APPENDIX A

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: Tylers Green County First School Fund

2. Hon. Secretary: Head Teacher - [redacted]
Address: Tylers Green First School
School Road
Tylers Green
Buckinghamshire
HP10 8EF

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

3. Hon. Treasurer: Bursar [redacted]
Address: Tylers Green First School
School Road
Tylers Green
Buckinghamshire
HP10 8EF

Tel: [redacted]
This address will be used for remittance of any grant approved

4. How is the organisation established?

a) Incorporated by Royal Charter?	No	d) Registered as a Friendly Society?	No
b) Incorporated under Companies Act?	No	e) By affiliation to any national body?	No
c) Registered as a Charity?	Yes	f) Deed of Trust?	No
Charity No: ...1085268...............		g) Other? (Please specify)	

5. What are the objectives of the organisation?
We are an infant maintained county school. We provide education for children aged 4 – 7.

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?
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 past year we have spent considerable budget on increasing our staffing levels within the school to support SEN children development as well has supporting our children on reading and Maths to help catch up post lockdown. We also took the decision to invest in new reading schemes and books to increase the children's love of reading. In addition, significant parts of our expenditure have been directed towards new fire safety measures and new security systems. Plus, we are delighted to have been able to improve our outdoor play equipment for the children through our fundraising with the PTA.

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

We would like to reach out the parish council for support in helping our school. As a school we have been working consistently to improve the environment for the children to learn within. We have appreciated support in the past from local charities to help us purchase new books for the classroom and library. We would like to update our sound and audio systems in the hall in the coming year. We currently have a very old outdated system with a small screen. These facilities are used each week for assemblies, as well as termly for parents' meetings and school productions. However, as the equipment becomes obsolete we need upgrading and replacement. We have as a school begun to include sign language as part of all our assemblies, this requires use of the overhead screen which is only 2m in size and can be quite difficult for the children to strain to see. We would like to purchase a larger screen as well as new projector and sound to support the learning and singing we regularly do in assembly. WE have had several companies come and quote for this work, which is currently coming in around £4,000. We would really like to make this improvement in the school and would really appreciate any support that would be available to help us deliver this. We will have some funds from our PTA of c. £2000 towards this.

b) Specify:
   i) Total estimated cost £4000
   ii) Dates scheduled to commence and complete – April 2023
   iii) Amount already available – Possibly £2000 from PTA
   iv) Amount expected to be available at commencement £4000
   v) Other applications for grants for this project

   Body: Parents of Tylers Green First School Association Amount applied for: £2000

   ....

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £ 2000......................

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

   We will provide a better learning environment for the children of this Parish council.

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

Signed: [redacted]...................... Date: 1.2.23

Capacity in which signed: HEADTEACHER....................

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

APPENDIX B

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN VILLAGE HALL at 7pm on THURSDAY 16th MARCH 2023.

ITEM		ACTIONS
1. Introduction & Apologies:	DJ welcomed everyone to the meeting. Apologies had been received and accepted from Jean Johnson, Ashley Gray, PC Rus Hawkins and Alastair Strauss. Susanne Ludgate subsequently apologised due to urgent family matters.	
2. Appointment of Minute Taker:	DJ agreed to take the Minutes.	
3. Minutes of the Previous Meeting:	The Minutes of the previous meeting taken on 17th October 2022 were accepted as a true record.	
4. Matters Arising from the Minutes:	All actions had been completed or closed apart from : Item 10.4 - On-Street Car Sales. No response yet – DJ to chase. Item 6.3 – Drug Dealing. It had been agreed at the last meeting that the NAG would create some publicity material for parents and guardians to show the type of drugs that can be obtained by young children that are packaged to look like sweets, and how they can be ordered easily on-line and via mobiles. An example of a text menu was tabled for information and is attached to these minutes. This action is on-going.	**DJ** RH/DJ
5. Report from TVP Neighbourhood Team.	JR advised that the force were continuing further restructuring of the organisation and there may be a further reduction in the number of LPAs from 11 to 5. On a more positive note, the new Chief Constable is clearly keen on neighbourhood policing. That said, we should not expect the team's numbers to go back to the numbers they once were. Indeed, as seems common at the moment, JH was to be seconded again for a couple of months; Rus Hawkins would hopefully remain here.	

