CHEPPING WYCOMBE PARISH COUNCIL
Finance and General Purposes Committee

Meeting to be held on Thursday, 14 June 2018 commencing at **7.45pm**
in the Council Chamber, Cock Lane, Tylers Green, High Wycombe, Bucks HP10 8DS

The meeting is open to members of the public and press

Committee Members:	Cllr I Forbes	Cllr C Leonard	Cllr J Herschel
	Cllr H Darch	Cllr M Wilkes	Cllr L Pinner
	Cllr C Dodds	Cllr J Gurney	Cllr K Wood (ex-officio)
	Cllr L Willis	Cllr J Johnson	

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. **Election of Chairman of Committee**
4. **Election of Vice Chairman of Committee**
5. **Staff Matters**
   - **5.1 Staff Absence Report**
   - **5.2 Deputy Clerk update**
6. **Policies & Procedures**
   - **6.1 Information & Data Protection Policy**
   - **6.2 Retention & Disposal Policy**
   - **6.3 Management of Transferable Data Policy**
   - **6.4 Electronic Communication Policy**
   - **6.5 Data Breach Policy**
   - **6.6 Standing Orders 2018**
   - **6.7 Councillors Email Addresses**
   - **6.8 Parish Council Website**
   - **6.9 Freedom of Information Request**
   - **6.10 Salary Transparency**
7. **Health & Safety**
8. **Legal**
   - **8.1 Magpie Wood**
   - **8.2 Queensway Feedback**
9. **Neighbourhood Action Group**
10. **Grants**
11. **Community Infrastructure Levy**
12. **In-house Audit**
    - **12.1 In-house Auditors**
13. **Internal Audit**
14. **Annual Return & Governance Statement**
15. **Project Summary Status**
16. **Reserves Position & 2017/18 Net Actuals/Budget by Committee**
17. **Questions from council members and the public**
18. **Accounts for Payment**

W Thompson

Wendy Thompson
Clerk to the Council
8 June 2018

AGENDA ITEM 3

Election of Chairman of Committee
Members are asked to ELECT a Committee Chairman to serve until the first Finance & General Purposes meeting of the new council year.

Members are asked to CONSIDER the following suggestions put forward for the position of Chairman:

Cllr J Herschel
Cllr I Forbes

The procedure for electing the chairman and vice chairman of the committee will be by secret ballot, by elimination, suspending Standing Orders, as resolved at the last full council meeting held on 13 March 2018

AGENDA ITEM 4

Election of Vice Chairman of Committee
Members are asked to ELECT a Committee Vice Chairman to serve until the first Finance & General Purposes meeting of the new council year.

Members are asked to CONSIDER the following suggestions put forward for the position of Vice Chairman:

Cllr H Darch
Cllr J Herschel
Cllr I Forbes

AGENDA ITEM 5

Staff Matters
5.1 Staff Absence Report
Members are asked to RECEIVE a report on the sickness absence of staff since the last committee meeting in February.

5.2 Deputy Clerk update
Members are asked to NOTE that following the interviews for the above post we have not been able to recruit. The position was offered to two candidates, neither of whom for different reason could accept the position.

Members are asked to NOTE that one of the above candidates is currently assisting in the office on a temporary basis until their house sale completes.

Members are asked to CONSIDER and APPROVE re-advertising the position after the summer break.

AGENDA ITEM 6

Policies and Procedures
Members are asked to CONSIDER and, if so minded, RECOMMEND for adoption at the next full council meeting the following policy documents which have been modified in line with SLCC recommendations for GDPR requirements;
6.1 Information & Data Protection Policy APPENDIX A
6.2 Retention & Disposal Policy APPENDIX B
6.3 Management of Transferable Data Policy APPENDIX C
6.4 Electronic Communication Policy APPENDIX D
6.5 Data Breach Policy APPENDIX E

6.6 Standing Orders 2018
Members are asked to CONSIDER the changes highlighted in yellow, bold type contain legal and statutory requirements and it is recommended that these be adopted without changing them or their meaning. Items highlighted in green and particular to the parish council and have been carried forward from previous iterations. **APPENDIX F**

Members are asked to NOTE that only the amended areas have been provided as part of the agenda. If any councillor would like the whole document please contact the office and an electronic copy with be forwarded.

6.7 Councillors Email Addresses

Members are asked to CONSIDER and, if so minded, APPROVE setting up a 'for council use only' email address, this could either be via our IT company Triumph Technologies who have given the following options;

1. £7.50 + VAT per mailbox per month - you can use your cwpc.org.uk name and we will store your emails in Thame and you get Triumph Tech Support.
2. Office 365 will be £4.99 + VAT per mailbox per month – you can use your cwpc.org.uk name but you will be in a very large pond for support.
3. Free emails such as Googlemail. You won't have any control over the accounts and you won't be able to use your cwpc.org.uk name.

6.8 Parish Council Website

Members are asked to NOTE that a draft specification for an updated website has been received and is currently being reviewed by the clerk.

Members are asked to volunteer to be part of a working party for take the project forward.

6.9 Freedom of Information Request

Members are asked to NOTE that a FOI was received in relation to the LED lighting project and this was successfully handled, with input from Cllr Herschel, Cllr Dodds and Zeta Specialist Lighting.

6.10 Salary Transparency

Members are asked to CONSIDER and APPROVE one of the following options for inclusion on the parish council website. The following extract taken from THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY as a guideline;

'Senior salaries and organisation chart

Local councils must publish:

• number of employees whose remuneration in that year was at least £50,000 (in brackets of £5,000)

• pay multiple - the ratio between the highest paid taxable earnings and the median earnings figure of the whole of the council workforce

• an organisation chart covering staff whose salary exceeds £50,000 - Information for each member of staff included in the organisation chart required:

• grade

• job title

• department and/or team

• permanent or temporary staff

• contact details

• salary in £5,000 brackets

• salary ceiling (maximum salary for the grade)'

Alternatively, a chart as attached at **APPENDIX G** which shows the current salary levels of members of staff.

AGENDA ITEM 7

Health & Safety

Members are asked to NOTE that there have been no incidents since the last committee meeting in February 2018.

AGENDA ITEM 8

Legal

8.1 Magpie Wood

Members are asked to NOTE that the current owner of Plot is now wishing to put the wood on the market. The clerk has contacted the owner to ascertain the potential price of the wood and is waiting for a reply.

8.2 Queensway Feedback

Members are asked to NOTE the minutes of the meeting held at the Wycombe District Council offices with Elaine Jewel relating to the use of the above piece of land for a cemetery. No further action by this Council is proposed. **APPENDIX H**

AGENDA ITEM 9

Neighbourhood Action Group

Members are asked to NOTE the minutes of the last NAG meeting held on Wednesday 28 February 2018 at Tylers Green Village Hall. **APPENDIX I**. The next meeting is due to be held on Thursday 12 July 2018.

AGENDA ITEM 10

Grants

Members are asked to CONSIDER the four grant requests as follows, with a view to making a recommendation to full council; the budget this year is £2,000.

The P&TGRS Village Pre-School – grant for contribution towards equipment for sensory area at £5,000
Requested amount £2,000.00 – form at **APPENDIX J**
Accounts provided only up to December 2016

Flackwell Heath & Loudwater Age Concern Day Centre – grant for contribution towards new minibus at £35,000
Requested amount £2,000.00 – form at **APPENDIX K**
Accounts provided up to March 2017

Tylers Green Middle School will celebrate the 50th anniversary of the school. We have plans to commemorate the event and also use this as a link to the community to rekindle those relationships with former parents, pupils, staff and governors as well as open our doors to the residents of the village today, to show what learning looks like in 2018.

Some suggestions of projects that we are focusing upon as part of our 50th anniversary.

