

CHEPPING WYCOMBE PARISH COUNCIL



COUNCIL AGENDA

Thursday, 14 April 2016

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

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

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST AND CODE OF CONDUCT

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

3. COUNCIL MINUTES

To CONSIDER the attached minutes of the Council meeting held on Tuesday 26 January 2016 (Pages 4-8) and the Special Council Meeting held on Tuesday 1 March 2016. (Page9)

4. AMENITY LAND COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Tuesday 9 February 2016. (Pages 10-14)

5. LEISURE FACILITIES COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 25 February 2016. (Pages 15-18)

6. WORKS, SERVICES AND PLANNING COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 10 March 2016. (Pages 19-22)

7. FINANCE AND GENERAL PURPOSES COMMITTEE

To CONSIDER the attached report of the Committee meeting held on Thursday 24 March 2015. (Pages 23-29)

8. POLICIES AND PROCEDURES

The following policies are not attached to this agenda, they are available on the website found on tab 'Useful Links' or otherwise stated. A hard copy is available from the office on request.

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee consider following policies and procedures for re-adoption at the Annual Council meeting on 3 May 2016:

- a) Freedom of Information Policy
- b) Data Protection Policy
- c) Publicity Policy
- d) Standing Orders with Delegated Powers
- e) Complaints Procedure
- f) Committee Terms of Reference (Tab 'Committees')

8.1 Health & Safety Policy

Council is asked to CONSIDER the Health and Safety Policy (**APPENDIX A**)(Pages 30-34) and APPROVE the Chairman of the Council to sign the Health & Safety Policy Statement.

8.2 Magpie Wood Management Plan

Council is asked to APPROVE the recommendation from the Amenity Land committee to ADOPT the Management Plan for Magpie Wood. (*Please refer to website under Committees tab*)

8.3 Meeting Dates – Changes

Council is asked to APPROVE the recommendation from the Finance & General Purposes Committee to agree the changes to the following dates:

- a) Annual Council Meeting to be set for TUESDAY, 3 MAY 2016 –change from 5 May 2016
- b) Council Meeting to be set for TUESDAY, 28 JUNE 2016 – change from 23 June 2016
- c) Amenity Land site visit to be set for THURSDAY, 30 JUNE 2016 – change from 7 July 2016

9. FINANCIAL REGULATIONS

In light of revisions to the NALC Model Financial Regulations issued in January 2016, Council is asked to CONSIDER the recommendation from the Finance & General Purposes Committee to ADOPT the changes highlighted in yellow, superseded clauses in blue. **APPENDIX B (Pages with changes only)** (Pages 35-38)

10. COMMITTEE BUDGETS 2016/17

Council is asked to CONSIDER and APPROVE the recommendation of the Finance & General Purposes Committee to accept the Committee budgets for 2016/17. **APPENDIX C** (Pages 39-53)

11. QUESTIONS BY MEMBERS OF THE COUNCIL

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

12. PUBLIC PARTICIPATION

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

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

Members of the Council are reminded that where it is in the public interest for members of the public and press to be excluded - for example consideration of tenders for work and confidential

staffing matters - a resolution to that effect giving proper and reasonable reasons should be put and voted upon.

13. ACCOUNTS FOR PAYMENT

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

A handwritten signature in blue ink that reads "W Thompson". The signature is written in a cursive, flowing style.

Wendy Thompson
Clerk of the Council
7 April 2016

CHEPPING WYCOMBE PARISH COUNCIL

Report of the council meeting held on Tuesday, 26 January 2016 at 7.30 pm at the
Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present	Cllr K Wood (Chairman)	Cllr M Wilkes
	Cllr L Willis (Vice-chairman)	Cllr J Herschel
	Cllr J Gurney	Cllr C Jordan
	Cllr L Johncock	Cllr L Pinner
	Cllr C Leonard	Cllr H Darch
	Cllr I Forbes	Cllr J Johnson
	Cllr J White	Cllr J Bailey
	Cllr C Dodds	Cllr S Digby

Also present: Mr G Christie

FC/15/040 Apologies for Absence
Apologies for absence had been received from Cllr B Sadler (WDC meeting)

FC/15/041 Declarations of Interest and Code of Conduct
Cllr Wilkes declared a personal interest in agenda item 21 Accounts for Payment – expenses cheque.

FC/15/042 Council Minutes
*It was RESOLVED that;
the minutes of the Council meeting held on Tuesday 3 November 2015 be a true and accurate record.*

FC/15/043 Amenity Land Committee
The report of the Committee meeting held on Thursday, 19 November 2015 was noted and approved.

Cllr Forbes drew attention to the issues surrounding the memorial trees on Tylers Green Common, advising that, in summary, Wycombe District Council were not happy to put a blanket TPO on the trees as it was deemed unnecessary. The trees were already afforded sufficient protection being in a conservation area.

FC/15/044 Leisure Facilities Committee
The report of the Committee meeting held on Thursday 3 December 2015 was noted and approved.

Cllr Willis highlighted the re-development of Derehams Park and asked for members from each ward to join a working party.

FC/15/045 Works, Services & Planning Committee
The report of the Committee meeting held on Tuesday 15 December 2015 was noted and approved.

FC/15/046 Finance & General Purposes Committee
The report of the Committee meeting held on Tuesday 12 January 2016 was noted and approved.

Cllr Forbes highlighted items that would be discussed further down the agenda, computer package, in house audit, precept setting and salary setting.

Cllr Wilkes highlighted the ongoing issue of the telecommunication mast at the Green Dragon Sports Ground, advising that further action needed to be taken to recover unpaid monies.

Cllr Herschel asked that a full report of historic income be taken to the next Finance & General Purposes Committee in March.

FC/15/047

Delegated Action

Council was asked to note that there had been no delegated actions by the Chairman of Council since the last meeting.

FC/15/048

Committee Budgets 2016/17

Council was asked to consider the recommendation of the Finance & General Purposes Committee to accept the Committee budgets for 2016/17, on the understanding that all committee budgets would be represented to each committee before finalising in March.

***It was RESOLVED that;
The Committee budgets be accepted.***

FC/15/049

Precept Setting

Under Section 33 (1) of the Localism Act dispensations have been granted to all members of the council, thus enabling them to take part in discussions on the setting of the precept.

Council was asked to consider the recommendation from the Finance & General Purposes Committee to increase the precept such that the householders will see a 0.58% increase.

***It was RESOLVED that;
The precept be set with an increase to householders of 0.58%.***

FC/15/050

Parish Council Tree Maintenance Policy

Council was asked to consider the recommendation from the Amenity Land Committee to adopt the Parish Council Tree Maintenance Policy. Council was asked to note that following discussion at the committee meeting the point *Neighbouring Properties* had been clarified.

It was also noted that an amendment was required to 2.5 c – which should read;
'Self-setting trees will be removed as necessary'

***It was RESOLVED that;
The Parish Council Tree Maintenance Policy be adopted with the above amendment made.***

FC/15/051

IT Package

Council was asked to consider a recommendation from the Finance & General Purposes committee to employ a company for IT support for a year. The support to include updated email system, disaster recovery and hardware/software/network support.

***It was RESOLVED that;
the company be employed as above.***

Vote: 13 for with 1 abstention (Cllr Herschel)

FC/15/052

Kubota F3890 and Trimax Flail

Following the Works, Services & Planning Committee further work had been requested on the proposal submitted to members for consideration.

Council was asked to consider the two like for like quotes for the replacement of the Ransomes Parkway 2250 with a Kubota F3890 and Trimax Flail.

It was RESOLVED that;

Quote B be accepted and the purchase of the Kubota and Trimax Flail be approved.

