



**WENDOVER PARISH COUNCIL**

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**PARISH COUNCIL MEETING AGENDA**

**2<sup>nd</sup> May 2023 at 7.00pm**

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

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**Membership:** Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, Simmons, Standen, Thornton, Walker, Washington, Williams and Worth.

**To all Members:**

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

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

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**AGENDA**

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**1) ELECTION OF CHAIR**

To elect a Chair for the coming year of the Parish Council and receive the Chairman's Declaration of Acceptance of Office. If a Chair can not be elected a Chair for this meeting will be elected.

**2) ELECTION OF VICE CHAIR**

To elect a Vice Chair 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**

Consideration of approval of minutes of the meeting on 4<sup>th</sup> April 2023.

**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**

**9) FINANCE AND PAYMENTS**

- 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 year end I&E reports, EMR reports, Balance Sheet, Account/Reserve Reconciliation and Statement of Accounts (section 2 - Annual Return)
- c) To receive a report on the acquisition and disposal of assets
- d) To note the end of year audit process

#### **10) REVIEW OF SUBSCRIPTIONS AND MEMBERSHIPS**

To consider the Council's subscriptions and memberships for 2023/24

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

#### **12) REPORTS FROM STANDING COMMITTEES**

##### **a) PLANNING**

- i) To note the minutes of the meeting on 4<sup>th</sup> April and draft minutes of the 18<sup>th</sup> April

#### **13) REPORTS FROM WORKING GROUPS**

##### **a) HS2 Working Group**

To note updates and the progress of the new relationship and consider nominating a Councillor to be the nominated HS2 Liaison.

##### **b) Wendover Community Action Plan Working Group**

- i) To consider the Community Action Plan for the next 12 months
- ii) To note the responses to the Manor Waste Consultation and consider the Manor Waste Policy

##### **c) Transport Working Group**

To receive an update from the Transport working group.

#### **14) COMMITTEES AND WORKING GROUPS**

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

##### **a) Amenities Committee**

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.

##### **b) Complaints Committee**

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.

##### **c) Finance Committee**

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) Planning Committee**

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.

##### **e) Staffing Committee**

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) Transport Working Group**

To consider the Terms of reference and select Councillors to be the representatives on this working group.

##### **g) Wendover Community Action Plan Working Group**

To consider the Terms of reference and select Councillors to be the representatives on this working group.

##### **h) Open Space Working Group**

To consider the Terms of reference and select Councillors to be the representatives on this working group.

**15) REPRESENTATIVES TO EXTERNAL BODIES**

To agree representatives to external groups as set out in the paper

**16) GENERAL GOVERNANCE**

- a) To review and consider the Standing Orders
- b) To review and consider the Financial Regulations
- c) To note the General Power of Competence and S137 expenditure

**17) OTHER ITEMS**

- a) To note the latest update on the Coronation Event on Sun 7<sup>th</sup> May

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

The next Parish Council meeting 7.30pm on Tuesday 6<sup>th</sup> June 2023

**19) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk to the Council

Date: 29th March 2023



# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

4<sup>th</sup> April 2023 at 7:30pm

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

**Present:** Councillors Ballantine, Bulpett (Chair), Durden-Moore, Goodall, Thornton, Washington and Worth.

**In attendance:** Buckinghamshire Councillor Newcombe and Bowles. Apologies were received from Councillor Strachan.

**Clerk:** Andy Smith

**Chair:** Councillor Bulpett

**Members of Public:** 3

### 1. APOLOGIES FOR ABSENCE

**PC22/424** Apologies were received and **ACCEPTED** from Ballantine, Lloyd Evans, Simmons, Standen, Walker, Williams

### 2. DECLARATIONS OF INTEREST

**PC22/425** None

### 3. MINUTES

**PC22/426** The minutes of the Parish Council of 7<sup>th</sup> March 2023 were **RESOLVED** as a true record and signed by the Chair.

### 4. CHAIR'S ANNOUNCEMENTS

**PC22/427** It was noted that the Parish Council had received a reply from TfB apologising for the way the parking review was undertaken.

There has been a pre application meeting with a developer looking to build in the field between Halton Lane and Worlds End Lane for 75 dwellings. The Council passed on their views that this did not fit with the neighbourhood plan as it was outside the settlement boundary and needed to respect sight lines, wildlife, and green spaces. It is likely they will make a planning application.

### 5. PUBLIC PARTICIPATION

**PC22/428** A member of the public detailed issues with noise, fumes from smoking and late night ASB as a result of an increased events programme at the club on Chiltern Rd.

It was noted that the Parish Council does not have any remit on the licensing. The Bucks Councillors present noted the issues and the residents were advised to continue progressing their complaint through Bucks Council.

### 6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

- PC22/429**
- There was an update on the Community Board budgets for the coming year. The overall budget is down £100k down with the Wendover and villages Board £5k down on the previous year.
  - The government has given £2m to repair the roads with an additional £5 million from the reserves so a total of £7m will be spent in the county.

- The Parish Council asked about the HS2 wear and tear not only on the routes but the routes that are impacted by diversions – for example Terrick Rd and Nash Lee and this was noted.
- A resilience fund has been created to help the voluntary, charity and community sectors to help them through the current cost of living difficulties.
- Local residents had highlighted some faded yellow lines, these are being updated.
- HS2 have attended the Bucks Transport and Change Select Committee – There was a lot of concern about the attitude of HS2 to repairing the roads. Bucks Council are continuing negotiations and pressure is being applied for more support to maintain the roads they impact on. They were also questioned about the aquafer which they did not respond to at the meeting.
- Note that TFB no longer exists, and it is now “Highways Bucks” under different contractors.
- RAF Halton – A SPD (special planning document) is in place for the development of RAF Halton. This has now reached the stage of formalising the ideas for public consultation.
- Planning – There is an application to consider phase 2 of the South East Aylesbury Link Road (SEALR).
- It was noted that Buckinghamshire Councillors would like the views of the Parish Council on planning issues in a timelier way and so the draft minutes would be sent to the Bucks Councillors.

## 7. CLERKS REPORT & CORRESPONDENCE

**PC22/430** The report was noted

## 8. FINANCE AND PAYMENTS

- PC22/431** The payments to consider, totalling £18,493.81, were **RESOLVED** and signed.
- PC22/432** The financial reports were noted. It was further noted that the Council will have a budget surplus for this financial year.

## 9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

### a) Wendover Community Board

**PC22/433** No meeting

### b) Lionel Abel-Smith Trust

**PC22/434** It was noted that Councillor Bulpett is the Parish Council representative on the Lionel Abel-Smith Trust (LAST) – Councillor Bulpett leaves Council after April but the LAST would like Councillor Bulpett to remain. The representatives on outside bodies are agreed at the May meeting and this will be taken into consideration

### c) Wendover Business Group

**PC22/435** The group discussed the new Welcome to Wendover brand and website, including the sale of branded merchandise. There was a brief update on the results of the Manor Waste survey. Holding events on the Kings parade and integrating that space into the WPC events.

### d) Other organisations

**PC22/436** **Wendover Warm Havens** – As the weather is getting warmer this group is going to wind down. They are looking at the library as a venue for next year.

**PC22/437** Cllr Durden-Moore met with a group of residents who are looking at infrastructure and tourism and using HS2 money to support big infrastructure projects that benefit Wendover. They will come to council when there is a more formal proposal.

## 10. REPORTS FROM STANDING COMMITTEES

### a) PLANNING

**PC22/438** The draft minutes of the meeting on 21<sup>st</sup> March were noted.

### b) AMENITIES

**PC22/439** The draft minutes of the meeting on 21<sup>st</sup> March were noted with a typo to be corrected before signing. Chronology of No2 event

**PC22/440** Installation of the new Cesspit was considered and it was **RESOLVED** to accept the recommendation from Amenities Committee.

**PC22/441** Install of insulation to the site safe was considered and it was **RESOLVED** to accept the recommendation from Amenities.

