CHEPPING WYCOMBE PARISH COUNCIL
Finance and General Purposes Committee

Meeting to be held on Tuesday, 16 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

Committee Members:	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)

Members of the committee are summoned to consider the following business:

AGENDA

1. **Apologies for absence**

2. **Declarations of members' interests in agenda items**

3. **Staff Matters**
   3.1 Staff Absence Report

4. **In-house Auditor**

5. **Policies & Procedures**
   5.1 Bank Mandate Signatures

6. **Health & Safety**

7. **Legal**
   7.1 Green Dragon
   7.2 Byelaws
   7.3 Fields in Trust

8. **Neighbourhood Action Group Feedback**

9. **Grants/Subscriptions & Donations**

10. **Committee Structure proposition**

11. **Financial Overview/Annual Return & Governance Statement**

12. **Risk Register**

13. **NALC Conferences**

14. **Questions from council members and the public**

15. **Accounts for Payment**

W Thompson

Wendy Thompson
Clerk to the Council
9 June 2015

AGENDA ITEM 3

Staff Matters

3.1 Staff Absence Report

Members are asked to RECEIVE a report on the sickness absence of staff since the beginning of the current financial year.

AGENDA ITEM 4

In-house Auditors

Members are asked to APPOINT two in-house auditors. The role of in-house auditor has changed since the adoption of the new Financial Regulations and the role now entails (Financial Regulations 2.2);

'On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman, or a cheque signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance & General Purposes Committee'.

Members are asked to NOTE that normally one in-house auditor from the previous year acts as the lead auditor in the current year.

AGENDA ITEM 5

Policies and Procedures

5.1 Bank Mandate Signatures

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

AGENDA ITEM 6

Health & Safety

Members are asked to NOTE that there have been no accidents or near misses since the last committee meeting in March 2015.

AGENDA ITEM 7

Legal

7.1 Green Dragon

Members are asked to NOTE that the Chairman and Treasurer of the Flackwell Heath Minors have signed the lease and the Secretary will be signing on Thursday 11 June. The lease will then be returned to the parish council for the Chairman and Vice Chairman of the Council to sign.

This item will be taken to the next Full Council meeting on Wednesday, 24 June 2015, for approval and signing.

7.2 Byelaws

Following submission to the DCLG Byelaws Team at the end of February, provisional approval is still awaited.

7.3 Fields In Trust

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

Members are asked to NOTE that protection is offered by a Deed of Dedication for each site, this does not affect ownership of the site. It is worth noting however any changes that are to be made, ie installation of equipment, would have to gain permission from the Trustees of Fields In Trust.

The process;

- an Application Form is completed and sent through to Fields In Trust who look at the eligibility of each site.
- If eligible, a site visit will be organised to assess recreational value and current legal status of the site, including site boundaries, title plans and documents.
- A member of Fields In Trust's legal team will then liaise with the parish council and tailor an appropriate Deed of Dedication. Sample Deed of Dedication attached at APPENDIX A
- Once the Deed is formally approved and signed it is then registered as Land Registry.

Sites that could be covered under this scheme are; Derehams Lane Sports Ground, Boundary Road Recreation Ground, Straight Bit Recreation Ground, Green Dragon Lane Sports Ground and Ashley Drive Recreation Ground.

Members are asked to APPROVE the next course of action.

AGENDA ITEM 8

Neighbourhood Action Group Feedback

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

AGENDA ITEM 9

Grants

Members are 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. APPENDIX B

Subscriptions & Donations

Organisation	**£**
BALC/NALC Membership	1,848.76 paid
Chiltern Society	25.00
Chilterns Conservation Board	50.00
M40 Chiltern Environmental Group	200.00
WDALC	20.00
Fields in Trust	25.00
Bucks Playing Field	20.00 paid

Members are asked to CONSIDER the donations for 2015/16 and advise accordingly, the subscriptions will be submitted for payment as and when they are received.

AGENDA ITEM 10

Committee Structure Proposition

Members are asked to RECEIVE a proposition from Cllr Herschel, seconded by Cllr Forbes for recommendation and approval at full Council, as follow;

'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.'

Members are asked to NOTE the attached APPENDIX C.

