# CHEPPING WYCOMBE PARISH COUNCIL

## Finance and General Purposes Committee

Meeting to be held on Tuesday, 3 December 2019 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**

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**Committee Members:** Cllr I Forbes – Chairman
Cllr J Herschel – Vice-chairman
Cllr B Kin
Cllr H Darch
Cllr C Dodds
Cllr L Willis
Cllr M Wilkes
Cllr R Wilks
Cllr J Gurney
Cllr P Miller
Cllr K Wood (ex-officio)

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

**AGENDA**

1. **Apologies for absence**
2. **Declarations of members' interests in agenda items**
3. **Staff Matters**
   **3.1 Staff Absence Report**
4. **Policies & Procedures**
   **4.1 Risk Register**
5. **Health & Safety**
6. **Legal**
   **6.1 Totteridge Common & Hatters Lane Triangle– Transfer Deed**
7. **Neighbourhood Action Group**
   **7.1 Sentinel Mark II Camera**
8. **Grants**
9. **Website**
10. **Publicity**
11. **Calendar of Meeting Dates**
12. **Fees and Charges**
13. **Budget**
    **13.1 Committee Budget (Period 7) October**
    **13.2 Council Finances (Period 7) October**
    **13.3 Committee Draft Budget 2020/21**
    **13.4 Council Budget 2020/21**
    **13.5 Precept**
    **13.6 Community Infrastructure Levy (CIL)**
14. **Questions from council members and the public**
15. **Accounts for Payment**

W Thompson

Wendy Thompson
Clerk to the Council
25 November 2019

**AGENDA ITEM 3**

**Staff Matters**

**3.1 Staff Absence Report**

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

**AGENDA ITEM 4**

**Policies and Procedures**

**4.1 Risk Register**

Members are asked to NOTE that the Risk Register is currently being worked through by Cllr Herschel and will be brought back to committee in February for consideration.

**AGENDA ITEM 5**

**Health & Safety**

Members are asked to NOTE that there have been no incidents since the last committee meeting in September.

**AGENDA ITEM 6**

**Legal**

**6.1 Totteridge Common & Hatters Lane Triangle**

Members are asked to NOTE that the above two pieces of land shown at **APPENDIX A** were wrongly registered by the parish council. The Wycombe (Parishes) Order 1987 clearly showing the land at Totteridge Common along with all the properties in that cluster being taken from Chepping Wycombe during the boundary changes, this is also borne out by none of these properties showing up on the parish council's electoral roll. It would appear from Wycombe District Council paperwork that the Hatters Lane Triangle falls within their boundary.

Members are asked to CONSIDER the transfer document at **APPENDIX B**, and if so minded, APPROVE for recommendation to full Council the document for signature.

**AGENDA ITEM 7**

**Neighbourhood Action Group**

Members are asked to NOTE the highlights of the NAG meeting held on 9 October 2019. **APPENDIX C**

**7.1 Sentinel Mark II Camera**

Members are asked to NOTE that the above speed camera had been received and is in the parish council's possession.

**AGENDA ITEM 8**

**Grants**

Members are asked to NOTE that the current budget line for Grant stands at £1,000, following the agreed amount for the Flackwell Heath Minors Football Club of £1,000 in April towards refurbishments to the kitchen area. Their application was for an amount of between £5,000 to £10,000.

Members are asked to CONSIDER the grant application from the Flackwell Heath Bowls Club for a new mower in the sum of £7,500 **APPENDIX D**. Form attached all other required paperwork received and in order.

**AGENDA ITEM 9**

**Website**

Members are asked to RECEIVE a verbal update from Cllr Herschel following a meeting held with the website designer on Monday 7 October.

**AGENDA ITEM 10**

**Publicity**

Members are asked to NOTE that the chairman of council has suggested that an initial event, for the parish council's 125 years, should take place prior to the Council meeting in December to be included in the Christmas Get-together.

**AGENDA ITEM 11**

**Calendar of Meeting Dates 2020/21**

Members are asked to CONSIDER and, if so minded, RECOMMEND the meeting schedule for 2020/21 along with recommendations for approval at the full Council meeting on Tuesday 17 December. **APPENDIX E**

**AGENDA ITEM 12**

**Fees and Charges 2020/21**

Members are asked to CONSIDER and, if so minded, RECOMMEND the fees and charges for 2020/21 for approval at the full Council meeting on Tuesday 17 December.

Members are asked to NOTE that a CPIH rate of 1.5% in October was used as a basis for the increase with some rounding for ease. **APPENDIX F**

**AGENDA ITEM 13**

**Budget**

**13.1 Committee budget (Period 7) - October**

Member are asked to NOTE the current status of the committee's income and expenditure. **APPENDIX G**

**13.2 Council Finances (Period 7) – October**

Members are asked to NOTE the summary of income and expenditure by committee. **APPENDIX H**

**13.3 Committee Draft Budget 2020/21**

Members are asked to CONSIDER and, if so minded, APPROVE the committee budget for recommendation to full Council on 17 December 2019. **APPENDIX I**

**13.4 Council Budget 2020/21**

Following the budget meetings with committee chairman and vice chairman members are asked to CONSIDER and, if so minded, APPROVE the core budget (excluding Earmarked Reserves and Project lines that require more work) for recommendation to full Council on 17 December 2019.

**13.5 Precept**

Members are asked to RECEIVE a short presentation from the chairman of committee with a recommendation that there is no need to increase the Precept as our balances are healthy and therefore a request for 0.0% change in our Precept charged to householders is proposed. However, there could be a slight change to the Precept if the housing numbers vary. **APPENDIX J**

Members are therefore asked to CONSIDER, and if so minded, APPROVE one of the following options;

1. No Change
2. A 5% or 10% reduction

**13.6 Community Infrastructure Levy (CIL)**

Members are asked to NOTE that the current CIL total stands at £6770.00 which needs to be spent by 2021/22.

