

Governance, management and business continuity risk register

Risk assessment is a systematic examination of working conditions, workplace activities and environmental factors that will enable the council to identify actual and potential risks. The council, based on a recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible. This document has been produced to enable the council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them.

Our major risks in order of severity:

1. Failure to address risks leading to harm to staff and the public
2. Failure to protect and properly maintain council assets
3. Failure to meet statutory requirements
4. Failure to meet public service and governance expectations with a risk to the council's reputation

The above considerations are primarily failures in the council's governance by members, the clerk and our staff. Each has a role to play.

The risk register provides a template for recognising, quantifying and putting in place requirements to minimise the consequences of failure.

The council's clerk, our in-house auditors, together with the chairman and vice-chairman of F&GP have role to play in ensuring that the measures required under this risk assessment are being monitored and reported to the council's F&GP committee, ideally on a bi-annual [6 months] basis. It is intended to prepare a checklist for them to use [by January 2021] so as to ensure that the risks identified are being addressed, especially those where the need for an annual review has been identified.

Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
1 Physical injury or property loss to staff, contractor or member of the public	Harm to individuals Claim against council Fines and penalties Loss of reputation	Low/High	Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.) Staff awareness of risks and appropriate training Provision of PPE and proper maintenance of equipment Inspection of equipment prior to use Inspection of recreation grounds and play equipment Employee and public liability insurance Contractors to have liability insurance	Prepared by warden and signed-off by clerk Reviewed annually or change of circumstances Staff to read and initial Annual consideration of training needs at staff review or new equipment Register of training Staff and warden Staff and warden Weekly log of inspections by staff when on site and signed off by warden Reviewed annually by clerk prior to insurance renewal and reported to F&GP Sight of contractor documentation by clerk or warden prior to work

2	Employee liability	Employee action for negligence or grievance Fines and penalties Loss of reputation	Low/High	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination Staff awareness and appropriate training including awareness of advice from NALC Insurance to cover consequences of failure Documented policies and procedures	Continuous, overseen by clerk including training and refresher courses Register of all training maintained by clerk Annually by clerk Collated in Office Manual maintained by clerk
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
3	Failure to maintain council physical assets, including buildings and other structures	Higher costs of repair/replacement Harm to individuals Fines and penalties Loss of reputation	Low/High	Maintain up-to-date asset register Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	On-going by clerk and reported annually to F&GP Warden and clerk Arranged by clerk or warden and inspections logged in office diary and invoice file
4	Loss or damage to council asset	Loss of use of asset Disruption	Low/Med	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement Annual review of cost of replacement Insurance to cover consequences	Annual review by clerk with professional advice prior to renewal of insurances Report to F&GP

5	Failure to provide services expected by residents	Poor public image Loss of reputation	Low/Med	Observation and reporting to clerk by members Timely response by staff Monitoring of contractors progress	Continuous by members Clerk and warden
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
6	Loss of key staff due to long-term illness, accident or resignation	Failure to deliver services and oversight of staff Failure in budgetary and financial reporting Correspondence backlog	Med/Low	Clear procedures documented in Office Manual Up-to-date job descriptions and Accounts kept up-to-date Correspondence and filing kept up-to-date	Manual updated continuously by clerk and reviewed annually by chairman of vice-chairman of F&GP Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel Accounts and filing processed weekly by clerk and staff

7	Loss of cash through fraud, dishonesty or malicious action by third-parties	Reduction of available funds Disruption Loss of reputation	Med/High	Clear procedures in council's Financial Regulations Adherence to those procedures Staff not involved in operation of funds In-house, internal and external auditing Insurance to cover risks of cash and malicious actions Ensure Fidelity insurance requirements are being met Staff awareness and training, including password security Robust virus protection, including firewall between council's web and email host Member awareness of risk	Annual review of regulations by council Risk management training for staff through clerk Chairman F&GP to review fidelity compliance quarterly By clerk, quarterly, noted in office diary Certificate of compliance from hosting service New member training
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
8	Council members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities Council fails to achieve its purposes Loss of reputation	Med/Low	Training and refresher courses for members Monitor attendance at meetings	New councillor training Refresher training at inception of new council Key documents maintained on council website Register of training attended and meeting attendance published with council's year-end report

9	Members conflict of interests	Overturning of council decisions Loss of reputation	Low/Low	Clear Standing Orders Declarations of interests at meetings Maintenance of register member's interests and gifts Publication of interests on the council website	Standing Orders reviewed annually by council Declarations at all meetings Bi-annual review of interests by all members monitored by clerk and noted on website
10	Poor reporting to members and the public	Members become ill-informed and anxious of their role Poor quality decision making Confusion and misunderstandings with actions not reflecting intentions of council	Med/Med	Preparation and distribution of agendas, reports and minutes within agreed timescales Timely financial reporting Regular project reports and monitoring of progress to ensure deadlines are met and projects achieved	Clerk and committee chairman & vice-chairman Clerk Clerk and committee chairman & vice-chairman to members at committee meetings
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
11	Poor protection of hard and soft documents	Loss results in disruption and stress to staff Failure of legal obligations Loss of reputation	Med/Med	Use of fire-resistant safe for key documents Other papers filed in steel cabinets Weekly backup of office computers and off-site storage of at least two iterations in case of data corruption	Clerk Clerk and staff Clerk with bi-annual exercise with F&GP chairman to confirm availability