- A commemorative rose bush/tree £300
- A time capsule for 2018 £250
- A whole school art project working with an artist to create a mosaic to be hung inside school reflecting the ethos and values of the school £1000

Crosses on the Common - grant would cover the cost of the Public Liability Insurance, materials for the crosses, paint, notice board, flagpole, lighting, low fencing around the crosses.
Requested amount £500.00 – form at **APPENDIX L**

AGENDA ITEM 11

Community Infrastructure Levy (CIL)

Members are asked to NOTE that a further amount of £7,456.36 has been received for the financial year 2017/18 The CIL total now stands at £16,159.02 and this must be spent by 2021/22.

Members are also asked to NOTE that Wycombe District Council have asked us as a service provider to put forward projects for the use of the CIL funding held by WDC.

'Project submissions should be submitted to cil@wycombe.gov.uk by 15 September 2018. Thereafter projects will be assessed against the funding that is available being put forward as part of the Council's Capital Programme process which is typically considered by Cabinet and Council in February/March (2019).

WDC Cabinet made a decision on the broad allocations of CIL funding available to the District Council for three financial years at their September 2016 meeting. The broad allocation agreed from 2017/18 to 2019/20 is as follows;

Physical and Green Infrastructure*	Social Infrastructure**
80%	20%

**Includes town centre regeneration, transport, green infrastructure, community and economic development initiatives that require infrastructure such as broadband provision*
*** Education (15%), Health (5%) '*

AGENDA ITEM 12

In-house Audit

Members are asked to NOTE the in-house audit report attached at **APPENDIX M**

12.1 In-house Auditors

Members are asked to APPROVE a new member to the in-house audit team, Cllr Dodds being the audit lead for the current financial year 2018/19. The audit team will be asked to use the Governance and Accountability – A Practitioners Guide to undertake the audit.

AGENDA ITEM 13

Internal Audit

Members are asked to NOTE the report from the internal auditor. **APPENDIX N**

Members are asked to NOTE that the Clerk will be preparing a revised Fixed Asset Register for early submission to the internal auditor to seek his agreement to our new approach. Whilst the values have no apparent value and had been frozen in the light of advice received from Mazars they are in the public domain and we would wish them to be seen as correct.

AGENDA ITEM 14

Annual Return & Governance Statement

Members are asked to CONSIDER and, if so minded, RECOMMEND for approval and signature at the next full council meeting on 26 June 2018. **APPENDIX O**

AGENDA ITEM 15

Project Summary Status

Members are asked to NOTE the updated Project Summary Status form. **APPENDIX P**

AGENDA ITEM 16

Reserves Position & 2017/18 Net Actuals/Budget by Committee

Members are asked to NOTE the overview of the reserves at **APPENDIX Q** using the current advice from the internal auditor.

Members area also asked to NOTE the 2017/18 net actuals by committee **APPENDIX R**

AGENDA ITEM 17

Questions from council members and the public

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

AGENDA ITEM 18

Accounts for Payment

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

Date and time of next meeting: Thursday 11 October 2018 @ 7.30pm

APPENDIX A

Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Chepping Wycombe Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Chepping Wycombe Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and residents. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Chepping Wycombe Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which became law on 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.
That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.
It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Chepping Wycombe Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual

- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?
The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

- Email: clerk@cwpc.org.uk
- Phone: 01494 814600
- Correspondence: The Clerk, Chepping Wycombe Parish Council, Council Offices, Cock Lane, Tylers Green, Bucks HP10 8DS

The Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: (Your Data Protection Officers name)

Diversity Monitoring

Chepping Wycombe Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with (Your Council Name), individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)
Processing is with consent of the data subject, or
Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- **Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Clerk

- **Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact our Clerk.

- **Information Deletion:** If the individual wishes the Council to delete the information about them, they can do so by contacting the Clerk.

- **Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk.

- The Council does not use automated decision making or profiling of individual personal data.

- **Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk or the Information Commissioners Office **casework@ico.org.uk** Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. Decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

"Public data" means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council's decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability
Open: the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.
Timely: data will be published as soon as possible following production.

APPENDIX B

Retention and Disposal Policy

1. Introduction

1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.

1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

2.1 The aim of this document is to provide a working framework to determine which documents are:

- Retained – and for how long; or
- Disposed of – and if so by what method.

2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

- 'With compliments' slips.
- Catalogues and trade journals.
- Non-acceptance of invitations.
- Trivial electronic mail messages that are not related to Council business.
- Requests for information such as maps, plans or advertising material.
- Out of date distribution lists.

2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the records office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

> Data that relates to a living individual who can be identified:
> a) from the data, or
> b) from those data and other information which is in the possession of/or is likely to come into the possession of the data controller.
>
> It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents

- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Chepping Wycombe Parish Council Appendix A: List of Document for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Bound Minute Book	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	Indefinite	Archive	Bound Minute Book	Part of archive – as above
Accident/incident reports	20 years	Potential claims	Locked in cupboard	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Scales of fees and charges	6 years	Management	Computer password protected	Bin
Receipt and payment accounts	Indefinite	Archive	Accounts office filing	N/A
Receipt books of all kinds	6 years	VAT	Accounts office filing	Bin
Bank statements including deposit/savings accounts	6 years	Audit	Accounts office filing	Confidential waste
Bank paying in books	6 years	Audit	Safe	Confidential waste
Cheque book stubs	6 years	Audit	Safe	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Paid invoices	6 years	VAT	Accounts office filing	Confidential waste
VAT records	6 years – 20 years for VAT on rents	VAT	Accounts office filing	Confidential waste
Petty cash	6 years	VAT – Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste
Payroll	12 years	Superannuation	Accounts office filing	Confidential waste
Insurance policies	While valid	Management	Accounts office filing	Bin
Insurance company names and policy numbers	Indefinite	Management	Accounts office filing	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Accounts office filing	Bin
Play inspection reports	21 years			
Investments	Indefinite	Audit/Management	Accounts office filing	N/A
Title deeds/leases/agreements/ contracts	Indefinite	Audit/Management	Safe	N/A
Members' allowances	6 years	Limitation Act 1980 (as amended)	Accounts office filing	Confidential waste a list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Information from other bodies eg circulars from county associations, NALC etc	Retained for as long as it is useful and relevant			Bin
Local/historical information	Indefinite – to be securely kept for benefit of the parish	Council may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records	Council chamber	N/A
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant	The Legal Deposit Libraries Act 2003 requires a local council which after 1 Feb 2004 has published works in print to deliver, at its own expense, a copy of them to the British Library Board. Printed works as defined by the 2003 Act publish by a local council therefore constitute materials which the British Library holds.		Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
RECORD KEEPING				
To ensure records are easily accessible it is necessary to comply with the following; • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names	The electronic files will be backed up hourly to a cloud based programme supplied by the Council's IT company	Management		Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will b kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence both paper and electronic should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests	Management		Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3 – 6 months. Recommended period being 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions and in respect of any related legal claims made against the council		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations

Document	Minimum Retention Period	Reason	Location Retained	Disposal
DOCUMENTS FROM LEGAL MATTERS, NEGLIGENCE AND OTHER TORTS Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commended after a specified period. Where the limitation periods are longer than others periods specified the documentation should be kept for the longer period. Some types of legal proceedings may fall within two or more categories. If in doubt keep for the longest of the three limitation periods.				
Negligence	6 years			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Defamation	1 year			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Contract	6 years			Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Sums recoverable by statute	6 years			Confidential waste
Personal injury	3 years			Confidential waste
To recover land	12 years			Confidential waste
Breach of trust	None			Confidential waste
FOR HALL, CENTRES, RECREATIONS GROUNDS				
Application to hire Invoices	6 years	VAT	Account office filing	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
Terms and conditions	6 years	Management	Computer password protected	Bin
Event monitoring forms	6 years unless required for claims, insurance or legal purposes	Management	Account office filing	Bin A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations
ALLOTMENTS				
Register and plans	Indefinite	Audit/Management	Computer password protected	N/A
Legal papers	Indefinite	Audit/Management	Safe	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
CEMETERIES				
• Register of fees collected • Register of burials • Register of purchase graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificate of grant of exclusive right of burial	Indefinite	Archives Local Authorities Cemeteries Order 1977 (SI 204)		N/A
PLANNING PAPERS				
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retain as long as in force	Reference		Bin
Local Plans	Retain as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plan	Historical purposes		N/A

APPENDIX C

Chepping Wycombe Parish Council

The Management of Transferable Data Policy

Purpose

1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned by Chepping Wycombe Parish Council.

