APPENDIX A

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.

[1] The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, in consultation with the Chairman of the Council or Chairman of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £2,000 to £10,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or

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APPENDIX B.

	Finance								
	Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F1 Asset Maintainance	Failure to maintain physical assets, (buildings / venues / structures) due to poor monitoring / inspection / housekeeping	Devaluation or Higher costs of repair / replacement	2	4	8	Maintain up-to-date asset register	2	8	On-going by clerk and reported annually to F&GP
F2		Harm to individuals leading to Loss of reputation	2	5	10	Staff inspect and maintain buildings, equipment and other assets, carrying out necessary remedial work: immediately if a health & safety issue [irrespective of budgets], otherwise promptly, or plan and implement	2	10	Clerk
F3		Financial Loss, Fines and Penalties leading to Loss of reputation	1	5	5	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	1	5	Logged via invoice file - Clerk

	Finance / Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F4	Asset Loss / Damage Loss or damage to council assets Buildings, Equipment, Civic Regalia, Third parties due to poor maintenance, H&S risks, incorrect Insurance or poor cost recovery	Loss of use of asset or building	4	4	16	Ensure adequate insurance to cover loss and consequential losses, supplemented by adequate reserves to cover current value and actual cost of replacement	2	8	Annual review by clerk with professional advice prior to renewal of insurances and Clerk to recommend extra security measures
F5		Disruption	4	4	16	Annual review of cost of replacement (via EMR process)	2	8	Report to F&GP
F6						Insurance to cover consequences where available	2	8	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP
F7		Financial Loss, Injury & loss of reputation	3	4	12	Professional inspection and maintenance as required, e.g. fire and burglar alarms; PAT testing of major electrical equipment; gas boilers; vehicles, mowers, etc.	2	8	Annual review by clerk with professional advice prior to renewal of insurances & report to F&GP

		Finance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F8	Reporting	Annual Report Late, Inaccurate or Incomplete financial records, Financial Regulations not aligned with Legislation	Poor public image / Loss of reputation	3	3	9	Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
F9			Financial Loss / Internal Auditor report poor	2	4	8	Monitor monthly and at each committee/council meeting. Periodic change of internal auditor. Chairman F&GP attends.	1	4	Continuous by members and included in council's annual report
F10			Qualified Accounts required	2	5	10	External auditor validated and appointed by NALC. Internal auditor approved by full Council.	1	5	Continuous by members and included in council's annual report
F11			Financial Loss	3	5	15	Timely response by staff	1	5	Clerk
F12							Monitoring of contractor's progress	1	5	Clerk

	Finance		Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F13	Accounting Issues		Incorrect accounting 1.Payments / Late Payments 2.Invoicing / Unpaid Invoices 3.Expenses 4.Banking errors not identified 5.Loss of Cheques	Financial Loss	1	5	5	Clear procedures well documented electronically	1	5	Continuously monitored by clerk and reviewed at appraisal
F14				Failure in budgetary and financial reporting	1	5	5	Up-to-date job description for RFO	1	5	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
F15								Accounts kept up-to-date	1	5	Accounts and filing processed monthly by clerk and staff
F16				Monthly report does not reconcile	1	5	5	Monthly reconciliation always validated by Chairman F&GP	1	5	Checked monthly
F17				Members overpaid / underpaid	1	5	5	Correspondence electronically filed. Approved by Clerk & Committee	1	5	Monthly review of outstanding correspondence by the Clerk

		Finance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F18	Loss of Cash	Loss of cash from 1.Fraud 2. Dishonesty 3.Malicious action by third-parties	Reduction of available funds	2	5	10	Clear procedures in council's Financial Regulations	2	10	Annual review of regulations by council
F19			Disruption	2	5	10	Adherence to those procedures	2	10	Clerk to keep up to date with procedures
F20			Loss of reputation	2	5	10	In-house, internal and external auditing	1	5	Monitored by F&GP
F21							Insurance to cover risks of cash and malicious actions	1	5	Annual insurance review
F22							Ensure Fidelity insurance requirements are being met	1	5	Annual insurance review
F23							Staff awareness and training, including password security	1	5	Certificate of compliance from hosting service
F24							Robust virus protection, including firewall between council's web and email host	1	5	As provided by IT support
F25							Member awareness of risk	2	10	New member / councillor training

		Finance Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F26	Precept	Poor annual budgeting from 1. Setting of precept 2.Precept rule changes 3. Untimely receipt of precept / grants fails to reflect immediate and long-term needs	Failure to provide expected level of services and functions	3	3	9	Maintenance of adequate reserves	1	3	Clerk , chairman and vice- chairman of F&GP
F27			Loss of confidence in the council	2	4	8	In- year budget reviews to confirm adequacy of budgets and spending	2	8	Clerk & F&GP
F28			Lack of cash flow	1	3	3	Accounts kept up-to-date. Account regularly monitored. Reserve of 5 months plus.	1	3	Clerk & F&GP
F29			Budget does not balance	1	3	3	Accounts kept up-to-date. In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F30	Salaries & HMRC	Incorrect Salaries 1.National Insurance 2.Pay As You Earn 3.VAT return	Staff underpaid / overpaid	2	5	10	Monitored on monthly basis and checked via Chairman F&GP	1	5	Clerk, Chairman F&GP and Chairman of Council
F31			HMRC overpaid / underpaid HMRC challenge / Loss of Income	2	5	10	Monitored on monthly basis and checked via Chairman F&GP	1	5	Clerk, Chairman F&GP and Chairman of Council

