APPENDIX A

Chepping Wycombe Parish Council

Meeting safely after 6 May 2021

From Monday 17 May the government's roadmap proposes that organised indoor meetings are permitted, subject to Covid secure guidelines and capacity rules.

On Monday 21 June it is anticipated that all restrictions on indoor gatherings will have been lifted in line with the government's roadmap.

After the elections on 6 May the council will not be able to hold remote meetings though it is required to hold its first statutory meeting no later than Friday 25 May. It is suggested we should hold our first meeting after Monday 17 May when organised indoor meetings will be permitted.

While there is a legal obligation to ensure that the members of the public can access most meetings, councils are encouraged to continue to provide remote access to minimise the need for the public to attend meetings physically until at least 21 June.

As part of our obligation to help minimise the spread of Covid we need to consider how to best to ensure the safety of staff, members and the public.

We will:

Consider as part of our risk assesment the advice from both the Health and Safety Executive and central government to manage the risk of coronavirus

1. Ask participants not to attend an on-site meeting if they are not feeling well
2. Ask members to bring their own water bottles and supply of tissues to meetings
3. Provide hand sanitiser for use on arrival and on departure
4. Maintain a level of ventilation commensurate with the weather
5. Wipe down balustrades, table surfaces and chair arms before and after meetings
6. Lay out the meeting room to enable at least one metre between seated members
7. Print agendas, etc. at least three days in advance of meetings
8. Ask members who need to use toilet areas to do so one at a time to avoid crowding
9. Remind members not to congregate in groups but to mainatin social distancing

The attendance at meetings by members and the public is a requirement of the democratic process and the council will endevour to provide for and facilitate 'hybrid' meetings to enable remote attendance.

The council will conduct meetings remotely unless required by statute or called by members under existing rules. It is proposed for example that consideration of planning matters continue on-line.

No guidance has yet been given as to the wearing of face masks at council meetings though in most indoor settings they are currently required. The wearing of face masks helps protect others, not the wearer. As a matter of support for others and until all members and staff have been fully vacinated members are asked to wear face masks at meetings.

COVID-19: Guidance for the safe use of council buildings - GOV.UK (www.gov.uk)
Updated 25 March 2021
What to include in your COVID-19 risk assessment (hse.gov.uk)
Reviewed 31 March 2021

For information….general advice…

COVID-19: Guidance for the safe use of council buildings - GOV.UK (www.gov.uk)
which is pretty useless but has links to
Offices and contact centres - Working safely during coronavirus (COVID-19) - Guidance - GOV.UK (www.gov.uk)

The advice for councils pretty much says 'update your risk assesment and you're OK!!!

3.4 Meetings

Objective: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Steps that will usually be needed:

1. Using remote working tools to avoid in-person meetings.
2. Ensuring participants should physically attend meetings only where reasonably necessary. Participants should maintain social distancing (2m, or 1m+ with risk mitigation where 2m is not viable).
3. Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
4. Providing hand sanitiser in meeting rooms.
5. Holding meetings outdoors whenever possible or in rooms where there is good ventilation through open doors, windows and vents, mechanical ventilation (such as air conditioning) or a combination of both.
6. Airing rooms between meetings, opening all the doors and windows as fully as possible to maximise the ventilation in the room.
7. For areas where regular meetings take place, using floor signage to help people maintain social distancing.

link from

APPENDIX B

Ministry of Housing,
Communities &
Local Government

Local Authority Remote Meetings - Call for Evidence

This call for evidence seeks to understand the experience of local authorities in the whole of the UK regarding remote meetings. This is an open call for evidence. We particularly seek the views of individual members of the public; prospective and current local authority members/representatives; officers/leaders of local authorities who have been meeting remotely; and those bodies that represent the interests of local members/representatives at all levels.

Representative groups are asked to give a summary of the people and organisations they represent, and where relevant who else they have consulted in reaching their conclusions when they respond.

Duration:
This call for evidence will last for 12 weeks from Thursday 25 March 2021, ending Thursday 17 June 2021.

