APPENDIX A

	Risk post Mitigation	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
1	Physical injury or property loss to staff, contractor or member of the public	Harm to individuals	4	5	20	Undertake safety assessments, formally record them and review them when appropriate (working practices and site safety issues, e.g. trees, play equipment, etc.)	1	5	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
		Claim against council	5	5	25	Staff awareness of risks and appropriate training	2	10	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	5	5	25	Provision of PPE and proper maintenance of equipment	2	10	Staff and warden
						Inspection of equipment prior to use	2	10	Staff and warden
						Inspection of recreation grounds and play equipment	1	5	Weekly log of inspections by staff when on site, entered in warden's office diary and signed off monthly by clerk
						Employee and public liability insurance	1	5	Reviewed annually by clerk prior to insurance renewal and reported to F&GP
						Contractors to have liability insurance	1	5	Sight of contractor documentation by clerk or warden prior to work, noted in warden's office diary
2	Employee liability	Employee action for negligence or grievance	4	5	20	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination	2	10	Continuous, overseen by clerk including training and refresher courses
						Staff awareness and appropriate training including awareness of advice from NALC	1	5	Register of all training maintained by clerk
		Fines and penalties with Loss of reputation	5	5	25	Insurance to cover consequences of failure	1	5	Annually by clerk
						Documented policies and procedures	2	10	Collated in Office Manual maintained by clerk

	Risk post Mitigation	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
3	Failure to maintain council physical assets, including buildings and other structures	Higher costs of repair / replacement	4	5	20	Maintain up-to-date asset register	2	10	On-going by clerk and reported annually to F&GP
		Harm to individuals leading to Loss of reputation	5	5	25	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	2	10	Warden and clerk
		Fines and penalties leading to Loss of reputation	5	5	25	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	2	10	Arranged by clerk or warden and inspections logged in office diary and invoice file
4	Loss or damage to council asset	Loss of use of asset	4	3	12	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	6	Annual review by clerk with professional advice prior to renewal of insurances
		Disruption	5	3	15	Annual review of cost of replacement	2	6	Report to F&GP
						Insurance to cover consequences	2	6	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
5	Failure to provide services expected by residents	Poor public image	5	3	15	Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
		Loss of reputation	5	3	15	Timely response by staff	1	3	Clerk and warden
						Monitoring of contractor's progress	1	3	Clerk and warden

No.	Risk post Mitigation	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
6	Loss of key staff due to long-term illness, accident or resignation	Failure to deliver services and oversight of staff	4	2	8	Clear procedures documented in Office Manual	3	6	Office Manual updated continuously by clerk and reviewed annually by chairman and vice-chairman of F&GP
		Failure in budgetary and financial reporting	4	3	12	Up-to-date job descriptions	2	6	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
						Accounts kept up-to-date	1	3	Accounts and filing processed weekly by clerk and staff
		Correspondence backlog	4	2	8	Correspondence and filing kept up-to-date	1	2	Accounts and filing processed weekly by clerk and staff
7	Loss of cash through fraud, dishonesty or malicious action by third-parties	Reduction of available funds	4	5	20	Clear procedures in council's Financial Regulations	2	10	Annual review of regulations by council
		Disruption	5	5	25	Adherence to those procedures	2	10	Risk management training for staff through clerk
		Loss of reputation	5	5	25	Staff not involved in operation of funds	1	5	
						In-house, internal and external auditing	1	5	
						Insurance to cover risks of cash and malicious actions	1	5	Chairman F&GP to review fidelity compliance quarterly
						Ensure Fidelity insurance requirements are being met	1	5	By clerk, quarterly, noted in office diary
						Staff awareness and training, including password security	1	5	Certificate of compliance from hosting service
						Robust virus protection, including firewall between council's web and email host	1	5	
						Member awareness of risk	2	10	New member / councillor training

	Risk post Mitigation	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
8	Council members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities	4	2	8	Training and refresher courses for members	3	6	Refresher training at inception of new council
		Council fails to achieve its purposes	4	2	8	Monitor Attendance at meetings	3	6	Key documents maintained on council website
		Loss of reputation	5	2	10	Monitor Attendance & Training	3	6	Register of training attended and meeting attendance published with council's year-end report
9	Members conflict of interests	Overturning of council decisions	4	4	16	Clear Standing Orders	2	8	Standing Orders reviewed annually by council
		Loss of reputation	5	4	20	Declarations of interests at meetings	1	4	Declarations at all meetings
						Maintenance of register member's interests and gifts	2	8	Bi-annual review of interests by all members monitored by clerk and noted on website
						Publication of interests on the council website	2	8	

7

	Risk post Mitigation	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
10	Poor reporting to members and the public	Members become ill-informed and anxious of their role	4	4	16	Preparation and distribution of agendas, reports and minutes within agreed timescales	2	8	Clerk and committee chairman & vice-chairman
		Poor quality decision making	5	4	20	Timely financial reporting	2	8	Clerk
		Confusion and misunderstandings with actions not reflecting intentions of council	4	4	16	Regular project reports and monitoring of progress to ensure deadlines are met and projects achieved	2	8	Clerk and committee chairman & vice-chairman to members at committee meetings
11	Poor protection of hard and soft documents	Loss results in disruption and stress to staff	4	4	16	Use of fire-resistant safe for key documents	2	8	Clerk
		Failure of legal obligations	4	4	16	Other papers filed in steel cabinets	1	4	Clerk and staff
		Loss of reputation	5	4	20	Continuous backup of office computers to off-site storage of at least two iterations in case of data corruption	1	4	Clerk and chairman of F&GP bi-annual exercise with cloud supplier to confirm integrity and availability of back-up files
12	Poor forward planning and control of budgets	Lack of direction and prioritisation	5	3	15	Member, clerk and staff driven forward planning: short [two years] medium [five years] and long term [10 years] with financial needs assessment	2	6	Annually at informal council and prior to annual budget setting
		Spending exceeds budget	5	5	25	In-year budget reviews of current budgets	2	10	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

	Risk post Mitigation	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
14	Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	4	5	20	Identification of normal on-going expenditure, planned projects and likely costs	1	5	Clerk with support of staff, chairman and vice-chairman of F&GP
		Loss of confidence in the council	5	5	25	In- year budget reviews to confirm adequacy of budgets and spending	1	5	
15	Breach of legal powers	Fines and penalties	5	5	25	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
		Loss of reputation	5	5	25	The council financial regulations need to be adhered to when authorising planned expenditures	1	5	Clerk
						If the council uses s137 powers or CIL funding they need to be minuted	1	5	Clerk
						Keep up-to-date with changes in legislation	1	5	Clerk through PD courses and council membership of NALC
16	Issues due to borrowing or lending.	Failure of third party to repay loan	4	5	20	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	2	10	At time of loan request by council on advice of clerk
		Inability of council to repay a loan	4	5	20	Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice-chairman of F&GP
17	Bankruptcy of council's bankers or investment companies	Loss of funds	5	5	25	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
		Inability to meet commitments	5	5	25	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months
		Loss of reputation	5	5	25		1	5	

	Risk post Mitigation	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
18	Failure to respond to FOI request or right of inspection of records	Loss of confidence	4	4	16	Clear Standing Orders and protocols	1	4	Annually by clerk
		Loss of reputation	5	4	20	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council
19	Timetabling failures when responding to consultation invitations	Effect on council's reputation	4	4	16	Documented procedures to deal with responses to consultation requests	1	4	Annually by clerk and agreed by F&GP
		Ineffectual involvement by residents	4	3	12		2	6	Responses monitored by clerk to ensure dates not missed
20	Failure to meet the agreed standards on provision of services carried out under devolved, agency/partnership agreements (if any) with principal authorities	Financial implications if grant insufficient to cover costs	5	4	20	Council decision to take on services after risk assessment to include resource implications, staff and contractors	2	8	On consideration of agreement
		Cancellation of agreement	4	4	16	Clear statement of management responsibility for each service	1	4	
		Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk
		Loss of reputation	5	4	20		1	4	

	Risk post Mitigation	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance post - mitigation conclusion	Score Chance x Severity	Review Frequency & Responsible Person
21	Election costs	Planned elections	4	4	16	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	2	8	Annually by clerk during budget setting process for F&GP
		Risks of elections to fill a casual vacancy	4	3	12		3	9	

APPENDIX B

GUIDE TO DEVELOPING A COMMUNITY EMERGENCY PLAN

Prepared by the Buckinghamshire Resilience Group

1. INTRODUCTION

Nearly all emergencies affecting communities will be dealt with by the emergency services, local authorities and the major utilities working together. During such emergencies, the community might be able to ease the pressure on the professional responders with some community self-help – such as looking after fire evacuees in the community hall, rather than having them transported to a formal emergency rest centre.

