



WENDOVER PARISH COUNCIL

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

ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA
Tuesday 7th May 2024 at 7:00pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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.

AGENDA

- 1) **ELECTION OF CHAIR**
To elect a Chair for the coming year of the Parish Council and receive the Chair's Declaration of Acceptance of Office. If a Chair of Council cannot be elected a Chair for this meeting will be elected.
- 2) **ELECTION OF VICE CHAIR**
To elect a Vice Chair of Council for the coming year of the Parish Council.
- 3) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 4) **DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 5) **[MINUTES – page 4](#)**
Consideration of approval of minutes of the meeting on 2nd April 2024.
- 6) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 7) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 8) **[CLERKS REPORT & CORRESPONDENCE – page 9](#)**
- 9) **[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 [2023/24 year end commentary](#) and [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 13, 15, 20 and 21*
- c) To receive a report on the [acquisition and disposal of assets](#) – *page 22*
- d) To Review and consider the [annual subscriptions and memberships](#) – *page 26*
- e) Review and consider the current [Direct Debits](#) – *page 27*
- f) To note the end of year [audit](#) process – *page 28*

10) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

- a) [HS2 Mitigation Action Group](#) – *page 30*
- b) [Report from Lionel Abel Smith Trust](#) – *page 32*
- c) Parish Council Surgeries
- d) Other groups

11) REPORTS FROM COMMITTEES

- a) **PLANNING**
 - i) To note the draft [minutes](#) of the meeting on 16th April 2024 – *page 33*
- b) **AMENITIES**
 - i) To note the draft [minutes](#) of the meeting on 16th April 2024 – *page 36*

12) REPORTS FROM WORKING GROUPS

- a) **Transport Working Group**
To receive an update from the Transport working group.
- b) **Open Spaces Working Group**
To receive an update from the working group.
- c) **Sustainability and Biodiversity Group**
To receive an update from the working group.
- d) **Strategic Planning Steering Group**
To receive an update from the working group.

13) COMMITTEES AND WORKING GROUPS

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

- a) [Changes to committees' Terms of Reference](#) – *page 39*
To consider the amendment of the Terms of Reference for committees which adds a role and position of vice chair as a part of our succession planning process. To further make an amendment to a footnote to reflect the new staff structure.
- b) [Scheme of Delegation](#) – *page 41*
To consider and review the delegation arrangements set out in the scheme of delegation.
- c) [Amenities Committee](#) – *page 45*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- d) [Complaints Committee](#) – *page 50*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. At all times at least 3 Councillors should not be on the complaints committee. The Vice Chair of Council is an ex-officio member of this committee.
- e) [Finance Committee](#) – *page 52*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.

- f) [Planning Committee](#) – **page 56**
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- g) [Staffing Committee](#) – **page 60**
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- h) [Strategic Planning Steering Group](#) – **page 64**
To consider the Terms of Reference and select at least two members of this working group.
- i) [Transport Working Group](#) – **page 66**
To consider the Terms of Reference and select at least two members of this working group.
- j) [Biodiversity and Sustainability Working Group](#) – **page 68**
To consider the Terms of Reference and select at least two members of this working group.
- k) [Events Working Group](#) – **page 70**
To consider the Terms of Reference and select at least two members of this working group.
- l) [Open Space Working Group](#) – **page 72**
To consider the Terms of Reference and select at least two members of this working group.

14) EXTERNAL BODIES

- a) To agree representatives to [external groups](#) – **page 74**
To agree Councillor representatives to external groups listed in the paper
- b) To review [legal agreements with other bodies](#) – **page 75**

15) GENERAL GOVERNANCE

- a) To review and consider the [Standing Orders](#) – **page 76**
- b) To review and consider the [Financial Regulations](#) – **page 99**
- c) To review current [insurance cover](#) – **page 117**
- d) To review the Council [complaints procedure](#) – **page 118**
- e) To review the [freedom of information and data protection](#) policies – **page 128**
- f) To note the [General Power of Competence and S137](#) expenditure – **page 153**
- g) To note the time and place of [ordinary meetings of Council](#) – **page 158**

16) OTHER ITEMS

- a) [HS2 Update event June](#) – **page 160**
To consider approving the support of the WHS2 MAG to hold a follow up public meeting with updates directly from HS2 with a budget of £500

17) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 4th June 2024 at St Annes Hall. All agenda items and papers to be with the clerk by Friday 24th May.

18) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 30th April 2024

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 2nd April 2024 at 7:00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher (Chair), O'Donnell, Porter, Thornton, Wales, Walker, and Worth.

In attendance: Buckinghamshire Councillors all of them

Clerk: Andy Smith

Members of Public: 2

APOLOGIES FOR ABSENCE

PC23/312 Apologies were received from Councillors Williams, Standen and **APPROVED**

DECLARATIONS OF INTEREST

PC23/313 None

MINUTES

PC23/314 The minutes of the Parish Council of 5th March 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

CHAIRS ANNOUNCEMENTS

PC23/315 None

PUBLIC PARTICIPATION

PC23/316 None

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/317 Councillors asked if there were any questions to take back to the Council. Cllr Thornton highlighted the issue of the quality of pothole repairs meaning that they were having to be done more than once.

CLERKS REPORT AND CORRESPONDANCE

PC23/318 It was noted that there was not an opportunity to produce a detailed report and there would be a full report at the next meeting.

FINANCE AND PAYMENTS

a) Payments to consider.

PC23/319 The payments to consider, totalling £4592.17, were **RESOLVED** and signed.

b) Latest financial reports

PC23/320 The financial reports were noted and Councillors were happy with the financial position.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC23/321 The report was noted.

b) Wendover Business Group

PC23/322 It has not met since January and it was noted that many businesses find it difficult to commit time to the group because of their own endeavours.

c) Parish Council Surgeries

PC23/323 There was one person who came to talk the Councillors about difficulty walking down the path by the Scout Hut. This has been noted by the office. Cllrs Porter and Worth will attend the next surgery in April.

d) St Mary's Church

PC23/324 The meeting with the Chair of Finance and Clerk with the Church was noted. It was further noted that we do have formal representation on the Church meetings.

e) Other groups

PC23/325 Nothing to report

REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC23/326 The draft minutes of the meeting on 19th March 2024 were noted.

b) AMENITIES

PC23/327 The draft minutes of the meeting on 19th March 2024 were noted.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC23/328 There was no report.

b) Open Spaces Working Group

PC23/329 There was no report.

c) Sustainability and Biodiversity Group

PC23/330 There was no report.

d) Strategic Planning Steering Group

PC23/331 There was no report.

OTHER ITEMS

a) Standing Grants referred from Finance Committee

PC23/332 St Mary's Churchyard - .The Chair and Clerk met with the Church about the Churchyard. After the meeting it made sense to continue with the current arrangement. It was felt that on an ongoing basis that the Parish Council rep on the Churchyard committee should present the request at future meetings. It was further noted that we could help the community support the maintenance of the grounds.

PC23/333 It was **RESOLVED** to grant the £7500

PC23/334 Wendover Youth Centre - .The youth centre set out their financial details as requested which reassures the Parish Council. The work of the Youth Club was noted, in particular the Wendover Parish Council request for an outreach programme to help reduce vandalism and ASB in the area.

PC23/335 It was **RESOLVED** to grant £7500

b) Updates to policies

PC23/336 Freedom of Information Policy -This was considered and **RESOLVED** to be renewed.

PC23/337 Protocol for site visits - This was considered and **RESOLVED** to be renewed.

PC23/338 Non-Councillor attendance at Council - This was considered and **RESOLVED** to be renewed.

PC23/339 Council Representatives to external bodies - This was considered and **RESOLVED** to be renewed.

PC23/340 Environmental Policy - This was considered and **RESOLVED** to be renewed.

PC23/341 Scheme of Delegation - This was considered and **RESOLVED** to be renewed.

c) Plans for Wendover Canal

PC23/342 The council considered the implications of bringing the barges to Wendover. Wendover PC are being asked to support the letter that was sent by Halton Parish Council. It was **RESOLVED** to support the opposition to the current proposals but are open to looking at any new proposals that address the concerns set out by Halton Parish Council.

d) Devolved Services

PC23/343 The works have been clarified and are now similar to last years works. It was noted that we are doing more work than set out in the agreement through choice to keep Wendover in as good a condition as possible. It was noted that it costs more than the income received from Buckinghamshire Council to deliver these services.

PC23/344 It was **RESOLVED** to take the 12 month deal, but to set out that we need to negotiate a multi-year deal that addresses the inflationary costs that we have taken on board.

DATES OF FUTURE MEETINGS

PC23/345 To note the next Parish Council meeting **Tuesday 7th May 2024**. Agenda items must be with the Clerk strictly by 9am **Monday 29th April**. **It was noted that this is the annual meeting**

CLOSURE OF MEETING

PC23/346 As all business was transacted the meeting was closed at 8.15

Signed by
Chair to the Parish Council

Date:

DRAFT

PAYMENTS TO CONSIDER		Apr	Parish Council 02/04/2024
BACS			
Date	To	Amount	Payment for
04/04/2024	PawPrint	£140.40	Printer/Copier Costs
04/04/2024	Val Mayland	£100.00	Cleaning
04/04/2024	Marley Design	£575.00	Web and communications
04/04/2024	Numbers	£72.00	Payroll Services
01/03/2024	Sumup	£2.09	Debit card transaction fees
04/04/2024	Farol	£6.40	mower replacement headlight bulb
04/04/2024	Farol	£491.98	mower service and health check
04/04/2024	M Stevens	£196.62	repair and service hand held mower
04/04/2024	Sparkx	£1,337.40	Streetlight repair 3,142,85
04/04/2024	Sign Wizzard	£375.64	Witchell car park signage
TOTAL BACS AMOUNT		£3,297.53	
CARD			
Date	To	Amount	Payment for
26/04/2024	Adobe	£19.97	Acrobat Pro plan
13/04/2024	Lebara Mobile	£5.00	Office mobile phone
28/03/2024	Amazon Business	£21.55	Lever Arch Files - Finance archive
27/03/2024	Amazon Marketplace	£8.79	Strimmer head springs
27/03/2024	Amazon Services Eu	£15.07	Strimmer head spool x 2
TOTAL Debit Card AMOUNT		£70.38	
DD/SO			
Date	To	Amount	Payment for
3 Apr 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Apr 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
15 Apr 2024	BG LITE	£54.94	Manor Waste Electricity
15 Apr 2024	BG LITE	£370.29	Clock Tower Electricity
15 Apr 2024	BG LITE	£49.22	Site Safe Electricity
20/03/2024	MICROSOFT	£82.32	Microsoft 365 Licenses
5 Apr 2024	BUCKS COUNCIL	£88.20	Manor Waste Market Rates
TOTAL DD & SO		£1,224.26	
TOTAL PAYMENTS		£4,592.17	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

Official Complaint

An official complaint was received about a decision of the Planning Committee on a local property that had not taken into consideration some concerns of a neighbour. As the Parish Council were not aware of the concerns when we made the decision and we are not the determining authority the complaint was not upheld. We are now out of the appeal window for this complaint so it can be reported to Council.

Devolved Services

We have signed the current contract with the proviso that we have a meeting with the Devolved Services Team to negotiate future contracts. We are awaiting some potential times for that meeting.

Street Trading

The official response to the Street Trading draft policy has been sent in and we have had acknowledgement of the receipt of our response. Since the last meeting where we believed that this policy had been withdrawn, we are now aware that it hasn't, but the deadline for feedback has been extended and some additional workshops put on for Town and Parish Councils to attend – dates and locations below:

Date of workshop	7th May 2024	8th May 2024	13th May 2024	14th May 2024	20th May 2024
Time	5:30pm - 7:00pm	12pm - 1:30pm	9am - 10:30am	12pm - 1:30pm	9:30am - 11am
Location	Large Dining Room, Judges Lodgings, Aylesbury	Committee Room 3, Wycombe BC Offices	Conference Room 1, The Gateway, Aylesbury, BC offices	Mezzanine 1, Walton Street, Aylesbury, BC offices	Burnham Park Hall Windsor Lane Burnham SL1 7HR

We are looking to be attending one of those workshops.

Tring Rd planning issues

There have been planning issues highlighted to us on properties along the Tring Rd. A property that had previously converted 2 dwellings into 1 is now being converted back into the original 2 dwellings but this has been facing hurdles. The owner contacted the office for an explanation and support. The planning committee has already supported this application and it has been explained that Wendover Parish Council has nothing more than a comment and that the determination is made by Buckinghamshire Council. The property owner appreciates our support and understands the situation.

Dunsmore lane resurfacing

Along with many of the roads in the area we have had a request from a resident to resurface this road as it is in a terrible condition. It is felt this is due to the excess traffic caused by changes and diversions from the HS2 construction. As Buckinghamshire Council are the highways authority this has been passed onto them. More funding has been made available to Buckinghamshire Council



Land at corner of Little Hampden Close

There is a patch of land at the entrance to Little Hampden Close that has been a mess of weeds that Buckinghamshire Council promised to put on some top soil and reseed but it has not happened. We have had a couple of enquiries from residents about progress that we have had to redirect to Buckinghamshire Council.

Interviews for summer role

As Councillors will be aware from the emails we have successfully recruited 2 project based summer roles to look into ways we can make further improvements to the services we deliver to residents. One role will be looking at streamlining internal processes so that the office will have more time available to other projects. The other role will be looking at options to improve the local produce market so we can support local traders and bring footfall to Wendover for our local high street.

Wendover volunteer festival

The new Wendover news are looking to run a volunteer festival that will bring together local groups to advertise what they get up to and drive memberships. This has been an idea that we have been considering in the office as something to do as a part of one of our summer LPMs but we are now doing our best to support the Wendover News event to avoid duplication.