12	Poor forward planning and control of budgets	Lack of direction and prioritisation Spending exceeds budget	Med/Low	Member, clerk and staff driven forward planning : short, medium [two years] and long term [five years] with financial needs assessment In-year budget reviews	Annually after informal council and prior to annual budget setting Every six months by clerk, chairman and vice-chairman of F&GP with report to F&GP committee
13	Failure to use grants for intended purposes	Lack of funds for project for which grant was intended Investigation into the use of funds Loss of reputation	Low/Low	Clear minutes of grant and conditions Ensure funds properly ring-fenced Clear financial procedures for progress or full payments Monitor project progress and report to council Record in minutes powers used for any loans to or from the council	Clerk Clerk Clerk Clerk
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
14	Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions Loss of confidence in the council	Low/Med	Identification of normal on-going expenditure, planned projects and likely costs In- year budget reviews to confirm adequacy of budgets and spending	Clerk with support of staff, chairman and vice-chairman of F&GP

15	Breach of legal powers	Fines and penalties Loss of reputation	Low/Med	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts. The council financial regulations need to be adhered to when authorising planned expenditures If the council uses s137 powers or CIL funding they need to be minuted Keep up-to-date with changes in legislation	Clerk Clerk Clerk Clerk through PD courses and council membership of NALC
16	Problems due to borrowing or lending.	Failure of third party to repay loan Inability of council to repay a loan	Low/Low	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full Loan repayments built into annual budgets and future budget forecast	At time of loan request by council on advice of clerk Late payments reported to chairman and vice-chairman of F&GP
17	Bankruptcy of council's bankers or investment companies	Loss of funds Inability to meet commitments Loss of reputation	Low/High	Bank only with those licensed and covered by Financial Services Compensation Scheme Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guaranties	Annual review by council on advice of clerk Report to F&GP every six months
	Risk	Impact	Likelihood / Severity	Management/Control of Risk	Review Frequency & Responsible Person
18	Failure to respond to FOI request or right of inspection of records	Loss of confidence Loss of reputation	Low/Low	Clear Standing Orders and protocols Documented procedures and timings to deal with enquiries from the public	Annually by clerk Clerk, agreed by council

19	Not meeting agreed timetables when responding to consultation invitations	Effect on council's reputation Ineffectual involvement by residents	Med/Med	Documented procedures to deal with responses to consultation requests	Annually by clerk and agreed by F&GP Responses monitored by clerk to ensure dates not missed
20	Failure to meet the agreed standards for provision of services being carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs Cancellation of agreement Refund of income Loss of reputation	Low/Med	Council decision to take on services after risk assessment to include resource implications, staff and contractors Clear statement of management responsibility for each service Regular scrutiny of performance against targets	On consideration of agreement Clerk
21	Election costs	Planned elections Risks of elections to fill a casual vacancy	Med/Med	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	Annually by clerk during budget setting process for F&GP

CHEPPING WYCOMBE PARISH COUNCIL

ANTI-HARASSMENT AND BULLYING POLICY

Introduction

All staff should be able to work in an environment free from harassment and bullying and be treated with dignity and respect regardless of gender, sexual orientation, transgender status, marital or family status, colour, race, nationality, ethnic or national origins, creed, culture, religion or belief, age, or disability.

This policy and procedure provide guidance on what to do if you are concerned about bullying or harassment and what to expect if you raise concerns. It applies to all staff (whether permanent, fixed term, or casual), contractors and agency staff.

Policy

The Council does not tolerate bullying or harassment in the workplace. This is the case for work-related events that take place within or outside of normal working hours; on council property or elsewhere; whether the conduct is a one-off act or repeated course of conduct, and whether done purposefully or not.

The Council does not tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. Retaliation or victimisation will also constitute a disciplinary offence, which may in appropriate circumstances lead to dismissal. You should also be aware that if a court or tribunal finds that you have bullied or harassed someone, in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

The council will take appropriate action if any of our staff are bullied or harassed by staff, councillors, members of the public or suppliers.

What type of treatment amounts to bullying or harassment?

Bullying is offensive, intimidating, threatening, malicious or insulting behaviour, and/or an abuse or misuse of power that undermines, humiliates or injures the person on the receiving end.

Harassment is unwanted conduct related to relevant 'protected characteristics', which are sex, gender reassignment, race (which includes colour, nationality and ethnic or national origins), disability, sexual orientation, religion or belief and age. Harassment amounts to unlawful discrimination if it relates to a 'protected characteristic'.

Examples of bullying and harassment include:

- Verbal abuse or offensive comments, jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Lewd or suggestive comments
- Deliberate exclusion from conversations or work activities
- Withholding information, a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Subjecting a person to humiliation or ridicule, belittling their efforts, often in front of others

- Abusing a position of power

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable. All employees must, therefore, treat their colleagues with respect and appropriate sensitivity.

Bullying does not include appropriate criticism of an employee's behaviour or proper performance management.