There may be occasions or events when circumstances - such as those due to extensive flooding, storm damage or deep snow – may delay the arrival of outside assistance and the community will need to look after itself until the usual responders arrive.

A Community can do both of these more effectively if it has an emergency plan.

This guidance should be read in conjunction with the template plan. It will first consider the assessment process required to identify hazards, the vulnerable and resources. It will then talk through the writing of the emergency plan itself.

2. INITIAL STEPS

Prior to writing any plan the planner will need to undertake three assessments – one to identify the hazards for which the plan will mitigate, the second to identify whether there are any members of the community who are particularly vulnerable and the third to identify what resources are available to the planner in the response.

The information derived from these assessments will be used to prepare the plan details. They should be included as annexes to the emergency plan itself (see the emergency plan template).

3. LOCAL RISK ANALYSIS

The Risk Analysis process is an important part of establishing what is needed in the plan, how you might respond and whether there is anything that can be done to prevent an emergency occurring in the first place. It has the added benefit of raising awareness to the hazards and possible impacts in your unique local area.

The first stage is to identify any particular hazards that might cause an emergency – it may be useful to plot them on a map. Obvious ones are watercourses, busy roads, local industrial premises/sites, a nearby airfield etc. Other generic hazards may affect the entire community (heavy snow / power cuts) or any part of it (significant house fire).

Once that has been done, consider each in turn as per the table below.

By analysing each hazard in turn, it is possible to consider the likely impact of a specific hazard on the community and therefore any actions required to minimise that impact – such as, to evacuate or shelter.

Where this relates to a specific hazard it would be possible to identify a specific response (e.g. evacuate to Scout Hut). Where the hazard is more generic then a more generic response would be required with a range of options available (e.g. evacuate to one of the identified community shelters). This also allows for flexibility for those events that are totally unexpected.

Note column (e) provides the opportunity to identify how the impact of an incident might be reduced *before* it even occurs – for example, the community could make better use of the Fire & Rescue Service's home safety visits.

Advice and guidance is available from a number of sources – see final page.

What is the hazard ?	Where is it?	Where is it affecting?	What are the consequences / impact?	What can we do to mitigate the impact before an incident?	What can we do to mitigate the impact after an incident?
(a)	(b)	(c)	(d)	(e)	(f)
River x	*Runs through village y*	*Flood zone in village y*	*Flooding of 30 properties and primary school*	*Advise on purchase of flood boards / defences; residents to register with Environment Agency…*	*Evacuate to Scout Hut; provide shelter, food & tea for up to 50 people…*
Heavy snow	*Affects entire area*	*Affects entire area*	*Movement around community; residents house bound; getting food from shop*	*Ensure have personal resilience plans / spare food; advise not to allow oil supply to drop too low; purchase salt / grit / snow shovel…*	*Coordinate visits to identified vulnerable people; organise food delivery; liaise with voluntary group; clear footpaths; keep community informed…*

4. IDENTIFYING THE VULNERABLE

In an emergency, it is important to be mindful of the vulnerable members of the community. Vulnerability is a difficult concept to define categorically so common sense has to apply, but definitions would usually include the very old, the young, those with disabilities etc. In many communities, those who would need extra support in an emergency are probably already known, but in other communities they may not be.

For data protection reasons, it would be inappropriate to maintain lists of "vulnerable" people. It would also be difficult to maintain such lists. However, it would be possible to maintain a list of businesses / organisations, such as care homes, schools or community hospitals where vulnerable people may be staying.

It would be hoped that in an emergency good neighbourliness will be the order of the day and neighbours will look after each other.

However, the plan should provide for a system for both checking on the vulnerable and providing a means of informing the Emergency Management Team of possible vulnerable people.

The plan should therefore include arrangements for door-to-door checks in an emergency, in order to identify anyone in need of special assistance. Volunteers could be used to undertake this activity, working in pairs. The Emergency Management Team should coordinate this.

The Emergency Management Team should also organise a contact number / email address / process for reporting vulnerable members of the community for whom there is concern. Note that this should not have priority over the emergency services number or the County Council Emergency duty team number (for reporting vulnerable adults, children or young people for social worker assistance).

Where are the vulnerable?	Why are they vulnerable?	Can their vulnerability be reduced and how?	Point of contact for vulnerable
(a)	(b)	(c)	(d)
Care Home A	*Elderly / in care*	*Care Home Business Continuity Plan*	*A Person 01296 xxx xxx*

5. LOCAL SKILLS & PEOPLE RESOURCES

It is very useful to identify volunteers who may be able to help in an emergency / event. These may be individuals with or without specific skills or organisations or businesses who would be willing to support the community in some way.

Voluntary organisations / groups / clubs may also be willing to help.

A list of people with useful skills should be maintained (with their consent). The type of experience and skill base that may prove useful to the community include:

- Doctors
- First Aiders (e.g. St John, Red Cross)
- Nurses
- Social Workers (qualified)
- Vets
- Volunteers (e.g. Women's Institute / WRVS)
- Radio amateurs
- Fire Fighters
- Electricians
- Plumbers
- Mechanics
- Farmers

6. LOCAL RESOURCES / WORKS EQUIPMENT & LABOUR

Together with the skills and experience offered by the local people, an equipment list, including who owns it, is key to the whole plan.

Examples of what might be available locally are:

Equipment	Source	Comments
Portable Generators	Farmers, builders, local residents,	
Water Pumps	Farmers	
Lighting	Farmers, builders and light industry	
Sandbags & Sand	Farmers, builders, garden centre, nurseries	If the area is flood prone then householders should keep their own ready stocks of empty sandbags
Food/Drinking Water	Local shops, hotels, pub, clubs	
Alternative Water	Private wells, lakes & ponds	Unless certified as potable such water should be boiled or otherwise treated
Medical Supplies	Chemist, doctor, vets, community hospitals	
Two – way Radio	Radio Amateurs, commercial vehicles, farmers	
Heating & Fuel Stocks	Farmers, Schools, hotels, residents	
Chain Saws	Farmers, tree surgeons, residents	
4 x 4 Vehicles	Farmers, Private owners	Owning a 4 x 4 does not confer off-road driving skills. Identify skilled drivers.
Tractors / Trailers / Ropes	Farmers, tree surgeons	
Boats	Private owners, sailing, rowing, canoe enthusiasts	Ask residents even if there are no local lakes/rivers etc in your area

7. LOCAL COMPANIES FACILITIES / CONTACTS

In addition to the list of skilled people and practical resources it is useful to list the contact details of local businesses that may be able to assist in an emergency.

Such businesses may be willing to provide supplies and / or facilities or they may offer up their staff with important skills, such as first aiders.

8. AIM AND OBJECTIVES OF THE COMMUNITY EMERGENCY PLAN

Aim:
To provide a framework to cope with emergencies or events affecting the community.

Objectives:
- To establish a community emergency management team that will coordinate the community response and liaise with the emergency services / local authorities as appropriate.
- To identify actions required to minimise the harm from identified hazards or threats.
- To establish a means of identifying vulnerable people in the community with a view to supporting them in an emergency.
- To identify resources in the community that would be available to minimise the severity of the emergency.
- To establish key contact details for the Emergency Management Team, key community resources, the emergency services and local authorities

Note:
1. All emergency plan examples should be considered as a guide, as circumstances and resources will vary.
2. It is not expected for the community to respond to incidents where they would be putting themselves in harms way, nor should they anticipate participating directly in the response of the emergency services to an emergency. On the arrival of the emergency services, the Emergency Management Team should make themselves available to the emergency services whilst continuing to support the community away from the emergency.