### c) COMPLAINTS

**PC22/442** The draft minutes of the meeting on 21<sup>st</sup> March were noted.

### c) STAFFING

**PC22/443** The draft minutes of the meeting on 7<sup>th</sup> March were noted

## 11. REPORTS FROM WORKING GROUPS

### a) HS2 Working Group

**PC22/444** There were 2 letters from the group that were previously circulated that have been edited and will be circulated to Councillors. The paper, initiated by a letter from Wendover HS2 Mitigation Action Group (MAG), outlines a different model of working with the HS2 Working Group. It was noted that the current challenges are around non-compliance and effective mitigation, and this required a more responsive group. It was **RESOLVED** to disband the formal Parish Council HS2 working group in favour of closer ties with Wendover HS2MAG. It was further **RESOLVED** that the Clerk will be the liaison point with EKFB and HS2 and report back to Council and also the HS2MAG.

### b) Parish Plan Working Group

**PC22/445** The aim is that at the May meeting there will be recommendations from the Manor Waste Consultation and this will be put into a policy that will come to Council. There will be:

- tourism strategy
- climate action review,
- updated community action plan.

There was a note of caution that there is a backlog that could mean that the progress of the title absolute could take significantly longer. It was noted that the Clerk would find out what the delay of the title absolute will mean to the plans.

It was noted that the group will be renamed the Wendover Action Plan and the proposed terms of reference were considered. It was **RESOLVED** to accept an amendment to the responsibilities in that point 2 under the responsibilities should say:

*2. Review and update the 5 year Parish Climate Action Plan & execute for 2023-2024, including*

*a. Review WPC-led Eco Audit*

*b. Review partnership with CLAW & joint climate actions*

It was **RESOLVED** to accept the new Terms of Reference, complete with amendment.

c) **Transport Working Group**

**PC22/446** A verbal update on the actions of the working group was received.

**12. OTHER ITEMS**

a) **Complaint Resolution**

**PC22/447** The action plan from the previous complaint was reviewed and it was noted that all actions recommended by Council were now completed.

The new policy was considered and the following amendments were accepted:

- The Complaint Acknowledgement and Summary of process and notifications of policies in the timeline will be merged so that both have to be completed within 5 working days. This will be reflected in point 14 and point 25 of the policy.
- In the terms of reference the phrase "At all times at least 3 Councillors should not be on the complaints committee" should remain in red and bold as it was very important to the process.
- In the terms of reference the word disinterested, whilst technically correct, should be changed to independent to avoid any confusion.

It was **RESOLVED** to accept the new policy and Terms of Reference complete with the amendments.

b) **Risk Register**

**PC22/448** The updated strategic/governance/finance risk register was considered and it was **RESOLVED** to accept the mitigating actions and residual risk levels.

c) **Health and Safety Policy**

**PC22/449** The Policy and Manual were both considered. It was noted that all staff have a copy of the employee manual and it was **RESOLVED** to accept the new health and safety policy

d) **Continuation Planning**

**PC22/386** It was noted that the Chair and Vice Chair are leaving the Council from the 1<sup>st</sup> May. The Chair and Vice Chair thanked Councillors and staff for all their support and Council thanked them in return for all of their work for the Council and local Parish. It was noted that the Council would not have a Chair from the 1<sup>st</sup> May until the meeting on the 2<sup>nd</sup> May.

**13. DATES OF FUTURE MEETINGS**

**PC22/387** To note the next Parish Council meeting Tuesday 2<sup>nd</sup> May 2023

**14. CONFIDENTIAL ITEMS**

**PC22/388** It was **RESOLVED** to go into confidential session and members of the public were excluded from the meeting.

**PC22/389** The community award nominees and winners were noted. An individual was nominated for the Wendover Parish Council Award and it was **RESOLVED** to present the award to this individual at the APM



It was **RESOLVED** to spend up to £150 on branded merchandise as a part of the gift to the award winners.

**15. CLOSURE OF MEETING**

**PC22/390** As all business was transacted the meeting was closed at 9.26pm

Signed by  
Chair to the Parish Council

Date: Tuesday 2<sup>nd</sup> May 2023

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## **ITEM 8 – CLERKS REPORT AND CORRESPONDENCE**

### **Annual Parish Meeting**

The Annual Parish Meeting was held successfully at the Wendover Youth Centre on Thu 20<sup>th</sup> April 2023. There were 43 attendees and all but one of the awards winners attended. My thanks to the Estates and Amenities Manager for organising the event, which ran very smoothly. My further thanks to the Youth Centre who were very gracious and helpful hosts and helped the event run smoothly.

### **Contact with Councillors**

At the end of the Annual Parish Meeting a member of the public highlighted that they had been told by a previous clerk that contact with the Council had to come through the clerk and not through individual Councillors. I explained that it is probably more effective to use this route as I could signpost the issue to the right place but that if members of the public wanted to talk about issues with the Councillors then that is absolutely appropriate and in no way is it prohibited. An email was sent following the meeting to reaffirm this situation and explain that the clerk is happy to meet over the phone or at the clocktower to go through any issues this member of public may have.

### **Accounts**

All year end work has been completed with the figures much as anticipated. The accounts have been closed and a new year has been started. More detail in ITEM 9 d)

### **Clerks Laptop**

The laptop has been causing random errors, such as not being able to follow links in emails, not being able to decompress archive files and the random installation of new applications that were not requested. Our computer support company identified that the windows files had been corrupted and this required the laptop being taken away for a complete rebuild from scratch. Further it meant reinstalling the finance system from scratch and using the backup files to restore the data. Thankfully it seems that the computer is behaving although I am getting frustrated with Windows 11 being close but not quite the same as Windows 10. Also all the shortcut keys for different styles within documents have been lost!

### **Official Complaint lodged with British Gas Lite**

Since changing to British Gas Lite for our electricity supply in Oct 2023 we have not received a bill for the site safe. The issue has been that the closing figure for the previous meter and opening figure for the current meter do not match and give a bill of £38k. I have been on at British Gas to resolve this since December, pointing out on many occasions that British Gas were our previous supplier and British Gas Lite are our current supplier and so they should be able to resolve this. I have now lodged a formal complaint and referenced that we will be taking the issue to Ofgem if it is not resolved in good time. We have had a response that it should be sorted by Fri 5<sup>th</sup> May. I have refused to cancel the formal complaint until it is sorted. There is a figure accrued in last years accounts to cover an estimated amount based on previous usage.

### **Website**

Website has been updated with the new meeting dates and the finance page updated, both to easier to navigate on a mobile phone.



### **Potholes**

Of great despair to the residents is the state of the roads. We have been asked to prioritise the worst and that has gone of to our Bucks Councillors. There is a lot more work to be done on the Library approach road as this road is not owned or adopted by Bucks Council but nobody seems to know who does own this road so they can be approached to make a repair. I have conducted a Land Registry Search using a “battleships” approach on land around the road – the top end of the road and the strip of land with the hedges on do belong to Buckinghamshire Council but there is no registered owner of the road between the high Street and the top end of the road.

### **Library Garden**

Discussions continue about the creation of a garden space linked to the new library in land owned by the Red Lion. A template lease agreement has been shared as a basis of a legal arrangement by which Wendover Parish Council would lease the land and then allow the library to use the space as a tenant.

### **Transport Strategy Consultation**

Bucks have launched a consultation on their draft visions and objectives for two council strategies:

- The Local Plan for Buckinghamshire - to shape and manage future development across Buckinghamshire
- Local Transport Plan 5 (LTP 5) - to set out the priorities for all types of transport across Buckinghamshire

This will be on the Planning Committee agenda for a formal response from the Parish Council

### **Councillor vacancies**

On the 1<sup>st</sup> May the Parish Council will advertise a notice of a casual vacancy following the resignation of Councillors Durden Moore and Bulpett. The electorate then get a period of time to request an election if they feel it is needed. After that period, if there is no election there will be a co-option process.

### **HS2 and Nash Lee Lane**

It seems that the HS2 closures of Nash Lee Lane (including the signage) has caused confusion amongst the residents. The issues have been represented to HS2 and hopefully the situation is now resolved.