AGENDA ITEM 11

Financial Overview/Annual Return and Governance Statement

Members are asked to NOTE the financial outturn for each committee at APPENDIX D

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

Members are asked to NOTE the year end turnout summary with explanatory variance report at APPENDIX E.

Members are 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. APPENDIX F

AGENDA ITEM 12

Risk Register
Members are asked to NOTE that the LED Lighting risk update is still awaited.

Members are also asked to NOTE that last year's changes to the risk register are now available on the website.

AGENDA ITEM 13

NALC Conferences
Members are asked to NOTE that NALC are hosting a couple of one day conferences;

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

Planning in the Community
Wednesday, 9 September 2015 – Manchester

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

<u>NALC Larger Councils' Conference and Exhibition</u>
This is due to take place on Wednesday, 2 December however details have not yet been published.

AGENDA ITEM 14

Questions from council members and the public
A maximum of fifteen minutes will be given to members of the public, who may make representations, ask and answer questions and/or give evidence in respect of any item of business included in the agenda. If the chairman of the meeting agrees, representations and questions may be taken at the beginning of the meeting. Members of the public wishing to speak at the beginning of the meeting should inform the Clerk of this request as soon as possible.

AGENDA ITEM 15

Accounts for Payment
Accounts for payment are to be circulated at the meeting for consideration by councillors.

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

APPENDIX A.

FIELDS IN TRUST – PROTECTED FIELDS 2014
Non-Charitable Deed of Dedication
Town and Parish Council Protected

[Name of Council] (1)

and

NATIONAL PLAYING FIELDS ASSOCIATION (2)

[Site Name]
Annotations are made in red

SAMPLE

THIS DEED OF DEDICATION is made on the day of 20

BETWEEN

(1) [Name of Council] and its successors in title (the **Council**); and

(2) **NATIONAL PLAYING FIELDS ASSOCIATION**, operating as Fields in Trust, of Kings Chambers, 15 Crinan Street, London N1 9SQ a Royal Charter Organisation established for charitable purposes (registered charity number 306070) and its successors in title (**FIT**)

(the Council and FIT being together called the **Parties**)

WHEREAS:

1. The property more particularly specified in the Schedule (the Property) forms part of the corporate property of the Council.

2. The parties hereby agree that the Property will be dedicated in perpetuity in the manner and for the purposes set out below (but without any intention to create any charitable trust), and in accordance with the mutual undertakings given by the parties.

Clause 2 establishes the contract.

3. The Council gives the following undertakings:

   3.1 Not to use the Property or permit the Property to be used for any purpose other than as a [public playing field and recreation ground];

The user clause refers to the property being for "a public playing field and recreation ground". Depending on the property's current or future use, the user clause can be amended by mutual agreement. For example, it could include reference to open space or to buildings such as village or community halls or to public indoor leisure facilities.

   3.2 Subject to clause 4 or clause 5, not (in so far as it has the power to do so) to dispose of the Property without the consent of FIT;

This clause establishes additional protection through FIT consistent.

   3.3 Not (in so far as it has the power to do so) to erect any building or structure on the Property the use of which is outside the permitted uses as stated in Clause 3.1 without the consent of FIT;

Decisions relating to new buildings and structures, or alterations of the same, which fall within the user clause are solely in the control of the landowner or its tenant(s).

   3.4 To inform FIT without delay of any proposals, intentions or decisions to dispose of or erect any structures on the Property;

This clause supports the objective of protecting the site's recreational use.

3.5 To maintain the Property and so far as is consistent with its duties as a local authority to have regard to any advice given from time to time by FIT on the management and running of the Property;

This clause establishes an advisory role for FIT without interfering with the management rights and responsibilities of the authority.

3.6 To erect notices on the Property in the form of signage provided by FIT relating to its protection of this field and giving recognition of financial support where required;

This is an essential part of the QEII Fields Challenge

3.7 To apply within three months of the date of this Deed on form RX1 annexed hereto for the registration in the proprietorship register of the registered title of the Property at the Land Registry of a restriction to the following effect:

"No disposition of the registered estate by the proprietor of the registered estate is to be registered without a certificate signed by National Playing Fields Association of 15 Crinan Street, London N1 9SQ or by its conveyancer that the provisions of clause 4 of The Deed of Dedication dated between [ ] (1) and National Playing Fields Association (2) have been complied with"; and

This is an essential part of the land registration and protection process.