FC/15/053

Apologies for Absence

Council was asked to note that at the Finance & General Purpose Committee reference had been made to the legality of absence from a meeting. The following extract was taken from Local Councils Explained (A Nalc Publication) by Meera Tharamarajah for the purposes of clarification;

'If a councillor is unable to attend a meeting of full council or a committee or sub-committee that s/he is a member of, it is good practice to give notice of this to the Proper Officer. If a councillor is not present at a meeting that s/he has been summoned to attend, her/his absence will be confirmed in the minutes of the meeting.

A councillor does not have to seek the formal approval of the meeting for his absence. A meeting can only approve the absence of a councillor from a meeting if s/he has requested this in writing and given the reason for his absence.'

FC/15/054

Community Right to Challenge

Council was asked to note that a nomination form had been sent off to Wycombe District Council for the Royal British Legion in Loudwater.

Council was also asked to note that some of the properties originally identified on the working list did not fit the criteria. The Deputy Clerk was continuing with the list.

FC/15/055

In-House Audit

Council was asked to consider the In-House Audit report along with the Formal Response. Council was asked to note the overview and recommendations accepted by the Clerk and to let the other matters lie.

Discussion followed; Cllr Herschel advised that the double height setts on the verge of the Common had been put there for damage prevention and he did not see the setts on the other side of the road to be the same issue. He advised that BCC should have been asked to replace the fallen setts. The underlying issue was that the work had not been taken to a committee. Also, we should not set a precedent by doing the work of another authority.

Cllr Wood advised that it had been deemed to be a health & Safety issue as the setts had been falling into the road and whilst the work was being undertaken on the other side of the road it had seemed sensible to handle both sides at the same time. It was agreed that the matter should have been reported to the next committee meeting.

Under System Control; Cllr Herschel advised that timesheets had been completed historically as they had been used to assess the cost of each site. Cllr Herschel also advised that he had been in receipt of timesheets during his time as locum Clerk.

Cllr Forbes was surprised that the timesheets had been completed in recent times as he recalled a conversation with the then Clerk, Huw Jones, and the Finance Assistant, Mrs E A'Court, in 2009 or earlier, who had both advised that the timesheets were not required or useful as salaries were being paid centrally. Cllr Forbes had understood at that point that the completion of timesheets had ceased.

It was RESOLVED that;

The issue of timesheets would be taken to the next Staff Panel for further discussion with a report back to the Finance & General Purposes Committee. Council noted the overview and recommendations accepted by the Clerk and agreed to let the other matters lie.

Cllr Herschel requested that the following be minuted;

'Cllr Herschel took exception to the inference that he had been lying about receiving timesheets'

FC/15/056

Reserved Sites Updates

Council were asked to receive updates from the Council representatives on the current status of the reserved sites.

Cllr Johncock reported back on the Health Service Provision meeting 23 November 2015 advising that local GPs were having issues recruiting and also keeping staff. There was also a lack of building provision.

The Infrastructure Meeting 10 December concentrated on a change in direction – Jacobs would now be presenting the reserved sites, showing their impact on strategic routes around High Wycombe. A report has been published, the day before the Council meeting, for consultation on mitigating packages including a proposed transport measure.

Cllr Herschel advised that a further presentation of the development at Abbey Barn South would be put before Wycombe District Council members in March 2016.

Timings for school places was a concern, when and how would they be rolled out. Also the issue of sites for organised sports was raised.

Minutes and presentations for the above meetings are available on the Wycombe District Council website.

Cllr Forbes gave a verbal report on the last meeting held on 8 January. The meeting concentrated on the undeveloped piece of land on the Gomm Valley & Ashwells site. The current landowners, AXA and Wycombe District Council, saw no benefit in holding onto the land and discussion centred on, conservation and bio-diversity, leisure/amenity and possible farming which could provide an income stream.

FC/15/057

Clean for the Queen

Council was asked to note the 'Clean for the Queen' initiative Both Flackwell Heath Residents Association and the Loudwater Forum had been discussing their involvement.

It was RESOLVED that;

the parish council would not be directly involved, but assist and support the groups above.

FC/15/058

Questions by Members of the Council

Cllr Jordan highlighted the plight of the Loudwater British Legion advising that it was to close on 31 January 2016.

Cllr Herschel mentioned that there were several community groups around the country that had taken on such buildings and that perhaps the Loudwater Forum could take this further.

Cllr White advised that the Wycombe Heights Golf Club grounds team would not be able to remove the boundary stone as previously hoped. He requested that the parish council grounds team work together with the Golf Club.

The Clerk advised that a call to the insurance company would be required to check cover.

FC/15/059 Public Participation
There were no questions.

FC/15/060 Accounts for Payment
Accounts for payment were circulated at the meeting for the approval of members.

*It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8765 to 8779 be signed and
that the BACS payment to Payflow and direct debits to Grenke, Thames Water, Unicom, SSE,
and Barclays be approved for payment.*

Confidential items – exclusion of the public and press

Council was asked to RESOLVE to exclude members of the public and press from the remainder of the meeting as permitted under the Public Bodies (Admissions to Meetings) Act 1960 so that it may have an open discussion on the following items.

FC/15/061 Setting Staff Salaries for 2016/17
Council was asked to consider the recommendations made by the Finance & General Purposes Committee meeting on 12 January 2016 for an increase to all staff of 1%.

*It was RESOLVED that;
An increase of 1% to staff salaries become effective from 1 April 2016.*

The Chairman thanked members for their attendance and closed the meeting at 8.58pm

Date and Time of Next Meeting: Thursday 14 April 2016 at 7.30pm

Signed..... Dated: 14 April 2016

CHEPPING WYCOMBE PARISH COUNCIL

SPECIAL COUNCIL MEETING

Report of the special council meeting held on Tuesday, 1 March 2016 at 7.30 pm at the Council Office, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

Present	Cllr K Wood (Chairman)	Cllr M Wilkes
	Cllr L Willis (Vice-chairman)	Cllr J Herschel
	Cllr J Gurney	Cllr C Jordan
	Cllr C Leonard	Cllr I Forbes
	Cllr J Johnson	Cllr J White
	Cllr S Digby	

In the absence of Cllr Wood, Cllr Willis started the meeting.

1. Apologies for absence

Apologies for absence had been received from Cllr Bailey (business), Cllr Darch (family), Cllr Pinner (personal) and Cllr Sadler (personal)

Cllr Dodds and Cllr Johncock were not present.

2. Declarations of member's interests in agenda items

There were none.

Cllr Wood arrived at 7.42pm

3. Sealing the Byelaws

Council was asked to consider for formal adoption the Byelaws that were now subject to provisional approval granted by the Secretary of State.

In order to comply with the current guidelines and to proceed for confirmation of the Byelaws by the Secretary of State they need to be sealed before 3 March 2016.

Following a discussion and thanks to Cllr Herschel and the Clerk.

It was RESOLVED that;

The Byelaws be approved for adoption and sealed by the Chairman and Vice-chairman of the Council.

The Chairman thanked member for their attendance and closed the meeting at 7.50pm.

Signed..... Dated: 14 April 2016

CHEPPING WYCOMBE PARISH COUNCIL

AMENITY LAND COMMITTEE

Report of meeting held on Tuesday 9 February 2016 commencing at 7.30pm
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS.

Present:

Cllr I Forbes - Chairman	Cllr L Willis
Cllr C Jordan – Vice Chairman	Cllr H Darch
Cllr L Johncock	Cllr B Sadler
Cllr J White	Cllr L Pinner
Cllr K Wood (ex-officio)	

Also present: Mr C Smith (Deputy Clerk)

AL/15/47 Apologies for absence

There were no apologies for absence.

Cllr S Digby was not present (late apology received from Cllr S Digby – absent due to illness).

