full Council (by recommendation);

The scheme will be publicised through Parish notice boards, both editions of the Parish newsletter and on the Council website (www.cwpc.org.uk);

Organisations will be required to provide a copy of their previous year's accounts or, for new initiatives, a budget forecast or business plan;

Applicants will need to provide details of their aims and purpose; project or activity, proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding. The applicant should also set out the quantum of grant being sought with details of any alternative funding sources, if relevant; and

Applicants that meet the criteria for consideration by the Committee(s) and Council will be notified of the outcome of their submission by the Clerk of the Council.

The Grants Policy and Process Protocol are scheduled for review initially in 2010 and thereafter every four years.

19. REVISION OF FINANCIAL REGULATIONS

19.1 It shall be the duty of the Finance and General Purposes Committee to review the Financial Regulations of the Council at least every four years in accordance with Standing Orders and report to Council.

Adopted by Council on 22 July 2008

APPENDIX 9

DECEMBER 2002

TERMS OF REFERRENCE OF THE AMENITY LAND COMMITTEE

COUNCIL PROPERTY

1. Responsibility for the Council's amenity areas, commons, village greens, open spaces, ponds, rivers and woodlands, included those rented and leased.

2. The regular maintenance of such property including grass cutting, fencing, boundary walls, gates, buildings, shelters, paths, structures, public utilities, parking facilities, seats, litter bins, dog bins, picnic facilities, landscaping, trees, hedges, shrubs, plants and any other maintenance function. To maintain designated and permissive footpaths and bridleways passing over such land. To consider and recommend improvements.

3. Permitting the use of such facilities for activities that will benefit the community. Letting such land and recommending terms of occupation.

4. Granting easements and way leaves across such land. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.

5. Ensure public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements as determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices.

6. To consider and introduce conservations schemes wherever appropriate.

7. To ensure that Kings Wood is protected as an amenity wood for the benefit of neighbouring residents and to ensure public access. This is to include the replanting and regeneration of a diversity of natural trees and plants, conservation schemes and the protection of all wildlife and flora. To undertake the forestry management of Kings Wood through a suitable qualified Forestry Consultant. To ensure the Forestry Commission and Wycombe District are consulted and where appropriate approve such forestry management. To seek grant aid and support.

8. To consider specific proposals relating to the Committee's responsibilities arising from Village Appraisals.

REPRESENTATIONS RECEIVED AND CONSULTATION

9. To consider representatives made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery.

FINANCE

10. To regular review the approved income and expenditure budget of the Committee. To advise the Finance and General Purposes Committee of major variations to the approved budget, not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.

11. To prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. To include proposals for forward planning and the use and setting aside of funds to specific earmarked reserves.

12. To regularly consider and review service delivery. To consider Best Value principles as directed by the Finance and General Purposes Committee. To apply any financial directive introduced by the Council.

13. To seek grant aid and support.

GENERAL

14. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

BCD 9/12/2002

APPENDIX H

DECEMBER 2002

TERMS OF REFERENCE OF THE LEISURE FACILITIES COMMITTEE

1. Responsibility for the Council's leisure facilities areas, allotments, recreation grounds, sports grounds, tennis grounds, football pitches, cricket pitches, basketball courts, tennis courts, bowling greens, youth shelters, pavilions and play equipment, included those rented or leased.

2. The regular maintenance of such property including grass cutting, fencing boundary walls, gates, buildings, shelters, play equipment, paths, structures, public utilities, parking facilities, seats, letter bins, dog bins, picnic areas, landscaping, trees, hedges, shrubs, plants and any other maintenance function. To maintain designated and permissive footpath and bridleways passing over such land. To consider and recommend improvements.

3. Permitting the use of such facilities for activities that will benefit the community. Letting such land and building and recommending terms of occupation.

4. Granting easements and way leaves across such land. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.

5. Ensuring public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices.

6. To consider and introduce conservation schemes wherever appropriate.

7. To consider specific proposals relating to the Committee's responsibilities arising from Village Appraisals.

REPRESENTATIONS RECEIVED AND CONSULTATION

8. To consider representatives made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery. In particular to consider such matters raised by Sports Organisations and Clubs who are the Council's tenants as they occupy land/buildings that are the Committee's responsibility. To appoint Members of the Committee to represent the Council on such Sports Organisations and Clubs.

FINANCE

9. To regularly review the approved income and expenditure budget of the Committee. To advise the Finance and General Purposes Committee of major variations to the approved budget, not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.

10. To prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. To include proposals for forward planning and the use and setting aside of funds to specific earmarked reserves.

11. To regularly consider and review service delivery. To consider Best Value principles as directed by the Finance and General Purposes Committee. To apply any financial directive introduced by the Council.

12. To seek grant aid and support.

GENERAL

13. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

BCD 9/12/2002

AUGUST 2009

TERMS OF REFERENCE OF THE LEISURE FACILITIES COMMITTEE

RESPONSIBILITIES

1. The Leisure Facilities Committee (LFC) is responsible for oversight of the Council's leisure facilities including allotments and sports and recreation grounds. In particular, it is responsible for:

a. Setting and reviewing policies on the maintenance of Council property used for leisure purposes.

b. Undertaking regular inspections of LFC property to ensure that it is being well maintained and recommending improvements where appropriate.

c. Permitting the use of such facilities for activities that will benefit the community. **(Clerk's responsibility ?)**

d. Letting such land and building and recommending terms of occupation.

c. Granting easements and way leaves across such land.

e. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.

f. Ensuring public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices. . **(Clerk's responsibility ?)**

g. Develop a rolling 10-year plan for the improvement of leisure facilities generally and review/update the plan annually.

REPRESENTATIONS RECEIVED AND CONSULTATION

2. The LFC is required to:

a. Consider representations made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery. In particular to consider such matters raised by Sports Organisations and Clubs who are the Council's tenants as they occupy land/buildings that are the Committee's responsibility.

b. Appoint Members of the Committee to represent the Council on Sports Organisations and Clubs occupying Council land/premises.

c. Consider the annual report submitted by RoSPA and to determine what safety measures should be adopted as soon as practicable noting that recommended maintenance will automatically be undertaken by the Council grounds staff at the earliest opportunity.

