

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Thursday, 22 October 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. Delegated Action
4. Staff Matters
 - 4.1 Sickness Absence Report
5. Policies & Procedures
 - 5.1 Financial Regulations
 - 5.2 Staff Panel Terms of Reference
 - 5.3 List of Policies
6. Health & Safety
7. Legal
 - 7.1 Green Dragon
 - 7.2 Green Dragon Mast
 - 7.3 Byelaws
8. Neighbourhood Action Group Feedback
9. Defibrillator
10. Grants
11. Publicity
12. Fees & Charges for 2016/17
13. Calendar of Meeting dates for 2016/17
14. Audit
15. Earmarked Reserves Review
16. Devolution Update
17. Risk Register
18. Council Finances
19. Questions from council members and the public
20. Accounts for Payment



Wendy Thompson
Clerk to the Council
15 October 2015

AGENDA ITEM 3

Delegated Action

Members are asked to NOTE that since the last committee meeting there have been no actions taken.

AGENDA ITEM 4

Staff Matters

4.1 Sickness Absence Report

Members are asked to RECEIVE a short report on sickness absence of staff since the last committee meeting.

AGENDA ITEM 5

Policies and Procedures

5.1 Financial Regulations

Following adoption of the Model Financial Regulations, members are asked to CONSIDER an amendment for practical application purposes to the following item, 4.2 in the Financial Regulations;

No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

The amendment for discussion;

The Clerk would be responsible for keeping expenditure within a budgeted cost centre, this could exceed the budgeted cost centre by £500.00 provided that savings could be found with the whole committee budget. If expenditure were to exceed by £500.00 within a cost centre up to a limit of £5,000, with agreement of the Committee Chairman, or in his/her absence the Vice Chairman, virement between committee cost centres to cover the expenditure could be approved within the committee budget, if other cost centres were forecast to be under spent. For any expenditure exceeding £5,000 that is not covered by the committee budget, virement must go through Full Council.

5.2 Staff Panel Terms of Reference

Members are asked to CONSIDER, and if so minded, APPROVE the Staff Panel Terms of Reference (APPENDIX A) for adoption at the next Full Council meeting on 3 November 2015.

5.3 List of Policies

Members are asked to NOTE that the Clerk is preparing a list of policies, plans and strategies for addition to the website. Members are asked to assist with any suggestions.

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 October 2015.

AGENDA ITEM 7

Legal

7.1 Green Dragon

Members are asked to NOTE the lease for Green Dragon Sports Ground with the 2 clauses added following the Council meeting in June APPENDIX B.

Members are asked to NOTE that the lease has been sent to the Flackwell Heath Minors Football Club for signature after it was signed off by the Working Party.

7.2 Green Dragon Mast

Members are asked to NOTE the following a request the Clerk has been in contact with Arqiva relating to the loss in rental income. To date 8 attempts have been made to obtain a satisfactory answer. The final email contact advised the following;

The overall income received from the sharers Vodafone and Telefonica has reduced by a significant amount, which in turn has led to a reduction in the amount due to the council.

Payment of payaway has not been made for the full year as of yet-the council have received payment for the Apr-Jul period only. Further income should be due later in the year however this is calculated based on the income we receive at the time therefore I cannot provide an advance figure or date when this will arrive.

The level of income is not affected by the pre-defined payaway change, only the periods in the year which the money will be received, but the income has reduced as a result of less income received from Vodafone and Telefonica. Base rent has remained unaffected by any change.

Karla Dijkstra

Finance Co-Ordinator - Property Payables

Arqiva Ltd

7.3 Byelaws

Members are asked to NOTE that confirmation from the Local Government Democracy Team, Local Government Policy Directorate is still awaited following the submission of our draft byelaws in February.

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.

Members are asked to NOTE the recommendation from the Works Services & Planning Committee to loan the Loudwater MVAS to the Abbey & Ryemead NAG for traffic counting purposes to validate the traffic model for Abbey Barn South and Abbey Barn North with the objective of ensuring the necessary improvements for the road infrastructure are funded.

Members are also asked to NOTE the Policing Monthly Update at **APPENDIX C**

AGENDA ITEM 9

Defibrillator

Members are asked to RECEIVE and CONSIDER a short report from Cllr Herschel in support of the report attached at **APPENDIX D**

Members are asked to APPROVE the next course of action.

AGENDA ITEM 10

Grants

Members are asked to CONSIDER the attached request from the Reverend Chris Bull to help fund the purchase of a defibrillator which would be located at the Church Centre, Christ Church Flackwell Heath.

APPENDIX E

AGENDA ITEM 11

Publicity

Members are asked to NOTE that the newsletter is currently being compiled and will be ready for circulation shortly.

AGENDA ITEM 12

Fees & Charges for 2016/17

Members are asked to CONSIDER and RECOMMEND for approval at the next full Council meeting the Fees & Charges attached at **APPENDIX F**.

Members are asked to NOTE the recommendation to keep prices static except for the Derehams Sports Ground charges to keep them more in line with other sporting facilities, but still competitive.

AGENDA ITEM 13

Calendar of Meetings Dates for 2016/17

Members are asked to CONSIDER and APPROVE the attached schedule of dates. **APPENDIX G**

AGENDA ITEM 14

Audit

Members are asked to NOTE that there was no public interest in the year end accounts and there were no comments from the external auditor **APPENDIX H**

Members are asked to NOTE that the In-house audit is yet to be undertaken.

AGENDA ITEM 15

Earmarked Reserve Review

Members are asked to NOTE the opening balances and up to date expenditure in the Earmarked Reserves. **APPENDIX I** and the overall state of the General Reserve.

Members are asked to APPROVE the plan to use some of the surplus for play equipment in two wards (at £30k per ward) and to await the quotations for footway lighting before any further expenditure is approved from the surplus.

AGENDA ITEM 16

Devolution Update

Members are asked to RECEIVE an update from the Clerk who attended the Local Councils Devolution Meeting on 18 September.

Members are asked to CONSIDER the Power Point from the meeting at **APPENDIX J**

AGENDA ITEM 17

Risk Register

Members are asked to CONSIDER the 2 highest risks on the register attached at **APPENDIX K**

AGENDA ITEM 18

Council Finances

Members are asked to NOTE that current position of the council's income and expenditure at month 6. **APPENDIX L**

AGENDA ITEM 19

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 20

Accounts for Payment

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

Date and Time of Next Meeting: Thursday, 8 January 2014 at 7.30pm

STAFFING PANEL TERMS OF REFERENCE

Purpose of Panel:

This Panel is appointed to make recommendations to the Finance & General Purposes Committee about all staffing matters, subject to budget and expenditure limits.

Membership

The panel shall comprise the Chairman of each committee together with the Chairman and Vice Chairman of the Council. The Chairman of Council will be the Chairman of the Panel with the Chairman of Finance and General Purposes Committee as the Vice Chairman. Three panel members shall constitute a quorum. The members may co-opt other members to the panel for specific projects as and when required

Meetings shall be clerked by the Clerk or Deputy Clerk.

Frequency of Meetings

At least one meeting will be held every year to undertake the duties laid down in these Terms of Reference. Additional meetings may be called as and when required by either the Chairman or Vice Chairman of the Panel

Terms of Reference

- To establish and keep under review the staffing structure in consultation with the Finance and General Purposes Committee.
- To draft, implement, review, monitor and revise policies for staff.
- To establish and review salary pay scales for all categories of staff and to be responsible for their administration and review.
- To oversee the recruitment and appointment of all staff and to recommend appointments to Full Council.
- To arrange execution of new employment contracts and changes to contracts.
- To establish and review performance management and staff training programmes for staff.
- To oversee any process leading to dismissal of staff (including redundancy).
- To keep under review staff working conditions and health and safety matters.
- To monitor and address regular or sustained staff absence.
- To make recommendations on staffing related expenditure to the Finance and General Purposes Committee.
- To consider any appeal against a decision in respect of pay.
- To consider a grievance or disciplinary matter (and any appeal).

