APPENDIX A

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN VILLAGE HALL at 7pm on TUESDAY 25TH FEBRUARY 2025.

ATTENDEES:

Cllr. David Johncock	(DJ)	Bucks Council - Chairman
John Sparks	(JS)	CSW Coord, Hazlemere NW - Vice Chair
Cllr Catherine Oliver	(CO)	Hazlemere PC
Cllr Alan Cecil	(AC)	Hazlemere PC
Cllr Liz Johncock	(LJ)	CWPC
Susanne Ludgate	(SL)	Penn & Tylers Green Resident's Association
Bill Sadler	(BS)	Tylers Gren Resident & CSW
Ray Cox	(RC)	High Wycombe NHW Committee and Hazlemere Resident
PC Lee Turnham	(LT)	TVP CSW Coordinator (Item 2 Only)
PC Jed Russell	(JR)	TVP Neighbourhood Team

ITEM		ACTIONS
1. Introduction & Apologies:	The Chairman thanked everyone for coming and welcomed PC Lee Turnham and Ray Cox who was fundamentally there to listen. The Chairman reminded Ray that all the other members had signed a confidentiality agreement and asked that he also respect the sensitive nature of some of the information provided. Apologies had been received and accepted from: Cllr Ian Forbes, Jean Johnson and Alastair Strauss. The Chairman advised that Lee Turnham had a family matter to deal with and his CSW Update would therefore be first on the agenda.	
2. TVP CSW Brief	Lee provided a detailed report on CSW statistics over the last 6 months and described the system improvements that had now been introduced to speed up the production of the letters. The highlights are shown in the attachment 1. Lee highlighted the fact that John Sparks had been recognised recently by the Chief Constable for all his work with TVP over	

4

	many years. The meeting added their congratulation. Lee had to leave at this point.	
3. Appointment of Minute Taker:	DJ kindly agreed to take the Minutes.	
4. Minutes of the Previous Meeting:	The Minutes of the previous meeting held on 22^{nd} October 2024 were accepted as a true record.	
5. Matters Arising from the Minutes:	All actions had been completed or closed apart from : Previous Minutes: • Item 4.1: **Kings Wood Barrier Key.** The situation has improved but action still on-going by police with respect to access to further barriers **on-going** • Item 4.2: **TVP Alert Article**. JR encouraged liaison with himself to ensure statistics in the article are correct and accurately reflect the on going state of affairs **on-going** • Item 4.3: **Educating Parents and Carers about Drugs and Drugs Packaging**. SL advised that she had received no help from the Police so far and that she had been in contact with the CEOs of Addaction and more recently Cranston who were very supportive of the initiative. It was agreed that Susanne could continue working with Cranston with a view of producing a presentation. • Item 7: **HPC MVAS Plans**. CO confirmed that HPC would wish to make use of the redundant CWPC MVAS Equipment and would contact CWPC (Wendy) as soon as possible to confirm. **Action: on-going**	**JR** **IF/JR** **SL** **CO**
6. Report from TVP Neighbourhood	JED outlined the recent changes in organisation and it was noted that a new neighbourhood team covering Chepping	

5

Team.	Wye (including Hazlemere) was now operating out of Taplow. PCSO Guy Robinson was no longer part of that team and Jed's expected replacement (Scott North) had decided not to apply for the post. It was possible that PC Rachel Carter might take up the position. RC had previously provided the Chairman with the list of officers on the new CW NT and these are as follows: Sgt Hedley Gabriel PC Rav Kuma PCSP Vijay Desai PCSO Dave Wenham It was agreed that the Chairman invite Sgt Hedley and PC Kuma to the next NAG meeting. Jed gave a brief update on crime in the area. One of the issues that had occurred recently involved the mauling of sheep in Hazlemere by dogs allowed to run free. It was highlighted that, when this happened, farmers were within their right to shoot the dog.	**DJ**
7. Update on CSW Group	JS gave a brief update on the performance of the CSW Teams over the last 3 months and his detailed report is attached at Annex B.	
8. Communications Report:	In the absence of AS, no topics had been flagged. However, following both LT's and JR's report, it was suggested that Alastair might publicise the effectiveness of CSW operations and the rights of a farmer to shoot free dogs who maul sheep or any other farm animal. The Chairman would bring this to the attention of Alastair.	**DJ**
8. AOB:	1. AC highlighted the dangers of cars being parked the wrong way at night on unlit streets. He asked whether this was something the Police could deal with ?? 2. RC mentioned that the Police had produced a home security checklist for	**JR**

