CWPC Councillor Education and Training – Policy

Introduction.

1. Historically, newly elected and co-opted members joining the Council would be allocated 'The Good Councillors Guide' which contains essential guidance for local councillors, with the Clerk being available for specific advice and guidance on all aspects of Council business. Subsequently, there was little formal training for Councillors, and they tended to learn from experience.

2. Since then, the world has changed markedly with the introduction of legislation governing matters such as GDPR and sexual harassment. The workload of the Clerk has also increased and there has been a positive movement to increased professionalization of Parish Councils. To that end, courses covering topics pertinent to current Parish Councillors are now widely available on-line and through professional development providers.

3. To keep pace with these changes, and to enhance the Councils and councillors professional standing and capability, CWPC will introduce learning & development training opportunities for all new and existing councillors. All current Councillors will be expected to undertake training identified as mandatory, and are urged to respond positively to ongoing professional development.

Policy.

4. It has therefore been decided that the Council needs to adopt a more formal strategy to the training of its Councillors and that this should cover both initial training and on-going professional development.

5. Initial Training and Education. While the Clerk will continue to provide an initial orientation briefing, this in itself is not deemed sufficient for members to fully discharge their duties and responsibilities. Annex A to this document therefore details the courses that all newly elected and co-opted Councillors are required to attend in their first year. Then, depending on what committees and other bodies that individual members sit on, there will be further specific courses that they should attend as soon as possible and these too are listed in Annex A.

6. Continuation Training and Education. As individuals members gain experience and seek further responsibility, they need to attend courses on topic such as chairmanship and personnel management. In addition, there are course such as on sexual harassment and IT security that need to be completed annually. Members may also wish to improve their knowledge in other areas. These courses are also listed in Annex A.

7. Refresher Training and Education. Members who have been Councillors for some time may benefit from attending some of the courses completed earlier in their career and especially where legislation may have changed markedly over time. Suggested courses are listed in Annex A.

8. Training Records. It is essential that records are maintained of all training & learning undertaken by Councillors and this will be undertaken by the Clerk who will flag up any cases where individuals are failing to meet the required learning placed on them within a reasonable period of time. Where possible, Members will be required to provide the Clerk with certificates to show that certain courses have been completed satisfactorily.

9. Course Availability & Payment. The Clerk will ensure that all Members are kept updated on the availability of required courses. Where there are costs involved, Members should ensure that invoices are sent to the Clerk for payment.

10. Annual review of Training & Professional Development needs. The training and development needs, and plan will be reviewed annually to ensure all councillors are aware of any changes in legislation, and to support them in the execution of their roles - especially when taking on additional responsibilities which might require more specialist knowledge/skills

Implementation.

11. It is recognised that long serving members may be unable to evidence that they are suitably qualified to perform their duties in which case the Clerk will suggest which courses they should attend over the subsequent 12 months. Where members can show that they have previously attended specific courses they are asked to provide details so that their personal records can updated.

Budgeting.

8. The Chairman of F&GP in conjunction with the Clerk will ensure that a line is included in each year's budget to cover the cost of Member training.

Adoption

9. This new policy was formally adopted by the Council on **DATE TO BE INSERTED**.

Annex:

A. Draft Matrix of Courses For CWPC Councillors.

DRAFT MATRIX OF COURSES FOR CWPC COUNCILLORS

	Clerk / Chair orientation	Councillor Essentials	Cyber security	Sexual Harrassment	Data Protection/ GDPR	Planning Frame works	Understanding budgets/ P&L accounts	Chairing meetings	Decision Making skills	Risk Management	Planning Seminars
All Newly Elected & Co-opted Councillors	YES	YES									
All Councillors Annually			YES	YES	YES						
All Councillors Mandatory for Ward Planning Reps						YES					
Mandatory for Members of F&GP Committee					YES		YES				
Mandatory for Members of Staff Panel									YES		
Mandatory for All Committee Chairmen								YES	YES		
Recommended for Ward Planning Reps											YES

APPENDIX B

Terms of Reference April 2026

The Finance and General Purposes Committee (F&GP) oversees the Council's finances as well as all legal, statutory, and regulatory affairs, except when those matters fall under the remit of another committee. Its role includes making sure that the Responsible Financial Officer (RFO) fulfills their responsibilities effectively. The Committee reports and makes recommendations to Full Council.

Specifically, this committee is accountable for the following areas:

1. Finance
2. Governance
3. Staffing
4. Other

The following sections give some explanatory detail of the elements involved.

1. Finance

The Finance & General Purposes (F&GP) Committee holds responsibility for considering and recommending the approval of all accounting practices and systems utilised by the Council. This encompasses reviewing existing procedures, confirming adherence to relevant regulations, and implementing effective methods to ensure accurate financial records are maintained.

On an annual basis, F&GP considers and recommends the precept to Council—the annual financial requirement that the authority levies. This process involves a thorough evaluation of projected expenditures and income, helping to guarantee appropriate funding for Council projects and obligations.

F&GP, along with Open Spaces and Works & Services, conducts budgeting and monitoring activities. These functions are vital for tracking spending, investing, efficiently allocating resources for future spending via Earmarked reserves (EMR), and providing well-informed recommendations to the Council and its Committees regarding future financial decisions.

F&GP has the responsibility to consider and recommend to Council all financial matters of income, investment and expenditure.

2. Governance

Overview

This section outlines the Council's core responsibilities, encompassing administrative and compliance functions, financial oversight, member conduct, legal matters, policy management, and public communication.

Audit, Finance & Policy

Consider and recommend to Council on annual internal audits, financial reports, and any grants, loans, and donations for the benefit of Parish organisations. Annually review and recommend amendments to Standing Orders and set allowances and expenses. Monitor policy principles for contracts, leases and work specifications etc.

Membership & Conduct

Consider and recommend to Council on electoral matters relating to Councilors, including training.

Compliance & Meetings

Consider and recommend to Council on compliance with the Local Government Acts, Data Protection and other relevant subsequent regulations. Consider and recommend to Council committee structures, calendars, and Parish Meetings.

Information & Legal Matters

Consider and recommend to Council compliance with the Freedom of Information Act and other relevant subsequent regulations, making information available as approved. Consider and recommend to Council legislative and legal matters, regulations, consultation documents including boundary reviews.

Publicity

Oversee all publicity for consideration and recommendation to Council, including newsletters, Council notice boards, and the Annual Report.

3. Staffing

Consider and recommend to Council staffing issues. The issues will have been raised by the Clerk as chief officer, legal advisor and administrator to the parish. Inform on Staff Panel decisions where appropriate.