### **Fishing in Hampden Pond**

A resident enquired about people fishing in the pond and that they were potentially disturbing wildlife and may not have had a permit. The following response was sent:

*Historically WPC did used to keep a stock of fish specifically for fishing in the Hampden Pond and would issue permits on a daily basis. The platforms around the pond were built for that purpose. However, with the varying water levels of the pond the fish were removed and we no longer required permits. The situation being that there is nothing prohibiting fishing in the pond but there is nothing to fish for.*

*As is always the case, nature does its best to survive and it seems that a few fish have indeed survived and there is a small population in there which may attract some anglers. As the pond is a community asset for everyone at the moment, we wouldn't want to ban fishing, given that is very much a part of how the pond has been used in the past. Recently we have been more concerned with dogs off the lead going into the pond, to play fetch, and people throwing the safety lines into the*



*pond. We find that anglers are normally very low impact given the need to be quiet and remain relatively static and can help police some of these ASB issues by just being there. Naturally if this changes then we will review the situation and the grounds team do monitor the usage throughout the day.*

### **Skatepark**

An initial meeting was had with the contractor on 3<sup>rd</sup> April who will be taking this forward. The company will be producing designs for consultation and the Council will be applying for grants to hit the target budget. More details will follow when we have an agreed action plan and next steps.

### **Cesspit Installation**

After many years this project is now finally complete with the final installation and testing complete on Tue 25<sup>th</sup> April. The old tank had completely failed and the toilet in the site safe has been out of action to prevent and leakage into the groundwater. A new tank was dug into the ground in a new location with the old tank being infilled with soil to prevent any ground sinkage. The works also helped to identify the current soakaway from the Site Safe and its condition. The next step is to insulate the site safe.

### **Gutter talk!**

The gutters of the clocktower have received a much needed clean out. Further, debris on and around the windows has been cleared. This was long overdue as the leaves had started to mulch into a growing medium, which we had sycamore trees growing out of!

### **Local Produce Market**

As a part of our work to develop the market and increase footfall we are trying different options. At the April market we had a booking from the local Labour party who wanted to talk to locals. We are not a party-political organisation but do take these bookings, as any recognised political party is welcome to do so. Unfortunately, many of the stall holders experienced issues – predominantly with the party wanting to talk to customers whilst they were browsing causing upset with the traders. On the basis of this reaction, it was decided that we would not take any political party bookings at the LPM. Political Parties would still be able to access the manor waste in line with the new policy but not as a part of the LPM.

### **CCTV and Data Protection**

On Friday 21<sup>st</sup> April I undertook a training course led by BMKALC on the intricacies of running a CCTV system and the obligations under the Data Protection Act 2018. CCTV is spoken of as being required around the parish and this course refreshed my knowledge to be able to guide the Council should it want to make a CCTV installation.

### **CILCA Qualifications**

On Thu 27<sup>th</sup> April I will be starting the training through BMKALC as a part of the CilCA qualification. This will take the best part of a year but will benefit the Council as it gives it the potential to have the General Power of Competence.



12/04/2023

## Wendover Parish Council Current Year

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Amenities Income</b>							
1000 Allotment Rent	1,630	1,432	(198)			113.8%	
1005 Charter Fair	220	200	(20)			110.0%	
1010 Cricket Club Lease	300	300	0			100.0%	
1021 Markets - Local Produce	1,505	2,000	495			75.3%	
1022 Markets - Weekly Market	9,772	10,400	628			94.0%	
1030 Other Rental (Ashbrook)	1,649	1,500	(149)			109.9%	
1035 BCC Devolved Footpaths Income	17,613	17,613	(0)			100.0%	
1214 Christmas Trees	2,053	0	(2,053)			0.0%	
1260 Xmas event income	589	500	(89)			117.7%	
1261 Rifle Club Lease	100	100	0			100.0%	
<b>Amenities Income :- Income</b>	<b>35,430</b>	<b>34,045</b>	<b>(1,385)</b>			<b>104.1%</b>	<b>0</b>
<b>Net Income</b>	<b>35,430</b>	<b>34,045</b>	<b>(1,385)</b>				
<b>125 Events Expenditure</b>							
4100 Annual Parish Meeting excl refs	100	500	400		400	19.9%	
4105 Christmas Decorations	5,165	5,000	(165)		(165)	103.3%	
4109 Promo Materials	8	500	492		492	1.5%	
4110 Entertainment & Events ex s137	2,426	2,000	(426)		(426)	121.3%	
4112 Floral Display	3,724	5,000	1,276		1,276	74.5%	
4122 Markets - Local Produce	388	500	112		112	77.6%	
4124 Markets - Business Rates	1,098	1,300	202		202	84.4%	
4125 Markets - Water	56	50	(6)		(6)	112.3%	
4126 Markets - Electric	433	230	(203)		(203)	188.1%	
4130 Quiz	311	100	(211)		(211)	310.9%	
4132 Christmas Celebration Event	2,259	2,200	(59)		(59)	102.7%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>15,967</b>	<b>17,380</b>	<b>1,413</b>	<b>0</b>	<b>1,413</b>	<b>91.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,967)</b>	<b>(17,380)</b>	<b>(1,413)</b>				
<b>130 Highways Expenditure</b>							
4200 Bus Shelters	0	1,000	1,000		1,000	0.0%	
4210 Refuse Bins	0	500	500		500	0.0%	
4211 Sever weather (salt etc)	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	755	2,000	1,245		1,245	37.8%	
<b>Highways Expenditure :- Indirect Expenditure</b>	<b>755</b>	<b>4,000</b>	<b>3,245</b>	<b>0</b>	<b>3,245</b>	<b>18.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(755)</b>	<b>(4,000)</b>	<b>(3,245)</b>				