How to respond:
You can only respond to this call for evidence through our online consultation platform, Citizen Space.
Local Authority Remote Meetings - Call for Evidence - Page 1 of 16 - Ministry of Housing, Communities and Local Government Citizen Space - Citizen Space

Enquiries:
For any enquiries about this call for evidence please contact: Megan.McKibbin@communities.gov.uk.

JH 28 March 2021

Remote meetings consultation April 2021

Q.1 Generally speaking, how well do you feel the current remote meetings arrangements work?

- ☐ Very well
- ☐ Well
- ☐ Neither well nor poorly
- ☐ Poorly
- ☐ Very Poorly
- ☐ Unsure

Q.2 Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- ☐ Yes
- ☐ No
- ☐ Unsure

Q.3 What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- ☐ More accessible for local authority members
- ☐ Reduction in travel time for councillors
- ☐ Meetings more easily accessed by local residents
- ☐ Greater transparency for local authority meetings
- ☐ Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- ☐ Easier to chair meetings in an orderly fashion
- ☐ A virtual format promotes greater equality in speaking time during meetings
- ☐ I do not think there are any benefits to remote meetings
- ☐ Other (please specify)

Q.4 Have you seen a reduction in costs since implementing remote meetings in your authority?

- ☐ Yes
- ☐ No
- ☐ Unsure

Q.5 What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? **Please select all that apply**.

- ☐ It is harder for members to talk to one another informally
- ☐ Meetings are less accessible for local members or local residents who have a poor-quality internet connection
- ☐ Meetings are less accessible for local members or local residents who are unfamiliar with video conferencing/technology
- ☐ There is less opportunity for local residents to speak or ask questions
- ☐ Some find it more difficult to read documents online than in a physical format
- ☐ Debate is restricted by the remote format
- ☐ It is more difficult to provide effective opposition or scrutiny in a remote format
- ☐ It is more difficult to chair meetings in an orderly fashion
- ☐ Virtual meetings can be more easily dominated by individual speakers
- ☐ It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- ☐ It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- ☐ I do not think there are any disadvantages to remote meetings
- ☐ Other (please specify)

Q.6 What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

Q.7 If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have

- ☐ For all meetings
- ☐ For most meetings with a few exceptions (please specify)
- ☐ Only for some meetings (please specify)
- ☐ I think local should be able to decide for themselves which meetings they should have the option to meet remotely
- ☐ I do not think local authorities should have the option to hold remote meetings for any meetings
- ☐ Unsure

Q.8 If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- [ ] In any circumstances
- [ ] Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- [ ] I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely
- [ ] I do not think local authorities should have the option to hold remote meetings under any circumstances
- [ ] Unsure
- [ ] Other (please specify)

Q.9 Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- [ ] Yes
- [ ] No
- [ ] Unsure

Q.10 If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

Q.11 In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- [ ] Yes
- [ ] No
- [ ] Unsure