Staffing Health and Safety

Health and safety is a shared responsibility; however, the F&GP Committee plays a key role in supporting Council oversight. The F&GP committee allocates resources dedicated to health and safety to ensure current safety information is always displayed throughout Council property.

F&GP, along with the Open Spaces and Works & Services committees, may consider and recommend updates to Council on health and safety policies. These efforts help maintain compliance and ensure that everyone on Council property—including contractors—is protected, promoting the well-being of all individuals involved.

4. Other

Risk Management

Consider and recommend to Council the Risk Register, ensuring all associated actions are properly completed.

External Liaison

Consider and recommend to Council relevant bodies that affect residents and Council activities, except where another committee holds responsibility.

Historic Records

Consider and recommend to Council the maintenance and expansion of its historic records and ensure that legally required documents are securely stored.

Law and Order

Consider and recommend to Council works with Police and other bodies on matters affecting residents, and promotes awareness of issues like policing, dumping, vandalism, drug abuse, and highway offenses via the Neighbourhood Action Group (NAG).

MINUTES of the MEETING of the CHEPPING WYCOMBE & HAZLEMERE NEIGHBOURHOOD ACTION GROUP (NAG) held at the TYLERS GREEN VILLAGE HALL at 7pm on THURSDAY 19TH FEBRUARY 2026.

ATTENDEES:

Cllr. David Johncock	(DJ)	CWPC - Chairman
Cllr Catherine Oliver	(CO)	Hazlemere PC
Cllr Ian Forbes	(IF)	CWPC & TG CSW
Cllr Liz Johncock	(LJ)	CWPC
Eric Hambling	(EH)	CSW Co-ordinator
Ray Cox	(RC)	Hazlemere NHW
Bill Sadler	(BS)	Tylers Green Resident and CSW
PC Heather Gray	(HG)	TVP Chepping Wye Valley Neighbourhood Team
PCSO Vijay Desai	(VD)	TVP Chepping Wye Valley Neighbourhood Team

ITEM		ACTIONS
1. Introduction & Apologies:	The Chairman thanked everyone for coming and introduced PC Heather Gray who is currently the appointed neighbourhood team lead for our area. She was accompanied by one of her PCSOs - Retrospective apologies had been received from: Jean Johnson and Susanne Ludgate.	
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 28th October 2025 were accepted as a true record.	
4. Matters Arising from the Minutes:	All actions had been completed or closed apart from : Previous Minutes: Item 4.1: **Educating Parents and Carers about Drugs and Drugs Packaging**. The Chairman once again thanked Susanne for all her hard work for producing an excellent document and proposed a vote of thanks which was carried unanimously. The final "glossy" version had been circulated to members previously along with the proposed covering letter.	

	Members had been requested to propose a list of local contacts which should be the recipients of the leaflet and a few had been notified in advance. Unfortunately, no more were provided at the meeting. An action was placed on all those who had not responded to do so as soon as possible. . RC agreed to send the Chairman the list that the Hazlemere Fete group use	**All** **RC**
5. Report from TVP Neighbourhood Teams.	HG updated the meeting on current issues and opined that our area is generally a low crime one. There is undoubtedly an increasing number of reports of sexual abuse generally which is probably more to do with people feeling more able to come forward which is a good thing. There were several questions about the number of reported burglaries in the area but it seems that the issue may have been exaggerated by some people. RC flagged up again that there was a very useful home security check list provided by TVP and agreed to provide a copy to the Chairman so attach to the minutes. **Secretary's Note**. See Attachment 1.	**RC**
6. Update on CSW Group	Eric Hambling provided the meeting with the stats for the last 3 months – see Annex A. Eric highlighted the Joint Operations Report that is issued quarterly and a copy of the most recent one is attached at Attachment 2.	
7. Communications Report:	Nothing to report.	
8. AOB:	**Future Project**. The Chairman made the point that the Drugs Awareness leaflet had been our major project over the last year or so and this was now coming to an end. Members were asked to suggest a follow on project. **Pavement And Verge Parking**. The Chairman mentioned that there had been an	**All**

11

	e-mail exchange a few weeks ago when some TG residents were suggesting that Bucks Council had issued a Traffic Regulation Order banning pavement parking on Ashley Drive. However, further investigation had revealed that this was connected with the double yellow lines where parking on the pavement where these exist is an offence. A blanket ban on pavement parking (as in London) is still being considered by central government. However, this did once again raise the issue of pavement and verge parking and especially the dangerous parking that was often found outside schools despite the double yellow lines and zig-zags. Specific schools were named and the neighbourhood team offered to give this some priority. **NAG AGM**. The Chairman advised that we hadn't had an AGM for several years and we really ought to have one this year. He suggested that this be held in September and that there will be a formal election of the officers (Chairman, Secretary & Comms Rep). **The Chairman advised that he would not be standing – all to note.**	 **VD** **All**
9. Date of Next Meeting:	The Chairman stated that the next meeting will again be determined to fit-in with the availability of the Neighbourhood Team officers. HG was asked to propose a suitable date asap (ideally in May 2026) so that a hall booking can be made. **Secretary's Note:** The next meeting will be held on 26 May 2026 at 7pm in the Tylers Green Village Hall. All to note.	 **HG** **All**

D A JOHNCOCK
Chairman

9th March 2026

Attachments:

1. Home Security Checklist
2. Joint Operations Report for Q3 2025.

Annexes:

A. CSW report for Chepping Wycombe and Hazlemere Speedwatch Group.

Annex A – CSW report for Chepping Wycombe and Hazlemere Speedwatch Group

Since the last meeting on 28th October 2025 the Hazlemere / Chepping Wycombe Speedwatch Group have completed 16 hourly sessions.
12 sessions had to be cancelled owing to bad weather, temporary traffic lights or degraded road conditions – both of our sites on the Penn Road were adjacent to large pot holes that appeared prior to our programmed sessions.

Of the 16 completed sessions:

Total vehicle movements were	3217
Vehicles reported speeding	105
Highest speed recorded this session	57mph in a 30mph limit.

The percentage of vehicles recorded speeding on Hammersley Lane is still higher than any of the other locations.

Hazlemere still records the highest number of vehicles speeding but the percentage levels are slightly down on last year.

There was a Volunteer Day in Bourne End on 7th February and Paul Grandidge from our Flackwell Heath Group attended, with the Sentinel Speed Camera, to promote CSW in the area.

The latest TVP Joint Operations Unit report (attached), for the third quarter of 2025, arrived this morning. I receive this as it shows a comparison of mobile camera sites, fixed cameras and Community Speedwatch.

