

CHEPPING WYCOMBE PARISH COUNCIL

COUNCILLOR-OFFICER PROTOCOL

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INTRODUCTION

The purpose of this Protocol is to guide councillors and officers of the council in their relations with one another. The Protocol's intention is to build and maintain good working relationships between councillors and officers as they work together. Employees who are required to give advice to councillors are referred to as "officers" throughout.

A strong, constructive, and trusting relationship between councillors and officers is essential to the effective and efficient working of the council.

This Protocol also seeks to reflect the principles underlying the Code of Conduct which applies to councillors and the employment terms and conditions of officers. The shared objective is to enhance and maintain the integrity (real and perceived) of local government.

The following extract from the Local Government Association guidance on the 2020 Model councillor Code of Conduct states that:

"Both councillors and officers are servants of the public and are indispensable to one another. Together, they bring the critical skills, experience and knowledge required to manage an effective local authority."

At the heart of this relationship, is the importance of mutual respect. councillor-officer relationships should be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe reasonable standards of courtesy, should show mutual appreciation of the importance of their respective roles and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

councillors provide a democratic mandate to the local authority and are responsible to the electorate whom they represent. They set their local authority's policy framework, ensure that services and policies are delivered and scrutinise local authority services.

Chairmen and vice chairmen of committees have additional responsibilities. These responsibilities will result in increased expectations and relationships with officers that are more complex. Such councillors must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature or compromise their position with other councillors or other officers.

Officers provide the professional advice and managerial expertise and information needed for decision making by councillors and to deliver the policy framework agreed by councillors. They are responsible for implementing decisions of councillors and the day-to-day administration of the local authority.

The roles are very different but need to work in a complementary way.

It is important for both sides to respect these differences and ensure that they work in harmony. Getting that relationship right is an important skill. That is why the code requires councillors to respect an officer's impartiality and professional expertise. In turn officers should respect a councillor's democratic mandate as the people accountable to the public for the work of the local authority. It is also important for a local authority to have a councillor-officer protocol which sets out how this relationship works and what both councillors and officers can expect in terms of mutual respect and good working relationships."

This Protocol covers:

- The respective roles and responsibilities of the councillors and the officer;
- Relationships between councillors and officers;
- Where/who a councillor or an officer should go to if they have concerns;
- Who is responsible for making decisions.

BACKGROUND

This Protocol is intended to assist councillors and officers, in approaching some of the sensitive circumstances which arise in a challenging working environment.

The reputation and integrity of the council is significantly influenced by the effectiveness of councillors and the officer working together to support each other's roles.

The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Overly close personal familiarity between councillors and officers is not recommended as it has the potential to damage this relationship

ROLES OF COUNCILLORS AND OFFICERS

The respective roles of councillors and officers can be summarised as follows:

- Councillors and officers are servants of the public and they are indispensable to one another, but their responsibilities are distinct.
- Councillors are responsible to the electorate and serve only for their term of office.
- Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

Councillors

Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in implementing policies and delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

All councillors have the same rights and obligations in their relationship with the officer, regardless of their status and should be treated equally.

Councillors should not involve themselves in the day to day running of the council. This is the officer's responsibility, and the officer will be acting on instructions from the council or its committees, within an agreed job description.

In line with the councillors' Code of Conduct, a councillor must treat others with respect, must not bully or harass people and must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the council.

Officers can expect councillors:

- to give strategic leadership and direction and to seek to further their agreed policies and objectives with the understanding that councillors have the right to take the final decision on issues based on advice
- to act within the policies, practices, processes and conventions established by the council
- to work constructively in partnership with officers acknowledging their separate and distinct roles and responsibilities
- to understand and support the respective roles and responsibilities of officers and their associated workloads, pressures and reporting lines
- to treat them fairly and with respect, dignity and courtesy
- to act with integrity, to give support and to respect appropriate confidentiality
- to recognise that officers do not work under the instruction of individual councillors or groups
- not to subject them to bullying, intimidation, harassment, or put them under undue pressure.
- to treat all officers, partners (those external people with whom the council works) and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- not to request officers to exercise discretion which involves acting outside the council's policies and procedures
- not to authorise, initiate, or certify any financial transactions or to enter into any contract, agreement or undertaking on behalf of the council or in their role as a councillor without proper and lawful authority
- not to use their position or relationship with officers to advance their personal interest or those of others or to influence decisions improperly
- to comply at all times with the councillors' Code of Conduct, the law, and such other policies, procedures, protocols and conventions agreed by the council.
- respect the impartiality of officers and do not undermine their role in carrying out their duties
- do not ask officers to undertake work, or act in a way, which seeks to support or benefit a particular political party or gives rise to an officer being criticised for operating in a party-political manner
- do not ask officers to exceed their authority where that authority is given

Chairmen and vice-chairmen of council and committees

Chairmen and vice-chairmen have additional responsibilities as delegated by the council. These responsibilities mean that they may have to have a closer working relationship with employees than other councillors do. However, they must still respect the impartiality of officers and must not ask them to undertake work or anything else which would prejudice their impartiality.

Officers

The primary role of officers is to advise, inform and support all members and to implement the agreed policies of the council.