Chepping Wycombe Parish Council

APPENDIX C

COMMITTEE MEETING DATES 2021 2022

Date		Meeting	Venue	
2020				
Tuesday	01-Jun	Planning	TEAMS	
Tuesday	08-Jun	Open Spaces		
Tuesday	15-Jun	Planning	TEAMS	
Thursday	24-Jun	Works & Services		
Tuesday	29-Jun	Planning	TEAMS	
Thursday	08-Jul	COUNCIL		
Tuesday	13-Jul	Planning	TEAMS	
Tuesday	27-Jul	Planning	TEAMS	
Tuesday	10-Aug	Planning	TEAMS	Only if necessary
Tuesday	24-Aug	Planning	TEAMS	Only if necessary
Tuesday	31-Aug	Open Spaces		
Tuesday	07-Sep	Planning	TEAMS	
Thursday	09-Sep	Works & Services		
Tuesday	21-Sep	Planning	TEAMS	
Thursday	23-Sep	Finance & General Purposes		
Tuesday	05-Oct	Planning	TEAMS	
Tuesday	12-Oct	COUNCIL		
Tuesday	19-Oct	Planning	TEAMS	
Tuesday	26-Oct	Open Spaces		
Tuesday	02-Nov	Planning	TEAMS	
Thursday	11-Nov	Works & Services		
Tuesday	16-Nov	Planning	TEAMS	
Thursday	25-Nov	Finance & General Purposes		
Tuesday	30-Nov	Planning	TEAMS	
Tuesday	14-Dec	Planning	TEAMS	
Thursday	16-Dec	COUNCIL		
Wednesday	29-Dec	Planning	TEAMS	only if necessary
Tuesday	11-Jan	Planning	TEAMS	
Tuesday	11-Jan	Open Spaces		
Tuesday	25-Jan	Planning	TEAMS	
Thursday	27-Jan	Works & Services		
Tuesday	08-Feb	Planning	TEAMS	
Thursday	10-Feb	Finance & General Purposes		
Tuesday	22-Feb	Planning	TEAMS	
Thursday	24-Feb	COUNCIL		
Tuesday	08-Mar	Planning	TEAMS	
Tuesday	08-Mar	Open Spaces		
Tuesday	22-Mar	Planning	TEAMS	

Thursday	24-Mar	Works & Services	
Tuesday	05-Apr	Planning	TEAMS
Thursday	14-Apr	Finance & General Purposes	
Tuesday	19-Apr	Planning	TEAMS
Thursday	28-Apr	COUNCIL	
Tuesday	10-May	ANNUAL COUNCIL MEETING	

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

v2

APPENDIX D

Annual Internal Audit Report 2020/21

Chepping Wycombe Parish Council

www.cwpc.org.uk

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")*			
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/ webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations *(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken

09/04/2021

Name of person who carried out the internal audit

ERNEST NEWHOUSE.

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

Date 09/04/2021

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

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

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Chepping Wycombe Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

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

Chairman

Clerk

www.cwpc.org.uk

Section 2 – Accounting Statements 2020/21 for

Chepping Wycombe Parish Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	599,403	620,532	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	354,429	355,523	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	59,339	53,615	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	166,047	171,402	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	15,185	15,185	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	211,407	205,017	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	620,532	638,066	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*

8. Total value of cash and short term investments	628,871	646,163	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,807,254	1,844,285	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	45,555	30,370	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Wendy Thompson

Date 08/04/2021

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

Chepping Wycombe Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistant with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer		Date	
I confirm that these accounts are approved by the Council and recorded as council minute reference		Dated	
Signed on behalf of the above Council (Chair)		Date	

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**599,403**	**620,532**	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	**354,429**	**355,523**	Total amount of Precept income received in the year
3	Total other receipts	**59,339**	**53,615**	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	**166,047**	**171,402**	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	**15,185**	**15,185**	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	**211,407**	**205,017**	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forwrd	**620,532**	**638,066**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	**628,871**	**646,163**	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	**1,807,254**	**1,844,285**	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	**45,555**	**30,370**	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

* A brief explanation of significant variations from last year to this year in Section 2;

* Bank Reconciliation as at 31 March

Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Current A/c	31,339.84	
30/09/2019	Petty Cash	250.00	
31/03/2021	Business Account	548,510.07	
			580,099.91

Other Cash & Bank Balances

	76,460.32
	656,560.23

Unpresented Payments

	10,397.57
	646,162.66

All Cash & Bank Accounts

1	Current Bank A/c	20,942.27
2	Petty Cash	250.00
3	Business Account	548,510.07
	Other Cash & Bank Balances	76,460.32
	Total Cash & Bank Balances	**646,162.66**