1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.

1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.

1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:

- 1.4.1 Enabling the correct data to be made available where it is required
- 1.4.2 Maintaining the integrity of the data
- 1.4.3 Preventing unintended consequences to the stability of the computer network
- 1.4.4 Building confidence and trust in data that is being shared between systems
- 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
- 1.4.6 Compliance with legislation, policies or good practice requirements

2 Principals

2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.

2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.

2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.

2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

3.1 The clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.

3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 Responsibilities

4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.

4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whist in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.

5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

6 Data Administration

6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.

6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.

6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.

6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposal schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.

7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.

7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.

7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.

8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.

8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.

8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.

8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.

8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.

9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.

10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

12.1 Data and information are valuable and must be protected.

12.2 Only transfer data onto removable media, if you have the authority to do so.

12.4 All transfer arrangements carry a risk to the data.

12.5 Run the virus checking programme on the removable media each time it is connected to a computer.

12.6 Only use approved products for Council data.

12.7 Activate encryption on removable media wherever it is available and password protection if not available

12.8 Data should be available for automatic back up and not solely saved to removable media.

12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

APPENDIX D

Chepping Wycombe Parish Council

Electronic Communication Policy

The use of electronic communication enables the Parish Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email

The Clerk to the council has their own council email address clerk@cwpc.org.uk

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with residents in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept. Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Chepping Wycombe Parish Council

Data Breach Policy

The General Data Protection Regulation defines a personal data breach as "a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed". Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Chepping Wycombe Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in lockable filing cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage.

Duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without delay and, where feasible, not later than 72 hours after having become aware of the breach. It is imperative that the Data Protection Officer (DPO) be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Chepping Wycombe Parish Council must:

- Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- Communicate the name and contact details of the DPO
- Describe the likely consequences of the breach
- Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse effects.

When notifying the individual affected by the breach the DPO must provide the individual concerned with the above information.

Chepping Wycombe Parish Council would not need to communicate with the affected individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e.encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it.

- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or

• It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Chepping Wycombe Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Chepping Wycombe Parish Council without undue delay. It is then Chepping Wycombe Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches	Date of breach	Type of breach number of individuals affected	Date reported to ICO/ individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

https://ico.org.uk/for-organisations/report-a-breach/

APPENDIX F

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.

i The chairman of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**

p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the

Chairman of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting will normally be held at the council's offices in Cock Lane, Tylers Green, starting at 7.30pm unless otherwise advertised.

y A meeting shall not exceed a period of 2 hours, except if a resolution is put and agreed to continue for no more than a further half hour.

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of representation on or work with external bodies and arrangements for reporting back;

xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xii. Review of inventory of land and other assets including buildings and office equipment;

xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xiv. Review of the Council's and/or staff subscriptions/memberships to other bodies;

xv. Review of the Council's complaints procedure;

xvi. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xvii. Review of the Council's policy for dealing with the press/media;

xviii. Review of the Council's employment policies and procedures;

xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings •
Committee meetings •

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

• •
e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**
See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 10 days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer;

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed; (*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;

xv. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;

xvi. manage access to information about the Council via the publication scheme; and

xvii retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. (*see also standing order 23).*

16. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

The Responsible Financial Officer shall supply to each committee income and expenditure reports which include a comparison with the budget for the financial year heighlighting any actual or potential overspends.

i. the Council's receipts and payments (or income and expenditure) for each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

   i. the keeping of accounting records and systems of internal controls;

   ii. the assessment and management of financial risks faced by the Council;

   iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

   iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

   v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**

g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chairman of the Finance & General Purposes committee or, if he/she is not available, the vice-chairman of the Finance & General Purposes committee of absence occasioned by illness or other reason and that person shall report such absence to the Finance & General Purposes committeeat its next meeting.

c The chairman of [the ( ) committee] OR [the ( ) sub-committee] or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title].

The Staff Panel with the Proper Officer draw up for the approval of Council a protocol for the annual review of the performance and/or appraisal of all employees and shall keep a written record of it.

The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance & General Purposes committee.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Finance & General Purposes committee or in his absence, the vice-chairman of the Finance & General Purposes committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Finance & General Purposes committee.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the chairman or vice-chairman of the Finance & General Purposes committee, this shall be communicated to the Chairman of the Council, which shall be reported back and progressed by resolution of the Council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a **The Council shall appoint a Data Protection Officer.**

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24. COMMUNICATING WITH DISTRICT AND COUNTY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

APPENDIX G

Chepping Wycombe Parish Council
Local Transparency - Salary Scales

As at 1 April 2018

Salary Scale	Spinal Column	Pay Band	No. of posts full & part time
Band 3	13 - 17	£16,491 - £17,772	0
Band 4	18 - 22	£18,070 - £20,661	3
Band 5	23 - 27	£21,268 - £24,174	0
Band 6	28 - 32	£24,964 - £28,485	1
Band 7	33 - 37	£29,323 - £32,486	0
Band 8	38 - 42	£33,437 - £37,306	1
Band 9	43 - 47	£38,237 - £41,967	0
Band 10	48 - 51	£42,899 - £46,036	0

APPENDIX H

Queensway Cemetery Meeting with Penn Parish Council, Hughenden Parish Council & Chepping Wycombe Parish Council

Date: Tuesday 20th March 2018

Present:

(EJ)	Wycombe District Council
(VMcS)	Wycombe District Council
(AS)	Wycombe District Council
	Penn Parish Council
(Clerk)	Penn Parish Council
(Clerk)	Hughenden Parish Council
(Clerk)	Chepping Wycombe Parish Council

Apologies:

Cllr Seymour — Penn Parish Council

	Item	Action
1	**Welcome & Introduction** EJ welcomed everyone to the meeting and introductions were made. Apologies were received on behalf of Cllr Seymour.	
2.	**Review of Current Designs for the Cemetery** EJ gave the reasons why the Queensway site had been chosen for the Cemetery and the current burial space available at the Hampden Road cemetery. The cemetery at Hampden Road is running out of space for children's burials and Muslim vault burials and therefore a new cemetery site is needed. Consultation has been on-going with Hazlemere Parish Council as the site is in their parish and they are also running out of burial space and they are supportive of the site being used as a cemetery. A copy of the cemetery designs were provided to each Parish Council and EJ explained the design concept for the new Cemetery. There is a screened off children's burial area to enable memorials to be left which do not intrude on other graves. Whilst there will be a vehicular route around the site this will only be for the hearse and funeral cortege; a car park at the entrance will be provided for other visitors. Columbaria will be provided for the internment of ashes, as well as reflective pools and a woodland walk to the rear perimeter of the site. Talks have taken place with both the Tranquil Park Group and Chiltern Rangers and landscaping is planned to include cherry trees (to link in to Hazlemere's history as cherry orchards) as well as planting a hedgerow of native species adjacent to the allotment site to provide a green corridor for wildlife. The current timeline is for the Cemetery to be constructed and	