3.8 To apply within three months of the date of this Deed on form AN1 annexed hereto for the registration in the charges register of the registered title of the Property at the Land Registry of a notice to the following effect:

"By a Deed of Dedication dated between [ ] (1) and National Playing Fields Association (2) the land in this title was dedicated for use as a [ ]"; and

This is an essential part of the land registration and protection process.

3.9 To supply FIT with evidence that the registrations referred to in clauses 3.7 and 3.8 have been completed within a reasonable period of time after completion.

4. Pursuant to clause 3.2, FIT shall not unreasonably withhold consent to any disposal of the Property provided that the Council at the request of FIT:

4.1 Replaces or agrees to replace the Property with a piece of freehold land approved by FIT which is of equivalent or better quality than the Property, with equivalent or better facilities than the Property, of the same or greater dimensions than the Property, in the same catchment area as the Property, and as accessible to the public as the Property (the ***Replacement Site***) and applies such of the proceeds of any sale of the Property as are necessary to do so; and

4.2 Enters into another deed of dedication on the same terms as this Deed in respect of the Replacement Site.

Clauses 4.1 and 4.2 take account of potential future change by guaranteeing flexibility in terms of specific location provided the specified criteria are met.

5 FIT undertakes that it will not unreasonably withhold consent to any disposal of the property at nil cost to any local authority or non-profit making organisation which will hold the Property and ensure that its use is compatible with clause 3.1, provided that the new landowner enters into another Deed of Dedication with Fields in Trust on the same terms as this Deed in respect of the Property.

6. FIT undertakes that it will:

6.1 Not unreasonably withhold consent to disposal of the Property or the erection of any structures upon it, subject to its duty to perform its charitable objects and provided that the provisions of clause 4 or clause 5 of this Deed have been complied with;

6.2 Respond without delay to any notifications of intended disposal or erection of structures, or to any requests for advice; and

6.3 Notify the Council without delay of any concerns or matters of advice to which it requires the Council to have regard.

7. The Council DEDICATES the Property as a public playing field and recreation ground for the benefit of the inhabitants of [ ] and thereabouts and the site will be titled Field in Trust Protected site, [ ].

This is the essential naming clause referring to the dedication of the site. The user definition (given as 'playing field and recreation ground here) can be varied according to the site.

IN WITNESS whereof this Deed of Dedication is executed the day and year first before written

SCHEDULE

All that freehold property known as land [ ] which is identified on the plan outlined in red and annexed to this Deed being all of H M Land Registry Title Number[ ].

EXECUTED as **DEED** on behalf of

[ ]

by:

Councillor

Councillor

In the presence of

Witness (Signature):

Name:

Address:

EXECUTED as a **DEED** by affixing

The **COMMON SEAL** of **NATIONAL PLAYING FIELDS ASSOCIATION**

under an authority conferred by s.260 (2) Charities Act 2011 in the presence of:

Trustee

Trustee

APPENDIX B

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:

   Tel:

   This address will be used for all general correspondence

3. Hon. Treasurer:
   Address:

   Tel:

   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**
   b) **Copy of latest audited accounts and balance sheet**
   c) Copy of the latest Annual Report to members **N/A**
   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:

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

by:

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	150.00
Total	16,482.12	7,333.76
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
TOTAL INCOME	6,819.43	6,981.98

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 EXPENSES	9,050.78	16,130.34
Surplus/Deficit	-2,231.35	-9,148.36

Signed

5/11/14

Group Treasurer

Reviewer

APPENDIX C

Proposition by Cllr. Jeff Herschel to the council's F&GP committee:

That the committee consider and if so minded recommend to the next meeting of the council that its Standing Orders be amended so that each of the council's four standing committees is represented by 3 members from each of the Tylers Green and Loudwater wards and by 4 members from the Flackwell Heath ward.

Shown below are the number of eligible electors in each ward; the current representation ratio of electors to each member on the committees; and the new ratio of members to electors on each committee if the proposition is agreed.

