CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Tuesday, 12 January 2016 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**
6. **Health & Safety**
7. **Legal**
   7.1 Allotment Tenancy Agreement – Chapel Road
   7.2 Green Dragon Mast
   7.3 Byelaws
8. **Neighbourhood Action Group Feedback**
9. **Grants**
10. **Publicity**
11. **Computer Maintenance Package**
12. **In- House Audit**
13. **Devolution Update**
14. **Committee Finances**
15. **Council Finances**
16. **Precept Setting**
17. **Questions from council members and the public**
18. **Accounts for Payment**
19. **Confidential Item**

W Thompson

Wendy Thompson
Clerk to the Council
29 December 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

Members are asked to NOTE that there are no updates.

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 Allotment Tenancy Agreement – Chapel Road

Members are asked to CONSIDER and APPROVE a recommendation from the Leisure Facilities Committee to change clause 7f in the Agreement for the Chapel Road site, which currently reads;

> *'A bonfire for the disposal of diseased material is permitted upon the tenant's own plot but only between <u>1st September and 31st May</u>. Any bonfire is to be supervised by the tenant and is not to be left in a lit state;'*

The allotment holders at Chapel Road allotments would like a reduction to the time allowed for bonfires and would like the clause to read; *...... between 1st September and 30th April.*

The amendment would be implemented from 1 October 2016 when the next agreements are sent out.

7.2 Green Dragon Mast

Members are asked to NOTE that no further communication has been received from Arqiva, however the Clerk has been chasing for a further in year payment in the hope that this will open a dialogue.

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.

AGENDA ITEM 9

Grants

Members are asked to CONSIDER the attached request from Mr Tony Rose on behalf of the organising committee for the Tylers Green Big Village Weekend. Members are asked to NOTE that the request is not from a recognised body and therefore does not comply with the parish council's grant policy, members are therefore asked to CONSIDER the request in principle and advise that the request be made through the Resident's Society or similar body. APPENDIX A

Members are also asked to CONSIDER a request from the Flackwell Heath Residents Association on behalf of the Old Kiln Road Action Group asking for funds to support means of securing the car park In Old Kiln

Road to the rear of the old Budgens store. Anti-social behaviour in the car park has been an ongoing issue and the landlord has advised that the car park could once again be permanently closed. APPENDIX B

Members are asked to NOTE that no grant requests have been approved in the current financial year, the budget still stands at £2,500.

AGENDA ITEM 10

Publicity
Members are asked to NOTE that the newsletter is on the website and also out for delivery.

AGENDA ITEM 11

Computer Maintenance Package
Members are asked to NOTE that issues have been ongoing with the email system locking and the back-up, which is done every evening, failing frequently due to software errors all of which are beyond staff capability to fix and unfortunately the current software support arrangements are not working.

Members are asked to CONSIDER a recommendation from a member to use a firm to re-configure our systems and support for a year.

AGENDA ITEM 12

In-house Audit
Members are asked to RECEIVE a report from Cllr Herschel and Cllr Darch on the In-house Audit undertaken on 19 November 2015, just received by the Clerk. The Clerk is to prepare a report based on the issues raised for Full Council on 26 January 2016. APPENDIX C

AGENDA ITEM 13

Devolution Update
Members are asked to RECEIVE an update from Cllr Forbes who attended the Local Councils Devolution Meeting on 5 November 2015.

AGENDA ITEM 14

Committee Finances
Members are asked to NOTE that current position of the committee's income and expenditure at month 8.
APPENDIX D

AGENDA ITEM 15

Council Finances
Members are asked to NOTE that current position of the council's income and expenditure at month 8.
APPENDIX E

AGENDA ITEM 16

Precept Setting
Attached are copies of the draft budgets considered by each of the committees. Amendments to the budgets may be made to take into account the approved precept level and strategy, before they are re-presented at the next meeting of the committee on Thursday 24 March 2016. APPENDIX F

Members are asked to APPROVE the proposal (APPENDIX G) from Cllr Forbes and seconded by Cllr Wood of a precept increase of 0.58% to be taken as a recommendation to Full Council on Tuesday 26 January 2016.

AGENDA ITEM 17

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 18

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

Confidential items – exclusion of public and press
In view of the confidential nature of the business to be considered it is RECOMMENDED that the committee resolve to exclude the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960.

AGENDA ITEM 19

Salaries 2016
Discussion led by the chairman of the committee prior to consideration by the Council on Tuesday 26 January 2016. This follows a meeting of the Staff Committee (Chairman, Vice Chairman and Committee Chairman). APPENDIX H

Date and Time of Next Meeting: Thursday, 24 March, 2016 at 7.30pm

APPENDIX A

Ms Wendy Thompson Clerk to the Council

Chepping Wycombe District Council

Cock Lane

Tylers Green

Buckinghamshire HP10 8DS

14 December 2015

Request for grant to support Penn & Tylers Green Big Village Weekend 17 – 19 June 2016

As you may know, an organising committee has been formed to plan and execute a programme of community events to be held over the weekend of 17 – 19 June 2016.

The committee is chaired by Adrian Cooper and comprises local residents and representatives from various local organisations such as WI, local schools, Village Care, the Church, Scouts and others. It has previous experience of organising this kind of activity and was responsible for the extraordinarily successful Queen's Diamond Jubilee Celebrations in June 2012.

The committee proposes to coordinate events which will appeal to a wide cross section of residents of all ages and will be centred on the Common around established core events such as the Fun Run/Penn7 and Open Gardens. All members of the organising committee are giving up their time freely and all available local resources will be utilised in the realisation of this ambitious project.

With regard to the costs of mounting such programme, revenue will be generated by the individual events and sponsorship, collections, raffles, food and drink sales and side shows. Additionally, we are securing commitments from local organisations and individuals to provide some major items such as marquees, staging, hall hire, PA and printing costs either at significantly reduced rates or in some cases free of charge.

However, overhead costs, covering insurances, equipment hire, toilets, electricity, prizes etc etc will need to be financed and as a result, we are actively exploring all possible funding opportunities.

We hope the Council will share our enthusiasm for the staging of such a community event and, via this letter, we are asking CWPC to provide a grant of £1000 to contribute to the project's start-up costs. If awarded, the funds would be spent to secure insurances, deposits on equipment and other costs of securing essential goods and services in advance of the event. For this reason, it would be most helpful if the grant could be paid during the Council's current financial year.

I hope I have given your Council sufficient information about the project for them to make their decision but, if not, please let me know what further details they require and i will be pleased to supply them.

Yours sincerely

Tony Rose

Treasurer

APPENDIX B

CHEPPING WYCOMBE PARISH COUNCIL

Application for grant/loan by charitable, voluntary or other organisations

Part 1

1. Name of organisation:
   Flackwell Heath Residents' Association

2. Hon. Secretary:
   Address:

   Please use
   Address:

   Tel: (
   EM: (

   This address will be used for all general correspondence

3. Hon. Treasurer:
   Address:

   Please use (
   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:...***1111230...***			g) Other? (Please specify)	N/A

5. What are the objectives of the organisation?

   Please refer to the attached "Who we are and What we do" Document

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?
   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.

   Annual subscription £5 per person for 1 year or £25 per person for 5 years or £35 per couple for 5 years

   2013 ***395 Members***
   2014 ***475 Members***
   2015 ***405 Members***

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) Other material concerning the organisation in support of the application

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.

   Again, please refer to the attached "Who we are and What we do" document. This is currently being revised to include 2015's major activities: Christmas Lights & Party Expansion; Village Fete & Picnic Expansion; continued care for the environment (Litter Picks, Jubilee Garden, Planters). The major Committee activity during 2015 was a Village Survey which is in the final stages of publication. Once finished, we will be sharing the results with CWPC and other interested parties.

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

   As a registered charity, FHRA are in a position to make an application to the Parish Council on behalf of the growing number of the village's residents who are experiencing ever increasing Anti-Social Behaviour at the Old Kiln Road Car Park in Flackwell Heath (Budgens' Car Park).

   The behaviour, which we are told has been reported to the police, and documented in other ways includes: cars with wheels spinning, flashing lights shining into bedrooms; rubbish – fast-food containers (attracting rodents), nitrous oxide canisters and other drug paraphernalia; offensive and loud language; highly pitched female screeching; booming music; football late in the evening; and people urinating against garden fence.