AL/15/48 Declarations of members' interests in items on the agenda

Cllr I Forbes declared an interest in Cheque 8788 (P&TG Evening WI Newsletter Delivery).

AL/15/49 Delegated Actions

Members were asked to note that the Chairman of the Committee and the Clerk authorised work to make safe trees in the Railway Land behind the house of Mr & Mrs Dix as per the resolution made in the Amenity Land meeting of 19 November 2015. The additional cost on the tree safety work that had already been agreed at £890 was £577.50

and

that the Chairman of the Committee and the Clerk authorised tree safety work (Priority 1 Hazardous) to trees behind 17 Hillside Close. The cost was £250.

Cllr White informed the members that Mr & Mrs Dix have requested a meeting with him. Cllr White will report back on their comments.

AL/15/50 Penn Parish Council/Chepping Wycombe Parish Council Joint Meeting

Members were asked to note the minutes of the meeting held on 1 December 2015. Members were also asked to note that it was agreed to hold a joint site visit of the Front Common pond area in Spring 2016. Penn PC will be suggesting some dates.

The Chairman asked the Members to note that the meeting was a success and that the joint site visit will include a discussion on the re-building of the steps and the extension of the path around Widmer Pond.

AL/15/51 Amenity Land Site Visit 2016

Members were asked to consider a request by the Chairman of the Committee to move the date of this year's Site Visit from Thursday 7 July 2016 to an earlier date due to holiday commitments.

It was RESOLVED that;

After consideration by Members that the new date of the Amenity Land Site Visit would be Thursday 30 June 2016.

AL/15/52 **Widmer Pond**

Members were asked to note that the remedial work to the pond path has been ordered and that we are still awaiting a start date due to the inclement weather. The work will be completed during this financial year.

Members were also asked to note the proposal for the extension of this path. The Warden estimates the cost of this work to be in the order of £4,000 to £5,000. This matter will be discussed at the next Penn joint meeting.

AL/15/53 **Railway Land**

7.1 Tree Safety Inspection

Members were asked to note that the tree works required following the Tree Safety Inspection by the Warden have been completed.

7.2 Boundary re-instatement

Members were asked to note that we have received one quote of £5,700 for the re-instatement of the council boundary with the installation of fencing comprising of posts with two single wires along the length of the northern boundary. Other companies refused the opportunity to quote primarily due to health and safety concerns. The boundary has been measured at 940 metres. Price did not include for gate openings and assumed a straight run.

Cllr J White asked the Members to consider that some of the residents that have houses backing on to the Railway Land were given lifetime access to the Railway Land at the time that Chepping Wycombe Parish Council purchased the land. There is a need therefore to clarify which of the many gates are legal.

It was RESOLVED that;

Boundary re-instatement would be deferred until access rights have been clarified and that discussions on this issue would form part of the next Annual Parish Meeting on Wednesday 6th April 2016. Cllr J White agreed to assist with this clarification.

AL/15/54 **Tylers Green Common**

8.1 Boulders on Back Common

Members were asked to note that the boulders to protect the edge of the Common are still on order, and will be installed as soon as practicably possible on receipt. Due to the length of time the order is taking an alternative supplier has been sought.

8.2 Tracks

Members were asked to note that the Clerk and the Warden are satisfied with the plans to resurface the track opposite the Village Hall and to dig a new soak away adjacent to the track. This work is being funded and carried out by the residents. Original plans to review the effectiveness of drainage works to this track have been postponed until the resident's works have been completed. The postponement of the review has been approved by the residents.

Members were also asked to consider and, if so minded, approve the clearing of the drainage gully and filling it with seconds in order to make the track opposite the Village Hall safer for pedestrians and, in particular, children. This work would be carried out by the grounds team and would cost approximately £200.

It was RESOLVED that;

After consideration by the Members, the drainage gully should be cleared and filled with

seconds at a cost of approximately £200.

8.3 Walnut Tree Donation

Members were asked to consider and, if so minded, approve the planting of a sapling walnut tree to replace the diseased memorial tree that was removed from the Front Common approximately three years ago. The sapling tree has been donated by a local resident.

***It was RESOLVED that;
The sapling walnut tree would be planted.***

8.4 Tree Opposite Tylers Green Village Hall

Members were asked to note that we have requested planning permission to remove the chestnut tree opposite the Village Hall. The tree has a fungal disease. Assuming planning permission is granted, the tree will eventually be replaced. The timescale for replacing the tree is dependent on whether the existing tree roots or the surrounding soil contains a fungal disease.

AL/15/55

King's Wood

9.1 Winter Works Schedule & Forestry Commission Works Update

Members were asked to note:-

- 2 zone ride clearance and widening as part of the Winter Work Schedule had commenced and is being carried out by the grounds team. Due for completion by end of March 2016.
- tree removal works along the ride leading from the Dolphin Pub are due to commence on 29 February 2016. The lowest of the three quotes was selected at a cost of £2,470.00. Appropriate warning notices will be displayed. Due for completion on 16th March 2016.
- additional 2 zone ride clearance and widening will commence during the Winter of 2016/2017.
- we are awaiting Tilhill to advise us on costs and methods of tree removal and coppicing of the Larch Plantation.

9.2 All Ability Path

Members were asked to consider the merits of reinstatement of the all ability path in King's Wood due to the top surface having been washed away. The Warden estimates the cost to be in the order of £5,000 to £6,000.

Members voiced concerns over the short length of time (5-6 years) in which the original surface was eroded.

***It was RESOLVED that;
The Clerk seek advice from appropriate organisations on design and maintenance options for the All Ability Path. Options and estimates to be provided for the next Amenity Land Committee meeting.***

9.3 Signage Update

Members were asked to note that we have received one quote of £6401.80, as part of a larger quotation, for five lectern style noticeboards (including map printing) for King's Wood. The Clerk is pursuing two further quotations.

Members expressed concern over the length of time it was taking to get quotations.

***It was RESOLVED that;
Quotations for signage be pursued as a matter of urgency.***

9.4 Future Ideas

Members were asked to consider whether they had ideas on any future works within King's Wood for the period 2016 to 2017 and thereafter to the end of March 2019.

Cllr Darch raised the issue of the Skills & Thrills course going to waste.

***It was RESOLVED that;
The Clerk and the Warden to investigate the options for remedial work and maintenance, and to report to the Members at the next Amenity Land Committee meeting.***

AL/15/56 Jubilee Gardens – Granite Setts

Since the last meeting it has been confirmed that the Flackwell Heath Residents Association will be unable to contribute to the cost of installing granite setts. Members were therefore asked to consider, and if so minded, approve the request from the Flackwell Heath Residents Association to install granite setts at the base of the memorial bench. To date two quotes have been received in the sums of £980.00 and £850.00 for the works.

Members queried why there were only two quotations and not three.

***It was RESOLVED that;
The Clerk to obtain a third quotation and to subsequently APPROVE the lowest.***

AL/15/57 Magpie Wood, Loudwater

Members received a short report from Cllr Jordan on progress in Magpie Wood. The report was noted by the Members.

Members were asked to consider and, if so minded, approve the Management Plan for Magpie Wood.

***It was RESOLVED that;
The draft Management Plan be APPROVED and be taken to the next Full Council as a recommendation for adoption.***

Cllr White raised the potential issue of maintenance costs of the tarmacked road that runs through part of Magpie Wood and therefore, as a consequence, is owned by Chepping Wycombe Parish Council. The road is used by residents for access to their properties.

***It was RESOLVED that;
The Clerk refer to the Deeds of Magpie Wood for any information on access rights and report back at the next Amenity Land Committee meeting.***

AL/15/58 Tree and Fence Behind 2 Wheeler Close

Members were asked to note the work to repair the damaged fence has been completed for £240. We await confirmation from the residents that they are content with the repair.

