

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

WEDNESDAY 24 JUNE 2015

Members of the council are summoned to attend the meeting to be held at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

Council is asked to receive any declarations of personal or personal and prejudicial interest by members relating to items on the agenda.

3. COUNCIL MINUTES

To CONSIDER the attached minutes of the Council meeting held on Thursday, 16 April 2015 (Pages 4 - 6) and the Annual Council Meeting held on Tuesday 12 May 2015. (Pages 7 - 11)

4. AMENITY LAND COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday, 21 May 2015. (Pages 12 - 15)

5. LEISURE FACILITIES COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday, 28 May 2015. (Pages 16 - 19)

6. WORKS, SERVICES AND PLANNING COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday, 4 June 2015. (Pages 20 - 23)

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Tuesday, 16 June 2015. (Pages 24 - 27)

8. ANNUAL RETURN AND ANNUAL GOVERNANCE STATEMENT

Council is asked to APPROVE the recommendation from the Finance and General Purposes Committee to sign the Annual Return and Governance Statement. **APPENDIX A** (Pages 28 - 37)

9. POLICIES AND PROCEDURES

The policies and procedures previously recommended for approval at the Annual Council meeting on 12 May 2015 were deferred until new members had been able to read through each document, all documents available from the website www.cwpc.org.uk under Useful Links or Committees. Hard copies available on request.

Council is now asked to CONSIDER and APPROVE the following policies and procedures for adoption:

- Freedom of Information Policy
- Data Protection Policy
- Publicity Policy
- Standing Orders
- Complaints Procedure
- Committee Terms of Reference

10. COMMUNITY RIGHT TO CHALLENGE

Council is asked to NOTE that the community right to challenge nomination forms are in the process of being completed by the Deputy Clerk. Forms are being completed with the previously discussed nominations from each ward.

11. SCHOOL ROAD, TYLERS GREEN – VERGE ON THE COMMON

Council is asked to CONSIDER and, if so minded, APPROVE one of the following quotes for double height setts to continue the double height setts already in situ along the edge of the Common verge.

Council is asked to NOTE that all quotes are like for like and the works are recommended for approval from the Works, Services & Planning committee, as the project was originally thought to be a possible joint partnership project with the Local Area Forum. The funds for the works would be from the Amenity Land Earmarked Reserve for Tylers Green Common Management which currently stands at £12,550.

A	£5,700.00
B	£5,900.00
C	£3,850.00

12. GRANT

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to provide a £1,000 grant to the Flackwell Heath Scouts & Guides Executive Committee towards the refurbishment of the male toilets in their HQ at Chapel Road, Flackwell Heath. **APPENDIX B** (Pages 38 – 44)

13. PLANNING COMMITTEE

Council is asked to CONSIDER the creation of a formal Planning Committee to review planning applications received from Wycombe District Council for all three wards. A draft Terms of Reference is attached at **APPENDIX C** (Page 45) for consideration and amendment.

If Council is so minded to APPROVE the Planning Committee an area for further discussion is membership.

14. GREEN DRAGON SPORTS GROUND LEASE

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to agree that the Chairman and Vice-chairman of the Council sign the Lease. **APPENDIX D** (Pages 46 - 56)

Council is asked to NOTE that the Lease had been approved by the Finance & General Purposes Committee.

15. QUESTIONS BY MEMBERS OF THE COUNCIL

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

16. PUBLIC PARTICIPATION

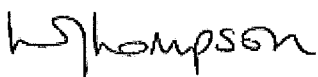
Members of the public are permitted to make representations, ask and answer questions, as well as give evidence in respect of any item of business included in the agenda. A fifteen minute period is permitted in total. If the Chairman of Council agrees, questions can be taken at the beginning of the Council meeting.

Members of the public wishing to speak at the beginning of the Council meeting should approach the Clerk with this request as soon as possible.

Members of the Council are reminded that where it is in the public interest for members of the public and press to be excluded - for example consideration of tenders for work and confidential staffing matters - a resolution to that effect giving proper and reasonable reasons should be put and voted upon.

17. ACCOUNTS FOR PAYMENT

Any accounts for payment are to be circulated at the meeting for the approval of members. Members are reminded to declare any personal or personal and prejudicial interests in any items submitted.



Wendy Thompson
Clerk of the Council
16 June 2015

CHEPPING WYCOMBE PARISH COUNCIL

Minutes of the council meeting held on Thursday, 16 April 2015 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr K Wood (Chairman)	Cllr J Johnson
	Cllr B Sadler	Cllr J Bailey
	Cllr M Wilkes	Cllr C Jordan
	Cllr J Herschel	Cllr I Forbes
	Cllr S Digby	Cllr D Dodds
	Cllr J Gurney	Cllr D Onslow
	Cllr D Johncock	

1. Apologies for Absence

Apologies for absence had been received from Cllr Mannering (family), Cllr Willis (recovering from operation), Cllr White (meeting) and Cllr Herron (business).

2. Declarations of Interest and Code of Conduct

Cllr Onslow, Cllr Herschel, Cllr Johnson and Cllr Wilkes declared personal interests in agenda item 13 as they all had expenses payments.

3. Council Minutes

It was RESOLVED that;

the minutes of the council meetings held on Thursday 22 January 2015 and the Special Council Meeting held on Thursday 5 March 2015 be a true and accurate record.

4. Amenity Land Committee

The report of the Committee meeting held on Thursday 5 February 2015 was noted and approved.

Cllr Forbes highlighted that;

- the path (agenda item 5.1) from New Road up to the Back Common was now complete.
- The tracks (agenda item 5.3), a meeting with residents had taken place and further consideration was being given to quotes received. Quotes were being considered alongside legal and financial constraints.
- Magpie Wood (agenda item 8) council was advised that Cllr Jordan was the lead on this project and would be developing a management plan for the wood and also setting up a 'Friends of' group.

5. Leisure Facilities Committee

The report of the Committee meeting held on Thursday 19 February 2015 was noted and approved.

6. Works, Services & Planning Committee

The report of the Committee meeting held on Thursday 5 March 2015 was noted and approved.

Cllr Onslow had not been present at the committee meeting but highlighted;

- Flackwell Heath War Memorial – missing names this was progressing.
- MVAS update had been passed to the Finance & General Purposes Committee.
- St Margaret's Church path – quotes were being obtained for works to path.
- Kerb building at School Road – quotes were being obtained.

7. Finance & General Purposes Committee

The report of the Committee meeting held on Thursday 19 February 2015 was noted and approved.

Cllr Forbes advised that most of the items on the report were covered under agenda items of the Council meeting.

It was noted that the accounts had not yet been formally closed.

8. Policies and Procedures

8.1 Freedom of Information Policy

Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the Freedom of Information Policy.

It was RESOLVED that;

the Freedom of Information Policy be recommended for re-adoption at the Annual Council meeting on 12 May 2015.

8.2 Data Protection Policy

Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the Data Protection Policy.

It was RESOLVED that;

the Data Protection Policy be recommended for re-adoption at the Annual Council meeting on 12 May 2015.

8.3 Publicity Policy

Council was asked to consider and recommendation from the Finance & General Purposes Committee to re-adopt the Publicity Policy.

It was RESOLVED that;

the Publicity Policy be recommended to re-adoption at the Annual Council meeting on 12 May 2015.

8.4 Complaints Procedure

Council was asked to consider and recommendation from the Finance & General Purposes Committee to re-adopt the Complaints Procedure.

It was RESOLVED that;

the Complaints Procedure be recommended to re-adoption at the Annual Council meeting on 12 May 2015.

8.5 Standing Orders/Delegated Powers

Council was asked to consider the recommendation from the Finance & General Purposes Committee to re-adopt the Standing Orders with the addition of Delegated Powers attached as an appendix.

It was RESOLVED that;

the Standing Orders with the addition of Delegated Powers be recommended for re-adoption at the Annual Council meeting on 12 May 2015.

8.6 Health & Safety Policy

Council was asked to consider the unchanged Health and Safety Policy and approve the Chairman of the Council to sign the Health & Safety Policy Statement for 2015.

It was RESOLVED that;

The Health & Safety Policy be approved and approval was given for the Chairman of the Council to sign the Policy Statement.

8.7 Committee Terms of Reference

Council was asked to consider the re-adoption of the Committee Terms of Reference.

Council was asked to note that the recommended amendment to the Amenity Land Terms of Reference for the addition of Magpie Wood would be held in abeyance until the exchange of contracts had been completed.

***It was RESOLVED that;
the Committee Terms of Reference be recommended for re-adoption at the Annual Council meeting on 12 May 2015, with the addition of Magpie Wood to the Amenity Land Committee.***

9. Financial Regulations

Council was asked to consider the finalised draft of the Financial Regulations, following discussion at the Finance & General Purposes Committee. Discussed changes had been italicised for ease of identification.

***It was RESOLVED that;
The Financial Regulations be adopted.***

Cllr Herschel asked for his abstention from the vote to be noted, as he had just returned from holiday and had been unable to study the documentation thoroughly.

10. Council Chamber Floor

Council was advised that it has been noted that there had been movement in the council offices. Council was asked to consider having an inspection of the joist spacing, specifically to the chamber floor during the summer closed period.

***It was RESOLVED that;
An inspection be undertaken to be extended to the insulation of the building.***

11. QUESTIONS BY MEMBERS OF THE COUNCIL

There were no questions from members of the Council.

12. PUBLIC PARTICIPATION

There were no members of the public present.

13. ACCOUNTS FOR PAYMENT

The accounts were circulated for the approval of members.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8531 to 8553 be signed and that direct debits to Npower and EE and BACS payment to Payflow be approved for payment.***

The Chairman thanked members for their attendance and closed the meeting at 8.20pm

CHEPPING WYCOMBE PARISH COUNCIL

ANNUAL COUNCIL MEETING

Minutes of the meeting held on Tuesday, 12 May 2015
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr K Wood - Chairman	Cllr C Leonard
	Cllr L Willis - Vice-chairman	Cllr Herschel
	Cllr J Gurney	Cllr B Sadler
	Cllr J White	Cllr S Digby
	Cllr J Johnson	Cllr I Forbes
	Cllr H Darch	Cllr C Jordon
	Cllr J Bailey	Cllr L Pinner
	Cllr L Johncock	Cllr M Wilkes

Cllr Wood formally welcomed new members to the Council.

1. Apologies for absence

Apologies for absence were received from Cllr C Dodds (holiday).

2. Declarations of acceptance of office

All members present signed the Declaration of Acceptance of Office as Members of Chepping Wycombe Parish Council.

3. Election of chairman of the council

It was proposed by Cllr J Herschel and seconded by Cllr I Forbes that Cllr K Wood be elected chairman of the council until the next annual meeting of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr K Wood be elected Chairman of Chepping Wycombe Parish Council.

4. Election of vice-chairman of the council

It was proposed by Cllr C Jordan and seconded by Cllr J White that Cllr L Willis be elected vice-chairman of the council.

There were no other nominations tabled.

It was RESOLVED that;

Cllr L Willis was elected vice-chairman of Chepping Wycombe Parish Council.

Cllr Wood and Cllr Willis duly signed their Acceptance of Office.