	completed by 2020. EJ confirmed that the budget for the new Cemetery implementation was £1.67 million.	
3	**Update on Parish Councils' position and Q&A re designs** Questions were asked regarding any proposed changes to the roadways near the site. EJ confirmed that BCC have made mention of a road improvement line along Queensway which has been included in the draft WDC local plan. However, despite requests for detailed information, nothing more is known at this stage. This road improvement line is currently only proposed and no definite decision has been made. However, to alleviate this risk, an alternative layout for the cemetery which incorporates the potential roadway has been designed. The revised design shows that the impact of any potential road improvements would be minimal and that the site would still be suitable for a cemetery. The potential of another roadway crossing to the rear of the site through Hazlemere golf course was also raised. It was believed that this road would be opposite the junction of Eastern Dene and would continue through the golf course and exit towards Penn. It was agreed that this would not impact on the Queensway site directly. Cllr Raszpla explained the position and views of Penn Parish Council. Firstly it was felt that the design of the cemetery was appealing and fitted in with the tranquil park aims (in particular the woodland walk). It was noted that the Queensway site was designated as amenity land and that previously Penn Parish Council had written to WDC Estates asking for football pitches at the site. This was due to the increased use of the current privately owned and operated site within Penn at Elm Road. There were parking and associated issues and it was felt that more provision in the Hazlemere area would encourage football players and their families from the District to use more local sites. It was agreed though that players could join whichever club they chose and that Penn's team had a very good reputation. Cllr Raszpla noted that the Elm Road pitches are currently operating at capacity and the need for additional football pitches and/or further recreational provision nearby was raised. EJ noted the above, and explained that the Queensway site would not be able to accommodate football pitches alongside a cemetery as it was already quite a small site for burial use. However, there were development plans which would help to alleviate this need. The local plan has allocated the Terriers Farm site for development. This area includes 3 strip fields (which are adjacent to Hazlemere Recreation	**Action:** EJ to provide information on the road improvement line should this become available. **Action:** EJ to provide development brief for Terriers Farm.

	Ground) where 2 full size football pitches and 1 all-weather pitch are incorporated in the Development Brief. This would increase the number of pitches available locally. Additionally, improvements are being planned to the Totteridge Recreation Ground. Cllr Raszpla stated that he was pleased to hear that further provision was due to be provided as his main concern was to relieve the pressure at the Elm Road site. EJ then provided a brief overview of some of the open space work relating to the housing reserve sites including Abbey Barn South. The capacity of car parking at the site was asked about. EJ confirmed that a small car park would be provided with space for about 20 cars. It was also intended that Hazlemere Golf Club be promoted as a venue for receptions after the funeral, which may open up additional parking. Concern was raised that 20 car parking spaces may be insufficient for larger funerals; it was agreed that all funeral bookings would be provided with information about alternative parking and travel arrangements near to the site.	
4	**Access to the Queensway Cemetery Site** The question of access across the site was then discussed. It was acknowledged that the Parish Councils own an access strip linked to the site. It was believed by the Parish Councils that permitted access was currently pedestrian only. All three councils acknowledged the proposal and design of the Cemetery was acceptable and that they would not have any objections to the construction of a cemetery and access on to the site via their land. The question was raised as to what formal actions needed to be taken. EJ confirmed that she would discuss the next steps with Legal services regarding formal documentation confirming access rights. The question was raised of whether there was any payment due to the parish councils. It was confirmed that WDC purchased the site and that the ransom strip was on a 999 year lease. It was understood that any payment to the parish councils would only have been required if there was to be development, eg housing, on the land that generated an uplift in site value. It was agreed that a cemetery did not meet this requirement and therefore no payments were due.	**Action:** EJ to provide update following consultation with Legal Services.
5.	**AOB** No other actions were identified.	

APPENDIX I

Hazlemere/Chepping Wycombe Neighbourhood Action Group (NAG)

Minutes of the Meeting held on Wednesday 28th February 2018

At Tylers Green Village Hall

Attendees:

JS (Acting Chairman)	NW Hazlemere
DJ	WDC
LJ	CWPC
JB	TVP
BK	LW/FH
BS	TG
JJ	CWPC
AG	Hazlemere RA
AC	Hazlemere PC
AS	FH Resident
BH	FH Resident

1 Appointment of Minute Taker	BH offered to take the Minutes	Action
2 Apologies for Absence	Susanne Ludgate, Ashley Hopkins, David Onslow and David Gresswell (the latter two have tendered their resignations.)	
3 Minute of the Last Meeting, Matters Arising and Options for Future Chairing	The Minutes were agreed as a true record of the meeting. 3 DJ said that any signage would need to be paid for and regulations are in place about where signs can be placed. JB felt it better not to put too many signs up but to change them regularly. 4 Item 10 AOB LJ will talk to Steve Underwood and take it to the next meeting. Defibrillator is covered as an Agenda item 5 Forms could be looked at individually or at the end of the meeting, given time. AG asked if answers could be put into boxes in order to be more easily assessed? It was felt that completing these forms would not be particularly productive. 7 SID had been successfully coupled with Community Speed Watch action. **8a** JB reported concerns about a particularly noisy white coupe and asks for help from members of the public in reporting these vehicles. AS informed Committee that the vehicle of original concern in FH was no longer around. DJ asked if sound levels can	 **LJ** **ALL**

	be recorded? JB said this was not possible.	
	8c. Further to the unsatisfactory response to the parking issue at the Three Horseshoes public house, a letter was sent to Katrina Wood (Chair WDC.) Two bollards will now replace the original one in this financial year, hopefully in March. AG asked that they be replaced with something more substantial but the positioning of two should alleviate the problem.	JS
	9. Enforcement vans attended and action was taken against some drivers. The van was placed at the bottom of Treadaway Hill whereas Members' feelings are that it should be located at the top. A traffic website, Trafweb, can be accessed by the public with information about Speed Watch activity. TVP now share Speed Watch resources with Hampshire. The 30mph road markings at Tesco roundabout were not done. DJ thought that these issues could be raised at LAF (Local Area Forum.)	
	11. Is an Agenda item.	
	12. DO is not willing to return to NAG despite the approaches made by DJ. DO had been frustrated by lack of support from TVP and by the bland reply to his expressed concerns from the Chief Constable. Some improvement had been noted thanks to the criticism made by DO and DJ to TVP but JB felt that there was no real understanding of the feelings held by the public about these issues.	
	Chair. JS suggested that the Chair be taken by different members, if no one person is willing to stand. If rotation plan is to come into being, Minutes must be sent to the person Chairing the next meeting, in order to give time for an Agenda to be prepared. AS offered to compile a list of relevant email addresses subject to permission being given by each Member, as some reservations were expressed. Data Protection is an important aspect of this request and regulations are set to be tightened on May 23rd. It was thought that a representative from each area could Chair the meeting being held in their village. AG offered to Chair the Hazlemere meeting at Sir William Ramsay School, BS at Tylers Green Village Hall and DJ/LJ at the	**AS** **JS AC**

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	Flackwell Heath Community Library. JS and AC will plan the July meeting at William Ramsay and will get information from DO as to the contacts for booking the library at the school. The November meeting would be held at FH and the March 2019 at Tylers Green. BH suggested that she send a draft copy of the Minutes to AS who will circulate to Members who have logged their addresses. Any amendments or corrections can be made at the next meeting but those noted to Action an item would take responsibility for reporting back. This was agreed.	**BH AS**
4 NAG Priorities **4a Illegal Highs/Substance Abuse**	SL submitted a written report in her absence. Substance abuse is a real problem. The Addaction Centre has been completely reorganised, due to money and management issues. Currently, they are not able to participate in any further initiatives. SL is due to meet with them and will report back. Should there be greater advertising of the adulteration in cannabis today and the real medical dangers to anyone smoking it? SL's and JB's opinions on advertising these dreadful outcomes should be sought.	**SL**
4b ASB	JB reported that burglaries from dwellings were up 7% across the whole area but 10% up in Hazlemere. ASB incidents have dropped by 20%. Gang activity is a problem in High Wycombe but no major problems were recorded in FH. JB wishes members of the public to inform him of areas of concern.	
4c Speeding/Road safety	Covered under Matters Arising.	
4d Parking/Enforcement	AS said that there were no main issues other than the parking of one Saunders' lorry opposite entrance to car park. JB felt that a new scheme in Kingshill could mean the displacement of another of his lorries to FH. Saunders won't discuss the issue with the police and lorry is not parked illegally. AG mentioned a van parked for 3.5 weeks and asked if action could be taken.	JB