(1) CHEPPING WYCOMBE PARISH COUNCIL

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB

LEASE

relating to

Green Dragon Lane Sports Ground

Green Dragon Lane

Flackwell Heath

(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) DECLAN BREEN of 25 Goddington Road, Bourne End, Bucks SL8 5TT [Chairman]

b) CHRISTINE HOMES of 1 Norwood Road, Loudwater, Bucks HP10 9UU [Secretary]

and c) STEVE PRICE of 14 Cherry Rise, Flackwell Heath, Bucks HP10 9PS [Treasurer]

("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 1st 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 1st April 2020 the yearly rent in advance of Three thousand pounds per annum (£3,000) on 1st April 2015 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.

TENANT'S OBLIGATIONS

1. The Tenant is to pay the Landlord:

- GDL v4.3

- 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.
- 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 12.
 - 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 8.4 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 in the last three months of the lease period or every five years should the lease be continued (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.
- 6.11 To ensure that the property is kept clear of litter and debris at all times and particularly after organised activities.
- 6.12 To ensure that the vehicle gates are securely locked except during matches or training sessions or for grounds maintenance. To regularly change the code on the lock and advise the Landlord of each change of the code. Should the ground be invaded by Travellers via unlocked gates, the Tenants shall be responsible for their removal.

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 rent 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

DECLAN BREEN the Chairman

Of the Tenant

.....

In the presence of;

STEVE PRICE Treasurer of the

Tenant

.....

CHRISTINE HOMES 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

September 2015

GDL v4.3

Policing Monthly Update - Chepping Wye Valley

Welcome to our October 2015 edition of the Neighbourhood Policing Team newsletter, compiled this month by Sergeant Mat Lloyd. The purpose of this update is to provide you, as residents, with information regarding local issues reported to the police during September 2015 (until the 25th) and what has been done to try and resolve them.

There have been a variety of offences committed over the last month across each of the 4 parts of this policing area. In this report, I don't include all of the incidents we attend, for it is not appropriate to summarise domestic violence, mental health, missing persons, sudden deaths, child welfare issues and other fears for welfare. These categories of incident probably constitute the majority of our work.

Crime in the Area

Fifty crimes have been recorded so far in September in the Chepping Wye Valley area. Most of these are still being investigated by a variety of teams. CID investigates burglaries, response officers generally investigate violence offences and the Neighbourhood team tend to investigate theft offences, whether these are from vehicles, outbuildings or local shops.

There have been 6 domestic burglaries during this period, a high number which has led to an increase in proactive patrols by a range of teams. CID has made arrests for 3 of these offences and enquiries continue for them all. All of these offences probably occurred during the day. The burglaries occurred at:

- Brambleside, Loudwater
- Sedgemoor Road, Flackwell Heath
- Copes Shroves
- Inkerman Drive, Hazlemere
- St Johns Road
- The Chase in Tyler's Green.

Loudwater has had a number of thefts from motor vehicles, with 4 occurring in close proximity to each other on the 21st September, almost certainly in the late evening. With this and other offences at the Premier Inn, tools were stolen. At the Recreation Ground in Hazlemere, two vehicles had their windows broken and were searched, but nothing taken. Enquiries are ongoing.

Three motorbikes have been stolen, although two were found shortly afterwards.

- One was from Kingsmead Road in Loudwater
- One was from Amersham Road in Hazlemere.
- A pit bike from Hazlemere is still outstanding.

Although arrests have been made, few jobs will be finalised for some time. While looking at August's crime figures, I see that 9 have so far been prosecuted for offences committed that month- a few thefts and 5 assaults, although this number will increase as enquiries continue.

Figures still show an improvement in the last 12 months when compared to the preceding year, There have been 592 offences in the last 12 months, contrasting to 724 in the year before that, a fall of 18%. Despite the recent spike, burglary dwelling is still 38% down, but thefts from outbuildings is up by 10%.

Community Speed Watch and MVAS

A community speed watch exercise was carried out on 24th September. Each exercise with the Speed Indicator Device lasted about 50 minutes.

- Kingsmead Road, Loudwater. 48 speeders
- New Road, Tyler's Green, 16 speeders
- Western Dene, Hazlemere, 33 speeders
- Church Road, Penn (in the dip opposite the Horse and Jockey Pub) 40 speeders.

At the time of writing, only the letters to the Hazlemere speeders have been prepared. It is interesting that half live within about a mile of Western Dene, a quarter live within High Wycombe and surrounding villages and a quarter were registered out of the area or were lease or company cars, meaning that we don't yet know who was driving. The same proportions have generally been true for other locations as well. Traditional accident data also suggests that a disproportionate number of accidents occur within a mile of home. Does it therefore follow that speeding and road safety in a local area is a local problem that should be addressed locally?

The Neighbourhood Action Group is also using its Movable Vehicle Activated Sign (MVAS) data to identify the worse speeding areas across this Neighbourhood so that the policing team and others can conduct targeted operations. This will be a mixture of enforcement, awareness and education.

If you would like to support the NAG with this project, then please get in touch. You would be especially welcome if you represent another local organisation, are involved with local publications or would be happy to assist with us spreading the word by local social media.

To illustrate the problem, the MVAS data for New Road, Tyler's Green, showed that in a 2 week period, 13,586 vehicles were exceeding 33mph (almost exactly 50%); 4295 were exceeding 38 mph, 1086 were exceeding 43mph. The highest speed was 85mph! Unfortunately, the MVAS only records speeds, not registration numbers.

Your local Neighbourhood team do have more speed enforcement operations planned, but we also have to balance this with our investigation and crime reduction work, as well as the other calls for service that we experience.

Other Operations

The team attended the Flackwell heath campus of the Wycombe and Amersham College for a drugs awareness operation, and we also dealt with a cannabis factory at a house in Hazlemere. We have done some work with trading standards regarding some questionable building work and this will continue.

The team also have an interest in a male who has been asking people at home for money, usually, he claims, for petrol or for a taxi, both of which we believe are untrue. We have had relatively few reports, but social media suggests that he has recently been active in Hazlemere and surrounding areas. Remember, if someone knocks at your door when you are not expecting anyone, you don't have to answer it. If you see him, then please give us a call.

Supporting Out of Hospital Cardiac Arrest Resuscitation

The previous council (to May 2015) was approached by a local Flackwell Heath resident who suggested that Automatic External Defibrillators (AEDs) should be provided in the community and that the parish council should take a lead in their provision.

After a general discussion in council it was thought there might be merit in the suggestion but members had little factual information on which to base any decision, for or against. It was agreed that a working party be set up to research the topic and bring a report to the council's Finance and General Purposes Committee for consideration and a resolution to council.

Among the issues researched by the group were:

- The likelihood of and most likely location of an out of hospital cardiac arrest (OHCA)
- Factors most likely to lead to a successful resuscitation, or not
- Published guidelines for the provision of Publicly Accessible Defibrillators (PADs):
 - o Irrespective of their cost and likely benefit (the emotive argument), or
 - o In line with known outcomes (the evidence-based argument)
- Potential PAD locations, based on the incidence of documented cardiac arrests
- Community involvement and perceptions
- Support from statutory and charitable bodies

The members of the working group were: Cllrs. Dodds, Herschel and Sadler.

In spite of the very low likelihood of a successful OHCA resuscitation, the working group were of the opinion that there was likely to be negative public perceptions if the council was not seen to be supportive of efforts by community groups to provide PADs at locations where cardiac arrests were most likely to happen. The group having researched the issue, were strongly supportive of community-wide training in CPR, not only in support of OHCA but also many other life-threatening events.

Below is a short overview and summary of the group's researches and its recommendations.

Particular note should be taken that support for community training in CPR and financial support for the provision of PADs is available from the British Heart Foundation, supplementing any grants that the council might make to interested groups.