9. CONTROL AND CO-ORDINATION

Emergency Management Team

The Parish/Town Council should identify an Emergency Management Team – these people tend to be the natural leaders of the community and will come together in a crisis to manage the community's response to the incident and act as a link between the statutory emergency response agencies and the community.

Ideally there will be an identified Emergency Management Team leader, with nominated deputy, who will lead the coordination of the community response.

Within the Emergency Management Team, specific roles should be delegated to individuals (although there may be some with multiple roles). Such roles may include:

- Team leader
- Deputy team leader
- Liaison with voluntary organisations / helpers
- Liaison with emergency services / local authority / NHS
- Liaison with community centre / rest centre

The Emergency Management Team should be prepared to respond to an emergency quite quickly. For example, with rapidly rising floodwater the Emergency Management Team would need to make quick decisions and start to take action. Many lives were saved in Boscastle (Cornwall) in August 2004 when flash flooding inundated the village and decisive action by a few ensured that most people were evacuated just in time.

The Emergency Management Team should identify a suitable location from where they can operate. This should have:

- A number of phone lines.
- Good mobile phone coverage.
- Email / internet connectivity.
- Tables, chairs, wall space (for maps, black boards and / or flip charts for lists etc.)
- Stationery (paper, pens, note pads etc.)
- Catering equipment (for extended operations)
- Toilets

However, if circumstances permit, the Emergency Management Team could call a community meeting to tell people what is happening and what actions are proposed. If properly conducted, this will allow some debate, any good suggestions to be taken on board and the agreement of at least a majority to the proposed response.

10. PLAN OWNERSHIP & MAINTENANCE

One person in the Emergency Management Team should have overall responsibility for writing the community emergency plan and keeping it up to date. The contact details of this person or persons should be kept with the Emergency Plan as a point of contact for enquiries.

11. EMERGENCY PLAN ACTIVATION CONTACTS

The names, addresses and telephone numbers of those who will be contacted to activate the plan should be listed and kept up to date. These will include the Emergency Management Team, who will come together in an emergency to assess the situation and decide what needs to be done.

It is worth ensuring that the local authority and / or emergency services have a 24 / 7 contact number with which they can contact the community. Talk to your local authority about who best should hold this information.

12. ACTIVATION TRIGGERS

It is essential to state when and how the plan will be activated and by whom. Although it is advisable to share your plan with the police and local authorities who may request activation of the plan, it should also be possible for the community response to be activated by the community itself.

You need to identify:

- When your plan should be activated. This can be a number of scenarios, such as:
    - A serious fire in the community.
    - Severe flooding – real or anticipated.
    - Heavy snow.

- On request by the emergency services / local authority.
- On request by a substantial element of the community.

- Who activates the plan – usually the 24 / 7 contact, Emergency Management Team leader or deputy.
- How the plan is to be activated – immediate actions of the activating person and Team should be stated. Depending on the situation, this may be a formal / informal meeting or series of telephone calls to initiate a series of activities.

Putting the emergency plan into action is unlikely to be a neat and tidy operation. The emergency may be so sudden that the Emergency Management Team may not actually manage to get together until after the first stage of confusion and chaos, during which people are generally focussed on protecting themselves and their property. Only then may realisation come that outside help is thin on the ground, or absent altogether, and the community will need to help itself.

13. SAMPLE TELEPHONE TREE

The sample telephone tree is included as an example of how the plan may be activated using a tried and tested method.

The emergency plan should contain the contact details of the members of the emergency team who form the first point of contact in an emergency. That person will then contact a number of others who will each have their own list of people to contact, the people that they contact may simply be their immediate neighbours, this eliminates the need to have all contact details held within the plan and it may serve as a useful way to contact an check on vulnerable people in the community.

14. FIRST STEPS IN AN EMERGENCY

This section is an aide memoire for those who are listed in the plan as being the first point of contact in activating the plan. Emergencies could happen at any time and it is useful to have a short one sheet reminder of the first steps to take to begin the activation of the plan.

15. FIRST STEPS IN AN EVACUATION

The evacuation and provision of shelter to those who have evacuated is one of the most common emergency responses. Those immediate places of shelter and contact details for keyholders should be listed in the plan. This section is to be used as a checklist of actvities in such an event.

16. COMMUNITY REST CENTRES

One of the most common consequences of an emergency is an evacuation with the requirement to provide temporary shelter for those evacuated. Often it is best (more comfortable) for evacuees to stay with family or friends. Where there is a need to provide temporary accommodation, the Local Authority will set up a rest centre in a pre-identified location and will organise transport. However, this may not be in the local community and the temporary accommodation is unlikely to be much better than what is available locally.

The community may decide they would prefer to evacuate to another location within the community itself. If this decision is made, then the Emergency Management Team should make this known to the emergency services. Provided this does not put the lives of the evacuees or the emergency services in further danger, the emergency services would be only too happy to know that the community was looking after itself. The local authority would then organise itself to support the community in situ, rather than set up an alternate rest centre.

The community therefore should identify possible appropriate locations which could be utilised as temporary accommodation for evacuees. Such premises could be:

- Community Centres
- Village Halls
- Scout Huts
- etc

The type of heating (gas / oil / coal) in each building should be noted, in case of loss of a main service. The resources & equipment that would be of use when providing an emergency shelter are:

- Blankets & Pillows
- Camp beds
- Kitchen facilities, including utensils etc
- Waste Disposal
- Radio & TV (with battery capability)
- Heating Equipment
- Lighting Equipment
- Toilets
- Fire Fighting Equipment
- Provision for housing pets

17. USEFUL NUMBERS

In addition to the important local contact details the plan should contain contact details of organisations with an emergency response role including local utility companies and the Environment Agency.

18. DRAFT AGENDA FOR FIRST MEETING OF COMMUNITY EMERGENCY GROUP

This section simply provides the Emergency Management Team with a starting point in the event that a meeting is called to consider the response to an emergency, this is most appropriate in the event of a 'rising tide' emergency like a pandemic or in the event of a prologed wide area event which has an significant impact on the area for a long time.

19. ALTERNATIVE ARRANGEMENTS FOR STAYING IN CONTACT IF USUAL COMMUNICATIONS HAVE BEEN DISRUPTED

This section highlights the fact that many types of emergency have the potential to affect communications networks. It is important to remember that mobile phone masts connect to the landline network which means that if landlines are down mobile phones will not work either.

If telephones and mobile phones are affected and road traffic is not moving freely, communications within the community, and to outside organisations may be difficult.

Maintaining a listening watch to local and national radio stations will enable the community to assess the general situation, and also to hear messages from the emergency services and local authorities. Social media (internet, email, "smart phones", "Facebook", "Twitter") are fast becoming the most up-to-date means of monitoring the news.

In a worst case scenario, when telephones / email etc are not working, communications within the community can be maintained by issuing written or verbal messages through a system of runners. Consider using the community notice-board for public information.

Communications outside the community can be maintained by passing messages via amateur radio operators (such as RAYNET) or CB radio owners in the affected community, to others in the surrounding area and the emergency services. Some commercial vehicles also have radio equipment installed, such as British Telecom, Gas Board, Electricity, etc, that are linked to control rooms, so it may be worth considering this when thinking about communication plans.

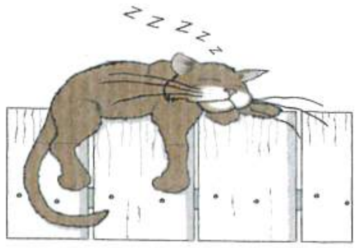
20. MAPS

It may be useful to include local maps with the plan especially if hazards, vulnerabilities and important assets like rest centres are marked on the maps.

21. ADDITIONAL SECTIONS YOU COULD CONSIDER ADDING

- First Step to protect the vulnerable
- First steps during a flood
- First steps during a pandemic influenza
- List of Community Organisations responsible for caring for the vulnerable

22. PETS AND LIVESTOCK



Pets are invariably regarded as part of the family, and for farmers a prize herd represents years of work and personal commitment. In a life-or-death situation the first priority will naturally be to save human beings, but owners will be very reluctant to abandon their animals and it is therefore a good idea to include them in your planning.