	householders and this is included as attachment 2. 3. He also mentioned that the Hazlemere Fete Committee had £1700 in a defibrillator fund and he was looking for suggestions about how to spend this money. His opinion was there were enough defibrillators across our Chepping Wye area. It was suggested that some of the money could be used to provide CPR training especially for 6th formers.	
9. Date of Next Meeting:	The next meeting will be held at the TG Village Hall in April Following discussion wit the new Neighbourhood Team, the Chairman advise the date asap so that a booking can be made.	**DJ**

D A JOHNCOCK
Chairman

March 2025

Attachments:

1. CSW Force Overview February 2025.pdf
2. Home Security Checklist.pdf

Annexes:

A. Chepping Wye CSW Report.

7

Annex A – Chepping Wye CSW Report Report.

This is the summary of our CSW activity since our last NAG meeting on 25th October 2024.

Number of Session	20
Total vehicle count.	4424
Total speeding vehicles.	208
Fastest recorded.	56mph
Average per session.	10 vehicles
% speeding per total vehicles	4%

The two Hammersley Lane locations still remain high in Percentage of Vehicles Speeding (regularly 7% and 10%) which continues to confirm it's a busy "Rat Run " for drivers probably using it to avoid HW/Beaconsfield.

Flackwell Heath (<1% - 3% , with only one session at 7%)

Hazlemere has seen the lowest drop in Percentages ranging from (2%- 9% which was on one session). Previously, regularly from 12% - 18%

Comments.

1. Overall the Group Percentage trend is still Lower than in previous years which is also the case Across the Thames Valley Region

2. It's good that Paul and Beverley are regularly doing Sessions in FH but currently it's just the two of them as the other volunteer has had business commitments. **More volunteers are needed**.

3. Over March and April, there are now Nine Sessions already booked on the CSW system

Community Speedwatch

Thames Valley Police Overview

February 2025.

322	Registered groups	These are the amount of groups registered across the Thames Valley Police area
65	CSW groups active this month.	During February, 65 groups have completed sessions on the roads of Thames Valley.
2,444	Volunteers recorded.	This is the number of volunteers that are registered on Thames Valley Police Platform.
1,782	CSW authorised sites	This is the number of authorised sites across Thames Valley, where speed check operations can take place.
44,145	Reports over twelve months.	In the last rolling 12 months, 44,145 reports were generated.
1,878	February records submitted.	February vehicle records submitted are 1,878. The compliance ratio is 95.76% for non- repeat offenders.
211	CSW Sessions last Month.	During Feburary, CSW volunteers have completed 211 roadside sessions in Thames Valley.
572	Force Volunteer Hours.	In February, the number of Force volunteer hours given by groups was 572.
635	No of Volunteers at roadside.	No. of Volunteers Deployed at the Roadside across Thames Valley during February.

Additional message or info.

The Thames Valley Police repeat offenders' compliance rate currently stands at 95.76%, this ratio is based on drivers who have received the first letter from us not going back through the CSW system within a 12-month period, (this data is based on group record input).

APPENDIX B

Annual Internal Audit Report 2024/25

Chepping Wycombe Parish Council

www.cwpc.org.uk

During the financial year ended 31 March 2025, 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 2024/25 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 2023/24, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2023/24 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 2024-25 AGAR period, were public rights in relation to the 2023-24 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 2023/24 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		

	Yes	No	Not applicable
O. (For local councils only) 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: 03/04/2025

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

Signature of person who carried out the internal audit: EG Newhouse

Date: 03/04/2025

***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 2024/25

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 2025, that:

	Agreed Yes	Agreed 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.*

	Yes	No	N/A	
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.				*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/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

www.cwpc.org.uk ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2024/25 for

Chepping Wycombe Parish Council

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	*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	670,332	708,729	*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	386,532	405,810	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	67,501	63,642	*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	211,821	221,834	*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	0	0	*Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).*
6. (-) All other payments	203,815	218,617	*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	708,729	737,730	*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	719,673	762,277	*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	1,890,062	1,891,097	*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 2025 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

