APPENDIX A

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. It the organisation does not prepare annual accounts, copies of the bank statements covering the previous six months must be enclosed.

Name of organisation:
Juniper Hill School
Churchill Close
Flackwell Heath
High Wycombe
HP10 9LA

Secretary/Sponsor:
Claire Garnett (Headteacher)
Contact details:
[illegible]

Treasurer/Financial Officer:
Kirsty Reid (Finance Manager)
Contact details:
[illegible]

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) **Local Authority Maintained Primary School**

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?

Juniper Hill School is a Local Authority Maintained Primary School. We educate children between the ages of 4 – 11. We have 14 classes with 420 children on role. We don't carry out any trading activity with a view to making a profit.

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

The local authority is building an SEMH Unit at Juniper Hill School. The unit will be for children who have experienced disrupted childhoods / ACE's (adverse childhood experiences). Children who are in foster care / adopted / special guardianship etc. School can be very challenging for some children, they have grown up without the love, care and nurture of loving trusted adults. Children with SEMH needs, require a 'School Home' a place rich in therapeutic interventions. A place, they can receive love and care as well as academic support. As part of our building we will have a play area. The play area will form part of our therapeutic offering. It will have a range of fun play equipment to support their play skills. We would like to install a net swing and a sunken trampoline, both support regulation. When a child is feeling dysregulated, bouncing on the trampoline or swinging on a net swing is calming. We are asking for the Parish Council to contribute toward funding the two pieces of equipment.

We've also considered children with disabilities as well as SEMH needs that may join us. We are a highly inclusive school. We have designed the trampoline to be accessible for children in wheelchairs. We would obviously complete the correct risk assessments before any child uses the equipment

We have contacted the Community Board and are hoping they will provide £7,000 towards the project. We have found £2,000 in our School Fund. We are planning to hold a sponsored activity in school to help raise additional funds, from our experience our fundraising events raise approximately £2,000. We have also reached out to the Rotary Club, they haven't committed an amount of money yet, they have indicated possibly £500+

Please specify:

Total estimated cost of the project	The most competitive quote we have received is £16,744.00 including installation.
Dates to commence and complete	Summer holiday, we don't have a fixed date, we are working with Life Build the contractors who are building the unit
Amount already available	If the Community Board provide £7,000 including the money from our School Fund, potentially £2,000 from our sponsored activity and £500 from the rotary £11,500
Amount expected to be available at start	We will need to have the full amount of money available at the start.

Other applications for grants for the project:

Body:	Amount applied for:
Community Board (Beaconsfield and Chepping Wye)	£7,000
School Fund – this money is guaranteed – it's money we have from donations, photo commission etc.	£2,000
The Rotary Club (Bourne End and Cookham)	They have indicated they might be able to help with £500 +
A sponsored sports activity in school. We will do this in late spring / early summer when the weather is better.	Our sponsored activities have raised around £2,000 in the past, we are hoping we will raise this, perhaps more.

Amount being requested from CWPC: £5,000

Who will benefit from the project, specifically with residents of Chepping Wycombe in mind?
The children who will be attending Juniper Hill School's SEMH Unit. These are children who have suffered adverse childhood experiences / ACE's. Children who have suffered adverse childhood experiences are more likely to experience challenges as young adults, e.g. county lines, exploitation. Without the right support in school they are likely to become school refusers / get into trouble in the community. By supporting our outdoor project, you are helping us provide an exciting 'school home' for our children which will hopefully support them make the right decisions in adulthood.

These children haven't benefited from rich 'play experiences' like their peers, they haven't been taken to the park and given the opportunities to play, our new outdoor environment is an important part of our educational offering.

We very much hope you are able to help us.
We look forward to hearing from you, thank you.