AL/15/59 Draft Committee Budget 2016/2017

Members were asked to note and to propose any changes, within the overall net sum, the draft Amenity Land committee budget for 2016/17.

It was RESOLVED that;

The budget be unchanged and be taken to the next Full Council as a recommendation for adoption.

AL/15/60 Committee Finances

Members were asked to note the current committee expenditure and income.

AL/15/61 Questions from council members and the public

Cllr Johncock reported that one of the green litter bins in Jubilee Gardens had been knocked over.

It was RESOLVED that;

The Clerk determine ownership of the bin.

AL/15/62 Accounts for Payment

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

It was RESOLVED that;

Cheque numbers 8780 to 8796 be approved and duly signed and that the direct debit payments to EE, SSE, and Shell be approved for payment.

The Chairman thanked members for their attendance and closed the meeting at 8:43pm.

Date of the next meeting: Thursday, 12 May 2016 at 7:30pm

Signed: Dated: 14 April 2016

CHEPPING WYCOMBE PARISH COUNCIL

LEISURE FACILITIES COMMITTEE

Report of meeting held on Thursday 25 February 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

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

Also present: Cllr J White, Cllr J Herschel and Cllr I Forbes

LF/015/038 **Apologies for absence**
Apologies for absence were received from Cllr Wood (WDC meeting) and Cllr J Bailey (Sickness)

LF/015/039 **Declarations of members' interests in Items on the agenda**
Cllr Willis declared an interest in Item 5.1 as one of the quotes received was from a personally known contractor.

LF/015/040 **Track to Scout Hut, Ashley Drive**
Following the last committee meeting when it was agreed to further monitor the track, members were asked to consider a daytime site visit during the week beginning 14 March 2016.

It was RESOLVED that;
a site visit be undertaken on Friday 19 March 2016 at 2.30pm

LF/015/041 **Straight Bit Recreation Ground**
1 Car Park Surface
Members were asked to note that the surface of the car park has been cleaned.

It was reported by Cllr Digby that cars were being parked in the car park on an all-day basis. Cllr Herschel volunteered to repeat a survey of the car park.

Derehams Park
1 Pavilion
Members were asked to consider the quotes received for the relaying of the slabs to the front of the building. The slabs had been highlighted as an issue during an Ofsted Inspection of the nursery.

It was RESOLVED that;
Quote C be accepted and the Clerk was asked to contact the nursery for a contribution towards the works.

2 Redevelopment
Members were asked to nominate ward representatives to be part of the working party to take the redevelopment of the Derehams Lane site forward.

It was RESOLVED that;

The working party be made up of Cllr Gurney, Cllr Herschel, Cllr Willis, Cllr White, Cllr Jordan and Cllr Johnson plus members of the Loudwater Forum.

It was noted that the Working party would make recommendations and report back to the Leisure Facilities Committee.

3 Water - Community Orchard

Members were asked to note that a quote was still awaited from Thames Water for a connection from the main in the road to the boundary of the site. Members were asked to consider whether to proceed further with this item.

Cllr White advised that he had met with the Vice Chairman of the Orchard Group and the supply was deemed to be unnecessary at this time.

The item would be removed from future agendas.

Cllr White left the meeting at 7.53pm

LF/015/042 Ashley Drive Recreation Ground Dog Bins

Members were asked to consider requests from residents to create some hardstanding around the two dog waste bins at the above site. Over the last few months the recreation ground had been prone to surface water due to the excessive rain and the ground, particularly around the bins, had been extremely muddy.

It was RESOLVED that;

Paving slabs be laid, stepping stone style, to allow ease of access to the bins in poor weather.

LF/015/043 Allotments

1 Chapel Road update

Members were asked to note that the required remedial works had been undertaken by the Ecotoilet company, however, the Flackwell Heath Allotment Association were still waiting for a detailed work description. The floor of the toilet had not been stable and there had also been concerns with gapping and a trip hazard.

2 Allotment Boundary (Ashley Drive)

Members were asked to note that the chain link fence had been erected to the rear of the scout hut as agreed at the full Council meeting in November. The Clerk was in the process of requesting a contribution towards the cost of the fence from the Scouts as per their lease.

3 Ashley Drive Update

Members were asked to note that quotes were still awaited for the removal of the cherry trees.

LF/015/044 Playground Feedback

Members were asked to receive updates from the playground working groups.

Loudwater:

Members were asked to consider the two designs and quotes received for a fitness trail and small play area at Derehams Park. It was noted that all the play equipment could be uplifted in case it needed to be moved to another part of the site.

It was RESOLVED that;

The proposed designs be referred for further consideration to the newly formed Derehams Working Party.

Flackwell Heath:

Members had been asked to receive an update from Cllr Bailey, however he was absent from the meeting, therefore no update was available.

Tylers Green:

Members were asked to consider the two quotes for fencing and gates to the new adventure area. A further quote had been requested, the Clerk had met with the contractor on 22 February. The Adventure Play area is currently closed by temporary fencing as the ground is extremely muddy.

The quotes comprised of three gate points – one for the site team to access with machinery and two pedestrian access points with fencing to be erected to either side of the gated access leading from the junior play area from the path.

The current budget position was reviewed.

It was RESOLVED that;

the Clerk be given responsibility for processing the order for the gates if the third quote came within budget.

LF/015/045

Signage

Members were asked to consider the two quotes for ladder boards for the recreation areas of the parish council, namely Derehams Park, Boundary Road Recreation Ground, Green Dragon Lane Sports Ground, Straight Bit Recreation Ground and Ashley Drive Recreation Ground.

It was noted that identical quotes were impossible to get, as different treatments to the wood were being used.

It was RESOLVED that;

the signage issue be referred back to the working party which would include Cllr Wilkes, Cllr White and Cllr Herschel.

LF/015/046

Draft Committee Budget 2016/17

Members were asked to consider any changes within the overall net sum of the draft committee budget prior to final approval in March.

It was RESOLVED that;

The budget be accepted and be taken for formal approval.

LF/015/047

Committee Finances

Members were asked to note the current committee expenditure and income and the current position of the committee's earmarked reserves.

LF/015/048

Questions from committee members and the public

There were no members of the public present.

Cllr Jordan advised that when at the last Loudwater Bowls Club meeting they had not been happy with their mention in the newsletter.

LF/015/049

Accounts for payment

The accounts for payment were circulated for consideration by councillors.

*It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8797 to 8806 be signed
and direct debits to E-ON, N-Power and Unicom be approved for payment.*

The chairman of the committee thanked members for their attendance and closed the meeting at 8.57pm

Date of the next meeting: Tuesday, 24 May 2016 at 7.30pm

Signed: Dated: 14 April 2016

DRAFT

CHEPPING WYCOMBE PARISH COUNCIL

WORKS, SERVICES & PLANNING COMMITTEE

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

Report of the meeting held on Thursday 10 March 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

Present:

Cllr J White - Chairman	Cllr C Jordan
Cllr J Herschel – Vice-chairman	Cllr B Sadler
Cllr C Leonard	Cllr H Darch
Cllr C Dodds	Cllr K Wood

Also presents: Cllr L Willis and Cllr Forbes, who arrived at 7.40pm

WSP/15/050 **Apologies for absence**
None were received. Cllr L Pinner was not present.

WSP/15/051 **Declarations of members' interests in Items on the agenda**
There were none.

WSP/15/052 **Delegated Action**
Members were asked to note that since the last committee meeting there had been no delegated actions.

WSP/15/053 **Signage**
Members were asked to review the proposed phasing for the signage project and asked to note the previously agreed signage requirements for Tylers Green Common and King's Wood.