FINANCE

4. The LFC is required to:

a. Undertake a regular review of the approved income and expenditure budget of the Committee. The Committee Chairman is to advise the Finance and General Purposes Committee of major variations to the approved budget. The Committee is not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.

b. Prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. These estimates should include proposals for forward planning and the use and setting aside of funds to specific earmarked reserves.

c. Annually review allotment fees and property rents, and make recommendations to the Finance and General Purposes Committee.

d. Regularly consider and review service delivery; in particular to consider Best Value principles as directed by the Finance and General Purposes Committee.

d. To apply any financial directive introduced by the Council.

f. To seek grant aid and support. **(Clerk's responsibility ?)**

GENERAL

5. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

APPENDIX J

DECEMBER 2002

TERMS OF REFERENCE OF THE WORKS, SERVICES AND PLANNING COMMITTEE

1. Responsibility for the Council's Depot and yard, Warden's house, Council Office, vehicles, plant, equipment, tools, bus shelters, war memorials and highway litter bins, seats and trees not the responsibility of other authorities.

2. The regular maintenance of such property including grass cutting, fencing boundary walls, gates, buildings, shelters, paths, structures, public utilities, parking facilities, seats, letter bins, dog bins, picnic areas, landscaping, trees, hedges, shrubs, plants and any other maintenance function. To maintain designated and permissive footpath and bridleways passing over such land. To consider and recommend improvements.

3. Granting easements and way leaves across such land. Reviewing byelaws and property regulations and making recommendations, where appropriate, to the Finance and General Purposes Committee.

4. Ensuring public safety and all aspects of maintenance work, including any work undertaken by contractors, is undertaken in accordance with safety requirements determined by the Finance and General Purposes Committee, which has the overall responsibility for formulating the Council's Health and Safety policy, procedures and working practices.

5. To consider and introduce conservation schemes wherever appropriate.

6. To consider specific proposals relating to the Committee's responsibilities arising from Village Appraisals.

REPRESENTATIONS RECEIVED AND CONSULTATION

7. To consider representatives made and to consult with residents, individuals and appropriate organisations, when necessary, about the Committee's responsibilities and service delivery.

COUNCIL CEMETERIES

8. Granting Right of Burial, permitting interments, permitting the interment of cremated remains and permitting the erection of memorials, changing memorials and their repair. Liasing with Funeral Directors, Stonemasons and Grave Diggers and if necessary religious representatives, next of kin and family representatives in respect to any matter related to the above.

9. The preparation and review of cemetery rules and regulations and the display of appropriate notices.

10 The preparation and review of detailed requirements and advice for Funeral Directors, Stonemasons and Grave Diggers with particular emphasis placed on the need to ensure that their work, as contractors, complies with safety legislation and requirements of the Council. The preparation and review of information for the next of kin and families in particular to

explain their responsibilities and liabilities so that graves and memorials are safely maintained.

11. To keep records up to date.

12. To regularly review the safety of memorials, graves and general safety within cemeteries. Whenever necessary and under whatever circumstances to take appropriate action to make memorials safe.

13. When Grants of Right have expired to take over responsibility for the maintenance of the graves and memorials providing that application for an extension has not been approved. Where graves and memorials have been abandoned and there has been no response to enquiries and the issue of notices seeking family members, to take over responsibility for graves and memorials.

14. To obtain when necessary faculty approvals.

CLOSED CHURCHYARDS

14. Responsibility for the maintenance, in accordance with legislation, of St. Margaret's and St. Peters Churchyards. The regular maintenance of the churchyards including grass cutting, fencing, boundary walls, gates, paths, tree and shrub maintenance, grave and memorial maintenance.

15. To liase with Church Authorities in respect to the above and to agree maintenance programmes. To jointly consider safety issues particularly the safety of memorials. To provide maintenance grants where appropriate. To obtain faculty consent when necessary.

PLANNING MATTERS

16. To consider and comment on revisions of the Wycombe District Plan, Bucks County Council Structure Plan and Regional Plans and Policy. To consider and comment on associated consultation documents including those issued by Government Departments. To make representations in respect to existing policies and practices.

17. To consider planning applications referred to the Committee by the Planning Applications Committee and Ward Planning Representatives appointed by Council. When necessary to undertake local consultation and consider local representations.

18. To make representations in respect to planning appeals and inquiries, if necessary, and authorise the attendance of a Council representative at such appeals and inquiries, if necessary.

19. To make representation when necessary in respect to planning enforcement, public nuisance, conservation areas, tree preservation orders and any other planning matter.

LIGHTING

20. To maintain the Council's footway lighting and consider representations made for improvements and additional lights. To prepare proposals for replacing and upgrading footway light as necessary. To seek reimbursement of lights damaged by third parties.

HIGHWAYS

21. To consider comments and make representations on highway proposals/schemes, designated and permissive footpaths and bridleways, signposting and maintenance. To consult where necessary Highway Authorities, Police and Agencies and undertake consultation with local residents, if necessary, and comment accordingly. To consider representations made by residents about highway issues and where appropriate to make representations to Highway Authorities, Police, Agencies and any other organisation.

22. To liase with County Councillors, County Officers, Police and Government Departments in respect to such matters and where necessary liase with the District Council and any other organisation.

23. To consider wider traffic and public transport issues outside the Parish that impact on residents.

FINANCE

24. To regular review the approved income and expenditure budget of the Committee. To advise the Finance and General Purposes Committee of major variations to the approved budget, not to enter into any financial commitment that exceeds the total of the approved budget without the approval of the Finance and General Purposes Committee or a meeting of the Council.

25. To prepare the Committee's annual estimated budget for submission to the Finance and General Purposes Committee for consideration. To include proposals for forward planning and the use and setting aside of funds for specific earmarked reserves.

