APPENDIX A

	Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management /Control of Risk	Review Frequency & Responsible Person
1. LH3M	Physical injury or property loss to staff, contractor or member of the public	Harm to individuals	1	5	5	Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.)	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
		Claim against council	2	5	10	Staff awareness of risks and appropriate training	Staff to read and initial safety assessment pertinent to their tasks. Annual consideration of training needs at staff review or new equipment. Register of training
		Fines and penalties with Loss of reputation	2	5	10	Provision of PPE and proper maintenance of equipment	Staff and warden
		Fines and penalties with Loss of reputation	2	5	10	Inspection of equipment prior to use	Staff and warden
		Fines and penalties with Loss of reputation	1	5	5	Inspection of recreation grounds and play equipment	Weekly log of inspections by staff when on site, entered in warden's office diary and signed off monthly by clerk
		Fines and penalties with Loss of reputation	1	5	5	Employee and public liability insurance	Reviewed annually by clerk prior to insurance renewal and reported to F&GP
		Fines and penalties with Loss of reputation	1	5	5	Contractors to have liability insurance	Sight of contractor documentation by clerk or warden prior to work, noted in warden's office diary
2. LH2L	Employee liability	Employee action for negligence or grievance	2	5	10	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination	Continuous, overseen by clerk including training and refresher courses
			1	5	5	Staff awareness and appropriate training including awareness of advice from NALC	Register of all training maintained by clerk
		Fines and penalties with Loss of reputation	1	5	5	Insurance to cover consequences of failure	Annually by clerk
		Fines and penalties with Loss of reputation	2	5	10	Documented policies and procedures	Collated in Office Manual maintained by clerk

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	Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management/Control of Risk	Review Frequency & Responsible Person
3. LH3M	Failure to maintain council physical assets, including buildings and other structures	Higher costs of repair/replacement	2	5	10	Maintain up-to-date asset register	On-going by clerk and reported annually to F&GP
		Harm to individuals leading to Loss of reputation	2	5	10	Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement	Warden and clerk
		Fines and penalties leading to Loss of reputation	2	5	10	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	Arranged by clerk or warden and inspections logged in office diary and invoice file
4. LM2L	Loss or damage to council asset	Loss of use of asset	2	3	6	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	Annual review by clerk with professional advice prior to renewal of insurances
		Disruption	2	3	6	Annual review of cost of replacement	Report to F&GP
			2	3	6	Insurance to cover consequences	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
5. LM2L	Failure to provide services expected by residents	Poor public image	2	3	6	Observation and reporting to clerk by members	Continuous by members and included in council's annual report
		Loss of reputation	1	3	3	Timely response by staff	Clerk and warden
		Loss of reputation	1	3	3	Monitoring of contractor's progress	Clerk and warden
6. ML2L	Loss of key staff due to long-term illness, accident or resignation	Failure to deliver services and oversight of staff	3	2	6	Clear procedures documented in Office Manual	Office Manual updated continuously by clerk and reviewed annually by chairman and vice-chairman of F&GP
		Failure in budgetary and financial reporting	2	3	6	Up-to-date job descriptions	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
			1	3	3	Accounts kept up-to-date	Accounts and filing processed weekly by clerk and staff
		Correspondence backlog	1	2	2	Correspondence and filing kept up-to-date	

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	Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management/Control of Risk	Review Frequency & Responsible Person
7. MH6H	Loss of cash through fraud, dishonesty or malicious action by third-parties	Reduction of available funds	2	5	10	Clear procedures in council's Financial Regulations	Annual review of regulations by council
		Disruption	2	5	10	Adherence to those procedures	Risk management training for staff through clerk
		Loss of reputation	1	5	5	Staff not involved in operation of funds	
			1	5	5	In-house, internal and external auditing	
			1	5	5	Insurance to cover risks of cash and malicious actions	Chairman F&GP to review fidelity compliance quarterly
			1	5	5	Ensure Fidelity insurance requirements are being met	By clerk, quarterly, noted in office diary
			1	5	5	Staff awareness and training, including password security	Certificate of compliance from hosting service
			1	5	5	Robust virus protection, including firewall between council's web and email host	
			2	5	10	Member awareness of risk	New member / councillor training
8. ML2L	Council members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities	3	2	6	Training and refresher courses for members	Refresher training at inception of new council
		Council fails to achieve its purposes	3	2	6	Monitor attendance at meetings	Key documents maintained on council website
		Loss of reputation	3	2	6		Register of training attended and meeting attendance published with council's year-end report
9. LL1L	Members conflict of interests	Overturning of council decisions	2	4	8	Clear Standing Orders	Standing Orders reviewed annually by council
		Loss of reputation	1	4	4	Declarations of interests at meetings	Declarations at all meetings
		Loss of reputation	2	4	8	Maintenance of register member's interests and gifts	Bi-annual review of interests by all members monitored by clerk and noted on website
		Loss of reputation	2	4	8	Publication of interests on the council website	

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	Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management/Control of Risk	Review Frequency & Responsible Person
10. MM4M	Poor reporting to members and the public	Members become ill-informed and anxious of their role	2	4	8	Preparation and distribution of agendas, reports and minutes within agreed timescales	Clerk and committee chairman & vice-chairman
		Poor quality decision making	2	4	8	Timely financial reporting	Clerk
		Confusion and misunderstandings with actions not reflecting intentions of council	2	4	8	Regular project reports and monitoring of progress to ensure deadlines are met and projects achieved	Clerk and committee chairman & vice-chairman to members at committee meetings
11. MM4M	Poor protection of hard and soft documents	Loss results in disruption and stress to staff	2	4	8	Use of fire-resistant safe for key documents	Clerk
		Failure of legal obligations	1	4	4	Other papers filed in steel cabinets	Clerk and staff
		Loss of reputation	1	4	4	Continuous backup of office computers to off-site storage of at least two iterations in case of data corruption	Clerk and chairman of F&GP bi-annual exercise with cloud supplier to confirm integrity and availability of back-up files
12. ML2L	Poor forward planning and control of budgets	Lack of direction and prioritisation	2	3	6	Member, clerk and staff driven forward planning: short [two years] medium [five years] and long term [10 years] with financial needs assessment	Annually at informal council and prior to annual budget setting
		Spending exceeds budget	2	5	10	In-year budget reviews of current budgets	Every six months by clerk, with chairman and vice-chairman of committees, reported to committees; overview review with F&GP chairman and vice-chairman of F&GP with report to F&GP committee
13. LL1L	Failure to use grants for intended purposes	Misuse of funds for project for which the grant was intended	1	5	5	Clear minutes of grant and conditions	Clerk
		Investigation into the use of funds	1	4	4	Ensure funds properly ring-fenced	Clerk
		Loss of reputation	1	4	4	Clear financial procedures for progress or full payments	Clerk
			1	4	4	Monitor project progress and report to council	Clerk
			1	4	4	Record in minutes powers used for any loans to or from the council	Clerk