A meeting of the re-formed signage working party has been agreed for 16 March at which a specification will be agreed and quotes examined.

Members were asked to consider authorising the working party, to approve the sign specification and if satisfied with quotes proceed to ordering, being mindful of budgetary constraints.

It was RESOLVED that;
the phasing of the project was agreed and the Working Party be given authority to proceed with ordering the ladder board signs once satisfied with the quotes.

WSP/15/054 **Footway Lighting Update**
Members were asked to receive a report on the progress with the project.

The Clerk advised that;

- the invitation to tender document had been given to the NALC legal team to check for any omissions.
- A CU Phosco P852 lamp would be installed on Derehams Lane, this would enable members to inspect the light in action.
- Contact had been made with Salix advising that the project was still ongoing and that a submission would be made.
- Another lamp had been put forward as an option – a Kirium Mini from DW Windsor, three lamps were now being considered.

Cllr Dodds advised that he had been in contact with Bucks County Council who are undertaking a similar, but much larger, project.

Cllr Herschel advised that the aluminium columns would be replaced by galvanised steel and that columns near the roadside could be moved up to 3 metres back free of charge.

Members were happy with the progress.

WSP/15/055 **War Memorial**

1 Flackwell Heath

Members were asked to note that an order had been placed for the inscription of the missing names to the war memorial and a date was awaited for the works to be undertaken.

WSP/15/056 **Cemeteries**

1 St Margaret's Church Path

Members were asked to note that an order for the patch repair of the path had been raised and a date for the works to be undertaken was awaited. Weather conditions had delayed a start date.

2 Hammersley Lane Garden of Rest

Members were asked to consider a request for a resident who had purchased two cremation plots at the above site. The request was for the Council to review their regulations relating to size of memorial on a cremated remains plot, with a view to only allowing a flat memorial.

In this instance it was found that nothing could be done however;

***It was RESOLVED that;
at new cremation sites only flat memorial would be allowed.***

WSP/15/057 **Planning Submissions**

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

Cllr Dodds asked Cllr Wood when the Wycombe Heights Golf Club application was up for review. Cllr Wood would check and feedback.

WSP/15/058 **Local Area Forum**

1 Heath End Road Green Footpath Phase II

Members were asked to note that the second phase of the footpath had now been completed. This had been a joint initiative with Little Marlow Parish Council with funding from the Local Area Forum.

It was noted that the contingency element had been removed by Bucks County Council from the project so the finished result was not as good as originally hoped, the path being closer to the road.

2 Proposal – Zebrites for crossings in Loudwater and Flackwell Heath

Members were asked to consider a proposal from Cllr Wood seconded by Cllr Herschel to implement the agreed support for Zebrites in the LAF area;

Members were asked to support the installation of Zebrites by the LAF in both Flackwell Heath and Loudwater by match funding the cost from the Partnership Working budget, not to exceed £6,200 which was a current quote from Transport for Bucks.

Cllr Herschel had undertaken a survey of the zebra crossings within the boundary of the LAF and had found the Heath End Road crossing to be the worst.

It was RESOLVED that;
the parish council match fund the Zebrites and to increase the Partnership Working budget line by £1,200 to accommodate the expenditure.

WSP/15/059 **Footpath Update**

1 Sheepridge Lane and Heath End Road Green Footpaths

Members were asked to note that the Clerk had written to the Bucks County Council Rights of Way team to ask that they adopt and make definitive the two green footpaths on their land and was awaiting a response.

Members were asked to note that following requests from Cllr Herschel and the Clerk, the Chiltern Society had cut the paths and had agreed to another cut to keep the route passable.

2 Footpath 30 – Fennel Wood

Members were asked to receive an update from Cllr White on the repair works to the footpath.

Cllr White advised that;

- The footpath was walkable however it had not been completed to Bucks County Council specification – bark chipping had been laid instead of shingle to parts of the path. It is expected that Bucks County Council will ask Thames Water to rectify this when the path becomes impassable.
- The bollards were in situ, however the padlocks were still not attached.

It was RESOLVED that;
the Clerk write to Rosie Taylor, Rights of Way Officer at Bucks County Council to confirm that Thames Water will be contacted to rectify the path when it becomes impassable and to find out when the padlocks will be attached to the bollards.

WSP/15/060 **Boundary Stone – Wycombe Heights Golf Club**

Members were asked to note that a site visit to review the requirements for the removal of the stone from the tree had been arranged for 8 March.

Cllr White, the Warden and the Clerk met with Colin Wilson, groundsman, and a plan of action for the removal of the stone was discussed, time to be confirmed as weather conditions would need to be monitored. Mr Paul Barnes arrived late and missed the meeting.

It was RESOLVED that;
the Clerk write to Mr Paul Barnes, Property and Asset Manager for Burhill, to get authority to work on the golf course.

WSP/15/061 **Workshop and Office Lighting Replacement**

Members were asked to note that the fluorescent tubes in the top workshop were now obsolete and an alternative fitting and lamp need to be obtained.

Members were asked to consider authorising the Clerk and Warden to find a suitable solution with a budget of £750.00; also to include the lighting in the Clerk's office within a budget of £381.00.

*It was RESOLVED that;
quotes were to be obtained and best value taken into consideration.*

WSP/15/062 **Community Payback Update**
Members were asked to note the work undertaken by the Community Payback teams since the last committee meeting in December.

WSP/15/063 **Committee Projects for the next 4 years**
Members were asked to receive a short presentation from Cllr Herschel on a chart showing ongoing projects.

Cllr Herschel apologised for not supplying the chart and asked for the item to be deferred to the next meeting. This was agreed.

WSP/15/064 **Draft Committee Budget 2016/17**
Members were asked to note the draft Works, Services & Planning committee budget for 2015/16.

Item WSP/15/058 (2) had raised a requirement for £1,200 to be added to the Partnership Working budget line and taken from the Footway Lighting EMR allocation to keep a stand still budget.

*It was RESOLVED that;
with the addition of £1,200 to the Partnership Working budget line the budget be approved and taken to the next Finance and General Purposes Committee.*

WSP/15/065 **Committee Finances**
Members were asked to note the current committee expenditure and income along with an EMR report.

WSP/15/066 **Questions from committee members and the public**
There were no members of the public present.

Cllr Jordan raised the issue of Queensmead House – he was advised by the Chairman that any comments on the proposal for the property had to wait until a planning application was presented.

WSP/15/067 **Accounts for payment**
The accounts for payment were circulated at the meeting for consideration by councillors.

It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8807 to 8816 be signed and that the BACS payment to Payflow and direct debits to EE, E-ON and SSE be approved for payment.

The chairman of the committee thanked members for their attendance and closed the meeting at 8.40pm

Date of the next meeting: Tuesday 2 June 2016 at 7.30pm

Signed: Dated: 14 April 2016

CHEPPING WYCOMBE PARISH COUNCIL

Finance and General Purposes Committee

Meeting to be held on Thursday, 24 March 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

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

Also Present: Cllr C Jordan

FGP/015/055 **Apologies for absence**
Apologies were received from Cllr D Dodds (family) and Cllr L Willis (family)

FGP/015/056 **Declarations of members' interests in agenda items**
There were none.

FGP/015/057 **Staff Matters**
1 Staff Absence Report
Members were advised that there had been only one member of staff absent since the last committee meeting in January and this had been for a period of 3 days.

2 Staff Panel Recommendations
Members were asked to approve the notes of the Staff Panel and recommend them for approval at full Council. Cllr Forbes worked through the notes as follows;

- **Draft job description**
Members were asked to review the draft job description format. Cllr Darch explained the rationale of the re-drafting. It is intended that once the format is agreed all job descriptions will be take on the same format.