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

Signed: *Claire Garnett* Dated:01.03.24

Capacity in which signed: Headteacher

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:
None

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

BARCLAYS

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SWIFTBIC BUKBGB22
IBAN GB20 BUKB 2040 7183 7102 46
Issued on 20 December 2023

Your Community Account

Date	Description	Money out £	Money in £	Balance £
20 Oct	Start Balance			10,840.54
24 Nov	Deposit at Barclays 65840 Ref: 13.2424Novlkpob000		750.84	11,591.38
27 Nov	Deposit at Barclays Post Office Credit Ref: 100418		188.27	11,779.65
4 Dec	~~Cheque Issued~~ Ref: 100843	302.80		11,476.85
5 Dec	Cheque Issued Ref: 100842	349.24		11,127.61
19 Dec	Balance carried forward			11,127.61
	Total Payments/Receipts	652.04	939.11	

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

At a glance

20 Oct - 19 Dec 2023

Start balance	£10,840.54
Money out	£652.04
▸ Commission charges £0.00	
Money in	£939.11
▸ Gross interest earned £0.00	
End balance	£11,127.61

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

APPENDIX B

Report to F&GP 31/03/2024 on "our" Community Board (BCWCB) by Alec Barron

This was the first meeting that I have attended this year, (having missed the HAT meeting a few weeks ago). There were 27 attendees, with Steven Barrett as Chairman and Caroline Green as the Community Board Manager.

David Skinner of Bucks Council gave an update on County matters.

1. Foster Carers – National shortage. Bucks is looking at how it will assist in improving the situation.
2. Regeneration Framework – there is a specific development for High Wycombe (along with a couple of other areas).
3. Local Plans – these will go up to 2045 and will have an impact on new homes and growth.
4. Housing Strategy – continues to be developed.
5. Autistic Strategy – vision to have the right level of support for those impacted.
6. King George V house is closing – personal support being given to those impacted.
7. The Bucks Walking and Cycling strategy continues to be developed.

We then had 3 speakers that have had support from the BCWCB and giving an update on achievements.

The Secret Place presented by Joseph Osei-Bonsu (aka Kwakz).

For local youth – meeting at the Community Church in Wooburn Green.
Opportunity for youth music (recording and development), but also talk about topics of concern and the ability to express themselves. They have guest speakers to assist with life cycles / well being / health issues / food poverty etc. They even have had chefs in to talk about preparation of nutritious meals.
They have had equipment donations from various sources to support the music side.
They have identified support for F.H. youth as being difficult due to transport issues – can take an hour for some potential members to walk to the venue.
BCWCB agreed to 9 months funding of the project – BCWCB have only delivered half of what has been promised. For the last 5 months, Kwakz has been personally funding the project. The balance needs to be sorted!

Creative Partnership Beaconsfield presented by Rhiannon Scott and Deb Saunders.

Mosaics – all age / ethnicity and ability groups have been involved with 21 workshops to design and manufacture the mosaics. 3 have been finished and mounted around Beaconsfield.
The Angel mosaic: Supported by NHS staff and mounted in the new Health Centre.
The Doves mosaic: mounted in the Dove café.
The Library mosaic: mounted in the Library (where else)!

The Creative Partnership are looking at commissioning 4 more mosaics with a wide variety of support and working groups involved. In addition they are also looking at forming a Well Being Trail – this is an activity based trail with the intention of improving general health (obese reduction in children) as well as mental health.

Flackwell Heath Residents Association presented by Larisa Townsend.

The FHRA is there to support community life with 4 major events per year.

1. Heathfest music festival – local artists and local support (bar and food outlets). It is a major fund raiser, however it cost £15k to make it happen.
2. Christmas event – carols, and lighting of the Xmas tree.
3. Easter trail in conjunction with the local Churches.
4. Summer Fayre – village event on Straight Bit common.

In addition, they have been organising a Repair Café on the 1st Saturday of the month, and whilst there is no charge for repaired items, they have had donations of £770 that has been forwarded to the Community Pantry at Christ Church.
They have also have a monthly Food Market with produce from "local" food groups.
Donations have been made for a Defibrillator at Green Dragon Lane recreation ground (Flackwell Heath Minors), and Heating system at the Scout & Guide hut.

Funding Report presented by Caroline Green:
The BCWCB funding of £31k has been "match funded" by a further £64k making nearly £100,000 towards projects.

Health and Wellbeing	63%
Highways and Transport (HAT)	32%
Youth	5%

The coming year budget is £55,852
There are already 4 project applications in the pipeline.
Jonathan Walters highlighted that if the budget is underspent, it will not be carried over as in past years – it will be clawed back!