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Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management/Control of Risk	Review Frequency & Responsible Person
14. LM2L Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	1	5	5	Identification of normal on-going expenditure, planned projects and likely costs	Clerk with support of staff, chairman and vice-chairman of F&GP
	Loss of confidence in the council	1	5	5	In- year budget reviews to confirm adequacy of budgets and spending	
15. LM2L Breach of legal powers	Fines and penalties	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	Clerk
	Loss of reputation	1	5	5	The council financial regulations need to be adhered to when authorising planned expenditures	Clerk
		1	3	3	If the council uses s137 powers or CIL funding they need to be minuted	Clerk
		1	5	5	Keep up-to-date with changes in legislation	Clerk through PD courses and council membership of NALC
16. LL1L Problems due to borrowing or lending.	Failure of third party to repay loan	2	5	10	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	At time of loan request by council on advice of clerk
	Inability of council to repay a loan	2	5	10	Loan repayments built into annual budgets and future budget forecast	Late payments reported to chairman and vice-chairman of F&GP
17. LH3M Bankruptcy of council's bankers or investment companies	Loss of funds	2	5	10	Bank only with those licensed and covered by Financial Services Compensation Scheme	Annual review by council on advice of clerk
	Inability to meet commitments	1	5	5	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	Report to F&GP every six months
	Loss of reputation	1	5	5		
18. LL1L Failure to respond to FOI request or right of inspection of records	Loss of confidence	1	4	4	Clear Standing Orders and protocols	Annually by clerk
	Loss of reputation	1	4	4	Documented procedures and timings to deal with enquiries from the public	Clerk, agreed by council

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Risk	Impact	Likelihood 1= v. unlikely 2= unlikely 3= neutral 4= likely 5= v. likely	Severity 1= v.l. severity 2= l. severity 3= neutral 4= h. severity 5= v.h. severity	Score Likelihood x Severity	Management /Control of Risk	Review Frequency & Responsible Person
19. MM4 L Not meeting agreed timetables when responding to consultation invitations	Effect on council's reputation	1	4	4	Documented procedures to deal with responses to consultation requests	Annually by clerk and agreed by F&GP
	Ineffectual involvement by residents	2	3	6		Responses monitored by clerk to ensure dates not missed
20. LM2L Failure to meet the agreed standards for provision of services being carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs	2	4	8	Council decision to take on services after risk assessment to include resource implications, staff and contractors	On consideration of agreement
	Cancellation of agreement	1	4	4	Clear statement of management responsibility for each service	
	Refund of income	1	4	4	Regular scrutiny of performance against targets	Clerk
	Loss of reputation	1	4	4		
21. MM4 M Election costs	Planned elections	2	4	8	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	Annually by clerk during budget setting process for F&GP
	Risks of elections to fill a casual vacancy	3	3	9		

APPENDIX B

Chepping Wycombe Parish Council

Fees and permits

from 1 April 2022 ***unless otherwise stated***

			2018/19	2019/20	2020/21	2021/22	Proposed 2022/23
Allotments							
from 1 October 2022							
Full plot - 5 pole			50.00	52.00	52.00	52.00	52.00
Half-plot			25.00	26.00	26.00	26.00	26.00

50% concession for tenants as at April 2011 to continue

Recreation Grounds and Commons

			2018/19	2019/20	2020/21	2021/22	Proposed 2022/23
Fairs	standing days		135.00	138.00	140.00	140.00	144.00
	operating days		240.00	245.00	250.00	250.00	257.00
	deposit against damage		500.00	510.00	520.00	520.00	535.00
Event permits	(Small)	inc VAT	58.00	59.00	60.00	60.00	62.00
	(Large)	inc VAT	257.00	262.00	265.00	265.00	273.00

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

			01.09.18	01.09.19	01.09.20	01.09.21	01.09.22
Pitch hire	inc VAT	less than 10 bookings a season, per match					
		adult, full-sized pitch	45.00	46.00	47.00	47.00	48.00
		junior, small pitch	32.00	33.00	34.00	34.00	35.00
		training per hour	16.00	16.00	16.50	16.50	17.00
	nil VAT	over 10 bookings a season, per match					
		adult, full-sized pitch	37.50	38.00	39.00	39.00	40.00
		junior, small pitch	27.00	28.00	29.00	29.00	30.00
		training per hour	14.00	14.00	14.50	14.50	15.00
	changing and shower facilities toilet facilities		14.00	14.00	14.50	14.50	15.00

v1 Dec 2019
v2 Nov 20
V3 Nov 21

Chepping Wycombe Parish Council

Building permits, access fees, trees and benches

Building access permits from 1 April 2022		2018/19	2019/20	2020/21	2021/22	Proposed 2022/23
Skip Permit (Building)	up to six weeks for a skip	270.00	275.00	280.00	280.00	288.00
	each additional week or part thereof	57.00	58.00	59.00	59.00	61.00
Access Permit	Minumum Fee resident per day	150.00	153.00	155.00	155.00	160.00
	Minimum Fee non resident per day	500.00	510.00	518.00	518.00	533.00
	Cost for large works to be at discretion of Clerk and committee chairman					
Security bond	As required by the council - minimum	200.00	204.00	207.00	207.00	213.00
Garden gate access onto council owned or leased property						
	Issue of permit	58.00	59.00	60.00	60.00	62.00
	annual fee	34.50	35.00	36.00	36.00	37.00
General item	covering items not on schedule to include					
	Admin fee	100.00	102.00	104.00	104.00	107.00
	Hourly rate	25.00	26.00	26.50	26.50	27.00
Amenity trees: provision and planting						
	in cemeteries, amenity areas or in the public realm (verges, etc.) including if necessary replacement in first two years	268.00	273.00	277.00	277.00	285.00
Benches	Contribution towards cost of bench (VAT exclusive cost to council) plus £250 towards cost of placement including maintenance or repairs for 10 years	250.00	255.00	260.00	260.00	267.00
	Renewal for further 10 years	265.00	270.00	275.00	275.00	283.00
	Memorial plaque at cost, including VAT at cost	at cost	at cost	at cost	at cost	
Timber permits						
for formal permit to take fallen timber from Kingswood		28.50	29.00	29.50	29.50	30.00

v1 Dec 2019
v2 Nov 20
v3 Nov 21

Chepping Wycombe Parish Council

Other fees and allowances

from 1 April 2022

			2019/20	2020/21	2021/22	Proposed 2022/23
Chairman's allowance			836.00	850.00	850.00	876.00
St Peter's closed graveyard maintenance			612.00	622.00	622.00	641.00
Orienteering maps			1.00	1.00	1.00	1.00
Annual Return copies			10.00	10.00	10.00	10.00
Deed of Grant Mimimum fee for processing a deed of grant to permit vehicular acccess by private cars overTylers Green and Totteridge Commons; with all legal fees being met by the applicant			602.00	611.00	611.00	629.00
Administrative charges 15% or minimum charge whichever is the greater is charged on items such as processing insurance claims, legal searches and other agreements			176.00	180.00	180.00	185.00
Cemetery Register Search Fee	per name	inc VAT	34.00	35.00	35.00	36.00
Hire of Council Chamber		inc VAT	34.00	35.00	35.00	36.00
Derehams Pavilion	First Hour		28.00	29.00	29.00	30.00
(One off)	Subsequnt hours of part thereof		6.60	7.00	7.00	7.50
Electricity charges *(made at current rate of use plus standing charge)*						
Newsletter delivery	TG Evening WI		156.00	160.00	160.00	165.00

