APPENDIX A.

	Risk	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 - MITIGATION	New 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.) **August 22 annual review undertaken with staff in March 22 next review March 23**	1	5	Prepared by warden and signed-off by clerk. Reviewed annually or change of circumstances
		Fines and penalties with Loss of reputation	3	5	15	Provision of PPE and proper maintenance of equipment	2	10	Staff and warden **signed off by Clerk**
						Inspection of equipment prior to use	2	10	Staff and warden **signed off by Clerk**
						Inspection of play equipment	1	5	Weekly log of inspections by staff when on site, **kept** 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 **minimum £10m**	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	3	5	15	Knowledge of and compliance with law, in particular Employment Law, Health & Safety, Equal Opportunities, Human Rights, Disability and Discrimination	2	10	Continuous by the Clerk including training and refresher courses **(updated August 22)**
						Staff awareness and appropriate training including awareness of advice from NALC	1	5	Register of all training maintained by clerk **(staff and members)**
		Fines and penalties with Loss of reputation	3	5	15	Insurance to cover consequences of failure	1	5	Annually by clerk
						Documented policies and procedures	2	10	**Policies held on website, procedures documented electronically**

4

	Risk	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 - MITIGATION	New 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	2	4	8	Maintain up-to-date asset register	2	8	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	2	10	Warden and clerk
		Fines and penalties leading to Loss of reputation	1	5	5	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	1	5	**Logged via invoice file - Clerk**
4	Loss or damage to council asset	Loss of use of asset	5	4	20	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	8	Annual review by clerk with professional advice prior to renewal of insurances **and Clerk to recommend extra security measures**
		Disruption	5	4	20	Annual review of cost of replacement **(via EMR process)**	2	8	Report to F&GP
						Insurance to cover consequences **where available**	2	8	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	3	3	9	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

5

	Risk	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 - MITIGATION	New 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	4	16	Clear procedures **well** documented **electronically**	3	12	**Continuously monitored by clerk and reviewed at appraisal**
		Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
						Accounts kept up-to-date	1	2	Accounts and filing processed **monthly** by clerk and staff
		Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	**Monthly review of outstanding correspondence by the Clerk**
7	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	2	10	Annual review of regulations by council
		Disruption	2	5	10	Adherence to those procedures	2	10	Clerk to keep up to date with procedures
		Loss of reputation	2	5	10	In-house, internal and external auditing	1	5	**Monitored by F&GP**
						Insurance to cover risks of cash and malicious actions	1	5	**Annual insurance review**
						Ensure Fidelity insurance requirements are being met	1	5	**Annual insurance review**
						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	**As provided by IT support**
						Member awareness of risk	2	10	New member / councillor training

6

No.	Risk	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 - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
8	Council members lack relevant knowledge of procedures and legal	Poor oversight of council activities	3	3	9	**Oversight by the Clerk.** Training and refresher courses for members	2	6	Refresher training at inception of new council
		Council fails to achieve its purposes	3	2	6	**Through an approved Business Plan**	3	6	Key documents maintained on council website
9	Members conflict of interests	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	**Annual** review of interests by all members monitored by clerk and noted on website
						Publication of interests on the council website	2	8	**Undertaken by the Clerk**
10	Poor reporting to members and the public	Members become ill-informed	2	2	4	Preparation and distribution of agendas, reports and minutes within agreed timescales	2	4	Clerk and committee chairman & vice-chairman
		Confusion and misunderstandings with actions not reflecting intentions of council	3	3	9	Improved chairmanship skills	2	6	Clerk and committee chairman & vice-chairman to members at committee meetings

4

	Risk	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 - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
11	Poor protection of hard and soft documents	Loss of documents	2	2	4	Use of fire-resistant safe for key documents and the Cloud	2	4	Clerk and staff
		Failure of legal obligations	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
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
13	Poor annual budgeting and setting of precept fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	3	3	9	**Maintenance of adequate reserves**	1	3	Clerk , chairman and vice- chairman of F&GP
		Loss of confidence in the council	2	3	6	In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
14	Breach of legal powers	Loss of reputation	2	3	6	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
						If the council uses s137 powers or CIL funding they need to be minuted	1	3	Clerk
						Keep up-to-date with changes in legislation	1	3	Clerk through PD courses and council membership of NALC

8

	Risk	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 - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
15	Issues 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	2	10	At time of loan request by council on advice of clerk
		Inability of council to repay a loan	3	5	15	Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice-chairman of F&GP
16	Bankruptcy of council's bankers or investment companies	Loss of funds	1	5	5	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	2	5	10	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	2	5	10	**Council ensures safe banking**	1	5	**Chairman F&GP**
17	Failure to respond to FOI request or right of inspection of records	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	**By Clerk when appropriate**
		Loss of reputation	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council
18	Timetabling failures when responding to consultation invitations	Effect on council's reputation	2	2	4	**Clerk ensures timely responses**	1	2	**By clerk and agreed by F&GP**

6

No.	Risk	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 - MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
19	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	3	4	12	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	1	4	4	Clear statement of management responsibility for each service	1	4	Monitor through F&GP
		Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk
		Loss of reputation	2	4	8	Through relevant committees	1	4	Council as appropriate
20	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	3	3	9	**None**	3	9	**Annually by clerk during budget setting process for F&GP**

10

APPENDIX B

Community Resilience in Buckinghamshire

Resilience Service

What is Community Resilience?

Community Resilience is about communities and individuals harnessing local resources and expertise to help themselves in an emergency, in a way that complements the response of the emergency services.

Community Resilience is not...