	Electors (% of parish)	current representation	proposed representation
Tylers Green	3,521 (31.5%)	1,174	1,174
Loudwater	3,106 (27.8%)	1,035	1,035
Flackwell Heath	4,550 (40.7%)	1,517	1,138

The table shows that with just 3 members residents in Flackwell Heath are significantly under-represented on the council's standing committees; but with 4 members this disparity would be reduced and representation more fairly balanced.

It should be noted that the representation ratio for the other two wards remains the same so their residents would not be disadvantaged by this change.

17 May 2015

APPENDIX D

CWP C (2014/15)

Summary Income & Expenditure by Budget Heading 31/03/2015

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Amenity Land								
	Expenditure	21,360	15,312	24,265	8,953	0	8,953	63.1 %
	Income	5,591	10,476	4,400	6,076			238.1 %
	Net Expenditure over Income	15,769	4,836	19,865	15,029			
Leisure Facilities								
	Expenditure	38,156	23,311	26,300	2,989	0	2,989	88.6 %
	Income	24,187	24,186	15,000	9,186			161.2 %
	Net Expenditure over Income	13,969	-875	11,300	12,175			
Works Service & Planning								
	Expenditure	78,793	79,005	91,225	12,220	0	12,220	86.6 %
	Income	18,795	26,635	10,450	16,185			254.9 %
	Net Expenditure over Income	59,998	52,370	80,775	28,405			
Finance & General Purposes								
	Expenditure	154,506	191,561	192,834	1,273	0	1,273	99.3 %
	Income	401,167	358,982	364,419	-5,437			98.5 %
	Net Expenditure over Income	-246,661	-167,421	-171,585	-4,164			
Earmarked Reserves								
	Expenditure	45,683	182,760	328,176	145,416	0	145,416	55.7 %
	Income	0	0	0	0			0.0 %
	Net Expenditure over Income	45,683	182,760	328,176	145,416			
INCOME - EXPENDITURE TOTALS	Expenditure	338,499	491,949	662,800	170,851	0	170,851	74.2 %
	Income	449,740	420,279	394,269	26,010			106.6 %
	Net Expenditure over Income	-111,241	71,671	268,531	196,860			

APPENDIX E

Working details for ANNUAL RETURN - Year ended 31 March 2015

		Last Year £	This Year £	Code and	Centre	Code Description
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

		Last Year £	This Year £	Code and	Centre	Code Description
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

	Last Year £	This Year £	Code and	Centre	Code Description
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	SUBCRIPTIONS/DON'NS
6	194	417	4024	402	SUBCRIPTIONS/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

		Last Year £	This Year £	Code	and Centre	Code Description
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)		

Continued on Page 5

Working details for ANNUAL RETURN - Year ended 31 March 2015

		Last Year £	This Year £	Code	and Centre	Code Description
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)		

Attachment 1.2

Explanation of significant variances in the accounting statements - Section 1

Local council name: CHEPPING WYCOMBE PARISH COUNCIL

The Practitioners' Guide (paragraphs 2.15 to 2.27) provides guidance on explaining significant variances. (This is not just a matter for the audit, as it is good practice for the Council to be provided with explanations for differences between one year's income/expenditure and the next, and between budgeted and actual income/expenditure in a year, as part of the normal budgetary control arrangements and when setting the precept.)

Please explain any variances of more than 15% between the totals for individual boxes in Section 1. We do not require explanations for variances of less than £200; however, in some cases there may be 'compensating' variances which leave the overall total for a box relatively unchanged – e.g. where there was a major one-off project in one year (e.g. contribution to village hall extension of £30,000), but a totally different expense of a similar size in the next (e.g. purchase of playground equipment of £28,000). In such cases, it would be helpful to provide an explanation of movements within each box. We also ask you to explain any change where there is a movement to or from zero. Please either use the proforma below, or complete a separate schedule if more space is required.