Reporting concerns

What you should do if you witness an incident you believe to harassment or bullying

If you witness such behaviour you should report the incident in confidence to the Clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you feel you are being Bullied or Harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with the Clerk or a councillor in the first instance. They will then decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being Bullied or Harassed by a councillor

If you are being bullied or harassed by a councillor, please raise this with the Clerk or the Chair of the Council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

What you should do if you are being Bullied or Harassed by another member of staff

If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to our policy and must stop. Alternatively, you may wish to ask the Clerk, a colleague or another councillor to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own manager, you should raise the issue with the Chair of the Council. The Chair (or another appropriate individual) will discuss with you the option of trying to resolve the situation informally by:

- Telling the alleged perpetrator(s), without prejudging the matter, that there has been a complaint that their behaviour is having an adverse effect on a member of staff;
- That such behaviour is contrary to our policy;

- That for employees, the continuation of such behaviour could amount to a serious disciplinary offence.

It may be possible to have the conversation with the alleged perpetrator without revealing your name, if this is what you want. They will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party to facilitate a resolution of the problem. The Chair will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as a serious allegation of harassment or in cases where a problem has happened before) the council may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint...

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about the harassment or bullying to the Clerk or the Chair of the Council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The Clerk or the Chair of the Council will appoint someone to investigate your complaint. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred
- The names of any witnesses and
- Any action taken by you to resolve the matter informally

... against a colleague or contractor

The alleged perpetrator(s) would need to be told your name and the details of your complaint for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to separate you whilst the matter is being investigated.

... against a member of the public or supplier

We will investigate the complaint as far as possible by contacting the member of public or the supplier's employer and asking for a response to the allegations.

... against a councillor

Formal concerns regarding potential breaches of Code of Conduct breaches will be investigated by the Monitoring Officer.

During the investigation

Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. If, after an investigation, we decide that an employee has harassed or bullied another employee, then the employee may be subject to disciplinary action, up to and including dismissal.

The Council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to better understand your complaint. Whilst there is no Statutory right to be accompanied at investigation meetings, the Investigator will consider your request if you want to have a work colleague or union representative with you at that meeting.

Hearing

After the investigation, a panel will meet with you in a Grievance Hearing (following the Grievance Procedure) to consider the complaint and the findings of the investigation. At the meeting you may be accompanied by a fellow worker or a trade union official.

After the meeting the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the Grievance Procedure.

Victimisation

Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False allegations

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. False allegations made in bad faith will be dealt with under our disciplinary procedure.

Disclosure and confidentiality

We will treat personal data collected during this process in accordance with the data protection policy. Information about how data is used and the basis for processing data is provided in the employee privacy notice.

Use of the disciplinary procedure

Harassment and bullying constitute serious misconduct. If, at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. Any employee found to have harassed or bullied a colleague will be liable to disciplinary action up to and including summary dismissal.

This is a non-contractual procedure which will be reviewed from time to time.

Date of policy:

Approving committee:

Date of committee meeting:

Policy version reference: November V1

Policy effective from:

Date for next review:

Chepping Wycombe Parish Council: Lone Working Risk Assessment

- Consider whether lone working can be avoided and whether there are any alternatives
- Make a plan to mitigate risk with the lone worker – relevant and proportionate for the situation
- Ensure that the lone worker is aware of the emergency procedures, hazards, risks and safe working procedures.

Activity	Hazard	Risk	Control measures
Driving/Car Travelling to and from the office (driving alone after arrival at work and before departure unless doing an all-day trip)	Vehicle breakdown Accident	Low	Maintain vehicle properly Belong to a breakdown organisation
	Weather Conditions	Low	Carry a torch, phone etc for emergency use Assess journey and any hazards, be prepared to take a different route but make sure you advise someone of your safe arrival.
Working on own in office Personal Safety	Unwanted visitor	Low	Keep doors locked when working on own Have a planned escape route
	Working at height – high level filing	Low	Do not confront anyone on your own. Use two step provided for all high level filing.
	Slips/trips Fire (emergency)	Medium Low	Make sure you have contact numbers to hand to call for assistance (Warden) Keep phone to hand in the event of an unexpected trip or fall Keep the office well-lit/ventilated and heated
	Leaving the office in the dark (yard already secured)	Medium	Make sure the location of the fire extinguishers is known; do not tackle anything more than a waste bin fire – call the fire brigade Burglar & fire alarms checked every 6 months and fire extinguishers serviced every 6 months (contract). Warden checks fire alarm weekly. Make sure the location of first aid boxes is known
	Weather conditions	Low	Be familiar with the operation of the security alarm (opening and closing routine) Wherever possible leave the office before it goes dark (COVID)
Evening Meetings			Adequate grit in bin for snow/ice. Clearing should have been undertaken during daytime hours.
	Leaving in the dark & securing yard	Medium	Adequate external lighting Arrange for the chairman or vice chairman of the meeting to stay to the end and leave the building together. Secure the building and yard together with a member

APPENDIX C

Reviewed :

Next reviewed:

Line present on all risk assessed activities undertaken by the grounds team, Community Payback and contractors:

Hazard	Location of hazard	Who could be harmed	Risk	Controls	Implementation Monitoring
Lone Working	Depot Work sites	Staff	Med	Work site details to be communicated to line manager Monitor and check work site throughout operations Communication devices to be used	Supervisor to attend work sites on a daily basis.