	In terms of incidents over the last few months, there have been a number of ASB reports, burglaries, drug offences and some rural crime including poaching which now seems to be under control. JR mentioned that the boxing club in FH was proving popular although they had had some trouble with youths which they wanted to deal with themselves. Finally, he suggested that it might be an idea to hold another public meeting in FH and the Chairman agreed to raise this with the Rev James for discussion.	**DJ**
6. Update on CSW Group	The CSW Report is attached at Annex A.	
7. Report on MVAS Findings:	IF reported that the TG MVAS was defective and might not be repairable. Given that the scheme may now have largely achieved what we set out to do, perhaps it might be a good idea to replace the MVAS with Speed Indication Devices (SIDs) displaying, for example, a smiley face. It was agreed that this should be raised with the Community Board as a proposal and IF agreed to pursue this through CWPC.	**IF**
8. Communications Report:	In the absence of AS, there was no discussion on this topic.	
9 AOB:	There was no other business raised.	
10. Date of Next Meeting:	**The next meeting will be held on about 6 weeks – date to be advised.** **The meeting closed at 8.25 pm.**	

D A JOHNCOCK
Chairman

March 2023

Annex A. CSW Report.

Attachment: Drugs Text Menu

ANNEX A TO NAG MINUTES DATED MARCH 2023

CSW Report for NAG meeting at Tyler's Green on Thursday 16th March.

.

Since our previous meeting an incident occurred on a CSW session at a Flackwell Heath location when the Sentinel was apparently kicked into the road and damaged. Fortunately immediately afterwards a police car stopped and then proceeded to continue the search for the culprit so they also officially reported the incident.

Radars/ tripod are covered by Thames Valley Police insurance while being used for CSW sessions,
Despite losing about three weeks these are the following session details, since our previous NAG meeting in October.

Total sessions by the Hazlemere Chepping Wycombe Speedwatch Group since October are.

Total Sessions.	27
Total vehicles recorded.	6261
Total vehicles Speeding.	440

Our reporting accuracy continues to be over 99%

Due to a loss of three members of the Flackwell Heath team it maybe necessary to recruit , ideally another three volunteers although in the meantime the rest of the HCWS Group have offered support to provide continuity.

This will affect our plans to restart the activity in Loudwater in the short term.

🇬🇧 3.5 UK MENU 🇬🇧 ⬇️
LEMON HAZE🍋🔥-£25
COOKIE DAWG🍪🐶-£25
BIRTHDAY CAKE🎉🎂-£25
BLUE CHEESE🔵🧀-£25
ICE CREAM CAKE🧊🍦-£30
THIN MINT COOKIE🌱🍪 -
£30
SOUR CHEM😝⛽-£30
BISCOTTI🍪⛽-£30
BLUE SHERBET🔵🍡-£30
KOSHER KUSH⛽🔥-£30
NUKEN KUSH💣🔥-30
SHERBET COOKIES🍡🍪-£30
BUBBLEBERRY🛁🫐-£30
GELATO CAKE🍧🎂-£30
(⬆️8 DIFFERENT ONES
£200⬆️)
CANDY FRUIT🍭🍇-£40 or
7G £70
GMO ZKITTLEZ🍪🌈-£40 or
7G £70
MAC💻🍇-£40 or 7G £70

UK OZ MENU 28G🇬🇧⬇️
COOKIE DAWG🍪🐶-£180-
(14G-£100)