4e Cybercrime	JB had tried to get statistics from the Home Office, had been passed to Action Fraud then to Office of National Statistics and back to begin the cycle again. Office of National Statistics has relevant data but it is not broken down to District or County level. 5.8m cyber crimes were noted up to July2017 but with the addition of fraud and computer misuse, the figure rises to 10.75m. Burglaries from dwellings stats show 20 per 1000 but banking/cyber crime shows 54 per 1000. Neighbourhood Watch appears to be the only organisation taking action to monitor and inform. JB would like to see constant advertising of information about staying safe on line. A report from JB could be used to make contact with our MPs and emphasise need for publicity.	**ALL**
5 CNPT Update	JB reported no changes at Hazlemere. Lee Turnham and Clare Evans are much missed but there is hope that Lee will be back to manage Community Speed Watch at the end of April. A new Area Commander is in position and a new Inspector, Pete Wall, who has little experience in community policing but has shown an interest. A suggestion was made that he be invited to one of the NAG meetings, in order for him to get a better understanding of public concerns. The police are still in situ at the Hazelmere Police house and no planning application has been submitted at present. DJ said that a 'pop up' Police station in FH had been much advertised but no officer attended. A system whereby this situation could be avoided in future needs to be set up. Whilst understanding last minute demands made of an officer, perhaps a non operational member of the force could attend or, at least, apologies and information should be available to residents of the village.	**JB**
6 CSW/SID Update	Mark Franza and Sam Jackson attended two locations in January namely Hazlmere and Tylers Green, supported by five volunteers. In Western Dene 35 vehicles were speeding and in Church Road, Tylers Green a total of 7 were speeding.	

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	Monday March 5th is to be the next CSW at Penn Road, Hazlemere and Hammersley Lane, Tylers Green. Dates for April and May will be determined during March. There was uncertainty whether FH was in the same organisational group but members were assured that the village is in the group and that Ashley Hopkins is the representative. There was a concern that in losing Lee Turnham, enthusiasm would also be lost so new people offering to help is a very positive sign. BK asked about a recent operation in London Road. JB did not know but was sure that it was not a local team. A question was asked whether SID could be purchased? One village is fund raising to buy their own at a cost between £800/£2000. Financial help might be sought from LAF and Parish Councils. Parishes might combine resources and share a SID. This would ease the reliance on police officers and give greater flexibility but their support would be vital especially with risk assessments. Stan Jones, Chair Hughenden PC, might be approached. MVAS data is sent to CSW but action is needed as a result of the information provided. DJ suggested that this issue be raised when an Inspector was present. JB explained that letters were sent to drivers identified as speeding, but receipt of three letters resulted in a police visit. BS said that it is sometimes difficult to log all the relevant information about speeding vehicle. JB assured him that registration number, make and colour gave sufficient information. BK reported that Ryemead NAG would be happy to be part of any SID purchase. JS will pass on information about apparatus to BK and DJ for Flackwell Heath.	**All Concerned with MVAS** **All Concerned with MVAS**
7 MVAS Update	In Kingsmead Road, Loudwater, equipment is to be installed on one of the lampposts belonging to CWPC. This area will be impacted upon with the future housing development of Abbey Barn South. CSW	

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	activities should be covered by CWPC's insurance.	
8 Treasurer's Report.	AG circulated a financial report prior to the meeting and explained that our new way of Chairing meetings will have no impact on the financial management of our affairs. There are three signatures listed with the bank with only any two needed to sign. He reported that the £70 ring fenced for the defibrillator maintenance might need to back into general fund, which holds £200 at present but will be £270 if the Defibrillator money is included.	**AG**
9. Defibrillator Programme	Hazlemere will be placing one near the crossroads and the British Legion in FH would like to install one in their building. JS will contact DJ with an update but installation might be an issue.	**JS DJ**
10 Communications Update	AS has looked at FB and suggests that he creates our own group, namely: yourlocalnag@gmail.com AC asked how public an open group would be as he was unhappy about putting his address into the public domain. (This item covered under Matters Arising, Item 3 on the Agenda.) The group could remain a closed one for NAG members only. Items could be monitored and inappropriate ones removed. This could replace the website and be a good way to publicise issues. AS was thanked for all his hard work in the preparation of a social media presence for Nag.	**AS**
11 Constitution/Terms of Reference	This item to be carried over.	
12 AOB	Members asked to send their contact addresses to AS and he will compile the NAG list. BH reiterated the fact that a draft copy of the Minutes will be sent to AS for him to distribute and amendments made at next meeting.	

13 Date and venue of next meeting	**TBA**	**AS BH**

The meeting closed at 9.30pm.

APPENDIX J

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation:
THE VILLAGE PRESCHOOL

2. ~~Hon. Secretary~~: MANAGER
Address:
THE METHODIST CHURCH
COPPICE FARM ROAD
TYLERS GREEN
HP10 8AN
Tel:
This address will be used for all general correspondence

3. ~~Hon. Treasurer~~:
Address:
→ SAME
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 — No
   b) Incorporated under Companies Act? Yes/No — No
   c) Registered as a Charity? Yes/No — Yes
   Charity No: 1098879
   d) Registered as a Friendly Society? Yes/No — No
   e) By affiliation to any national body? Yes/No — No
   f) Deed of Trust? Yes/No — No
   g) Other? (Please specify)

5. What are the objectives of the organisation?
PRE-SCHOOL CHILDCARE & EDUCATION.

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 — 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? NO
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
....	No.......Sub............	No.......Sub............	No.......Sub............
....	No.......Sub............	No.......Sub............	No.......Sub............
....	No.......Sub............	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.

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

PURCHASE OF EQUIPMENT TO REPLACE WORN / BROKEN ITEMS
PURCHASE OF EQUIPMENT TO MAKE A SENSORY AREA

b) Specify:
   i) Total estimated cost £5000-00
   ii) Dates scheduled to commence and complete APRIL 2018 → SEPT '18
   iii) Amount already available £1000-00
   iv) Amount expected to be available at commencement £1000-00
   v) Other applications for grants for this project

Body:	Amount applied for:
DAVID SHAKESPEARE	(APPLICATION) £2000-00

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £ 2000-00

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

THE EQUIPMENT WILL ENHANCE THE PROVISION FOR OUR CHILDREN, MOST OF WHOM ARE FROM WITHIN CHEPPING WYCOMBE. THE SENSORY EQUIPMENT WILL SUPPORT OUR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS BUT WILL ALSO BE ENJOYED BY ALL THE CHILDREN.

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

Signed: .... Date: 9 MARCH 2018

Capacity in which signed: MANAGER

Note: Any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated. A/C NAME: PENN + TYLERS GREEN RESIDENTS SOCIETY - THE VILLAGE PRE-SCHOOL.