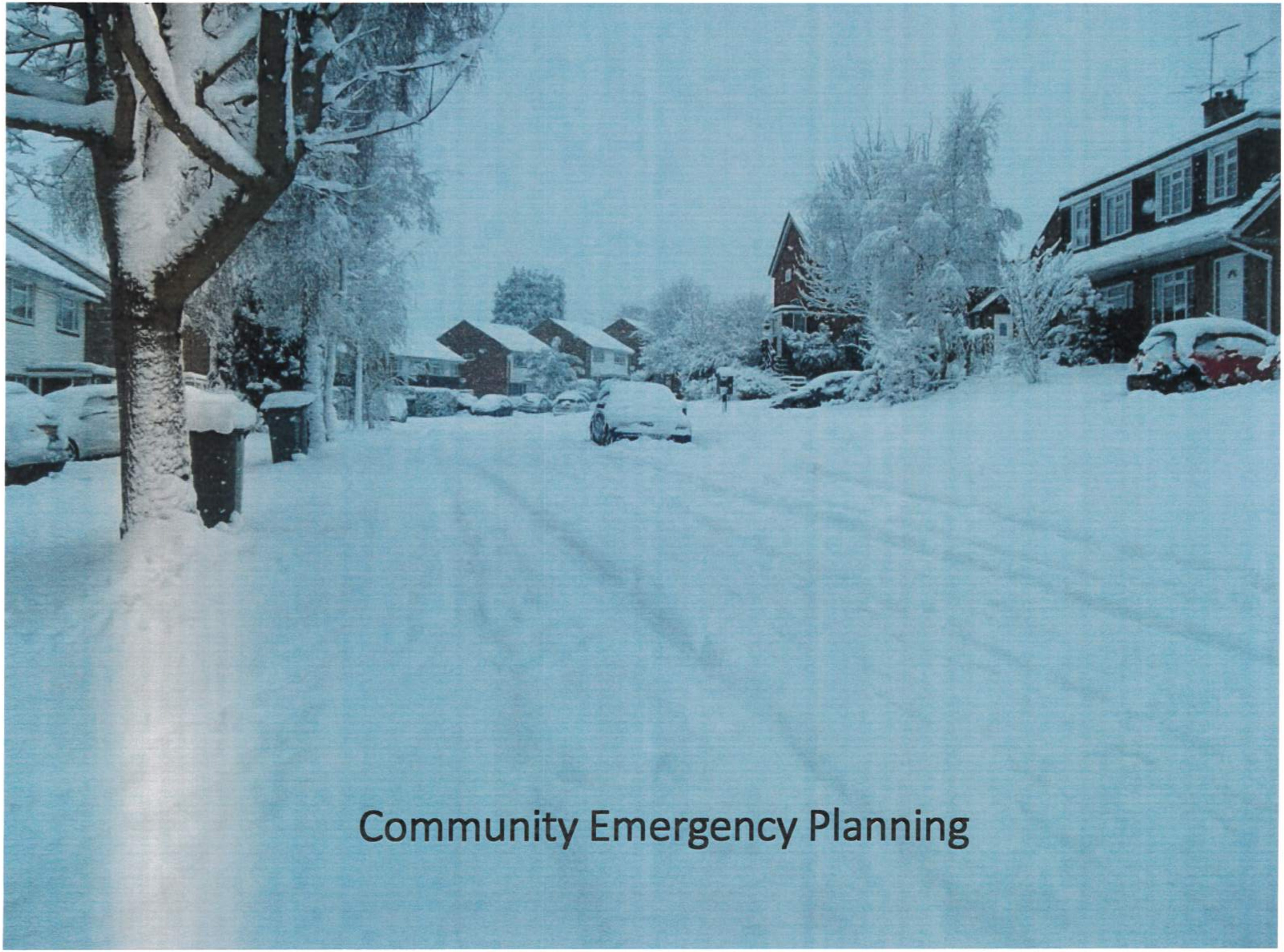
- Replacing the emergency services/local authority response;
- Parish and town councils acting alone to respond to emergencies;
- Setting up resources without making other agencies aware;
- Putting yourself or others at any risk.

What does a resilient community look like?

- Are aware of risks that may affect them (both nationally and locally) and how vulnerable they are to such risks. This helps motivate them to personally take action to prepare for the consequences of emergencies.
- Work in partnership to compliment the work of the local emergency responders and other organisations before, during and after an emergency.
- Use existing skills, knowledge and resources to prepare for, and deal with, the consequences of emergencies.
- Have a community emergency group who are able to influence decision-making in the interest of the community

Benefits of Community Resilience

- Greater capacity, motivation and confidence to take positive collective action to prepare, respond and recover from emergencies.
- Quicker and more efficient response and recovery.
- Reduced exposure to social, financial and health impacts from emergencies.
- Stronger relationships with government and responders resulting in mutual trust and influence.
- Stronger sense of community, with greater inclusivity and cohesion


Community Emergency Planning

Why do should you have a Community Emergency Plan?

Lets individuals know what they can do in advance to reduce risk and be prepared.

Raises awareness of those who might be at greater risk, or need additional support.

Helps people feel included, know what to do, and how to respond in the first few hours.

Helps the community to cope on its own if authorities and emergency services are not immediately available.

Improves communications within the community, and between statutory authorities and the local community.

Organises people to take appropriate action and work with statutory authorities effectively.

Links up local knowledge, facilities and people.