Officers are responsible for day-to-day managerial and operational decisions within the council, including directing and overseeing the work of any more junior officers. councillors should avoid inappropriate involvement in such matters.

In performing their role officers will act professionally, impartially and with neutrality. Whilst officers will respect a councillor's view on an issue, the officer should not be influenced or pressured to make comments, or recommendations which are contrary to their professional judgement or views.

Officers must:

- implement decisions of the council and its committees which are lawful, which have been properly approved in accordance with the requirements of the law and are duly recorded. This includes respecting the decisions made, regardless of any different advice given to the council or whether the decision differs from the officer's view.
- work in partnership with councillors in an impartial and professional manner
- treat councillors fairly and with respect, dignity and courtesy
- treat all councillors, partners and members of the public equally, and not discriminate based on any characteristic such as age, sex, race, sexual orientation, gender identity, disability or religion.
- assist and advise all parts of the council. Officers must always act to the best of their abilities in the best interests of the authority as expressed in the council's formal decisions.
- respond to enquiries and complaints in accordance with the council's standards protocol
- be alert to issues which are, or are likely to be, contentious or politically sensitive, and be aware of the implications for councillors, the media or other sections of the public.
- act with honesty, respect, dignity and courtesy at all times
- provide support and learning and development opportunities for councillors to help them in performing their various roles in line with the council's training and development policy
- not seek to use their relationship with councillors to advance their personal interests or to influence decisions improperly
- comply, at all times, with the Officers' Code of Conduct, and such other policies or procedures approved by the council

Officers have the right not to support councillors in any role other than that of councillor, and not to engage in actions incompatible with this Protocol.

In giving advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

There are exceptional circumstances where a councillor can fulfil the role of officer, for example where there is a vacancy. This can only be done if the councillor is not paid for the role and should only ever be short-term while the council seeks to fill a vacancy. There will need to be a particular clear understanding of when the councillor is acting as a councillor and when acting as the Proper Officer.

The Relationship: General

Councillors and officers are indispensable to one another. However, their responsibilities are distinct. Councillors are accountable to the public, whereas officers are accountable to the council as a whole.

At the heart of this Protocol is the importance of mutual respect and also of civility. Councillor/officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between councillors and officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position nor seek to exert undue influence on the other party.

Individual councillors should not actively seek to undermine majority decisions of the corporate body, as this could then bring them into conflict with officers who have been charged with promoting and implementing the council's collectively-determined course of action.

Councillors should not raise matters relating to the conduct or capability of an officer, or of officers collectively, in a manner that is incompatible with this Protocol at meetings held in public or on social media. This is a long-standing tradition in public service. An officer has no means of responding to criticisms like this in public.

A councillor who is unhappy about the actions taken by, or conduct of, an officer should:

- avoid personal attacks on, or abuse of, the officer at all times
- ensure that any criticism is well founded and constructive
- ensure that any criticism is made in private
- take up the concern with the chair

Neither should an officer raise with a councillor matters relating to the conduct or capability of another councillor or officer or to the internal management of the council in a manner that is incompatible with the objectives of this Protocol.

Potential breaches of this Protocol are considered below.

Expectations

All councillors can expect:

- A commitment from officers to the council as a whole, and not to any individual councillor, group of councillors or political group;
- A working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional and impartial advice, not influenced by political views or personal preferences;
- Timely, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers and other councillors;
- Training and development opportunities to help them carry out their role effectively;
- Not to have personal issues raised with them by officers outside the council's agreed procedures;
- That officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly.

Officers can expect from councillors:

- A working partnership;
- An understanding of, and support for, respective roles, workloads and pressures;
- Leadership and direction;
- Respect, courtesy, integrity and appropriate confidentiality;
- Not to be bullied or to be put under undue pressure;
- That councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- That councillors will at all times comply with the council's adopted Code of Conduct.

Some general principles

Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.

Special relationships with particular individuals are not recommended as it can create suspicion that an employee favours that councillor above others.

The Proper Officer (usually called the Clerk) is the head of paid services and has a line-management responsibility to all other staff. Communications should be made directly with the Proper Officer, unless it is agreed by the Proper Officer that such communications may take place directly with other officers over a particular matter. Councillors should not give instructions directly to the Proper Officer's staff without the express approval of the Proper Officer.

COUNCILLORS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the council. This can range from a request for general information about some aspect of the council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Officer.

The legal rights of councillors to inspect council documents are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

CORRESPONDENCE

Correspondence between an individual councillor and an officer should not normally be copied (by the officer) to any other councillor. Where exceptionally it is necessary to copy the correspondence to another councillor, this should be made clear to the original councillor. In other words, a system of "silent copies" should not be employed. Acknowledging that the "BCC" system of e-mailing is used, it should be made clear at the foot of any e-mails if another councillor has received an e-mail by adding "CC councillor X."

Official letters or emails on behalf of the council should normally be sent out under the name of the officer, rather than under the name of a councillor. It may be appropriate in certain circumstances (e.g. representations to a Government Minister) for a letter or email to appear over the name of the chair, but this should be the exception rather than the norm. Letters or emails which, for example, create obligations or give instructions on behalf of the council should never be sent out in the name of a councillor.