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 K

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Flackwell Heath & Loudwater Age Concern Day Centre

2. Hon. Secretary: ı ey
Address:

Tel: (
This address will be used for all general correspondence

3. Hon. Treasurer: ı
Address: . t

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

4. How is the organisation established?
   a) Incorporated by Royal Charter? No
   b) Incorporated under Companies Act? No
   c) Registered as a Charity? Yes
   Charity No: 100008
   d) Registered as a Friendly Society? No
   e) By affiliation to any national body? No
   f) Deed of Trust? No
   g) Other? (Please specify)

5. What are the objectives of the organisation?

To promote the well-being of older people in Flackwell Heath and Loudwater and to relieve Carers

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? 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? No
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
....	No.......Sub...........	No.......Sub...........	No.......Sub...........
....	No.......Sub...........	No.......Sub...........	No.......Sub...........
....	No.......Sub...........	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 (Mins of AGM 2017)
   d) Other material concerning the organisation (Bank Statement) in support of the application
   e) Minutes of last AGM

PARTICULARS OF APPLICATION

Part 2

1. In making an application for a grant, the council would like a brief outline of the organisation's activities during the past year, with particular relevance to expansion projects or similar matters undertaken. Please give these details here, if they are not included in an attached Annual Report.

   The Day Centre is open four days a week and provides company, entertainment, tea/coffee & biscuits, freshly cooked meals and transport if needed. Other services available are: chiropody clinic, bath, provision of hearing aid batteries, information of help available,

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

   b) Specify:
   i) Total estimated cost - £35,000
   ii) Dates scheduled to commence and complete – as soon as funds available
   iii) Amount already available - £7 – 8,000
   iv) Amount expected to be available at commencement - £7 – 8,000
   v) Other applications for grants for this project

Body:	Amount applied for:
None to date	
....	....
....	....

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £ 2,000

4. What do you see as the benefits that will be obtained by the residents of Chepping Wycombe on completion of the project?
   Collection of clients in the minibus from their homes to the Day Centre, with return journey.

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

Signed: .... Date: 15 March 2018

Capacity in which signed: Committee Secretary

Note: Any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Please return the completed application and supporting documents to:

by:

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

Applications will be considered by the Finance & General Purposes Committee scheduled for: 14 June 2018

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

APPENDIX L

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: N/A

2. Hon. Secretary: N/A
Address:

Tel: (

This address will be used for all general correspondence

3. Hon. Treasurer: N/A
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) Voluntary village committee set up for the commemoration of crosses

5. What are the objectives of the organisation?
To mark the centenary of the end of the First World War - a cross on the common for each person in the village who gave their life in the conflict

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? No
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 .
………………	No…….Sub…………	No…….Sub…………	No…….Sub…………
………………	No…….Sub…………	No…….Sub…………	No…….Sub…………
………………	No…….Sub…………	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.

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

   Commemoration crosses on the front common from 10 -17 November 2018

   b) Specify:
   - i) Total estimated cost £500
   - ii) Dates scheduled to commence and complete
   - 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? £ 500

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

   A physical reminder of the sacrifices made by villagers during the First World War - especially for the younger members of our Community. This ties in with the national commemoration planned for the 11 November 2018 - we are also planning a small service to be led by the local church by the crosses

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

Signed: .... Date: 6 June 2018

Capacity in which signed: Organiser

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 M

INTERNAL AUDIT 2017/18

In accordance with the office practice, Councillor Chris Dodds and myself examined the books of account and supporting documentation of CWPC for the Financial Year ending 31st March 2018 at their offices on 23rd March 2018.

Due to the earlier date we were only able to examine the books up to and including month 11 of the current year. We could revisit at a later date to check month 12 if thought necessary.

Our findings and recommendations were as follows:

- The incidence of spoiled cheques highlighted in the previous audit has improved over previous years and there were only 12 so far this year.
- Paper copy verifying one transfer of fund transaction of £15K June 2017 between accounts had not been filed.
- A discrepancy of 0.05p which has been carried forward in the monthly balance sheet totals for some time was still present. Last year I recommend that this should be written off to sundries and the Clerk confirmed this will be actioned during the forthcoming introduction of the new system.
- Three out of date cheques from 2015 and 2016 totalling £4,026 are shown in the unpresented cheques list and the Clerk confirmed these will be added back at the year end after stop payments have been issued. Replacement cheques may need to be issued after investigation of the reasons for non-presentation.

Notwithstanding these small anomalies, we found the books to be well presented and in good order and the Clerk in particular and the other office staff should be commended on their diligence during a difficult period of staffing shortages.

Councillors John Gurney
Chris Dodds

Internal Auditors
27th March 2018

APPENDIX N

Ernest G Newhouse

M.A., M.Sc.

Consulting Accountant

Tel: C

email: (

14 May 2018

Mrs Katrina Wood
Chairman, Chepping Wycombe Parish Council

Dear Mrs Wood,

As you know, on 11 May I undertook the Internal Audit examination of Chepping Wycombe Parish Council in respect of the year ended March 2018.

As well as yourself, I met the Clerk, Wendy Thompson, for whose welcome and hospitality I am grateful. I also met Mr Graeme Christie, your Warden. In the course of this work I made the following observations and recommendations all of which I discussed and agreed most of them with Mrs Thompson.

I took as my agenda the questions on the form which I am required to complete as part of your Annual Return. Unusually in my experience, I was obliged to reply "no" to one question - that relating to Fixed Assets. I discuss this below.

Otherwise, I would like to say that I found the accounts and systems generally to be in good order and well run. I have however to bring a number of matters to your attention.

1. <u>Fixed Assets</u>

   Vehicles & Equipment are reported at £108k. I asked to see the supporting itemised schedules and was told these did not exist.

   I did not pursue the matter of the Infrastructure Assets, £620k, but believe the situation to be much the same.

   In the light of the absence of a register of these assets, I was unable to assent to the proposition that proper records are maintained.

   I <u>recommend most strongly</u> that a proper stock take of the assets be undertaken in the course of the current year.

   The Council's insurance policies <u>should</u> then be reviewed in the light of the results of the stock take.

.../...

2. Bank Reconciliations

The bank reconciliations are an important part of your control procedures in that they ensure that the figures presented in your regular financial reports are grounded in reality.

The normal practice with Parish Councils is for a reconciliation to be prepared each month which is then reviewed by a Councillor, customarily, but not necessarily, the Chairman or Finance committee chairman, who verifies that the balances shown in the accounting system agree to the bank statements and then initials and dates both the statements and the reconciliation as evidence of this having been done.

Mrs Thompson prepares such statements each month. However, for reasons that are not clear to me, the Councillors' review only happens once a year. This year this was based on the February statements and took place in March, shortly before the year-end. The review was undertaken by two Councillors, which is a degree of over-kill.

I recommend that the normal practice, described above, be adopted.

3. Reserves

Setting ear-marked reserves asides, your "uncommitted reserve" amounted to about 9 months' worth of expenditure at the year end. This is a little on the high side, 6 months being considered a reasonable yard-stick.

If the precept is held unchanged for a period, the position will gradually be ameliorated.

Within the "uncommitted reserve" I have included the line "Current Year Fund". This does not seem to be earmarked for a specific purpose and had not moved during the year. Accordingly I recommend that it be merged with the General reserve.

4. Payroll

The question here is – what is to stop the Clerk, who operates the payroll system from making unauthorised, and possibly relatively small increments, to the pay of herself or other staff members?

The answer given is that the salary payments are signed by a councillor in the same way as any other payment, except that the payments are made by credit transfer. However, the evidence presented is the net pay schedule produced by the computer system.

.../...

An individual's net pay may well vary from one month to another because of changes to the tax coding. This could be used at the explanation of a change caused by an illicit adjustment to the gross pay.

I recommend that the full payslips, which show the gross pay, should be made available to the authorising Councillors, who should also have schedule of salaries following the last review for purposed of comparison.

5. Risk Assessments

There appears to be a good analysis of the risks facing your Council.