Clerks forum 14th May

I will be attending a regular Clerks forum for local clerks on the 14th May. These networks help with local issues and I will be talking about the street trading policy to assess the feelings of other local councils and bring back any other issues we should be aware of.

Advertising van

There has been a van parking on grass verges advertising a roofing company which the office and social media have been asking why we can't move it because it is an eyesore. We have forwarded the complaints to Buckinghamshire Council who own the verges where it is parked and to the local police. Sadly, nothing can be done unless the van is causing an obstruction and/or causing damage. Our advice to residents has been to call the number on the van and complain direct to the company. The van doesn't seem to stay in the same place for too long but we will monitor.

Banners on Ashbrook Railings

A recent set of bookings to put banners on the Ashbrook railings made us realise that whilst we have a policy available on the website it is not obvious how to book banners on the park railings and what our policy is regarding those bookings. Therefore, there will be an update to the website to cover this and make it easy for people to understand.

Real Magic Books event

Real Magic Books are running a mini festival of music and literature on the 17th – 19th May. This coincides with our Local Produce Market which will be 1940s themed in remembrance of the 80th anniversary of the D Day landings. We have been working to see if we can link the two events together but in this instance it seems we can't. Both events will go ahead and whilst not linked it will still provide a vibrant and enjoyable experience in Wendover for local residents and visitors alike.

Church Lane flooding

There was a number of reports of flooding in Church Lane. Whilst we are at very high ground water levels it was expected that this was a problem created by rainfall. However, it was investigated by the grounds team and it looked like there had been some changes to the stream with sandbags and gulleys made that would channel water onto the road. This was reported to Buckinghamshire Council and the Environment Agency and it looks as if this has now been resolved. It is not known why the sandbags had been placed and why the digging had happened.



ASB week of action – July

The police are holding an Anti Social Behaviour (ASB) week of action at the start of July and we are hoping that this focus will benefit Wendover residents at the start of the summer, which tends to be the peak of our reports to the Council. We will be engaging with our local neighbourhood police team and will provide more details of any actions that will be taken.

Car Parking Machines at library

Once again we have had complaints about the machines at the library car park being out of order. In particular, the machines were not accepting cash. The loss of cash parking machines is causing significant distress to many who use the car park and we have had 2 people contact the office to say that they simply went elsewhere rather than shop in their local town centre (Princes Risborough in both cases). We have followed up with an email asking for a meeting about the parking and will keep Council up to date with those discussions.

Gate on Hale Road

There have been some queries about the gate on the Hale Rd that prevents the cut through to the Small Dean Roundabout. The Transport Working Group are looking into when and why the gate is opened and closed so they can understand how it could be used in future. Currently Buckinghamshire Council can only find that they have a stopping up order preventing through traffic with exceptions for the local farmer. However, they are not aware of who owns the gate and who has keys to the padlock. They are investigating this and will inform our Transport Working Group the findings.

Duck Sign on Halton Lane

With the proliferation of ducks around Halton Lane (and their little quacklings!) we have in the past put up notices along the lane asking drivers to take care. We have had that request again by a resident but are now out of signs so will have to consider if we want to purchase more for future years. The signs are temporary and are more prone to weather damage and vandalism but are cheaper to produce and more effective than a permanent sign.

Vandalism update

Unfortunately, we have had further incidents of vandalism, the bus shelter at Ashbrook park has had panels permanently damaged and a group of three males went on a spree of removing/swapping street signs along the Aylesbury Rd. We did receive photographs of the three males who were responsible and have passed them onto the police, the images were probably not good enough for evidential purposes, but the hope is that the individuals are now under watch. Buckinghamshire Council have replaced most of the missing or damaged signs.

Thankfully the owner of the old scout hut seems to have received the messages about the gathering of people on the property and works have been initiated to brick up the building and make the site secure.

Defib Use on Sat 13th April

Sadly, our defib at Ashbrook was called into action on Sat 13th April. An ambulance service first responder actually attended before the defib unit reached the patient so it was not required. We wish the patient well and the defib unit was checked, tested and returned and is available again.

Use of Council tablets

A recent issue with one of the Councillors tablets showed that the tablets no longer support the latest operating system and because of that they do not support the latest versions of office, including outlook for the emails. This means that the tablets are not secure to use any more as they are running out of date operating systems and software.



There are options available on your own device by visiting: portal.office.com which will take you to the web based version of office along with your own councillor one drive storage. If you currently have a tablet, can you return to the office whenever you are passing.

I am always happy to sit with people and go through the online office. I am also able to issue and reset passwords.

Ivy Management Volunteers

On the 15th Apr our first Ivy Volunteer work party set about removing ivy from trees in our open spaces. The ivy was cut at the bottom of the tree and cleared for a metre on the trunk. The remaining ivy will naturally die and fall from the tree over time. 3 of the worst affected trees were tackled.

Invoices from Bucks Council

At the end of March, a direct debit was taken by Bucks Council that didn't match any of the invoices we have. After investigation it was confirmed that they had taken two invoices in one payment. This situation was complicated in that one of the invoices for dog bin emptying had initially been sent totalling £38k – a clear error this was raised by me with Buckinghamshire Council. Unfortunately, rather than raise a credit note and send a new invoice they had just taken the correct amount via direct debit without notification. The situation is now resolved, and we now have a copy of the correct invoice. Unfortunately, they won't issue a credit note for the invoice sent in error.

Castle Water

Castle Water are now requiring monthly meter readings on a variable DD arrangement. Unfortunately, the Ashbrook meter is under a flap in the ground and is a pain to get to. Further the online portal is really confusing when using multiple accounts and takes a while to upload your own customer readings. We will attempt to do the monthly readings to keep the bills as accurate as possible, but we may not provide readings every month.



ITEM 9b – FINANCE REPORTS

The finance reports show the final financial position at the 31st March 2024 (year end) In general we have managed the bottom line very well with overspends being compensated for by underspends and efficiencies.

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

Headline analysis

Amenities income

The debtor discussed in previous meetings has cleared all monies owed. The LPM continues to be a concern but we have discussed plans for that in the new financial year. We have also failed to attract some big hires of the Ashbrook ground that have happened in previous years.

Events Expenditure

The promo materials budgets reflect the additional support we are giving to Welcome to Wendover and costing out our web designer time more accurately. The HS2 public meeting cost was approved as an additional cost and so has been shown on a separate account line.

Street Light Expenditure

As previously reported, the street light repair budget has gone massively over budget – this is down to the number of faults we are experiencing, which are far higher than anticipated. We have met with the supplier and discussed this very issue but the faults are in line with expectations. After discussing with other Parish Councils this level of repairs is not unusual and it is more likely that the budgets were set with unrealistic expectations of the lifespan of LED bulbs. This is particularly true based on some of the temperature extremes we are experiencing. We are monitoring the repairs and there are very few repeat repairs on our 250 streetlights. Any repairs have a 12 month warranty. This level of spend will continue and so we need to consider this for future budgets.

Recreation Expenditure

There has been income from the Community Board to cover the Groundworks budget as we build the water sheds that they agreed to fund. The tree works will continue to increase as we go through a backlog of issues and new issues. Again, this seems to be the age of the trees and the weather conditions that are creating issues. Based on the most recent inspection it is unlikely to be this high every year. We have recently seen

Finance and General income

The Interest received will be significantly more than budgeted for. This figure includes an accrued interest of c£13k from our Flagstone accounts. This amount will be paid into the accounts as and when they mature or when there is an interest payment in line with the account terms and conditions. This is down to much more favourable base rates at the moment and keeping our current account as low as is practicable so more money is on deposit.

Finance and General Expenditure

The website and publicity lines are again over budget as costs are now properly apportioned and future budget setting will be in line with that costing. The audit came in cheaper than had been accrued for and in the same way our end of year support was accrued for but not required therefore this line will remain in the negative. The insurance is over budget as a miscalculation on vehicle insurance had filtered into this year's accounts from previous years due to the Hilux insurance.



Staffing

All the direct staff costs will come within budget even with the backdated cost of living increase being applied. The staffing budgets have benefitted from the office managing on 2 members of staff rather than 2.5 staff as it has done in previous years.

Balance Sheet

The balance sheet as at the end of the last financial year shows an increase in reserves by c£20k caused largely by keeping expenditure roughly in line with the budget and having higher income than is budgeted (interest from our deposits in particular).

This year we have managed to complete on a number of long running projects such as the Clock Tower Wall and site safe improvements which meant our EMR spend was significantly up and a lot of EMR accounts have been closed and transferred back to the general reserve.

Our general reserve is up by c.£30k from £124k to £154k and represents an acceptable level of reserve for a Parish Council of our size.



24/04/2024

Wendover Parish Council 2023-24

Page 1

09:37

Detailed Income & Expenditure by Budget Heading 24/04/2024

Month No: 12

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
100 Amenities Income								
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	300	300	0			100.0%	
1021 Markets - Local Produce	123	840	2,000	1,160			42.0%	
1022 Markets - Weekly Market	888	11,548	10,660	(888)			108.3%	
1030 Other Rental (Ashbrook)	50	1,248	2,045	798			61.0%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	0	1,601	2,000	399			80.0%	
1260 Xmas event income	0	1,446	500	(946)			289.1%	
1261 Rifle Club Lease	0	100	100	0			100.0%	
1262 Fundraising income	200	3,709	0	(3,709)			0.0%	
Amenities Income :- Income	1,336	41,953	37,597	(4,356)			111.6%	0
Net Income	1,336	41,953	37,597	(4,356)				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	5,078	6,000	922		922	84.6%	
4109 Promo Materials	0	1,009	500	(509)		(509)	201.8%	
4110 Entertainment & Events	144	2,107	5,000	2,893		2,893	42.1%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	0	4,400	5,000	600		600	88.0%	
4113 HS2 Public Meeting	0	889	0	(889)		(889)	0.0%	
4122 Markets - Local Produce	0	425	500	75		75	85.0%	
4124 Markets - Business Rates	0	898	1,500	602		602	59.9%	
4125 Markets - Water	0	62	50	(12)		(12)	124.0%	
4126 Markets - Electric	44	441	300	(141)		(141)	147.1%	
4130 Quiz	0	40	100	61		61	39.5%	
4132 Christmas Celebration Event	0	2,679	2,500	(179)		(179)	107.2%	
Events Expenditure :- Indirect Expenditure	188	22,206	21,950	(256)	0	(256)	101.2%	3,667
Net Expenditure	(188)	(22,206)	(21,950)	256				
6000 plus Transfer From EMR	0	3,667						
Movement to/(from) Gen Reserve	(188)	(18,539)						
130 Highways Expenditure								
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%	

Continued over page



24/04/2024

Wendover Parish Council 2023-24

Page 2

09:37

Detailed Income & Expenditure by Budget Heading 24/04/2024

Month No: 12

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>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(3,750)</u>	<u>(3,750)</u>				
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	991	11,451	13,000	1,549		1,549	88.1%	
4305 Maintenance	1,344	20,119	7,000	(13,119)		(13,119)	287.4%	
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>2,335</u>	<u>34,470</u>	<u>28,500</u>	<u>(5,970)</u>	<u>0</u>	<u>(5,970)</u>	<u>120.9%</u>	<u>0</u>
Net Expenditure	<u>(2,335)</u>	<u>(34,470)</u>	<u>(28,500)</u>	<u>5,970</u>				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	1,723	2,581	2,050	(531)		(531)	125.9%	
4405 Maintenance - Fences, etc	0	1,372	1,500	128		128	91.5%	
4410 Maintenance - Groundworks	525	4,054	5,000	946		946	81.1%	
4415 Maintenance - Inspections, etc	0	90	1,800	1,710		1,710	5.0%	
4416 Pond Works	0	50	1,500	1,450		1,450	3.3%	
4417 Tree Works	0	5,750	2,500	(3,250)		(3,250)	230.0%	
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	9,760	10,000	240		240	97.6%	
4430 Mower Maintenance	579	2,979	2,000	(979)		(979)	148.9%	
4440 Play Equip - Repairs & Maint	987	5,764	8,000	2,236		2,236	72.1%	
4450 Premises - Garage Rent	135	1,620	1,620	0		0	100.0%	
4455 Premises - SiteSafe Electrics	41	168	200	32		32	83.9%	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	0	188	300	113		113	62.5%	
4475 Misc - Fuel	254	3,449	3,000	(449)		(449)	115.0%	
4480 Misc - Materials & Tools	79	915	2,500	1,585		1,585	36.6%	
4481 Machinery/Tool Service Repair	0	388	3,500	3,112		3,112	11.1%	
4485 Misc - Protective Clothing	0	831	400	(431)		(431)	207.9%	
4490 Misc - Refuse Bins	160	985	1,200	215		215	82.1%	
4495 Misc - Sundries Recreation	0	268	1,000	732		732	26.8%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>4,853</u>	<u>43,773</u>	<u>50,970</u>	<u>7,197</u>	<u>0</u>	<u>7,197</u>	<u>85.9%</u>	<u>0</u>
Net Expenditure	<u>(4,853)</u>	<u>(43,773)</u>	<u>(50,970)</u>	<u>(7,197)</u>				