	Finance	Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F32	Budgets	Poor annual budgeting 1. Cemetery Income low 2. Allotment expenditure high 3. Increased services without funding 4. Fees & Services not reviewed	Failure to provide expected level of services and functions	3	3	9	Maintenance of adequate reserves	1	3	Clerk , chairman and vice- chairman of F&GP
F33			Loss of confidence in the council	2	3	6	In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F34			Lack of cash flow	1	3	3	Accounts kept up-to-date. Account regularly monitored. Reserve of 5 months plus	1	3	Clerk & F&GP
F35			Budget does not balance	1	3	3	Accounts kept up-to-date. In- year budget reviews to confirm adequacy of budgets and spending	1	3	Clerk & F&GP
F36	Borrowing / Lending	Issues due to borrowing or lending.	Failure of third party to repay loan	2	5	10	Due diligence when making loans and consider impact on council funds if the loan could not be repaid in full	2	10	At time of loan request by council on advice of clerk
F37			Inability of council to repay a loan	3	5	15	Loan repayments built into annual budgets and future budget forecast	2	10	Late payments reported to chairman and vice- chairman of F&GP

		Finance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F38	Bankruptcy	Bankruptcy of council's bankers or investment companies	Financial Loss of funds	1	5	5	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
F39			Inability to meet commitments	2	5	10	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months
F40			Loss of reputation	2	5	10	Council ensures safe banking	1	5	Chairman F&GP
F41	Insurance	Inadequate Insurance for Liabilities, Buildings or Assets	Financial Loss of funds	1	5	5	Bank only with those licensed and covered by Financial Services Compensation Scheme	2	10	Annual review by council on advice of clerk
F42			Inability to meet commitments	2	5	10	Deposits to be held in those covered by Financial Services Compensation Scheme, ideally in amounts covered by the scheme guarantees	1	5	Report to F&GP every six months
F43			Loss of reputation	2	5	10	Council ensures safe banking	1	5	Chairman F&GP

	Finance Risk		Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F44	Services	Failure to meet standards regarding provision of services from devolved or agency / partnership agreements with principal authorities	Financial implications if grant insufficient to cover costs	3	4	12	Council decision to take on services after risk assessment to include resource implications, staff and contractors	2	8	On consideration of agreement
F45			Cancellation of agreement	1	4	4	Clear statement of management responsibility for each service	1	4	Monitor through F&GP
F46			Refund of income	3	4	12	Regular scrutiny of performance against targets	1	4	Clerk
F47			Loss of reputation	2	4	8	Through relevant committees	1	4	Council as appropriate

F48	Key Staff	Loss of key staff from 1.long-term illness 2. Accident 3.Resignation	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
F49			Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
F50							Accounts kept up-to-date	1	2	Accounts and filing processed monthly by clerk and staff
F51			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk

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		Finance / Risk	Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
F52	Elections	Election costs	Planned elections (Contested)	4	4	16	Discuss likely cost with Returning Officer and ensure funds are available to meet anticipated costs from ear-marked reserve or from general reserves	2	8	Annually by clerk during budget setting process for F&GP
F53			Risks of elections to fill a casual vacancy	3	3	9	None	2	6	Annually by clerk during budget setting process for F&GP

	People		Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		Risk								
P1	Employee Liability	Staff / Ground Staff Temporary Staff Contracted resources fail to fulfil obligations	Employee action for negligence or grievance	3	5	15	All Personnel and Health & Safety issues now covered by Peninsula Business Solutions	1	5	Continuous by the Clerk including training and refresher courses (updated August 2024)
P2							Staff awareness and appropriate training including awareness of advice from NALC	1	5	Register of all training maintained by clerk (staff and members)
P3			Fines and penalties with Loss of reputation	3	5	15	Insurance to cover consequences of failure	1	5	Annually by clerk
P4							Documented policies and procedures	1	5	Policies held on website, procedures documented electronically. All employees have a hard copy of the Employee Handbook
P5			Loss of Services	3	5	15	Documented policies and procedures	1	5	Policies held on website, procedures documented electronically. All employees have a hard copy of the Employee Handbook
P6	Contractors / Suppliers	Contractors / Suppliers failure or not insured Poor procurement decisions	Third Party Liability	1	5	5	Check cover prior to undertaking work. Keep an up to date copy of certificate.	1	5	Clerk/Deputy Clerk
P7			Lack of Service	5	3	15	Timely response by staff	1	3	Clerk
P8			Loss of reputation	5	3	15	Monitoring of contractor's progress Observation and reporting to clerk by members	1	3	Clerk Continuous by members and included in council's annual report
P9	Resignation	Loss of Key Staff 1.Clerk 2.Deputy Clerk 3.Warden due to resignation	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
P10			Failure in legal, budgetary and financial reporting	3	5	15	Up-to-date job description for RFO	2	10	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
P11							Accounts kept up-to-date	1	5	Accounts and filing processed monthly by clerk and staff
P12			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk

	People		Impact	Chance 1= v.low 2= low 3= neutral 4= high 5= v.high	Severity 1= v.low 2= low 3= neutral 4= high 5= v.high	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
		Risk								
P13	Illness / Accident	Loss of Key Staff 1.Clerk 2.Deputy Clerk 3.Warden due to long-term illness or accident	Failure to deliver services and oversight of staff	4	4	16	Clear procedures well documented electronically	3	12	Continuously monitored by clerk and reviewed at appraisal
P14			Failure in budgetary and financial reporting	2	2	4	Up-to-date job description for RFO	2	4	Job descriptions reviewed at staff appraisals and updated as required by clerk and signed-off by staff panel
P15							Accounts kept up-to-date	1	2	Accounts and filing processed monthly by clerk and staff
P16			Correspondence backlog	4	2	8	Correspondence electronically filed	1	2	Monthly review of outstanding correspondence by the Clerk
P17	Claims	Current or ex-employee brings claim against Council	Financial Loss due to unfair / constructive dismisal	3	5	15	Assistance from Peninsula Business Solutions.	2	10	Clerk 5 Year contract which commenced in 2024

		Governance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
G1	Chepping Wycombe Parish Council	Non compliance with regulations, Standing Orders, Unprofessional manner, operations affected by legislation	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	By Clerk when appropriate
G2			Fines, Penalties & Legal Challenge	3	5	15	Insurance to cover risks. Immediate access to legal advice	1	5	Clerk/F&GP
G3			Council unable to deliver services	3	4	12	Clear Standing Orders and protocols	2	8	Clerk & Council
G4			Loss of reputation	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council
G5		Breach of legal powers	Fines, Penalties & Legal Challenge	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
G6			Loss of reputation	2	3	6	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
G7							If the council uses s137 powers or CIL funding they need to be minuted	1	3	Clerk
G8							Keep up-to-date with changes in legislation	1	3	Clerk through PD courses and council membership of NALC
G9		Poor reporting to members and the public	Members become ill-informed	2	2	4	Preparation and distribution of agendas, reports and minutes within agreed timescales	2	4	Clerk and committee chairman & vice-chairman
G10			Confusion and misunderstanding with actions not reflecting intentions of council	3	3	9	Improved chairmanship skills	2	6	Clerk and committee chairman & vice-chairman to members at committee meetings

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	Governance / Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
G11	Timetabling failures when responding to consultation invitations	Effect on council's reputation	2	2	4	**Clerk ensures timely responses**	1	2	**By clerk and agreed by F&GP**
Council Members									
G12	Members lack relevant knowledge of procedures and legal requirements	Poor oversight of council activities	3	3	9	Oversight by the Clerk. Training and refresher courses for members	2	6	Refresher training at inception of new council
G13		Loss of reputation / legal challenge	3	4	12	Keep up-to-date with changes in legislation. Councillor training as soon as practicable. Insurance to cover risk	2	8	Clerk & Chairman of Council
G14		Council fails to achieve its purposes	3	3	9	Relevant councillor training at regular intervals within the 4 year cycle.	2	6	Training record maintained by Clerk
G15	Members conflict of interests	Loss of reputation	3	4	12	Declarations of interests at meetings	1	4	Declarations at all meetings
G16						Maintenance of register member's interests and gifts	2	8	Annual review of interests by all members monitored by clerk and noted on website
G17						Publication of interests on the council website	2	8	Undertaken by the Clerk

	Systems	Risk	Impact	Chance (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Severity (1= v.low, 2= low, 3= neutral, 4= high, 5= v.high)	Score Chance x Severity	Management / Control of Risk	Chance MITIGATION	New Score Chance x Severity	Review Frequency & Responsible Person
S1	Council Function	Council unable to function due to unexpected circumstances including loss of access to premises	Loss of reputation	3	3	9	Observation and reporting to clerk by members	2	6	Continuous by members and included in council's annual report
S2			Suppliers not paid / delivery failure / debt not recovered	5	3	15	Timely response by staff	1	3	Clerk
S3							Monitoring of contractor's progress	1	3	Clerk
S4	Documents	Poor protection of hard and soft documents from Fire Theft or Damage	Loss of documents	2	2	4	Use of fire-resistant safe for key documents and the Cloud	2	4	Clerk **and staff**
S5			Failure of legal obligations	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S6			Failure to pay suppliers	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S7			Debt not recovered	2	2	4	Use of fire-resistant safe for key documents and the Cloud	1	2	Clerk and staff
S8	Data	Data loss identifying individuals to Third Party DSAR responses Data protection Breach	Fines and penalties	2	5	10	Council enjoys Power of Competence but needs to be aware of requirements in respect of seeking quotations and awarding contracts.	2	10	Clerk
S9			Loss of reputation	2	3	6	The council financial regulations need to be adhered to when authorising planned expenditures	1	3	Clerk
S10			Legal Challenge	4	5	20	Office covered by Redsquid for any data breach. Councillors anti-virus. GDPR traininig	3	9	Clerk through PD courses and council membership of NALC
S11			Delivery of Services	4	5	20	Redsquid for data. Insurance cover for business continuity.	3	9	Clerk
S12	Information	Failure to respond to FOI request or right of inspection of records	Loss of confidence	3	3	9	Clear Standing Orders and protocols	1	3	By Clerk when appropriate
S13			Loss of reputation Financial Loss	3	4	12	Documented procedures and timings to deal with enquiries from the public	1	4	Clerk, agreed by council