The physical risks fall into the domain of your Warden, Mr Christie. He undertakes appropriate reviews and inspections as required. However, what is lacking in many instances is the corresponding recording. When I commented on this, he undertook to rectify this in future.

I should be pleased to answer any questions you or your members may have on this report.

Yours sincerely,

Ernest G Newhouse

APPENDIX O

Local Councils, Internal Drainage Boards and other Smaller Authorities in England
Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:
- **all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and**
- **any other smaller authorities that either:**
  - **are unable to certify themselves as exempt; or**
  - **have requested a limited assurance review.**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   - The **annual internal audit report** is completed by the authority's internal auditor.
   - **Sections 1 and 2** are to be completed and approved by the authority.
   - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
   - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
   - a bank reconciliation as at 31 March 2018
   - an explanation of any significant year on year variances in the accounting statements
   - your notification of the commencement date of the period for the exercise of public rights
   - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements
Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5)**. An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section,** which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including **the dates set for the period for the exercise of public rights**, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? **NB:** do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in ***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices***, which can be downloaded from **www.nalc.gov.uk** or from **www.slcc.co.uk** or from **www.ada.org.uk**

Annual Internal Audit Report 2017/18

Chepping Wycombe Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.		✓	*
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. **(For local councils only)**	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).
* ASSET REGISTER NEEDS DEVELOPING

Date(s) internal audit undertaken: 11/05/18

Name of person who carried out the internal audit: ERNEST NEWHOUSE

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

Date: 11/5/2018.

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Chepping Wycombe Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓			*prepared its accounting statements in accordance with the Accounts and Audit Regulations.*
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓			*made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.*
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓			*has only done what it has the legal power to do and has complied with Proper Practices in doing so.*
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓			*during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.*
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓			*considered and documented the financial and other risks it faces and dealt with them properly.*
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓			*arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.*
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓			*responded to matters brought to its attention by internal and external audit.*
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓			*disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.*
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	*has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.*
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
Authority web address

www.cwpc.org.uk

Section 2 – Accounting Statements 2017/18 for

Chepping Wycombe Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	509,055	482,083	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	341,372	344,909	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	72,885	94,408	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	150,838	148,775	*Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.*
5. (-) Loan interest/capital repayments	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	290,392	228,906	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	482,083	543,720	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	497,857	582,653	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,925,107	1,960,503	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	0	75,924	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	*The Council acts as sole trustee for and is responsible for managing Trust funds or assets.*
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date 08/05/2018

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

CWP C (2017/18)

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017		31st March 2018
	Income Summary	
2,866	INTEREST RECEIVED	1,833
341,372	PRECEPT	344,909
344,238	Sub Total	**346,742**
	Operating Income	
0	GEN AMENITY AREAS	0
0	FENNELS WOOD & RAILWAY LAND	0
2,497	KINGSWOOD	4,982
2,156	TYLERS GREEN COMMON	1,096
184	WIDMER POND	746
2,063	ASHLEY DRIVE ALLOT'T	1,835
2,975	CHAPEL ROAD ALLOT'TS	2,719
0	ASHLEY PARK	58
7,782	DEREHAMS PARK	8,281
56	STRAIGHT BIT REC	643
576	GREEN DRAGON LANE SG	0
0	BOUNDARY PARK	0
0	PLAY AREAS	0
0	WORKS DEPARTMENT	0
194	WARDENS HOUSE	0
614	VEHICLES TOOLS & EQUIPMENT	3,277
2,254	HAMMERSLEY LANE CEM	2,052
9,002	LOUDWATER CEMETERY	11,289
11,194	KINGSWOOD CEMETERY	17,847
750	F'PATHS & STR FURN	535
0	FOOTWAY LIGHTING	7,825
4,102	PARTNERSHIP WORKING	0
25	ADMINISTRATION	14
11,223	CIVIC ACTIVITIES	17,994
12,373	F & GP RENTS	11,384
414,257	Total Income	**439,318**
	Running Costs	
7,570	GEN AMENITY AREAS	5,712
250	FENNELS WOOD & RAILWAY LAND	250
560	RAILWAY LAND	513
9,300	KINGSWOOD	6,747
2,886	TYLERS GREEN COMMON	1,563
3,367	WIDMER POND	1,802
500	SPRING LANE	0
250	OLD FORGE BANK	0
0	OAKWOOD	0
410	Magpie Wood	1,440
2,021	ASHLEY DRIVE ALLOT'T	1,601
1,157	CHAPEL ROAD ALLOT'TS	2,597
98	Community Orchard	75
378	ASHLEY PARK	295
10,321	DEREHAMS PARK	10,820
926	STRAIGHT BIT REC	3,000
593	GREEN DRAGON LANE SG	72
114	BOUNDARY PARK	337
4,475	GENERAL RECREATION	4,404

CWP C (2017/18)

Income and Expenditure Account for Year Ended 31st March 2018

31st March 2017		31st March 2018
2,043	PLAY AREAS	3,490
6,235	WORKS DEPARTMENT	6,049
532	WARDENS HOUSE	612
7,022	OFFICE	6,707
12,691	VEHICLES TOOLS & EQUIPMENT	14,465
2,166	LITTER, RUBBISH &GRAFFITTI	2,095
57	HAMMERSLEY LANE CEM	128
1,424	LOUDWATER CEMETERY	3,570
291	KINGSWOOD CEMETERY	315
1,208	WAR MEM & CL C'YARDS	1,146
643	F'PATHS & STR FURN	612
40,113	FOOTWAY LIGHTING	19,890
8,921	PARTNERSHIP WORKING	5,996
170,125	ADMINISTRATION	168,254
4,250	CIVIC ACTIVITIES	5,553
2,255	HOLDING FUNDS	613
0	F & GP RENTS	0
6,066	EMR AMENITY LAND	0
69,718	EMR LEISURE FACILITIES	18,908
60,291	EMR WORKS & SERVICES	78,051
0	EMR F & G P	0
441,229	Total Expenditure	**377,680**

	General Fund Analysis	
159,535	Opening Balance	213,667
414,257	Plus : Income for Year	439,318
573,792		652,984
441,229	Less : Expenditure for Year	377,680
132,563		275,304
-81,104	Transfers TO / FROM Reserves	-29,056
213,667	**Closing Balance**	**304,360**

CWP C (2017/18)

Balance Sheet as at - 31st March 2018

31st March 2017				31st March 2018	
		Long Term Assets			
0				**0**	
	0				0
		Current Assets			
13,207		VAT CONTROL	1,928		
0		PREPAYMENTS	226		
-11,106		CURRENT ACCOUNT	12,689		
433,713		BUSINESS ACCOUNT	493,872		
75,000		TERM DEPOSITS	75,841		
250		PETTY CASH	250		
511,064				**584,807**	
	511,064	**Total Assets**			584,807
		Current Liabilities			
6,390		CREDITORS	1,745		
10,062		ACCRUALS	39,243		
12,530		DEPOSITS	100		
28,982				**41,088**	
	482,083	**Total Assets Less Current Liabilities**			543,720
		Long Term Liabilities			
0				**0**	
	482,083	**Total Assets Less Long Term Liabilities**			543,720
		Represented By			
	213,667	GENERAL RESERVE			304,360
	1,275	EMR CHURCHYARDS			-575
	28,196	EMR VEHICLES			40,496
	17,898	EMR PLANT& EQUIPMENT			19,498
	4,300	EMR OFFICE EQUIPMENT			4,300
	14,307	EMR PLAY EQUIPMENT			5,199
	8,067	LOUDWATER CEMETERY			11,067

CWP C (2017/18)