Continued over page



24/04/2024

Wendover Parish Council 2023-24

Page 3

09:37

Detailed Income & Expenditure by Budget Heading 24/04/2024

Month No: 12

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
200 Finance & General Income								
1205 Wiltchell Trust Grant	23	261	200	(61)			130.4%	
1210 Interest Received ex Deposits	14,848	16,663	2,000	(14,663)			833.1%	
1215 Miscellaneous Income	0	1,675	0	(1,675)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	
1266 VAHT Streetlight Income	205	1,058	600	(458)			176.4%	
Finance & General Income :- Income	15,076	378,735	361,878	(16,857)			104.7%	0
Net Income	15,076	378,735	361,878	(16,857)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	1,526	2,000	475		475	76.3%	
4550 Communications - Publicity	856	7,219	5,750	(1,469)		(1,469)	125.5%	
4555 Communications - Website	150	2,509	1,500	(1,009)		(1,009)	167.3%	
4560 Financial - Bank Charges	38	604	580	(24)		(24)	104.2%	
4565 Financial - Fees - Audit	1,445	1,735	2,300	565		565	75.4%	
4570 Financial - Fees - Legal	0	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	7,111	5,940	(1,171)		(1,171)	119.7%	
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	1,439	1,600	161		161	90.0%	
4620 Office - Copier	234	1,287	1,750	463		463	73.5%	
4621 Office - Equipment - Expend	580	3,964	5,500	1,536		1,536	72.1%	
4625 Office - Equipment Capital	0	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	120	482	500	18		18	96.4%	
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	345	2,673	2,000	(673)		(673)	133.6%	
4655 Office - Utilities - Water	13	139	150	11		11	92.8%	
4660 Property Mgt - Clock Tower	355	2,079	2,000	(79)		(79)	104.0%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	198	511	5,000	4,489		4,489	10.2%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,910	2,000	90		90	95.5%	
4690 Misc - Chairman's Expenses	0	473	1,200	727		727	39.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	725	1,200	475		475	60.4%	
4700 Misc Sundry Expenses Finance	53	524	500	(24)		(24)	104.8%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	117	3,000	2,883		2,883	3.9%	
Finance & General Expenditure :- Indirect Expenditure	4,560	38,112	51,245	13,133	0	13,133	74.4%	0
Net Expenditure	(4,560)	(38,112)	(51,245)	(13,133)				

Continued over page



24/04/2024

Wendover Parish Council 2023-24

Page 4

09:37

Detailed Income & Expenditure by Budget Heading 24/04/2024

Month No: 12

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
230 Grants out - inc S137 exp								
4585 Grant - Churchyard - not S137	0	7,000	7,000	0		0	100.0%	
4586 Grant - Youth Centre -not S137	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major - S137	0	20,000	15,000	(5,000)		(5,000)	133.3%	
4611 Grants Out - Minor - S137	0	2,270	5,000	2,730		2,730	45.4%	
Grants out - inc S137 exp :- Indirect Expenditure	0	36,270	34,000	(2,270)	0	(2,270)	106.7%	0
Net Expenditure	0	(36,270)	(34,000)	2,270				
320 Staffing								
4800 Staffing - Amenities - Wages	5,649	70,769	71,563	794		794	98.9%	
4801 Staffing - Amenities - NIC	570	7,135	6,580	(555)		(555)	108.4%	
4802 Staffing - Amenities-Pension	796	9,434	10,193	759		759	92.6%	
4810 Staffing - F&G - Wages	6,313	75,826	97,586	21,760		21,760	77.7%	
4811 Staffing - F&G - NIC	669	8,094	8,952	858		858	90.4%	
4812 Staffing - F&G - Pension	312	3,754	6,196	2,442		2,442	60.6%	
4816 Staffing F&G Student Loan	49	499	0	(499)		(499)	0.0%	
4845 Payroll Charges	60	720	750	30		30	96.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	0	3,218	3,000	(218)		(218)	107.3%	
4861 Uniform	135	135	500	365		365	27.0%	
4862 Smart Pension Admin Fee	22	215	240	25		25	89.6%	
Staffing :- Indirect Expenditure	14,576	183,182	209,060	25,878	0	25,878	87.6%	0
Net Expenditure	(14,576)	(183,182)	(209,060)	(25,878)				
980 Amenities EMR projects								
9108 EMR - Skate Park	0	617	0	(617)		(617)	0.0%	617
9110 EMR - Clock Tower Fountain/wal	0	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	0	8,397	0	(8,397)		(8,397)	0.0%	8,397
9128 EMR - Climate Action	252	252	0	(252)		(252)	0.0%	252
Amenities EMR projects :- Indirect Expenditure	252	44,639	0	(44,639)	0	(44,639)		44,639
Net Expenditure	(252)	(44,639)	0	44,639				
6000 plus Transfer From EMR	252	44,639						
Movement to/(from) Gen Reserve	0	0						

Continued over page



24/04/2024

Wendover Parish Council 2023-24

Page 5

09:37

Detailed Income & Expenditure by Budget Heading 24/04/2024

Month No: 12

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	16,412	420,688	399,475	(21,213)			105.3%	
Expenditure	26,763	402,652	399,475	(3,177)	0	(3,177)	100.8%	
Net Income over Expenditure	(10,351)	18,036	0	(18,036)				
plus Transfer From EMR	252	48,306						
Movement to/(from) Gen Reserve	(10,099)	66,342						



24/04/2024

Wendover Parish Council 2023-24

Page 1

09:38

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 24/04/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	13,808	
105	VAT Control A/c	4,083	
200	Current Bank Account	19,322	
202	Flagstone	241,170	
	Total Current Assets	278,383	
<u>Current Liabilities</u>			
500	Creditors	2,817	
510	Accruals	1,445	
515	Allotment Deposits	1,770	
560	Receipts in Advance	826	
	Total Current Liabilities	6,857	
	Net Current Assets		271,526
	Total Assets less Current Liabilities		271,526
<u>Represented by :-</u>			
300	Current Year Fund	(17,775)	
310	General Reserves	172,296	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
364	Climate Action EMR	4,748	
	Total Equity		271,526



24/04/2024

Wendover Parish Council 2023-24

Page 1

09:37

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	0.00	2,235.00	2,235.00
336 Estates equipment replace EMR	0.00	240.00	240.00
338 Hampden Pond EMR	0.00	-1,639.99	-1,639.99
346 Clock Tower Fountain and Wall	15,000.00	-15,000.00	0.00
347 Site Safe Cladding EMR	6,500.00	-6,500.00	0.00
356 LGPS Cessation EMR	50,000.00	25,000.00	75,000.00
357 Skate Park EMR	15,000.00	3,854.50	18,854.50
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	-10,000.00	0.00
363 Christmas Lights EMR	10,000.00	-10,000.00	0.00
364 Climate Action EMR	5,000.00	-251.88	4,748.12
	<u>129,500.00</u>	<u>-12,494.87</u>	<u>117,005.13</u>



ITEM 9c – ACQUISITION AND DISPOSAL OF ASSETS

Acquisitions

There have been few genuine acquisitions this year but Finance committee agreed that our street furniture and park furniture such as bins were a little bit under the normal recording but were not disposable items. They were part of the fittings and fixtures and should be recorded as a part of our assets.

Disposal of Assets

Our wooden park furniture is now of an age where it is unsafe to use or damaged beyond repair. This year has seen significant disposal of our wooden picnic tables on a Health and Safety basis.



22/04/2024
15:56

Wendover Parish Council

Page 1

ASSETS ACQUIRED BETWEEN 01/04/2023 AND 31/03/2024

User: CLERK

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
30/05/2023	GT023	Strimmer Stihl FS411 C-EM	687.50	687.50	0.00
07/07/2023	FG011	DeLonghi Portable A/C unit PACN82	433.00	433.00	0.00
26/07/2023	IT008	Laptop Clerk - HP250 G7	500.00	500.00	500.00
26/07/2023	IT009	Laptop Estates - HP250 G7	500.00	500.00	500.00
23/08/2023	BE069	Bench Rope Walk Meadow corner near Sluice Cottage and Hampden Meadow	600.00	600.00	0.00
23/08/2023	BE070	Bench Witchell Meadow between bottom gate and pedestrian gate (chapel lane) memorial Lilian Poppy MI	600.00	600.00	0.00
23/08/2023	BN001	Bin - Closed brown plastic - main playpark close to road	400.00	400.00	0.00
23/08/2023	BN002	Bin - Closed brown plastic middle main playpark area	400.00	400.00	0.00
23/08/2023	BN003	Bin - Closed brown plastic fitness area	400.00	400.00	0.00
23/08/2023	BN004	Bin - Closed brown plastic next to bench far end of park	400.00	400.00	0.00
23/08/2023	BN005	Bin - Closed brown plastic right hand side gate looking into park	400.00	400.00	0.00
23/08/2023	BN006	Dog bin - right of middle locked entrance gates looking at park	350.00	350.00	0.00
23/08/2023	BN007	Dog bin - far end of park near sports court	350.00	350.00	0.00
23/08/2023	BN008	Dog bin - Near the ridgeway sign	350.00	350.00	0.00
23/08/2023	BN009	Bin - Closed black metal Hampden shelter	400.00	400.00	0.00
23/08/2023	BN010	Bin - Closed black metal Hampden shelter 2	400.00	400.00	0.00
23/08/2023	BN011	Bin - Open metal in playpark area	400.00	400.00	0.00
23/08/2023	BN012	Dog bin - Entrance gates to park off of Chapel Lane	350.00	350.00	0.00
23/08/2023	BN014	Bin - Closed black plastic London Road end by bench	400.00	400.00	0.00
23/08/2023	BN015	Bin - Closed black plastic Heron Path end near fishing platform	400.00	400.00	0.00
23/08/2023	BN016	Bin - Closed black plastic next to bench o/s Pharmacy	400.00	400.00	0.00
23/08/2023	BN017	Bin - Closed black plastic next to bench o/s Beacons	400.00	400.00	0.00
23/08/2023	BN018	Bin - Closed black plastic next to bench o/s Numbers	400.00	400.00	0.00
23/08/2023	BN019	Bin - Closed black plastic next to bench opp Istanbul	400.00	400.00	0.00
23/08/2023	BN020	Dog bin - Babington Rd – North side opposite junction with Longcroft Ave where a path goes into the	350.00	350.00	0.00
23/08/2023	BN021	Dog bin - Mcindoe drive – on grass to west of junction of Cruikshank and Mcindoe Drive.	350.00	350.00	0.00
23/08/2023	BN022	Dog bin - Entrance to Rope Walk Meadow Chapel Lane	350.00	350.00	0.00
23/08/2023	BN023	Bin - Closed brown plastic entrance to Rope Walk Meadow Chapel Lane	400.00	400.00	0.00
23/08/2023	BN024	Dog bin - middle of bank Old Tring Road side	350.00	350.00	0.00
23/08/2023	BN025	Bin - Closed black metal car park entrance	400.00	400.00	0.00
23/08/2023	BN026	Bin - Closed black metal car park extension/Chapel Lane end	400.00	400.00	0.00
23/08/2023	BN027	Bin - Closed brown plastic near picnic table small pond	400.00	400.00	0.00
23/08/2023	BN028	Bin - Closed brown plastic near green metal bench bottom of f/path	400.00	400.00	0.00
23/08/2023	BN029	Bin - Closed green metal inbetween benches old scout hut	400.00	400.00	0.00
23/08/2023	BN030	Dog bin - top of Witchell by the car park entrance	400.00	350.00	0.00
23/08/2023	BN031	Dog bin - start of Witchell from Heron Path High	350.00	350.00	0.00



22/04/2024
15:56

Wendover Parish Council

Page 2

ASSETS ACQUIRED BETWEEN 01/04/2023 AND 31/03/2024

User: CLERK

<u>Acq. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
		Street side			
23/08/2023	BN032	Dog bin - Church lane entrance by three posts	350.00	350.00	0.00
23/08/2023	BN033	Dog bin - High Street entrance Heron Path	350.00	350.00	0.00
23/08/2023	BN034	Dog bin - Playground behind Tedder Road	350.00	350.00	0.00
23/08/2023	BN035	Dog bin - corner of Barlow Road and Beechwood Lane	350.00	350.00	0.00
23/08/2023	BN036	Dog bin - Mill Path Aylesbury Road end	350.00	350.00	0.00
23/08/2023	BN037	Dog bin - Canal Path adj end of The Paddocks	350.00	350.00	0.00
23/08/2023	BN038	Dog bin - End of Dobbins Lane corner of Bridleways	350.00	350.00	0.00
23/08/2023	BN039	Dog bin - Start of f/path from The Cedars to Perry Street	350.00	350.00	0.00
23/08/2023	BN040	Dog bin - Aylesbury road corner of Grenville Avenue	350.00	350.00	0.00
23/08/2023	BN041	Dog bin - o/s 4 Halton Lane	350.00	350.00	0.00
23/08/2023	PI014	Picnic Table - Ashbrook disabled right of middle locked gates looking into park, closest to cycle ra	600.00	600.00	0.00
		TOTAL	18,970.50	18,920.50	1,000.00



22/04/2024
16:25

Wendover Parish Council

Page 1

ASSETS DISPOSED BETWEEN 01/04/2023 AND 31/03/2024

User: CLERK

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
01/06/2023	BE019	Bench Tring Road opp Tesco	600.00	600.00	0.00
01/06/2023	PI009	Picnic Table Witchell Round near disabled table	500.00	500.00	0.00
06/06/2023	GT009	Strimmer STFS410	600.00	600.00	0.00
01/03/2024	PI001	Picnic Table Circular Ashbrook Playpark area middle	500.00	500.00	0.00
01/03/2024	PI004	Picnic Table - Ashbrook Round closest to Disabled PI	500.00	500.00	0.00
01/03/2024	PI006	Picnic Table Witchell Round - under trees near Witchell Pond	500.00	500.00	0.00
01/03/2024	PI007	Picnic Table Witchell Round - Closet to Heron Path	500.00	500.00	0.00
01/03/2024	PI010	Picnic Table Hampden inside Playarea	500.00	500.00	0.00
		TOTAL	4,200.00	4,200.00	0.00