It was also commented that applications may be down because the application forms may be intimidating! Caroline will assist in form applications.

The Highways and Transport deputy Chairman Catherine Oliver gave a status report.
The HAT meeting a month ago stripped out all old projects and only those for 23/24 are now in the list. There are on-going issues relating to Pavement Parking – currently awaiting Government guidance.
Parking enforcement continues to be an issue.
There are several vacancies relating to school patrols.

Alison Wheelhouse also made the comment that it was taking an absolute age to get HAT schemes implemented. In fact, for one of the schemes, Highways demanded up-front payment from Penn Parish Council, (which was paid), and Highways still have not started the project!!! David Skinner has volunteered to take this up with Highways.

Are we in the last stages of the Community Board?

Alec Barron 01/04/2024

APPENDIX C

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN VILLAGE HALL at 7pm on THURSDAY 29TH FEBRUARY 2024.

ATTENDEES:

Cllr. David Johncock	(DJ)	Bucks Council & CWPC	Chairman
John Sparks	(JS)	CSW Coordinator, Hazlemere NW	Vice Chair
Cllr Liz Johncock	(EJ)	CWPC	
Cllr Catherine Oliver	(CO)	Hazlemere PC	
PC Jed Russell	(JR)	TVP Neighbourhood Team	
Susanne Ludgate	(SL)	Penn & Tylers Green Resident's Association	

ITEM		ACTIONS
1. Introduction & Apologies:	DJ welcomed everyone to the meeting. Apologies had been received and accepted from Cllr Alan Cecil, Alastair Strauss (Work), Ashley Gray (Ill), & Lenny White (Work).	
2. Appointment of Minute Taker:	DJ agreed to take the Minutes.	
3. Minutes of the Previous Meeting:	The Minutes of the previous meeting held on 4th December 2023 were accepted as a true record.	
4. Matters Arising from the Minutes:	All actions had been completed or closed apart from : Item 6 – Motorbike Thefts. Jed agreed to send an e-mail on the topic. Action **on-going**. Item 7.2 – Kings Wood Barrier Key. Jed advised that they had access to one barrier but needed others. Action is still **on-going**. Item 7.3 – TVP Alert Article. Jed agreed that some of the on-line data is incorrect and can be misleading. He agreed to provide top level stats for the NAG area. Action is still **on-going**.	**JR** **JR** **IF/JR**

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5. Report from TVP Neighbourhood Team.	Jed provided an update on crime within the neighbourhood area and updated the meeting on on-going reorganisations within TVP which will impact neighbourhood policing. It seems certain now that the Southern LPA will be merged with the Aylesbury LPA from April. Mark Palethorpe is currently looking after 3 neighbourhood teams; Beaconsfield, Marlow and Chepping-Hazlemere. The good news is that there is now a new PCSO who is currently under training and we are due to get a new PC from April but it will only be for 1 year. This PC is a probationer and their attachment to the team is part of their career management. The Chairman asked whether these additional bodies could help Suzanne with our project on educating parents and carers about drugs and young people – a project which had been on ice since PC Hawkins left. Jed agreed to liaise with Susanne on the matter.	**JR/SL**
6. Update on CSW Group	The CSW Report is attached at Annex A.	
7. Report on MVAS Findings:	In the absence of Ian Forbes, the Chairman updated the meeting on CWPC's original plan to purchase fixed VAS with solar panels in key positions across the Parish. It transpired that Bucks Council does not support the use of fixed VAS and neither do they approve of VAS with smiley faces etc; apparently, this latter policy comes from DfT. As a result, CWPC had decided reluctantly to abandon the planned VAS scheme altogether. The Chairman mentioned that the retired MVAS equipments were currently available for use by other local councils and he sought an update from Hazlemere PC whether they would like to pursue this or not. If not, the equipment would be scrapped.	**CO**
10. Communications Report:	In the absence of AS, the Chairman passed-on his request for any positive messages to go out on the NAG Facebook page.	