5 Election to standing committees of the council

The following members were elected to serve on the committees as set out below:

AMENITY LAND COMMITTEE (10)

Cllr I Forbes (TG)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr L Willis (L)
Cllr C Jordan (L)
Cllr J White (L)
Cllr L Pinner (FH)
Cllr S Digby (FH)
Cllr H Darch (TG)
Cllr K Wood (TG) (ex-officio)

WORKS, SERVICES & PLANNING COMMITTEE (9)

Cllr J White(L)
Cllr J Herschel (FH)
Cllr C Leonard (FH)
Cllr L Pinner (FH)
Cllr C Dodds (L)
Cllr C Jordan (L)
Cllr B Sadler (TG)
Cllr H Darch (TG)
Cllr K Wood (TG)

LEISURE FACILITIES COMMITTEE (9)

Cllr L Willis (L)
Cllr J Bailey (FH)
Cllr J Gurney (L)
Cllr K Wood (TG)
Cllr B Sadler (TG)
Cllr J Johnson (TG)
Cllr C Jordan (L)
Cllr S Digby (FH)
Cllr M Wilkes (FH)

FINANCE & GENERAL PURPOSES COMMITTEE (10)

Cllr I Forbes (TG)
Cllr J Gurney (L)
Cllr C Dodds (L)
Cllr L Willis (L)
Cllr H Darch (TG)
Cllr J Johnson (TG)
Cllr C Leonard (FH)
Cllr J Herschel (FH)
Cllr M Wilkes (FH)
Cllr K Wood (TG) (ex-officio)

It was noted that unless appointed to a committee, the chairman and vice-chairman of the council are in accordance with Standing Orders ex-officio members of all committees, sub-committees and working groups

(a) Election of chairmen and vice-chairmen of committees

So that delegated action could if necessary be taken before the next meeting of committees the council meeting was adjourned and each committee met in turn to appoint a chairman and vice-chairman. The council meeting was then reconvened. The following appointments were reported:

	Chairman	Vice-chairman
Amenity Land Committee	Cllr I Forbes	Cllr C Jordan
Leisure Facilities Committee	Cllr L Willis	Cllr J Bailey
Works, Service & Planning Committee	Cllr D Onslow	Cllr J White
Finance & General Purposes Committee	Cllr I Forbes	Cllr J Gurney

(b) Planning Applications Committee

The council's practice in dealing with planning applications is to appoint one representative from each ward serving on the WS&P committee to make comments on applications through the Clerk, the council's Proper Officer. However, those present were reminded that all members have a responsibility to consider planning applications and if they have a view to feedback comments to the ward representative or to the Clerk.

When contentious applications or those with a wider interest are received the three ward members and the chairman of the Works, Services and Planning Committee form the Planning Applications Committee which meets as and when necessary.

The following representatives were appointed to the Planning Applications Committee:

Cllr C Leonard	Flackwell Heath
Cllr C Dodds	Loudwater
Cllr B Sadler	Tylers Green

The meeting was then reconvened

(c) Appointment of Sub-committees

It was confirmed that appointments to Sub-committees and/or working parties if appropriate would take place at the first meeting of each committee.

(d) CWPC In-house Auditors

The council appoints two members to undertake in-house audits, ideally the members serve for two years, with one retiring each year.

***It was RESOLVED that;
the appointment of the in-house auditors be deferred to the first Finance & General Purposes Committee meeting.***

6 Review of assets, risks and policies

The review of policies had been undertaken.

***It was RESOLVED that;
the Financial Regulations, Committee Terms of Reference, Complaints Procedure, Standing Orders, Freedom of Information Policy, Data Protection Policy and Publicity Policy be taken to the next Full Council meeting for approval and adoption.***

Members were advised that the Risk Register was an ongoing process of review and this would be undertaken by the Finance and General Purposes Committee.

7 Appointment of representatives to outside bodies

The following representatives of the council were appointed:

Organisation	Representative(s)
Tylers Green Village Hall Committee	Cllr B Sadler
Tylers Green & Penn Parish Council Joint Meeting	Chairman of Council (Cllr K Wood) All Tylers Green members
Queensway Joint Committee	Chairman of Council (Cllr K Wood) Chairman F&GP (Cllr I Forbes) Vice- chairman F&GP (Cllr J Gurney)
Wycombe District Association of Local Councils	Cllr I Forbes (TG) Cllr C Jordan (L) Cllr J Herschel (FH)

Local Area Forum (LAF)	All members invited Cllr L Johncock (FH) Cllr H Darch (TG) Cllr L Willis (L)
Neighbourhood Action Group (NAG)	Cllr L Johncock (FH) Cllr J Johnson (TG) Cllr J Gurney (L)
Flackwell Heath Residents' Association Executive Committee	Cllr M Wilkes
Flackwell Heath Community Centre	Cllr J Herschel
M40 Chiltern Environmental Group	Cllr C Dodds
Bucks Association of Local Councils (BALC)	Chairman of Council (Cllr K Wood) Vice-chairman (sub Cllr L Willis)
Loudwater Forum	All Loudwater members
Loudwater Orchard Group	Cllr J White
Flackwell Heath Allotment Association	Cllr S Digby

It was noted that the Revive the Wye membership would be deferred for further consideration is appropriate.

It was RESOLVED that;

the appointment to local sports organisations be deferred until the next appropriate meeting of the Leisure Facilities Committee.

8. Informal council meeting

It was noted that the Informal Council meeting is scheduled to take place on Thursday, 3 September 2014.

Members were asked to suggest items for consideration at the meeting by notifying the Clerk or Chairman of the Council.

9. Questions from the public

There were no members of the public present.

10. Questions by members of the council

Cllr Herschel raised the review of the committee membership and asked if this would be covered by the next Finance & General Purposes Committee meeting.

Cllr Forbes acknowledge that a review of committee membership would be part of the agenda for the next committee meeting.

It was noted that Cllr Bailey and Cllr Digby declared personal interests in agenda item 11 as they both had expenses cheques.

11. Accounts for payment

The accounts for payment were circulated for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8554 to 8575 be signed and
that direct debits to Shell Direct, Unicom, Southern Electric, EE, Thames Water and E-ON be
approved for payment and also the BACS transfer to Payflow.***

The Chairman thanked members for their attendance at the meeting which ended at 8.20pm.

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of meeting held on Thursday 21 May 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:

Cllr I Forbes - Chairman	Cllr L Willis
Cllr C Jordan - Vice Chairman	Cllr B Sadler
Cllr H Darch	Cllr L Pinner
Cllr J White	

Also present: Mr & Mrs Elderton, Mr & Mrs Till Mr & Mrs Furness, Mr C Smith and Mr G Christie

AL/15/001 **Apologies for absence**

Apologies for absence were received from Cllr L Johncock (attending a Reserve Site Meeting), Cllr S Digby (holiday) and Cllr K Wood (attending meeting at WDC)

AL/15/002 **Declarations of members' interests in items on the agenda**

There were none.

Cllr Forbes suspended Standing Orders and asked members to approve Item 5.3 to be brought forward.

AL/15/005 **Tylers Green Common**

3. Tracks

Members were asked to consider a report specifically on the track opposite the Village Hall, highlighted areas were as follows;

- there were inherent drainage problems on the track which needed addressing and also pot holes;
- the parish council had received reports of cars speeding up the track and loosening the surface;
- the 'turning circle' at the bottom of the track was a boggy mess;
- the available budget this year would be in the region of £1,500;
- options available were for a remedial cross drain and pot hole work with some re-grading of the surface.

Members advised that there was no appetite for selling off any of the tracks over the Common.

Mrs Elderton acted as spokesperson for the residents;

In principle they agreed with the report, confirming that with heavy rain the top surface would be displaced and run down the track which in turn made the 'turning circle' boggy. It was also noted that in dry conditions the surface would be picked up by the wind.

The residents were interested in a more permanent surface and if after further investigation this could be a possibility they might be happy to contribute towards the project.

It was RESOLVED that;

The Clerk should proceed with remedial work to the track to include 1 no cross drain and pot hole filling to within the budget available.

Mr & Mrs Elderton, Mr & Mrs Till and Mr & Mrs Furness thanked members and left the meeting at 8.00pm

- AL/15/0003 **Widmer Pond**
Members were asked to note that quotes for the re-surfacing of the pond path had been requested and were still awaited. Once the sufficient quotes have been received the works could proceed on the best value quote.
- AL/15/004 **Railway Land**
Members were asked to note that quotes were being obtained for the identified ivy work required to several trees along the southern boundary.

Members were also asked to note that the Definitive Path Agreement had been received from Bucks County Council and Cllr White with the assistance of the Warden had installed path markers at the top of the steps at School Way and also Bridge Bank Close.
- AL/15/005 **Tylers Green Common**
1. All Weather Path
Members were asked to note that the footpath had been completed and the contribution from the Chepping Wye Valley LAF had been received.

2. Boulders on Back Common
Members were asked to note that the boulders to protect the edge of the Common at the Rays Lane site had been ordered, as previously agreed, and would be installed as soon as practicably possible on receipt.

It was noted that the residents of April Cottage had placed tree stumps on the edge of the Common verge outside their property boundary, it was agreed that the Clerk write and ask for their removal.

4. Front Common double height setts
Members noted that quotes had been request and were awaited for double height granite setts to School Road. The setts would act as verge protection as it is expected that when the double yellow lines are put along School Road cars will attempt to park on the side of the Common.

It is hoped that some of the cost will be covered by a LAF grant.
- AL/15/006 **King's Wood**
1. Annual Report – UPM Tilhill
Members were asked to consider the report from UPM Tilhill highlighting areas that have not come up to Forestry Commission expectations with a suggestion of works that could bring us back in line. Members were asked to note that these areas have not been brought forward as an area of concern by UPM Tilhill and it was only as a result of being picked for audit by the Forestry Commission that they had been brought to our attention.

It was noted that members were disappointed with the outstanding items from the harvesting work and the quality of the report which had not costed the options for 2015/16.

Members were asked to agree that the Clerk, together with the Warden, cost up the suggested work and report back to the next committee meeting on 10 September 2015.

It was RESOLVED that;
The Clerk and Warden cost up the suggested work and that the areas be walked as part of the committee site visit in July.

2. Anti-social behaviour

Members were asked to note that there have been sporadic episodes of anti-social behaviour in the wood. The police are aware and on 22 April carried out an operation in the wood with the Mounted Section. This is an ongoing situation and will be monitored.

AL/15/007

Signage

Members were asked to note that the first tranche of fingerposts had been installed in King's Wood.

Members were also asked to note that quotes had been requested for interpretation boards and ladderboards.

AL/15/008

Magpie Wood, Loudwater

Members were asked to note that the legal documents had now been received from our solicitor and the parish council was now the legal owner of the wood.

Members were asked to consider the draft Management Plan and also the dates for the Working Party. Cllr Jordan talked members through the plan.

Cllr White advised that making the pathway at the top of the wood definitive would be something to consider for the future.

Members were asked to consider the flier asking for assistance with the wood.

It was RESOLVED that;

a working party consisting of Cllr White, Cllr Jordan and Cllr Forbes together with the Warden Graeme Christie and Mr B Turnock be formed. The first meeting provisional booked for Friday 5 June at 10am, to be confirmed.

The flier be approved and copies made for circulation to Rayners Avenue, Robinson Road, Meavy Close and The Rise.

AL/15/009

Grounds Team Winter Work Schedule

Members were asked to note the winter work programme supplied by the Warden, most of which had been completed.

AL/15/010

Committee Site Visit – Thursday 2 July 2015

Members were asked to consider the following areas for addition to the Site Visit and to bring any other suggestions to the meeting.

King's Wood; to visit suggested area as per UPM Tilhill map, coloured glades/rides and paths (Micklefield/Totteridge sides).