For all animals the prime needs are likely to be temporary shelter / containment, followed by veterinary attention, food and water. If your community includes premises such as boarding kennels, stables, breeding establishments and / or livestock farms / holdings, owners should consider:

- any local threats
- how they would evacuate animals to a place of safety, and
- if their premises could be used for other animals from a nearby emergency.

23. HEALTH & SAFETY

Emergency situations by their very nature can be dangerous. People will take greater risk to help each other than they might in normal circumstances. Emergencies can be exciting, leading some people to lose their common sense – which can quickly turn a responder into a casualty / victim.

Where plant, machinery and special purpose vehicles are used it is vital to ensure, where possible, that people using them are experienced, trained and qualified and that someone is keeping an overall watch on safety issues. If there is time, think through what is being attempted, what might go wrong and what can be done to reduce the chances of something untoward happening.

For example – the use of a small boat in flooded streets. This may involve wading and unlike lakes / ponds, moving floodwater can be extremely powerful. There are often unseen obstructions and entanglement, many of them are hard or sharp which can cause serious injury. Flooding will often dislodge inspection covers, into which people can fall and become trapped. Remember, floodwater will probably contain raw sewage, so rescuers need to ensure they wash and disinfect themselves and equipment after exposure.

To protect the health and safety of your community – draw up some standard safety check lists and include them in your plan.

24. TESTING THE PLAN

Once the plan is written, and the Emergency Management Team are happy with it, it's a good idea to test it. Thinking up a suitable scenario and having the Emergency Management Team talk through a proposed response may be all that is necessary to check that a plan is workable. Doing this will inevitably expose some gaps, and additional ideas may flow that can be written in.

The plan should be updated regularly so that contact and resource information is current, and it should also be reviewed following any significant changes to the local infrastructure (such as new building development, a new road layout, change of use in industrial premises, alterations to water, gas or electricity distribution arrangements etc.)

If there are any really significant local hazards it may be worth holding a live exercise to test all or part of the plan. The most useful elements to test "live" are those concerning contact and co-ordination arrangements. Just having a surprise call out one evening to get key people to come to the control point will test the accuracy of the contacts list and whether people remember to write things down properly and bring the right things with them.

It is difficult to hold live exercises involving the whole community, as these often turn into just a fun day out, and generally this would not be recommended for a community plan unless there was a clear need for people to practise a specific drill such as a rapid evacuation. However, in that case the hazard will most likely already be included in the emergency services and local authority emergency plans and will be subject to their testing and exercising programme.

25. KEEPING THE COMMUNITY INFORMED

Once your plan is finished you will need to let the community know. It may not be practical to give a copy of the plan to every household, so take advantage of Parish Newsletters, notice boards or develop a special leaflet to let people know that there is an emergency plan, and who is responsible for it. Perhaps an edited version (with any confidential or personal information removed) can be published and copies placed in key meeting places, such as churches, the local shop or pub etc. Doing this will probably generate further questions, but the process of answering will only add to improving the plan.

APPENDIX C

Project List Chepping Wycombe Parish Council 5 year plan			2022 - 2027			
	2022/23	2023/24	2024/25	2025/26	2026/27	
Green Dragon Playground	10k					May be able to fund with grants and not need these costs
Office Remodelling	50k					Needs to be complete by end of 22/23 finincial year
Derehams Rejuvenation	45k	10k	10k	10k	10k	Initial stage finish by 2023/24 at latest, further plans may take longer
Community Board Projects	5k	5k	5k	5k	5k	Ongoing projects need to be brought forward, contributory fundng only required at present
Skate Park	2k	38k				Depending on whether joint project or sole and whether funding avaible
Car Park Green Dragon	5k					Project by football club but may need help with funding or grants
Footpaths (Jeff)		10k				May be able to include application to Community Board to part fund
WW2 Memorial Tylers Green		2k				Needs to be worked up and maybe in association with Residents Society
LW Bollards Station / Queensmead Rd		4k				These are to be located at edge of kerb from Station Rd crossing round Queensmead Rd past our memorial
Refurbishing Broxap bins @ £250 each			2k	2k		It may be that we can provide a contribution to the refurb cost of each bin rather than £250 each
Bus shelter provision / replacement			20k	20k		Dependant on passenger number recovery
Lean to (adjacent to depot)						

APPENDIX D

DATED 2021

(1) CHEPPING WYCOMBE PARISH COUNCIL

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB

LEASE

relating to

Green Dragon Lane Sports Ground

Green Dragon Lane

Flackwell Heath

THIS LEASE is made the day of Two Thousand and twenty one

BETWEEN

(1) CHEPPING WYCOMBE PARISH COUNCIL of Chepping Wycombe Council Offices Cock Lane Penn High Wycombe HP10 8DS ("the Landlord") and

(2) FLACKWELL HEATH MINORS FOOTBALL CLUB ("the Club") acting by the signatures of

a) [Chairman]

b) [Secretary]

and c) [Treasurer]

("the Tenant")

1. In consideration of the rents payable in this Lease and of the Tenant's obligations hereinafter contained in it the Landlord lets to the Tenant for use all the building known as the Green Dragon Lane Sports Ground and Pavilion, Green Dragon Lane, Flackwell Heath, Bucks (together known in this Lease as "the Property") shown for identification purposes only edged red on the annexed plan ("the Plan) which comprises:
   a) The Pavilion and Club with changing and toilet facilities (collectively known as "the Pavilion" and shown coloured brown on the Plan
   b) The Sports Field ("the Sports Field") as shown hatched green on the Plan;
   c) The Car Parking Area ("the Car Parking Area") as shown coloured blue on the Plan; and
   d) Play area ("the Play Area") as shown coloured in pink on the Plan

TO HOLD for the term often years from 1 April 2020 ("the Lease Period") subject to determination as hereinafter provided paying to the Landlord from 1 April 2021 the yearly rent in advance of Three thousand four hundred and six four pounds per annum (£3,464.00) on 1 April 2021 or the appropriate proportionate part of the annual rent calculated daily on the date hereof and thereafter the yearly rent as provided in Clause 9.

TOGETHER with a right of way for all purposes at day and night with or without vehicles and on foot in connection with the use of the Property and the adjacent sports ground over and along the land coloured brown on the Plan

SUBJECT TO Juniper Hill School Flackwell Heath having the occasional use of the Car Parking Area for drop off and pick up of pupils during term time. The rent is to be increased in accordance with Clause 9

TENANT'S OBLIGATIONS

Payments:

1. The Tenant is to pay the Landlord:

1.1 The rent

1.2 The insurance charge in accordance with Clause 3 together with the cost of any insurance revaluation undertaken by the Landlord (and these are to be paid as rent) and

1.3 the cost of any works to the Property which the Landlord does if the Tenant defaults.

1.4 Value Added Tax on any payments made by the Tenant to the Landlord should the Landlord become legally obliged to charge it.

2. The Tenant is also to make the following payments with Value Added Tax where payable:

2.1 All periodic rates taxes and outgoings relating to the Tenant's use of the Property including any imposed after the date of this Lease (even if of a novel nature) to be paid promptly to the authorities to whom they are due

2.2 The cost of the grant renewal of continuation of any Justice's or entertainment licence or other registration for the use allowed to be paid promptly to the appropriate authority when due.

2.3 The costs of the supply (including meter and maintenance) of water, gas, electricity and any other utilities to the Property.

Insurance and Insurance Charge

3. The Landlord and the Tenant agree that:-

3.1 The insurance charge is the amount paid by the Landlord for insuring the Property by the Landlord in complying with its obligations under Clause 12.

3.2 The insurance charge shall be paid within 28 days of demand.

3.3 The Tenant will ensure that the Landlord is notified annually or promptly on request from time to time with the names and addresses of two keyholders to the Property (Pavilion and gate).

Use

4. The Tenant is to comply with the following requirements as to the use of the Property and any part of it and it is not to authorise or allow anyone else to contravene them.

4.1 (a) To use the Pavilion as a sports pavilion comprising a clubroom and licensed bar, changing rooms and toilet facilities.