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

v1 Dec 2019
v2 Nov 20
v3 Nov 21

Chepping Wycombe Parish Council

Table of fees for burials and memorials

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

from 1 April 2022	Resident			Out of parish		
			Proposed			Proposed
	2020/21	2021/22	2022/23	2020/21	2021/22	2022/23
Burials **Purchased grave**						
Grant for the right to burial plot- 30 years	382.00	382.00	393.00	765.00	765.00	786.00
Interment fee	300.00	300.00	309.00	600.00	600.00	618.00
Child under 10 years and stillborn child						
Grant for the right to burial plot- 30 years	215.00	215.00	221.00	430.00	430.00	442.00
Interment fee	95.00	95.00	98.00	190.00	190.00	196.00
Grave set aside for cremated remains						
Grant for the right to burial plot- 30 years	220.00	220.00	226.00	440.00	440.00	452.00
Interment fee	113.00	113.00	116.00	225.00	225.00	232.00
Memorials						
Memorial stone (up to 1 metre high)	175.00	175.00	180.00	350.00	350.00	360.00
Book scroll or wedge (up to 45cm high)	125.00	125.00	128.00	250.00	250.00	256.00
Flat tablet (New cremation area Cock Lane)	100.00	100.00	103.00	200.00	200.00	206.00
Vase - free standing	70.00	70.00	72.00	140.00	140.00	144.00
Additional inscription	45.00	45.00	46.00	90.00	90.00	92.00
Extra tablet for additional inscription	70.00	70.00	72.00	140.00	140.00	144.00
Masonery/kerbing covering the grave	270.00	270.00	278.00	540.00	540.00	556.00
part of the grave	135.00	135.00	139.00	270.00	270.00	278.00
Grant is for initial 30 years from date of first burial						
renewal for further period of 10 years *nearing end of initial 30 year period*	52.00	52.00	54.00	105.00	105.00	108.00

Resident's fees as per Cemetery Regulations

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

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

v1 Dec 2019

v2 Nov 20

v3 Nov 21

APPENDIX C

Chepping Wycombe Parish Council

COMMITTEE MEETING DATES 2022 (excluding Planning)

Date		Meeting	Venue	
2022				
Thursday	13-Jan	Open Spaces	Council Chamber	Change
Thursday	27-Jan	Works & Services	Council Chamber	
Thursday	10-Feb	Finance & General Purposes	Council Chamber	
Thursday	24-Feb	COUNCIL	Council Chamber	
Tuesday	10-Mar	Open Spaces	Council Chamber	Change
Thursday	24-Mar	Works & Services	Council Chamber	
Wednesday	06-Apr	Annual Parish Meeting	Tylers Green	
Thursday	14-Apr	Finance & General Purposes	Council Chamber	
Thursday	28-Apr	COUNCIL	Council Chamber	
Tuesday	10-May	ANNUAL COUNCIL MEETING	Council Chamber	
Tuesday	24-May	Open Spaces	Council Chamber	
Thursday	09-Jun	Works & Services	Council Chamber	
Thursday	23-Jun	COUNCIL	Council Chamber	
Tuesday	06-Sep	Open Spaces	Council Chamber	
Thursday	15-Sep	Works & Services	Council Chamber	
Tuesday	29-Sep	Finance & General Purposes	Council Chamber	
Tuesday	18-Oct	COUNCIL	Council Chamber	
Tuesday	01-Nov	Open Spaces	Council Chamber	
Thursday	17-Nov	Works & Services	Council Chamber	
Thursday	29-Nov	Finance & Geneal Purposes	Council Chamber	
Thursday	15-Dec	COUNCIL	Council Chamber	

PLEASE NOTE:

MEMBERS OF THE PUBLIC ARE ABLE TO ATTEND ALL THE ABOVE MEETINGS

ALL SCHEDULED PLANNING MEETINGS ARE SUBJECT TO CHANGE

APPENDIX D

sustrans

JOIN THE MOVEMENT

Head Office
Sustrans
2 Cathedral Square
College Green
Bristol BS1 5DD
T: 0117 926 8893
www.sustrans.org.uk

Chepping Wycombe Parish Council
Council Office
Cock Lane
Tylers Green
HP10 8DS

18 October 2021

Dear Councillors,

REF: HIGH WYCOMBE TO BOURNE END GREENWAY

I trust this message finds you and yours well following difficult times as a result of the pandemic.

Buckinghamshire Council has asked Sustrans to re-visit the Greenway project and pick up discussions with landowners along the former railway corridor between Abbey Barn Lane, High Wycombe and Bourne End Station.

The former Railway Line is proposed as a new walk/cycle route in the development plan (as per policy DM4 of Buckinghamshire Council's Delivery and Site Allocations Plan (July 2013)) and achieving delivery of the High Wycombe to Bourne End Greenway is an important part of the Council's emerging Buckinghamshire Greenway vision for accessible countywide walking and cycling.

In order to realise the Greenway vision, the Council has emphasised the importance of a route that is broadly level and attractive for utility trips by a range of users. This means avoiding significant diversions (especially those involving climbs and dismounts) that may only be suitable or attractive for leisure trips by those with off road bikes and higher levels of fitness.

In renewed approaches to landowners Buckinghamshire Council's preferred option is for bridleway creation in order to formalise Greenway status, use and maintenance/public liability responsibilities. We and the Council would like to understand your views on a) the principle of repurposing the former railway corridor as a walking and cycling route; and b) the option of bridleway creation or permissive access by agreement.

It has been many months since we last communicated with you and your stated position over time may have changed? We would therefore be grateful if you would kindly consider the above and let us know your current position/preference either by letter or email although I would be more than happy to discuss matters with you in advance of any formal reply.

Kind regards,

David

David Young
Network Development Manager | Sustrans England South - T O1732 529742 - M 07710 113694 – Email david.young@sustrans.org.uk

APPENDIX E

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held on OCTOBER 4th at THE VILLAGE HALL, TYLERS GREEN.

