

Joint Executive of the Flackwell Heath Scout & Guide HQ

Flackwell Heath
High Wycombe
Buckinghamshire

APPENDIX A

Commissioning Certificate C.0931

This is to confirm that the following system has been commissioned in accordance with the requirements of WTE Ltd and the warranty is protected. (please refer directly to WTE for warranty details.)

WTE Apex 12 Gravity Sewage Treatment Plant

Commissioning date - 2nd December 2020.

Site – Flackwell Heath Scout & Guide HQ, End of Chapel Road, Flackwell Heath

The system is installed in compliance with the requirement of WTE Ltd and in our opinion to a very high standard.

In addition to this, the following was completed:

- Attended site to complete a standard commissioning on an Apex 12 treatment plant.
- Plant installed with blower housing right next to the plant, therefore minimum hose length.
- Inspected the blower, hoses and electrical connections. A silencing foam pad was installed under the air blower.
- Removed covers and visually inspected the plant. Noted that the sludge return was running at full flow and coming out of the top opening of the return pipe. I adjusted this accordingly.
- I also checked that the aeration air flow was unrestricted and adjusted the aeration back pressure to 0.2 bar.
- I then tested the Floating Scum Return airlift and overrode the timer. Back pressure was at 0.1 bar.
- I then inspected the blower assembly and electrical connections.
- Whilst the plant has been operating for some time, there has been very little waste entering the system as site has been mostly closed.
- Cover refitted.
- Plant left working in good order.

Yours Sincerely

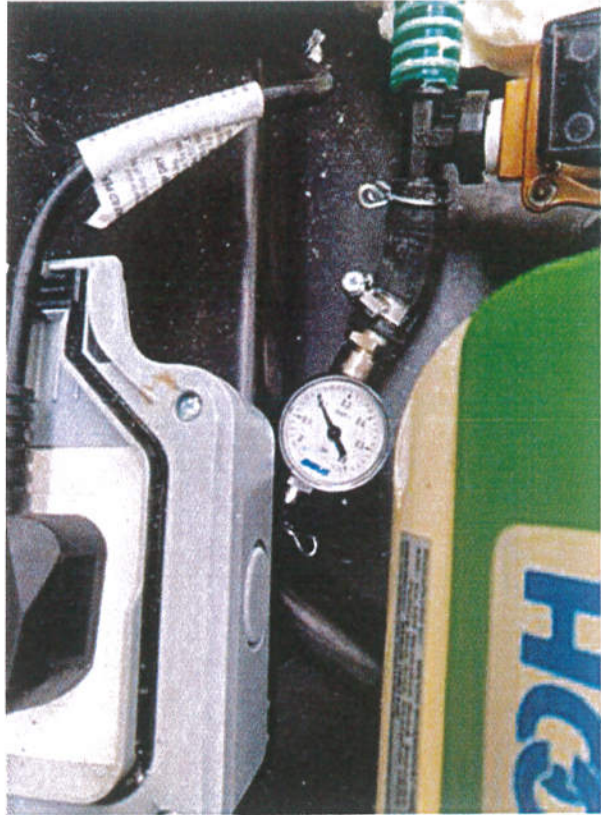
M Butler

Mike Butler

4



Aeration in Biozone



Aeration Back Pressure



FSR Back Pressure

Wayleave agreement for British Telecommunications plc -

BT reference: V6029 – Nursey Lane

Notice

- This is an agreement pursuant to Schedule 3A of the Communications Act 2003, otherwise known as the Electronic Communications Code ('the Code'). For more information about the Code, see http://www.legislation.gov.uk/ukpga/2017/30/pdfs/ukpga_20170030_en.pdf
- By signing this agreement, you allow us to place apparatus on your property and keep it there.
- We recommend you keep this agreement with your title deeds.

This agreement is between you,

Full Name:

Address (Registered or Main Office):

Contact Number:

and us, **British Telecommunications plc** whose registered office is 81 Newgate Street, London, EC1A 7AJ. (Registered in England No 1800000)

The term 'us' includes anyone who takes over our business, and our contractors. The term 'you' also refers to any others who are bound by this agreement under the terms of the code.

Property the agreement relates to

As Above

('your property')

Description of our apparatus

107m of new underground duct.
1x New JMF 102 Joint Box.

('our apparatus') If there is a plan attached to this agreement, it shows the approximate position of our apparatus.

Your signature:

Please print name

Our signature:

Please print name: George Mumford-Farmer

**For office use only**

Date of agreement

1 Our rights

We have the following rights ('our rights').

We may:

- install our apparatus on, under, or over your property;
- inspect our apparatus;
- repair or substitute our apparatus;
- remove our apparatus;
- upgrade our apparatus;
- share our apparatus;
- add further cables in existing duct.

We may come on to your property to do any of these things without giving you notice.

However, we will try to contact you beforehand if possible. If we need to bring vehicles or heavy machinery onto your property, we will ask you first unless it is an emergency.

2 Our responsibilities

We will cause as little damage to your property as possible. If we do damage your property, we will repair it to your reasonable satisfaction.

As well as your normal legal rights we will indemnify (compensate) you up to £5,000,000 if someone makes a claim against you because of us installing or keeping our apparatus on your property as long as :-

- you did not cause or contribute to the claim;
- you let us know straight away when you hear about a possible claim; and
- you get our permission in writing before you make any payments or admit liability.

3 Your responsibilities

You must not damage our apparatus or allow anyone else you are responsible for to damage our apparatus.

You must not place or build anything on your property which would make it more difficult for us to get to our apparatus. You must not plant a tree or shrub if the roots are likely to

interfere with our apparatus, unless you have to do this because of planning law.

4 Notices

The procedure for sending notices under this agreement is set out in the code. We will send notices to your address shown on page 1 of this agreement. You must send any notice to us at our registered office address.

5 Who apparatus belongs to

Our apparatus belongs to us at all times.

6 Alteration

If you require the alteration or removal of our apparatus or part of it because this is necessary for development on your property you shall provide us with notice in writing of your intention as defined in the Code together with a reasonably suitable alternative position for the apparatus on your land.

As soon as possible but no later than 3 months after receiving your notice we shall alter the apparatus at our cost to the new route agreed between you and us.

7 Ending this agreement

We may end this agreement by giving you three months' notice.

This agreement will end if we remove all our apparatus from your property.

You may end this agreement by giving us not less than 18 months' prior written notice if you intend to redevelop all or part of your property and could not reasonably do so unless the agreement is ended and an alteration under Clause 6 above is not possible.

This agreement will remain in force until the apparatus is no longer required unless terminated in accordance with this agreement.