Section 1	2013/14 £	2014/15 £	Variance (+/-) £	Detailed explanation of variance (please include monetary values (to nearest £10)
Box 2 *Precept*	327,826	330,654	.86%	
Box 3 *Other income*	121,914	89,625	-26%	See attached.
Box 4 *Staff costs*	130,545	132,951	2%	
Box 5 *Loan interest/ capital*	6,426	0	100%	Completed
Box 6 *Other payments*	201,528	358,999		See attached
Box 7 *Balances carried forward*	532,715	461,044	13%.	If some of the year-end balances are earmarked for specific purposes rather than as a general reserve, please provide a breakdown. GENERAL RESERVE: 183,141 EARMARKED RESERVES: 277,903
Box 9 *Fixed assets & long term assets*	1,836,717	1,836,717	0	no material changes – to remain the same as per MAZARS comments last year
Box 10 *Total borrowing*	6,135	0	100%	Completed

BOX 3 Variances

13 14	**14 15**	Diff on prev year	
2088	1736	352	reduced allotment tenants
2892	2903	-11	
4583	5041	-458	Playgroup rental increase
14269	8450	5819	Reduction in Mobile mast income
328	387	-59	
1025	1060	-35	
1666	1677	-11	
1260	396	864	Fair did not use site
0	46	-46	
50	48	2	
0	250	-250	no fees charged
37	37	0	
0	6450	-6450	sale of timber
128	129	-1	
765	692	73	
940	2320	-1380	in parish burials Altona Cemetery
1305	3615	-2310	in parish burials King's Wood Cem
2690	318	2372	closed church (re-opens)
6530	3654	2876	out parish Altona Cemetery
1750	13374	-11624	out parish King's Wood Cem
4500	550	3950	Lawn mower sold/last year larger item
3501	2331	1170	EWGS grant not same every year for wood
0	181	-181	
3128	2387	741	Change in leaseholder of pavilion at site
0	2112	-2112	bench contribution at sports ground
8574	34	8540	legal costs recovered last year inflated
15100	201	14899	grants received last year not applied for this year
158	0	158	
700	30	670	last year contributions towards tree purchases
8571	10000	-1429	Local Area Forum Grant one off
28133	15595	12538	
315	0	315	no equipment hired out
6928	3621	3307	bank interest reduced - 2 accounts closed
		32289	

Box 6

13 14	**14 15**	Variances Diff on prev year	
2168	1823	345	less claims made
1000	830	170	
196	218	-22	
506	260	246	PPE equipment bought in previous financial year
200	126	74	
3407	3474	-67	
3407	3474	-67	
35	35	0	
173	177	-4	
440	378	62	
436	312	124	
606	582	24	
1112	1088	24	
154	140	14	
58	0	58	
213	140	73	
34	67	-33	
59	29	30	
26	50	-24	
250	250	0	
1879	291	1588	None recurring expenses on Community Orchard
163	143	20	
265	1320	-1055	increase in electricity use - to be re-imbursed by pavilion users
80	84	-4	
644	853	-209	increase in electricity use
644	853	-209	increase in electricity use
15737	15647	90	
1181	1093	88	
0	53	-53	
537	449	88	
1707	1908	-201	less gas used
340	410	-70	
583	384	199	
163	296	-133	
1329	1356	-27	
582	292	290	postage reduced - email used more
1045	1001	44	
258	2080	-1822	subscriptions and donations
194	417	-223	subscriptions and donations
701	7592	-6891	insurance - last year had 18 month period
259	42	217	no more books required
625	928	-303	extra photocopying for community planning issues
368	0	368	no expenditure
0	0	0	
173	0	173	
1823	3839	-2016	newsletter printing increased/ 2 x editions in year