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11 AOB:	JS raised the concern about on-going drug dealing in a number of streets in Hazlemere. He suggested that a camera could be placed locally to capture evidence and JR agreed to consider.	**JR**
12. Date of Next Meeting:	The next meeting will be held at the TG Village Hall in April or May – Jed Russell to advise suitable date. The meeting closed at 8.45 pm.	**JR**

D A JOHNCOCK
Chairman

March 2024

<u>ANNEX:</u>

A. CSW Report.

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Annex A - CSW report for NAG meeting 29/2

Since our last meeting on 4th December we have completed 11 Sessions with varying percentages of vehicles reported speeding in Tyler's Green and Hazlemere.

Tyler's Green 3 Sessions , Total vehicles 579 , Number speeding 48 .
(percentage per sessions range between 5% & 10.5 %)
The two Hammersley Lane locations indicate an Increase in percentage of speeding vehicles over previous years that then averaged between 1.5% & 6.0%

Hazlemere 11 sessions , Total vehicles 2227, Number speeding 90 ,
(percentage per sessions range between 1.5% & 7%)
Three of the locations all indicated Reductions in Speeding by nearly 50% since 2022/23 the exception is Lester Grove / Amersham Road.

It's the level of vehicles recording speeds above 40mph which is of most concern. One session was virtually 50% of the total vehicles recorded speeding with one vehicle travelling at 50mph.

This is the location that was suggested we avoid due to an incident in Early 2023 BUT since we restarted in November the problem has not been repeated. Now the results confirm how important it is to attend this location.

During the past month we have had Craig Lewis attend a session and our uploading procedures so we hope at sometime he might join the team in FH as his contribution that day was exceptional.

At one of our sessions, PC Jed Russell joined us which was much appreciated by the team.

Finally , Paul hopes that he can restart sessions in Flackwell Heath probably later in March.

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APPENDIX D

CCLA

GOOD INVESTMENT

Key Investor Information
The Public Sector Deposit Fund

This document provides you with key investor information about this fund. It is not marketing material. The information is required by law to help you understand the nature and the risks of investing in this fund. You are advised to read it so you can make an informed decision about whether to invest.

The Public Sector Deposit Fund (the fund) Income Share Class 4 ISIN: GB00B3LDFH01
A sub-fund of CCLA Public Sector Investment Fund (the company).
An open-ended investment company (OEIC) that is managed by CCLA Investment Management Limited, the authorised corporate director (the ACD or CCLA).

Objectives and Investment Policy

The investment objective of the fund is to maximise the current income consistent with the preservation of principal and liquidity by investing in a diversified portfolio of high-quality sterling denominated deposits and instruments. The primary objective is to maintain the net asset value (NAV) per share of the fund at par (net of earnings).

The investment policy of the fund is to only invest in sterling denominated investments and deposits. The principal investments will comprise certificates of deposit, call accounts, and term deposits with banks and building societies. The fund may also invest in other securities such as commercial paper, floating rate notes and bonds which may be issued or guaranteed as to principal or interest by sovereign governments and their agencies, supranational entities, corporations and financial institutions. All investments at the time of purchase will be considered by the ACD to be of high quality, meaning that the ACD has performed its own documented assessment of the credit quality of money market instruments taking into account ratings awarded by a credit rating agency registered and supervised by the Financial Conduct Authority (FCA) or European Securities and Markets Authority.

The fund is a low volatility net asset value short-term money market fund under the UK Money Market Funds Regulation (MMFR). The weighted average maturity of the fund's investments will not exceed 60 days and the initial or remaining maturity of each investment will not exceed 397 days at the time of purchase.

The weighted average life of the fund's investments will not exceed 120 days.

Investment style: The fund is actively managed which means the ACD, as investment manager, uses their discretion to pick investments to seek to achieve the fund's investment objective.

Comparator benchmark: For comparison purposes only, the fund measures its performance against the Sterling Overnight Index Average (SONIA).

Target market: The fund is marketable to professional and retail investors but is principally targeted at public sector investors. The fund is suitable for investors who are looking for security, liquidity and yield in that order.

The shares that you will hold in the fund are income shares. This means income from the fund's investments will be paid out to you as a dividend on a monthly basis.

You can buy or sell shares daily (on each business day of the fund). Instructions (and for purchases, cleared funds) must be received by the registrar before 11.30 am London time on the relevant dealing day.