It is still the case that more fixed penalty notices are issued for using a mobile phone or not wearing a seatbelt than speeding. A worrying trend is that arrests for driving under the influence of drugs regularly exceeds those of drink driving.

HOME SECURITY CHECKLIST

This checklist covers the points made in our '**Minimizing Burglary Risk**' seminar. If you have any questions, please contact your local Neighbourhood Watch Coordinator. If you are not in a Neighbourhood Watch Scheme, please email to bucksnhw@gmail.com for assistance.

QUESTIONS TO ASK YOURSELF	✓	ACTION NEEDED?
PERIMETER HARDENING OF THE PROPERTY Start by looking at your boundaries - fences, hedges, walls, gardens, garages, outbuildings, sheds.		
Is the property well hedged/fenced, with secure, locked side-gates? Do neighbours share responsibility for security? Would a trellis help?		
Do sheds, garages etc have good locks, secure windows? Are they always left locked and secure?		
Is the front of the house easily visible from the road? Or would a burglar be hidden by bushes/ high hedges? Are attractive items visible from the road?		
If renewing your drive, consider gravel! Burglars like to make a silent entrance!		
When putting out rubbish for collection, is all packaging from expensive items i.e. from laptops, tablets, phones, games consoles, hidden inside bins? Or do you take it to a recycling centre? It advertises valuable goods to steal!		
Is the road covered by a Neighbourhood Watch Scheme? Are there adequate NW road signs? Are there NW stickers at the front door of the property? 'No Cold Calling' stickers?		
Could you work with neighbours to add extra security to common areas? E.g. CCTV		
EXTERIOR OF THE PROPERTY		

Now think about the main building. Particularly consider access, locks, spare keys, alarms, CCTV etc		
Are front and patio door locks British standard i.e. 5 lever lock BS3621 and 2 mortice bolts for wooden door and multi point locking system for a UPVC door BS8621 or TS007. If fitting new door use PAS 24 standard.		
Is there a burglar alarm and is it always used properly? Is it NSI or SSAIB accredited (British Standard)? Connected to a monitored base?		
CCTV and/or a video doorbell installed – with video recording? Just at the front, or also rear of the house?		
Is the area around the house clear of 'tools' that an offender could use to break in i.e. bricks, rubble, garden equipment? Are ladders locked up?		
Do ground-floor and accessible windows all have window-locks, and are they locked at night or when house is empty? Are patio-door locks fitted?		
How easily could someone get up to the first-floor windows? Are there accessible flat roofs to consider?		
Are your spare keys left in a secure place – i.e. NOT under a plant pot, doormat, or stone outside? E.g. with a trusted neighbour.		
Where are keys kept at night? Are they secure? (Car key in a Faraday pouch IF KEY-LESS?) Upstairs rather than downstairs.		
Are vehicles at the premises secured when not in use? Are items always removed from vehicles i.e. laptops, tools, shopping, sat-navs or cash?		
Are your vehicles particularly at risk of catalytic converter theft? Have preventative measures been taken? ('Sold Secure' locks, forensic marking, garaging, lights, CCTV)		
Is a spyhole and door-chain fitted? (ONLY use to check -callers. It should not be on at night - could hamper emergency escape.		

INTERIOR OF THE PROPERTY **Lastly consider high-value items (high in cash terms or sentimental value), keys, along with internal security, such as timed lighting, fake TV, or CCTV.**		
Can you lock some internal doors? Fit more locks?		
Do you have a safe? Do you keep all highest value items in it? And key documents – passports etc?		
Do burglar alarm sensors cover internal areas of the property? Are they set at night?		
Internal CCTV installed – with video recording?		
Are all keys out of sight?		
Are most-valuable items (incl cash) either in a safe and/or 'Property Marked', using SelectDNA, Smartwater, UV Pen, or similar?		
Are there window-stickers telling potential thieves that property is security-marked?		
Is there a written and photographic record of any items of special value (financial or sentimental)?		
Are other attractive items such as good cameras, laptops, iPads (and chargers), and mobiles kept out of sight?		
Are downstairs curtains/blinds closed at night?		
Consider security film on most vulnerable windows.		
When you are going away: Consider the key points of – lights on timers, fake TV and/or a radio on; curtains partially drawn, inform neighbour and NW Coordinator; consider a car in drive.		
EMERGENCY EXITS: Please consider emergency exist routes and ask for advice from the Fire and Rescue Service if required.		

For further advice from TVP see: https://www.thamesvalley.police.uk/cp/crime-prevention/
Or email Neighbourhood Watch at: bucksnhw@gmail.com

JOU JOINT OPERATIONS UNIT

Buckinghamshire – Quarter 3

Mobile and Fixed Camera Speed Enforcement

	Mobile Sites		Fixed Cameras
	Enforcement Hours	Number of Offences	Number of Offences
Jul-25	121.42	1160	1183
Aug-25	172	2357	1727
Sep-25	198.75	2292	1045

Community SpeedWatch

	Letters Sent	SpeedWatch Hours
Jul-25	1303	156
Aug-25	910	92.5
Sep-25	776	94

Fixed Penalty Notices

	Mobile Phone	Seatbelt	Speed	Total
Jul-25	28	60	56	144
Aug-25	33	85	56	174
Sep-25	34	59	38	131

Impaired Driving Arrests

	Drink	Drug	Total
Jul-25	38	36	74
Aug-25	42	62	104
Sep-25	30	60	90

IT'S NOT WORTH THE RISK

APPENDIX D

CHEPPING WYCOMBE PARISH COUNCIL

Spring Update - May 2026

Dear Residents,

Each year, as a Parish Council, we take some time to reflect on the previous years achievements and challenges, to help inform us as we plan and move into 2026 /2027. In this newsletter, we are pleased to update you on **some of the key highlights** which we delivered alongside our regular activities. We will continue to appraise you of our activities in future newsletters.

You may also notice that our newsletter has had a bit of a revamp! We have taken the decision to move from a paper magazine, to online - via email and our website. This will make a significant reduction in our use of paper, but also resolve the challenge of delivering newsletters to all residents in a very large area.

We would like to ask residents to sign up to receive our newsletters. To do so, go to our website: https://www.cwpc.org.uk/newsletter/ and complete your contact details. Newsletters will be sent to you as and when they become available. You can unsubscribe at any time.

We realise that this change may be of concern to residents who prefer paper and are not online. Don't worry, if that is the case, we will still be printing some copies which will be available key locations in our wards. We hope you enjoy our refreshed newsletter.