Overview and summary

- Cardiac arrests happen anywhere at any time
- The UK-wide incidence is 1 in 1,000, highest in Scotland, lowest in the South East
- The mean age for an OHCA is 66 years of age for a male, and 72 for a female
- 80% occur in the home and are usually not 'noticed or actioned' until it is too late
- 20% occur in public places and are usually quickly noticed, but require an immediate 999 call for emergency medical assistance and starting CPR
- 'First responders' – residents and others trained and confident in CPR - are the most important factor in most successful resuscitations
- The availability of an AED within a brisk 2 minute walk (both ways) is an ideal situation and of significant advantage (but immediate, effective CPR can double this time limit)
- Most victims of OHCA will not survive; in the UK currently 9 out of 10 usually die, and *at best* with CPR, defibrillation and intervention by EMS only 2 out of 10 will survive and be discharged from hospital
- In CWPC we can statistically expect 3 victims in any one year, 2 probably with a shockable rhythm. In a 'best-case' scenario with CPR, defibrillation and EMS – perhaps one survivor every five years; fourteen of the fifteen will not survive. But every life saved has meaning.
- PADs are best located where there is high footfall, or stressful physical environments
- PADs should be in the care of those who might most need them, either for members or visitors;
- AEDs if sponsored by the council should be available for members of the public who might need them, not just the groups seeking funding from us
- PADs should be available 24/7 or as much as is possible; ideally not in locked cabinets which delay their being brought into use

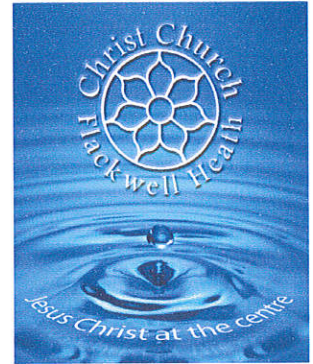
Recommendation to Council

The council should act as a facilitator, sponsor and champion of OHCA responses by:

- Encouraging CPR training in the community:
 - Offering to fund the costs of providing training by organised groups
 - Actively promoting CPR training at appropriate public events in our community by statutory and voluntary organisations e.g. St Johns Ambulance, local Community First Responder groups, fire brigade, police, etc.
- Respond to requests for grant funding from groups, associations and others wishing to provide PADs in the community, able to maintain them and provide training for volunteers or employees, subject to them being available for the community as a whole. Proposal is to meet 60% of the cost of provision, with purchase through the council so as to recover the VAT
- We should, for grant-aided PADs, offer to refund the costs of battery replacements and other disposable items like chest pads, etc. (invoiced to the council so as to recover the VAT) so that there is no cost deterrent to periodic maintenance
- Provide articles for both the council's newsletter and periodically for other community newsletters explaining the four steps to OHCA resuscitation and what improvements could be achieved in successful outcomes if CPR was immediately commenced. It must become second nature among residents if the provision of PADs is to lead to better resuscitation rates.

Rev. Christopher Bull

The Vicarage, 9 Chapel Road, Flackwell Heath,
High Wycombe, Buckinghamshire HP10 9AA
Telephone:
Email:



Charity Registration: 1132634

17th September 2015

Chepping Wycombe Parish Council.
Council Offices
Cock Lane,
Tylers Green
Bucks
HP10 8DS

Defibrillator

Dear Sir / Madam

I am inquiring on behalf of the Parish Church about the possibility of the Council providing a grant from their charity / community funding for the siting of a defibrillator at Christ Church Flackwell Heath.

The Church and Church Centre are in regular use by a large number of people from the community at a variety of events, some of whom are elderly and vulnerable. We also host a large number of concerts, parties and events for groups, young and old. We have been asked if we have / should have a defibrillator on site in case of emergencies.

As a registered charity relying entirely on donations the cost of providing this is a concern. We would be able to fund its installation but wondered if the Parish Council might be prepared to help fund the purchase of such a machine at this busy parish centre.

Yours sincerely

Rev Christopher Bull

Table of fees for burials and memorials

Kingswood Cemetery, Loudwater Cemetery and St Margaret's Garden of Rest

from 1 April 2016		Resident			Out of parish		
		2014/15	2015/16	Proposed 2016/17	2014/15	2015/16	Proposed 2016/17
Burials	Purchased grave						
Grant for the right to burial plot- 30 years		360.00	368.00	368.00	720.00	736.00	736.00
Interment fee		280.00	286.00	286.00	560.00	572.00	572.00
Child under 10 years and stillborn child							
Grant for the right to burial plot- 30 years		200.00	205.00	205.00	400.00	410.00	410.00
Interment fee		88.00	90.00	90.00	176.00	180.00	180.00
Grave set aside for cremated remains							
Grant for the right to burial plot- 30 years		205.00	210.00	210.00	410.00	420.00	420.00
Interment fee		105.00	108.00	108.00	210.00	216.00	216.00
Memorials							
Memorial stone (up to 1 metre high)		155.00	158.00	158.00	310.00	316.00	316.00
Book scroll or wedge (up to 45cm high)		118.00	120.00	120.00	236.00	240.00	240.00
Vase - free standing		62.00	64.00	64.00	124.00	128.00	128.00
Additional inscription		41.00	42.00	42.00	82.00	84.00	84.00
Extra tablet for additional inscription		62.00	64.00	64.00	124.00	128.00	128.00
Masonry/kerbing covering the grave		250.00	255.00	255.00	500.00	510.00	510.00
part of the grave		125.00	127.00	127.00	250.00	254.00	254.00
Grant is for initial 30 years from date of first burial							
renewal for further period of 10 years		50.00	50.00	50.00	100.00	100.00	100.00

Resident's fees as per Cemetery Regulations

The 20 year resident's concession for Hazlemere and Penn residents ended in 2010

'Resident' is the status of the person being interred as determined by inclusion on the electoral role, not whether the applicant is a resident within the parish

Building permits, access fees, trees and benches

		Proposed		
Building access permits from 1 April 2016		2014/15	2015/16	2016/17
Access permit	up to six weeks for a skip includes administrative fee of £50	260.00	265.00	265.00
	each additional week or part thereof	55.00	56.00	56.00
<i>Cost for large works to be at discretion of Clerk and committee chairman</i>				
Security bond	As required by the council plus minimum administrative charge as laid down by the council	170.00	175.00	175.00
Gate access onto council owned or leased property				
	Issue of permit	55.00	57.00	57.00
	annual fee	32.00	34.00	34.00
Amenity trees: provision and planting				
	in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years	260.00	265.00	265.00
Benches				
	Contribution towards cost of bench (VAT exclusive cost to council) plus £250 towards cost of placement including maintenance or repairs for 10 years	Seat cost plus £250 250.00	255.00	255.00
	Renewal for further 10 years	260.00	265.00	265.00
	Memorial plaque at cost, including VAT	at cost	at cost	at cost
Timber permits				
	for formal permit to take fallen timber from Kingswood	26.00	27.00	28.00

Fees and permits

from 1 April 2016 *unless otherwise stated*

	2014/15	2015/16	Proposed 2016/17
Allotments			
from 1 October 2015			
Full plot - 5 pole	50.00	50.00	50.00
Half-plot	25.00	25.00	25.00

50% concession for tenants as at April 2011 to continue

Recreation Grounds and Commons

Fairs	standing days	130.00	133.00	133.00
	operating days	230.00	235.00	235.00
	deposit against damage	460.00	470.00	470.00

Event permits	(Small)	inc VAT	55.00	57.00	57.00
	(Large)	inc VAT	250.00	255.00	255.00

*Concession: nil charge where parish is an official sponsor, given formal credit
or there are no pecuniary interests involved*

			1.09.14	1.09.15	1.09.16
Pitch hire	inc VAT	less than 10 bookings a season, per match			
		adult, full-sized pitch	38.00	40.00	45.00
		junior, small pitch	25.00	27.00	32.00
		training per hour	13.00	14.00	16.00
	nil VAT	over 10 bookings a season, per match			
		adult, full-sized pitch	32.00	34.00	37.50
		junior, small pitch	21.00	23.00	27.00
		training per hour	11.00	12.00	14.00
		changing and shower facilities			
		toilet facilities	11.00	12.00	14.00