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Flackwell Heath Minors Football Club

2. Hon. Secretary: Declan Breen
Address:

3. Hon. Treasurer: Steven Price
Address: As before

Tel: 01494 711111

This address will be used for
all general correspondence

Tel: 01494 711111

This address will be used for
remittance of any grant approved

Please can correspondence be sent to Maxine Ashman – 147 Holtspur Top Lane, Beaconsfield, Bucks, HP9 1BW

4. How is the organisation established?

- a) Incorporated by Royal Charter? No
b) Incorporated under Companies Act? No
c) Registered as a Charity? No
Charity No:.....

- d) Registered as a Friendly Society? No
e) By affiliation to any national body? No
f) Deed of Trust? No
g) Other? (Please specify) Local Sports Club

5. What are the objectives of the organisation?

To provide children's football to boys and girls of the local community. To provide facilities that work for the club but also the community, to allow school clubs, child minders, events and meetings to be held in the right and safe environment.

The Flackwell Heath Minors Football Club was established in 1967 by two local brothers and the club has enjoyed success (and still does!) with teams in the under 6 to under 16 age groups.

We're a community club in the truest sense - the club committee and all the teams are run by people living in the local area.

All our age groups are managed and coached by FA qualified coaches who are CRB checked and we are an FA Charter Standard club.

We have over 300 young players registered across the age groups from Flackwell Heath and the surrounding areas, and many of the groups have both Minors and Scorpions (colts) teams playing in local FA conferences and leagues.

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?

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.

Each player pays £150 per season

The number of children per year group is attached below. These numbers don't alter too much each year and as the under 16's leave a new set of under 7's join.

We have just signed up 3 girls teams for next season which would mean an addition 27-30 players
I hope this is ok to display in this way?

Age range	Type	Type - other	Number of teams	Male	Female	Disabled Male	Disabled Female
Under 7	Mixed		4	22	4	0	0
Under 8	Mixed		2	13	1	0	0
Under 9	Mixed		4	31	2	0	0
Under 10	Mixed		3	36	2	0	0
Under 11	Mixed		3	30	2	0	0
Under 12	Male		2	28		0	
Under 13	Male		1	16		0	
Under 14	Male		2	34		0	
Under 15	Male		1	17		0	
Under 16	Male		1	17		0	
Qualification				Male	Female		
UEFA B Licence (Level 3)				1	0		
1st4Sport Level 2 in Coaching Football				7	0		
1st4Sport Level 1 in Coaching Football				42	0		
FA Refereeing Course				6	0		

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

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

As the club has grown and the number of children and adults we see each week increases we have realised that we need to improve some of the facilities we have. We continue to raise funds for the club with a yearly raffle at the Christmas Party, we have a 2 day summer tournament where we have stalls, raffles and every Sunday we open our club house to provide Bacon rolls, hot drinks and snacks. As you can imagine this helps but is not providing us with the funds to develop the club as we would like.

We currently have a car park which is small, full of pot holes and leads to another grassy area which can only be used for parking in good conditions, alternative people have to park out on the road which is not only unsafe with lots of children around but isn't great for our local neighbours

We also intend to improve our Club House facilities, this hasn't been touched in over 50 years, so kitchen and toilet facilities need replacing, flooring is ripped or missing and the décor is not to be desired.

We also wish to buy goals posts that allow us to cater for all the different ages groups that the club now have on board. This will allow us to have more matches weekly and also during the tournament, helping us with funding raising

With all this in mind and to continue our support to the local community we are hopefully that we would be able to apply for a grant to help us in making these changes, improving our grass roots football club, allowing us to provide more to the sport but also the community in what services we can provide.

We have been gathering information to assist us in completing the applications forms but first wanted to introduce ourselves and what we intend to do.

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

Renovation of the car park. I have attached the quote that goes along with these works.

- b) Specify:
- i) Total estimated cost – **£60,000**
 - ii) Dates scheduled to commence and complete – Oct/Nov for the carpark
 - iii) Amount already available – **£30,000** via grants applied for **£10-12k** from the club itself
 - iv) Amount expected to be available at commencement – **£41,000**
 - v) Other applications for grants for this project –
FA Grant, Big Lottery Fund, Waitrose Community, Tesco Bags of Help, Shanly Homes

Body:

Amount applied for:

These are the main grants we have secured.

£15,000 – Heathrow Community (Has been extended until October 2020)

£10,000 – National Lottery (refurb) (Should have been spent by June – extended to October 2020) – this one is over a year old. They will take it back

£2000 – Heart of Bucks This should have been spent by June – extended to September 2020

3. How much assistance are you requesting from Chepping Wycombe Parish Council? **£ 20,000 – £25,000**

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

One of the major benefits will be the car parking situation for the local residents on match days. By having the car park created more cars will be able to park, causing less disruption on the local roads

In addition to this with a renovated club house the local community will be able to use it for groups, events, meetings, school clubs, other sporting events

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

Signed:Maxine Ashman..... Date:25/09/2020.....

Capacity in which signed:Club Administrator.....