ATTENDEES:

Cllr. David Johncock	(DJ)	Bucks Unitary & Chairman
Cllr. Alan Cecil	(AC)	Hazlemere PC
Cllr. Liz Johncock	(LJ)	CWPC
Bill Sadler	(BS)	Tylers Green Resident
Paul Cogger	(PC)	Loudwater Forum
Cllr. Ian Forbes	(IF)	CWPC
Jean Johnson	(JJ)	Tylers Green Resident
Robert Kin	(RK)	CWPC
Cllr. Catherine Oliver	(CO)	Bucks Unitary, Hazlemere PC
Supt. Emma Burroughs	(EB)	TVP
PC Rus Hawkins	(RH)	TVP
PC Claire Davis	(CD)	TVP
Sgt. Robin Hughes	(RH)	TVP
Ashley Gray	(AG)	Hazlemere Resident & Treasurer
John Sparks	(JS)	Green Street NW & CSW Co-ordinator
Barbara Hunt	(BH)	Flackwell Heath Resident & FHRA

		ACTIONS
1. Introduction & Apologies:	DJ welcomed everyone to the meeting. Apologies were received and accepted from Susanne Ludgate & Alistair Strauss.	
2. Appointment of Minute Taker:	BH offered to take the Minutes.	BH
3. Minutes of Previous Meeting:	LJ asked if Councillors should be referred to by their title throughout the Minutes? It was agreed that titles should be given in the list of Attendees but would not be used throughout the minutes. The Minutes were approved as an accurate record of the proceedings and duly signed.	
4. Matters Arising from the Minutes:	All actions had been completed or would be covered under the following agenda items with the exception of para 5 bullet 6 and para 10 bullet 2. *Para 5 bullet 6* - DJ advised that at the recent Community Board (CB) Highways & Traffic Action Group, he had tasked all Parish and Town Councils to advise what MVAS, SID and Sentinel equipments were available in their area. Based on	

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	the feedback, he would be proposing that the CB purchase more as well as a number of the Bushnall speed guns. He would keep the NAG informed. *Para 10 bullet 2* – Amend the NAG Title to include Hazlemere.	DJ AS
5. Report from TVP:	EB acknowledged the concerns about the recent spate of vandalism in FH. She stressed the importance of reporting each incident. FB is monitored by TVP but no action can be taken nor any comments offered on these posts. Reports should be made via 101 or the webpage. Officers are willing to share their email addresses with NAG. Concern was expressed about the use of e-scooters. An educational video has been produced, offering information about the restrictions in place and the correct usage of these scooters. Letters are sent on the first offence but scooters have been seized and destroyed on the second offence. There is evidence of them being involved in criminal activity. Patrols have been increased in FH as many examples of anti social behaviour had been reported. The time when these events occur has not been established but shifts have, been adjusted. A pop up police station was set up recently in FH, giving officers a chance to speak with residents. The theft of 'keyless cars' was discussed and the police have been distributing Faraday wallets to residents. Rus and Claire, TVP, will be trained in the use of a hand held Bushnell Radar which maybe used by them as law enforcement, unlike CSW programme which only sends letters to the vehicle holder. EB was aware of a demand for a skate park in the recreation ground in FH. CCTV is thought to be a valuable weapon in the fight against vandalism but DJ pointed out the problems with government regulations in regard to installation. CWPC has been forced to delay the installation of new equipment due to the current vandalism and the setting items alight, causes great	

	concern for the safety of individuals. AG said that there is less vandalism in Hazlemere at the moment but 'boy racers' are a real nuisance. TVP said that there is a recognised 'track' there but Section 59 notices had been handed out. RK reported evidence of drug use at Derehams Lane, Loudwater. BS reported drug use in TG. **Again, the need to report through the proper channels was voiced.** A new youth group has been set up at St. Peter's Church, Loudwater. It is hoped that that the take up might soon extend to other local villages. EB explained her knowledge of and links with High Wycombe over the years and stressed the commitment to Neighbourhood Policing. Greater challenges are now faced, County Lines drug groups etc. Her targets are based on priorities which are determined by the number of reports received. Roaming units are used to good effect. DJ stressed the importance of a visible presence, this can be a great deterrent. BS asked if Special Constables are still used? They are, when available. JS stressed the importance of CSW in identifying not only speeding but dangerous driving, too. RK asked if Dashcam footage was used? It is as the footage can be forwarded but it has to be within a 14 day period. PC had reported an incident the morning of the meeting. This will be followed up. CO mentioned the parking on double yellow lines issue. There is a parking enforcement team and the rules are enforced outside schools and on zigzag lined areas.	All
6. Review of NAG Constitution &	Members had been requested to examine the documents prior to the meeting.	

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Priorities:	Various points were raised with the emphasis on updating wording and correcting outdated facts. There are no longer District Councils & bank account members' details need updating. Chair and Treasurer should be named and confidentiality aspects need to be clearly defined. DJ will talk to DO, an original NAG member . DJ will issue an updated version of the documents which members should read before the next meeting. Insurance cover was mentioned with regard to use of MVAS equipment, covered by TVP. Insurance with regard to CSW will be checked from point of view of TVP. It was noted that Community Boards would provide a current way of assessing the needs of communities.	 **DJ** **DJ** **EB**
7. Update on CSW Group:	JS explained that there had been a launch day across Thames Valley region to promote and train CSW personnel. Hazlemere/Chepping Wycombe Speedwatch Group are already registered and our Accuracy of the recorded speeding vehicles as an average across the groups locations is just under 90%; certain locations achieving 100% which demonstrates the value of purchasing the Sentinel Radar The comparisons between MVAS and CSW were made, each complementing the other. CSW actually identifies, not only speed but also individual drivers by number plate recognition.	
8. Report on MVAS:	RK reported that FH and LW action had been unsustainable during lockdown but TG had continued to operate. Volunteers had now been found to reinstate the FH MVAS capability but volunteers were still needed for LW. TVP used to receive our MVAS data in order to identify the hot spots for the speed van although th data needed to be in the right format. It was not clear whether TVP still wanted our MVAS data and who it should be sent to. IF agreed to speak with Lee Turnham to clarify	 **IF**

	BS would like to see the smiley face displayed on the MVASs rather than the recorded speed.	
9. Treasurer's Report:	1. Our HSBC account has been frozen. Lloyds has been approached and confirm that they can offer a 'Treasurers' account for the NAG with no charges. Application is now being processed, with Lloyds, and the existing three nominees remain the authorised signatories for future transactions, ie John Sparks (Vice Chair,) Ashley Gray (Treasurer) and Alan Cecil (Hazlemere resident and local Councillor.) 2. A letter is to be prepared, as required by HSBC, to request closure of our frozen account and the withdrawal of all the existing funds (£244.87) by cheque, to transfer such into our new bank account, once opened. The letter needs to be signed by two of the existing signatories. 3. Evidence of committee authorisation for these two actions is required by being recorded in the Minutes of the October 4th meeting, and a copy of this (extracted from the Minutes and duly authenticated by two signatories) being forwarded to HSBC along with the letter. This needs to be done in the immediate future and well before 1st November when the new HSBC charges come into effect. 4. Proposed by Robert Kin & Seconded by Alan Cecil that a. The Treasurer be authorised to pursue these actions and b. A new account be opened as soon as possible and c. The monies currently held by HSBC be transferred to it. The motion was carried unanimously.	**AG**
10. Communications Report	AS was unavailable and the report postponed to the next meeting. DJ mentioned that Luca had produced an article for the FH Grapevine magazine and it was agreed that DJ would provide a scanned copy for info along with the minutes.	**DJ**

11. AOB:	There were no items.	
12. Date and Time of Next Meeting:	The date to be decided dependent on location options in Loudwater. PC and RK will look into it.	**PC RK**

APPENDIX F

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Wycombe Santa Sleigh / Wycombe Food Hub

2. Chairman :

3. Financial Director :
Same address

Tel: same

This address will be used for all general correspondence

This address will be used for remittance of any grant approved

4. How is the organisation established?

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

5. What are the objectives of the organisation?

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 we are CIC

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 YES
b) Copy of latest audited accounts and balance sheet YES
c) Copy of the latest Annual Report to members NA
d) Other material concerning the organisation in support of the application NA

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.

