





WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

COUNCIL VISION AND MISSION

Wendover is a thriving market town in which people want to live trade and visit

 Develop Community	 Enhance Environment	 Promote Prosperity	 Functioning Council
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ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

Tuesday 5th May 2026 at 7:10pm

Wendover Community Library, High Street, Wendover HP22 6DU

Committee Membership: Councillors Atwell, Ballantine, Coupland, Gallagher, Mackinlay, O'Donnell, Standen, Thornton, Tipper, Walsh, Washington, and Worth

To all Committee Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **ELECTION OF CHAIR**
To elect a Chair for the coming year of the Parish Council and receive the Chair's Declaration of Acceptance of Office. If a Chair of Council cannot be elected a Chair for this meeting will be elected.
- 2) **ELECTION OF VICE CHAIRS**
To elect 2 Vice Chairs of Council for the coming year of the Parish Council.
- 3) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 4) **DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 5) **MINUTES – page 5**
Consideration of approval of minutes of the meeting on 1st April 2025.
- 6) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 7) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**

- 8) **CLERKS REPORT & CORRESPONDENCE** – *page 10*
- 9) **FINANCE AND PAYMENTS** – *page 15*
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the [2025/26 year end commentary](#) and [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 15, 17, 22 and 23*
 - c) To receive a report on the [acquisition and disposal of assets](#) – *page 24*
 - d) To Review and consider the [annual subscriptions and memberships](#) – *page 25*
 - e) Review and consider the current [Direct Debits](#) – *page 26*
 - f) Review and consider the current [Bank Signatories](#) – *page 27*
 - g) To note the end of year [audit process](#) – *page 28*
- 10) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) [HS2 Mitigation Action Group](#) – *page 30*
 - b) Other groups
- 11) **REPORTS FROM COMMITTEES AND ITEMS REFERRED**
- a) **PLANNING**
 - i) To note the draft [minutes](#) of the meeting on 15th April 2025 – *page 31*
 - ii) [Application by Rectory Homes for outline planning permission on the land off Halton Lane](#) – *page 33*

To agree the response to an application for: Outline planning application for erection of up to 85 dwellings, together with associated access, car parking, landscaping, open space, drainage and associated works (matters to be considered at this stage: access)
 - b) **AMENITIES**
 - i) To note the draft [minutes](#) of the meeting on 28th April 2025 – *page 41*
 - ii) [Tree Works](#) – *page 43*

To consider the quotes for health and safety tree works based on the tree safety report.
 - iii) [Floral Displays](#) – *page 47*

To consider the quotes for flower displays in 2026.
 - iv) [Purchase of Grillo](#) – *page 50*

To consider the purchase of an additional small ride on mower as part of the estate’s equipment strategy.
- 12) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**

To receive an update from the Transport working group.
 - b) **Open Spaces Working Group**

To receive an update from the working group.
 - c) **Sustainability and Biodiversity Group**

To receive an update from the working group.
 - d) **Strategic Planning Steering Group**

To receive an update from the working group.

13) COMMITTEES AND WORKING GROUPS

To agree Terms of Reference and membership of each Committee and the Working Groups.

- a) [Scheme of Delegation](#) – *page 57*
To consider and review the delegation arrangements set out in the scheme of delegation.
- b) [Amenities Committee](#) – *page 61*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and a Vice Chair of Council are ex-officio members of this committee.
- c) [Complaints Committee](#) – *page 66*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. At all times at least 3 Councillors should not be on the complaints committee. The Vice Chairs of Council are an ex-officio member of this committee.
- d) [Finance Committee](#) – *page 68*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and a Vice Chair of Council are ex-officio members of this committee.
- e) [Planning Committee](#) – *page 72*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- f) [Staffing Committee](#) – *page 76*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- g) [Strategic Planning Steering Group](#) – *page 80*
To consider the Terms of Reference and select at least two members of this working group.
- h) [Transport Working Group](#) – *page 83*
To consider the Terms of Reference and select at least two members of this working group.
- i) [Biodiversity and Sustainability Working Group](#) – *page 85*
To consider the Terms of Reference and select at least two members of this working group.
- j) [Events Working Group](#) – *page 87*
To consider the Terms of Reference and select at least two members of this working group.
- k) [Open Space Working Group](#) – *page 89*
To consider the Terms of Reference and select at least two members of this working group.

14) EXTERNAL BODIES

- a) To agree representatives to [external groups](#) – *page 91*
To agree Councillor representatives to external groups listed in the paper
- b) To review [legal agreements with other bodies](#) – *page 92*

15) GENERAL GOVERNANCE

- a) To review and consider the [Standing Orders](#) – *page 95*
- b) To review and consider the [Financial Regulations](#) – *page 119*
- c) To review and consider the [investments and deposits policy](#) – *page 134*
- d) To review current [insurance cover](#) – *page 137*
- e) To review the Council [complaints procedure](#) – *page 138*
- f) To review the [freedom of information and data protection](#) policies – *page 148*
- g) To review the latest [accessibility review of the website](#) - *page 182*
- h) To note the [General Power of Competence and S137](#) expenditure – *page 186*
- i) To note the time and place of [ordinary meetings of Council](#) – *page 195*

16) OTHER ITEMS

a) [Policy changes](#) – **page 198**

To consider reconfiguring the policies to ensure they are more relevant to Council decision making

17) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.40pm on Tuesday 2nd June 2026 at Wendover Community Library. All agenda items and papers to be with the clerk by Friday 22nd May

18) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 29th April 2026

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

7th April 2026 at 7:40pm

Wendover Community Library, High St, Wendover HP22 6DU

Present: Councillors Atwell, Ballantine, Coupland, Mackinlay, O'Donnell, Standen, Thornton, Tipper, Washington and Worth.

Chair: Councillor Thornton

In attendance: Buckinghamshire Councillor Strachan and Field

Clerk: Andy Smith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

PC25/451 Cllrs Gallagher and Ballantine offered apologies, which were accepted by the Committee.

2. DECLARATIONS OF INTEREST

PC25/452 None

3. MINUTES

PC25/453 The minutes of the Parish Council of 3rd March 2026 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

4. CHAIR'S ANNOUNCEMENTS

PC25/454 The Chair announced that Cllr Walsh had tendered his resignation and Chair offered thanks for his service to the Council.

5. PUBLIC PARTICIPATION

PC25/455 A member of the public thanked the Council for putting the Tommy back into the orchard. They asked if the Council could approach the schools to look to adopt the Tommy and look after it as a way to engage with younger people in the community.

PC25/456 A member of the public asked about the Speedwatch project for an update. Two volunteers have been trained but there is a need for more volunteers.

PC25/457 A member of the public asked about cleaning the Manor Waste and if it had been allocated in the budget.

PC25/458 A member of the public asked about the emergency plan and if the Council had acted on the "be prepared" phase given the current geopolitical issues.

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC25/459 Cllr Strachan gave an update on the Local Plan and explained that the previous call for sites was not the full consultation but a feedback exercise for local views on the sites that are being considered. There will be a full consultation once the draft plan has been made. The housing numbers that are required are significant but are set by central government.

PC25/460 Cllr Field outlined changes to highways in April and there will be a focus on Bucks Council staff who look after works within the wards.

PC25/461 Cllr Field outlined that the Parish Council need a process for dealing with questions around housing of asylum seekers in the community so that a response could be made to Buckinghamshire Council

7. CLERKS REPORT AND CORRESPONDANCE

PC25/462 The Clerk's report was noted

8. FINANCE AND PAYMENTS

a) Payments to consider

PC25/463 The payments to consider, totalling £31,483.76 were considered and questions answered. The payments were **RESOLVED** and would be signed electronically by Councillors Thornton and Worth

b) Latest financial reports

PC25/464 The financial reports were noted.

c) Flagstone statement

PC25/465 The statement was noted.

d) End of year projection

PC25/466 The projection was considered and a modest reduction to the general reserve was noted.

9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC25/467 The report was noted.

b) Wendover Youth Centre

PC25/468 The report was noted.

c) Other Groups

PC25/469 The Churchyard Committee met and expressed gratitude for the grant and support from the grounds team

10. REPORTS FROM COMMITTEES

a) AMENITIES COMMITTEE

i) Minutes

PC25/470 The minutes of the Finance committee meeting on 17th March 2026 were noted.

ii) Devolved Services

PC25/471 It was **RESOLVED** to continue undertaking devolved services for 2026/27

PC25/472 It was **RESOLVED** to reject the request to maintain the grass at Princess Mary Gate and request a more considered proposal for the maintenance of the grass at that location

PC25/473 It was **RESOLVED** to authorise the office to look into working with other local Parish Councils

iii) Borehole

PC25/474 The paper outlining the borehole options was discussed .

PC25/475 It was **RESOLVED** to authorise the electrical works on the connections to be funded from the Hampden Pond EMR

- PC25/476** It was **RESOLVED** to waive the financial regulations requiring 3 quoted as this work can only be completed by specific contractors.
- PC25/477** It was **RESOLVED** to instruct works with the contractor.
- PC25/478** It was **RESOLVED** to authorise the office to negotiate to try and recoup the additional expenditure through grants.

b) STAFFING COMMITTEE

- PC25/479** The minutes of the Extra Ordinary Staffing committee meeting on 24th March were noted

11. REPORTS FROM WORKING GROUPS

a) Transport Working Group

- PC25/480** The report was noted.
- PC25/481** The response to the Transport Infrastructure Survey was noted

b) Open Spaces Working Group

- PC25/482** No update given.

c) Sustainability and Biodiversity Group

- PC25/483** The report was noted.

d) Strategic Planning Steering Group

- PC25/484** No changes since the meeting.

e) Engagement Strategy

- PC25/485** The report of the meeting was noted. It was noted that the group identified 12 organisations to focus on for engagement activities. All Councillors are asked to help to engage with the priority organisations and sign up for a group with Cllr Mackinlay.

12. OTHER ITEMS

a) Assets of Community Value

- PC25/486** The paper was considered and it was noted how important the two spaces were to the local community
- PC25/487** It was **RESOLVED** to submit the application as set out in the meeting pack.

13. CONFIDENTIAL ITEMS

i) Move to confidential meeting

- PC25/488** It was **RESOLVED** to move the meeting to confidential session.

ii) Change of Streetlight maintenance contract

- PC25/489** The two contractors were reviewed and the scoring grid was checked over with details of each bid. It was **RESOLVED** to award the streetlight maintenance contract, including part night lighting changes to the highest scoring contractor and implement this change whilst minimising any disruption.

iii) Change of streetlighting electrical supplier

- PC25/490** It was noted that in the current market it had been difficult to get any company to quote to supply our street lighting as a Half Hourly Metered Supply. It was **RESOLVED** to award the supply contract to SSE and fix for 3 years.

14. DATES OF FUTURE MEETINGS

PC25/491 The next Parish Council meeting will sit at 7.40 pm on Tuesday 5th May at Wendover Community Library. All agenda items and papers to be with the clerk by Mon 27th April.

15. CLOSURE OF MEETING

PC25/492 With all business having been transacted, the meeting was closed at 8:25pm

Signed by
Chair to the Parish Council

Date:

DRAFT

PAYMENTS TO CONSIDER		Apr	Parish Council 7-4-26
PC7-4-26			
BACS			
Date	To	Amount	Payment for
08/04/2026	Wendover Community News	£900.00	Apr-Jun 2026 back page
08/04/2026	PawPrint	£140.40	Printer/copier costs
08/04/2026	Farol Limited	£702.00	Isuzu Service and Health Check
08/04/2026	Farol Limited	£234.01	Service Labour Charge
08/04/2026	Farol Limited	£1,929.95	Repairs to Power unit and deck
08/04/2026	Farol Limited	£1,437.17	Repairs to reseal rear axle oil leak
30/04/2026	Salaries	£10,287.32	Apr Salaries
30/04/2026	HMRC	£3,874.63	Apr Tax and NI
08/04/2026	Aylesbury Plant & Tool Hire (A	£56.07	Hire Petrol Rotovator
08/04/2026	Sparkx Ltd	£721.80	S/L Repair 62 & 383
08/04/2026	Sparkx Ltd	£1,988.36	Christmas lights removal
08/04/2026	Numbers Ltd	£72.00	Payroll services
08/04/2026	Rialtas Business Solutions	£1,737.60	Software Support and Maintenance
08/04/2026	Marley Design	£875.00	Graphic and Web design (split across two lines on PTC)
08/04/2026	Marley Design	£105.00	Graphic and Web design (split across two lines on PTC)
08/04/2026	Sparkx Ltd	£3,268.80	Deposit Quote 1877
TOTAL BACS AMOUNT		£28,330.11	
CARD			
Date	To	Amount	Payment for
17/03/2026	Work&Safety	£58.50	Safety Boots
17/03/2026	Gov.uk	£7.00	Land/ Property Search
17/03/2026	Budget Seeds	£260.98	Wild Flower Seeds
17/03/2026	Chiltern View Nursery	£100.00	Compost
17/03/2026	Blue Diamond	£12.99	Seed Shaker
18/03/2026	Chiltern View Nursery	£35.00	Compost
20/03/2026	Rumsey's	£50.00	Chocolate Bunnies
23/03/2026	Gov.uk	£14.00	Land and property Search - Field by Council Halton
25/03/2026	Tesco	£3.30	Office Supplies - Handwash
25/03/2026	Sutcliffe Play	£159.91	Safety Edging - Play Park
20/03/2026	Amazon Business EU	£32.49	Hammer
26/03/2026	Adobe	£19.97	Adobe Acrobat plan
24/03/2026	Lebara Mobile	£5.00	Estates mobile plan
01/04/2026	Amazon Business EU	£90.79	Office Chair
30/03/2026	Amazon Business EU	£27.84	First Aid Plasters
30/03/2026	Amazon Business EU	£10.00	Extension bar - impact driver
25/03/2026	ShoeStation Direct Ltd	£78.99	Work Boots
01/04/2026	Sweeneys Wendover	£5.29	Office Supplies - Coffee
02/04/2026	Wendover Motor Spares	£30.00	Tyre Change
30/03/2026	Wendover Post office	£6.90	Postage - Boots Return
07/04/2026	Lebara Mobile	£5.00	Office mobile plan
01/04/2026	Amazon Business EU	£10.86	Office Supplies - Milk/ Sugar
01/04/2026	Amazon Business EU	£25.45	Office Supplies - Biscuits
02/04/2026	Amazon Business EU	£19.07	Office Supplies - Cups/ Table cloths
TOTAL CARD AMOUNT		£1,069.33	
DD/SO			
Date	To	Amount	Payment for
23/03/2026	Radius UK Fuels	£18.10	Fuel Card
30/03/2026	Radius UK Fuels	£90.12	Fuel Card
30/04/2026	Smart Pensions	£1,137.90	Apr Smart Pensions
14/03/2026	British Gas	£50.12	Site Safe Elec
14/03/2026	British Gas	£286.38	Clock Tower Elec
14/03/2026	British Gas	£33.94	Manor waste elec
02/05/2026	Buckinghamshire council	£98.25	Commercial Waste Collection Mar 26
05/05/2026	Wix.com LTD	£108.00	Essentials Premium Subscriptions
01/04/2026	Sidleys	£135.00	Garage rental - Apr 26
30/03/2026	Lloyds Bank plc	£10.20	Bank Charges - Feb 2026
14/04/2026	Radius Telematics	£14.40	Vehicle trackers
07/04/2026	Radius UK Fuels	£4.80	Fuelcard charges -April
07/04/2026	Buckinghamshire council	£97.11	Market Rates - April 2026
TOTAL DD & SO		£2,084.32	
TOTAL PAYMENTS		£31,483.76	SIGNED BY COUNCILLORS:



ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

(Summary of issues dealt with during the month that are not on the agenda)

Rectory Homes planning application for land off Aylesbury Rd.

I have been working with the local residents group to provide advice and support. We have prepared briefing material and correspondence relating to the Rectory Homes proposal (up to 85 dwellings). There is currently confusion around the closing date for comments and issues with

Planning Consultee online system

We have not been able to see some planning applications on our “in tray” on the Bucks System. I have liaised with Buckinghamshire Council to resolve issues but we are not quite there yet. Some residents have been reporting not being able to comment on the Rectory Homes application. Again we are desperate to resolve this.

Devolved Services Agreement

2026/27, including contract and banking documentation all dealt with

End of year accounts

Year end journals and accounts preparation have been undertaken and the Accounts are now ready for internal and external audit. More in the finance section of this pack

End of year audit preparation

I have been doing a lot of work on a new area of testing on our internal audit known as Assertion 10Oversaw website accessibility testing (Assertion 10) and commissioned continued six-monthly monitoring.

New phone system

Addressed telecoms and IT issues, including service faults the phone system works but migration has been slow and problematic, with some lingering issues.

Meeting with DIO re Halton

I attended a meeting with DIO Halton on the next steps for the development of the site. Reports on the outcome will be distributed when the DIO and developers respond to our feedback.



Date	Code	Heading	Description	Action	Owner	Status	update notes
07/04/2026	PC25/467	ii) Devolved Services	PC25/467 It was RESOLVED to continue undertaking devolved services for 2026/27	Clerk to inform devolved services and sign the contracts	Clerk	new	Complete
07/04/2026	PC25/469	ii) Devolved Services	PC25/469 It was RESOLVED to authorise the office to look into working with other local Parish Councils	Clerk to continue negotiations with neighbouring parishes	Clerk	new	
07/04/2026	PC25/473	iii) Borehole	PC25/473 It was RESOLVED to instruct works with the contractor.	Clerk to instruct the works and ensure they are completed	clerk	new	
07/04/2026	PC25/474	iii) Borehole	PC25/474 It was RESOLVED to authorise the office to negotiate to try and recoup the additional expenditure through grants.	Office to seek additional funding	office	new	
07/04/2026	PC25/483	a) Assets of Community Value	PC25/483 It was RESOLVED to submit the application as set out in the meeting pack.	Clerk to submit the application for assets of community value and report back	Clerk	new	complete
07/04/2026	PC25/485	ii) Change of Streetlight maintenance contract	PC25/485 The two contractors were reviewed and the scoring grid was checked over with details of each bid. It was RESOLVED to award the streetlight maintenance contract, including part night lighting changes to the highest scoring contractor and implement this change whilst minimising any disruption.	Clerk to inform the contractor and get contracts signed	Clerk	new	
07/04/2026	PC25/486	iii) Change of streetlighting electrical supplier	PC25/486 It was noted that in the current market it had been difficult to get any company to quote to supply our street lighting as a Half Hourly Metered Supply. It was RESOLVED to award the supply contract to SSE and fix for 3 years.	Clerk to sign new contracts	Clerk	new	complete
03/03/2026	PC25/418	4. CLERKS REPORT AND CORRESPONDANCE	PC25/418 The Clerk's report of the Action Plan was noted. It was further noted that the file would be circulated to see if we can clear down the actions. The Chair answered questions on the action list. It was noted that we need to make progress on the engagement strategy	Action list to be circulated and engagement strategy to be discussed as a working group	Clerk/Cllr Mackinlay	in progress	
03/03/2026	PC25/430	iii) Local Government Pension Scheme update	PC25/430 It was RESOLVED to write to the Buckinghamshire Pensions Administrator to explore what might be possible in terms of a DSA or DDA and the maximum term that might be possible and the interest rates applicable.	Ask questions of the options and discuss at finance committee	Chair	in progress	
03/03/2026	PC25/432	iii) Local Government Pension Scheme update	PC25/432 It was RESOLVED to further explore the legality of placing one member of staff into the LGPS.	Bring paper to Finance Committee	Chair	in progress	
03/03/2026	PC25/433	iii) Local Government Pension Scheme update	PC25/433 It was RESOLVED to make a final decision after the production of the 2025 valuation of the LGPS to see how our liability has moved.	Review 2025 valuation	Chair	in progress	
03/03/2026	PC25/434	iv) Approval of standing grants recommended by Finance Committee	PC25/434 It was RESOLVED to follow the recommendation of Finance Committee and approve the grant of £7000 under the powers of the Local Government (Misc Provisions) Act 1976 s19. The release of the funds will be subject to reassurances on the governance of the Youth Centre. The Chair of Council was authorised to make the decision as to when the funds can be released.	Discuss payment arrangements alongside WYC progress meetings	Chair	in progress	



03/03/2026	PC25/435	iv) Approval of standing grants recommended by Finance Committee	PC25/435 Council noted that it was still a long-term ambition to take over all works on the churchyard in house. It was RESOLVED to approve the grant of £7500 under the powers of the Local Government Act 1972, s214(6)	Make payment	Clerk	in progress	
03/03/2026	PC25/445	a) Response to Bucks Local Plan Sites Survey	PC25/445 It was RESOLVED to authorise the office to prepare for a public meeting to discuss the impacts of the Local Plan with residents and get their views.	To discuss arrangements and timing for a public meeting	Clerk/Chair	in progress	
03/03/2026	PC25/446	a) Response to Bucks Local Plan Sites Survey	PC25/446 It was RESOLVED to authorise the office and Chair to continue to engage with other local Parish Councils on submitting a combined response to the final draft of the local plan with the caveat that we would make a Wendover specific submission.	To continue liaising with other local Parish Councils	Chair	in progress	
03/03/2026	PC25/448	b) Proposal for Development of "Wendover Link"	PC25/448 It was RESOLVED to support the Proposal for Development of Wendover Link and continued development of proposals for the land in line with community priorities	To continue our discussions with HS2	Clerk/George	ongoing	
03/03/2026	PC25/450	11. CLOSURE OF MEETING	PC25/450 With all business having been transacted, the meeting was closed at 8:25pm	Make bookings for future meetings	Clerk	new	
03/02/2026	PC25/394	c) Wendover Youth Centre	PC25/394 It was noted that we were working with the youth centre to support their work and Cllr Gallagher and the Clerk are awaiting a meeting date.	Meet with WYC and understand current situation	Chair/Clerk	ongoing	meetings in progress. CG will chair the trustees and AS will provide governance support.
20/01/2026	PC25/380	a) Hampden Pond Borehole	PC25/380 It was RESOLVED to award the contract from the quotes provided to Contractor One and ask them to start works in line with their timetable.	Award contract and have pre start meeting on site to ensure the works progress in line with expectations. Monitor works to project completion	Clerk	ongoing	Pre start meeting held 23/1/26
02/12/2025	PC25/361	c) Sustainability and Biodiversity Group	PC25/361 It was RESOLVED to obtain a quote solely from the WPC streetlights supplier for the connection to the electrical supply from the nearby lamppost	Obtain the quote	Clerk	In progress	Under way
02/12/2025	PC25/355	c) Sustainability and Biodiversity Group	PC25/355 i) The update was noted. It was noted that there were a lot of responses to the streetlight consultation, which would be discussed when the data is analysed.	Analysis of data to be issued to Council	SBG	In progress	proposal will come to Meeting
04/11/2025	PC25/313	e) Community Emergency Response Group	PC25/313 Councillors who live in areas with street WhatsApp groups to feed them through to Cllr Walsh to add to our contacts list.	All Councillors to feed Whatsapp groups through Cllr Walsh	Clerk/Cllr Walsh	In progress	
04/11/2025	PC25/321	c) Mid Bucks Bee Keepers Site in Wendover	PC25/321 It was RESOLVED to authorise the council to support this group and create an informal working group to support the bee keepers.	Create a working group to develop a proposal to support the bee keepers	SBG	ongoing	working with HS2 to secure land
07/10/2025	PC25/281	Local plan	PC25/281 It was RESOLVED to authorise the office and Chair to engage with other local Parish Councils on submitting a combined response to the final draft of the local plan.	Engage with other local councils to look into a combined response	Chair/Clerk	In progress	Meetings ongoing
07/10/2025	PC25/286	Memorial Gates	PC25/286 It was noted that the Council thanked Sweeneys and Wendover Football Club for their contribution and support towards this project.	produce sign for memorial case	Clerk	Concern	Sign in design



02/09/2025	PC25/218	a) Monthly Sunday Market	PC25/218 The members of the public gave their views. The comments were considered by the Council. The councillors asked clarifications on the comments given by the members of the public. It was noted that marketing costs for any market are vital and these would need to be supported from the pitch fees.	review how market can work with high street retailers, review local demand for a Sunday market identify a clear alternative business proposal for consideration	Amenities	In progress	trying to get a meeting with locals who expressed an interest in running a market
02/09/2025	PC25/228	c) Local Plan Consultation	PC25/228 It was RESOLVED to authorise a budget of £500 for an event to come out of Minor Grants Budget 4611 under the power of s137 Local Government Act 1972	Set up working group and book venue and publicise	Clerk	In progress	Met and started planning for a response, looking to meet at 19 or 20 March
02/09/2025	PC25/213	c) Sustainability and Biodiversity Group	PC25/213 i) – The group has met and discussed the eco audit. A new list of actions, to get us back on track with the outstanding issues has been made and the group will be working with the Clerk to deliver.	progress outstanding actions on eco audit	SBG	In progress	
02/09/2025	PC25/215	c) Sustainability and Biodiversity Group	PC25/215 It was RESOLVED to authorise the group to make funding bids for up to £20,000 to install a borehole in Hampden Pond. It was noted that Cllr Porter objected to the proposal.	make funding bids for the installation of a borehole at Hampden Pond and bring a full proposal back to full council	SBG	In progress	awaiting final sign off
05/08/2025	PC25/147	4. CHAIR'S ANNOUNCEMENTS	PC25/147 A request has been made to have a hedge along the front of Ashbrook Park by the roadside. This has previously been rejected by Council, but will be looked into and taken to Amenities.	Review practicalities of a hedge and bring any recommendations to Amenities	Chair	ongoing	The grounds staff are looking into a low level flower/shrub/wildflower strip
05/08/2025	PC25/152	5. PUBLIC PARTICIPATION	PC25/152 A member of the public asked how the new engagement strategy announced in Aug 24 was progressing.	Review engagement strategy	Clerk/Cllr Mackinlay	Delayed	Meetings conducted and a plan in place - strategy to be compiled
05/08/2025	PC25/170	a) Transport Working Group	PC25/170 It was RESOLVED to authorise the Transport Working Group to Lobby Bucks Council to install bollards and a keep clear zone as set out in the paper.	Ensure bollards are installed on school campus	Cllr Tipper	In progress	Grant request approved. Now awaiting installation
05/08/2025	PC25/171	a) Transport Working Group	PC25/171 iii) works on Hale Ln – It was RESOLVED to authorise the Transport Working Group to lobby Buckinghamshire Council to halt current works on Hale Lane and to undertake further consultations with residents.	Lobby Buckinghamshire council to drop current yellow line plans	Chair	ongoing	In negotiations with Bucks Council - a plan is in place and engagement with residents undertaken
05/08/2025	PC25/176	c) Sustainability and Biodiversity Group	PC25/176 ii) Consultation on street lights – It was noted that the questions offer similar options. There is a lot of care in how the questions are put to the community. Cllr Thornton volunteered to help on the wording of the questions. It was noted that the consultation will have links to evidence.	progress the streetlight consultation	Cllr Tipper/Clerk	In progress	Consultation under way - results posted and now designing an implementation plan
05/08/2025	PC25/151	5. PUBLIC PARTICIPATION	PC25/151 A member of the public asked if the Council could have an armed forces day in the armed forces week.	review events programme to include Armed Forces Week	Office	In progress	to be considered by events working group - now scheduled
05/08/2025	PC25/185	12 c) Local Markets	PC25/185 It was RESOLVED to accept the proposal and authorise the office to proceed with a trial of the Sunday market at the agreed charges	undertake the implementation of the new market	office	In progress	This decision is up for review at the Sep full council and we are now reviewing the feedback from the community regarding a new Sunday market



01/07/2025	PC25/141	b) To consider land issues	PC25/141 The Parish Council considered the paper outlining land important to Wendover to preserve and enhance the local amenity. It was RESOLVED to authorise the Chair and Office to progress the discussions to formulate proposals for council to consider	Progress discussions to secure land for the benefit of the community and bring proposals back to Council	Chair/Clerk	ongoing	Discussions with Bucks Council are ongoing
01/07/2025	PC25/129	a) Installing a visitor information sign	PC25/129 It was RESOLVED to discuss future costs with the Wendover Society	Set out future costs of keeping board up to date and bring a proposal around moving other notice board	Clerk	ongoing	Looking at working out a proposal for future costs
03/06/2025	PC25/097	b) To consider the co-option of new Councillors	PC25/097 Each of the candidates was considered in turn and each candidate was RESOLVED unanimously to be co-opted onto Council	Inform candidates of vote and schedule induction and a council mentor	Clerk	In progress	Still need to identify mentors
03/06/2025	PC25/085	c) Sustainability and Biodiversity Group	PC25/085 Met with the CLAW group to gain their support and review the 5 year strategy. Also discussed support from High St and a meeting with the Chair of other local Parish Councils and their works on sustainability	Review 5 year sustainability strategy	Ctr Tipper	ongoing	Actions reviewed with Clerk and new action list agreed
06/05/2025	PC25/009	8. CLERKS REPORT AND CORRESPONDANCE	PC25/009 The Clerks report was noted and the Clerk answered questions from the councillors. The Chair highlighted the valuation report from the Pension Scheme and Council will need to decide on this issue in the coming year. It was noted that we have appointed the admin role.	Research into costs and benefits of options relating to LGPS to be brought to Finance Committee	Chair	In progress	Information has been presented to Finance Committee and needs to be considered further for a final decision
06/05/2025	PC25/016	f) review of bank signatories	PC25/016 It was RESOLVED to amend the proposal to add 3 signatories to the account rather than 2.	Add 3 new signatories to bank account	Clerk	Delayed	Bank has been instructed but signatories still not set up. Paper process now initiated. Only one remaining councillor to



ITEM 9b – FINANCE REPORTS

The finance reports show the final financial position at the 31st March 2026 (year end) In general this year we have turned a potential income and expenditure deficit into a modest surplus by:

- Making in year savings
- Not progressing equipment purchases
- Not undertaking a student project staff role

We have had to make these adjustments with a view to funds being required in the play parks, which became a priority after the safety inspections. Further, the purchase of a new vehicle has had to be a cash purchase and not a lease purchase because of regulations around Parish Council borrowing.