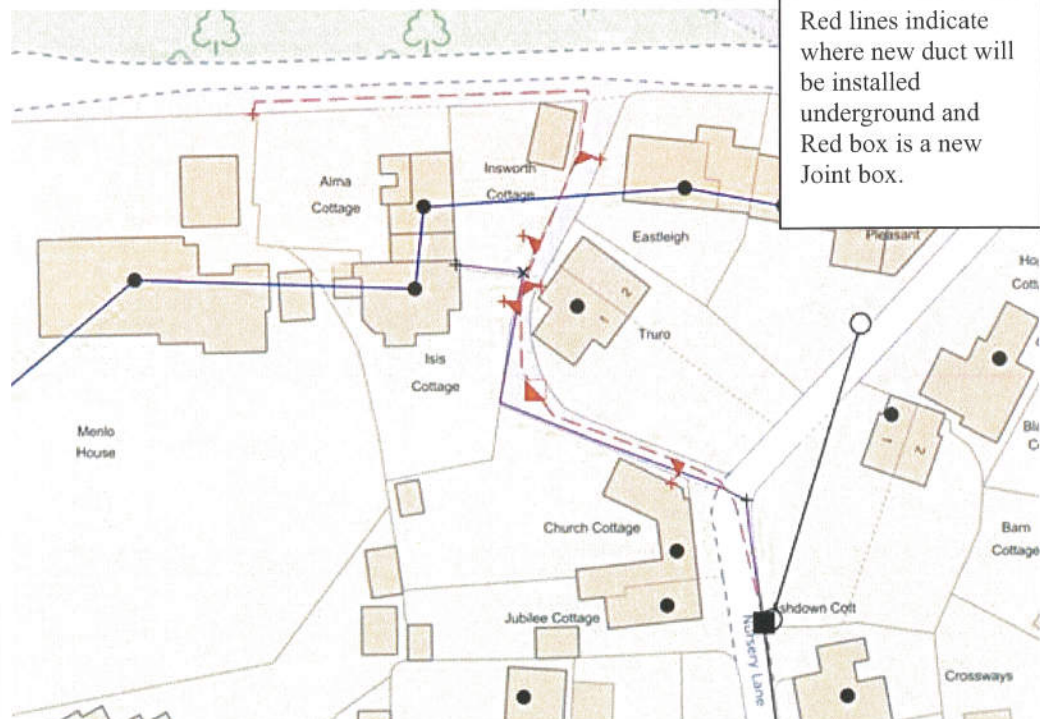
Notes (These notes do not form part of the agreement.)

The Electronic Communications Code is set out in Schedule 3A to the Communications Act 2003. The Code sets out our rights and responsibilities when we put apparatus on private property.

Paragraph 11 of the Code says we must get the occupier's written permission to place apparatus on private land.

Paragraph 82 of the Code gives us the right to lop overhanging trees on the roadside that interfere with our apparatus.

Part 15 of the Code sets out the procedures for notices.



CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: **TYLERS GREEN FIRST SCHOOL**

2. Hon. Secretary: **HEAD TEACHER**
Address: **TYLERS GREEN FIRST SCHOOL**
SCHOOL ROAD, TYLERS GREEN, HP10 8EE

3. Hon. Treasurer: **BURSAR**
Address: **TYLERS GREEN FIRST SCHOOL**
SCHOOL ROAD, TYLERS GREEN, HP10 8EE

Tel: 01494 62121
This address will be used for
all general correspondence

Tel: 01494 62121
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)
BUCKS CC STATE SCHOOL

5. What are the objectives of the organisation?

At Tylers Green First School we aim to provide:

- A happy, healthy and stimulating learning environment where each child can work to his/her full potential.
- A broad, balanced and relevant programme of learning which encourages effective communication through a full range of media.
- A good balance between physical, academic and creative activities.
- The foundations for adult life and the world of employment by inculcating knowledge and skills which can be applied to real tasks.

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 **N/A**

c) Copy of the latest Annual Report to members **N/A**

b) Copy of latest audited accounts and balance sheet
BURSAR CAN PROVIDE FINANCIAL INFORMATION IF REQUIRED

d) Other material concerning the organisation in support of the application
THE SCHOOL WEBSITE PROVIDES A FULL RANGE OF INFORMATION
www. <https://www.tylersgreenfirst.co.uk/>

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.

Like other state funded schools, TGFS is under increasing financial pressure as costs rise and the funding allocated by County fails to keep pace with this – this is well documented in the national press. Our school is almost 150 years old and therefore maintenance costs are high, which the county are unable to entirely cover. The school and parents raise funds each year to mitigate this but cannot cover all of the needs.

The fundraising efforts for the year 2020 have been severely curtailed by lockdown and the coronavirus pandemic. We have had to cancel a significant number of fundraising events this year which leaves us with a shortfall in funds for essential items.

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

We are extremely grateful that in 2019 our parents were able to raise enough funds to replace all of our old PCs with 30 up to date laptops and a mobile storage unit. Using the last of the funds raised, our parents replaced all of the classroom smart boards with new interactive screens.

Unfortunately these new invaluable assets are a prime target for thieves. Other local schools have recently been burgled and their new laptops stolen.

Therefore we need urgently to try to protect this valuable asset and the support it gives to our children in their learning by installing a modern wi-fi alarm system. Unfortunately given the pressure on BCC budgets and our urgent and immediate need, we need to fund this project ourselves.

- b) Specify:
- i) Total estimated cost **£2000**
 - ii) Dates scheduled to commence and complete **WE AIM TO HAVE THE INSTALLTION DONE IN THE NEXT SCHOOL HOLIDAY**
 - iii) Amount already available **NIL, AS A NEW AND URGENT NEED WE HAVE NO BUDGET FOR THIS**
 - iv) Amount expected to be available at commencement **NIL, (WE MAY BE ABLE TO RAISE SOME FUNDING WITH SUPPORT OF PARENTS OR BY DIVERTING SOME OF OUR LIMITED BUDGET FROM OTHER MUCH NEEDED ACTIVITIES)**
 - v) Other applications for grants for this project **NONE**

Body:

Amount applied for:

.....
.....
.....

3. How much assistance are you requesting from Chepping Wycombe Parish Council? **£1000**
4. What do you see as the benefits that will be obtained by the residents of Chepping Wycombe on completion of the project?

AN ALARM SYSTEM WILL HELP SECURE THE SCHOOL AND ALL ITS ASSETS SO THAT WE CAN CONTINUE TO PROVIDE THE QUALITY OF EDUCATION AND SUPPORT FOR OUR CHILDREN, THEIR PARENTS AND OUR COMMUNITY.

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

Signed: Date: 27.09.20

Capacity in which signed: HEADTEACHER

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

Please return the completed application and supporting documents to:

by:

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

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

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

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation:

FLACKWELL HEATH SCOUT AND GUIDE JOINT EXECUTIVE COMMITTEE

2. Hon. Secretary: <i>Mr. [illegible]</i>	3. Hon. Treasurer: <i>Mr. [illegible]</i>
Address: <i>[illegible]</i>	Address: <i>[illegible]</i>
Flackwell Heath	Flackwell Heath
High Wycombe	High Wycombe
Bucks <i>[illegible]</i>	Bucks <i>[illegible]</i>
Tel: <i>[illegible]</i>	Tel: <i>[illegible]</i>

This address will be used for
all general correspondenceThis 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? 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)

The Executive Committee are the Trustees for the premises that are owned by the Flackwell Heath Scout Group and the Flackwell Heath Guide District and are responsible for the management of the premises used to conduct Scout and Guide activities. Both groups are registered charities (Scouts 300664 and Guides 306016)

5. What are the objectives of the organisation?

Both Scouting Organisation and Girlguiding Organisation have clear objectives locally and nationally.

Scouting are the UK's biggest mixed youth organisation, offering 6- to 25-year-olds fun and challenging activities, unique experiences, everyday adventure and the chance to help others and so make a positive impact in communities.