***It was RESOLVED that;
the new format for job descriptions be approved.***

Cllr Herschel suggested that once complete the job descriptions should be put on the website. It was noted that the next stage would be person specifications.

- **Staff structure**
The recommendation was to have the Deputy and Assistants Clerks in for 3 days each.

Cllr Herschel advised that he felt that the council were paying an enormous amount on admin. Cllr Forbes advised that a 6 month review of the working days would be undertaken.

- **Timesheets**
A recommendation was made not to continue with the completion of timesheets and to be replaced by a 'whereabouts' board to be completed each day.
A recommendation was made to provide the grounds team with hi-vis vests with CWPC printed on the back.
A better reporting system was requested and the warden would be asked to provide a report to each full Council meeting on work to be undertaken and progress.

- **Clerk's Workload**

At the moment there are 3 major projects underway – LED lighting, signage and play equipment.

Clarity on the status of projects was required.

Cllr Darch and Cllr Forbes offered assistance in the development of a project status summary.

Each committee keep asking for projects to be undertaken and therefore priority setting is necessary.

It was RESOLVED that;

The recommendations be taken to full Council to approval.

FGP/015/58

Policies and Procedures

1 Financial Regulations

In light of revisions to the NALC Model Financial Regulations issued in January 2016, members were asked to review the draft financial regulations showing the proposed changes highlighted in yellow and the superseded clauses in blue.

It was RESOLVED that;

the revisions to the Financial Regulations be accepted and recommended for adoption at the next full Council meeting on 14 April 2016.

2 Standing Order/Delegated Powers

Members were asked to review the council's Standing Orders. No changes were proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;

the Standing Orders/Delegated Powers be recommended for re-adoption at the next full Council meeting on 14 April 2016.

3 Committees' Terms of Reference

Members were asked to review the committees' terms of reference last adopted on 16 April 2015.

It was RESOLVED that;

the Committees' Terms of Reference be recommended for re-adoption at the next full Council meeting on 14 April 2016.

4 Insurance

Members were asked to note that insurance renewal will take place on 1 August 2016. The Clerk advised that she would be seeking three quotes this year for comparison and approval at full Council in June 2016.

5 Council's membership of other bodies

Members were asked to consider whether to continue with support and/or subscriptions of other external bodies as follows:

- BALC/NALC Membership
- Chiltern Society
- Chilterns Conservation Board

- M40 Chiltern Environmental Group
- WDALC
- Fields in Trust
- Bucks Playing Field

It was RESOLVED that;
membership to the above external bodies be recommended for approval at the next full Council meeting.

6 Complaints Procedure

Members were asked to review the Complaints Procedure. No changes are proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;
the Complaints Procedure be recommended for re-adoption at the next full Council meeting on 14 April 2016.

7 Freedom of Information Policy and Data Protection Policy

Members were asked to review the Freedom of Information Policy and the Data Protection Policy. No changes are proposed to the documents last adopted in 16 April 2015.

It was RESOLVED that;
the Freedom of Information and Data Protection policies be recommended for re-adoption at the next full Council meeting on 14 April 2016.

8 Publicity Policy

Members were asked to review the Publicity Policy. No changes are proposed to the document last adopted on 16 April 2015.

It was RESOLVED that;
the Publicity Policy be recommended for re-adoption at the next full Council meeting on 14 April 2016.

9 Fixed Assets

Members were asked to note Fixed Assets as at 31.3.16 with a projected value.

It was noted that provision was made in the Earmarked Reserves for the replacement of items. In order to keep the Earmarked Reserves up to date estimates should be sought to check that funds would be sufficient for replacement.

10 Fees and Charges

Members were asked to consider a request from a resident to review the fee for accessing King's Wood, which currently stands at £265.00 with a deposit of £175.00 for any damage caused.

Following discussion, it was agreed that next year the section on charges for access would be split out and entry into King's Wood would probably increase. As King's Wood is registered as a village green access needs to be controlled with permissions given for any vehicular access.

It was RESOLVED that;
the current fee would not be waived or decreased in relation to the request.

11 Meetings Date Changes

Members were asked to consider the meeting date changes.

It was RESOLVED that;

- *The Annual Council Meeting will be held on Tuesday, 3 May 2016*
- *Amenity Land site visit would now take place on Thursday, 30 June 2016; and*
- *full Council would now be held on Tuesday, 28 June, 2016.*

FGP/015/059 **Health & Safety**

Members were asked to note that an incident had been reported as happening on Monday 14 March, however the report was received via telephone 48 hours later.

It transpired that a member of the grounds team sustained a back injury whilst moving slabs. Action to be taken – a refresher course in Manual Handling.

FGP/015/060 **Legal**

1 Green Dragon Mast

Members were asked to note that the ongoing issue of unpaid monies was ongoing. However, since the last meeting a further £1,525.11 had been forthcoming, so amount received within this financial year totals £7,999.00.

Members were given sight of a request for Arqiva to take over the lease from the current tenants T-Mobile and 3G. The Clerk has advised Arqiva that unless the council has assurance that the full rental will be received further no further action on our part will be taken to negotiate a new lease.

This item will be removed from the agenda only to be brought back when resolved.

2 Byelaws

Members were asked to note that provisional approval had been received and the byelaws were now being advertised on the website, in the noticeboards and in the Bucks Free Press.

FGP/015/061 **Neighbourhood Action Group Feedback/MVAS Update**

The last NAG meeting had been cancelled, there was no feedback available.

Cllr Forbes reported on the MVAS project. Data from the signs will now be sent to the Clerk for uploading to the website.

FGP/015/062 **Grants**

Members were asked to note that there was £1,000 unspent in the grant budget.

FGP/015/063 **Community Infrastructure Levy (CIL)**

Members were asked to note the current total for CIL received was £17,499.59 and that £7,368.97 of that total had already been approved to be used for play area refurbishment.

Members were asked to consider how to use the remaining £10,130.62.

Signage was highlighted as a possible project for the funds.

It was RESOLVED that;

The Clerk email all members asking for ideas for the CIL spend.

Cllr Herschel advised that more CIL money could be received if the parish developed a Parish Plan and suggested that the next training session be used for parish planning advice.

FGP /015/064 **Risk Register**

Members were asked to review some possible risks relating to the Footway Lighting project. All concerns could be resolved, however it was felt necessary to continue publicising the installation of the LED lighting in the newsletter.

Cllr Herschel advised that the only concern left which was currently being investigated was the quality and adequacy of the lighting.

It was RESOLVED that;

The Footway Lighting Project be added to the Risk Register.

FGP/015/065 **Budget 2016/17**

Members were asked to receive the budgets for 2016/17.

It was RESOLVED that;

The budgets for 2016/17 be recommended for approval at the next full Council meeting on 14 April 2016.

FGP/015/066 **Committee Finances**

Members were asked to note the current committee income and expenditure (month 11).

FGP/015/067 **Council Income and Expenditure**

Members were asked to note the consolidated report for all the council's committees (month 11).

FGP/015/068 **Earmarked Reserves**

Members were asked to note the Earmarked Reserves Report (month 11).

It was RESOLVED that;

the transfer of three sums of £30,000 into each play equipment budget be recommended for approval.

Members were asked to note that a new Earmarked Reserve would be set up for the CIL money in the Finance & General Purposes budget area and that the contribution from Wycombe District Councillor Laurence Wood towards the Derehams Lane sports grounds project be put into the Earmarked Reserve.

FGP/015/069 **Questions from council members and the public**

Cllr Wilkes advised that the Flackwell Heath Resident's Association were concerned at the lack of speed and lack of communication relating to the playground project at the Straight Bit.

It was noted that Cllr Bailey had not been present at the last Leisure Facilities meeting.