As ever, we welcome your comments and feedback,

Katrina Wood
Chairman, Chepping Wycombe Parish Council

Annual Parish Meeting

Wednesday 13th May 2026
7pm, Council Offices, Cock Lane

All welcome! Come and meet your Councillors, and discuss the things that are important to you.

Key highlights for April 2025 – March 2026

- Created a **Biodiversity strategy** and started to implement improvements
- Developed a strengthened **IT Security Strategy** and introduced new council email addresses
- **Initiated a survey of our footpaths** with a view to improving their condition
- **Approved** the introduction of a community plot at each of our allotment sites
- Represented CWPC feedback at the **Gomm Valley application hearing**

Subscribe to this update at *www.cwpc.org.uk/newsletter* or scan the QR code

Taking care of our War Memorials

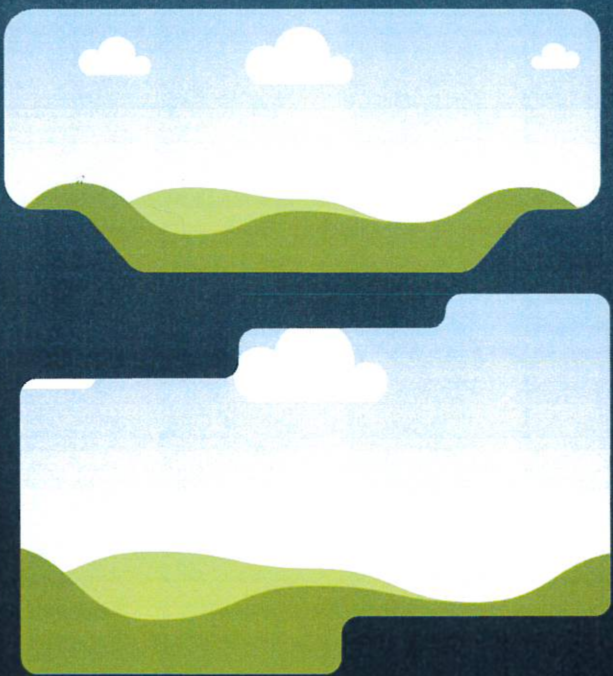
The Parish war memorials need year-round care and attention from our grounds team. In recent months we have:

- Cleaned and tidied the war memorial at St Margarets Church in Tyler's Green.
- Installed new picket fencing around the Loudwater memorial, cleaned and replanted it, and installed bollards to prevent parking on the pavement which was causing road safety concerns.
- Cleaned and replanted the memorial at Flackwell Heath.

Working Together for Residents

Working with other local organisations to produce positive outcomes for our residents is a big part of what we do. Recently, we have:

- Notified Buckinghamshire Council about the lack of hard standing at the bus stop by Tyler's Green Common and suggested a bus gate in the road to prevent inappropriate parking.
- Worked with Penn Parish Council to agree an effective management programe for Penn Pond to ensure the health of the fish.
- Instigated a survey along the banks of railway land in Loudwater to ensure stability.
- Begun photographing and uploading memorials at Loudwater Cemetery to the Find a Grave website.
- Replaced broken and missing bollards along the verge at Green Dragon Lane.



Grants and Donations

Every year we make significant donations to local community organisations. In 2025/2026 we awarded grants to the following projects:

- We sponsored a competition for the pupils at Tyler's Green Middle School to design safer parking posters. The four winners were awarded book tokens and their posters printed and displayed around the village.
- £50 donated to Tyler's Green Beavers for their litterpicking efforts in Ashley Drive.
- £10,000 to Flackwell Heath Bowls Club to contribute to essential repairs.
- £336 towards a flagpole for Tyler's Green
- £38,000 to St Peter's Church, Loudwater for community projects.
- £9,000 to the Loudwater Centre (from CIL funding), towards essential infrastructure works.

Derehams Park

We have submitted a planning application to renew the buildings at Derehams Recreation Ground and improve the sports facilities. [more info here, plus news of upcoming drop in session?]

Get in touch with us...

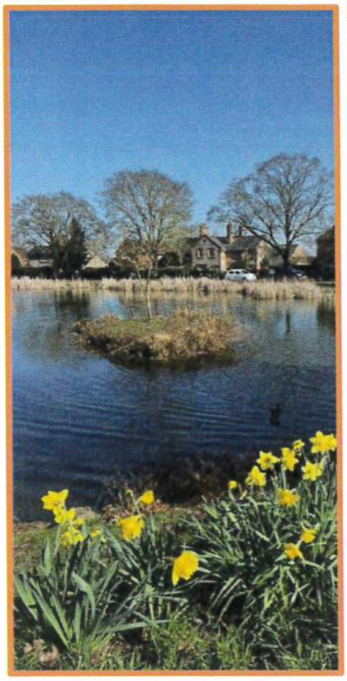
Please email X
or Call X

CHEPPING WYCOMBE PARISH COUNCIL

Serving the communities of Tylers Green, Loudwater & Flackwell Heath

Spring Update - May 2026

Dear Residents,
Each year, as a Parish Council, we take some time to reflect on the previous year's achievements and challenges, to help inform us as we plan and move into 2026 /2027. In this newsletter, we are pleased to update you on some of the key highlights which we delivered alongside our regular activities. You may also notice that our newsletter has had a bit of a revamp! We have taken the decision to move from a paper magazine, to online - via email and our website. This will make a significant reduction in our use of paper and improve our carbon footprint.
We would like to ask residents to sign up to receive our newsletters. To do so, go to our website: **www.cwpc.org.uk/newsletter** and complete your contact details. Newsletters will be sent to you as and when they become available. You can unsubscribe at any time. We realise that this change may be of concern to residents who prefer paper and are not online. Don't worry, if that is the case, we will still be printing some copies which will be available in key locations in our wards.
We hope you enjoy our refreshed newsletter.
As ever, we welcome your comments and feedback,
Katrina Wood — Chairman



Key highlights for April 2025 - March 2026

- Biodiversity strategy created, and implementation of the project has begun.
- CWPC councillor email addresses (which can be found here: www.cwpc.org.uk/councillors) have been implemented along with a strengthened IT security strategy.
- A survey of local footpaths has been initiated, with a view to improving their condition.
- The introduction of a community plot on each of our allotment sites was approved and will be forthcoming.
- Cllr Thomas presented our objection to the Gomm Valley development at the Strategic Sites committee meeting.

Subscribe to receive future issues at:
www.cwpc.org.uk/newsletter
Or scan the QR code!