26. To regularly consider and review service delivery. To consider Best Value principles as directed by the Finance and General Purposes Committee. To apply any financial directive introduced by the Council.

27. To seek grant aid and support.

GENERAL

28. To apply any policy adopted by the Council to the functions of the Committee such as making as much information freely available to the public as possible and ensuring that any form of discrimination does not take place.

29. To comment on proposals for street naming and numbering. All matters relating to statutory service companies.

BCD 9/12/2002

APPENDIX K

9

DECEMBER 2002

TERMS OF REFERENCE OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

FINANCE

1. Overall responsibility for the management of the Council's financial affairs in accordance with legislative requirements, regulations and guidelines. These will include:

- The opening and closing of Bank Accounts and the transfer of funds between accounts.
- Providing accounts, end of year balance sheets and supporting documentation.
- Set up accounting practices and systems.
- Preparing the Committee's annual estimates.
- Considering all the Council's Committees annual estimates to obtain an overall position of the Council's finances in order to make appropriate recommendations to Council and Committees.
- Recommending a precept to Council.
- To apply Best Value Principles to the Council's affairs, even though there is no legal requirement to undertake this, and recommend accordingly.
- To consider forward planning and provide earmarked reserves for the replacement of equipment, vehicles, buildings and specific items of expenditure required in the future in order to lesson the precept burden in any one year.
- Undertaking an annual review of all fees, charges and allowances.
- To consider all aspects of the Council's service delivery and recommend accordingly.
- To seek grant aid and appropriate support in respect to the responsibilities of the Council.
- Making investments in the long and short term.
- Ensuring the Council is adequately insured, that this is reviewed annually and recommend accordingly. To instigate insurance claims being made.
- To produce each year a financial report to be made available to residents and the public.
- Providing an impress petty cash system.
- Submitting claims for the recovery of VAT.
- Providing grants and loans to third parties, usually Parish organisations.
- Making donations, usually to organisations operating within the Parish.
- Authorising subscriptions to organisations that are involved in local and national issues, which affect the work of the Council.
- Monitoring all Committees income and expenditure during the financial year and where appropriate recommending action to be taken.
- Making arrangement for the Internal Audit to be undertaken each year. To consider the subsequent reports and taking appropriate action where necessary.
- Submitting the necessary documentation to the External Auditor. To consider the subsequent reports and taking appropriate action where necessary.
- To appoint at least two backbench members of the Council to audit the Councils financial affairs during the year to ensure practices, procedures, best value principles, management and legislative requirements are complied with and there are no discrepancies. These members and the Chairman of the committee consider all the

above financial matters and make appropriate recommendations where necessary to this Committee.

- Ensuring the cheques, standing orders and direct debits are signed by two members and/or are approved by Standing Committees of the Council.
- Recording expenditure under Section 137 of the Local Government Act and recording this in end of year balance sheets.
- Recommending the borrowing of funds and making the appropriate Loan Sanction Applications.

STANDING ORDERS

2. To prepare, review, monitor and amended the Council's Standing Orders and recommend accordingly.

BYELAWS

3. To prepare, review, monitor and amended the Council's Byelaws and recommend accordingly.

COUNCILLOR MATTERS

4. To set allowances and expenses and recommend accordingly. To deal with: electoral matters, casual vacancies and co-options onto the Council. To deal with; persistent absences of members and member's conduct and recommend accordingly. To make recommendations on appropriate training for members, Chairmen and Vice-Chairman. The appointment of members to appropriate conferences, seminars, workshops and meetings to represent the Council.

5. To ensure that all matters relating to the Code of Conduct contained within the Local Government Act 2000 and subsequent regulations are complied with. This includes the register of member's interest and matters that should be referred to or arising from Wycombe District Council's Standards Committee and the Standards Board of England.

PARISH MATTERS

6. To consider and make recommendations on the Council's committee structure and fix a calendar of meetings. To make arrangements for Parish Meetings, public meetings and referendum as necessary. To arrange Civic functions and exhibitions when necessary.

7. To take an overall general responsibility for the three Village Appraisals, involving the communities in preparing appraisals and supporting them in implementing achievable objectives. Setting up a flexible management structure, which will include the ward members, for reporting and liaison with the Council. Referring specific issues that come within the terms of reference of other Council Committees for them to deal with.

8. To deal with all issues related to boundary reviews, warding arrangements and electoral matters affecting the Parish. The establishment of policy principles and their monitoring in respect to contractual matters, easements, leases, tenancies, specifications for work and recommend accordingly.

9. To consider proposals and legislation relating to changes within Local Government and recommend accordingly.

LEGAL

10. To consider all legal issues affecting the Council and to make appropriate recommendations, to Council, where action is being proposed or taken against the Council.

LEGISLATION

11. To consider all legislative matters, regulations and guidance and where appropriate refer such matters to the appropriate Committee of the Council. To consider new and proposed legislation, including consultation documents and views expressed by individuals or organisations, to respond accordingly. To make representations to amended or abolish existing legislation. If necessary to undertake consultation on such matters.

LIASON

12. To liase with national organisations, local organisations, Government Departments, charities, individuals and any other body responsible for activities or functions affecting residents and the work of the Council.

STAFFING MATTERS AND CONSULTANTS/ADVISERS

13. To be responsible for appointing, termination, discipline, training, and terms and conditions of service for fulltime and part-time staff. To review rates of pay annually and to consider recommendation made by all Council Chairmen. To make provision, at employees request, for employee and employer contributions to the Bucks County Council Superannuation Scheme. To make the appropriate payments and salary reductions in respect to income tax and national insurance contributions. To review staff performance.

14. To be responsible for the appointment and termination of contracts for consultants and or advisors to assist the Council in undertake the work of the Council.

15. To be responsible for considering the workload of staff, consultants and advisors. To set, when necessary, priorities of work and workload controls.

PUBLICITY MATTERS

16. To comply with the Freedom of Information Act 2000 in making as much information as possible freely available to the public as approved by a Council meeting in 2002. To submit and regularly revise the Council Publication Scheme.