Appendix C.

Chepping Wycombe Parish Council – IT Security & Acceptable Use Policy

This policy applies to **all staff members and councillors** of Chepping Wycombe Parish Council. Some elements are relevant only to members of staff using council-issued digital devices, whilst other elements apply only to councillors using their own personal devices to conduct council business. A number of items apply to both staff and councillors – these are clearly marked within the document.

The policy sets out the rules for secure and responsible use of the Council's IT systems, data, and digital communications.

Policy Items Applicable to CWPC Staff and Councillors

1. **Passwords**

- **Creation & Format:** Passwords must be at least 8 characters and include upper- and lower-case letters, numbers, and special characters.
- **Confidentiality:** Passwords are strictly personal and must not be shared.
- **Forgotten or Compromised Passwords:** Staff or councillors must immediately notify the Clerk if they suspect their password has been compromised.
- **Document Protection:** Passwords for protected documents must be transmitted separately (e.g. by phone call, not email).
- **Multi-Factor Authentication (MFA)** is in place for the Clerk of the Council and Deputy Clerk.

2. **Use of Public WiFi**

- When using public Wi-Fi, staff and councillors using their council emails must use a VPN (Virtual Private Network).

3. **Mobile Phone Texting / SMS**

- Neither staff nor councillors should send official Council communications via SMS or text message.
- All official communications must be via email or via postal correspondence.

4. **Email Use**

- Emails must be written professionally and may be treated as formal records.
- Staff and councillors must not make unauthorised commitments on behalf of the Council.
- Business-critical information must not be stored solely in inboxes; it should also be saved to shared systems.
- Out-of-office replies for both staff and councillors should include alternative contacts, and one of these should be the Clerk of the Council.

5. **USB Drives & Portable Devices**

- Use of USB drives is discouraged due to risk of loss or theft.
- Only **encrypted USB drives** authorised by the Council may be used. These must be password-protected, and never left unattended in public spaces.

Policy Items Applicable to CWPC Staff

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6. **Computer Usage**

- Council computers lock automatically after 5 minutes of inactivity, but staff must still lock their devices whenever leaving their desks.
- Computers must be shut down daily.
- All work should be saved to designated shared drives or approved systems, not personal devices.

7. **Emergency System Access:**

- In an emergency, the Clerk can arrange access to staff email accounts via Redsquid.
- If the Clerk's email needs to be accessed, the Deputy Clerk may obtain access with approval from the Chair of the Council.

8. **Internet Use & Firewall**

- Work internet access is restricted to business purposes and limited personal use within this policy.
- Inappropriate, offensive, or illegal sites must not be accessed.

- The Council's **BitDefender firewall** is updated **monthly**.Firewall security reviews (including open port checks and password updates) are conducted regularly by Redquid, the council's IT security provider.

9. Software

- For additional cyber protection, staff cannot download or install external software on Council systems. Only authorised applications may be used.

10. System Access Controls – Staff Departures

- When staff leave the Council, Redsquid will remove all system access within **24 hours**.
- Laptop devices of former staff members which are not in active are stored in a safe and collected securely by Redquid to be wiped of all data.

11. Financial & Sensitive Data

- Sensitive financial information, including salary data, is stored on a **separate computer** for additional protection.
- This system, like all Council laptops and devices, must be protected by **multi-factor authentication (MFA)**.
- CWPC maintains regular, automated backups and tests restoration processes regularly.

12. Misuse of IT

Misuse of IT systems may result in disciplinary or formal Council action. Examples include:

- Sharing or attempting to discover another user's password.
- Attempting to bypass security controls.
- Installing or running malicious software.
- Using Council systems abusively or unlawfully.
- Leaving laptops unattended in public.
- Wasting Council IT resources.

13. Cloud-Based File Sharing

- Large files must be shared only using the Council's approved WeTransfer account.
- All WeTransfer links must have a time-limit set on access.

14. Emergency IT Procedures

- In case of sudden staff absence: the Clerk (or Deputy Clerk, if appropriate) will set up out-of-office replies or arrange limited email forwarding via Redsquid.
- Virus incident: any affected machine must be disconnected from the network immediately and reported to IT.
- Cyber attack or data breach: escalate immediately to the Clerk of the Council who will liaise with Redquid as appropriate.