(b) To use the Sports Field for the playing of football or such other sports as the Landlord may agree from time to time.

(c) To use the Car Parking Area for the parking of private motor vehicles in connection with the use of the Pavilion and the Sports Field and for no other purpose

4.2 Not to do anything which might invalidate any insurance policy covering the Pavilion or its use or which might increase the premium.

4.3 Not to use any part of the Property for any activities which are dangerous, offensive, noxious, illegal or immoral or which are or may become a nuisance or annoyance to the Landlord or to any neighbouring property.

4.4 Save for any that currently exist not to display any signs on the outside of the Pavilion unless the Landlord consents to them in writing (and the Landlord is not entitled to withhold that consent unreasonably).

4.5 Not to overload the floors or walls of the Pavilion.

4.6 To comply with the terms of every Act of Parliament order regulation byelaw, rule, licence and registration authorising or regulating how the Pavilion is used and to obtain renew and continue any licence or registration which is required for such use.

4.7 To insure its contents at the Pavilion and to maintain public liability insurance cover [of not less than five million pounds (£5,000,000) in respect of their use and other persons permitted by them to use the Pavilion and the Sports Field and the Car Parking Area, and to produce to the Landlord, on request, details of the public liability cover

4.8 Subject to the limitations in Clause 16.5 to indemnify the Landlord against all costs claims or loss for damages to a person or that persons property incurred directly or indirectly out of any injury or loss sustained whilst on the Property provided that person is authorised by the Tenant to use the Property or any part of it.

4.9 To keep the Pavilion supplied with such firefighting equipment and alarms as may be required by the Landlord's insurers and the fire authority (or as the Landlord may reasonably require) and to maintain such equipment to its satisfaction and in efficient working order and at least once in every twelve months to cause the firefighting equipment to be inspected by a competent person.

4.10 Following the initial provision by the Landlord of the certificates for the electrical and gas installation (including the central heating and hot water boiler systems) to obtain further certificates as required by the initial or previous certificates as the case may be or as required by law or the supplier and to produce the same to the Landlord on request.

4.11 To carry out annual safety checks to the electrical equipment at the Property.

4.12 To ensure that members and visitors parking vehicles at the Property without causing a nuisance, obstruction or hindrance to local residents and do not at any time park on the grass or other verges whether the car park is full or not.

Access

5. The Tenant is to give the Landlord or anyone authorised by it access to the Property

5.1 for the following purposes:

(a) inspecting the condition of the Property or how it is being used.

(b) carrying out works

(c) complying with any statutory obligation

(d) valuing the Property whether for insurance purposes or otherwise.

5.2 and on not less than seven days' prior written notice except in cases of emergency when no notice shall be required;

5.3 and the Landlord is promptly to make good all damage caused to the Property and any of the Tenant's goods there in exercising these rights

5.4 The Tenant is to give access to the Sports Field and Car Parking Areas (if applicable) to the tenant pursuant to the terms of any lease agreement made between Chepping Wycombe Parish Council and a mobile telephone network operator

5.5 The Tenant will give access to the Sports Field to the Southern Electricity Board pursuant to the Deed of Grant referred to in Clause 8.4 hereof.

5.6 The Tenant is to give access to the Sports Field alone to the public for recreational purposes when not in use for the Tenant's organised activities.

Condition

6. The Tenant is to comply with the following duties in relation to the Pavilion:

6.1 To maintain the Pavilion in a good state of repair and condition.

6.2 To decorate the inside and exterior of the Pavilion in the last three months of the lease period or every five years should the lease be continued (however it ends) save to the extent that is has been decorated in the previous year.

6.3 When decorating the exterior of the Property the Tenant is to use the colours and the types of finish used previously.

6.4 To carry out works to the Property which any authority acting under an Act of Parliament requires.

6.5 But the Tenant need not:

(a) alter or improve the Property.

(b) make good damage caused by an insured risk except to the extent that the policy monies have not been paid because of any act or default of the Tenant.

6.6 If the Tenant fails to do any work which this lease requires it to do and the Landlord gives it written notice to do it the Tenant is to:

(a) start the work within two months or immediately in case of emergency and

(b) proceed diligently with the work.

(c) in default permit the Landlord to do the work at the expense of the Tenant.

6.7 Not to make any alterations or additions to the Property or the Sports Field unless with the Landlord's prior consent in writing (and the Landlord is not entitled to withhold that consent unreasonably).

6.8 To carry out any work required by this Lease in accordance with the then legislative requirements.

6.9 To maintain the Sports Field for the purposes of playing football ~~.~~

6.10 To maintain the Car Parking Area in a reasonable state and condition.

6.11 To ensure that the Property is kept clear of litter and debris at all times and particularly after organised activities shall have taken place

6.12 To ensure that the vehicle gates are securely locked except during matches or training sessions or for grounds' maintenance. To regularly change the code on the lock and advise the Landlord of each change of the code. Should the Property be occupied by trespassers the Tenant shall be responsible for their removal and any damage caused by them

Transfer and underletting

7. The Tenant is to comply with the following:

7.1 The Tenant is not to share occupation of the Property or any part or parts thereof and save as referred to in this clause no part of it is to be transferred sublet or occupied separately from the remainder.

7.2 the Tenant is permitted to transfer this Lease to Trustees of the Club from time to time.

7.3 Occupation by others of the Pavilion is permitted on the following basis only:

(a) to responsible adults and organisations (in this clause called "the Occupiers").

(b) priority is to be given to Occupiers serving the local community

(c) the Occupiers are to comply with the terms of this Lease

(d) The Club are to advise the Landlord of all such Occupiers on a regular basis and promptly on demand and to account to them for 40% of the hiring fees with independently verifiable evidence of such fees.

7.4 To actively encourage Occupiers of the Property to ensure that it is used beneficially for the local community and in particular the Tenant shall take into account any recommendations or referrals from the Landlord

7.5 The Tenant is responsible for all the transfer and underletting arrangements but if no agreement can be arrived at after a reasonable time for negotiation and discussion then the Landlord may determine such arrangements.

Other Matters

8. The Tenant:

8.1 is to give the Landlord a copy of any notice concerning the Property as soon as it receives it.

8.2 is not to apply for planning permission relating to the use or alteration of the Property or the sports ground unless the Landlord gives prior written consent .

8.3 Will surrender to the Landlord on demand with vacant possession and free from encumbrances the part of the Property shown coloured pink on the attached plan marked "plan B" for the development of a childrens' play area by the Landlord

8.4 The Property is subject to a Deed of Grant dated 29th October 1979 made between Chepping Wycombe Parish Council (1) Southern Electricity Board (2) ("Deed") and the Tenant shall not carry out or allow to be carried out any activity on the Property which shall be in breach of the Landlord's obligations under the terms of the Deed.

Rent Review

9. The rent payable is to be reviewed as follows:

9.1 For the purposes of this clause the terms defined in this sub-clause have the meanings specified

(a) "the Base Figure" means £3,464.00.

(b) "the Increase" means the amount, if any, by which the Index for the month preceding the relevant review exceeds the Base Figure.

(c) "the Index" means the Index or Retail Prices published by the Department of Employment of any successor Ministry or Department.

(d) "the First Review Date" shall be 31 March 2022 and subsequent review dates shall be annually thereafter.

(e) "a Review Period" means a period beginning on any review date and ending on the date before the next review date, and qualified uses of the terms are to be construed accordingly.

9.2 Ascertaining the Rent

(a) The Rent

Until the First Review Date the rent is to be the initial rent of £3,464.00 per annum and thereafter during each successive Review Period the rent is to be a sum equal to the greater of the rent payable under this Lease immediately before the relevant review date or the revised rent that is ascertained in accordance with this clause.

(b) The rent for a Review Period is to be the initial rent of £3,464.00 plus the amount that bears the same proportion to the initial rent as the increase bears to the Base Figure.

9.3 Changes in the Index

If the reference base used to compile the Index changes after the date of this Lease the figure taken to be shown in the Index after the change is to be the figure that would have been shown in the Index if the reference base current at the date of this Lease had been retained.