17. To deal with all press enquiries and the issue of press statements. To respond to items that appear in newspapers and journals when necessary. Provided general and specific information for residents. Provide an annual report for residents, including a summary of the Council's accounts. Provide and maintain notices boards. Issue the Council's Newsletter. Arrange exhibitions and civic functions when necessary.

18. To appoint a Sub-Committee, consisting of at least one Member from each Ward, to deal with the issue of the Newsletter, Civic functions and exhibitions.

HISTORIC RECORDS

19. To maintain and expand the Council's historic records.

LAW AND ORDER

20. To liase with the Police and other appropriate bodies on specific and general matters effecting residents. Consider ways of increasing public awareness to police issues, dumping, vandalism, drug abuse, highway offences and other law and order matters.

HEALTH AND SAFETY

21. To be responsible for health, safety and welfare under the Health and Safety legislation, regulations and guidance as well as any other legislative safety requirements to ensure the safety of employees, contractors and the public on Council land or in Council buildings, including those rented or leased, or individuals and organisations using Council's facilities: These to include:

- Reviewing and revising the Council's Health and Safety Policy.
- Recommending the provision of financial resources.
- The preparation and review of risk assessments arising from work activities and public safety responsibilities, including contractors and permit holders.
- Undertaking regular safety inspections and as a result taking appropriate action when necessary.
- The preparation of procedures and safe practices and their review.
- The display of up to date safety notices and information as well as providing appropriate advice.
- Keeping records.
- Obtaining advice when necessary. Obtaining appropriate up to date documents, regulations and guidance to be kept in a library available to Members, employees and the public.
- Ensuring contractors, agents, or anyone given permission to be on Council land or in Council buildings, for a specific reason, complies with safety requirements.
- All forms of equipment are regularly maintained and inspect for safety purposes.
- To ensure the safe handling and use of substances.
- To provide information, instruction and supervision for employees.
- To ensure that employees are competent to do their tasks and given them adequate training.

DISCRIMINATION

22. To ensure that the Council policy on Race Equality and equality for others, approved in 2002, is applied to all aspects of the Council's work and functions. To monitor and review this policy.

GENERAL

23. To be responsible for any matter not included within the Terms of Reference of other Committees.

BCD 9/12/2002.

APPENDIX L

COMPLETION OF THE ANNUAL AUDIT

We have completed our audit for the year ended 31 March 2009 and I have pleasure in enclosing the certified Annual Return, for your attention. The External Auditor's certificate and opinion is given in Section 3.

Any matters arising from the audit are summarised in the External Auditor's report in Section 3. The Council must consider these matters and decide what action is required. In most cases this will be self-evident. However, in a number of instances we have made reference to further guidance available from NALC or SLCC. In particular, we have referred to the publication "*Governance and Accountability for local councils in England – A Practitioners' Guide 2008*". This can be obtained via your local NALC or SLCC branch, but can also be downloaded, free of charge, from the website of either organisation - (www.nalc.gov.uk and www.slcc.co.uk)

Action you are required to take at the conclusion of the audit

The Accounts and Audit Regulations 2003 (SI 2003/533) set out what you must do at the conclusion of the audit. In summary, you are required to:

- Prepare a "Notice of Conclusion of Audit and Right to Inspect the Annual Return", in line with the statutory requirements. We attach a proforma notice, which you can use for this purpose.
- Display the "Notice" for a period of at least **14 days**, along with the certified Annual Return*. [The Annual Return must be displayed so that at least Sections 1, 2 and 3 are visible. It is acceptable to display a copy of the Annual Return, as long as it is a true facsimile and bears a note saying where the original can be inspected].
- Keep copies of the Annual Return available for purchase by any person on payment of a reasonable sum.

* Displaying the Annual Return on the Council's notice boards(s) satisfies the publication requirements of Regulation 12 of the Accounts and Audit Regulations 2003. However, publication could also include copying onto a website, publishing as a separate leaflet, or publishing in a newspaper or as part of a newsletter.

Audit fee

We enclose our fee note for the audit, which is in accordance with the audit fee scales set by the Audit Commission. We would be grateful if you could arrange for this to be paid at the earliest opportunity. ***Please return the remittance advice with your payment, which should be sent* to Mazars LLP, Regency House, 3 Grosvenor Square, Southampton SO15 2BE).**

Please note: If we were required to send the Annual Return back for correction due to a mistake or omission by the Council, or if it was necessary for us to undertake additional work as part of the audit process, an additional charge over and above the standard audit fee may have been made. The additional fee is shown separately on the fee note, where applicable.

Yours sincerely

Stephen Christopher

Stephen Christopher

Partner, Mazars LLP

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

CHEPPING WYCOMBE PARISH	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).

THE COUNCIL SHOULD REVIEW THE EFFECTIVENESS OF INTERNAL AUDIT ON AN ANNUAL BASIS (SECTION 2, BOX 6). A CHECKLIST IS AVAILABLE IN THE NALC / SLCC PRACTITIONERS' GUIDE TO ASSIST WITH THIS PROCESS.

(continue on a separate sheet if required)

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

A) THE MINUTE OF APPROVAL OF THE ACCOUNTS SHOULD REFER SPECIFICALLY TO THE APPROVAL OF THE ANNUAL RETURN ~~(~~SECTION 1 (STATEMENT OF ACCOUNTS) AND SECTION 2 (ANNUAL GOVERNANCE STATEMENT), AS THESE CONSTITUTE THE STATUTORY ACCOUNTS.

B) PLEASE ENSURE THAT CONSOLIDATED STOCK (£1,532) IS EXCLUDED FROM SECTION 1, BOXES 1 TO 8 AND INCLUDED IN SECTION 1, BOX 9 IN FUTURE, IN LINE WITH GUIDANCE IN THE PRACTITIONERS' GUIDE.

C) THE COUNCIL SHOULD ENSURE THAT IT HAS UP TO DATE STANDING ORDERS AND FINANCIAL REGULATIONS IN PLACE (REFER TO LATEST NALC MODEL DOCUMENTS). THESE SHOULD BE FORMALLY REVIEWED AT LEAST EVERY THREE YEARS.