Other fees and allowances

from 1 April 2016

			2014/15	2015/16	Proposed 2016/17
Chairman's allowance			820.00	820.00	820.00
St Peter's closed graveyard maintenance			575.00	575.00	575.00
Orienteering maps			1.00	1.00	1.00
Annual Return copies			10.00	10.00	10.00
Deed of Grant			575.00	585.00	585.00
Minimum fee for processing a deed of grant to permit vehicular access by private cars over Tylers Green and Totteridge Commons; with all legal fees being met by the applicant					
Administrative charges			168.00	171.00	171.00
15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements					
Cemetery Register Search Fee	per name	inc VAT	30.00	32.00	32.00
Hire of Council Chamber		inc VAT	30.00	32.00	32.00
Derehams Pavilion	First Hour		25.00	27.00	27.00
(One off)	Subsequent hours of part thereof		5.00	6.00	6.00
Newsletter delivery	TG Evening WI		130.00	133.00	133.00
	Loudwater Guides		135.00	138.00	138.00
	FH Scouts		175.00	178.00	178.00

Meeting Dates 2016 – 17

Publicity	M&C	THURSDAY	7 JANUARY 2016
Finance & General Purposes	P	TUESDAY	12 JANUARY 2016
COUNCIL	P	TUESDAY	26 JANUARY 2016
Amenity Land	P	TUESDAY	9 FEBRUARY 2016
Training	M&C	TUESDAY	16 FEBRUARY 2016
Leisure Facilities	P	THURSDAY	25 FEBRUARY 2016
Work Services & Planning	P	THURSDAY	10 MARCH 2016
Finance & General Purposes	P	THURSDAY	24 MARCH 2016
ANNUAL PARISH	P	WEDNESDAY	6 APRIL 2016
COUNCIL	P	TUESDAY	12 APRIL 2016
Annual Parish Meal	M&S	FRIDAY	29 APRIL 2016
ANNUAL COUNCIL	P	THURSDAY	5 MAY 2016
Amenity Land	P	THURSDAY	12 MAY 2016
Leisure Facilities	P	TUESDAY	24 MAY 2016
Training	M&C	TBC	
Works, Services and Planning	P	THURSDAY	2 JUNE 2016
Finance & General Purposes	P	TUESDAY	14 JUNE 2016
COUNCIL	P	THURSDAY	23 JUNE 2016
Amenity Land SITE VISIT	M&C	THURSDAY	7 JULY 2016
Leisure Facilities SITE VISIT	M&C	THURSDAY	14 JULY 2016
WS&P SITE VISIT	M&C	THURSDAY	21 JULY 2016
Publicity Group	M&C	THURSDAY	1 SEPTEMBER 2016
INFORMAL COUNCIL	M	THURSDAY	1 SEPTEMBER 2016
Amenity Land	P	THURSDAY	8 SEPTEMBER 2016
Leisure Facilities	P	THURSDAY	22 SEPTEMBER 2016
Works, Services and Planning	P	THURSDAY	6 OCTOBER 2016
Finance & General Purposes	P	THURSDAY	20 OCTOBER 2016
COUNCIL	P	THURSDAY	3 NOVEMBER 2016
Training	M&C	TUESDAY	8 NOVEMBER 2016
Amenity Land	P	THURSDAY	17 NOVEMBER 2016
Leisure Facilities	P	THURSDAY	1 DECEMBER 2016
Works, Services and Planning	P	THURSDAY	15 DECEMBER 2016
Publicity	M&C	TUESDAY	10 JANUARY 2017
Finance & General Purposes	P	THURSDAY	12 JANUARY 2017
COUNCIL	P	THURSDAY	26 JANUARY 2017
Amenity Land	P	THURSDAY	9 FEBRUARY 2017
Training	M&C	THURSDAY	16 FEBRUARY 2017

Leisure Facilities	P	THURSDAY	23 FEBRUARY 2017
Work Services & Planning	P	THURSDAY	9 MARCH 2017
Finance & General Purposes	P	THURSDAY	23 MARCH 2017
ANNUAL PARISH	P	WEDNESDAY	5 APRIL 2017
COUNCIL	P	THURSDAY	20 APRIL 2017
Annual Parish Meal	M&S	FRIDAY	28 APRIL 2017

Abbreviations:

AL	Amenity Land
LF	Leisure Facilities
WS &P	Works, Service and Planning
F&GP	Finance and General Purposes
P	Public meeting (with members and clerk present)
M&C	Members and clerk (training and publicity group)
M&S	members and staff (parish meal)
M	Members only (informal council)

Section 3 – External auditor certificate and report 2014/15

Certificate

We certify that we have completed our review of the annual return, and discharged our responsibilities under the Audit Commission Act 1998 as transitionally saved, for the year ended 31 March 2015 in respect of:

CHEPPING WYCOMBE PARISH

Council/Meeting

Respective responsibilities of the body and the auditor

The body is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The body prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2015; and
- confirms and provides assurance on those matters that are important to our audit responsibilities.

Our responsibility is to review the annual return in accordance with guidance issued by the Audit Commission (see note below). Our work does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and does not provide the same level of assurance that such an audit would do.

External auditor report

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

External auditor signature Mazars LLP

External auditor name Mazars LLP, Durham, DH1 5TS Date 3 September 2015

Note: The Audit Commission issued guidance in its Standing Guidance, which is applicable to external auditors' work on 2014/15 accounts.

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

Earmarked Reserves

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
900 EMR AMENITY LAND								
9001	EMR RAILWAY LAND	0	0	8,000	8,000		8,000	0.0 %
9002	EMR KINGSWOOD IMP	0	0	13,978	13,978		13,978	0.0 %
9003	EMR TG COMMON MANAGEMENT	0	4,800	12,550	7,750		7,750	38.2 %
	EMR AMENITY LAND :- Expenditure	0	4,800	34,528	29,728	0	29,728	13.9 %
	Net Expenditure over Income	0	4,800	34,528	29,728			
901 EMR LEISURE FACILITIES								
9100	EMR DEREHAMS PAVILION RPL	0	0	2,020	2,020		2,020	0.0 %
9101	EMR DEREHAMS PARK	0	0	14,440	14,440		14,440	0.0 %
9105	EMR PLAY EQUIPMENT	175,070	32,382	10,368	-22,014		-22,014	312.3 %
	EMR LEISURE FACILITIES :- Expenditure	175,070	32,382	26,828	-5,554	0	-5,554	120.7 %
	Net Expenditure over Income	175,070	32,382	26,828	-5,554			
902 EMR WORKS & SERVICES								
9200	EMR SMALL RIDE-ON MOWER	0	0	991	991		991	0.0 %
9201	EMR RIDE-ON MOWER	0	0	11,673	11,673		11,673	0.0 %
9202	EMR TRANSIT LORRY	0	0	24,155	24,155		24,155	0.0 %
9203	EMR FORD RANGER	0	0	4,165	4,165		4,165	0.0 %
9205	EMR SIDE FLAIL	0	0	6,302	6,302		6,302	0.0 %
9206	EMR DRAWN FLAIL	0	0	3,728	3,728		3,728	0.0 %
9207	EMR COMPUTERS	0	0	1,839	1,839		1,839	0.0 %
9208	EMR OFFICE EQUIPMENT	0	0	3,631	3,631		3,631	0.0 %
9209	EMR WARDEN'S HOUSE	0	504	1,037	533		533	48.6 %
9210	EMR OFFICE REFURB	0	0	4,500	4,500		4,500	0.0 %
9213	EMR ST M & ST P WALLS	0	0	3,025	3,025		3,025	0.0 %
9214	EMR BENCHES AND SIGN WSP	1,058	2,145	22,293	20,148		20,148	9.6 %
9215	EMR STREET LIGHTING	0	0	99,349	99,349		99,349	0.0 %
9216	EMR DEPOT	5,600	0	3,197	3,197		3,197	0.0 %
9217	EMR CEM IMP HAMMERSLEY	0	0	2,396	2,396		2,396	0.0 %
9218	EMR CEM IMP LOUDWATER	1,033	12,150	11,217	-933		-933	108.3 %
9219	EMR CHIPPER	0	0	4,200	4,200		4,200	0.0 %
9220	EMR WALK-BEHIND FLAIL	0	0	2,150	2,150		2,150	0.0 %
9221	EMR CEM IMP KINGSWOOD	0	0	4,000	4,000		4,000	0.0 %
9222	EMR HAND-HELD MACHINERY	0	0	2,700	2,700		2,700	0.0 %
	EMR WORKS & SERVICES :- Expenditure	7,691	14,799	216,548	201,749	0	201,749	6.8 %
	Net Expenditure over Income	7,691	14,799	216,548	201,749			