Community Emergency Planning – 10 Step Process

Step 1	Step 2	Step 3	Step 4	Step 5
Getting Together Call an open meeting to get people involved and discuss how the community would cope in an emergency	Organising the Work Set up a Community Emergency Response Team and appoint Community Emergency Coordinators to guide the development of the plan.	Knowing the Unknowns Think about the possible causes of an emergency will help to shape your plan appropriately. Consult the Community Risk Register	Identify Skills & Resources Identify people who traditionally help in an emergency and what equipment, machinery, tools may be available within the community	Resolving Legal Issues Temporarily using buildings and equipment and working with volunteers may require some prior preparation.

Step 6	Step 7	Step 8	Step 9	Step 10
Organising Key Facilities Identify a location from where the emergency can be coordinated.	Keeping in Touch You will need contact information for volunteers, owners of building, equipment and vehicles. a telephone cascade tree allows quick contact with people	Activating your Emergency Plan You now have the main components ready for the activation of your plan. Agree what will trigger local action	Taking Control Hold the first Community Emergency Meeting. Think about where it is held, who should attend and what should be discussed	Testing your Plan Organise annual 'practices' to test your arrangements

What the Community can provide...

Creating the Community Emergency Plan

Identifying and Preparing for risks

- Know and understand the risks relevant to the area, how you could be affected by them

Identifying the most vulnerable in an emergency

- It is important to ensure that isolated or vulnerable people are contacted to see if they need assistance during an emergency

Assessing community skills and resources

- It is important to consider what skills, resources and equipment your community already has that can be used, if needed, during or after an emergency.

Chepping Wycombe

Community Emergency Plan

Plan last updated on: ____________________

Version: ____________________

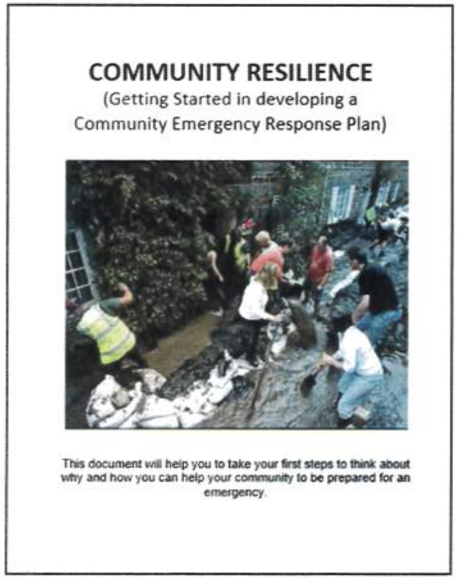
Plan ownership & maintenance details:

(Use this space to record details of who will be responsible for updating and disseminating the plan and how / how often the plan will be updated / disseminated and contact information)

Other Plan Elements

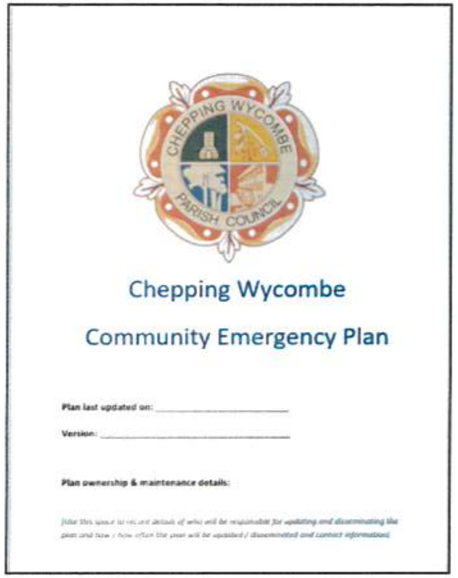
- Control & Coordination
- Emergency Plan Contacts
- Activation Triggers
- Draft Agenda
- First Steps to Protect the Vulnerable
- Health & Safety
- Pets & Livestock
- Maps

How can we help?



COMMUNITY RESILIENCE
(Getting Started in developing a
Community Emergency Response Plan)

This document will help you to take your first steps to think about why and how you can help your community to be prepared for an emergency.