Correspondence to individual councillors from officers should not be sent or copied to complainants or other third parties if they are marked "confidential". In doing so, the relevant officer should seek to make clear what is to be treated as being shared with the councillor in confidence only and why that is so.

PRESS AND MEDIA

Councils are accountable to their electorate. Accountability requires local understanding. This will be promoted by the council, explaining its objectives and policies to the electors and customers. Councils use publicity to keep the public informed and to encourage public participation. The council needs to tell the public about the services it provides. Good effective publicity should aim to improve public awareness of the council's activities. Publicity is a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential to ensure that decisions on publicity are properly made in accordance with the Code of Recommended Practice on Local Authority Publicity and the council's Media Protocol.

The officer may respond to press enquiries but should confine any comments to the facts of the subject matter and the professional aspects of the function concerned. On no account must an officer expressly or impliedly make any political opinion, comment or statement.

Any press release that may be necessary to clarify the council's position in relation to disputes, major planning developments, court issues or individuals' complaints should be approved by the officer.

The chairman (or chairman of a committee) may act as spokespersons for the council in responding to the press and media and making public statements on behalf of the council but should liaise with the officer on all forms of contact with the press and media. The council may also appoint individual councillors as spokespeople where there is an area of particular expertise but this should only be done with the agreement of the council.

The council must comply with the provisions of the Local Government Act 1986 ("the Act") regarding publicity. All media relations work will comply with the national Code of Practice for Local Government Publicity. The Code is statutory guidance and the council must have regard to it and follow its provisions when making any decision on publicity.

IF THINGS GO WRONG

Procedure for officers:

From time to time the relationship between councillors and the officer (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, it is important that the council adopts a formal grievance protocol or procedure.

The principal council's monitoring officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

Where the matter relates to a formal written complaint alleging a breach of the councillors' Code of Conduct the matter must be referred to the principal council's monitoring officer in the first instance in line with the Localism Act 2011. The council may however try to resolve any concerns raised informally before they become a formal written allegation.

Procedure for councillors:

If a councillor is dissatisfied with the conduct, behaviour or performance of the officer or another employee, the matter should be reported to the chairman and then raised with the officer in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

CHEPPING WYCOMBE PARISH COUNCIL

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

Part 1

1. Name of organisation: **LOUDWATER BOWLS CLUB**
2. Hon. Secretary: _____ Address: _____
Tel: _____ This address will be used for general correspondence
3. Hon. Treasurer: _____ Address: _____
Tel: _____ This address will be used for all 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~~/No 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) **AFFILIATED TO BOWLS ENGLAND**
5. What are the objectives of the organisation?
TO PROMOTE AND FOSTER THE GAME OF BOWLS
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.
A SMALL BAR IS RUN AT HOME MATCHES (BAR ACCOUNT PROVIDED WITH FEBRUARY GRANT APPLICATION)
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 2023	LAST YEAR 2022	PREVIOUS YEAR 2021
<u>FULL</u>	No. 18 Sub. £70	No. 17 Sub. £70	No. 17 Sub. £70
<u>SOCIAL</u>	No. 1 Sub. £5	No. 1 Sub. £5	No. 1 Sub. £5
<u>ASSOCIATE</u>	No. Sub.	No. Sub.	No. 1 Sub. £5

8. ~~1/~~ We enclose herewith the following documents. (Please delete those which have previously been submitted)
DOCUMENTS SUBMITTED WITH FEBRUARY GRANT APPLICATION
~~a) Copy of the Constitution~~ ~~c) Copy of the latest Annual Report to members~~

- b) ~~Copy of latest audited accounts~~ d) ~~Other material concerning the organisation~~ and
~~balance sheet~~ 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.
24 MATCHES VERSUS OTHER CLUBS (12 AT HOME) ALSO 5 INTERNAL GAMES FOR OUR OWN MEMBERS
2. a) For what specific project are you now seeking the council's assistance?
TO REPLACE CLUBHOUSE LIGHTING (OVER 26 YEARS OLD AND UNRELIABLE) WITH 19 DOWN LIGHTS THAT ARE MORE ENERGY EFFICIENT. ALSO TO ADD A STOPCOCK SO THE HOT WATER TANK CAN BE ISOLATED.
- b) Specify: i) Total estimated cost ii) Dates scheduled to commence and complete iii) Amount already available iv) Amount expected to be available at commencement v) Other applications for grants for this project
1/ COST £1160 + VAT (ESTIMATE ATTACHED) WORK NOT YET SCHEDULED
£200 CONTRIBUTION TO PLUMBING WORK
NONE

Body:

Amount applied for:

.....
.....
.....