**AGENDA ITEM 14**

**Questions from council members and the public**

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

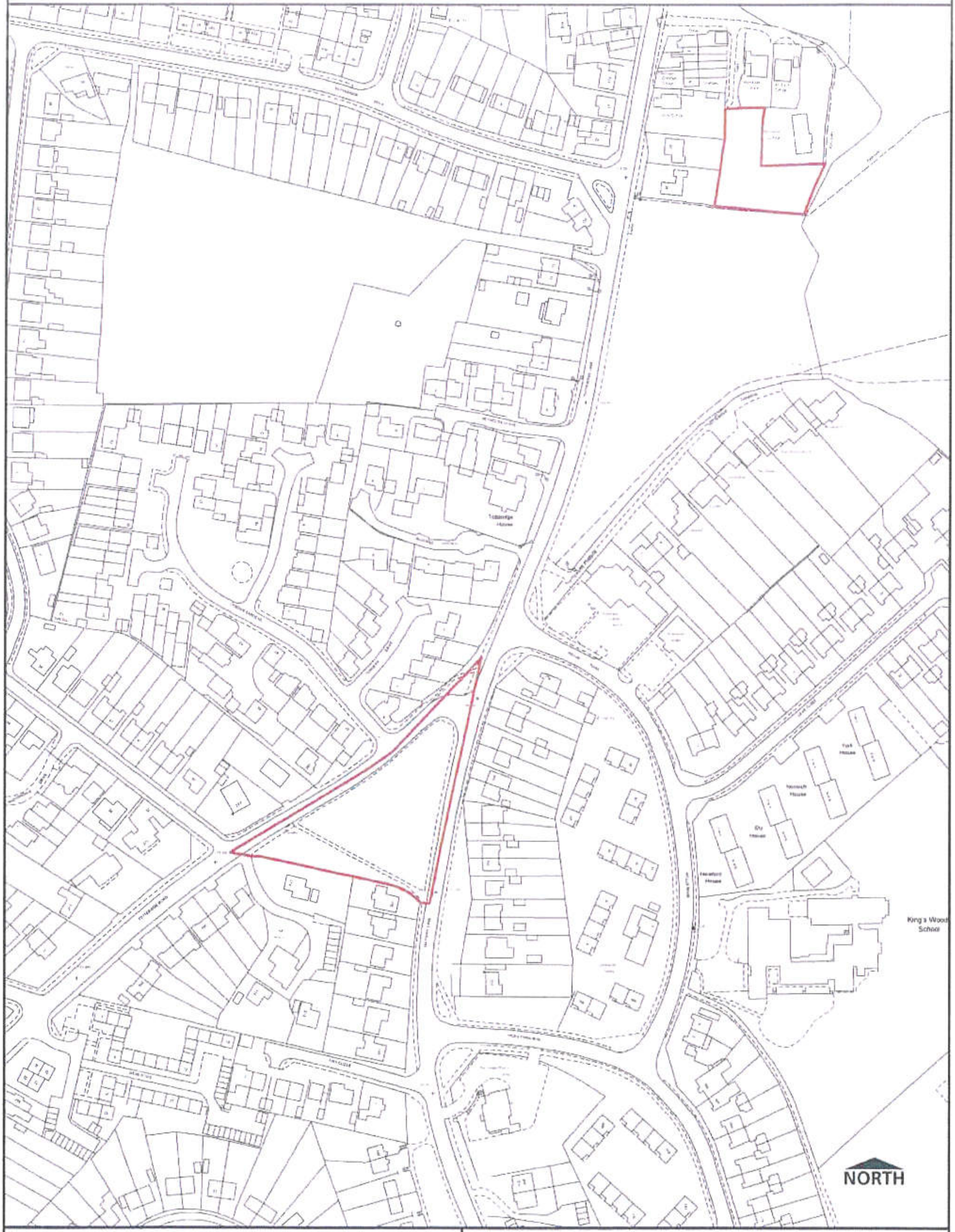
**AGENDA ITEM 15**

**Accounts for Payment**

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

Date and time of next meeting: Tuesday 3 December 2019 @ 7.30pm

APPENDIX A




| Statement of Purpose: | | |
| --- | --- | --- |
| Site Plan for Council Business Use Only | | |
| Map produced in MapInfo GIS by: | Scale: | Date: |
| mshurety | 1:2500 | 16/10/2019 |
| Saved as Layout in Workspace Path/Name: | | |

OS mapping: © Crown Copyright and database rights 2011 Ordnance Survey 100023306. Print for the public: You are not permitted to copy, sub-license, distribute, sell or otherwise make available the Licensed Data to third parties in any form. Aerial Photo Imagery 2010 and 2006: © Getmapping plc www.getmapping.com

Spatial Information Management
ICT Business Systems
Queen Victoria Road
High Wycombe Bucks HP11 1BB
www.wycombe.gov.uk

APPENDIX B

# HM Land Registry

## Transfer of part of registered title(s)

# TP1

**Any parts of the form that are not typed should be completed in black ink and in block capitals.**

If you need more room than is provided for in a panel, and your software allows, you can expand any panel in the form. Alternatively use continuation sheet CS and attach it to this form.

For information on how HM Land Registry processes your personal information, see our Personal Information Charter.

| | |
|---|---|
| Leave blank if not yet registered. | 1 Title number(s) out of which the property is transferred:<br>BM373997 |
| When application for registration is made these title number(s) should be entered in panel 2 of Form AP1. | 2 Other title number(s) against which matters contained in this transfer are to be registered or noted, if any: |
| Insert address, including postcode (if any), or other description of the property transferred. Any physical exclusions, such as mines and minerals, should be defined.<br>Place 'X' in the appropriate box and complete the statement.<br>For example 'edged red'.<br>For example 'edged and numbered 1 in blue'.<br>Any plan lodged must be signed by the transferor. | 3 Property:<br>Land next to Hatters Lane and land forming part of Totteridge Common<br><br>The property is identified<br>☒ on the attached plan and shown: edged in red<br>☐ on the title plan(s) of the above titles and shown: |
| Remember to date this deed with the day of completion, but not before it has been signed and witnessed. | 4 Date: |
| Give full name(s) of **all** of the persons transferring the property.<br>Complete as appropriate where the transferor is a company. | 5 Transferor:<br>Chepping Wycombe Parish Council<br><br>For UK incorporated companies/LLPs<br>Registered number of company or limited liability partnership including any prefix:<br><br>For overseas companies<br>(a) Territory of incorporation:<br>(b) Registered number in the United Kingdom including any prefix: |
| Give full name(s) of **all** the persons to be shown as registered proprietors. | 6 Transferee for entry in the register:<br>Wycombe District Council |