L Thompson

Date 02 04 2025

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 31 MARCH 2025

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	**670,332**	**708,729**	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	**386,532**	**405,810**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	**67,501**	**63,642**	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	**211,821**	**221,834**	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	**0**	**0**	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	**203,815**	**218,617**	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	**708,729**	**737,730**	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	**719,673**	**762,277**	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	**1,890,062**	**1,891,097**	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

Working details for ANNUAL RETURN - Year ended 31 March 2025

		Last Year £	This Year £	Code	Centre	Code Description
1		238,907	280,159	310		General Reserves
1		47,188	26,554	320		EMR Cemeteries
1		69,647	77,105	321		EMR Vehicles
1		4,295	2,055	323		EMR Office Equipment
1		22,797	5,000	324		EMR Play Equipment
1		4,651	3,939	325		EMR Depot
1		10,000	4,984	326		EMR Common Management
1		48,567	55,067	327		EMR Footway Lights
1		3,000	6,000	328		EMR Elections
1		27,335	12,335	329		EMR Street Furniture
1		-4,677	1,823	330		EMR Warden House
1		61,792	127,268	331		EMR Derehams Park
1		2,020	0	332		EMR Derehams Lane Pavilion
1		8,345	5,345	333		EMR Railway Land & Magpie Wood
1		30,228	20,228	334		EMR Kingswood Improvement
1		22,828	0	336		EMR Office Refurbishment
1		56,171	72,129	337		EMR CIL
1		17,238	8,738	338		EMR Community Board
1	Balances brought forward	**670,332**	**708,729**	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		386,532	405,810	1076	401	Precept
2	(+) Precept or Rates and Levies	**386,532**	**405,810**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		250	0	1001	103	Rents
3		5,752	5,805	1001	105	Rents
3		5,433	7,125	1001	107	Rents
3		48	0	1001	108	Rents
3		12,069	15,018	1001	405	Rents
3		2,191	323	1002	103	Permits
3		1,799	1,566	1002	104	Permits
3		2,914	2,171	1002	106	Permits
3		1,383	2,244	1002	107	Permits
3		37	0	1004	104	Service Charges
3		150	150	1004	301	Service Charges
3		5,825	3,914	1031	311	Burial & Memorials Income In
3		19,958	12,148	1032	311	Burial & Memorials Income Out
3		0	144	1078	104	Maintenance Costs Recovered
3		75	210	1079	401	Miscellaneous
3		9,618	12,824	1090	405	Interest Received
3	(+) Total other receipts	**67,501**	**63,642**	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		
4		211,821	221,834	4001	401	Salaries, NI & Pensions
4	(-) Staff costs	**211,821**	**221,834**	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		

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		Last Year £	This Year £	Code	Centre	Code Description
				severance payments.		
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).		
6		1,504	1,695	4002	401	Members Expenses
6		78	90	4008	401	Conferences & Cources
6		8	31	4009	401	Travel
6		396	470	4010	304	Staff Costs Misc
6		8,584	9,184	4011	301	Rates
6		953	953	4011	311	Rates
6		367	209	4012	104	Water
6		2,002	576	4012	105	Water
6		931	187	4012	107	Water
6		576	188	4012	301	Water
6		300	203	4012	311	Water
6		253	0	4012	401	Water
6		250	250	4013	102	Rental
6		347	360	4014	104	Electricity
6		6,060	3,176	4014	107	Electricity
6		2,147	1,785	4014	301	Electricity
6		849	760	4014	322	Electricity
6		2,729	2,404	4015	301	Gas
6		345	384	4017	301	Cleaning & Refuse
6		1,530	2,060	4017	305	Cleaning & Refuse
6		312	250	4018	305	Litter
6		439	488	4020	401	Establishment Costs Misc
6		1,414	1,305	4021	401	Telephone & Fax
6		615	408	4022	401	Postage
6		870	822	4023	401	Stationery & Printing
6		2,629	2,501	4024	401	Subscriptions
6		10,211	10,465	4025	401	Insurance
6		85	0	4026	401	Publications
6		547	639	4027	401	Photocopying Charges
6		2,281	1,324	4032	401	Publicity
6		600	0	4036	101	Property Maintenance
6		10	469	4036	107	Property Maintenance
6		1,499	1,999	4036	301	Property Maintenance
6		782	173	4036	314	Property Maintenance
6		0	45	4036	321	Property Maintenance
6		2,864	3,300	4037	101	Grounds Maintenance
6		405	1,000	4037	102	Grounds Maintenance
6		5,683	6,251	4037	103	Grounds Maintenance
6		1,974	1,880	4037	104	Grounds Maintenance
6		542	399	4037	105	Grounds Maintenance
6		6,701	6,212	4037	106	Grounds Maintenance
6		6,045	6,151	4037	107	Grounds Maintenance