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>135 Street Lighting Expenditure</b>							
4300 Electricity	12,587	10,500	(2,087)		(2,087)	119.9%	
4305 Maintenance	9,910	6,000	(3,910)		(3,910)	165.2%	
4315 New Columns (not LEDs)	2,270	8,280	6,010		6,010	27.4%	
4320 Streetfighting Inspections	1,005	1,000	(5)		(5)	100.5%	
Street Lighting Expenditure :- Indirect Expenditure	<b>25,772</b>	<b>25,780</b>	<b>8</b>	<b>0</b>	<b>8</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,772)</b>	<b>(25,780)</b>	<b>(8)</b>				
<b>140 Recreation Expenditure</b>							
4400 Dog Bin Emptying	2,228	2,000	(228)		(228)	111.4%	
4405 Maintenance - Fences, etc	420	1,500	1,081		1,081	28.0%	
4410 Maintenance - Groundworks	3,523	5,000	1,477		1,477	70.5%	
4416 Pond Works	83	1,500	1,417		1,417	5.6%	
4417 Tree Works	1,114	2,500	1,386		1,386	44.6%	
4418 Tree Inspections	0	1,800	1,800		1,800	0.0%	
4421 Orchard Maintenance	1,122	600	(522)		(522)	187.0%	
4425 Capital Expenditure (asset pur	12,393	12,000	(393)		(393)	103.3%	
4430 Mower Maintenance	2,350	2,000	(350)		(350)	117.5%	
4440 Play Equip - Repairs & Maint	1,618	5,000	3,382		3,382	32.4%	
4450 Premises - Garage Rent	1,565	960	(605)		(605)	163.0%	
4455 Premises - SiteSafe Electrics	576	150	(426)		(426)	384.2%	
4465 Premises - SiteSafe Water, etc	271	100	(171)		(171)	271.2%	
4475 Misc - Fuel	3,154	1,800	(1,354)		(1,354)	175.2%	
4480 Misc - Materials & Tools	1,628	2,500	872		872	65.1%	
4481 Machinery/Tool Service Repair	1,180	3,500	2,320		2,320	33.7%	
4485 Misc - Protective Clothing	241	400	159		159	60.4%	
4490 Misc - Refuse Bins	796	1,200	404		404	66.3%	
4495 Misc - Sundries Recreation	706	1,200	494		494	58.8%	
4497 Defibrillators	1,502	800	(702)		(702)	187.8%	
Recreation Expenditure :- Indirect Expenditure	<b>36,471</b>	<b>46,510</b>	<b>10,039</b>	<b>0</b>	<b>10,039</b>	<b>78.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(36,471)</b>	<b>(46,510)</b>	<b>(10,039)</b>				
<b>200 Finance &amp; General Income</b>							
1205 Wittchell Trust Grant	261	200	(61)			130.4%	
1210 Interest Received ex Deposits	3,340	1,000	(2,340)			334.0%	
1215 Miscellaneous Income	1,326	0	(1,326)			0.0%	
1250 Precept Received	326,328	326,328	0			100.0%	
1266 VAHT Streetlight Income	609	600	(9)			101.5%	
Finance & General Income :- Income	<b>331,864</b>	<b>328,128</b>	<b>(3,736)</b>			<b>101.1%</b>	<b>0</b>
<b>Net Income</b>	<b>331,864</b>	<b>328,128</b>	<b>(3,736)</b>				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>220 Finance &amp; General Expenditure</b>							
4496 Professional Support (HS2 etc)	688	2,000	1,312		1,312	34.4%	
4550 Communications - Publicity	6,342	5,750	(592)		(592)	110.3%	
4555 Communications - Website	1,706	1,500	(206)		(206)	113.8%	
4560 Financial - Bank Charges	457	580	123		123	78.9%	
4565 Financial - Fees - Audit	1,701	2,300	599		599	74.0%	
4570 Financial - Fees - Legal	(750)	2,000	2,750		2,750	(37.5%)	
4575 Financial - Insurance	7,932	5,700	(2,232)		(2,232)	139.2%	
4580 Financial - Software	776	800	24		24	97.0%	
4582 End of Year Support RBS	558	700	142		142	79.7%	
4615 Office - Broadband/Tel/Fax	2,038	1,600	(438)		(438)	127.4%	
4620 Office - Copier	1,404	1,850	446		446	75.9%	
4621 Office - Equipment - Expend	3,724	5,500	1,776		1,776	67.7%	
4625 Office - Equipment Capital	162	1,000	838		838	16.2%	
4630 Office - Postage & Stationery	540	500	(40)		(40)	107.9%	
4640 Office - Testing - Electrical	60	75	16		16	79.3%	
4645 Office - Testing - Fire	248	300	52		52	82.7%	
4650 Office - Utilities - Electric	2,639	1,700	(939)		(939)	155.2%	
4655 Office - Utilities - Water	113	150	37		37	75.3%	
4660 Property Mgt - Clock Tower	4,219	2,000	(2,219)		(2,219)	211.0%	944
4665 Property Mgt - Manor Waste	44	1,000	956		956	4.4%	
4670 Property Mgt - SiteSafe	0	1,000	1,000		1,000	0.0%	
4675 Property Mgt - War Memorial	0	500	500		500	0.0%	
4685 Subscriptions and Donations	2,130	2,000	(130)		(130)	106.5%	
4690 Misc - Chairman's Expenses	714	1,200	486		486	59.5%	
4691 Misc - Councillor Expenses	0	200	200		200	0.0%	
4695 Misc - Room Hire	545	1,000	455		455	54.5%	
4700 Misc Sundry Expenses Finance	164	800	636		636	20.5%	
4705 Misc - Travel Staff & Cllrs	(23)	300	323		323	(7.8%)	
4707 H&S	233	3,000	2,767		2,767	7.8%	
Finance & General Expenditure :- Indirect Expenditure	<b>38,365</b>	<b>47,005</b>	<b>8,640</b>	<b>0</b>	<b>8,640</b>	<b>81.6%</b>	<b>944</b>
<b>Net Expenditure</b>	<b>(38,365)</b>	<b>(47,005)</b>	<b>(8,640)</b>				
6000 plus Transfer From EMR					944		
<b>Movement to/(from) Gen Reserve</b>	<b>(37,420)</b>						
<b>230 Grants out - S137</b>							
4585 Grant-Churchyard Care-NOT137	7,000	7,000	0		0	100.0%	
4586 Grants Out - Wendover Youth Ce	7,000	7,000	0		0	100.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4590 Grants Out - Major	14,150	15,000	850		850	94.3%	
4611 Grants Out - Minor	3,494	5,000	1,506		1,506	69.9%	
Grants out - S137 :- Indirect Expenditure	<b>31,644</b>	<b>34,000</b>	<b>2,356</b>	<b>0</b>	<b>2,356</b>	<b>93.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(31,644)</b>	<b>(34,000)</b>	<b>(2,356)</b>				
<b>320 Staffing</b>							
4800 Staffing - Amenities - Wages	61,810	54,408	(7,402)		(7,402)	113.6%	
4801 Staffing - Amenities - NIC	6,270	4,353	(1,917)		(1,917)	144.0%	
4802 Staffing - Amenities-Pension	9,076	7,475	(1,601)		(1,601)	121.4%	
4810 Staffing - F&G - Wages	77,210	96,354	19,144		19,144	80.1%	
4811 Staffing - F&G - NIC	8,131	7,979	(152)		(152)	101.9%	
4812 Staffing - F&G - Pension	3,853	7,979	4,126		4,126	48.3%	
4816 Staffing F&G Student Loan	151	0	(151)		(151)	0.0%	
4818 Temporary Staff	2,111	1,890	(221)		(221)	111.7%	
4845 Payroll Charges	672	660	(12)		(12)	101.8%	
4855 HR Consultancy Fees	3,294	3,200	(94)		(94)	102.9%	
4860 Training Staff & Cllrs	2,649	2,500	(149)		(149)	105.9%	
4861 Uniform	306	500	194		194	61.1%	
4862 Smart Pension Admin Fee	165	200	35		35	82.5%	
Staffing :- Indirect Expenditure	<b>175,697</b>	<b>187,498</b>	<b>11,801</b>	<b>0</b>	<b>11,801</b>	<b>93.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(175,697)</b>	<b>(187,498)</b>	<b>(11,801)</b>				
<b>980 Amenities Reserves</b>							
9110 EMR - Clock Tower Fountain/wal	1,196	0	(1,196)		(1,196)	0.0%	1,196
9112 EMR - Waste Bin Replacement	3,476	0	(3,476)		(3,476)	0.0%	3,476
9114 EMR - Parking Review	(71)	0	71		71	0.0%	
9127 EMR - New Christmas Tree Light	2,498	0	(2,498)		(2,498)	0.0%	2,498
9128 EMR - Climate Action	775	0	(775)		(775)	0.0%	775
Amenities Reserves :- Indirect Expenditure	<b>7,875</b>	<b>0</b>	<b>(7,875)</b>	<b>0</b>	<b>(7,875)</b>		<b>7,946</b>
<b>Net Expenditure</b>	<b>(7,875)</b>	<b>0</b>	<b>7,875</b>				
6000 plus Transfer From EMR	7,946						
<b>Movement to/(from) Gen Reserve</b>	<b>71</b>						
<b>Grand Totals:- Income</b>	<b>367,294</b>	<b>362,173</b>	<b>(5,121)</b>			<b>101.4%</b>	
<b>Expenditure</b>	<b>332,545</b>	<b>362,173</b>	<b>29,628</b>	<b>0</b>	<b>29,628</b>	<b>91.8%</b>	
<b>Net Income over Expenditure</b>	<b>34,749</b>	<b>0</b>	<b>(34,749)</b>				
plus Transfer From EMR	8,890						
<b>Movement to/(from) Gen Reserve</b>	<b>43,639</b>						

## Summary Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Amenities Income	Income	35,430	34,045	(1,385)		104.1%
125	Events Expenditure	Expenditure	15,967	17,380	1,413	1,413	91.9%
130	Highways Expenditure	Expenditure	755	4,000	3,245	3,245	18.9%
135	Street Lighting Expenditure	Expenditure	25,772	25,780	8	8	100.0%
140	Recreation Expenditure	Expenditure	36,471	46,510	10,039	10,039	78.4%
	plus Transfer From EMR		0				
	Movement to/(from) Gen Reserve		<u>(36,471)</u>				
200	Finance & General Income	Income	331,864	328,128	(3,736)		101.1%
	less Transfer to EMR		0				
	Movement to/(from) Gen Reserve		<u>331,864</u>				
220	Finance & General Expenditure	Expenditure	38,365	47,005	8,640	8,640	81.6%
	plus Transfer From EMR		944				
	less Transfer to EMR		0				
	Movement to/(from) Gen Reserve		<u>(37,420)</u>				
230	Grants out - S137	Expenditure	31,644	34,000	2,356	2,356	93.1%
320	Staffing	Expenditure	175,697	187,498	11,801	11,801	93.7%
980	Amenities Reserves	Expenditure	7,875	0	(7,875)	(7,875)	0.0%
	plus Transfer From EMR		7,946				
	less Transfer to EMR		0				
	Movement to/(from) Gen Reserve		<u>71</u>				
	Movement to/(from) Gen Reserve		<u>0</u>				
	Grand Totals:- Income		<u>367,294</u>	<u>362,173</u>	<u>(5,121)</u>		101.4%
	Expenditure		<u>332,545</u>	<u>362,173</u>	<u>29,628</u>	0	91.8%
	Net Income over Expenditure		<u>34,749</u>	<u>0</u>	<u>(34,749)</u>		
	plus Transfer From EMR		8,890				
	less Transfer to EMR		0				
	Movement to/(from) Gen Reserve		<u>43,639</u>				