1 Totteridge Common

Members were asked to receive questions from Cllr Herschel relating to the site at Totteridge Common.

Many members will know that part of Totteridge Common is leased to Wycombe District Council (WDC) to enable them to provide open recreation space to residents of the High Wycombe town wards of Totteridge and Terriers & Amersham Hill.

1. What is the annual income from this lease? When is it paid?
£20/annum received in April

2. When does the current lease end? **18 December 2018**
3. WDC have previously indicated that they do not intend to renew the lease. Is this still the case? **Yes they would like to give it back at the end of the lease**
4. What is the 2016/2017 cost to residents of Chepping Wycombe from our independent contractor to maintain that part of Totteridge Common (about 3,500 sq.m) not being maintained by WDC? **2015/16 £750.00**
5. What, if WDC do not renew their lease, would be the cost to Chepping Wycombe residents to maintain this open recreation area for the continuing benefit of local WDC residents? How often do WDC cut the grass on the land they lease? What other work have they taken in the past 5 years to maintain the area? **Previous 24 times a year now performance based (as and when required). Work to hedges and gate**
6. Have we asked our independent contractor to provide a cost for the maintenance of the additional area? And if not, when will we ask them to provide this cost? **2018 in time for 2019 cuts**
7. What income, if any, do WDC receive from their letting of the area currently leased and maintained by them? When and for how many days are each of these lettings? **They receive £700.00 pa income.**
8. What strategies could Chepping Wycombe take to minimise the potential cost to our residents. For example: reducing the number of cuts a year; allowing the grass to grow longer while perhaps cutting an access path to public footpaths. This policy is to be seen at many National Trust properties and other country estates, and even in Hyde Park, London.
For discussion at Amenity Land.
9. How many bins, if any, do WDC currently provide and maintain on Totteridge Common for dog faeces? Both on the area maintained by us and on that of WDC. **1 (146)**

It was noted that Cllr Herschel advised that he had just wanted to draw the committee's attention to the site.

FGP/015/070 **Accounts for Payment**

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

***It was RESOLVED that;
the accounts for payment be approved and cheques numbered 8818 to 8823 be signed and direct debits to Thames Water, GE Stevens (Certas) and Unicom be approved for payment.***

1 Pending Transaction Form

As an action from the In-house Audit, requiring acknowledgement of purchase orders, members were asked to review the new layout of the pending transaction form.

***It was RESOLVED that;
The new layout be approved.***

The chairman of the committee thanked members for their attendance and closed the meeting at 9.22pm

Date and Time of Next Meeting: Tuesday, 16 June 2015 at 7.30pm

Signed: Dated: 14 April 2016

DRAFT

HEALTH AND SAFETY POLICY STATEMENT

Health and Safety at Work etc Act 1974

This is the Health and Safety Policy Statement of

CHEPPING WYCOMBE PARISH COUNCIL

To enable its statutory duties to be carried out it is the policy of this council, so far as is reasonably practicable, to ensure that responsibilities for health, safety and welfare are properly assigned, accepted and fulfilled. All levels within the council organisation will identify areas where practical steps can be taken to safeguard the health, safety and welfare of all employees, contractors and visitors to the premises/sites who may be affected by operations and premises/sites under our control.

Our statement of general policy is:

- to provide adequate control of the health and safety risks arising from our work activities;
- to consult with our employees on matters affecting their health and safety;
- to provide and maintain safe plant and equipment;
- to ensure safe handling and use of substances;
- to provide information, instruction and supervision for employees;
- to ensure all employees are competent to do their tasks, and to give them adequate training;
- to seek to prevent accidents and cases of work-related ill health;
- to maintain safe and healthy working conditions; and
- to review and revise this policy as necessary at regular intervals

Signed

Chairman on behalf of the council

Date:

Review date:

RESPONSIBILITIES

1. Overall and final responsibility for health and safety is that of

Clerk

2. The day to day duty for ensuring this policy is put into practice is delegated to

The Warden

3. To ensure health and safety standards are maintained/improved, the following people have responsibility in the following areas

Name

Responsibility

Chairman of the Council to conduct annual review of H&S Arrangements

Chairman of F & G P to ensure adequate financial resources for H & S

Chairman of all Committees to ensure H & S standards are maintained

4. All employees have to:

- co-operate with supervision and council clerk on health and safety matters;
- not interfere with anything provided to safeguard their health and safety;
- take reasonable care of their own health and safety and that of others affected by their actions; and
- report all health and safety concerns to the appropriate person as detailed

ARRANGEMENTS

Health and safety risks arising from our work activities

- Risk assessments will be undertaken by
Warden
- The findings of the risk assessments will be reported to
Clerk
- Action required to remove / control risks will be approved by:
Clerk
Clerk
- will be responsible for ensuring the action required is implemented and will check that the implemented actions have removed / reduced the risks.
- Assessments will be reviewed every
12 months
- or when the work activity changes, whichever is soonest

Consultation with employees

- Consultation with employees is provided directly by

Clerk – Office staff
Warden – Ground staff

Safe plant and equipment

Warden

will be responsible for identifying all equipment / plant needing maintenance.

Warden

will be responsible for ensuring effective maintenance procedures are drawn up and that all identified maintenance is implemented.

Any problems found with plant / equipment should be reported to

Warden

Warden

will check that new plant and equipment meets health and safety standards.

Information, instruction and supervision

- The Health and Safety Law poster is displayed at

Council Office
- Health and safety advice is available from

N.A.L.C.
- Supervision of young workers / trainees will be arranged / undertaken / monitored by

Warden

Safe handling and use of substances

- Warden

 will be responsible for identifying all substances that need COSHH assessment, and to undertake those assessments.
- Clerk

 will be responsible for ensuring that all actions identified in the assessments are implemented.
- Clerk

 will be responsible for ensuring that all relevant employees are informed about COSHH assessments
- Warden

 will check that new substances can be used safely before they are purchased.
- Assessments will be reviewed every

12 months

 or when work activity changes, whichever is soonest.

Competency for tasks and training

- Induction training will be provided for all employees by

Clerk / Warden

- Job specific training will be provided by

Chainsaws – The Vale Training Group

Strimmers / Brush cutters - Warden

Mowers - Warden

Welding – Outside Training Provider

Chemical Spraying – The Vale Training Group

Manual Handling – Outside Training Provider

Abrasive Wheels – The Vale Training Group

- Training records are kept in

Clerk's office

- Training will be identified, arranged and monitored by

Clerk / Warden

Accidents, first aid and work-related ill health

- The first aid box is kept at

Wardens office and in each vehicle

- The appointed first aider is

Mr JK Kingsland

- All accidents and cases of work related ill health are to be recorded in the accident book. The book is kept by

Clerk

Clerk

is responsible for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

Monitoring

- To check our working conditions, and ensure our safe working practices are being followed, we will

Conduct routine inspections and investigate accidents

Warden

is responsible for investigating accidents and work related causes of sickness.

Clerk

is responsible for acting on investigation findings to prevent a recurrence.

Emergency procedures – fire and evacuation

- Clerk
- is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by / every
Weekly by Warden
- Fire extinguishers are maintained and checked by / every
GDT annually
- Alarms are tested by / every
6 months by Grange Security Systems
- Emergency evacuation will be tested every
6 months

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee is gross misconduct.

Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. *The Finance & General Purposes committee* will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.

Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by [one] two member[s] of council [,and countersigned by the Clerk,] in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.