ITEM 9d – ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS

Subscription/Membership	Estimated Cost 2024/25
BMKALC/NALC	£1,224.26
Local Council Update	£75.00
Chiltern Society	£30.00
Wendover Canal Trust	£25.00
Open Spaces Society	£45.00
SLCC Clerks Membership	£294.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£180.00



ITEM 9e - REVIEW OF CURRENT DIRECT DEBITS AND PAYMENTS

Code	Organisation	Description	Paym ent date	period	expected payment	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Dec-23	Jan-24	Feb-24	#####	
Standing Orders																	
SID01	SIDLEYS CLIENT THE	Sidleys garage rent		3 Monthly	£135.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	#####
Direct Debits - Monthly																	
LEX01	LEX AUTOLEASE	Hilux lease agreement		3 Monthly	£444.29 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CWT01	CASTLE WATER LTD	Site Safe Water		19 Monthly	£5.75 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BEF01	BE FUELCARDS LTD	BP Fuel Card		6 Monthly	£354.35 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMT01	SMART PENSION LTD	SMART pension admin fee		7 Monthly	£26.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
SMT02	SMART PENSION LTD	SMART pension contributions		28 Monthly	£860.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGM01	BG LITE	Manor Waste Electricity		15 Monthly	£300.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGC01	BG LITE	Clock Tower Electricity		15 Monthly	£500.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BGS01	BG LITE	Site Safe Electricity		15 Monthly	£50.00	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
DRX01	DRAX ENERGY SOLUTI	Street Lighting Electricity		19 Monthly	£1,271.53 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BCW01	BUCKS COUNCIL RECE	Waste Container emptying		30 Monthly	£73.32 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MSF01	MICROSOFT	Microsoft 365 Licenses		20 Monthly	£86.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
CWT02	CASTLE WATER LTD	Clock Tower Water		21 Monthly	£14.81 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
BTC01	BT GROUP PLC	Clock tower phone/broadband		17 Monthly	£130.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Direct Debits - Quarterly/set months																	
BCR01	BUCKS COUNCIL	Manor Waste Market Rates		Apr-Jan 5 (inc)	£90.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	N/A	N/A
Direct Debits - Annual																	
WCT01	GOCARDLESS	Wendover Canal Arm Trust Information Commissioners Office (Data registration)		18 Aug	37.50 N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A
ICO01	ICO	Open spaces society		3 July	£35.00 N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
OSS01	THE OPEN SPACES SO	Campaign for Protection of Rural England		6 Oct	£45.00 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
CRE01	CPRE			21 Feb	£36.00 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A
Monthly Invoices																	
PHN01	Phenom Networks	Computer Support		15 Monthly	£186.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
PAW01	PawPrint	Printer/Copier Costs		24 Monthly	£140.40 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
VAL01	Val Mayland	Cleaning		1 Monthly	£80.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
MRL01	Marley Design	Web and communications		1 Monthly	£500.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
NUM01	Numbers	Payroll Services		28 Monthly	£72.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
STA01	St Annes Hall Hire	Hire of hall for meetings		Monthly	£60.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	n/a	Y	Y
SAL01	Salaries	Monthly Salaries Bill		10 Monthly	£9,200.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
LGP01	LGPS	LGPS Pension Costs		10 Monthly	£900.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
HMR01	HMRC	Payroll Tax and NI		10 Monthly	£3,300.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
LEB01	Lebara Mobile	Office mobile - via card		18 Monthly	£5.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
ADB01	Adobe	Acrobat Pro plan - via card		26 Monthly	£19.97	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y



ITEM 9f – END OF YEAR AUDIT PROCESS

End of Year Audit timeline and checks			
Proposed Date	Action	Notes	Done
23/04/2024	Sense check accounts	Send provisional accounts to Chair of Finance to sense check, highlight and understand variances, identify any further transactions to come in not already accounted for	Y
23/04/2024	Year End Run on accounts system	See separate year end tick list	Y
23/04/2024	Update Chair and Chair of Finance	Send all reports and bullet point notes ask them to check and look for any anomalies	Y
23/04/2024	Check updates to asset register	highlight disposals and acquisitions in the current financial year	Y
21/05/2024	End of Year internal audit	We have an interim audit and end of year audit. This will lead to an internal audit certificate to be presented as part of the AGAR	
tbc (Finance Ctte)	Review of effectiveness of internal controls	Template available	
tbc (Finance Ctte)	Check for any other areas covered by Council Audit Regulations 2015 (6)	For category 2 authorities - https://www.legislation.gov.uk/uksi/2015/234/regulation/6	
04/06/2024	Prepare Annual Governance Statement	Must be signed by the chair of the meeting that approves it (not necessarily the Chair of Council)	
04/06/2024	Prepare Accounting statements	Must be signed by RFO either before or on the same date of the meeting	
04/06/2024	Prepare notice for exercise of public rights	Check with templates online and check dates	
04/06/2024	Take documents to full Parish Council	Asset Register Review of effectiveness of internal controls Annual Governance Statement (approve line by line) Accounting Statements Notice of exercise of public rights	
04/06/2024	Ensure minutes are correct	See separate Minute sheet	
04/06/2024	Send all relevant documents to external auditors	Send what is asked for and nothing else	
04/06/2024	Post all documents on website	Leave posted on website as a record	
07/06/2024	Announcement of the exercise of public rights	Ensure it is the correct version of the notice for the public and not the notice for the external auditor	
10/06/2024	Commencement of the period	exactly 30 working days - no more or less and must include start of July	
01/07/2024	Deadline by which external auditor requires submissions	Deadline set by PKF littlejon	
19/07/2024	End Date for electors rights		
30/09/2024	By this date the external auditors should have replied		
Oct-24	Notice of Conclusion of Audit to be published	publish and leave on website	



First draft of Statement of Accounts

ANNUAL RETURN				
FOR THE YEAR ENDED 23 APRIL 2024				
Wendover Parish Council 2023-24				
SECTION 2 - THE STATEMENT OF ACCOUNTS				
I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.				
Responsible Financial Officer	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 80px; height: 20px;" type="text"/>	
I confirm that these accounts are approved by the Council and recorded as council minute reference				
	<input style="width: 150px; height: 20px;" type="text"/>	Dated	<input style="width: 80px; height: 20px;" type="text"/>	
Signed on behalf of the above Council (Chair)				
	<input style="width: 150px; height: 20px;" type="text"/>	Date	<input style="width: 80px; height: 20px;" type="text"/>	
	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>	
1	Balances brought forward	218,741	253,490	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	326,328	359,078	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	43,466	61,610	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	166,501	175,511	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	168,544	227,141	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	253,490	271,526	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	256,064	260,493	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	3,334,100	3,348,871	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
The following documents should accompany the accounts when submitted to the auditor:				
* A brief explanation of significant variations from last year to this year in Section 2;				
* Bank Reconciliation as at 31 March				



ITEM 10a – WENDOVER HS2 MAG



HS2 Monthly Report, April 2024

Works update

- The Ellesborough Road diversion was brought into use before Easter, but still has traffic lights for the single carriageway around the electricity substation at the Wendover end. UK Power Networks hope to resolve the residual underground cabling issue to allow full use of the road by 19th May. A closure for remedial works to improve the signage and roadway is planned on 8th May.
- A third pier of the Small Dean Viaduct has been completed with the installation of its “hammerhead”. The three remaining piers are expected to be finished this year.
- The PRoW between Dobbins Lane and the Station Approach Business Estate has been reopened after 21 months to install a water main to the HS2 compound.
- Another pipe is to be installed in the fields at the end of Dobbins Lane from 29th April, but public access will be maintained. An event is being planned to brief local residents about the impact of a further phase of work involving HGV movements in Dobbins Lane.
- Work on the temporary diversion to Bacombe Lane is progressing, but creation of the junction with Ellesborough Road is held up by two 33kV UK Power Networks cables that need to be disconnected.

April WPC activity

- WPC wrote to Bucks Council requesting meetings to discuss the scope of potential redevelopment following the release of land being used for HS2 construction; and mitigation of the morning South Street traffic congestion from the A413 speed restriction at the Small Dean Viaduct.
- EKFB are proposing that the current fortnightly updates to the council should be replaced with a longer monthly meeting including Wendover HS2.
- Fifteen public issues were handled in the month including the impact of works in the Dobbins Lane, Land reuse after HS2, and St Mary’s Church interest in using Hampden Pond.
- The WPC/WHS2 relationship was reviewed and it was agreed that the liaison should continue in its current form for 2024/25. A joint Public Meeting is being proposed for the end of June, following the success of the November ’23 event.

Current Issues

- Preparations for the mass excavation of the Green Tunnel Cutting have started, but the actual digging is still delayed until after Thames Water have moved their sewer and water main on Ellesborough Road. With the current approvals from the Environment Agency most of the excavation through to Bacombe Lane should then be possible.



- Work north of the old Cricket Ground is held up due to further studies that the EA have requested about the impact of excavation as far north as Nash Lee Lane due to the groundwater issues. EKFB are planning additional monitoring points and extension of the proposed underground wall around the North Cutting. We have a review with EKFB's hydrogeologist planned in May and should be able to determine the likely timing of the excavation works.

Review of 2023/24

- We would like to thank Councillors Williams and Porter for their involvement in the HS2 issues during the year; and the support given by Andy and Phoebe from the Clocktower.
- The outcome has been increased appreciation of the impact and opportunities of HS2 both in the Council and the local Community.
- WHS2 has provided support to the Council on various HS2 matters in preparation for meetings with EKFB, HS2 Ltd and Bucks Council; and handled about 100 public queries over the year.

24th April '24



Report from Lionel Abel-Smith Trust 25.4.2024

The Trust undertakes its charitable activities through grant making. Applications for grants are considered under the headings Education, Elderly, Individual, Medical and Organisations, in Wendover Parish and Moor Park.

This is a brief update on the grants awarded by the Trust in **2022-2023** financial report to 30th November 2023:

The total grants awarded during this financial year amounted to £152,106 and can be summarised as follows:-

	Institutions	Individuals
Education in the Wendover Community	£5,750	£19,337
Medical & elderly welfare in the Wendover Community	£13,692	£6,756
Other areas that benefit the Wendover Community	£69,820	£36,751
Totals	£89,262	£62,844

In the current year 2023-2024 over £43,000 has already been committed, exact figures are not available at this time and do not include those awarded in the meeting 24.4.2024.

Since the start of the Trust, over 2 million pounds have been donated to the people and community of Wendover, benefiting the health and welfare of many residents directly or indirectly.

The Trust can only support the community by the dedication of the President and 10 Trustees.

Sheila Bulpett (LAST Trustee for WPC)

25.4.2024



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting

16th April 2024 at 7.00pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher, Standen, Walker, Williams, Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Ballantine

Members of Public:

1. APOLOGIES FOR ABSENCE

P23/218 Apologies were received and **ACCEPTED** from Councillor O'Donnell

2. DECLARATIONS OF INTEREST

P23/219 Councillor Standen is a direct next-door neighbour to the Stanhope Close application and it was agreed that Cllr Standen would not participate in the discussion or make a vote

3. PUBLIC PARTICIPATION

P23/220 There were none.

4. MINUTES

P23/221 The minutes of the Planning Committee Meeting held on 19th March were **RESOLVED** as a true record and the Chair signed the minutes.

5. PLANNING DECISIONS

P23/222 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 16th April were noted.

P23/223 It was noted that the determination for the King and Queen seemed overly strict given the proximity of the new colour to the planning application - it was **RESOLVED** to request an explanation as to the decision.

6. CLERKS REPORT AND CORRESPONDANCE

P23/224 None.

7. PLANNING APPLICATIONS

P23/225 **24/00945/APP Milesfield Farm Hale Lane Wendover Buckinghamshire**

Proposed changes to access and parking for stables and main house

It was **RESOLVED** to support this application.

P23/226 **24/00948/APP Cutting Edge Unit 5 Station Approach Wendover Buckinghamshire**

Installation of air conditioning units

It was **RESOLVED** to support this application

P23/227 **224/00947/APP Weatherall Equipment And Instruments Ltd Unit 1 And 2 Station Approach Wendover Buckinghamshire**

Air conditioning units and extraction to the rear and the addition of new windows

It was **RESOLVED** to support this application



- P23/228 24/00968/APP 18 Stanhope Close Wendover Buckinghamshire**
Householder application for side and rear extension to ground and first floor.
Cllr Standen was excused because of a declared interest. It was noted that it was a significant development and could potentially be overbearing but this was probably not a material consideration given the size of other extensions in the Close. However, it was clear from the plans that the extension was significantly different in appearance to other extensions in the area - impacting on the visual amenity, particularly the cladding instead of brick. It was **RESOLVED** to object to this plan.
- P23/229 24/01021/APP 10 Castle Park Road Wendover Buckinghamshire**
Householder application for single storey rear extension and drop kerb for vehicular access
It was **RESOLVED** to support this application
- P23/230 24/01006/APP Milesfield Farm Hale Lane Wendover Buckinghamshire**
Householder application for replacement and relocation of porch, single storey rear infill extension and new flue
It was **RESOLVED** to support this application
- P23/231 24/00957/APP 16 Boddington Road Wendover Buckinghamshire**
Householder application for dropped kerb
It was **RESOLVED** to support this application.
- P23/232 24/01019/APP 1 Thornton Crescent Wendover Buckinghamshire**
Householder application for two storey side and part single storey front extensions. New roof over existing single storey rear extension. Replacement detached garage and dropped kerb
This was a significant extension but it was noted that there were no objections from the neighbours. It was **RESOLVED** to remain neutral to this planning application
- P23/233 24/01084/APP 30 Barlow Road Wendover Buckinghamshire**
Householder application for demolition of outbuilding, erection of single storey rear extension and front porch
It was noted that there were no objections from the neighbours. It was **RESOLVED** to support this planning application
- P23/234 24/01112/APP 9 Icknield Close Wendover Buckinghamshire**
Householder application for demolition of garage and erection of single storey side extension including 4 no. rear rooflights
It was noted that there were no objections from the neighbours. It was noted that there was a lot of on street parking in Icknield close but the removal of the garage on this property should not add to this. It was **RESOLVED** to remain neutral.