   The immediate residents have formed an Action Group and have held meetings at which residents, village groups and various authorities (including the Parish and District Council and Thames Valley Police).

   Due to the ASB complaints, the landlord has stated their plan to permanently close the OKR Car Park. This will result in the loss of 66 parking spaces used daily by the Carrington Schools (that draw pupils from Loudwater and other areas), and people visiting local businesses who bring vital commercial benefit to the village. The threatened closure of the car park would exacerbate the parking problems already experienced in the village and cause potential damage to local businesses who are already struggling.

   The extent of the anti-social behaviour and its effect on local residents cannot be underemphasised and has resulted in regular reports to Thames Valley Police. The situation has recently become worse as a "fight club" is meeting in the Car Park at night, using cars to form a "boxing ring" and fighting in the light generated by the cars' headlights.

   FHRA understands that, following a police initiative, CWPC had already agreed to part fund the installation of a hinged barrier to be used at night. Since then, the issues have escalated and vehicles could access the Car Park via the verges so a full fence structure with gates may appear to be a better solution. Clearly this is a much more expensive option. We understand the quotes received are between £10-£12,500 to erect similar fencing to that which surrounds the Bowls Club, and appropriate barriers over the entrances. The Group secured the services of reliable volunteers to man the opening and closing of the barriers in the morning and at night. This application is based on the most expensive option currently identified. Of course with further investigation and discussion, it may be possible to come up with an alternative, cheaper, but nonetheless viable solution.

   b) Specify:

i)	Total estimated cost	£12,500 (one option)
ii)	Dates scheduled to commence and complete	TBA – see note below
iii)	Amount already available	TBA – see note below
iv)	Amount expected to be available at commencement	TBA – see note below
v)	Other applications for grants for this project	TBA – see note below

Body: Amount applied for:

....

....

Note:
In view of the CWPC meeting schedules, this Application is being submitted before the OKR Residents have had an opportunity to identify other grant applications and sources of funding. However, as a group, they have agreed that they will: look for other grant opportunities; do some fundraising (and have experience of same); and look within their own group for potential funding. Due to the prompt application, and the recent holiday season, regret it isn't possible to specify the amounts involved which is why the answer to Question 3 is maximum possible.

Note:
FHRA believes the logical alternative to providing barriers to the Car Park, is for the Parish Council to buy the car park outright, securing the future of an invaluable village asset.

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

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

FHRA believes this application meets many of the **clear needs for financial support to benefit the parish** *as per their Grants Policy and Procedure, namely:*

- *Keeping the car park open,* **provides a local service or facility**; *the car park is vital to residents, businesses, parents of schoolchildren etc. The safety of children attending Carrington Schools and the nearby nurseries is enhanced as the car park provides a place for parents to park and walk their children to school/nursery rather than drop them on Chapel Road (where parking is limited with the welcome addition of double-yellow lines on one side of the road).*
- *Closing the car park at night,* **enhances the quality of life AND well-being of residents, visitors and those employed within Flackwell Heath.**
- *Closing the car park at night,* **improves the environment** *as the constant littering by those responsible for the ASB (general rubbish and drugs paraphernalia);* **improves the environment** *as it will reduce light and noise pollution at night;* **improves the environment** *as it will reduce the risk of serious injury or even fatality as drivers use the Car Park as a race-track and exit onto Old Kiln Road at high speeds (some drivers are perhaps under the influence of drugs)*
- *Helping residents in such a positive and constructive manner* **promotes Chepping Wycombe in a positive way**. *It shows that the area has a caring Parish Council concerned for its parishioners, and its environment; things that make Flackwell Heath a more attractive place for people to live.*

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

Signed: ... . Date: 5th January 2016

Capacity in which signed: Vice-Chair & Acting Secretary

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 return the completed application and supporting documents to:

by:

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

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

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

Flackwell Heath Residents' Association

Income and Expenditure Account
For the Year Ended 31st December 2014

	Note	Unrestricted funds £	Restricted income funds £	Total this year £	2013 £
Income					
Grants and Donations	4	390	-	390	250
Membership Fees		2,136	-	2,136	1,923
Gift Aid Refund		481	-	481	591
Fundraising	6	1,633	-	1,633	1,504
Village Picnic		-	940	940	-
Interest		49	-	49	173
		4,689	940	5,629	4,441
Expenditure					
Fundraising	6	715	-	715	451
Gardens		309	700	1,009	456
Christmas Tree and Lights		1,150	-	1,150	1,156
Public Liability Insurance		845	-	845	845
Planning and Environment		-	-	-	146
Police and Traffic		-	-	-	210
Village Picnic		-	735	735	529
Printing, Pastage and Stationery		552	-	552	180
Sundry Expenses		144	-	144	155
Donations;					
CWPC re MVAS Equipment		638	-	638	-
CWPC re Fitness Trail		-	-	-	5,021
CWPC re Playground regeneration		-	-	-	20,000
CWPC re Parkour equipment		-	-	-	1,000
School Plaque		-	-	-	450
Royal British Legion Wreath		20	-	20	20
		4,373	1,435	5,808	30,619
Net income / expenditure before transfers		316	-495	-179	-26,178
Gross transfers between funds		-	-	-	-
Net movement in funds		316	-495	-179	-26,178
Total funds brought forward		10,483	730	11,213	37,391
Total funds carried forward	5	10,799	235	11,034	11,213

Flackwell Heath Residents' Association

Balance Sheet
At 31st December 2014

	Note	Total this year	2013
		£	£
Current assets			
Prepayments		-	-
Cash at bank - current account		1,472	198
Cash at bank - deposit account		12,104	11,055
		13,576	11,253
Current Liabilities			
Creditors and Accruals		10	-
Prepaid Membership Fees		2,532	40
		2,542	40
Total Net assets		11,034	11,213
Funds of the Charity			
Unrestricted funds		10,799	10,483
Restricted funds	5	235	730
Designated funds	7	-	-
Total funds		11,034	11,213

Approved on behalf of all the Trustees

Ji

Chairman

Treasurer

Date: 6 March 2015

Flackwell Heath Residents' Association

Notes to the accounts

1 Basis of Preparation

The accounts have been prepared on an accruals basis.

2 Accounting Policies

Income and expenditure are both accrued, if relevant, to the year's operations.

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Where incoming resources have related expenditure, as with fundraising income, the incoming resources and related expenditure are reported gross in the accounts.

3 Fees for examination of the accounts

Our Independent Examiner charged no fee (2013 £0) for examining the accounts.

4 Grants and Donations

	Unrestricted	Restricted	Total
	£	£	£
Sundries	390	-	390
	390	0	390

5 Restricted Funds

	Opening Balance	Received this year	Spent this year	Closing Balance
In Memory of Geoff Leonard	730	-	700	30
Village Picnic	-	940	735	205
	730	940	1,435	235

6 Analysis of Fund Raising

	Income	Expenditure	Surplus This Year	2013
	£	£	£	£
Ballroom Dance	-	-	0	464
Quiz Night	887	202	685	480
Wine Tasting	390	285	105	0
Other	356	228	128	109
	1,633	715	918	1,053

7 Designated Funds

None of the £10,799 unrestricted funds at 31st December 2014 has been designated for specific expenditure (2013 £0).

Issue 2

CONSTITUTION

FLACKWELL HEATH RESIDENTS ASSOCIATION

Registered Charity No. 1111230

13

Issue 2

Constitution

adopted on the ...31st....day of ....August.. 2004 and amended to incorporate Amendment Number 1 dated 6 December 2004; further amended as Issue 2 by resolution at the Annual General Meeting on 14th March 2013

A Name

The name of the Association is Flackwell Heath Residents Association ("the Charity").

B Administration.

Subject to the matters set out below the Charity and its property shall be administered and managed in accordance with this constitution by the members of the Executive Committee, constituted by clause **G** of this constitution ("the Executive Committee").

C Objects.