| | | |
|---|---|---|
| Complete as appropriate where the transferee is a company. Also, for an overseas company, unless an arrangement with HM Land Registry exists, lodge either a certificate in Form 7 in Schedule 3 to the Land Registration Rules 2003 or a certified copy of the constitution in English or Welsh, or other evidence permitted by rule 183 of the Land Registration Rules 2003. | | <u>For UK incorporated companies/LLPs</u><br>Registered number of company or limited liability partnership including any prefix:<br><br><u>For overseas companies</u><br>(a) Territory of incorporation:<br><br>(b) Registered number in the United Kingdom including any prefix: |
| Each transferee may give up to three addresses for service, one of which must be a postal address whether or not in the UK (including the postcode, if any). The others can be any combination of a postal address, a UK DX box number or an electronic address. | 7 | Transferee's intended address(es) for service for entry in the register:<br><br>Wycombe District Council<br>Queen Victoria Road<br>High Wycombe<br>Buckinghamshire HP11 1BB |
| | 8 | The transferor transfers the property to the transferee |
| Place 'X' in the appropriate box. State the currency unit if other than sterling. If none of the boxes apply, insert an appropriate memorandum in panel 12. | 9 | Consideration<br><br>☐ The transferor has received from the transferee for the property the following sum (in words and figures):<br><br>☒ The transfer is not for money or anything that has a monetary value<br><br>☐ Insert other receipt as appropriate: |
| Place 'X' in any box that applies.<br><br>Add any modifications. | 10 | The transferor transfers with<br>☒ full title guarantee<br>☐ limited title guarantee |
| Where the transferee is more than one person, place 'X' in the appropriate box. | 11 | Declaration of trust. The transferee is more than one person and<br>☐ they are to hold the property on trust for themselves as joint tenants<br><br>☐ they are to hold the property on trust for themselves as tenants in common in equal shares |

☐ they are to hold the property on trust:

Complete as necessary.

The registrar will enter a Form A restriction in the register *unless*:
- an 'X' is placed:
  - in the first box, or
  - in the third box and the details of the trust or of the trust instrument show that the transferees are to hold the property on trust for themselves alone as joint tenants, *or*
- it is clear from completion of a form JO lodged with this application that the transferees are to hold the property on trust for themselves alone as joint tenants.

Please refer to *Joint property ownership* and practice guide *24: private trusts of land* for further guidance. These are both available on the GOV.UK website.

Use this panel for:
- definitions of terms not defined above
- rights granted or reserved
- restrictive covenants
- other covenants
- agreements and declarations
- any required or permitted statements
- other agreed provisions.

The prescribed subheadings may be added to, amended, repositioned or omitted.

Any other land affected by rights granted or reserved or by restrictive covenants should be defined by reference to a plan.

12 Additional provisions

Definitions

| | |
|---|---|
| Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2. | Rights granted for the benefit of the property |
| Any other land affected should be defined by reference to a plan and the title numbers referred to in panel 2. | Rights reserved for the benefit of other land |
| Include words of covenant. | Restrictive covenants by the transferee |

| | |
|---|---|
| Include words of covenant. | Restrictive covenants by the transferor |
| Insert here any required or permitted statements, certificates or applications and any agreed declarations and so on. | Other |

The transferor must execute this transfer as a deed using the space opposite. If there is more than one transferor, all must execute. Forms of execution are given in Schedule 9 to the Land Registration Rules 2003. If the transfer contains transferee's covenants or declarations or contains an application by the transferee (such as for a restriction), it must also be executed by the transferee.

If there is more than one transferee and panel 11 has been completed, each transferee must also execute this transfer to comply with the requirements in section 53(1)(b) of the Law of Property Act 1925 relating to the declaration of a trust of land. Please refer to *Joint property ownership* and practice guide *24: private trusts of land* for further guidance.

Examples of the correct form of execution are set out in practice guide 8: execution of deeds. Execution as a deed usually means that a witness must also sign, and add their name and address.

Remember to date this deed in panel 4.

13 Execution

The Common Seal of **Wycombe District Council** was hereunto affixed in the presence of:

Chairman:

District Solicitor:

**IN WITNESS** of which two members of the **CHEPPING WYCOMBE PARISH COUNCIL** have Pursuant to a resolution of the Council passed on [ ] 2019 **SIGNED** and **DELIVERED**

this deed:

Witness Name ..........................................

Address .................................................

Occupation ..............................................

WARNING
If you dishonestly enter information or make a statement that you know is, or might be, untrue or misleading, and intend by doing so to make a gain for yourself or another person, or to cause loss or the risk of loss to another person, you may commit the offence of fraud under section 1 of the Fraud Act 2006, the maximum penalty for which is 10 years' imprisonment or an unlimited fine, or both.

Failure to complete this form with proper care may result in a loss of protection under the Land Registration Act 2002 if, as a result, a mistake is made in the register.

Under section 66 of the Land Registration Act 2002 most documents (including this form) kept by the registrar relating to an application to the registrar or referred to in the register are open to public inspection and copying. If you believe a document contains prejudicial information, you may apply for that part of the document to be made exempt using Form EX1, under rule 136 of the Land Registration Rules 2003.

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APPENDIX C

**Concatenated Minutes from NAG Meeting 9 October 2019**

**Community Speed Watch /MVAS:-**
An extensive report was produced which all members received. In total 262 Drivers had received a warning letter from TVP. The Sentinel Radar Camera has been placed on order by CWPC, Hazlemere PC had agreed to pay half the cost. JS agreed that when the Camera arrives (early Nov) he would try arranging for a manufacturers' demonstration.

RK reported that the Loudwater MVAS had now been repaired (faulty LED's) and was working well. Flackwell Heath MVAS was still without a coordinator, efforts being made to resolve this.