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**Wendover Parish Council Current Year****Income and Expenditure Account for Year Ended 31 March 2023**

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31 March 2022		31 March 2023
	<b>Operating Income</b>	
36,480	Amenities Income	35,430
325,435	Finance & General Income	331,864
<u>361,915</u>	<b>Total Income</b>	<u>367,294</u>
	<b>Running Costs</b>	
15,855	Events Expenditure	15,967
5,063	Highways Expenditure	755
27,175	Street Lighting Expenditure	25,772
27,540	Recreation Expenditure	36,471
68,992	Finance & General Expenditure	38,365
0	Grants out - S137	31,644
170,199	Staffing	175,697
64,546	Amenities Reserves	7,875
36,923	Finance & General Reserves	0
<u>416,293</u>	<b>Total Expenditure</b>	<u>332,545</u>
	<b>General Fund Analysis</b>	
183,120	Opening Balance	85,741
361,915	Plus : Income for Year	367,294
<u>545,035</u>		<u>453,035</u>
416,293	Less : Expenditure for Year	332,545
<u>128,741</u>		<u>120,490</u>
(88,000)	Transfers TO / FROM Reserves	43,000
<u>216,741</u>	<b>Closing Balance</b>	<u>77,490</u>

## Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 Ear Marked Reserves	0.00		0.00
321 Witchell C/Park Hedge EMR	0.00		0.00
322 Foothpath Ashbrook EMR	0.00		0.00
323 Playground Improvements EMR	0.00		0.00
324 Streetlights EMR	0.00		0.00
325 Adult Fitness Equipment EMR	0.00		0.00
326 Neighbourhood Planning EMR	0.00		0.00
327 Clock Tower EMR	0.00		0.00
328 Highway Trees	0.00		0.00
329 Manor Waste EMR	0.00		0.00
330 Witchell Car Park EMR	0.00		0.00
331 Wildflower EMR	0.00		0.00
332 HS2 Research & Evidence EMR	5,000.00	-5,000.00	0.00
333 Wendover App EMR	0.00		0.00
334 Christmas Event EMR	0.00		0.00
335 Heron Path Railings Instal EMR	0.00		0.00
336 White Entry Point Gates EMR	0.00		0.00
337 War Memorial EMR	0.00		0.00
338 Hampden Pond EMR	5,000.00	-5,000.00	0.00
339 RAF Freedom Parade EMR	0.00		0.00
340 Clock Tower Window Screen	0.00		0.00
342 Heron Path EMR	0.00		0.00
343 Library Noticeboard EMR	0.00		0.00
344 Community Info Boards EMR	0.00		0.00
345 Clock Tower Clock Repairs EMR	0.00		0.00
346 Clock Tower Fountain and Wall	25,000.00	-10,000.00	15,000.00
347 Site Safe Cladding EMR	0.00	6,500.00	6,500.00
348 Waste Bin Replacment EMR	5,000.00	-5,000.00	0.00
349 CAW Trees EMR	0.00		0.00
350 Parking Review EMR	0.00	0.00	0.00
351 GNS Wardens Event EMR	0.00		0.00
352 COVID Crisis Fund EMR	0.00		0.00
353 PMG Highway Signage EMR	0.00		0.00
354 Canal Path Repairs EMR	0.00		0.00
355 Actuary Consultation EMR	0.00		0.00
356 LGPS Cessation EMR	25,000.00	25,000.00	50,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00		10,000.00
360 Clock Tower Heating EMR	5,000.00	-5,000.00	0.00
361 MVAS EMR	5,000.00	-5,000.00	0.00
362 New Cesspit Ashbrook	10,000.00		10,000.00
363 Christmas Lights EMR	5,000.00	5,000.00	10,000.00
364 Climate Action EMR	10,000.00	-5,000.00	5,000.00
	<b>133,000.00</b>	<b>-3,500.00</b>	<b>129,500.00</b>

## Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<i><u>Current Assets</u></i>		
100	Debtors	203	
105	VAT Control A/c	4,571	
200	Current Bank Account	34,816	
202	Flagstone	221,248	
	<b>Total Current Assets</b>		<b>260,838</b>
	<i><u>Current Liabilities</u></i>		
500	Creditors	3,261	
510	Accruals	2,148	
515	Allotment Deposits	1,801	
560	Receipts in Advance	138	
	<b>Total Current Liabilities</b>		<b>7,348</b>
	<b>Net Current Assets</b>		<b>253,490</b>
	<b>Total Assets less Current Liabilities</b>		<b>253,490</b>
	<i><u>Represented by :-</u></i>		
300	Current Year Fund	14,359	
310	General Reserves	109,631	
346	Clock Tower Fountain and Wall	15,000	
347	Site Safe Cladding EMR	6,500	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	10,000	
362	New Cesspit Ashbrook	10,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	<b>Total Equity</b>		<b>253,490</b>

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**Wendover Parish Council Current Year**

**Bank - Cash and Investment Reconciliation as at 31 March 2023**

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	<u>Account Description</u>	<u>Balance</u>	
<b><u>Bank Statement Balances</u></b>			
1	31/03/2023 Lloyds Bus. Extra - 01471913	34,816.06	
4	31/03/2023 Petty Cash	0.00	
9	31/03/2023 Flagstone WEND001C	221,248.27	
			<b>256,064.33</b>
<b><u>Receipts not on Bank Statement</u></b>			
0	31/03/2023 All Receipts Cleared	0.00	
			<b>0.00</b>
<b>Closing Balance</b>			<b>256,064.33</b>
<b><u>All Cash &amp; Bank Accounts</u></b>			
1	Current Bank Account	34,816.06	
4	Petty Cash	0.00	
9	Flagstone	221,248.27	
	Other Cash & Bank Balances	0.00	
	<b>Total Cash &amp; Bank Balances</b>		<b>256,064.33</b>

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## Wendover Parish Council Current Year

### Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

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

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<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>218,741.17</b>	<b>253,489.95</b>
100	Debtors	1,926.60	202.97
105	VAT Control A/c	3,205.98	4,570.75
	<b>Less Total Debtors</b>	<b>5,132.58</b>	<b>4,773.72</b>
500	Creditors	31,784.21	3,261.47
510	Accruals	2,052.00	2,148.00
515	Allotment Deposits	1,803.63	1,800.63
560	Receipts in Advance	0.00	138.00
	<b>Plus Total Creditors</b>	<b>35,639.84</b>	<b>7,348.10</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>249,248.43</b>	<b>256,064.33</b>
200	Current Bank Account	78,347.81	34,816.06
202	Flagstone	170,833.25	221,248.27
230	Petty Cash	67.37	0.00
	<b>Total Cash and Bank Accounts</b>	<b>249,248.43</b>	<b>256,064.33</b>



**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2023**  
**Wendover Parish Council Current Year**

**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  Date

I confirm that these accounts are approved by the Council and recorded as council minute reference  Dated

Signed on behalf of the above Council (Chair)  Date

	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1 Balances brought forward	273,120	218,741	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2 (+) Precept or Rates and Levies	318,277	326,328	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3 (+) Total other receipts	43,638	40,966	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	163,893	166,501	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	252,401	166,044	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	218,741	253,490	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	249,248	256,064	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	3,323,277	3,335,446	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 9c)

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## Wendover Parish Council

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## ASSETS ACQUIRED BETWEEN 01/04/2021 AND 31/03/2023