Scouting helps children and young adults reach their full potential. Scouts including Beavers and Cubs develop skills including teamwork, time management, leadership, initiative, planning, communication, self-motivation, cultural awareness and commitment. Scouts help young people to get jobs, save lives and even change the world!

Girlguiding is the leading charity for girls and young women in the UK. They give girls and young women a space where they can be themselves, have fun, build brilliant friendships, gain valuable life skills and make a positive difference to their lives and their communities. They build girls' confidence and raise their aspirations, giving them the chance to discover their full potential and encouraging them to be a powerful force for good.

The Executive Committee exists to support the Scouting and Guiding groups, making decisions and carrying out administrative tasks to ensure the best quality of Scouting and Guiding can be offered to young people in Flackwell Heath. They are also responsible for the management, upkeep, development and security of the building and surrounding gardens known as the Flackwell Heath Scouts and Guides HQ

The fundraising sub-committee's objectives are to begin to develop a funding resource to allow the physical building and grounds in which the Scouting and Guiding activities are run to be fit for purpose as well as improved for the future including reducing operational costs and environmental footprint.

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?

The individual Scout and Guide Groups have membership comprising of the children who join the groups. Leaders are also members of the parent organisations. All leader activity is voluntary. The groups in Flackwell Heath comprise of; Rainbows, Brownies, Guides, Beavers, Cubs and Scouts.

Membership subscriptions cover activities and material costs, contribution to District and Headquarters costs, and a contribution towards the buildings operational costs e.g. insurance, utilities, maintenance etc.

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.

<u>TYPE/CLASS</u>	<u>Average three year membership</u>	
Rainbows, Brownies & Guides	97	Termly subs payable 3 times per year of £35 per child
Beavers, Cubs & Scouts	83	Termly subs payable 3 times per year of £35 per child

Please note: During Covid year 2020, membership has diminished due to lack of meetings and activities and is expected to recover once restrictions have lifted.

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.

In early 2015 a subcommittee was established by the Flackwell Heath Scout & Guide Joint Executive Committee to raise funds for the refurbishment and ongoing maintenance of the HQ building at the end of Chapel Road, Flackwell Heath.

Although the 150+ child members of the various Groups pay termly subs, this money covers only material and activity costs together with contribution to the buildings running costs, insurance and utilities. There is no contribution towards the fabric of the building in which the meetings take place.

In 2014, the female toilets were refurbished and now include a disabled access toilet. Funds for this were raised mainly by the Scout group loaning their marquees at events around the local area in exchange for donations plus a part share in the profits from the village annual firework event

In 2015, the male toilets were refurbished, and the woodwork in the main hall repainted. Funding for the male toilets was through fundraising efforts, Scout group contribution and a generous grant from Chepping Wycombe Parish Council.

In 2020 during lockdown, the Lino flooring in the main hall (which had perished after 30 years) was replaced at a cost of near £10,000 diminishing reserves.

Also in 2020, the existing Cesspit, installed c. 1960 had to be replaced as it was leaking outwards and inwards, contaminating the environment and filling with groundwater during wet weather. The decision to replace also encouraged a review of the environmental footprint and the best option (of all options available and researched) was a sewage treatment plant (STP). This has short term significant costs but provides long term reduction to operational costs.

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

The project is to fund the Sewage Treatment Plant project projected to exceed £10,000.

The Cesspit's annual cost was £1,500. The STP will require electricity (£120 per annum), once per year maintenance (£220) and occasional de-sludging (£60 avg per annum).

The STP uses aeration to feed bacteria that digests solid waste and clarifies the resultant liquid. This liquid is then passed into the subsoil through a drainage field.

b) Specify: i) Total estimated cost **£10,500**

ii) Dates scheduled to commence and complete
Work commenced in Autumn 2020

iii) Amount already available **£1,000 donated by Residents Association. £8,000 HQ fundraising reserves.**

iv) Amount expected to be available at commencement
£9,000

v) Other applications for grants for this project
None made

3. How much assistance are you requesting from Chepping Wycombe Parish Council? **£ 1,500**

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

The HQ is a large floorspace hall with some associated outdoor space in a quiet location on the edge of the Flackwell Heath village. As well as accommodating 180 children and providing a facility for training of adults in First Aid and Safeguarding, it is another valuable community space for use by local community groups and also for individuals to hire (for example for children's parties). This project enables current costs for cesspit emptying to be diverted to building and facilities improvement and reduces the committed costs for this valuable community building for generations of children to come.

Our overall objective is also to widen its availability to other sections of the local community by making it a pleasant community space to hire.

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

Signed: Date:07 December 2020.....

Capacity in which signed: ...Executive Chairman.....

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 make any grant cheque payable to Flackwell Heath Guides and Scouts HQ and send to:

.....

Please return the completed application and supporting documents to:

by:

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

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

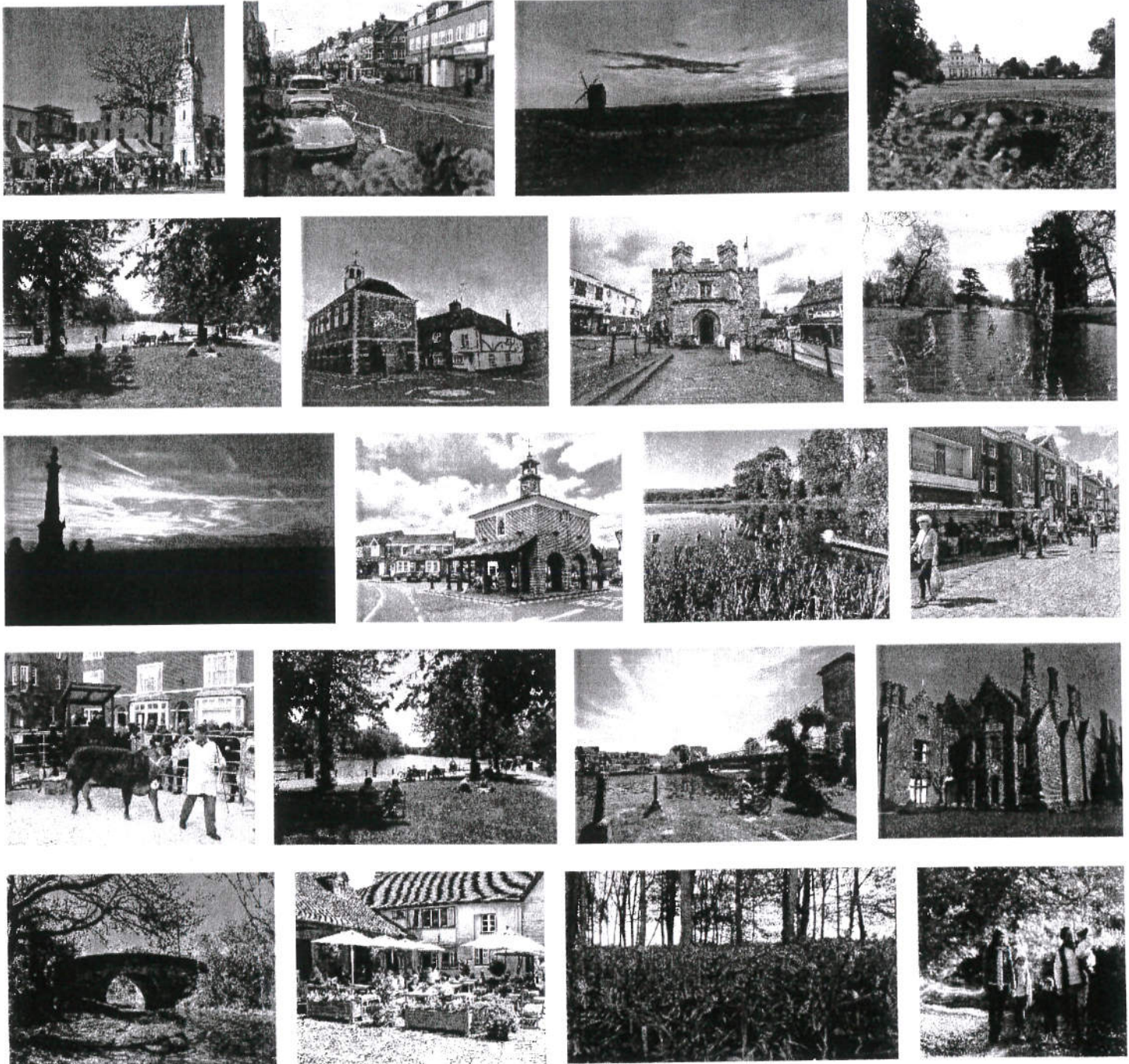
If you have any queries with this application, please contact the Clerk on 01494 814600 or by email on
clerk.cwpc@btconnect.com