(continue on a separate sheet if required)

External auditor's signature: Mazars LLP

External auditor's name: Mazars LLP, Southampton, SO15 2BE

Date: 30/9/09

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.*

APPENDIX M

BUCKINGHAMSHIRE COUNTY COUNCIL

LOCAL GOVERNMENT PENSION SCHEME: DISCRETIONS WITHIN THE SCHEME POLICY

BUCKINGHAMSHIRE COUNTY COUNCIL
LOCAL GOVERNMENT PENSION SCHEME: DISCRETIONS WITHIN THE SCHEME
POLICY

1. Introduction

1.1 The Local Government Pension Scheme (LGPS) changed significantly in April 2008, when new arrangements for contributions and benefits were introduced. Councils have always had some local discretion in applying the LGPS, and there has long been local policy in some areas. The introduction of the new scheme means that there are new points to interpret, and specific points on which local policy needs to be set. It is a requirement for each Council to make a written statement of its local discretionary policy on these points. This document sets out below the discretions to be applied within Buckinghamshire County Council.

2. Scope

2.1 The policy and procedure set out in this document applies to all Council employees, who are employed under the terms of Bucks Pay Employment Conditions, who have elected to join the Local Government Pension Scheme.

3. Discretions within the Scheme

3.1 Discretion of employer to increase total membership of active member

The County Council will, in exceptional circumstances and on a case by case basis, award augmented years to increase the membership (pensionable service) of a current employee in the pension scheme by up to 10 years. Any such award is delegated to the Corporate HR Manager, People and Policy.

3.2 Discretion of employer to award additional pension

The County Council will not be adopting this discretion to award up to £5000 per year additional pension on retirement.

3.3 Discretion to permit flexible retirement

The County Council policy has been reviewed and enables an employer to let an employee, aged 55 or more (50 for protected members), reduce his/her hours or grade, and receive part or full payment of pension benefits under the main scheme regulations. If the employee would suffer an actuarial reduction in the pension and lump sum due to the early payment, the regulations confer a further discretion for the employer, at its own cost, to waive that reduction in any particular case.

A copy of the full policy is available on the intranet.

3.4 Discretion to permit early payment of pension

A member of the pension scheme aged 55 or more (50 for protected members) may apply for the early payment of their retirement benefits, subject to the consent of their employer. An application may be made by either a current employee or a former employee holding deferred benefits.

The County Council will agree to an application from a current employee only in a case where it is satisfied that there is a clear business benefit, and where the employee or the service are willing to reimburse to the pension fund any costs arising from the early retirement.

Applications should be made to the Corporate HR Manager, People and Policy, County Hall, Aylesbury, Buckinghamshire, HP20 1XA.

The County Council will also grant an application from a former employee holding deferred benefits. The former employee will reimburse to the pension fund any costs arising from the early retirement.

Applications should be made to the Pensions Team, County Hall, Aylesbury, Buckinghamshire, HP20, 1UD.

3.5 Discretion to permit late inward transfer of pension rights

A request to transfer pension rights into the LGPS must be made within 12 months of joining the scheme. Any request to transfer pension rights after the twelve month limit will be declined unless there are extenuating circumstances for the delay. Further information about the application process is made available to new employees with their contract of employment or can be requested direct from the Pension Team on 01296 383755 or via e-mail pensions@buckscc.gov.uk.

4 Determination of questions and disputes

4.1 Any applications to deal with questions and disputes arising from the administration of the scheme membership must be made to the Corporate HR Manager, People and Policy, Buckinghamshire County Council, County Hall, Aylesbury, Bucks HP20 1XA. Further information can be found on the Council's Pensions internet site.

Review Date: November 2011

APPENDIX N

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 29 October 2009

		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
Amenity Land								
101	**GEN AMENITY AREAS**							
4001	STAFF SALARIES	4,000	4,728	4,353	4,353	3,146	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	0	1,000	1,000
4037	GROUNDS MAINTEN'CE	1,321	516	340	340	1,491	1,491	340
	OverHead Expenditure	6,336	7,126	5,708	5,708	4,638	6,844	5,708
1001	INCOME - RENTS	672	673	690	690	325	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	805	1,170	690
101	**Net Expenditure**	2,553	5,281	5,018	5,018	3,833	5,674	5,018
102	**FENNELS WOOD**							
4001	STAFF SALARIES	1,415	681	1,540	1,540	326	1,540	1,540
4013	RENT	250	250	250	250	250	250	250
	OverHead Expenditure	1,665	931	1,790	1,790	576	1,790	1,790
	Total Income	0	0	0	0	0	0	0
102	**Net Expenditure**	1,665	931	1,790	1,790	576	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 29 October 2009

		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	297	398	398
4037	GROUNDS MAINTEN'CE	1,055	1,230	57	57	0	57	1,057
	OverHead Expenditure	1,421	1,891	455	455	297	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	297	455	1,455
104	**KINGSWOOD**							
4001	STAFF SALARIES	6,121	3,749	6,661	6,661	1,463	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	3,820	18,759	17,759
1002	INCOME - PERMITS	0	1	0	0	0	0	0
1077	GRANTS RECEIVED	5,000	5,000	0	0	0	4,191	4,000

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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 29 October 2009

		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	803	5,011	4,020
104	**Net Expenditure**	13,823	3,136	18,739	18,739	3,018	13,748	13,739
105	**TYLERS GREEN COMMON**							
4001	STAFF SALARIES	8,688	8,260	9,455	9,455	4,826	9,455	9,455
4014	ELECTRICITY	79	71	82	82	10	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	8,141	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	4,757	11,837	11,499

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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 29 October 2009

		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	179	572	572
4012	WATER	504	102	522	522	39	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	218	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	218	2,206	714
	Amenity Land - Expenditure	47,044	28,322	41,342	41,342	17,690	45,878	40,362
	Income	11,936	10,032	2,137	2,137	4,991	10,168	6,147
	Net Expenditure	35,108	18,290	39,205	39,205	12,699	35,710	34,215