**TVP Crime report:-**
TVP produced an a long list of local stats for the last 3 months to September which included: - 18 Burglaries, 30 Assaults,15 Criminal offences,3 Drugs related offences 6 ASBO's and 5 Scamming attempts. 8 " Bilkins" the crime of stealing petrol from a garage using stolen number plates. Burglaries were a source of concern with residents seemingly not fully aware of how best to leave an empty home. TVP offering free advice and light timers for those needing help. Sir William Ramsay School had been a problem with a small group of pupil's behaviours. TVP and the School were dealing with the matter. Reports of possible drug issues in Flackwell by LJ were duly noted. CGC welcomed the initiative for "Pop up" Police stations in local locations for a morning or afternoon. A list of suitable venues to be collated and given to TVP.

**Communications:-**
It was reported that the Nag Face book page was being reasonably well used and was a useful source of information. Many "hits" had been noted and was gaining an ever expanding user group. The site was able to warn folk of a fake text message scam and also appeal for witnesses to an incident.

01.10.19. APPENDIX D

# CHEPPING WYCOMBE PARISH COUNCIL

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

### Part 1

1. Name of organisation: FLACKWELL HEATH BOWLING CLUB

2. Hon. Secretary:
Address:

Tel:
This address will be used for all general correspondence

3. Hon. Treasurer:
Address:

Tel:
This address will be used for remittance of any grant approved

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

5. What are the objectives of the organisation?
TO FOSTER + PROMOTE THE SPORT OF LEVEL GREEN BOWLS & SOCIAL ACTIVITIES

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.

| TYPE/CLASS | THIS YEAR | LAST YEAR | PREVIOUS YEAR |
|---|---|---|---|
| FULL MEMBER | No 40 Sub £100 | No 53 Sub £100 | No 54 Sub £100 |
| SOCIAL | No 15 Sub £10 | No 22 Sub £10 | No 14 Sub £10 |
| JUNIOR | No 1 Sub £50 | No.......Sub – | No – Sub – |

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

   a) Copy of the Constitution ✓
   b) Copy of latest audited accounts and balance sheet ✓
   c) Copy of the latest Annual Report to members ✓
   d) 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.

   WE HAVE PLAYED 52 FRIENDLY + LEAGUE BOWLS MATCHES – 50% AT FLACKWELL HEATH PLUS EVENING LEAGUE GAMES + CLUB COMPETITIONS.

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

   A NEW MOWER FOR THE BOWLS GREEN.

   b) Specify:
   i) Total estimated cost — £7500
   ii) Dates scheduled to commence and complete — ASAP.
   iii) Amount already available
   iv) Amount expected to be available at commencement
   v) Other applications for grants for this project

| Body: | Amount applied for: |
|---|---|
| ........................................ | ........................ |
| ........................................ | ........................ |
| ........................................ | ........................ |

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £7500.00.

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

   MOST OF OUR MEMBERS ARE RESIDENTS OF CHEPPING WYCOMBE. THE NEW MOWER WILL MAKE THE MAINTENANCE EASIER & HOPEFULLY REDUCE THE GREEN CONTRACTOR'S COSTS.

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

Signed: .............................................................. Date: 01/10/19

Capacity in which signed: ..............................................................

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:

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

by:

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

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

APPENDIX E

**Chepping Wycombe Parish Council**

**MEETING DATES 2020 to 2021**

| Date | | Meeting | Venue | |
|---|---|---|---|---|
| **2020** | | | | |
| Tuesday | 14-Jan | Planning | Council Chamber | |
| Tuesday | 14-Jan | Open Spaces | Council Chamber | Change from Council |
| Thursday | 30-Jan | Planning | Council Chamber | |
| Thursday | 30-Jan | Works & Services | Council Chamber | Change from Open Spaces |
| Tuesday | 11-Feb | Planning | Council Chamber | |
| Tuesday | 11-Feb | Finance & General Purposes | Council Chamber | Change from Works & Services |
| Thursday | 27-Feb | Planning | Council Chamber | |
| Thursday | 27-Feb | COUNCIL | Council Chamber | Change from Finance & General Purposes |
| Thursday | 12-Mar | Planning | Council Chamber | |
| Thursday | 12-Mar | Open Spaces | Council Chamber | Change |
| Tuesday | 24-Mar | Planning | Council Chamber | |
| Tuesday | 24-Mar | Works & Services | Council Chamber | Change |
| Wednesday | 08-Apr | ANNUAL PARISH MEETING | Tylers Green | |
| Thursday | 23-Apr | Planning | Council Chamber | |
| Thursday | 23-Apr | COUNCIL | Council Chamber | |
| Tuesday | 19-May | Planning | Council Chamber | |
| Tuesday | 19-May | Annual Council Meeting | Council Chamber | |
| Thursday | 28-May | Planning | Council Chamber | |
| Thursday | 28-May | Open Spaces | Council Chamber | |
| Tuesday | 09-Jun | Planning | Council Chamber | |
| Tuesday | 09-Jun | Works & Services | Council Chamber | |
| Tuesday | 23-Jun | Planning | Council Chamber | |
| Tuesday | 23-Jun | Finance & General Purpsoes | Council Chamber | |
| Tuesday | 06-Jul | Planning | Council Chamber | Site visits this week |
| Tuesday | 06-Jul | COUNCIL | Council Chamber | |
| Thursday | 27-Aug | Planning | Council Chamber | |
| Thursday | 27-Aug | Open Spaces | Council Chamber | |
| Tuesday | 08-Sep | Planning | Council Chamber | |
| Tuesday | 08-Sep | Works & Services | Council Chamber | |
| Thursday | 24-Sep | Planning | Council Chamber | |
| Thursday | 24-Sep | Finance & General Purposes | Council Chamber | |
| Tuesday | 13-Oct | Planning | Council Chamber | |
| Tuesday | 13-Oct | COUNCIL | Council Chamber | |
| Thursday | 29-Oct | Planning | Council Chamber | |
| Thursday | 29-Oct | Open Spaces | Council Chamber | |
| Tuesday | 10-Nov | Planning | Council Chamber | |
| Tuesday | 10-Nov | Works & Services | Council Chamber | |
| Thursday | 26-Nov | Planning | Council Chamber | |
| Thursday | 26-Nov | Finance & General Purposes | Council Chamber | |
| Tuesday | 15-Dec | Planning | Council Chamber | |
| Tuesday | 15-Dec | COUNCIL | Council Chamber | |
| **2021** | | | | |
| Thursday | 14-Jan | Planning | Council Chamber | |
| Thursday | 14-Jan | Open Spaces | Council Chamber | |
| Tuesday | 26-Jan | Planning | Council Chamber | |
| Tuesday | 26-Jan | Works & Services | Council Chamber | |