Town and Parish Charter



Working together for the people of Buckinghamshire



A shared commitment between Buckinghamshire Council
and the parish and town councils of Buckinghamshire

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11. Planning
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1. Welcome

Gareth Williams, Cabinet Member for Communities and Public Health, Buckinghamshire Council



Strong local working relationships is essential in supporting the council and our services to understand and respond to what matters to our local people and communities. Local councils are at the heart of their communities; their connections, relationships and local knowledge is invaluable in supporting the council with local service design and delivery and they will play a key role in the council's new approach to locality working through Community Boards.

The council is committed to working closely with local councils, understanding and complementing each other's roles for the benefit of our people. We share the goal to make our county, towns and villages, great places to live, work and bring up a family and know that there is strength and value in doing that together.

The tremendous community spirit and dedication we have seen across Buckinghamshire of people coming together to support our communities and the vulnerable during the pandemic of 2020 has been overwhelming and we want to continue to build on this for the future. Relationships have been built, local links strengthened and there are many great examples of collaborative working. This has demonstrated the huge impact we can have when we work together, and I look forward to seeing this develop and grow.

We have a diverse range of local councils across Buckinghamshire, from town councils and large parishes, to small parish meetings in our rural villages and are committed to a flexible and adaptable approach to working with you all.

Buckinghamshire and Milton Keynes Association of Local Councils (BMKALC)



Buckinghamshire & Milton Keynes Association of Local Councils

We are a membership organisation representing the majority of town and parish councils and parish

meetings across Buckinghamshire. We give advice on best practice as well as updating members on the changes to statutory law that affects them to keep them operating legally and not making ultra vires decisions.

By working in partnership with the unitary authority we ensure that the views of local councils, who are the first tier of government and closest to the residents, are taken into consideration by Buckinghamshire Council to establish good working relationships between all parties. As Buckinghamshire is a very diverse county with a range of local councils both large and small, it is important that we work together to continue with a flexible way forward to benefit all groups.

To this end we have worked closely with Buckinghamshire Council before and during the transition to a unitary authority to ensure an understanding of local council structure, statutory law as well as their processes and procedures. We will continue the close working relationship ensuring the views, concerns and suggestions for the way forward are still taken into account by Councillors and officers of Buckinghamshire Council as each level strives to improve the lives of their communities and residents.

2. Introduction

Buckinghamshire is a newly formed unitary council area (from April 2020), with a secondary tier of local councils known as town and parish councils governed by locally elected representatives.

Both the unitary and local councils want Buckinghamshire to be a great place to live, work and bring up a family and know that by working together we can serve our residents better and improve their lives.

All 171 town and parish councils play a valuable role in local life, are trusted within their communities and possess local knowledge and insight that can help the process of community planning and decision-making. The town and parish councils across Buckinghamshire are the first and most local tier of government in the county with powers and duties laid down in law, and the ability to shape the decisions that affect communities at a local level. The establishment of the new unitary council offers an exciting new beginning for Buckinghamshire, including the opportunity to strengthen and build upon existing relationships and partnership arrangements.

Local councils in Buckinghamshire range from town councils with tens of thousands of residents and budgets in the hundreds of thousands, to parish meetings with under 100 residents and in many cases no budget at all. One size does not fit all, and Buckinghamshire Council is committed to working with all town and parish councils, and their representative bodies, in the most effective way possible so that together we can improve services and outcomes for all our residents.

This charter has one simple aim - to provide a framework for us to work together to serve the people of Buckinghamshire. We have a common purpose to promote the wellbeing of Buckinghamshire, and we serve the same residents. This is the foundation of our charter.

This sets out the relationship between the new Buckinghamshire Council and the town and parish councils in Buckinghamshire, including how we will harness the opportunities presented by this exciting new beginning for Buckinghamshire to strengthen partnership working and improve services for our residents. It sets out the joint principles and respective roles, responsibilities and expectations, and it will be a live document which will be refreshed regularly in consultation with town and parish councils.

Diversity across the local council sector is recognised. Whilst the impact of these shared commitments on individual councils will vary according to scale, its principles are consistent and by signing up to this document councils agree to:

- work together to promote the best interests of the communities we serve;
- provide quality, value for money public services and;
- promote opportunities for greater public participation and involvement in public life

The charter is founded on mutual respect of all member councils and between the two tiers of local government as democratically accountable bodies. By working together Buckinghamshire Council and town and parish councils to strengthen relationships and work in partnership for the benefit of our local communities.

For this charter to work, it needs to be picked up, read, understood and referred to at all levels throughout our organisations. The charter and its principles will be disseminated throughout the unitary council and local councils as the basis for working together to achieve greater efficiencies and better outcomes for our local communities.

Town and parish councils represent most of Buckinghamshire except the unparished area of High Wycombe which is represented by the High Wycombe Town Committee and High Wycombe Community Board. Appendix 1 provides details of how the council will continue to engage with residents of the unparished area of High Wycombe through these forums.

The development of this charter was informed by feedback from town and parish councils, input from discussions with Buckinghamshire & Milton Keynes Association of Local Councils and discussions as part of the unitary programme.

For more information about the charter please contact localities@buckinghamshire.gov.uk

3. Understanding town and parish councils

There are 171 town and parish councils in Buckinghamshire ranging from town councils and larger parishes to small parish meetings.

The role of local councils

“Local councils work towards improving community well-being and providing better services. Their activities fall into three main categories: representing the local community; delivering services to meet local needs; striving to improve quality of life and community well-being.

Through an extensive range of discretionary powers local councils provide and maintain a variety of important and visible local services including allotments, bridleways, burial grounds, bus shelters, car parks, commons and open spaces, community transport schemes, community safety and crime reduction measures, events and festivals, footpaths, leisure and sports facilities, litter bins, public toilets, planning, street cleaning and lighting, tourism activities, traffic calming measures, village greens and youth projects.” (source NALC website <https://www.nalc.gov.uk/about-local-councils>)

The role of the clerk

Town and parish council clerks are the ‘engine’ of the council. The clerk is the principal executive and adviser for the council, and for the majority of smaller parish councils, clerks are responsible for the administration of its finances.