8. OTHER MATTERS

a) HS2

P23/235 Nothing to report

b) CLOSURE OF RAF HALTON

P23/236 Nothing to report

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

P23/237 The meeting on Tue 21st May 2024 at 7pm was noted.



10. CLOSURE OF MEETING

P23/238 As all business had been transacted the meeting was closed at 7:18pm

Signed by
Chair to the Planning Committee

Date: 21st May 2024

DRAFT



WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 16th April 2024 at 7:30pm

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

Present: Councillors Ballantine, Gallagher, Porter, Standen, Walker, Williams and Worth

Absent: none

Apologies: None

Chair: Councillor Worth

Clerk & Minutes: Andy Smith

Members of Public: none

APOLOGIES FOR ABSENCE

A23/125 None

DECLARATIONS OF INTEREST

A23/126 None.

MINUTES

A23/127 The minutes of the meeting of 19th March 2024 were **RESOLVED** as a true record and were signed by the Chair.

Councillor Williams offered congratulations to Councillor Worth for the role of Honorary VP of the RAF Association, which was the reason he was absent from the previous meeting

PUBLIC PARTICIPATION

A23/128 None

UPDATE REPORT FROM THE CLERK

A23/129 The report was noted, and the vandalism was a big concern. It was further noted that we may need to look at replacing the bus stop at Ashbrook.

FINANCE

A23/130 The payments to consider totalling £24,288.08 were **RESOLVED** and signed.

OPEN SPACES AND HAMPDEN POND

- a) **Hampden Playpark Wicksteed Inspection**
To note the Wicksteed inspection report for Hampden Playpark, to consider approving the cost of the inspection. And to consider authorising the office to get quotes for a new slide.

A23/131 The inspection report was noted



A23/132 It was **RESOLVED** to approve the cost of £158.40 inc VAT for the inspection.

A23/133 It was **RESOLVED** to authorise the office to get quotes for a new slide.

b) Playpark Repairs

To consider approving the cost to repair and install the swings in Hampden Playpark.

A23/134 It was **RESOLVED** to approve the cost to repair and install the swings in Hampden Playpark.

c) Respect the Lead Campaign Signage

To consider the quote for signage for the respect the lead campaign. And to consider approving the use of the Respect the Lead Campaign artwork for the signs and communications.

A23/135 It was **RESOLVED** to Accept the quote for signage for the respect the lead campaign.

A23/136 It was **RESOLVED** to approve the use of the Respect the Lead Campaign artwork for the signs and communications.

8. OTHER MATTERS

a) Buckinghamshire Council Street Trading Policy

To note the Street Trading Policy for consultation and the draft response by Wendover Parish Council. To consider the response and approve the office to submit as an official response of Wendover Parish Council, to further ask for the support of the Buckinghamshire Council ward councillors in this consultation.

A23/137 It was **RESOLVED** to authorise the office to send the cover letter and full response to the consultation.

A23/138 It was noted that there seems to be a pattern of short consultations with tight deadlines currently from Buckinghamshire council and that we will send copy of the feedback to the Buckinghamshire Ward Councillors. It was also noted that we would inform the local traders of this development and report it in the next edition of Wendover news.

b) Witchell Car Park Policy Signage

To consider approving the cost of the Witchell Car Park Policy Signage, to consider authorising the office to get quotes for installing the pole fixed sign into the ground. And to consider waiving the need for 2 additional quotes for the install if it comes in under £300.

A23/139 It was **RESOLVED** to Approve the cost of the Witchell Car Park Policy Signage.

A23/140 It was **RESOLVED** to Authorise the office to get quotes for installing the pole fixed sign into the ground.

A23/141 It was **RESOLVED** to Approve waiving the need for 2 additional quotes for the install if it comes in under £300 to facilitate a speedy installation.

9. ITEMS FOR NEXT AGENDA

A23/142 None presented



10. DATE OF NEXT MEETING

A23/143 The meeting on Tue 18th June 2024 at 7.30pm was noted.

11. CLOSURE OF MEETING

A23/144 As all business was transacted the meeting was closed at 8:04pm

Signed by
Chair of the Amenities Committee

Date: 16th April 2024

DRAFT



ITEM 13a – CHANGES TO COMMITTEES TERMS OF REFERENCE

BROUGHT BY

Office

SUMMARY

To consider the amendment of the Terms of Reference for committees which adds a role and position of vice chair as a part of our succession planning process. To further make an amendment to a footnote to reflect the new staff structure

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

As a part of our succession planning we need to look at a process whereby Councillors can confidently step up to key roles. One way of doing this is to create the role of vice chair/deputy for each of the committees. Specifically, we are talking about:

Vice Chair – Amenities
Vice Chair - Finance
Vice Chair – Planning
Vice Chair – Staffing

As Complaints is an Ad hoc Committee we do not propose the need for a vice-chair

Role description

These roles would have a much lighter burden than the full chair role in that they would chair meetings if the Chair of the Committee is not available (rather than the chair of Council) and be kept in the loop with any communications that go to the Chair.

Rather than amending the standing orders we propose amending the terms of reference for each committee and role listed above by adding the following (text in red is addition/amendment):

3. Chair of the Committee

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

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

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



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

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

Amending Job Roles

The terms of reference refer to the Clerk in the main body and then have a footnote to explain that **“* In this document where marked, ‘Clerk’ should be read as ‘Clerk, Deputy or Assistant Clerk’”**

As the job roles and titles have changed in the office there is an amendment to this footnote in all the Terms of Reference to reflect this – the proposed footnote is as follows:

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

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

This amendment to the terms of reference does not impact or contradict any of the standing orders.

PROPOSAL

- Wendover Parish Council resolves to amend the current terms of reference for the Amenities Committee, Finance Committee, Planning Committee and Staffing Committee with the above text for the section on the Chair. When approving the Terms of Reference, they shall be considered with this amendment.
- Wendover Parish Council resolves to amend the footnote to - In this document where marked, “Clerk” should be read as “Clerk or appointed member of staff”



ITEM 13b – SCHEME OF DELEGATION

BROUGHT BY

Council

SUMMARY

To consider and review the scheme of delegation

PARISH COUNCIL BACKGROUND

This policy was reviewed with minor amendments at the Council meeting on 2nd April 2024. There are no changes to that amended policy

DETAILS

The policy is set out in the appendix

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

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



Appendix - Scheme of Delegation policy

1. Power to Delegate Functions

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

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

2. Decisions of the Full Council

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

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

3. Committees and Sub-Committees

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

4. Working Parties/Groups

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

5. Parish Council Staff



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

The following have been delegated to Parish Council Clerk:

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

Where appropriate: -

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



c) Urgent Matters

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

Document History

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Review Finance Committee	24/12/2016	(version 1)
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Reviewed by Parish Council	07/05/2024	(version 3.1)



ITEM 13c – AMENITIES COMMITTEE

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The ToR shown below also contain the amended section 3 to include vice chairs. If this amendment is not approved then the Council will consider renewing the original terms of reference with the original section 3 as below:

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 present the Chair of the Council 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 the 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.

Terms of reference for the Wendover Parish Council Amenities Committee

1. Authority

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

2. Membership

All members of the Committee will be WPC Councillors.

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



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

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

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

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

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

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

3. Chair of the Committee

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

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

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

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

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

4. Agenda Setting

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

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

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



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

5. Record of Proceedings

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

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

6. Public exclusion

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

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

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

7. Responsibilities

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

The Amenities Committee has the following specific duties: -

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



- j) To gather information on large projects including devolved services and parking with a view to make recommendations to the Council.
- k) To consider operational risk assessments with regards to the Council's amenities.
- l) To agree protocols for management of the Council's amenities and recommend any new policies to the full Council

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

8. Delegated power

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

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

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

9. Public Participation

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

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

10. Conduct at Committee Meetings

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

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



All Councillors must:

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

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

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

Last Review Date: 7th May 2024

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

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



ITEM 13d – COMPLAINTS COMMITTEE

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

To note that it is not proposed that we elect a vice chair of the Complaints Committee, which is an ad hoc committee.

Terms of reference for the Wendover Parish Council Complaints Committee

1. Authority

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

2. Membership

All members of the Committee will be WPC Councillors.

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

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

3. Chair of the Committee

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

4. Responsibilities

- The Committee will meet as necessary to respond to complaints against Wendover Parish Council as a corporate body, following the complaints procedure. The committee will meet at least once a year to review the processes and procedures and will meet every month following a complaint until all actions have been taken and all recommendations followed through.



- The Committee will decide whether the nature and circumstances of the meeting warrant the exclusion of the press and public. If the complainant waves their right to confidentiality, the Council must still comply with its statutory obligations under the Data Protection Act 1998 to safeguard against the unlawful disclosure of personal data. Any decision on a complaint shall be announced at the full Council meeting in public.
- Complaints against individual Councillors are dealt with by the Monitoring Officer as possible Code of Conduct complaints.
- The Committee will decide on the validity of any complaints.
- In some circumstances, correspondence sent to the Clerk will be dealt with satisfactorily without the need to use the complaints procedure. However, where the complainant is not satisfied with the Clerk's response, they can ask for the complaint to be dealt with by the complaints Committee.
- Minutes of the meeting shall be taken by the Clerk, however if the meeting is excluded from the press and public these should continue to comply with the Data Protection Act 1998.

Last Review Date: 7th May 2024

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

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



ITEM 13e – FINANCE COMMITTEE

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The ToR shown below also contain the amended section 3 to include vice chairs. If this amendment is not approved then the Council will consider renewing the original terms of reference with the original section 3 as below:

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 present the Chair of the Council 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 the 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.

Terms of reference for the Wendover Parish Council Finance Committee

1. Authority

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

2. Membership

All members of the Committee will be WPC Councillors.

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

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



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

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

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

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

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

3. Chair of the Committee

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

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

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

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

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

4. Agenda Setting

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

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

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

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

5. Record of Proceedings

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

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any



requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

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

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

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

7. Responsibilities

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

The Finance Committee has the following specific duties: -

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

8. Delegated power

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

- a) To approve expenditure within the agreed budget limits.
- b) To approve minor amendments to the RBS accounting system (or any such system that replaces it)
- c) To approve grant applications with a value of up to £5000 submitted to WPC.
- d) To review and recommend the Council's policies except those related to HR and Health & Safety
- e) To 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 or appointed member of staff"**

Last Review Date: 7th May 2024



ITEM 13f – PLANNING COMMITTEE

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

There is one amendment to 1. Function, the terms of reference state that Wendover Parish Council is a Statutory Consultee in the planning process. Sadly Parish Council's are not Statutory Consultees but are invited to comment on applications that impact their parish. The removal of the word "statutory" in paragraph 1. Function resolves that anomaly.

The ToR shown below also contain the amended section 3 to include vice chairs. If this amendment is not approved then the Council will consider renewing the original terms of reference with the original section 3 as below:

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 present the Chair of the Council 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 the 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.

Terms of Reference for Wendover Parish Council Planning Committee

1. Function

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

2. Authority

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

3. Membership

All members of the Committee will be WPC Councillors. The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. If there are less than three Councillors, then the



Planning Applications will be carried forward to the next meeting. The Chair and Vice Chair of the Council will automatically be *ex officio* members of the Committee with full voting rights if in attendance making the maximum attendees 10 Councillors. **All members should familiarise themselves with the plans on the agenda prior to each meeting.**

4. Chair of the Committee

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

In the absence of the Chair of the Committee, and if the Chair or the Vice 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.

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

5. Meetings

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

6. Record of Proceedings

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

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

7. Public exclusion

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

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

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

8. Agenda Setting

The agenda for the Planning Committee is determined by the Clerk and will include the planning applications received at the Parish Council's offices and any consultations, relevant to planning, for which the Parish



Council have been invited to comment. Further standing items relating to infrastructure and neighbourhood planning may also feature as standing or regular items as required.

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

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

9. Responsibilities

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

9. Site visits

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

10. Responses

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



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

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

11. Conduct at Committee Meetings

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

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

All Councillors must:

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

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

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

Last Review Date: 7th May 2024



ITEM 13g – STAFFING COMMITTEE

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The ToR shown below also contain the amended section 3 to include vice chairs. If this amendment is not approved then the Council will consider renewing the original terms of reference with the original section 3 as below:

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 present the Chair of the Council 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 the 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.

Terms of reference for the Wendover Parish Council Staffing Committee

1. Authority

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

2. Membership

All members of the Committee will be WPC Councillors.

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

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



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

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

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

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

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

3. Chair of the Committee

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

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

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

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

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

4. Agenda Setting

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

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

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

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

5. Record of Proceedings

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

Minutes must include all the Committee's decisions, any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days after the Committee meeting. The Clerk* is responsible for arranging the distribution of the minutes and receiving any



requests for amendments or additions. Where the Clerk* is in doubt about any requested alteration to the agenda this will be decided by the Committee and noted in the minutes.