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2025

		Last Year £	This Year £	Code	Centre	Code Description
6		0	311	4037	301	Grounds Maintenance
6		1,038	826	4037	311	Grounds Maintenance
6		175	918	4037	314	Grounds Maintenance
6		139	205	4038	107	Maintenance Contract
6		1,251	1,425	4038	301	Maintenance Contract
6		23	1,500	4041	304	Equipment Hire
6		500	448	4041	401	Equipment Hire
6		5,243	4,701	4042	304	Equipment Maintenance
6		6,348	4,486	4043	304	Vehicle Maintenance
6		4,943	3,265	4044	304	Vehicle Fuel
6		3,163	3,300	4045	304	Vehicle Tax & Insure
6		2,046	2,078	4046	304	Small Tools & Equipment
6		5,000	4,900	4048	403	Contingency
6		158	0	4050	304	Chemicals
6		492	411	4051	401	Bank Charges
6		262	455	4053	401	Office Equipment
6		1,664	1,750	4059	103	Fees
6		500	0	4060	106	Other Professional Fees
6		2,959	3,934	4060	401	Other Professional Fees
6		1,638	1,993	4061	341	Partnership Working
6		150	0	4063	402	Community Board
6		4,308	4,146	4066	322	Footway Light Repairs
6		4,000	4,000	4068	401	Computers & Data Storage
6		500	72	4069	401	Web Development
6		11,064	12,908	4401	108	Waste Collection
6		181	0	4450	401	Archives
6		5,000	4,787	4901	401	Grants & Donations S137
6		2,134	11,554	9320	901	Cemeteries
6		23,542	0	9321	901	EMR Vehicles
6		3,240	955	9323	901	EMR Office Equipment
6		22,797	33,930	9324	900	EMR Play Equipment
6		0	-4,878	9325	901	EMR Depot
6		5,016	0	9326	900	EMR TG Common Management
6		0	5,586	9327	901	EMR Footway Lights
6		0	6,335	9329	901	EMR Street Furniture
6		1,544	3,054	9331	900	EMR Dereham Park
6		0	1,487	9333	900	EMR Railway Land & Magpie Wood
6		0	720	9334	900	EMR Kingswood Improvement
6		22,040	0	9336	901	EMR Office Refurbishment
6		-15,958	18,274	9337	902	EMR CIL
6		0	7,738	9338	902	EMR Community Board
6	(-) All other payments	**203,815**	**218,617**	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	**708,729**	**737,730**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		26,145	106,251	200		Current Bank A/c

Continued over page

17

Working details for ANNUAL RETURN - Year ended 31 March 2025

		Last Year £	This Year £	Code	Centre	Code Description
8		615,976	405,489	210		Business Account
8		77,477	250,286	220		Term Deposits
8		76	250	230		Petty Cash
8	Total value of cash and short term investments	**719,673**	**762,277**	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		1,890,062	1,891,097			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	**1,890,062**	**1,891,097**	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).		