Policy Items Applicable to CWPC Councillors

15. Councillor Devices

- Councillors are expected to use their own personal devices for Council duties.
- Councillors must ensure that their devices are kept secure, with up-to-date antivirus protection and strong passwords in place.

 APPENDIX D

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN VILLAGE HALL at 7pm on MONDAY 30TH JUNE 2025.

ATTENDEES:

Cllr. David Johncock	(DJ)	Bucks Council - Chairman
Cllr Catherine Oliver	(CO)	Hazlemere PC
Cllr Liz Johncock	(LJ)	CWPC
Susanne Ludgate	(SL)	Penn & Tylers Green Resident's Association
Bill Sadler	(BS)	Tylers Gren Resident & CSW
Jean Johnson	(JJ)	Tylers Green Resident
PC Mollie Sweetman	(MS)	TVP Taplow Neighbourhood Team
PC Oscar Blunt	(OB)	TVP Taplow Neighbourhood Team
PC Igor Kaim	(IK)	TVP Marlow Neighbourhood Team

ITEM		**ACTIONS**
1. Introduction & Apologies:	The Chairman thanked everyone for coming and welcomed PC Igor Kaim and also PC Oscar Blunt to their first meeting. Apologies had been received from: John Sparks, Ian Forbes & Ray Cox.	
2. Appointment of Minute Taker:	DJ kindly agreed to take the Minutes.	
3. Minutes of the Previous Meeting:	The Minutes of the previous meeting held on 16th April 2025 were accepted as a true record with a correction to add Jean Johnson as one of the attendees. The Chairman apologised to JJ for the omission.	
4. Matters Arising from the Minutes:	All actions had been completed or closed apart from : Previous Minutes: • Item 5.1: **Kings Wood Barrier Key.** MS explained that this was no longer considered necessary or practical. **Action: CLOSED** • Item 5.2: **TVP Alert Article**. It was agreed that this action be taken outside the meeting. **Action: CLOSED.**	

	• Item 5.3: **Educating Parents and Carers about Drugs and Drugs Packaging**. SL updated the meeting on the PowerPoint presentation that had been produced by Cranston. It was clear that further work was necessary to make the presentation shorter and more suitable for an adult audience. It had been agreed that Susanne would continue working with Cranston with a view of producing an improved presentation. Unfortunately, Helena Bayfield had recently been replaced by Stewart Balmer but a follow-up meeting with him had been arranged shortly. SL would keep the meeting informed. **Action: On-going** • Item 8: **Parking Facing the Wrong Direction**. MS confirmed that this is an offence and provided the meeting with a copy of a draft letter explaining this which members could use or simply to publicise via our FaceBook account. The Chairman agreed to circulate the letter after the meeting. **Action: DJ/All**	**SL** **DJ/All**
5. Report from TVP Neighbourhood Teams.	MS updated the meeting on recent crime data and highlighted an increasing problem involving electric dirt bikes. She mentioned that the team wanted to arrange "Have Your Say" sessions and appropriate locations in each of the wards were suggested. IK provided stats for Flackwell Heath and the chairman agreed to circulate these to attendees after the meeting highlighting that they were to be for their eyes only. IK also highlighted the value of PSPOs and it was agreed that these should be considered by the 2 Parish Councils to protect Parish land.	**DJ** **DJ/CO**
6. Update on CSW Group	In the unexpected absence of JS, it was not possible to provide a CSW update. As normal, the formal report would be attached to these minutes – see Annex B.	

7. Communications Report:	Nothing to report.	
8. AOB:	CO advised that a Bucks consultation was currently underway to review proposals for additional CCTV cameras in the County including in our NAG area. JJ highlighted a recent incident involving a drunk driver who was eventually found by the Police asleep in his vehicle. As they had been unable to react in time to catch the individual actually driving whilst impaired, there was nothing they could do officially.	
9. Date of Next Meeting:	The Chairman stated that the next meeting will be focussed on SL's drugs project and that a date will be determined to fit-in with SL's work and the availability of the Neighbourhood Team officers. The Chairman would advise the date asap so that a booking can be made.	**DJ**

D A JOHNCOCK
Chairman

July 2025

Attachment:

1. TVP Letter on Parking.

Annexes:

A. Chepping Wye CSW Report.

APPENDIX E

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: Flackwell Heath Bowling Club

Secretary/Sponsor: Barbara Johnson

Contact details:

Treasurer/Financial Officer: Margaret Stagg

Contact details: r

How is the organisation established (delete as appropriate)

By affiliation to any national body **Bowls England**	**Bowls Buckinghamshire**

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?

The objective is to give enjoyment and a recreational/physical activity to mainly people of retirement age by outdoor bowling.
We run skittles evenings for our own members and also other clubs/groups. The funds from this activity helps to cover our annual expenditure otherwise we would have a loss situation each year.
We have a membership of 60 Bowling Members and 10 Social Members

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

Unfortunately due to it's age the ditches surrounding the green are breaking up which means that very shortly the green will become unsafe for its members (and members from other clubs) to play on due to the risk of collapse and could cause injury to players.