| | | | |
|---|---|---|---|
| Tuesday | 09-Feb | Planning | Council Chamber |
| Tuesday | 09-Feb | Finance & General Purposes | Council Chamber |
| Thursday | 25-Feb | Planning | Council Chamber |
| Thursday | 25-Feb | COUNCIL | Council Chamber |
| Thursday | 11-Mar | Planning | Council Chamber |
| Thursday | 11-Mar | Open Spaces | Council Chamber |
| Tuesday | 23-Mar | Planning | Council Chamber |
| Tuesday | 23-Mar | Works & Services | Council Chamber |
| Wednesday | 07-Apr | ANNUAL PARISH MEETING | Flackwell Heath |
| Tuesday | 13-Apr | Planning | Council Chamber |
| Tuesday | 13-Apr | Finance & General Purposes | Council Chamber |
| Thursday | 29-Apr | Planning | Council Chamber |
| Thursday | 29-Apr | COUNCIL | Council Chamber |
| Tuesday | 11-May | Annual Council Meeting | Council Chamber |

**PLEASE NOTE:**
**MEMBERS OF THE PUBLIC ARE ABLE TO ATTEND ALL THE ABOVE MEETINGS**

**ALL SCHEDULED PLANNING MEETINGS ARE SUBJECT TO CHANGE**

APPENDIX F

Chepping Wycombe Parish Council

# Building permits, access fees, trees and benches

| Building access permits from 1 April 2020 | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | Proposed 2020/21 |
|---|---|---|---|---|---|---|
| **Skip Permit (Building)** | up to six weeks for a skip | 265.00 | 270.00 | 270.00 | 275.00 | **280.00** |
| | each additional week or part thereof | 56.00 | 57.00 | 57.00 | 58.00 | **59.00** |
| **Access Permit** | Minumum Fee resident per day | | 150.00 | 150.00 | 153.00 | **155.00** |
| | Minimum Fee non resident per day | | 500.00 | 500.00 | 510.00 | **518.00** |
| | ***Cost for large works to be at discretion of Clerk and committee chairman*** | | | | | |
| **Security bond** | As required by the council - minimum | 175.00 | 200.00 | 200.00 | 204.00 | **207.00** |
| **Garden gate access onto council owned or leased property** | | | | | | |
| | Issue of permit | 57.00 | 58.00 | 58.00 | 59.00 | **60.00** |
| | annual fee | 34.00 | 34.50 | 34.50 | 35.00 | **36.00** |
| **General item** | covering items not on schedule to include | | | | | |
| | Admin fee | | 100.00 | 100.00 | 102.00 | **104.00** |
| | Hourly rate | | 25.00 | 25.00 | 26.00 | **26.50** |
| **Amenity trees: provision and planting** | | | | | | |
| | in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years | 265.00 | 268.00 | 268.00 | 273.00 | **277.00** |
| **Benches** | Contribution towards cost of bench (VAT exclusive cost to council) plus £250 towards cost of placement including maintenance or repairs for 10 years | 250.00 | 250.00 | 250.00 | 255.00 | **260.00** |
| | Renewal for further 10 years | 265.00 | 265.00 | 265.00 | 270.00 | **275.00** |
| | Memorial plaque at cost, including VAT | at cost | at cost | at cost | at cost | **at cost** |
| **Timber permits** | | | | | | |
| for formal permit to take fallen timber from Kingswood | | 28.00 | 28.50 | 28.50 | 29.00 | **29.50** |

Draft v1 Dec 2019

Chepping Wycombe Parish Council

## Fees and permits

**from 1 April 2020** ***unless otherwise stated***

| | | | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | Proposed 2020/21 |
|---|---|---|---|---|---|---|---|---|
| **Allotments** | | | | | | | | |
| **from 1 October 2020** | | | | | | | | |
| Full plot - 5 pole | | | | 50.00 | 50.00 | 50.00 | 52.00 | **52.00** |
| Half-plot | | | | 25.00 | 25.00 | 25.00 | 26.00 | **26.00** |
| *50% concession for tenants as at April 2011 to continue* | | | | | | | | |
| **Recreation Grounds and Commons** | | | | | | | | |
| Fairs | standing days | | | 133.00 | 135.00 | 135.00 | 138.00 | **140.00** |
| | operating days | | | 235.00 | 240.00 | 240.00 | 245.00 | **250.00** |
| | deposit against damage | | | 470.00 | 500.00 | 500.00 | 510.00 | **520.00** |
| Event permits | | (Small) | inc VAT | 57.00 | 58.00 | 58.00 | 59.00 | **60.00** |
| | | (Large) | inc VAT | 255.00 | 257.00 | 257.00 | 262.00 | **265.00** |
| *Concession: nil charge where parish is an official sponsor, given formal credit or there are no pecuniary interests involved* | | | | | | | | |
| | | | | 1.09.16 | **01.09.17** | **01.09.18** | 01.09.19 | 01.09.20 |
| Pitch hire | | inc VAT | less than 10 bookings a season, per match | | | | | |
| | | | adult, full-sized pitch | 45.00 | 45.00 | 45.00 | 46.00 | **47.00** |
| | | | junior, small pitch | 32.00 | 32.00 | 32.00 | 33.00 | **34.00** |
| | | | training per hour | 16.00 | 16.00 | 16.00 | 16.00 | **16.50** |
| | | nil VAT | over 10 bookings a season, per match | | | | | |
| | | | adult, full-sized pitch | 37.50 | 37.50 | 37.50 | 38.00 | **39.00** |
| | | | junior, small pitch | 27.00 | 27.00 | 27.00 | 28.00 | **29.00** |
| | | | training per hour | 14.00 | 14.00 | 14.00 | 14.00 | **14.50** |
| | | changing and shower facilities<br>toilet facilities | | 14.00 | 14.00 | 14.00 | 14.00 | **14.50** |