3. How much assistance are you requesting from Chepping Wycombe Parish Council? £ 1,000
4. What do you see as the benefits that will be obtained by the residents of Chepping Wycombe on completion of the project? GOOD RELIABLE LIGHTING WILL SHOW VISITORS THAT SPORTS FACILITIES IN THE CWPC AREA ARE OF A HIGH STANDARD. VISITOR NUMBERS EXCEED 150 PER ANNUM, SOME OF WHICH ARE CWPC AREA RESIDENTS

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

Signed: Date: 2 AUGUST 2023

Capacity in which signed: SECRETARY, LOUDWATER BOWLS CLUB

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

CHEPPING WYCOMBE PARISH COUNCIL

APPLICATION FOR GRANT/DONATION BY CHARITABLE, VOLUNTARY OR OTHER ORGANISATIONS
(Local Government Act 1972, Section 137)

Please note: this application will not be considered unless it is accompanied by a copy of the latest set of annual accounts showing the organisations income, expenditure and level of balances. If the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation: **Flackwell Heath Minors FC**

Secretary/**Sponsor:** [

Contact details:

Treasurer/**Financial Officer:**

Contact details: -

How is the organisation established (delete as appropriate)

Incorporated by Royal Charter	Registered as a Friendly Society
Incorporated under Companies Act	By affiliation to any national body
Registered as a Charity	Deed of Trust
Charity No	Other (please specify below)

What are the objectives of the organisation?

Does the organisation carry out any trading activity with a view to profit?

Does your organisation have a membership?

As the club has grown and the number of children and adults we see each week increases we have realised that we need to improve some of the facilities we have. We continue to raise funds for the club with a yearly raffle at the Christmas Party, we have a 2 day summer tournament where we have stalls, raffles and every Sunday we open our club house to provide Bacon rolls, hot drinks and snacks. As you can imagine this helps but is not providing us with the funds to develop the club as we would like.

We currently have a car park which is small, full of pot holes and leads to another grassy area which can only be used for parking in good conditions, alternative people have to park out on the road which is not only unsafe with lots of children around but isn't great for our local neighbours. With all this in mind and to continue our support to the local community we are hopefully that we would be able to apply for a grant to help us in making these changes, improving our grass roots football club, allowing us to provide more to the sport but also the community in what services we can provide.

We have been working with Juniper school to help them provide a safe place for their parents to park morning and afternoon and would like to ensure the car park is a safe place to do this.

Yes we have annual subs paid by all members, this membership helps to provide kit, equipment and maintain the clubhouse, pitches etc.

For what purpose of project is the grant/donation requested?

The purpose of the grant is to ask Chepping Council for their assistance with the GDL Car Park which is in a very bad state of repair

As a club we continue to do a lot to maintain the clubhouse, pitches, and surrounding areas with little or no support/requests from the council.

However, the car park is a large and costly project and now with the added usage of Juniper School parents the car park surface is suffering.

We feel that with the support of Chepping Council and a large contribution from FHMFC we can give the car park the renovation that it requires and longevity of 7-10 years before further repairs are required.

We are very hopeful that Chepping council will consider this request to not just help the club but also the local school and surrounding neighbours.

Please specify:

Total estimated cost of the project	£48,000
Dates to commence and complete	1 st August – 31 st August
Amount already available	£20,000
Amount expected to be available at start	£20,000

Other applications for grants for the project:

Body:	Amount applied for:
Hearts of Bucks	£1000

Amount being requested from CWPC: £5000

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind?

Over 350 members of the football club on a weekly basis (over 90% are from the council area)

All the parents of Juniper school who use the carpark for a safe school drop off and pick up – 5 days a week

All the neighbours of Green Dragon Lane who experience a lot of curb side parking on match days – this should reduce if both areas allow for more cars to park and in a safe car park

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

Signed: Dated:20th September 2023.....

Capacity in which signed: ...Administrator.....

Should the application be successful any cheque will be made payable to the name of the organisation as stated overleaf and sent to the Treasurer unless otherwise stated.

Alternative addressee for grant:

Please return the completed application and supporting documents to: Clerk of the Council
Chepping Wycombe Parish Council
Cock Lane
Tylers Green
Bucks HP10 8DS

Or alternatively send the application via email to clerk@cwpc.org.uk
Any queries please do not hesitate to contact the office on: 01494 814600

DATE: 9-Sep-23
 QUOTATION 1
 FOR: G D L

Bill To:

Duration OF WORK-1 WEEK

Bank details:

Account no:

Sort code:

VAT No-

DESCRIPTION		AMOUNT
LABOUR	WORKED	6,750.00
PLANT		5,330.00
TYPE 1		14,375.00
BINDING STONE		4,750.00
GEOTEXTILES		1,740.00
GEOGRID		£2,740.00
NO MUCK WILL BE MOVE OF SITE		
LEVEL MAIN CAR PARK AND TOP UP WITH TYPE 1 AND BINDING STONE. DIG AND LEVEL OVERFLOW CAR PARK PLACING GEOGRID AND GEOTEXTILES LAY TYPE 1 AND BINDING.		
EXPENSES		
TOTAL		£ 35,685.00
VAT +20%		£ 7,137.00
PLUS EXPENSES		£ -
INVOICE TOTAL		£ 42,822.00