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:

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

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

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

Chepping Wycombe Parish Council

COMMITTEE MEETING DATES 2021 up to May

	Date	Meeting	Venue
2020			
Tuesday	12-Jan	Open Spaces	TEAMS
Thursday	28-Jan	Works & Services	TEAMS
Thursday	11-Feb	Finance & General Purposes	TEAMS
Thursday	25-Feb	COUNCIL	TEAMS
Tuesday	09-Mar	Open Spaces	TEAMS/?Chamber
Thursday	25-Mar	Works & Services	TEAMS/?Chamber
Thursday	08-Apr	ANNUAL PARISH MEETING	Tylers Green
Thursday	15-Apr	Finance & General Purposes	TEAMS/?Chamber
Thursday	29-Apr	COUNCIL	TEAMS/?Chamber
Tuesday	18-May	Annual Council Meeting	TEAMS/?Chamber

PLEASE NOTE:**MEMBERS OF THE PUBLIC ARE ABLE TO ATTEND ALL THE ABOVE MEETINGS****ALL SCHEDULED PLANNING MEETINGS ARE SUBJECT TO CHANGE****v5**

Chepping Wycombe Parish Council

Fees and permits

from 1 April 2021 unless otherwise stated

	2018/19	2019/20	2020/21	Proposed 2021/22
Allotments				
from 1 October 2021				
Full plot - 5 pole	50.00	52.00	52.00	52.00
Half-plot	25.00	26.00	26.00	26.00

50% concession for tenants as at April 2011 to continue

Recreation Grounds and Commons

Fairs	standing days	135.00	138.00	140.00	140.00
	operating days	240.00	245.00	250.00	250.00
	deposit against damage	500.00	510.00	520.00	520.00
Event permits	(Small) inc VAT	58.00	59.00	60.00	60.00
	(Large) inc VAT	257.00	262.00	265.00	265.00

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

			01.09.18	01.09.19	01.09.20	01.09.21
Pitch hire	inc VAT	less than 10 bookings a season, per match				
		adult, full-sized pitch	45.00	46.00	47.00	47.00
		junior, small pitch	32.00	33.00	34.00	34.00
		training per hour	16.00	16.00	16.50	16.50
	nil VAT	over 10 bookings a season, per match				
		adult, full-sized pitch	37.50	38.00	39.00	39.00
		junior, small pitch	27.00	28.00	29.00	29.00
		training per hour	14.00	14.00	14.50	14.50
		changing and shower facilities	14.00	14.00	14.50	14.50
		toilet facilities				

v1 Dec 2019

v2 Nov 20

Building permits, access fees, trees and benches

		2018/19	2019/20	2020/21	Proposed 2021/22
Building access permits from 1 April 2021					
Skip Permit (Building)	up to six weeks for a skip	270.00	275.00	280.00	280.00
	each additional week or part thereof	57.00	58.00	59.00	59.00
Access Permit	Minumum Fee resident per day	150.00	153.00	155.00	155.00
	Minimum Fee non resident per day	500.00	510.00	518.00	518.00
<i>Cost for large works to be at discretion of Clerk and committee chairman</i>					
Security bond	As required by the council - minimum	200.00	204.00	207.00	207.00
Garden gate access onto council owned or leased property					
	Issue of permit	58.00	59.00	60.00	60.00
	annual fee	34.50	35.00	36.00	36.00
General item	covering items not on schedule to include				
	Admin fee	100.00	102.00	104.00	104.00
	Hourly rate	25.00	26.00	26.50	26.50
Amenity trees: provision and planting					
	in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years	268.00	273.00	277.00	277.00
Benches	Contribution towards cost of bench (VAT exclusive cost to council) plus £250 towards cost of placement including maintenance or repairs for 10 years	250.00	255.00	260.00	260.00
	Renewal for further 10 years	265.00	270.00	275.00	275.00
	Memorial plaque at cost, including VAT	at cost	at cost	at cost	at cost
Timber permits					
	for formal permit to take fallen timber from Kingswood	28.50	29.00	29.50	29.50

v1 Dec 2019

v2 Nov 20

Other fees and allowances

from 1 April 2021

	2017/18	2018/19	2019/20	2020/21	Proposed 2021/22
Chairman's allowance	820.00	820.00	836.00	850.00	850.00
St Peter's closed graveyard maintenance	600.00	600.00	612.00	622.00	622.00
Orienteering maps	1.00	1.00	1.00	1.00	1.00
Annual Return copies	10.00	10.00	10.00	10.00	10.00
Deed of Grant	590.00	590.00	602.00	611.00	611.00
Minimum fee for processing a deed of grant to permit vehicular access by private cars over Tylers Green and Totteridge Commons; with all legal fees being met by the applicant					
Administrative charges	173.00	173.00	176.00	180.00	180.00
15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements					
Cemetery Register Search Fee	33.00	33.00	34.00	35.00	35.00
per name					
inc VAT					
Hire of Council Chamber	33.00	33.00	34.00	35.00	35.00
inc VAT					
Derehams Pavilion	27.50	27.50	28.00	29.00	29.00
First Hour					
(One off)	6.50	6.50	6.60	7.00	7.00
Subsequent hours of part thereof					
Electricity charges <i>(made at current rate of use plus standing charge)</i>					
Newsletter delivery	135.00	153.00	156.00	160.00	160.00
TG Evening WI					
Loudwater Guides	140.00	166.50	169.00	175.00	175.00
FHRA	180.00	234.00	239.00	245.00	245.00