6. Public exclusion

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

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

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

7. Responsibilities

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

The Staffing Committee has the following specific duties: -

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

8. Delegated power

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

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

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



9. Public Participation

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

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

10. Conduct at Committee Meetings

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

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

All Councillors must:

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

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

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

Last Review Date: 7th May 2024



ITEM 13h – STRATEGIC PLANNING STEERING GROUP

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Strategic planning steering group

1. Authority

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

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

2. Membership

The membership shall be comprised of:

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

The Clerk

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

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

3. Chair of the Steering group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities

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



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

Specifically, the steering group should aim to:

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

8. Public Participation

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

9. Conduct by steering group members

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

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

All members must:

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

Last Review Date: 7th May 2024



ITEM 13i – TRANSPORT WORKING GROUP

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Transport Working Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities

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

Specifically, the working group should aim: -



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

8. Public Participation

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

9. Conduct by working group members

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

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

All members must:

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

Last Review Date: 7th May 2024



ITEM 13j – BIODIVERSITY AND SUSTAINABILITY WORKING GROUP

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Biodiversity and Sustainability Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities



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

Specifically, the working group should aim: -

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

8. Public Participation

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

9. Conduct by working group members

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

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

All members must:

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

Last Review Date: 7th May 2024



ITEM 13k – EVENTS WORKING GROUP

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Events Working Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Objectives

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



Specifically, the working group should aim to: -

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

8. Public Participation

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

9. Conduct by working group members

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

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

All members must:

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

Last Review Date: 7th May 2024



ITEM 13I – OPEN SPACES WORKING GROUP

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

N/A

DETAILS

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

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Objectives

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



Specifically, the working group should aim to: -

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

8. Public Participation

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

9. Conduct by working group members

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

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

All members must:

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

Last Review Date: 7th May 2024



ITEM 14a – EXTERNAL BODIES - REPRESENTATIVES

BROUGHT BY

Council

SUMMARY

To consider representatives to liaise with external bodies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

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

RAF Halton Stakeholders

Buckinghamshire Council Community Board (Wendover and Villages)

BMKLAC Parish Liaison Meetings

Climate Action Wendover

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

Lionel Abel Smith Trust - see note below

Wendover Action Group (Community Car)

Wendover Business Group

Wendover Canal Trust

Wendover Churchyard Care Committee

Wendover Community Library Management Committee

Wendover Memorial Hall

Wendover Youth Centre

The Lionel Abel Smith Trust has requested that for continuity Sheila Bulpett remain as the liaison as there is no extra space for a new councillor and the LAST trustees are normally appointed on 3 year terms

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council appoints Councillors to liaise with the external bodies listed in this paper



ITEM 14b – EXTERNAL BODIES – LEGAL AGREEMENTS

BROUGHT BY

Council

SUMMARY

To consider and review legal agreements with external bodies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

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

Allotment Holders – tenancy agreements for the plots

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

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

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

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

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

Worknest – 3 year deal to cover HR and Health and Safety Advice and Consultancy – currently up for renewal in June 2024

AJG Gallagher – 3 year deal on insurance cover which is up for renewal in October 2025

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves all of the current legal agreements.



ITEM 15a – REVIEW OF STANDING ORDERS

BROUGHT BY

Council

SUMMARY

To consider and review the Standing Orders.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

There has been no legal update or updated guidance from NALC on recommended changes to the standing orders so the Parish Council are asked to review the standing orders unamended from the previous year.

Standing orders are shown in the appendix to this paper.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

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



WENDOVER PARISH COUNCIL STANDING ORDERS 2024/25



<u>1. RULES OF DEBATE AT MEETINGS</u>	4
<u>2. DISORDERLY CONDUCT AT MEETINGS</u>	6
<u>3. MEETINGS GENERALLY</u>	6
<u>4. COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS</u>	9
<u>5. ORDINARY COUNCIL MEETINGS</u>	85
<u>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES</u>	87
<u>7. PREVIOUS RESOLUTIONS</u>	88
<u>8. VOTING ON APPOINTMENTS</u>	88
<u>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER</u>	88
<u>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE</u>	89
<u>11. MANAGEMENT OF INFORMATION</u>	89
<u>12. DRAFT MINUTES</u>	90
<u>13. CODE OF CONDUCT AND DISPENSATIONS</u>	91
<u>14. CODE OF CONDUCT COMPLAINTS</u>	92
<u>15. PROPER OFFICER</u>	92
<u>16. RESPONSIBLE FINANCIAL OFFICER</u>	19
<u>17. ACCOUNTS AND ACCOUNTING STATEMENTS</u>	19
<u>18. FINANCIAL CONTROLS AND PROCUREMENT</u>	94
<u>19. HANDLING STAFF MATTERS</u>	96
<u>20. RESPONSIBILITIES TO PROVIDE INFORMATION</u>	96
<u>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION</u>	97
<u>22. RELATIONS WITH THE PRESS/MEDIA</u>	97
<u>23. EXECUTION AND SEALING OF LEGAL DEEDS</u>	24
<u>24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS</u> 24	
<u>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES</u>	24
<u>26. STANDING ORDERS GENERALLY</u>	24



REVIEW AND AMENDMENT RECORD

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

NOTE:

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

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

Items in *italics* are Wendover Parish Council's specific additions to the 2022 NALC model standing orders on which this document is based.



RULES OF DEBATE AT MEETINGS

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



- v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee, sub-committee or *working group* for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.
- t Excluding motions moved understanding order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.

DISORDERLY CONDUCT AT MEETINGS

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



MEETINGS GENERALLY

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

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



wants to speak, the chair of the meeting shall direct the order of speaking.

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

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

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



who are absent;

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

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

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

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

COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless, the committee's terms of reference state otherwise or if it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, some of the members of an advisory committee or working group may be non-councillors. There should always be a minimum of two councillors on an advisory committee or working group.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up



until the date of the next annual meeting of the Council;

- iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer (3) days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, allow the committee to appoint its own chair at the first meeting of the committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee, sub-committee *or working group*.
- xiii. Working group membership should contain no less than two WPC Councillors. At any time that a working group no longer has two Councillors it must cease work until the number of Councillors in membership of the group returns to two.
- xiv. Working groups may only carry out research or actions previously resolved on by the Council or one of its Committees. A working group has no powers to make decisions or spend money but can make recommendations.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings**



shall be held in each year on such dates and times as the Council decides.

- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting



back;

- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

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



PREVIOUS RESOLUTIONS

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

VOTING ON APPOINTMENTS

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

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

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



rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

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

MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**



- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

DRAFT MINUTES

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

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the



meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

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



or

- iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him/her/they. Such action excludes disqualification or suspension from office.**

PROPER OFFICER

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



- See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/they office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if appointed);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book or electronic log for such purpose;
 - xv. refer a planning application received by the Council to the Chair or in his/her/their absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee;
 - xvi. manage access to information about the Council via the publication scheme; and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).



RESPONSIBLE FINANCIAL OFFICER

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

ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT



- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and or the council's website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public**



Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.

HANDLING STAFF MATTERS

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

RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local**



Government (Transparency Requirements) (England) Regulations 2015.

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

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

RELATIONS WITH THE PRESS/MEDIA

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

EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

COMMUNICATING UNITARY COUNCILLORS



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

RESTRICTIONS ON COUNCILLOR ACTIVITIES

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

STANDING ORDERS GENERALLY

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



ITEM 15b – REVIEW OF FINANCIAL REGULATIONS

BROUGHT BY

Council

SUMMARY

To consider and review the Financial Regulations

PARISH COUNCIL BACKGROUND

n/a

DETAILS

There has been no legal update or updated guidance from NALC on recommended changes to the financial regulations so the Parish Council are asked to review the standing orders unamended from the previous year.

Financial regulations are shown in the appendix to this paper.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

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



WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS

INDEX

• 1.	GENERAL	101
• 2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	103
• 3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	104
• 4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	105
• 5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	106
• 6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	107
• 7.	PAYMENT OF SALARIES	109
• 8.	LOANS AND INVESTMENTS	110
• 9.	INCOME	111
• 10.	ORDERS FOR WORK, GOODS AND SERVICES	112
• 11.	CONTRACTS	112
• 12. .	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)	114
• 13.	STORES AND EQUIPMENT	114
• 14.	ASSETS, PROPERTIES AND ESTATES	114
• 15.	INSURANCE	115
• 16.	CHARITIES	115
• 17.	RISK MANAGEMENT	116
• 18.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	116

Financial Regulations last reviewed and approved 7/5/2024



REVISION HISTORY

Approved by Full Council	6 th Jun 2017
Reviewed by Finance Committee	15 th Feb 2022
Approved by Full Council	3 rd May 2022
Reviewed by Finance Committee	21 st Feb 2022
Reviewed and Approved by Full Council	2 nd May 2023
Reviewed and Approved by Full Council	7 th May 2024

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;



- ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
- shall be a matter for the full council only.



1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment more than £5,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council via the Finance Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices. The Finance Committee will endeavour to appoint a new internal auditor every 3-5 years.

2.6. The internal auditor shall:



- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- not be involved in the financial decision making, management or control of the council.

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of October each year including any proposals for revising the forecast.

3.2. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Finance committee and the council.

3.3. The council shall consider annual budget proposals in relation to the council’s three-year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.



4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £1000 ; or
- the Clerk, for any items up to £1000. Or up to £1500 for urgent repairs, replacement or other work whether there is a budget or not.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chair.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.

4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. The Clerk shall report such action to the chair as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate



date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter.

- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.
- 4.10. All requests for donations or grants are made using the WPC grants application form and are assessed by the relevant committee or recommendation to the full Council.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and present the schedule to the Council or standing committee other than Finance. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. The approved schedule shall be signed off by 2 Councillors and the total value of the payments included in the minutes as a cross reference. The signed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council or Amenities Committee meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Amenities committee;



- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Amenities committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £20,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Amenities committee.
 - d) To reimburse expenses incurred by an individual such as a Councillor or working group member within a reasonable time period and report the expenditure to the next meeting of the Amenities Committee or Council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council ,or a duly authorised committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council or Amenities Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant more than £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.



- 6.3. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the invoice cover sheet the signatories shall each also initial the cover sheet.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council or Amenities Committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chair of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.



- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.15. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of either the Clerk or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.16. Any Debit Card issued for use will be specifically restricted to the Clerk and the RFO and will also be restricted to a single transaction maximum value of £1000 unless authorised by council or finance committee in writing before any order is placed.
- 6.17. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances. Fuel cards for Grounds staff must be monitored by the RFO on a monthly basis and reported to Council or the Finance Committee on a quarterly basis at minimum.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
 - a) The RFO shall maintain a petty cash float of £100 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES



- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the staffing committee.
- 7.4. Every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in



writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chair of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Money held in bank accounts for the purpose of attracting interest shall be considered as depositing money and shall not have a notice period of longer than 6 months. These shall not be considered as investments. The investments policy will also cover savings accounts.
- 8.9. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).
- 8.10. Transfers between savings accounts, opening and closing new savings accounts (including transfers to and from the current bank account), shall be notified to the bank signatories in advance for approval. Savings accounts (currently through "Flagstone") shall be reconciled and reported on in the same manner as the current account.

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.



- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. A numbered, signed receipt will be issued by the Council for any cash income at the point the cash is received.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;



- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice Chair of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders, and shall refer to the terms of the Bribery Act 2010.
 - h. When it is to enter into a contract of less than £25,000 and above £1000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply).
 - i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)



- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.



- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES



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

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.
- 17.3. Wendover Parish Council manages its banking arrangements through 'Lloyds' and 'Flagstone'. The 'Lloyds' account provides funding for day to day financial activities with the account limit set at £85,000 to ensure it complies with the FSCS compensation scheme on individual bank accounts. The remaining account balance is deposited with 'Flagstone'. It provides an opportunity to gain competitive interest rates by effectively managing the deposits across a number of banks whilst ensuring each amount doesn't exceed £85,000 per bank, to remain within the same FSCS compensation limits.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

* * *



ITEM 15c – REVIEW OF CURRENT INSURANCE COVER

BROUGHT BY

Council

SUMMARY

To consider and review the Insurance Cover

PARISH COUNCIL BACKGROUND

n/a

DETAILS

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

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

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Insurance Cover



ITEM 15d – REVIEW OF COMPLAINTS PROCEDURE

BROUGHT BY

Council

SUMMARY

To consider and review the Complaints procedure

PARISH COUNCIL BACKGROUND

n/a

DETAILS

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

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Complaints Procedure



COMPLAINTS PROCEDURE

2024



Introduction

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

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

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

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

Wendover Parish Council is committed to following these principles.

Definition of a Complaint

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

What the complaints procedure will deal with:

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

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

What the complaints procedure will not deal with:

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



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

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

Equal Opportunities

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

Data Protection Act 2018 (also known as GDPR)

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



Stages of the Procedure

General Principles

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

Everyday problems, queries and comments

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

Informal Complaint

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

Formal Complaint (Stage 1)

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



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

Recommended steps of the stage 1 investigation

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

Before processing a complaint

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

The investigation

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

The Complaint outcome

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



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

After the complaint has been decided

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

Timescales

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

Appeal

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

Complaints Committee (Stage 2)

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

Before the Complaints Committee Meeting

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



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

At the Complaints Committee Meeting

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

Timescales

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

Resolution and Remedies

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



Right of Appeal to a Stage 2 Complaints Committee Outcome

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

Conflicts of Interest

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

Unreasonable and Vexatious Complaints

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



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

Anonymous Complaints

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

CONTACTS

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

Document History

Reviewed at Adopted by Parish Council	6/9/22	(version 1)
Reviewed against NALC guidance and other best practice	4/4/23	(version 2)
Reviewed and renewed by Full Council	7/5/24	(version 2)



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

BROUGHT BY

Council

SUMMARY

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

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Both policies have been reviewed in line with latest legislation, model templates and best practice. It is proposed that Council make no amendments to the current policies. The policies are shown in the appendix.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

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



Freedom of Information Policy

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

Scope

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

Dealing with Requests

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

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

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

Adopting and Maintaining Publication Schemes

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

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

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

Relationship with the Data Protection Act

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

Responsibilities



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

Contact Details

For advice and assistance please contact the Clerk.