Chepping Wycombe Parish Council

Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Operating Income	
2,744	King's Wood	748
1,669	Tylers Green Common & Pond	660
5,273	Allotments	5,608
0	General Recreation	533
10,231	Derehams	3,168
0	Works Depot, Office & Wardens	200
20,256	Cemeteries	27,737
1,750	Partnership Working	0
354,429	Salaries & Other Staff Costs	355,523
17,417	F & GP Rents	14,960
413,768	Total Income	**409,138**
	Running Costs	
6,090	General Amenity	6,914
4,522	Railway Land & Magpie Wood	7,750
6,900	King's Wood	9,950
6,764	Tylers Green Common & Pond	3,919
8,941	Allotments	4,059
8,657	General Recreation	8,238
11,535	Derehams	11,065
5,932	Dog Bins	4,604
20,001	Projects	19,274
14,450	Works Depot, Office & Wardens	14,877
16,408	Vehicles Tools & Equipment	15,627
2,224	Litter, Rubbish & Graffiti	2,896
3,190	Cemeteries	1,439
1,374	War Memorial & Closed Churchya	654
140	Footpaths & Street Furniture	72
6,955	Footway Lighting	9,607
11,603	Partnership Working	2,853
195,119	Salaries & Other Staff Costs	202,331
5,000	Projects	0
2,497	Holding Funds	2,800
15,185	Salix	15,185
12,231	EMR Open Spaces	33,957
30,946	EMR Works & Services	28,396
(4,024)	EMR F & GP	(14,864)
392,639	Total Expenditure	**391,604**
	General Fund Analysis	
349,610	Opening Balance	328,680
413,768	Plus : Income for Year	409,138
763,378		737,818
392,639	Less : Expenditure for Year	391,604
370,739		346,214
42,059	Transfers TO / FROM Reserves	73,504
328,680	**Closing Balance**	**272,710**

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2019

31st March 2020				31st March 2021
		Current Assets		
4,059		VAT Control A/c	2,306	
438		Prepayments	0	
0		Current Bank A/c	20,942	
553,772		Business Account	548,510	
76,193		Term Deposits	76,460	
250		Petty Cash	250	
634,712			**648,469**	
	634,712	**Total Assets**		648,469
		Current Liabilities		
1,343		Current Bank A/c	0	
688		Creditors	4,478	
11,149		Accruals	5,925	
1,000		Deposits	0	
14,180			**10,403**	
	620,532	**Total Assets Less Current Liabilities**		638,066
		Represented By		
	328,680	General Reserves		272,710
	33,294	EMR Cemeteries		38,179
	51,401	EMR Vehicles		49,401
	11,582	EMR Plant & Equipment		10,542
	2,784	EMR Office Equipment		2,295
	14,650	EMR Play Equipment		31,440
	17,197	EMR Depot		20,197
	2,054	EMR Common Management		0
	29,067	EMR Footway Lights		35,567
	6,000	EMR Elections		7,500
	32,755	EMR Street Furniture		38,755
	498	EMR Warden House		288
	32,440	EMR Derehams Park		42,440
	2,020	EMR Derehams Lane Pavilion		2,020
	4,785	EMR Railway Land & Magpie Wood		4,785
	9,228	EMR Kingswood Improvement		14,228
	11,988	EMR Office Refurbishment		17,746
	30,109	EMR CIL		45,235
	0	EMR Community Board		4,738

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2019

31st March 2020	31st March 2021
620,532	**638,066**

The above statement represents fairly the financial position of the authority as at 1 April 2019 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible
Financial
Officer ______________________ Date :______________

CONFIRMATION OF THE DATES OF THE PERIOD FOR THE EXERCISE OF PUBLIC RIGHTS

Name of smaller authority: **Chepping Wycombe Parish Council**

County Area (local councils and parish meetings only): ______________________

On behalf of the smaller authority, I confirm that the dates set for the period for the exercise of public rights are as follows:

Commencing on **Monday 14 June 2021**

and ending on **Friday 23 July 2021**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2021 (i.e. Thursday 1 July – Wednesday 14 July).

We have suggested the following dates: Monday 14 June – Friday 23 July 2021. The latest possible dates that comply with the statutory requirements are Thursday 1 July – Wednesday 11 August 2021.)

Signed: Wendy Thompson

Role: Clerk/RFO

This form is only for use by smaller authorities subject to a review:

Please submit this form to PKF Littlejohn LLP with the AGAR Part 3 and other requested documentation – this form is not for publication on your website.