Chepping Wycombe Parish Council

APPENDIX C

Balance Sheet as at 1 April 2022

31st March 2022					31st March 2023
		Current Assets			
2,440		VAT Control A/c	3,297		
0		Prepayments	1,804		
7,518		Current Bank A/c	14,826		
539,946		Business Account	578,949		
76,484		Term Deposits	76,585		
250		Petty Cash	250		
626,638				**675,711**	
	626,638	**Total Assets**			**675,711**
		Current Liabilities			
3,579		Creditors	4,413		
10,380		Accruals	967		
13,960				**5,379**	
	612,678	**Total Assets Less Current Liabilities**			**670,332**
		Represented By			
	239,196	General Reserves			238,907
	373,482	Earmarked Reserves			431,425
	612,678				**670,332**

The above statement represents fairly the financial position of the authority as at 1 April 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________ Date : ______________

Signed :
Responsible Financial Officer ______________________ Date : ______________

Chepping Wycombe Parish Council

Income and Expenditure Account for Year Ended 31st March 2023

31st March 2022		31st March 2023
	Operating Income	
501	King's Wood	4,299
1,628	Tylers Green Common & Pond	1,702
5,447	Allotments	5,889
1,392	General Recreation	1,208
9,010	Derehams	8,925
150	Works Depot, Office & Wardens	150
24,462	Cemeteries	23,537
349,373	Salaries & Other Staff Costs	362,525
11,301	F & GP Rents	14,403
403,264	Total Income	**422,638**
	Running Costs	
7,006	General Amenity	6,794
4,381	Railway Land & Magpie Wood	2,750
7,209	King's Wood	4,004
5,470	Tylers Green Common & Pond	4,384
1,833	Allotments	1,519
8,492	General Recreation	8,025
7,494	Derehams	12,074
4,582	Dog Bins	10,573
19,360	Projects	0
16,195	Works Depot, Office & Wardens	16,201
16,343	Vehicles Tools & Equipment	15,974
3,521	Litter, Rubbish & Graffiti	2,011
1,497	Cemeteries	1,314
1,911	War Memorial & Closed Churchya	1,112
342	Footpaths & Street Furniture	527
8,133	Footway Lighting	4,821
6,607	Partnership Working	1,819
205,855	Salaries & Other Staff Costs	222,875
5,000	Holding Funds	948
15,185	Salix	15,185
10,000	EMR Open Spaces	9,731
53,685	EMR Works & Services	40,798
18,552	EMR F & GP	(18,452)
428,652	Total Expenditure	**364,984**
	General Fund Analysis	
272,710	Opening Balance	239,196
403,264	Plus : Income for Year	422,638
675,974		661,834
428,652	Less : Expenditure for Year	364,984
247,322		296,850
8,126	Transfers TO / FROM Reserves	57,944
239,196	**Closing Balance**	**238,906**

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Annual Internal Audit Report 2022/23

CHEPPING WYOMBE PARISH COUNCIL

WWW.CWPC.ORG.UK

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")*			
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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

Date(s) internal audit undertaken: 06/04/2023 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit: ERNEST NEWHOUSE

Signature of person who carried out the internal audit: [signature] Date 06/04/2023

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

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

Section 2 – Accounting Statements 2022/23 for

CHEPPING WYOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	*Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.*
1. Balances brought forward	638,066	612,678	*Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.*
2. (+) Precept or Rates and Levies	349,349	362,525	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	53,916	60,113	*Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.*
4. (-) Staff costs	172,802	189,198	*Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.*
5. (-) Loan interest/capital repayments	15,185	15,185	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	240,666	160,601	*Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).*
7. (=) Balances carried forward	612,678	670,332	*Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).*
8. Total value of cash and short term investments	624,199	670,609	*The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March –* ***To agree with bank reconciliation.***
9. Total fixed assets plus long term investments and assets	1,853,330	1,860,872	*The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.*
10. Total borrowings	15,185	0	*The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).*

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

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

SIGNATURE REQUIRED

Date DD/MM/YYYY

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

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2023

Chepping Wycombe Parish Council

SECTION 2 - THE STATEMENT OF ACCOUNTS

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

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

		Last Year £	This Year £	General Notes for Guidance
1	Balances brought forward	**638,066**	**612,678**	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2	(+) Precept or Rates and Levies	**349,349**	**362,525**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	**53,916**	**60,113**	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	**172,802**	**189,198**	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	**15,185**	**15,185**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	**240,666**	**160,601**	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	**612,678**	**670,332**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	**624,199**	**670,609**	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	**1,853,330**	**1,866,472**	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total Borrowings	**15,185**	**0**	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