Email: clerk@wendover-pc.gov.uk

Telephone: 01296 623056

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

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

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

T: 01625 545745 F: 01625 524510

Document History

Approved and Adopted	01/05/2012	(version 1)
Reviewed by Finance Committee	23/01/2018	(version 1)
Reviewed by Parish Council	03/12/2019	(version 1)
Reviewed by Finance Committee	15/02/2022	(version 2)
Reviewed by Parish Council	07/05/2024	(version 2)



Data Protection Policy

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

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

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

This policy contains:

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

The appendices contain:

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

Policy Statement

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

Other linked policies:

Information Security Policy



Implementation of the policy

1 Introduction

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

2 Scope

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

3 Definitions

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



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

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

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

5 Basis for processing personal information

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

- 5.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
 - (a) that the data subject has consented to the processing;
 - (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) that the processing is necessary for compliance with a legal obligation to which the Council is subject;
 - (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person;
 - (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority;
 - (f) that the processing is necessary for the purposes of legitimate interests of the Council or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the data subject—see clause 5.2 below.

5.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);

5.1.3 document its decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;

5.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notice(s);

5.1.5 where sensitive personal information is processed, also identify a lawful special condition for processing that information (see paragraph 6.2.2 below), and document it; and

5.1.6 where criminal offence information is processed, also identify a lawful condition for processing that information, and document it.

5.2 When determining whether the Council's legitimate interests are the most appropriate basis for lawful processing, it will:



- 5.2.1 conduct a legitimate interest assessment (LIA) and keep a record of it, to ensure that we can justify our decision;
- 5.2.2 if the LIA identifies a significant privacy impact, consider whether it also needs to conduct a data protection impact assessment (DPIA);
- 5.2.3 keep the LIA under review, and repeat it if circumstances change; and
- 5.2.4 include information about its legitimate interests in the relevant privacy notice(s).

6 Sensitive personal information

- 6.1 Sensitive personal information is sometimes referred to as ‘special categories of personal data’ or ‘sensitive personal data’.
- 6.2 The Council may from time to time need to process sensitive personal information. It will only process sensitive personal information if:
 - 6.2.1 It has a lawful basis for doing so as set out in paragraph 5.1.1 above, e.g. it is necessary for the performance of the employment contract, to comply with the Council’s legal obligations or for the purposes of the Council’s legitimate interests; and
 - 6.2.2 one of the special conditions for processing sensitive personal information applies, e.g.:
 - (a) the data subject has given explicit consent;
 - (b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Council or the data subject;
 - (c) the processing is necessary to protect the data subject’s vital interests, and the data subject is physically incapable of giving consent;
 - (d) processing relates to personal data which are manifestly made public by the data subject;
 - (e) the processing is necessary for the establishment, exercise or defence of legal claims; or
 - (f) the processing is necessary for reasons of substantial public interest.
- 6.3 Before processing any sensitive personal information, staff must notify the Clerk of the proposed processing, in order that the Clerk may assess whether the processing complies with the criteria noted above. If the Clerk is in any doubt they must seek appropriate advice.
- 6.4 Sensitive personal information will not be processed until:
 - 6.4.1 the assessment referred to in paragraph 6.3 has taken place; and
 - 6.4.2 the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.
- 6.5 The Council’s data protection privacy notices sets out the types of sensitive personal information that the Council processes, what it is used for and the lawful basis for the processing.

7 Data protection impact assessments (DPIAs)

- 7.1 Where processing is likely to result in a high risk to an individual’s data protection rights (e.g. where the Council is planning to use a new form of technology), it will, before commencing the processing, carry out a DPIA to assess:
 - 7.1.1 whether the processing is necessary and proportionate in relation to its purpose;
 - 7.1.2 the risks to individuals; and
 - 7.1.3 what measures can be put in place to address those risks and protect personal information.
- 7.2 Before any new form of technology is introduced, the manager responsible should therefore contact the Clerk in order that a DPIA can be carried out.
- 7.3 During the course of any DPIA, the employer will seek the advice of the Clerk and the views of a representative group of employees and any other relevant stakeholders.
- 7.4 A checklist for whether to employ a DPIA is included in Appendix C



8 Documentation and records

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

9 Privacy notice

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

10 Individual rights

- 10.1 Data Subjects have the following rights in relation to your personal information:
- 10.1.1 to be informed about how, why and on what basis that information is processed—see the Council's data protection privacy notice;
 - 10.1.2 to obtain confirmation that your information is being processed and to obtain access to it and certain other information, by making a subject access request—see the Council's subject access request policy;
 - 10.1.3 to have data corrected if it is inaccurate or incomplete;



- 10.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);
 - 10.1.5 to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased), or where the employer no longer needs the personal information but you require the data to establish, exercise or defend a legal claim; and
 - 10.1.6 to restrict the processing of personal information temporarily where you do not think it is accurate (and the employer is verifying whether it is accurate), or where you have objected to the processing (and the employer is considering whether the organisation’s legitimate grounds override your interests).
- 10.2 If you wish to exercise any of the rights in paragraphs 10.1.3 to 10.1.6, please contact the Clerk.

11 Individual obligations

- 11.1 Individuals are responsible for helping the Council keep their personal information up to date. You should let the Clerk know if the information you have provided to the Council changes, for example if you move house or change details of the bank or building society account to which you are paid.
- 11.2 You may have access to the personal information of other members of staff, suppliers and service users of the Council in the course of your employment or engagement. If so, the Council expects you to help meet its data protection obligations to those individuals. For example, you should be aware that they may also enjoy the rights set out in paragraph 10.1 above.
- 11.3 If you have access to personal information, you must:
 - 11.3.1 only access the personal information that you have authority to access, and only for authorised purposes;
 - 11.3.2 only allow other Council staff to access personal information if they have appropriate authorisation;
 - 11.3.3 only allow individuals who are not Council staff to access personal information if you have specific authority to do so from the Clerk.
 - 11.3.4 keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Council’s information security policy;
 - 11.3.5 not remove personal information, or devices containing personal information (or which can be used to access it), from the Council’s premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device; and
 - 11.3.6 not store personal information on local drives or on personal devices that are used for work purposes.
- 11.4 You should contact the Clerk if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):
 - 11.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal information, without one of the conditions in paragraph 6.2.2 being met;
 - 11.4.2 any data breach as set out in paragraph 14.1 below;
 - 11.4.3 access to personal information without the proper authorisation;
 - 11.4.4 personal information not kept or deleted securely;
 - 11.4.5 removal of personal information, or devices containing personal information (or which can be used to access it), from the Council’s premises without appropriate security measures being in place;
 - 11.4.6 any other breach of this Policy or of any of the data protection principles set out in paragraph 4.1 above.



12 Information security

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

13 Storage and retention of personal information

- 13.1 Personal information (and sensitive personal information) will be kept securely in accordance with the Council's information security policy.
- 13.2 Personal information (and sensitive personal information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal information was obtained. Staff should follow the Council's records retention policy which set out the relevant retention period, or the criteria that should be used to determine the retention period. Where there is any uncertainty, staff should consult the Clerk.
- 13.3 Personal information (and sensitive personal information) that is no longer required will be deleted permanently from the Council's information systems and any hard copies will be destroyed securely.

14 Data breaches

- 14.1 A data breach may take many different forms, for example:
- 14.1.1 loss or theft of data or equipment on which personal information is stored;



- 14.1.2 unauthorised access to or use of personal information either by a member of staff or third party;
 - 14.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;
 - 14.1.4 human error, such as accidental deletion or alteration of data;
 - 14.1.5 unforeseen circumstances, such as a fire or flood;
 - 14.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
 - 14.1.7 ‘blagging’ offences, where information is obtained by deceiving the organisation which holds it.
- 14.2 The Council will:
- 14.2.1 make the required report of a data breach to the Information Commissioner’s Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
 - 14.2.2 notify the affected individuals, if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

15 International transfers

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

16 Training

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

17 Consequences of failing to comply

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

This policy was last updated in July 2023.



Appendix A – General Privacy Notice

Your personal data – what is it?

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

Who are we?

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

- Buckinghamshire Council
- Thames Valley Police
- Lloyds Bank

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

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

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

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



How we use sensitive personal data

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

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

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

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

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

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

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



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

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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



Your rights and your personal data

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

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

- 1) The right to access personal data we hold on you**
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2) The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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



Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This notice was last updated in July 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Clock Tower

High Street

Wendover

Bucks HP22 6DU

Email: clerk@wendover-pc.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Appendix B – Internal Privacy Notice

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

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

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data.

The Council works together with the following data controllers:

- Buckinghamshire Council
- HMRC
- Pension providers -LGPS and Smart Pension
- Former and prospective employers (for references)
- DBS services suppliers where appropriate
- Payroll services providers – Numbers Ltd
- H&S and Training providers – Ellis Whittham (Worknest)
- Lloyds Bank

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

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

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

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date



- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependents.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g., agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

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

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.



- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.



- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we ask Ellis Whittam to manage our HR functions and Numbers Ltd to manage our payroll functions.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC, DVLA, Buckinghamshire Council.
- Staff pension providers – Buckinghamshire Council Local Government Pension Scheme and Smart Pensions

- The Council's banking institutions for the purposes of paying salaries and expenses
- Former and prospective employers
- DBS services suppliers
- Recruitment Agencies such as Adecco and Hays
- Credit reference agencies such as Equifax, Call Credit and Experian
- Professional advisors such as, Ellis Whittam and Parrott & Coales or another solicitor
- Trade unions or employee representatives such as the SLCC, ALCC, BALC or other employees

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain



some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

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

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

11) The right to access personal data we hold on you

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

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

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

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Transfer of Data Abroad

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

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This Notice was last updated in July 2023.



Appendix C – DPIA Checklist

- A. Under the GDPR, data protection impact assessments (DPIAs) are mandatory where the processing poses a high risk to the rights and freedoms of individuals. While they can also be carried out in other situations, councils need to be able to evaluate when a DPIA is required.
- B. This checklist helps you make that assessment and provides a springboard for some of the issues you will need to consider in more detail if you do need to carry out a DPIA.

1. Do you need to carry out a DPIA?

- (a) What is the objective/intended outcome of the project?
- (b) Is it a significant piece of work affecting how services/operations are currently provided?
- (c) Who is the audience or who will be affected by the project?
- (d) Will the project involve the collection of new personal data about people? (*e.g. new identifiers or behavioural information relating to individuals?*)
- (e) Will the project involve combining anonymised data sources in a way that may give rise to a risk that individuals could be identified?
- (f) Will the project involve combining datasets originating from different processing operations or data controllers in a way which would exceed the reasonable expectations of the individuals?
- (g) Is data being processed on a large scale?
- (h) Will the project compel individuals to provide personal data about themselves?
- (i) Will personal data about individuals be disclosed to organisations or people who have not previously had routine access to the personal data?
- (j) Will personal data be transferred outside the EEA?
- (k) Is personal data about individuals to be used for a purpose it is not currently used for, or in a way it is not currently used?
- (l) Will personal data about children under 13 or other vulnerable persons be collected or otherwise processed?
- (m) Will new technology be used which might be seen as privacy intrusive? (*e.g. tracking, surveillance, observation or monitoring software, capture of image, video or audio or location*)
- (n) Is monitoring or tracking or profiling of individuals taking place?
- (o) Is data being used for automated decision making with legal or similar significant effect?
- (p) Is data being used for evaluation or scoring? (*e.g. performance at work, economic situation, health, interests or behaviour*)
- (q) Is sensitive data being collected including:
 - (i) Race
 - (ii) Ethnic origin
 - (iii) Political opinions
 - (iv) Religious or philosophical beliefs
 - (v) Trade union membership
 - (vi) Genetic data
 - (vii) Biometric data (*e.g. facial recognition, finger print data*)
 - (viii) Health data
 - (ix) Data about sex life or sexual orientation?
- (r) Will the processing itself prevent data subjects from exercising a right or using a service or contract?



- (s) Is the personal data about individuals of a kind likely to raise privacy concerns or is it personal data people would consider to be particularly private or confidential?
- (t) Will the project require contact to be made with individuals in ways they may find intrusive?

2. Other issues to consider when carrying out a DPIA

- (a) In addition to considering the above issues in greater detail, when conducting a DPIA, you will also need to look at issues including:
 - (i) The lawful grounds for processing and the capture of consent where appropriate
 - (ii) The purposes the data will be used for, how this will be communicated to the data subjects and the lawful grounds for processing
 - (iii) Who the data will be disclosed to
 - (iv) Where the data will be hosted and its geographical journey (including how data subjects will be kept informed about this)
 - (v) The internal process for risk assessment
 - (vi) Who needs to be consulted (DPO, data subjects, the Information Commissioners Office (“ICO”))
 - (vii) Data minimisation (including whether data can be anonymised)
 - (viii) How accuracy of data will be maintained
 - (ix) How long the data will be retained and what the processes are for deletion of data
 - (x) Data storage measures
 - (xi) Data security measures including what is appropriate relative to risk and whether measures such as encryption or pseudonymisation can be used to reduce risk
 - (xii) Opportunities for data subject to exercise their rights
 - (xiii) What staff or, as appropriate, councillor training is being undertaken to help minimise risk
 - (xiv) The technical and organisational measures used to reduce risk (including allowing different levels of access to data and red flagging unusual behaviour or incidents)

- 3.** The GDPR requires that councils carry out a DPIA when processing is likely to result in a high risk to the rights and freedoms of data subjects. For a council, examples might include using CCTV to monitor public areas.