Please specify:

Total estimated cost of the project	£37k
Dates to commence and complete	October 2025
Amount already available	£5k
Amount expected to be available at start	£37k

Other applications for grants for the project:

Body:	Amount applied for:
Rotary	unspecified
Shanly	£10k
Mobbs	£5k+

Amount being requested from CWPC:
£10k

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

Our club is open to anyone able to manage a bowl. At present 60% of our members are in the CWPC area and others are in nearby villages. Our members are primarily of retirement age and the club gives the opportunity to enjoy a physical activity outdoors during the summer months and also indoor events such as quizzes, whist afternoons and skittles during the winter months whilst making friendships.

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

Signed ....*Margaret Stagg*.................................... Dated: ......28th Aug 2025............................

Capacity in which signed: ....Chairman...

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:

Da

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

FHBC PROFIT & LOSS ACCC COUNT 2023-2024			
INCOME	Income	Exp	Surplus/Loss
BAR SKITTLES	2,252.81	1,098.00	1,154.81
SKITTLES	8,937.50	3,713.01	5,224.49
BAR CLUB	3,003.35	2,120.96	882.39
SOCIAL EVENTS	2,297.11	1,752.59	544.52
WHIST	1,096.00	376.42	719.58
	-		
SUBSCRIPTIONS FULL	6,105.00		
SOCIAL SUBSCRIPTIONS £	66.00		
CLUB COMPETITIONS	262.00		
LOCKER	105.00		
ROLL UP	434.00		
MATCH FEES	3,391.20		
RAFFLE	722.00		
SHIRTS	295.00		
2ND HAND CLOTHES	363.00		
DONATIONS	930.00		
INSURANCE	-		
Total	30,259.97		
EXPENDITURE			
MEMBERSHIP REFUND		-	
ELECTRICITY		2,532.94	
WATER		1,074.64	
TELEPHONE		565.15	
ALARM		168.00	
RENT		624.00	
INSURANCE		1,231.73	
FOOD		626.03	
RAFFLE		258.57	
MATCH VOUCHERS			
BBA/3 COUNTIES/EBA		185.00	
BBA FEES		470.00	
SHIRTS			
TROPHIES/BOARD		436.50	
GREEN MAINTENANCE		6,263.36	
VOUCHERS		77.00	
CLUB HOUSE MAINTENANCE		220.50	
CHARGES		77.39	
EQUIPMENT		4,580.41	
ADMINISTRATION		1,288.61	
		29,740.81	
Surplus (loss)		519.16	
Balance b/fwd		28,598.89	
Balance at Bank		29,118.05	
FHBC Activity Account		400.00	
		29,518.05	

FHBC PROFIT & LOSS ACCOUNT		2022-2023	
INCOME	INCOME	EXP	SURPLUS
BAR SKITTLES	2,119.91	1,411.72	708.19
SKITTLES	7,210.97	3,237.64	3,973.33
BAR CLUB	2,508.30	1,581.49	926.81
SOCIAL EVENTS	2,099.49	1,633.87	465.62
WHIST	789.50	119.00	670.50
	-		
SUBSCRIPTIONS Full	5,175.50		
SOCIAL SUBSCRIPTIONS	60.00		
CLUB COMPETITIONS	229.00		
LOCKER	75.00		
ROLL UP	288.00		
MATCH FEES	3,116.20		
RAFFLE	684.10		
SHIRTS	1,115.00		
2ND HAND CLOTHES	778.00		
DONATIONS	1,250.00		
INSURANCE	540.95		
Total	28,039.92		
EXPENDITURE			
MEMBERSHIP REFUND		85.00	
ELECTRICITY		1,047.79	
WATER		1,167.90	
TELEPHONE		377.90	
ALARM		125.00	
RENT			
INSURANCE		1,133.54	
FOOD		261.85	
RAFFLE		265.18	
MATCH VOUCHERS			
BBA/3 COUNTIES/EBA		153.46	
BBA FEES		296.00	
SHIRTS		1,142.10	
TROPHIES/BOARD			
GREEN MAINTENANCE		5,270.58	
VOUCHERS		38.00	
CLUB HOUSE MAINTENANCE		758.84	
CHARGES		76.42	
EQUIPMENT		860.36	
ADMINISTRATION		2,148.88	
		23,192.52	
Surplus (loss)		4,847.40	
Balance b/fwd		23,751.49	
Bal at Bank		28,598.89	

I have examined the Accounts and Records ds supplied to me and can confirm that to the best of my knowledge, the foregoing Statement of Accounts reflects the financial position of Flackwell Heath Bowling Club

Independent Examiner - Signed Arthur Winning 29/10//24

APPENDIX F

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:	Tylers Green Community (c/o T.G. Village Hall)

Secretary/Sponsor:	—
Contact details:	

Treasurer/Financial Officer:	
Contact details:	

How is the organisation established (delete as appropriate)

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

What are the objectives of the organisation?
Does the organisation carry out any trading activity with a view to profit?
Does your organisation have a membership?

To erect a flagpole on the Common
when ever community needs must.