Chepping Wycombe

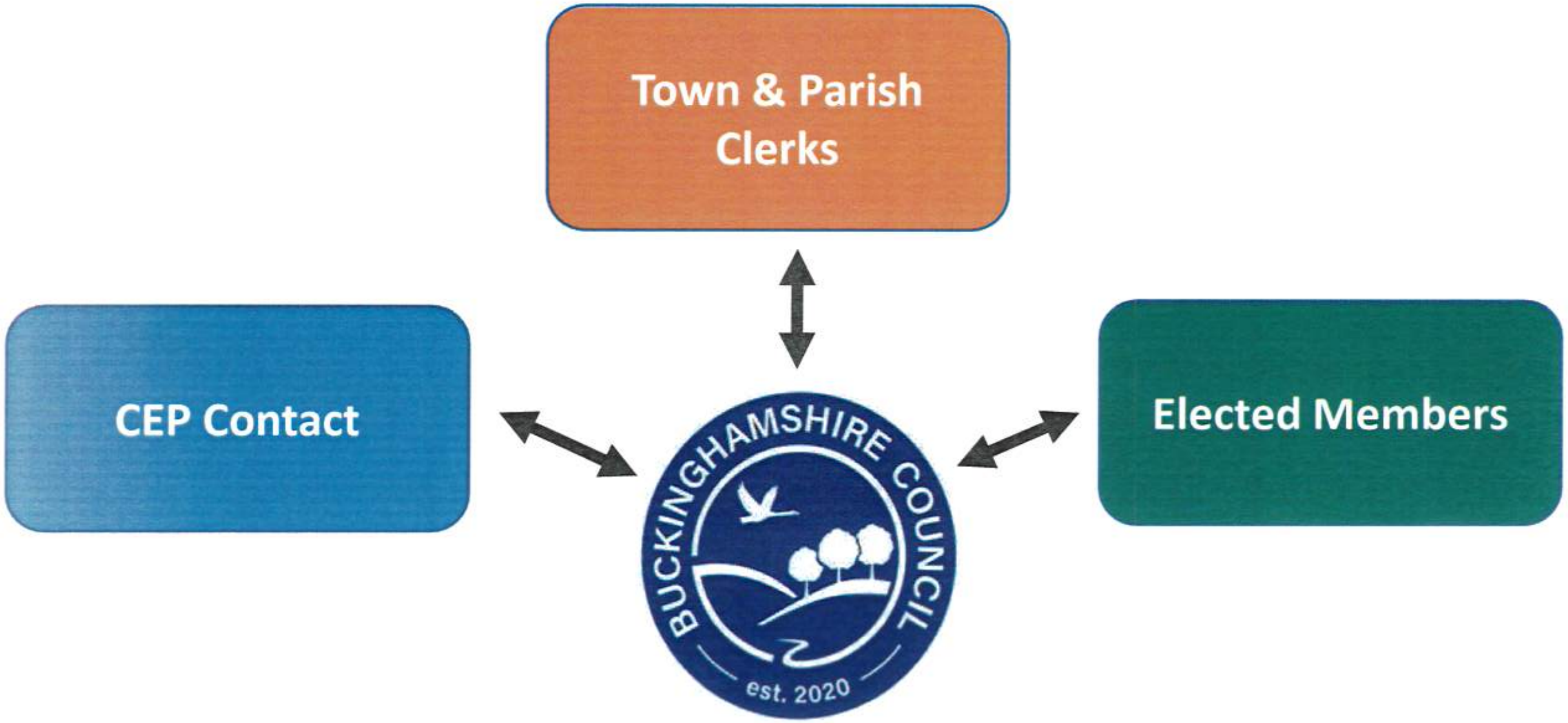
Community Emergency Plan

Plan last updated on: ______

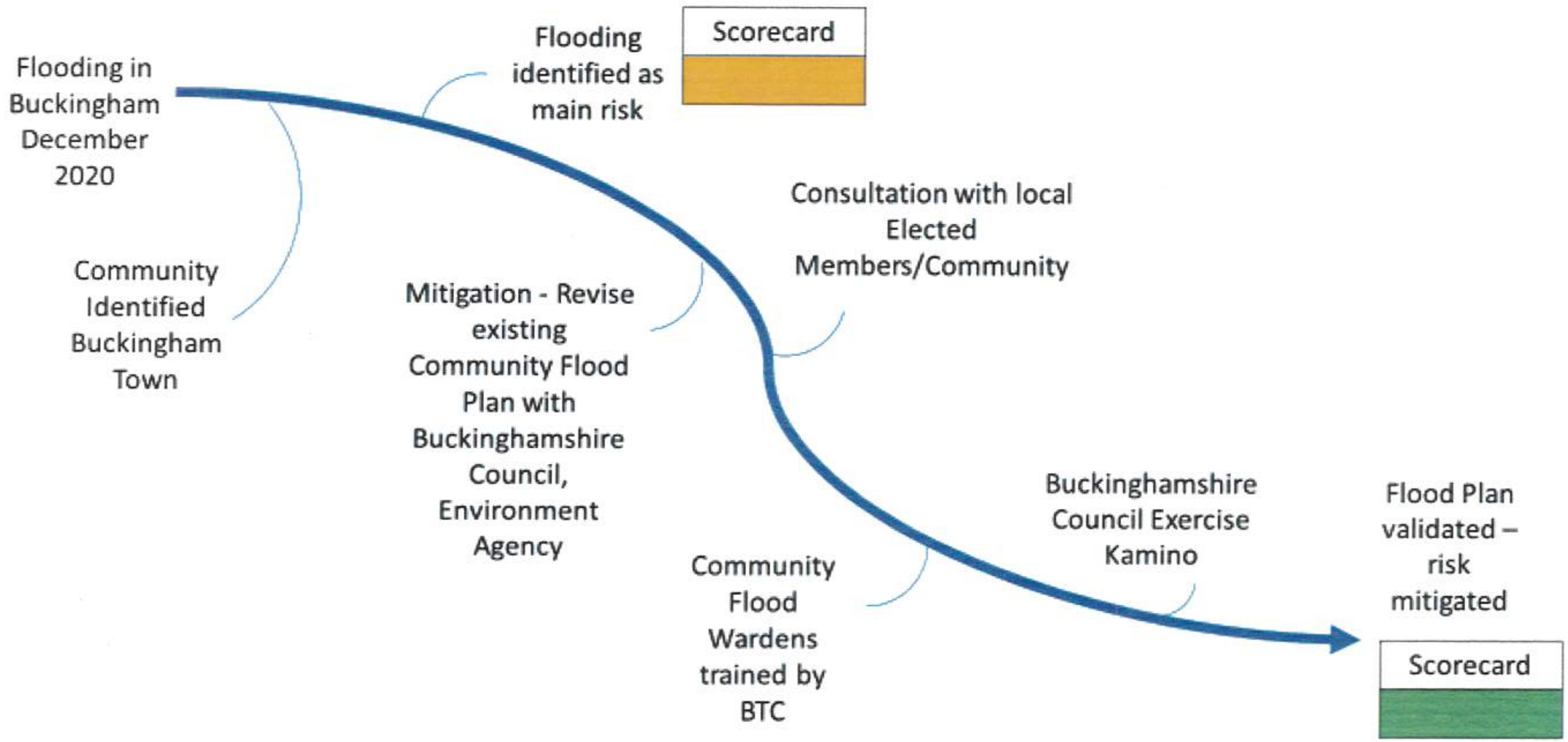
Version: ______

Plan ownership & maintenance details:

Response – how does it work?