Chepping Wycombe Parish Council

## Table of fees for burials and memorials

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

| **from 1 April 2020** | **Resident** | | | **Out of parish** | | |
|---|---|---|---|---|---|---|
| | | | **Proposed** | | | **Proposed** |
| | 2018/19 | 2019/20 | **2020/21** | 2018/19 | 2019/20 | **2020/21** |
| **Burials** **Purchased grave** | | | | | | |
| Grant for the right to burial plot- 30 years | 370.00 | 377.00 | **382.00** | 740.00 | 754.00 | **765.00** |
| Interment fee | 288.00 | 294.00 | **300.00** | 576.00 | 588.00 | **600.00** |
| **Child under 10 years and stillborn child** | | | | | | |
| Grant for the right to burial plot- 30 years | 207.00 | 211.00 | **215.00** | 414.00 | 422.00 | **430.00** |
| Interment fee | 91.00 | 93.00 | **95.00** | 182.00 | 186.00 | **190.00** |
| **Grave set aside for cremated remains** | | | | | | |
| Grant for the right to burial plot- 30 years | 212.00 | 216.00 | **220.00** | 424.00 | 432.00 | **440.00** |
| Interment fee | 109.00 | 111.00 | **113.00** | 218.00 | 222.00 | **225.00** |
| **Memorials** | | | | | | |
| Memorial stone (up to 1 metre high) | 159.00 | 162.00 | **175.00** | 318.00 | 324.00 | **350.00** |
| Book scroll or wedge (up to 45cm high) | 121.00 | 123.00 | **125.00** | 242.00 | 246.00 | **250.00** |
| Vase - free standing | 65.00 | 66.00 | **70.00** | 130.00 | 132.00 | **140.00** |
| Additional inscription | 43.00 | 44.00 | **45.00** | 86.00 | 88.00 | **90.00** |
| Extra tablet for additional inscription | 65.00 | 66.00 | **70.00** | 130.00 | 132.00 | **140.00** |
| Masonery/kerbing covering the grave | 257.00 | 262.00 | **270.00** | 514.00 | 524.00 | **540.00** |
| part of the grave | 128.00 | 130.00 | **135.00** | 256.00 | 260.00 | **270.00** |
| Grant is for initial 30 years from date of first burial | | | | | | |
| renewal for further period of 10 years *nearing end of initial 30 year period* | 50.00 | 51.00 | **52.00** | 100.00 | 102.00 | **105.00** |

Resident's fees as per Cemetery Regulations
The 20 year resident's concession for Hazlemere and Penn residents ended in 2010

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

Draft v1 Dec 2019

## Other fees and allowances

**from 1 April 2020**

| | | | 2016/17 | 2017/18 | 2018/19 | 2019/20 | Proposed 2020/21 |
|---|---|---|---|---|---|---|---|
| Chairman's allowance | | | 820.00 | 820.00 | 820.00 | 836.00 | **850.00** |
| St Peter's closed graveyard maintenance | | | 575.00 | 600.00 | 600.00 | 612.00 | **622.00** |
| Orienteering maps | | | 1.00 | 1.00 | 1.00 | 1.00 | **1.00** |
| Annual Return copies | | | 10.00 | 10.00 | 10.00 | 10.00 | **10.00** |
| Deed of Grant<br>Mimimum fee for processing a deed of grant to permit vehicular acccess by private cars overTylers Green and Totteridge Commons; with all legal fees being met by the applicant | | | 585.00 | 590.00 | 590.00 | 602.00 | **611.00** |
| Administrative charges<br>15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements | | | 171.00 | 173.00 | 173.00 | 176.00 | **180.00** |
| Cemetery Register Search Fee | per name | inc VAT | 32.00 | 33.00 | 33.00 | 34.00 | **35.00** |
| Hire of Council Chamber | | inc VAT | 32.00 | 33.00 | 33.00 | 34.00 | **35.00** |
| Derehams Pavilion | First Hour | | 27.00 | 27.50 | 27.50 | 28.00 | **29.00** |
| (One off) | Subsequnt hours of part thereof | | 6.00 | 6.50 | 6.50 | 6.60 | **7.00** |
| Electricity charges *(made at current rate of use plus standing charge)* | | | | | | | |
| Newsletter delivery | TG Evening WI | | 133.00 | 135.00 | 153.00 | 156.00 | **160.00** |
| | Loudwater Guides | | 138.00 | 140.00 | 166.50 | 169.00 | **175.00** |
| | FHRA | | 178.00 | 180.00 | 234.00 | 239.00 | **245.00** |

Delegated power to the Clerk to levy a charge of up to £500.00 for any item not covered in schedule, over £500.00 in conjunction with the chairman and vice chairman of the relevant committee