ANNUAL PARISH MEETING

Wednesday 13 May 2026 at 7pm

Council Offices
Cock Lane, Tylers Green HP10 8DS

Find us using What3Words: /// butchers.jabs.scrolled

Come and meet your councillors; discuss the things that are important to you, hear about our projects over the last 12 months, and what we have planned for the year ahead.

Working for Residents

Working to produce positive outcomes for our residents is a big part of what we do. Recently, we have:

- Been in communication with Buckinghamshire Council regarding the lack of hard standing at the bus stop by Tylers Green Common and a suggested bus gate in the road, with a view to prevent inappropriate parking.
- Held an effective meeting with Penn Parish Council to agree a management programme for Widmer Pond to ensure the ongoing health of the pond and it's wildlife.
- Instigated a survey of the banks along the Railway Land in Loudwater so any necessary action can be taken to ensure it's stability.
- Replaced broken and missing bollards along the verge at Green Dragon Lane, Flackwell Heath, for the safety of pedestrians.

GRANTS & DONATIONS

Every year we make significant donations to local community organisations. In 2025/2026 we awarded grants to the following projects:

- Sponsorship of a competition for the pupils at Tylers Green Middle School to design safer parking posters. The four winners were awarded book tokens and their posters were printed and displayed around the village.
- £50 donated to the 26th High Wycombe (Penn and Tylers Green) Beavers for their litter picking efforts in Ashley Drive Recreation Ground.
- £10,000 granted to Flackwell Heath Bowling Club to contribute to essential repairs to the ditches around the green.
- £365.81 granted, a 50% contribution, towards a community flagpole for Tylers Green Common.
- £8,000 granted to St Peter's Church, Loudwater, for a number community projects.
- £9,239 granted to the Loudwater Centre (from Community Infrastructure Levy funding), towards essential works to internal flooring.

Taking care of War Memorials

The War Memorials in the parish need year-round care and attention from our grounds team. In recent months we have:

- Cleaned and tidied the war memorial at St Margaret's Church in Tylers Green.
- Installed new picket fencing along the path at the Loudwater memorial, cleaned & replanted it, and installed bollards to prevent parking on the pavement which was causing road safety concerns.
- Cleaned and replanted the memorial at Flackwell Heath.

Derehams Recreation Ground Redevelopment

We have submitted a planning application for Derehams Recreation Ground to replace the old buildings with brand new changing facilities and a community hub. These will be on the site of the existing pavilion and the former Bowls Club. Users of the two existing football pitches will welcome the new changing rooms.
We are also planning to extend the sporting facilities with pay-as-you-go tennis courts and are exploring the viability of including other sports facilities, such as pickleball. Please let us know what you would like to see! We are awaiting the result of the planning application and if approved we will hold drop-in sessions for residents to explain the plans in more detail and answer any questions.

How to get in touch with us...

Tel: 01494 814600 Email: clerk@cwpc.org.uk www.cwpc.org.uk

Council Offices, Cock Lane, Tylers Green HP10 8DS

APPENDIX E

Annual Internal Audit Report 2025/26

Chepping Wycombe Parish Council

www.cwpc.org.uk

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		

	Yes	No	Not applicable
P. **(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: 08 04 2026

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

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

Date: 08/04/2026.

***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 2025/26

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 2026, that:

	Agreed			
	Yes	No*	N/A	*'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 have assured 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.*
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓			*has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.*

***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:

and recorded as minute reference:

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

Chair

Clerk

www.cwpc.org.uk

ANNUAL RETURN

FOR THE YEAR ENDED 31 MARCH 2026

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	L Thompson	Date	02/04/2026
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	**708,729**	**737,730**	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	**405,810**	**472,469**	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	**63,642**	**76,978**	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	**221,834**	**265,020**	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	**218,617**	**206,847**	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	**737,730**	**815,310**	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	**762,277**	**836,901**	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	**1,891,097**	**1,891,747**	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	**0**	**0**	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

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

Chepping Wycombe Parish Council

Working details for ANNUAL RETURN - Year ended 31 March 2026

		Last Year £	This Year £	Code	Centre	Code Description
1		280,159	321,527	310		General Reserves
1		26,554	15,000	320		EMR Cemeteries
1		77,105	80,105	321		EMR Vehicles
1		2,055	2,100	323		EMR Office Equipment
1		5,000	3,332	324		EMR Play Equipment
1		3,939	10,000	325		EMR Depot
1		4,984	5,984	326		EMR Common Management
1		55,067	53,146	327		EMR Footway Lights
1		6,000	8,000	328		EMR Elections
1		12,335	6,000	329		EMR Street Furniture
1		1,823	2,823	330		EMR Warden House
1		127,268	150,000	331		EMR Derehams Park
1		5,345	4,858	333		EMR Railway Land & Magpie Wood
1		20,228	20,000	334		EMR Kingswood Improvement
1		72,129	53,855	337		EMR CIL
1		8,738	1,000	338		EMR Community Board
1	Balances brought forward	**708,729**	**737,730**			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		405,810	0	1076	401	Precept
2		0	472,469	1076	402	Precept
2	(+) Precept or Rates and Levies	**405,810**	**472,469**			Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3		5,805	6,160	1001	105	Rents
3		0	20,243	1001	106	Rents
3		7,125	7,451	1001	107	Rents
3		15,018	0	1001	405	Rents
3		323	723	1002	103	Permits
3		1,566	1,576	1002	104	Permits
3		2,171	0	1002	106	Permits
3		2,244	1,939	1002	107	Permits
3		150	100	1004	301	Service Charges
3		3,914	3,273	1031	311	Burial & Memorials Income In
3		12,148	15,975	1032	311	Burial & Memorials Income Out
3		144	240	1078	104	Maintenance Costs Recovered
3		210	0	1079	401	Miscellaneous
3		0	43	1079	402	Miscellaneous
3		12,824	19,257	1090	405	Interest Received
3	(+) Total other receipts	**63,642**	**76,978**			Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4		221,834	265,020	4001	401	Salaries, NI & Pensions
4	(-) Staff costs	**221,834**	**265,020**			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		1,695	2,226	4002	401	Members Expenses
6		90	715	4008	401	Conferences & Cources
6		31	126	4009	401	Travel
6		470	632	4010	304	Staff Costs Misc
6		9,184	9,784	4011	301	Rates