Tylers Green Common; tracks over the Common.

Magpie Wood; review the condition of the wood.

It was RESOLVED that;

the above sites be approved for the committee site visit and that the visit should be during the day due to the size of area that would be covered.

AL/15/011

Committee Finances

Members were asked to note the year end position of the committee finances.

AL/15/012 Questions from council members and the public

There were no members of the public.

Cllr White wanted to take the opportunity to formally thank Mr Christie for his assistance in writing a report relating to the Lime Trees outside Loudwater School on Kingsmead Road for Bucks County Council. The trees had now been cut successfully.

AL/15/013 Accounts for Payment

Accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;

Cheque numbers 8576 to 8587 be approved and duly signed and that the direct debit payments to E-ON, BT Business, Barclays, SSE, Shell, Unicom and Npower be approved for payment.

The chairman thank members for their attendance and closed the meeting at 8.57pm

Date of the next meeting: Thursday, 10 September 2015 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of meeting held on Thursday 28 May 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present: Cllr L Willis - Chairman Cllr B Sadler
Cllr J Bailey - Vice Chairman Cllr J Johnson
Cllr M Wilkes Cllr C Jordan
Cllr J Gurney

Also present: Cllr I Forbes and Cllr J White

LF/15/001 Apologies for absence

Apologies for absence were received from Cllr S Digby (holiday) and Cllr K Wood (WDC meeting)

LF/15/002 Declarations of members' interests in Items on the agenda

There were none.

LF/15/003 Track to Scout Hut, Ashley Drive

Members were asked to note that as previously discussed a further quote with provision of a soakaway had been received for the above, however members were advised that since the track had been re-laid with granite chippings there had been no pooling of water over the winter period on the track.

Cllr Sadler advised that he had visited the track and grass was now growing through and it would only be time before the track was a problem again. He proposed that a decision on further work to the track be deferred and review in the autumn.

It was RESOLVED that;

the works to the track be deferred for further review in the autumn

LF/15/004 Straight Bit Recreation Ground

1. Flackwell Heath Bowls Club – Track

Members were asked to note that the Clerk and Warden met with Michael White, Chairman, and Dave Stagg, greenkeeper, from the Flackwell Heath Bowls Club and were advised that no further action was required on the track leading to the Club. They had inspected the track and concluded that there was sufficient flat ground to access the club.

It was RESOLVED that;

this item now be removed from the agenda

Flackwell Heath Bowls Club – Height Barrier

Members were asked to note that the order had been placed for the height barrier and installation was anticipated during the beginning of June.

2. Anti-social Behaviour – Car Park Gate

Members were asked to note that, to date, no reports of anti-social behaviour had been received in the office.

3. Fitness trainer

Members were asked to note that a fitness trainer is now using the site for an hour on Saturday mornings. A permit has been issued with a caveat that the fitness group work around

other users of the site. The initial 6 week cycle had just finished and the group appears to be popular. Invoices to be sent out at the end of each cycle.

LF/15/005

Derehams Pavilion

Members were asked to note that quotes for the previously agreed works had been requested and were awaited.

It was noted that the playgroup could be changing hands and that the Clerk would be meeting the prospective new owner in a couple of weeks' time. A report would be made back to Council.

LF/15/006

Community Orchard Update

Members received an update on the Community Orchard from Cllr John White.

Cllr White advised that there were two lines of trees planted the second line also had been planted with fruit bushes. The group were working well however were now looking to find new members.

The Chairman of the Orchard Group had suggested that the orchard be opened up to the other two wards and act as a parish wide orchard.

It was suggested that the residents in both Tylers Green and Flackwell should be given an option of a ward orchard, however, finding a suitable site could prove difficult.

LF/15/007

Allotments

Members were asked to note that the allotment competition will be held some time during the first two weeks of July. Flowerland have, once again, committed to send a member of their staff to judge the competition. When a date has been confirmed by Flowerland it will be circulated.

1. Chapel Road update

Members were asked to note that the track repair had been completed.

It was noted that all the plots are currently filled and there are 3 people on the waiting list.

Members were also asked to note that the allotment BBQ is planned for Saturday, 8 August, usually from 11.30am to approximately 2pm, times to be confirmed.

2. Ashley Drive update

Members were asked to note that interest in the site had increased and this had been due to the work of the Community Payback teams digging over the empty plots. There are 10 full plots and 2 half plots currently available.

Members were also asked to note that the allotment picnic is planned for Saturday, 15 August, usually from 12 noon to approximately 1.30pm, times to be confirmed.

LF/15/008

Playground Feedback

Members were asked to consider the membership of each ward's playground working party, now that some councillors have stepped down.

Cllr Willis asked that each working party send an email through to himself and the Clerk confirming who was on each working party and when their first meeting would be held.

It was noted that there was a provision in this current financial year for £30k per ward through a Public Works Loan Board loan.

1. Ashley Drive Recreation Ground – perimeter fencing

Members were asked to note that to date only one quote had been received for the fencing repair.

Members were asked to consider adding this site to the committee site visit in July to inspect the condition of the boundary fencing.

It was RESOLVED that;

the site be added to the Site Visit when the whole boundary fence would be inspected.

It was noted that the property, at which the fence had originally been highlighted as damaged, will be undertaking some building works and some of the laurel hedge running along the fence line will have to be removed in order to allow the footings to be dug. Any work to fence at this point should be deferred until completion of the building.

2. Straight Bit Recreation Ground – tarmac pad

Members were asked to consider the proposal from the Flackwell Heath Playground Working Party for the tarmac pad;

Subject to quotation cost;

- *the pad should remain and have some low level items installed,*
- *the whole area to be covered with coloured wet pour suggestive of a beach or safari theme,*
- *there should be a cycle path with road signs and crossings and a hop scotch.*

It was RESOLVED that;

the Clerk be asked to obtain designs and quotes for the above .

It was noted that the Clerk and Cllr Bailey would work together on the above.

LF/15/009

Committee Site Visit – Thursday, 9 July

Members were asked to consider the following areas for addition to the Site Visit and to bring any other suggestions to the meeting. It was noted that a correction to the date was required from 7th to 9th.

- As above **Ashley Drive Recreation Ground – perimeter fence**
- **Derehams Pavilion – to review remedial works**

The **Ashley Drive allotment** site was also added to the visit in order to inspect the fence between the scout hut and the property behind.

A request was received from Cllr Forbes to swap dates for the site visit with the Amenity Land Committee so the date was set for 2 July.

It was RESOLVED that;

the site visit be held on Thursday, 2 July to meet at 7pm at Ashley Drive Recreation Ground.

LF/15/010

Committee Finances

Members were asked to note the year end position of the committee.

LF/15/011

Questions from council members and the public

There were no members of the public present.

Cllr Bailey asked about the progress with an electricity supply to the Straight Bit Recreation Ground.

The Clerk advised that WDC Cllr D Johncock was intending to use using his ward budget to pay for the supply and we were waiting to see whether he could order and pay for the installation directly, or whether the parish council would had to order and the ward budget be transferred.

Cllr Bailey also asked on behalf of the FHRA about the Fields in Trust agreement. The Clerk advised that this would be on the Finance & General Purposes agenda.

LF/15/012

Accounts for payment

The accounts for payment were circulated for consideration by councillors.

It was RESOLVED that;

the accounts for payment be approved and cheques numbered 8588 to 8594 be signed and that direct debits to Affinity Water and the BACS payment via Payflow be approved for payment.

The chairman thanked members for their attendance and closed the meeting at 8.32pm

Date of the next meeting: Thursday, 24 September 2015 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

"Cherish the past, adorn the present, construct for the future"

Report of meeting held on Thursday 4 June 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Present:	Cllr J White - Chairman	Cllr C Jordan
	Cllr B Sadler	Cllr C Leonard
	Cllr H Darch	Cllr K Wood
	Cllr C Dodds	Cllr L Pinner

Also present: Mr Russell Read (P&TG Residents Society) and Mr Graeme Christie

Before the meeting started Cllr White welcomed the new members to the committee.

WSP/15/001 **Apologies for absence**
There were no apologies for absence received prior to the meeting.

WSP/15/002 **Declarations of members' interests in items on the agenda**
Cllr Wood declared a personal interest in agenda item 13 as she had an expenses payment.

Cllr Forbes arrived to attend the meeting at 7.34pm

WSP/15/003 **Church Road East, Tylers Green**
Members were asked to note that the road narrowing project had been completed.

Members were asked to consider a suggestion from the Penn & Tylers Green Residents Society to cosmetically improve the appearance of the above site with planters, with a view to looking at sponsorship from a local business.

Mr Read, from the Residents Society, advised that a couple of planters would soften the look of the tarmac area and he was happy to proceed with asking for sponsorship.

It was RESOLVED that;
Mr Read would write to Buckinghamshire County Council to ask permission to place the planters on the new tarmac build out area and proceed with looking for sponsorship.

It was noted that although the narrowing of the road mouth has worked by slowing down of vehicles entering Church Road speeding is still occurring outside the village hall.

WSP/15/004 **Signage**
Members were asked to note the first tranche of fingerposts had been installed in King's Wood and quotes for interpretation boards and ladder boards were awaited.

WSP/15/005 **Footway Lighting Update**
Members were asked to note that Cllr Herschel and Cllr Dodds had completed a survey of the footway lighting and this information would form part of the tendering process.

It was noted that Cllr Dodds had undertaken some further work on costings for the Salix bid and a meeting with the Clerk and Cllr Herschel would be arranged to take this work forward.

WSP/15/006 **Ecclesiastical Boundary Stones**

Members were asked to note that the Clerk was still waiting for a comparison quote for the heritage discs.

Members were asked to consider a budget limit so that the Clerk could proceed with the order for the disc on receipt of the quote.

It was RESOLVED that;

The Clerk obtain a further quote and the matter to be deferred to Full Council on 24 June 2015 for further consideration.

WSP/15/007 **War Memorial**

1. Flackwell Heath

Members were asked to note that the Flackwell Heath War Memorial had now been listed at Grade II, so any further works would require permission from Wycombe District Council.

It was noted that approval had been obtained from Wycombe District Council to add the five missing names and quotes were now being sought.

Members were also asked to note that quotes were currently being obtained for paving to the front of the war memorial; however the contractors were finding it difficult to match the paving. Once quotes have been obtained permission will be requested for the works to be undertaken.

WSP/15/008 **Cemeteries**

1. Altona Road Extension Path

Members were asked to note that the extension path to the cemetery had been completed.

2. Hammersley Lane Church Path

Following the site visit on 2 March it had been agreed to obtain quotes for the reconstruction of the paths for discussion at the next committee meeting. To date two quotes had been received, the costs ranging between £7,300.00 and £9,540.00.

It was RESOLVED that;

A third quote should be obtained and the matter to come back to the next committee meeting.

3. Cock Lane Cemetery Grass Verge

Members were asked to note that a couple of requests had been received from residents for verge protection to the triangle of grass outside the cemetery car park. The grass has been churned up by cars and lorries turning and parking. The Warden had put some road cones along the verge edge as a temporary measure; however these had been moved.

Our Area Technician had suggested a double height kerb with a further bund behind to dissuade vehicles from driving on/over the grass.

It was RESOLVED that;

The Clerk obtain quotes for the suggested double height kerb and bund, but also for alternative deterrents such as trees and to bring the item back to the next committee meeting.

It was noted that the residents concerned had been undertaking repairs to the area themselves by either re-turfing or flattening the ground after an incident had occurred.