Case Study – Buckingham Town Council



Any Questions?

Contact Details

Vince Grey – Head of Resilience Service
vince.grey@buckinghamshire.gov.uk

Steve Irons – Resilience Officer.
stephen.irons@buckinghamshire.gov.uk

APPENDIX C

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: **The Village Pre-school (owned by Penn & Tylers Green Residents' Society)**

2. Hon. Secretary:
   Address:

   Tel:
   This address will be used for all general correspondence

3. Hon. Treasurer:
   Address:

   Tel:
   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:...**1098879**.......................
   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?

   Not for profit care and education for pre-school children.

6. Does the organisation carry out any trading activity with a view to profit (or propose to commence any such activity) other than general fund raising events such as bazaars, fetes and sale of mementos? ~~Yes~~/No

   If Yes, please supply full details together with the latest Trading and Profit & Loss account on a separate sheet.

7. Does the organisation have a membership? **No**
   If Yes, please state for each class/type of member (eg senior/junior), the annual subscription and number of members for the past three years.

TYPE/CLASS	THIS YEAR	LAST YEAR	PREVIOUS YEAR
....	No.......Sub............	No.......Sub............	No.......Sub............
....	No.......Sub............	No.......Sub............	No.......Sub............
....	No.......Sub............	No.......Sub............	No.......Sub............

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

   a) Copy of the Constitution
   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.

   During the past year we have been carrying on with our usual activities of offering a wide curriculum to pre-school children, including a twice weekly Forest School experience, in a safe and nurturing environment. Since our Ofsted report in March 2022 we have stepped up our programme of training and supervision but would like to expand it further.

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

   To improve the provision of care and education which we offer local pre-school children by increasing staff training.

   b) Specify:
      i) Total estimated cost **£1,500**
      ii) Dates scheduled to commence and complete **September 2022 to July 2023**
      iii) Amount already available **£38**
      iv) Amount expected to be available at commencement **£38**
      v) Other applications for grants for this project

Body:	Amount applied for:
David Shakespeare, District & County Councillor	**Up to £1,500.00**

When new applications open, we will approach Bekonscot and The Co-op, again for amounts up to £1,500.

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

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

   For young families, a very local pre-school provision offering an exceptional, affordable childcare and education service.

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

Signed: .... Date: 3 August 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: 29September2022

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

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 December 2021

	2021 £ Unrestricted Funds	2021 £ Restricted Funds	2021 £ Total	2020 £ Total
INCOMING RESOURCES				
From Generated Funds	28,287	153,738	182,025	163,927
Investment Income	277	302	579	2,544
Total Income	**28,564**	**154,040**	**182,604**	**166,471**
RESOURCES EXPENDED				
Costs of Generating Funds	21,122	-	21,122	17,914
Charitable Expenditure	1,143	139,250	140,393	135,961
Governance costs	842	-	842	388
Total Expenditure	**23,107**	**139,250**	**162,357**	**154,263**
NET INCOME / (EXPENDITURE)	**5,457**	**14,790**	**20,247**	**12,208**
Transfers between reserves	-	-	-	-
NET MOVEMENT IN FUNDS	**5,457**	**14,790**	**20,247**	**12,208**
RECONCILIATION OF FUNDS				
Total Funds Brought Forward	84,057	720,299	804,356	792,148
TOTAL FUNDS Carried Forward	**89,514**	**735,089**	**824,603**	**804,356**

- The statement of financial activities includes all gains and losses recognised in the year
- All income and expenditure is derived from continuing activities
- This statement of financial activities includes and income and expenditure account in accordance with Companies Act 2006 requirements

APPENDIX D

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Chiltern Rangers CIC (a partner of Revive the Wye)

2.

Managing Director:
Kingsmead Depot
60 Fennels Road
High Wycombe
HP11 1SL
Tel: 01494 474486
This address will be used for all general correspondence

Operations & Financial Director:
Tel: 01494 474486
This address will be used for remittance of any grant approved

4. How is the organisation established?

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

We are a not-for-profit Community Interest Company

5. What are the objectives of the organisation?
To enhance Chilterns habitats through conservation, education and community engagement

6. Does the organisation carry out any trading activity with a view to profit (or propose to commence any such activity) other than general fund raising events such as bazaars, fetes and sale of mementos? No

If Yes, please supply full details together with the latest Trading and Profit & Loss account on a separate sheet.

7. Does the organisation have a membership? 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
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.

   In the last financial year, Chiltern Rangers worked on 125 sites throughout the county and beyond. During the year we worked on 18km of footpaths, managed over 60,000m2 of grassland, cleared up over 1000 bags of rubbish filling eleven 12 yard skips. We planted 7000 wildflowers and 2000 trees. We worked on 12 ponds and over 2000 metres of hedgerow. We have continued our work improving the River Wye with the help of volunteers and our community partners.

   In the last financial year we have worked with 3379 adult volunteers and 3522 under-18 volunteers who contributed 11007 and 7506 hours, respectively. That's over 18500 hours of time contributed to working with us. In addition, 2378 children have taken part in Forest School or similar education sessions.

   We worked with 116 organisations. Of these, 55 work directly with young people, 25 are charities, 10 are small community organisations, 7 public sector and 15 businesses. The size and scope of these organisations varies wildly: from local Brownie groups to the RAF and up to global organisations like Microsoft.

   The types of projects that we deliver also have a huge range and scope from habitat management, river work, community projects including the creation of garden spaces for schools and hospitals.