Clerks carry out the role of the Proper Officer of the Council and as such are under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law of a local authority's Proper Officer. The Clerk is totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out. Alongside this, many clerks also hold the position of the Responsible Financial Officer and are therefore responsible for all financial records of the council and the careful administration of its finances.

The role of elected town and parish councillors

Town and parish councillors are elected representatives of their community. They are unpaid for this role.

Local councillors have three main areas of work:

- Decision-making: through attending meetings and committees with other elected members, councillors decide which activities to support, where money should be spent, what services should be delivered and what policies should be implemented.
- Monitoring: councillors make sure that their decisions lead to efficient and effective services by keeping an eye on how well things are working.

- Getting involved locally: as local representatives, councillors have responsibilities towards their constituents and local organisations. This often depends on what the councillor wants to achieve and how much time is available.

DRAFT

4. Respecting and valuing each other

Successful partnership working at a local level can only be achieved if all parties - the unitary council and town and parish councils - understand and respect each other's roles and work to complement those roles in serving the community.

In general, officers, councillors and other partners involved in joint working value the helpfulness and professionalism of their colleagues. There is openness and a willingness to work together.

There is always room for improvement and through this charter we will recognise the impact of how we behave with each other and our commitment to building strong partnerships.

Buckinghamshire Council recognise that town and parish councils:

- Are a vital part of local democracy and represent communities at a truly local level.
- Serve their residents by addressing the most local needs and concerns of their communities
- Are a primary source of information about community aspirations and opinions and a key connection between the unitary council and their community
- Provide an opportunity to foster greater community empowerment, in particular through devolution and Community Boards

Town and parish councils recognise that Buckinghamshire Council:

- Represents the interests of local communities at a unitary county level
- Has strategic roles and responsibilities and has to work within government financial constraints
- Has to take into account community interests wider than the town or parish

We will:

- Work together to raise awareness and support a greater understanding of town and parish councils across the unitary council to strengthen working relationships.

5. Effective communication

Working together effectively is founded on good relationships and regular opportunities for discussion, sharing and keeping one another updated. To facilitate this regular and effective communication channels are required.

As a democratically elected council, the first point of contact for town and parish councils will be their local Buckinghamshire Council councillors. Buckinghamshire Councillors are able to escalate and pursue local issues on behalf of local councils and residents, including through Community Boards if appropriate.

Operational day to day matters can be dealt with directly with council officers such as highways, playgrounds, waste and recycling. Parish clerks will be provided with key contacts in all services with which they need to interact as well as a dedicated phone line into the customer contact centre and dedicated parish liaison officers.

To ensure effective engagement at a strategic, regional and county-wide level, regular strategic forums and conferences will be held to enable discussions with services such as Highways.



There are several mechanisms in place to facilitate closer working relationships and the opportunity for regular dialogue.

- **Community Boards**

The Community Boards will be the key forum for the council to connect with local communities, groups and organisations. Community boards are a new way of working with our communities to explore issues that matter most to them and find creative solutions together with those who can make them happen. They will not replace the role or work of

town and parish councils but complement all public services, with specific projects and funding. The dedicated chair and coordinator will be the main council link for local issues.

Community boards are the local forum for addressing local issues and enabling local solutions by working together, including delivery of devolved budget and influencing local service design and delivery. Community boards will be tailored to their local area so each one will be different, with the common goal on bringing communities together to make a difference. They will use local data and intelligence, together with extensive engagement and listening to the people in their communities to prioritise areas of focus and explore issues that are of most importance.

Community Boards are open to all members of the community to attend and get involved. This includes Buckinghamshire Council officers, town and parish councils, public, partners, local community groups and organisations.

They are chaired by an appointed local Buckinghamshire Council councillor.

Councillors and clerks of town and parish councils are encouraged to take an active role in their community board, through attendance at meetings and involvement in the working groups and wider work of the boards.

- **BMKALC Town and parish councils' liaison forum**

The county-wide liaison forum supports two-way communications on strategic issues of common interest (e.g. service changes, budgets, etc.).

Town and parish councils (up to two representatives per local council, councillor or clerk) meet with Buckinghamshire Council senior officers on a quarterly basis. The forum is chaired by a BMKALC executive board representative with Buckinghamshire Council executive officers in attendance.

- **Clerks' Liaison Forum**

The Clerks' Liaison Forum is a quarterly forum for clerks and council staff to liaise on both practical and strategic issues. This forum is open to all clerks to meet with Buckinghamshire Council senior officers, chaired by Deputy Chief Executive, Buckinghamshire Council.

- **Town and Parish Councils' Conference**

The conference will be an annual event to share best practice and strategic updates, open to all local councillors and clerks involving a range of services from across Buckinghamshire Council, Buckinghamshire Council senior officers and councillors.

To support effective communication Buckinghamshire Council will:

- Provide Town and parish councils with a named officer for each Community Board area

- Provide a named officer with overall responsibility for strategic support and liaison with Town and Parish Councils
- Develop and maintain effective communication channels for Town and parish councils including:
 - A single priority telephone number for Town and parish councils to use when contacting Buckinghamshire Council
 - Newsletters with local updates for each community board area
 - Key contacts list for council service areas
- Ensure proactive and timely communication on key issues that will have an impact on Town and Parish Councils
- Ensure timely responses to information requests from Town and Parish Councils
- Advise Town & Parish Councils of changes to contact details
- Maintain a single database and website list of all town and parish councils
- Work in partnership with town and parish councils to enable the transfer of services and assets where this will benefit local communities, in accordance with the Council's agreed Service Devolution and Asset Transfer Policy

To support effective communication Town and parish councils will:

- Progress enquiries and resolve issues through the communication channels promoted
- Provide feedback to ensure that channels remain effective and fit for purpose
- Maintain relationships with named officers in Buckinghamshire Council to facilitate effective joint working and communications
- Ensure timely responses to information requests from Buckinghamshire Council
- Advise Buckinghamshire Council of changes to contact details so that a single list can be maintained.

Joint communication

The council and BMKALC joined forces to send weekly, and then fortnightly updates during the first 3 months of the COVID-19 pandemic. This proved to be a key channel to keep everyone up to date with changes during a difficult time that was welcomed by town and parish councils and has paved the way for regular communications going forward.

"It was extremely helpful and very valuable for our community – great job."

"It is by far the most informative, concise and best structured of all the Bucks communications and it is not being replaced by anything nearly as good in terms of communication flow. The lack of Covid does not mean that a lack of communication is ok. Indeed most of what has been interesting about this newsletter has been non-Covid content"

6. Local democracy and community leadership

Local democracy and community leadership is about ensuring elected representatives can fairly and effectively represent their wards and electors. It is important that the relationship between Buckinghamshire Councillors and Town and Parish councillors is open, and information is readily shared between these groups.