WSP/15/009 Local Area Forum Bids

Members were asked to note the deadline for applications for 2016/17 is 31 July 2015 and encouraged members to pass projects to the Clerk.

Cllr Wood was able to explain how the Local Area Forum worked to new members advising that there was a pot of approximately £30k, which was for the Chepping Wye Valley area which included Hazlemere, Little Marlow and Bourne End & Wooburn Green.

Cllr Leonard asked if further information could be circulated and Cllr Wood advised that she was happy to circulate to the new members' information relating to the Forums current priorities.

Mr Read left the meeting at 8.17pm

WSP/15/010 School Road, Tylers Green – Verge on the Common

Members were asked to note the three like for like quotes received for the double height granite setts. The setts would be used to continue the double height kerb already in situ and this would dissuade parking on the edge of the Common.

***It was RESOLVED that;
the works be recommended to Full Council as funding for the project would be from the
Amenity Land Earmarked Reserve.***

It was noted that the Works, Services & Planning Committee had originally been looking at this project as a joint partnership with the Local Area Forum.

WSP/15/011 Planning Submissions

Members were asked to note the planning submissions made by the Council since the last committee meeting in March.

Cllr Leonard advised that she was not happy with the submission that had been made on 128 Heath End Road.

It was noted that a separate planning committee would be beneficial due to the significant amount of property development due in the area and this would be taken to Full Council for further consideration. Reserve Site meeting reports could be fed back at such meetings.

WSP/15/012 Committee Site Visit – Thursday, 16 July

Members were asked to consider visiting the Altona Road Cemetery extension path as part of the Site Visit.

***It was RESOLVED that;
The committee site visit would incorporate;***

- Cock Lane Cemetery verge and an inspection of the cremated remains section;***
- St Margaret's Church path;***
- Altona Road Cemetery extension path;***
- Loudwater War Memorial;***
- Flackwell Heath War Memorial.***

WSP/15/013 Committee Finances

Members were asked to note the committee year end position, particularly the income from Cock Lane Cemetery.

WSP/15/014 Questions from committee members and the public

There were none.

WSP/15/015 **Accounts for payment**

The accounts for payment were circulated for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8595 to 8603 be signed and
that direct debits to EE, Shell and E-ON be approved for payment.***

The chairman thanked members for their attendance and closed the meeting at 8.38pm

Date of the next meeting: Thursday, 8 October 2015 at 7.30pm

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Report of the meeting held on Tuesday, 16 June 2015 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present:	Cllr I Forbes Chairman	Cllr C Leonard
	Cllr J Gurney Vice-chairman	Cllr M Wilkes
	Cllr C Dodds	Cllr L Willis
	Cllr H Darch	Cllr J Johnson
	Cllr J Herschel	Cllr K Wood (ex-officio)

Also present: Mr G Christie and Mrs S Ludgate (Penn & Tylers Green Residents Association)

FGP/15/001 **Apologies for absence**

There were none.

FGP/15/002 **Declarations of members' interests in agenda items**

There were none.

FGP/15/003 **Staff Matters**

1. Staff Absence Report

Members received a report on the sickness absence of staff since the beginning of the current financial year. It was noted that two members of staff had been off sick.

FGP/15/004 **In-house Auditors**

Members were asked to appoint two in-house auditors. Members were advised that the role of in-house auditor had changed slightly since the adoption of the new Financial Regulations.

It was RESOLVED that;

Cllr Herschel continue for a further year as lead in-house auditor to be joined by Cllr Darch.

FGP/15/005 **Policies and Procedures**

1. Bank Mandate Signatures

Members were asked to note that changes to the signatures were required for the parish council's bank accounts. All members were encouraged to be signatories excluding the two in-house auditors as per the Financial Regulations.

It was RESOLVED that;

the Clerk obtain the relevant paperwork and ask Mr M Locke, the parish council's business manager, to attend the offices for a 'bulk' signing and authorisation.

FGP/15/006 **Health & Safety**

Members were asked to note that there had been no accidents or near misses since the last committee meeting in March 2015.

FGP/15/007 **Legal**

1. Green Dragon

Members were asked to note that the Chairman and Treasurer of the Flackwell Heath Minors had signed the lease and the Secretary was due to sign. The Clerk advised that the lease had been returned to the parish council for the Chairman and Vice Chairman of the Council to sign at the Full Council meeting on 24 June 2015.

It was RESOLVED that;
the Lease be recommended to Full Council for signature by the Chairman and Vice-chairman.

2. Byelaws

Members were advised that following submission to the DCLG Byelaws Team at the end of February, provisional approval was still awaited. The Clerk advised that a map had been requested by the Byelaws Team for completion of the application.

Cllr Forbes thanked Cllr Herschel for all his work on the subject.

3. Fields In Trust

Following the last committee meeting the Clerk had been asked to investigate the option of applying to Fields In Trust to protect the council owned recreation grounds.

Members were asked to note that protection is offered by a Deed of Dedication for each site, this does not affect ownership of the site. It was noted that if changes were to be made, ie installation of equipment, permission from the Trustees of Fields In Trust would be required.

Cllr Herschel was not sure if this type of protection was necessary and remained sceptical.

Cllr Forbes was concerned that areas of land could fall prey to development and that just owning a piece of land was no longer enough to save it from possible development.

It was noted that there were several questions that still needed to be answered before proceeding.

It was RESOLVED that;
the Clerk contact the Area Manager and invite her to a meeting of all members so that any queries could be answered before proceeding with this type of protection.

FGP/15/008

Neighbourhood Action Group Feedback

Members were asked to receive a short update from one of the committee's NAG representatives on issues affecting the council.

Cllr Leonard gave the update advising the following:

- The meeting had been held on 3 June and it was noted that this had been the second meeting with no police presence. However, a report from the police was circulated but not discussed at the meeting highlighting that anti-social behaviour reports remained low, a drugs operation using dogs at the College in Flackwell Heath found nothing on campus.
- Parking issues in an around the area were raised
- The MVAS were discussed
- The August meeting may be postponed

Cllr Leonard was thanked for her report.

Cllr Johnson added that she had the data reports on speeding in the area if anyone wanted to see them.

Cllr Forbes advised that he would be meeting with Sgt M Lloyd and Mr D Onslow to work on the statistical reporting from the MVAS.

FGP/15/009

Grants

Members were asked to consider a grant request from the Flackwell Heath Scout & Guide Joint Executive Committee to contribute towards the refurbishment of the male toilets at the HQ situated in Chapel Road, Flackwell Heath.

Cllr Herschel advised that the Scouts and Guides built the HQ and maintain the building themselves and only lease the land the building is on from the parish council.

It was RESOLVED that;

The grant application for £1,000 be recommended to Full Council for approval.

Mrs S Ludgate left the meeting at 7.55pm

Members were asked to consider the donations and subscriptions for 2015/16. Cllr Herschel advised that the M40 Chiltern Environmental Group had originally been given a commitment of 4 years which he suggested should be extended for a further 4 years.

It was RESOLVED that;

all donations and subscriptions for 2015/16 be approved. The M40 Chiltern Environmental Group donation be extended for further 4 years.

FGP/14/010

Committee Structure Proposition

Members were asked to receive a proposition for recommendation to Full Council from Cllr Herschel, seconded by Cllr Forbes as follows;

'That for the main committees (Amenity Land, Leisure Facilities, Works, Services & Planning and Finance & General Purposes) wards with 7 or more councillors should be represented by 4 and wards with 6 less should be represented by 3.'

Cllr Herschel advised that Flackwell Heath members were not feeling as involved in the parish council as they had fewer options to serve on committees, two of their number were only sitting on one committee each.

It was noted that other members were concerned about the potential imbalance of the committees if there were to be 4 members from one ward.

A vote on the proposition was taken: 3 votes for, 5 votes against and 1 abstention.

It was RESOLVED that;

the proposition had fallen and would not be taken to Full Council

FGP/15/011

Financial Overview/Annual Return and Governance Statement

Members were asked to note the financial outturn for each committee. Cllr Forbes presented the overview by explaining the overall yearend figures of income over expenditure.

Members were asked to note that the internal auditor, Mr D Timms completed the internal audit on Friday 29 May and found nothing untoward.

Members were asked to note the yearend turnout summary with explanatory variance report which were part of the return to the external auditors. Members were asked to contact the Clerk directly if they had any queries.

Members were asked to recommend to Council that the Annual Return and Governance

Statement be approved and signed by the Chairman of the Council at the next Council meeting.

***It was RESOLVED that;
the Annual Return and Governance Statement be approved along with a recommendation that the Chairman of the Council sign the document at the Full Council meeting on 24 June 2015.***

Thanks to the Clerk for a successful internal audit were noted.

FGP/15/012 Risk Register

Members were asked to note that the LED Lighting risk update was still awaited, this had been added as a new item. The risk register with last year's changes was now available on the website. Members were encouraged to review the risk register and offer suggestions for the next committee meeting.

FGP/15/013 NALC Conferences

Members were asked to note the following NALC conferences. Members were also asked to contact the Clerk if they were interested in attending.

What's next for local Councils: England post general election
Wednesday, 15 July 2015 – Victoria Street, London

Planning in the Community
Wednesday, 9 September 2015 – Manchester

Members are asked to contact the Clerk if they are interested in attending.

NALC Larger Councils' Conference and Exhibition

This is due to take place on Wednesday, 2 December however details have not yet been published.

Cllr Herschel recommended that it was well worth new members attending.

FGP/15/014 Questions from council members and the public

There were no questions from council members or the public.

Cllr Herschel queried the levels of investment and the interest rates being obtained and the Chairman and Clerk agreed to review the position in the light of our Investment Policy.

FGP/15/015 Accounts for Payment

The accounts for payment were circulated for consideration by councillors.

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8604 to 8610 be signed and that direct debits to SSE and Unicom be approved for payment.***

The chairman thanked members for their attendance and closed the meeting at 8.34pm

Date and Time of Next Meeting: Thursday, 22 October 2015 at 7.30pm

Section 1 – Accounting statements 2014/15 for

Enter name of
reporting body here:

CHEPPING WYCOMBE PARISH

Council/Meeting

Readers should note that throughout this annual return references to a 'local council' or 'council' also relate to a parish meeting.

	Year ending		Notes and guidance
	31 March 2014 £	31 March 2015 £	
1 Balances brought forward	421,474	532,715	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Annual precept	327,826	330,654	Total amount of precept received or receivable in the year. Excludes any grants received.
3 (+) Total other receipts	121,914	89,625	Total income or receipts as recorded in the cashbook less the precept received (line 2). Include any grants received here.
4 (-) Staff costs	130,545	132,951	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5 (-) Loan interest/capital repayments	6,426	0	Total expenditure or payments of capital and interest made during the year on the council's borrowings (if any).
6 (-) All other payments	201,528	358,999	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7 (=) Balances carried forward	532,715	461,044	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6)
8 Total cash and short term investments	554,787	451,512	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.
9 Total fixed assets plus other long term investments and assets	1,836,717	1,836,717	The original Asset and Investment Register value of all fixed assets, plus other long term assets owned by the council as at 31 March
10 Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11 Disclosure note Trust funds (including charitable)	yes	no	The council acts as sole trustee for and is responsible for managing trust funds or assets. N.B. The figures in the accounting statements above do not include any trust transactions.
		✓	

I certify that for the year ended 31 March 2015 the accounting statements in this annual return present fairly the financial position of the council and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

W. Thompson

Date 29/05/2015

I confirm that these accounting statements were approved by the council on this date:

and recorded as minute reference:

Signed by Chair of the meeting approving these accounting statements.