* A brief explanation of significant variations from last year to this year in Section 2;
* Bank Reconciliation as at 31 March

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

CHEPPING WYOMBE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

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

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

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

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

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Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2023

			Account Description	Balance	
Bank Statement Balances					
	1	30/03/2023	Current A/c	32,369.27	
	2	01/03/2022	Petty Cash	250.00	
	3	31/03/2023	Business Account	578,949.17	
					611,568.44
Other Cash & Bank Balances					
			Term Deposits	76,584.61	
					76,584.61
					688,153.05
Unpresented Payments					
	1	05/05/2020	10186	100.80	
	1	24/03/2022	10755	250.00	
	1	12/01/2023	10992	90.00	
	1	23/02/2023	11028	219.60	
	1	23/03/2023	11040	40.00	
	1	23/03/2023	11041	45.00	
	1	23/03/2023	11042	600.00	
	1	23/03/2023	11045	290.00	
	1	23/03/2023	11046	732.00	
	1	23/03/2023	11047	45.00	
	1	23/03/2023	11050	70.00	
	1	29/03/2023	11052	3,846.95	
	1	29/03/2023	11053	8,358.12	
	1	31/03/2023	11055	240.47	
	1	31/03/2023	11056	53.56	
	1	31/03/2023	11057	83.98	
	1	31/03/2023	11058	250.16	
	1	31/03/2023	11059	680.00	
	1	31/03/2023	11060	180.00	
	1	31/03/2023	11061	414.00	
	1	31/03/2023	11062	250.00	
	1	31/03/2023	11063	676.42	
	1	31/03/2023	PC	27.60	
					17,543.66
Closing Balance					**670,609.39**
All Cash & Bank Accounts					
	1		Current Bank A/c		14,825.61
	2		Petty Cash		250.00
	3		Business Account		578,949.17
			Other Cash & Bank Balances		76,584.61
			Total Cash & Bank Balances		**670,609.39**

Today: 01 Apr 2023

BARCLAYS

M[redacted]

Transactions

Mixed Payments Plan **20-40-71 40262919**

Available balance	**£32,184.05**
Last night's balance	£32,369.27
Overdraft limit	**£0.00**

Showing **54** transactions between **01/03/2023** and **03/04/2023** from 01/03/2023 to 01/04/2023

Date	Description	Money in	Money out	Balance
03/04/2023	Credit Payment CHARGES COMMISSION FOR PERIOD 13FEB/12MAR ********** ************		-£35.22	£32,334.05
31/03/2023	Counter Credit Little Buddies Pre SUNNYDAYS March BGC	£756.00		£32,369.27
31/03/2023	Cheque 011051 CHQ		-£111.20	£31,613.27
31/03/2023	Remittance 43CHALFONT ST PETE 101084 REM	£150.00		£31,724.47
31/03/2023	Counter Credit BLACK LTD T/AS B 2022-025 BGC	£206.00		£31,574.47
31/03/2023	Counter Credit FC LIONS OF WYCOMB FC Lions BGC	£300.00		£31,368.47
31/03/2023	Cheque 011043 011043		-£180.00	£31,068.47
30/03/2023	Bill Payment WHITSONFAYS LTD INV-0084 BBP		-£8,000.00	£31,248.47
30/03/2023	Bill Payment AJGIBL GBP CLIENT AGRI/105217/2022 BBP		-£2,571.57	£39,248.47

Today: 01 Apr 2023

BARCLAYS

Transactions

Active Saver

20-40-71 03511146

Available balance	**£578,949.17**
Last night's balance	£578,949.17
Overdraft limit	**n/a**

Showing **5** transactions between **06/03/2023** and **30/03/2023** from 01/03/2023 to 01/04/2023