Buckinghamshire Council will:

- Assign the Cabinet Member for Communities and Public Health lead responsibility for relationships with Town and Parish Councils to champion town and parish councils
- Encourage Buckinghamshire councillors to attend Community Board meetings
- Encourage Buckinghamshire councillors to attend local town and parish council meetings, as appropriate and work constructively with town and parish councils
- Invite town and parish councils to attend local Community Board meetings and get involved
- Ensure that support is provided for the administration of Town and Parish Council elections, polls and referendums, as required
- Provide guidance on producing neighbourhood plans
- Provide guidance on producing local emergency plans
- Provide planning training to town and parish councils
- Provide the opportunity for strategic conversations with Cabinet Members on specific issues where appropriate

Town & Parish Councils will:

- Invite Buckinghamshire Council councillors to attend Town and Parish Council meetings
- Ensure agendas and papers are available in the public domain, as appropriate
- Attend Community Board meetings and get involved
- Produce neighbourhood plans, as required
- Produce local emergency plans, as required

Partnership working on flood defences in Aylesbury

In February 2014, over 80 properties flooded on the Willows estate to the west of Aylesbury. Working with residents, the former Buckinghamshire County Council and Aylesbury Vale District Council purchased temporary defences (a 700m long barrier and several pumps) on behalf of the residents, using Central Government Resilience funding. The defences are designed to protect the estate in the future against flood events like that in 2014.

Aylesbury Town Council (ATC) and Buckinghamshire Council (BC, previously BCC) agreed for the defences to be stored at and deployed from the Aylesbury Town Council depot. Buckinghamshire Council staff watch the weather forecast and water levels in the Stoke Brook alongside the Willows estate and take the decision with Aylesbury Town Council on when to use the defences. Aylesbury Town Council take responsibility to deploy the defences as required on site. There has been training with ATC and BC staff and residents to ensure the deployment is done safely and in accordance with the plan. The plan was put into action during Storm Alex in early October 2020 and internal property flooding on the estate was largely successfully avoided. The partnership between Buckinghamshire Council, Aylesbury Town Council and residents demonstrates excellent partnership working to manage this flooding issue.

7. Collaboration

Buckinghamshire Council and town and parish councils are both responsible for serving our communities, residents, visitors, and businesses. This means that Buckinghamshire Council and town and parish councils will need to work together (including delivery of services where appropriate) to deliver the best outcomes for Buckinghamshire. There are a number of examples of good collaboration already taking place, for example in highways devolution and Buckinghamshire's response to Covid - we want to build on this further.

Buckinghamshire Council will:

- Recognise the diversity and variety of Town and Parish Councils, and tailor approaches accordingly (i.e. one size does not fit all)
- Work in partnership with Town and Parish councils to enable the transfer of services and assets, in accordance with the Council's Service Devolution and Asset Transfer Policy
- Encourage and support the development of local solutions to local problems, for example through innovative projects
- Support Town and Parish councils to address local needs through the provision of advice and signposting

Town & Parish Councils will:

- Consider opportunities for the transfer of services and assets to benefit local communities
- Contribute to the work of Community Boards by participating and contributing ideas, supporting the development of ideas/projects, and considering match-funding, as appropriate
- Work with Buckinghamshire Council to address local needs, including through advice and signposting, as appropriate.

Co locating local services

The vision for Council Access Points was that they would be a place in a local area where residents can go to access information about a wide range of topics, a social space that they can enjoy, and a place where they can get support from different services.

Local Access Points are an integral part of the Buckinghamshire Council's Customer Service Strategy. They are particularly important to ensure that all residents across Buckinghamshire continue to have access to services more locally, without the need to travel long distances.

Local councils have offices often located in the heart of their communities. Iver Parish Council office was agreed as a County Council 'community hub pilot' and has now become a Council Access Point for the new unitary council. Parish council staff have been trained to be able to support residents that visit the access point with their queries. An iPad and printer were installed in the office to enable residents to access Buckinghamshire Council services online and complete transactions. The Iver office also has a direct dial line into the Buckinghamshire Council customer services team to be able to transfer residents directly or gain support for more difficult queries.

Iver Parish Council said they were "looking forward to supporting the new unitary council in this exciting new venture".

8. Consultation

Consultation provides opportunity to hear from businesses and residents on our proposed changes to policy, planning, and strategies. Effective and meaningful consultation is essential in empowering local communities and ensuring local voices are heard.

Buckinghamshire Council will:

- Ensure that Town and parish councils have their say on proposed changes to services, as consultees
- Ensure that information about all public consultations are communicated to town and parish councils in a timely manner with proportionate notice period for responses
- Prepare a summary report for any BC consultations that are more than four pages long
- Provide briefings to Town and parish councils on complex consultation issues
- Recognise Town and Parish Council's cycles of meetings, precept timelines, etc.
- Consult with Town and parish councils on planning issues, as appropriate

Town & Parish Councils will:

- Endeavour to take part in consultation exercises and respond within the given period
- Submit feedback on proposed changes through the most appropriate channel
- Cascade information on consultations to Town and Parish councillors and residents, as appropriate
- Submit local views on planning matters

Working with Town and Parish Councils on service design

As part of the Planning and Environment service review the council has gathered views of town and parish councils through engagement and briefing sessions. Theme led focus groups will take place as part of the service design stage to help develop ideas further.

The Planning and Environment Service have also delivered training sessions on how planning works in the new council.

9. Advice and Service Support

Residents, visitors and businesses benefit from well trained and skilled local government members and officers. We recognise the resourcing difference between the councils and therefore want to ensure we are able to provide opportunities for Town and Parish Council members and officers to receive relevant training and advice.

Buckinghamshire Council will:

- Promote a 'think local, think parish' approach in how the Council makes decisions. This means that members and officers will consider the impact of changes in service delivery/policy on town and parish councils, including consulting, where relevant.
- Develop, in partnership with Town and Parish Councils, guidance and training for councillors and staff on how best to work with local councils.
- Provide briefings on service changes where there is a significant impact for Town and Parish Councils
- Support BMKALC in providing training resources for Town and Parish Councils, as required. This may include specific training or briefing sessions on services where relevant (i.e. emergency planning, planning policy, etc.)

Town & Parish Councils will:

- Promote and support training and briefing opportunities to Town and Parish Council staff and councillors
- Work with BMKALC to support the delivery of training and identify training needs
- Feedback on training, advice and support, as appropriate
- Take advantage of training available from a wide range of sources including BMKALC and NALC to maintain and develop skills.

10. Shared Commitments

Equality of opportunity

Buckinghamshire Council embraces equality and diversity in all its work. The issue of equality is not the responsibility of one section or service area solely, it is owned by all Members and staff at all levels of the Council.

In Buckinghamshire we recognise the value difference can make and we are committed to serving the diverse needs of our communities. We are committed to treating everyone fairly, openly and honestly and the Council is striving to achieve equality for the diverse mix in our communities and our own workforce, recognising that people have different needs, cultures, experiences and expectations.

The Council recognises that valuing equality and diversity will lead to more sensitive services that are responsive to the needs of the communities, a workforce that is representative of the community, and a commitment to participation by all.

Local Councils in Buckinghamshire are encouraged to make the same commitments and to eliminating discrimination in all its forms, providing equality of opportunity to all the communities we serve.

Safeguarding

Safeguarding responsibilities encapsulate our duty to reduce accidental harm and to protect vulnerable adults and children and young people from abuse. This includes harassment and discrimination, neglect, emotional abuse, violence, sexual abuse and exploitation, and financial abuse. Safeguarding should ensure that all reasonable actions and approaches are taken to minimise the risk of accidents and harm, and to enable individuals to make appropriate choices and have opportunities to take part in day to day life.