Date

Section 2 – Annual governance statement 2014/15

We acknowledge as the members of:

CHEPPING WYCOMBE PARISH

Council/Meeting

our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2015, that:

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

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

dated

Signed by:

Chair

dated

Signed by:

Clerk

dated

*Note: Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the council will address the weaknesses identified.

Section 4 – Annual internal audit report 2014/15 to

CHEPPING WYCOMBE PARISH

Council/Meeting

The council's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2015.

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

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

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

Name of person who carried out the internal audit DONALD TIMMS

Signature of person who carried out the internal audit



Date 29/05/2015

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

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

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
1	143,966	204,789	310	0	GENERAL RESERVE
1	3,025	3,025	321	0	EMR CHURCHYARDS
1	57,099	55,546	322	0	EMR VEHICLES
1	10,680	13,280	323	0	EMR PLANT& EQUIPMENT
1	5,766	5,470	324	0	EMR OFFICE EQUIPMENT
1	61,350	85,937	325	0	EMR PLAY EQUIPMENT
1	3,250	7,750	326	0	LOUDWATER CEMETERY
1	3,797	6,297	327	0	EMR DEPOT
1	1,396	1,896	328	0	HAMMERSLEY LANE CEMETERY
1	2,000	3,000	329	0	KINGSWOOD CEMETERY
1	9,900	10,550	331	0	TG COMMON MANAGEMENT PLAN
1	69,201	83,349	351	0	EMR FOOTWAY LIGHTS
1	13,487	17,351	354	0	EMR BENCHES & SIGNS
1	1,000	537	359	0	WARDEN HOUSE RESERVE
1	11,440	12,940	362	0	EMR DEREHAMS PARK
1	6,639	2,020	363	0	DEREHAM LANE PAVILION RESERVE
1	4,000	4,000	367	0	EMR-RAILWAY LAND TREES
1	11,978	11,978	368	0	EMR-KINGSWOOD IMPROVEMENT
1	1,500	3,000	372	0	OFFICE REFURBISHMENT
1	Balances brought forward	421,474	532,715	Total balances & reserves at the begining of the year as recorded in the Council Financial Records	
2	327,826	330,654	1076	402	PRECEPT
2	Annual Precept	327,826	330,654	Total amount of Precept income received in the year	
3	2,088	1,736	1001	201	INCOME - RENTS
3	2,892	2,903	1001	203	INCOME - RENTS
3	4,583	5,041	1001	212	INCOME - RENTS
3	14,269	8,450	1001	404	INCOME - RENTS
3	328	387	1002	104	INCOME - PERMITS
3	1,025	1,060	1002	105	INCOME - PERMITS
3	1,666	1,677	1002	212	INCOME - PERMITS
3	1,260	396	1002	214	INCOME - PERMITS
3	0	46	1002	216	INCOME - PERMITS
3	50	48	1002	404	INCOME - PERMITS
3	0	250	1003	404	INCOME - FEES
3	37	37	1004	105	INCOME - SERVICE CHS
3	0	6,450	1005	104	INCOME - WOOD SALES
3	128	129	1011	404	INCOME - WAYLEAVES
3	765	692	1031	311	INCOME - IN PARISH BURIALS & M
3	940	2,320	1031	312	INCOME - IN PARISH BURIALS & M
3	1,305	3,615	1031	313	INCOME - IN PARISH BURIALS & M
3	2,690	318	1032	311	INCOME - OUT OF PARISH BURIALS
3	6,530	3,654	1032	312	INCOME - OUT OF PARISH BURIALS
3	1,750	13,374	1032	313	INCOME - OUT OF PARISH BURIALS
3	4,500	550	1075	304	SALE OF ASSETS

Continued on Page 2

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
3	3,501	2,331	1077	104	GRANTS RECEIVED
3	0	181	1078	106	MAINT COST RECOVERED
3	3,128	2,387	1079	215	OTHER COST RECOVERED
3	0	2,112	1079	321	OTHER COST RECOVERED
3	8,574	34	1079	401	OTHER COST RECOVERED
3	15,100	201	1079	402	OTHER COST RECOVERED
3	158	0	1080	401	INS CLAIMS RECOVERED
3	700	30	1083	101	THIRD PARTY CONTRIBUTION
3	8,571	10,000	1083	221	THIRD PARTY CONTRIBUTION
3	28,133	15,595	1084	402	MISC INCOME
3	315	0	1087	304	Income equipment hire
3	6,928	3,621	1090	401	INTEREST RECEIVED
3	Total other receipts	121,914	89,625	Total income or receipts as recorded in the cashbook minus the Precept	
4	130,545	132,951	4001	401	STAFF SALARIES
4	Staff costs	130,545	132,951	Total expenditure or payments made to and on behalf of all council employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	291	0	4053	303	LOAN INTEREST PAID
5	6,135	0	4054	303	LOAN CAPITAL PAID
5	Loan interest/Capital repayments	6,426	0	Total expenditure or payments of capital and interest made during the year on the Council borrowings	
6	2,168	1,823	4002	402	MEMBERS EXPENSES
6	1,000	830	4008	401	CONF & COURSES
6	196	218	4009	401	TRAVEL
6	506	260	4010	304	MISC STAFF COSTS
6	200	126	4010	401	MISC STAFF COSTS
6	3,407	3,474	4011	301	RATES
6	3,407	3,474	4011	303	RATES
6	35	35	4011	311	RATES
6	173	177	4011	312	RATES
6	440	378	4012	106	WATER
6	436	312	4012	201	WATER
6	606	582	4012	203	WATER
6	1,112	1,088	4012	212	WATER
6	154	140	4012	301	WATER
6	58	0	4012	302	WATER
6	213	140	4012	303	WATER
6	34	67	4012	311	WATER
6	59	29	4012	312	WATER
6	26	50	4012	314	WATER
6	250	250	4013	102	RENT
6	1,879	291	4013	220	RENT
6	163	143	4014	105	ELECTRICITY

Continued on Page 3

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	265	1,320	4014	212	ELECTRICITY
6	80	84	4014	216	ELECTRICITY
6	644	853	4014	301	ELECTRICITY
6	644	853	4014	303	ELECTRICITY
6	15,737	15,647	4014	322	ELECTRICITY
6	1,181	1,093	4015	303	GAS
6	0	53	4016	402	PREMISES HIRE
6	537	449	4017	303	CLEANING & REFUSE
6	1,707	1,908	4017	305	CLEANING & REFUSE
6	340	410	4018	305	LITTER SCHEME
6	583	384	4020	401	MISC ESTAB'T COSTS
6	163	296	4020	402	MISC ESTAB'T COSTS
6	1,329	1,356	4021	401	TELEPHONE & FAX
6	582	292	4022	401	POSTAGE
6	1,045	1,001	4023	401	STATIONERY & PRINT'G
6	258	2,080	4024	401	SUBSCRIPTIONS/DON'NS
6	194	417	4024	402	SUBSCRIPTIONS/DON'NS
6	701	7,592	4025	401	INSURANCE
6	259	42	4026	401	PUBLICATIONS
6	625	928	4027	401	PHOTOCOPY CHARGES
6	368	0	4030	401	RECRUITMENT ADVERT'G
6	0	0	4032	401	PUBLICITY
6	173	0	4032	402	PUBLICITY
6	1,823	3,839	4033	402	NEWSLETTER
6	901	44	4036	212	PROPERTY MAINTEN'CE
6	1,535	0	4036	215	PROPERTY MAINTEN'CE
6	267	1,428	4036	301	PROPERTY MAINTEN'CE
6	342	122	4036	302	PROPERTY MAINTEN'CE
6	705	643	4036	303	PROPERTY MAINTEN'CE
6	9,438	3,198	4037	101	GROUNDS MAINTEN'CE
6	2,376	0	4037	103	GROUNDS MAINTEN'CE
6	3,355	7,208	4037	104	GROUNDS MAINTEN'CE
6	2,438	895	4037	105	GROUNDS MAINTEN'CE
6	250	0	4037	106	GROUNDS MAINTEN'CE
6	1,263	373	4037	201	GROUNDS MAINTEN'CE
6	362	694	4037	203	GROUNDS MAINTEN'CE
6	0	44	4037	211	GROUNDS MAINTEN'CE
6	5,313	4,031	4037	212	GROUNDS MAINTEN'CE
6	5,670	175	4037	214	GROUNDS MAINTEN'CE
6	0	1,575	4037	215	GROUNDS MAINTEN'CE
6	147	0	4037	216	GROUNDS MAINTEN'CE
6	224	268	4037	303	GROUNDS MAINTEN'CE
6	0	-52	4037	304	GROUNDS MAINTEN'CE
6	335	0	4037	311	GROUNDS MAINTEN'CE
6	403	2,970	4037	312	GROUNDS MAINTEN'CE

Continued on Page 4

Working details for ANNUAL RETURN - Year ended 31 March 2015

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
6	16	98	4037	313	GROUNDS MAINTEN'CE
6	600	318	4037	314	GROUNDS MAINTEN'CE
6	522	1,907	4037	321	GROUNDS MAINTEN'CE
6	162	30	4038	212	MAINTENANCE CONTRACT
6	476	0	4038	215	MAINTENANCE CONTRACT
6	145	140	4038	302	MAINTENANCE CONTRACT
6	370	545	4038	303	MAINTENANCE CONTRACT
6	14,601	14,644	4038	322	MAINTENANCE CONTRACT
6	148	2,613	4040	314	MEMORIAL MAINTEN'CE
6	2,050	2,000	4041	304	EQUIPMENT HIRE
6	954	954	4041	401	EQUIPMENT HIRE
6	13,564	4,347	4042	221	EQUIPMENT MAINTEN'CE
6	3,412	3,674	4042	304	EQUIPMENT MAINTEN'CE
6	1,639	1,408	4043	304	VEHICLE MAINTENANCE
6	4,590	4,256	4044	304	VEHICLE FUEL
6	2,119	2,350	4045	304	VEHICLE TAX & INSURE
6	2,545	2,284	4046	304	SMALL TOOLS & EQUIPT
6	0	28,107	4048	403	CONTINGENCY
6	84	78	4051	401	BANK CHARGES
6	7,838	4,445	4056	401	LEGAL FEES
6	1,075	1,065	4057	401	AUDIT FEES
6	2,651	3,240	4059	104	FORESTRY FEES
6	0	2,658	4060	221	OTHER PROF FEES
6	133	200	4060	401	OTHER PROF FEES
6	5,604	4,202	4061	341	PARTNERSHIP WORKING
6	2,866	4,129	4066	322	STREET LIGHT REPAIRS
6	410	129	4069	401	WEB DEVELOPMENT
6	3,485	3,973	4401	220	DOG BIN EMPTYING
6	552	357	4453	401	OFFICE EQUIPMENT
6	1,250	2,000	4901	402	GRANTS MADE
6	0	387	4907	201	ALLOTMENT FENCING
6	900	1,302	4907	203	ALLOTMENT FENCING
6	850	0	9003	900	EMR TG COMMON MANAGEMENT
6	4,619	0	9100	901	EMR DEREHAMS PAVILION RPL
6	14,914	175,070	9105	901	EMR PLAY EQUIPMENT
6	3,469	0	9200	902	EMR SMALL RIDE-ON MOWER
6	16,584	0	9203	902	EMR FORD RANGER
6	296	0	9207	902	EMR COMPUTERS
6	963	0	9209	902	EMR WARDEN'S HOUSE
6	2,136	1,058	9214	902	EMR BENCHES AND SIGN WSP
6	1,852	0	9215	902	EMR STREET LIGHTING
6	0	5,600	9216	902	EMR DEPOT
6	0	1,033	9218	902	EMR CEM IMP LOUDWATER
6	Total other payments	201,528	358,999	Total expenditure or payments as recorded in the cashbook minus employment costs(Line 4) and loan / interest expenditure / payments(Line 5)	