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

Tylers Green Community Flag Pole

Please specify:

Total estimated cost of the project	£732 =
Dates to commence and complete	OCTOBER 2025
Amount already available	
Amount expected to be available at start	POLE PURCHASED

Other applications for grants for the project:

Body:	Amount applied for:
TYLERS GREEN RESIDENTS SOCIETY	£366 =

Amount being requested from CWPC:	£366 =

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

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

Signed: .... Dated: 17/9/25

Capacity in which signed: RESIDENT

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

Alternative addressee for grant:

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

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

APPENDIX G

nalc
National Association of Local Councils

t: 020 7637 1865
e: nalc@nalc.gov.uk
w: www.nalc.gov.uk

26 AUGUST 2025

ANALYSIS OF COUNCIL TAX LEVELS OF LOCAL PRECEPTING AUTHORITIES 2025/26

This briefing provides an analysis of council tax levels of local precepting authorities in 2025/26 published by the Ministry of Housing, Communities and Local Government (MHCLG). Figures shown are for 2025/2026. Where relevant, figures for previous years are shown in brackets.

Executive summary

- The total amount raised by precepting local (parish and town) councils is now £856 million, an increase of £75 million or 9.68% on the 2024/25 figure of £781 million.
- The average Band D precept charged by local precepting bodies (including local councils) for 2025/25 is £91.22, an increase of £6.32 or 7.4% on the 2024/25 figure of £85.89.
- 150 local councils now raise a precept of at least £1 million, an increase of 26 on the 2024/25 figure of 124.
- Six local councils started raising a precept for the first time in 2025/26.
- The county area with the largest precept income is Wiltshire, where 274 local councils collectively raise £48 million, while the county areas with the smallest precept income are Cleveland, where 54 councils collectively raise £1.9 million and the Isle of Wight, where 33 local councils collectively raise £7.2 million.
- 37 county areas have at least one super council (a local council that raises a precept of at least £1 million).

Local precepting bodies

There are 10,236 (10,235) local bodies which have the power to raise a precept (a small share of council tax) in England. This includes local (parish and town) councils, parish meetings, charter trustees and the Inner and Middle Temple.

Of these, 8,896 (8,887) or 86.91% (90.96%) are precepting parish and town councils and parish meetings and these are collectively referred to in this paper as precepting local councils.

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. **For contracts estimated to be over £30,000 including VAT, the Council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**

5.8. For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;

5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council or relevant committee. Avoidance of competition is not a valid reason.

5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £1,000 excluding VAT.

---

[1] The Regulations require Councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- the Clerk, in consultation with the Chairman of the Council or Chairman of the appropriate committee, for any items below £2,000 excluding VAT.
- a duly delegated committee of the Council for all items of expenditure within their delegated budgets for items under £2,000 to £10,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by Council and in accordance with any policy statement agreed by the Council.
- the Council for all items over £10,000;

Such authorisation must be supported by a minute (in the case of Council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the Council or make any contract on behalf of the Council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated committee acting within its Terms of Reference except in an emergency.

5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the Clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.

5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

6.1. The Council's banking arrangements, including the bank mandate, shall be made by the Clerk and authorised by the Council; banking arrangements shall not be delegated to a committee. The Council has resolved to bank with Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or

Chepping Wycombe Parish Council

Summary Income & Expenditure by Budget Heading 31/08/2025

APPENDIX H

Month No: 5

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	14,996	30,000	15,004			50.0%
Expenditure	14,853	57,900	43,047	0	43,047	25.7%
Movement to/(from) Gen Reserve	143	(27,900)	(28,043)			
Works & Service						
Income	4,997	23,700	18,703			21.1%
Expenditure	24,106	61,385	37,279	0	37,279	39.3%
Movement to/(from) Gen Reserve	(19,109)	(37,685)	(18,576)			
Finance & General Purpose						
Income	241,751	478,569	236,818			50.5%
Expenditure	123,861	335,800	211,939	0	211,939	36.9%
Movement to/(from) Gen Reserve	117,891	142,769	24,878			
Grand Totals:- Income	261,744	532,269	270,525			49.2%
Expenditure	162,819	455,085	292,266	0	292,266	35.8%
Net Income over Expenditure	98,925	77,184	(21,741)			
Movement to/(from) Gen Reserve	98,925	77,184	(21,741)			