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

v1 Dec 2019

v2 Nov 20

Table of fees for burials and memorials

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

from 1 April 2021		Resident			Out of parish		
		2019/20	2020/21	Proposed 2021/22	2019/20	2020/21	Proposed 2021/22
Burials	Purchased grave						
Grant for the right to burial plot- 30 years		377.00	382.00	382.00	754.00	765.00	765.00
Interment fee		294.00	300.00	300.00	588.00	600.00	600.00
Child under 10 years and stillborn child							
Grant for the right to burial plot- 30 years		211.00	215.00	215.00	422.00	430.00	430.00
Interment fee		93.00	95.00	95.00	186.00	190.00	190.00
Grave set aside for cremated remains							
Grant for the right to burial plot- 30 years		216.00	220.00	220.00	432.00	440.00	440.00
Interment fee		111.00	113.00	113.00	222.00	225.00	225.00
Memorials							
Memorial stone (up to 1 metre high)		162.00	175.00	175.00	324.00	350.00	350.00
Book scroll or wedge (up to 45cm high)		123.00	125.00	125.00	246.00	250.00	250.00
Flat tablet (New cremation area Cock Lane)			100.00	100.00		200.00	200.00
Vase - free standing		66.00	70.00	70.00	132.00	140.00	140.00
Additional inscription		44.00	45.00	45.00	88.00	90.00	90.00
Extra tablet for additional inscription		66.00	70.00	70.00	132.00	140.00	140.00
Masonry/kerbing covering the grave		262.00	270.00	270.00	524.00	540.00	540.00
part of the grave		130.00	135.00	135.00	260.00	270.00	270.00
Grant is for initial 30 years from date of first burial							
renewal for further period of 10 years		51.00	52.00	52.00	102.00	105.00	105.00
<i>nearing end of initial 30 year period</i>							

Resident's fees as per Cemetery Regulations

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

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

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19/11/2020

Chepping Wycombe Parish Council

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Detailed Income & Expenditure by Budget Heading 19/11/2020

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purpose</u>						
<u>401 Salaries & Other Staff Costs</u>						
1076 Precept	355,523	354,163	(1,360)			100.4%
Salaries & Other Staff Costs :- Income	355,523	354,163	(1,360)			100.4%
4001 Salaries, NI & Pensions	91,576	171,360	79,784		79,784	53.4%
4002 Members Expenses	240	2,000	1,760		1,760	12.0%
4008 Conferences & Courses	213	1,000	787		787	21.3%
4009 Travel	210	200	(10)		(10)	104.8%
4020 Establishment Costs Misc	185	600	415		415	30.9%
4021 Telephone & Fax	1,240	2,300	1,060		1,060	53.9%
4022 Postage	150	600	450		450	25.0%
4023 Stationery & Printing	362	1,200	838		838	30.2%
4024 Subscriptions	2,443	3,500	1,057		1,057	69.8%
4025 Insurance	7,203	8,000	797		797	90.0%
4026 Publications	0	250	250		250	0.0%
4027 Photocopying Charges	357	700	343		343	51.0%
4030 Recruitment Advertising	0	1,000	1,000		1,000	0.0%
4032 Publicity	0	4,350	4,350		4,350	0.0%
4041 Equipment Hire	297	500	203		203	59.4%
4051 Bank Charges	226	500	274		274	45.2%
4053 Office Equipment	0	500	500		500	0.0%
4060 Other Professional Fees	1,325	3,000	1,675		1,675	44.2%
4068 Computers & Data Storage	2,819	2,900	81		81	97.2%
4069 Web Development	0	3,000	3,000		3,000	0.0%
4450 Archives	0	150	150		150	0.0%
4901 Grants & Donations S137	(1,000)	5,000	6,000		6,000	(20.0%)
Salaries & Other Staff Costs :- Indirect Expenditure	107,846	212,610	104,764	0	104,764	50.7%
Net Income over Expenditure	247,677	141,553	(106,124)			
<u>403 Holding Funds</u>						
4048 Contingency	0	5,000	5,000		5,000	0.0%
Holding Funds :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%
Net Expenditure	0	(5,000)	(5,000)			
<u>404 Salix</u>						
4054 Loan Repayment	15,185	15,185	0		0	100.0%
Salix :- Indirect Expenditure	15,185	15,185	0	0	0	100.0%
Net Expenditure	(15,185)	(15,185)	(0)			

Continued over page

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Detailed Income & Expenditure by Budget Heading 19/11/2020

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>405 F & GP Rents</u>						
1001 Rents	7,301	11,300	3,999			64.6%
1079 Miscellaneous	700	0	(700)			0.0%
1090 Interest Received	0	1,500	1,500			0.0%
F & GP Rents :- Income	<u>8,001</u>	<u>12,800</u>	<u>4,799</u>			<u>62.5%</u>
Net Income	<u>8,001</u>	<u>12,800</u>	<u>4,799</u>			
Finance & General Purpose :- Income	<u>363,524</u>	<u>366,963</u>	<u>3,439</u>			<u>99.1%</u>
Expenditure	<u>123,031</u>	<u>232,795</u>	<u>109,764</u>	<u>0</u>	<u>109,764</u>	<u>52.8%</u>
Movement to/(from) Gen Reserve	<u>240,493</u>					
Grand Totals:- Income	<u>363,524</u>	<u>366,963</u>	<u>3,439</u>			<u>99.1%</u>
Expenditure	<u>123,031</u>	<u>232,795</u>	<u>109,764</u>	<u>0</u>	<u>109,764</u>	<u>52.8%</u>
Net Income over Expenditure	<u>240,493</u>	<u>134,168</u>	<u>(106,325)</u>			
Movement to/(from) Gen Reserve	<u>240,493</u>					