User: CLERK

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
03/05/2021	BE067	Bench Asbrook centre of railings near double gates	600.00	600.00	0.00
17/02/2022	GT017	Honda GX Pressure Washer	728.57	728.57	0.00
31/10/2022	GT022	Maxxis TA23/10.5x12 + Wanda TA18/850x10 SPARE TYRE	279.00	279.00	0.00
02/11/2022	GT021	Bema Sweeper Grobylight plate brush carrier (siding out)	4,750.00	4,750.00	0.00
14/11/2022	GT018	Stihl MSA 220 14" Battery Chain Saw	300.00	300.00	0.00
14/11/2022	GT019	Stihl AP500S Battery and AL301 quick charger	325.00	325.00	0.00
14/11/2022	GT020	Stihl BR 600 Blower	500.00	500.00	0.00
<b>TOTAL</b>			<b>7,482.57</b>	<b>7,482.57</b>	<b>0.00</b>

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## Wendover Parish Council

Page 1

## ASSETS DISPOSED BETWEEN 01/04/2022 AND 31/03/2023

User: CLERK

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
02/11/2022	VE001	John Deere HPX Gator	6,000.00	6,000.00	0.00
31/12/2022	GT007	Chainsaw Stihl 026	500.00	500.00	0.00
31/12/2022	GT012	Stihl Backpack Blower BK550	500.00	500.00	0.00
31/12/2022	GT015	Turner Flail Mower	500.00	500.00	0.00
<b>TOTAL</b>			<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>



ITEM 9d)

## End of Year Audit timeline and checks

Proposed Date	Action	Who	Notes	Done
03/04/2023	Sense check accounts	RFO	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
10/04/2023	Year End Run on accounts system	RFO	See separate year end tick list	Y
14/04/2023	Update Chair and Chair of Finance	RFO	Send all reports and bullet point notes ask them to check and look for any anomalies	Y
	Check updates to asset register	RFO	highlight disposals and acquisitions in the current financial year	Y
	Review of effectiveness of internal controls	RFO	Template available	
	Check for any other areas covered by Council Audit Regulations 2015 (6)	Clerk	For category 2 authorities - <a href="https://www.legislation.gov.uk/uksi/2015/234/regulation/6">https://www.legislation.gov.uk/uksi/2015/234/regulation/6</a>	
	Prepare Annual Governance Statement	Clerk	Must be signed by the chair of the meeting that approves it (not necessarily the Chair of Council)	
	Prepare Accounting statements	RFO	Must be signed by RFO either before or on the same date of the meeting	
	Prepare notice for exercise of public rights	RFO	Check with templates online and check dates	
05/06/2023	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	
06/06/2023	Ensure minutes are correct		See separate Minute sheet	
06/06/2023	Send all relevant documents to external auditors		Send what is asked for and nothing else	
06/06/2023	Post all documents on website		Leave posted on website as a record	
09/06/2023	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	
12/06/2023	Commencement of the period		exactly 30 working days - no more or less and must include start of July	
01/07/2023	Deadline by which external auditor requires submissions		Deadline set by PKF littlejon	
21/07/2023	End Date for electors rights			
30/09/2023	By this date the external auditors should have replied			
	Notice of Conclusion of Audit to be published		publish and leave on website	





## ITEM 10 SUBSCRIPTIONS AND MEMBERSHIPS

Council resolves to subscribe/become members of the following organisations in the 23/24 financial year:

<b>Subscription/Membership</b>	<b>Estimated Cost 2023/24</b>
BMKALC/NALC	£1,224.22
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
Plantlife	£39.00





# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting

4<sup>th</sup> April 2023 at 7.00pm

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

**Present:** Councillors Bulpett, Washington, Worth

**Clerk & Minutes:** Andy Smith

**Chair:** Councillor Bulpett

**Members of Public:** 0

### 1. APOLOGIES FOR ABSENCE

**P23/1** Apologies were received from Councillors Ballantine, Standen and Walker and they were accepted.

### 2. DECLARATIONS OF INTEREST

**P23/2** None

### 3. PUBLIC PARTICIPATION

**P23/3** No public participation.

### 4. MINUTES

**P23/4** The minutes of the Planning Committee Meeting held on 21<sup>st</sup> March 2023 were **RESOLVED** as a true record and the Chair could sign the minutes.

### 5. PLANNING DECISIONS

**P23/5** The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 4<sup>th</sup> March 2023 were noted

### 6. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

**P23/6** The report was noted. It was further noted that a meeting had been held with a developer looking to build on a field between Halton Lane and Worlds End Lane. They have a plan that uses half the field for 75 dwellings and green spaces in between. Access will be off Halton Lane. The view is that the local neighbourhood plan does not endorse this development, but this was a preliminary meeting and comments about sight lines, proximity to SSSI and keeping the buildings low profile were passed on.

### 7. PLANNING APPLICATIONS

**P23/7** **23/00827/APP 1 Liffre Drive Wendover Buckinghamshire HP22 6LH**  
Householder application for demolition of conservatory and erection of single storey rear extension  
**Wendover Parish Council - neutral**

**P23/8** **23/00812/APP 24 Halton Lane Wendover Buckinghamshire HP22 6AR**  
Householder application for flat roof to pitched roof extension  
**Wendover Parish Council - neutral**

**P23/9** **23/00835/APP 26 Manor Road Wendover Buckinghamshire HP22 6HN**  
Householder application for a single storey rear extension.

Wendover Parish Council - neutral

- P23/10**      **23/00861/APP Wendover Manor Care Home Aylesbury Road Wendover Buckinghamshire HP22 6BD**  
Demolition of the existing care home and construction of a 53 bedroom care home and support building with associated parking and gardens.  
There was concern that trees remain as a screen to both the roads.  
**Wendover Parish Council - support**
- P23/11**      **23/00931/APP Little London End Little London Wendover Buckinghamshire HP22 6QQ**  
Householder application for demolition of shed. Erection of detached carport and store – needed an ecology report.  
**Wendover Parish Council - neutral**
- P23/12**      **23/00962/CPE Milesfield Farm Hale Lane Wendover Buckinghamshire HP23 6LH**  
Certificate of lawfulness existing application for confirmation condition 1 of Planning permission 18/04256/APP has been implemented within the specified time.  
**Wendover Parish Council - neutral**
- P23/13**      **23/00953/APP St. Benedicts Bacombe Lane Wendover Buckinghamshire HP22 6EQ**  
Householder application for demolition of garage. Erection of part single storey front extension and porch. Landscaping works  
**Wendover Parish Council - neutral**

#### **8. OTHER MATTERS**

- a)    **HS2**  
**P23/14**    There was nothing for planning to note.
- b)    **CLOSURE OF RAF HALTON**  
**P23/15**    There was nothing for planning to note.

#### **9. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC PLANNING MINUTES**

**P23/16**    The meeting dates were NOTED.

#### **10. CLOSURE OF MEETING**

**P23/17**    As all business was transacted and the meeting closed at 7:24pm

Signed by  
Chair to the Planning Committee

Date: 18th April 2023

# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting

18<sup>th</sup> April 2023 at 7.00pm

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

**Present:** Councillors Ballantine, Bulpett, Standen, Walker and Worth

**Clerk & Minutes:** Andy Smith

**Chair:** Councillor Ballantine

**Members of Public:** 0

### 1. APOLOGIES FOR ABSENCE

**P23/18** Apologies were received from Councillor Washington, and they were accepted.

### 2. DECLARATIONS OF INTEREST

**P23/19** Councillor Ballantine declared that one of the applicants was known to her but she had not pecuniary interest. It was **RESOLVED** that Councillor Ballantine would not have a vote on that application

### 3. PUBLIC PARTICIPATION

**P23/20** No public participation.

### 4. MINUTES

**P23/21** The minutes of the Planning Committee Meeting held on 4<sup>th</sup> April 2023 were **RESOLVED** as a true record and the Chair could sign the minutes.