unit 1
64,000 S/G

unit 2
36,500 G/G

NEW 1800-HIGH CHAIN LINK FENCE

NEW DIVERSION OF PUBLIC FOOTPATH

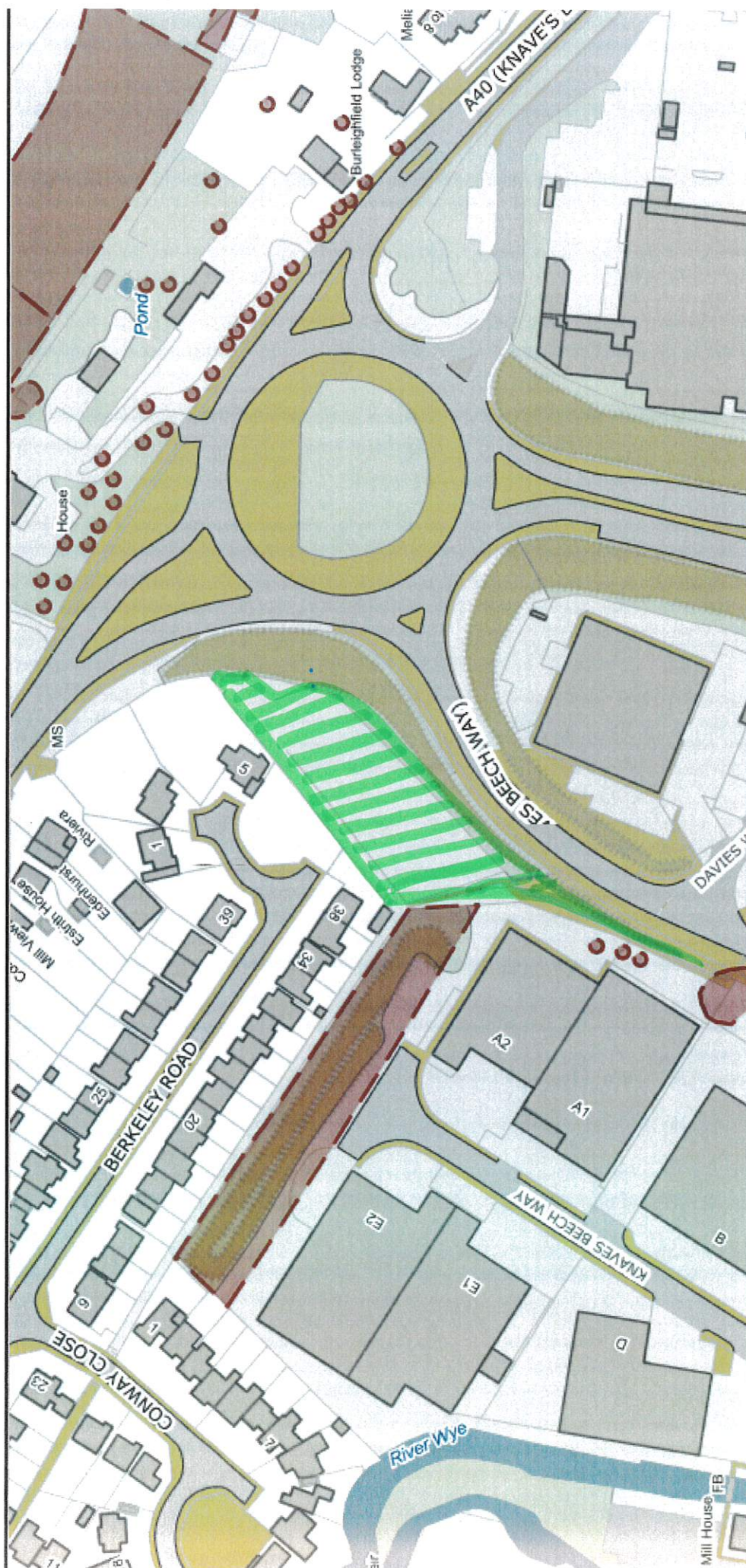
GRASSED AND PLANTING AREA

30' MIN. MOUND

30' 480 MIN.

KNAVE'S BEECH ROUNDABOUT

0 100



Report to F&GP 03/10/2023 on "our" Community Board (BCWCB) by Alec Barron

There has been very little activity on the BCWCB over this year. The last meeting attended was on the 28/06/23. This was a general meeting with a few presentations from interested parties.

- Community Matters (David Skinner): Talked about potential Heritage sites, and that Bucks was looking for "Brownfield sites" for development to meet housing needs.
- Scam awareness was mentioned – Elderly particularly at risk from telephone scams.
- Play Streets initiative announced following successful trials – allowing Children to play in the street and promote community cohesion! Website to see if your selected street is suitable for such activities!
- Ultrahigh speed broadband is continuing to be rolled out particularly for business!
- Bucks Film Office has a database of land available for filming – a kind of signposting service!
- Environment (Deborah Faraday): Mentioned "Clean up our air initiative" referencing Nitrous Oxide monitoring – 40 micrograms per cubic metre of air is the limit. This is being rolled out to schools as part of the idling engines initiative. (You may have also been aware of our own Councillor D. Johncock photo opportunity at Juniper Hill School).
- Highways and Transport had a mention in relation to verge parking. There are now A5 flyers and posters available for schools to highlight this antisocial activity.
- The last meeting of HAT group was on 19/04/23 and mention was made of new contractors for the County. The handover from one contractor to the other has meant that several projects have been delayed.

Jonathan Walters (Chairman) requested for new ideas to promote the Community Board.

It has been noted that the Environment Group has had little support resulting in some cancellation of meetings.