Chepping Wycombe Parish Council

Income and Expenditure Account for Year Ended 31st March 2025

31st March 2024		31st March 2025
	Operating Income	
2,441	King's Wood	323
1,835	Tylers Green Common & Pond	1,710
5,752	Allotments	5,805
2,914	General Recreation	2,171
6,816	Derehams	9,369
48	Dog Bins	0
150	Works Depot, Office & Wardens	150
25,783	Cemeteries	16,062
386,607	Salaries & Other Staff Costs	406,020
21,687	F & GP Rents	27,842
454,033	Total Income	**469,452**
	Running Costs	
3,464	General Amenity	3,300
655	Railway Land & Magpie Wood	1,250
7,347	King's Wood	8,001
2,688	Tylers Green Common & Pond	2,449
2,545	Allotments	975
7,201	General Recreation	6,212
13,184	Derehams	10,188
11,064	Dog Bins	12,908
17,131	Works Depot, Office & Wardens	17,680
22,319	Vehicles Tools & Equipment	19,801
1,842	Litter, Rubbish & Graffiti	2,310
2,291	Cemeteries	1,983
957	War Memorial & Closed Churchya	1,091
0	Footpaths & Street Furniture	45
5,157	Footway Lighting	4,905
1,638	Partnership Working	1,993
246,650	Salaries & Other Staff Costs	255,709
150	Projects	0
5,000	Contingency	4,900
29,357	EMR Open Spaces	39,191
50,956	EMR Works & Services	19,552
(15,958)	EMR F & GP	26,012
415,636	Total Expenditure	**440,451**
	General Fund Analysis	
238,907	Opening Balance	280,159
454,033	Plus : Income for Year	469,452
692,940		749,612
415,636	Less : Expenditure for Year	440,451
277,304		309,160
(2,855)	Transfers TO / FROM Reserves	(12,367)
280,159	**Closing Balance**	**321,527**

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2024

31st March 2024					31st March 2025
		Current Assets			
4,671		VAT Control A/c	1,785		
26,145		Current Bank A/c	106,251		
615,976		Business Account	405,489		
77,477		Term Deposits	250,286		
76		Petty Cash	250		
724,344				**764,062**	
	724,344	**Total Assets**			**764,062**
		Current Liabilities			
4,015		Creditors	6,492		
11,600		Accruals	19,840		
15,615				**26,332**	
	708,729	**Total Assets Less Current Liabilities**			**737,730**
		Represented By			
	280,159	General Reserves			321,527
	26,554	EMR Cemeteries			15,000
	77,105	EMR Vehicles			80,105
	2,055	EMR Office Equipment			2,100
	5,000	EMR Play Equipment			3,332
	3,939	EMR Depot			10,000
	4,984	EMR Common Management			5,984
	55,067	EMR Footway Lights			53,146
	6,000	EMR Elections			8,000
	12,335	EMR Street Furniture			6,000
	1,823	EMR Warden House			2,823
	127,268	EMR Derehams Park			150,000
	5,345	EMR Railway Land & Magpie Wood			4,858
	20,228	EMR Kingswood Improvement			20,000
	72,129	EMR CIL			53,855
	8,738	EMR Community Board			1,000
	708,729				**737,730**

Chepping Wycombe Parish Council

Balance Sheet as at 1 April 2024

31st March 2024	**31st March 2025**

The above statement represents fairly the financial position of the authority as at 1 April 2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman ______________________________ Date : ________________

Signed :
Responsible
Financial
Officer ______________________________ Date :________________

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2025

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

Code	Description	Last Year £	This Year £
	Total Reserves	**708,729.31**	**737,730.42**
105	VAT Control A/c	4,671.15	1,785.36
	Less Total Debtors	**4,671.15**	**1,785.36**
500	Creditors	4,014.98	6,491.88
510	Accruals	11,600.00	19,839.74
	Plus Total Creditors	**15,614.98**	**26,331.62**
	Equals Total Cash and Bank Accounts	**719,673.14**	**762,276.68**
200	Current Bank A/c	26,145.32	106,251.22
210	Business Account	615,975.57	405,489.24
220	Term Deposits	77,476.50	250,286.22
230	Petty Cash	75.75	250.00
	Total Cash and Bank Accounts	**719,673.14**	**762,276.68**

Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2025

		Account Description	Balance	
Bank Statement Balances				
1	31/03/2025	Current A/c	107,439.74	
2	31/03/2025	Petty Cash	250.00	
3	31/03/2025	Business Account	405,489.24	
				513,178.98
Other Cash & Bank Balances				
		Term Deposits	250,286.22	
				250,286.22
				763,465.20
Unpresented Payments				
1	13/02/2025	11418	255.12	
1	13/03/2025	11428	363.53	
1	13/03/2025	11432	50.00	
1	13/03/2025	11433	30.00	
1	27/03/2025	11434	250.00	
1	27/03/2025	11435	239.87	
				1,188.52
				762,276.68
Receipts not on Bank Statement				
0	31/03/2025	All Receipts Cleared	0.00	
				0.00
Closing Balance				**762,276.68**
All Cash & Bank Accounts				
1		Current Bank A/c		106,251.22
2		Petty Cash		250.00
3		Business Account		405,489.24
		Other Cash & Bank Balances		250,286.22
		Total Cash & Bank Balances		**762,276.68**

31/03 /2025	49HIGH WYCOMBE 101173	£79,287.27		£107,439.74
31/03 /2025	Direct Debit REDSQUID COMMS LTD ECN8F6X DDR		-£816.60	£28,152.47
31/03 /2025	Direct Debit SSE ENERGY SUPPLY 0083473-DD00955127 DD R		-£66.99	£28,969.07
28/03 /2025	Cheque 011436 011436		-£794.42	£29,036.06
28/03 /2025	Cheque 011430 011430		-£50.00	£29,830.48
27/03 /2025	Direct Debit PENINSULA BUSINESS 000CHE504 DDR		-£229.03	£29,880.48
26/03 /2025	Remittance POST OFFICE CREDIT 101171 REM	£436.00		£30,109.51
26/03 /2025	Cheque 011429 011429		-£335.00	£29,673.51
25/03 /2025	Direct Debit HMRC SDDS 0000429971 DDR		-£3,553.34	£30,008.51
24/03 /2025	Bill Payment CASTLE WATER 2559701 BBP		-£3.02	£33,561.85
24/03 /2025	Bill Payment CASTLE WATER 2222768 BBP		-£64.29	£33,564.87
24/03 /2025	Bill Payment C BEVERLEY T/A ACT AE2974/2025 BBP		-£40.00	£33,629.16
24/03 /2025	Bill Payment MC2 ELECTRICAL SER 12407 BBP		-£1,531.20	£33,669.16
24/03 /2025	Bill Payment SSE ENERGY SUPPLY 8700267160 BBP		-£204.91	£35,200.36
24/03 /2025	Direct Debit PENINSULA BUSINESS 000CHE504 DDR		-£179.40	£35,405.27

Wendy Thompson

From:	[redacted]
Sent:	01 April 2025 09:54
To:	Wendy Thompson
Subject:	Re: CCLA Account PS1008455-001

Dear Wendy,

Thank you for the email,

The balance as at the 31st March was £250,286.22

Interest will be added to your account tomorrow/Wednesday

Regards

Jamie

Jamie Charters
Relationship Manager, Local Government

CCLA

One Angel Lane | London | EC4R 3AB | +44 20 7489 6147

Today: **01 Apr 2025**

BARCLAYS

Transactions

Active Saver

20-40-71 03511146

Available balance	**£405,489.24**
Last night's balance	£405,489.24
Overdraft limit	**n/a**

Showing **5** transactions between **03/03/2025** and **21/03/2025** from 02/03/2025 to 01/04/2025

Date	Description	Money in	Money out	Balance
21/03/2025	Funds Transfer 204071 40262919 COVER SALARIES FT		-£13,000.00	£405,489.24
19/03/2025	Funds Transfer 204071 40262919 TO CCLA FT		-£50,000.00	£418,489.24
04/03/2025	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£50,000.00	£468,489.24
04/03/2025	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£15,000.00	£518,489.24
03/03/2025	Credit Payment INTEREST PAID GROSS FOR PERIOD 2DEC/ 2MAR	£2,452.18		£533,489.24

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

Explanation of variances – pro forma

Name of smaller authority: Chepping Wycombe Parish Council

County area (local councils and parish meetings only):

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

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

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2023/24 £	2024/25 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input, **DO NOT OVERWRITE THESE BOXES**	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	670,332	708,729				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	386,532	405,810	19,278	4.99%	NO		
3 Total Other Receipts	67,501	63,642	-3,859	5.72%	NO		
4 Staff Costs	211,821	221,834	10,013	4.73%	NO		
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO		
6 All Other Payments	203,815	218,617	14,802	7.26%	NO		
7 Balances Carried Forward	708,729	737,730				VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	719,673	762,277				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	1,890,062	1,891,097	1,035	0.05%	NO		
10 Total Borrowings	0	0	0	0.00%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