4. If two or more of the following apply, it is likely that you will be required to carry out a DPIA. This does not apply to existing systems but would apply if you introduced a new system.

1. Profiling is in use. Example: you monitor website clicks or behaviour and record people's interests.
2. Automated-decision making. Example: when processing leads to the potential exclusion of individuals.
3. CCTV surveillance of public areas. Processing used to observe, monitor or control data subjects.
4. Sensitive personal data as well as personal data relating to criminal convictions or offences.
5. Large scale data processing. There is no definition of "large scale". However consider: the number of data subjects concerned, the volume of data and/or the range of different data items being processed.
6. Linked databases - in other words, data aggregation. Example: two datasets merged together, that could "exceed the reasonable expectations of the user". E.g. you merge your mailing list with another council, club or association.
7. Data concerning vulnerable data subjects, especially when power imbalances arise, e.g. staff-employer, where consent may be vague, data of children, mentally ill, asylum seekers, elderly, patients.
8. "New technologies are in use". E.g. use of social media, etc.
9. Data transfers outside of the EEA.
10. "Unavoidable and unexpected processing". For example, processing performed on a public area that people passing by cannot avoid. Example: Wi-Fi tracking.



ITEM 15f – POWER TO SPEND INC. GENERAL POWER OF COMPETENCE AND S137

BROUGHT BY

Council

SUMMARY

To note that the Parish Council does not have the General Power of Competence and that our S137 expenditure is capped for this financial year at £10.81 per elector based on 5923 electors at a total of £64,027

PARISH COUNCIL BACKGROUND

n/a

DETAILS

BACKGROUND

Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a Council has the power (under a specified statute) to undertake that activity.

Parish Councils have many specific powers (e.g., the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

Despite the wide range of powers, Parish Councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a court ruling pronounced that pre-meeting prayers by a town council was unlawful.

In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

LEGISLATIVE BACKGROUND

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

“The Government’s intention in providing eligible Parish Councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Under the new legislation, eligible Parish Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

TYPES OF ACTIVITIES

Although the Government has given scant guidance on operation of the power, some activities covered by the legislation include:

- Running a community shop or post office
- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity



- Establishing a company to provide services such as local transport
- Providing grants to individuals.

The power is not restricted to use within the township — an eligible Parish council can use it anywhere.

LOCAL GOVERNMENT ACT 1972 (s137)

Expenditure under the Local Government Act (s137) is limited and must be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A Council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

ELIGIBILITY FOR GENERAL POWER OF COMPETENCE

The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e., not co-opted). **WPC DOES NOT COMPLY**

Qualified Clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g., Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence. **WPC DOES NOT COMPLY**

There is no requirement for Councillors to be trained in the general power of competence.

CURRENT POWERS

Wendover Parish Council makes expenditures based on current powers – each budget line has been analysed so that any expenditure from that line falls within a power – the full budget is available on demand but a sample from the Amenities is shown below.

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	Powers of Council	24/25 Budget
Amenities Income							
1000	Allotment Rent	1,630	1,630	2,569	2,569	Small Holding and Allotments Act 1908, ss23,25	1,630
1005	Charter Fair	220	220	220	220	Local Government (Miscellaneous Provisions) Act 1976 s.19	220
1010	Cricket Club Lease	300	300	300	300	Local Government (Miscellaneous Provisions) Act 1976 s.20	300
1021	Market - Local Produce	2,000	1,505	823	900	Food Act 1984, s 50, s 60 - England	1,500
1022	Market - Weekly	10,660	9,772	11,548	10,660	Food Act 1984, s 50, s 60 - England	10,660
1030	Other Rents (Open Spaces)	2,045	1,649	1,248	1,398	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,045
1035	BCC Devolved Services	18,142	17,613	19,198	19,198	Open Spaces Act 1906, ss9-10/Open spaces Act 1906 s 15 - England	10,158
1214	Christmas Trees	2,000	2,053	1,601	1,700	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,000
1260	Xmas Event Income	500	589	1,446	600	Local Government (Miscellaneous Provisions) Act 1976 s.20	500
1261	Rifle Club Lease	100	100	100	100	Local Government (Miscellaneous Provisions) Act 1976 s.20	100
TOTAL INCOME		37,597	35,431	39,053	37,645		29,113



Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	Powers of Council	24/25 Budget
Events Expenditure							
4100	Annual Parish Meeting	500	100	512	512	Local Government Act 1972 - s12	500
4105	Xmas Decorations (Trees, Lights etc.)	6,000	5,165	5,078	5,078	Local Government Act 1972 s144 and s145	6,500
4109	Promo Materials	500	8	1,009	1,087	Local Government Act 1972 s144	750
4110	Entertainments & Events	5,000	2,426	1,963	5,000	Local Government Act s145	5,000
4111	Parades	0	0	3,667	3,667	Local Government Act s146	500
4112	Floral Display	5,000	3,724	4,400	4,400	Open Spaces Act 1906 ss9-10, s15 England	8,885
4122	Markets - Local Produce (promo and event)	500	388	425	500	Food Act 1984 s50, s60 England	500
4124	Markets - Business Rates	1,500	1,098	898	898	Food Act 1984 s50, s60 England	990
4125	Markets - Water	50	56	62	62	Food Act 1984 s50, s60 England	50
4126	Markets - Electric	300	433	441	433	Food Act 1984 s50, s60 England	380
4130	Annual Village Quiz	100	311	40	300	Local Government Act s145	400
4132	Christmas Celebration Event	2,500	2,259	2,679	2,679	Local Government Act s145	2,500
TOTAL EXPENDITURE		21,950	15,968	21,174	24616		26,955

As Wendover Parish Council is not eligible for the General Power of Competence it does use S137 exclusively for the grant awards to local community organisations where there is not an existing power. The grants and the powers they are granted under for the current and previous year are shown below. The S137 expenditure is as follows:

2023/24 – £8,020

2024/25 - £5000 (year to date figure)

The 24/25 Income and Expenditure Accounts will show S137 grants as a separate line so it can be clearly monitored through the Council papers.



Grants summary 2023/24			
Organisation	Amount Granted	Reason for Grant	Power
Major Grants			
Wendover Dementia Support	£5,000.00	To support ongoing running of the operation for the year, including the weekly Monday club café	Local Government Act 1972,s.137
Citizens of the World	£0.00	Providing intensive language courses to Ukrainian guests	
Citizens of the World	£0.00	Project to support Ukrainians to work in Wendover and the villages	
St Mary's Church	£4,000.00	Upgrade of projector and a/v system for community and church services	Local Government Act 1972, s.133
Wendover Action Group	£2,000.00	Continued provision of the Community Bus	Transport Act 1985, ss 22-23 and s106A
Wendover Memorial Hall	£4,000.00	contribution to replacement of wooden flooring	Local Government Act 1972, s.133
TOTALS	£15,000.00	BUDGET £15000	
Minor Grants			
WAVUS	£750.00	To complete a "conversational English" programme	Local Government Act 1972,s.137
Friends of Guiding	£1,000.00	Support the replacement of kitchen in guide hut	Local Government Act 1972,s.137
Chiltern Creative Writers	£520.00	To run a young creative writing workshop	Local Government Act 1972,s.137
HS2 MAG	£750.00	To support the HS2 meeting	Local Government Act 1972,s.137
TOTALS	£3,020.00	BUDGET £5000	
Standing Grants			
Wendover Youth Centre	£7,000.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,000.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£14,000.00	BUDGET £14000	



Grants summary 2024/25			
Organisation	Amount Granted	Reason for Grant	Power
Major Grants			
Wendover Canal Trust	£5,000.00	Upgrade Wharf Rd canal towpath entrance	Public Health Act 1875 s 164
Lindengate	£0.00	New computers and phones for staff and vols	Local Government Act 1972, s137
Friends of John Hampden	£5,000.00	Move bike shed and create a space for year 2s	Local Government Act 1972, s137
TOTALS	£10,000.00	BUDGET £15000	
Standing Grants			
Wendover Youth Centre	£7,500.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,500.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£15,000.00	BUDGET £14000	

FINANCIAL CONSIDERATIONS

As per the regulations the maximum we can spend under the S.137 regulations is set out based on a figure per elector. This figure is currently set by the Department of Levelling Up, Housing and Communities. This year it is £10.81 per elector based on 5923 electors the total is £64,027. To date Wendover Parish Council has not been near the S137 limit

LEGAL AND OTHER IMPLICATIONS

Parish Councils who spend outside their powers can be formally challenged (see above)

PROPOSAL

- That Wendover Parish Council notes it does not have the General Power of Competence and all expenditure is made under specific powers.
- That the S137 expenditure limit for 2024/25 is £64027



ITEM 15g - DATES FOR 2024/25 MEETINGS AND APM

BROUGHT BY

Clerk

SUMMARY

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

PARISH COUNCIL BACKGROUND

- These dates were provisionally agreed at the January Parish Council

DETAILS

The proposed Council meeting dates are as follows:

Date	Meeting	Time	Venue
7th May 2024	ANNUAL COUNCIL MEETING (AGM)	7:00pm	St Annes Hall
21 st May 2024	Planning Committee	7.00pm	St Annes Hall
21 st May 2024	Finance Committee	7:30pm	St Annes Hall
4 th Jun 2024	Planning Committee	7.00pm	St Annes Hall
4th Jun 2024	PARISH COUNCIL MEETING	7:30pm	St Annes Hall
18 th Jun 2024	Planning Committee	7.00pm	St Annes Hall
18 th Jun 2024	Amenities Committee	7.30pm	St Annes Hall
2 nd July 2024	Planning Committee	7:00pm	St Annes Hall
2nd July 2024	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
16 th July 2024	Planning Committee	7.00pm	St Annes Hall
16 th July 2024	Amenities Committee	7.30pm	St Annes Hall
6 th August 2024	Finance Committee	7:00pm	St Annes Hall
6th August 2024	PARISH COUNCIL MEETING	7:30pm	St Annes Hall
3 rd September 2024	Planning Committee	7.00pm	St Annes Hall
3rd September 2024	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
17 th September 2024	Planning Committee	7.00pm	St Annes Hall
17 th September 2024	Amenities Committee	7.30pm	St Annes Hall
1 st October 2024	Planning Committee	7.00pm	St Annes Hall
1st October 2024	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
15 th October 2024	Planning Committee	7.00pm	St Annes Hall
15 th October 2024	Amenities Committee	7.30pm	St Annes Hall
5 th November 2024	Staffing Committee	7.00pm	St Annes Hall
5th November 2024	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
19 th November 2024	Planning Committee	7.00pm	St Annes Hall
19 th November 2024	Finance Committee	7.30pm	St Annes Hall
3 rd December 2024	Planning Committee	7.00pm	St Annes Hall
3rd December 2024	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
17 th December 2024	Planning Committee	7.00pm	St Annes Hall
17 th December 2024	Amenities Committee	7.30pm	St Annes Hall
7 th January 2025	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room



7th January 2025	PARISH COUNCIL MEETING	7.30pm	Chilterns Neuro Centre – Sherling Room
21 st January 2025	Planning Committee	7.00pm	Chilterns Neuro Centre – Sherling Room – TBC
21 st January 2025	Amenities Committee	7.30pm	Chilterns Neuro Centre – Sherling Room - TBC
4 th February 2025	Planning Committee	7.00pm	St Annes Hall
4th February 2025	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
18 th February 2025	Planning Committee	7.00pm	St Annes Hall
18 th February 2025	Finance Committee	7.30pm	St Annes Hall
4 th March 2025	Staffing Committee	7.00pm	St Annes Hall
4th March 2025	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
18 th March 2025	Planning Committee	7.00pm	St Annes Hall
18 th March 2025	Amenities Committee	7.30pm	St Annes Hall
1 st April 2025	Planning Committee	7.00pm	St Annes Hall
1st April 2025	PARISH COUNCIL MEETING	7.30pm	St Annes Hall
15 th April 2025	Planning Committee	7.00pm	St Annes Hall
15 th April 2025	Amenities Committee	7.30pm	St Annes Hall
17th April 2025	ANNUAL PARISH MEETING	7.00pm	Wendover Youth Centre TBC

FINANCIAL CONSIDERATIONS

There will be cost variations based on the venue

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

To resolve to:

- Set the Annual Parish Meeting on Thursday 17th April 2025
- Agree the previously discussed ordinary Council meeting dates as above



ITEM 16a HS2 PUBLIC MEETING

BROUGHT BY

Cllr Porter/WHS2 MAG

SUMMARY

To consider approving the support of the WHS2 MAG to hold a follow up public meeting with updates directly from HS2 with a budget of £500

PARISH COUNCIL BACKGROUND

The Parish Council held a briefing on HS2 issues presented by Wendover HS2 MAG on 21st November 2023

DETAILS

Ongoing issues

Since the last meeting there has been progress and updates on many of the issues that were raised as a concern at the last meeting. Further, EKFB are now keen to attend a public meeting and discuss some of the issues raised. This meeting will be an opportunity to update on progress and engage in further discussions about the impacts that the construction work is having on the area.

A public meeting

With a public meeting we can brief the parish on the ongoing issues and what is and can be done to mitigate them. This will give the opportunity to raise the level of awareness and would make it easier if there are further campaigns to be run.

FINANCIAL CONSIDERATIONS

- The cost of hall hire, publicity and refreshments would come to £500 which would come out of the Minor Grants Budget 4611

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To authorise the office to schedule and organise a public meeting in conjunction with WHS2 MAG(probably late June)
- To authorise a budget of £500