Wycombe Food Hub reduce food waste using an innovative and self-sustaining approach to the redistribution of surplus food and non-food items.
We collect weekly 300-500 crates (7-10 Tonnes) of unsold bread, fruit, vegetables, chilled food and frozen food from leading supermarkets, wholesalers, manufacturers, farms and farm shops each week.
Our model is based on a streamlined way of working that minimises waste. As a result, our work is helping to make people's lives more affordable while encouraging them to eat better.
Our products are often short dated and also expired "Best Before End (BBE) dates. These products are still usable.
The products are made available to those in food poverty and deprivation. To people unable to buy food. To those that cannot get Govt aid or are unable to survive on benefit payments. We also supply key and frontline Covid -19 workers and many others in need of food.

We also run the 2 Wycombe Santa sleighs , a Grotto in the town centre and are part of the HW lights switch on this year.
We take the sleighs round the streets and supermarkets collecting for local groups and organisations

2. a) For what specific project are you now seeking the council's assistance?
The annual Santa sleigh runs across High Wycombe – toys that we give out

b) Specify:
- i) Total estimated cost £2500
- ii) Dates scheduled to commence and complete 01/12/21
- iii) Amount already available £2000 – Red Kite have supplied a grant to cover off events in HW town (Lights switching on and a charity market in town centre). Also upgrades to Sleigh
We are also running a Santa grotto in the Wycombe Food Hub
- iv) Amount expected to be available at commencement £2000
- v) Other applications for grants for this project

Body:	Marsh and Micklefield	Amount applied for: £500
Body:	Downley Parish Council	Amount applied for: £500

We will be visiting both these areas and hope to secure funding to support the gifts we need to purchase

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

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

We arrange for sleigh to be made available to Loudwater Forum to use for Door to Door collections and also Tesco Loudwater. We also attend Dunelm carpark

Collections are made for Loudwater Forums nominated groups and Wycombe Food Hub

WycombeSanta sleigh is unique as we not only collect for Wycombe Food Hub and other good causes but hand out gifts to the local children as we go round.
There are cost associated with offering this and we look for grant funds to purchase the gifts.

We now have two sleighs and have a number of upgrades to the sleighs and reindeer to address this year.

We are requesting a £500 grant contribution from the Parish council to help fund these costs

A grant will allow us, this year, to offer the sleigh to Loudwater Forum at no cost enabling them to return funds they raise to local groups and good causes

We also invite the local community to join us and go round with the sleighs. In some areas we visit we often have Cllrs who join the activity

We have also taken over the Lions Sleigh runs and are planning to bring the sleigh to Flackwell Heath and Tylers Green this year . If we can secure the extra helpers and santas

In addition Wycombe Food Hub is currently helping a number of families in Food Poverty in the Chepping Wycombe Parish area - We are supplying food parcels to families each week.

WILL NEED YOUR LOGO TO ADD TO SLEIGH AS SPONSOR ASAP

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

Signed: Date:21/10/21

Capacity in which signed: 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.
Bank details
Wycombe Food Hub

Please return the completed application and supporting documents to:

by:

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

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

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

Wycombe Food Hub - Draft Accounts 2020/2021

(Year ending 31 August 2021)

Income	
Food Hub Income	29,694.05
Corporate Donations	5,111.96
Public Donations	3,427.70
Rental Income	8,206.00
Total Income	**46,439.71**
Expenditure	
Advertising & Marketing	710.00
Audit & Accountancy Fees	693.00
Cleaning	630.00
Education & Training	384.00
Equipment	1,356.06
General Expenses	4,036.12
Insurance	535.43
IT Software & Consumables	580.74
Light, Power, Heating	4,928.54
Printing & Stationery	
Professional Services	1,676.20
Rates	2,494.16
Repairs & Maintenance	1,750.86
Salary Costs	870.04
Telephone & Internet	214.96
Total Expenditure	**20,860.11**
Profit Before Tax	**25,579.60**
Corporation Tax @ 19%	**4,860.12**
Reserves at year end	**20,719.48**

APPENDIX G

5.1 Schemes agreed by Community Board for funding 2021-22

*Please note these schemes have been agreed by the boards and the orders are being raised, however there are still some outstanding conversations about match funding.

Scheme Ref	Application Ref	Parish	Description	Sponsor	PID value	Agreed by board
BCW HAT 1	CB267333570	Chepping Wycombe	Halls Corner: Extend existing yellow lines from Fennels Farm Road to just beyond the access road to Halls Corner	Cllr David Johncock	£18,020	Yes
BCW HAT 2	CB269051481	Chepping Wycombe	Highlands & Greenlands: Install double yellow lines around junction of Highlands & Greenlands plus double lines around Hammerhead at end of Highlands: **Reduced to remove Hammerhead Element**	Cllr David Johncock	£20,054	Yes
BCW HAT 5	CB273060920	Chepping Wycombe	Installation of gates on Fassetts Road alleyway	Cllr Alec Barron	£5,075	Yes
BCW HAT 6	CB297944085	Chepping Wycombe	Feasibility Study into parking bays outside the recreation ground in Ashley Drive	Cllr Alec Barron	£4,970	Yes
BCW HAT 10 & 11	CB278201663	Beaconsfield & Penn	Seeley's Estate & Knotty Green: 1 hr parking restriction at midday	Cllr Jonathan Waters	£3,949	Yes
BCW HAT 13	CB269599668	Hazlemere	Hazlemere Crossroads: Feasibility Study into pedestrian safety	Cllr Alan Cecil	£5,545	Yes
BCW HAT 16	CB300489389	Beaconsfield	Lakes Lane: Resident Permit Parking Scheme	Cllr Lowen-Cooper	£4,995	Yes

5.2 Schemes agreed by Highways and Traffic Action Group to go forward for funding 2021-22 if Highways Cap is increased.

*Please note these schemes have not been agreed for funding yet but will go forward to the board in the next few weeks if the highways cap is increased.

Scheme Ref	Application Ref	Parish	Description	Sponsor	PID value	Agreed by board
BCW HAT 3	CB269445132	Chepping Wycombe	The Common: Extend existing double yellow lines from straight to the entrance of Flat communities	Cllr David Johncock	£15,796	No Awaiting confirmation of increase to highways cap
BCW HAT 14	?	Penn	Knotty Green: Feasibility Study into a pedestrian crossing on Penn Road near Forty Green Lane	Cllr Jonathan Waters	£6,686	No Awaiting confirmation of increase to highways cap

6.1 Schemes agreed by Highways and Traffic Action Group to go forward for PIDs

*Please note these schemes have not been agreed for funding yet. They have gone forward for scopes and budget estimates to be drawn up.