The Charity's objects ("the objects") are:

TO PROMOTE THE BENEFIT OF THE INHABITANTS OF FLACKWELL HEATH, HIGH WYCOMBE, BUCKINGHAMSHIRE, (THE AREA OF BENEFIT) WITHOUT DISTINCTION OF SEX OR POLITICAL, RELIGIOUS OR OTHER OPINIONS, BY ASSOCIATING WITH THE LOCAL AUTHORITIES, VOLUNTARY ORGANISATIONS AND INHABITANTS IN A COMMON EFFORT TO ADVANCE EDUCATION AND TO PROVIDE FACILITIES IN THE INTEREST OF SOCIAL WELFARE FOR RECREATION AND LEISURE TIME OCCUPATION WITH THE OBJECT OF IMPROVING THE CONDITIONS OF LIFE FOR THE SAID INHABITANTS.

TO PROMOTE THE PRESERVATION, DEVELOPMENT AND IMPROVEMENT FOR THE PUBLIC BENFEIT OF THE CHARACTER AND AMENITIES OF THE AREA OF BENEFIT.

D Powers.

In furtherance of the objects but not otherwise the Executive Committee may exercise the following powers:

(i) power to raise funds and to invite and receive contributions provided that in raising funds the Executive Committee shall not undertake any substantial permanent trading activities and shall conform to any relevant requirements of the law;

(ii) power to buy, take on lease or in exchange any property necessary for the achievement of the objects and to maintain and equip it for use;

(iii) power subject to any consents required by law to sell, lease or dispose of all or any part of the property of the Charity;

(iv) power subject to any consents required by law to borrow money and to charge all or any part of the property of the Charity with repayment of the money so borrowed;

(v) power to employ such staff (who shall not be members of the Executive Committee) as are necessary for the proper pursuit of the objects and to make all reasonable and necessary provision for the payment of pensions and superannuation for staff and their dependants;

(vi) power to co-operate with other charities, voluntary bodies and statutory authorities operating in furtherance of the objects or of similar charitable purposes and to exchange information and advice with them;

(vii) power to establish or support any charitable trusts, associations or institutions formed for all or any of the objects;

(viii) power to appoint and constitute such advisory committees as the Executive Committee may think fit;

(ix) power to do all such other lawful things as are necessary for the achievement of the objects.

E Membership

(1) Membership of the Charity shall be open to:

(i) any person over the age of 18 years, living in the area of benefit, interested in furthering the objects and who has paid the annual subscription that may be laid down from time to time by the Executive Committee (any such person being called a "full member");

(ii) any body corporate or unincorporated association which is interested in furthering the Charity's work and has paid any annual subscription (any such body being called in the constitution a "member organisation".

(iii) Any person over the age of 18 years, not living in the area of benefit but interesting in furthering the objects and who has paid the annual subscription that may be laid down from time to time by the Executive Committee (any such person being called an "affiliated member").

(2) Every member shall have one vote.

(3) Each member organisation shall appoint an individual to represent it and to vote on its behalf at meetings of the Charity; and may appoint an alternate to replace its appointed representative at any meeting of the Charity if the appointed representative is unable to attend.

(4) Each member organisation shall notify the name of the representative appointed by it and of any alternate to the secretary. If the representative or alternate resigns from or otherwise leaves the member organisation, he or she shall forthwith cease to be a representative of the member organisation.

(5) The Executive Committee may by unanimous vote and for good reason terminate the membership of any individual or member organisation: Provided that the individual concerned or the appointed representative of the member organisation concerned (as the case maybe) shall have the right to be heard by the Executive Committee, accompanied by an associate, before a final decision is made.

F Honorary Officers.

At the annual general meeting of the Charity the members shall elect from amongst themselves a chairman, a vice chairman, a secretary and a treasurer, who shall hold office from the conclusion of that meeting. These Honorary Officers shall be deemed to be the Trustees of the Charity, together with up to two additional Trustees nominated from other Executive Committee Members by the Honorary Officers. All Trustees of the Charity shall sign a Declaration of Acceptance and of Willingness and of Eligibility for Trustees.

G Executive Committee

(1) The Executive Committee shall consist of not less than 5 (five) full members nor more than 11 members being:

The honorary officers
The membership secretary
The members' representative
Ex Officio Members

(2) The Executive Committee may form any number of "Sub-Committees", also known as "Groups" to deal with specific areas of interest to the Charity.

Groups may include, but not be limited to:

The Planning & Environment Group
The Police & Traffic Group
The Youth Group
The Decorations Group
The Events Group

(i) Each Group shall have a Chairman who will be an ex officio member of the Executive Committee. All group members shall be full members of the Charity.

(ii) Group meetings will be held in accordance with the principles of Clause J of this Constitution and the minutes should be provided to the Executive Committee promptly after the meeting. No group member should benefit from any decision made by the group without declaring a personal interest and if a personal interest is declared, that member shall not have a vote on that decision.

(3) **Co-opted Members**
The Executive Committee may appoint co-opted members but no one may be appointed as a co-opted member if, as a result, more than one third of the members of the Executive committee would be co-opted members. Each appointment of a co-opted member shall be made at a meeting of the Executive Committee called under clause J(1) and shall take effect from the end of that meeting unless the appointment is to fill a place which has not then been vacated in which case the appointment shall run from the date when the post becomes vacant. Co-opted members may include one representative from Chepping Wycombe Parish Council.

(4) All the members of the Executive Committee shall retire from office together at the end of the annual general meeting next after that date on which they came into office but they may be re-elected or re-appointed.

(5) The proceedings of the Executive Committee shall not be invalidated by any vacancy among their number or by any failure to appoint or any defect in the appointment or qualification of a member.

(6) Nobody shall be appointed as a member of the Executive Committee who is aged under 18 or who would if appointed be disqualified under the provisions of the following clause.

(7) No person shall be entitled to act as a member of the Executive Committee whether on a first or on any subsequent entry into office until after signing a declaration of acceptance and of willingness to act in the trusts of the Charity.

H Determination of Membership of Executive Committee.

(1) A member of the Executive Committee shall cease to hold office if he or she:

(i) is disqualified from acting as a member of the Executive Committee by virtue of section 72 of the Charities Act 1993 (or any statutory re-enactment or modification of that provision);

(ii) becomes incapable by reason of mental disorder, illness or injury of managing and administering his or her own affairs;

(iii) is absent without the permission of the Executive Committee from all their meetings held within a period of six months and the Executive Committee resolve that his or her office be vacated; or

(iv) notifies to the Executive Committee a wish to resign (but only if at least three members of the Executive Committee will remain in office when the notice of resignation is to take effect).

I Executive Committee Members not to be personally interested.

(1) Subject to the provisions of sub-clause (2) of this clause no member of the Executive Committee shall acquire any interest in property belonging to the Charity (otherwise than as a trustee for the Charity) or receive remuneration or

be interested (otherwise than as a member of the Executive Committee) in any contract entered into by Executive Committee.

(2) Any member of the Executive Committee for the time being who is a solicitor, accountant or other person engaged in a profession may charge and be paid all the usual professional charges for business done by him or her or his or her firm when instructed by the other members of the Executive Committee to act in a professional capacity on behalf of the Charity: Provided that at no time shall a majority of the members of the Executive Committee benefit under this provision and that a member of the Executive Committee shall withdraw from any meeting at which his or her own instruction or remuneration, or that of his or her firm, is under discussion.

J Meetings and proceedings of the Executive Committee.

(1) The Executive Committee shall hold at least two ordinary meetings each year. A special meeting may be called at any time by the chairman or by any two members of the Executive Committee upon not less than 7 days' notice being given to the other members of the Executive Committee of the matters to be discussed but if the matters include an appointment of a co-opted member then not less than 21 days' notice must be given.

(2) The chairman or vice chairman shall act as chairman at meetings of the Executive Committee. If the chairman or vice chairman is absent from any meeting, the members of the Executive Committee present shall choose one of their number to be chairman of the meeting before any other business is transacted.

(3) There shall be a quorum when at least one half of the number of members of the Executive Committee including at least one half of the number of the Trustees of the Charity, , are present at a meeting.

(4) Every matter shall be determined by a majority of votes of the members of the Executive Committee present and voting on the question but in the case of equality of votes the chairman of the meeting shall have a second or casting vote.