9.4 The parties acknowledge that the initial rent of £3,464.00 is less than the open market rental for the Pavilion, Sports Field and Car Parking Area and is based upon the Tenant being a non-profit making organisation and if at any time the Tenant is found to cease to be a non-profit making organisation but becomes a profit-making organisation then the Landlord can call for a review of the rental on the review date to an open market valuation for the Property and such open market rental shall then become the annual rent which shall then be subject of review as hereinafter provided.

9.5 For the purpose of clauses 9.4 and 16.6 hereof the definition of non-profit making organisation is one where the income of the Tenant is raised from its members by way of subscription or donation or fund raising activities and occupational arrangements with local community groups who pay for the use of the facilities of the Property PROVIDED ALWAYS THAT the Tenant does not distribute its surplus income by way of a dividend or distribution to its members.

9.6 For the purposes of clause 9.4 hereof open market valuation is defined as a rental payable by a profit-making organisation and in the event of the parties hereto failing to agree upon the level of an open market rental within six months of the Landlord calling for a review of the rental to an open market rental the matter shall be determined by an Arbitrator appointed in accordance with Clause 16.4 hereof.

9.7 Arbitration

If it becomes impossible to calculate the rent for any review period by reference to the Index because of any change in the methods used to compile the Index after the date of this Lease or for any other reason whatever, or if any dispute or question whatever arises between the parties as to the amount of the rent for any review period or open market rental or the construction or effect of this clause, then the rent for that review period or the disputed matter is to be determined by the arbitrator in accordance with clause 16.4.

Damage

10. If the Pavilion is damaged by any risks to be insured under Clause 12 and as a result of that damage the Pavilion or any part if it cannot be used for the use allowed,

10.1 the rent or a fair proportion of it is to be suspended until the Property is fully restored.

10.2 If at any time it is unlikely that the Property will be fully restored the Landlord (so long as it has not willfully delayed the restoration) or the Tenant may terminate this Lease by giving three months' notice to the other in which case:

(a) the insurance money belongs to the Landlord and

(b) the Landlord's obligation to make good damage under clause 12 ceases.

10.3 Any dispute arising under any part of this clause is to be decided by arbitration under clause 16.4.

LANDLORD'S OBLIGATIONS FOREFEITURE AND DETERMINATION

Quiet Enjoyment

11 While the Tenant complies with the terms of this Lease the Landlord is to allow the Tenant to possess and use the Property without lawful interference from the Landlord.

Insurance

12. The Landlord agrees with the Tenant;

12.1 the Landlord is to keep the Property [and the sports ground] insured with reputable insurers to cover;

(a) full rebuilding site clearance professional fees Value Added Tax and three years' loss of rent;

(b) against fire, lightning, explosion, earthquake, landslip, subsidence heave, riot, civil commotion, aircraft, aerial devices, storm, flood water, theft impact by vehicles damage by malicious persons and vandals and third party liability and any other risks reasonably required by the Landlord so far as cover is available at the normal insurance rates for the locality and subject to reasonable excesses and exclusions;

12.2 and to take all necessary steps to make good as soon as possible damage to the Property caused by insured risks except to the extent that the insurance money is not paid because of the act or default of the Tenant.

12.3 To give to the Tenant at its request once a year, particulars of the insurance policy and evidence from the insurer that it is in force.

12.4 That the Tenant is not responsible for any damage for which the Landlord is compensated under the insurance policy.

Services

13. The Landlord is to maintain the state and condition of the boundary hedges and trees marked with an inwards "T" on the Plan.

Forefeiture:

14. This Lease comes to an end and the Landlord is entitled to take over the Property IF;

(a) payment of any rent is twenty one days overdue;

(b) the Tenant has not complied with the terms in this Lease.

End of Lease

15. When this Lease ends the Tenant is to:

15.1 return the Property to the Landlord leaving it in the state and condition in which this Lease requires the Tenant to keep it.

15.2 (If the Landlord so requires) Remove anything the Tenant fixed to the Property and forthwith make good any damage which that causes.

LANDLORD

16.1 The Landlord includes the person who at any particular time has the right to receive rent under this Lease.

TENANT

16.2 The Tenant includes the person who at any particular time is given the right by this Lease to possess the Property.

SERVICE OF NOTICES

16.3 The rules about serving notices in Section 196 of the Law of Property Act 1925 (as amended) apply to any notice given under this Lease.

ARBITRATION

16.4 Any matter which this Lease requires to be decided by arbitration is to be referred to a single arbitrator under the Arbitration Acts. The Landlord and the Tenant may agree the appointment of an arbitrator or either of them may apply to the President of the Royal Institute of Chartered Surveyors to make the appointment

LIABILITY OF TENANT

16.5 It is agreed that the liability of the Tenant and its signatories hereto being officers of the Club shall be limited to the extent of the assets of the Club and the proceeds of any Public Liability insurance cover maintained by it.

LANDLORD'S BREAK OPTION

17. The Landlord may determine this Lease on 31 March 2025 on giving to the Tenant not less than [six/three months'] prior written notice whereupon this Lease shall cease and determine but without prejudice to the rights and remedies of either party against the other in relation to antecedent matters

GRANT STATEMENT

18 The Landlord and the Tenant wish to record that the initial rent of £3,464.00 has been agreed to reflect a reasonable return to the Landlord of the cost to it of constructing and laying out the Property and that it does reflect that the Tenant is a non-profit making organisation as defined in Clause 9.5 hereto. It is the intention (but not legally binding) that the Landlord (as a public body) will annually give grants to the Tenant, a maximum rebate of 50%, being part of the rent to offset the cost to the Club in recognition that it provides sporting facilities to over 60% of their members with the Landlord's parish area. This rebate shall be a sliding scale decreasing to 40% if the percentage of membership from the Landlord's parish area falls to between 40% and 60%. In connection with such grant the Tenant shall notify the Landlord promptly on an annual basis of the number of children registered as members of the Club using the facilities at the Property, and the Tenant shall also advise the Landlord whether or not it retains its non-profit making status. Such grant will depend upon the strict compliance with the terms of this Lease by the Tenant.

19. LANDLORD & TENANT ACT 1954

Exclusion from Landlord and Tenant Act 1954

19.1 The Landlord and the Tenant confirm that:-

(a) on 2021 the Landlord served on the Tenant the notice referred to in Section 38(A)(3)(a) of the Landlord and Tenant Act 1954 (as amended) applying to the tenancy created by this Lease before the Tenant entered into this Lease or became contractually bound to do so

(b) the Tenant or a person duly authorised by the Tenant to do so made a statutory declaration dated 2021 in accordance with the requirements of Section 38(A)(3)(b) of the Landlord and Tenant Act 1954 (as amended) and

(c) there is no agreement for lease to which this Lease gives effect

19.2 Where the said statutory declaration was made by a person other than the Tenant the Tenant confirms that such person was duly authorised by the Tenant to make the said statutory declaration on its behalf

19.3 The Landlord and the Tenant agree that the provisions of Sections 24 to 28 of the Landlord and Tenant Act 1954 (as amended) are excluded in relation to the tenancy created by this Lease

Signed as a deed by
the Chairman
Of the Tenant ....
In the presence of;

Treasurer of the
Tenant ....

Secretary of
The Tenant ....

Signed as a deed by the said
KATRINA WOOD the Chairman
of the Landlord: ....

Signed as a deed by the said
DAVID JOHNCOCK the Vice-chairman
of the Landlord: ....