Scheme Ref	Application Ref	Parish	Description	Sponsor	Requested PID
BCW HAT 18	CB363856911	Beaconsfield	Reduce speed limit on B474 from 40mph to 30mph from the junction of Clay Street. This scheme follows a petition made to the BCW community board.	Cllr Jonathan Waters	Yes
BCW HAT 19	?	Beaconsfield	Simon & Alexa to discuss as this could be a duplicate with the application forms received for HAT 29 and HAT 31	Cllr Alison Wheelhouse	Yes
BCW HAT 20	CB354480393	Beaconsfield	Horseshoe Crescent and White Hart Meadow, Resident Parking Scheme requested	Cllr Alison Wheelhouse	Yes
BCW HAT 21	CB363106352	Chepping Wycombe	Feasibility Study: War Memorial Flackwell Heath, speeding and parking issues. Proposal to make The Common a one-way system between Treadaway Road / Common Road and the straight bit.	Cllr Alec Barron	Yes

BCW HAT 22	CB364964969	Chepping Wycombe	War Memorial / Queensmead Road, Flackwell Heath. Dangerous parking on the corner. Solution collapsible bollards.	Cllr Nathan Thomas	Yes
BCW HAT 23	CB364830499	Chepping Wycombe	Feasibility Study: Lambeth Parking Study for the whole of the Loudwater area. (May need to review this to specify roads).	Cllr Nathan Thomas	Yes
BCW HAT 25	CB364367881	Chepping Wycombe	Junction Protection Markings (DYL) on the junctions of Ashley Drive / New Road and Ashley Drive / The Lawns	Cllr Katrina Wood	Yes
BCW HAT 26	?	Beaconsfield	Parking Survey in Beaconsfield Old Town	Beaconsfield Town Council	Yes
BCW HAT 27	CB364395502	Chepping Wycombe	Request double yellow lines to create a safe zone around each school and a 20mph advisory speed limit by both schools	Tylers Green First and Middle School	Yes
BCW HAT 28	CB366593304	Chepping Wycombe	Dangerous Junction: Fennels Way is a private road which opens onto Swains Lane. Requesting dropped kerbs and tactile paving either side of junction and improved signage e.g. side road ahead...	Fennels Way and Subsidiary Roads Maintenance Committee	Yes
BCW HAT 29	CB366717764 CB366753523	Beaconsfield	Wattleton Road & Walkwood Rise Feasibility Study. Overcome parking and congestion issues.	Beaconsfield Town Council	Yes
BCW HAT 30	CB366746798	Beaconsfield	Feasibility Study: Zebra Crossing on A355 near junction of Ronald Road	Beaconsfield Town Council	Yes
BCW HAT 31	CB366758568	Beaconsfield	Right Hand Turn Only lane needed on A355 travelling south at the turning into Maxwell Road	Beaconsfield Town Council	Yes

Beaconsfield Chepping Wye Community Board
Report to F&GP for 25th/November 2021

Councillors,
You may recall that a request was made for a full report be made of all the Community Board items. I advised that this would be in the form of the Spreadsheets produced by the sub-section heads. To date only the Highways and Transport (HAT) sub- group has this in hand.
The BCWCB has been awaiting a new Liaison Officer following Andy Chapman's move to other duties. Thus "official meeting notes ", are a little sparse at the moment.
Below is my recollection of events from my notes:

Environment: meeting held 06/10/2021 (7 attendees).
E1. Allotments (coordinated meeting for excess produce to be offered to the "needy") – no further update.
E2. Bee Squared (wild seeds to counter global warming) – Wycombe and Amersham are joint leaders in this area. Discussion on distribution – how? Also offer of seeds to enable householders to convert 1sq.m. of grass in their gardens.
E3. Solar energy / streets: more and more parishes looking at this.
E4. Thermal imaging camera – there may be a meeting in winter to look at the benefits depending on use and interpretation.
E5. Jeanette Buckle's book – leaflet to be made available both in physical form and as an e-leaflet.
E6. Tree planting – trees have risen in price. This may also be in connection with the Jubilee tree planting session: All schools have been offered this opportunity. 40 trees need to be ordered at a time. Trees need to be in public places. Bucks should be issuing info on planting in verges. Chiltern Pathfinders are finding it really hard to find areas to plant the trees. Verge planting – video available.
E7. Water bottles – apparently there are lots of hoops to jump through to get permissions.
E8. Reverse vending (plan to return cash for recycling plastic bottles) – idea, just need someone to take this further forward.
E9. Idling engines – as I had proposed this it looks as though I will be progressing.
E10. Proposed project: Cycle storage / parking in Beaconsfield to encourage cycle usage.
E11. 5G masts – usual comments of NIMBYism.
E12. Electric car chargers in Beaconsfield discussed – reminded the attendees that the best place for these would be in car parks.

Main BCWCB: meeting on 21/10/2021 (26 attendees)
Presentations were given from invited groups:
Thames Valley Police: Inspector James Ellis and Superintendent Emma Burroughs talked about neighbourhood Policing and response team supporting this action.

Bucks Council Community Safety Team: Chris Green not present, so Pei-Ling Harper from Bucks & Surrey Trading standards gave a presentation. Scams are costing £360 billion / year. If you see a text scam forward it to 7726 for highlighting.

General BCWCB business: Youth – how can we help them? Nathan Thomas is looking for ideas to promote support for youth projects (including sports).

I have not attended any of the meetings relating to Katrina's projects. My apologies.

Alec Barron

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7 **Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purpose						
401 Salaries & Other Staff Costs						
1076 Precept	349,349	349,349	0			100.0%
1079 Miscellaneous	15	0	(15)			0.0%
Salaries & Other Staff Costs :- Income	**349,364**	**349,349**	**(15)**			**100.0%**
4001 Salaries, NI & Pensions	108,250	173,930	65,680		65,680	62.2%
4002 Members Expenses	542	2,000	1,458		1,458	27.1%
4008 Conferences & Cources	30	1,000	970		970	3.0%
4009 Travel	23	200	177		177	11.5%
4020 Establishment Costs Misc	167	600	433		433	27.8%
4021 Telephone & Fax	1,147	2,100	953		953	54.6%
4022 Postage	8	600	592		592	1.3%
4023 Stationery & Printing	738	1,200	462		462	61.5%
4024 Subscriptions	2,328	2,750	422		422	84.7%
4025 Insurance	7,538	7,500	(38)		(38)	100.5%
4026 Publications	0	250	250		250	0.0%
4027 Photocopying Charges	588	700	112		112	84.0%
4030 Recruitment Advertising	0	1,000	1,000		1,000	0.0%
4032 Publicity	0	4,350	4,350		4,350	0.0%
4041 Equipment Hire	297	500	203		203	59.4%
4051 Bank Charges	253	500	247		247	50.7%
4053 Office Equipment	0	500	500		500	0.0%
4060 Other Professional Fees	1,924	3,000	1,076		1,076	64.1%
4068 Computers & Data Storage	2,411	2,900	489		489	83.1%
4069 Web Development	0	1,500	1,500		1,500	0.0%
4450 Archives	180	150	(30)		(30)	120.0%
4901 Grants & Donations S137	(1,000)	5,000	6,000		6,000	(20.0%)
Salaries & Other Staff Costs :- Indirect Expenditure	**125,425**	**212,230**	**86,805**	**0**	**86,805**	**59.1%**
Net Income over Expenditure	**223,939**	**137,119**	**(86,820)**			
403 Holding Funds						
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)**			
404 Salix						
4054 Loan Repayment	15,185	15,185	0		0	100.0%
Salix :- Indirect Expenditure	**15,185**	**15,185**	**0**	**0**	**0**	**100.0%**
Net Expenditure	**(15,185)**	**(15,185)**	**(0)**			