Risk and Reward Profile

Lower risk **Typically lower rewards**						**Higher risk** **Typically higher rewards**
1	2	3	4	5	6	7

The risk and reward rating is based on historical data and may not be a reliable indicator of future risks or rewards. The risk category shown is not guaranteed and may shift over time. The lowest category does not mean 'risk free'.

A low-risk fund is not a risk-free investment. Low-risk funds target investments with low volatility and aim to maintain a constant net asset value at par. This means the risk of losing your money is small, but the chance of making gains is also limited. **Shareholders and potential shareholders should note that, in certain circumstances, the fund will not accept redemptions or subscriptions at a constant NAV per share.**

The ACD applies a liquidity management process for ensuring compliance with weekly liquidity thresholds applicable to the fund under the MMFR. Measures and various tools are at the ACD's disposal for maintaining compliance with the prescribed limits and include the imposition of liquidity fees on redemptions, redemption gates and temporary suspension of redemptions.

The risk and reward rating does not cover the following additional risks:

- **The value of the fund's shares is not guaranteed, and buying shares is not the same as making a deposit with a bank or other deposit taking body. Please see the additional information section below.**
- Investment is at your own risk. The fund has no capital guarantees and the value of your investment may go up or down. Any loss of principal is to be borne by the investor.
- The fund aims to maintain a stable NAV per share, however there is no guarantee that a stable NAV per share will be maintained.
- The fund does not rely on external support for guaranteeing the liquidity of the fund or stabilising the NAV per share.
- The value of the fund may be affected by movements in interest rates (which may include interest rates turning negative) and the creditworthiness of the issuers of the debt instruments the fund invests in.
- **Counterparty risk** – The fund could lose money if an entity with which it does business becomes unwilling or is unable to meet its obligations to the fund.
- **Operational risk** – Operational risks arising from errors in processing transactions, preparing valuations, accounting and financial reporting, among other things, may also affect the value of your investments.
- **Credit risk** – The fund is exposed to the issuers of the securities it invests in. If these financial institutions experience financial difficulty, they may be unable to pay back some or all of the interest, original investment or other payments that they owe. If this happens, the value of the fund may fall.

Please refer to the prospectus for full details about the risks associated with this fund.

Charges for this Fund

The charges you pay are used to pay the costs of running the fund, including the costs of marketing and distributing it. These charges reduce the potential growth of your investment.

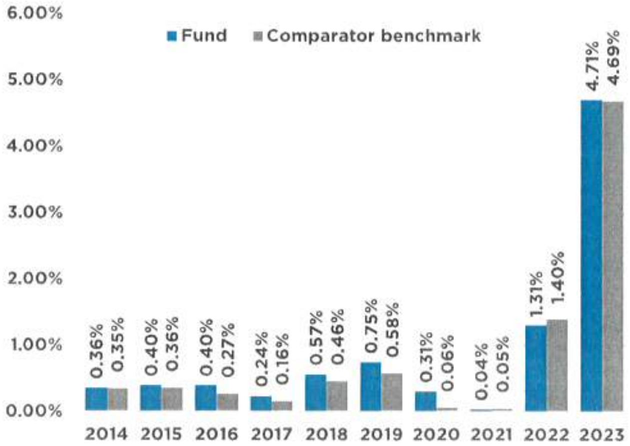
The **ongoing charges** figure is based on the annual management charge. The annual management charge is currently 0.08% per annum (having been reduced from 0.10% per annum until further notice) and is inclusive of all other ongoing charges. This figure may vary from year to year. It excludes portfolio transaction costs.

Although unlikely (reflecting the liquid nature of qualifying investments to be held), a dilution levy, which will change the prices for buying or selling shares in the fund with the aim of mitigating the effects of dealing and other charges the fund incurs, may be made on a purchase or sale of shares in the fund.

For more information about charges, please see the section titled "Charges and Expenses" of the company's prospectus, which is available at **www.ccla.co.uk**.