- £500 and up to £2,000 the approval of the F&GP chair (or vice chair) is given
- £2000 and up to £5,000 the approval of both the F&GP chair and the chair of the Council is given (or their respective vice chairs)
- Above £5,000 the matter needs to be approved by Council

10.4. Where the lowest quote is not recommended for approval then Council approval is needed.

10.5. A member may not issue an official order or make any contract on behalf of the council.

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

11. CONTRACTS

11.1. Procedures as to contracts are laid down as follows:

- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

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

Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18df and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

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 F & GP	131,325 192,834	127,525 197,734	127,164 203,616	361 (5,882)	
CWPC - gross	<u>393,474</u>	<u>393,024</u>	<u>397,845</u>	(4,821)	
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 F & GP	(10,450) (18,171)	(10,450) (16,071)	(10,450) (16,071)	0 0	
CWPC - income	(47,226)	(45,941)	(45,241)	(700)	53.76371
CWPC TOTAL net	<u>346,248</u>	<u>347,083</u>	<u>352,604</u>	(5,521)	
PRECEPT	<u>(330,654)</u>	<u>(337,890)</u>	<u>(341,380)</u>	3,490	<u>(338,227)</u>
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 current year		(13,193)	(11,223)		0.58% inc needed to offset grant reduction
Difference	<u>0</u>	<u>(4,000)</u>	<u>0</u>		
Increase of Precept to householders		1.50%	0.58%	0.58%	
Impact		(4,960)	(1,960)		
Changes in House numbers			28.92		
Extra income due to House numbers			(1,530.74)		
Precept change due to Band D changes		(2,276)			
General Reserve (opening balances)	115,215				
Transfer from General Reserve	0				
GR before March adjustments	115,215				
	(396,012)				
Band D was		£53.71			
With 0.58% increase		£54.02			
Precept Band D Houses 14/15	6,247				
Precept Band D Houses 15/16	6,290				
% increase from 14/15	0.69%				
Band D Precept 14/15	£52.93				
Band D Precept 15/16	£53.72				
Increase per annum	£0.79				

Draft CWPC 2016/17

APPENDIX

Amenity Land Budget 2016/17		Approved 2014/15	Approved 2015/16	Draft 2016/17	Variances values	Variances %s	Comments 16/17
Code	Cost centre						
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/Maggie
	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%	
9001	EMR Railway Land	4000			0		
	Exp	3250	1250	1250	0	0%	Boundary works Bank Clearance Other Management Plan Activities
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%	

Draft CWPC 2016/17

Amenity Land Budget 2016/17		Approved 2014/15	Approved 2015/16	Draft 2016/17	Variances values	Variances %s	Comments 16/17
Code	Cost centre						
105	Tylers Green Common						
4014	electricity	150	150	150	0	0%	
4037	ground maintenance	2600	2600	2600	0	0%	
9000	EMR TG Common	0	0	0	0	0%	additional path works (poss from EMR)
	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%	

42

f Budget 2016_17 Opening Drafts V d .8.2

CWPC 2016/17

Leisure Facilities Budget 2016/17									
Code	Cost centre	Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %s	Comments 16/17		
201	Ashley Drive Allotments								
4,012	water	500	500	500	0	0%			
4,037	grounds maintenance	200	200	1,400	1,200	600%			
4,907	allotment fencing	500	500	800	300	60%			Cherry trees 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%			

CWPC 2016/17

Code		Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances		Comments 16/17
					values	%s	
	Cost centre	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						
1,004	water reclaimed	5,400	5,400	5,400	0	0%	
	electricity recovered	300	300	300	0	0%	
		300	300	300	0	0%	
		6,000	6,000	6,000	0	0%	
	Derehams Expenditure						
	Derehams Income	12,600	12,600	13,400	800	6%	
		9,200	9,200	8,500	-700	-8%	
214	Straight Bit Recreation Ground - but not play areas see 221						
4,037	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%	
1,002	permits	1,000	1,000	1,000	0	0%	
1,083	third party contributions	0	0	0	0	#DIV/0!	
		1,000	1,000	1,000	0	0%	

FF

CWPC 2016/17

		Approved Budget 2014/15	Approved Budget 2015/16	Proposed Budget 2016/17	Variances values	Variances %s	Comments 16/17
Code	Cost centre						
215	Green Dragon Sports Ground						
	insurance	600	600	600	0	0%	
4,025	ground maintenance	0	0	0	0	#DIV/0!	
4,037	maintenance contract	600	600	600	0	0%	
9,000	EMR Reserve						
		1,200	1,200	1,200	0	0%	
1,079	other costs recovered	120	120	120	0	0%	
		120	120	120	0	0%	
216	Boundary Park Recreation Ground - but not play areas see 221						
	electricity	100	100	100	0	0%	
4,014	ground maintenance	500	2,500	500	-2,000	-80%	inc £2k for conifer trees (15/16)
4,037		600	2,600	600	-2,000	-77%	
1,004	other costs recovered	100	100	100	0	0%	
		100	100	100	0	0%	
220	General Recreation						
	dog bins	4,000	3,500	4,200	700	20%	increase in dog bins
4,401	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						
	equipment maintenance	3,000	3,000	3,000	0	0%	
4,042	other prof fees	200	1,500	1,500	0	0%	includes security
4,060	EMR Play Area equipment	9,500	9,500	9,800	300	3%	balance item
9,000		12,700	14,000	14,300	300	2%	

46

Budget 2016_17 Opening Drafts V d.8.2'

CWPC 2016/17

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	3,570	70	2%	Use actual bill		
	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	8,870	70	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	3,570	70	2%	Use actual bill		
	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	9,570	70	1%			

CWPC 2016/17

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	37	-8	-18%	Use actual bill
4012	water	45	45	45	0	0%	
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	782	-8	-1%	
1031	income burials & memorials	250	250	250	0	0%	

CWPC 2016/17

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	182	7	4%	Use actual bill
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	4,742	7	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				0	0%	
		4,110	4,110	4,110	0	0%	

CWPC 2016/17

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						
	benches and signs						
4029	property maintenance	500	500	500	0	0%	
4036	EMR benches and signs (all areas)	6,000	6,000	6,000	0	0%	
9000		6,500	6,500	6,500	0	0%	
322	Footway Lighting						
	electricity						
4014	maintenance contract	18,000	18,000	18,000	0	0%	
4038	footway light repairs	16,000	16,000	16,000	0	0%	
4066	EMR street lighting	3,500	3,500	3,500	0	0%	
9000		16,000	16,000	14,800	-1,200	-8%	
		53,500	53,500	52,300	-1,200	-2%	
341	Partnership Working						
	Partnership working						
4061		10,000	5,000	6,200	1,200	24%	Defibs in 15/16
	Gross	131,325	127,525	127,164	-361	0%	
	Income	10,450	10,450	10,450	0	0%	
	Net	120,875	117,075	116,714	-361	0%	

50

CWPC 2016/17

F&GP Budget 2014-15						
Code	Cost centre	Approved Budg 2014/15	Approved Budg 2015/16	Proposed Budget 2016/17	Variances values	Variances %'s
401	Administration					
4001	salaries NI & pensions	137,042	144,500	148,882	4,382	3%
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%
4056	legal fees	5,000	5,000	5,000	0	0%
4057	audit fees	1,600	1,200	1,200	0	0%
						Being imposed suggest £50/month
4060	other prof fees	200	200	200	0	0%

51

CWPC 2016/17

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 storage	500	500	3,500	3,000	600%	software support
4069	web development	500	500	500	0	0%	
		165,898	173,075	180,857	7,782	4%	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%	

CWPC 2016/17

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	12,809	8,336	186%	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%	
1011	Correction	85	85	85	0	0%	
	wayleaves	12,421	12,421	12,421	0	0%	
	Gross	192,834	197,734	203,616	5,882	3%	
	Income	18,171	16,071	16,071	0	0%	
	Net	174,663	181,663	187,545	5,882	3%	