In the presence of: ....
WENDY THOMPSON, Clerk of the Council

APPENDIX E

Final Draft Amendment 1

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at FH COMMUNITY LIBRARY on TUESDAY JAN 18th 2022

		ACTIONS
1. Welcome:	**DJ welcomed everyone to the meeting and informed members, with great regret, of the sudden death of colleague and CWPC Councillor Robert Kin. One minutes silence was observed in his memory and recommendation made that a card of condolence be sent to his family and our sincere sympathies be expressed.**	**DJ**
Apologies:	**Apologies were received and accepted from Alan Cecil and Alastair Strauss.**	
2. Appointment of Minute Taker:	**BH offered to take the Minutes.**	
3. Minutes of the Previous Meeting	**The Minutes of the Previous Meeting on 29 November 2021 were approved as a true record of the meeting.**	
4. Matters Arising:	**Item 4: IF has not been able to progress this action so far. JS will take this up with Lee Turnham. We need to establish if the data collected is required? It has been considered necessary in order that TVP might follow up on areas where speeding issues were recurring.**	**JS**
	Item 7: DJ has received quotes for funding for signage for three villages; £1600 for 15 signs. DJ will check the details within the quote and forward to the Community Board Coordinator for action.	**DJ**
	Item 8: IF is willing to take the lead on MVAS, following the announcement of the passing of Bob Kin. IF has the knowledge and experience	**IF**
	Item 10: DJ had submitted an example of scamming to AS, as requested. AG said that one county had put out a very useful and informative article. AG will forward link to AS.	**AG**
	<u>Secretary's Note.</u> **AG subsequently advised that the link is as follow:** www.friendsagainstscams.org.uk/elearning/surreybucks	

5. Report from TVP:	**A report from PC Nathan Davey had been circulated in advance. A replacement member to the team is expected but no date yet given. He reported concerns about an increased number of burglaries in FH. A PCSO is working to identify some of the young people responsible for the spate of vandalism experienced within the village over the winter.** **He encouraged residents to sign up for Twitter and Face Book alerts from TVP and hoped that more posts would be available on TV Alert service. Committee feels that Neighbourhood policing is the key but staffing is the issue.**	
6. Update from CSW:	**JS reported that since the last meeting, our group has undertaken twelve sessions with another five booked for February.** **During this period our data across all locations:** ***Speeding vehicles 182; vehicle movements during sessions 1877, ie 10% speeding.*** **History 19th April 2021 to 13th January 2022:** ***742 vehicles reported; letters sent to 716 (96% accuracy)*** ***Highest speed recorded 56mph*** ***Average vehicles per location 193 per hour*** ***Average offenders per hour 19.6 vehicles.*** ***Total vehicles 6981.*** **This data demonstrates that the investment in Sentinel is totally justifiable, a great success. It was thought that this information should be shared with residents via The Grapevine in FH and Village Voice in TG.** **JS asked if he would submit an item about CSW and the available data. CO offered to write an article for the Hazlemere newsletter.** **Steve Baker, MP for High Wycombe Constituency, showed great interest when he saw CSW in action. He has an open invitation from the team to attend a session anytime. JS was thanked and congratulated.**	**JS** **CO**
7. Report on MVAS Findings:	**Bob Kin had been responsible for moving MVAS equipment, IF and BS will now take responsibility as this is the main issue. The equipment (toolbox and**	

	batteries) needs to be recovered and more volunteers from LW are needed. **Has Paul Codger from Loudwater given up?**	
8. Treasurer's Report:	**AG has spent many hours trying to get a satisfactory response from the bank who refused the cheque to CWPC, facilitating account closure.** **He has made formal complaints at local and senior management level but, as yet, has had no success in drawing this matter to a conclusion. He will continue to deal with the issue.**	**AG**
9. Communications.	**AS was not at the meeting; item deferred.**	
10. AOB: **Date of Next Meeting:**	**Three members have now completed the signing of the membership forms requested at the last meeting.** **To be arranged, BS looking at available dates at TG Village hall.** **The meeting closed at 8.10pm**	

APPENDIX F

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Flackwell Heath Bowling Club

2. Hon. Secretary:
Address:
[redacted]

Tel: [redacted]
This address will be used for all general correspondence

3. Hon. Treasurer:
Address:
[redacted]

Tel: [redacted]
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)

5. What are the objectives of the organisation?

   To give recreation and social activities to any member of the public

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?
   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 .
.........Senior.	No...?....Sub...£110	No 37.......Sub £110	No 40. Sub...£110......
.........Social....	No...?....Sub...£10.........	No 5.......Sub £10...	No 5. Sub...£10.........
.........Junior.	No...O....Sub...£35	No O...... .Sub £35............	No O... .Sub...£35.........

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

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

PARTICULARS OF APPLICATION

Part 2

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

Our activities have been curtailed (especially fund raising) due to Covid restrictions. However we have played a full Season of bowling albeit with fewer people –re Covid restrictions.
Our Green has a history of being difficult to play on which does not attract members. We have purchased a new mower. We have received Government Covid Grants over the past 2 years and this has kept us afloat. Our outgoings are high as we hire a contractor to work on the green throughout the year cost £5000. We also use club members for weekly work on the green. You will see from our accounts that it costs £14000 per annum to run the club and our income for last season excluding the grant was £9000. We held an Open Day last season which brought in 7 new members and we intend to do the same this season. As with any organisation some members have had to resign through ill health and age, but we are determined to promote the club and encourage new players to enjoy our facility.

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

We are working on the green to make it easier to play and to encourage new players. We need to purchase A Flat Bed Roller at a cost of approx. £5000. We used some of our covid grant last season to purchase a new mower £6500

b) Specify:
- i) Total estimated cost — approx. £5000
- ii) Dates scheduled to commence and complete — mid March
- iii) Amount already available
- iv) Amount expected to be available at commencement
- v) Other applications for grants for this project

Body: ……………………………… Amount applied for: ………………

……………………………… ………………

……………………………… ………………

……………………………… ………………

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £5000 ……………

4. What do you see as the benefits that will be obtained by the residents of Chepping Wycombe on completion of the project?
To encourage new bowlers to play and to make friends. Also make the green more competitive for our existing members against other clubs. On our Open Day this year we will again advertise in the village for new members .

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

Signed: ……………[redacted]…………………… Date: ……………1st Feb 2022……………………

Capacity in which signed: ……………Treasurer……………………………………

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

Please return the completed application and supporting documents to:

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

by:

Applications will be considered by the Finance & General Purposes Committee scheduled for: **10 February 2022**

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

PROFIT & LOSS ACCOUNT 2020-2021				**PROFIT & LOSS ACCOUNT 2019-2020**			
INCOME	**INCOME**	**EXP**	**SURPLUS(LOS**	INCOME	INCOME	EXP	SURPLUS(LOSS)
BAR CLUB	1,345.10	1,176.38		BAR CLUB	58.60	- 127.03	
BAR CLUB	-		168.72	BAR SKITTLES	974.71		1,160.34
				SKITTLES PROFIT	910.77		910.77
SOCIAL EVENTS	416.00			SOCIAL EVENTS	26.00		
		136.84	279.16			26.00	-
WHIST	-			WHIST	929.00		
		9.15	- 9.15			311.68	617.32
REFUND BBA	-			REFUND BBA	374.75		
	-			100 Club	-		
SUBSCRIPTIONS	3,765.00			SUBSCRIPTIONS	3,335.00		
SOCIAL SUBSCRIPTIONS £50	-			SOCIAL SUBSCRIPTIONS £	-		
SOCIAL SUBSCRIPTIONS £10	150.00			SOCIAL SUBSCRIPTIONS £	80.00		
CLUB COMPETITIONS	90.00			CLUB COMPETITIONS	72.00		
CHERRY SHIELD	-			CHERRY SHIELD	-		
LOCKER	70.00			LOCKER	30.00		
ROLL UP	141.50			ROLL UP	506.30		
CHESTNUTS MATCHES & SUBS	-			CHESTNUTS MATCHES & :	-		
MATCH FEES	1,980.10			MATCH FEES	-		
RAFFLE	595.60			RAFFLE	-		
COMP PRIZE	-			COMP PRIZE	-		
NEW & OLD GOODS	315.20			NEW & OLD GOODS	320.00		
LEAGUE	-			LEAGUE	-		
WATER REFUND	-			WATER REFUND	-		
GOVT COVID GRANT	19,500.69			DONATION	15,578.00		
HAMPER	-			HAMPER	-		
	28,369.19				23,195.13		
EXPENDITURE							
MEMBERSHIP REFUND		190.00		EXPENDITURE			
ELECTRICITY		564.90		ELECTRICITY		886.89	
TELEPHONE		321.63		TELEPHONE		498.55	
WATER		524.52		WATER	0	814.52	
ALARM		1,170.20		ALARM		1090.94	
RENT		- 615.00		RENT		615	
INSURANCE		927.52		INSURANCE		907.22	
FOOD		287.01		FOOD		6.99	
MATCH COSTS-VOUCHERS RAFFLE		228.29		MATCH COSTS-VOUCHERS RAFFLE		0	
MATCH VOUCHERS		-		MATCH		0	
BBA/3 COUNTIES/EBA		61.00		BBA/3 COUNTIES/EBA		77	
BBA FEES		270.00		BBA FEES		374.75	
TROPHIES/BOARD		-		TROPHIES/BOARD		736.75	
GREEN MAINTENANCE		6,526.74		GREEN MAINTENANCE		8064.26	
GREEN SURROUNDS		-		GREEN SURROUNDS		0	
CLUB HOUSE MAINTENANCE		238.09		CLUB HOUSE MAINTENANCE		2312.64	
EQUIPMENT		6,519.37		EQUIPMENT		218.6	
ADMINISTRATION		700.60		ADMINISTRATION		653.01	
		19,237.24				17,467.77	
Surplus		9,131.95		Surplus		5,727.36	
Balance b/fwd		**£ 20,433.59**		Balance b/fwd		14,706.23	
Current Balance		**£ 29,565.54**		**Current Balance**		20,433.59	
				as at 30th Sept 2020			
Current Assets				**Current Assets**			
Balance Sheet 2020-2021				Balance Sheet 2019-2020			
Bar Stock		388.07		**Bar Stock**		502.07	
Bar Float		75.00		Bar Float		75.00	
Bank Account		29,565.54		**Bank Account**		20,433.59	
		30,028.61				21,010.66	
Balance Sheet				Balance Sheet			
Current Assets less Current Liabilities				**Current Assets less Current Liabilities**			
Bar Float		75.00		Bar Float		75.00	
Bar Stock		388.07		Bar Stock		502.07	
Surplus c/fwd 2019-2020		20,433.59		Surplus c/fwd 2018-2019		14,706.23	
Surplus b/fwd 2020-2021		9,131.95		Surplus b/fwd 2019-2020		5,727.36	
		30,028.61				21,010.66	