Similarly, the Welfare Action Group has also had dwindling support.

I also attended a Parking meeting with 8 other Unitary Authority attendees including David Johncock.

Alan Cecil of Hazlemere indicated that a lot of time and effort had been spent on yellow / double yellow lines – drivers were still parking on these. There is very limited enforcement!

Julie Rushton has been recruiting to improve the Unitary support for parking issues. There is a requirement for these actions to be self-financing. Of the 380 schools in Bucks, 288 have parking issues.

Alec Barron. 21/09/23

**MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE
NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN
VILLAGE HALL at 7pm on THURSDAY 31st AUGUST 2023.**

ATTENDEES:

Cllr. David Johncock	(DJ)	Bucks Council & CWPC
John Sparks	(JS)	CSW Coordinator, Hazlemere NW
Cllr Liz Johncock	(EJ)	CWPC
Cllr Ian Forbes	(IF)	CWPC & MVAS Lead
Bill Sadler	(BS)	Tylers Green Resident & CSW
Jean Johnson	(JJ)	Tylers Green Resident
Susanne Ludgate	(SL)	Penn & Tylers Green Residents Association Board
PC Jed Russell	(JR)	Thames Valley Police

ITEM		ACTIONS
1. Introduction & Apologies:	DJ welcomed everyone to the meeting. Apologies had been received and accepted from Alastair Strauss, Alan Cecil, Ashley Gray, and Sgt Mark Palethorpe.	
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 16 th May 2023 were accepted as a true record.	
4. Matters Arising from the Minutes:	All actions had been completed or closed apart from : <u>Item 6.3 – Drug Dealing.</u> It had been agreed at an earlier 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. After that meeting, Susanne Ludgate had kindly agreed to work with Rus Hawkins on this project but Rus had been busy and had since resigned from TVP. Consequently, all progress had come to a halt. Following the last NAG meeting, the Chairman had written to Supt Emma Burroughs expressing	All

	concern that the effectiveness of the NAG was under threat because of the lack of police resources. As a result, Sgt Mark Palethorpe had been appointed as our new neighbourhood Sgt and was prepared to take the drug publicity project forward. It was therefore agreed that the Chairman would put Mark Palethorpe and Susanne Ludgate in contact with each other so that the project could be completed. Action is on-going.	DJ
5. Election Of Officers	As required by the NAG constitution, it was necessary to elect officers primarily a Chairman, Vice Chairman and Secretary. No nominations had been forthcoming and it was agreed that DJ and JS would continue as Chairman and Vice Chairman respectively. Despite a final plea for someone to take on the role of secretary, there were no volunteers.	
6. NAG Priorities	Currently, the NAG has the following priorities: 1. Speeding 2. ASB 3. Drugs This does not match the TVP priorities for the South Bucks Local Police Area (LPA) which makes burglary a key priority. Following discussion, it was agreed that this might encroach on the role of Neighbourhood Watch and therefore we should maintain the existing ones as listed above. SL tabled an e-mail from a local resident about the theft of a motorcycle and the way it was handled by TVP. JR agreed to review the case and respond directly to SL.	JR
7. Report from TVP Neighbourhood Team.	JR provided an update on the on-going reorganisation of TVP including the build-up of a neighbourhood team under the management of Sgt Palethorpe. JR outlined Op Green Belt and the resources being made available to deal with motorcyclists riding around woods and fields. JR asked if it would be possible to get a key for the barrier to Kings Wood	

	and he was asked to contact the Parish Clerk with that request. There was a short discussion about publicising the good work done by TVP and it was agreed that we should highlight the TVP Alert scheme which is very useful in that regards. IF agreed to draft an article for our local village magazines along with some local police stats that JR would provide.	JR IF/JR
8. Update on CSW Group	The CSW Report is attached at Annex A. It was noted that the FH team was still short of volunteers and it was agreed that an article would be written by one of the current team for the Grapevine magazine.	JS
9. Report on MVAS Findings:	IF noted that the broken MVAS was currently lost at SWARCO and that he was progressing repairs. IF mentioned that Alec Barron was still finalising the report for the Community Board on the replacement of the current equipment. There was a need to still decide whether this should include solar panels or batteries and the design of the display. A meeting was being held w/c 4th September to hopefully resolve these issues. IF was asked to report back.	IF
8. Communications Report:	In the absence of AS, there was nothing to report.	
9 AOB:	Nothing was raised.	
10. Date of Next Meeting:	The next meeting will be held on 26th October at the TG Village Hall. The meeting closed at 8.25 pm.	

D A JOHNCOCK
Chairman

September 2023

ANNEX:

A. CSW Report.

ANNEX A TO NAG MINUTES DATED SEPTEMBER 2023

CSW report for NAG meeting 31st August

This is the Hazlemere Chepping Wycombe Speedwatch Group report since our previous meeting on 11th May.

We have completed 16 sessions , Flackwell Heath 4 , Tyler's Green 4 and Hazlemere 8

Total Vehicles reported Speeding 204

Total Vehicle Movements 4386

Analysis of these results indicate that the Speedwatch activity is having an affect overall with just Hammersley Lane locations indicating an increase .