(5) The Executive Committee shall keep minutes of the proceedings at meetings of the Executive Committee and any sub-committee.

(6) The Executive Committee may from time to time make and alter rules for the conduct of their business, the summoning and conduct of their meetings and the custody of documents. No rule may be made which is inconsistent with this constitution.

K Receipts and expenditure.

(1) The funds of the Charity, including all donations contributions and bequests, shall be paid into an account operated by the Executive Committee in the name of the Charity at such bank as the Executive Committee shall from time

to time decide. All cheques drawn on the account must be signed by at least two Trustees.

(2) The funds belonging to the Charity shall be applied only in furthering the objects.

L Property.

(1) Subject to the provisions of sub-clause (2) of this clause, the Executive Committee shall cause the title to:

(i) all land held by or in trust for the charity which is not vested in the Official Custodian for Charities; and

(ii) all investments held by or on behalf of the charity;

to be vested either in a corporation entitled to act as custodian trustee or in not less than three individuals appointed by them as holding trustees. Holding trustees may be removed by the Executive Committee at their pleasure and shall act in accordance with the lawful directions of the Executive Committee. Provided they act only in accordance with the lawful directions of the Executive Committee, the holding trustees shall not be liable for the acts and defaults of its members.

(2) If a corporation entitled to act as custodian trustee has not been appointed to hold the property of the charity, the Executive Committee may permit any investments held by or in trust for the charity to be held in the name of a clearing bank, trust corporation or any stockbroking company which is a member of the International Stock Exchange (or any subsidiary of any such stockbroking company) as nominee for the Executive Committee, and may pay such a nominee reasonable and proper remuneration for acting as such.

M Accounts.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to:

(1) the keeping of accounting records for the Charity;

(2) the preparation of annual statements of account for the Charity;

(3) the auditing or independent examination of the statements of account of the Charity; and

(4) the transmission of the statements of account of the Charity to the Commissioners.

N Annual Report.

The Executive Committee shall comply with their obligations under the Charities Act 1993 (or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual report and its transmission to the Commissioners.

O Annual Return

The Executive Committee shall comply with their obligations under the Charities Act 1993(or any statutory re-enactment or modification of that Act) with regard to the preparation of an annual return and its transmission to the Commissioners.

P Annual General Meeting

(1) There shall be an Annual General Meeting of the Charity which shall be held as soon as practicable after the financial year-end of the Charity..

(2) Every annual general meeting shall be called by the Executive Committee. The secretary shall give at least 21 days' notice of the annual general meeting to all members of the Charity and to other Flackwell Heath villagers. Only members of the Charity shall be entitled to vote at the meeting..

(3) The chairman shall be the chairman of annual general meetings, but if neither he or she nor the vice chairman is present, before any other business is transacted, the persons present shall appoint a chairman of the meeting.

(4) The Executive Committee shall present to each annual general meeting the report and accounts of the Charity for the preceding year.

(5) Nominations for election to the Executive Committee may be made by members of the Charity in writing to the Secretary at least 14 days before the annual general meeting. Should nominations exceed vacancies, election shall be by ballot.

Q Special General Meetings.

The Executive Committee may call a Special General Meeting of the Charity at any time. If at least ten members request such a meeting in writing stating the business to be considered the secretary shall call such a meeting. At least 21 days' notice must be given. The notice must state the business to be discussed.

R Procedure at General Meetings.

(1) The secretary or other person specially appointed by the Executive Committee shall keep a full record of proceedings at every general meeting of the Charity.

(2) There shall be a quorum when at least one twentieth of the number of members of the Charity for the time being or nine members of the Charity, whichever is the greater, are present at any general meetings.

S Notices.

Any notice required to be served on any member of the Charity shall be in writing and shall be served by the secretary or the Executive Committee on any member either personally or by sending it through the post in a prepaid letter addressed to such member at his or her last known address in the United Kingdom, and any letter so sent shall be deemed to have been received within 10 days of posting.

T Alterations to the Constitution.

(1) Subject to the following provisions of this clause the Constitution may be altered by a resolution passed by not less than two thirds of the members present and voting at a general meeting. The notice of the general meeting must include notice of the resolution, setting out the terms of the alteration proposed.

(2) No amendment may be made to clause **A** (the name of charity clause), clause **C** (the objects clause), clause **I** (Executive Committee members not to be personally interested clause), clause **U** (the dissolution clause) or this clause without the prior consent in writing of the Commissioners.

(3) No amendment may be made which would have the effect of making the Charity cease to be a charity at law.

(4) The Executive Committee should promptly send to the Commissioners a copy of any amendment made under this clause.

U Dissolution.

If the Executive Committee decides that it is necessary or advisable to dissolve the Charity it shall call a meeting of all members of the Charity, of which not less than 21 days' notice (stating the terms of the resolution to be proposed) shall be given. If the proposal is confirmed by a two-thirds majority of those present and voting the Executive Committee shall have power to realise any assets held by or on behalf of the Charity. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Charity as the members of the Charity may determine or failing that shall be applied for some other charitable purpose. A copy of the statement of accounts, or account and statement, for the final accounting period of the Charity must be sent to the Commissioners.

Signed ....Chairman

....Vice-Chairman

....Secretary

....Treasurer

Flackwell Heath
Residents' Association

WHO WE ARE AND WHAT WE DO

c/o Express Video 3 Straight Bit Flackwell Heath Bucks HP10 9LS
e-mail: join-fhra@flackwellheath.net

Flackwell Heath Residents' Association (FHRA) is a charity set up to support community life and make the village a better place to live. A membership organisation, we promote the concerns of all residents, liaising with Parish, District and County Councils and interested parties. We have three key aims.

We aim to improve the life of residents by:

1. Providing leisure and recreation facilities for the social benefit
2. Promoting the preservation, development and improvement of the character and amenities of the village
3. Advancing education

FHRA is run by an Executive Committee of volunteers. Each year we agree priorities for the year ahead as well as continuing on-going efforts in four key areas: Planning, Environment & Decorations; Police & Traffic; Events and Youth. We work hard to offer benefits to the village every day, every week, wherever possible working together with other village organisations particularly Flackwell Heath Community Association who run the Community Centre.

FHRA relies on membership fees and fundraising activities to deliver benefits to the village for the public good.

What we do

1. **Communicate village views** to Parish, District and County Councils, media and community groups for example:
   - **Representing village views on speeding and anti-social behaviour to the police**, sitting on the Neighbourhood Action Group (NAG) and actively participating with the Community Speedwatch programme. We have funded speed awareness equipment, identified more speeding hot spots and collected traffic volume evidence.
   - **Representing residents' views on planning issues,** continuing to monitor the Daws Hill development and Old Nursery site as well as other planning applications and parking issues. We hand delivered letters to all residents highlighting Wycombe's New Local Plan (NLP) including housing, business and infrastructure that will affect our local area. Views expressed at our AGM were collated and sent to the council. We have attended all NLP meetings and workshops, including the reserve sites and junction 3A, ensuring we are recognised as a stakeholder.

2. **Run community events for all**
    - Building on the popularity and success of the 2012 Diamond Jubilee celebration we introduced a free village picnic in 2013 expanded in 2014, in partnership with the Community Association to a Fete and Picnic, coordinating and bringing together other village groups.
    - We've also hosted events including quiz night, Christmas Lights switch on, ballroom dance, wine-tasting and run stalls at Carrington School fete and Christ Church Christmas Fayre.

3. **Plant and care for green spaces in the village with the help of our volunteers**
    - tending the Jubilee garden (home to the permanent Christmas tree), planters on Chapel Road, Chapman Lane, and outside Radhuni and planting bulbs throughout the village.
    - continuing the project to create planters at village gateways is underway beginning with Heath End Road.

4. **Look after our village environment and character**
    - We have planted cherry trees throughout the village reflecting Flackwell Heath's heritage
    - We encourage residents to care for their own environment, for instance organising litter picks, helping to make the village a more pleasant place to be, and informing relevant parties if action is required.