Working details for ANNUAL RETURN - Year ended 31 March 2015

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code and</u>	<u>Centre</u>	<u>Code Description</u>
7	Balances carried forwrd	532,715	461,044	Total balances and reserves at the end of the year.[Must equal (1+2+3)-(4+5+6)]		
8		-600	-28,745	201	0	CURRENT ACCOUNT
8		455,137	380,007	211	0	BUSINESS ACCOUNT
8		100,000	100,000	221	0	TERM DEPOSITS
8		250	250	231	0	PETTY CASH
8	Total Cash & Investments	554,787	451,512	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March		
9		1,836,717	1,836,717	9	0	Total Fixed Assets
9	Total Fixed Assets	1,836,717	1,836,717	The recorded current book value at 31 March of all tangible fixed assets owned by the Council as recorded in the asset register		
10		6,135	0	10	0	Total Borrowings
10	Total Borrowings	6,135	0	The outstanding capital balances as at 31 March of all loans from third parties(usually PWLB)		

31st March 2014

31st March 2015

Long Term Assets

0		0
0		0

Current Assets

9,649	VAT CONTROL	8,417
0	PREPAYMENTS	16,990
-600	CURRENT ACCOUNT	-28,745
455,137	BUSINESS ACCOUNT	380,007
100,000	TERM DEPOSITS	100,000
250	PETTY CASH	250
564,436		476,920

564,436 Total Assets

476,920

Current Liabilities

594	CREDITORS	1,258
5,939	ACCRUALS	4,385
25,188	DEPOSITS	10,232
31,721		15,875

532,715 Total Assets Less Current Liabilities

461,044

Long Term Liabilities

0		0
532,715	Total Assets Less Long Term Liabilities	461,044

Represented By

204,789	GENERAL RESERVE	183,141
3,025	EMR CHURCHYARDS	3,025
55,546	EMR VEHICLES	45,183
13,280	EMR PLANT& EQUIPMENT	14,880
5,470	EMR OFFICE EQUIPMENT	5,470
85,937	EMR PLAY EQUIPMENT	10,368
7,750	LOUDWATER CEMETERY	11,217

At : 10:18

Balance Sheet as at - 31st March 2015

31st March 2014

31st March 2015

6,297	EMR DEPOT	3,197
1,896	HAMMERSLEY LANE CEMETERY	2,396
3,000	KINGSWOOD CEMETERY	4,000
10,550	TG COMMON MANAGEMENT PLAN	12,550
83,349	EMR FOOTWAY LIGHTS	99,349
17,351	EMR BENCHES & SIGNS	22,293
537	WARDEN HOUSE RESERVE	1,037
12,940	EMR DEREHAMS PARK	14,440
2,020	DEREHAM LANE PAVILION RESERVE	2,020
4,000	EMR-RAILWAY LAND TREES	8,000
11,978	EMR-KINGSWOOD IMPROVEMENT	13,978
3,000	OFFICE REFURBISHMENT	4,500

532,715

461,044

The above statement represents fairly the financial position of the authority as at 31st March 2015 and reflects its Income and Expenditure during the year.

Signed :
Chairman

_____ Date : _____

Signed :
Responsible
Financial
Officer

_____ Date : _____

CHEPPING WYCOMBE PARISH COUNCIL**Application for grant/loan by charitable, voluntary or other organisations****Part 1**

1. Name of organisation: **Flackwell Heath Scout & Guide Joint Executive Committee (applying on behalf of the Flackwell Heath Guide & Scout Groups)**

2. Hon. Secretary:
Address:

3. Hon. Treasurer:
Address:

Tel:

Tel:

This address will be used for
all general correspondence

This address will be used for
remittance of any grant approved

4. How is the organisation established?
- | | | | |
|--------------------------------------|--------|---|--------|
| a) Incorporated by Royal Charter? | Yes/No | d) Registered as a Friendly Society? | Yes/No |
| b) Incorporated under Companies Act? | Yes/No | e) By affiliation to any national body? | Yes/No |
| c) Registered as a Charity? | Yes/No | f) Deed of Trust? | Yes/No |
| Charity No:..... | | g) Other? (Please specify) | |

The Executive Committee are Charity Trustees for the combined Scout Group and Guide Group that are using the common premises to meet and conduct Scout and Guide activities. Both groups are registered charities (Scouts 300664 and Guides 306016)

5. What are the objectives of the organisation?

Scouting and Guiding both have clear objectives locally and nationally.

Scouting are the UK's biggest mixed youth organisation, offering 6- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others and so make a positive impact in communities.

Scouts helps children and young adults reach their full potential. Scouts develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. Scouts help young people to get jobs, save lives and even change the world!

Girlguiding is the leading charity for girls and young women in the UK. They give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. They build girls' confidence and raise their aspirations, giving them the chance to discover their full potential and encouraging them to be a powerful force for good.

The Executive Committee exists to support the Scouting and Guiding sections, making decisions and carrying out administrative tasks to ensure the best quality of Scouting and Guiding can be offered to young people in the Group. They are also responsible for the management, upkeep, development and security of the premises known as the Scouts and Guides HQ

The fundraising sub-committee objectives are to begin to develop a funding resource to allow the physical building in which the Scouting and Guiding activities are offered to be improved and maintained for the future, including reducing operational costs.

6. Does the organisation carry out any trading activity with a view to profit (or propose to commence any such activity) other than general fund raising events such as bazaars, fetes and sale of mementos? ~~Yes~~/No

If Yes, please supply full details together with the latest Trading and Profit & Loss account on a separate sheet.

7. Does the organisation have a membership? Yes/~~No~~

The individual Scouts and Guides Groups have membership comprising of the children who join the groups. These are Rainbows, Brownies, Guides, Beavers, Cubs and Scouts. Membership subscriptions cover *only* activity and material costs plus insurance & utilities and a small contribution towards the building operating costs

If Yes, please state for each class/type of member (eg senior/junior), the annual subscription and number of members for the past three years. Membership can vary termly due to new intakes and leavers – below are details held on current membership information.

TYPE/CLASS	THIS YEAR	LAST YEAR	PREVIOUS YEAR
Rainbow, Brownie & Guide	66	Termly subs payable 3 time per year of £35 per child	
Beaver, Cub & Scout	88	Termly subs payable 3 time per year of £25 per child	

8. I/We enclose herewith the following documents. (Please delete those which have previously been submitted)

- | | |
|---|--|
| a) Copy of the Constitution | c) Copy of the latest Annual Report to members N/A |
| b) Copy of latest audited accounts and balance sheet | d) Other material concerning the organisation in support of the application Minutes of last AGM |

PARTICULARS OF APPLICATION

Part 2

1. In making an application for a grant, the council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report.

In early 2015 a subcommittee was established by the Flackwell Heath Scout & Guide Joint Executive Committee to raise funds for the refurbishment and ongoing maintenance of the HQ building in Chapel Road, Flackwell Heath.

Although the 150+ child members of the various Groups pay termly subs, this money covers only material and activity costs together with contributions to building running costs, insurance and utilities. There is no contribution towards the fabric of the building in which the meetings take place.

In 2014, the female toilets were refurbished and now include a disabled access toilet. Funds for this were raised mainly by the Scout group loaning, erecting and dismantling their marquees and loaning other equipment at events around the local area in exchange for donations plus a part share in the profits from the village annual firework event.

The Fundraising Team are still in their infancy but have raised £340 with their first event and have a programme of further events planned over the next 12 months : these include involvement in the Village Fete & Picnic in July, an autumn Race Night for adults, a mini-pamper evening for the younger girls, a whole Group sponsored event next spring and a new "100 Club" across the Group's families.

The Scouting and Guiding sections run a varied, fun-packed programme of activities for boys and girls aged between 5 and 15 every week throughout the school year at the HQ building, together with residential camps and other off-site activities. Numbers change with intakes and movement between the sections but at any one time 150+ children will be benefitting from the Group.

2. a) For what specific project are you now seeking the council's assistance?

The project which we are raising money for initially is the refurbishment of the male toilet facilities in the HQ. The poor facilities at the HQ prevent its wider use currently by the Community. Our plan is to bring the facilities up to the standard of other local community spaces to provide a more pleasant environment for Scout and Guide groups to meet in and also to encourage its wider use by the community (individuals and groups) for their events and in doing so, contribute towards other maintenance costs.

- b) Specify:
- i) Total estimated cost **£7,500**
 - ii) Dates scheduled to commence and complete
No work can be scheduled until we have the available funds
 - iii) Amount already available **£340**
 - iv) Amount expected to be available at commencement
Full amount required
 - v) Other applications for grants for this project
None made – fundraising activities

3. How much assistance are you requesting from Chepping Wycombe Parish Council? **£ 1000**

4. What do you see as the benefits that will be obtained by the residents of Chepping Wycombe on completion of the project?

The HQ is a large floorspace hall with some associated outdoor space in a quiet location on the edge of the village. As well as accommodating 154 children and providing a facility for training of adults in First Aid and Safeguarding, it would be another valuable community space for use by local community groups and also for individuals to hire (for example for children's parties). However, the poor toilet facilities limit this at the moment. Our planned programme of refurbishment and then ongoing maintenance will ensure that this valuable community building is made available for generations of children to come, to join in the Guiding and Scouting activities offered there, and also to widen its availability to other sections of the community by making it a pleasant community space to hire.

I submit this application on behalf of the stated organisation and believe all statements made or enclosed to be true.

Signed: Date: 4.6.2015

Capacity in which signed: CHAIR OF FUNDRAISING SUBCOMMITTEE

Note: Any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Please make any grant cheque payable to "Flackwell Heath Guides & Scouts HQ" and send to Alan Routledge, Scout Group Treasurer

Please return the completed application and supporting documents to:

by:

Clerk of the Council
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
High Wycombe
HP10 8DS

Applications will be considered by the Finance & General Purposes Committee scheduled for:

If you have any queries with this application, please contact the Clerk on 01494 814600 or by email on clerk.cwpc@btconnect.com

FLACKWELL HEATH SCOUT AND GUIDE JOINT EXECUTIVE COMMITTEE

CONSTITUTION

- NOTE 1: When the phrase "Scout and Guide" is used, it means, unless otherwise stated, the 1st Flackwell Heath Scout Group and the Flackwell Heath District Guides.
- NOTE 2: The sequence of the wording "Scout and Guide" as applied to this Committee does not imply precedence of one Movement over the other; it merely reflects and follows the long established practice when both are being referred to at the same time.
- NOTE 3: The Flackwell Heath Scout & Guide Joint Executive Committee may be referred to by the abbreviation "Joint Exec" or "JEC"

PURPOSE

The purpose of the Joint Executive Committee (Joint Exec.) is to provide practical, administrative and advisory support to 1st Flackwell Heath Scout Group and Flackwell Heath District Girl Guides, in accordance with the stated policy and needs of the Group Scout Leader and Guide District Commissioner, and with the Rules of the Scout Association and of the Guide Association.