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Budget Detail - By Committee

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	2,572	2,943	2,943
4012	WATER	100	315	104	104	176	500	330
4037	GROUNDS MAINTEN'CE	175	117	181	181	0	181	181
	OverHead Expenditure	2,979	5,313	3,228	3,228	2,748	3,624	3,454
1001	INCOME - RENTS	805	853	805	805	753	805	805
1079	OTHER COST RECOVERED	0	17	0	0	0	0	0
	Total Income	805	870	805	805	753	805	805
201	**Net Expenditure**	2,174	4,443	2,423	2,423	1,996	2,819	2,649
203	**CHAPEL ROAD ALLOT'TS**							
4001	STAFF SALARIES	2,604	5,226	2,834	2,834	3,294	2,834	2,834
4012	WATER	530	321	549	549	361	549	565
4037	GROUNDS MAINTEN'CE	111	165	115	115	405	405	115
	OverHead Expenditure	3,245	5,712	3,498	3,498	4,060	3,788	3,514
1001	INCOME - RENTS	805	858	805	805	824	824	805
	Total Income	805	858	805	805	824	824	805
203	**Net Expenditure**	2,440	4,854	2,693	2,693	3,236	2,964	2,709

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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 29 October 2009

		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	2,142	4,520	4,520
4037	GROUNDS MAINTEN'CE	1,084	6	487	487	0	487	587
	OverHead Expenditure	5,238	2,745	5,007	5,007	2,142	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	2,114	4,979	5,107
212	**DEREHAMS LANE SP GRD**							
4001	STAFF SALARIES	4,886	8,398	5,317	5,317	3,596	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	5,000
	OverHead Expenditure	20,004	14,016	14,107	14,107	7,668	15,087	13,680

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Budget Detail - By Committee

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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
1001	INCOME - RENTS	20	20	20	20	20	20	20
1002	INCOME - PERMITS	68	162	70	70	125	125	112
1004	INCOME - SERVICE CHS	318	683	900	900	0	900	900
1079	OTHER COST RECOVERED	1,030	866	880	880	546	880	890
	Total Income	1,436	1,732	1,870	1,870	691	1,925	1,922
212	**Net Expenditure**	18,568	12,284	12,237	12,237	6,978	13,162	11,758
<u>214</u>	**<u>STRAIGHT BIT REC</u>**							
4001	STAFF SALARIES	4,187	4,183	4,557	4,557	2,679	4,557	4,557
4037	GROUNDS MAINTEN'CE	1,279	24,993	2,324	2,324	407	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	3,085	6,881	5,881
1001	INCOME - RENTS	587	601	601	601	600	601	601
1002	INCOME - PERMITS	1,219	27	1,256	1,256	0	28	29
1083	THIRD PARTY CONTRIBUTION	0	24,990	0	0	0	0	0
	Total Income	1,806	25,618	1,857	1,857	600	629	630
214	**Net Expenditure**	4,660	5,329	5,024	5,024	2,485	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 29 October 2009

		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	1,117	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	1,766	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	-10,400	-8,319	-7,589
216	**BOUNDARY ROAD REC**							
4001	STAFF SALARIES	2,656	2,788	2,890	2,890	1,075	2,890	2,890
4014	ELECTRICITY	0	92	50	50	38	50	100
4037	GROUNDS MAINTEN'CE	111	463	2,115	2,115	90	2,115	115
	OverHead Expenditure	2,767	3,343	5,055	5,055	1,203	5,055	3,105

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	1,203	5,035	3,085
217	TYLERS GREEN TENN CL							
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
220	GENERAL RECREATION							
4001	STAFF SALARIES	1,250	825	1,360	1,360	326	1,360	1,360
4029	BENCHES AND SIGNS	1,000	0	2,000	2,000	0	2,000	2,000
4401	DOG BIN EMPTYING	6,089	5,151	6,302	6,302	1,768	6,302	4,639
	OverHead Expenditure	8,339	5,976	9,662	9,662	2,094	9,662	7,999
	Total Income	0	0	0	0	0	0	0
220	**Net Expenditure**	8,339	5,976	9,662	9,662	2,094	9,662	7,999

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	2,564	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	942	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	4,360	14,486	14,419
	Total Income	0	0	0	0	0	0	0
221	Net Expenditure	13,032	7,039	14,486	14,486	4,360	14,486	14,419
	Leisure Facilities - Expenditure	70,536	87,330	67,232	67,232	29,126	68,230	61,853
	Income	15,265	39,853	15,952	15,952	15,061	17,190	16,465
	Net Expenditure	55,271	47,477	51,280	51,280	14,066	51,040	45,388

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	6,585	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	2,462	3,515	3,605
4012	WATER	103	45	115	115	140	140	118
4014	ELECTRICITY	557	494	615	615	344	615	633
4020	MISC ESTAB'T COSTS	38	0	40	40	75	75	40
4036	PROPERTY MAINTEN'CE	165	0	2,175	2,175	636	2,175	175
4038	MAINTENANCE CONTRACT	257	506	435	435	102	435	500
	OverHead Expenditure	15,624	19,752	22,423	22,423	10,422	22,698	21,194
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	10,272	22,548	21,044
302	**WARDENS HOUSE**							
4001	STAFF SALARIES	1,239	300	655	655	163	655	655
4012	WATER	92	193	125	125	104	125	323

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Budget Detail - By Committee

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	1,174	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	1,174	2,119	2,385
303	**OFFICE**							
4001	STAFF SALARIES	2,292	2,897	3,003	3,003	1,068	3,003	3,003
4011	RATES	2,450	3,063	3,300	3,300	2,462	3,515	3,605
4012	WATER	103	45	115	115	141	141	118
4014	ELECTRICITY	557	494	615	615	344	615	633
4015	GAS	567	369	1,500	1,500	604	1,500	1,500
4017	CLEANING & REFUSE	185	217	195	195	51	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	284	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 29 October 2009