### 5. PLANNING DECISIONS

**P23/22** The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 4<sup>th</sup> April 2023 were noted

### 6. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

**P23/23** There was no update since the last meeting

### 7. FINANCE

**P23/24** The payments were considered, it was **RESOLVED** to approve the payments totalling £36612.56

### 8. PLANNING APPLICATIONS

**P23/25 23/01067/APP 4 Forest Close Wendover Buckinghamshire HP22 6BT**  
Householder application for two storey side and first floor rear extensions with new porch and windows

It was noted that the alterations would make a significant impact to the existing building. The overbearing nature of the proposal and the fact that it was overlooking leading to a loss of privacy meant that the Council could not support the plans in their current format.

**Wendover Parish Council - Objection**

**P23/26 23/01113/AOP The Red House 22 Aylesbury Road Wendover Buckinghamshire HP22 6JQ**  
Outline application (Including means of access) for the erection of two dwellings with associated parking.

It was noted that this proposal was for building within the Wendover Conservation Area and on the flood plain. The site has a number of mature trees and the application did not contain a tree survey or identify other key environmental considerations, particularly as the site could be an important part of the local ecosystem.

It was further noted that the scale of the houses and development were important to fitting into that space and an outline plan would not really go into a level of detail that would allow Council to make a more informed decision.

The impact of the construction and ongoing general noise and disturbance on neighbouring residents was also considered, given the location next to The Poplars, which houses older residents.

Finally, the Council took issue with the phrase in the report under the heading sustainability which stated "the construction would be carried out under the current Building Regulations, which inevitably seek to produce dwellings to a generally higher than average specification..." It was noted that building regulations are a minimum standard. The Council would like to see more ambition around sustainability.

It was agreed that the Council could not object as they had not got enough information at this stage. Rather, Council highlighted that the concerns above would have to be addressed for the full planning application to be approved.

**Wendover Parish Council - neutral**

**P23/27 23/01144/APP 38 Lionel Avenue Wendover Buckinghamshire HP22 6LP**  
Householder application for single storey rear extension

It was noted that the dormer had been undertaken as permitted development – 23/00876/CPL Whilst this is a technically correct process, the changes in the entirety of the plans were significantly different to the planning application being considered.

If taken with 23/00876/CPL into account Council could consider that it was overbearing and overlooking with a loss of privacy to neighbouring gardens, however there is no objection to the works for which planning was applied.

**Wendover Parish Council - neutral**

## **9. OTHER MATTERS**

### **a) HS2**

**P23/28** It was noted that how we worked with HS2 and the working groups was slightly changing. It was further noted that someone from the Parish Council should join the liaison meetings and they should ideally be from the planning committee.

### **b) CLOSURE OF RAF HALTON**

**P23/29** There was nothing for planning to note.

**10. DEVELOPMENT MANAGEMENT MEETINGS AND STRATEGIC PLANNING MINUTES**

**P23/30** There were no meetings to note

**11. CLOSURE OF MEETING**

**P23/31** As all business was transacted and the meeting closed at 7:32pm

Signed by  
Chair to the Planning Committee

Date: 18th April 2023

DRAFT

**PAYMENTS TO CONSIDER**

Apr Planning Committee 18th April 2023

**Cheques**

Date	To	Amount	Payment for
<b>TOTAL CHEQUE AMOUNT</b>		<b>£0.00</b>	

**Petty Cash**

Date	To	Amount	Payment for
<b>TOTAL Petty Cash AMOUNT</b>		<b>£0.00</b>	

**BACS**

Date	To	Amount	Payment for
20/04/2023	See it Clean Ltd	£160.00	Clock tower gutter cleaning
20/04/2023	BMKALC	£1,224.22	Annual Subscription for MALLC and BMKALC
20/04/2023	Viking	£93.88	Office supplies
20/04/2023	ParuPrint	£140.40	Monthly photocopier
20/04/2023	B Electrical Installations	£350.00	works for heating
20/04/2023	ESTS Ltd	£3,800.00	Deposit for cesspit works
20/04/2023	Phenom Networks	£156.87	Computer support and maintenance
20/04/2023	Allotments	£40.00	Deposit return for allotment
20/04/2023	BMKALC	£90.00	Training - Writing grant applications and local funding
20/04/2023	Expenses - A Smith	£39.00	Eye test and glasses as per H&S policy
20/04/2023	Major Grant - WDS	£5,000.00	Wendover Dementia Support - Monday Club Café
20/04/2023	Major Grant - St Mary's Church	£4,000.00	Upgrade of AV equipment
20/04/2023	Major Grant - WAG	£2,000.00	Community Bus
20/04/2023	Major Grant - Memorial Hall	£4,000.00	Contribution to flooring replacement
20/04/2023	Grant - Churchyard	£7,000.00	Annual grant for Churchyard maintenance
20/04/2023	Grant - Youth Centre	£7,000.00	Annual grant to support Wendover Youth Centre
<b>TOTAL BACS AMOUNT</b>		<b>£36,854.37</b>	

**CARD**

Date	To	Amount	Payment for
12/04/2023	Aldi	£19.26	Office supplies for CT and Sitesafe
18/04/2023	Lebara Mobile	£3.00	Office mobile and voicemail
13/04/2023	Wendover post office	£9.98	Cards for Councillors
03/04/2023	Bucks Council	£21.00	Temp event license for Coronation
06/04/2023	VistaPrint	£164.98	Branded merch for community awards
05/04/2023	Burana Print	£21.90	Branded merch for community awards
<b>TOTAL Debit Card AMOUNT</b>		<b>£238.04</b>	

**DD/50**

Date	To	Amount	Payment for
11/04/2023	Smart Pensions	£18.00	Smart pension admin fee
19/04/2023	Drax Energy Ltd	£1,271.59	Streetlight electricity
16/04/2023	Buckinghamshire Council	£10.72	Waste bin emptying
20/04/2023	BT	£219.90	Mainly new account setup charges
<b>TOTAL DD &amp; 50</b>		<b>£1,520.15</b>	
<b>TOTAL PAYMENTS</b>		<b>£36,612.56</b>	<b>SIGNED BY COUNCILLORS:</b>
<b>COUNCIL MINUTE NUMBER</b>			



## ITEM 14a – HS2 WORKING GROUP

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### BROUGHT BY

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Clerk/Council

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### SUMMARY

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To note progress to the new model of working and resolve to appoint a Councillor as HS2 liaison and representative.

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### PARISH COUNCIL BACKGROUND

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a) **HS2 Working Group**

**PC22/410**

The latest letter on the Schedule 17 for Small Dean has been sent and a reply has come in, just before tonight's meeting. The reply will be distributed to Council and we are awaiting for permission to publish the letter on the website.

The group is discussing if it needs to be a working group going forwards or an operate as an ad hoc meeting when required. It was noted that if you don't have the working group you would need to have someone on Council with the responsibility for keeping up to date with the HS2 agenda.

**PC22/444**

There were 2 letters from the group that were previously circulated that have been edited and will be circulated to Councillors. The paper, initiated by a letter from Wendover HS2 Mitigation Action Group (MAG), outlines a different model of working with the HS2 Working Group. It was noted that the current challenges are around non-compliance and effective mitigation, and this required a more responsive group. It was **RESOLVED** to disband the formal Parish Council HS2 working group in favour of closer ties with Wendover HS2MAG. It was further **RESOLVED** that the Clerk will be the liaison point with EKFB and HS2 and report back to Council and also the HS2MAG.

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### DETAILS

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This report is to note progress to the new model of working. A meeting was held in the Clock Tower on 19<sup>th</sup> April 2023 to iron out some of the details and this was the agreement:

- The Clerk will be the principle liaison point – but at the May meeting of WPC a councillor will also be selected as a liaison point.
- The EKFB meetings were discussed, and it was agreed that WHS2 would brief the Clerk and nominated Councillor on the Friday before the meeting and ask any questions they would like answers to.
- For the moment WHS2 would keep the 6 weekly meetings with HS2 but we could look to a future "merge"
- The slides from the EKFB meetings have not always gone on the website so this would be looked into and rectified
- It was generally agreed that there should be communications alignment which would mean:
  - Where possible letters should be co-branded (as long as the Councillors have had sight and approved within a reasonable timeframe)



- We would aim to get the Wendover News content in advance to each other so we can ensure there is no duplication.
- Where the PC and WHS2 do disagree we would both acknowledge that point but continue to work together on all other issues.
- WHS2 would produce an update report for WPC to go on the Parish Council meeting – this would go under reports from meetings with outside bodies. Where there is nothing to report this will be noted in the Clerks report.
- WHS2 would look to do a briefing to Councillors (potentially in June) so Council is aware of all the live issues and some of the background.
- EKFB are looking to invest in social value projects and the two groups would work together to help identify projects that can be funded.
- It may be worthwhile looking at a MoU or other working agreement in the future but for now we should build the relationship and see how we can work effectively together.