The Joint Executive Committee will exist in place of the Executive Committee of the Guide Local Association and in place of the Scout Group Executive Committee, but will carry out the combined functions of both these bodies, which are entirely compatible with each other.

RESPONSIBILITIES

The responsibilities of the Committee will be:

- 1) Maintenance and administration of the Scout and Guide Joint Headquarters Building.
- 2) Maintenance of all other jointly owned Scout and Guide property and equipment.
- 3) Procurement of other accommodation, temporary or permanent, as deemed necessary by the Committee.
- 4) Administration of the joint finances.
- 5) Provision of funds for general and specific purposes as periodically budgeted and agreed.
- 6) Development of good relationships with the press, other local organisations, local authorities, public/statutory bodies, and the community generally.
- 7) Assistance with recruitment of Leaders & other adult support.
- 8) Use of contacts and influence for the provision of material needs and facilities for the Scouts & Guides.
- 9) Provision of direction and advice to the Headquarters Sub-Committee, the Supporters Club Sub-Committee, and any other working parties that may be formed from time to time.
- 10) General promotion and furtherance of the interests of Scouting and Guiding in Flackwell Heath.

N.B. Items 1 & 2 are delegated to the Headquarters Sub-Committee, and fund raising is delegated to the Supporters Sub-Committee.

FLACKWELL HEATH SCOUT & GUIDE JOINT EXECUTIVE COMMITTEE

MEMBERSHIP - EX-OFFICIO

- Group Scout Leader (GSL)
- Guide District commissioner (GDC)
- Chairman of the Headquarters Sub-Committee
- Chairman of the Supporters' Club Sub-Committee
- Scout Group Treasurer
- Guide District Treasurer
- HQ Committee Treasurer
- Supporters' Committee Treasurer
- Equipment Quartermaster

MEMBERSHIP - NOMINATED

- Chairman, nominated jointly by the GSL and GDC
- Vice-Chairman, nominated by Chairman
- Secretary, nominated by Chairman
- 1 Rainbow Guider)
- 1 Brownie Guider)Nominated by
- 1 Guide Guider) the GDC
- 1 Parent)
- 1 Beaver Leader)
- 1 Cub Leader)Nominated by
- 1 Scout Leader) the GSL
- 1 Parent)

MEMBERSHIP - ELECTED

- 2 Parents elected by the Supporters' Club

MEMBERSHIP - CO-OPTED

- No more than 2 additional members co-opted by the Chairman for specific purposes approved by the JEC.

pel/14.07.93
minor amendments 17Nov05 and 04Sep14

Flackwell Heath Guide & Scout Joint Exec Accounts 2014

Cash and Bank Accounts at Aug 31	2013	2014
Deposit Account	8,145.24	3,734.88
Current Account	7,296.47	3,448.47
Petty Cash	0.41	0.41

Heating Reserve Fund	0.00
Debtors	1,040.00
Total	16,482.12

Change in cash position -9,148.36

Profit & Loss year ended August 31

INCOME	2013	2014
Group Levy	4,300.00	3,980.00
Interest Inc	4.43	3.23
Sub-Lets	2,515.00	2,998.75

EXPENSES	2013	2014
Electricity	491.66	474.42
Water and Sewage	1,099.94	1,177.84
Insurance	884.50	884.50
Telephone/Internet	0.00	301.14
Repairs & Maintenance	1,793.04	11,089.74
Caretaker /Cleaning	1,251.07	1,047.37
Ground Rent	0.00	0.00
Calor Gas	1,449.00	915.38
Treasurer's Expenses	0.00	0.00
Other	2,081.57	239.95

TOTAL INCOME	6,819.43	6,981.98
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TOTAL EXPENSES	9,050.78	16,130.34
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Surplus/Deficit	-2,231.35	-9,148.36
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Signed

Alan Routledge
Group Treasurer

Reviewer

CHEPPING WYCOMBE PARISH COUNCIL**PLANNING COMMITTEE TERMS OF REFERENCE**

The Planning Committee shall exercise the function of consideration of all planning applications submitted to the parish council by the Local Planning Authority. The committee will make representations to the Local Planning Authority on applications for planning permission for which have been notified in accordance with the Local Government Act 1972 and Town and Country Planning Act 1990, Schedule 1, paragraph 8.

Membership

All 17 councillors on rotational basis (dependent on committee meeting and availability)

Chairmanship of the meeting would be by the standing Chairman and Vice-chairman of the meeting immediately following.

Ward planning representatives to co-ordinate planning response.

Frequency of meetings

The Planning Committee would take place before an existing committee meeting – frequency twice a month.

Meetings to be public and placed on the calendar of meetings.

Meetings will only take place if deemed appropriate after consultation with Ward representatives.

The Planning Committee has delegated authority to:

- a) Make representations to the appropriate planning authority on applications for planning permission.
- b) Make representations to the appropriate authority on applications for tree orders.
- c) Make representations in respect of appeals against the refusal of planning applications.
- d) Identify and make representations to the relevant authority in respect of enforcement action or any other matters considered to be breaches of planning regulations.
- e) Consider and make representations to the appropriate authorities on any planning related matter or document that may affect the parish from a planning perspective.

Minutes of each meeting to be formally approved at the following Full Council meeting.

(1) CHEPPING WYCOMBE PARISH COUNCIL

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB

LEASE

relating to

Green Dragon Lane Sports Ground

Green Dragon Lane

Flackwell Heath

THIS LEASE is made the day of Two Thousand and
BETWEEN

(1) CHEPPING WYCOMBE PARISH COUNCIL of Chepping Wycombe Council Offices Cock Lane Penn High
Wycombe HP10 8DS ("the Landlord") and

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB acting by the signatures of

a) [Signature] [Name] [Chairman]

b) [Signature] [Name] [Secretary]

and c) [Signature] [Name]

("the Tenant")

1. In consideration of the rents payable in this Lease and of the Tenant's obligations hereinafter contained in it the Landlord lets to the Tenant for use all the building known as the Green Dragon Lane Sports Ground and Pavilion, Green Dragon Lane, Flackwell Heath, Bucks ("the Property") shown for identification purposes only edged red on the annexed plan ("the Plan) which comprises:

- a) The Pavilion and Club with changing and toilet facilities (collectively known as "the Pavilion" and shown coloured brown on the Plan
- b) The Sports Field ("the Sports Field") as shown hatched green on the Plan; and
- c) The Car Parking Area ("the Car Parking Area") as shown coloured blue on the Plan

TO HOLD for the term of up to five years from 1 April 2015 ("the Lease Period") with an option to renew for a further five years (dependent on satisfactory completion of first five years) subject as hereinafter provided paying to the Landlord until the yearly rent in advance of Three thousand pounds per annum (£3,000) on 1 April and thereafter the yearly rent as provided in Clause 9.

TOGETHER with a right of way for all purposes in connection with the use of the Property and the adjacent sports ground over and along the land coloured brown on the Plan.

The rent is to be increased in accordance with Clause 9

TENANT'S OBLIGATIONS

Payments:

1. The Tenant is to pay the Landlord:

1.1 The rent

[Handwritten signature]

- 1.2 The insurance charge in accordance with Clause 3 together with the cost of any insurance revaluation undertaken by the Landlord (and these are to be paid as rent) and
 - 1.3 the cost of any works to the Property which the Landlord does if the Tenant defaults.
 - 1.4 Value Added Tax on any payments made by the Tenant to the Landlord should the Landlord become legally obliged to charge it.
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- 2. The Tenant is also to make the following payments with Value Added Tax where payable:
 - 2.1 All periodic rates taxes and outgoings relating to the Tenant's use of the Property including any imposed after the date of this Lease (even if of a novel nature) to be paid promptly to the authorities to whom they are due
 - 2.2 The cost of the grant renewal of continuation of any Justice's or entertainment licence or other registration for the use allowed to be paid promptly to the appropriate authority when due.
 - 2.3 The costs of the supply (including meter and maintenance) of water, gas, electricity and any other utilities to the Property.

Insurance and Insurance Charge

- 3. The Landlord and the Tenant agree that:-
 - 3.1 The insurance charge is the amount paid by the Landlord for insuring the Property by the Landlord in complying with its obligations under Clause 11.
 - 3.2 The insurance charge shall be paid within 28 days of demand.
 - 3.3 The Tenant will ensure that the Landlord is notified annually with the names and addresses of two keyholders to the Property (pavilion and gate).

Use

- 4. The Tenant is to comply with the following requirements as to the use of the Property and any part of it and it is not to authorise or allow anyone else to contravene them.
 - 4.1 (a) To use the Pavilion as a sports pavilion comprising a clubroom and licensed bar, changing rooms and toilet.
 - (b) To use the sports ground for the playing of cricket and football or such other sports as the Landlord may agree from time to time.
 - (c) To use the Car Parking Area for the parking of private motor vehicles in connection with the use of the Pavilion and the Sports Field.
- 4.2 Not to do anything which might invalidate any insurance policy covering the Pavilion or its use or which might increase the premium.



- 4.3 Not to use any part of the Property for any activities which are dangerous offensive noxious illegal or immoral or which are or may become a nuisance or annoyance to the Landlord or to any neighbouring property.
- 4.4 Save that currently exist not to display any signs on the outside of the Pavilion unless the Landlord consents (and the Landlord is not entitled to withhold that consent unreasonably).
- 4.5 Not to overload the floors or walls of the Pavilion.
- 4.6 To comply with the terms of every Act of Parliament order regulation byelaw, rule, licence and registration authorising or regulating how the Pavilion is used and to obtain renew and continue any licence or registration which is required for such use.
- 4.7 To insure its contents at the Pavilion and to maintain public liability insurance cover in respect of their use and other persons permitted by them to use the Pavilion and the Sports Field and the Car Parking Area, and to produce to the Landlord, if requested, details of the public liability cover
- 4.8 Subject to the limitations in Clause 16.5 to indemnify the Landlord against all costs claims or loss for damages to a person or that persons property incurred directly or indirectly out of any injury or loss sustained whilst on the Property provided that person is authorised by the Tenant to use the Property or any part of it.
- 4.9 To keep the Pavilion supplied with such firefighting equipment and alarms as may be required by the Landlord's insurers and the fire authority (or as the Landlord may reasonably require) and to maintain such equipment to its satisfaction and in efficient working order and at least once in every twelve months to cause the firefighting equipment to be inspected by a competent person.
- 4.10 Following the initial provision by the Landlord of the certificates for the electrical and gas installation (including the central heating and hot water boiler systems) to obtain further certificates as required by the initial or previous certificates as the case may be or as required by law or the supplier.
- 4.11 To carry out annual safety checks to the electrical equipment at the Property.
- 4.12 To ensure that members/visitors parking vehicles do so without causing a nuisance to local residents and do not park on the grass or other verges whether to car park is full or not.

Access

- 5. The Tenant is to give the Landlord or anyone authorised by it in writing access to the Pavilion, the Sports Field and Car Parking Area
- 5.1 for these purposes:
 - (a) Inspecting the condition of the Property or how they are being used.
 - (b) Doing works which the Landlord is permitted to do under Clause 6.6(c).