CWP C (2015/16)**Detailed Income & Expenditure by Budget Heading 30/09/2015****Month No : 6****Committee Report**

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Earmarked Reserves :- Expenditure	182,760	51,981	277,904	225,923	0	225,923	18.7 %
Income	0	0	0	0			0.0 %
Net Expenditure over Income	182,760	51,981	277,904	225,923			

Buckinghamshire County Council

Local Councils Devolution Meeting

Railway Club, Aylesbury
18th September 2015



Buckinghamshire County Council

Local Council Devolution Workshop

Welcome

- Why devolution?
- Working with Local Councils to deliver Improved Services
- Delivery options & Scope of work
- Financial Models
- BCC Proposal
- Devolution in Action
- Questions and Answers

Break

- Group discussion

Feedback if you wish – but we shall be in touch!

Buckinghamshire County Council

Welcome



Why are we here today?

- To devolve a range of TfB Services to the remaining local councils
- To present
 - finance available
 - how the scheme works
 - work in scope
- To start the dialogue - to generate and gauge interest

BUT - it is a dialogue with support, impetus, need and a timescale !

Buckinghamshire County Council

Why Devolution - BCC pressures

- BCC Government Grant has been cut significantly
- Demand growth from population growth
- Care Bill could add £35m to Bucks costs by 2020
- £85 million saved in past four years
- Another £50+ million in next four years
- Potential for steeper cuts post 2016!
- 'Salami slicing' cannot go on
- BCC is failing to meet residents expectations as budgets decline



Buckinghamshire County Council

Meeting the challenge through devolved services

Started with the New Deal in 2008.

- New Deal touched on areas of TfB services where there were opportunities to devolve these to local councils
- Led to the establishment of 44 agreements with local councils across the County to deliver a set number of services, including grass.
- We now want to build on devolved agreements and enhance the working relationships between BCC and local councils.



Buckinghamshire County Council

Working in partnership – examples so far

- 44 Local councils taken on Devolved Services in Tranche 1
- 13 Community-run libraries – some 250,000 visits p.a.
- 16 local youth centres
- 2 day care centres
- Over £1m of services now decided locally
- Thriving level of volunteers

Buckinghamshire County Council

Why devolution?



- **The Picture**
 - BCC is no longer able to provide the frequency and type of service that meet local residents' demand. Reduction in resources to deliver services both now and in the future
 - Demand from some local councils to increase their role in service delivery
 - The result of the devolution process has been very positive for both BCC and local council colleagues
- **Benefits seen from our own devolution experience**
 - Feedback from devolved parishes has shown that the work delivered meets local priorities and expectations
 - Local control of outcomes
 - those doing the work may live locally and care more
 - Increased power to a local council
 - making local democracy more local!
 - Local employment opportunities
 - Better value for money

7

Buckinghamshire County Council

Working with Local Councils delivering improved services

- Better services for communities & residents
 - delivering better value, quality services by local people to local people
- More responsive to local priorities/choices
- Good for local councils
 - helping to build capacity, promoting your role in the community
- Putting you in the driving seat with guaranteed funding and local flexibility
- Deliver to 'partner' local councils as appropriate

Buckinghamshire County Council

How might you deliver the services?

- We are open to any number of ways you may wish to deliver the services...
 - Own staff
 - Third-party sub contractor
 - Volunteers
 - Social Enterprise
 - Another local council / cluster
- Local councils in Tranche 1 chose a variety of delivery models
 - self-delivering
 - 3rd-party suppliers
 - other local councils (a Cluster lead)
 - volunteers
 - using a mixture of all of the above

A number of Tranche 1 local councils are here today and are happy to discuss their chosen delivery models with you

Buckinghamshire County Council

What is the work in scope?

Devolved Activity	Service
Urban Grass Cutting	- Cutting of urban grass verges
Hedging	- Servicing of hedge cutting notices to landowners - Cutting hedges which are a danger to road users (liaising with landowner to carry out where appropriate)
Siding	- Siding out of overgrown footpaths - Preventing encroachment of verge soil and growth onto footpaths - Trimming vegetation obstructing footpaths for liaison with landowner to carry out where appropriate
Rights of Way	Rights of Way clearance - Including: Common ragwort; Creeping thistle; Field thistle; Spear thistle; Curled and broad-leaved dock
Maintenance	Maintenance of BCC street furniture including minor repair or repainting - Such as signposts, signs, seating, cycle racks, decorative bollards and village gateway features - Minor repairs to and cleaning of traffic (hazard and speed limit) signs, such as tightening of brackets - Checking for obstructions to footpath - Removal of fly posters and other illegal signs - Approval of charity event advertising signage

10

Buckinghamshire County Council

BCC Proposal

- Money being spent by the County Council on the TfB related services is given (or "devolved") to the local councils
- Local councils take responsibility to arrange for all services to be carried out on their own behalf
- A formal devolution agreement has been drawn up between the County and Local Council confirming the transfer of responsibility and associated funding (a master of which can be downloaded from the Devolution website)
- We will look to assist in establishing local delivery solutions wherever possible
- Whilst a minimum standard is expected to ensure safety on the highway, HOW you spend the money is your choice

Please be assured we are here to support, discuss and assist however we can – it's the start of your journey, not the end!

Buckinghamshire County Council

Financial Models

- **Transparent**
 - all the money that IS and WILL BE spent has been factored into the calculations
- BCC operates a rolling four year budget.
 - Tranche 1 agreements were therefore for four years 2015-19
 - Tranche 2 agreements will be for the remaining three years 2016-19
- BCCs current total budget for services in scope including Tranche 1
 - 2015/16 - £911,762
 - 2016-19 - up to £725k subject to current MTP discussions and process
 - Every Local Council will receive a budget each year as agreed in their contract to support them in service delivery

Buckinghamshire County Council

Next Steps - Timelines

Once you've considered our offer, we are happy to discuss the details with you

- **October 2015 (end of month)**
 - Proposed budgets will be published and shared with you with final ratification in February 2016
- **November 2015 (mid month)**
 - All local council Overview (Grass Cutting) and Rights of Way Annual Clearance maps will be available on the Devolution website
- **November 2015 (end of month)**
 - Expression of interest
 - Understanding of the approach each Local Council wishes to take
- **December 2015**
 - Devolution agreements sent to Local Councils
- **February 2016 (end of week 3)**
 - Receipt of all signed agreements from Local Councils wishing to take part in Tranche 2
 - All returned agreements will be countersigned by the appropriate BCC signatory and a copy returned for your records within a few days
- **April 2016 – (1st day of month)**
 - Local Councils participating in Tranche 2 will commence delivery of all services

13

Buckinghamshire County Council

Working with Local Councils to deliver services

Questions and Answers

<http://www.buckscc.gov.uk/community/devolution/supporting-documents/>



Buckinghamshire County Council

Coffee & Tea




15

Buckinghamshire County Council

Devolution in Action

with

Amersham Town Council



Buckinghamshire County Council

Devolution in Action

with

Winslow Town Council



5	Failure to meet the requirements for Quality status	*Status rejected *Cash withheld *Responsibilities reduced	H	M	*Monitor requirements for Quality Status	As required F & GP Committee
7	Ensure Council complies with law in particular: *Health and Safety *Equal Opportunities *Data Protection *Human Rights *Disability and Discrimination *Employment Law	*Fines and Penalties from regulation bodies *Employee action for negligence or grievance *Loss of reputation	L	H	*Clear Policies and procedures *Regular review of law *Dissemination of information from NALC and BALC	Continuous Review Clerk