Buckinghamshire Council responds to all concerns about the safety of a vulnerable adult, child, or young person. In doing so it takes appropriate actions to address the concerns and reduce risk by working to the agreed policies and procedures in full partnership with other local agencies. The Council considers safeguarding in a proactive manner to raise awareness of issues and take actions to minimise potential risks occurring.

Local Councils in Buckinghamshire are encouraged to think about safeguarding and to help to protect vulnerable adults, children and young people as part of our shared responsibilities to the people of Buckinghamshire.

Ethical Standards

All elected councillors of the unitary and town and parish councils in Buckinghamshire have a duty to adhere to the highest ethical standards and, when undertaking their role, to comply with their Council's adopted Code of Conduct.

Buckinghamshire Council is committed to promoting and maintaining high standards of conduct amongst elected councillors and have adopted a Code of Conduct setting out the behaviour we expect of our councillors as they carry out that role. The council recognises the importance of good governance in preserving the confidence of local communities and the benefit of learning from and adopting best practice to achieve this. The council responds to all concerns about the behaviour of councillors and takes appropriate action to address these concerns through the council's member complaints process.

Local councils in Buckinghamshire are encouraged to make the same commitment in promoting the highest ethical standards and behaviours amongst their councillors.

Buckinghamshire Council has a statutory duty to investigate complaints and concerns against town and parish councils and will do so fairly and expeditiously in accordance with the council's complaints procedure. The council will also share good practice and training with town and parish councils.

Review and operation of the charter

The charter will initially be reviewed after a twelve-month period and again after a further three years. However, changes in functions or legislation may dictate that it be updated as and when required. It will also be reviewed following any Local Government Elections. The Charter will be monitored and evaluated regularly, through liaison meetings with BMKALC, Liaison Forums, direct communications and further opportunities to raise issues of common interest or concern through Community Boards.

11. Planning

Buckinghamshire Council aims to create an outcome focused planning service that places customers at the heart of service delivery. All elements of service delivery will be continuously tested against an ambition for the service to be:

“Shaping and enhancing the County to secure the quality of life in Buckinghamshire now and the future.”

To do this the council will work closely with town and parish councils to:

- Ensure that there is engagement at a local level;
- Enable town and parish councils to share the views of the communities they represent;
- Recognise the importance of local knowledge held by town and parish councils; and
- Equip town and parishes with knowledge and skills to be able to contribute to the planning process.

Neighbourhood planning and local plans

Town and parish councils will be able to set policies for their own local areas by preparing Neighbourhood Plans. The Buckinghamshire Council recognises the importance of a plan led system and will support local councils in the production of these where possible.

The Buckinghamshire Council will produce a Local Plan that will replace the current adopted local plans on completion, in addition to the Minerals and Waste Local Plan.

Planning Applications

Town and parish councils are a statutory consultee in the planning process. Buckinghamshire Council notifies town and parish councils received in their area, whom have 21 days to submit any representations. These are very important in highlighting issues, particularly local issues that you have knowledge of, called material planning considerations, which need to be taken into account when applications are decided.

Town and parish councils should make comments using the Public Access section of the relevant part of the website (or Consultee Access where available). This ensures that comments are automatically and immediately published on the website. When commenting on applications, Town and Parish Councils are encouraged to also highlight any potential infrastructure issues in their local area that may be addressed through Section 106 negotiations with applicants.

Planning Committee

The power to determine applications rests with either a planning committee or more usually delegated to officers. In accordance with best practice over 96% of applications are usually determined under delegated authority. This allows Planning Committees to focus their resources more effectively on cases of local or strategic significance, which would benefit

from scrutiny. Where an application is referred to an area or strategic planning committee, town and parish councils will be given a dedicated speaking slot where they have made representation. The speaking slot for town and parish council's is 3 minutes shared. At the strategic planning committee, more time can be allocated, at the discretion of the chairman, to allow parish and town councils to participate fully.

Enforcement

The Buckinghamshire Council recognise that the Town and parish councils have an important role to play in the enforcement of planning control. The council are keen to use the parish and town councils as our 'eyes and ears'. Local knowledge when dealing with planning enforcement matters can often turn up important information and we are keen to tap into the local resource. We also see Town and Parish Councils assisting us in our monitoring of formal notice compliance.

Training

The Buckinghamshire Council will ensure that town and parish councils receive training to enable full participation in planning processes. Training sessions will be provided through BMKALC by officers of the service. In addition, the council will provide updates on the service at BMKALC meetings.

Newsletter

Buckinghamshire Council will provide quarterly planning updates to town and parish councils advising of changes in national and local planning policy, legislation and guidance.

Making it happen

This charter's implementation is the joint responsibility of Buckinghamshire Council and Town and Parish Councils.

This charter will be published and communicated widely to Buckinghamshire Council staff, members and all Town and Parish Councils.

Through their work in developing relationships with town and parish councils the Localities and Strategic Partnerships Service in Buckinghamshire Council will monitor and progress the implementation of the charter. Where there may be areas of concern raised these will be resolved collaboratively.

This charter is a statement of intent on the relationship of the new Council. It will be reviewed annually and will continue to develop over time.

Signed

.....
Buckinghamshire Council

.....
BMKALC

.....
Local Council in Buckinghamshire

Appendix 1 - Engagement and Representation in High Wycombe

The town of High Wycombe remains an unparished area and does not have a town or parish council. Buckinghamshire Council is fully committed to ensuring that residents and businesses in the town are engaged and supported.

Two of the ways in which the council supports residents in High Wycombe are through the High Wycombe Town Committee and the High Wycombe Community Board.

1. High Wycombe Town Committee

Role, Purpose and Membership

The High Wycombe Town Committee was established as a committee of the former Wycombe District Council (now adopted by the new Buckinghamshire Council) to act as an advisory body to the council, cabinet and other relevant committees on any issues affecting the unparished area of High Wycombe.

The membership of the High Wycombe Town Committee is restricted to Buckinghamshire Councillors* representing the wards of High Wycombe that cover the unparished area.

The High Wycombe Town Committee can consider any issue referred to it by the council, the cabinet, or other committees. It also considers any issues, which in the opinion of the Chairman, or at least 5 members of the committee, is of particular relevance / importance to the residents of High Wycombe town.

The committee must meet at least twice a year, but in practice often meets four or five times a year. Meetings are webcast and can be accessed through the Buckinghamshire Council website.

In the past year the committee has discussed topics such as the High Wycombe Market, Allotments, High Wycombe Transport Strategy, Community Infrastructure Levy (CIL) allocations and Climate Change Projects.

Special Expenses

One of the key functions of the committee is to make recommendations to the cabinet / full council as to which services should be deemed a Special Expense. The committee also recommends the amount required to be raised each year for Special Expense purposes and is consulted on any schemes or proposals that would alter these levels significantly. Special Expenses currently include: Public Halls and Community Centres, Cemeteries, Recreation Grounds, Allotments, Footway Lighting, War Memorials and grants to voluntary and community sector groups.

In addition to this the High Wycombe Town Committee monitors and reviews those services provided under Special Expenses and makes recommendations for changes or improvements to the Cabinet, appropriate Committee or Service Director.

Grants for Voluntary Sector Organisations

The High Wycombe Town Committee also runs two grants schemes for voluntary sector organisations operating within the town. The community facilities grants, awarded for one-off projects which must be for the improvement/upgrading of a community facility and community support grants, awarded for one-off projects, events or activities.