2. a) For what specific project are you now seeking the council's assistance? To replace the information panel/interpretation board at Boundary Park as part of a wider project which sees 9 boards placed at key sites along the Wye and includes a downloadable map and information leaflet

   b) Specify: i) Total estimated cost **£50,000**

   ii) Dates scheduled to commence and complete **Commenced already by Mike Overall about ten years ago. Completion: January 2023**

   iii) Amount already available

   iv) Amount expected to be available at commencement

   v) Other applications for grants for this project DEFRA, Heritage Lottery Fund, Wild Trout Trust, Wooburn and Bourne End Parish Council, WDC (as it was), Wycombe Marsh Community Environment Group, Marsh & Micklefield Big Local

Body:	Amount applied for:
....	....
....	....
....	....

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £ ....3050 (cost of one board).............

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

The board will draw together information about our special chalk stream, it's history and heritage and its importance for wildlife. It forms part of a sequence of 9 boards from winterbourne sections near to the source right through to the confluence with the River Thames. The overall aim of the project is to highlight its importance and encourage people to take pride in where we live. It is educational and informative.

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

Signed: ... s.. Date: ...26/08/22..

Capacity in which signed: ...Lead Ranger...

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

Please return the completed application and supporting documents to:

by:

Applications will be considered by the Finance & General Purposes Committee scheduled for: 29September2022

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.org.uk

DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 31 MARCH 2021

	31.3.21		31.3.20	
	£	£	£	£
Turnover		192,835		231,860
Cost of sales		49,524		63,333
GROSS SURPLUS		143,311		168,527
Other income				
Grants received	149,644		174,220	
Donations received	886		5,355	
LTO grant received	169,176		162,980	
Furlough income	31,842		-	
Bank account interest	1,947		2,294	
		353,495		344,849
		496,806		513,376
Expenditure				
Directors' salaries	70,567		72,395	
Wages and salaries	124,803		132,133	
Pensions	15,857		15,316	
Insurance	10,090		10,357	
Social security	12,854		14,473	
Telephone	1,438		2,685	
Printing, post and stationery	64		1,763	
Advertising	3,126		2,828	
Motor expenses	4,134		5,815	
Travel and subsistence	1,526		3,016	
Entertaining	-		691	
Repairs and renewals	13,746		23,816	
Administrating LTO grant	169,533		136,256	
Household and cleaning	1,618		6,356	
Computer costs	1,563		1,757	
Subscription	1,142		2,046	
Sundry expenses	1,463		2,359	
Staff training	3,970		3,830	
Accountancy	4,783		3,843	
Consulting	4,250		4,500	
Donations	2,500		500	
Depreciation of tangible fixed assets	12,114		15,193	
Profit/loss on sale of tangible fixed assets	40		-	
		461,181		461,928
		35,625		51,448
Finance costs				
Bank charges		413		362
NET SURPLUS		35,212		51,086

This page does not form part of the statutory financial statements

- APPENDIX E

Report for Chepping Wycombe Parish Council by Cllr Alec Barron
Date: 20/September/2022

Subject: Beaconsfield Chepping Wye Community Board (BCWCB).

Highways and Traffic, (HAT):

There have been no meetings of the BCWCB HAT subgroup since the last report on 20/06/22.

Environment:

There have been no meetings of the BCWCB Environment subgroup since the last report on 20/06/22.

Health & Well-Being:

There have been no meetings of the BCWCB Health & Wellbeing subgroup since the last report on 20/06/22.

Alec Barron

APPENDIX F

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the FH COMMUNITY LIBRARY on TUESDAY 24th MAY 2022.

ITEM		ACTIONS
1. Introduction & Apologies:	DJ welcomed everyone to the meeting and introduced our new Thames Valley PC Jed Russell. Apologies had been received and accepted from Susanne Ludgate, Cllr. Ian Forbes, Cllr. Liz Johncock, Jean Johnson & Cllr. Catherine Oliver.	
2. Appointment of Minute Taker:	BH agreed to take the Minutes.	
3. Minutes of the Previous Meeting:	With the addition of the name of Cllr. Alan Cecil to the apologies item, omitted in error, the Minutes were accepted as a true record of the meeting.	
4. Matters Arising from the Minutes:	4. DJ has photo of where the CSW signs should be located in Loudwater and IF & BS will take responsibility for fitting these in due course. Item 8. AG has taken note - closed. Item 10.3 DJ has had no response to the request of poster design ideas. He is working with a disabled neighbour emphasising the need for motorists to park considerately, and not on the pavement. The request for more ideas was repeated. Item 10.4 No response yet - Action On-going.	**IF/BS** **DJ**
5. Report from TVP.	JR stated that he is on his own in Community policing, having no PCSOs. Clare Davis is on long term leave. He is aware of the ASB which has blighted FH for several months now and has made visits to the village. He observed no ASB but a couple of other incidents were dealt with. Operations are being planned within FH, especially traffic incidents. Concern about electric scooters was expressed, Hazlemere and Flackwell Heath declined Bucks' offer of taking part in an official trial. JR stressed the point that incidents must be reported officially not merely put on Face Book pages. He also stressed that some aspects were not the responsibility of the police if parents are not being playing their full part in the upbringing of their	