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
26 Mar	Start Balance			38,845.16
	Cheque Issued Ref: 010423	746.95		38,098.21
	Cheque Issued Ref: 010433	858.00		37,240.21
29 Mar	Cheque Issued Ref: 010441	2,040.00		35,200.21
	Giro Direct Credit From Little Buddies Pre Ref: Sunnydays March21		486.00	35,686.21
30 Mar	Cheque Issued Ref: 010444	9.36		35,676.85
	Cheque Issued Ref: 010448	402.00		35,274.85
31 Mar	Cheque Issued Ref: 010440	300.00		34,974.85
	Cheque Issued Ref: 010449	2,831.51		32,143.34
	Cheque Issued Ref: 010450	803.50		31,339.84
1 Apr	DD Direct Debit to EE Limited Ref: Q24971996210297571	21.20		31,318.64
	DD Direct Debit to Salix Finance Ltd Ref: Salixfin008051	7,592.40		23,726.24
	DD Direct Debit to Bucks Revenue Inco Ref: 1000105513	325.44		23,400.80
	DD Direct Debit to Bucks Revenue Inco Ref: 1000106591	7,984.00		15,416.80
	DD Direct Debit to Bucks Revenue Inco Ref: 1000106644	65.09		15,351.71

Continued

At a glance

26 Mar - 01 Apr 2021

Start balance	£38,845.16
Money out	£23,979.45
▸ Commission charges £0.00	
▸ Interest paid £0.00	
Money in	£492.05
End balance	£15,357.76

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Your Active Saver

Date	Description	Money out £	Money in £	Balance £
25 Feb	Start Balance			593,510.07
5 Mar	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		578,510.07
9 Mar	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		563,510.07
24 Mar	to Account 40262919 at 20-40-71 Internet Banking	15,000.00		548,510.07
24 Mar	Balance carried forward			548,510.07 X
	Total Payments/Receipts	45,000.00	0.00	

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

At a glance

25 Feb - 24 Mar 2021

Start balance	£593,510.07
Money out	£45,000.00
Money in	£0.00
▸ Gross interest earned £0.00	
End balance	£548,510.07

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

02328 06134 F1VI304A 9410251560 1 of 2

M72/J1044747000 35839

Business Select Instant Access Account

Summary

Account title
CHEPPING WYCOMBE PARISH COUNCIL

Sort code
089250

Account number
68694076 50

Statement date
29 March 2021

Statement number
12

Page number
1 of 1

Statement opening balance
76,192.54

Total withdrawals
0.00

Total deposits
267.78

Statement closing balance
76,460.32

Date	Description	Withdrawals	Deposits	Balance
31 MAR 20	**OPENING BALANCE**			**76,192.54**
3 APR 20	INTEREST		189.96	76,382.50
5 OCT 20	INTEREST		77.82	76,460.32
	Statement closing balance			**76,460.32**

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

Current gross interest rates*

0.03% (AER 0.03%)

Chepping Wycombe Parish Council

APPENDIX E

Summary Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	10,718	16,450	5,732			65.2%
Expenditure	75,774	84,100	8,326	0	8,326	90.1%
Movement to/(from) Gen Reserve	(65,056)					
Works & Service						
Income	27,937	17,950	(9,987)			155.6%
Expenditure	48,025	61,953	13,928	0	13,928	77.5%
Movement to/(from) Gen Reserve	(20,088)					
Finance & General Purpose						
Income	370,483	366,963	(3,520)			101.0%
Expenditure	220,316	232,795	12,479	0	12,479	94.6%
Movement to/(from) Gen Reserve	150,167					
Earmarked Reserves						
Income	0	0	0			0.0%
Expenditure	47,489	296,852	249,363	0	249,363	16.0%
Movement to/(from) Gen Reserve	(47,489)					
Grand Totals:- Income	409,138	401,363	(7,775)			101.9%
Expenditure	391,604	675,700	284,096	0	284,096	58.0%
Net Income over Expenditure	17,534	(274,337)	(291,871)			
Movement to/(from) Gen Reserve	17,534					