One-off charges taken before or after you invest	
Entry charge	0.00%
Exit charge	0.00%
The one-off charges are indicative charges that might be taken out of your money before it is invested and before the proceeds of your investment are paid out.	
Charges taken from the fund over a year	
Ongoing charges (currently)	0.08%
Charges taken from the fund under specific conditions	
Performance fee	None

Past Performance



The fund launched on 25 May 2011. This share class started to issue shares on the 25 May 2011.

Past performance is not a reliable indicator of future results. The performance shown is net of charges and has been calculated in pounds sterling.

Comparator benchmark: SONIA. Prior to 1 January 2021, the comparator benchmark was 7 Day Sterling London Interbank Bid Rate (LIBID).

Practical Information

Depositary
HSBC Bank plc, 8 Canada Square, London E14 5HQ.

Documents and share prices
Copies of the prospectus and the latest annual and half yearly report and accounts (which are available in English only), along with the latest published share prices can be obtained free of charge at **www.ccla.co.uk** or alternatively call our client services team on **0800 022 3505**. The shares are not listed on any stock exchange.

Share classes
More share classes may be available to you. Please refer to the prospectus for the company for further details.

This document is prepared for income share class 4. Income share class 4 is also representative of income share class 3, therefore a separate key investor information has not been prepared for income share class 3. Income share class 3 is available for investment.

Segregated liability
The company is an umbrella fund with segregated liability between sub-funds. It does not currently offer any other sub-funds in addition to the fund.

Switching
Shares in one sub-fund or share class may be exchanged for shares in another sub-fund or share class (currently, however, as the fund is the only sub-fund available for investment there is no facility to switch between sub-funds).

Tax
UK tax legislation may have an impact on your tax position. For further details you should consult your professional tax adviser.

Remuneration
The up-to-date remuneration policy including a description of how remuneration and benefits are calculated, the identity of persons responsible for awarding the remuneration and benefits, and the composition of CCLA's remuneration committee, may be obtained free of charge by contacting the client services team or visiting **www.ccla.co.uk.**

Additional information
Please refer to the *glossary* on our website for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at clientservices@ccla.co.uk.

The fund is not a bank account and is not covered by the Financial Services Compensation Scheme's (FSCS) deposit protection. The fund is recognised as a money-market fund under the MMFR. Therefore, under the rules of the FSCS it is an investment and is covered under the 'Investments' section of the FSCS. The maximum amount that can be claimed under the FSCS is £85,000. For further information about the FSCS please refer to www.fscs.org.uk or phone 0800 678 1100.

The fund is a sub-fund of CCLA Public Sector Investment Fund, an umbrella OEIC. The prospectus and annual/half yearly report and accounts contain information about the sub-fund in CCLA Public Sector Investment Fund.

CCLA Investment Management Limited may be held liable solely on the basis of any statement contained in this document that is misleading, inaccurate or inconsistent with the relevant parts of the prospectus for the company.

CCLA
One Angel Lane
London EC4R 3AB

Freephone **0800 022 3505**
clientservices@ccla.co.uk
www.ccla.co.uk

This fund is authorised in the UK and regulated by the Financial Conduct Authority.

CCLA Investment Management Limited is authorised in the UK and regulated by the Financial Conduct Authority.

This key investor information is accurate as at 16 February 2024.

APPENDIX E

Annual Internal Audit Report 2023/24

CHEPPING WYCOMBE PARISH COUNCIL

www.cwpc.org.uk

During the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

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

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: 10/04/2024

Name of person who carried out the internal audit: E E G NEWHOUSE

Signature of person who carried out the internal audit: [signature]

Date: 10/4/2024.

***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 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CHEPPING WYCOMBE 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 2024, 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:

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

Chair SIGNATURE REQUIRED

Clerk

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Section 2 – Accounting Statements 2023/24 for

CHEPPING WYCOMBE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	*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	612678	670332	*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	362525	386532	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	60113	67501	*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	189198	211821	*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	15185	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	160601	203815	*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	670332	708729	*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	670609	719673	*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	1866472	1890062	*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	0	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 exclude any Trust transactions.*

I certify that for the year ended 31 March 2024 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

LSThompson

Date 09/04/2024

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 Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