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

	Last Year £	This Year £	Code	Centre	Code Description
6	953	953	4011	311	Rates
6	209	481	4012	104	Water
6	576	1,875	4012	105	Water
6	187	1,197	4012	107	Water
6	188	436	4012	301	Water
6	203	317	4012	311	Water
6	250	250	4013	102	Rental
6	360	177	4014	104	Electricity
6	3,176	4,142	4014	107	Electricity
6	1,785	1,519	4014	301	Electricity
6	760	6,637	4014	322	Electricity
6	2,404	2,119	4015	301	Gas
6	0	119	4016	305	Knotweed
6	384	291	4017	301	Cleaning & Refuse
6	2,060	2,435	4017	305	Cleaning & Refuse
6	250	300	4018	305	Litter
6	488	503	4020	401	Establishment Costs Misc
6	1,305	1,526	4021	401	Telephone & Fax
6	408	534	4022	401	Postage
6	822	1,078	4023	401	Stationery & Printing
6	2,501	2,570	4024	401	Subscriptions
6	10,465	10,843	4025	401	Insurance
6	0	77	4026	401	Publications
6	639	613	4027	401	Photocopying Charges
6	1,324	2,638	4032	401	Publicity
6	469	999	4036	107	Property Maintenance
6	1,999	1,917	4036	301	Property Maintenance
6	173	97	4036	314	Property Maintenance
6	45	238	4036	321	Property Maintenance
6	3,300	4,015	4037	101	Grounds Maintenance
6	1,000	1,000	4037	102	Grounds Maintenance
6	6,251	4,942	4037	103	Grounds Maintenance
6	1,880	2,197	4037	104	Grounds Maintenance
6	399	2,500	4037	105	Grounds Maintenance
6	6,212	5,999	4037	106	Grounds Maintenance
6	6,151	5,982	4037	107	Grounds Maintenance
6	311	21	4037	301	Grounds Maintenance
6	826	895	4037	311	Grounds Maintenance
6	918	782	4037	314	Grounds Maintenance
6	205	245	4038	107	Maintenance Contract
6	1,425	1,913	4038	301	Maintenance Contract
6	1,500	4,001	4041	304	Equipment Hire
6	448	587	4041	401	Equipment Hire
6	4,701	7,364	4042	304	Equipment Maintenance
6	4,486	2,766	4043	304	Vehicle Maintenance
6	3,265	5,159	4044	304	Vehicle Fuel
6	3,300	3,299	4045	304	Vehicle Tax & Insure
6	2,078	2,245	4046	304	Small Tools & Equipment
6	4,900	2,973	4048	403	Contingency
6	0	166	4050	304	Chemicals
6	411	251	4051	401	Bank Charges
6	455	139	4053	401	Office Equipment
6	1,750	1,800	4059	103	Fees
6	0	500	4060	106	Other Professional Fees
6	3,934	3,764	4060	401	Other Professional Fees
6	1,993	556	4061	341	Partnership Working
6	0	2,424	4064	406	Health & Safety

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2026

		Last Year £	This Year £	Code	Centre	Code Description
6		0	1,809	4065	406	Human Resources
6		4,146	1,528	4066	322	Footway Light Repairs
6		4,000	6,007	4068	401	Computers & Data Storage
6		72	72	4069	401	Web Development
6		12,908	13,615	4401	108	Waste Collection
6		0	216	4450	401	Archives
6		4,787	18,366	4901	401	Grants & Donations S137
6		11,554	6,249	9320	901	Cemeteries
6		955	1,735	9323	901	EMR Office Equipment
6		33,930	3,446	9324	900	EMR Play Equipment
6		-4,878	4,393	9325	901	EMR Depot
6		0	3,950	9326	900	EMR TG Common Management
6		5,586	0	9327	901	EMR Footway Lights
6		0	4,374	9328	902	EMR Elections
6		6,335	1,693	9329	901	EMR Street Furniture
6		3,054	8,416	9331	900	EMR Dereham Park
6		1,487	961	9333	900	EMR Railway Land & Magpie Wood
6		720	0	9334	900	EMR Kingswood Improvement
6		18,274	1,170	9337	902	EMR CIL
6		7,738	0	9338	902	EMR Community Board
6	(-) All other payments	**218,617**	**206,847**	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	**737,730**	**815,310**	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		106,251	18,581	200		Current Bank A/c
8		405,489	305,816	210		Business Account
8		250,286	512,254	220		Term Deposits
8		250	250	230		Petty Cash
8	Total value of cash and short term investments	**762,277**	**836,901**	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		1,891,097	1,891,747			Total Fixed Assets
9	Total fixed assets plus long term investments and assets	**1,891,097**	**1,891,747**	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).		

Section 2 – Accounting Statements 2025/26 for

Chepping Wycombe Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	*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	708,729	737,730	*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	405,810	472,469	*Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.*
3. (+) Total other receipts	63,642	76,978	*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	221,834	265,020	*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	218,617	206,847	*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	737,730	815,310	*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	762,277	836,901	*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	1,891,097	1,891,747	*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	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		*For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.*

I certify that for the year ended 31 March 2026 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 02/04/2026