The narrative of the end of year reports is in line with previous commentary

Headline analysis

Amenities Income

We have had a higher-than-normal turnover of allotment plots which has fed through to the income slightly. The LPM continues to be a success with slightly higher income as a result. The devolved services reduction in fee is a disappointment, but this has been discussed by the Council previously.

The fundraising income reflects the receipt of multiple grants to cover the skate park construction.

Events Expenditure

The Christmas decorations budget is underspent because we had no significant repairs or bulb replacements to do this year and the arch we had last year was not available to us as part of the package. Our events budgets will be slightly under at the end of year.

Highways Expenditure

We had budgeted for a new bus shelter at the stop opposite the vets, but since exploring options with Bucks Council this has become prohibitively expensive.

Streetlight Expenditure

The change to metered supply for our lights has resulted in a slight decrease in the electricity bill. We are also holding off on repairs of broken lights until we know what we are doing with the nighttime switch off. We will still be over budget on this line but not as bad as previous years

Recreational Expenditure

There are some major movements in this cost centre to accommodate the unplanned expenditure of the new vehicle.

- The open spaces fixtures and fittings was budgeted for additional fencing at the community orchard, but we managed to acquire some free hedging saplings from HS2/EKFB that allowed us to create a temporary wooden post and rail fence and grow a hedge line rather than purchasing and installing fencing.
- The groundworks budget was designed to include improvements to the path running from the Witchell car park along the fenceline/pond down to the heron path. It was decided to make the savings here by creating a bark chippings path and maintaining the ground around the path in house.
- The capital expenditure budget reflects the purchase of the vehicle and the saving in the vehicle lease budget reflects that we approved a purchase not a lease.
- The machinery service budget will be fully spent as we are due the annual service and repair of our main equipment – mower and decks



Finance and General income

Despite lowering of interest rates we are still getting a reasonable interest on our deposits and will probably exceed budget expectations on interest.

Finance and General Expenditure

There are some overspends netted off by underspends within this cost centre. The most notable is the additional money spent on the War Memorial repairs. We have made significant savings from not requiring any legal services and getting a better insurance deal than previous years.

Grants out

We have saved money because not many grants have been applied for. This year we have already had more applications than last year combined so must have been a blip year. The accounts have been changed in format to clearly identify s137 expenditure as required by law. This does mean that sometimes budgets and expenditure do not match on a line by line basis but the cost centres add up to the correct budget.

Staffing

The staffing costs are largely in line or below the budgets as the new office staff is coming in under the budget forecast.



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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	1,291	1,642	1,630	(12)			100.7%	
1005 Charter Fair	110	275	220	(55)			125.0%	
1010 Cricket Club Lease	300	350	300	(50)			116.7%	
1021 Markets - Local Produce	1,383	2,048	1,260	(788)			162.5%	
1022 Markets - Weekly Market	10,660	10,760	10,660	(100)			100.9%	
1030 Other Rental (Ashbrook)	2,269	1,955	2,045	90			95.6%	
1035 BCC Devolved Footpaths Income	19,198	17,452	19,000	1,548			91.9%	
1214 Christmas Trees	1,584	1,650	2,000	350			82.5%	
1260 Xmas event income	1,651	444	500	57			88.7%	
1261 Rifle Club Lease	100	100	100	0			100.0%	
1262 Fundraising income	2,011	83,057	500	(82,557)			16611.4%	81,250
1263 Event income (stalls etc)	388	513	400	(113)			128.2%	
Amenities Income :- Income	40,944	120,244	38,615	(81,629)			311.4%	81,250
Net Income	40,944	120,244	38,615	(81,629)				
6001 less Transfer to EMR	1,783	81,250	0	(81,250)				
Movement to/(from) Gen Reserve	39,161	38,994	38,615	(379)				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	257	762	500	(262)		(262)	152.4%	
4105 Christmas Decorations	5,995	6,883	8,500	1,617		1,617	81.0%	
4109 Promo Materials	508	1,916	1,000	(916)		(916)	191.6%	
4110 Entertainment & Events	3,875	5,203	5,000	(203)		(203)	104.1%	
4111 RAF/Remembrance Parade	394	198	500	302		302	39.7%	
4112 Floral Display	8,504	5,724	6,500	776		776	88.1%	
4113 HS2 Public Meeting	254	346	500	154		154	69.1%	
4122 Markets - Local Produce	436	315	500	185		185	63.0%	
4124 Markets - Business Rates	898	898	1,050	152		152	85.5%	
4125 Markets - Water	2	0	0	0		0	0.0%	
4126 Markets - Electric	380	380	380	(0)		(0)	100.0%	
4130 Quiz	367	0	800	800		800	0.0%	
4132 Christmas Celebration Event	2,039	2,566	2,750	184		184	93.3%	
Events Expenditure :- Indirect Expenditure	23,909	25,192	27,980	2,788	0	2,788	90.0%	0
Net Expenditure	(23,909)	(25,192)	(27,980)	(2,788)				
130 Highways Expenditure								
4200 Bus Shelters	1,012	0	4,000	4,000		4,000	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4211 Sever weather (salt etc	0	270	500	230		230	54.0%	
4215 Street Furniture - Purchase	36	0	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	1,048	270	6,000	5,730	0	5,730	4.5%	0
Net Expenditure	(1,048)	(270)	(6,000)	(5,730)				
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	14,905	11,809	13,000	1,191		1,191	90.8%	
4305 Maintenance	21,958	17,856	15,000	(2,856)		(2,856)	119.0%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	36,862	29,664	36,500	6,836	0	6,836	81.3%	0
Net Expenditure	(36,862)	(29,664)	(36,500)	(6,836)				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	2,423	2,550	2,600	50		50	98.1%	
4405 Maintenance - Open spaces F&F	11,465	4,374	7,000	2,626		2,626	62.5%	
4406 Maintenance - footpaths	0	1,445	2,000	555		555	72.3%	
4410 Maintenance - Groundworks	6,152	7,808	19,500	11,692		11,692	40.0%	
4415 Maintenance - Inspections, etc	2,316	3,848	2,800	(1,048)		(1,048)	137.4%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	8,693	7,030	6,000	(1,030)		(1,030)	117.2%	
4421 Orchard Maintenance	1,090	1,493	750	(743)		(743)	199.1%	
4425 Capital Expenditure (asset pur	922	38,307	11,000	(27,307)		(27,307)	348.2%	
4426 Estates vehicle lease	4,415	502	4,440	3,938		3,938	11.3%	
4430 Mower Maintenance	3,117	4,611	2,500	(2,111)		(2,111)	184.4%	
4435 Play Equipment - Purchase	0	43,124	30,000	(13,124)		(13,124)	143.7%	
4440 Play Equip - Repairs & Maint	3,713	7,252	3,000	(4,252)		(4,252)	241.7%	
4450 Premises - Garage Rent	1,620	1,485	1,620	135		135	91.7%	
4455 Premises - SiteSafe Electrics	463	398	300	(98)		(98)	132.6%	
4465 Premises - SiteSafe Water, etc	111	163	300	137		137	54.2%	
4475 Misc - Fuel	3,688	2,514	3,200	686		686	78.6%	
4480 Misc - Materials & Tools	1,748	3,452	2,500	(952)		(952)	138.1%	
4481 Machinery/Tool Service Repair	384	212	2,500	2,288		2,288	8.5%	
4485 Misc - Protective Clothing	1,049	736	750	14		14	98.1%	
4490 Misc - Refuse Bins	1,707	1,577	1,300	(277)		(277)	121.3%	
4495 Misc - Sundries Recreation	42	198	500	302		302	39.6%	
4497 Defibrillators	187	485	500	15		15	97.0%	
Recreation Expenditure :- Indirect Expenditure	55,305	133,563	106,560	(27,003)	0	(27,003)	125.3%	0
Net Expenditure	(55,305)	(133,563)	(106,560)	27,003				

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
200 Finance & General Income									
1205	Witchell Trust Grant	266	274	400	126		68.5%		
1210	Interest Received ex Deposits	15,607	12,700	11,000	(1,700)		115.5%		
1215	Miscellaneous Income	735	0	600	600		0.0%		
1250	Precept Received	388,445	413,882	413,882	(0)		100.0%		
1266	VAHT Streetlight Income	1,040	1,533	1,000	(533)		153.3%		
	Finance & General Income :- Income	406,094	428,389	426,882	(1,507)		100.4%	0	
	Net Income	406,094	428,389	426,882	(1,507)				
220 Finance & General Expenditure									
4496	Professional Support (HS2 etc)	716	2,243	2,000	(243)	(243)	112.1%		
4550	Communications - Publicity	5,462	5,592	6,500	908	908	86.0%		
4555	Communications - Website	1,498	3,005	3,000	(5)	(5)	100.2%		
4560	Financial - Bank Charges	170	134	600	466	466	22.3%		
4565	Financial - Fees - Audit	1,804	1,901	2,300	399	399	82.7%		
4570	Financial - Fees - Legal	554	0	2,000	2,000	2,000	0.0%		
4575	Financial - Insurance	7,227	6,296	7,950	1,654	1,654	79.2%		
4580	Financial - Software	720	2,135	800	(1,335)	(1,335)	266.9%		
4615	Office - Broadband/Tel/Fax	1,417	2,482	1,750	(732)	(732)	141.9%		
4620	Office - Copier	1,568	1,170	1,500	330	330	78.0%		
4621	Office - Equipment - Expend	3,934	4,592	3,000	(1,592)	(1,592)	153.1%		
4625	Office - Equipment Capital	514	1,168	1,000	(168)	(168)	116.8%		
4630	Office - Postage & Stationery	348	327	400	73	73	81.7%		
4640	Office - Testing - Electrical	0	0	100	100	100	0.0%		
4645	Office - Testing - Fire	0	0	300	300	300	0.0%		
4650	Office - Utilities - Electric	3,087	2,618	2,800	182	182	93.5%		
4655	Office - Utilities - Water	259	335	150	(185)	(185)	223.6%		
4660	Property Mgt - Clock Tower	2,669	2,069	2,500	431	431	82.8%		
4665	Property Mgt - Manor Waste	0	225	1,000	775	775	22.5%		
4670	Property Mgt - SiteSafe	505	731	1,000	269	269	73.1%		
4675	Property Mgt - War Memorial	2,887	5,105	500	(4,605)	(4,605)	1021.0%		
4685	Subscriptions and Donations	1,419	1,864	2,250	386	386	82.8%		
4690	Misc - Chairman's Expenses	365	744	1,200	456	456	62.0%		
4691	Misc - Councillor Expenses	0	0	100	100	100	0.0%		
4695	Misc - Room Hire	815	354	1,200	846	846	29.5%		
4700	Misc Sundry Expenses Finance	374	800	500	(300)	(300)	159.9%		
4705	Misc - Travel Staff & Cllrs	46	0	200	200	200	0.0%		
4706	Elections	0	2,286	3,000	714	714	76.2%		
4707	H&S	1,562	304	2,000	1,696	1,696	15.2%		
	Finance & General Expenditure :- Indirect Expenditure	39,920	48,478	51,600	3,122	0	3,122	93.9%	0
	Net Expenditure	(39,920)	(48,478)	(51,600)	(3,122)				

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Grants out								
4585 Grant - Churchyard - not S137	7,500	7,500	7,500	0		0	100.0%	
4586 Grant - Youth Centre -not S137	7,500	7,000	7,500	500		500	93.3%	
4591 Grants Out - Major - not S137	5,000	0	10,000	10,000		10,000	0.0%	
4613 Grants Out - Minor - not S137	1,000	2,294	2,000	(294)		(294)	114.7%	358
Grants out :- Indirect Expenditure	21,000	16,794	27,000	10,206	0	10,206	62.2%	358
Net Expenditure	(21,000)	(16,794)	(27,000)	(10,206)				
6000 plus Transfer From EMR	0	358	0	(358)				
Movement to/(from) Gen Reserve	(21,000)	(16,436)	(27,000)	(10,564)				
235 S137 Expenditure								
4606 Grants Out - Major S137	5,000	7,080	5,000	(2,080)		(2,080)	141.6%	
4607 Grants Out - Minor S137	1,000	1,500	3,000	1,500		1,500	50.0%	
S137 Expenditure :- Indirect Expenditure	6,000	8,580	8,000	(580)	0	(580)	107.2%	0
Net Expenditure	(6,000)	(8,580)	(8,000)	580				
320 Staffing								
4800 Staffing - Amenities - Wages	73,317	62,712	61,457	(1,255)		(1,255)	102.0%	
4801 Staffing - Amenities - NIC	6,959	7,571	7,165	(406)		(406)	105.7%	
4802 Staffing - Amenities-Pension	8,171	2,515	3,466	951		951	72.6%	
4810 Staffing - F&G - Wages	86,336	92,811	95,824	3,013		3,013	96.9%	
4811 Staffing - F&G - NIC	8,974	11,929	11,169	(760)		(760)	106.8%	
4812 Staffing - F&G - Pension	4,568	4,298	13,476	9,178		9,178	31.9%	
4816 Staffing F&G Student Loan	811	962	1,200	238		238	80.2%	
4845 Payroll Charges	780	720	800	80		80	90.0%	
4855 HR Consultancy Fees	2,262	2,284	2,500	216		216	91.4%	
4860 Training Staff & Cllrs	515	1,544	3,500	1,956		1,956	44.1%	
4861 Uniform	150	776	1,000	224		224	77.6%	
4862 Smart Pension Admin Fee	264	295	300	5		5	98.3%	
Staffing :- Indirect Expenditure	193,108	188,417	201,857	13,440	0	13,440	93.3%	0
Net Expenditure	(193,108)	(188,417)	(201,857)	(13,440)				
980 Amenities EMR projects								
9107 EMR - Library Extension	8,000	0	0	0		0	0.0%	
9108 EMR - Skate Park	0	122,713	0	(122,713)		(122,713)	0.0%	122,713
9115 EMR - HS2 Funded Pond Works	0	6,810	0	(6,810)		(6,810)	0.0%	
9123 EMR - TWG Priorities	2,500	0	0	0		0	0.0%	

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

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
9128 EMR - Climate Action	1,000	0	0	0		0	0.0%	
Amenities EMR projects :- Indirect Expenditure	11,500	129,523	0	(129,523)	0	(129,523)		122,713
Net Expenditure	(11,500)	(129,523)	0	129,523				
6000 plus Transfer From EMR	11,500	122,713	0	(122,713)				
Movement to/(from) Gen Reserve	0	(6,810)	0	6,810				
Grand Totals:- Income	447,038	548,633	465,497	(83,136)			117.9%	
Expenditure	388,651	580,482	465,497	(114,985)	0	(114,985)	124.7%	
Net Income over Expenditure	58,386	(31,849)	0	31,849				
plus Transfer From EMR	11,500	123,071	0	(123,071)				
less Transfer to EMR	1,783	81,250	0	(81,250)				
Movement to/(from) Gen Reserve	68,103	9,972	0	(9,972)				



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Wendover Parish Council 2025-26

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Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2026

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	2,203	
105	VAT Control A/c	3,954	
200	Current Bank Account	25,982	
202	Flagstone	292,442	
	Total Current Assets		324,581
<u>Current Liabilities</u>			
500	Creditors	23,088	
510	Accruals	1,470	
515	Allotment Deposits	1,960	
	Total Current Liabilities		26,518
	Net Current Assets		298,063
	Total Assets less Current Liabilities		298,063
<u>Represented by :-</u>			
300	Current Year Fund	(75,514)	
310	General Reserves	233,750	
336	Estates equipment replace EMR	12,000	
338	Hampden Pond EMR	15,000	
356	LGPS Cessation EMR	100,000	
357	Skate Park EMR	3,187	
359	TWG Priorities	6,250	
364	Climate Action EMR	3,391	
	Total Equity		298,063



24/04/2026
09:37

Wendover Parish Council 2025-26

Page 1

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	12,235.00	0.00	12,235.00	0.00
336 Estates equipment replace EMR	2,000.00	10,000.00	0.00	12,000.00
338 Hampden Pond EMR	0.00	15,000.00	0.00	15,000.00
356 LGPS Cessation EMR	75,000.00	25,000.00	0.00	100,000.00
357 Skate Park EMR	40,000.00	100,066.67	136,880.00	3,186.67
359 TWG Priorities	5,000.00	1,250.00	0.00	6,250.00
364 Climate Action EMR	3,748.12	0.00	357.55	3,390.57
	137,983.12	151,316.67	149,472.55	139,827.24



ITEM 9c – ACQUISITION AND DISPOSAL OF ASSETS

ASSETS ACQUIRED BETWEEN 01/04/2025 AND 31/03/2026				
Acquired year 2025/2026				
Code	Description	Acquisition Date	Cost price	Value reported on AGAR
BE072	Memorial Bench - Witchell Meadow	05/02/2026	£588.00	£588.00
BN042	Litter Bin - Outside Hampden Shelter	22/04/2025	£522.00	£522.00
BN043	Litter Bin - Outside Hampden Shelter	22/04/2025	£522.00	£522.00
BN044	Litter Bin - Witchell Car Park	22/04/2025	£667.00	£667.00
BN045	Litter Bin - Ashbrook Skate Park	21/01/2026	£667.00	£667.00
FG012	Barrel Top fencing Hampden Play along Chapel Ln	01/04/2025	£7,931.62	£7,931.62
FG013	Wendover Jr School war memorial gates	08/10/2025	£1,140.00	£1,140.00
FG014	RBL Tommie	20/10/2025	£585.00	£585.00
GT024	Stihl KM131 R CombiEngine	09/05/2025	£550.00	£550.00
GT025	Stihl Chainsaw	06/08/2025	£350.00	£350.00
IT010	Councillor Samsung Tablets (x5)	22/05/2025	£900.00	£900.00
PG036	SkatePark	14/07/2025	£125,900.00	£125,900.00
PG037	DIY play - Nest Swing	23/02/2026	£630.00	£630.00
PG038	Multi play slide and house	04/06/2025	£11,724.00	£11,724.00
PG039	Multi play Palm tree climber unit	04/06/2025	£39,396.00	£39,396.00
PI019	Recycled Plastic Picnic Bench - Witchell picnic area	02/04/2025	£900.00	£900.00
PI020	Recycled Plastic Picnic Bench - Witchell picnic area	02/04/2025	£900.00	£900.00
PI021	Recycled Plastic Picnic Bench - Ashbrook skate park	16/01/2026	£808.00	£808.00
PI022	Recycled Plastic Picnic Bench - Ashbrook skate park	16/01/2026	£808.00	£808.00
VE002	Isuzu D MAX 4x4 1.9D Flatback drop sides	22/04/2025	£40,306.00	£40,306.00
Grand Total				£235,794.62

ASSETS DISPOSED BETWEEN 01/04/2025 AND 31/03/2026				
Disposed year 2025/2026				
Code	Description	Acquisition Date	Cost price	Sum of Cost price
BN009	Bin - Closed black metal Hampden shelter	23/08/2023	£400.00	£400.00
BN010	Bin - Closed black metal Hampden shelter 2	23/08/2023	£400.00	£400.00
BN026	Bin - Closed black metal car park extension/Chapel La	23/08/2023	£400.00	£400.00
FE003	Abs Bench x 2 Ashbrook	07/04/2015	£850.00	£850.00
FE005	Sit Up Bench x 2 Hampden	07/04/2015	£870.00	£870.00
FE010	Vault Hampden	07/04/2015	£500.00	£500.00
FE011	Monkey Bars Hampden	07/04/2015	£750.00	£750.00
FE013	Stepping Posts Hampden	07/04/2015	£500.00	£500.00
GT008	PPSTIHL KM131R Engine kombi 1.4kw Prune and Hedge	01/04/2019	£500.00	£500.00
GT023	Strimmer Stihl FS411 C-EM	30/05/2023	£687.50	£687.50
PG013	Inclusive Magic Carpet Swing Ashbrook	01/04/2019	£3,000.00	£3,000.00
PG020	Spring Rocker Ashbrook Bike	01/04/2019	£900.00	£900.00
PG024	Spinner Ashbrook	01/04/2019	£900.00	£900.00
PI013	Picnic Table Hampden o/s Playarea closest playpark e	01/04/2019	£500.00	£500.00
PI014	Picnic Table - Ashbrook disabled right of middle locke	23/08/2023	£600.00	£600.00
Grand Total				£11,757.50



ITEM 9d – ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS

Subscription/Membership	Estimated Cost 2026/27
BMKALC/NALC	£1,300
Local Council Update	£75.00
Chiltern Society	£30.00
Wendover Canal Trust	£37.50
Open Spaces Society	£45.00
SLCC Clerks Membership	£294.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£180.00



ITEM 9e -REVIEW OF CURRENT DIRECT DEBITS AND PAYMENTS

Code	Organisation	Description	Reference	Paym ent date	period	expected payment	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	
Standing Orders																			
SID01	SIDLEYS CLIENT THE	Sidleys garage rent	GARAGE NOS&7 3HIGH	3 Monthly	£135.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Direct Debits - Weekly																			
RAD02	RADIUS UK FUELS	Fuelcard (weekly DD)	355474	Weekly	£90.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Direct Debits - Monthly																			
LYD01	Lloyds Bank	Bank Charges		2 Monthly	£10.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
LEX01	LEX AUTOLEASE	Hilux lease agreement	OH6966V0049351303	3 Monthly	£444.29	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CWT01	CASTLE WATER LTD	Site Safe Water	TW5579269074	17 Monthly	£5.75	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	n/a
SMT01	SMART PENSION LTD	SMART pension admin fee	WCPNXTZ12 - Admin fee	7 Monthly	£18.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMT02	SMART PENSION LTD	SMART pension contributions	WCPNXTZ12 - pension	28 Monthly	£739.50	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGM01	BG LITE	Manor Waste Electricity	265990 - Manor Waste	15 Monthly	61.54	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGC01	BG LITE	Clock Tower Electricity	265992 - Clock Tower	15 Monthly	£623.75	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGS01	BG LITE	Site Safe Electricity	265994 - Site Safe	15 Monthly	tbc	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SSE01	SSE Energy	Street Lighting Electricity		8 Monthly	£1,300.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BCW01	BUCKS COUNCIL RECE	Waste Container emptying	was 7001097 NOW 208081 - waste bins	30 Monthly	£73.32	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MSF01	MICROSOFT	Microsoft 365 Licenses	5e8d2142-a2e4-4825-8069-a04c20161476	20 Monthly	£75.60	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CWT02	CASTLE WATER LTD	Clock Tower Water	TW4410109558	17 Monthly	£14.81	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BTC01	BT GROUP PLC	Clock tower phone/broadband	One bill VP4496770	17 Monthly	£130.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
RAD01	RADIUS TELEMATICS	Vehicle trackers	452446 (approved as lone Working Policy)	Monthly	£12.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
RAD03	RADIUS COMMUNICATIONS	Office phone and broadband		Monthly	£144.00	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Direct Debits - Quarterly/set months																			
BCR01	BUCKS COUNCIL	Manor Waste Market Rates	5001649773 - Market rates	5 Jun, Jul, November	£90.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A
Direct Debits - Annual																			
WCT01	GOCARDLESS	Wendover Canal Arm Trust Information Commissioners Office (Data registration)	WENDARMTRUST-Y903218	18 Aug	37.50	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ICO01	ICO	Office (Data registration)	Z854357201	3 July	£35.00	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OSS01	THE OPEN SPACES SO	Open spaces society Campaign for Protection of Rural England	MEMBER 1258406	6 Oct	£45.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CRE01	CPRE	Rural England	374101/19402	21 Feb	£36.00	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CHI01	CHILTERN SOCIETY	Chiltern Society		17 Jun	£30.00	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Monthly invoices																			
PHN01	Phenom Networks	Computer Support		15 Monthly	£186.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PAW01	PawPrint	Printer/Copier Costs		24 Monthly	£140.40	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VAL01	Val Mayland	Cleaning		1 Monthly	£80.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MRU01	Mariely Design	Web and communications		1 Monthly	£300.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
NUM01	Numbers	Payroll Services		28 Monthly	£72.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
STA01	St Annes Hall Hire	Hire of hall for meetings		Monthly	£50.00	Y	Y	Y	Y	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
SAL01	Salaries	Monthly Salaries Bill		10 Monthly	£6,500.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HMR01	HMRC	Payroll Tax and NI		10 Monthly	£3,200.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
LIB01	Library	Room hire		Monthly	£60.00	n/a	n/a	n/a	n/a	n/a	Y	Y	Y	Y	Y	Y	Y	Y	Y
LEB01	Lebara Mobile	Office mobile phone	Multiple invoices per mth via card	18 Monthly	£5.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ADB01	Adobe	Acrobat Pro plan	via card	26 Monthly	£19.97	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

We have two new direct debits and for SSE-streetlight electricity, Radius Communications – new phone and broadband. BT DD will lapse when all equipment has been registered returned.



ITEM 9f - BANK SIGNATORIES

These were last reviewed at the Parish Council on 6th May 2025. The current bank signatures are as follows:

- Cllr Jennifer Ballantine
- Cllr Stephen Worth
- Cllr Clive Gallagher
- Cllr Patrick O Donnell
- Cllr Heather Thornton (Technical issues with log on to be sorted)



ITEM 9g – END OF YEAR AUDIT PROCESS

End of Year Audit timeline and checks			
Proposed Date	Action	Notes	Done
30/04/2026	Sense check accounts	Send provisional accounts to Finance and Council to sense check, highlight and understand variances, identify any further transactions to come in not already accounted for	Y
30/04/2026	Year End Run on accounts system	See separate year end tick list	Y
30/04/2026	Update Chair and Chair of Finance	Send all reports and bullet point notes ask them to check and look for any anomalies	Y
30/04/2026	Check updates to asset register	highlight disposals and acquisitions in the current financial year	Y
19/05/2026	End of Year internal audit	We have an interim audit and end of year audit. This will lead to an internal audit certificate to be presented as part of the AGAR	
19/05/2026	Review of effectiveness of internal controls	Done by Finance Committee as part of their tor	
19/05/2026	Check for any other areas covered by Council Audit Regulations 2015 (6)	For category 2 authorities - https://www.legislation.gov.uk/ukxi/2015/234/regulation/6	
02/06/2026	Prepare Annual Governance Statement	Must be signed by the chair of the meeting that approves it (not necessarily the Chair of Council)	
02/06/2026	Prepare Accounting statements	Must be signed by RFO either before or on the same date of the meeting	
02/06/2026	Prepare notice for exercise of public rights	Check with templates online and check dates	
02/06/2026	Take documents to full Parish Council	Asset Register Review of effectiveness of internal controls Annual Governance Statement (approve line by line) Accounting Statements Notice of exercise of public rights	
02/06/2026	Ensure minutes are correct	See separate Minute sheet	
02/06/2026	Send all relevant documents to external auditors	Send what is asked for and nothing else	
02/06/2026	Post all documents on website	Leave posted on website as a record	
05/06/2026	Announcement of the exercise of public rights	Ensure it is the correct version of the notice for the public and not the notice for the external auditor	
08/06/2026	Commencement of the period	exactly 30 working days - no more or less and must include start of july	
01/07/2026	Deadline by which external auditor requires submissions	Deadline set by PKF littlejon	
17/07/2026	End Date for electors rights		
30/09/2026	By this date the external auditors should have replied		
Oct-26	Notice of Conclusion of Audit to be published	publish and leave on website	



ITEM 9h - FIRST DRAFT OF STATEMENT OF ACCOUNTS

ANNUAL RETURN				
FOR THE YEAR ENDED 31 MARCH 2026				
Wendover Parish Council 2025-26				
SECTION 2 - THE STATEMENT OF ACCOUNTS				
I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.				
	Responsible Financial Officer	<input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>	
I confirm that these accounts are approved by the Council and recorded as council minute reference		<input style="width: 100%;" type="text"/>	Dated <input style="width: 100%;" type="text"/>	
Signed on behalf of the above Council (Chair)		<input style="width: 100%;" type="text"/>	Date <input style="width: 100%;" type="text"/>	
	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>	
1	Balances brought forward	271,526	329,912	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	388,445	413,882	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	58,593	134,751	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	189,137	182,798	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	199,515	397,684	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	329,912	298,063	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	338,968	318,424	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	3,335,140	3,559,177	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				



ITEM 10a – WENDOVER HS2 MAG



HS2 Monthly Report, April '26

Works update

- The Spring Chamber construction works have started, with the fencing in the field behind Lionel Avenue now being removed. Site access for construction works is from the field next to King's Farm Shop at Nash Lee End, and works are due for completion in July.
- The precast concrete shell segments for the final "phase 4" of the Wendover Green Tunnel are now being installed close to Ellesborough Road. Work will be suspended for removal of the large crane, with low level lifting equipment needed to complete the tunnel underneath the temporary bridges.

Bucks Council activity

- A quarterly meeting was held with senior Bucks Council Officers with focus on Landscaping and Train Noise issues which will be considered as part of revised "schedule 17" designs for the "Nash Lee" and "Small Dean" sections being submitted for approval later this year.
- We reviewed the revised design for the "Wendover Dean" section which is currently being assessed by the Council, and discovered a minor (<2dB) increase in daytime peak train noise despite the reduced speed of trains now proposed.

Public queries

- Seven miscellaneous public enquiries were processed this month.
- The HS2 Mobile Visitor Centre will be at Ashbrook Park on 7th May 12:00 to 15:00 to answer public queries.

The year in review

- HS2 changed the plans for the Spring Chamber to avoid construction traffic in Dobbins Lane and South Street following public demand.
- Ellesborough Road cutting was excavated to accommodate the Green Tunnel, and 67% of the concrete shell is now installed.
- The concrete desk and parapet walls of the Small Dean Viaduct have been completed, allowing dump trucks to cross the A413.
- The two year project to install the underground tanking wall for the North Cutting was completed to minimise disruption to the Coombe Hill aquifer.
- 40% of the Grove Farm drainage culvert was tunnelled, despite a six month delay due to adverse ground conditions.
- The Misbourne Greenway opened between Great Missenden and Dunsmore Lane, but with the closure of Small Dean Lane there is no safe cyclepath to access it from Wendover; with resolution not anticipated until 2028.
- 160 people attended a public update meeting held to determine the key local priorities.
- Sixty public enquiries handled on behalf of the Parish Council.
- Two meetings were held with Mark Wild, the new HS2 CEO, to address our key issues.

MJSC
28th April '26



WENDOVER PARISH COUNCIL

**Minutes of the Planning Committee Meeting
21st April 2026 at 7.10pm
Wendover Community Library, High Street, Wendover HP22 6JG**

Present: Councillors Ballantine, Gallagher, Standen, Tipper and Worth

Clerk & Minutes: Phoebe Sharps

Chair: Councillor Ballantine

Members of Public: 16

1. APOLOGIES FOR ABSENCE

P25/176 Cllr O'Donnell offered their apologies, and they were accepted by the committee.

2. DECLARATIONS OF INTEREST

P25/177 None.

3. PUBLIC PARTICIPATION

P25/178 A member of the public noted that there were a number of residents representing a total of 105 residents who are on a group chat about the Rectory Homes development proposal from Halton Lane and surrounding roads.

P25/179 A member of the public noted that at the time of the planning meeting there were 848 signatures on the online petition objecting the Rectory Homes development.

P25/180 A member of the public noted that the Rectory Homes development will put pressure of the infrastructure, roads, the environment and wildlife. They also highlighted that the traffic along Halton Lane in already particular is busy and dangerous with speeding.

P25/181 A member of the public noted that Cllr Strachan has called in the application from Rectory Homes therefore this will be discussed in public. They also mentioned that the application that was previously put in for this land was rejected due to site specific concerns that cannot be changed, such as the location, impact on roads, and ecology. They also highlighted that the draft local plan said the land wasn't suitable for development.

P25/182 A member of the public who is a Weston Turville resident noted that there was already a problem with flooding in this area and the Rectory Homes development could add more pressure and increase the chances of flooding. They highlighted the need to protect the reservoir that is important for wildlife.

4. MINUTES

P25/183 The minutes of the Planning Committee Meeting held on 7th April 2026 were **RESOLVED** as a true record and the Chair was to sign the minutes.

5. PLANNING DECISIONS

P25/184 The planning decisions as reported on the agenda of the meeting on 21st April 2026 were noted. It was noted that any conditional permissions were circulated with the agenda and minutes for reference. These conditions are available to view on the Buckinghamshire Council planning portal.

6. CLERKS REPORT AND CORRESPONDANCE

P25/185 No update.

7. PLANNING APPLICATIONS



- P25/186** **PL/26/02030/FA 38 Lionel Avenue Wendover Buckinghamshire HP22 6LP**
Single storey front extension
It was **RESOLVED** to support this application.
- P25/187** **PL/26/02052/FA 10 Coldharbour Tring Road Wendover Buckinghamshire HP22 6NR**
Single storey rear extension and two replacement doors.
It was **RESOLVED** to remain neutral on this application.
- P25/188** **PL/26/02053/HB 10 Coldharbour Tring Road Wendover Buckinghamshire HP22 6NR**
Listed building consent for a single storey rear extension and two replacement doors.
It was **RESOLVED** to remain neutral on this application.
- P25/189** **PL/26/02341/FA 34 Witchell Wendover Buckinghamshire HP22 6EG**
Single storey rear extension, replacement front extension with new roof, extended deck/patio area with screening, ramp and stepped access to rear.
It was **RESOLVED** to support this application

8. OTHER MATTERS

a) RECTORY HOMES APPLICATION

- P25/190** It was **RESOLVED** that the Planning Committee recommends to full council to object to this development.
- P25/191** It was **RESOLVED** to authorise the office to continue meetings with the local residents' group over their views and concerns so we can represent them in our response to the planning.

b) HS2

- P25/192** No updates.

c) CLOSURE OF RAF HALTON

- P25/193** It was noted that there is a meeting with the Parish Council and the DIO on 22nd April in Halton village hall.

9. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA

- P25/194** The meeting of the 19th May 2026 at 7:10pm was noted.

10. CLOSURE OF MEETING

- P25/195** As all business had been transacted the meeting was closed at 7.37pm.

Signed by
Chair to the Planning Committee

Date:



ITEM 11a ii)– DEVELOPMENT OF LAND BTW HALTON LANE AND WORLDS END LANE

BROUGHT BY

Planning Committee

SUMMARY

To agree the response to an application for: Outline planning application for erection of up to 85 dwellings, together with associated access, car parking, landscaping, open space, drainage and associated works (matters to be considered at this stage: access)

PARISH COUNCIL BACKGROUND

PLANNING MEETING 18th NOV 2025

a) DEVELOPMENT OF LAND BTW HALTON LANE AND WORLDS END LANE

An approach from Rectory Homes was noted. It was noted that a working party would liaise with the company and collect public opinions ready to discuss with. The group would consist of Cllrs Worth, Ballantine and potentially Cllrs Standen and Gallagher. It was noted that we would look for a member of the community who lived in that area to join the group. It was **RESOLVED** to set up the working party.

PLANNING MEETING 21st APRIL 2026

a) RECTORY HOMES APPLICATION

P25/190 It was **RESOLVED** that the Planning Committee recommends to full council to object to this development.

P25/191 It was **RESOLVED** to authorise the office to continue meetings with the local residents' group over their views and concerns so we can represent them in our response to the planning.

DETAILS

Introduction

The Rectory Homes planning application for the 85-home development has now been submitted and is live on the Bucks Council planning portal. Link below:

[PL/26/02659/OA | Outline planning application for erection of up to 85 dwellings, together with associated access, car parking, landscaping, open space, drainage and associated works \(matters to be considered at this stage: access\) | Land at Aylesbury Road Wendover Buckinghamshire](#)

This is an outline application, which means the full design isn't final yet. Right now, the main thing being decided is how vehicles will access the site (roads, traffic, entry/exit).

So, residents can comment on things like:

- Traffic and congestion on Aylesbury Road
- Road safety and access points
- Whether the access is suitable for this size of development



- Any general concerns about the proposal

The application isn't showing on the Council's consultee tray on the portal, the office are in talks with Bucks Council about this.

As this is a strategically significant development the full Parish Council should also have a view on this.

Buckinghamshire Local Plan

The Buckinghamshire Local Plan is not yet made but identifies this land as unsuitable for development. This will carry some weight but not the full weight if the plan had been approved.

Neighbourhood Plan

Considerations from the Wendover Neighbourhood Plan:

The development is outside the settlement boundary 11.4 states

"In recognition of the likely future need for some development, there is a consensus that it should take place within the Settlement Boundary."

Policy H1 – Wendover settlement Boundary

The Neighbourhood Plan designates the Settlement Boundary Area in Map 4 for the purpose of enabling development within the boundary. Small scale development proposals, up to 10 dwellings, will be supported within the boundary area.

- Developments of 5 dwellings or more would be expected to contribute to requirements for support for infrastructure and community facilities to be agreed via Section 106 obligations.

Green Belt infilling and other development will only be permitted in accordance with NPPF (2019) paragraphs 143 to 147 inclusive.

Outside the settlement boundary (Area of Outstanding Natural Beauty), development proposals will only be permitted where they accord with paragraph 172 of the NPPF and where:

- they promote the development and diversification of agricultural and other land-based rural businesses, including meeting the essential need for a rural worker (NPPF Paragraph 79a); or
- it is through the re-use of redundant or disused buildings or the replacement of an existing building with a well-designed new building.

The plan also has policies on Affordable Housing (H3) and Sustainable development (SD1) and Biodiversity (G3)

Key views and vistas

11.32 Other views outside the Conservation Area, towards to Chiltern Hills, frame the rural setting of Wendover beautifully, enhancing the whole area. In particular, it is important to protect the views of the Chilterns particularly from the approaches to Wendover from the North along the A413 Aylesbury Road and the East along the B4009 Tring Road and these should not be obstructed.

G2: Key Views and Vistas

Important views will be protected from the adverse effects of development and, where practical, enhanced. Attention shall be paid to the location, layout and height of development and to landscaping. This policy applies to the key views and vistas shown on Map 7. It also applies to open views from within the designated area towards the Chiltern Hills.



Roads and traffic

T2: Road Safety and Traffic Management

Development proposals should demonstrate that they can deliver appropriate site access and traffic mitigation through agreement with the Highways and Planning Authorities to minimise significant adverse effects on the local traffic network. Development contributions through a Section 106 (Town and Country Planning Act 1990) obligation will be sought to pay for highway mitigation in line with current planning policies and in accordance with the Local Highway Authority requirements.

The access will be direct from Aylesbury Rd but the proposal we discussed did include holding “filter lanes” to ease traffic issues.

Local Views

As resolved at the November Planning Committee Cllr Gallagher and the Clerk have been meeting to discuss the proposals with a local residents group who have a larger WhatsApp group of over 100 residents that they circulate information to. They are resolutely opposed to the development and are actively campaigning against any development of any size in that location.

Previous Planning Applications

A previous planning application was submitted in 2016 for that land and went to appeal in 2017. The neighbourhood plan and Bucks Local Plan was not in existence at this stage, any plan referenced is the Vale of Aylesbury Local Plan (VALP). The appeal was dismissed because the site was judged to be **too sensitive and too important to Wendover’s landscape setting and identity**. Even with housing need acknowledged, the Inspector decided the damage to landscape character, settlement form, views and valued countryside was simply too great to justify development here (see below).

Summary of Reasons for Refusal of Planning Permission

*Planning permission was refused because the development was found to cause **unacceptable environmental and settlement harm** which was not outweighed by the benefits of housing delivery, even in the absence of a five-year housing land supply.*

1. Harm to Landscape Character

- *The appeal site is a high-quality arable field forming part of the **Southern Vale Landscape Character Area**, close to the Chilterns scarp.*
- *The Inspector concluded that the development of up to 175 dwellings would result in a **moderate to substantial adverse effect** on landscape character due to the scale, form and urbanising features of the proposal (housing, roads, lighting and associated infrastructure).*
- *The site was assessed as one of the **better-quality and more sensitive pockets** within the wider character area, increasing the weight of harm.*

2. Harm to the Setting of the Chilterns AONB

- *Although located outside the AONB, the site forms part of its **setting**, acting as a transitional landscape between the vale and the foothills.*
- *The development would cause a **low-magnitude but adverse erosion** of the AONB’s setting, which is a designated landscape of the highest status.*
- *This harm, though limited in wider views, was considered a clear factor weighing against the proposal*



3. Harm to Settlement Pattern and Character (Policy RA.2)

- The site was found to be an **important open gap** between Wendover and the World's End community.
- Development would:
 - Extend Wendover's built edge northwards,
 - Visually and functionally merge World's End into Wendover,
 - Result in the **loss of open land that helps define Wendover's rural setting and gateway character**.
- The resulting harm to settlement character was assessed as **moderate to substantial** and contrary to Local Plan policy RA.2

4. Significant Adverse Visual Effects

- The proposal would cause **pronounced visual harm** for:
 - Users of the public right of way crossing the site,
 - Walkers on surrounding lanes and reservoir paths,
 - Drivers entering and leaving Wendover.
- The current experience of open countryside and long views to the Chilterns scarp would be replaced by a suburban environment.
- Although largely localised, these harms would affect **a large number of receptors** and were given significant weight

5. Loss of a Valued Landscape

- The Inspector concluded that the site formed part of a "**valued landscape**" under paragraph 109 of the National Planning Policy Framework.
- This conclusion was based on:
 - Its scenic quality,
 - Its gateway role to Wendover,
 - Its relationship with the Chilterns escarpment and the adjoining SSSI,
 - The quality of views experienced across and from the site.
- The development would result in the **irreversible loss of part of that valued landscape**, which carried substantial weight against the scheme.

6. Overall Planning Balance

- The Inspector accepted that:
 - The Council could not demonstrate a five-year housing land supply,
 - The proposal would deliver market and affordable housing and some economic benefits.
- However, even applying the "**tilted balance**", the Inspector concluded that:
 - The cumulative landscape, visual and settlement harms were **severe and of overriding importance**,
 - These harms **significantly and demonstrably outweighed** the benefits of the development.
- The proposal was therefore found to be **contrary to the development plan as a whole**

Opportunities of allowing development

There is an acknowledgement that the current housing market means that young people are priced out of the Wendover market and often have to find housing some distance from where their family base is. Something highlighted by Rectory homes as a part of their consultation.

Development of this type comes with agreements to make improvements to mitigate against the impacts of the development. Known as s.106 agreements we could seek funding for local projects that would reduce the impact of this housing.



Wendover Parish Council has now got a strategic plan with headline projects that would be the first priority for funding via s.106 in particular we feel the following projects should be negotiated:

- Protection of other green spaces in Wendover by owning or having a long term lease of the land would prevent other development close to this development.
- This development is on the edge of Wendover and as such we feel will increase traffic to the centre/high street and exacerbate parking issues so we would look for funding that would allow the Parish Council to manage and extend parking in Wendover
- Funding of a refurbishment of the equipment in Ashbrook park including provision of a MUGA

There would also be additional ongoing precept revenue that the Parish Council could use to reduce the current tax burden or improve local facilities.

FINANCIAL CONSIDERATIONS

As discussed above

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

This is a strategically significant development in Wendover

PROPOSAL

- To object to the development
- To authorise the office to compile a full response to Bucks Council based on the reasons set out in this paper and appendices
- To request to “call in” this application to the Buckinghamshire Council Strategic Sites committee meeting and talk against the development at Buckinghamshire Council Committee
- Authorise the office and Chair to continue meetings with the local residents’ group over their views and concerns so we can represent them in our response to the planning.

Appendix – WPC Response to planning application

PL/26/02659/OA Land north of Aylesbury Road, Wendover, Buckinghamshire

Outline planning application for erection of up to 85 dwellings, together with associated access, car parking, landscaping, open space, drainage and associated works (matters to be considered at this stage: access)

Wendover Parish Council objects to the above outline planning application.

While the Parish Council notes that this proposal is for **up to 85 dwellings only** and that **access is the sole matter for determination at this stage**, the Council considers that the application remains unacceptable in principle and does not mitigate against the conclusions of a previous application that was rejected on appeal for this site.

Fundamentally, this development does not address the unsuitability of the site identified by previous applications and complaints

- **Consideration of access** - New access points, visibility splays, road engineering and associated works along Aylesbury Road would themselves contribute to the erosion of the rural character and gateway function of this approach to Wendover.
- **Landscape** – any development would result in the permanent loss of open countryside in a valued landscape



- **Settlement Pattern** – the proposed site plays a critical role as an open gap and gateway
- **Visual amenity** – this would suburbanise the landscape and significantly impact the experience of using the public rights of way around the development

1. Principle of Development

While access is the only matter for determination, access arrangements cannot be viewed in isolation from the overall suitability of the site. The site was the subject of a public enquiry, resulting in the dismissal of an appeal for residential development. The land was deemed unsuitable due to its landscape, settlement and visual importance.

The Parish Council considers that the same conclusions apply to the current proposal. Reducing the maximum number of dwellings does not address the core concerns, which relate to the intrinsic role of the field and the harm caused by introducing residential development on any significant part of it. Whilst not yet made the Buckinghamshire Local Plan considered this site as a part of the HELAA and rejected it from the land supply due to flood risk and impact on biodiversity. Giving the number of opportunities for stakeholders to feedback on the Local Plan the latest version should carry some weight in consideration of this planning application

Granting outline consent for access would prejudice future decisions on reserved matters, the Parish Council's view that the principle of development is unacceptable

2. Access Considerations

New access points, visibility splays, road engineering and associated works along Aylesbury Road would themselves contribute to the erosion of the rural character and gateway function of this approach to Wendover. It may well necessitate the movement or loss of our gateway for visibility purposes. It will almost certainly mean the loss of well established hedges and vegetation.

The stretch of road to which this application applies is a complex stretch of road in-between two mini roundabouts with a change of speed between those two roundabouts. This speed change occurs close to the point at which access is proposed.

We don't believe existing cycle routes are given full consideration, and we believe the plans underestimate the difficulty of a car emerging from the site and turning right towards Aylesbury. Further, The Parish Council undertake vehicle speed analysis along this stretch of the Aylesbury rd, with a speed sensor situated just 400m away (by Ashbrook Park) from the proposed access point showing over 20% of vehicles speeding 85th Percentile speed of 34.3mph and some reaching speeds of 70mph.*

The site has areas of it in a flood zone and building of roads and their associated draining will significantly alter that risk. Surface drainage regularly impacts a significant portion of the mini roundabout at Halton Lane on heavy rainfall, and these access works have the potential to block people trying to leave Wendover on the Aylesbury Road. The concern is that the climate change trends means that the 1 in 30-year flood risks are now more like 1 in 5.

Again, granting outline consent for access would prejudice future decisions.



3. Landscape and Valued Countryside

This patch of land is uniquely placed with the Chilterns National Landscape on the southern border and the immediate proximity of the SSSI, Weston Turville Reservoir to the north. It is also within the zone of influence of the SSSI Bacombe Hill. The field acts as a link between the Chilterns National Landscape and the Weston Turville SSSI. This field has more value than being a mere agricultural field.

The Planning Inspector on a previous appeal for this land agrees, stating it contributes positively to the rural setting of Wendover and to views towards the Chiltern Hills. The size of the development is irrelevant as even a single house would result in the permanent loss of open countryside. The Parish Council considers that such harm is inherent in developing the site at all, including the access.

4. Settlement Pattern and Setting of Wendover

The site plays a critical role as an open gap and gateway on the western approach to Wendover. The Inspector in previous planning applications found that development here would erode the village's rural setting and blur the distinction between Wendover and the World's End area. It is for this reason that the neighbourhood plan identifies a settlement boundary. This application is contrary to policy H1 in that neighbourhood plan.

Even at a reduced scale, development of up to 85 dwellings would still:

- Extend the built envelope of Wendover,
- Erode the sense of arrival into the village,
- Damage the clear and well defined settlement edge.

These impacts are matters of location and function, not simply housing numbers.

5. Public Rights of Way and Visual Amenity

The public footpath running along the northwestern edge of the site is valued for its open views across farmland to the Chiltern escarpment. The Inspector placed significant weight on the importance of this experience and the harm that would arise from suburbanising the landscape.

Although layout, scale and appearance are reserved matters, the Parish Council is concerned that granting permission in outline would establish the principle of development that would inevitably compromise the setting and enjoyment of this public right of way.

The increase recreational foot traffic in and around the Weston Turville Reservoir as a result of this development will impact on the SSSI given its immediate proximity. It will also increase foot traffic in and around a busy road system including a section of road with a bridge over the canal with no pedestrian access as people seek to access the canal and beyond to recreational facilities in Halton.

Conclusion

The Parish Council strongly objects to this outline planning application. The proposal remains contrary to the findings of the Planning Inspector on a previous application for this land. This concluded that development on this site would cause unacceptable harm to landscape character, the valued countryside setting of Wendover, and the village's settlement pattern.

Agreeing access would prejudice further applications. A lower number of dwellings, "up to 85" than previous failed applications does not overcome these fundamental objections. For these reasons, the Parish Council urges Buckinghamshire Council to **refuse the application**.



*Report covers 17/12/2025 10:00am to 14/1/2026 12:59am. 66,075 vehicle counts on inward bound vehicles only.



WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 21st April 2026 at 7:40pm

Wendover Community Library, High Street, Wendover HP22 6DU

Present: Councillors Worth (Chair), Gallagher, Thornton, Ballantine, Standen and Atwell.

Clerk & Minutes: Phoebe Sharps

Members of Public: 0

11. APOLOGIES FOR ABSENCE

A25.142 Apologies were received and **ACCEPTED** from Cllr Mackinlay and Washington.

12. DECLARATIONS OF INTEREST

A25.143 None.

13. MINUTES

A25.144 The minutes of the meeting of 17th March 2026 were **RESOLVED** as a true record to be signed by the Chair.

14. PUBLIC PARTICIPATION

A25.145 None.

15. FINANCE

A25.146 The payments to consider totalling £11,029.34 were **RESOLVED** and signed.

16. UPDATE REPORT FROM THE CLERK

A25.147 The report was noted. It was noted that a question was asked about the community event equipment, regarding storage and logistics this is still to be decided and considered. It was noted that a suggestion was made to look at creating a shared resources database including local halls.

17. OPEN SPACES AND HAMPDEN POND

a) Health and Safety Tree Works

A25.148 It was **RESOLVED** to recommend to Full Council that we waive the financial regulations requiring three quotes due to the urgent need of this health and safety tree work.

A25.149 It was **RESOLVED** to recommend to Full Council to approve the quotes totalling £9,250.00 and instruct the contractor to complete the works as quoted.

A25.150 It was noted that once the health and safety tree works were completed the Council will get three quotes for future tree works.

b) Flower Displays 2026

A25.151 It was **RESOLVED** to recommend to Council to accept the quote for flower displays for Summer and Winter 2026.

A25.152 It was noted that the Council would investigate local sponsorship opportunities for future flower displays.



c) Manor Waste Cleaning

A25.153 It was **RESOLVED** by the committee that the Manor Waste cleaning is not a current priority.

A25.154 It was noted that Estates Team would continue their in-house cleaning and maintenance of the seating on the Manor Waste including jet washing and clearance of leaves from under the seating.

18. OTHER MATTERS

a) Purchase of Grillo

A25.155 It **RESOLVED** to bring the purchase of the Grillo to Full Council in May and to include second hand options.

b) Replacement Litter Bin

A25.156 It was noted that the Council want to have consistency with litter bins throughout Wendover, and if the Parish Council must cover the costs for replacement litter bins on Bucks Council highways they want them to be the same bins the Parish Council have in their open spaces.

A25.157 The proposed bin was rejected by the Council as it was felt it was not appropriate for the conservation area.

A25.158 An amendment to the paper to purchase a metal bin for £452.40 was **RESOLVED** to be accepted.

A25.159 The paper as amended was **RESOLVED**.

c) Mower Costs

A25.160 It was **RESOLVED** to retrospectively approve the costs of £4303.13 for servicing and repairing the John Deere mower.

9. ITEMS FOR NEXT AGENDA

A25.139 None presented, but it was noted to send items for the next agenda to the Estates and Events Manager by Monday 8th June 2026.

10. DATE OF NEXT MEETING

A25.140 The next scheduled meeting of the Amenities Committee is 16th June 2026.

11. CLOSURE OF MEETING

A25.141 As all business was transacted the meeting was closed at 8.15pm.

Signed by
Chair to the Amenities Committee

Date:



ITEM 11b ii) – Health and Safety Tree Works

BROUGHT BY

Amenities Committee

SUMMARY

To consider the quotes for health and safety tree works based on the tree safety report.

PARISH COUNCIL BACKGROUND

At the 20th January 2026 Amenities Committee meeting the below was resolved:

Health and Safety Tree Works

A25.104 It was **RESOLVED** to waive the financial regulations requiring three quotes due to the urgent need of this health and safety tree work.

A25.105 It was **RESOLVED** to approve the quotes totalling £4,980 and instruct the contractor to complete the works as quoted.

AMENITIES COMMITTEE 21st APRIL

a) Health and Safety Tree Works

A25.148 It was **RESOLVED** to recommend to Full Council that we waive the financial regulations requiring three quotes due to the urgent need of this health and safety tree work.

A25.149 It was **RESOLVED** to recommend to Full Council to approve the quotes totalling £9,250.00 and instruct the contractor to complete the works as quoted.

A25.150 It was noted that once the health and safety tree works were completed the Council will get three quotes for future tree works.

The tree works that were approved and have been completed are as follows:

Witchell Meadow (Heron Path) –

Tree No.	Species	Report comments & recommendations	Price
7	Ash	Large three trunked tree ivy was cut, fork appears sound. Long lower branch has been shortened since the previous survey. Lower growth is dense and healthy vigorous as a reaction to the reduction, but the top is sparser Class 2 signs of ash dieback. Remove any dead wood and reduce the sparse upper growth by 4 - 5m.	£840.00
11	Sycamore	Lower branches were dying and it has a large low dead branch facing tree 12 and another on the north side. Remove major dead wood.	£240.00
13	Cherry	Leans but has a well-developed root system. Has declined rapidly since 2023 crown now very sparse, safe useful life is limited. Removing dead wood might improve its appearance briefly, but removal and replacement would be a better use of resources. Remove.	£960.00

Hampden Pond –



Tree No.	Species	Report comments & recommendations	Price
161	Ash	Leans slightly, ivy recently cut, Dieback Class 2/3 Fell	£360.00
161a	Ash	Heavily covered in ivy, almost completely dead. Fell	£420.00
165	Crack Willow (Poor condition)	Has a split through the trunk and has been crown reduced, possibly as a result of that. Like 164 it is hollow and decaying, but also provides ecological benefits and was reduced significantly after the previous survey. Since then it has been regrowing. Cut the regrowth back to the former points and shorten the main limbs by 3 - 4m, trim regrowth every 3 -4 years.	£960.00
168	Ash (Group)	Multiple trunked group, probably growing from a stump, some stems lean and one on the side facing the lake had been felled. They had been showing signs of improvement but are now severely affected, Class 3 / 4. Fell.	£1,200.00

DETAILS

21 trees were highlighted as needing work done on the safety inspection that the Council has been sent via email, the Council signed off 7 trees in the January meeting, but there are still 14 trees that need attention, mostly Ash trees due to Ash Dieback.

The office and Estates and Grounds Team are suggesting that the Amenities Committee recommend to Full Council that the remaining tree works are done in this financial year, as there has already been an Ash tree fall around the pond. The tree surgeon has said that works could be completed in May, due to the health and safety concerns highlighted it is important to get this work done as soon as possible.

Remaining tree works:

Hampden Pond -

Tree No.	Species	Report comments & recommendations	Price
124	Sycamore	Has lost its top in the past, ivy has been cut and it is reasonably sound and healthy looking. Has large dead wood over the path. Remove dead wood.	£180
138	Crack Willow	Leans heavily over the pond and a large branch has snapped and is hanging in the crown. There is access beneath it when the water level is low and it would be a hazard then. Take down fallen branch.	£180
143	Sycamore	Has extensive decay at the base where roots were damaged in the past. It leans heavily, so it would fall into the pond, but that would be unpredictable and there is access to the shore beneath it when the water level is low. Fell	£1,200



152a	Ash	Slightly drawn up otherwise good. Was healthy but now almost dead, Dieback Class 4. Fell	£480
157	Ash	Rooted on the bank but no signs of instability. Ivy has been cut. Dieback Class 2/3. Fell	£1,200
158	Ash	Ivy cut, has some minor broken branches. Dieback Class 3. Fell	£480
159	Ash	Leans heavily over the pond, Dieback Class 3. Fell.	£720
160	Ash	Also leans over the pond. Had very heavy ivy, which has been cut, Dieback Class 3/4. Fell	£1,200
164	Crack Willow	Large upright limbs on the park side were removed after the original survey. The remaining section leans over the pond, but this created large wounds and the tree is sprouting vigorously. The trunk sounds hollow when tapped and a ½m long probe can be pushed in with no difficulty. Reduce crown height and spread by 6 - 8m, i.e. similar initial reduction to 166, recut every 2 - 3 years. OR Reduce to a 3 - 5m stump and maintain as a pollard.	£2,400

Witchell Meadow –

Tree No.	Species	Report comments & recommendations	Price
27	Horse Chesnut	Was later into leaf than the other horse chestnuts. Not reduced, but a large limb on the west side was removed some years ago, leaving a large cut. A bracket of Cerioporos squamosus (dryad's saddle) was growing near the cut; it is common on horse chestnut and some other trees, but does not associated with major structural decay. Climb and inspect old pruning cuts.	£180
30a	Elm	Self-seeded young trees growing on the corner, mainly horse chestnut, with some dead and dying young elms on the corner and next to the car park. Generally healthy but the dying elms are a potential hazard and need removing. Remove dead / dying elms.	£480
35	Horse Chesnut	Has a large decay cavity in the trunk on the E side, and the large lime cut back over the car park is hollow, but is reasonably healthy otherwise. Slightly later into leaf than the others. Reduced after the 2010 survey, and growing back. Ivy starting to grow back up the trunk. Trim new growth, recut every 3 - 4 years. Cut ivy.	£960

Ashbrook Recreation –



Tree No.	Species	Report comments & recommendations	Price
175	Ash	Twin trunked hedgerow tree with heavy ivy on the larger trunk which leans over the basketball practice area. Now severely affected, Class 3 with heavy seed growth and the upper crown is dying back. Fell	£1,440

Total ex VAT - £9250.00

FINANCIAL CONSIDERATIONS

- The Council are being asked to consider waiving the financial regulations requiring three quotes due to the urgent need of this health and safety work.
- There is £8,000 in 4417 Tree Works, it being suggested that the remaining £1,250 comes from 4416 Pond that has £2,000 budgeted as the majority of the trees that need work are around the pond.

LEGAL AND OTHER IMPLICATIONS

- Wendover Parish Council has the responsibility to ensure the safety of the residents visiting Council Open Spaces.

PROPOSAL

To resolve to:

- Waive the financial regulations requiring three quotes due to the urgent need of this health and safety tree work.
- Approve the quotes totalling £9,250.00 and instruct the contractor to complete the works as quoted.



ITEM 11 b iii) – Flower Displays 2026

BROUGHT BY

Amenities Committee

SUMMARY

To consider the quotes for flower displays in 2026.

PARISH COUNCIL BACKGROUND

AMENITIES COMMITTEE 21st APRIL

a) Flower Displays 2026

A25.151 It was **RESOLVED** to recommend to Council to accept the quote for flower displays for Summer and Winter 2026.

A25.152 It was noted that the Council would investigate local sponsorship opportunities for future flower displays.

DETAILS

Introduction

The Council have been using the same contractor for the flower displays for a number of years, this company does the contract for other Councils in the area, in 2024 the office went out to get quotes for the same contract. There was a lack of companies that did larger commercial contracts to the same specification that we currently get.

There were concerns regarding the level of service from our contractor last year, specifically the summer months, and around judging for the Bucks Best Kept Village competition, the office passed on the concerns and feedback to the company.

They were very apologetic with regards to the judging and marking for BBKV, however due to their schedule of works for the local area they cannot change out installation dates, for summer 3rd week of June and for winter 3rd week of October.

The judging for BBKV is a wide timescale and we wouldn't ever be able to know when they are coming out, we were judged a lot earlier than previous years, which is a shame regarding the planters, it is something that might happen in the future. Weather conditions will also have an impact towards the end of the winter schedule and the change to the summer schedule.

The quote/ proposal for displays for Wendover for Summer and Winter 2026 is below:

Built in Planters with Integrated Seating - Outside Lloyds Pharmacy, High Street

Planting and fully maintaining for the Summer 2026 period only

£105.00 nett each or £420.00 nett for the four

Planting and fully maintaining for the Winter 2026 period only



£105.00 nett each or £420.00 nett for the four

Columns in High Street

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Summer 2026 period only

£103.00 nett each or £1,545.00 nett for the fifteen

Rental inclusive of maintenance of **fifteen 450mm** Hanging Baskets for the Winter 2026 period only

£103.00 nett each or £1,545.00 nett for the fifteen

Note one of these baskets goes above the main window in the clock tower on the High Street.

Windowboxes Securely Strapped to Welcome Signs (Elleborough Road Planter Removed due to HS2 Works for Summer and Winter 2023)

Plant and maintain for Summer 2026 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs

£176.00 nett each or £528.00 nett for the three

Plant and maintain for Winter 2026 period only **three existing** 1200mm long x 250mm wide x 250mm high black fibreglass windowboxes securely fixed below the signs

£176.00 nett each or £528.00 nett for the three

Metre Square Planters

Maintain only **three** 1040mm wide x 750mm wide black rotomoulded planters planted with Betula utilis Doorenbos multistem tree 2.5m high

Maintenance

Fully maintaining at regular intervals for the Summer 2026 period only

3 @ £82.00 nett each or £246.00 nett for the three

Fully maintaining at regular intervals for the Winter 2026 period only

3 @ £82.00 nett each or £246.00 nett for the three

Total Charge Summer 2026 - £2,889.00 nett

Total Charge Winter 2026 - £2,889.00 nett



Total charge for Summer and Winter is - **£5,778.00 ex VAT**

There is an increase to the total contract of **£462.00** from 2025.

The Estates and Grounds Team have mentioned that they don't believe they can do the floral displays in house due to the scale of the job, and the lack of equipment, to keep the same watering schedule that the current contractor does (watering every day in the summer) would mean 4 + hours of work a day for maintenance and watering alone. Taking their time from other jobs, specifically in the spring/summer months for grass cutting and maintenance of our open spaces.

FINANCIAL CONSIDERATIONS

- This will come out of 4112 Floral Displays which has £8,000 budgeted.

LEGAL AND OTHER IMPLICATIONS

- N/A

PROPOSAL

To resolve to:

- Accept the quote for flower displays for Summer and Winter 2026.



ITEM 11b iv) – Grillo

BROUGHT BY

Amenities Committee

SUMMARY

To consider the purchase of an additional small ride on mower as part of the estate's equipment strategy.

PARISH COUNCIL BACKGROUND

The purchase of a Grillo came to the Amenities Committee to consider in July 2024, you can see the original paper on the link below (item 8c).

[Purchase of Grillo July 2024](#)

c) Purchase of Grillo

To consider the purchase of an additional small ride on mower as a part of the estates equipment strategy.

A24.052 – It was **RESOLVED** to delay purchase of the Grillo until the outcome of the devolved services discussions and the outcome of the works needed in the parks.

AMENITIES COMMITTEE 21st APRIL 2026

a) Purchase of Grillo

A25.155 It **RESOLVED** to bring the purchase of the Grillo to Full Council in May and to include second hand options.

DETAILS

Introduction

The Estates and Grounds Team would like to bring this back to the committee to consider recommending to Council to purchase a small ride on mower.

- We have a John Deere tractor unit and 2 decks for this unit, so we have a back up cutting deck. However, if the John Deere tractor unit itself is faulty then this would be costly in terms of time away being repaired and any necessary hire we would need to do. The current unit is 8 years old. Whilst looked after and fully serviced we now anticipate it will be more prone to faults and will not last for ever.
 - In March 2026 following the service of the unit and decks the Council was without the mower for nearly a month due to works needed to make the mower and decks operational.
 - During this time the office could not hire a mower due to the request being last minute and multiple companies not having availability for either the mower unit or delivery.
 - The cost of the servicing and repairs needed to the John Deere was £4303.13.
 - If the Council had another mower unit this would take the pressure off of the John Deere and would help to prolong the life of the John Deere.
- One of the Estates and Grounds team is suffering with shoulder and back pain mainly related to the substantial amount of strimming required on areas not accessible by the John

Deere mower. We have changed work patterns and rest periods as appropriate, but the new piece of equipment would dramatically reduce the strimming requirement.

- The office and Estates and Grounds Team have looked at different machine including a John Deere zero turn unit but feel the Grillo is the best option.

About the Grillo



- The Grillo is a low riding machine which can be operated on small verges and steeper slopes, which will minimise strimming. For example, it would be appropriate for areas such as:
 - Tring Road banks
 - Dobbins Lane verges
 - Small estates, such as Grenville Avenue and Thornton Crescent
 - Would be used for the end of year cut in the Community Orchard
 - Allotment sites
- The Grillo mower can also get under low lying trees and could also manage verges if the John Deere was ever to fail. At a push it would be able to do the parks but much slower than the John Deere but it is a reasonable back up that would prevent need to hire equipment.
- The Grillo can fit on the trailer currently owned by the Parish Council and we have the appropriate ramps to use.

The outcome of doing nothing

- If we didn't make this purchase again then we could be left with significant hire bills for the current equipment, should it break down and be out of action for a significant period.
- The member of staff who undertakes the strimming may require further reasonable adjustments.
- This item of equipment would reduce wear and tear on the John Deere – by not purchasing we would be maintaining high usage of the current equipment, making failure more likely.



Other considerations

- The devolved services agreement with Bucks Council has gone back to a 12 month contract, if the Council no longer wanted to take on the devolved services agreement there might not be justification for this piece of equipment.
 - However the intention of the Council is to carry on with devolved services for the 26/27 year and in the future to maintain the high standards that Wendover is accustomed to.

Prices (all prices are for a brand-new machine)

Company 1 – 2-year warranty, they currently have stock ready to go.

Products & Services	RRP	Qty.	Total Price
Grillo Climber 10 AWD 27	£12,118.00	x.1.00	£9,995.00
Total Products & Services			£9,995.00
Balance to Pay ex. VAT			£9,995.00
VAT Summary			Total VAT
Total VAT			£1,999.00
Balance to Pay inc. VAT			£11,994.00

£9,995 ex VAT

Company 2 –
In stock, covered by the manufacturer warranty (2 years).

£10833.33 ex VAT

Company 3 –
1 in stock, 2-year warranty.

£9622.50 ex VAT

Office recommendation

Company 1 – this is a trusted company that the Council use regularly, we get our equipment serviced by this company, they are local, therefore costs for servicing and for them to come out on site, if necessary, would be lower. The other companies do not offer serving to the equipment, they are just sales companies.

Recommendation from Amenities Committee

At the Amenities Committee meeting on the 21st April the committee recommended that the Council consider the option to purchase a second hand Grillo. However, due to the lack of availability for second hand equipment and there being a quick turnaround on purchase there are limitations on bringing second hand options to Council. As well as this the committee noted that they were unsure about using the equipment replacement EMR to purchase the Grillo, so wanted the Council to consider where the cost would come from in the recreation expenditure.



The recommendation from the Amenities Committee is that the Council consider authorising the office to spend an expenditure of up to £8,000 for a suitable second-hand Grillo. And to authorise the office to bring the purchase of a new Grillo to the June Full Council meeting if a suitable second hand option isn't found.

Estates and Grounds Team Comments

The Estates and Grounds Team are concerned about buying a second hand Grillo, as there is no guarantee on how the Grillo has been used or maintained. There would also need to be a paid service planned or pay for a substantial warranty, if available, this would add to costs of the second hand Grillo.

Further information on second hand equipment

Company 1 who quoted above said they do not get many second hand Grillo's, as well as this they don't offer any warranties for second-hand equipment, as they cannot guarantee the condition or quality. Company 1 as a goodwill gesture could offer a 30-day warranty.

FINANCIAL CONSIDERATIONS

- A replacement tractor unit for the John Deere mower is £41,000
- The office would suggest this cost comes out of the 336 Estates equipment replacement EMR (4425) which has £12,000 budgeted for 26/27.
- The purchase of the Grillo is not a replacement of current equipment, however the Council having the Grillo would reduce the need to replace other equipment such as strimmer's and the John Deere.
- If the Council decides in the future not to take on devolved services, the cost of a second hand Grillo that has done 432 hours is £6,500 ex VAT.
- The recreation expenditure for 26/27 can be found in appendix A.

LEGAL AND OTHER IMPLICATIONS

- The Council should consider if this is in line with the Councils vision and mission statement.
 - Develop Community
 - Enhance Environment
 - Promote Prosperity
 - Functioning Council

PROPOSAL

To resolve to:

- Authorise the office to spend an expenditure of up to £8,000 for a suitable second-hand Grillo.
- Authorise the office to bring the purchase of a new Grillo to the June Full Council meeting if a suitable second-hand option isn't found.



Appendix A – Recreation expenditure 26/27

Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 FY Forecast	26/27 Budget Request	Variance 25/26 Budget	26/27	27/28	28/29	Comments
Recreation Expenditure											
4400	Dog Bins - Contract for Emptying	2,600	2,423	2,550	2,550	2,600	0	2,652	2,705	2,759	assume similar
4405	Maintenance Fences, Gates & Hedges	7,000	11,465	3,744	4,700	13,000	6,000	1,600	1,632	1,665	Replacing fencing around Ashbrook
4406	Maintenance - footpaths	2,000	0	1,445	1,445	1,000	-1,000	1,020	1,040	1,061	Footpath maintenance - inc canal towpath
4410	Maintenance - open spaces	19,500	6,152	7,808	8,500	15,000	-4,500	15,300	15,606	15,918	Vandalism repairs, open spaces works manor waste bollard
4415	Maintenance Inspections etc.	2,800	2,316	3,848	3,850	2,800	0	2,856	2,913	2,971	mainly playground inspections
4416	Pond	1,500	0	0	-	2,000	500	2,040	2,081	2,122	This does not include major works which are Amenities project
4417	Tree Works	6,000	8,693	500	7,030	8,000	2,000	8,160	8,323	8,490	Based on current levels of maintenance
4418	Maintenance Tree Inspections	0	0	0	-	0	0	0	0	2,000	Brought 1 year forward
4421	Community Orchard Maintenance	750	1,090	1,493	1,493	0	-750	0	0	0	Contract cancelled and works merged to 4410
4425	Capital Expenditure	11,000	922	38,307	38,307	5,000	-6,000	5,000	5,100	5,202	
4426	Vehicle repair	4,440	4,415	502	502	1,000	-3,440	4,440	4,529	4,619	Mostly under warranty but will increase next year
4430	Mower Maintenance	2,500	3,117	1,025	4,611	1,500	-1,000	1,530	1,561	1,592	Mower is at an age where it will need reg maintenance
4435	Play Equipment	30,000	0	43,124	43,124	33,000	3,000	30,000	30,000	30,000	There is a clear need to start a replacement programme
4440	Play Equipment Repairs & Maintenance	3,000	3,713	7,252	7,687	12,000	9,000	12,240	12,485	12,734	as above
4450	Premises Garage Rent	1,620	1,620	1,485	1,620	1,620	0	1,652	1,685	1,719	No current reason to change this budget
4455	Sitesafe Electricity	300	463	348	360	300	0	306	312	318	based on current usage and prices
4465	Sitesafe Water/Sewage	300	111	163	200	300	0	306	312	318	No current reason to change this budget
4475	Fuel	3,200	3,688	2,415	2,600	3,000	-200	3,060	3,121	3,184	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1,748	3,452	3,500	2,500	0	2,550	2,601	2,653	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	2,500	394	212	2,000	2,500	0	2,550	2,601	2,653	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	750	1,049	736	750	750	0	765	780	796	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,300	1,707	1,481	1,500	1,800	500	1,836	1,873	1,910	assume similar
4495	Sundries	500	42	198	198	500	0	510	520	531	No need for such a large "sundries" budget
4497	Defibrillators	500	187	485	1,000	500	0	510	520	531	assume similar
TOTAL EXPENDITURE		106,560	55,305	122,573	137,527	110,670	4,110	100,883	102,301	105,747	



ITEM 12 c)

Sustainability Working Group 22nd April

1. Streetlights

The paper to council needs to cover these three areas:

- **Financial** - this needs to include a graph that shows cost over time for the implementation and the reduction of electricity costs. Electricity costs, with the new contract, are now 23.7p per unit and there is a new standing charge of £1.32 a day. This is substantially more than the previous contract. The new contract is fixed for 3 years so the data should only cover that timescale.

Nagy charges £41.50 per unit for PNL and we have 583 street lights. We do not know yet the Nagy charge for turning off a street light but it should be minimal.

- **Environment** - links to evidence of environmental benefits

- **Safety** - links to evidence of no increased crime in Thames Valley

The paper will suggest a 6 month trial period and will inform Thames Valley police.

SWG suggests two pilot areas (following discussions with Nagy) where one area will pilot PNL and the other alternative lights. Letters will be delivered to the residents of the pilot areas.

2. Ivy Research and Management

SMC and DS have had some success finding a potential scientific leader for the study. We agreed that the locations (4 x 1 metre squares) will be located at the top of Hampden Meadow (South Street end and next to the pond) and that each square will need to be fenced for protection. There will be signs to explain that each area is a research area.

There will be 2 areas - one under dark canopy and the other with light.

There will also be a habitat mound placed in the area.

SMC will talk to Phoebe to arrange a meeting with the WPC estates team to walk round the potential site.

3. Area between Church Lane and Hale Lane

This area is owned by the Chiltern Academy Trust and has been left to go wild.

FT and SMC will arrange to meet the Trust to discuss whether this area could be used to do some research.

4. Letter to Barlow Family

DS noted that the Barlow family had replied and, although they did not want to offer the land to the WS, the area of Barlow Wood is protected in the James Barlow Settlement Area as a green space.

DS suggested that WPC should invite the family to a celebration of thanks to them for the donation of Hampden Meadow to WPC 90 years ago this year. DS to confirm contact details.

5. Dobbins Lane tree coppicing

DS noted that this is still outstanding and will follow up.



6. Guides & Scouts

SW will find out whether there is interest in citizen science projects when he attends the Guides and Scouts meetings.

7. Thames Water Site

SMC gave a summary of his visit to the site. TW is interested in having regular meetings with WPC and other stakeholders (Chiltern Society, BBOWT, Chiltern Rangers).

FT to arrange a bi-monthly call.

FT to prepare a paper for council to gain approval for WPC involvement in the project once the TW contractor has completed the work and to begin looking for local volunteer wardens.

8. Reusable Coffee Cups

FT to prepare a paper for council to request approval to discuss the pilot of reusable coffee cups at two of Wendover coffee shops/



ITEM 13a – SCHEME OF DELEGATION

BROUGHT BY

Council

SUMMARY

To consider and review the scheme of delegation

PARISH COUNCIL BACKGROUND

See the policy review schedule

DETAILS

The policy has been amended to include: 5 vi) To dispose of Parish Council equipment or assets with an estimate worth of less than £250 or **to take action to make safe any asset that has been highlighted as a high health and safety risk**

This additional section covers for instances such as in the playground where in some cases the only option to make a piece of equipment safe is to remove it from the park.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the scheme of delegation as set out in the appendix**



Appendix - Scheme of Delegation policy

1. Power to Delegate Functions

Under the Local Government Act 1972s 101(a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee, or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor or a working group.

2. Decisions of the Full Council

The matters below are the sole responsibility of the Full Council:

- a) Authorising borrowing
- b) Appointing representatives to outside bodies
- c) Making, amending, revoking, re-enacting, or adopting by-laws
- d) Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement
- e) Approving the annual budget and setting the precept
- f) Establishing committees
- g) Dismissing the Parish Clerk
- i) Adopting and making any amendments to the Standing Orders, Financial Regulations, and the Scheme of Delegation
- j) The decision to prosecute or defend in a court of law, save where such a prosecution is of a debtor being carried out through the small claims process

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.



5. Parish Council Staff

- a) Under the Local Government Act 1972 the Parish Council “shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority’s functions as fall to be discharged by them”. Decisions can at any time be delegated to Parish Council Staff through delegation to the Clerk.

The following have been delegated to Parish Council Clerk:

- i) To sign on behalf of the Council any document to give effect to any decision of the Council
 - ii) To manage the Council’s facilities, property and assets including utilities
 - iii) To act on behalf of the Council as a designated officer with respect to complying with legislation
 - iv) To instigate and authorise the repair and maintenance of Parish Council equipment, property, or assets so long as the cost does not exceed the current budget (including tree, hedge, and streetlight maintenance)
 - v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Parish Council equipment, property, or assets
 - vi) To dispose of Parish Council equipment or assets with an estimate worth of less than £250 or to take action to make safe any asset that has been highlighted as a high health and safety risk
 - vii) The day-to-day administration of services together with routine inspection and control of assets and procedures
 - viii) Applying for any grants and other funding on the council’s behalf
- b) Specific Matters within the budget or EMR and in consultation with the Chair, Vice Chair and relevant Committee(s)

Where appropriate: -

- i) Annual Parish Meeting Expenditure
- ii) Christmas Decorations
- iii) Christmas Event
- iv) Annual Quiz Expenditure
- v) Time sensitive work related to HS2 (urgent decisions)
- vi) Construction of the Neighbourhood Plan



c) Urgent Matters

The Parish Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair/replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. This would include seeking legal advice on behalf of the Council in matters where there could be a liability for the Parish Council. The Parish Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

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ITEM 13b – AMENITIES COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Amenities Committee

1. Authority

The Amenities Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, they may appoint another Councillor to attend as their substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.



The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take his place on the Committee immediately following his co-option.

Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

The Clerk* and Chair of the Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chair of the Committee.

The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chair and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee must be nominated at the start of the meeting to take the minutes.

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

If the public is excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published



draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance, improvements and additions to the amenities of the Parish.

The Amenities Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all maintenance and improvement matters relating to the open spaces, ponds and buildings of the Council.
- b) To consider all matters relating to benches, bins, bus shelters, play and leisure equipment, war memorial, streetlights and other street furniture that is under the control of the Council or that the Council has agreed to maintain.
- c) To ensure the play grounds and skate park are independently and professionally inspected and that appropriate action is taken on the recommendations contained in reports.
- d) To consider all matters relating to the Council's allotments and tenants, with the exception of the rental charges.
- e) To consider all matters relating to the Council's Markets with exception of the market charges.
- f) To liaise with public bodies and organisations with the responsibility for the maintenance and development of highways and parking in the Parish.
- g) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk*.
- h) To formulate a budget for revenue/capital expenditure on amenities for the next financial year and to recommend this to the Finance Committee for the setting of the precept/PSR.
- i) To make recommendations to the Council throughout the year on capital spending on equipment and materials in line with the financial regulations.
- j) To gather information on large projects including devolved services and parking with a view to make recommendations to the Council.
- k) To consider operational risk assessments with regards to the Council's amenities.
- l) To agree protocols for management of the Council's amenities and recommend any new policies to the full Council

- m) To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- n) To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.
- o) To consider planning applications should there be too few for a Planning Committee Meeting and no other opportunity for them to be considered by a Planning Committee Meeting



8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any non-controversial development and maintenance to the amenities of the Parish to a maximum cost of £5000 (before VAT); provided budget is available under the appropriate heading to cover all costs.
- b) To authorise spending of appropriate EMRs set by the Council
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate actions to the Clerk*
- i) To convene or terminate working groups to achieve its responsibilities and receive recommendations from such groups.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee members are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, "Clerk" should be read as "Clerk or their delegated officer"**

Last Review Date: 6th May 2025



FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To approve the terms of reference
- To select up to 8 members of the committee



ITEM 13c – COMPLAINTS COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Vice Chair who is an ex-officio member of this committee. At all times at least 3 Councillors should not be on the Complaints Committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Complaints Committee

1. Authority

The Complaints Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet as and when necessary and the complaints procedure should be read in conjunction with these terms of reference.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. **At all times at least 3 Councillors should not be on the Complaints Committee**. The Vice Chair of the Council will automatically be an ex officio member of the Committee with full voting rights if in attendance bringing the maximum attendees to 9 Councillors.

The Chair of the Council will attempt to remain disinterested in Complaints committee activities so they can be called on to review the decisions of the Committee as a final arbiter in any complaints process.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings.

4. Responsibilities

- The Committee will meet as necessary to respond to complaints against Wendover Parish Council as a corporate body, following the complaints procedure. The committee will meet at least once a year to review the processes and procedures and will meet every month following a complaint until all actions have been taken and all recommendations followed through.
- The Committee will decide whether the nature and circumstances of the meeting warrant the exclusion of the press and public. If the complainant waves their right to confidentiality, the Council must still comply with its statutory obligations under the Data Protection Act 1998 to safeguard



against the unlawful disclosure of personal data. Any decision on a complaint shall be announced at the full Council meeting in public.

- Complaints against individual Councillors are dealt with by the Monitoring Officer as possible Code of Conduct complaints.
- The Committee will decide on the validity of any complaints.
- In some circumstances, correspondence sent to the Clerk will be dealt with satisfactorily without the need to use the complaints procedure. However, where the complainant is not satisfied with the Clerk's response, they can ask for the complaint to be dealt with by the complaints Committee.
- Minutes of the meeting shall be taken by the Clerk, however if the meeting is excluded from the press and public these should continue to comply with the Data Protection Act 1998.

Last Review Date: 6th May 2025

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the terms of reference**
- **To select up to 8 members of the committee**



ITEM 13d – FINANCE COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

There is an additional delegated power as follows:

8 e) To review the data we hold within scope of GDPR regulations and reports on the accessibility of the website

Terms of reference for the Wendover Parish Council Finance Committee

1. Authority

The Finance Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, they may appoint another Councillor to attend as their substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
- the substitute Councillor has specific knowledge to share which is important to an item on the agenda

The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.



The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take his place on the Committee immediately following his co-option.

Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

The Clerk* and Chair of the Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chair of the Committee.

The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chair and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee must be nominated at the start of the meeting to take the minutes.

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

If the public is excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.



At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

7. Responsibilities

Primary Purpose: to manage the Council's financial resources and to debate and recommend strategy and action on policy and operational matters concerned with Council's finances.

The Finance Committee has the following specific duties: -

- a) To prepare budgets and recommend precepts for submission to the Council for approval.
- b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include;
 - insurance of buildings and property
 - maintenance of the asset register
- c) To review and if necessary, amend the Council's Financial Regulations on an annual basis and ensure the Council is observing the regulations.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e) To monitor, and where appropriate, recommend the purchase of capital items.
- f) To make provision for future agreed capital projects.
- g) To review Council Fees and Charges on a regular basis
- h) To monitor the Council's financial risk assessments and recommend changes where necessary.
- i) To establish and effect a clear policy for grant administration.
- j) To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.
- k) To approve, within budgetary limits, day to day expenditure. To appoint the Responsible Financial Officer to oversee the Council's financial affairs (normally the Clerk)
- l) To regularly review the Council's banking and deposit arrangements.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given full delegated power with regards to the following activities;

- a) To approve expenditure within the agreed budget limits.
- b) To approve minor amendments to the RBS accounting system (or any such system that replaces it)
- c) To approve grant applications with a value of up to £5000 submitted to WPC.
- d) To review and recommend the Council's policies except those related to HR and Health & Safety
- e) To review the data we hold within scope of GDPR regulations and reports on the accessibility of the website
- f) To arrange future meetings of the Committee
- g) To co-opt new members onto the Committee
- h) To accept apologies from Committee members
- i) To resolve to accept the minutes of the Committee
- j) To delegate decisions to the Clerk

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

Note: that in emergency situations, where delaying a decision would lead to a cost to the Council, any decisions regarding the investment of the Council's reserves can be made by the Clerk under advisement of the Chair of Finance (PC14/123).



The setting of the precept cannot legally be delegated as a decision to be taken by a Committee.

9. Public Participation

Committee meetings are held in public but are not ‘public meetings’. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public’s exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public’s exclusion.

The period of time which is set aside for public participation is at the Committee Chair’s discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee member are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All Councillors must:

- **respect other members’ right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, “Clerk” should be read as “Clerk or their delegated officer”**

Last Review Date: 6th May 2025



ITEM 13e – PLANNING COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of Reference for Wendover Parish Council Planning Committee

1. Function

The Planning Committee serves to represent the views of Wendover Parish Council which is a **Consultee** for the Local Planning Authority (LPA), currently Buckinghamshire Council, on all planning applications falling within the boundary of the Parish of Wendover and for the wider planning strategy for the County.

2. Authority

The Planning Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

3. Membership

All members of the Committee will be WPC Councillors. The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. If there are less than three Councillors, then the Planning Applications will be carried forward to the next meeting. The Chair and Vice Chair of the Council will automatically be *ex officio* members of the Committee with full voting rights if in attendance making the maximum attendees 10 Councillors. **All members should familiarise themselves with the plans on the agenda prior to each meeting.**

4. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.



If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

The Chair should have a good knowledge of the Local and National Planning Policy and should be aware of the issues relating to each planning application submitted to the Parish Council for comment and should be able to guide the Committee to make informed recommendations in its comments to the LPA.

5. Meetings

The Planning Committee shall meet twice per month unless there are insufficient new planning applications to consider. If there are no new planning applications the next scheduled meeting will be cancelled, and the decision will be notified at least three clear days in advance. If only one or two new planning applications have been received, they shall be considered at the next meeting of the Parish Council, or if the date for commenting is sooner the Clerk will canvass the opinions of the Committee by email and respond on its behalf.

6. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee may be nominated at the start of the meeting to take the minutes.

Minutes must include all the Committee's decisions and any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee.

7. Public exclusion

If the public are excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting, the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.

8. Agenda Setting

The agenda for the Planning Committee is determined by the Clerk and will include the planning applications received at the Parish Council's offices and any consultations, relevant to planning, for which the Parish Council have been invited to comment. Further standing items relating to infrastructure and neighbourhood planning may also feature as standing or regular items as required.

Parish Councillors can request additional agenda items, which must be received in writing at least 5 working days before the meeting date. The agenda for the next Planning Committee Meeting to be held will be circulated to the Members three clear working days before the meeting.



The plans relating to the applications will be available for viewing as a hard copy at the Parish Council Office and online on the Buckinghamshire Council website.

9. Responsibilities

- To have an understanding of the current Planning Regulations.
- Under delegated power from Wendover Parish Council, to respond to the LPA when consulted on new planning applications falling within the parish boundary.
- The Committee has a responsibility to consider equally all representations made to it, either in writing or during public participation at the meeting, before making its decision.
- When contentious planning applications are referred to the LPA Development Management Committee for decision at their meetings a representative from the Planning Committee should be nominated to attend the meeting and present the views of the Parish Council. If nobody from the Planning Committee is available another Parish Councillor or member of staff can attend the meeting.
- To prepare appropriate responses to consultations for planning related matters and to report these back to the Parish Council.
- To represent the views of the Parish Council at any planning appeals or inquiries.
- To influence the planning strategy of the LPA by responding to consultations in a manner that is realistic but protects the amenities of Wendover and its surrounding area.
- To review and maintain the Neighbourhood Plan (NP) and to use it in order to influence development within the parish, to manage changes in a sympathetic way and to preserve the special character and amenities of Wendover parish. To use the NP as a reference when considering new development within the parish.
- A Member of the Committee (usually the Chair) should represent the Parish Council at the Local Planning Liaison Group meetings which are arranged on an ad-hoc basis by the LPA.
- To notify the relevant enforcement authority of any breach of planning regulations that is brought to the Council's attention.
- To liaise with public bodies and organisations with the responsibility for the maintenance and development of infrastructure in the Parish.
- HS2: The Committee will work with the WPC's HS2 Working Group to consider applications made to the LPA under various sections of the High-Speed Rail Bill. The Committee will represent the views of the community, with regard to these applications, to the LPA using whatever channels are open to it.
- The WPC HS2 Working Group will report to Full Council through the WPC Planning Committee.

9. Site visits

There is a protocol for site visits which must be followed when Parish Councillors wish to make a formal site visit. Safeguarding measures against Covid need to be adhered to. The arrangement of a site visit must be done through the Clerk who will notify all Members of the Committee of the visit. Councillors who make individual ad-hoc site visits are not representing the Parish Council although the Code of Conduct still applies. Following a site visit a report will be made to the Committee.

10. Responses

Following the Planning Committee meeting all comments on planning applications and responses to consultations will be notified to the relevant authority by the Clerk before the due date.

On occasion when an objection to a planning application has been made by the Planning Committee an amendment to the plans may be made by the applicant that then nullifies the objection. In this situation, where the majority of the Planning Committee is in agreement, the Clerk has the delegated authority to withdraw the objection.

The Clerk is responsible for maintaining a detailed record of all planning applications, the Council's responses, and the final decision in the Parish Council's Planning Log and in the minutes of the meetings.



11. Conduct at Committee Meetings

Committee members are expected to always abide by the WPC Code of Conduct.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before concluding on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, "Clerk" should be read as "Clerk or their delegated officer".**

Last Review Date: 6th May 2025



ITEM 13f – STAFFING COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Staffing Committee

1. Authority

The Staffing Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

Any member of the Committee unable to attend a meeting must notify the Clerk* within three working days of the meeting. A reason for absence should be given in order that the Committee can decide whether to accept the apology.

Should a member of the Committee be unable to attend a meeting, they may appoint another Councillor to attend as their substitute. It should be noted however that this should only occur where:

- the meeting may be at risk of being inquorate without such a substitution
 - the substitute Councillor has specific knowledge to share which is important to an item on the agenda
- The Clerk* must be notified of any substitution within three working days of the meeting. The ordinary member is responsible for ensuring the Councillor attending in his place is fully briefed on the items on the agenda.

The Committee may, by a show of hands, co-opt new permanent members on to the Committee. A new member who has been co-opted onto the Committee may take his place on the Committee immediately following his co-option.



Councillors wishing to resign from a Committee must do so by notifying the Clerk*.

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

The Clerk* and Chair of the Committee will agree the items for the agenda prior to its publication.

Any Councillor wishing to ask for a particular item to be included on the agenda must do so at least **eight working days prior to the meeting date** to allow the request to be considered by the Clerk* and Chair of the Committee.

The decision on which items should be included on the agenda is ultimately the responsibility of the Clerk*, it should however be possible for the Chair and the Clerk* to agree together which items should and should not be on an agenda.

No decision should be made about any matter not listed for discussion on the published agenda.

5. Record of Proceedings

Written minutes will be taken by an officer* of the Council. If an officer* is unavailable, a member of the Committee must be nominated at the start of the meeting to take the minutes.

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

If the public is excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

At each meeting the Committee will consider the draft minutes of the previous meeting. The Committee will make a resolution to accept the minutes (which may be subject to minor changes) and the Chair of the meeting will sign them accordingly.

All Councillors are asked to contact the Clerk* at least two working days prior to the Committee meeting if there are any changes they wish to make to the draft minutes.



7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance and improvements to the staff assets of the Parish.

The Staffing Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all staffing matters relating to the staff and volunteers of the Council including staff welfare.
- b) To consider all matters relating to HR and Health and Safety regulations
- c) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk* or a professional where needed.
- d) To formulate a budget for revenue/capital expenditure on staffing for the next financial year and to recommend it to the Finance Committee to inform the setting of the precept/PSR.
- e) To make recommendations to the Council throughout the year on any capital spending.
- f) To obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- g) To encourage development and wellbeing of the staff through training and annual appraisals.
- h) To report and provide updates on all serious matters to the full Council in confidential session until the matter(s) are closed.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any staffing expenditure provided budget is available under the appropriate heading to cover all costs.
- b) To employ temporary or permanent staff
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate powers to the Clerk. (It was **RESOLVED** during the November 2018 Staffing Meeting to delegate all HR related issues to the Clerk. The Clerk will keep the Staffing Committee informed on all events through the Chair of the Parish Council and the Chair Staffing Committee)
- i) The Chair of the Staffing Committee will undertake any performance reviews and the annual appraisal of the Clerk and report results back to the Committee.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee members are expected to abide by the WPC Code of Conduct at all times.

Although debate at Committee meetings is often less formal than at the Council meeting, Councillors may at the discretion of the Chair still be asked to raise their hand to speak and to only speak when invited to by the Chair.



All Councillors must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before coming to a conclusion on an item on the agenda

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote.

*** In this document where marked, "Clerk" should be read as "Clerk or appointed member of staff"**

Last Review Date: 6th May 2025



ITEM 13g – STRATEGIC PLANNING STEERING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS



Terms of reference for the Strategic planning steering group

1. Authority

The steering group is appointed by and is solely responsible to Wendover Parish Council (WPC). The steering group is to explore and recommend ideas to the Council on a regular basis and it should set out an annual calendar of activities for approval by the Parish Council.

It must not commit the Council to expenditure as they have no powers as an informal group.

2. Membership

The membership shall be comprised of:

At least two councillors, one of whom should be the Chair and/or Vice Chair of the Parish Council.
The Clerk

It shall be advised that the chairs of the Committees sit on this group.

The group will seek the input of other Council stakeholders and non-Councillors can be called to present to the group. It is an advisory group to the Parish Council.

3. Chair of the Steering group

Steering groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting.

4. Agenda Setting

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

5. Record of Proceedings

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk/Deputy Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

6. Responsibilities

To develop a strategic planning process, impact reporting process and strategic review process for the Council

To prepare the strategic plan in line with the agreed process for approval by the Council

Specifically, the steering group should aim to:

1. Research and report on stakeholder expectations through engagement activities
2. Research and report on the current and potential future context within which the Parish Council operates
3. Taking direction from Full Council, produce a draft strategic plan and impact report for approval.
The plan should set out:
 - a. A 10 year vision
 - b. Plans for each department with 5 year milestones. The departments to be agreed by Council and each plan to be costed
 - c. A 1 year operational plan
 - d. An impact report of the previous year's actions

8. Public Participation

Steering groups are not required to meet in public as no formal decisions are made by a steering group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the steering group recommendations



and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by steering group members

Steering group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All members must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review Date: 6th May 2025



ITEM 13h – TRANSPORT WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Transport Working Group

1. Authority

The working group is appointed by and is solely responsible to Wendover Parish Council (WPC). The working group are to explore and recommend ideas to the Council on a regular basis and should ideally meet once per month.

Working groups must not commit the Council to expenditure as they have no powers as an informal group.

2. Membership

The membership of the working group will be reviewed as necessary and may include staff and non-Cllrs.

The Council may co-opt new members to the working group at any time and specialists may be consulted as members or non-members of the group for research purposes.

A working group should be treated as an advisory Committee and is therefore permitted to full membership of non-Cllrs. Membership should not exceed eight persons, with at least two Councillors.

3. Chair of the Working Group

Working groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting.

4. Agenda Setting

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

5. Record of Proceedings

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

6. Responsibilities

Primary Purpose: To examine and recommend matters relating to the Transport Working Group:

Specifically, the working group should aim: -



- To work with others to determine workable solutions to mitigate the noise nuisance, speed and air pollution of motor vehicles in and around Wendover.
- To work with others to mitigate the noise nuisance and speed of motor vehicles using the A413 Wendover Bypass.
- Follow up with informal community consultation to develop proposals for 20mph speed limits within the village for WPC to consider with the Unitary Council.
- To work with others, in particular the governing bodies and parent organisations of impacted schools, to develop solutions to the traffic concerns in Manor Road/Wharf Road.
- To work the others to facilitate the expanded use of electric vehicles (E'V's) in the Parish.
- To work with Buckinghamshire Council on the county wide parking review and oversee the parking needs within the Parish.

8. Public Participation

Working groups are not required to meet in public as no formal decisions are made by a working group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the working group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by working group members

Working group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All members must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review Date: 6th May 2025



ITEM 13i – BIODIVERSITY AND SUSTAINABILITY WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Biodiversity and Sustainability Group

1. Authority

The working group is appointed by and is solely responsible to Wendover Parish Council (WPC). The working group are to explore and recommend ideas to the Council on a regular basis and should ideally meet once per month.

Working groups must not commit the Council to expenditure as they have no powers as an informal group.

2. Membership

The membership of the working group will be reviewed as necessary and may include staff and non-Cllrs.

The Council may co-opt new members to the working group at any time and specialists may be consulted as members or non-members of the group for research purposes.

A working group should be treated as an advisory Committee and is therefore permitted to full membership of non-Cllrs. Membership should not exceed eight persons, with at least two Councillors and one member of staff.

3. Chair of the Working Group

Working groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting.

4. Agenda Setting

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

5. Record of Proceedings

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings and any actions taken by the Council or staff towards sustainability or biodiversity should be submitted to the Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

6. Responsibilities



Primary Purpose: To examine and recommend matters relating to sustainability of the Parish Council, biodiversity within Wendover and work in partnership with organisations such as Climate Action Wendover to reduce the carbon footprint of Wendover.

Specifically, the working group should aim: -

- a) To advise the strategic planning steering group on the Parish Council strategy relating to sustainability and biodiversity
- b) To monitor any progress on sustainability or environmental plans, including the eco audit and report to Council on progress
- c) To monitor and review latest developments and best practices, informing Council of options available to it

8. Public Participation

Working groups are not required to meet in public as no formal decisions are made by a working group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the working group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by working group members

Working group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All members must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review Date: 6th May 2025



ITEM 13j – EVENTS WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Events Working Group

1. Authority

The working group is appointed by and is solely responsible to Wendover Parish Council (WPC) and reports through to the Amenities Committee. The working group are to explore and recommend ideas to the Council on a regular basis and should ideally meet once per month.

Working groups must not commit the Council to expenditure as they have no powers as an informal group.

2. Membership

The membership of the working group will be reviewed as necessary and may include staff and non-Cllrs.

The Council may co-opt new members to the working group at any time and specialists may be consulted as members or non-members of the group for research purposes.

A working group should be treated as an advisory Committee and is therefore permitted to full membership of non-Cllrs. Membership should not exceed eight persons, with at least two Councillors.

3. Chair of the Working Group

Working groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting. This would normally be the Events and Estates Manager.

4. Agenda Setting

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

5. Record of Proceedings

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

6. Objectives

Primary Purpose: To examine and recommend matters relating to events organised by Wendover Parish Council



Specifically, the working group should aim to: -

- a) Consider the current events programme and look to ways they can be improved for the benefit of the community.
- b) Consider the scheduling of events throughout the year so it supports other community events and does not clash with any major community efforts.
- c) Consider new events and attractions to recommend to Amenities Committee.

8. Public Participation

Working groups are not required to meet in public as no formal decisions are made by a working group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the working group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by working group members

Working group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All members must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review Date: 6th May 2025



ITEM 13k – OPEN SPACES WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Open Spaces and Skate Park Working Group

1. Authority

The working group is appointed by and is solely responsible to Wendover Parish Council (WPC) and reports through to the Amenities Committee. The working group are to explore and recommend ideas to the Council on a regular basis and should ideally meet once per month.

Working groups must not commit the Council to expenditure as they have no powers as an informal group.

2. Membership

The membership of the working group will be reviewed as necessary and may include staff and non-Cllrs.

The Council may co-opt new members to the working group at any time and specialists may be consulted as members or non-members of the group for research purposes.

A working group should be treated as an advisory Committee and is therefore permitted to full membership of non-Cllrs. Membership should not exceed eight persons, with at least two Councillors.

3. Chair of the Working Group

Working groups do not require a Chair but for organisational purposes a member of the group may be nominated to lead research, chair meetings and submit research and recommendation papers to the Council for consideration at its next meeting.

4. Agenda Setting

The Chair of the group may wish to set agendas to assist meetings in running smoothly and targets being achieved.

5. Record of Proceedings

Written minutes are not necessary, but notes should be taken for clarity and to allow members of the group to be reminded of actions they should take between meetings. Notes of meetings should be submitted to the Clerk/Deputy Clerk at the end of each month for reports to be included in the Parish Council meeting pack.

6. Objectives

Primary Purpose: To examine and recommend matters relating to the WPC Open Spaces and Skate Park:



Specifically, the working group should aim to: -

- a) Consider the current Open Spaces and Play Parks and comment on the usage and equipment.
- b) Consider improving the facilities and equipment. Where possible this should include contractor recommendations and associated costs.
- c) Consider establishing a replacement Skate Park. This should include identifying a suitable location and recommendations on the type of equipment.

8. Public Participation

Working groups are not required to meet in public as no formal decisions are made by a working group. If members of the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the working group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by working group members

Working group members are expected to abide by the WPC Code of Conduct at all times.

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the Chair, still be asked to raise their hand to speak and to only speak when invited to by the Chair.

All members must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before concluding on an item being discussed
- agree recommendations submitted

Last Review Date: 6th May 2025



ITEM 14a – EXTERNAL BODIES - REPRESENTATIVES

BROUGHT BY

Council

SUMMARY

To consider representatives to liaise with external bodies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Representatives are to be elected to the following external groups. Representatives should report back to Council after every meeting of the external group. Groups to be appointed a representative are as follows:

RAF Halton Stakeholders

Buckinghamshire Council Community Board (Wendover and Villages)

BMKLAC Parish Liaison Meetings

Climate Action Wendover

HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)

Lionel Abel Smith Trust - see note below

Wendover Action Group (Community Car)

Wendover Business Group

Wendover Canal Trust

Wendover Churchyard Care Committee

Wendover Community Library Management Committee

Wendover Memorial Hall

Wendover Youth Centre

The Lionel Abel Smith Trust and Chair are discussing the appropriate representation model between their organisation and ourselves.

It should also be noted that we are working on our engagement strategy and this includes making contact with a wide number of local groups with informal representatives.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council appoints Councillors to liaise with the external bodies listed in this paper
- To authorise the engagement working group to continue to ensure representation with other community groups not on this list.



ITEM 14b – EXTERNAL BODIES – LEGAL AGREEMENTS

BROUGHT BY

Council

SUMMARY

To consider and review legal agreements with external bodies and approve a new legal agreement with a streetlight company.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The following is a list of the legal agreements with external bodies and a summary of the agreement. This list adds to the agreements with providers covered under 9(e) Direct Debits and under 15 c) Insurance cover. The legal agreements have been sent in confidence to Council as they contain commercially sensitive information and personal data.

Allotment Holders – tenancy agreements for the plots

Rumseys – License to use a section of the Manor Waste for outdoor seating

Sweeneys – License to use a section of the Manor Waste for post lockers

Wendover Cricket Club – Lease agreement for the ground at the Witchell park

Wendover Rifle Club – Lease agreement of a section of land at Hogtrough lane, currently being amended to include hedging off the land.

Wendover Shed – Tenancy agreement for a section of land at Hogtrough Lane

Supportis – 3 year deal to cover HR and Health and Safety Advice and Consultancy – currently up for renewal in June 2027

Clear Councils – annual deal on insurance cover underwritten by ecclesiastical which is up for renewal in October 2026

Zurich insurance- annual deal on vehicle insurance

Chiltern Society – Landowner agreement for works done on the CLAW Wildbelt

Streetlight Maintenance Contract

We are about to enter into an agreement for streetlight maintenance, and the proposed agreement is shown below:

WENDOVER PARISH COUNCIL

STREETLIGHT MAINTENANCE AND PART-NIGHT LIGHTING CONTRACT

1. PARTIES

This Contract is made on [DATE]

Between:

Wendover Parish Council, a local authority constituted under the Local Government Act 1972, whose principal office is at The Clock Tower, High Street, Wendover, Buckinghamshire HP22 6DU("the Council")



and:

[CONTRACTOR NAME], registered in England and Wales (Company No. [NUMBER]), whose registered office is at [ADDRESS] ("the Contractor").

2. CONTRACT DOCUMENTS

This Contract incorporates and is to be read in conjunction with:

- (a) The Invitation to Tender – Agreed Tender Streetlights 2025
- (b) The Contractor's Tender Submission
- (c) Schedule 1 – Streetlight Asset Register
- (d) Schedule 2 – Pricing and Rates

In the event of conflict, this Contract shall take precedence.

3. TERM

The Contract shall commence on [START DATE] and continue for a period of three years, with an option for the Council to extend for up to two additional years subject to satisfactory performance.

4. SCOPE OF SERVICES

The Contractor shall provide:

- Ongoing maintenance of parish-owned streetlights
- Reactive and emergency fault repairs
- Support and implementation of part-night lighting
- Asset reporting and compliance with highway and electrical standards

5. PART-NIGHT LIGHTING

The Contractor shall support the Council's part-night lighting programme, including:

- (a) Replacement of photocells with intelligent sensors; or
- (b) Reprogramming LED dimming profiles; or
- (c) Turning off specific (alternate) lights to reduce the general lighting and making safe lights that are off.

The Contractor shall advise at all times the costs and timeframe for undertaking these works

6. RESPONSE TIMES

Emergency faults presenting public safety risk: Attendance within 24 hours

Making safe where immediate danger exists: within 2 hours

Routine faults: repair within 5 working days.

7. WARRANTIES

All works, materials and components supplied under this Contract shall be subject to a minimum 12-month warranty, in accordance with the Tender specification.

8. HEALTH, SAFETY AND COMPLIANCE

All works shall comply with:

- Health and Safety at Work etc Act 1974
- Electricity at Work Regulations 1989
- BS 5489-1:2020
- Manual for Street works (the Red Book)
- Guide to Highway Electrical Street Furniture
- CDM Regulations (where applicable)
- Local Government Act 1966

The contractor shall be required to maintain current risk assessments relevant to the works and shall ensure all staff are suitably trained and competent

The contractor shall comply with the UK GDPR and Data Protection Act 2018

- Any data processed on behalf of the Council shall only be used for the purposes of this contract

9. INSURANCE

The Contractor shall maintain minimum insurance cover as follows:



- Public Liability: £10,000,000
- Employer’s Liability: £5,000,000
- Professional Indemnity: £1,000,000

10. PAYMENT

Payment shall be made in accordance with Schedule 2. Invoices shall be submitted, normally after each repair job or batch of jobs. and paid within 30 days.

11. MONITORING AND REPORTING

The Contractor shall provide fault logs, annual condition reports, and asset updates as requested by the Council

12. TERMINATION

Either party may terminate this Contract on three months’ written notice. The Council may terminate immediately for serious breach, safety failures or insolvency.

13. GOVERNING LAW

This Contract shall be governed by the laws of England and Wales. Any dispute shall be resolved by the following process:

1. Good faith negotiation
2. Mediation
3. The courts of England and Wales

14. SIGNATURES

Signed for and on behalf of Wendover Parish Council:

Name: _____
Position: Clerk to the Council
Date: _____

Signed for and on behalf of the Contractor:

Name: _____
Position: _____
Date: _____

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves all of the current legal agreements.
- That the Parish Council agrees the new legal agreement with the company who was awarded the tender for the streetlight repairs.



ITEM 15a – REVIEW OF STANDING ORDERS

BROUGHT BY

Council

SUMMARY

To consider and review the Standing Orders.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The standing orders

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Standing Orders.



STANDING ORDERS 2026 (ENGLAND)



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REVIEW AND AMENDMENT RECORD

Reviewer/Amender	Date	Amendments
Full Council	01/05/2018	Adoption
Full Council	04/09/2018	Amendments as suggested by NALC briefing July 2018. SO 17, 21, 15 (b) (ix) and 18 amended.
Full Council	07/05/2019	Section 15.b.ix DPO
Full Council	05/05/2020	Reviewed no changes
Full Council	17/05/2021	Reviewed no changes
Full Council	03/05/2022	Changed Chairman to Chair throughout
Full Council	07/06/2022	Reviewed against NALC 2022 Model – Gender neutral changes and 18.c Contracts
Full Council	02/05/2023	Reviewed no changes
Full Council	07/05/2024	Reviewed no changes
Full Council	01/04/2025	Internal audit guidance on changes to SO 18 approved
Full Council	06/05/2025	New NALC model SO published and merged into SO
Full Council	05/05/2026	Review and no recommended changes

NOTE:

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements, so they may be adopted as drafted or amended to suit the council's needs.

For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.



RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;



- iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of



the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors



who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours.

COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;



- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified,**



shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.

- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:**
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;



- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.



VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
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- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal**



justification.

- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 -
 -
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).



- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area;**
or
 - iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting**



rights has breached the Council’s code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.



PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);



- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair, or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and



- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;



- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if they are not available, the vice-chair (if there is one) of the Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing committee at its next meeting.
- c The chair of the Staffing Committee or in their absence, the Chair of Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the senior member of staff – currently the Clerk and Responsible Finance Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in his/her/their absence, the chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter relates to the chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Council
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).



- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

The above is applicable to a Council without a common seal.



COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e



ITEM 15b – REVIEW OF FINANCIAL REGULATIONS

BROUGHT BY

Council

SUMMARY

To consider and review the Financial Regulations

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Financial Regulations have had no recommendations for changes.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Financial Regulations.



**WENDOVER PARISH COUNCIL
FINANCIAL REGULATIONS
MAY 2026**



WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS

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These are new model Financial Regulations set out by NALC and were adopted by the Council at its meeting held on 6/5/2025 and the previous regulations were superseded.

Amendments to 6.3, 6.9 and addition of 6.10 resolved by Council on 2/12/2025

They are reviewed by Council on 5/5/2026



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**



- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.

2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**



- **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
 - 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
 - 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
 - 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
 - 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
 - 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
 - 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
 - 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
 - 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
 - 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council Staffing Committee at least annually before December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Staffing.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council Finance Committee} not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or Finance committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.



- 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 Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £5,000 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 £1000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of Finance 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 £5,000 excluding VAT}
 - in respect of grants, a duly authorised committee (Finance Committee or Council) within any limits set by council and in accordance with any policy statement agreed by the Council.

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 Council for all items over £5,000;

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 Chair as soon as possible and to the council as soon as practicable thereafter. This clause would include seeking legal advice to present to Council.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council or relevant committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. The Clerk shall approve any order for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.
- 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 RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed every two years 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 dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. Before the meeting all invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure that was previously authorised by the council or was authorised as part of delegated authority. This shall be done by the RFO or their nominated staff and payments shall only be added to a schedule of payments when this process is completed.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or card, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the authorising committee resolves to use a different payment method.



- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments (as set out in 6.6) shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the relevant committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements in line with the provisions set out in the Investment and Deposits Policy.
- 6.9. The RFO (or nominated member of staff) shall present a schedule of payments requiring authorisation (see 6.3), known by Councillors as the Payments to Consider. This schedule of payments forms part of the agenda for the meeting. The schedule, along with the relevant invoices, shall be sent to authorised Council signatories before the meeting. They shall check the invoices and schedule match and highlight any issues of note. The relevant invoices shall be made available to all Councillors on request. The authorised schedule shall be signed by two authorised Councillors who were present at the meeting. This shall normally be done by an electronic signature.
- 6.10. An authorised councillor for the purposes of payments to consider is a councillor who has been authorised as a bank signatory (see 7.1). Details of who has authorised a payment and the process an invoice has gone through will be included on an invoice cover slip (the green sheet), attached to each invoice.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves save for a pre- approved payroll run.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online after approval at the relevant meeting. The list of payments for approval together with copies of the relevant invoices, shall have been seen by the authorised signatories at that relevant meeting.



- 7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online. This is currently held online on the banking system and the Service Administrator should provide that information to Council or the Finance Committee on request.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by electronic bank transfer (such as BACS, CHAPS or FPI) by resolution of the relevant committee in advance. Each payment should be approved online by two authorised bank signatories. The approval of the use of electronic transfer shall be reviewed should there be any concern as to payment errors or security threat.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and that check notified to the Chair of Finance. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities (other than sites requiring separate identity verification or 2 factor authentication) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by authorised members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.



- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy and to be approved by Council before re-imburement.

10. Petty Cash

- 10.1. The Council shall aim to reduce the need for a petty cash float. The Clerk shall maintain a petty cash float/imprest account of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee, The Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made, normally towards the end of the payroll year.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.



- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.
- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.



15.Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council or Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

- 17.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are



recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



ITEM 15c – REVIEW OF INVESTMENTS AND DEPOSITS POLICY

BROUGHT BY

Council

SUMMARY

To consider and review the Investments and Deposits policy

PARISH COUNCIL BACKGROUND

n/a

DETAILS

This policy has been reviewed with respect to risks of not being covered by FSCS compensation in Aug 2024 and there is no recommendation to change this policy. (see appendix below)

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

That Wendover Parish Council reviews and approves the Insurance Cover



Investment and Deposit Policy

Policy Statement

Wendover Parish Council acknowledges the importance of prudently saving, depositing and investing any surplus funds held on behalf of the community.

Parish Councils have the power to invest surplus funds under the Local Government Act 2003 which states that a local authority may invest:

- a. For any purpose relevant to its functions under any enactment.
- b. For the purpose of prudent management of its financial affairs.

The priorities for any investment or depositing decision by Wendover Parish Council shall be:

- c. Ensuring prudent investment of funds.
- d. The need to meet cash flow requirements to ensure adequate liquidity of its investments to ensure operational efficiency.
- e. Ease of operation, monitoring and reporting.
- f. The limitations of the Financial Services Compensation Scheme (FSCS).
- g. The financial risk rating of the organisation holding the Parish Council's fund

Guidance

This policy complies where applicable with the revised requirements set out in statutory guidance and considers Section 15(1)(a) of the Local Government Act 2003 and guidance within the Governance and Accountability for Local Councils Practitioners' Guide 2020 and should be read in conjunction with the Council's Financial Regulations.

1. Wendover Parish Council's bank account from which payments for expenditure is currently made by cheques, direct debit and debit card payments shall be maintained with a UK clearing bank.
2. All deposits and investments will be made in sterling.
3. As a principle, funds will be distributed between several organisations, to minimise any loss in the event of failure of a single institution.
4. The purpose of surplus funds held by Wendover Parish Council is to provide:
 - i) A general reserve with sufficient liquidity to cover 4 months of normal expenditure.
 - ii) Earmarked reserves for capital or other identified projects.
5. Monthly statements of any deposits or investments (including any reconciliation reports) and balance sheet will be reviewed by Finance and Council and will be available to view on the Council's website.
6. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available.



DEPOSITS

7. The financial regulations will differentiate between deposits and investments. If the Council Qualifies for Financial Services Financial Scheme (FSCS)
 - i) Funds will only be deposited and invested with institutions that are covered by the Financial Services Compensation Scheme which currently provides protection on up to £85,000.
 - ii) Funds will be held with at least two different financial organisations
 - iii) The organisations with whom funds are held shall have a minimum credit rating of bbb-
 - iv) The Clerk will have authority to move funds between accounts to maximise interest and minimise the risk within these guidelines.
 - a. The Clerk shall notify the Chair and Chair of Finance of the movement
 - b. The Council shall receive a statement of the deposit accounts at each meeting under the financial reports
8. If the Council does not qualify for Financial Services Financial Scheme (FSCS)
 - i) Funds will only be deposited and invested with institutions that have an acceptable risk level
 - a. For any organisation with a risk rating of A- upwards it shall place a maximum of £85000 per organisation
 - b. For any organisation with a risk rating of BBB- or upwards it shall place a maximum of £50000 per organisation
 - c. It shall not place any deposits within organisations with a risk rating below BBB-
 - ii) Funds will be held with at least two different financial organisations
 - iii) The organisations with whom funds are held shall have a minimum credit rating of bbb-
 - iv) The Clerk will have authority to move funds between accounts to maximise interest and minimise the risk within these guidelines.
 - a. The Clerk shall notify the Chair and Chair of Finance of the movement
 - b. The Council shall receive a statement of the deposit accounts at each meeting under the financial reports

INVESTMENTS

9. Typical investment period will be: 1, 3 or 6 months.
10. Long term investments are defined as over 12 months. Should the Council wish to invest in a long-term investment, it must identify the procedures for monitoring, assessing and mitigating the risk of loss.
11. Investments and deposits are overseen by the Finance Committee, via its quarterly meetings, or a full council meeting, whichever is first. The Council is ultimately responsible for its investment and safeguarding of funds.

This policy will be reviewed every year.

Document History

Drafted by Parish Clerk	10/11/2016	(version 1)
Review Finance Committee	14/11/2016	(version 1)
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ITEM 15d – REVIEW OF CURRENT INSURANCE COVER

BROUGHT BY

Council

SUMMARY

To consider and review the Insurance Cover

PARISH COUNCIL BACKGROUND

n/a

DETAILS

A summary of the insurance cover, including vehicle insurance has been sent via email to Councillors and is available by contacting clerk@wendover-pc.gov.uk

It is noted that the specifics of any insurance deal are dealt with at renewal.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Insurance Cover



ITEM 15e – REVIEW OF COMPLAINTS PROCEDURE

BROUGHT BY

Council

SUMMARY

To consider and review the Complaints procedure

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The Complaints procedure was significantly reviewed 2023/24 and it is in line with best practice. It is proposed that Council make no amendments to the current policy. The procedure is shown in the appendix.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Complaints Procedure



COMPLAINTS PROCEDURE

2026



Introduction

Wendover Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.

It is essential that complaints be dealt with positively. The Council is anxious to hear people's comments and committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring. If you are dissatisfied with the standard of service you have received from Wendover Parish Council or are unhappy about an action or lack of action by us, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

The Local Government Organisation confirms that a good complaints system is:

- well publicised, easily accessible and easy to use;
- helpful and receptive;
- not adversarial;
- fair and objective;
- based on clear procedures and defined responsibilities;
- thorough, rigorous and consistent;
- decisive and capable of putting things right where necessary;
- sensitive to the special needs and circumstances of the complainant;
- adequately resourced;
- fully supported by councillors and officers;
- provides responses that are proportionate; one size does not fit all;
- timely; and
- regularly analysed to spot patterns of complaint and lessons for service improvement

Wendover Parish Council is committed to following these principles.

Definition of a Complaint

'A complaint is an expression of dissatisfaction ... about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

What the complaints procedure will deal with:

The complaints procedure will deal with matters of maladministration, which is if the Parish Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct

What the complaints procedure will not deal with:

- complaints for which there is a legal remedy or where legal proceedings already exist



- complaints about employment matters, complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer as the Council operates alternative procedures to deal with grievances or disciplinary matters against staff.
- complaints against Councillors. Complaints against individual Councillors will be referred to the Monitoring Officer of Buckinghamshire Council. Further information about this process may be obtained from the Monitoring Officer of Buckinghamshire Council.

When a complaint is made against a local council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against a council should be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council. For clarity, a complaint against a council that involves a complaint about the conduct of its employees must be handled in accordance with its complaints procedure. If following the outcome of the complaint, the Council decides that there may be a need to take disciplinary action, this should be in accordance with the Council's disciplinary procedure.

Equal Opportunities

The Council is committed to equal opportunities. Complaint's feedback will be used to highlight discriminatory practices, and to promote equality of opportunity. Complaints by members of the public of discrimination and/or harassment against the Parish Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

Data Protection Act 2018 (also known as GDPR)

The Data Protection Act 2018 must be complied with when dealing with a complaint and the complainant's personal details. By making a formal complaint with the Parish Council, individuals are deemed to be giving consent for their personal data to be used in accordance with the Data Protection Act 2018 and the Parish Council's Information and Data Protection Policy. Personal information provided will only be used for the purpose for which it has been given and may be shared with a third party if the Parish Council deems that it will assist in resolving the issue raised.



Stages of the Procedure

General Principles

1. Complaints sometimes arise due to a misunderstanding or a misconception. It is recommended that in the first instance the complainant discusses their concerns informally with either the Clerk or the Chair of the Council or the source of the complaint[()]. Such action does not prevent the complainant following the formal complaints procedure as set out below.
2. The appropriate time for influencing Council decision-making is by raising concerns before the Council debates and votes on a matter. This may be done by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise concerns in the public participation section of Council meetings.
3. If anyone is unhappy with a Council decision, they may raise their concerns with the Council, but Standing Orders prevent the Council from reversing decisions for six months from the date of the decision (Section 7.a), unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
4. The following stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within.
5. The LGO recommends that any process takes no longer than 12 weeks from receipt to resolution. Clearly, some flexibility may be required to deal with lengthier and more complex complaints, and this should be explained to the complainant as the investigation proceeds.

Everyday problems, queries and comments

6. The Council receives queries, problems and comments as part of its day-to-day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.
7. If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

Informal Complaint

8. During the course of daily business, minor complaints are made to officers about the services we provide. Staff at the Clock Tower will usually deal with these.
9. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (Stage 1)

10. Anyone who is dissatisfied with informal resolution may wish to make a formal complaint directly or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. Any move to a formal complaint must be made in writing. This will be recorded as a complaint and passed to the appropriate officer to investigate, normally the Clerk.



11. An investigation will be carried out to:
 - see if there is a case to answer
 - make sure everyone is treated fairly
 - gather evidence from all sides
 - help the Council to see what should happen next
12. At any stage the Council and Complainant can review if the formal process needs to continue, or the issue can be taken to an informal resolution.

Recommended steps of the stage 1 investigation

13. Any accommodation required by the Complainant for them to make their complaint will be discussed and reasonable adjustments incorporated into the steps of the investigation. This will be an accommodation that enables a Complainant to engage with the process, where they would normally be unable to engage because of a medical or mental health condition or other issue covered by the Equality Act 2010 (Disability) Regulations 2010. Where this procedure refers to reasonable accommodation it is this interpretation that is being referenced.

Before processing a complaint

14. The complaint, any evidence and the desired outcome will be requested from the complainant in writing. A receipt acknowledging the complaint will be made in writing within 5 working days. It will outline the process and the timeframe.
15. The complainant must be asked at the outset to confirm if they want the complaint to be treated confidentially. Even if complainant waives their right to confidentiality, the council must comply with its obligations under the Data Protection Act 2018 to safeguard against the unlawful disclosure of personal data.
16. The council's Complaints procedure should be made accessible to the complainant. In any event, it should be well publicised and accessible via the council's website. A council's complaints procedure should confirm the following information.

The investigation

17. The investigating officer will need to investigate the facts of the complaint and collate relevant evidence.
 - a) The Complainant will be offered the opportunity to provide all their information and evidence in writing. Any evidence offered by the Council will be collected and shared with the Complainant. Some information will need to be redacted to ensure compliance with the obligations of the Data Protection Act 2018. At this stage this information shall also be marked as confidential for the complainant only.
 - b) The complainant and the investigating officer will be given an opportunity to read the evidence and ask further questions or request further information. Where additional information from third parties is required this shall be treated as confidential information and only shared with the Complainant with express consent.
 - c) The investigation will, at this stage, be conducted exclusively through written communications unless an accommodation is required for accessibility.

The Complaint outcome

18. The investigating officer will review the complaint, it will consider all the evidence presented and the legal obligations, policies and standing orders that guide how the Parish Council should operate and what remedy is required to resolve the complaint.
19. The complaint should be broken down where relevant so that it can be considered in parts. Each part will either be upheld, upheld in part or dismissed.



20. The investigating officer will then decide on any required remedy where a complaint is upheld or upheld in part. In principle the remedy should seek to offer a remedy which, as far as possible, puts the complainant back in the position they would have been but for the matters complained of.
21. If the matters complained about have caused the complainant to suffer financial loss, the investigating officer may want to offer financial compensation. This will need to be approved through the Complaints Committee and Councils payment approval processes.
22. Any offer or acceptance of financial compensation should confirm the council's payment is full and final settlement of the dispute and any claims which the complainant has against the council and without admission of legal liability.

After the complaint has been decided

23. Within the timeframe specified in the council's complaint's procedure, the investigating officer should write to the complainant to confirm whether it has upheld the complaint. This should give reasons for its decision together with details of any action to be taken, if this appropriate.
24. The Complaints Committee will be informed of the outcome only and not the details of the investigation. Likewise Council will note that a complaint has been considered, the outcome and that a response issued to the Complainant. There shall be no public report.

Timescales

25. The Council will aim to keep to the following timescales:
 - Complaint Acknowledged and Summary of process/complaints policy notified 5 working days
 - Investigation completed 21 working days
 - or progress reports issued 21 working day intervals

Appeal

26. If the complainant is not satisfied with the Investigating Officer's response, they should be advised of their right to have the complaint referred to the Council's Complaint Committee. The complaint should confirm in writing why they remain unhappy within 10 working days of receiving the original investigation/outcome as per stage 1.

Complaints Committee (Stage 2)

27. Any accommodation required by the Complainant for them to make their complaint will be discussed and reasonable adjustments incorporated into the steps of the investigation.
28. As soon as reasonably practicable the Complaints Committee should convene. The committee will review the complaint and respond accordingly.
29. The outcome of all formal complaints dealt with by the Complaints Committee will be reported to the full Council.

Before the Complaints Committee Meeting

30. The Complainant shall be invited to attend a meeting and to bring with them a companion if they wish.
31. Unless specifically agreed as a reasonable accommodation, the companion shall be there to make notes, support and advise the Complainant. They shall not engage in the debate unless specifically asked a question, and their response shall be limited to the scope of the question asked.
32. As this is an internal process the companion shall not be a legal representative or advocate unless agreed in advance as a reasonable accommodation.
33. The complainant must be asked to reconfirm if they want the complaint to be treated confidentially. Even if complainant waives their right to confidentiality, the council must comply with its obligations under the Data Protection Act 2018 to safeguard against the unlawful disclosure of personal data.



34. The council's Complaints procedure should be sent again to the complainant.
35. The Complainant will be given an opportunity to provide additional material to that provided in the investigation. This information will be provided at least seven clear working days prior to the meeting. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.
36. If there are other persons who can provide relevant information then they shall be called and scheduled to provide that information. They should be called into the meeting when required and leave after providing that information.

At the Complaints Committee Meeting

37. The Committee shall consider whether the circumstance of the meeting warrant the exclusion of the public and press. It is standard practice to hold the Complaints Committee in confidential session as most complaints will require discussing sensitive personal information including: Staff performance, actions of individual councillors, commercially sensitive information, details of payments, and personal details of the complainant. It would be considered exceptional for a meeting to be held in public. Any decision on a complaint and the minutes of the meeting shall be public record.
38. The Chair should introduce everyone and explain the procedure.
39. The Complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Clerk or other nominated officer and then (ii) members.
40. The Clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii) members.
41. The Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
42. The Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back in.
43. The Clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them. See timescales above.

Timescales

44. The Council will aim to keep to the following timescales:
 - Panel convened within 21 working days of request for appeal
 - Investigation completed 21 working days thereafter
 - or Progress Reports issued 21 working day intervals

Resolution and Remedies

45. The aim in dealing with all complaints is to reach a resolution for the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Complaints Committee to make any final decision regarding remedy). An explanation or an apology will always be needed and should come from the Chair of the Complaints Committee.
46. The Complainant will receive a letter outlining a summary of the complaint, the process followed, the outcomes agreed by the Complaints Committee, and any remedies that may be offered. This letter shall be marked strictly private and confidential. The minutes of the Complaints Committee shall be published in line with other committee minutes. There will be no need to publish a separate report.



Right of Appeal to a Stage 2 Complaints Committee Outcome

47. The decision of the Complaints Committee should be considered the final stage of the internal process. The Complainant has a right to review in the following circumstances, but only if it would have significantly changed the outcome. Those circumstances are:
- That Council did not follow significant parts of the Complaints Procedure
 - That declarations of interest were not properly made and as a result the outcome would have been significantly different.
 - That significant new information is now available that was not available at the time.
48. The appeal will only be considered if it is made in writing to the Chair of the Council who should have remained independent to the process. The Chair of Council can dismiss the appeal based on it not meeting the criteria set out above and at that stage this will be considered the end of any internal complaints process and the Council will not respond to any further communication regarding that complaint.
49. Should the Chair choose to review the process a meeting should be called, with a summons to all Councillors who had not been involved in the earlier stages of the complaint.
50. The meeting can make one of the following recommendations:
- That the appeal is rejected
 - That the reason for the appeal would not make a significant difference to the current outcome.
 - That the Complaints Committee should sit and hear the complaint again and take into consideration the information presented at the appeal.
51. On rejecting the appeal, or saying it would not make a significant difference, the Complainant should be informed that this is the end of the complaints process and the Council will not respond to any further communication regarding this complaint.
52. Should the Complaints committee sit and hear the complaint again it should follow the procedure as set out in Stage 2, however there is no right of appeal to the outcome of this Complaints Committee and the decision made there is the end of the complaints process and the Council will not respond to any further communication regarding that complaint

Conflicts of Interest

53. In handling and resolving the complaint, the Clerk or other nominated officer and Council members shall pay due regard to any conflicts of interest which may exist or arise while doing so. Such conflicts of interest would normally preclude their involvement in the decision-making process.

Unreasonable and Vexatious Complaints

54. Habitual or vexatious complainants can be a problem for Parish Council staff and councillors. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Councillor time. While the Parish Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can be done to assist or to rectify a real or perceived problem.
55. The Council has adopted the Local Government Ombudsman's definition and identified characteristics for unreasonable or unreasonably persistent complainants "For us, unreasonable and unreasonably persistent complainants are those complainants who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's complaints".
56. The Parish Council will take steps to protect its staff from members of the public who are behaving in a way which is considered abusive and/or vexatious.
57. The Parish Council will decide if it considers a Complainant's behaviour or actions to be vexatious. In such circumstances, the Parish Council reserves the right to determine the appropriate restrictions it may apply to any individual or group of individuals, which may ultimately include exclusion from Parish Council meetings.



58. Should a complaint be deemed as vexatious then the Complainant will be informed and the Council will not respond to any further communication about that complaint.

Anonymous Complaints

59. Anonymous complaints should be referred to the Clerk, and may be dismissed at their discretion, according to the type and seriousness of the allegation.

CONTACTS

Clerk to Wendover Parish Council
Address: The Clocktower
High St
Wendover
Bucks
HP22 6DU
Telephone: 01296 623056
Email: clerk@wendover-pc.gov.uk

Document History

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ITEM 15f – REVIEW OF FREEDOM OF INFORMATION AND DATA PROTECTION POLICIES

BROUGHT BY

Council

SUMMARY

To consider and review the Freedom of Information Policy and Data Protection Policy

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Both policies have been reviewed in line with latest legislation, model templates and best practice. The Data Protection Policy was significantly reviewed in 2024.

The data audits and data protection impact assessments have previously been kept as separate documents but are now included in the policy document as appendices for council to be able to review at least annually

It is the responsibility of the Clerk to make necessary changes in line with changes to the law and best practice in between annual reviews.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

These policies cover the requirements of:

- The Freedom of Information Act 2000
- The Data Protection Act 2018

PROPOSAL

- **That Wendover Parish Council reviews and approves the Freedom of Information and Data Protection policies**



Freedom of Information Policy

Wendover Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation. This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically. The Act is fully retrospective.

Dealing with Requests

The Council offers guidance and assistance to anybody who wishes to make a request for information. The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Where appropriate, requests in writing will be treated as Freedom of Information requests.

There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450).

Adopting and Maintaining Publication Schemes

The Council has adopted a Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for.

Material contained within the publication scheme, and a copy of the scheme itself, is readily available. Where charges are applied these are stated in the Scheme. The scheme can be accessed via the website.

The Parish Clerk will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act

The Council is under a legal duty to protect personal data under the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Responsibilities



The Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Clerk is also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post

Contact Details

For advice and assistance please contact the Clerk.

Email: clerk@wendover-pc.gov.uk

Telephone: 01296 623056

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

Wycliffe House, Water Lane , Wilmslow, Cheshire SK9 5AF

E: mail@ico.gsi.gov.uk W: <http://www.ico.gov.uk/>

T: 01625 545745 F: 01625 524510

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Data Protection Policy

Wendover Parish Council (the Council) processes personal data about our employees, clients, customers and other individuals for a variety of business purposes and in the exercise of official authority. This might include names, addresses, telephone numbers etc.

This policy sets out how the Council seeks to protect personal data and ensure that staff and council members understand the rules governing their use of personal data to which they have access in the course of their work.

This policy is underpinned by the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR) and is informed by guidance from the Information Commissioner's Office (ICO).

This policy contains:

- the data protection principles with which the Council must comply;
- what is meant by personal information (or data) and sensitive personal information (or data);
- how we gather, use and (ultimately) delete personal information and sensitive personal information in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection;
- the consequences of failure to comply with this policy.

The appendices contain:

- The privacy notices (for the general public and the staff/Councillors)
- The details of the data we collect, store and process and the legal basis for that

Policy Statement

- Wendover Parish Council in the course of its work will collect, process and store personal data. The Council takes this seriously and is committed to meeting its obligations under the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR)
- Wendover Parish Council will seek to follow best practice for data protection as set out in guidance to the sector and from the Information Commissioners Office.

Other linked policies:

Information Security Policy



Implementation of the policy

1 Introduction

- 1.1 The Council obtains, keeps and uses personal information (also referred to as data) about, for example, job applicants, Councillor contact details, allotment tenants and sets out privacy notices that set out how this data is used and the data table sets out in detail the data we store and process and our legal basis for doing so.
- 1.2 This policy sets out how the Council complies with its data protection obligations and seeks to protect personal information. Its purpose is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of personal information to which they may have access in the course of their work.
- 1.3 The Council is committed to complying with its data protection obligations, and to being concise, clear and transparent about how it obtains and uses personal information relating to its workforce, and how (and when) it deletes that information once it is no longer required.
- 1.4 The Council will nominate a data protection lead who will be the Clerk unless otherwise specified. The data protection lead is responsible for informing and advising the Council and its staff on its data protection obligations, and for monitoring compliance with those obligations and with the Council's policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the data protection lead at the Clock Tower.

2 Scope

- 2.1 This policy applies to any personal information that the Council collects, processes and stores as set out in the appendices
- 2.2 Staff should also refer to the Council's Information Security Policy.
- 2.3 The Council will review and update this policy in accordance with its data protection obligations. It does not form part of any employee's contract of employment and the Council may amend, update or supplement it from time to time. The Clerk will circulate any new or modified policy to staff when it is adopted.

3 Definitions

criminal records information	means personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures;
data breach	means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information;
data subject	means the individual to whom the personal information relates;
personal information	(sometimes known as personal data) means information relating to an individual who can be identified (directly or indirectly) from that information;
processing information	means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with it;
pseudonymised	means the process by which personal information is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to technical and organisational measures to ensure that the personal information cannot be attributed to an identifiable individual;
sensitive personal information	(sometimes known as 'special categories of personal data' or 'sensitive personal data') means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetics information, biometric information (where used to identify an



	individual) and information concerning an individual's health, sex life or sexual orientation.
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4 Data protection principles

4.1 The Council will comply with the following data protection principles when processing personal information:

- 4.1.1 we will process personal information lawfully, fairly and in a transparent manner;
- 4.1.2 we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
- 4.1.3 we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- 4.1.4 we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
- 4.1.5 we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed; and
- 4.1.6 we will take appropriate technical and organisational measures to ensure that personal information are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

5 Basis for processing personal information

5.1 In relation to any processing activity the Council will, before the processing starts for the first time, and then regularly while it continues.

- 5.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
 - (a) that the data subject has consented to the processing;
 - (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) that the processing is necessary for compliance with a legal obligation to which the Council is subject;
 - (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person;
 - (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority;
 - (f) that the processing is necessary for the purposes of legitimate interests of the Council or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the data subject—see clause **Error! Reference source not found.** below.
- 5.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
- 5.1.3 document its decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;
- 5.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notice(s);
- 5.1.5 where sensitive personal information is processed, also identify a lawful special condition for processing that information (see paragraph **Error! Reference source not found.** below), and document it; and
- 5.1.6 where criminal offence information is processed, also identify a lawful condition for processing that information, and document it.



- 5.2 When determining whether the Council’s legitimate interests are the most appropriate basis for lawful processing, it will:
- 5.2.1 conduct a legitimate interest assessment (LIA) and keep a record of it, to ensure that we can justify our decision;
 - 5.2.2 if the LIA identifies a significant privacy impact, consider whether it also needs to conduct a data protection impact assessment (DPIA);
 - 5.2.3 keep the LIA under review, and repeat it if circumstances change; and
 - 5.2.4 include information about its legitimate interests in the relevant privacy notice(s).
- 6 Sensitive personal information**
- 6.1 Sensitive personal information is sometimes referred to as ‘special categories of personal data’ or ‘sensitive personal data’.
- 6.2 The Council may from time to time need to process sensitive personal information. It will only process sensitive personal information if:
- 6.2.1 It has a lawful basis for doing so as set out in paragraph **Error! Reference source not found.** above, e.g. it is necessary for the performance of the employment contract, to comply with the Council’s legal obligations or for the purposes of the Council’s legitimate interests; and
 - 6.2.2 one of the special conditions for processing sensitive personal information applies, e.g.:
 - (a) the data subject has given explicit consent;
 - (b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Council or the data subject;
 - (c) the processing is necessary to protect the data subject’s vital interests, and the data subject is physically incapable of giving consent;
 - (d) processing relates to personal data which are manifestly made public by the data subject;
 - (e) the processing is necessary for the establishment, exercise or defence of legal claims; or
 - (f) the processing is necessary for reasons of substantial public interest.
- 6.3 Before processing any sensitive personal information, staff must notify the Clerk of the proposed processing, in order that the Clerk may assess whether the processing complies with the criteria noted above. If the Clerk is in any doubt they must seek appropriate advice.
- 6.4 Sensitive personal information will not be processed until:
- 6.4.1 the assessment referred to in paragraph **Error! Reference source not found.** has taken place; and
 - 6.4.2 the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.
- 6.5 The Council’s data protection privacy notices sets out the types of sensitive personal information that the Council processes, what it is used for and the lawful basis for the processing.
- 7 Data protection impact assessments (DPIAs)**
- 7.1 Where processing is likely to result in a high risk to an individual’s data protection rights (e.g. where the Council is planning to use a new form of technology), it will, before commencing the processing, carry out a DPIA to assess:
- 7.1.1 whether the processing is necessary and proportionate in relation to its purpose;
 - 7.1.2 the risks to individuals; and
 - 7.1.3 what measures can be put in place to address those risks and protect personal information.
- 7.2 Before any new form of technology is introduced, the manager responsible should therefore contact the Clerk in order that a DPIA can be carried out.



- 7.3 During the course of any DPIA, the employer will seek the advice of the Clerk and the views of a representative group of employees and any other relevant stakeholders.
- 7.4 A checklist for whether to employ a DPIA is included in Appendix C

8 Documentation and records

- 8.1 The Council will keep written records of processing activities which are high risk, i.e. which may result in a risk to individuals' rights and freedoms or involve sensitive personal information or criminal records information, including:
 - 8.1.1 the name and details of the employer's organisation (and where applicable, of other controllers, the employer's representative and DPO);
 - 8.1.2 the purposes of the processing;
 - 8.1.3 a description of the categories of individuals and categories of personal data;
 - 8.1.4 categories of recipients of personal data;
 - 8.1.5 where possible, retention schedules; and
 - 8.1.6 where possible, a description of technical and organisational security measures.
- 8.2 As part of its record of processing activities the Council will document, or link to documentation, on:
 - 8.2.1 information required for privacy notices;
 - 8.2.2 records of consent;
 - 8.2.3 controller-processor contracts;
 - 8.2.4 the location of personal information;
 - 8.2.5 DPIAs; and
 - 8.2.6 records of data breaches.
- 8.3 If the Council processes sensitive personal information or criminal records information, it will keep written records of:
 - 8.3.1 the relevant purpose(s) for which the processing takes place, including (where required) why it is necessary for that purpose;
 - 8.3.2 the lawful basis for its processing; and
 - 8.3.3 whether the Council retains and erases the personal information in accordance with its policy document and, if not, the reasons for not following its policy.
- 8.4 The Council will conduct regular reviews of the personal information it processes and update its documentation accordingly. This may include:
 - 8.4.1 carrying out information audits to find out what personal information the Council holds;
 - 8.4.2 distributing questionnaires and talking to staff across the Council to get a more complete picture of our processing activities; and
 - 8.4.3 reviewing its policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

9 Privacy notice

- 9.1 The Council will issue privacy notices from time to time, informing you about the personal information that it collects and holds relating to you, how you can expect your personal information to be used and for what purposes.
- 9.2 The Council will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

10 Individual rights

- 10.1 Data Subjects have the following rights in relation to your personal information:
 - 10.1.1 to be informed about how, why and on what basis that information is processed—see the Council's data protection privacy notice;



- 10.1.2 to obtain confirmation that your information is being processed and to obtain access to it and certain other information, by making a subject access request—see the Council’s subject access request policy;
 - 10.1.3 to have data corrected if it is inaccurate or incomplete;
 - 10.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);
 - 10.1.5 to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased), or where the employer no longer needs the personal information but you require the data to establish, exercise or defend a legal claim; and
 - 10.1.6 to restrict the processing of personal information temporarily where you do not think it is accurate (and the employer is verifying whether it is accurate), or where you have objected to the processing (and the employer is considering whether the organisation’s legitimate grounds override your interests).
- 10.2 If you wish to exercise any of the rights in paragraphs **Error! Reference source not found.** to **Error! Reference source not found.**, please contact the Clerk.

11 Individual obligations

- 11.1 Individuals are responsible for helping the Council keep their personal information up to date. You should let the Clerk know if the information you have provided to the Council changes, for example if you move house or change details of the bank or building society account to which you are paid.
- 11.2 You may have access to the personal information of other members of staff, suppliers and service users of the Council in the course of your employment or engagement. If so, the Council expects you to help meet its data protection obligations to those individuals. For example, you should be aware that they may also enjoy the rights set out in paragraph **Error! Reference source not found.** above.
- 11.3 If you have access to personal information, you must:
 - 11.3.1 only access the personal information that you have authority to access, and only for authorised purposes;
 - 11.3.2 only allow other Council staff to access personal information if they have appropriate authorisation;
 - 11.3.3 only allow individuals who are not Council staff to access personal information if you have specific authority to do so from the Clerk.
 - 11.3.4 keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Council’s information security policy);
 - 11.3.5 not remove personal information, or devices containing personal information (or which can be used to access it), from the Council’s premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device; and
 - 11.3.6 not store personal information on local drives or on personal devices that are used for work purposes.
- 11.4 You should contact the Clerk if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):
 - 11.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal information, without one of the conditions in paragraph **Error! Reference source not found.** being met;
 - 11.4.2 any data breach as set out in paragraph **Error! Reference source not found.** below;
 - 11.4.3 access to personal information without the proper authorisation;
 - 11.4.4 personal information not kept or deleted securely;



- 11.4.5 removal of personal information, or devices containing personal information (or which can be used to access it), from the Council's premises without appropriate security measures being in place;
- 11.4.6 any other breach of this Policy or of any of the data protection principles set out in paragraph **Error! Reference source not found.** above.

12 Information security

- 12.1 The Council will use appropriate technical and organisational measures to keep personal information secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:
 - 12.1.1 making sure that, where possible, personal information is pseudonymised or encrypted;
 - 12.1.2 ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - 12.1.3 ensuring that, in the event of a physical or technical incident, availability and access to personal information can be restored in a timely manner; and
 - 12.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 12.2 Where the Council uses external organisations to process personal information on its behalf, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. In particular, contracts with external organisations must provide that:
 - 12.2.1 the organisation may act only on the written instructions of the Council;
 - 12.2.2 those processing the data are subject to a duty of confidence;
 - 12.2.3 appropriate measures are taken to ensure the security of processing;
 - 12.2.4 sub-contractors are only engaged with the prior consent of the Council and under a written contract;
 - 12.2.5 the organisation will assist the Council in providing subject access and allowing individuals to exercise their rights under the GDPR;
 - 12.2.6 the organisation will assist the Council in meeting its GDPR obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;
 - 12.2.7 the organisation will delete or return all personal information to the Council as requested at the end of the contract; and
 - 12.2.8 the organisation will submit to audits and inspections, provide the Council with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the Council immediately if it is asked to do something infringing data protection law.

Before any new agreement involving the processing of personal information by an external organisation is entered into, or an existing agreement is altered, the relevant staff must seek approval of its terms by the Clerk.

13 Storage and retention of personal information

- 13.1 Personal information (and sensitive personal information) will be kept securely in accordance with the Council's information security policy.
- 13.2 Personal information (and sensitive personal information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal information was obtained. Staff should follow the Council's records retention policy which set out the relevant retention period, or the criteria that should be used to determine the retention period. Where there is any uncertainty, staff should consult the Clerk.



- 13.3 Personal information (and sensitive personal information) that is no longer required will be deleted permanently from the Council’s information systems and any hard copies will be destroyed securely.

14 Data breaches

- 14.1 A data breach may take many different forms, for example:

- 14.1.1 loss or theft of data or equipment on which personal information is stored;
- 14.1.2 unauthorised access to or use of personal information either by a member of staff or third party;
- 14.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;
- 14.1.4 human error, such as accidental deletion or alteration of data;
- 14.1.5 unforeseen circumstances, such as a fire or flood;
- 14.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- 14.1.7 ‘blagging’ offences, where information is obtained by deceiving the organisation which holds it.

- 14.2 The Council will:

- 14.2.1 make the required report of a data breach to the Information Commissioner’s Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- 14.2.2 notify the affected individuals, if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

15 International transfers

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

16 Training

The Council will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

17 Consequences of failing to comply

- 17.1 The Council takes compliance with this policy very seriously. Failure to comply with the policy:
- 17.1.1 puts at risk the individuals whose personal information is being processed; and
 - 17.1.2 carries the risk of significant civil and criminal sanctions for the individual and the Council; and
 - 17.1.3 may, in some circumstances, amount to a criminal offence by the individual.
- 17.2 Because of the importance of this policy, an employee’s failure to comply with any requirement of it may lead to disciplinary action under the Council’s procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.
- 17.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Clerk.

This policy was last updated in July 2023.



Appendix A – General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g., a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data. Other data controllers the Council works with are:

- Buckinghamshire Council
- Thames Valley Police
- Lloyds Bank

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice. The Council’s Data Protection officer is the Clerk.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality,
- education/work history, academic/professional qualifications, hobbies, family composition, and dependents.
- Where you pay for activities, such as allotments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The information that we use may use some sensitive information such as ethnicity for the purposes of describing individuals



How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor ability to access to our services
 - your racial or ethnic origin or religious or similar information in order to monitor usage of our services with regards to equal opportunities monitoring.
 - in order to comply with legal requirements and obligations to third parties such as for the prevention and detection of crime.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the council.
- To maintain our own accounts and records.



- To seek your views, opinions or comments.
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.



Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) The right to access personal data we hold on you**
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 2) The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

- 3) The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

- 4) The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- 5) The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

- 7) The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.



Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This notice was last updated in July 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Clock Tower

High Street

Wendover

Bucks HP22 6DU

Email: clerk@wendover-pc.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Appendix B – Internal Privacy Notice

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g., a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data.

The Council works together with the following data controllers:

- Buckinghamshire Council
- HMRC
- Pension providers -LGPS and Smart Pension
- Former and prospective employers (for references)
- DBS services suppliers where appropriate
- Payroll services providers – Numbers Ltd
- H&S and Training providers – Supportis Ltd
- Lloyds Bank

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date



- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependents.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g., agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.



- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.



- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we ask Ellis Whittam to manage our HR functions and Numbers Ltd to manage our payroll functions.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC, DVLA, Buckinghamshire Council.
- Staff pension providers – Buckinghamshire Council Local Government Pension Scheme and Smart Pensions
- The Council's banking institutions for the purposes of paying salaries and expenses
- Former and prospective employers
- DBS services suppliers
- Recruitment Agencies such as Adecco and Hays
- Credit reference agencies such as Equifax, Call Credit and Experian
- Professional advisors such as, Ellis Whittam and Parrott & Coales or another solicitor
- Trade unions or employee representatives such as the SLCC, ALCC, BALC or other employees

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain



some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

11) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This Notice was last updated in July 2023.



Appendix C – DPIA Checklist

- A. Under the GDPR, data protection impact assessments (DPIAs) are mandatory where the processing poses a high risk to the rights and freedoms of individuals. While they can also be carried out in other situations, councils need to be able to evaluate when a DPIA is required.
- B. This checklist helps you make that assessment and provides a springboard for some of the issues you will need to consider in more detail if you do need to carry out a DPIA.

1. Do you need to carry out a DPIA?

- (a) What is the objective/intended outcome of the project?
- (b) Is it a significant piece of work affecting how services/operations are currently provided?
- (c) Who is the audience or who will be affected by the project?
- (d) Will the project involve the collection of new personal data about people? (*e.g. new identifiers or behavioural information relating to individuals?*)
- (e) Will the project involve combining anonymised data sources in a way that may give rise to a risk that individuals could be identified?
- (f) Will the project involve combining datasets originating from different processing operations or data controllers in a way which would exceed the reasonable expectations of the individuals?
- (g) Is data being processed on a large scale?
- (h) Will the project compel individuals to provide personal data about themselves?
- (i) Will personal data about individuals be disclosed to organisations or people who have not previously had routine access to the personal data?
- (j) Will personal data be transferred outside the EEA?
- (k) Is personal data about individuals to be used for a purpose it is not currently used for, or in a way it is not currently used?
- (l) Will personal data about children under 13 or other vulnerable persons be collected or otherwise processed?
- (m) Will new technology be used which might be seen as privacy intrusive? (*e.g. tracking, surveillance, observation or monitoring software, capture of image, video or audio or location*)
- (n) Is monitoring or tracking or profiling of individuals taking place?
- (o) Is data being used for automated decision making with legal or similar significant effect?
- (p) Is data being used for evaluation or scoring? (*e.g. performance at work, economic situation, health, interests or behaviour*)
- (q) Is sensitive data being collected including:
 - (i) Race
 - (ii) Ethnic origin
 - (iii) Political opinions
 - (iv) Religious or philosophical beliefs
 - (v) Trade union membership
 - (vi) Genetic data
 - (vii) Biometric data (*e.g. facial recognition, finger print data*)
 - (viii) Health data
 - (ix) Data about sex life or sexual orientation?
- (r) Will the processing itself prevent data subjects from exercising a right or using a service or contract?



- (s) Is the personal data about individuals of a kind likely to raise privacy concerns or is it personal data people would consider to be particularly private or confidential?
- (t) Will the project require contact to be made with individuals in ways they may find intrusive?

2. Other issues to consider when carrying out a DPIA

- (a) In addition to considering the above issues in greater detail, when conducting a DPIA, you will also need to look at issues including:
 - (i) The lawful grounds for processing and the capture of consent where appropriate
 - (ii) The purposes the data will be used for, how this will be communicated to the data subjects and the lawful grounds for processing
 - (iii) Who the data will be disclosed to
 - (iv) Where the data will be hosted and its geographical journey (including how data subjects will be kept informed about this)
 - (v) The internal process for risk assessment
 - (vi) Who needs to be consulted (DPO, data subjects, the Information Commissioners Office (“ICO”))
 - (vii) Data minimisation (including whether data can be anonymised)
 - (viii) How accuracy of data will be maintained
 - (ix) How long the data will be retained and what the processes are for deletion of data
 - (x) Data storage measures
 - (xi) Data security measures including what is appropriate relative to risk and whether measures such as encryption or pseudonymisation can be used to reduce risk
 - (xii) Opportunities for data subject to exercise their rights
 - (xiii) What staff or, as appropriate, councillor training is being undertaken to help minimise risk
 - (xiv) The technical and organisational measures used to reduce risk (including allowing different levels of access to data and red flagging unusual behaviour or incidents)

- 3.** The GDPR requires that councils carry out a DPIA when processing is likely to result in a high risk to the rights and freedoms of data subjects. For a council, examples might include using CCTV to monitor public areas.



4. If two or more of the following apply, it is likely that you will be required to carry out a DPIA. This does not apply to existing systems but would apply if you introduced a new system.

1. Profiling is in use. Example: you monitor website clicks or behaviour and record people's interests.
2. Automated-decision making. Example: when processing leads to the potential exclusion of individuals.
3. CCTV surveillance of public areas. Processing used to observe, monitor or control data subjects.
4. Sensitive personal data as well as personal data relating to criminal convictions or offences.
5. Large scale data processing. There is no definition of "large scale". However consider: the number of data subjects concerned, the volume of data and/or the range of different data items being processed.
6. Linked databases - in other words, data aggregation. Example: two datasets merged together, that could "exceed the reasonable expectations of the user". E.g. you merge your mailing list with another council, club or association.
7. Data concerning vulnerable data subjects, especially when power imbalances arise, e.g. staff-employer, where consent may be vague, data of children, mentally ill, asylum seekers, elderly, patients.
8. "New technologies are in use". E.g. use of social media, etc.
9. Data transfers outside of the EEA.
10. "Unavoidable and unexpected processing". For example, processing performed on a public area that people passing by cannot avoid. Example: Wi-Fi tracking.



Appendix D – Data Audit and DPIAs

Subject / Category	Purpose of Processing	Data Type / Source	Data Subjects	Lawful Basis	Access / Retention	Security Controls	Notes / Action Required
Council Minutes	Record of meetings, decisions, public forum discussion	Names, contributions of attendees, this may include how individual councillors voted on an issue	Attendees, Clerk, Councillors	Legal obligation / Public interest	Indefinite (as per 1972 LGA)	default for minutes is to redact any personal data and minutes are checked by the clerk and chair before being published in draft. A Councillor's voting is only recorded if that councillor specifically requests to do so	
Correspondence from residents	Response to enquiries, complaints, or notices	Names, addresses, contact details, possibly sensitive information	Residents / members of public	Public interest / Consent	See retention policy	Held on email with password protection. Permission sought via email when forwarding issues in emails with personal data	Emails are automatically archived after 2 years - see also retention policy
Electoral Roll Information	Support election processes, update elector count for official purposes, check if new parish councillors are eligible	Name, address, marital status	Registered voters	Legal obligation	Delete old register and replace with new register every 12 months	Secure storage, password protected files	Direct public to Principal Authority for queries
Parish Surveys	Inform and consult residents, select winners of any prize draw incentive linked to survey, follow up on issues on surveys with residents	Names, addresses, email	Residents	Consent	Duration of project or max 2 years	secure online storage - with paper copies entered and shredded. We only ask personal data if we are offering an incentive such as a prize draw and personal data is stripped from any published analysis	Wherever possible we do not ask any personal information
Website Content	Public information dissemination (publications scheme)	Names, photographs of councillors, names of prize winners in articles on website	Councillors/competition winners	Consent / Legal obligation	Max 2 years for identifiable images	Small data set and only work email addresses are published as a point of contact on the councillor section. Explicit consent requested when councillors start their role. Competition winners are referenced by name and competition category only	Look into consent forms for competition entries - although this may reduce entries
Staff / Employment Records	HR management, payroll, contracts	Personal details, financial information, performance and disciplinary record, disability status, equality information (sensitive personal data including gender, ethnicity, marital status etc)	Employees	Contractual necessity / Legal obligation	Employment duration + statutory retention	Locked filing cabinet physically located behind clerk; password-protected HR Folder which only the Clerk/Chair of staffing has access to	Dispose securely after retention
Councillor records	Register of interests	Councillor personal information including financial and property interests. The information is collected by ourselves and held for the term of office but is processed by Buckinghamshire Council	Councillors	Legal obligation - Localism Act 2011	term of office only	physical copy only kept in locked files	Shredded on completion
Councillor contact information	For the administration of the Council	Contact names, email addresses and photographs are kept	Councillors	Public interest	term of office only	Kept on a website with contact lists accessible by staff with those details being held on a secure server	file updated on leaving office
Welcome to Wendover	Monthly electronic newsletter	email addresses and names kept on Welcome to Wendover website monthly newsletter processing system	residents	Consent	duration of wanting to be on the newsletter lists - emails checked for bounce backs	ensure that the email list is only used for sending out a monthly newsletter and ensure the management system has a method where subscribers can opt out if they want	Limit to one communication a month
Contractors	Delivery of council projects or services	Names, contact, qualifications, payment info	Contractors / Vendors	Contractual necessity	Duration of project + 6 years for audit purpose	Quotes and contracts are only discussed if redacted or during confidential session of Council. We do not ask for sensitive information	
Childrens competitions	Awarding of a prize to the winner	Names and sometimes school class depending on categories in the competition	Children <16	parental consent/school consent if part of a school programme	duration of competition	Only name (normally just first name) published. Parental contact made when	Ensure consent explicitly documented; use age-appropriate notices
CCTV	See DPIA						



Subject / Category	Purpose of Processing	Data Type / Source	Data Subjects	Lawful Basis	Access / Retention	Security Controls	Notes / Action Required
Allotment Holders	Administration of allotment agreements	Names, addresses, contact details, payment records	Allotment tenants	Contractual necessity	Duration of tenancy + 6 years	Secure storage; restricted access	Add only if council manages allotments
IT System Access	Maintaining security and integrity of council systems	Usernames, login records, access permissions	Clerk and IT Contractor	Legitimate interests	Log retention as per system defaults	Password protection; limited admin access	No monitoring beyond security purposes
Training Records	Recording completion of training and compliance	Names, training attendance, certificates	Councillors; staff	Public interest	Duration of role + 1 year	Secure electronic storage; restricted access	Includes mandatory training such as GDPR
Insurance & Incidents	Managing insurance claims and reporting incidents	Names, contact details, incident details, medical information where applicable	Members of the public; staff; contractors	Legal obligation	Retained in line with insurer requirements (typically 6-7 years)	Sensitive data handled securely; shared only with insurers where necessary	Medical data treated as special category data
Volunteers	Managing volunteers supporting council events or activities	Names, contact details, availability, emergency contact	Volunteers	Consent / Public interest	Duration of volunteering activity	Secure electronic storage; limited access	Data collected only where necessary
Grants	Assessment and administration of grant applications and awards	Names, contact details, role within organisation, bank details, application information	Grant applicants; community groups	Public interest	Duration of grant + 6 years for audit	Financial data held securely; access limited to authorised officers	Bank details only used for payment processing
Complaints	Handling and investigating complaints in line with Council procedures	Names, contact details, complaint details, investigation notes, outcome correspondence	Residents; councillors; staff	Public interest / Legal obligation	Retained in line with complaints policy (typically 6 years)	Stored securely; restricted access to Clerk and Chair; redaction where required	Complaints involving staff may include special category data
FOI Requests	To respond to statutory information requests and comply with FOIA 2000 and EIR 2004	Name, contact details, request content; may include third party personal data contained in requested records	Requesters; third parties named in records	Legal obligation	Requests and responses retained for 3 years	Redaction of third party personal data; secure electronic storage; access limited to Clerk	Ensure exemptions and redactions are applied before disclosure



Data Protection Impact Assessment

This template is an example of how you can record your DPIA process and outcome. It follows the process set out in our DPIA guidance, and should be read alongside that guidance and the [Criteria for an acceptable DPIA](#) set out in European guidelines on DPIAs.

You should start to fill out the template at the start of any major project involving the use of personal data, or if you are making a significant change to an existing process. The final outcomes should be integrated back into your project plan.

Submitting controller details

Details of Controller	Andy Smith obo Wendover Parish Council

Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

The lone working policy identified risks for staff working at the clock tower on their own, in that they could not see who was at the door or have any reassurance should an incident happen. There was a further issue in that the existing doorbell could not be heard around the clocktower.

The project was to install a video doorbell and camera pointing at the entry point to the clocktower that can be viewed by staff sat at their desks upstairs whilst lone working.

This involves cctv surveillance of public areas and the processing of sensitive personal data as the camera captures images of people who use the clock tower



Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

There will be two cameras which are both pointing at the Clock Tower entrance. Because of the nature of doorbell cameras this will also capture sections of Tring Rd and Aylesbury Rd.

The data is stored locally in the unit and is not shared with any other controller or processor. This data is not accessed for any normal day to day purpose.

The images are relayed to two laptops and a work phone using the secured and password protected wifi available at the clock tower. The images can be viewed remotely using a user and password system. This functionality is not envisaged being used other than if a crime or incident is in process.

It is only accessible by the two members of staff who work upstairs in the clock tower. Access to recordings will be only for the prevention or detection of crime and will only be once access has been approved by the Clerk.

Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The data collected is CCTV video and audio and because of that this does include special category data.

The type of data being collected will include, height, sex, IC status, distinguishing features, clothing, directions of travel, one camera will capture vehicle registration numbers and vehicle types & colours. The CCTV system cannot discriminate in any way, nor does it have any analytical software which could be used to discriminate people.

The devices are set up as event based recording so when they detect any motion and will collect hold about a month of recordings when it will be automatically written over. The internal camera merely captures the front doors to cover who enters the building or interacts with staff at the door. The doorbell, as previously stated, covers a wider area.

The system is primarily designed for live monitoring by upstairs staff to ensure their safety during lone working.



Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

The cctv primarily covers staff, volunteers and users of the Clock Tower building. It is envisaged that there will be very little processing of this data other than during lone working to assess the member of staff safety when a visitor knocks on the door or rings the bell.

There is a CCTV policy in place which allows those individuals to understand their rights.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

As previously discussed this is to allow lone working staff to assess their safety and have a record of any incidents.



Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

This was a requirement from advice given by a H&S consultancy on protecting office staff who are lone working therefore it was not required to publicly consult. Staff were informed and invited to comment and there was nothing raised from that consultation.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The lawful basis for holding the data is that this is a vital interest and the CCTV is there for the protection of people who are lone working in the clock tower. The data is predominantly monitored in real time, but only when someone wishes to gain access to the building

CCTV does support our lone working policy and safety requirements. We have a CCTV policy approved by council that guides any work and stops any mission creep. The purpose of the recording is for the investigation and detection of crime and the prevention and reduction of crime and disorder.

Any transfer of data is local and a log is made there are no international transfers. All actions go through the clerk. The policy contains a data subject access request form. Individuals are informed with notification around the area and the website will have further information.



Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
<p>Non Compliance of GDPR/DPA 2018. Non compliance may result in prosecution, financial penalties and severe damage to the reputation of WPC</p> <p>Compliance with articles 6, 8 and 14 of the Human Rights Act. The Act applies to public authorities and other bodies, which may be public or private, when they are carrying out public functions Article 6: the right to a fair trial Article 8: right to a private and family life Article 14: protection from discrimination A breach of any article may impede on the subjects rights and result in the prosecution of the local authority resulting in financial penalties and severe damage to its reputation</p> <p>Security of Data. A Security Data breach may result in prosecution under GDPR/DPA 2018 and result in financial penalties and severe damage to the reputation of the local authority</p> <p>Unauthorised Disclosure Unauthorised Disclosure may result in prosecution under GDPR/DPA 2018 and subject to financial penalties and severe damage to the reputation of the local authority</p> <p>Misuse of Data Misuse of data may result in prosecution under GDPR/DPA 2018 and subject to financial penalties and severe damage to the reputation of the local authority</p>	<p><i>Remote, possible or probable</i></p> <p>Possible</p> <p>Remote</p> <p>Possible</p> <p>Possible</p> <p>Possible</p>	<p><i>Minimal, significant or severe</i></p> <p>Significant</p> <p>Significant</p> <p>Significant</p> <p>Significant</p> <p>Significant</p>	<p><i>Low, medium or high</i></p> <p>Medium</p> <p>Low</p> <p>Medium</p> <p>Medium</p> <p>Medium</p>



Step 6: Identify measures to reduce risk

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
Compliance with GDPR/DPA 2018. - Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out. Clerk has undergone DP training for CCTV systems	Eliminated reduced accepted	Low medium high	Yes/no
Compliance with articles 4, 6 and 13 of the Human Rights Act - Management of the use and security of the system including monitoring and downloading of footage. CCTV Log is regularly reviewed by Finance Committee as a part of their audit function	Reduced	Low	
Security of Data - Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out on network system by IT provider. Check of CCTV log	Reduced	Low	
Unauthorised Disclosure and Misuse of Data - Release of data is strictly controlled in that no data is released without Council approval under guidance by Clerk. There are only 2 users who can access data, one being the Clerk.	Reduced	Low	

Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Parish Council 3/12/24	Integrate actions back into project plan, with date and responsibility for completion



Residual risks approved by:	Parish Council 3/12/24	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	n/a	DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice: n/a		
DPO advice accepted or overruled by:	n/a	If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:	Parish Council – on an annual basis	The DPO should also review ongoing compliance with DPIA



ITEM 15g – WEBSITE ACCESSIBILITY REPORT UPDATE

BROUGHT BY

Office

SUMMARY

To note the latest update report on the website accessibility

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

Overall, the review is positive, with only two pages currently flagged as high priority. These relate mainly to contrast and readability issues rather than major functional barriers. We are still in the process of refreshing some webpages in line with the recent website update, and we will re-test those pages once the changes are complete.