Balance Sheet as at - 31st March 2018

31st March 2017		31st March 2018
8,197	EMR DEPOT	11,197
3,396	HAMMERSLEY LANE CEMETERY	6,396
6,000	kINGSWOOD CEMETERY	6,000
6,054	TG COMMON MANAGEMENT PLAN	7,254
97,128	EMR FOOTWAY LIGHTS	41,979
0	EMR ELECTIONS	1,500
29,942	EMR BENCHES & SIGNS	26,390
1,533	WARDEN HOUSE RESERVE	1,533
17,440	EMR DEREHAMS PARK	20,940
2,020	DEREHAM LANE PAVILION RESERVE	2,020
4,785	EMR-RAILWAY LAND TREES	4,785
10,378	EMR-KINGSWOOD IMPROVEMENT	6,878
7,500	OFFICE REFURBISHMENT	13,800
0	EMR-CIL	8,703
482,083		**543,720**

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial
Officer ______________________ Date : ______________

Chepping Wycombe Parish Council 2017/18

Bank Reconcilliation

	£	£
Balance per bank statements as at 31 March 2018:		
Barclays Current account	29,057	
Barclays Saver account	493,872	
Co Operative Bank	75,841	
		598,771
Petty cash float (if applicable)		250.00
Less: any unpresented cheques at 31 March 2018(normally only current account)		
See attached file unpresented cheques		
		-16,368
Add: any un-banked cash at 31 March 2018		0
Net balances as at 31 March 2018		582,653

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK

		£
Opening Balance 1 April 2017		482,083
Deposits		100
Add: Receipts in the year		439,317
Less: Payments in the year		-377,681
less: debtors at 31 March 2018 (prepayments)		-226
add creditorsat 31 March 2018		1,745
add accruals as at 31 March 2018		39,243
less VAT due as at 31 March 2018		-1,928
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above)		582,653

BARCLAYS

CHEPPING WYCOMBE PARISH COUNCIL.

Sort Code
Account No

SWIFTBIC BUKBGB22

IBAN GB07 BUKB 2040 7140 2629 19

Issued on 03 April 2018

THE CLERK OF THE COUNCIL
CHEPPING WYCOMBE PARISH COUNCIL SA
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
23 Mar	**Start Balance**			**38,540.76**
	Cheque Issued Ref: 009449	34.18		38,506.58
	DD Direct Debit to Payflow /Aclr Ref: BACS	8,923.87		29,582.71
26 Mar	DD Direct Debit to Unicom Ref: 374543	126.47		29,456.24
27 Mar	Cheque Issued Ref: 009450	600.00		28,856.24
	Cheque Issued Ref: 009452	198.88		28,657.36
28 Mar	Cheque Issued Ref: 009455	240.00		28,417.36
	Cheque Issued Ref: 009456	18.00		28,399.36
29 Mar	Deposit at Barclays 42Beaconsfield Ref: 100673		658.00	29,057.36
29 Mar	**Balance carried forward**			**29,057.36**
	Total Payments/Receipts	10,141.40	658.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

23 - 29 Mar 2018	
Start balance	£38,540.76
Money out	£10,141.40
▸ Commission charges £0.00	
▸ Interest paid £0.00	
Money in	£658.00
End balance	£29,057.36

02684 00140 P1V1/05A 941002/045 2 of 3

30.4.2018

BARCLAYS

CHEPPING WYCOMBE PARISH COUNCIL

Sort Code
Account No (

SWIFTBIC BUKBGB22
IBAN GB03 BUKB 2040 7103 5111 46

Issued on 25 April 2018

MG 003112 F1VI743A 8999307YD00046 35800 9410034586

THE OFFICIALS
CHEPPING WYCOMBE PARISH COUNCIL
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Active Saver

Date	Description	Money out £	Money in £	Balance £
25 Jan	Start Balance			518,872.40
20 Feb	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		503,872.40
23 Feb	to Account 40262919 at 20-40-71 Internet Banking	10,000.00		493,872.40
4 Apr	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		478,872.40
24 Apr	Balance carried forward			478,872.40
	Total Payments/Receipts	40,000.00	0.00	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

25 Jan - 24 Apr 2018

Start balance	£518,872.40
Money out	£40,000.00
Money in	£0.00
▶ Gross interest earned £0.00	
End balance	£478,872.40

The **co-operative** bank

co-operativebank.co.uk/business

phone 03457 213 213

Chepping Wycombe Parish Cncl
Council Office Cock Lane
High Wycombe
Buckinghamshire
HP10 8DS

M1227/J1080766000 35800

Fixed Rate Dp Account

Summary

Account title
_HEPPING WYCOMBE PARISH COUNCIL

Sort code

Account number

Statement date
11 August 2017

Statement number
5

Page number
1 of 1

Statement opening balance
75,000.00

Total withdrawals
75,841.44

Total deposits
841.44

ACCOUNT CLOSED
0.00

Deposits° into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

°For more information on eligible deposits please refer to www.FSCS.org.uk

Date	Description	Withdrawals	Deposits	Balance
7 JUL 17	**OPENING BALANCE**			**75,000.00**
4 AUG 17	INTEREST		841.44	75,841.44
8 AUG 17	TFR 92506869407650	75,841.44		
	ACCOUNT CLOSED			**0.00**

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **OD/S** Overdrawn Intermediate Balance **NSTF** Non Sterling Transaction Fee. Details of calculations of interest charged are available on request.

	Chepping Wycombe Parish Council 2017/18			1.3
	Difference between box 7 and 8		£	
	BOX 7 Balances carried forward		543,720	
	less debtors VAT and prepayments		-2,154	
	add creditors and receipts in advance		1,745	
	add accruals		39,243	
	add deposits		100	
	BOX 8 Total cash and investments		582,654	Rounding

APPENDIX P

Code	Project Name	Committee	Project Lead	Project Outcome(s)	Prj Start Date	Finish Date	Status	£k Budget	£k Spend	% Complete
9215	Footway Lighting	WS&P	Wendy Thompson	LED Footway Lighting in FH & LW	Jan-15	Jun-18	Active	189.0	170	90%
9105 FH	Play Equipment - FH	LF	Wendy Thompson	PE Imps for 2017/8 FH	Apr-17	ongoing	Active	unknown	0	
9105 TG	Play Equipment - TG	LF	Katrina Wood	PE Imps for 2017/8 - TG	Apr-17	ongoing	Active	unknown	0	
9214	Signage	WS&P	John White					26.3	13.8	52%
	Signage- The Common	AL	Katrina Wood	Imps on the Common TG	Apr-16	ongoing	Active		4.6	
	Signage - King's Wood	AL	Ian Forbes	Imps in KW	Apr-16	unknown	Active		1.9	
	Signage - all other areas	WS&P	Wendy Thompson	Imps elsewhere	Apr-16	ongoing	Active		7.3	

Status
Not Active
Active
Complete

Milestones
Planning & Quotes
Quotes Appraisal & Approval
Implementation

Project Lead to Report at each Committee (progress/issues/outcomes) for all active projects

APPENDIX Q

GENERAL RESERVE OVERVIEW

General Reserve (01/04/2018)		£304,360
Gross Expenditure (18/19)		£398,973
Lower Target for General Reserve (25% gross expenditure)		£99,743
Upper Target for General Reserve (50% gross expenditure)		£199,487
Deficit/Surplus		£204,617
Deficit/Surplus		£104,874
% Deficit/Surplus		67.2%
% Deficit/Surplus		34.5%

APPENDIX R

Month 12 Net Actuals after all EMR Transfers

Committee		17/18 Budget	12 month position	Budget Variance	% Budget Variance
Amenity Land		21,980	**11,202**	**10,778**	49%
Leisure Facilities		17,280	**13,155**	**4,125**	24%
Works Services and Planning		71,944	**18,761**	**53,183**	74%
F&GP		-161,104	**-201,713**	**40,609**	-25%