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

CHEPPING WYCOMBE PARISH COUNCIL
FIXED ASSETS HELD on 31.3.26
FINAL

		Dates	31/03/2020 Final	31/03/2021 Final	31/03/2022 Final	31/03/2023 Final	31/03/2024 Final	31/03/2025 Final	31/03/2026	Comment & Variance Comment
Freehold Buildings	**Methodology October 2018**									
Office	Methodology Use RICS estimate Oct 2018 and freeze	Oct-18	287,000	287,000	287,000	287,000	287,000	287,000	287,000	
Depot	Methodology Use RICS estimate Oct 2018 and freeze	Oct-18	135,000	135,000	135,000	135,000	135,000	135,000	135,000	
Wardens House	Methodology Use RICS estimate Oct 2018 and freeze	Oct-18	230,000	230,000	230,000	230,000	230,000	230,000	230,000	
Green Dragon Pavilion	Methodology Use RICS estimate Oct 2018 and freeze	Oct-18	148,000	148,000	148,000	148,000	148,000	148,000	148,000	**Both pavilion the same size**
Derehams Lane Pavilion	Methodology Use RICS estimate Oct 2018 and freeze	Oct-18	148,000	148,000	148,000	148,000	148,000	148,000	148,000	**Both pavilion the same size**
Chapel Road Shed	Use recent cost of purchase and installation	Feb-18	4,691	5,250	5,250	5,250	5,250	5,250	5,250	New shed April 21)
Ashley Drive shed	Use recent cost of purchase and installation	Dec-18	5,250	5,250	5,250	5,250	5,250	5,250	5,250	New shed in 18/19 (Dec 2018)
Altona Rd Shed	Estimate	histori	2,657	2,657	2,657	2,657	2,657	2,657	2,657	Similar size to Ashley Drive Shed
Vehicles & Equipment										
SMALL RIDE ON MOWER	Use last purchase value and freeze	Feb-14	3,469	0	0	0	0	0	0	
Small Ride on Mower - Etesia Attila AK88	Purchase price	Jul-19	7,095	7,095	7,095	7,095	7,095	7,095	7,095	
RIDE ON MOWER	Use last purchase value and freeze	Feb-16	22,035	22,035	22,035	22,035	22,035	22,035	22,035	
LORRY - TRANSIT	Use last purchase value and freeze	Mar-17	27,577	27,577	27,577	27,577	27,577	27,577	27,577	
4X4 Isuzu	Purchase price	Mar-24	18,971	18,971	18,971	18,971	20,996	20,996	20,996	
CHIPPER	Use last purchase value and freeze	Dec-10	8,950	8,950	8,950	8,950	8,950	8,950	8,950	
TRAILER	Use last purchase value and freeze first purchase Sept 18	Sep-18	2,696	2,696	2,696	2,696	2,696	2,696	2,696	New in Sept 18
Kubota RTV	New purchase			18,138	18,138	18,138	18,138	18,138	18,138	Jul-21
Wessex spreader	New purchase			1,295	1,295	1,295	1,295	1,295	1,295	Jul-21
SCAG SWZ36F-15FS Flail Mower	New purchase	Mar-20	8,325	8,325	8,325	8,325	8,325	8,325	8,325	New March 2020
Equipment										
Dell Optiplex 7020 plus (back office)	Original purchase price - hardware only	Mar-25	0	0	0	0	0	985	985	New laptop
HP Chromebook (deputy office) x1	Original purchase price - hardware only	Feb-18	0	1,250	1,250	1,250	1,250	625	625	One laptop replaced
HP Probook reconditioned (warden)	Original purchase price - hardware only	Mar-08	450	450	450	450	450	450	450	
Lenovo V17 G4 laptop (Clerk)	Original purchase price - hardware only	Jan-25	0	0	0	0	0	675	675	
Infrastructure Assets										
Play Equipment 5 sites	Use last contracts	Oct-18	335,936	341,935	341,935	354,756	375,856	375,856	375,856	Additional play area at Green Dragon Lane
Basketball Facility	MUGA rough cost	Oct-18	35,000	35,000	35,000	35,000	35,000	35,000	35,000	CWPC estimate Oct 2018
Footway Lights (535)	Base costs on recently completed works (18/19) for all the assets	May-18	292,465	292,465	292,465	292,465	292,465	292,465	292,465	includes replacement column costs/lantern/bracket
Seats (70)	Use current replacement value & consider number	Oct-18	21,172	21,172	22,673	22,673	23,138	23,138	23,138	average cost @ £316 - 3 additional seats at cost 225 1 aditional seat @ £465
Litter Bins (42)	Use current replacement value & consider number	Oct-18	10,968	10,968	10,968	11,289	11,289	11,289	11,289	26 bins @ £258.00 & 10 bins @ £273.00 3 @£338.00 3 new @ 276 tidybears 2022
Dog Bins(27)	Use current replacement value & consider number	Oct-18	4,833	5,481	5,481	5,481	5,481	5,481	5,481	27 bins @ £179.00 + 1 @ £189.00
Bus Shelters - metal (3)	Use current replacement value & consider number	Oct-18	6,000	13,920	20,233	20,233	20,233	20,233	20,233	2022 additional shelter
Bus Shelters - wooden (2)	Use current replacement value & consider number	Oct-18	9,560	9,560	9,560	9,560	9,560	9,560	9,560	as per quotation Littlethorpe
Youth Shelters(2)	Use current replacement value & consider number	Oct-18	8,400	8,400	8,400	8,400	8,400	8,400	8,400	current replacement value original costings 2,800 in 2000
Village signs(3)	Use current replacement value & consider number	Jan-03	15,900	15,900	15,900	15,900	15,900	15,900	15,900	estimate as per Sign of the Times original suppliers
Notice boards(4)	Use current replacement value & consider number	Oct-18	5,945	5,945	7,176	7,176	7,176	7,176	7,176	2 @ £1,068 & 1 @ £2,575 replacemt 2021 + replacement cost for metal board FH @ £2,465 1 new in 18/19
CCTV Camera Straight b|it	New purchase	Mar-26							650.00	Increase recreation grounds security
Community Assets										
Civic Regalia	Include as insurance value	Oct-18	5,600	5,600	5,600	5600	5,600	5,600	5,600	as per Fattorini, Birmingham -Insurance value
Allotment Trophy	Below deminimis								0	
GRAND TOTAL			1,811,945	1,844,285	1,853,330	1,866,472	1,890,062	1,891,097	1,891,747	

Chepping Wycombe Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2026	Current A/c	18,630.74	
31/03/2026	Petty Cash	250.00	
31/03/2026	Business Account	305,815.76	
			324,696.50

Other Cash & Bank Balances

	512,254.11
	836,950.61

Unpresented Payments

	50.00
	836,900.61

Receipts not on Bank Statement

	0.00
Closing Balance	**836,900.61**

All Cash & Bank Accounts

1	Current Bank A/c	18,580.74
2	Petty Cash	250.00
3	Business Account	305,815.76
	Other Cash & Bank Balances	512,254.11
	Total Cash & Bank Balances	**836,900.61**

Today: **07 Apr 2026**

BARCLAYS

CHEPPING WYCOMBE PARISH COUNCIL

Transactions

Barclays Business Account **20-40-71 40262919**

Available balance	**£17,511.95**
Last night's balance	£29,356.97
Overdraft limit	**£0.00**

Showing **3** transactions between **31/03/2026** and **31/03/2026** from 31/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance
31/03/2026	Credit Payment 41HIGH WYCOMBE 101215	£104.59		£18,630.74 ✓ AB
31/03/2026	Cheque 011479 011479		-£250.00	£18,526.15
31/03/2026	Counter Credit IRIS SOFTWARE LIMI IRIS REFUND BGC	£1,044.00		£18,776.15

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

A. R. W. Barron

Today: **01 Apr 2026**

BARCLAYS

CHEPPING WYCOMBE PARISH COUNCIL

Transactions

Business Premium ME **20-40-71 03511146**

Available balance	**£305,815.76**
Last night's balance	£305,815.76
Overdraft limit	**n/a**

Showing **3** transactions between **02/03/2026** and **27/03/2026** from 01/03/2026 to 31/03/2026

Date	Description	Money in	Money out	Balance	
27/03/2026	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£20,000.00	£305,815.76	✓AB
20/03/2026	Funds Transfer 204071 40262919 FT 204071 40262919 FT		-£16,500.00	£325,815.76	
02/03/2026	Credit Payment INTEREST PAID GROSS FOR PERIOD 8DEC/ 1MAR	£1,165.76		£342,315.76	

Need to view older transactions?