FH . vary between 0.66% and 1.9% (past data indicate figures below 5%)

TG. " 1.7%. " 8% -16% (Hammersley Lane, especially last two sessions)

Haz. " 3.7% " 10%. (significant fall, previously rarely below 9%)

Average vehicle volumes per session FH (145) TG (170) Haz (302)

During the past year to August HCWSG results are:

CSW sessions 81.5 hours

vehicles speeding 908

" movements. 17243

Highest speed. 53mph

Some results for the TV region over the past year . input 44,825.

Our Group have also been involved in assisting the new Co ordinator in Marlow with an evaluation session using the Sentinel and in August they received a Bushnell Radar and CSW starter pack . 4/5 volunteers have been Registered.

Flackwell Heath still require at least Two more volunteers although illness etc has hampered them during this month.

We have been asked by Lee to use the Bushnell radar occasionally on future sessions which is On Loan to our Group.

MVAS Meeting
Cock Lane 06/09/23

Present

- Ian Forbes (minutes)
- Bill Sadler
- Alec Barron
- Wendy Thompson

Notes

1. Manning
 - a. Tylers Green volunteers have been doing it for nine years and need a rest
 - b. No Loudwater volunteers
 - c. Flackwell Heath volunteers since 2019 but also in need of a rest- -
 - d. Parish staff unable to take on the role
2. Issues such as ownership, solar or battery and getting permission from Buckinghamshire Council were touched on but in view of the above no actions or decisions were agreed on.
3. All agreed to keep the devices going until the end of 2023 and retire them gracefully.

IF 06/09/23

21/09/2023

Chepping Wycombe Parish Council

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Finance & General Purpose</u>						
<u>401 Salaries & Other Staff Costs</u>						
1076 Precept	193,266	386,532	193,266			50.0%
1079 Miscellaneous	41	0	(41)			0.0%
Salaries & Other Staff Costs :- Income	193,307	386,532	193,225			50.0%
4001 Salaries, NI & Pensions	78,418	215,000	136,582		136,582	36.5%
4002 Members Expenses	0	2,300	2,300		2,300	0.0%
4008 Conferences & Courses	78	750	672		672	10.4%
4009 Travel	0	200	200		200	0.0%
4020 Establishment Costs Misc	231	500	269		269	46.2%
4021 Telephone & Fax	568	2,300	1,732		1,732	24.7%
4022 Postage	455	500	45		45	91.0%
4023 Stationery & Printing	562	1,500	938		938	37.5%
4024 Subscriptions	2,384	3,000	616		616	79.5%
4025 Insurance	10,033	12,000	1,967		1,967	83.6%
4026 Publications	0	150	150		150	0.0%
4027 Photocopying Charges	190	700	510		510	27.1%
4032 Publicity	886	4,350	3,464		3,464	20.4%
4041 Equipment Hire	299	500	201		201	59.7%
4051 Bank Charges	217	500	283		283	43.3%
4053 Office Equipment	64	500	436		436	12.8%
4060 Other Professional Fees	1,209	3,000	1,791		1,791	40.3%
4068 Computers & Data Storage	1,923	4,000	2,077		2,077	48.1%
4069 Web Development	0	500	500		500	0.0%
4450 Archives	0	150	150		150	0.0%
4901 Grants & Donations S137	0	5,000	5,000		5,000	0.0%
Salaries & Other Staff Costs :- Indirect Expenditure	97,516	257,400	159,884	0	159,884	37.9%
Net Income over Expenditure	95,792	129,132	33,340			
<u>402 Projects</u>						
4063 Community Board	0	500	500		500	0.0%
Projects :- Indirect Expenditure	0	500	500	0	500	0.0%
Net Expenditure	0	(500)	(500)			
<u>403 Holding Funds</u>						
4048 Contingency	1,750	5,000	3,250		3,250	35.0%
Holding Funds :- Indirect Expenditure	1,750	5,000	3,250	0	3,250	35.0%
Net Expenditure	(1,750)	(5,000)	(3,250)			

Continued over page

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>405 F & GP Rents</u>						
1001 Rents	10,887	11,300	413			96.3%
1090 Interest Received	1,752	500	(1,252)			350.4%
F & GP Rents :- Income	<u>12,639</u>	<u>11,800</u>	<u>(839)</u>			<u>107.1%</u>
Net Income	<u>12,639</u>	<u>11,800</u>	<u>(839)</u>			
Finance & General Purpose :- Income	205,947	398,332	192,385			51.7%
Expenditure	99,266	262,900	163,634	0	163,634	37.8%
Movement to/(from) Gen Reserve	<u>106,681</u>					
Grand Totals:- Income	205,947	398,332	192,385			51.7%
Expenditure	99,266	262,900	163,634	0	163,634	37.8%
Net Income over Expenditure	<u>106,681</u>	<u>135,432</u>	<u>28,751</u>			
Movement to/(from) Gen Reserve	<u>106,681</u>					