Date	Description	Money in	Money out	Balance
30/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£578,949.17
24/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£593,949.17
14/03/2023	Funds Transfer 204071 40262919 BUILDING WORK FT		-£15,000.00	£608,949.17
07/03/2023	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£623,949.17
06/03/2023	Credit Payment INTEREST PAID GROSS FOR PERIOD 5DEC/ 5MAR	£834.86		£638,949.17

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
If you don't have online statements, then statements may still be visible in Barclays Cloud It
If you can't find the relevant statement/transactions online, you can order a copy statement

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The co-operative bank

co-operativebank.co.uk/business

phone 03457 213 213

Chepping Wycombe Parish Cncl
Council Office Cock Lane
High Wycombe
Buckinghamshire
HP10 8DS

M32/J1027451000 35839

Business Select Instant Access Account

Summary

Account title
CHEPPING WYCOMBE PARISH COUNCIL

Sort code
089250

Account number
68694076 50

Statement date
30 March 2023

Statement number
15

Page number
1 of 1

Statement opening balance
76,497.11

Total withdrawals
0.00

Total deposits
87.50

Statement closing balance
76,584.61

Date	Description	Withdrawals	Deposits	Balance
17 MAY 22	**OPENING BALANCE**			**76,497.11**
5 OCT 22	INTEREST		87.50	76,584.61
	Statement closing balance			**76,584.61**

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

Change of interest rate*

New gross rates with effect from 1st March 2023

1.28% (AER 1.28%)

Previous gross interest rates

1.12% (AER 1.12%)

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Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 & 8 on the Annual Return

Code	Description	Last Year £	This Year £
	Total Reserves	**612,678.35**	**670,331.59**
105	VAT Control A/c	2,439.69	3,297.46
110	Prepayments	0.00	1,804.07
	Less Total Debtors	**2,439.69**	**5,101.53**
500	Creditors	3,579.36	4,412.82
510	Accruals	10,380.48	966.51
	Plus Total Creditors	**13,959.84**	**5,379.33**
	Equals Total Cash and Bank Accounts	**624,198.50**	**670,609.39**
200	Current Bank A/c	7,518.12	14,825.61
210	Business Account	539,946.08	578,949.17
220	Term Deposits	76,484.30	76,584.61
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	**624,198.50**	**670,609.39**

Explanation of variances – pro forma

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

County area (local councils and [illegible]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. **DO NOT OVERWRITE THESE BOXES**	**Explanation from smaller authority (must include narrative and supporting figures)**
1 Balances Brought Forward	638,066	612,678				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	349,349	362,525	13,176	3.77%	NO		
3 Total Other Receipts	53,916	60,113	6,197	11.49%	NO		
4 Staff Costs	172,802	189,198	16,396	9.49%	NO		
5 Loan Interest/Capital Repayment	15,185	15,185	0	0.00%	NO		
6 All Other Payments	240,666	160,601	-80,065	33.27%	YES		Please see attached
7 Balances Carried Forward	612,678	670,332			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	624,199	670,609				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and As	1,853,330	1,866,472	13,142	0.71%	NO		
10 Total Borrowings	15,185	0	-15,185	100.00%	YES		Loan has been completed

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Ernest G Newhouse

M.A., M.Sc.

Consulting Accountant

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Chesham Bois
Bucks
HP6 6BZ

email: ernestnewhouse@talktalk.net

6 April 2023

Mrs Katrina Wood
Chairman, Chepping Wycombe Parish Council

Dear Mrs Wood,

Today I undertook the Internal Audit examination of Chepping Wycombe Parish Council in respect of the year ended March 2023.

I met the Clerk, Wendy Thompson, for whose welcome and hospitality I am grateful. Mr Alec Barron also attended my review. In the course of this work I made the following observations, all of which I discussed and agreed with Mrs Thompson.

I again took as my agenda the questions in the Audit Report which I am required to answer.

I am pleased to be able to repeat what I said in previous years, namely that I found the accounts and systems to be in good order and well run.

1. <u>Bank Reconciliations</u>

   I had no issues here this year.