If you have registered for online statements, then follow the link to view them
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If you can't find the relevant statement/transactions online, you can order a copy statement

A.R.W. Barron

CCLA
GOOD INVESTMENT

Statement of Account

Chepping Wycombe Parish Council
Council Offices
Cock Lane
Penn
Bucks
HP10 8DS

5 April 2026

Account name: **CHEPPING WYCOMBE PARISH COUNCIL**
Account number: **PS1008455-001**
Statement period: **28/02/2026 to 31/03/2026**

Account summary

Total valuation as at 31 March 2026	**£512,254.11**
Total valuation as at last statement at 28 February 2026	**£510,779.67**

Holdings as at 31 March 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	512,254.1100	£1.00	£512,254.11

Total value
£512,254.11

Transactions for the period from 28 February 2026 to 31 March 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
03/03/2026	Income Reinvestment	1,474.4400	£1.0000	£1,474.44

Chepping Wycombe Parish Council

Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2026

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

Code	Description	Last Year £	This Year £
	Total Reserves	**737,730.42**	**815,310.23**
105	VAT Control A/c	1,785.36	2,461.29
	Less Total Debtors	**1,785.36**	**2,461.29**
500	Creditors	6,491.88	10,930.34
510	Accruals	19,839.74	13,121.33
	Plus Total Creditors	**26,331.62**	**24,051.67**
	Equals Total Cash and Bank Accounts	**762,276.68**	**836,900.61**
200	Current Bank A/c	106,251.22	18,580.74
210	Business Account	405,489.24	305,815.76
220	Term Deposits	250,286.22	512,254.11
230	Petty Cash	250.00	250.00
	Total Cash and Bank Accounts	**762,276.68**	**836,900.61**

APPENDIX F

Chepping Wycombe Parish Council

Summary Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Open Spaces						
Income	38,330	30,000	(8,330)			127.8%
Expenditure	51,916	57,900	5,984	0	5,984	89.7%
Movement to/(from) Gen Reserve	(13,586)	(27,900)	(14,314)			
Works & Service						
Income	19,348	23,700	4,352			81.6%
Expenditure	58,486	61,385	2,899	0	2,899	95.3%
Movement to/(from) Gen Reserve	(39,138)	(37,685)	1,453			
Finance & General Purpose						
Income	491,768	478,569	(13,199)			102.8%
Expenditure	325,077	335,800	10,723	0	10,723	96.8%
Movement to/(from) Gen Reserve	166,691	142,769	(23,922)			
Grand Totals:- Income	549,446	532,269	(17,177)			103.2%
Expenditure	435,480	455,085	19,605	0	19,605	95.7%
Net Income over Expenditure	113,967	77,184	(36,783)			
Movement to/(from) Gen Reserve	113,967	77,184	(36,783)			

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

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	265,020	270,000	4,980		4,980	98.2%
4002	Members Expenses	2,226	2,300	74		74	96.8%
4008	Conferences & Cources	715	750	35		35	95.3%
4009	Travel	126	200	74		74	62.8%
4020	Establishment Costs Misc	503	500	(3)		(3)	100.6%
4021	Telephone & Fax	1,526	1,500	(26)		(26)	101.8%
4022	Postage	534	500	(34)		(34)	106.7%
4023	Stationery & Printing	1,078	1,500	422		422	71.9%
4024	Subscriptions	2,570	3,000	430		430	85.7%
4025	Insurance	10,843	12,000	1,157		1,157	90.4%
4026	Publications	77	150	73		73	51.3%
4027	Photocopying Charges	613	700	87		87	87.5%
4032	Publicity	2,638	4,350	1,712		1,712	60.6%
4041	Equipment Hire	587	700	113		113	83.9%
4051	Bank Charges	251	500	249		249	50.3%
4053	Office Equipment	139	500	361		361	27.7%
4060	Other Professional Fees	3,764	4,000	236		236	94.1%
4068	Computers & Data Storage	6,007	4,500	(1,507)		(1,507)	133.5%
4069	Web Development	72	500	428		428	14.4%
4450	Archives	216	150	(66)		(66)	144.0%
4901	Grants & Donations S137	18,366	20,000	1,634		1,634	91.8%
	Salaries & Other Staff Costs :- Indirect Expenditure	**317,871**	**328,300**	**10,429**	**0**	**10,429**	**96.8%**
	Net Expenditure	**(317,871)**	**(328,300)**	**(10,429)**			
402	**Precept**						
1076	Precept	472,469	472,469	0			100.0%
1079	Miscellaneous	43	100	57			42.6%
	Precept :- Income	**472,511**	**472,569**	**58**			**100.0%**
	Net Income	**472,511**	**472,569**	**58**			
403	**Contingency**						
4048	Contingency	2,973	3,000	27		27	99.1%
	Contingency :- Indirect Expenditure	**2,973**	**3,000**	**27**	**0**	**27**	**99.1%**
	Net Expenditure	**(2,973)**	**(3,000)**	**(27)**			

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12 **Committee Report**

		Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
405	F & GP Rents						
1090	Interest Received	19,257	6,000	(13,257)			320.9%
	F & GP Rents :- Income	**19,257**	**6,000**	**(13,257)**			**320.9%**
	Net Income	**19,257**	**6,000**	**(13,257)**			
406	Peninsula						
4064	Health & Safety	2,424	2,500	76		76	97.0%
4065	Human Resources	1,809	2,000	191		191	90.5%
	Peninsula :- Indirect Expenditure	**4,233**	**4,500**	**267**	**0**	**267**	**94.1%**
	Net Expenditure	**(4,233)**	**(4,500)**	**(267)**			
	Finance & General Purpose :- Income	**491,768**	**478,569**	**(13,199)**			**102.8%**
	Expenditure	**325,077**	**335,800**	**10,723**	**0**	**10,723**	**96.8%**
	Movement to/(from) Gen Reserve	**166,691**	**142,769**	**(23,922)**			
	Grand Totals:- Income	**491,768**	**478,569**	**(13,199)**			**102.8%**
	Expenditure	**325,077**	**335,800**	**10,723**	**0**	**10,723**	**96.8%**
	Net Income over Expenditure	**166,691**	**142,769**	**(23,922)**			
	Movement to/(from) Gen Reserve	**166,691**	**142,769**	**(23,922)**			