19/11/2020

Chepping Wycombe Parish Council

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Summary Income & Expenditure by Budget Heading 19/11/2020

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Open Spaces</u>						
Income	6,584	16,450	9,866			40.0%
Expenditure	28,561	64,100	35,539	0	35,539	44.6%
Movement to/(from) Gen Reserve	<u>(21,977)</u>					
<u>Works & Service</u>						
Income	14,836	17,950	3,114			82.7%
Expenditure	27,643	56,953	29,310	0	29,310	48.5%
Movement to/(from) Gen Reserve	<u>(12,807)</u>					
<u>Finance & General Purpose</u>						
Income	363,524	366,963	3,439			99.1%
Expenditure	123,031	232,795	109,764	0	109,764	52.8%
Movement to/(from) Gen Reserve	<u>240,493</u>					
<u>Earmarked Reserves</u>						
Income	0	0	0			0.0%
Expenditure	38,223	291,852	253,629	0	253,629	13.1%
Movement to/(from) Gen Reserve	<u>(38,223)</u>					
Grand Totals:-						
Income	384,944	401,363	16,419			95.9%
Expenditure	217,457	645,700	428,243	0	428,243	33.7%
Net Income over Expenditure	<u>167,487</u>	<u>(244,337)</u>	<u>(411,824)</u>			
Movement to/(from) Gen Reserve	<u>167,487</u>					

F&GP

F and GP

Code	Cost centre	Actuals 18/19	Budget View 20/21	Budget View 21/22	Comments 21/22	Variance	Variance %
401	Salaries/Other Staff Costs						
4001	salaries NI & pensions	159,115	171,360	173,930 add 1.5%		2,570	2%
4002	members expenses	1,196	2,000	2,000		0	0%
4008	conf & courses	278	1,000	1,000		0	0%
4009	travel	0	200	200		0	0%
4020	misc establishment costs	360	600	600		0	0%
4021	telephone & fax	1,940	2,300	2,100 see 19/20 actuals		-200	-9%
4022	postage	522	600	600		0	0%
4023	stationery & printing	984	1,200	1,200		0	0%
4024	subscriptions	2,293	3,500	2,750 see 19/20 actuals		-750	-21%
4025	insurance	7,116	8,000	7,500 see 19/20 actuals		-500	-6%
4026	publications	18	250	250		0	0%
4027	photocopy charges	663	700	700		0	0%
4030	recruitment advertising	0	1,000	1,000		0	0%
4032	publicity	4,007	4,350	4,350 allows for two newsletters		0	0%
4041	equipment hire	734	500	500		0	0%
4051	bank charges	451	500	500		0	0%
4453	office equipment	332	500	500		0	0%
4060	other prof fees	3,322	3,000	3,000		0	0%
4068	computers and data storage	2,843	2,900	2,900		0	0%
4069	web development	48	3,000	1,500 now done		-1,500	-50%
4450	archives	45	150	150		0	0%
4901	grants and donations	1,830	5,000	5,000		0	0%
		188,099	212,610	212,230			
	Salaries & Other Costs exp						
1076	Precept	354,163	354,163	354,163		0	0%
1079	Miscellaneous	8,026	0	0			
	Salaries & Other Costs inc	362,189	354,163	354,163			
402	Projects						
tbc	Community Board						
4062	Projects	0	0	5,000 Value suggested mid 20/21		5,000	
	total projects	0	0	12,000 to allow for joint BC working		12,000	
				17,000			
403	Holding Funds						
4048	contingency	0	5,000	5,000		0	0%
	cont exp	0	5,000	5,000			
404	Salix						
4054	Loan Repayment	15,185	15,185	15,185 last year for LED lighting		0	0%

F and GP

405

F&GP Rents & Interest

1001	Rents	15,114	11,300	11,300	0	0%
1078	maint.costs recovered	35				
1079	Miscellaneous	0				
1090	interest received	1,445	1,500	1,500	0	0%
	Rents etc inc	16,593	12,800	12,800		

Gross (exc Projects & EMR)		203,284	232,795	232,415	-380	0%
Income (inc Precept)		378,782	366,963	366,963	0	0%
Income (exc Precept)		16,593	12,800	12,800	0	0%
Net		-175,498	-134,168	-134,548	-380	0%

Election EMR	1,500	1,500	1,500
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BUDGET ANALYSIS 21/22