901	44	857	no remedial work required - new financial year expense
1535	0	1535	no expenditure
267	1428	-1161	depot hardstanding for vehicles
342	122	220	no much work required to property
705	643	62	
9438	3198	6240	due to weather/quotes works to gen amenity areas delayed
2376	0	2376	no expenditure
3355	7208	-3853	insurance - last year had 18 month period
2438	895	1543	overseeding to Common delayed - new financial year expense
250	0	250	no expenditure
1263	373	890	rubbish removal from allotment site
362	694	-332	hedge work at allotment site Flackwell Heath
0	44	-44	
5313	4031	1282	sport pitch condition not as bad as last year
5670	175	5495	no remedial work required - new financial year expense
0	1575	-1575	bench expenditure for sports field
147	0	147	
224	268	-44	
0	-52	52	
335	0	335	no works required
403	2970	-2567	sunken grave work/tree removal
16	98	-82	
600	318	282	no remedial work required to closed church yard - new financial yr expense
522	1907	-1385	bench maintenance not required every year
162	30	132	
476	0	476	maintenance contract taken over by new lease holder
145	140	5	
370	545	-175	
14601	14644	-43	
148	2613	-2465	war memoral cleaning/refurb for remembrance day
2050	2000	50	
954	954	0	
13564	4347	9217	reduction due to new vheicle bought last year
3412	3674	-262	gabg mower repairs
1639	1408	231	repairs/service vehicles
4590	4256	334	vehicle fuel
2119	2350	-231	tax and insurance on grounds team vehicles
2545	2284	261	small equipment purchase
0	28107	-28107	Purchase of woodland within parish
84	78	6	
7838	4445	3393	land registration legal fees
1075	1065	10	
2651	3240	-589	fees for woodland management
0	2658	-2658	Security required for playground during refurb
133	200	-67	
5604	4202	1402	partnership working Community Payback teams
2866	4129	-1263	repairs to footway lighting
410	129	281	website development
3485	3973	-488	Dog bin collection extra bins
552	357	195	

1.2

CWPC

1250	2000	-750	Grants paid to community organisations
0	387	-387	gate work at allotment site Tylers Green
900	1302	-402	completion of fencing at allotment site Flackwell Heath
850	0	850	no expenditure
4619	0	4619	no expenditure
14914	174070	-159156	Playground equipment
3469	0	3469	no expenditure
16584	0	16584	no expenditure
296	0	296	no expenditure
963	0	963	no expenditure
2136	1058	1078	village signs part of signage project
1852	0	1852	no expenditure
0	5600	-5600	depot hardstanding for vehicles
0	1033	-1033	cemetery improvements
		-156473	

APPENDIX F

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 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.
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	Agreed – No*	'Yes' means that the council:
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		

	Yes	No	Not applicable
K Trust funds (including charitable) The council met its responsibilities as a trustee.			N/A

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

Name of person who carried out the internal audit DONALD TIMMS

Signature of person who carried out the internal audit [signature] 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).

APPENDIX G

what next for
local councils?

09:15 - 10:00
Registration and refreshments

10:00 - 10:05
Welcome
Cllr Ken Browse, Chairman of NALC

10:05 - 10:30
Government

Rt Hon Greg Clark MP, Secretary of State, Communities and Local Government (invited)

So who is in charge? What is in store for local government? What is the SoS take on parishes; friend or foe?

10:30 - 11:05
A NALC and CALC perspective

Jonathan Owen, Chief Executive of NALC

NALC's priorities for the year ahead, feedback on lobby day and taking forward the NALC manifesto.

Terry Martin, County Secretary of Kent Association of Local Councils

Outline of good practice in local lobbying including engaging with MP's, raising the profile of parishes with principal councils, MP's and the media.

11:05 - 11:30
Networking and refreshments

11:30 - 12:15
Former ministers

Phil Hope Former Local Government Minister (invited)

A lesson for councils, county associations and sector bodies on getting the most out of dealing with MP's and ministers including what works and what doesn't.

12:15 - 13:15
Journalists

Jill Sherman, The Times (invited)
Kevin Maguire, Daily Mirror (invited)
Mary Riddell. The Daily Telegraph (invited)
Richard Vize, The Guardian Local Leaders Network (invited)

An insight from broadsheets and tabloids.

13:15 - 14:15
Lunch

14:15 - 15:00
Principal authority

Chairman, Local Government Association (invited)

The leading councillor from principal authority sector will share their thinking on the government's priorities. What that means for the local government family and how their 100 days campaign is faring so far.

15:00 - 15:45
Public affairs

Laura Blake, Connect Public Affairs
Natasha Graham, Bellenden (invited)

A hands-on session on how to get your message across through effective advocacy, lobbying and campaigning.

15:45 - 16:00
Networking and refreshments

16:00 - 16:50

Think tanks and academics

Alex Thomson, Localis
Professor Tony Travers, LSE
Dame Jane Roberts, New Local Government Network

An analysis of the outcome of the general election from a range of local government think tanks and academics. What do they think the future of local government looks like? What challenges and opportunities do they foresee for parishes?

16:50 - 17:00
Closing note

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NB: NALC reserves the right to change the programme at any time.