		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
	OverHead Expenditure	24,778	25,717	26,196	26,196	14,809	26,436	27,477
	Total Income	0	0	0	0	0	0	0
303	**Net Expenditure**	24,778	25,717	26,196	26,196	14,809	26,436	27,477
304	VEHICLES TOOLS & EQUIPMENT							
4001	STAFF SALARIES	6,523	2,990	3,506	3,506	1,858	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	1,701	4,700	4,700
4044	VEHICLE FUEL	3,607	4,062	4,000	4,000	1,929	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	831	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	8,628	31,901	35,386
	Total Income	0	0	0	0	0	0	0
304	**Net Expenditure**	29,964	17,303	31,901	31,901	8,628	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 29 October 2009

		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
305	**LITTER, RUBBISH &GRAFFITTI**							
4001	STAFF SALARIES	11,449	9,784	12,012	12,012	5,838	12,012	12,012
4017	CLEANING & REFUSE	3,788	1,602	4,000	4,000	1,083	4,000	4,000
4018	LITTER SCHEME	622	620	655	655	0	655	700
	OverHead Expenditure	15,859	12,006	16,667	16,667	6,921	16,667	16,712
	Total Income	0	0	0	0	0	0	0
305	Net Expenditure	15,859	12,006	16,667	16,667	6,921	16,667	16,712
311	**HAMMERSLEY LANE CEM**							
4001	STAFF SALARIES	2,029	2,328	3,003	3,003	1,208	3,003	3,003
4011	RATES	42	37	40	40	39	40	40
4012	WATER	30	25	30	30	13	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	1,260	3,623	3,624
1031	INCOME - IN PARISH BURIALS & M	106	365	110	110	107	110	110
1032	INCOME - OUT OF PARISH BURIALS	0	49	0	0	389	389	0
	Total Income	106	414	110	110	496	499	110
311	Net Expenditure	2,557	1,976	3,513	3,513	764	3,124	3,514

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Budget Detail - By Committee

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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
312	**ALTONA ROAD CEMETERY**							
4001	STAFF SALARIES	5,411	6,844	6,006	6,006	3,049	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	3,302	10,351	10,366
1031	INCOME - IN PARISH BURIALS & M	2,060	1,091	2,000	2,000	921	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	3,347	4,426	4,000
312	**Net Expenditure**	7,963	3,770	6,356	6,356	-45	5,925	6,366
313	**COCK LANE CEMETERY**							
4001	STAFF SALARIES	3,571	3,775	4,009	4,009	2,175	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	2,211	9,189	9,199

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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 29 October 2009

		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	1,030	940	1,080	1,080	73	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	1,799	5,405	5,405
313	**Net Expenditure**	3,573	-2,255	3,784	3,784	412	3,784	3,794
314	**WAR MEM & CL C'YARDS**							
4001	STAFF SALARIES	5,420	3,311	4,573	4,573	2,165	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	0	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	2,180	10,230	5,230
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	2,180	10,230	5,230
321	**F'PATHS & STR FURN**							
4001	STAFF SALARIES	1,364	2,323	4,588	4,588	1,074	4,588	4,588
4029	BENCHES AND SIGNS	2,000	402	2,000	2,000	0	2,000	4,000

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Note : Finance and General Purposes Committee Meeting 29 October 2009

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
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	1,074	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	1,074	6,588	7,588
322	**STREET LIGHTING**							
4001	STAFF SALARIES	6,736	4,202	4,497	4,497	2,284	4,497	4,497
4014	ELECTRICITY	7,024	7,757	10,000	10,000	3,899	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	8,520	22,000	22,660
4039	KNOCKDOWNS &REPAIRS	5,013	8,495	2,500	2,500	1,408	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	17,716	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	17,716	52,912	54,067

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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 29 October 2009

		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
341	**PARTNERSHIP WORKING**							
4001	STAFF SALARIES	0	0	1,707	1,707	109	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	1,859	4,707	5,707
341	**Net Expenditure**	5,000	1,750	4,707	4,707	1,859	4,707	5,707
	Works Service & Planning - Expenditure	182,285	143,483	197,582	197,582	71,556	198,086	200,218
	Income	9,827	14,365	10,330	10,330	5,792	11,145	10,948
	Net Expenditure	172,458	129,119	187,252	187,252	65,764	186,941	189,270

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Budget Detail - By Committee

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

Note : Finance and General Purposes Committee Meeting 29 October 2009

		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	16,853	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	81	500	500
4010	MISC STAFF COSTS	84	0	90	90	0	90	90
4020	MISC ESTAB'T COSTS	400	327	300	300	94	300	300
4021	TELEPHONE & FAX	1,200	1,381	1,400	1,400	692	1,400	1,442
4022	POSTAGE	690	592	700	700	194	700	721
4023	STATIONERY & PRINT'G	1,273	818	1,000	1,000	459	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	189	360	360
4027	PHOTOCOPY CHARGES	690	475	635	635	168	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	730	1,232	1,232
4042	EQUIPMENT MAINTEN'CE	372	130	850	850	150	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 29 October 2009

		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	-1,040	1,750	1,800
4060	OTHER PROF FEES	1,276	640	1,200	1,200	205	1,200	600
4453	OFFICE EQUIPMENT	0	735	0	0	0	0	0
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	22,284	47,733	50,987
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	21,932	47,153	50,487
402	**CIVIC ACTIVITIES**							
4001	STAFF SALARIES	2,202	3,001	2,396	2,396	1,631	2,396	2,396
4002	MEMBERS ALLOWANCES	849	1,549	2,891	2,891	579	2,891	2,891
4008	CONF & COURSES	2,000	781	2,000	2,000	40	2,000	2,000
4009	TRAVEL	100	202	300	300	28	300	300
4016	PREMISES HIRE	116	0	200	200	93	200	200
4020	MISC ESTAB'T COSTS	500	335	500	500	173	500	500

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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 29 October 2009

		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
4024	SUBCRIPTIONS/DON'NS	2,163	2,391	2,270	2,270	2,047	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	-5	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	0	2,500	2,500
	OverHead Expenditure	14,619	13,710	18,697	18,697	5,280	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	-324,878	-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	27,564	69,924	72,684
	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	-302,946	-260,814	-257,974