ANNUAL RETURN

FOR THE YEAR ENDED 28 MARCH 2024

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	**612,678**	**670,332**	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	**362,525**	**386,532**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	**60,113**	**67,501**	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	**189,198**	**211,821**	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**	**0**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	**160,601**	**203,815**	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	**670,332**	**708,729**	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	**670,609**	**719,673**	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	**1,866,472**	**1,890,062**	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	**0**	**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

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2023

31st March 2023					31st March 2024
		Current Assets			
3,297		VAT Control A/c	4,671		
1,804		Prepayments	0		
14,826		Current Bank A/c	26,145		
578,949		Business Account	615,976		
76,585		Term Deposits	77,477		
250		Petty Cash	76		
675,711				**724,344**	
	675,711	**Total Assets**			**724,344**
		Current Liabilities			
4,413		Creditors	4,015		
967		Accruals	11,600		
5,379				**15,615**	
	670,332	**Total Assets Less Current Liabilities**			**708,729**
		Represented By			
	238,907	General Reserves			280,159
	47,188	EMR Cemeteries			26,554
	69,647	EMR Vehicles			77,105
	4,295	EMR Office Equipment			2,055
	22,797	EMR Play Equipment			5,000
	4,651	EMR Depot			3,939
	10,000	EMR Common Management			4,984
	48,567	EMR Footway Lights			55,067
	3,000	EMR Elections			6,000
	27,335	EMR Street Furniture			12,335
	(4,677)	EMR Warden House			1,823
	61,792	EMR Derehams Park			127,268
	2,020	EMR Derehams Lane Pavilion			0
	8,345	EMR Railway Land & Magpie Wood			5,345
	30,228	EMR Kingswood Improvement			20,228
	22,828	EMR Office Refurbishment			0
	56,171	EMR CIL			72,129
	17,238	EMR Community Board			8,738
	670,332				**708,729**

10.3.2024

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

048679 *****

Business Select Instant Access Account

Summary	Date	Description	Withdrawals	Deposits	Balance
Account title **CHEPPING WYCOMBE PARISH COUNCIL**	**10 MAY 23**	**OPENING BALANCE**			**76,928.91**
	5 OCT 23	INTEREST		547.59	77,476.50
Sort code **089250**		**Statement closing balance**			**77,476.50**

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.

Account number **68694076 50**

Statement date **8 March 2024**

Statement number **17**

Page number **1 of 1**

Statement opening balance **76,928.91**

Total withdrawals **0.00**

Total deposits **547.59**

Statement closing balance **77,476.50**

Deposits° into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

°For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk'

Current gross interest rates*

1.62% (AER 1.63%)

21

BARCLAYS

10.4.2024

CHEPPING WYCOMBE PARISH COUNCIL.

Sort Code 20-40-71
Account No 40262919

SWIFTBIC BUKBGB22

IBAN GB07 BUKB 2040 7140 2629 19

Issued on 05 April 2024

THE CLERK OF THE COUNCIL
CHEPPING WYCOMBE PARISH COUNCIL SA
COUNCIL OFFICE
COCK LANE
TYLERS GREEN
HIGH WYCOMBE
HP10 8DS

Your Business Current Account

Date	Description	Money out £	Money in £	Balance £
29 Mar	Start Balance			27,468.56
2 Apr	DD Direct Debit to Nest Ref: It000005068504	685.95		26,782.61
	DD Direct Debit to EE Limited Ref: Q24971996507537583	24.24		26,758.37
	DD Direct Debit to Gocardless Ref: Triumph-Evz4CM679D	729.00		26,029.37
	DD Direct Debit to Bucks Council Ref: 1000106644	50.69		25,978.68
	STO Standing Order From Loudwater Bowls		6.05	25,984.73
	Giro Direct Credit From Matthew Hawes Ref: Wanderersfc		671.00	26,655.73
3 Apr	DD Direct Debit to Shorts Group Ltd Ref: Che012	1,489.44		25,166.29
	DD Direct Debit to Sse Energy Supply Ref: 0083473-DD00347982	69.26		25,097.03
	DD Direct Debit to Screwfix Direct LT Ref: 6331640071257794	100.00		24,997.03
	Cheque Issued Ref: 011273	201.24		24,795.79
	Cheque Issued Ref: 011276	150.00		24,645.79
	Cheque Issued Ref: 011277	50.00		24,595.79
	Direct Credit From Fla He Minor Ref: Derehams Nov-Mar		825.00	25,420.79