2. <u>Risk Assessments</u>

   Last year I wrote:

   There is a comprehensive schedule of actions to be taken to mitigate the various risks identified.

   As is often the case, and as I have reported before, what is lacking is evidence that these actions have actually been undertaken.

   The mindset necessary is that you imagine a serious mishap has occurred. There is an enquiry and you need to establish that proper procedures have been followed and that appropriate documentation can demonstrate this.

.../...

I formed the impression that good records were being kept but that they were somewhat ad-hoc, and I was not sure, nor I think was Mrs Thompson, that they would be adequate in the case of a serious mishap enquiry.

During our discussion, the idea of an "incident book" arose. If this were to record the remedial action undertaken following each incident, that might well be helpful in the event of an enquiry.

3. On-line Banking

This came up in the course of our discussion, although it is not strictly within the terms of reference of my work.

I was surprised to learn that you make most of your payments by cheque rather than on-line by BACS. This seemed to be mainly out of consideration for your elderly residents who may not be computer literate.

Comparing the charges made by your bank for cheques and for on-line payments, and adding in the cost of postage for the former, it appeared that there would be a saving of roughly £1 from each payment made by BACS. I did not go into this in detail, but the potential saving looks significant.

I should be pleased to answer any questions you or your members may have on this report.

Yours sincerely,

Ernest G Newhouse

Ernest G Newhouse

Report on CWPC Financial Year Audit undertaken on 06/04/2023

Present: Wendy Thompson, Clerk CWPC

Ernest Newhouse – External Independent Auditor

Alec Barron – Observer

Place: CWPC Council Chamber.

The auditor made two points before commencement of the audit.

1. There was no recorded response to the auditor from his letter (KW).
2. Risk Assessments regarding the grounds team – need evidence of actions.

Audit:

The audit followed the AGAR statements but re-arranged by the auditor into Expenditure followed by Income and then Reconciliations. Probably a very logical method of audit!

Expenditure

a. Barclays Bank (current account) statements were offered, and Feb 2023 and August 2022 were selected for audit by the auditor. Payments selected were backed up by check stubs and invoices (cross checked by two Councillors). To validate the expenditure, Council minutes for the authorised sum were produced closing the loop. Satisfactory outcome.
b. Discussion on the tendering process was reviewed (including the opening of tenders at the same time) with expenditures followed through the banking system. Satisfactory outcome.
c. S137 donations – the process was explained although there were no donations in the two periods initially selected. Satisfactory outcome.
d. the audit trail followed an example in September 2022 with a £12k expenditure at Flackwell Heath - Green Dragon Lane. The initial recommendation of the working group, to the approval by Open Spaces (within Budget), review by F&GP and Full Council approval. Satisfactory outcome.
e. The auditor discussed cheque issuance vs BACS and commented that savings could be made by changing payments away from the cheque system.
f. Salaries – the payments system was explained. Pay slips tend to be similar month to month as there is no overtime working. It would be difficult to enact fraud at this stage as the previous month's payments are use as a cross check for the current payment. Satisfactory outcome.
g. Salary reviews undertaken by Council and countersigned. Satisfactory outcome.

Income

h. The auditor ran through several income cases, (no VAT). There was no need for credit control noted. Satisfactory outcome.
i. Pricing (cemeteries, allotments etc.) – explained that this was looked at through the F&GP committee as part of the annual budget changes. Satisfactory outcome.
j. Accruals – bollards installation at Flackwell Heath war memorial. This was reviewed and agreed that the system was simple and acceptable. Satisfactory outcome.

Reconciliation (Box 7 and 8)

k. Fixed assets register – the numbers did not tally! The Clerk very quickly identified the issue and found that a column was missing from the spreadsheet resulting in a mis-match of figures. This was demonstrated to the auditor on the Clerk's laptop and a new spreadsheet printed. The auditor accepted the amended sheet. Satisfactory outcome.

l. It was noted that there was a missing £5.6k from the asset register – Regalia! The auditor accepted the amendments. Satisfactory outcome.
m. Litter bins and dog bins – the process was explained and checked. Satisfactory outcome.
n. The list of variances and explanation was accepted. Satisfactory outcome.
o. The Budgeting process was explained and checked. Satisfactory outcome.