EXTRACT FROM RISK REGISTER LAST UPDATED IN JANUARY 2015

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Amenity Land								
<u>101</u>	<u>GEN AMENITY AREAS</u>							
4013	RENT	0	1	15	14		14	6.7 %
4034	ENTERTAINMENT	0	65	0	-65		-65	0.0 %
4037	GROUNDS MAINTEN'CE	3,198	2,360	9,200	6,840		6,840	25.6 %
	GEN AMENITY AREAS :- Expenditure	3,198	2,426	9,215	6,789	0	6,789	26.3 %
1083	THIRD PARTY CONTRIBUTION	30	0	0	0			0.0 %
	GEN AMENITY AREAS :- Income	30	0	0	0			
40		245	0	0	0		0	0.0 %
	GEN AMENITY AREAS :- Income	245	0	0	0	0	0	
	Net Expenditure over Income	3,412	2,426	9,215	6,789			
<u>102</u>	<u>FENNELS WOOD & RAILWAY LAND</u>							
4013	RENT	250	0	250	250		250	0.0 %
	FENNELS WOOD & RAILWAY LAND :- Expenditure	250	0	250	250	0	250	
	Net Expenditure over Income	250	0	250	250			
<u>103</u>	<u>RAILWAY LAND</u>							
4037	GROUNDS MAINTEN'CE	0	350	1,000	650		650	35.0 %
	RAILWAY LAND :- Expenditure	0	350	1,000	650	0	650	35.0 %
	Net Expenditure over Income	0	350	1,000	650			
<u>104</u>	<u>KINGSWOOD</u>							
4037	GROUNDS MAINTEN'CE	7,208	2,095	5,750	3,655		3,655	36.4 %
4059	FORESTRY FEES	3,240	1,010	3,000	1,990		1,990	33.7 %
4902	KINGSWOOD PATHS	0	0	750	750		750	0.0 %
	KINGSWOOD :- Expenditure	10,448	3,105	9,500	6,395	0	6,395	32.7 %
1002	INCOME - PERMITS	387	109	0	109			0.0 %
1005	INCOME - WOOD SALES	6,450	0	0	0			0.0 %
1077	GRANTS RECEIVED	2,331	2,904	3,000	-96			96.8 %
	KINGSWOOD :- Income	9,168	3,013	3,000	13			100.4 %
	Net Expenditure over Income	1,280	92	6,500	6,408			

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>105</u>	<u>TYLERS GREEN COMMON</u>							
4014	ELECTRICITY	143	40	150	110		110	26.6 %
4037	GROUND'S MAINTEN'CE	895	483	2,600	2,117		2,117	18.6 %
	TYLERS GREEN COMMON :- Expenditure	1,038	523	2,750	2,227	0	2,227	19.0 %
1001	INCOME - RENTS	0	0	50	-50			0.0 %
1002	INCOME - PERMITS	1,060	1,559	900	659			173.2 %
1004	INCOME - SERVICE CHS	37	8	150	-142			5.1 %
	TYLERS GREEN COMMON :- Income	1,097	1,566	1,100	466			142.4 %
	Net Expenditure over Income	-58	-1,043	1,650	2,693			
<u>106</u>	<u>WIDMER POND</u>							
4012	WATER	378	97	600	503		503	16.2 %
4037	GROUND'S MAINTEN'CE	0	0	3,000	3,000		3,000	0.0 %
	WIDMER POND :- Expenditure	378	97	3,600	3,503	0	3,503	2.7 %
1078	MAINT COST RECOVERED	181	0	300	-300			0.0 %
	WIDMER POND :- Income	181	0	300	-300			0.0 %
	Net Expenditure over Income	197	97	3,300	3,203			
<u>107</u>	<u>SPRING LANE</u>							
4037	GROUND'S MAINTEN'CE	0	0	500	500		500	0.0 %
	SPRING LANE :- Expenditure	0	0	500	500	0	500	0.0 %
	Net Expenditure over Income	0	0	500	500			
<u>108</u>	<u>OLD FORGE BANK</u>							
4037	GROUND'S MAINTEN'CE	0	0	250	250		250	0.0 %
	OLD FORGE BANK :- Expenditure	0	0	250	250	0	250	0.0 %
	Net Expenditure over Income	0	0	250	250			
	Amenity Land :- Expenditure	15,557	6,501	27,065	20,564	0	20,564	24.0 %
	Income	10,476	4,595	4,400	195			104.4 %
	Net Expenditure over Income	5,081	1,905	22,665	20,760			

Leisure Facilities

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>201</u>	<u>ASHLEY DRIVE ALLOT'T</u>							
4012	WATER	312	41	500	459		459	8.1 %
4037	GROUND'S MAINTEN'CE	373	377	200	-177		-177	188.3 %
4907	ALLOTMENT FENCING	387	0	500	500		500	0.0 %
	ASHLEY DRIVE ALLOT'T :- Expenditure	1,073	417	1,200	783	0	783	34.8 %
1001	INCOME - RENTS	1,736	1,427	1,900	-473			75.1 %
	ASHLEY DRIVE ALLOT'T :- Income	1,736	1,427	1,900	-473			75.1 %
	Net Expenditure over Income	-662	-1,010	-700	310			
<u>203</u>	<u>CHAPEL ROAD ALLOT'TS</u>							
4012	WATER	582	153	800	647		647	19.2 %
4037	GROUND'S MAINTEN'CE	694	106	800	694		694	13.3 %
4907	ALLOTMENT FENCING	1,302	0	0	0		0	0.0 %
	CHAPEL ROAD ALLOT'TS :- Expenditure	2,578	260	1,600	1,340	0	1,340	16.2 %
1001	INCOME - RENTS	2,903	2,388	2,700	-313			88.4 %
	CHAPEL ROAD ALLOT'TS :- Income	2,903	2,388	2,700	-313			88.4 %
	Net Expenditure over Income	-325	-2,128	-1,100	1,028			
<u>204</u>	<u>Community Orchard</u>							
4037	GROUND'S MAINTEN'CE	0	0	500	500		500	0.0 %
	Community Orchard :- Expenditure	0	0	500	500	0	500	0.0 %
	Net Expenditure over Income	0	0	500	500			
<u>211</u>	<u>ASHLEY PARK</u>							
4037	GROUND'S MAINTEN'CE	44	0	500	500		500	0.0 %
	ASHLEY PARK :- Expenditure	44	0	500	500	0	500	0.0 %
	Net Expenditure over Income	44	0	500	500			
<u>212</u>	<u>DEREHAMS PARK</u>							
4012	WATER	1,088	1,317	800	-517		-517	164.6 %
4014	ELECTRICITY	1,320	215	1,000	785		785	21.5 %
4025	INSURANCE	0	0	600	600		600	0.0 %
4036	PROPERTY MAINTEN'CE	44	140	1,000	860		860	14.0 %
4037	GROUND'S MAINTEN'CE	4,031	3,338	7,400	4,062		4,062	45.1 %
4038	MAINTENANCE CONTRACT	30	72	300	228		228	24.0 %
	DEREHAMS PARK :- Expenditure	6,512	5,082	11,100	6,018	0	6,018	45.8 %