	children. Could NAG become involved in making contact with schools in stressing child safety? The newly opened boxing club is proving to be popular and well supported. Could NAG extend an invitation for their representatives to attend one of our meetings? A youth club in the village failed to attract the youngsters but the physical aspect of such an activity might help some of the young people deal with their anxieties and energy. Suggestions have been made with regard to ASB in the recreation ground including fencing it off and opening daytimes only. This was not well received. CCTV is an issue as many parents object to their children being filmed. A suggestion was made that the equipment which emits a particular sound pitch only heard by people of an adolescent age, might be installed. It causes great discomfort to those who can hear it. A public meeting to include a TVP representative had been promised. Christ Church hall could be used. JR will look at possible dates when he would be available. **Secretary's Note:** Public Meeting arranged for 7.30pm on 24th June 2022 at Christ Church.	 **JR**
6. Briefing on OWL:	Kayleigh Garcia, who was unable to attend the meeting, had been going to brief members. DJ explained that it offered an effective service for residents to report incidents, the information goes directly to TVP. This has been considered in the past by TVP who felt that it duplicated what is already available on the Alerts site. Apparently, reports can be made to Alerts which offers categories of incident. ASB reports go directly to JR, other reports would go to crime police. This information should be made clear through all means of FH communications. The current rate of scams received was mentioned. Texts should be forwarded to 7726 in order for them to be officially recorded.	
7.Update on CSW Group	The CSW Report is attached at Annex A.	
8. Report on MVAS Findings:	IF was absent from the meeting so BS delivered the report. All was going well in TG, lots of reports had been sent to Lee Turnham. The Loudwater	

	camera half way up Treadaway Hill had needed resetting, TG and FH members were working together to cover Loudwater. A new mounting bracket might be needed. Committee was reminded that the NAG balance had been transferred to CWPC and ring fenced for MVAS purchases in the future. IF, BS and Alec Barron should get together to produce a list of requirements. There is no hurry to display signs in Loudwater as the operation there is not yet ready to be rolled out. The signage needs to be in place prior to action as it legitimises the activity. The team is trying to get approval for the other side of Hammersley Lane for CSW action. JR suggested that if registration numbers could be noted, a Section 59 might be able to be used. Simon Bristow and Paul Grandidge (FHCSW) are helping cover Loudwater.	**IF BS AB**
9. Communications Report:	AS has put out several posts recently and has had a good response. The increase in Scam attempts was discussed and reminders of using extreme caution needs to be made in all communications to residents. Texts thought to be Scams should be forwarded to 7726.	
10 AOB:	PM informed JR about the Heath Fest Jubilee celebration in FH on Saturday 4th June. Two Special Constables will attend and JR will try to look in. Any major issues would need a 999 call. PM mentioned that radios would be available by courtesy of the Scouts. JR suggested that if one of the Specials could have one, he would have instant contact with JR. AS mentioned about a vehicle having been left in Old Kiln Road, not having moved in a week. JR suggested monitoring for one more week and then it could be looked into. JS spoke about a very angry resident complaining of speeding on Penn Road. He suggested that she try to take number plate, if at all possible.	
11. Date of Next Meeting:	**The next meeting will be held on 14th September 2022 in Tylers Green.** **The meeting closed at 9pm.**	

ANNEX A TO NAG MINUTES DATED JUNE 2022

CSW report for NAG Meeting at FH library 24th May, 7.00pm.

Since our last meeting the HCWS Group have completed 21 Speedwatch sessions.

9 Flackwell Heath	2730 vehicle movements, 43 speeding above 36mph					
2. Tyler's Green.	443	"	"	16	"	"
10 Hazlemere.	2647	"	"	287	"	"
Totals	5820			346		

These returns indicate significant differences with Flackwell Heath a little higher vehicle movements than Hazlemere but with a much lower percentage of speeding vehicles. (FH between 1.5% - 2.9%) (TG between 3.5%-3.8%) (Haz. between 6.0%- 15.5%) # This is across the various locations

This is an encouraging sign for the Flackwell Heath in speed reductions but could also be influenced by other factors. # Road humps on two locations, motorists flashing warnings,

We know that Hazlemere and Tyler's Green have "No Traffic calming " and the Hazlemere CSW locations are on Main Link Roads such as Penn Road and Amersham Road A404. Western Dene is also the main link road from Hughenden/ Widmer End through Hazlemere going East. # we suspect a lower level of motorists flashing could be b because the roads carry much faster through traffic.

During the past month we have Coordinated with our MVAS teams and using the valuable data they produce which "Highlights the Dates & Times " when the worst speeding offences occur.

Together with the lighter evenings we have already planned to do Evening Sessions and also Weekends during May and June onwards.

FH. A new location in Fennels Farm Road has been added for evaluation and considering the speeds "Down" Treadaway Hill it may be worth considering a trial at the same location as the MVAS radar that can be situated there.

The system data we receive continue to indicate there are still motorists that are Repeat Offenders and plans are in place within the Speedwatch System to educate them further.

Chepping Wycombe Parish Council

Summary Income & Expenditure by Budget Heading 31/08/2022

APPENDIX G

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	8,278	17,350	9,072			47.7%
Expenditure	13,000	62,410	49,410	0	49,410	20.8%
Movement to/(from) Gen Reserve	(4,722)					
Works & Service						
Income	10,574	18,700	8,126			56.5%
Expenditure	19,119	54,340	35,221	0	35,221	35.2%
Movement to/(from) Gen Reserve	(8,545)					
Finance & General Purpose						
Income	192,593	358,163	165,570			53.8%
Expenditure	110,652	240,105	129,453	0	129,453	46.1%
Movement to/(from) Gen Reserve	81,941					
Earmarked Reserves						
Income	0	0	0			0.0%
Expenditure	(28,682)	373,482	402,164	0	402,164	(7.7%)
Movement to/(from) Gen Reserve	28,682					
Grand Totals:- Income	211,446	394,213	182,767			53.6%
Expenditure	114,090	730,337	616,247	0	616,247	15.6%
Net Income over Expenditure	97,356	(336,124)	(433,480)			
Movement to/(from) Gen Reserve	97,356					