Chepping Wycombe Parish Council



APPENDIX G

Detailed Income & Expenditure by Budget Heading 31/10/2019

Month No: 7

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|
| **Finance & General Purpose** | | | | | | |
| 401 Salaries & Other Staff Costs | | | | | | |
| 1076 Precept | 354,429 | 354,163 | (266) | | | 100.1% |
| Salaries & Other Staff Costs :- Income | **354,429** | **354,163** | **(266)** | | | **100.1%** |
| 4001 Salaries, NI & Pensions | 89,727 | 168,000 | 78,273 | | 78,273 | 53.4% |
| 4002 Members Expenses | 553 | 2,000 | 1,447 | | 1,447 | 27.7% |
| 4008 Conferences & Cources | 868 | 500 | (368) | | (368) | 173.5% |
| 4009 Travel | 56 | 200 | 144 | | 144 | 28.1% |
| 4020 Establishment Costs Misc | 375 | 600 | 225 | | 225 | 62.6% |
| 4021 Telephone & Fax | 1,296 | 2,300 | 1,004 | | 1,004 | 56.3% |
| 4022 Postage | 283 | 600 | 317 | | 317 | 47.2% |
| 4023 Stationery & Printing | 496 | 1,200 | 704 | | 704 | 41.4% |
| 4024 Subscriptions | 2,479 | 3,500 | 1,021 | | 1,021 | 70.8% |
| 4025 Insurance | 6,919 | 8,000 | 1,081 | | 1,081 | 86.5% |
| 4026 Publications | 0 | 250 | 250 | | 250 | 0.0% |
| 4027 Photocopying Charges | 257 | 700 | 443 | | 443 | 36.7% |
| 4030 Recruitment Advertising | 724 | 1,000 | 276 | | 276 | 72.4% |
| 4032 Publicity | 2,065 | 4,350 | 2,285 | | 2,285 | 47.5% |
| 4041 Equipment Hire | 297 | 1,000 | 703 | | 703 | 29.7% |
| 4051 Bank Charges | 243 | 500 | 257 | | 257 | 48.6% |
| 4053 Office Equipment | 60 | 500 | 440 | | 440 | 12.0% |
| 4060 Other Professional Fees | 2,095 | 3,000 | 905 | | 905 | 69.8% |
| 4068 Computers & Data Storage | 1,188 | 2,900 | 1,712 | | 1,712 | 41.0% |
| 4069 Web Development | 0 | 3,000 | 3,000 | | 3,000 | 0.0% |
| 4450 Archives | 55 | 150 | 95 | | 95 | 36.7% |
| 4901 Grants & Donations S137 | 50 | 2,000 | 1,950 | | 1,950 | 2.5% |
| Salaries & Other Staff Costs :- Indirect Expenditure | **110,086** | **206,250** | **96,164** | **0** | **96,164** | **53.4%** |
| **Net Income over Expenditure** | **244,344** | **147,913** | **(96,431)** | | | |
| 402 Projects | | | | | | |
| 4062 Projects | 3,477 | 5,000 | 1,523 | | 1,523 | 69.5% |
| Projects :- Indirect Expenditure | **3,477** | **5,000** | **1,523** | **0** | **1,523** | **69.5%** |
| **Net Expenditure** | **(3,477)** | **(5,000)** | **(1,523)** | | | |
| 403 Holding Funds | | | | | | |
| 4048 Contingency | 0 | 3,049 | 3,049 | | 3,049 | 0.0% |
| Holding Funds :- Indirect Expenditure | **0** | **3,049** | **3,049** | **0** | **3,049** | **0.0%** |
| **Net Expenditure** | **0** | **(3,049)** | **(3,049)** | | | |

Continued over page

Detailed Income & Expenditure by Budget Heading 31/10/2019

**Month No: 7**

**Committee Report**

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|
| 404 Salix | | | | | | |
| 4054 Loan Repayment | 15,185 | 15,185 | 0 | | 0 | 100.0% |
| Salix :- Indirect Expenditure | **15,185** | **15,185** | **0** | **0** | **0** | **100.0%** |
| **Net Expenditure** | **(15,185)** | **(15,185)** | **(0)** | | | |
| 405 F & GP Rents | | | | | | |
| 1001 Rents | 7,854 | 11,300 | 3,446 | | | 69.5% |
| 1078 Maintenance Costs Recovered | 7 | 0 | (7) | | | 0.0% |
| 1079 Miscellaneous | 1,900 | 0 | (1,900) | | | 0.0% |
| 1090 Interest Received | 134 | 1,500 | 1,366 | | | 8.9% |
| F & GP Rents :- Income | **9,895** | **12,800** | **2,905** | | | **77.3%** |
| **Net Income** | **9,895** | **12,800** | **2,905** | | | |
| Finance & General Purpose :- Income | **364,325** | **366,963** | **2,638** | | | **99.3%** |
| Expenditure | **128,748** | **229,484** | **100,736** | **0** | **100,736** | **56.1%** |
| **Movement to/(from) Gen Reserve** | **235,577** | | | | | |
| Grand Totals:- Income | **364,325** | **366,963** | **2,638** | | | **99.3%** |
| Expenditure | **128,748** | **229,484** | **100,736** | **0** | **100,736** | **56.1%** |
| **Net Income over Expenditure** | **235,577** | **137,479** | **(98,098)** | | | |
| **Movement to/(from) Gen Reserve** | **235,577** | | | | | |

# Chepping Wycombe Parish Council



APPENDIX H

## Summary Income & Expenditure by Budget Heading 31/10/2019

Committee Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent |
|---|---|---|---|---|---|---|
| **Open Spaces** | | | | | | |
| Income | 13,995 | 18,035 | 4,040 | | | 77.6% |
| Expenditure | 37,788 | 80,460 | 42,672 | 0 | 42,672 | 47.0% |
| Movement to/(from) Gen Reserve | (23,792) | | | | | |
| **Works & Service** | | | | | | |
| Income | 11,963 | 17,950 | 5,987 | | | 66.6% |
| Expenditure | 26,234 | 82,133 | 55,899 | 0 | 55,899 | 31.9% |
| Movement to/(from) Gen Reserve | (14,271) | | | | | |
| **Finance & General Purpose** | | | | | | |
| Income | 364,325 | 366,963 | 2,638 | | | 99.3% |
| Expenditure | 128,748 | 229,484 | 100,736 | 0 | 100,736 | 56.1% |
| Movement to/(from) Gen Reserve | 235,577 | | | | | |
| Grand Totals:- Income | 390,283 | 402,948 | 12,665 | | | 96.9% |
| Expenditure | 192,770 | 392,077 | 199,307 | 0 | 199,307 | 49.2% |
| Net Income over Expenditure | 197,513 | 10,871 | (186,642) | | | |
| Movement to/(from) Gen Reserve | 197,513 | | | | | |