	Budget Current	Draft Budget 21/22	Variances
	2020/21	2020/21	
Totals - gross exp (exc EMR & Projects)			
Open Spaces (exc projects)	64,100	61,100	(3,000)
Works and Services (exc Projects)	55,953	52,204	(3,749)
F & GP (exc projects)	232,795	232,415	(380)
Projects and Partnership Working	30,000	54,000	24,000
CWPC - gross (exc EMR plans)	<u>382,848</u>	<u>399,719</u>	16,871
Totals - EMR Plans			
Open Spaces	20,000	32,000	12,000
Works and Services	40,800	36,500	(4,300)
F & GP	1,500	1,500	0
CWPC - EMR plans	<u>62,300</u>	<u>70,000</u>	7,700
CWPC - Gross inc EMR plans & projects	<u>445,148</u>	<u>469,719</u>	24,571
Totals - income (exc Precept)			
Open Spaces	(16,450)	(17,350)	(900)
Works and Services	(17,950)	(17,950)	0
F & GP	(12,800)	(12,800)	0
CWPC - income	<u>(47,200)</u>	<u>(48,100)</u>	(900)
CWPC TOTAL net	<u>397,948</u>	<u>421,619</u>	23,671
PRECEPT	<u>(354,429)</u>	<u>(355,523)</u>	0
Difference	<u>43,519</u>	<u>66,096</u>	
Precept Prior Year	(354,429)	(355,523)	
Increase of Precept to householders	0.00%	0.00%	
Impact	0	0	
Position prior to House number changes	<u>(354,429)</u>	<u>(355,523)</u>	
Band D numbers	6,415.93	0.00	
Changes in House numbers	0.00	0.00	
Extra income due to House numbers	0	0	
Final Precept	<u>(354,429)</u>	<u>(355,523)</u>	
Band D	£55.20	£55.20	

Chepping Wycombe Parish Council - Precept

26th November 2020

F&GP mtg

APPENDIX K

Background

- 20/21 opening position
 - General Reserve £120k surplus (from maximum recc by auditor of eight months Precept)
 - Earmarked Reserves, in addition, stood at £292k (with an additional £36k in CIL)
- No increase in Precept for 20/21
- Anticipate a budget surplus of £40k in 20/21
- Covid impact – delayed some projects and expenditure so reserves might not change much this year
- 21/22 increases in costs (in areas like salaries and rates etc)
- All other lines subject to a quick overview and some overbudgetting corrected but generally very little change so far
- Reduction in Precept of 10%
 - Precept income reduced by £35k
 - Band D household saves 10p per week

Precept % Changes

Year	% uplift
2012/13	0.30
2013/14	0.00
2014/15	0.00
2015/16	1.50
2016/17	0.58
2017/18	0.57
2018/19	1.60
2019/20	0.00
2020/21	0.00

To balance grant reduction
 To balance grant reduction
 To balance grant reduction
 0.4% To balance grant reduction WDC error meant 1.6% applied

Actual Precept changes vary with household numbers
 Additional houses increase Precept
 Increase in single occupancy decrease Precept

21/22 Plans

- Assumes no Precept change to householders
- Small drawdown on General of £12k for operating expenditure
- Additional £67k for a wide range of projects
 - OS £35k
 - WS £15k
 - F&GP £17k
 - All of the above to be confirmed as the year progresses
 - There are also some £115 k of further projects that would need to come from the General Reserve (fencing at play areas, tracks on the Common and further play equipment at Straight Bit)
 - Our EMR will continue to fund areas like the Depot roof and Office Improvements
- All of the above will reduce the general reserve to below the maximum recommended level.

	Budget Current	Draft Budget 21/22	Variances
	2020/21	2020/21	
Totals - gross exp (exc EMR & Projects)			
Open Spaces (exc projects)	64,100	61,100	(3,000)
Works and Services (exc Projects)	55,953	52,204	(3,749)
F & GP (exc projects)	232,795	232,415	(380)
Projects and Partnership Working	30,000	54,000	24,000
CWPC - gross (exc EMR plans)	382,848	399,719	16,871
Totals - EMR Plans			
Open Spaces	20,000	32,000	12,000
Works and Services	40,800	36,500	(4,300)
F & GP	1,500	1,500	0
CWPC - EMR plans	62,300	70,000	7,700
CWPC - Gross inc EMR plans & projects	445,148	469,719	24,571
Totals - income (exc Precept)			
Open Spaces	(16,450)	(17,350)	(900)
Works and Services	(17,950)	(17,950)	0
F & GP	(12,800)	(12,800)	0
CWPC - income	(47,200)	(48,100)	(900)
CWPC TOTAL net	397,948	421,619	23,671
PRECEPT	(354,429)	(355,523)	0
Difference	43,519	66,096	

Recommendations

- Go with a nil % increase to householders
 - An increase in houses will bring in a small sum extra
 - A 10% reduction has a minimal impact on bills
- Recognising the Covid impact on many and that Buckinghamshire will probably go for a maximum increase.
- Recognising that not all the ideas will progress next year and that costs will change from the estimates we have

Chepping Wycombe Parish Council - Salaries

October 2020

For F&GP mtg

APPENDIX L

Inputs

- CWPC agreed interim uplift of 2% paid wef 01/04/2020
- August 2020 Unison, SLCC, GMB accept Employers offer of 2.75%
- CPI (12 month) – September 2018 & September 2019 1.7 %
- Bucks CC Pension Scheme Employer Contributions
 - 20/21 25.1% (to 22/23)
 - No change from 19/20
- Minimum Wage No longer applies as all staff over 25
- Living Wage (from April 2020) (was £8.21) £8.72 per hour
 - Applicable to Cleaner only
- Report by Clerk
- Staff Performance Reviews (Circulated to Staff Committee only)
- Budget position 2020/21 allows for BCC Pensions and a 2% uplift.

2020/21 Process

- Staff Panel (Chairman, Vice Chairman & Chairman of Committees and the Clerk) met in January pre national agreement and full set of staff reviews.
- Recommended and subsequently agreed by Council an interim 2% figure
- Final Staff Panel to meet post national agreement and having staff reviews
- Includes general adjustment and thoughts on
 - Individual uplifts and bonuses