General

Risk assessments of the Grounds team: A general discussion was held on this topic. Hand Blower training highlighted and found to be acceptable. – Satisfactory outcome.

The issue of how to protect the Council by evidence of actions / training was raised. It was agreed that an "Incident Book" was assist as long as this was reviewed and acted upon. Noted.

Discussion on the Council Website – The auditor was satisfied that data presented on the website was acceptable.

The AGAR was signed by the auditor and the audit completed.

The auditor offered that we were a good and competent Parish Council (Clerk and Councillors) and recognised the separation of power between Clerk and Council. All expenditure must be authorised by Council.

The auditor offered examples of other audits undertaken by him including the example of NEGATIVE EMR. This he proffered would be a "problem".

After the auditor had left the premises…..

We have two Negative EMR lines on our balance sheet:

328 – EMR Elections (£8,036)

330 – EMR Wardens House (£4,677)

I would strongly recommend that these are reviewed and corrected.

Finally I will comment that our Clerk is very well organised with all data required for the audit available "instantly". It made no difference if this data was a numerical presentation or explanation of the expenditure and income from initial committee to the final outcome. Our Clerk is at the top of the game!

Alec Barron 09/04/2023

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

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

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

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

Commencing on **Monday 5 June 2023**

and ending on **Friday 14 July 2023**

(Please enter the dates set by the smaller authority as appropriate which must be 30 working days (i.e. Monday – Friday only, and not Bank Holidays) inclusive and must include the first 10 working days of July 2023 (i.e. Monday 3 July – Friday 14 July).

We have suggested the following dates: Monday 5 June – Friday 14 July 2023. The latest possible dates that comply with the statutory requirements are Monday 3 July – Friday 11 August 2023.)

Signed: L Thompson

Role: Clerk/RFO

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

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

Chepping Wycombe Parish Council

APPENDIX D

Summary Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	22,023	17,350	(4,673)			126.9%
Expenditure	50,120	62,410	12,290	0	12,290	80.3%
Movement to/(from) Gen Reserve	(28,097)					
Works & Service						
Income	23,687	18,900	(4,787)			125.3%
Expenditure	43,781	54,340	10,559	0	10,559	80.6%
Movement to/(from) Gen Reserve	(20,094)					
Finance & General Purpose						
Income	376,928	375,525	(1,403)			100.4%
Expenditure	239,007	240,105	1,098	0	1,098	99.5%
Movement to/(from) Gen Reserve	137,921					
Earmarked Reserves						
Income	0	0	0			0.0%
Expenditure	32,076	373,482	341,406	0	341,406	8.6%
Movement to/(from) Gen Reserve	(32,076)					
Grand Totals:- Income	422,638	411,775	(10,863)			102.6%
Expenditure	364,984	730,337	365,353	0	365,353	50.0%
Net Income over Expenditure	57,653	(318,562)	(376,215)			
Movement to/(from) Gen Reserve	57,653					

APPENDIX E

Project Proposals Chepping Wycombe Parish Council 5 year plan

2023 - 2028

Version 3.1 Feb 2023

All values £k

	Status	Total Cost	App Cost	2022/23	2023/24	2024/25	2025/26	2026/27	GR/CIL Call	CIL	Comments
Office Remodelling	Approved	40	50	40					23.3	None	Uses 316.7k from EMR balance from GR
Car Park Green Dragon	Approved	5	5	5						Y	Project by football club but may need help with funding or grants Small Projects
Derehams Rejuvenation Tracks	Development App	100	10	10		50	40		0	Y	No costings ready yet Sufficicient to cover likely planning costs.
Derehams Rejuvenation Buildings	Development App	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	Likely to proceed now as a joint funded idea.
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		514.4	75	84.0	240.4	90	80	20	23.3		

Revised F&GP Feb 2023

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