APPENDIX 1

# F GP

| Cost centre | Actual Yr to Date (Month 6) | Current Annual Budget 19/20 | Prorate month 6+ (times 2) 0.05 | Actuals 18/19 | Budget View 20/21 | Comments20/21 | Variance | Variance % |
|---|---|---|---|---|---|---|---|---|
| **Salaries/Other Staff Costs** | | | | | | | | |
| salaries NI & pensions | 76,383 | 168,000 | 152,766 | 159,115 | 171,360 | add 2% (ass no BCCpension increae) | 3,360 | 2.00% |
| members expenses | 463 | 2,000 | 926 | 1,196 | 2,000 | | 0 | 0% |
| conf & courses | 168 | 500 | 336 | 278 | 1,000 | Current view with new starter | 500 | 100% |
| travel | 48 | 200 | 96 | 0 | 200 | | 0 | 0% |
| misc establishment costs | 357 | 600 | 714 | 360 | 600 | | 0 | 0% |
| telephone & fax | 1,026 | 2,300 | 2,052 | 1,940 | 2,300 | | 0 | 0% |
| postage | 283 | 600 | 566 | 522 | 600 | | 0 | 0% |
| stationery & printing | 325 | 1,200 | 650 | 984 | 1,200 | | 0 | 0% |
| subscriptions | 2,479 | 3,500 | 4,958 | 2,293 | 3,500 | | 0 | 0% |
| insurance | 6,919 | 8,000 | 13,838 | 7,116 | 8,000 | | 0 | 0% |
| publications | 0 | 250 | 0 | 18 | 250 | | 0 | 0% |
| photocopy charges | 219 | 700 | 438 | 663 | 700 | | 0 | 0% |
| recruitment advertising | 724 | 1,000 | 1,448 | 0 | 1,000 | | 0 | 0% |
| publicity | 1,909 | 4,350 | 3,818 | 4,007 | 4,350 | | 0 | 0% |
| equipment hire | 198 | 1,000 | 396 | 734 | 500 | better view | -500 | -50% |
| bank charges | 196 | 500 | 392 | 451 | 500 | | 0 | 0% |
| office equipment | 60 | 500 | 120 | 332 | 500 | | 0 | 0% |
| other prof fees | 2,095 | 3,000 | 4,190 | 3,322 | 3,000 | | 0 | 0% |
| computers and data storage | 1,188 | 2,900 | 2,376 | 2,843 | 2,900 | | 0 | 0% |
| web development | 0 | 3,000 | 0 | 48 | 3,000 | | 0 | 0% |
| archives | 55 | 150 | 110 | 45 | 150 | | 0 | 0% |
| grants and donations | 0 | 2,000 | 0 | 1,830 | 5,000 | Suggestion | 3,000 | 150% |
| | 95,095 | 206,250 | 167,775 | 188,099 | 212,610 | | | |
| Salaries & Other Costs exp | | | | | | | | |
| Precept | 354,429 | 354,163 | 708,858 | 354,163 | 354,163 | | 0 | 0% |
| Miscellaneous | 0 | 0 | 0 | 8,026 | 0 | | 0 | |
| Salaries & Other Costs inc | 354,429 | 354,163 | 625,314 | 362,189 | 354,163 | | | |
| **Projects** | | | | | | | | |
| Projects | 173 | 5,000 | 346 | 0 | 5,000 | Proposals needed inc NAG | 0 | |
| total projects | 173 | 5,000 | 305 | 0 | 5,000 | | | |

# F GP

| Cost centre | Actual Yr to Date (Month 6) | Current Annual Budget 19/20 | Prorate month 6+ (times 2) 0.05 | Actuals 18/19 | Budget View 20/21 | Comments20/21 | Variance | Variance % |
|---|---|---|---|---|---|---|---|---|
| **Holding Funds** | | | | | | | | |
| contingency | 0 | 3,049 | 0 | 0 | 5,000 | | 1,951 | 64% |
| cont exp | 0 | 3,049 | 0 | 0 | 5,000 | | | |
| **Salix** | | | | | | | | |
| Loan Repayment | 7,592 | 15,185 | 15,184 | 15,185 | 15,185 | | 0 | 0% |
| **F&GP Rents & Interest** | | | | | | | | |
| Rents | 7,854 | 11,300 | 15,708 | 15,114 | 11,300 | | 0 | 0% |
| maint.costs recovered | 4 | | 8 | 35 | | | 0 | |
| Miscellaneous | 1,900 | | 3,800 | 0 | | one off in 19/20 | 0 | |
| interest received | 134 | 1,500 | 268 | 1,445 | 1,500 | | 0 | 0% |
| Rents etc inc | 9,892 | 12,800 | 17,452 | 16,593 | 12,800 | | | |
| **Gross** | **102,860** | **229,484** | | **203,284** | **237,795** | | 8,311 | 4% |
| **Income (inc Precept )** | **364,322** | **366,963** | | **378,782** | **366,963** | | 0 | 0% |
| **Income (exc Precept )** | **9,892** | **12,800** | | **16,593** | **12,800** | | 0 | 0% |
| **Net** | **-261,462** | **-137,479** | | **-175,498** | **-129,168** | | 8,311 | -6% |
| **Election EMR** | | 1,500 | | 1,500 | 1,500 | | | |

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APPENDIX J

## BUDGET ANALYSIS 20/21

| | Approved Budget as on system June 2019 (inc £25k extra for projects) | Draft Budget | Variances |
|---|---|---|---|
| | 2019/20 | 2020/21 | |
| **Totals - gross expenditure (exc EMR Plans)** | | | |
| **Open Spaces (exc projects)** | 60,460 | 64,100 | 3,640 |
| **Works and Services (exc partnership working)** | 58,313 | 55,953 | (2,361) |
| **F & GP (exc projects)** | 224,484 | 232,795 | 8,311 |
| **Projects and Partnership Working** | 49,000 | 0 | (49,000) |
| **CWPC - gross (exc EMR plans)** | **392,257** | **352,848** | (39,410) |
| **Totals - EMR Plans** | | | |
| **Open Spaces** | 24,800 | 20,000 | (4,800) |
| **Works and Services** | 41,700 | 40,800 | (900) |
| **F & GP** | 1,500 | 1,500 | 0 |
| **CWPC - EMR plans** | **68,000** | **62,300** | (5,700) |

## Impacts of Precept Changes

Looking at a Band D property - £55.20 in 19/20

| Change % | p per month | | Impact on our income |
|---|---|---|---|
| +1% | 4.6 | | £3,544 |
| +5% | 23 | | £17,721 |
| +10% | 46 | | £35,443 |
| -1% | -4.6 | | -£3,544 |
| -5% | -23 | | -£17,721 |
| -10% | -46 | | -£35,443 |