Detailed Income & Expenditure by Budget Heading 31/08/2022

APPENDIX H

Month No: 5

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	181,262	345,163	163,901			52.5%
	Salaries & Other Staff Costs :- Income	**181,262**	**345,163**	**163,901**			**52.5%**
4001	Salaries, NI & Pensions	80,025	184,515	104,490		104,490	43.4%
4002	Members Expenses	563	2,300	1,737		1,737	24.5%
4008	Conferences & Cources	130	750	620		620	17.3%
4009	Travel	0	200	200		200	0.0%
4020	Establishment Costs Misc	263	500	237		237	52.7%
4021	Telephone & Fax	614	2,300	1,686		1,686	26.7%
4022	Postage	68	500	432		432	13.6%
4023	Stationery & Printing	306	1,500	1,194		1,194	20.4%
4024	Subscriptions	2,264	3,000	736		736	75.5%
4025	Insurance	11,430	9,000	(2,430)		(2,430)	127.0%
4026	Publications	0	150	150		150	0.0%
4027	Photocopying Charges	189	700	511		511	26.9%
4032	Publicity	2,224	4,350	2,126		2,126	51.1%
4041	Equipment Hire	299	500	201		201	59.7%
4051	Bank Charges	193	500	307		307	38.6%
4053	Office Equipment	10	500	490		490	1.9%
4060	Other Professional Fees	476	3,000	2,524		2,524	15.9%
4068	Computers & Data Storage	1,989	4,000	2,011		2,011	49.7%
4069	Web Development	0	500	500		500	0.0%
4450	Archives	0	150	150		150	0.0%
4901	Grants & Donations S137	2,000	3,000	1,000		1,000	66.7%
	Salaries & Other Staff Costs :- Indirect Expenditure	**103,044**	**221,915**	**118,871**	**0**	**118,871**	**46.4%**
	Net Income over Expenditure	**78,219**	**123,248**	**45,029**			
403	Holding Funds						
4048	Contingency	16	3,005	2,989		2,989	0.5%
	Holding Funds :- Indirect Expenditure	**16**	**3,005**	**2,989**	**0**	**2,989**	**0.5%**
	Net Expenditure	**(16)**	**(3,005)**	**(2,989)**			
404	Salix						
4054	Loan Repayment	7,592	15,185	7,593		7,593	50.0%
	Salix :- Indirect Expenditure	**7,592**	**15,185**	**7,593**	**0**	**7,593**	**50.0%**
	Net Expenditure	**(7,592)**	**(15,185)**	**(7,593)**			

Continued over page

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
405 F & GP Rents						
1001 Rents	11,331	12,000	669			94.4%
1090 Interest Received	0	1,000	1,000			0.0%
F & GP Rents :- Income	**11,331**	**13,000**	**1,669**			**87.2%**
Net Income	**11,331**	**13,000**	**1,669**			
Finance & General Purpose :- Income	**192,593**	**358,163**	**165,570**			**53.8%**
Expenditure	**110,652**	**240,105**	**129,453**	**0**	**129,453**	**46.1%**
Movement to/(from) Gen Reserve	**81,941**					
Grand Totals:- Income	**192,593**	**358,163**	**165,570**			**53.8%**
Expenditure	**110,652**	**240,105**	**129,453**	**0**	**129,453**	**46.1%**
Net Income over Expenditure	**81,941**	**118,058**	**36,117**			
Movement to/(from) Gen Reserve	**81,941**					

APPENDIX I

Project Proposals Chepping Wycombe Parish Council 5 year plan

2022 - 2027

Version 2.0 post Strategy 5 Year Plan Meeting 25/03/22

All values £k

	Status	Total Cost	App Cost	2022/23	2023/24	2024/25	2025/26	2026/27	GR/CIL Call	CIL	Comments
Green Dragon Playground	Recc for Approval (Full)	25	25	35					15	Y	May be able to part fund with grants.
Office Remodelling	Recc for Approval (Full)	50	50	50					30		Aims to be complete by end of 22/23 financial year £20k in EMR
Car Park Green Dragon	Recc for Approval (Full)	5	5	5						Y	Project by football club but may need help with funding or grants Small Projects
Derehams Rejuvenation Tracks	Recc for Approval (Part)	100	10	10		50	40		0	Y	No costings ready yet
Derehams Rejuvenation Buildings	Recc for Approval (Part)	192.4	10	10	182.4				0	Y	Uses £148k from FAR (Oct 18) plus inflation plus 15% size increase Need to borrow
Community Board Projects		45		5	10	10	10	10		Y	Ongoing projects need to be brought forward, contributory fundng only required at present Use small projects funding
Skate Park		40		2	38					Y	Depending on whether joint project or sole and whether funding avaible
Footpaths		40			10	10	10	10		Y	May be able to include application to Community Board to part fund
Bus shelter provision / replacement		40				20	20				Dependant on passenger number recovery
Straight Bit pe improvements		12		12							Funded from part of reserves in EMR zip wire
Lean to (adjacent to depot)											Needs detail
Totals		549.4	100	129	240.4	90	80	20	45		

Community Board - **plan to have a regular £5k in budget and to use this line for significant expenditure over this line only**

Deminimis of £5k

WW2 Memorial Tylers Green	To be funded from normal projects line (with support from Residents)
LW Bollards Station / Queensmead Rd	Below deminimis and Highway Responsibility (Community Board ?)
Refurbishing Broxap bins @ £250 each	Below deminimis and Highway Responsibility

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE