



## WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,  
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### PARISH COUNCIL MEETING AGENDA

Tuesday 9<sup>th</sup> January 2024 at 7:30pm

Chilterns Neuro Centre, Oakwood Close, Wendover, Aylesbury, HP22 5LX

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**Committee Membership:** Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington, Williams 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.**

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#### AGENDA

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- 1) **APOLOGIES FOR ABSENCE**  
To consider any apologies for absence received:
- 2) **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.
- 3) **MINUTES – page 4**  
Consideration of approval of minutes of the meeting on 7<sup>th</sup> November 2023.
- 4) **CHAIR'S ANNOUNCEMENTS**
- 5) **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.
- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 7) **CLERKS REPORT & CORRESPONDENCE – page 11**
- 8) **FINANCE AND PAYMENTS – page 13**
  - 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 latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - **pages 14, 19 and 20**

**9) REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

- a) [HS2 Mitigation Action Group](#) – *page 21*
- b) Wendover Business Group
- c) Parish Council Surgeries
- d) Other groups

**10) REPORTS FROM COMMITTEES**

**a) PLANNING**

- i) To note the draft [minutes of the meeting on 19 December 2023](#) – *page 22*

**b) AMENITIES**

- i) To note the draft [minutes of the meeting on 19 December 2023](#) – *page 24*
- ii) To consider the [Hampden Pond works](#) – *page 26*

**11) 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 Open Spaces working group.

- i) To consider options for [additional works required to receive planning permission](#) for the Skate Park – *page 29*

**c) Sustainability and Biodiversity Group**

To receive an update from the Transport working group.

**d) Strategic Planning Steering Group**

To receive an update from the Open Spaces working group.

**12) OTHER ITEMS**

**a) [Dates for the 2024/25 Meetings](#) – *page 31***

To consider reviewing and renewing the following policies:

- i) To consider the date for the Annual Parish Meeting – 18th April 2024
- ii) To consider the date for the Council's Annual Meeting – 7<sup>th</sup> May 2024
- iii) To consider regular Council meeting dates as per the paper
- iv) To consider authorising the Clerk to book in the venues based on availability for note at the next Council meeting

**b) [Policy Renewal](#) – *page 34***

To note the current policies and when they are due for renewal and to consider renewal of the following policy

- i) [Investment Policy](#) – to renew the current investment policy – *page 37*
- ii) [Publication Scheme](#) – to update and renew the current publication scheme – *page 29*

**c) [Internal Audit and actions](#) – *page 45***

To note the recommendations from the internal audit and actions:

- i) To note and approve the current bank signatories.
- ii) To consider the changes to the terms of reference for the finance committee to be able to review the effectiveness of the internal control systems.
- iii) To consider authorising the Clerk to book in the venues based on availability for note at the next Council meeting–

d) [Playground inspection training](#) – **page 53**

To consider approving expenditure for all staff to undertake the playground inspection training as a contingency, this will cost £1,075.

**13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS**

The next Parish Council meeting 7.30pm on Tuesday 6<sup>th</sup> February 2024 at St Annes Hall.

**14) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 4<sup>th</sup> Jan 2024.

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

5<sup>th</sup> December 2023 at 7:30pm

Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

**Present:** Councillors Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Walker, Washington, Williams (Chair) and Worth.

**In attendance:** Buckinghamshire Councillor Newcombe

**Clerk:** Andy Smith

**Members of Public:** 2

### APOLOGIES FOR ABSENCE

**PC23/182** Apologies were received and **ACCEPTED** from Cllrs Ballantine, Gallagher, Wales – Apologies were noted from Buckinghamshire Councillors Bowles and Strachan

### DECLARATIONS OF INTEREST

**PC23/183** None

### MINUTES

**PC23/184** The minutes of the Parish Council of 7<sup>th</sup> November 2023 were considered and it was noted and amended that Cllr Walker was not present, the minutes as amended were **RESOLVED** as a true record to be signed by the Chair.

### CHAIRS ANNOUNCEMENTS

**PC23/185** The HS2 public meeting was a huge success and thanks go to the office staff for their work on that event. The recent Christmas event was also very well received. The layout changes at the event seemed to work to make the event less crowded, but still have a good atmosphere. Thanks again go to the office team for managing the event. It was noted that it would be good to get some more formal feedback from stallholders and local business to help with next year's event planning.

### PUBLIC PARTICIPATION

**PC23/186** A member of the public brought up the recent changes to Hale Ln which prevent parking. It is noted that the Parish Council was not involved in the decision-making process, neither were they informed of the outcome. The Parish Council were asked if they were going to represent the anger of the people who feel it is a move to increase revenue at Wendover Woods. The member of the public felt that a lot of money has been spent on the project that could have been spent elsewhere. It was reminded that there were two sides to the issues on Hale Ln and it was not that simple as many of the Hale Lane residents were equally as strong in their support of the changes. It was noted that Buckinghamshire Council had undertaken a consultation, but that consultation appeared to be 2 years ago, so there was a disconnect between the consultation and the action.

**PC23/187** A member of the public asked if the salt bins had been filled up. The clerk confirmed that Bucks Council had ensured an appropriate level in all their bins. The member of the public highlighted that there is a bin by Holland Close which is apparently padlocked. It was noted that there are some private bins owned by local housing associations that are not controlled by Buckinghamshire Council

**PC23/188** A member of the public thanked the Council for the ongoing support of the Wendover Shed. It has been noted that people with physical disabilities are having accessibility issues because of the terrain and they would like to have a shallow ramp up to the shed decking. It was noted that we would have to check with planning to ensure this would be permissible. Council were asked their view if they would support and subject to planning issues Council were in favour of improving accessibility.

#### **REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS**

**PC23/189** Council's budget – there are a lot of Councils struggling financially. At the moment Buckinghamshire has a deficit budget for next year but is not in financial difficulty. The statutory services have increased significantly, but the Council is seeking efficiencies. Statutory services account for over 70% of the Buckinghamshire Council expenditure.

**PC23/190** One of the big issues in this area is the provision of primary care. There is now a consultation on the Primary Care strategy, and this will be open until the 31<sup>st</sup> January. Because of the issues that have been experienced in this area it would be worth the Parish Council making a representation.

**PC23/191** The South East Aylesbury Link Road has the go ahead to start work on the Wendover Rd roundabout and this will start next week.

**PC23/192** Halton – there has been a draft planning document on the housing that will be built on the RAF base.

**PC23/193** You can find out about Bucks Council activities by signing up to the email by Martin Tett or by reading the full council papers.

#### **CLERKS REPORT AND CORRESPONDANCE**

**PC23/194** The report was noted, The clerk provided an update on the completion of works on the clock and Clock Tower wall

#### **FINANCE AND PAYMENTS**

##### **a) Payments to consider**

**PC23/195** The two batches of payments to consider, totalling £36,275.27 and £8,835.07, were **RESOLVED** and signed.

##### **b) Latest financial reports**

**PC23/196** The financial reports were noted and the Clerk answered questions from Councillors

#### **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

##### **a) HS2 Mitigation Action Group**

**PC23/197** The report was noted.

##### **b) Wendover Business Group**

**PC23/198** It was noted that there was a smaller attendance but still a good atmosphere. The group are working on a campaign to spend an extra £5 in Wendover, this will start in January.

### c) Parish Council Surgeries

**PC23/199** The first surgery went ahead. There was a lot of complaints about the skatepark, and some anti-social behaviour in Ashbrook Park is already impacting on the householders, given research of other skateparks it is likely that it will reduce the existing anti-social behaviour. There was another member of public who had a list of suggestions for the Council that have been circulated and will be considered as part of the strategic planning.

### d) Other groups

**PC23/200 Wendover Library Trustees** – the rebuild has come to a halt, because of the costs spiralling it will need a re-design. The funding is still secure at the moment, however the trustees are not sure what the precise shortfall was with the current plan.

**PC23/201 Wendover Youth Centre** – they are considering applications for the new youth worker and a programme director. There will be some new trustees also brought on board. They are in a transition period and the Parish Council would look to support them going forward.

## REPORTS FROM STANDING COMMITTEES

### a) PLANNING

**PC23/202** The draft minutes of the meeting on 21<sup>st</sup> November 2023 were noted.

### b) FINANCE

**PC23/203** The draft minutes of the meeting on 21<sup>st</sup> November 2023 were noted.

**PC23/204** The external auditors report, previously distributed was considered and it was noted that there were no actions arising from the report.

## REPORTS FROM WORKING GROUPS

### a) Transport Working Group

**PC23/205** Met this afternoon regarding the EV charging project, there are 3 properties who will be getting gullies to run cables through. The group are working with CLAW to identify locations for lamppost charging points, including along the high street. It was noted that the parking orders will not change, and they will not be exclusive EV parking spots so it won't reduce the general parking around Wendover.

**PC23/206** Wharf road and Schools campus project has been delayed until the parking review implementation.

### b) Open Spaces Working Group

**PC23/207** The focus is on the skatepark. Next Tuesday is the determination date for the planning. A lot of the objections are not material planning considerations and are more opinion based. There will be a myth busting article in Wendover news in the new year. Current sales of decorations are at about 108.

## OTHER ITEMS

### a) Policy Renewals

**PC23/208** Winter Policy - The policy was considered; it was noted that the addition of providing salt to local businesses on request and it was **RESOLVED** to renew the policy with the amendments.

### b) New Working Groups

**PC23/209** **Sustainability and biodiversity group** – this group would be a Parish Council led group focused on progressing issues and would underpin other working groups and the strategy. This group would also support the mission and be assigned workstreams that come out from the strategic planning. It was **RESOLVED** to establish this group.

**PC23/210** **Strategic Planning Steering Group** – It was **RESOLVED** to formally establish this group.

### c) Vehicle insurance renewal

**PC23/211** It was noted that we had only actually received two quotes and other providers, including our current provider were being slow to respond. It was **RESOLVED** to devolve power to the Clerk to accept the best value quote.

### d) 2024/25 Budget and precept request

**PC23/212** The papers were scrutinised. It was noted that there was great concern about income for devolved services in light of the update from the Buckinghamshire Councillor. It was noted that it was a possibility that Parish Councils would be expected to do less work (such as a reduced number of grass cuts per year) in return for a freeze or reduction in the fee paid. It was noted that even if we delay the precept submission as long as possible, we would not be able to confirm the devolved services income. It was also noted that the external audit had advised that our general reserve was at the lower end of expectations with many Parish Councils having a general reserve of between 6 and 12 months of expenditure. Council considered that our reserve was appropriate but made us less resilient to a reduction in devolved services income. An amendment to adjust the income for devolved services down by £10k was the prudent thing to budget for. It was **RESOLVED** to amend income budget line 1035 to £10,158. This would mean that our total precept request was £388,445 an increase of 8.18% and increase which would mean an approximate annual increase of £8.50, about 70p a month. The total parish precept bill for a band D property is still well under £10 a month. The budget as amended was **RESOLVED** to be accepted with the renewed precept request of £388,445.

### e) Planning

**PC23/213** **23/03479/ALB 85 Tring Road Wendover Buckinghamshire**

Listed building consent for demolition of non-original rear porch, erection of single storey rear extension and internal layout changes.

**Wendover Parish Council** - Neutral

**PC23/214** **23/03478/APP 85 Tring Road Wendover Buckinghamshire**

Householder application for demolition of non-original rear porch, erection of single storey rear extension and internal layout changes.

**Wendover Parish Council - Neutral**

#### **DATES OF FUTURE MEETINGS**

**PC23/215** To note the next Parish Council meeting **Tuesday 9<sup>th</sup> January 2024**. Agenda items must be with the Clerk strictly by 9am **Wed 3<sup>rd</sup> January**. Also to note that the venue will be the Chilterns Neuro Centre on Princess Mary Gate

#### **CONFIDENTIAL ITEMS**

**PC23/216** It was **RESOLVED** to move the meeting into confidential session because of sensitive personal information being discussed. The Clerk was also asked to leave the meeting because of a conflict of interest.

**PC23/217** The Council considered offering a one-off discretionary bonus to the staff team at Christmas based on the challenges and successes faced this year. It was **RESOLVED** to make a discretionary payment of £250 for each member of staff to be put through the December pay run.

#### **CLOSURE OF MEETING**

**PC23/218** As all business was transacted the meeting was closed at 9:25pm

Signed by  
Chair to the Parish Council

Date:



PAYMENTS TO CONSIDER		Nov	Parish Council 5/12/2023
<b>BACS</b>			
Date	To	Amount	Payment for
22/11/2023	Phenom Networks	£156.87	Computer Support
22/11/2023	task 55	£420.00	Clearance of allotment plots after handover
22/11/2023	Sparkx	£1,016.40	Light repairs - 34/81/323/67
22/11/2023	Sign Wizzard	£129.74	Christmas banners
22/11/2023	King	£1,290.00	hedge cutting - Wendover rd/old Skate park/Tring rd
22/11/2023	R Wright & Son Waste Svcs	£198.00	Cesspit emptying
22/11/2023	Strawberry Fieldz	£550.00	Stage and sound for Christmas event
22/11/2023	Ellesborough Silver Band	£125.00	Wendover Christmas LPM
22/11/2023	Peterley Manor Farm	£1,145.00	Christmas trees for high street - EMR spend
22/11/2023	Lawnhurst Services	£99.00	Wooden decorations - skate park fund
22/11/2023	Lawnhurst Services	£99.00	Wooden decorations - skate park fund
22/11/2023	Lawnhurst Services	£99.00	Wooden decorations - skate park fund
22/11/2023	Lawnhurst Services	£99.00	Wooden decorations - skate park fund
22/11/2023	Sparkx	£3,480.00	Full column replacement (9)
22/11/2023	Farol	£5,454.00	New rotary cutting deck
30/11/2023	Salaries	£12,389.40	Monthly Salaries Bill
30/11/2023	LGPS	£1,340.41	LGPS Pension Costs
30/11/2023	HMRC	£5,691.09	Payroll Tax and NI
<b>TOTAL BACS AMOUNT</b>		<b>£33,781.91</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
16/11/2023	Lebara Mobile	£5.00	Office mobile phone
26/11/2023	Adobe	£19.97	Acrobat Pro plan
14/11/2023	Advance Building Supplies	£67.82	Roofing for water collection units
14/11/2023	Lords builders merchants	£186.36	timber for roofing of water collection unit
13/11/2023	Chesham Fencing	£116.40	additional supplies - water collection units
09/11/2023	Tres Corazones	£160.00	Deposit for christmas meal;
09/11/2023	Just St Marys	£16.09	Office supplies
09/11/2023	Acorn Nurseries	£300.00	Spring bulbs for planting in parks
01/11/2023	Amazon Service Europe	£24.08	Paper towel dispenser - site safe
01/11/2023	Amazon Service Europe	£35.99	Coffee Maker - clock tower meetings
14/11/2023	Amazon	£88.94	Floor mop set - site safe
06/11/2023	Amazon	£124.95	Replacement mini tree lights
16/11/2023	Chesham Fencing	£3.60	Additional felt nails-water sheds
16/11/2023	Tres Corazones	£84.02	Catering for HS2 Meeting
14/11/2023	Cableties.co.uk	£30.69	Cable ties for Christmas event
17/11/2023	Post office	£2.99	Get well card
17/11/2023	Rumseys	£14.95	Get well gift
<b>TOTAL Debit Card AMOUNT</b>		<b>£1,281.85</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
12 Nov 2023	SMART PENSION LTD	£1,193.84	SMART pension contributions
28 Nov 2023	CASTLE WATER LTD	£17.67	Clock Tower Water
<b>TOTAL DD &amp; SO</b>		<b>£1,211.51</b>	
<b>TOTAL PAYMENTS</b>		<b>£36,275.27</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			

PAYMENTS TO CONSIDER		Dec	Parish Council 05/12/2023
<b>BACS</b>			
Date	To	Amount	Payment for
06/12/2023	PawPrint	£140.40	Printer/Copier Costs
06/12/2023	Val Mayland	£80.00	Cleaning
06/12/2023	Marley Design	£450.00	Web and communications
06/12/2023	Numbers	£0.00	Payroll Services
06/12/2023	St Annes Hall Hire	£60.00	Hire of hall for meetings
06/12/2023	Sparkx	£1,851.60	Streetlight repairs - 66, 67, 91, 110
06/12/2023	Peterley Manor Farm	£30.00	Additional mini tree
06/12/2023	Lawnhurst Services	£80.00	Wooden baubles for main tree
06/12/2023	Lawnhurst Services	£220.50	Wooden disc baubles for sale
06/12/2023	Smiths of Derby	£210.00	Clock repair and service
06/12/2023	Windowflowers	£444.00	Planting on manor waste
06/12/2023	Windowflowers	£2,196.00	Hanging baskets and entry gates
<b>TOTAL BACS AMOUNT</b>		<b>£5,762.50</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/12/2023	Adobe	£19.97	Acrobat Pro plan
16/12/2023	Lebara Mobile	£5.00	Office mobile phone
29/11/2023	Castle Water	£31.01	Manor waste water supply
27/11/2023	Dayla	£120.96	Wine and glasses for HS2 Meeting
24/11/2023	Post Office	£2.99	Blu Tak
24/11/2023	Crumbs Café	£50.00	Baklava for HS2 Meeting
23/11/2023	Ashco	£20.49	Trays and bowls for HS2 meeting
23/11/2023	Dobbies Garden Centre	£25.00	Voucher for quizmaster
20/11/2023	Budgens	£5.68	Office supplies
08/11/2023	Wix	£12.46	Website domain (12 months) Welcome to Wendover
24/11/2023	Wix	£158.40	Website hosting (12 months) Welcome to Wendover
23/11/2023	Amazon Business EU	£21.96	Lamination pouches
21/11/2023	Amazon Business EU	£13.84	Batteries
20/11/2023	Amazon Mkt	£9.99	Paper cups for HS2 mtg
20/11/2023	Amazon Mkt	£3.49	I met santa stickers
30/11/2023	Amazon Services EU	£18.98	Hand warmers for Christmas event
04/12/2023	Halfords	£27.49	Adblue and screenwash for truck
29/11/2023	Smith and Sons (Surelock home	£37.49	engraving for quiz shield and plaque for christmas window
04/12/2023	Budgens	£13.28	Office supplies - mixed vat
<b>TOTAL Debit Card AMOUNT</b>		<b>£598.48</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
3 Dec 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Dec 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
5 Dec 2023	CASTLE WATER LTD	£5.75	Site Safe Water
6 Dec 2023	BE FUELCARDS LTD	£250.57	BP Fuel Card
7 Dec 2023	SMART PENSION LTD	£26.40	SMART pension admin fee
15 Dec 2023	BG LITE	£35.00	Manor Waste Electricity
15 Dec 2023	BG LITE	£447.98	Clock Tower Electricity
15 Dec 2023	BG LITE	£30.83	Site Safe Electricity
30 Dec 2023	BUCKS COUNCIL RECE	£96.85	Waste Container emptying
20/11/2023	MICROSOFT	£82.32	Microsoft 365 Licenses
28 Dec 2023	CASTLE WATER LTD	£5.59	Clock Tower Water
17 Dec 2023	BT GROUP PLC	£128.47	Clock tower phone/broadband
5 Dec 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
24/12/2023	Bucks Council	£695.04	Supply and install dog bins at PMG
<b>TOTAL DD &amp; SO</b>		<b>£2,474.09</b>	
<b>TOTAL PAYMENTS</b>		<b>£8,835.07</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			



## ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

These are the issues and correspondence that have been dealt with by the office and not covered on the agenda

### Skate Park Planning

There are additional works to be completed before the case is considered by Buckinghamshire Council and these are part of the agenda tonight

### Site safe heating

Now the site safe has been insulated and the estates and grounds team have rearranged the interior it is now being used as a workshop for maintenance around the grounds and we now need to consider economical and sustainable ways we can heat the space in the winter so the office has started looking into options for this.

### Estate agent signs

There has been a lot of issues with estate agent boards being located in grass verges contrary to the regulations that don't allow that. We have been contacted by two of the local agents about this issue. Wendover Parish Council has the authority to just remove these boards, under our devolved services contract. However we have used the new year to send a communication to all local agents to remind them of their responsibilities and given a deadline of the end of January to resolve any issues before we start ripping signs out of the ground and returning them to the agents.

### Water readings

The water company that we use seems to have changed it's billing method and is now requiring monthly water readings and billing for water actually used. This is better as it will hopefully resolve the accounts varying dramatically based on estimates.

### Pick up your dog mess

There has been an increase in emails and call in's related to dog mess in the area. It seems there are some dog owners who are choosing not to act responsibly. We have done some additional signage in the latest hot spots but this will only be tackled by the community itself acting on the few owners who refuse to accept it is their responsibility. We will be looking at other successful campaigns to see how we can harness a community response to this persistent issue.

### Clerks networking event

The clerks networking event for Christmas was cancelled and the next one falls on the same day as the playground inspection training. However, I have a good relationship with the chair and other clerks so will keep posted on any local issues.

### Hilux

Our Hilux has been problematic over the vacation with one issue with the DPF sensor (which is a thing!) being resolved but further work required on the electrical system by a specialist who will be out to repair the beacon and towbar connector on the 22<sup>nd</sup> Jan. The vehicle is still roadworthy in the interim. As we are now half way through our original 3 year lease we are now considering if this is the most appropriate vehicle and if there are more economical and sustainable alternatives that would work for us. Whilst we are considering electric it seems that it would not be practical for the sort of use we do and there are some very good 660cc 4 WD vehicles that would reduce the environmental impact could be much more practical. These options will be explored and presented first to the Amenities Committee.



### **Wendover Heights**

We have a long running issue with bushes along the Old Tring Rd and temporary footpath covers that have been in place for years at Wendover Heights. We think that most of the overgrowth should be dealt with by now but we cannot trace who is responsible for the temporary footpath covers and therefore who should be making the pavement good.

### **Little Hampden Close**

The residents are still concerned about the parking that is happening on the close blocking access, particularly if emergency vehicles require access. Whilst there is nothing more we can do other than point to Buckinghamshire Council we are aware that the changes being made as a result of the parking review may help (but won't help completely). We will need to contact the Bucks Councillors in the new year about this issue as it has been very difficult to get any updates as to an implementation date for the line painting.

### **Wendover spend £5 campaign**

Working with the Business Group and using our designer we are looking to start producing materials for the spend local campaign being led by the Business Group and supported by ourselves.

### **Manor Crescent Street Light**

We have now made direct contact with the person who should be scheduling the work to reinstate the lamppost but still don't have a date as to when the work will be completed. We have tried to press home the safety issues that not having a light on that corner poses to residents and users of the Guide Hut, but are not being met with any sense of urgency.

### **Parking on the Hale**

We are aware of the new parking measures being implemented on the Hale. It has been brought to our attention directly by a resident at a Council meeting and by other residents via email, although nothing recently.

This is not a Parish Council project, the works were as a result of a consultation held by Buckinghamshire Council about the issues along the lane, however that consultation was 2 years ago and issues may have changed in the interim; certainly memories of the consultation have definitely faded.

The situation is complex in that the residents in the area are very much in favour of the changes, other residents who use the lane to park and walk are very much against the changes.

Because of these two opposing views, all being voiced by people we represent, I will keep Councillors updated on any updates or changes and we shall support both groups with information if requested.

### **Cricket club planning application**

The new nets at the cricket club require planning permission which we have helped them with as much as possible. It is hoped that this will be resolved soon and the nets can be in place before the start of the playing season.

### **Grants**

Applications for the next years grants are open again and applications are due in by 12<sup>th</sup> February. If any Councillor knows of any group that is undertaking projects benefitting the residents of Wendover then please get them to look at the info on the website: <https://www.wendover-pc.gov.uk/grants>



## **ITEM 8b – FINANCE REPORTS**

The finance reports show the situation as at 21/12/2023. It does not include the current payments to consider. However, it does include the Dec Salaries which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).



21/12/2023

Wendover Parish Council Current Year

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13:07

Detailed Income & Expenditure by Budget Heading 21/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Amenities Income</b>								
1000 Allotment Rent	0	1,743	1,630	(113)			106.9%	
1005 Charter Fair	0	220	220	0			100.0%	
1010 Cricket Club Lease	75	225	300	75			75.0%	
1021 Markets - Local Produce	88	613	2,000	1,388			30.6%	
1022 Markets - Weekly Market	0	4,442	10,660	6,218			41.7%	
1030 Other Rental (Ashbrook)	50	1,098	2,045	948			53.7%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	115	1,541	2,000	459			77.0%	
1260 Xmas event income	263	1,355	500	(855)			271.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	800	800	0	(800)			0.0%	
<b>Amenities Income :- Income</b>	<b>1,390</b>	<b>31,234</b>	<b>37,597</b>	<b>6,363</b>			<b>83.1%</b>	<b>0</b>
<b>Net Income</b>	<b>1,390</b>	<b>31,234</b>	<b>37,597</b>	<b>6,363</b>				
<b>125 Events Expenditure</b>								
4100 AnnualParishMeeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	3,981	3,981	6,000	2,019		2,019	66.4%	
4109 Promo Materials	0	872	500	(372)		(372)	174.4%	
4110 Entertainment & Events	78	1,963	5,000	3,037		3,037	39.3%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	2,200	4,400	5,000	600		600	88.0%	
4113 HS2 Public Meeting	0	889	0	(889)		(889)	0.0%	
4122 Markets - Local Produce	0	175	500	325		325	35.0%	
4124 Markets - Business Rates	90	808	1,500	692		692	53.9%	
4125 Markets - Water	0	62	50	(12)		(12)	124.0%	
4126 Markets - Electric	33	290	300	10		10	96.6%	
4130 Quiz	0	40	100	61		61	39.5%	
4132 Christmas Celebration Event	568	1,864	2,500	636		636	74.6%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>6,950</b>	<b>19,522</b>	<b>21,950</b>	<b>2,428</b>	<b>0</b>	<b>2,428</b>	<b>88.9%</b>	<b>3,667</b>
<b>Net Expenditure</b>	<b>(6,950)</b>	<b>(19,522)</b>	<b>(21,950)</b>	<b>(2,428)</b>				
6000 plus Transfer From EMR	0	3,667						
<b>Movement to/(from) Gen Reserve</b>	<b>(6,950)</b>	<b>(15,855)</b>						
<b>130 Highways Expenditure</b>								
4200 Bus Shelters	0	0	750	750		750	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc)	0	0	500	500		500	0.0%	

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 21/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>3,750</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(3,750)</u></b>	<b><u>(3,750)</u></b>				
<b><u>135 Street Lighting Expenditure</u></b>								
4300 Electricity	1,025	8,340	13,000	4,660		4,660	64.2%	
4305 Maintenance	3,941	14,872	7,000	(7,872)		(7,872)	212.5%	
4315 New Columns (not LEDs)	0	2,900	7,000	4,100		4,100	41.4%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<u>4,966</u>	<u>26,113</u>	<u>28,500</u>	<u>2,387</u>	<u>0</u>	<u>2,387</u>	<u>91.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(4,966)</u></b>	<b><u>(26,113)</u></b>	<b><u>(28,500)</u></b>	<b><u>(2,387)</u></b>				
<b><u>140 Recreation Expenditure</u></b>								
4400 Dog Bin Emptying	579	858	2,050	1,192		1,192	41.8%	
4405 Maintenance - Fences, etc	0	1,360	1,500	140		140	90.7%	
4410 Maintenance - Groundworks	0	3,168	5,000	1,832		1,832	63.4%	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	0.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	4,200	2,500	(1,700)		(1,700)	168.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	8,649	10,000	1,351		1,351	86.5%	
4430 Mower Maintenance	0	2,399	2,000	(399)		(399)	120.0%	
4440 Play Equip - Repairs & Maint	0	4,704	8,000	3,296		3,296	58.8%	
4450 Premises - Garage Rent	135	1,215	1,620	405		405	75.0%	
4455 Premises - SiteSafe Electrics	29	17	200	183		183	8.7%	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	147	193	300	107		107	64.4%	
4475 Misc - Fuel	209	2,673	3,000	327		327	89.1%	
4480 Misc - Materials & Tools	77	636	2,500	1,864		1,864	25.4%	
4481 Machinery/Tool Service Repair	160	388	3,500	3,112		3,112	11.1%	
4485 Misc - Protective Clothing	0	402	400	(2)		(2)	100.4%	
4490 Misc - Refuse Bins	83	646	1,200	554		554	53.8%	
4495 Misc - Sundries Recreation	0	229	1,000	771		771	22.9%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>1,789</u>	<u>34,298</u>	<u>50,970</u>	<u>16,672</u>	<u>0</u>	<u>16,672</u>	<u>67.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(1,789)</u></b>	<b><u>(34,298)</u></b>	<b><u>(50,970)</u></b>	<b><u>(16,672)</u></b>				

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Detailed Income & Expenditure by Budget Heading 21/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>200 Finance &amp; General Income</b>								
1205 Witcheil Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,815	2,000	185			90.8%	
1215 Miscellaneous Income	0	562	0	(562)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	
1266 VAHT Streetlight Income	0	408	600	192			68.0%	
<b>Finance &amp; General Income :- Income</b>	<b>0</b>	<b>362,059</b>	<b>361,878</b>	<b>(181)</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>362,059</b>	<b>361,878</b>	<b>(181)</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496 Professional Support (HS2 etc)	1,057	1,526	2,000	475		475	76.3%	
4550 Communications - Publicity	175	5,344	5,750	406		406	92.9%	
4555 Communications - Website	100	2,228	1,500	(728)		(728)	148.5%	
4560 Financial - Bank Charges	5	402	580	178		178	69.3%	
4565 Financial - Fees - Audit	0	(105)	2,300	2,405		2,405	(4.6%)	
4570 Financial - Fees - Legal	0	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	5,207	5,940	733		733	87.7%	
4580 Financial - Software	0	566	800	234		234	70.8%	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	(69.8%)	
4615 Office - Broadband/Tel/Fax	112	1,103	1,600	497		497	68.9%	
4620 Office - Copier	117	936	1,750	814		814	53.5%	
4621 Office - Equipment - Expend	174	2,761	5,500	2,739		2,739	50.2%	
4625 Office - Equipment Capital	0	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	0	153	500	347		347	30.5%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	373	1,475	2,000	525		525	73.8%	
4655 Office - Utilities - Water	6	51	150	99		99	34.1%	
4660 Property Mgt - Clock Tower	455	1,211	2,000	789		789	60.6%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	0	83	5,000	4,917		4,917	1.7%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,874	2,000	126		126	93.7%	
4690 Misc - Chairman's Expenses	79	472	1,200	728		728	39.3%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	480	1,200	720		720	40.0%	
4700 Misc Sundry Expenses Finance	69	389	500	111		111	77.7%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	21	3,000	2,979		2,979	0.7%	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>2,782</b>	<b>26,697</b>	<b>51,245</b>	<b>24,548</b>	<b>0</b>	<b>24,548</b>	<b>52.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,782)</b>	<b>(26,697)</b>	<b>(51,245)</b>	<b>(24,548)</b>				

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Detailed Income & Expenditure by Budget Heading 21/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>230 Grants out - S137</b>								
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	520	2,270	5,000	2,730		2,730	45.4%	
Grants out - S137 :- Indirect Expenditure	<b>520</b>	<b>31,270</b>	<b>34,000</b>	<b>2,730</b>	<b>0</b>	<b>2,730</b>	<b>92.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(520)</b>	<b>(31,270)</b>	<b>(34,000)</b>	<b>(2,730)</b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	6,557	53,789	71,563	17,774		17,774	75.2%	
4801 Staffing - Amenities - NIC	639	5,391	6,580	1,189		1,189	81.9%	
4802 Staffing - Amenities-Pension	809	6,789	10,193	3,404		3,404	66.6%	
4810 Staffing - F&G - Wages	6,382	56,886	97,586	40,700		40,700	58.3%	
4811 Staffing - F&G - NIC	738	6,088	8,952	2,864		2,864	68.0%	
4812 Staffing - F&G - Pension	342	2,817	6,196	3,379		3,379	45.5%	
4816 Staffing F&G Student Loan	72	352	0	(352)		(352)	0.0%	
4845 Payroll Charges	120	540	750	210		210	72.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	1,075	2,768	3,000	232		232	92.3%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	22	149	240	91		91	62.1%	
Staffing :- Indirect Expenditure	<b>16,756</b>	<b>138,951</b>	<b>209,060</b>	<b>70,109</b>	<b>0</b>	<b>70,109</b>	<b>66.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(16,756)</b>	<b>(138,951)</b>	<b>(209,060)</b>	<b>(70,109)</b>				
<b>980 Amenities EMR projects</b>								
9108 EMR - Skate Park	221	617	0	(617)		(617)	0.0%	617
9110 EMR - Clock Tower Fountain/wal	14,096	14,096	0	(14,096)		(14,096)	0.0%	14,096
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9115 EMR - HS2 Funded Pond Works	0	9,440	0	(9,440)		(9,440)	0.0%	9,440
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,350	0	(6,350)		(6,350)	0.0%	6,350
9127 EMR - New Christmas Tree Light	6,638	8,397	0	(8,397)		(8,397)	0.0%	8,397
Amenities EMR projects :- Indirect Expenditure	<b>20,954</b>	<b>44,387</b>	<b>0</b>	<b>(44,387)</b>	<b>0</b>	<b>(44,387)</b>		<b>44,387</b>
<b>Net Expenditure</b>	<b>(20,954)</b>	<b>(44,387)</b>	<b>0</b>	<b>44,387</b>				
6000 plus Transfer From EMR	20,954	44,387						
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>0</b>						

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 21/12/2023

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,390	393,293	399,475	6,182			98.5%	
Expenditure	54,718	321,238	399,475	78,237	0	78,237	80.4%	
<b>Net Income over Expenditure</b>	<b>(53,328)</b>	<b>72,055</b>	<b>0</b>	<b>(72,055)</b>				
plus Transfer From EMR	20,954	48,054						
<b>Movement to/(from) Gen Reserve</b>	<b>(32,374)</b>	<b>120,109</b>						



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**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 9 Date 21/12/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	18,472	
200	Current Bank Account	27,297	
202	Flagstone	281,343	
	<b>Total Current Assets</b>		<b>327,315</b>
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,770	
	<b>Total Current Liabilities</b>		<b>1,770</b>
	<b>Net Current Assets</b>		<b>325,545</b>
	<b>Total Assets less Current Liabilities</b>		<b>325,545</b>
	<u>Represented by :-</u>		
300	Current Year Fund	56,255	
310	General Reserves	172,044	
338	Hampden Pond EMR	(1,640)	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	905	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	14,384	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	3,650	
363	Christmas Lights EMR	1,603	
364	Climate Action EMR	5,000	
	<b>Total Equity</b>		<b>325,545</b>



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**Wendover Parish Council Current Year**  
**Earmarked Reserves**

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	-1,639.99	-1,639.99
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00	-14,095.50	904.50
347 Site Safe Cladding EMR	6,500.00	-5,056.00	1,444.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00	-616.50	14,383.50
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00	-432.50	9,567.50
362 New Cesspit Ashbrook	10,000.00	-6,350.00	3,650.00
363 Christmas Lights EMR	10,000.00	-8,396.70	1,603.30
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>-32,254.02</u>	<u>97,245.98</u>



## ITEM 9a – WENDOVER HS2 MAG



### Wendover Parish Council HS2 Monthly Report, December '23

#### Works update

- The scale of the excavation beside Ellesborough Road gives an indication of the width and depth needed for the Green Tunnel cutting. Installation of a bridge to carry water pipes over the cutting is expected in February.
- Work on the Ellesborough Road diversion is continuing, with some road signs and crash barriers now installed. The anticipated opening of the diversion still expected in “Spring ‘24”, but we have concerns about the safety of the narrow sharp bend close to the bridge over the A413.
- There is now visible progress with the Viaduct piers at Small Dean, with the first “hammerhead” expected to be installed next to the A413 in January. This will provide visual clues to the massive scale of the viaduct and the limited clearance above the future roadway.
- Work on the temporary link to Bacombe Lane is held up due to a badger sett, which suggests that a Natural England licence excavation will not start until July.

#### December WPC activity

- Councillor Porter and Phoebe Sharps attended an instructive HS2 visit, including explanation of the various worksites from Stoke Mandeville south to Small Dean by the section project manager prior to the EKFB Christmas shutdown. They also met Haroun Khan, the new EKFB Community Engagement Advisor who will be covering the Wendover area following the resignation of Jon Deas.
- No new public issues were received in the month, but there was activity addressing points raised at the Public Meeting in late November.

#### Current Issues

- A review of the water related issues with EKFB is now scheduled for early February, and we are chasing disclosure of the promised monthly groundwater monitoring reports to prepare for the meeting.
- EKFB have now commissioned Clancy as the contractor to install the Thames Water supply pipe over Folly Bridge. The works are expected to take 3-4 weeks, but have not yet been scheduled pending higher priority tasks. Consequently they are still unable to provide a date for the reopening of the Public Right of Way between Dobbins Lane and Station Approach.

30<sup>th</sup> December '23



# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting

19<sup>th</sup> December 2023 at 7.00pm

St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

**Present:** Councillors Ballantine (Chair), Worth, O'Donnell and Williams

**Clerk & Minutes:** Phoebe Sharps

**Chair:** Councillor Ballantine

**Members of Public:** 1

### 1. APOLOGIES FOR ABSENCE

**P23/136** Apologies were received and ACCEPTED from Councillors Gallagher, Walker and Standen.

### 2. DECLARATIONS OF INTEREST

**P23/137** None

### 3. PUBLIC PARTICIPATION

**P23/138** None

### 4. MINUTES

**P23/139** The minutes of the Planning Committee Meeting held on 21<sup>st</sup> November 2023 were **RESOLVED** as a true record and the Chair signed the minutes.

### 5. PLANNING DECISIONS

**P23/140** The planning decision made by Buckinghamshire Council as listed on the agenda of the meeting of the 19<sup>th</sup> December were noted.

### 6. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

**P23/141** The report was noted. Cllr Julie Williams noted that she will follow this up in the New Year with Cllr Peter Strachan.

### 7. PLANNING APPLICATIONS

**P23/142** **23/03730/COUAF Upper Wendover Dean Farm London Road Wendover Buckinghamshire HP22 6QB**

Determination under Class R of Part 3 of Schedule 2 to the Town and Country Planning (General Permitted Development) (England) Order 2015 (Amended) as to whether prior approval is required in respect of transport and highways impacts, noise impacts, contamination risks and flood risks for the change of use of an agricultural building to a flexible commercial use in Use Class B8 (Storage or Distribution)

**Wendover Parish Council:** Support



**P23/143 23/03707/ALB Shoulder Of Mutton Ph 20 Pound Street Wendover Buckinghamshire HP22 6EJ**  
Listed building application for strip tiles from a section of rear elevation roof, remove small collapsed redundant gable window to right hand and degraded gable window from left hand side, clear roof void of old fallen roofing materials and repair retained roof frame as required, retile roof using retained salvaged clay tiles and take down and rebuild top section of damaged chimney stack  
**Wendover Parish Council: Support**

**P23/144 23/03801/APP 7 Icknield Close Wendover Buckinghamshire HP22 6HG**  
Householder application for removal of side flat roof garage/rear kitchen area and erection of two storey side extension to form new detached garage and studio building  
**Wendover Parish Council: Neutral**

**P23/145 23/03546/APP Wendover Cricket Club Wendover Pavilion Witchell Wendover Buckinghamshire HP22 6EG**  
Replacement of existing 2-lane cricket nets system with a modern 2 or 3 lane cricket nets system 33 m long, erection of an equipment store comprising a timber-clad steel sea container and creating an opening in the existing post and rail fence for a new galvanised steel field gate, minor modifications to the existing car park kerbs and removal of the existing nets and reinstating the ground including adjustment of levels to suit  
**Wendover Parish Council – Support**

## 8. OTHER MATTERS

- a) **HS2**  
**P23/146** It was reported that the Wendover HS2 Mitigation Action Group and The Parish Council will be discussing the future of land that will be handed back after the work is complete. It was noted that the Strategic Planning Working Group should be involved in the discussions.
- b) **CLOSURE OF RAF HALTON**  
**P23/147** There was no new information to note.
- c) **HIGHWAYS ACT 1980 SECTION 119 PROPOSED DIVERSION OF PUBLIC FOOTPATH NO. 42 (PART) PARISH OF WENDOVER**  
**P23/148** The diversion was noted.

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

**P23/149** The meeting on Tue 9<sup>th</sup> January 2024 at 7pm was noted. It was further noted that the venue for the meeting on the 9<sup>th</sup> is the Chilterns Neuro Centre – Sherling Room.

## 10. CLOSURE OF MEETING

**P23/150** As all business was transacted and the meeting closed at 7.15pm

Signed by  
Chair to the Planning Committee

Date: 9<sup>th</sup> January 2024



# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting 19<sup>th</sup> December 2023 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

**Present:** Councillors Stephen Worth, Julie Williams (ex-officio), Jennifer Ballantine, Diane Washington, Sam Walker & Leigh Porter

**Absent:** Julie Lloyd-Evans

**Apologies:** Cllrs Clive Gallagher and Standen

**Chair:** Cllr Stephen Worth

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 2

### APOLOGIES FOR ABSENCE

**A23/078** Apologies were received and **ACCEPTED** from Cllrs Gallagher and Standen

### DECLARATIONS OF INTEREST

**A23/079** None.

### MINUTES

**A23/080** The minutes of the meeting of 17<sup>th</sup> October 2023 were **RESOLVED** as a true record and were signed by the Chair.

### PUBLIC PARTICIPATION

**A23/081** A member of public spoke about the Walnut Tree Meadow that making the meadow a community asset would be advantageous. The member of the public believes that Wendover Parish Council owning and maintaining the meadow is the ultimate goal, as there are fears that Bucks Council could still build on it due to the pressures on the government and their housing targets.

### UPDATE REPORT FROM THE CLERK

**A23/082** The report was NOTED.

### FINANCE

**A23/083** The payments to consider totalling £51,660.09 were **RESOLVED** and signed

### OPEN SPACES AND HAMPDEN POND

a) **A23/084 Walnut Tree Meadow**

**To consider an action plan that preserves Walnut Tree Meadow as a Community Asset.**

It was **RESOLVED** to apply to register Walnut Tree Meadow as a Community Asset. It was also

**RESOLVED** to propose the plan for ownership and management to be considered by the strategy working group.





**b) A23/085 Hampden Pond Works**

**To consider an update to the pond works and retrospectively approve the award of the works to the contractor.**

It was **RESOLVED** to:

- Agree that it was correct to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.
- Award the contract to Aquaserve for each of the following projects:
  - o Removal of lilies and rhizomes to stop them choking the entire pond
  - o Dealing with some dangerous trees around the bank
  - o Repair and prevention of bank erosion
- Award the contract to Aquaserve Management for the following projects:
  - o Advice for ongoing management

**OTHER MATTERS**

**a) A23/086 Clock Tower Wall**

**To note the completion of the current works on the wall preservation and improvement and consider the revised project costs and schedule of works.**

It was **RESOLVED** to:

- Approve the works completed as amended through the course of the project
- Approve the final project totals
- Authorise the office to seek quotes for additional work as advised to present to Amenities Committee

**b) A23/087 Memorial Plaque Request**

**To consider the request for a memorial plaque on a Parish Council bench in the Community Orchard.**

It was **RESOLVED** accept request for a memorial plaque on a Parish Council bench in the Community Orchard. It was also **RESOLVED** to authorise the office to order the plaque.

**ITEMS FOR NEXT AGENDA**

**A23/088** It was noted to email any items for the next agenda to the Estates and Events Manager.

**DATE OF NEXT MEETING**

**A23/089** The meeting on Tue 23<sup>rd</sup> January 2024 at 7.30pm was noted. It was further noted that the venue for the meeting on the 23<sup>rd</sup> is the Chilterns Neuro Centre – Sherling Room.

**CLOSURE OF MEETING**

**A23/090** As all business was transacted the meeting was closed at 7.46pm.

Signed by  
Chair of the Amenities Committee

Date: 23<sup>rd</sup> January 2024



## ITEM 10b ii) HAMPDEN POND WORKS

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### BROUGHT BY

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Office

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### SUMMARY

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To consider an update to the pond works and retrospectively approve the award of the works to the contractor.

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### PARISH COUNCIL BACKGROUND

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The Amenities Committee approved works on the Hampden Pond at the September 2022 meeting as follows:

**To consider a quote for the lily maintenance at Hampden Pond.**

**A22.045** It was NOTED that the quote is just for cutting and moving and that there may be a need to cut back more to stop them taking over and this will be clarified with the contractor. It was further NOTED the cost in 2019 was just over £3k, the 2021 invoice cannot be compared as it also included tree work and bank repairs. It was NOTED that the pond maintenance budget has £1500 in it and the Pond EMR has £5k. It was further NOTED that there were trees fallen into the pond and **RESOLVED** this would be investigated as a separate issue to agree if they require attention.

The committee **RESOLVED** to commission the work as soon as possible. The work would be paid for from the pond maintenance budget with any remainder coming from the EMR.

The clerks report from the Oct 2022 meeting stated the following:

**Hampden Pond**

The lily cutting will proceed on 31<sup>st</sup> October. We have requested that the company look at the possibility of digging out the lilies to thin them back and they will be making a site visit on the 20<sup>th</sup> October to quote for that additional work

The clerks report from the Dec 2022 meeting stated the following:

**Hampden Pond**

The lily cutting did not proceed on 31<sup>st</sup> October. There was a site visit on the 20<sup>th</sup> October to quote for the removal of 1/3 of the lilies instead of cutting. Please refer to the email sent in advance of the meeting on the 12<sup>th</sup> December which included the quote from AquaServe. Another company completed a site visit on the 14<sup>th</sup> December, we are awaiting the quote. We are also enquiring about grants we could apply for to help with the cost of the work.

The clerks report from Jan 2023 meeting stated the following:

**Hampden Pond**

We are still enquiring about grants we could apply for to help with the cost of the work, we have received another quote for the work. Both contractors have informed us that work cannot proceed until late April/May due to weather conditions. The Grounds Team have installed railings around the deck at Hampden Pond this was first highlighted in the health and safety report by Ellis Whittham.

The funding was awarded by HS2 in May 2023, however this specified contributory funding was required.



### Putting the contract to tender

Throughout all of the works the office sought tenders for each of the aspects of the work. It was agreed that each of the 4 elements to the project were separate projects for the purpose of tendering. Multiple tenders were available for the repair of the bank erosion and tree removal. However, it soon became obvious after contacting multiple companies nationwide that the removal of the lilies and rhizomes and the management plan was so specialist that tendering for a formal contract on contract finder would only delay the project further. We had two companies tender for the lily removal but one of those companies could complete all the other works and was competitive.

### Finance Committee of May 2023

There was an EMR last year for the works required to the pond. We tried to get the work completed in the previous financial year but delay in obtaining three quotes and the weather meant it was not completed. The EMR went back into the general fund.

It was agreed that we would apply for a HS2 Grant to try and cover the works and we were advised by HS2 that we were successful in that application. We applied for the full amount of the works, £31,026 - therefore there was no need for a budget for this work.

However, on receipt of the HS2 Grant details it seems they are not funding the full amount, rather they expect contributory funding of £7756.51

The breakdown of costs is as follows:

Item	Funded by CEF	Cash Match	In Kind Match	Total cost
Removal lilies and rhizomes from at least one third of the pond	£12,712	£4,237	£0	£16,950
The felling and processing of a small number of falling trees, crown lifting the yew tree on the west bank of the pond and dead wooding the west bank.	£1,507	£502	£0	£2,009
Repair and improvement of eroded section of bank	£5,485	£1,828	£0	£7,313
Risk Assessment	£249	£83	£0	£332
Management Plan	£3,317	£1,106	£0	£4,422
<b>TOTAL</b>	<b>£23,269</b>	<b>£7,757</b>	<b>£0</b>	<b>£31,026</b>

### Parish Council Oct 2023

The Council approved the payments to the contractors as a part of the payments to consider at the meeting of 3<sup>rd</sup> Oct 2023

- a) **PC23/132** The payments to consider, totalling £56,088.28, were **RESOLVED** and signed. It was noted that whilst Wendover Parish Council are responsible for the invoices covering the works at the pond there will be income from HS2 to cover these. Those invoices will be held temporarily until we have confirmation from HS2 as to the mechanism by which this income but we would adhere to the payment terms on the invoice.

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### DETAILS

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The work at the Hampden Pond has been a long running project that has been discussed for a number of years. There was go ahead given in September 2022, however the project changed in nature as funding came



in and more works could be completed within the original spending envelope. There were four elements to the project:

- Removal of lilies and rhizomes to stop them choking the entire pond
- Dealing with some dangerous trees around the bank
- Repair and prevention of bank erosion
- Advice for ongoing management

Each of these elements could be completed individually by different contractors but because of some of the more specialist work we only managed to get two quotes for the work, with effectively only one contractor able to undertake all 4 projects.

Because of the ongoing nature and changing specifications Council had been informed but not taken a final decision on appointing the 4 contracts to the supplier. Whilst everyone felt in principle this had been approved, finance had approved the budgets for it and the full council had discussed it and agreed it when it came in as a payment to consider there is no clear award of the contract in our meeting decisions.

It should also be noted that we have not yet received the management plan as we await to see the impact of the current works to settle down, but we are now chasing that plan.

This paper sets out the details of the works that have been completed and paid for, for consideration and approval by the Council.

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#### **FINANCIAL CONSIDERATIONS**

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- The project works have been paid for and fell within the budget.
- We are yet to receive the management report and the HS2 income to cover that cost but again this work is budgeted for.

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#### **LEGAL AND OTHER IMPLICATIONS**

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- The award of the contract for the works needs to be properly documented

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#### **PROPOSAL**

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**To resolve to:**

- Agree that it was correct to waive the formal tender process because of the highly specialised nature of the work required and the time that had been spent finding contractors already.
- Award the contract to Aquaserve for each of the following projects:
  - Removal of lilies and rhizomes to stop them choking the entire pond
  - Dealing with some dangerous trees around the bank
  - Repair and prevention of bank erosion
- Award the contract to Aquaserve Management for the following projects:
  - Advice for ongoing management



## ITEM 11b i)- OPTIONS FOR ADDITIONAL WORKS FOR THE SKATE PARK

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### BROUGHT BY

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Clerk/Cllr Standen

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### SUMMARY

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To consider options for further works for the skatepark required by the Bucks Council planning department

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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The planning process has highlighted the need for a noise survey and Biodiversity Net Gain (BNG) report before permission can be granted.

These are standard reports that are handled by the company that was awarded the contract as a part of the contract reports. The quotes we have in through the project management company are as follows:

#### Noise Impact Assessment

- CONTRACTOR 1 = £1,400 + VAT
- CONTRACTOR 2 = around £2K-3K + VAT

#### Biodiversity Net Gain Assessment

- CONTRACTOR 3 = £3,750+VAT
- CONTRACTOR 4 = £739+VAT for PEA and £639+VAT for BNG

(It also looks like we might need a Preliminary Ecological Assessment (PEA) undertaking first to do a Biodiversity Net Gain Assessment)

The Councillor leading the project works for a company that undertakes BNG reports and may be able to save money on the total project cost by securing a cheaper rate for the report. This will make a saving on the project cost but would need to be paid up front by the Parish Council rather than at project completion.

There is also a very clear conflict of interest, which could technically be viewed as a pecuniary interest. The Councillor would like to make clear they would not be receiving any bonus or additional payment from the awarding of this work. Whilst this councillor would not be involved in the production of the report, which would adhere to all requisite standards, there could further be a perceived bias in the report.

The Council are confident that the report and process will be dealt with properly and without any financial gain other than to save money for the Council. This paper is being discussed by Council because there could be a perception of proper process not being followed with a risk to the reputation of the Council.

It is advised that the Clerk be authorised to seek quotes for the work from all companies. Only if there is a significant cost or time benefit to the Council to award the work to the company for which the Councillor works should we agree to make that award outside of our current skate park contractor.



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## **FINANCIAL CONSIDERATIONS**

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The report would be paid for up front rather than at completion, but this will be cheaper than if done through the contractor.

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## **LEGAL AND OTHER IMPLICATIONS**

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Councillors should review the code of conduct guidelines

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## **PROPOSAL**

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To resolve to:

- Authorise the Clerk to work with the skatepark contractor on a noise survey.
- Authorise the Clerk to receive quotes from both parties for the PEA and BNG report, after seeking feedback from the Council to make a decision to award the contract based on the principles set out in this paper.



## ITEM 12a - DATES FOR 2024/25 MEETINGS AND APM

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### BROUGHT BY

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Clerk

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### SUMMARY

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To set dates for all Council meetings and the Annual Parish Meeting

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### PARISH COUNCIL BACKGROUND

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- For reference the APM needs to be between 1<sup>st</sup> Mar and 1<sup>st</sup> Jun and AGM/ACM needs to be in May (or within 14 days of an election in an election year). 2025 is an election year
- Easter is 29<sup>th</sup> Mar-1<sup>st</sup> Apr 2024 and 18<sup>th</sup>-21<sup>st</sup> April 2025. The 2<sup>nd</sup> Apr Parish Council will need to have papers out on Tue 26<sup>th</sup> March
- Staffing Committee has voted to have 2 meetings a year in Mar and Nov

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### DETAILS

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- This years move of the January meeting to make it easier to get the papers together has worked and this has been reflected in the next years meeting schedule it was difficult to have enough time to prepare the January meeting; the schedule has been moved slightly to accommodate the Christmas break, allowing maximum time for the agenda and papers to be created and distributed
- The meetings in Aug proved difficult to achieve quorum but there is a need at the very least to approve payments. Therefore, there is only one meeting date in August.

The proposed Council meeting dates are as follows:

Date	Meeting	Time	Venue
9 <sup>th</sup> January 2024	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room
<b>9<sup>th</sup> January 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>Chilterns Neuro Centre – Sherling Room</b>
23 <sup>rd</sup> January 2024	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room
23 <sup>rd</sup> January 2024	Amenities Committee	7.30pm	Chilterns Neuro Centre – Sherling Room
6 <sup>th</sup> February 2024	Planning Committee	7.00pm	St Annes Hall
<b>6<sup>th</sup> February 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	St Annes Hall
20 <sup>th</sup> February 2024	Planning Committee	7.00pm	St Annes Hall
20 <sup>th</sup> February 2024	Finance Committee	7.30pm	St Annes Hall
5 <sup>th</sup> March 2024	Staffing Committee	7.00pm	St Annes Hall
<b>5<sup>th</sup> March 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall</b>
19 <sup>th</sup> March 2024	Planning Committee	7.00pm	St Annes Hall
19 <sup>th</sup> March 2024	Amenities Committee	7.30pm	St Annes Hall
2 <sup>nd</sup> April 2024	Planning Committee	7.00pm	St Annes Hall
<b>2<sup>nd</sup> April 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall</b>
16 <sup>th</sup> April 2024	Planning Committee	7.00pm	St Annes Hall
16 <sup>th</sup> April 2024	Amenities Committee	7.30pm	St Annes Hall



<b>18<sup>th</sup> April 2024</b>	<b>ANNUAL PARISH MEETING (APM)</b>	<b>7:00pm</b>	<b>T.B.C.</b>
<b>7<sup>th</sup> May 2024</b>	<b>ANNUAL COUNCIL MEETING (AGM)</b>	<b>7:00pm</b>	<b>St Annes Hall TBC</b>
21 <sup>st</sup> May 2024	Planning Committee	7.00pm	St Annes Hall TBC
21 <sup>st</sup> May 2024	Finance Committee	7:30pm	St Annes Hall TBC
4 <sup>th</sup> Jun 2024	Planning Committee	7.00pm	St Annes Hall TBC
<b>4<sup>th</sup> Jun 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:30pm</b>	<b>St Annes Hall TBC</b>
18 <sup>th</sup> Jun 2024	Planning Committee	7.00pm	St Annes Hall TBC
18 <sup>th</sup> Jun 2024	Amenities Committee	7.30pm	St Annes Hall TBC
2 <sup>nd</sup> July 2024	Planning Committee	7:00pm	St Annes Hall TBC
<b>2<sup>nd</sup> July 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
16 <sup>th</sup> July 2024	Planning Committee	7.00pm	St Annes Hall TBC
16 <sup>th</sup> July 2024	Amenities Committee	7.30pm	St Annes Hall TBC
6 <sup>th</sup> August 2024	Finance Committee	7:00pm	St Annes Hall TBC
<b>6<sup>th</sup> August 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7:30pm</b>	<b>St Annes Hall TBC</b>
3 <sup>rd</sup> September 2024	Planning Committee	7.00pm	St Annes Hall TBC
<b>3<sup>rd</sup> September 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
17 <sup>th</sup> September 2024	Planning Committee	7.00pm	St Annes Hall TBC
17 <sup>th</sup> September 2024	Amenities Committee	7.30pm	St Annes Hall TBC
1 <sup>st</sup> October 2024	Planning Committee	7.00pm	St Annes Hall TBC
<b>1<sup>st</sup> October 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
15 <sup>th</sup> October 2024	Planning Committee	7.00pm	St Annes Hall TBC
15 <sup>th</sup> October 2024	Amenities Committee	7.30pm	St Annes Hall TBC
5 <sup>th</sup> November 2024	Staffing Committee	7.00pm	St Annes Hall TBC
<b>5<sup>th</sup> November 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
19 <sup>th</sup> November 2024	Planning Committee	7.00pm	St Annes Hall TBC
19 <sup>th</sup> November 2024	Finance Committee	7.30pm	St Annes Hall TBC
3 <sup>rd</sup> December 2024	Planning Committee	7.00pm	St Annes Hall TBC
<b>3<sup>rd</sup> December 2024</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
17 <sup>th</sup> December 2024	Planning Committee	7.00pm	St Annes Hall TBC
17 <sup>th</sup> December 2024	Amenities Committee	7.30pm	St Annes Hall TBC
7 <sup>th</sup> January 2025	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room TBC
<b>7<sup>th</sup> January 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>Chilterns Neuro Centre – Sherling Room TBC</b>
21 <sup>st</sup> January 2025	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room TBC
21 <sup>st</sup> January 2025	Amenities Committee	7.30pm	Chilterns Neuro Centre – Sherling Room TBC
4 <sup>th</sup> February 2025	Planning Committee	7.00pm	St Annes Hall TBC
<b>4<sup>th</sup> February 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
18 <sup>th</sup> February 2025	Planning Committee	7.00pm	St Annes Hall TBC
18 <sup>th</sup> February 2025	Finance Committee	7.30pm	St Annes Hall TBC
4 <sup>th</sup> March 2025	Staffing Committee	7.00pm	St Annes Hall TBC
<b>4<sup>th</sup> March 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
18 <sup>th</sup> March 2025	Planning Committee	7.00pm	St Annes Hall TBC
18 <sup>th</sup> March 2025	Amenities Committee	7.30pm	St Annes Hall TBC
1 <sup>st</sup> April 2025	Planning Committee	7.00pm	St Annes Hall TBC
<b>1<sup>st</sup> April 2025</b>	<b>PARISH COUNCIL MEETING</b>	<b>7.30pm</b>	<b>St Annes Hall TBC</b>
15 <sup>th</sup> April 2025	Planning Committee	7.00pm	St Annes Hall TBC
15 <sup>th</sup> April 2025	Amenities Committee	7.30pm	St Annes Hall TBC





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**FINANCIAL CONSIDERATIONS**

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There will be cost variations based on the venue

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**LEGAL AND OTHER IMPLICATIONS**

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n/a

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**PROPOSAL**

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To resolve to:

- Set the Annual Parish Meeting on Thursday 18<sup>th</sup> April 2024
- Set the Annual Council Meeting on 7<sup>th</sup> May at 7pm 2024
- Set the regular Council meeting dates as above
- To authorise the clerk to book in the venues based on availability, for note at the next Council meeting



## ITEM 12b POLICY RENEWAL

### BROUGHT BY

Office

### SUMMARY

To note that the current policies and their renewal dates

### PARISH COUNCIL BACKGROUND

Policies are renewed every 2 years, however some policies are required by audit regulations to be considered annually. These will be renewed at the Annual Council Meeting along with the financial regulations.

#### May-19

**PC19/025** The policy date review list was NOTED. The Clerk confirmed that the core policies had been reviewed.

The Clerk recommended that policies should be reviewed every 2 years.

Cllrs **RESOLVED** to accept this recommendation.

The investment policy has to be reviewed annually

The Financial Regulations and Standing orders are not listed here but are reviewed annually

### DETAILS

POLICY NAME	NEXT REVIEW	LAST REVIEW	Prev Review	OWNER
Freedom of Information Policy	15/02/2024	15/02/2022	15/02/2022	Finance
Protocol for Planning Site Visits	15/02/2024	15/02/2022	15/02/2022	Council
Non-Councillors Attendance at Meetings	29/02/2024	01/03/2022	01/03/2022	Council
Council Representatives to External Bodies	29/02/2024	01/03/2022	01/03/2022	Council
Hampden Pond Policy	14/03/2024	15/03/2022	15/03/2022	Amenities
Ashbrook Protocol	14/03/2024	15/03/2022	15/03/2022	Amenities
London Rd Open Space Protocol Formally Skate Park	14/03/2024	15/03/2022	15/03/2022	Amenities
Hampden Meadow Protocol	14/03/2024	15/03/2022	15/03/2022	Amenities
Rope Meadow and Orchard Protocol	14/03/2024	15/03/2022	15/03/2022	Amenities
Environmental Policy	04/04/2024	05/04/2022	05/04/2022	Council
Scheme of Delegation	04/04/2024	05/04/2022	05/04/2022	Council
Memorial Benches and Trees	20/06/2024	21/06/2022	21/06/2022	Amenities
Allotment Policy	20/06/2024	21/06/2022	21/06/2022	Amenities
Document Retention Policy	04/07/2024	05/07/2022	07/07/2020	Finance
Clock Tower Protocol	18/07/2024	19/07/2022	19/07/2022	Amenities
Footpaths Protocol	18/07/2024	19/07/2022	19/07/2022	Amenities
Governance and Management Risk Register	15/08/2024	16/08/2022	16/08/2022	Finance



Grants Policy	15/08/2024	16/08/2022	16/08/2022	Finance
Complaints Procedure	05/09/2024	06/09/2022	06/09/2022	Council
Witchell Car Park Policy	12/12/2024	13/12/2022	15/12/2020	Council
Investment Policy	08/01/2025	09/01/2024	17/05/2022	Finance
Child and Vulnerable Adults Protection	06/02/2025	07/02/2023	01/09/2020	Council
Co-Option Policy	06/02/2025	07/02/2023	01/09/2020	Council
Market Protocol	06/02/2025	07/02/2023	02/03/2021	Council
Volunteering Policy	06/02/2025	07/02/2023	25/03/2021	Staffing
Health and Safety Policy Statement	06/03/2025	07/03/2023	24/11/2021	Council
Health and Safety Policy	06/03/2025	07/03/2023	24/11/2021	Council
Tree Policy	19/06/2025	20/06/2023	15/06/2021	Amenities
Manor Waste Protocol	19/06/2025	20/06/2023	15/06/2021	Amenities
Open Space Hire	19/06/2025	20/06/2023	15/06/2021	Amenities
WPC Emergency Action Plan	19/06/2025	20/06/2023	06/07/2021	Council
Data Protection Policy	03/07/2025	04/07/2023	06/07/2021	Council
Information Security Policy	03/07/2025	04/07/2023	03/08/2021	Council
Equality and Respect Policy	07/08/2025	08/08/2023		Staffing
Working Group & Volunteers Expenses	02/10/2025	03/10/2023	17/08/2021	Finance
Communications & Engagement Policy	02/10/2025	03/10/2023	07/09/2021	Council
Code of Conduct	02/10/2025	03/10/2023	05/10/2021	Council
Public Participation at Meetings	02/10/2025	03/10/2023	05/10/2021	Council
HR Adoption Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Annual Leave Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Disciplinary Matters	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Disciplinary Procedure	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Disclosure & Whistle Blowing Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Driving on Employer Business Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Expenses Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Flexible Working Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Gift & Hospitality (anti bribery) Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Grievance Procedure	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Maternity Leave Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Parental Leave Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Partner Leave Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Sickness Absence	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Smoking, Alcohol & Drugs Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Training & Development Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Performance Improvement Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Employee Code of Conduct	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Employee Handbook	06/11/2025	07/11/2023	02/09/2021	Staffing
HR Use of IT & Internet Policy	06/11/2025	07/11/2023	02/09/2021	Staffing
Role of Working Groups	06/11/2025	07/11/2023	02/11/2021	Council
Winter Policy	04/12/2025	05/12/2023	07/12/2021	Council
Publication Scheme	08/01/2026	09/01/2024	16/11/2021	Finance



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**FINANCIAL CONSIDERATIONS**

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- n/a

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**LEGAL AND OTHER IMPLICATIONS**

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- n/a

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**PROPOSAL**

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**Parish Council reviews and notes the policy renewal dates**



## ITEM 12b i) POLICY RENEWAL – INVESTMENT POLICY

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### BROUGHT BY

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Office

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### SUMMARY

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To note that the following policy needs to be considered on an annual basis and consider renewing the investment policy

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### PARISH COUNCIL BACKGROUND

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Policies are renewed every 2 years, however this policy is required by audit regulations to be considered annually. In future it will be renewed at the Annual Council Meeting along with the financial regulations.

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### DETAILS

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There one amendment to reflect the requirement to have an annual renewal of this policy

## Investment & Deposit Policy

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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:

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

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

- Ensuring prudent investment of funds.
- The need to meet cash flow requirements to ensure adequate liquidity of its investments to ensure operational efficiency.
- Ease of operation, monitoring and reporting.
- The limitations of the Financial Services Compensation Scheme (FSCS).

This policy complies where applicable with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments 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. 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.
4. Typical investment period will be: 1, 3 or 6 months.
5. 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.



5. As a principle, funds will be distributed between several organisations, to minimise any loss in the event of failure of a single institution.
6. 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.

The purpose of surplus funds held by Wendover Parish Council is to provide:

- A general reserve with sufficient liquidity to cover 4 months of normal expenditure.
- Earmarked reserves for capital or other identified projects.

Monthly income and expenditure reports, reconciliation reports and balance sheet are available to view on the Councils website.

The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available.

This policy will be reviewed every year.

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#### **Document History**

Drafted by Parish Clerk	10/11/2016	(version 1)
Review Finance Committee	14/11/2016	(version 1)
Approved and Adopted by Parish Council	05/12/2016	(version 2)
Reviewed by Finance Committee	29/11/2017	(version 2)
Reviewed by Finance Committee	19/11/2019	(version 3)
Reviewed by Finance Committee	17/05/2022	(version 4)
Reviewed by Parish Council	09/01/2024	(version 4.1)

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#### **FINANCIAL CONSIDERATIONS**

- n/a

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#### **LEGAL AND OTHER IMPLICATIONS**

- As discussed an annual requirement

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#### **PROPOSAL**

**Parish Council approves the following policy for renewal**

- i. Investment Policy



## ITEM 12b ii) POLICY RENEWAL – PUBLICATION SCHEME

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### BROUGHT BY

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Office

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### SUMMARY

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To note the amendments to the policy in line with best practice and consider renewing the policy in the amended form.

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### PARISH COUNCIL BACKGROUND

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Policies are renewed every 2 years, however this policy is required by audit regulations to be considered annually. In future it will be renewed at the Annual Council Meeting along with the financial regulations.

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### DETAILS

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(See below)

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### FINANCIAL CONSIDERATIONS

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- n/a

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### LEGAL AND OTHER IMPLICATIONS

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- As discussed an annual requirement

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### PROPOSAL

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**Parish Council approves the following policy for renewal**

- ii. Investment Policy

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## Publication Scheme

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### Policy Statement

Wendover Parish Council is committed to openness and transparency and making all documents available to the public as part of its normal business activities

Details

Wendover Parish Council are committed:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications in the guidance (appendix A).
- To specify the information which is held by the authority and falls within the classifications in the guidance (appendix A).



- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19(8) of that Act.

The sections highlighted in red require some minor work on the website to complete with all the proper links.