APPENDIX I

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5 | **Committee Report**

Finance & General Purpose

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
401	Salaries & Other Staff Costs						
4001	Salaries, NI & Pensions	91,850	270,000	178,150		178,150	34.0%
4002	Members Expenses	487	2,300	1,813		1,813	21.2%
4008	Conferences & Cources	0	750	750		750	0.0%
4009	Travel	40	200	160		160	20.0%
4020	Establishment Costs Misc	411	500	89		89	82.3%
4021	Telephone & Fax	610	1,500	890		890	40.6%
4022	Postage	534	500	(34)		(34)	106.7%
4023	Stationery & Printing	737	1,500	763		763	49.1%
4024	Subscriptions	2,540	3,000	460		460	84.7%
4025	Insurance	10,843	12,000	1,157		1,157	90.4%
4026	Publications	0	150	150		150	0.0%
4027	Photocopying Charges	231	700	469		469	33.0%
4032	Publicity	2,374	4,350	1,976		1,976	54.6%
4041	Equipment Hire	294	700	406		406	42.0%
4051	Bank Charges	97	500	403		403	19.5%
4053	Office Equipment	6	500	494		494	1.1%
4060	Other Professional Fees	2,894	4,000	1,106		1,106	72.4%
4068	Computers & Data Storage	2,470	4,500	2,030		2,030	54.9%
4069	Web Development	0	500	500		500	0.0%
4450	Archives	216	150	(66)		(66)	144.0%
4901	Grants & Donations S137	5,000	20,000	15,000		15,000	25.0%
	Salaries & Other Staff Costs :- Indirect Expenditure	**121,634**	**328,300**	**206,666**	**0**	**206,666**	**37.0%**
	Net Expenditure	**(121,634)**	**(328,300)**	**(206,666)**			
402	Precept						
1076	Precept	236,234	472,469	236,235			50.0%
1079	Miscellaneous	25	100	75			24.8%
	Precept :- Income	**236,259**	**472,569**	**236,310**			**50.0%**
	Net Income	**236,259**	**472,569**	**236,310**			
403	Contingency						
4048	Contingency	511	3,000	2,489		2,489	17.0%
	Contingency :- Indirect Expenditure	**511**	**3,000**	**2,489**	**0**	**2,489**	**17.0%**
	Net Expenditure	**(511)**	**(3,000)**	**(2,489)**			

Continued over page

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
405	F & GP Rents						
1090	Interest Received	5,492	6,000	508			91.5%
	F & GP Rents :- Income	**5,492**	**6,000**	**508**			**91.5%**
	Net Income	**5,492**	**6,000**	**508**			
406	Peninsula						
4064	Health & Safety	963	2,500	1,537		1,537	38.5%
4065	Human Resources	753	2,000	1,247		1,247	37.7%
	Peninsula :- Indirect Expenditure	**1,716**	**4,500**	**2,784**	**0**	**2,784**	**38.1%**
	Net Expenditure	**(1,716)**	**(4,500)**	**(2,784)**			
	Finance & General Purpose :- Income	**241,751**	**478,569**	**236,818**			**50.5%**
	Expenditure	**123,861**	**335,800**	**211,939**	**0**	**211,939**	**36.9%**
	Movement to/(from) Gen Reserve	**117,891**	**142,769**	**24,878**			
	Grand Totals:- Income	**241,751**	**478,569**	**236,818**			**50.5%**
	Expenditure	**123,861**	**335,800**	**211,939**	**0**	**211,939**	**36.9%**
	Net Income over Expenditure	**117,891**	**142,769**	**24,878**			
	Movement to/(from) Gen Reserve	**117,891**	**142,769**	**24,878**			

APPENDIX J

Project Proposals Chepping Wycombe Parish Council 5 year plan

2026 - 2031

Version 5 September 2025
All values £k
NO allowance for inflation

	EMR	Budget 25 / 26	26 / 27	27 / 28	28 / 29	29 / 30	30 / 31	CIL	Comments
Play Areas - Safety surfaces	9324	5	5	80	50	5	5	Y	Straight Bit (£80k) in 27 / 28, Tylers Green (£50k) in 28 / 29
Tylers Green Common	9326	6	3	3	3	3	3	N	Small expenditure over the next 5 years
Derehams Stage 1 Community Hub	9331	150	40					Y	Bowls Clubhouse unsuitable - Rebuild required
Derehams Stage 2 Pavillion	9331		600					Y	Planning application for whole site.
Railway Land/Magpie Wood	9333	3	3	3	3	3	3	N	Small expenditure over the next 5 years
King's Wood	9334	8	8	8	8	8	8	N	Small expenditure over the next 5 years
Biodiversity		2	2	2	2	2	2	N	Continuous support for Biodiversity
Cemeteries	9320	5	5	5	5	5	5	N	Small expenditure over the next 5 years
Vehicles	9321	13	47	?	?	?	?	N	Replacement of Transit @ £34k deferred to 26/27 Need to review other equipment for end-of-life replacement
Office Equipment	9323	3	3	3	3	3	3	N	Continuous support for Office equipment replacement
Depot/Office Complex	9325	10	40	10	10	10	10	N	£20k 26 / 27 for improvement plus Continuous support for Depot / Office Complex £20k in 26 / 27 solar panels plus storage
Footway Lighting	9327	53	20			50		N	
Street Furniture	9329	6	6	3	3	3	3	?	Continuous support for repair / replacement of Street furniture
Wardens House	9330	3	3	3	3	3	3	N	Continuous support for repairs / improvements to fabric of building.
Footpaths		3	3	3	3	3	3	Y	Continuous upgrade of footpaths
Straight Bit pe improvements	?			12				Y	?
Totals excluding Derehams		**120**	**148**	**135**	**93**	**98**	**48**		

Totals including Derehams	**270**	**788**	**135**	**93**	**98**	**48**

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