We are conducting this test every 6 months. The initial test was done in Oct 2025 before our website was updated and not reported until after our website changes. The next test will be reported to Finance in Nov 2026.

The testing was carried out using a combination of recognised automated accessibility tools and manual checks. This included page-by-page scans to identify issues such as colour contrast, heading structure, link clarity, image alternative text and general compliance with current Web Content Accessibility Guidelines (WCAG). Sample manual checks were also undertaken to review usability, readability and overall page accessibility.

A couple of the automated alerts are advisory rather than critical:

- PDF links – best practice is for links to downloadable documents to clearly state they are PDFs, and ideally include the file size where possible (for example: Annual Report (PDF, 2MB)). This helps users know what to expect before clicking.
- Underlined text – some pages flagged underlined text, however these instances relate to genuine clickable hyperlinks and do not present an accessibility barrier. This is largely a styling alert generated by the platform rather than a usability issue.

We have also reviewed and updated the Accessibility Statement on the website so that it reflects the latest guidance and current website status:

<https://www.wendover-pc.gov.uk/accessibility-statement>

One important point noted in the statement relates to PDFs and documents. Older PDF and Word documents may not fully meet modern accessibility standards, particularly for screen reader users. This is common for many organisations. Going forward, we would recommend that office documents are created accessibly in Word first (using headings, clear structure, proper tables, alt text where needed, and readable formatting) and then exported to PDF. Doing this means the resulting PDFs are far more likely to remain accessible and compliant.

Overall, the website is in a good position. Once the remaining pages have been refreshed and re-tested, we will provide a final report together with any recommendations.



Page Type URL	Accessibility Score (out of 10)	Errors	Contrast Errors	Alerts	Risk Level	Issues
Home /	9.8	0	0	6	Low	3 Link to PDF document 3 Underlined text
2025/26 Meetings /2025-26	9.1	0	0	170	Low	84 Link to PDF document 86 Underlined text
Accessibility Statement /accessibility-statement	9.6	0	0	15	Low	1 Redundant link 14 Underlined text
Contact Us /contact-us	9.7	0	0	1	Low	1 Underlined text
News & Events /events	9.6	0	0	16	Low	A nearby image has the same alternative text 1 Long alternative text 3 Suspicious link text
Report A Problem /report	4.4	6	33	26	High	6 Linked image missing alternative text 33 Very low contrast 5 Suspicious alternative text 10 Redundant link 4 Link to PDF document 7 Underlined text
Have Your Say /have-your-say	9.7	0	0	1	Low	1 Long alternative text
Vision & Mission /vision-and-mission-statement	9.6	0	0	13	Low	1 Long alternative text 1 Suspicious link text 3 Link to PDF document 3 Underlined text 2 A nearby image has the same alternative text 3 Suspicious alternative text
Committee Membership /committee-membership	10	0	0	0	-	
Council Structure /council-structure	9.6	0	0	7	Low	1 Skipped heading level 3 Link to PDF document 3 Underlined text
Grants /grants	9.6	0	1	12	Low	1 Very low contrast 3 Link to PDF document 10 Underlined text
Finance /finance	9.1	1	0	172	Low	1 Empty link 1 Skipped heading level 1 Redundant link 1 Link to Excel spreadsheet 71 Link to PDF document 99 Underlined text
Meet Your Councillors /councillors	9.4	0	0	29	Low	10 Possible heading 1 Suspicious link text 12 Redundant link 6 Underlined text
Projects /project	9.5	0	0	22	Low	4 Long alternative text 5 Suspicious link text 10 Link to PDF document 3 Underlined text



Page Type URL	Accessibility Score (out of 10)	Errors	Contrast Errors	Alerts	Risk Level	Issues
Vacancies and Opportunities /vacancies-opportunities	10	0	0	0	-	-
Wendover Markets /wendover-markets	9.7	1	0	2	Low	1 Linked image missing alternative text 2 Underlined text
Parks & Playgrounds /parks-playgrounds	7.9	8	0	43	Moderate	8 Empty button 8 A nearby image has the same alternative text 4 Suspicious link text 3 Redundant link 14 Underlined text
Wendover Skate Park /wendover-skate-park	9.6	0	0	6	Low	1 Long alternative text 2 Redundant link 3 Underlined text
Community Orchard /community-orchard	9.6	0	1	9	Low	1 Very low contrast 3 A nearby image has the same alternative text 2 Link to PDF document 3 Underlined text
Hampden Pond /hampden-pond	9.6	0	1	9	Low	1 Very low contrast 3 A nearby image has the same alternative text 1 Skipped heading level 1 Suspicious link text 2 Link to PDF document 1 Underlined text
Allotments /allotments	9.7	1	0	5	Low	1 Empty link 1 A nearby image has the same alternative text 1 Skipped heading level 1 Redundant link 1 Link to Word document
Hire An Open Space /hire-an-open-space	9.6	0	0	6	Low	2 Link to PDF document 2 Justified text 2 Underlined text
Recycled Coffee Grounds /recycle	9.7	0	0	1	Low	1 Suspicious alternative text
Community Awards /2026-community-award-winners	9.7	0	0	3	Low	1 Suspicious alternative text 1 Link to PDF document 1 Underlined text
Community Assets /community-assets	9.7	0	0	2	Low	1 Suspicious alternative text 1 Link to PDF document
Powers and Duties /parish-council-powers	9.6	0	0	12	Low	1 Skipped heading level 1 Link to PDF document 10 Underlined text
War Memorial /war-memorial	9.6	0	0	7	Low	5 Long alternative text 1 Link to PDF document 1 Underlined text



Page Type URL	Accessibility Score (out of 10)	Errors	Contrast Errors	Alerts	Risk Level	Issues
Wendover Neighbourhood Plan /wendover-neighbourhood-plan	9.7	0	0	5	Low	2 Link to PDF document
						3 Underlined text
Policies /policies	9.2	0	0	108	Low	1 Suspicious link text
						52 Link to PDF document
						55 Underlined text

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

Parish Councils are required to ensure their website is accessible

- Public Sector Bodies (websites and mobile applications) (No2) Accessibility Regulations 2018
- Web Content Accessibility Guidelines (WCAG) 2.2 AA

PROPOSAL

- To formally note the accessibility audit and workload
- To authorise the office to continue working on the issues highlighted in the report
- To authorise the finance committee to monitor these reports every six months (see terms of reference)



ITEM 15h – POWER TO SPEND INC. GENERAL POWER OF COMPETENCE AND S137

BROUGHT BY

Council

SUMMARY

To note that the Parish Council does not have the General Power of Competence and that our S137 expenditure is capped for this financial year at £11.60 per elector based on 5938 electors at a total of £68,881

PARISH COUNCIL BACKGROUND

n/a

DETAILS

BACKGROUND

Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a Council has the power (under a specified statute) to undertake that activity.

Parish Councils have many specific powers (e.g., the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

Despite the wide range of powers, Parish Councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a court ruling pronounced that pre-meeting prayers by a town council was unlawful.

In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

LEGISLATIVE BACKGROUND

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

“The Government’s intention in providing eligible Parish Councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Under the new legislation, eligible Parish Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

TYPES OF ACTIVITIES

Although the Government has given scant guidance on operation of the power, some activities covered by the legislation include:

- Running a community shop or post office
- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity



- Establishing a company to provide services such as local transport
- Providing grants to individuals.

The power is not restricted to use within the township — an eligible Parish council can use it anywhere.

LOCAL GOVERNMENT ACT 1972 (s137)

Expenditure under the Local Government Act (s137) is limited and must be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A Council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

ELIGIBILITY FOR GENERAL POWER OF COMPETENCE

The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e., not co-opted). **WPC DOES NOT COMPLY**

Qualified Clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g., Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence. **WPC DOES NOT COMPLY**

There is no requirement for Councillors to be trained in the general power of competence.

CURRENT POWERS

Wendover Parish Council makes expenditures based on current powers – each budget line has been analysed so that any expenditure from that line falls within a power – the full budget is as below. These are general powers and specific expenditures may require specific powers.



Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Amenities Income				
1000	Allotment Rent	1,630	Small Holding and Allotments Act 1908, ss23,25	1,300
1005	Charter Fair	220	Local Government (Miscellaneous Provisions) Act 1976 s.19	240
1010	Cricket Club Lease	300	Local Government (Miscellaneous Provisions) Act 1976 s.20	350
1021	Market - Local Produce	1,260	Food Act 1984, s 50, s 60 - England	2,560
1022	Market - Weekly	10,660	Food Act 1984, s 50, s 60 - England	10,660
1030	Other Rents (Open Spaces)	2,045	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,045
1035	BCC Devolved Services	19,000	Open Spaces Act 1906, ss9-10/Open spaces Act 1906 s 15 - England	17,800
1214	Christmas Trees	2,000	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,000
1260	Xmas Event Income	500	Local Government (Miscellaneous Provisions) Act 1976 s.20	500
1261	Rifle Club Lease	100	Local Government (Miscellaneous Provisions) Act 1976 s.20	100
1262	Fundraising Income	500	Local Government (Miscellaneous Provisions) Act 1976 s.21	500
1263	Event Income (PiP etc)	400	Local Government (Miscellaneous Provisions) Act 1976 s.22	400
TOTAL INCOME		38,615		38,455

Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Finance & General Income				
1200	Grants Incoming (Inc S106)	0	Section 106 of the Town and Country Planning Act 1990.	
1205	Dividends Rec'd ex Whitchell Trust	400	Local Government Act 1972 s 111	450
1210	Interest Rec'd ex Deposits	11,000	Local Government Act 1972 s 111	10,000
1215	Miscellaneous Income	600	Local Government Act 1972 s 111	0
1250	Precept Received	413,882	Local Government Finance Act 1992 s41	432,945
1265	Capital Receipts	0		
1266	Fairhive Income (s/l)	1,000	Local Government Act 1972 s 111	1,000
TOTAL INCOME		426,882		444,395

TOTAL INCOME		465,497		482,850
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Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Events Expenditure				
4100	Annual Parish Meeting	500	Local Government Act 1972 - s12	350
4105	Xmas Decorations (Trees, Lights etc.)	8,500	Local Government Act 1972 s144 and s145	8,500
4109	Promo Materials	1,000	Local Government Act 1972 s144	1,600
4110	Entertainments & Events	5,000	Local Government Act s145	5,000
4111	Parades	500	Local Government Act s146	200
4112	Floral Display	6,500	Open Spaces Act 1906 ss9-10, s15 England	8,000
4113	HS2 Public update meetings	500	Open Spaces Act 1906 ss9-10, s15 England	500
4122	Markets - Local Produce (promo and event)	500	Food Act 1984 s50, s60 England	500
4124	Markets - Business Rates	1,050	Food Act 1984 s50, s60 England	1,050
4125	Markets - Water	0	Food Act 1984 s50, s60 England	0
4126	Markets - Electric	380	Food Act 1984 s50, s60 England	380
4130	Annual Village Quiz	800	Local Government Act s145	0
4132	Christmas Celebration Event	2,750	Local Government Act s145	5,000
TOTAL EXPENDITURE		27,980		31,080

Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Highways Expenditure				
4200	Bus Shelters	4,000	Local Government (Miscellaneous Provision) Act 1953 s4	500
4210	Refuse Bins	500	Litter Act 1983 ss5-6	500
4211	Severe Weather (bins, grit etc.)	500		500
4215	Street Furniture (seats, noticeboards etc.)	1,000	Parish Councils Act 1957 s1	1,000
TOTAL EXPENDITURE		6,000		2,500

Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Lighting Expenditure				
4300	Energy - Street Lights	13,000	Parish Councils Act 1957 s3; Highways Act 1980 s301	13,000
4305	Maintenance	15,000	Parish Councils Act 1957 s3; Highways Act 1980 s301	20,000
4315	New Columns	7,000	Parish Councils Act 1957 s3; Highways Act 1980 s301	6,000
4320	Inspections	1,500	Parish Councils Act 1957 s3; Highways Act 1980 s301	1,500
TOTAL EXPENDITURE		36,500		40,500



Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Recreation Expenditure				
4400	Dog Bins - Contract for Emptying	2,600	Litter Act 1983 ss5-6	2,600
4405	Maintenance Fences, Gates & Hedges	7,000	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	13,000
4406	Maintenance - footpaths	2,000	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s165	1,000
4410	Maintenance - open spaces	19,500	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	15,000
4415	Maintenance Inspections etc.	2,800	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	2,800
4416	Pond	1,500	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	2,000
4417	Tree Works	6,000	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	8,000
4418	Maintenance Tree Inspections	0	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	0
4421	Community Orchard Maintenance	750	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	0
4425	Capital Expenditure	11,000	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	5,000
4426	Vehicle repair	4,440	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	1,000
4430	Mower Maintenance	2,500	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	1,500
4435	Play Equipment	30,000	Public Health Act 1875 s 164	33,000
4440	Play Equipment Repairs & Maintenance	3,000	Public Health Act 1875 s 165	12,000
4450	Premises Garage Rent	1,620	Local Government Act 1972 s111	1,620
4455	Sitesafe Electricity	300	Local Government Act 1972 s111	300
4465	Sitesafe Water/Sewage	300	Local Government Act 1972 s111	300
4475	Fuel	3,200	Local Government Act 1972 s111	3,000
4480	Materials & Tool Purchase	2,500	Local Government Act 1972 s111	2,500
4481	Machinery/Tools Service & Repairs	2,500	Local Government Act 1972 s111	2,500
4485	Protective Clothing (PPE)	750	Health and Safety at work Act 1974 s2	750
4490	Refuse Bin Contract	1,300	Litter Act 1983 ss5-6	1,800
4495	Sundries	500	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	500
4497	Defibrillators	500	Public Health Act 1936 s234	500
TOTAL EXPENDITURE		106,560		110,670



Code	Description	25/26 Budget	Powers of Council	26/27 Budget
F&G Expenditure				
4496	Professional Support (HS2 etc)	2,000	Local Government Act 1972 s 111	2,000
4550	Communications - Publicity	6,500	Local Government Act 1972 s 111	6,500
4555	Communications - Website	3,000	Local Government Act 1972 s 111	3,000
4560	Financial - Bank Charges	600	Local Government Act 1972 s 111	600
4565	Financial - Fees - Audit	2,300	Local Audit and Accountability Act 2014, Accounts and Audit regulations 2015	2,300
4570	Financial - Fees - Legal	2,000	Local Government Act 1972 s 111	2,000
4575	Financial - Insurance	7,950	Local Government Act 1972 s 111	7,950
4580	Financial - Software	800	Local Government Act 1972 s 111	1,500
4582	End of Year Support RBS	0	Local Government Act 1972 s 111	0
4615	Office - Broadband/Tel/Fax	1,750	Local Government Act 1972 s 111	1,750
4620	Office - Copier	1,500	Local Government Act 1972 s 111	1,500
4621	Office - Equipment - Expend	3,000	Local Government Act 1972 s 111	3,000
4625	Office - Equipment Capital	1,000	Local Government Act 1972 s 111	1,000
4630	Office - Postage & Stationery	400	Local Government Act 1972 s 111	400
4640	Office - Testing - Electrical	100	Health and Safety at Work Act 1974	100
4645	Office - Testing - Fire	300	Health and Safety at Work Act 1974	300
4650	Office - Utilities - Electric	2,800	Local Government Act 1972 s 111	2,800
4655	Office - Utilities - Water	150	Local Government Act 1972 s 111	150
4660	Property Mgt - Clock Tower	2,500	Local Government Act 1972 s 111	2,500
4665	Property Mgt - Manor Waste	1,000	Local Government Act 1972 s 111	1,000
4670	Property Mgt - SiteSafe	1,000	Local Government Act 1972 s 111	1,000
4675	Property Mgt - War Memorial	500	War Memorials (Local Authorities Powers) Act 1923	500
4685	Subscriptions and Donations	2,250	Local Government Act 1972 s 143	2,250
4690	Misc - Chairman's Expenses	1,200	Local Government Act 1972 s 111, Income Tax (Earnings and Pensions) Act 2003	1,200
4691	Misc - Councillor Expenses	100	Local Government Act 1972 s 111, Income Tax (Earnings and Pensions) Act 2004	100
4692	Parish Basic Allowance	0		1,900
4695	Misc - Room Hire	1,200	Local Government Act 1972 s 111	1,200
4700	Misc Sundry Expenses Finance	500	Local Government Act 1972 s 111	500
4705	Misc - Travel Staff & Cllrs	200	Local Government Act 1972 s 111	200
4706	Elections	3,000	Representation of the Peoples Acts, Local Government Act 1972 s 86 (casual vacancy) s16 (interval)	0
4707	H&S	2,000	Health and Safety at Work Act 1974	2,000
TOTAL EXPENDITURE		51,600		51,200

Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Grants Out - not S137				
4585	Grants Out - Churchyard Care	7,500	Local Government Act 1972, s.214(6)	7,500
4586	Grants Out - Wendover Youth Ce	7,500	Local Gov (Misc Provisions) Act 1976 s19	7,500
4591	Grants Out - Major - not S137	10,000	various	10,000
4613	Grants Out - Minor - not S137	2,000	various	2,000
Grants Out - S137				
4590	Grants Out - Major S137	5,000	Local Government Act 1972 s 137	5,000
4611	Grants Out - Minor S137	3,000	Local Government Act 1972 s 137	3,000
TOTAL EXPENDITURE		35,000	0	35,000



Code	Description	25/26 Budget	Powers of Council	26/27 Budget
Staffing				
4800	Amenities Salaries	61,457	Local Government Act 1972 s 112	66,000
4801	Amenities NIC	7,165	Local Government Act 1972 s 112	8,000
4802	Amenities Pension	3,466	Local Government Act 1972 s 112	4,000
4810	F&G Salaries	95,824	Local Government Act 1972 s 112	105,000
4811	F&G NI	11,169	Local Government Act 1972 s 112	13,000
4812	F&G Pensions	13,476	Local Government Act 1972 s 112	6,000
4816	Student Loan	1,200	Local Government Act 1972 s 112	2,000
4845	Payroll Charges	800	Local Government Act 1972 s 112	1,000
4860	Training Staff & Councillors	3,500	Local Government Act 1972 s 112	3,500
4855	HR & H&S Fees (Ellis Whittam)	2,500	Health and Safety at Work Act 1974	2,500
4861	Uniform	1,000	Local Government Act 1972 s 111	500
4862	SMART Pension Monthly Fee	300	Local Government Act 1972 s 112	400
TOTAL EXPENDITURE		201,857		211,900
TOTAL INCOME		465,497		482,850



As Wendover Parish Council is not eligible for the General Power of Competence it does use S137 exclusively for the grant awards to local community organisations where there is not an existing power. The grants and the powers they are granted under for the current and previous year are shown below. The S137 expenditure is as follows:

- 2023/24 – £8,020
- 2024/25 - £5,000
- 2025/26 - £8,000
- 2026/27 - £11,320.50

The Income and Expenditure Accounts show S137 expenditure as a separate line so it can be clearly monitored through the Council papers.

Grants summary 2026/27			S137 Limit for 2026/27	£68,881
Organisation	Amount Requested	Amount Granted	Reason for Grant	Power
Major Grants				
Wendover Friends of Guiding	£3,000.00	£3,000.00	Replacement roof for Guide Hut	Local Government Act 1972, s137
St Mary's Church	£1,501.50	£1,501.50	Replacement toilet	Local Government Act 1972, s137
Wendover Junior FC	£5,000.00	£5,000.00	Shed for equipment storage	Local Government (Miscellaneous Provisions) Act 1976, s.19
Wendover Memorial Hall	£5,000.00	£5,000.00	erection of fence and tidying of land	Local Government Act 1972, s137
TOTALS	£14,501.50	£14,501.50	BUDGET £15000	
Minor Grants				
Halton Air Force Cadets	£1,000.00	£1,000.00	New gazebo	Local Government Act 1972, s137
Wendover Bowls Club	£819.00	£819.00	Defib for club use	Local Government Act 1972, s137
TOTALS		£1,819.00	BUDGET £5000	£3,181.00
Standing Grants				
Wendover Youth Centre	£7,000.00	£7,000.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,500.00	£7,500.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£14,500.00	£14,500.00	BUDGET £15000	



Grants summary 2025/26				
Organisation	Amount Requested	Amount Granted	Reason for Grant	Power
Major Grants				
Wendover Shed	£5,000.00	TBC	Support for planning permission around current projects (borehole and wind turbine)	Local Government Act 1972, s137
Wendover Dementia Society	£3,480.00	£3,480.00	Music boxes	Local Government Act 1972, s137
TOTALS	£13,480.00	£3,480.00	BUDGET £15000	
Minor Grants				
Wendover Ashbrook Allotments Association	£1,000.00	£1,000.00	Compostable loo	Local Government Act 1972, s137
CLAW	£949.35	£949.35	Visitor information board - wildbelt	Public Health Act 1875, s.164 – England
TOTALS		£1,949.35	BUDGET £5000	
Standing Grants				
Wendover Youth Centre	£7,000.00	£7,000.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,500.00	£7,500.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£14,500.00	£14,500.00	BUDGET £15000	

FINANCIAL CONSIDERATIONS

As per the regulations the maximum we can spend under the S.137 regulations is set out based on a figure per elector. This figure is currently set by the Department of Levelling Up, Housing and Communities. This year it is £11.60 per elector based on 2938 electors at a total of £68,881. To date Wendover Parish Council has not been near the S137 limit

LEGAL AND OTHER IMPLICATIONS

Parish Councils who spend outside their powers can be formally challenged (see above)

PROPOSAL

- That Wendover Parish Council notes it does not have the General Power of Competence and all expenditure is made under specific powers.
- That the grants awarded be formally noted
- That the S137 expenditure limit for 2026/27 is £68,881



ITEM 15i - DATES FOR 2026/27 MEETINGS

BROUGHT BY

Clerk

SUMMARY

To note dates for all Council meetings

PARISH COUNCIL BACKGROUND

- These dates were provisionally agreed at the January Parish Council

DETAILS

The proposed Council meeting dates are as follows:

Date	Meeting	Time	Venue
07 Apr 2026	Planning Committee	7:10pm	Wendover Community Library
07 Apr 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Apr 2026	ANNUAL PARISH MEETING <i>(including Community Showcase from 6pm)</i>	7:30pm	Wendover Community Library
21 Apr 2026	Planning Committee	7:10pm	Wendover Community Library
21 Apr 2026	Amenities Committee	7:40pm	Wendover Community Library
05 May 2026	PARISH COUNCIL MEETING <i>(Annual Meeting of the Council)</i>	7:10pm	Wendover Community Library
19 May 2026	Planning Committee	7:10pm	Wendover Community Library
19 May 2026	Finance Committee	7:40pm	Wendover Community Library
02 Jun 2026	Planning Committee	7:10pm	Wendover Community Library
02 Jun 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Jun 2026	Planning Committee	7:10pm	Wendover Community Library
16 Jun 2026	Amenities Committee	7:40pm	Wendover Community Library
07 Jul 2026	Planning Committee	7:10pm	Wendover Community Library
07 Jul 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library



21 Jul 2026	Planning Committee	7:10pm	Wendover Community Library
21 Jul 2026	Amenities Committee	7:40pm	Wendover Community Library
04 Aug 2026	Finance Committee	7:10pm	Wendover Community Library
04 Aug 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
01 Sep 2026	Planning Committee	7:10pm	Wendover Community Library
01 Sep 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
15 Sep 2026	Planning Committee	7:10pm	Wendover Community Library
15 Sep 2026	Amenities Committee	7:40pm	Wendover Community Library
06 Oct 2026	Planning Committee	7:10pm	Wendover Community Library
06 Oct 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
20 Oct 2026	Planning Committee	7:10pm	Wendover Community Library
20 Oct 2026	Amenities Committee	7:40pm	Wendover Community Library
03 Nov 2026	Staffing Committee	7:10pm	Wendover Community Library
03 Nov 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
17 Nov 2026	Planning Committee	7:10pm	Wendover Community Library
17 Nov 2026	Finance Committee	7:40pm	Wendover Community Library
01 Dec 2026	Planning Committee	7:10pm	Wendover Community Library
01 Dec 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
15 Dec 2026	Planning Committee	7:10pm	Wendover Community Library
15 Dec 2026	Amenities Committee	7:40pm	Wendover Community Library
05 Jan 2027	Planning Committee	7:10pm	Wendover Community Library
05 Jan 2027	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
19 Jan 2027	Planning Committee	7:10pm	Wendover Community Library



19 Jan 2027	Amenities Committee	7:40pm	Wendover Community Library
02 Feb 2027	Planning Committee	7:10pm	Wendover Community Library
02 Feb 2027	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Feb 2027	Planning Committee	7:10pm	Wendover Community Library
16 Feb 2027	Finance Committee	7:40pm	Wendover Community Library
02 Mar 2027	Staffing Committee	7:10pm	Wendover Community Library
02 Mar 2027	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Mar 2027	Planning Committee	7:10pm	Wendover Community Library
16 Mar 2027	Amenities Committee	7:40pm	Wendover Community Library

FINANCIAL CONSIDERATIONS

There will be cost variations based on the venue

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

To resolve to:

- Set the next Annual Parish Meeting on Thursday 16th April 2026
- Agree the previously discussed ordinary Council meeting dates as above



ITEM 16a – POLICY CHANGES

BROUGHT BY

Office

SUMMARY

To consider reconfiguring the policies to ensure they are more relevant to Council decision making

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Introduction

We have multiple policies, many required by law and all requiring regular review. Further these policies should be guiding our decision making at all levels.

The current list of policies are a mix of:

- Legal requirements
- Statements of intent
- Operational guidance

If you were to read each policy from cover to cover it would be completely impractical to retain all of the relevant information and would be difficult to reference in the meetings.

The proposal is not about making changes to our policies but to make the policies more digestible. We are proposing to merge the policies into the following documents:

- Policy Summary – an executive summary document of all the policies, what they cover and where to find them
- Finance and Governance Policies – Such as standing orders, finance regs, investment and deposits etc
- Amenities Policies – such as policies on our parks and open spaces
- HR and Employment – all HR and Employment policies
- Health and Safety – All H&S policies
- Operational Guidance – All the operational and routine procedural policies

The policy summary will act as a 4 or 5 page guidance for staff and councillors. A sort of “quick start” guide. It is envisaged that it will be re-issued every year to all staff and Councillors with a signature required. It will be the index to all the other policies.

At this stage we will not be changing the content of our policies unless required by law or NALC guidance. For this reason, there will be changes to the HR and Employment Policies



Amendments

It is viewed that policy amendments will be undertaken in a similar way where the relevant section would be reviewed and considered rather than the whole policy manual. The only difference will be that any policy change will also need to suggest changes to the executive summary.

As and when statutory or best practice (i.e. NALC guidance) requires, sections would be updated as and when required

All policies could then be reviewed annually full council. If any changes are recommended they come back to the next meeting. If not then the policies are reviewed.

We would recommend that this happens in the July meeting, which tends to be a quieter agenda.

Current renewals

This process is taking a lot longer than expected and there was a hope to standardise the format of each policy, which will have to be completed at a later stage. Whilst we have been undertaking the groundwork to streamline this process some individual policies should have been updated but with no changes to be made.

As mentioned previously in HR law changed on the 1st April and there are sections of our HR Policies that we would have to defer to the new regulations.

FINANCIAL CONSIDERATIONS

- n/a.

LEGAL AND RISK

- n/a

PROPOSAL

To resolve to:

- Agree to re reformatting of the policies and to renewal of the policies to be considered at the July Full Council Meeting.
- To resolve to carry all existing policies until the review in July, where there is a conflict with the law the policy will defer to the latest legislation.