## Appendix A – Guidance

### Classes of Information

#### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

#### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

#### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

#### **The Services We Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.





The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available.**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. This is shown in the table in Appendix B

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other

language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector



Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Noticeboard/website	Free
Location of main Council office	Noticeboard/website	Free
Council strategy and vision	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Current and previous financial year)		
Annual return form and report by auditor	Website/noticeboard	Free
Finalised budget – (also contained in minutes of meetings)	Website/noticeboard	Free
Precept – (also contained in minutes of meetings)	Website/noticeboard	Free
Financial Regulations	Website/app to the Clerk	See below
Grants given and received – (also contained in minutes of meetings)	Website/noticeboard	Free
List of current projects with contracts awarded and value of contract	Website/App to the Clerk	See below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
The strategic planning process and how members of the public can engage with the process	Website	Free
Strategic Plan	Website	
Report to Annual Parish Meeting (current and previous year)	Website	Free
Current projects	Website	
<b>Class 4 – How we make decisions</b> (Current and previous council year)		
Timetable of meetings	Noticeboard/website	Free
Agendas of meetings	Noticeboard/Website	Free
Minutes of meetings	Noticeboard/website	Free
Reports presented to council meetings and meeting papers	Website	Free
Responses to consultation papers (where not in the minutes)	Application to the Clerk	See below



<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business:	Website	Free
Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website	Free
Policies & procedures for the provision of services and about the employment of staff: Complaint’s procedures (including those covering requests for information and operating the publication scheme)	Website/Application to Clerk	Free
<b>Class 6 – Lists and Registers</b>		
Assets Register	Application to the Clerk	
Register of members’ interests	Bucks Council Website	
Register of gifts and hospitality	Application to the Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - Current information only		
Allotments	Website	Free
Seating, litter bins, clocks, war memorial and lighting	Website	Free
Bus shelters	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Free



## ITEM 12c – INTERNAL AUDIT

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### BROUGHT BY

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Office

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### SUMMARY

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To note the recommendations from the internal audit and actions:

- i) To note and approve the current bank signatories.
- ii) To consider the changes to the terms of reference for the finance committee to be able to review the effectiveness of the internal control systems.
- iii) To note the other actions highlighted by the observations (appendix A)

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Bank Signatures

Given the issues with the bank it is appropriate that the Council formally note the current signatories:

- Clerk and Responsible Finance Officer
- Cllr Williams
- Cllr Ballantine
- Cllr Worth

Cllr Goodall was resolved as an additional signature at the Finance Committee on the 8<sup>th</sup> August 2023, he is now in the process of being added as we are now confident all relevant changes have been made to the bank mandate.

All signatures are full power signatures as the authority levels that the bank offer make no sense to have different levels of access.

The payments and any changes require 2 signatures.

#### Terms of Reference for Finance

The Finance committee in our structure performs an audit role on the finances and therefore it has always been their role to review the internal controls, this element is already in the current ToR. This means that any issues with the controls or the way they are being dealt with can be passed onto Full Council. All reviews are reported automatically to Parish Council.

To continue to perform in this way the terms of reference for the Finance Committee need to be amended to be more specific in their role of monitoring the internal controls.

For clarity, this change delegates authority to Finance Committee to review the effectiveness of the internal financial control systems.

The amended terms of reference are shown in **Appendix B**



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**FINANCIAL CONSIDERATIONS**

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- n/a

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**LEGAL AND OTHER IMPLICATIONS**

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- n/a

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**PROPOSAL**

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Parish Council resolves to:

- **Agree and note the current bank signatories and note their full bank mandate status**
- **Agree the new terms of reference for the Finance Committee as shown in Appendix A of the paper**
- **To review and note the actions arising from the internal audit**



# Appendix A



IAC Audit and Consultancy Ltd

Audit date: 11 December 2023

## Wendover Parish Council Financial Year 2023-24

### Interim Internal Audit Observations

**B** This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Is Clerk CILCA qualified?	No	Clerk is pursuing the CILCA qualification	Council to note.	Low	Registration will be in Jan 2023 - about a third of the units are ready to submit	N
2	Has the Council formally Minuted confirmation of bank signatory arrangements?	Yes	The Finance Committee added an additional signatory at meeting held on 8th August 2023. It is unclear when the Council last formally confirmed a list of bank signatories and the mandate to be applied on its bank accounts.	Council to formally review and, if appropriate, approve the bank signatory arrangements and the mandate to be applied, for example "any two to sign".	Medium	This will come to full Council on 9th Jan 2023	N
3	Have tenders been obtained as set out in Financial Regulations?	Yes	The Council incurred significant expenditure of over £26k on lilybank (this was originally for £16k but was increased after HST provided grant funding). It is understood that the Council did not formally waive the requirements for tendering for this work as required by its Financial Regulations and Standing Orders. The Council also did not formally approve the award of the contracts and confirm in Council Minutes the value of the contract awarded.	The Council to review the procurement process for this contract and confirm compliance with its Financial Regulations, if appropriate the Council to formally Minute its approval of the tender arrangements made outside of the requirements of Financial Regulations and confirm the contract value awarded.  In future the Council to ensure that it complies with the requirements of its Financial Regulations and Standing Orders and that any variation from these is formally recorded in Minutes of a meeting of Full Council.	High	A paper to Amenities will be discussed on 19th December and that will then be approved by Full Council on 9th January. A project monitoring sheet is being developed to track authorisations	N
4	Have Grants awarded been appropriately considered by Council and approved?	Yes	Minutes do not record the value of grants approved. (This is recorded on the grant application form, but not in Council Minutes.)	The Council to ensure that the value of grants approved is recorded in the Minutes of the relevant meeting.	Medium	This will be changed for the next round of grants, unless advised otherwise we will not go back through previous minutes and amend but change the minuting from now onwards.	N
5	Are Powers under which grants are made clearly specified in Council Minutes?	No	The Council does not formally record the Powers under which grants are awarded in Minutes.	The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.	Medium	The powers are currently held on an internal spreadsheet, which from now be published as a part of the papers and minuted	N

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	Yes	The Finance Committee, at a meeting held on 16th May 2023, recorded the review of Internal Controls, the draft Minutes of this meeting were noted by Full Council on 6th June 2023. It was noted that the Finance Committee Terms of Reference do not include specific reference to the review of the Internal Control System.	As the review of the effectiveness of the Internal Control System as a matter of regulations the Council must ensure that Minutes a formal review. If this matter is to be delegated to a Committee this should be clearly recorded in that Committees Terms of Reference.	High	It is felt appropriate that Finance also acts as an audit committee and that issues raised by finance can be escalated to full Council with a degree of separation. Therefore terms of reference will be changed at the full council of 9th Jan 2024 but it will be noted in the ToR that full council needs to review the outcome of the finance committee report.	N

**D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	The Minutes of the meeting of Full Council, in which the precept was set, clearly states the value of the precept to be raised	No	The Minutes of the meeting in which the precept was set, do not state the value of the precept to be raised.	In future the Council should ensure that the value of the Precept to be raised is clearly recorded in the Minutes of the meeting in which the Precept is set. The Council to formally confirm the value of the precept raised for the year.	High	The minutes clearly state the precept and will be signed on 9th Jan	N

**E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Has the Investment Strategy been subject to annual review?	No	The Investment Strategy has not been subject to annual review, was last reviewed May 2022	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	Had been set to our default of review every 2 years - this has been changed. It will be reviewed at full Council on 9th Jan	N
2	If the Council receives income under leases, are the lease agreements current?	Yes	The Council has in place an annual licence for the rent (income) of land on Manore Waste. The copy of the licence provided during the audit visit was for the period April 2021 to March 2022	Council to review and update its lease agreements	Medium	The lease agreement has been passed to Clr Walker to review and turn into a rolling contract with a reasonable break clause. This will probably come to full Council in Feb.	N





## Appendix B

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### 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 quarterly but can also be convened as necessary to deal with urgent matters.

#### 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.

Any member of the Committee unable to attend a meeting must notify the Clerk\* within three working days of the meeting. A reason for his 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 their 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 their place on the Committee immediately following their 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.

In the absence of the Chair of the Committee, if the Chair of the Council is present at a Committee meeting, they will preside. The Chair of the Council may however waive this right. If the Chair of the Council is not present at the meeting (or waives their right to Chair the meeting), the first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting.

#### 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 **five 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 the Clerk\* of the Council. If the Clerk\* is unavailable, a member of the Committee may be nominated at the start of the meeting to take the minutes.

Minutes must include all of 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 prior to the next 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 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.

### **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. This includes a review of the effectiveness of the internal control systems to report to full council on an annual basis.
- 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 arrange future meetings of the Committee
- f) To co-opt new members onto the Committee
- g) To accept apologies from Committee members
- h) To resolve to accept the minutes of the Committee
- i) 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 and Responsible Finance Officer or the Estates and Events Manager'.***

Last Review Date: 9<sup>th</sup> Jan 2024



## ITEM 12d PLAYGROUND INSPECTION TRAINING

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### BROUGHT BY

Finance Committee

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### SUMMARY

To approve the expenditure for playground inspection training

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### PARISH COUNCIL BACKGROUND

n/a

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### DETAILS

#### Introduction

The Estates and Grounds Staff require periodic updates to keep their knowledge current for their daily and weekly playground inspections. This would normally be booked by the office under delegated Clerks authority and impacts on our risk assessment if we do not undertake the training.

It is recommended that as a contingency all staff should be able to undertake inspections should there be any period of illness or absence. The qualification is valid for 3 years

#### Award of contract

There were two companies within reasonable distance that could provide the training and a company that will work on site with us.

- Company 1 - who we have used previously is based in Cambridge - £175 per candidate + £120 certificate fees.+ VAT
- Company 2 – Who are based in Swindon - £155 per candidate + £120 certificate fees + VAT
- Company 3 – delivers training on site and runs the assessment in one of our own playgrounds. £595 for the training and £120 certificate fees not VAT registered

All are registered by RPII (Register of Play Inspectors International) to deliver the course.

We are proposing Company 3 based on price and convenience

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### FINANCIAL CONSIDERATIONS

- This will come out of 4860 Training Budget

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### LEGAL AND OTHER IMPLICATIONS

- n/a

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### PROPOSAL

Parish Council agrees the training as set out, provided by company 3, for all 4 members of staff.