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 F & GP Rents						
1001 Rents	10,075	11,300	1,225			89.2%
1090 Interest Received	0	1,500	1,500			0.0%
F & GP Rents :- Income	**10,075**	**12,800**	**2,725**			**78.7%**
Net Income	**10,075**	**12,800**	**2,725**			
Finance & General Purpose :- Income	**359,439**	**362,149**	**2,710**			**99.3%**
Expenditure	**140,610**	**232,415**	**91,805**	**0**	**91,805**	**60.5%**
Movement to/(from) Gen Reserve	**218,830**					
Grand Totals:- Income	**359,439**	**362,149**	**2,710**			**99.3%**
Expenditure	**140,610**	**232,415**	**91,805**	**0**	**91,805**	**60.5%**
Net Income over Expenditure	**218,830**	**129,734**	**(89,096)**			
Movement to/(from) Gen Reserve	**218,830**					

APPENDIX I

Chepping Wycombe Parish Council

Summary Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	13,242	17,350	4,108			76.3%
Expenditure	42,748	81,100	38,352	0	38,352	52.7%
Movement to/(from) Gen Reserve	(29,506)					
Works & Service						
Income	16,733	17,950	1,217			93.2%
Expenditure	34,329	67,204	32,876	0	32,876	51.1%
Movement to/(from) Gen Reserve	(17,596)					
Finance & General Purpose						
Income	359,439	362,149	2,710			99.3%
Expenditure	140,610	232,415	91,805	0	91,805	60.5%
Movement to/(from) Gen Reserve	218,830					
Earmarked Reserves						
Income	0	0	0			0.0%
Expenditure	66,582	365,356	298,774	0	298,774	18.2%
Movement to/(from) Gen Reserve	(66,582)					
Grand Totals:- Income	389,415	397,449	8,034			98.0%
Expenditure	284,268	746,075	461,807	0	461,807	38.1%
Net Income over Expenditure	105,147	(348,626)	(453,773)			
Movement to/(from) Gen Reserve	105,147					

APPENDIX J

F and GP

F&GP

Code		Cost centre	20/21 Actuals	Actual Yr to Date (Month 6)	Prorate month 6+ (times 12/5)	Budget View 21/22	Budget View 22/23	Comments 22/23	Variance
401		**Salaries/Other Staff Costs**							
	4001	salaries NI & pensions	171,402	86,423	207,415	171,360	184,515	£177.4 (no change estimated 22/3) uplifted by 4%	13,155
	4002	members expenses	1,125	270	648	2,000	2,300	Increased numbers using broadband allownce	300
	4008	conf & courses	213	30	72	1,000	750	Reduce experience	-250
	4009	travel	210	23	55	200	200		0
	4020	misc establishment costs	380	141	338	600	500	Reduce experience	-100
	4021	telephone & fax	1,965	966	2,318	2,300	2,300		0
	4022	postage	639	8	19	600	500	Reduce experience	-100
	4023	stationery & printing	696	647	1,553	1,200	1,500	Increase experience	300
	4024	subscriptions	2,558	2,328	5,587	3,500	3,000	Reduce experience	-500
	4025	insurance	7,203	7,538	18,091	8,000	10,000	Increase experience	2,000
	4026	publications	0	0	0	250	150	Reduce experience	-100
	4027	photocopy charges	496	400	960	700	700		0
	4030	recruitment advertising	0	0	0	1,000	0	Reduce - use employment gap	-1,000
	4032	publicity	2,367	0	0	4,350	4,350	two x Newsletter	0
	4041	equipment hire	485	198	475	500	500		0
	4051	bank charges	465	206	494	500	500		0
	4453	office equipment	496	0	0	500	500		0
	4060	other prof fees (inc legal)	2,296	1,924	4,618	3,000	3,000		0
	4068	computers and data storage	4,241	2,411	5,786	2,900	4,000	Increase teams 365 etc	1,100
	4069	web development	1,560	0	0	3,000	500	limited support	-2,500
	4450	archives	0	180	432	150	150		0
	4901	grants and donations	3,534	-1,000	-2,400	5,000	5,000		0
			202,333	102,695	246,465	212,610	224,915		
		Salaries & Other Costs exp							
	1076	Precept	355,523	354,163	849,991	354,163	354,163		0
	1079	Miscellaneous	8,026	0	0	0	0		
		Salaries & Other Costs inc	363,549	354,163	872,518	354,163	354,163		
402		**Projects**							
	tbc	**Community Board Highway**			0	0	5,000	Rough est unspent to EMR at year end	5,000
		Community Board Other				0	2,500	Rough est unspent to EMR at year end	2,500
	4062	Projects	0	0	0	0	1,000	token	1,000
		total projects	0	0	0	0	8,500		
403		**Holding Funds**							
	4048	contingency	2,800	0	0	5,000	5,000		0
		cont exp	2,800	5,000	6,720	5,000	5,000		
404		**Salix**							
	4054	Loan Repayment	15,185	7,592	18,221	15,185	15,185	last year	0

405		F&GP Rents & Interest						
	1001	Rents	13,177	10,075	24,180	11,300	12,000	700
	1078	maint.costs recovered	0		0			
	1079	Miscellaneous	705		0			
	1090	interest received	1,078	0	0	1,500	1,000	-500
		Rents etc inc	14,959	12,800	35,902	12,800	13,000	

Gross (exc Projects & EMR)					232,795	245,100	12,305
Income (exc Precept)					12,800	13,000	200
Income (inc Precept)					366,963	367,163	200
Net					-134,168	-122,063	12,105

		Budget View	Budget View	Budget View 21/22	Budget View 22/23	
Election EMR	1,500	1,500	1,500	1,500	3,000	Est for 2 contested
Community Board - Highways						
Community Board - Other						