5. **Undertake special projects:**
    - Survey of members and villagers to find out what is important to them and what they would like from village life
    - We are continuing with the 5 year plan to light up the centre of the village at Christmas. We arrange and pay for the lights to be put up, turned on, taken down and stored for the rest of the year.
    - We continue to participate in the Parish Council's working group for the rejuvenation of the playground facilities on Straight Bit, and donated £26,000 towards the initial phase.
    - We supported the formation of a new Youth Club and are active contributors to the Flackwell Heath Forum

2015's priorities

1. Participate in working groups to ensure that village views are included in discussions about the future of the area
2. Survey the whole village to establish views and priorities to help us decide what we spend time on and seek funding for.
3. Continue the Christmas lights plan and village gateway planter scheme
4. Fund and implement speed reducing equipment and data collection

APPENDIX C

Chepping Wycombe Parish Council

In-house Audit

by Cllr. Jeff Herschel and Cllr. Haydn Darch
on Thursday 19 November 2015

Council members, as a body, are responsible for ensuring that the council's account and systems of control are being adhered to. Annually two members are appointed to independently examine any aspect of them and report to members through the Finance and General Purposes Committee.

On this occasion we looked at payments by and receipts made to the council in one month and one element of the council's established control systems. The month, chosen at random, was August.

- For accounts we followed the process through from the purchase order being raised to the invoice finally being cleared by our bankers
- The systems control element chosen was to review grounds team time and work sheets for the same month, August

Accounts

We found:

- that the system for raising purchase orders, when appropriate, appears generally to be being followed; with the clerk approving the orders raised by others and also completing purchase orders for those purchases made by herself on behalf of the council
- that the purchase orders are usually being reconciled against the invoices and generally attached to the appropriate invoices
- that the invoices are being entered up in the council's computerised accounts system
- that the invoices supporting payments made are being filed in a way that makes it reasonably easy to find and check them
- as reported at the last in-house audit in December 2014 not all payments made are being reported to members as required by the council's financial regulations; and that they are as a consequences not 'approved payments'.
- one instance of significant unauthorised work costing nearly £1,000 was found; the expenditure not being reported to members and possibly ultra vires was noted

Errors of omission

Most invoices were supported by a properly completed purchase order, but not all. In particular we noted three;

- Active Pest Control (glis glis infestation)
- Alpha Packaging (black plastic waste bags)
- Miller Commercial (vehicle servicing)

It may be, as suggested by the clerk, that the POs were still in the PO file, but this file should be periodically 'cleaned'' and either left in the file awaiting delivery/service or removed and attached to the relevant invoice. Those members signing suppliers cheques should be looking for attached POs and drawing the clerks attention to their being 'missing'

A number of payments were made in the month by either Direct Debit or BACS and not reported to members and therefore 'unapproved':

- Barclays Bank £ 6.46
- BACS £9,288.61

This is similar to the situation - but many fewer items on this occasion - reported in December 2014; though the clerk has, post-August, put in place a simple summary to remind her to report BACS payment for staff salaries, tax and NI contributions.

Errors of commission
We were surprised to find an invoice for work undertaken on the highway in School Road, Tylers Green, replacing loose or missing kerbstones, more properly the responsibility of the county council's highway department. No effort appears to have been made to report the problem to Transport for Buckinghamshire who have elsewhere in the parish made good loose or missing kerbstones once reported to them. The cost of this unauthorised work was £950.00

Neither the clerk nor the chairman of the council who signed the purchase order would appear to have delegated powers to authorise the work which was included in an invoice from the contractor who had been selected to raise by double-kerbing on a part of the Common to prevent vehicles parking on the verge. Work that had been properly authorised by the council at a cost of £3,850.

This expenditure should be reported to the council's auditors who will confirm whether or not it was proper for the work to have been commissioned without the council's prior agreement, especially as it was not for the protection of our property but for the convenience of the county council.

Invoicing issues
On this occasion we did not check the arithmetical accuracy of the invoices, either made or received, but in passing only one error was noted by us: a Direct Debit of £18.11, though the invoice was for £19.95. This was not picked up by the members checking and signing-off the summary of pending payments,

Our recommendations in respect of accounting issues:

The quality and accuracy of the council's accounts is by any standards 'very good' and perhaps even 'excellent' with few issues to report on this occasion.

- while the council's accounting system is largely being followed greater care must be taken to ensure that all payments made are reported in a timely manner to members
- care must however be taken to ensure that the delegated powers of the council are properly observed by members so that the clerk is not put into an invidious position of having to refuse requested works. But bearing in mind that some specific authority to spend may have been agreed by committees or council in order to expedite agreed works. Such authority should be noted in the reports and minutes of the council.

Systems control review

The council has in place systems and policies to enable the effective running of the council. It is proper that they should also be examined to ensure that they are being adhered to.

In this audit we wanted to look at how well and how accurately the weekly works completed and time taken summaries of the council's grounds team were being completed.

The council has for over 20 years required that work completed and time taken sheets be completed daily and given to the clerk the following week. This enables the clerk, to whom they report, to understand what work has been completed and the time needed to complete the tasks, always allowing for weather.

There is a management adage 'If you can measure it, you can manage it'.

At one time the work undertaken by the grounds team was apportioned and charged to each committee. However on the recommendation of the then clerk it was agreed that the process of re-charging the costs of doing so was not always practicable and not cost-effective, so the weekly calculation and re-charge by the wages clerk was discontinued. Assurances being given to members that the information, if it was for any reason necessary, could be obtained by working back through the work completed and time taken summaries which would be continue to be provided to the clerk.

On asking to see the file with the August work completed and time sheets we were told that the warden had, on his own volition, discontinued completing a work and time sheet for the clerk, and that subsequently the other two members of the grounds team had followed the warden's example and also discontinued providing them to the warden for sign-off and submission to the clerk.

We see this as a breach of their duties to the council and their manager, the council's clerk.

The clerk told us that in her opinion the weekly work completed and time sheet was essential to her and that she was expecting support from the council for when she insisted in their once again being provided to her.

Our recommendations

That the grounds team is reminded that providing accurate, properly completed work and time sheets to the clerk on the first working day of the following week is a requirement of the council, not an option.

That at the next in-house audit the work completed and time sheets are examined and reported upon.

END

December 2015

CWP C (2015/16) APPENDIX D

Detailed Income & Expenditure by Budget Heading 30/11/2015

Month No : 8 Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget

Finance & General Purposes

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
401	ADMINISTRATION							
4001	STAFF SALARIES	132,951	92,268	144,500	52,232		52,232	63.9 %
4008	CONF & COURSES	830	548	1,500	952		952	36.5 %
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	1,025	1,400	375		375	73.2 %
4022	POSTAGE	292	298	500	202		202	59.5 %
4023	STATIONERY & PRINT'G	1,001	631	1,300	669		669	48.6 %
4024	SUBCRIPTIONS/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	615	700	85		85	87.9 %
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	52	200	148		148	25.8 %
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 %
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**	**110,102**	**184,811**	**74,709**	**0**	**74,709**	**59.6 %**
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	347	3,500	-3,153			9.9 %
	ADMINISTRATION :- Income	**3,656**	**413**	**3,650**	**-3,237**			**11.3 %**
	Net Expenditure over Income	**151,371**	**109,689**	**181,161**	**71,472**			
402	CIVIC ACTIVITIES							
4002	MEMBERS EXPENSES	1,823	819	1,500	681		681	54.6 %
4016	PREMISES HIRE	53	0	200	200		200	0.0 %
4020	MISC ESTAB'T COSTS	296	109	200	91		91	54.3 %
4024	SUBCRIPTIONS/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 %

Continued on Page No 2

CWP C (2015/16)