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1001	INCOME - RENTS	5,041	2,306	5,400	-3,095			42.7 %
1002	INCOME - PERMITS	1,677	272	3,200	-2,928			8.5 %
1004	INCOME - SERVICE CHS	0	0	600	-600			0.0 %
	DEREHAMS PARK :- Income	6,718	2,578	9,200	-6,623			28.0 %
	Net Expenditure over Income	-206	2,504	1,900	-604			
<u>214</u>	<u>STRAIGHT BIT REC</u>							
4037	GROUND'S MAINTEN'CE	175	2,233	3,000	767		767	74.4 %
	STRAIGHT BIT REC :- Expenditure	175	2,233	3,000	767	0	767	74.4 %
1002	INCOME - PERMITS	396	84	1,000	-916			8.4 %
1079	OTHER COST RECOVERED	0	280	0	280			0.0 %
	STRAIGHT BIT REC :- Income	396	364	1,000	-636			36.4 %
	Net Expenditure over Income	-221	1,869	2,000	131			
<u>215</u>	<u>GREEN DRAGON LANE SG</u>							
4036	PROPERTY MAINTEN'CE	0	10	600	590		590	1.6 %
4037	GROUND'S MAINTEN'CE	1,575	0	0	0		0	0.0 %
4038	MAINTENANCE CONTRACT	0	0	600	600		600	0.0 %
	GREEN DRAGON LANE SG :- Expenditure	1,575	10	1,200	1,190	0	1,190	0.8 %
1079	OTHER COST RECOVERED	2,387	0	120	-120			0.0 %
	GREEN DRAGON LANE SG :- Income	2,387	0	120	-120			0.0 %
	Net Expenditure over Income	-812	10	1,080	1,070			
<u>216</u>	<u>BOUNDARY PARK</u>							
4014	ELECTRICITY	84	41	100	59		59	40.6 %
4037	GROUND'S MAINTEN'CE	0	0	2,500	2,500		2,500	0.0 %
	BOUNDARY PARK :- Expenditure	84	41	2,600	2,559	0	2,559	1.6 %
1002	INCOME - PERMITS	46	0	0	0			0.0 %
1004	INCOME - SERVICE CHS	0	0	100	-100			0.0 %
	BOUNDARY PARK :- Income	46	0	100	-100			0.0 %
	Net Expenditure over Income	38	41	2,500	2,459			
<u>220</u>	<u>GENERAL RECREATION</u>							
4013	RENT	291	0	0	0		0	0.0 %
4401	DOG BIN EMPTYING	3,973	1,635	3,500	1,865		1,865	46.7 %
	GENERAL RECREATION :- Expenditure	4,265	1,635	3,500	1,865	0	1,865	46.7 %
	Net Expenditure over Income	4,265	1,635	3,500	1,865			

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
221	<u>PLAY AREAS</u>							
4042	EQUIPMENT MAINTEN'CE	4,347	0	3,000	3,000		3,000	0.0 %
4060	OTHER PROF FEES	2,658	0	1,500	1,500		1,500	0.0 %
	PLAY AREAS :- Expenditure	7,005	0	4,500	4,500	0	4,500	0.0 %
1083	THIRD PARTY CONTRIBUTION	10,000	0	0	0			0.0 %
	PLAY AREAS :- Income	10,000	0	0	0			
	Net Expenditure over Income	-2,995	0	4,500	4,500			
	Leisure Facilities :- Expenditure	23,311	9,677	29,700	20,023	0	20,023	32.6 %
	Income	24,186	6,756	15,020	-8,264			45.0 %
	Net Expenditure over Income	-875	2,921	14,680	11,759			
Works Service & Planning								
301	<u>WORKS DEPARTMENT</u>							
4011	RATES	3,474	3,540	3,500	-40		-40	101.1 %
4012	WATER	140	150	200	50		50	74.9 %
4014	ELECTRICITY	853	395	800	405		405	49.3 %
4036	PROPERTY MAINTEN'CE	1,428	20	1,500	1,480		1,480	1.3 %
4038	MAINTENANCE CONTRACT	0	66	300	234		234	22.1 %
	WORKS DEPARTMENT :- Expenditure	5,895	4,171	6,300	2,129	0	2,129	66.2 %
1001	INCOME - RENTS	0	0	0	0	150		0.0 %
	WORKS DEPARTMENT :- Income	0	0	0	0			
	Net Expenditure over Income	5,895	4,171	6,300	2,129			
302	<u>WARDENS HOUSE</u>							
4012	WATER	0	0	200	200		200	0.0 %
4036	PROPERTY MAINTEN'CE	122	11	300	289		289	3.6 %
4038	MAINTENANCE CONTRACT	140	0	175	175		175	0.0 %
	WARDENS HOUSE :- Expenditure	262	11	675	664	0	664	1.6 %
1004	INCOME - SERVICE CHS	0	0	200	-200			0.0 %
	WARDENS HOUSE :- Income	0	0	200	-200			0.0 %
	Net Expenditure over Income	262	11	475	464			
303	<u>OFFICE</u>							
4011	RATES	3,474	3,540	3,500	-40		-40	101.1 %

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4012	WATER	140	150	200	50		50	75.0 %
4014	ELECTRICITY	853	395	800	405		405	49.3 %
4015	GAS	1,093	425	1,300	875		875	32.7 %
4017	CLEANING & REFUSE	449	180	400	220		220	45.0 %
4036	PROPERTY MAINTEN'CE	643	84	1,000	916		916	8.4 %
4037	GROUPS MAINTEN'CE	268	0	100	100		100	0.0 %
4038	MAINTENANCE CONTRACT	545	66	700	634		634	9.5 %
OFFICE :- Expenditure		7,464	4,839	8,000	3,161	0	3,161	60.5 %
Net Expenditure over Income		7,464	4,839	8,000	3,161			
304 VEHICLES TOOLS & EQUIPMENT								
4010	MISC STAFF COSTS	260	29	800	771		771	3.6 %
4037	GROUPS MAINTEN'CE	-52	0	0	0		0	0.0 %
4041	EQUIPMENT HIRE	2,000	1,000	2,150	1,150		1,150	46.5 %
4042	EQUIPMENT MAINTEN'CE	3,674	542	3,500	2,958		2,958	15.5 %
4043	VEHICLE MAINTENANCE	1,408	567	2,000	1,433		1,433	28.4 %
4044	VEHICLE FUEL	4,256	1,984	4,500	2,516		2,516	44.1 %
4045	VEHICLE TAX & INSURE	2,350	225	3,000	2,775		2,775	7.5 %
4046	SMALL TOOLS & EQUIPT	2,284	477	2,500	2,023		2,023	19.1 %
4050	CHEMICALS	0	126	400	274		274	31.4 %
VEHICLES TOOLS & EQUIPMENT :- Expenditure		16,180	4,949	18,850	13,901	0	13,901	26.3 %
1075	SALE OF ASSETS	550	0	0	0			0.0 %
VEHICLES TOOLS & EQUIPMENT :- Income		550	0	0	0			
Net Expenditure over Income		15,630	4,949	18,850	13,901			
305 LITTER, RUBBISH & GRAFFITI								
4017	CLEANING & REFUSE	1,908	627	2,000	1,373		1,373	31.4 %
4018	LITTER SCHEME	410	0	600	600		600	0.0 %
LITTER, RUBBISH & GRAFFITI :- Expenditure		2,318	627	2,600	1,973	0	1,973	24.1 %
Net Expenditure over Income		2,318	627	2,600	1,973			
311 HAMMERSLEY LANE CEM								
4011	RATES	35	36	45	9		9	80.0 %
4012	WATER	67	44	45	1		1	98.7 %
4037	GROUPS MAINTEN'CE	0	0	200	200		200	0.0 %
HAMMERSLEY LANE CEM :- Expenditure		102	80	290	210	0	210	27.7 %
1031	INCOME - IN PARISH BURIALS &	692	210	250	-40			84.0 %