21/09/2023

Chepping Wycombe Parish Council

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Summary Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>Open Spaces</u>						
Income	7,770	20,200	12,430			38.5%
Expenditure	16,821	62,910	46,089	0	46,089	26.7%
Movement to/(from) Gen Reserve	<u>(9,052)</u>					
<u>Works & Service</u>						
Income	8,438	25,200	16,762			33.5%
Expenditure	25,010	59,337	34,327	0	34,327	42.1%
Movement to/(from) Gen Reserve	<u>(16,572)</u>					
<u>Finance & General Purpose</u>						
Income	205,947	398,332	192,385			51.7%
Expenditure	99,266	262,900	163,634	0	163,634	37.8%
Movement to/(from) Gen Reserve	<u>106,681</u>					
Grand Totals:- Income	222,154	443,732	221,578			50.1%
Expenditure	141,098	385,147	244,049	0	244,049	36.6%
Net Income over Expenditure	<u>81,057</u>	<u>58,585</u>	<u>(22,472)</u>			
Movement to/(from) Gen Reserve	<u>81,057</u>					

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Earmarked Reserves						
900 EMR Open Spaces						
9324 EMR Play Equipment	0	22,797	22,797		22,797	0.0%
9326 EMR TG Common Management	2,016	10,000	7,984		7,984	20.2%
9331 EMR Dereham Park	0	61,792	61,792		61,792	0.0%
9332 EMR Dereham Pavilion	0	2,020	2,020		2,020	0.0%
9333 EMR Railway Land & Magpie Wood	0	8,345	8,345		8,345	0.0%
9334 EMR Kingswood Improvement	0	30,228	30,228		30,228	0.0%
EMR Open Spaces :- Indirect Expenditure	<u>2,016</u>	<u>135,182</u>	<u>133,166</u>	<u>0</u>	<u>133,166</u>	<u>1.5%</u>
Net Expenditure	<u>(2,016)</u>	<u>(135,182)</u>	<u>(133,166)</u>			
901 EMR Works & Services						
9320 Cemeteries	623	47,188	46,565		46,565	1.3%
9321 EMR Vehicles	0	69,647	69,647		69,647	0.0%
9323 EMR Office Equipment	3,240	4,295	1,055		1,055	75.4%
9325 EMR Depot	0	4,651	4,651		4,651	0.0%
9327 EMR Footway Lights	0	48,567	48,567		48,567	0.0%
9329 EMR Street Furniture	0	27,335	27,335		27,335	0.0%
9330 EMR Warden House	0	(4,677)	(4,677)		(4,677)	0.0%
9336 EMR Office Refurbishment	20,480	22,828	2,348		2,348	89.7%
EMR Works & Services :- Indirect Expenditure	<u>24,343</u>	<u>219,834</u>	<u>195,491</u>	<u>0</u>	<u>195,491</u>	<u>11.1%</u>
Net Expenditure	<u>(24,343)</u>	<u>(219,834)</u>	<u>(195,491)</u>			
902 EMR F & GP						
9328 EMR Elections	0	3,000	3,000		3,000	0.0%
9337 EMR CIL	(27,419)	56,171	83,590		83,590	(48.8%)
9338 EMR Community Board	0	17,283	17,283		17,283	0.0%
EMR F & GP :- Indirect Expenditure	<u>(27,419)</u>	<u>76,454</u>	<u>103,873</u>	<u>0</u>	<u>103,873</u>	<u>(35.9%)</u>
Net Expenditure	<u>27,419</u>	<u>(76,454)</u>	<u>(103,873)</u>			
Earmarked Reserves :- Income	0	0	0			0.0%
Expenditure	<u>(1,061)</u>	<u>431,470</u>	<u>432,531</u>	<u>0</u>	<u>432,531</u>	<u>(0.2%)</u>
Movement to/(from) Gen Reserve	<u>1,061</u>					

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	0	0	0			0.0%
Expenditure	(1,061)	431,470	432,531	0	432,531	(0.2%)
Net Income over Expenditure	<u>1,061</u>	<u>(431,470)</u>	<u>(432,531)</u>			
Movement to/(from) Gen Reserve	<u>1,061</u>					

Project Proposals Chepping Wycombe Parish Council 5 year plan 2023 - 2028

Version 3.2 Apr 2023

All values £k

	Status	Total Cost	App Cost	2022/23	2023/24	2024/25	2025/26	2026/27	CIL	Comments
Car Park Green Dragon	App	35	10		10				Y	£10 k offered to FC
Derehams Rejuvenation Tracks	Dev App	100	10	10		50	40		Y	No costings ready yet
Derehams Rejuvenation Buildings	Dev App	250	10	10		240			Y	Est from FAR + inflation plus extra build
Community Board Projects		20				10	10			Funds in EMR (Sept 23)
Skate Park		40		2		38			Y	Slip to 24/25
Footpaths		30				10	10	10	Y	
Bus shelter provision / replacement		40				20	20			Dependant on passenger number recovery
Straight Bit pe improvements		12			12					EMR funds slip to 23/24
Lean to (adjacent to depot)										Needs detail
Totals		527.0	30	22.0	22	368	80	10		

Revised F&GP Sept 23

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

LW Bollards Station / Queensmead Rd

To be revisited by WS (Apr 23)

VALUES EXCEED OUR FINANCIAL RESOURCES SO ABOVE SUBJECT TO CHANGE

Changes Sept 23

Office Remodelling

removed - complete

2023 MVAS Upgrade

removed - no longer needed