Detailed Income & Expenditure by Budget Heading 30/11/2015

Month No : 8 **Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4901	GRANTS MADE	2,000	0	2,000	2,000		2,000	0.0 %
	CIVIC ACTIVITIES :- Expenditure	**8,427**	**927**	**8,450**	**7,523**	**0**	**7,523**	**11.0 %**
1001	INCOME - RENTS	0	350	0	350			0.0 %
1076	PRECEPT	330,654	337,890	337,890	0			100.0 %
1079	OTHER COST RECOVERED	201	355	0	355			0.0 %
1084	MISC INCOME	15,595	13,193	13,193	0			100.0 %
	CIVIC ACTIVITIES :- Income	**346,450**	**351,788**	**351,083**	**705**			**100.2 %**
	Net Expenditure over Income	**-338,023**	**-350,861**	**-342,633**	**8,228**			
403	HOLDING FUNDS							
4048	CONTINGENCY	28,107	5,970	4,473	-1,497		-1,497	133.5 %
	HOLDING FUNDS :- Expenditure	**28,107**	**5,970**	**4,473**	**-1,497**	**0**	**-1,497**	**133.5 %**
	Net Expenditure over Income	**28,107**	**5,970**	**4,473**	**-1,497**			
404	F & GP RENTS							
1001	INCOME - RENTS	8,450	7,554	12,421	-4,867			60.8 %
1002	INCOME - PERMITS	48	250	0	250			0.0 %
1003	INCOME - FEES	250	0	0	0			0.0 %
1011	INCOME - WAYLEAVES	129	0	85	-85			0.0 %
	F & GP RENTS :- Income	**8,877**	**7,804**	**12,506**	**-4,702**			**62.4 %**
	Net Expenditure over Income	**-8,877**	**-7,804**	**-12,506**	**-4,702**			
	Finance & General Purposes :- Expenditure	**191,561**	**116,999**	**197,734**	**80,735**	**0**	**80,735**	**59.2 %**
	Income	**358,982**	**360,005**	**367,239**	**-7,234**			**98.0 %**
	Net Expenditure over Income	**-167,421**	**-243,006**	**-169,505**	**73,501**			

CWP C (2015/16) APPENDIX E

Summary Income & Expenditure by Budget Heading 30/11/2015

Month No : 8 **Committee Report**

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
Amenity Land								
	Expenditure	15,312	11,596	27,065	15,469	0	15,469	42.8 %
	Income	10,476	4,707	4,400	307			107.0 %
	Net Expenditure over Income	4,836	6,889	22,665	15,776			
Leisure Facilities								
	Expenditure	23,311	12,996	29,700	16,704	0	16,704	43.8 %
	Income	24,186	8,856	15,020	-6,164			59.0 %
	Net Expenditure over Income	-875	4,140	14,680	10,540			
Works Service & Planning								
	Expenditure	79,005	64,515	84,425	19,910	0	19,910	76.4 %
	Income	26,635	33,185	10,450	22,735			317.6 %
	Net Expenditure over Income	52,370	31,330	73,975	42,645			
Finance & General Purposes								
	Expenditure	191,561	116,999	197,734	80,735	0	80,735	59.2 %
	Income	358,982	360,005	367,239	-7,234			98.0 %
	Net Expenditure over Income	-167,421	-243,006	-169,505	73,501			
Earmarked Reserves								
	Expenditure	182,760	52,411	277,904	225,493	0	225,493	18.9 %
	Income	0	0	0	0			0.0 %
	Net Expenditure over Income	182,760	52,411	277,904	225,493			
INCOME - EXPENDITURE TOTALS	Expenditure	491,949	258,517	616,828	358,311	0	358,311	41.9 %
	Income	420,279	406,753	397,109	9,644			102.4 %
	Net Expenditure over Income	71,671	-148,236	219,719	367,955			

APPENDIX F

Draft CWPC 2016/17

Code		Cost centre		Approved 2014/15	Approved 2015/16	Draft 2016/17	Variances values	Variances %'s	Comments 16/17
Amenity Land Budget 2016/17									
101		**General Amenity Areas**							
	4013	School Green rent		10	10	10	0	0%	
	4013	Loudwater School access rent		5	5	5	0	0%	
	4037	ground maintenance		7700	7700	6700	-1000	-13%	To include Hedley Amenity area & Jubilee Gardens Reduce due to trend/Magpie
			Exp	**8215**	**7715**	**6715**	-1000	-13%	
102		**Fennels Wood & Railway Land**							
	4013	annual access fee		250	250	250	0	0%	
	4037	ground maintenance		1000	1000	1000	0	0%	Boundary works Bank Clearance Other Management Plan Activities
	9001	**EMR Railway Land**		4000			0		
			Exp	**3250**	**1250**	**1250**	0	0%	
104		**Kingswood**							
	4037	ground maintenance		5750	5750	5750	0	0%	
	4059	woodland plan - forestry fees		3000	3000	3000	0	0%	
	4902	Kingswood paths		750	750	750	0	0%	
	9000	**EMR Kingswood**		0			0		
			Exp	**13500**	**9500**	**9500**	0	0%	
	1005	wood sales income		0	0	0	0		
	1077	grants received		3000	3000	3000	0	0%	
			Inc	**2185**	**3000**	**3000**	0	0%	

Amenity Land Budget 2016/17									
				Approved	Approved	Draft	Variances	Variances	Comments 16/17
Code		**Cost centre**		**2014/15**	2015/16	2016/17	values	%'s	
105		**Tylers Green Common**							
	4014	electricity		150	150	150	0	0%	
	4037	ground maintenance		2600	2600	2600	0	0%	additional path works (poss from EMR)
	9000	**EMR TG Common**		0	0	0	0		
			Exp	**4250**	**2750**	**2750**	0	0%	
	1001	income - rents		900	50	50	0	0%	
	1002	income - permits		50	900	900	0	0%	
	1004	electricity costs reclaimed		150	150	150	0	0%	
			Inc	**1100**	**1100**	**1100**	0	0%	
106		**Widmer Pond**							
	4012	water		600	600	600	0	0%	
	4037	ground maintenance		200	3000	3000	0	0%	
			Exp	**800**	**3600**	**3600**	0	0%	
	1078	maintenance costs recovered		300	300	300	0	0%	
			Inc	**300**	**300**	**300**	0	0%	

Draft CWPC 2016/17

Amenity Land Budget 2016/17									
				Approved	Approved	Draft	Variances	Variances	Comments 16/17
Code		**Cost centre**		**2014/15**	2015/16	2016/17	values	%'s	
107		**Spring Lane**							
	4037	ground maintenance		500	500	500	0	0%	
			Exp	**0**	**500**	**500**	0	0%	
108		**Old Forge Bank**							
	4037	ground maintenance		250	250	250	0	0%	
			Exp	**0**	**250**	**250**	0	0%	
110		**Totteridge Common**							
	4037	ground maintenance	Exp	1500	**1500**	**1500**	0	0%	
???		**Magpie Wood**							
	4037	ground maintenance	Exp			**1000**	1000		New Line £ tbc
		Gross		**31515**	**27065**	**27065**	**0**	**0%**	
		Income		**3585**	**4400**	**4400**	**0**	**0%**	
		Net		**27930**	**22665**	**22665**	**0**	**0%**	

Leisure Facilities Budget 2016/17								
						Variances	Variances	Comments 16/17
			Approved Budget	Approved Budget	Proposed Budget	values	%'s	
Code		**Cost centre**	**2014/15**	**2015/16**	**2016/17**			
201		**Ashley Drive Allotments**						
	4,012	water	500	500	500	0	0%	
	4,037	grounds maintenance	200	200	1,400	1,200	600%	Cherry trees
	4,907	allotment fencing	500	500	800	300	60%	boundary
			1,200	**1,200**	**2,700**	1,500	125%	
	1,001	allotment rents	1,800	1,800	1,800	0	0%	
	1,004	Water Costs reclaimed	100	100	100	0	0%	
			1,900	1,900	1,900	0	0%	
203		**Chapel Road Allotments**						
	4,012	water	800	800	800	0	0%	
	4,037	ground maintenance	800	800	800	0	0%	
	4,906	new plots	0	0	0	0	#DIV/0!	
	4,907	allotment fencing	1,400	0	0	0	#DIV/0!	
			3,000	**1,600**	**1,600**	0	0%	
	1,001	allotment rents	2,700	2,700	2,700	0	0%	
211		**Ashley Drive Park - but not play areas - see 221**						
	4,037	ground maintenance	500	500	500	0	0%	
			500	**500**	**500**	0	0%	
	1,002	permits	0	0	0	0	#DIV/0!	
212		**Derehams Park**						
	new code	**Pitch Maintenance**	2,400	2,400	2,400	0	0%	
			4,000	4,000	4,000	0	0%	

Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
			6,400	6,400	6,400	0	0%	
	1,002	permits	3,200	3,200	2,500	-700	-22%	reduced useage
		Grounds Maintenance						
	4,036	property maintenance	1,000	1,000	1,000	0	0%	
	4,037	ground maintenance	1,000	1,000	1,000	0	0%	
	4,908	new access	0	0	0	0	#DIV/0!	
			2,000	2,000	2,000	0	0%	
		Pavilion						
	4,038	maintenance contracts	300	300	300	0	0%	
	4,014	electricity	1,000	1,000	1,400	400	40%	increased use
	4,012	water	800	800	1,200	400	50%	increased use
	4,025	insurance	600	600	600	0	0%	
	9,000	**EMR Derehams Park**	1,500	1,500	1,500	0	0%	
			4,200	4,200	5,000	800	19%	
		Permit & rent income	5,400	5,400	5,400	0	0%	
	1,004	water reclaimed	300	300	300	0	0%	
		electricity recovered	300	300	300	0	0%	
			6,000	6,000	6,000	0	0%	
		Derehams Expenditure	**12,600**	**12,600**	**13,400**	800	6%	
		Derehams Income	9,200	9,200	8,500	-700	-8%	
214		**Straight Bit Recreation Ground - but not play areas see 221**						
	4037	ground maintenance	1,000	3,000	1,000	-2,000	-67%	reduce height barrier complete
		Track upgrade net	0	0	0	0	#DIV/0!	
			1,000	**3,000**	**1,000**	-2,000	-67%	
	1002	permits	1,000	1,000	1,000	0	0%	
	1083	third party contributions	0	0	0	0	#DIV/0!	
			1,000	1,000	1,000	0	0%	

Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
215		**Green Dragon Sports Ground**						
	4025	insurance	600	600	600	0	0%	
	4037	ground maintenance	0	0	0	0	#DIV/0!	
	4038	maintenance contract	600	600	600	0	0%	
	9000	EMR Reserve						
			1,200	**1,200**	**1,200**	0	0%	
	1079	other costs recovered	120	120	120	0	0%	
			120	**120**	**120**	0	0%	
216		**Boundary Park Recreation Ground - but not play areas see 221**						
	4014	electricity	100	100	100	0	0%	
	4037	ground maintenance	500	2,500	500	-2,000	-80%	inc £2k for conifer trees (15/16)
			600	**2,600**	**600**	-2,000	-77%	
	1004	other costs recovered	100	100	100	0	0%	
			100	**100**	**100**	0	0%	
220		**General Recreation**						
	4401	dog bins	4,000	3,500	4,200	700	20%	increase in dog bins
	4041	Tractor hire	500	0	0	0	#DIV/0!	
			4,500	**3,500**	**4,200**	700	20%	
217	4037	**Community Orchards**	**500**	**500**	**500**	0	0%	
221		**Play Area Equipment - all play sites**						
	4042	equipment maintenance	3,000	3,000	3,000	0	0%	
	4060	other prof fees	200	1,500	1,500	0	0%	includes security
	9000	**EMR Play Area equipment**	9,500	9,500	9,800	300	3%	balance item
			12,700	**14,000**	**14,300**	300	2%	

CWPC 2016/17

Code	Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
	Gross	**37,800**	**40,700**	**40,000**	**-700**	**-2%**	
	Income	**15,020**	**15,020**	**14,320**	**-700**	**-5%**	
	Net	**22,780**	**25,680**	**25,680**	**0**	**0%**	

WS&P Budget 2015-16								
Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
301		**Works Depot**						
	4010	misc staff costs	0	0	0	0	#DIV/0!	
	4011	rates	3,500	3,500	3,605	105	3%	inc by 3%
	4012	water	200	200	200	0	0%	⇧
	4014	electricity	700	800	800	0	0%	⇧
	4036	property maintenance	1,500	1,500	1,500	0	0%	
	4038	maintenance contract	300	300	300	0	0%	
	9000	**EMR Depot 2020**	2,500	2,500	2,500	0	0%	
			8,700	**8,800**	**8,905**	105	1%	
302		**Warden's House**						
	4012	water	200	200	200	0	0%	⇧
	4036	property maintenance	300	300	300	0	0%	
	4038	maintenance contract	175	175	175	0	0%	
	9000	**EMR Wardens House**	500	500	500	0	0%	
			1,175	**1,175**	**1,175**	0	0%	
	1004	income service charges	**200**	**200**	**200**	0	0%	
303		**Office Premises**						
	4011	rates	3,500	3,500	3,605	105	3%	inc by 3%
	4012	water	200	200	200	0	0%	⇧
	4014	electricity	700	800	800	0	0%	⇧
	4015	gas	1,300	1,300	1,300	0	0%	
	4017	cleaning & refuse	400	400	400	0	0%	
	4036	property maintenance	1,000	1,000	1,000	0	0%	
	4037	grounds maintenance	100	100	100	0	0%	
	4038	maintenance contract	700	700	700	0	0%	
	4053	loan interest paid	0	0	0	0	#DIV/0!	
	4054	loan capital paid	0	0	0	0	#DIV/0!	
	9000	**EMR office refurbishment**	1,500	1,500	1,500	0	0%	
			9,400	**9,500**	**9,605**	105	1%	

Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	values	%'s	Comments 16/17
304		**Vehicles Tools & Equipment**						
	4010	misc staff costs	800	800	800	0	0%	
	4041	equipment hire	150	2,150	2,150	0	0%	
	4042	equipment maintenance	3,500	3,500	3,000	-500	-14%	kubota savings
	4043	vehicle maintenance	3,000	2,000	2,000	0	0%	
	4044	vehicle fuel	4,500	4,500	4,500	0	0%	
	4045	vehicle tax & insure	3,000	3,000	3,000	0	0%	
	4046	small tools & equipment	2,500	2,500	2,500	0	0%	
	4050	chemicals	400	400	400	0	0%	
	1075	Sale of Assets (income)	0	0	0	0	#DIV/0!	
	9000	**EMR Hand held Machinery**	1,600	1,600	1,600	0	0%	
	9000	**EMR vehicle replacement**	9,000	9,000	9,000	0	0%	
			28,450	**29,450**	**28,950**	-500	-2%	
305		**Litter, Rubbish and Graffiti**						
	4017	cleaning & refuse	2,000	2,000	2,000	0	0%	
	4018	parish litter scheme	600	600	600	0	0%	
			2,600	**2,600**	**2,600**	0	0%	
311		**Hammersley Lane Cemetery**						
	4011	rates	45	45	46	1	3%	inc by 3%
	4012	water	45	45	45	0	0%	increase
	4037	grounds maintenance	200	200	200	0	0%	
	4040	memorial maintenance	0	0	0	0	#DIV/0!	
	9000	**EMR cemetery improvements**	500	500	500	0	0%	
			790	**790**	**791**	1	0%	
	1031	income burials & memorials	250	250	250	0	0%	

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Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	values	%'s	Comments 16/17
312		**Loudwater Cemetery**						
	4011	rates	175	175	180	5	3%	inc by 3%
	4012	water	60	60	60	0	0%	⇧
	4037	ground maintenance	3,000	3,000	3,000	0	0%	
	4040	memorial maintenance	0	0	0	0	#DIV/0!	
	9000	**EMR cemetery improvements**	1,500	1,500	1,500	0	0%	
			4,735	**4,735**	**4,740**	5	0%	
	1031	income burials & memorials	2,500	2,500	2,500	0	0%	
	1032	income burials & memorials	3,000	3,000	3,000	0	0%	
			5,500	**5,500**	**5,500**	0	0%	
313		**Kingswood Cemetery**						
	4012	water	65	65	65	0	0%	
	4037	grounds maintenance	300	300	300	0	0%	
	9000	**EMR cemetery improvements**	1,000	1,000	1,000	0	0%	
			1,365	**1,365**	**1,365**	0	0%	
	1031	income burials & memorials	2,000	2,000	2,000	0	0%	
	1032	income burials & memorials	2,500	2,500	2,500	0	0%	
			4,500	**4,500**	**4,500**	0	0%	
314		**War Memorials & Closed Churchyards**						
	4012	water	40	40	40	0	0%	
	4036	property maintenance	570	570	570	0	0%	
	4037	grounds maintenance	500	500	500	0	0%	
	4040	**EMR memorial maintenance**	3,000	3,000	3,000	0	0%	
	9000	**EMR St Peters Wall**						
			4,110	**4,110**	**4,110**	0	0%	