- (c) Complying with any statutory obligation.
- (d) Valuing the Property whether for insurance purposes or otherwise.
- 5.2 and on seven days' written notice except in an emergency when no notice shall be required;
- 5.3 and the Landlord is promptly to make good all damage caused to the Property and any goods there in exercising these rights
- 5.4 The Tenant is to give access to the Sports Field and Car Parking Areas (if applicable) to T-Mobile (UK) Ltd or its successor in title pursuant to the terms of an agreement dated 3rd March 2003 and made between Chepping Wycombe Parish Council (1) and T-Mobile (UK) Ltd (2).
- 5.5 The Tenant will give access to the Sports Field to the Southern Electricity Board pursuant to the Deed of Grant referred to in Clause 8.3 hereof.
- 5.6 The Tenant is to give access to the Sports Field alone to the public for recreational purposes when not in use for organised activities.

Condition

- 6. The Tenant is to comply with the following duties in relation to the Pavilion:
 - 6.1 To maintain the Pavilion in a good state of repair and condition.
 - 6.2 To decorate the inside and exterior of the Pavilion at regular intervals during the lease period (however it ends) except to the extent that it has been decorated in the previous year.
 - 6.3 When decorating the exterior of the Property the Tenant is to use the colours and the types of finish used previously.
 - 6.4 To do work to the Property which any authority acting under an Act of Parliament requires.
 - 6.5 But the Tenant need not:
 - (a) Alter or improve the Property.
 - (b) Make good damage caused by an insured risk except to the extent that the policy monies have not been paid because of any act or default of the Tenant.
 - 6.6 If the Tenant fails to do any work which this lease requires it to do and the Landlord gives him written notice to do it the Tenant is to:
 - (a) Start the work within two months or immediately in case of emergency and
 - (b) proceed diligently with the work.
 - (c) In default permit the Landlord to do the work at the expense of the Tenant.
 - 6.7 Not to make any alterations or additions to the Property or the sports ground unless with the Landlord's consent in writing (and the Landlord is not entitled to withhold that consent unreasonably).



- 6.8 To carry out any work required by this Lease in accordance with the then legislative requirements.
- 6.9 To maintain the Sports Field for the purposes of playing football and cricket.
- 6.10 To maintain the Car Parking Area in a reasonable condition.

Transfer and underletting

- 7. The Tenant is to comply with the following:
 - 7.1 The Tenant is not to share occupation of the Property and save as referred to in this clause no part of it is to be transferred sublet or occupied separately from the remainder.
 - 7.2 the Tenant is permitted to transfer this Lease to Trustees of the Club from time to time.
 - 7.3 Occupation by others of the Pavilion is permitted and is to be on the following basis only:
 - (a) To responsible adults and organisations (in this clause called "the Occupiers").
 - (b) Priority is to be given to Occupiers serving the local community.
 - (c) The Occupiers are to comply with the terms of this Lease.
 - (d) The Club are to advise the Landlord of all such Occupiers on a regular basis and to account to them for 40% of the hiring fees.
 - 7.4 To actively encourage Occupiers of the Property to ensure that it is used beneficially for the local community and in particular the Tenant shall consider any recommendations or referrals from the Landlord
 - 7.5 To allow the Sports Field to be used by the High Wycombe Cricket Club and if for any reason the club should cease to use the sports ground the Tenant shall actively seek another community user subject to the approval of the Landlord (such consent not to be unreasonably withheld
 - 7.6 The Tenant is responsible for all the transfer and underletting arrangements but if no agreement can be arrived at after a reasonable time for negotiation and discussion then the Landlord may determine such arrangements.

Other Matters

- 8. The Tenant:
 - 8.1 Is to give the Landlord a copy of any notice concerning the Property as soon as it receives it.
 - 8.2 Is not to apply for planning permission relating to the use or alteration of the Property or the sports ground unless the Landlord gives written consent in advance.
 - 8.3 Will co-operate with the Landlord should there be a future plan to develop a children's play area on the Property since this would be of mutual benefit.
 - 8.4 The Property is subject to a Deed of Grant dated 29th October 1979 made between Chepping Wycombe Parish Council (1) Southern Electricity Board (2) and the Tenant shall not carry out any

activity on the Property which shall be in breach of the Landlord's obligation under the terms of the Deed.

Rent Review

9. The rent payable is to be reviewed as follows:

9.1 For the purposes of this clause the terms defined in this sub-clause have the meanings specified

(a) "the Base Figure" means £3,000.

(b) "the Increase" means the amount, if any, by which the Index for the month preceding the relevant review exceeds the Base Figure.

(c) "the Index" means the Index or Retail Prices published by the Department of Employment of any successor Ministry or Department.

(d) "the First Review Date" shall be 31 March 2016 and subsequent review dates shall be annually thereafter.

(e) "a Review Period" means a period beginning on any review date and ending on the date before the next review date, and qualified uses of the terms are to be construed accordingly.

9.2 Ascertaining the Rent

(a) The Rent

Until the First Review Date the rent is to be the initial rent of £3,000.00 per annum and thereafter during each successive Review Period the rent is to be a sum equal to the greater of the rent payable under this Lease immediately before the relevant review date or the revised rent that is ascertained in accordance with this clause.

(b) The rent for a Review Period is to be the initial rent of £3,000.00 plus the amount that bears the same proportion to the initial rent as the increase bears to the Base Figure.

9.3 Changes in the Index

If the reference base used to compile the Index changes after the date of this Lease the figure taken to be shown in the Index after the change is to be the figure that would have been shown in the Index if the reference base current at the date of this Lease had been retained.

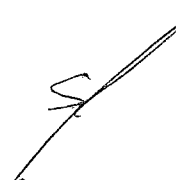
9.4 The parties acknowledge that the Initial Part of £3,000.00 is less than the open market rental for the Pavilion, Sports Field and Car Parking Area and is based upon the Tenant being a non-profit making organisation and if at any time the Tenant is found to cease to be a non-profit making organisation but becomes a profit-making organisation then the Landlord can call for a review of the rental on the review date to an open market valuation for the Property and such open market

rental shall then become the annual rent which shall then be subject of review as hereinafter provided.

- 9.5 For the purpose of clauses 9.4 and 16.6 hereof the definition of non-profit making organisation is one where the income of the Tenant is raised from its members by way of subscription or donation or fund raising activities and occupational arrangements with local community groups who pay for the use of the facilities of the Property PROVIDED ALWAYS THAT the Tenant does not distribute its surplus income by way of a dividend or distribution to its members.
- 9.6 For the purposes of clause 9.4 hereof open market valuation is defined as a rental payable by a profit-making organisation and in the event of the parties hereto failing to agree upon the level of an open market rental within six months of the Landlord calling for a review of the rental to an open market rental the matter shall be determined by an Arbitrator appointed in accordance with Clause 16.4 hereof.
- 9.7 Arbitration
- If it becomes impossible to calculate the rent for any review period by reference to the Index because of any change in the methods used to compile the Index after the date of this Lease or for any other reason whatever, or if any dispute or question whatever arises between the parties as to the amount of the rent for any review period or open market rental or the construction or effect of this clause, then the rent for that review period or the disputed matter is to be determined by the arbitrator in accordance with clause 16.4.

Damage

10. If the Pavilion is damaged by any risks to be insured under Clause 12 and as a result of that damage the Pavilion or any part if it cannot be used for the use allowed,
- 10.1 the rent or a fair proportion of it is to be suspended until the Property is fully restored.
- 10.2 If at any time it is unlikely that the Property will be fully restored the Landlord (so long as it has not willfully delayed the restoration) or the Tenant may terminate this Lease by giving three months notice to the other in which case:
- (a) the insurance money belongs to the Landlord and
 - (b) the Landlord's obligation to make good damage under clause 12 ceases.
- 10.3 Any dispute arising under any part of this clause is to be decided by arbitration under clause 16.4.



LANDLORD'S OBLIGATIONS AND FOREFEITURE RIGHTS

Quiet Enjoyment

- 11 While the Tenant complies with the terms of this Lease the Landlord is to allow the Tenant to possess and use the Property without lawful interference from the Landlord.

Insurance

12. The Landlord agrees with the Tenant;
- 12.1 the Landlord is to keep the Property [and the sports ground] insured with reputable insurers to cover;
- (a) full rebuilding site clearance professional fees Value Added Tax and three years' loss of rent;
 - (b) against fire, lightning, explosion, earthquake, landslip, subsidence heave, riot, civil commotion, aircraft, aerial devices, storm, flood water, theft impact by vehicles damage by malicious persons and vandals and third party liability and any other risks reasonably required by the Landlord so far as cover is available at the normal insurance rates for the locality and subject to reasonable excesses and exclusions;
- 12.2 and to take all necessary steps to make good as soon as possible damage to the Property caused by insured risks except to the extent that the insurance money is not paid because of the act or default of the Tenant.
- 12.3 To give to the Tenant at its request once a year particulars of the Policy and evidence from the insurer that it is in force.
- 12.4 That the Tenant is not responsible for any damage for which the Landlord is compensated under the insurance policy.

Services

13. The Landlord is to maintain the state and condition of the boundary hedges and trees marked with an inwards "T" on the Plan.

Forefeiture:

14. This Lease comes to an end and the Landlord is entitled to take over the Property IF;
- (a) payment of any rent is twenty one days overdue;
 - (b) the Tenant has not complied with the terms in this Lease.

End of Lease

15. When this Lease ends the Tenant is to:

- 15.1 return the Property to the Landlord leaving it in the state and condition in which this Lease requires the Tenant to keep it.
- 15.2 (If the Landlord so requires) Remove anything the Tenant fixed to the Property and forthwith make good any damage which that causes.

LANDLORD

- 16.1 The Landlord includes the person who at any particular time has the right to receive rent under this Lease.

TENANT

- 16.2 The Tenant includes the person who at any particular time is given the right by this Lease to possess the Property.

SERVICE OF NOTICES

- 16.3 The rules about serving notices in Section 196 of the Law of Property Act 1925 (as since amended) apply to any notice given under this Lease.

ARBITRATION

- 16.4 Any matter which this Lease requires to be decided by arbitration is to be referred to a single arbitrator under the Arbitration Acts. The Landlord and the Tenant may agree the appointment of an arbitrator or either of them may apply to the President of the Royal Institute of Chartered Surveyors to make the appointment

LIABILITY OF TENANT

- 16.5 It is agreed that the liability of the Tenant and its signatories hereto being officers of the Club shall be limited to the extent of the assets of the Club and the proceeds of any Public Liability insurance cover maintained by it.

GRANT STATEMENT

- 16.6 The Landlord and the Tenant wish to record that the initial rent of £3,000.00 has been agreed to reflect a reasonable return to the Landlord of the cost to it of constructing the Property and that it does reflect that the Tenant is a non-profit making organisation as defined in Clause 9.5 hereto. It is the intention (but not so as to create a legally binding obligation to do so) that the Landlord (as a public body) will annually give grants to the Tenant, a maximum rebate of 50%, being part of the



rent to offset the cost to the Club in recognition that it provides sporting facilities to over 60% of their members with the parish area. This rebate to be a sliding scale dropping to 40% if percentage of membership from the parish area falls to between 40 and 60%. In connection with such grant the Tenant shall notify the Landlord on an annual basis of the number of children registered as members of the Club using the facilities within the Property, and the Tenant shall also advise the Landlord whether or not it retains its non-profit making status. Such grant will also depend upon the strict compliance with the terms of this Lease.

Signed as a deed by

the Chairman

Of the Tenant

In the presence of;

treasurer of the

Tenant

Secretary of

The Tenant

Signed as a deed by the said

KATRINA WOOD the Chairman

of the Landlord:

Signed as a deed by the said

LES WILLIS the Vice-chairman

of the Landlord:

In the presence of:

WENDY THOMPSON, Clerk of the Council

April 2015

GDL v3