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1032	INCOME - OUT OF PARISH	318	1,208	0	1,208			0.0 %
	HAMMERSLEY LANE CEM :- Income	1,010	1,418	250	1,168			567.2 %
	Net Expenditure over Income	-908	-1,338	40	1,378			
312	<u>LOUDWATER CEMETERY</u>							
4011	RATES	177	180	175	-5		-5	102.9 %
4012	WATER	29	36	60	24		24	59.2 %
4037	GROUND'S MAINTEN'CE	2,970	681	3,000	2,319		2,319	22.7 %
	LOUDWATER CEMETERY :- Expenditure	3,176	897	3,235	2,338	0	2,338	27.7 %
1031	INCOME - IN PARISH BURIALS &	2,320	864	2,500	-1,636			34.6 %
1032	INCOME - OUT OF PARISH	3,654	0	3,000	-3,000			0.0 %
	LOUDWATER CEMETERY :- Income	5,974	864	5,500	-4,636			15.7 %
	Net Expenditure over Income	-2,798	33	-2,265	-2,298			
313	<u>KINGSWOOD CEMETERY</u>							
4012	WATER	0	0	65	65		65	0.0 %
4037	GROUND'S MAINTEN'CE	98	11	300	289		289	3.8 %
	KINGSWOOD CEMETERY :- Expenditure	98	11	365	354	0	354	3.1 %
1031	INCOME - IN PARISH BURIALS &	3,615	984	2,000	-1,016			49.2 %
1032	INCOME - OUT OF PARISH	13,374	3,610	2,500	1,110			144.4 %
	KINGSWOOD CEMETERY :- Income	16,989	4,594	4,500	94			102.1 %
	Net Expenditure over Income	-16,891	-4,583	-4,135	448			
314	<u>WAR MEM & CL C'YARDS</u>							
4012	WATER	50	21	40	19		19	52.6 %
4036	PROPERTY MAINTEN'CE	0	0	570	570		570	0.0 %
4037	GROUND'S MAINTEN'CE	318	340	500	160		160	67.9 %
4040	MEMORIAL MAINTEN'CE	2,613	0	0	0		0	0.0 %
	WAR MEM & CL C'YARDS :- Expenditure	2,980	361	1,110	749	0	749	32.5 %
	Net Expenditure over Income	2,980	361	1,110	749			
321	<u>F'PATHS & STR FURN</u>							
4037	GROUND'S MAINTEN'CE	1,907	1,273	500	-773		-773	254.7 %
	F'PATHS & STR FURN :- Expenditure	1,907	1,273	500	-773	0	-773	254.7 %
1079	OTHER COST RECOVERED	2,112	773	0	773			0.0 %
	F'PATHS & STR FURN :- Income	2,112	773	0	773			
	Net Expenditure over Income	-205	500	500	0			

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
322	FOOTWAY LIGHTING							
4014	ELECTRICITY	15,647	7,875	18,000	10,125		10,125	43.8 %
4038	MAINTENANCE CONTRACT	14,644	6,316	16,000	9,684		9,684	39.5 %
4066	STREET LIGHT REPAIRS	4,129	299	3,500	3,201		3,201	8.5 %
	FOOTWAY LIGHTING :- Expenditure	34,420	14,489	37,500	23,011	0	23,011	38.6 %
	Net Expenditure over Income	34,420	14,489	37,500	23,011			
341	PARTNERSHIP WORKING							
4061	PARTNERSHIP WORKING	4,202	5,595	5,000	-595		-595	111.9 %
	PARTNERSHIP WORKING :- Expenditure	4,202	5,595	5,000	-595	0	-595	111.9 %
1079	OTHER COST RECOVERED	0	17,966	0	17,966			0.0 %
	PARTNERSHIP WORKING :- Income	0	17,966	0	17,966			
	Net Expenditure over Income	4,202	-12,371	5,000	17,371			
	Works Service & Planning :- Expenditure	79,005	37,305	84,425	47,120	0	47,120	44.2 %
	Income	26,635	25,615	10,450	15,165			245.1 %
	Net Expenditure over Income	52,370	11,690	73,975	62,285			

Finance & General Purposes

401	ADMINISTRATION							
4001	STAFF SALARIES	132,951	69,356	144,500	75,144		75,144	48.0 %
4008	CONF & COURSES	830	236	1,500	1,265		1,265	15.7 %
4009	TRAVEL	218	68	300	232		232	22.6 %
4010	MISC STAFF COSTS	126	28	125	97		97	22.2 %
4020	MISC ESTAB'T COSTS	384	316	400	84		84	79.0 %
4021	TELEPHONE & FAX	1,356	904	1,400	496		496	64.6 %
4022	POSTAGE	292	198	500	302		302	39.5 %
4023	STATIONERY & PRINT'G	1,001	399	1,300	901		901	30.7 %
4024	SUBSCRIPTIONS/DON'NS	2,080	2,378	3,500	1,122		1,122	67.9 %
4025	INSURANCE	7,592	7,814	8,700	886		886	89.8 %
4026	PUBLICATIONS	42	0	250	250		250	0.0 %
4027	PHOTOCOPY CHARGES	928	373	700	327		327	53.3 %
4030	RECRUITMENT ADVERT'G	0	0	500	500		500	0.0 %
4041	EQUIPMENT HIRE	954	226	1,300	1,074		1,074	17.4 %
4051	BANK CHARGES	78	39	200	161		161	19.4 %
4054	LOAN CAPITAL PAID	0	0	11,736	11,736		11,736	0.0 %
4056	LEGAL FEES	4,445	2,836	5,000	2,164		2,164	56.7 %

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/09/2015

Month No : 6

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4057	AUDIT FEES	1,065	1,000	1,200	200		200	83.3 %
4060	OTHER PROF FEES	200	0	200	200		200	0.0 %
4069	WEB DEVELOPMENT	129	0	1,000	1,000		1,000	0.0 %
4453	OFFICE EQUIPMENT	357	0	500	500		500	0.0 %
	ADMINISTRATION :- Expenditure	155,027	86,169	184,811	98,642	0	98,642	46.6 %
1078	MAINT COST RECOVERED	0	0	150	-150			0.0 %
1079	OTHER COST RECOVERED	34	66	0	66			0.0 %
1090	INTEREST RECEIVED	3,621	0	3,500	-3,500			0.0 %
	ADMINISTRATION :- Income	3,656	66	3,650	-3,584			1.8 %
	Net Expenditure over Income	151,371	86,103	181,161	95,058			
<u>402</u>	<u>CIVIC ACTIVITIES</u>							
4002	MEMBERS EXPENSES	1,823	1,044	1,500	456		456	69.6 %
4016	PREMISES HIRE	53	0	200	200		200	0.0 %
4020	MISC ESTAB'T COSTS	296	27	200	173		173	13.3 %
4024	SUBSCRIPTIONS/DON'NS	417	0	0	0		0	0.0 %
4032	PUBLICITY	0	0	250	250		250	0.0 %
4033	NEWSLETTER	3,839	0	4,000	4,000		4,000	0.0 %
4450	ARCHIVES	0	0	300	300		300	0.0 %
4901	GRANTS MADE	2,000	0	2,000	2,000		2,000	0.0 %
	CIVIC ACTIVITIES :- Expenditure	8,427	1,071	8,450	7,379	0	7,379	12.7 %
1001	INCOME - RENTS	0	350	0	350			0.0 %
1076	PRECEPT	330,654	175,542	337,890	-162,348			52.0 %
1079	OTHER COST RECOVERED	201	355	0	355			0.0 %
1084	MISC INCOME	15,595	0	13,193	-13,193			0.0 %
	CIVIC ACTIVITIES :- Income	346,450	176,247	351,083	-174,836			50.2 %
	Net Expenditure over Income	-338,023	-175,176	-342,633	-167,457			
<u>403</u>	<u>HOLDING FUNDS</u>							
4048	CONTINGENCY	28,107	0	4,473	4,473		4,473	0.0 %
	HOLDING FUNDS :- Expenditure	28,107	0	4,473	4,473	0	4,473	0.0 %
	Net Expenditure over Income	28,107	0	4,473	4,473			
<u>404</u>	<u>F & GP RENTS</u>							
1001	INCOME - RENTS	8,450	6,526	12,421	-5,895			52.5 %
1002	INCOME - PERMITS	48	250	0	250			0.0 %
1003	INCOME - FEES	250	0	0	0			0.0 %

CWP C (2015/16)**Detailed Income & Expenditure by Budget Heading 30/09/2015****Month No : 6****Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1011	INCOME - WAYLEAVES	129	0	85	-85			0.0 %
	F & GP RENTS :- Income	<u>8,877</u>	<u>6,776</u>	<u>12,506</u>	<u>-5,730</u>			<u>54.2 %</u>
	Net Expenditure over Income	<u>-8,877</u>	<u>-6,776</u>	<u>-12,506</u>	<u>-5,730</u>			
	Finance & General Purposes :- Expenditure	191,561	87,240	197,734	110,494	0	110,494	44.1 %
	Income	358,982	183,089	367,239	-184,150			49.9 %
	Net Expenditure over Income	<u>-167,421</u>	<u>-95,849</u>	<u>-169,505</u>	<u>-73,656</u>			