Code		Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	values	%'s	Comments 16/17
321		**Footpaths and Street Furniture**						
	4029	benches and signs						
	4036	property maintenance	500	500	500	0	0%	
	9000	**EMR benches and signs (all areas)**	6,000	6,000	6,000	0	0%	
			6,500	**6,500**	**6,500**	0	0%	
322		**Footway Lighting**						
	4014	electricity	18,000	18,000	18,000	0	0%	
	4038	maintenance contract	16,000	16,000	16,000	0	0%	
	4066	footway light repairs	3,500	3,500	3,500	0	0%	
	9000	**EMR street lighting**	16,000	16,000	16,000	0	0%	
			53,500	**53,500**	**53,500**	0	0%	
341		**Partnership Working**						
	4061	Partnership working	**10,000**	5,000	5,000	0	0%	Defibs in 15/16
		Gross	**131,325**	**127,525**	**127,242**	**-283**	**0%**	
		Income	**10,450**	**10,450**	**10,450**	**0**	**0%**	
		Net	**120,875**	**117,075**	**116,792**	**-283**	**0%**	

F&GP Budget 2014-15								
			Approved Budg	Approved Budg	Proposed Budget	Variances	Variances	Comments 16/17
Code		Cost centre	2014/15	2015/16	2016/17	values	%'s	
401		**Administration**						
	4001	salaries NI & pensions	137,042	144,500	146,234	1,734	1%	Add 1.2% to allow for NI changes & pension
	4008	conf & courses	1,500	1,500	1,500	0	0%	
	4009	travel	500	300	300	0	0%	
	4010	misc staff costs	125	125	125	0	0%	
	4020	misc establishment costs	600	400	400	0	0%	
	4021	telephone & fax	1,400	1,400	1,400	0	0%	
	4022	postage	500	500	500	0	0%	
	4023	stationery & printing	1,400	1,300	1,300	0	0%	
	4024	subscriptions	1,931	3,500	3,500	0	0%	
	4025	insurance	9,700	8,700	8,700	0	0%	
	4026	publications	400	250	250	0	0%	
	4027	photocopy charges	500	700	700	0	0%	
	4030	recruitment advertising	500	500	500	0	0%	
	4041	equipment hire	1,300	1,300	1,300	0	0%	
	4453	office equipment	500	500	500	0	0%	
	4051	bank charges	200	200	600	400	200%	Being imposed suggest £50/month
	4056	legal fees	5,000	5,000	5,000	0	0%	
	4057	audit fees	1,600	1,200	1,200	0	0%	
	4060	other prof fees	200	200	200	0	0%	

Code		Cost centre	Approved Budg 2014/15	Approved Budg 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
	4068	computers and data stora	500	500	3,500	3,000	600%	software support
	4069	web development	500	500	500	0	0%	
			165,898	**173,075**	**178,209**	5,134	3%	3,400
	1090	interest received	5,000	3,500	3,500	0	0%	
		maint.costs recovered	150	150	150	0	0%	
			5,750	**3,650**	**3,650**	0	0%	
402		**Civic Activities**						
	4002	members expenses	2,500	1,500	1,500	0	0%	
	4016	premises hire	200	200	200	0	0%	
	4020	misc establishment costs	200	200	200	0	0%	
		Election EMR	0	0	1,500	1,500		New line
		PWLB (£90k for 10 years)	11,736	11,736	0	-11,736	-100%	Not required
	4901	grants and donations	2,500	2,000	2,000	0	0%	
	4032	publicity	500	250	250	0	0%	
	4033	newsletter	4,000	4,000	4,000	0	0%	

Code		Cost centre	Approved Budg 2014/15	Approved Budg 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s	Comments 16/17
	4450	archives	300	300	300	0	0%	
			23,936	**20,186**	**9,950**	-10,236	-51%	
403		**Holding Funds**						
	4048	contingency	**3,000**	**4,473**	**9,575**	5,102	114%	Balance item including loan
404		**Income**						
	1001	Altona Road	625	625	625	0	0%	
		Totteridge Common	20	20	20	0	0%	
		Cock Lane	60	60	60	0	0%	
		Straight Bit	20	20	20	0	0%	
		Straight Bit	600	600	600	0	0%	
		Derehams Park	6	6	6	0	0%	
		Green Dragon	1,123	1,123	1,123	0	0%	
		Derehams Park	14	14	14	0	0%	
		Ashley Drive	63	63	63	0	0%	
		Lawrence Way	55	55	55	0	0%	
		Green Dragon Lane	9,750	9,750	9,750	0	0%	
		Correction						
	1011	wayleaves	85	85	85	0	0%	
			12,421	12,421	12,421	0	0%	
		Gross	**192,834**	**197,734**	**197,734**	**0**	**0%**	
		Income	**18,171**	**16,071**	**16,071**	**0**	**0%**	
		Net	**174,663**	**181,663**	**181,663**	**0**	**0%**	

APPENDIX G

Chepping Wycombe Parish Council - Precept

F&GP January 2016

Inputs

- WDC 'grant' from central government reduced by 14.93% or £1,970
  - Grant replaces full payment by government for those on benefits
- 2015 Autumn Statement by Chancellor (LA pay awards to be 1% per annum over the next 4 years) (impact in CWPC £1,500 approx.)
- RPIJ - September 2015 +0.8% (was 1.6%)
- CPI – September 2015 -0.1% (was 1.2%)
- Increase in Band D houses 28.92 (about £1,500)

2016/17 Recommendation

- Follow position adopted last year
  - Raise precept to cover loss of grant
  - Above supported by small but very high % when parishioners polled for 2015/16 Precept
  - Note benefit from slight increase in house numbers
  - Deliver as 'efficiencies' any inflationary increases
  - Note that 2015/16 outturn is likely to see an increase in the General Reserve
- The increase in the Precept as seen as a % increase by householders would be 0.58%
- LED Footway Lighting should deliver savings in the long term but there may be cost implications in the short term
  - Hence significant increase in the Contingency Fund and the deletion of the PWLB for Play Equipment

CWPC 2016/17
For Approval

BUDGET ANALYSIS 2016/17

	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances	
Totals - gross expenditure					
Amenity Land	31,515	27,065	27,065	0	
Leisure Facilities	37,800	40,700	40,000	700	
Works and Services Planning	131,325	127,525	127,242	283	
F & GP	192,834	197,734	197,734	0	
CWPC - gross	**393,474**	**393,024**	**392,041**	983	
Totals - income (exc Precept & WDC grant)					
Amenity Land	(3,585)	(4,400)	(4,400)	0	
Leisure Facilities	(15,020)	(15,020)	(14,320)	(700)	
Works and Services	(10,450)	(10,450)	(10,450)	0	
F & GP	(18,171)	(16,071)	(16,071)	0	
CWPC - income	**(47,226)**	**(45,941)**	**(45,241)**	(700)	
CWPC TOTAL net	**346,248**	**347,083**	**346,799**	283	
PRECEPT	**(330,654)**	**(337,890)**	**(339,917)**	2,027	
WDC grant support (13/14)	**(18,132)**	**(18,132)**	**(18,132)**	0	
Less reduction Cumulative	**2,539**	**4,939**	**6,909**	(1,970)	New (16/176 WDC grant is £11,223)
Proposed grant 2015/16		**(13,193)**	**(11,223)**		
Difference	0	(4,000)	(4,341)		0.58% inc needed to offset grant reductior
Increase of Precept by	0.00%	1.50%	0.60%		
Impact		**(4,960)**			
Precept change due to Band D changes		**(2,276)**	**1,553**		
General Reserve (opening balances)	115,215				
Transfer from General Reserve	0				
GR before March adjustments	115,215				
	(396,012)				

APPENDIX H

CWPC Staff Panel 10th December 2015

Present

K Wood
I Forbes
L Willis
J White
W Thompson (part only)

1) General increase of 1% for all staff including the cleaners post to be recommended.

2) No other changes proposed