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APPENDIX K

BUDGET ANALYSIS 22/23

	Budget Current 2021/22	Draft Budget 22/23 2022/23	Variances	
Totals - gross exp (exc EMR & Projects)				
Open Spaces (exc projects)	61,100	65,410	4,310	7.05%
Works and Services (exc Projects)	52,204	56,340	4,136	7.92%
F & GP (exc projects)	232,795	245,100	12,305	5.29%
Projects and Partnership Working	42,000	6	(41,994)	
CWPC - gross (exc EMR plans)	**388,099**	**366,856**	(21,243)	
CWPC - EMR plans	**72,000**	**64,000**	(8,000)	
CWPC - Gross inc EMR plans & projects	**460,099**	**430,856**	(29,243)	
Totals - income (exc Precept)				
Open Spaces	(17,350)	(17,350)	0	
Works and Services	(17,950)	(25,200)	(7,250)	
F & GP	(12,800)	(13,000)	(200)	
CWPC - income	**(48,100)**	**(55,550)**	(7,450)	
CWPC TOTAL net	**411,999**	**375,306**	(36,693)	
PRECEPT	**(354,429)**	**(361,926)**	0	
Drawdown from General Reserve	**57,570**	**13,381**		
Difference	(0)	(1)	(1)	
Band D	**£55.20**	**£56.91**		

APPENDIX L

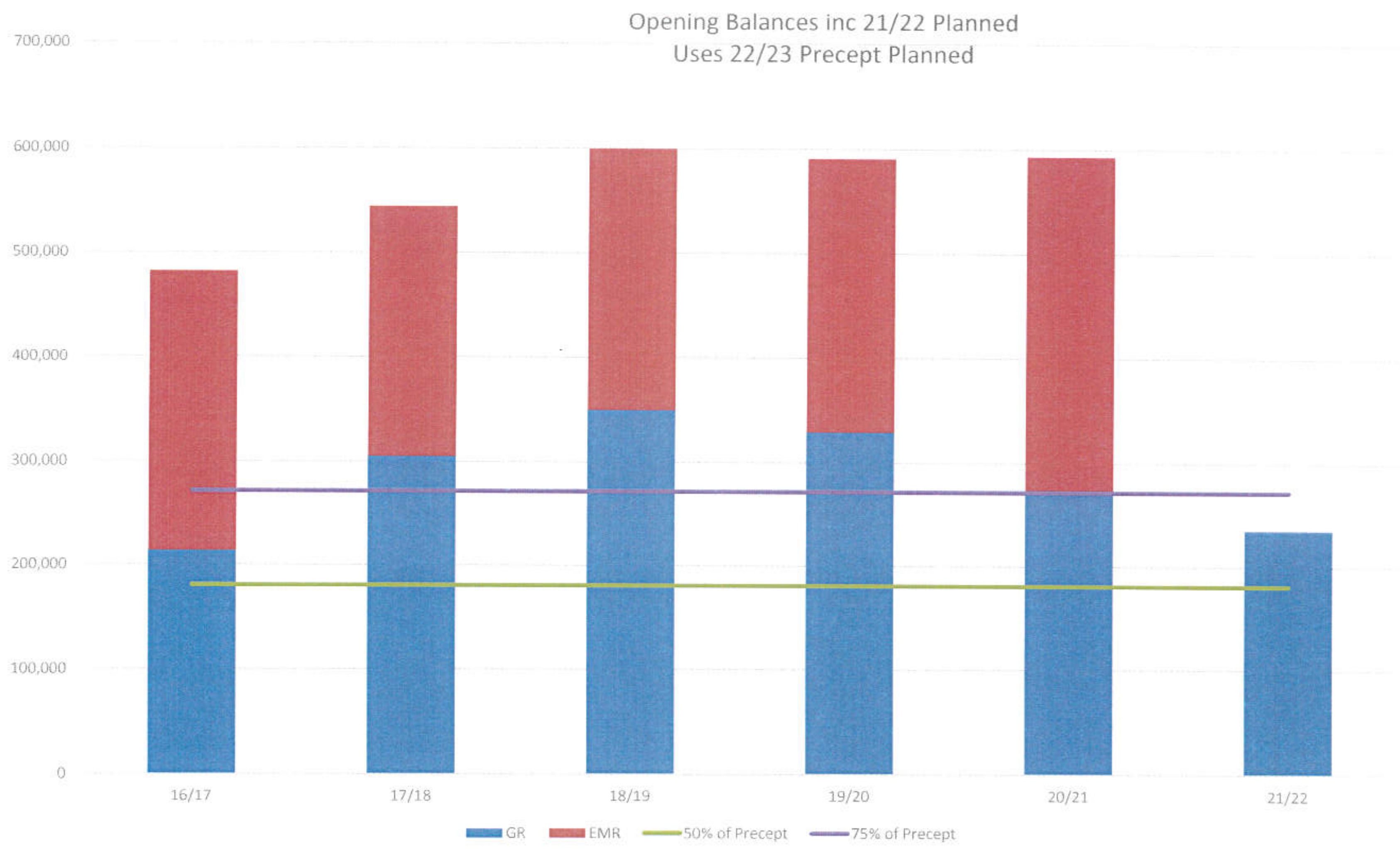
Precept

F&GP

November 2021

Background

- 21/22 opening position
  - No effective excess General Reserve if 21/22 plans are delivered in full
  - Earmarked Reserves, in addition, stood at £320k (including £45k in CIL)
  - Planned General Reserve Reduction of £55k in 21/22
- No increase in Precept for 20/21 or 21/22
- Anticipated a small budget surplus in 21/22
- 22/23 increases in costs (in areas like salaries, rates, power etc)
- All other lines subject to a quick overview and some overbudgetting corrected but generally very little change so far
- 21/22 budgets rolled forward (with no increase for inflation)
- Multiple ideas for one off project expenditures being developed
- Need to review EMR values and plans
- Increase in Precept of 3.1 % (uses September 2021 CPI figure)
  - Precept income increases by £11k
  - Band D household pays 15p per month in addition


Opening Balances inc 21/22 Planned
Uses 22/23 Precept Planned
700,000
600,000
500,000
400,000
300,000
200,000
100,000
0
16/17
17/18
18/19
19/20
20/21
21/22
GR
EMR
50% of Precept
75% of Precept

Budget Overview 22/23

	Budget Current	Draft Budget 22/23	Variances
	2021/22	2022/23	
Totals - gross exp (exc EMR & Projects)			
Open Spaces (exc projects)	61,100	65,410	4,310
Works and Services (exc Projects)	52,204	56,340	4,136
F & GP (exc projects)	232,795	245,100	12,305
Projects and Partnership Working	42,000	6	(41,994)
CWPC - gross (exc EMR plans)	388,099	366,856	(21,243)
CWPC - EMR plans	72,000	64,000	(8,000)
CWPC - Gross inc EMR plans & projects	460,099	430,856	(29,243)
Totals - income (exc Precept)			
Open Spaces	(17,350)	(17,350)	0
Works and Services	(17,950)	(25,200)	(7,250)
F & GP	(12,800)	(13,000)	(200)
CWPC - income	(48,100)	(55,550)	(7,450)
CWPC TOTAL net	411,999	375,306	(36,693)
PRECEPT	(354,429)	(361,926)	0
Drawdown from General Reserve	57,570	13,381	
Difference	(0)	(1)	(1)
Band D	£55.20	£56.91	