27

Chepping Wycombe Parish Council

APPENDIX C

Summary Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	19,378	19,200	(178)			100.9%
Expenditure	45,281	61,910	16,629	0	16,629	73.1%
Movement to/(from) Gen Reserve	(25,903)	(42,710)	(16,807)			
Works & Service						
Income	16,212	25,200	8,988			64.3%
Expenditure	49,807	60,441	10,634	0	10,634	82.4%
Movement to/(from) Gen Reserve	(33,595)	(35,241)	(1,646)			
Finance & General Purpose						
Income	433,863	421,168	(12,695)			103.0%
Expenditure	260,609	274,600	13,991	0	13,991	94.9%
Movement to/(from) Gen Reserve	173,254	146,568	(26,686)			
Grand Totals:- Income	469,452	465,568	(3,884)			100.8%
Expenditure	355,697	396,951	41,254	0	41,254	89.6%
Net Income over Expenditure	113,756	68,617	(45,139)			
Movement to/(from) Gen Reserve	113,756	68,617	(45,139)			

Finance & General Purpose

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
401 Salaries & Other Staff Costs						
1076 Precept	405,810	405,810	(0)			100.0%
1079 Miscellaneous	210	58	(152)			362.1%
Salaries & Other Staff Costs :- Income	**406,020**	**405,868**	**(152)**			**100.0%**
4001 Salaries, NI & Pensions	221,834	227,000	5,166		5,166	97.7%
4002 Members Expenses	1,695	2,300	605		605	73.7%
4008 Conferences & Cources	90	750	660		660	12.0%
4009 Travel	31	200	169		169	15.7%
4020 Establishment Costs Misc	488	500	12		12	97.7%
4021 Telephone & Fax	1,305	1,500	195		195	87.0%
4022 Postage	408	500	92		92	81.6%
4023 Stationery & Printing	822	1,500	678		678	54.8%
4024 Subscriptions	2,501	3,000	499		499	83.4%
4025 Insurance	10,465	12,000	1,535		1,535	87.2%
4026 Publications	0	150	150		150	0.0%
4027 Photocopying Charges	639	700	61		61	91.3%
4032 Publicity	1,324	4,350	3,026		3,026	30.4%
4041 Equipment Hire	448	500	52		52	89.6%
4051 Bank Charges	411	500	89		89	82.3%
4053 Office Equipment	455	500	45		45	91.0%
4060 Other Professional Fees	3,934	4,000	66		66	98.3%
4068 Computers & Data Storage	4,000	4,000	0		0	100.0%
4069 Web Development	72	500	428		428	14.4%
4450 Archives	0	150	150		150	0.0%
4901 Grants & Donations S137	4,787	5,000	213		213	95.7%
Salaries & Other Staff Costs :- Indirect Expenditure	**255,709**	**269,600**	**13,891**	**0**	**13,891**	**94.8%**
Net Income over Expenditure	**150,312**	**136,268**	**(14,044)**			
403 Contingency						
4048 Contingency	4,900	5,000	100		100	98.0%
Contingency :- Indirect Expenditure	**4,900**	**5,000**	**100**	**0**	**100**	**98.0%**
Net Expenditure	**(4,900)**	**(5,000)**	**(100)**			
405 F & GP Rents						
1001 Rents	15,018	11,300	(3,718)			132.9%
1090 Interest Received	12,824	4,000	(8,824)			320.6%
F & GP Rents :- Income	**27,842**	**15,300**	**(12,542)**			**182.0%**
Net Income	**27,842**	**15,300**	**(12,542)**			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & General Purpose :- Income	433,863	421,168	(12,695)			103.0%
Expenditure	260,609	274,600	13,991	0	13,991	94.9%
Movement to/(from) Gen Reserve	173,254	146,568	(26,686)			
Grand Totals:- Income	433,863	421,168	(12,695)			103.0%
Expenditure	260,609	274,600	13,991	0	13,991	94.9%
Net Income over Expenditure	173,254	146,568	(26,686)			
Movement to/(from) Gen Reserve	173,254	146,568	(26,686)			