I have examined the Accounts and Records, Vouchers and other Statements supplied to me and have obtained such information or information I consider to be appropiate. I certify that to the best of my knowledge the foregoing 'Statement of Accounts' to be a True Record of the financial position of Flackwell Heath Bowling Club

Independent Examiner - Signed Barry Laidler 08-Nov-21

[redacted] 8/11/2021

APPENDIX G

Report for Chepping Wycombe Parish Council by Cllr Alec Barron
Date: 1/February/2022

Subject: Beaconsfield Chepping Wye Community Board (BCWCB).

Highways and Traffic:
There has been a meeting (20/01/22), of a sub-group looking specifically at issues of parking on Grass Verges and Pavements. There were 13 attendees, Bucks Councillors, Parish Councillors, Police and Loudwater Forum). There were a few ideas that Slough have introduced that may be of assistance. Persistent offenders can be reported to authorities that may result in acceptable outcomes. Resources is one issue, time to conclude actions is another with TROs typically 18 months.to conclude.

HAT 1 to 6 actions are with Bucks Authority. PIDs are imminent with a meeting planned for the 17th Feb.

Environment:
There have been a few applications for funding that have been circulated for comment:
Two applications from Bucks Business First have not had any support and were not relevant to CWP. May have had some relevance to Beaconsfield, but they were not impressed.
The latest 3 applications (with a closing date of 4/2/22) are for Trees in Beaconsfield, Community Play Ball at the Beacon Centre and a £5k contribution to the purchase of a new minibus for FH and Loudwater Age Concern.
The new minibus will cost £51k, and they have secured the following:
FH & Loudwater Age Concern £22.5k; Parish Councils £11k; Heart of Bucks £5k, The Masonic Lodge £5k and Cookham & Bourne End Rotary Club £2.4k
If those that can vote (Bucks Councillors), vote in favour they will have secured the money.

Alec Barron

APPENDIX H

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9 **Committee Report**

Finance & General Purpose

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Salaries & Other Staff Costs						
1076 Precept	349,349	349,349	0			100.0%
1079 Miscellaneous	18	0	(18)			0.0%
Salaries & Other Staff Costs :- Income	**349,367**	**349,349**	**(18)**			**100.0%**
4001 Salaries, NI & Pensions	127,774	173,930	46,156		46,156	73.5%
4002 Members Expenses	873	2,000	1,127		1,127	43.6%
4008 Conferences & Cources	229	1,000	771		771	22.9%
4009 Travel	23	200	177		177	11.5%
4020 Establishment Costs Misc	211	600	389		389	35.2%
4021 Telephone & Fax	1,444	2,100	656		656	68.8%
4022 Postage	366	600	234		234	61.0%
4023 Stationery & Printing	848	1,200	352		352	70.7%
4024 Subscriptions	2,328	2,750	422		422	84.7%
4025 Insurance	7,538	7,500	(38)		(38)	100.5%
4026 Publications	121	250	129		129	48.2%
4027 Photocopying Charges	588	700	112		112	84.0%
4030 Recruitment Advertising	0	1,000	1,000		1,000	0.0%
4032 Publicity	2,119	4,350	2,231		2,231	48.7%
4041 Equipment Hire	386	500	114		114	77.2%
4051 Bank Charges	377	500	123		123	75.3%
4053 Office Equipment	166	500	334		334	33.3%
4060 Other Professional Fees	1,924	3,000	1,076		1,076	64.1%
4068 Computers & Data Storage	2,658	2,900	242		242	91.6%
4069 Web Development	0	1,500	1,500		1,500	0.0%
4450 Archives	180	150	(30)		(30)	120.0%
4901 Grants & Donations S137	0	5,000	5,000		5,000	0.0%
Salaries & Other Staff Costs :- Indirect Expenditure	**150,154**	**212,230**	**62,076**	**0**	**62,076**	**70.8%**
Net Income over Expenditure	**199,213**	**137,119**	**(62,094)**			
403 Holding Funds						
4048 Contingency	1,519	5,000	3,481		3,481	30.4%
Holding Funds :- Indirect Expenditure	**1,519**	**5,000**	**3,481**	**0**	**3,481**	**30.4%**
Net Expenditure	**(1,519)**	**(5,000)**	**(3,481)**			
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

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9 **Committee Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 F & GP Rents						
1001 Rents	10,575	11,300	725			93.6%
1090 Interest Received	0	1,500	1,500			0.0%
F & GP Rents :- Income	**10,575**	**12,800**	**2,225**			**82.6%**
Net Income	**10,575**	**12,800**	**2,225**			
Finance & General Purpose :- Income	**359,942**	**362,149**	**2,207**			**99.4%**
Expenditure	**166,857**	**232,415**	**65,558**	**0**	**65,558**	**71.8%**
Movement to/(from) Gen Reserve	**193,085**					
Grand Totals:- Income	**359,942**	**362,149**	**2,207**			**99.4%**
Expenditure	**166,857**	**232,415**	**65,558**	**0**	**65,558**	**71.8%**
Net Income over Expenditure	**193,085**	**129,734**	**(63,351)**			
Movement to/(from) Gen Reserve	**193,085**					

APPENDIX I

Chepping Wycombe Parish Council

Summary Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	14,492	17,350	2,858			83.5%
Expenditure	55,881	81,100	25,219	0	25,219	68.9%
Movement to/(from) Gen Reserve	(41,389)					
Works & Service						
Income	19,668	17,950	(1,718)			109.6%
Expenditure	40,341	67,204	26,863	0	26,863	60.0%
Movement to/(from) Gen Reserve	(20,673)					
Finance & General Purpose						
Income	359,942	362,149	2,207			99.4%
Expenditure	166,857	232,415	65,558	0	65,558	71.8%
Movement to/(from) Gen Reserve	193,085					
Grand Totals:- Income	394,102	397,449	3,347			99.2%
Expenditure	263,080	380,719	117,639	0	117,639	69.1%
Net Income over Expenditure	131,022	16,730	(114,292)			
Movement to/(from) Gen Reserve	131,022					