2. High Wycombe Community Board

Purpose and Style

The High Wycombe Community Board is an exciting new initiative, enabling local people to have a voice, helping them to work with the Council, local agencies and other community organisations to make a real difference within their communities.

The Community board will represent the voices of local people and is creative in how thoughts, ideas and suggestions are captured, enabling local residents and partners to work with Buckinghamshire councillors to identify need, priorities and creative solutions.

The community board has a dedicated coordinator who will champion the local area and help to drive forward an action plan of collaborative working through informal working groups and projects to improve outcomes for residents.

Membership, Meetings and Budgets

The membership of the High Wycombe Community Board includes councillors representing the unparished area of High Wycombe as well as statutory partners from police, fire & rescue and health, voluntary and community sector partners, residents and businesses.

The High Wycombe Community Board meets 'formally' around 5 times per year and has a budget of £312,000 which can be spent on local projects that address the agreed local priorities. The budget consists of three funding streams, community areas priorities fund, health and wellbeing fund and local infrastructure fund.

The High Wycombe Community Board is a public meeting which members of the public are encouraged to attend. Decisions are usually made by consensus although Buckinghamshire councillors may be asked to vote on specific issues such as budget allocation or when a consensus cannot be found.

**Please note this only refers to Buckinghamshire Councillors who were members of the former Wycombe District Council until formal elections to the Buckinghamshire Council take place in 2021.*

10:11

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purpose						
<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	140,090	171,360	31,270	31,270		81.8%
4002 Members Expenses	429	2,000	1,571	1,571		21.4%
4008 Conferences & Courses	213	1,000	787	787		21.3%
4009 Travel	210	200	(10)	(10)		104.8%
4020 Establishment Costs Misc	326	600	274	274		54.3%
4021 Telephone & Fax	1,737	2,300	563	563		75.5%
4022 Postage	375	600	225	225		62.6%
4023 Stationery & Printing	646	1,200	554	554		53.8%
4024 Subscriptions	2,528	3,500	972	972		72.2%
4025 Insurance	7,203	8,000	797	797		90.0%
4026 Publications	0	250	250	250		0.0%
4027 Photocopying Charges	423	700	277	277		60.5%
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	485	500	15	15		97.0%
4051 Bank Charges	392	500	108	108		78.3%
4053 Office Equipment	438	500	62	62		87.6%
4060 Other Professional Fees	2,296	3,000	704	704		76.5%
4068 Computers & Data Storage	3,053	2,900	(153)	(153)		105.3%
4069 Web Development	1,560	3,000	1,440	1,440		52.0%
4450 Archives	0	150	150	150		0.0%
4901 Grants & Donations S137	(983)	5,000	5,983	5,983		(19.7%)
Salaries & Other Staff Costs :- Indirect Expenditure	161,420	212,610	51,190	0	51,190	75.9%
Net Income over Expenditure	194,103	141,553	(52,550)			
<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)			

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

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	7,795	11,300	3,505			69.0%
1079 Miscellaneous	705	0	(705)			0.0%
1090 Interest Received	0	1,500	1,500			0.0%
F & GP Rents :- Income	8,500	12,800	4,300			66.4%
Net Income	8,500	12,800	4,300			
Finance & General Purpose :- Income	364,023	366,963	2,940			99.2%
Expenditure	176,605	232,795	56,190	0	56,190	75.9%
Movement to/(from) Gen Reserve	187,418					
Grand Totals:- Income	364,023	366,963	2,940			99.2%
Expenditure	176,605	232,795	56,190	0	56,190	75.9%
Net Income over Expenditure	187,418	134,168	(53,250)			
Movement to/(from) Gen Reserve	187,418					

Open Spaces

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Income	8,882	16,450	7,568			54.0%
Expenditure	53,611	84,100	30,489	0	30,489	63.7%
Movement to/(from) Gen Reserve	<u>(44,729)</u>					

Works & Service

Income	24,417	17,950	(6,467)			136.0%
Expenditure	42,143	61,953	19,810	0	19,810	68.0%
Movement to/(from) Gen Reserve	<u>(17,726)</u>					

Finance & General Purpose

Income	364,023	366,963	2,940			99.2%
Expenditure	176,605	232,795	56,190	0	56,190	75.9%
Movement to/(from) Gen Reserve	<u>187,418</u>					

Grand Totals:- Income	397,321	401,363	4,042			99.0%
Expenditure	272,358	378,848	106,490	0	106,490	71.9%
Net Income over Expenditure	<u>124,963</u>	<u>22,515</u>	<u>(102,448)</u>			
Movement to/(from) Gen Reserve	<u>124,963</u>					

Earmarked Reserves**900 EMR Open Spaces**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9324 EMR Play Equipment	15,431	14,650	(781)		(781)	105.3%
9326 EMR TG Common Management	5,748	2,054	(3,694)		(3,694)	279.8%
9331 EMR Dereham Park	0	32,440	32,440		32,440	0.0%
9332 EMR Dereham Pavilion	0	2,020	2,020		2,020	0.0%
9333 EMR Railway Land & Magpie Wood	0	4,785	4,785		4,785	0.0%
9334 EMR Kingswood Improvement	0	9,228	9,228		9,228	0.0%
EMR Open Spaces :- Indirect Expenditure	21,178	65,177	43,999	0	43,999	32.5%

Net Expenditure

(21,178)	(65,177)	(43,999)
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901 EMR Works & Services

9320 Cemeteries	11,115	33,294	22,179		22,179	33.4%
9321 EMR Vehicles	15,000	51,401	36,401		36,401	29.2%
9322 EMR Plant & Equipment	1,040	11,582	10,542		10,542	9.0%
9323 EMR Office Equipment	489	2,784	2,295		2,295	17.6%
9325 EMR Depot	0	17,197	17,197		17,197	0.0%
9327 EMR Footway Lights	0	29,067	29,067		29,067	0.0%
9329 EMR Benches & Signs	0	32,755	32,755		32,755	0.0%
9330 EMR Warden House	210	498	288		288	42.2%
9336 EMR Office Refurbishment	542	11,988	11,446		11,446	4.5%
EMR Works & Services :- Indirect Expenditure	28,396	190,566	162,170	0	162,170	14.9%

Net Expenditure

(28,396)	(190,566)	(162,170)
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902 EMR F & GP

9328 EMR Elections	0	6,000	6,000		6,000	0.0%
9337 EMR CIL	(15,126)	30,109	45,235		45,235	(50.2%)
9338 EMR Community Board	0	5,000	5,000		5,000	0.0%
EMR F & GP :- Indirect Expenditure	(15,126)	41,109	56,235	0	56,235	(36.8%)

Net Expenditure

15,126	(41,109)	(56,235)
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Earmarked Reserves :- Income

0	0	0			0.0%
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Expenditure

34,448	296,852	262,404	0	262,404	11.6%
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Movement to/(from) Gen Reserve

(34,448)

Detailed Income & Expenditure by Budget Heading 31/01/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	34,448	296,852	262,404	0	262,404	11.6%
Net Income over Expenditure	<u>(34,448)</u>	<u>(296,852)</u>	<u>(262,404)</u>			
Movement to/(from) Gen Reserve	<u>(34,448)</u>					