Continued

At a glance

29 Mar - 04 Apr 2024

Start balance	£27,468.56
Money out	£3,728.96
▸ Commission charges £0.00	
▸ Interest paid £0.00	
Money in	£1,502.05
End balance	£25,241.65

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

Today: **27 Mar 2024**

BARCLAYS

Transactions

Active Saver **20-40-71 03511146**

Available balance	**£615,975.57**
Last night's balance	£615,975.57
Overdraft limit	**n/a**

Showing **4** transactions between **04/03/2024** and **26/03/2024** from 26/02/2024 to 27/03/2024

Date	Description	Money in	Money out	Balance
26/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£615,975.57
25/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£20,000.00	£630,975.57
21/03/2024	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£650,975.57
04/03/2024	Credit Payment INTEREST PAID GROSS FOR PERIOD 4DEC/ 3MAR	£2,646.70		£665,975.57

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

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 28 March 2024

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

Code	Description	Last Year £	This Year £
	Total Reserves	**670,331.59**	**708,729.31**
105	VAT Control A/c	3,297.46	4,671.15
110	Prepayments	1,804.07	0.00
	Less Total Debtors	**5,101.53**	**4,671.15**
500	Creditors	4,412.82	4,014.98
510	Accruals	966.51	11,600.00
	Plus Total Creditors	**5,379.33**	**15,614.98**
	Equals Total Cash and Bank Accounts	**670,609.39**	**719,673.14**
200	Current Bank A/c	14,825.61	25,971.07
210	Business Account	578,949.17	615,975.57
220	Term Deposits	76,584.61	77,476.50
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	**670,609.39**	**719,673.14**

Summary Income & Expenditure by Budget Heading 28/03/2024

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	19,806	20,200	394			98.1%
Expenditure	48,146	62,910	14,764	0	14,764	76.5%
Movement to/(from) Gen Reserve	(28,340)					
Works & Service						
Income	25,933	25,200	(733)			102.9%
Expenditure	51,336	59,337	8,001	0	8,001	86.5%
Movement to/(from) Gen Reserve	(25,403)					
Finance & General Purpose						
Income	408,294	398,332	(9,962)			102.5%
Expenditure	251,800	262,900	11,100	0	11,100	95.8%
Movement to/(from) Gen Reserve	156,494					
Grand Totals:- Income	454,033	443,732	(10,301)			102.3%
Expenditure	351,282	385,147	33,865	0	33,865	91.2%
Net Income over Expenditure	102,752	58,585	(44,167)			
Movement to/(from) Gen Reserve	102,752					

Chepping Wycombe Parish Council

APPENDIX G Page 1

Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
320	EMR Cemeteries	47,188.00	-20,634.00	26,554.00
321	EMR Vehicles	69,647.00	7,458.00	77,105.00
323	EMR Office Equipment	4,295.00	-2,240.00	2,055.00
324	EMR Play Equipment	22,797.00	-17,797.00	5,000.00
325	EMR Depot	4,651.00	-712.00	3,939.00
326	EMR Common Management	10,000.00	-5,016.00	4,984.00
327	EMR Footway Lights	48,567.00	6,500.00	55,067.00
328	EMR Elections	3,000.00	3,000.00	6,000.00
329	EMR Street Furniture	27,335.00	-15,000.00	12,335.00
330	EMR Warden House	-4,677.00	6,500.00	1,823.00
331	EMR Derehams Park	61,792.00	65,476.00	127,268.00
332	EMR Derehams Lane Pavilion	2,020.00	-2,020.00	0.00
333	EMR Railway Land & Magpie Wood	8,345.00	-3,000.00	5,345.00
334	EMR Kingswood Improvement	30,228.00	-10,000.00	20,228.00
336	EMR Office Refurbishment	22,828.00	-22,828.00	0.00
337	EMR CIL	56,170.99	15,958.00	72,128.99
338	EMR Community Board	17,238.00	-8,500.00	8,738.00
		431,424.99	**-2,855.00**	**428,569.99**