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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 29 October 2009

	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	145,937	382,118	375,117
Income	361,903	390,272	368,657	368,657	356,353	369,241	364,218
Net Expenditure	0	-68,801	9,800	9,800	-210,417	12,877	10,899

APPENDIX O

Amenity Land Committee

Projected Variances from budget 2009/10

code	Site	Description	budget	projected	variance	reason
Expenditure						
4037/101	General amenity areas	ground maintenance	340	1,491	1,151	Community payback paint supplies FH Community Centre railings and bollards
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					-3,495	

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	405	290	vandalism to shed
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					-5	
COMMITTEE TOTAL					**-240**	

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	-389	-389	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					**-311**	

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					**3,077**	

APPENDIX P

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

BUDGET ANALYSIS 2010/11			
	Budget as set at Council 20 1 09	Initial Proposal	Initial Proposal
	2009/10	2010/11	2010/11
F & GP			
Contingency	3,000	3,000	3,000
Grants	2,500	2,500	2,500
Legal fees	1,500	6,000	6,000
General reserve			
Publicity			
	7,000	**11,500**	**11,500**
Totals - gross expenditure			
Amenity Land	41,342	39,362	40,362
Leisure Facilities	67,232	61,853	61,853
Works and Services Planning	197,582	197,218	200,218
F & GP	72,301	72,684	72,684
CWPC - gross	**378,457**	**371,117**	**375,117**
Totals - income (exc Precept)			
Amenity Land	(2,137)	(6,147)	(6,147)
Leisure Facilities	(15,952)	(16,465)	(16,465)
Works and Services	(10,330)	(10,948)	(10,948)
F & GP	(10,080)	(500)	(500)
CWPC - income	**(38,499)**	**(34,060)**	**(34,060)**
CWPC TOTAL net	**339,958**	**337,057**	**341,057**
	3.9%inc	0% inc	0% inc
PRECEPT	**(330,158)**	**(330,158)**	**(330,158)**
TRANSFER FROM GEN RES			
Difference	**9,800**	**6,899**	**10,899**

APPENDIX Q

CHEPPING WYCOMBE PARISH COUNCIL

		RESERVES 2007/08			RESERVES 2008/09			RESERVES 2009/10			RESERVES 2010/11		
EARMARKED RESERVES		ALLOCATIO 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	ALLOCATION 2010/11	SPEND	AS AT 31/03/2011
SMALL RIDE ON MOWER		600		1,800	600		2,400	350		2,750	350		3,100
RIDE ON MOWER		1,740		10,094	1740		11,834	4,083		15,917	6,083		22,000
LORRY		500		500	500		1,000	2,444		3,444	2,444		5,888
UTILITY VEHICLE		1,283		4,514	1283		5,797	1,926		7,723	1,926		9,649
TRACTOR		3,007		5,561	3007		8,568	2,608		11,176	2,608		13,784
VEHICLE RESERVE	322	7,130	0	22,469	7130	0	29,599	11,411	0	41,010	13,411		54,421
SIDE FLAIL		400		2,214	400		2,614	627		3,241	627		3,868
DRAWN FLAIL		305		1,121	305		1,426	107		1,533	107		1,640
PLANT RESERVE	323	705	0	3,335	705	0	4,040	734	0	4,774	734		5,508
COMPUTERS		550		1,542	550		2,092	600		2,692	600		3,292
EQUIPMENT		1,050		3,000	1050		4,050	1,080		5,130	1,000		6,130
OFFICE EQUIP RESERVE	324	1,600	0	4,542	1600	0	6,142	1,680	0	7,822	1,600		9,422
AMENITY LAND													
COCK LANE RECYCLING	329				1,000		1,000			1,000			1,000
RAILWAY LAND TREES	367			1,000	0		1,000	0		1,000			1,000
KINGSWOOD IMPROVEMENTS	368		-2000	0	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		0	1,000	3,000	0	4,000	1,500		5,500			5,500
LEISURE FACILITIES													
NEW PAVILION DEREHAMS	363	5,000	-4000	4,000	5,000		9,000	0		9,000	5,000		14,000
DEREHAMS REJUVENATION	362			3,000	7,000	-2,700	7,300	5,000		12,300			12,300
BASKETBALL	364	500		1,000	0		1,000			1,000			1,000
ST BIT CAR PARK	350	9,000	-10000	0			0			0			
GREEN DRAGON FENCE	370	3,920		4,920	3,500	-4,070	4,350			4,350			4,350
PLAY EQUIP RESERVE	325	3,000		9,000	3,000		12,000	3,000		15,000	3,000		18,000
WORKS SERVICES AND PLANNING													
WARDEN'S HOUSE	359		-2525	0			0			0			
OFFICE REFURBISHMENT	372	1,270		1,270			1,270			1,270			1,270
ALTONA TREES & EXTENSION PATH	361			860	5,000		5,860	3,000		8,860	3,000		11,860
COCK LANE CEMETERY TRACK	366	5,000	-6414	2,586	5,000		7,586	5,000		12,586	5,000		17,586
CHURCHYARD ST MARGARET& ST PETER'S WALL	321	5,000		8,440	1,560		10,000	5,000		15,000			15,000
BENCHES & SIGNS	354				2,890		2,890			2,890			2,890
STREET LIGHTING	351	10,000	-14446	0	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			10,200
LEGAL FEES	371		-5000	0			0			0			
TOTAL EXCEPTIONAL ITEMS		44,690	-48,338	47,276	64,500	-6,770	105,006	34,500	0	34,500	28,000		28,000
TOTAL EARMARKED RESERVES		54,125	-48338	77,622	73,935	-6,770	144,787	48,325		193,112	43,745		236,857
GENERAL RESERVE		12,779	0	90,628	1,635	0	92,263	-9,800		82,463	-6,899		75,564
TOTAL RESERVES		66,904	-48,338	168,250	75,570	-6,770	237,050	38,525		275,575	36,846		312,421