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#### **FINANCIAL CONSIDERATIONS**

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- n/a

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

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- n/a

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#### **PROPOSAL**

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To resolve to:  
nominate a Councillor to be the HS2 Liaison and attend the fortnightly EKFB meetings.





# WENDOVER PARISH COUNCIL

## Community Action Plan 1<sup>st</sup> May 2023 – 30<sup>th</sup> April 2024 26<sup>th</sup> April 2023



*Welcome to Wendover*  
*Gateway to the Chilterns*

Q Search...

Log In



HOME ABOUT THINGS TO SEE & DO LOCAL LINKS GO OUTDOORS AROUND THE PARISH EVENTS PARISH COUNCIL CONTACT



*Visit Wendover*  
Historic Market Town

# INTRODUCTION

## **What is a Parish Council Community Action Plan?**

A Parish Council's Community Action Plan (CAP) is essentially an action plan for a set number of years outlining how it will work in the best interests of all who live or work in the Parish or who use the Council's services. The Plan determines the Council's values, vision, and key objectives either directly or by trying to increase its influence on the relevant delivery body, such as Buckinghamshire Council. The Plan will help the Parish Council to prioritise and determine the direction and internal strategies for the period of the plan.

## **Why has Wendover Parish Council decided to produce a Community Action Plan?**

The Wendover Parish Council Community Action Plan (CAP) sets out the vision and priorities of the Parish Council between 1<sup>st</sup> May 2023 to 30<sup>th</sup> April 2024 and will help ensure a planned and consistent approach to delivering its overall mission statement, and specifically:

- The design and delivery of services
- The prioritisation and allocation of resources
- Delivering real value-for-money solutions

The Plan has been written with a view to move forward with a structured approach and has been developed by a working group of Councillors, the public and the WPC Clerk (named: Parish Plan working group).

Having an agreed Community Action Plan provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way. The Plan intends to assist the Council in becoming more confident and proactive in its decision making.

The Plan identifies the core objectives of the Council over the current and next financial year and the key processes and actions associated with each of the Council's priorities as well as how Community Involvement can be assured.

In determining the aims of the Council, the Community Action Plan has recognised national and local priorities and taken account of the views of local communities.

## **Monitoring the Community Action Plan**

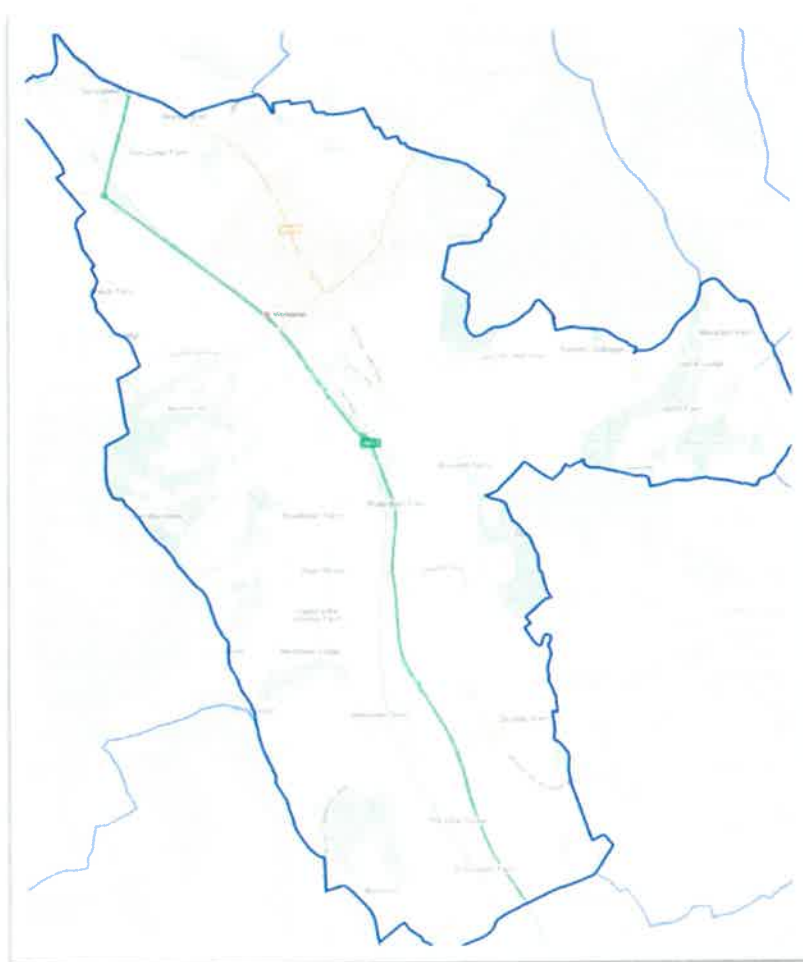
The detailed content of the Plan will be strongly influenced by other work and will need to be regularly reviewed and updated accordingly. Internal pressure may arise from plans to improve service quality and the availability of resources, while external pressure may come from partnership work, other plans, and Government Legislation.

The Plan will be formally reviewed by the Parish Plan working group and Full Council every 4 months.

# THE PARISH COUNCIL

## The Parish of Wendover

The parish boundaries cover not only the historic market town but many smaller settlements / hamlets outside of the town boundaries, namely Dunsmore, Hazeldean, Little London, Lower Bacombe, Scrubwood, Smalldean, The Hale, Upper Bacombe, Wendover Dean, Wendover Marsh, Worlds End. Of these, Dunsmore is split between the Wendover and Ellesborough Parishes.



## The Parish Council

Situated in the centre of the market town of Wendover, the iconic Clock Tower hosts the Parish Council office where staff are available to discuss issues and provide information.

Wendover Parish Council currently has 12 elected or co-opted Councillors who discuss, debate, and decide on matters that relate to the Community. There is capacity for 13 Councillors. Meetings are held in public on a regular basis and agendas and minutes are published on noticeboards and the website for all residents to review.

Buckinghamshire is made up of two tiers of local government, each with differing areas of responsibilities. Wendover Parish Council is the first and most local tier of government for residents of the Parish. Buckinghamshire Council is the second tier and is responsible for services within the Wendover parish including, parking, housing, street cleaning, education, highways, and social services

## **Vision Statement**

The Parish of Wendover will continue to thrive through actively celebrating its heritage & rural setting, enhancing its unique character, and addressing the challenge of climate change

## **Mission Statement**

*Preserve & enhance what makes Wendover's unique character*

- the heritage (buildings, way of life) and facilities (open spaces, infrastructure)
- the people (who reside, work & visit) instill a sense of pride in all that we are
- be an easy place to start and grow a business or service

*Commit to a sustainable environment*

- address challenges resulting from climate change in all that we do
- encourage & support everyone to play their part
- mitigate the impact of HS2 wherever possible

*Promote an inclusive community*

- be welcoming across all groups of society, visitors, new residents, and new businesses
- instill an ongoing sense of community for all those who reside or work in the parish
- work in partnership with neighbouring parishes & community groups

## **Council Structure**

The Council has five standing committees, each with its own remit:

1. **Amenities Committee** which is concerned with all matters relating to the Amenities in Wendover Parish.
2. **Planning Committee** which is concerned with consulting on planning applications and reviewing Neighbourhood Plan.
3. **Finance Committee** which is concerned with all matters relating to the Finance of WPC.
4. **Staffing Committee** which is concerned with all issues concerning staff and volunteers of WPC.
5. **Complaints Committee** which is concerned with any complaint which requires the attention of an independent set of Councillors to resolve.

There are also working groups held more informally that report back to Committees and the full Council with recommendations. These include: Open Spaces WG, Transport WG and the Community Action Plan WG.

## **Management Structure**

The administration of the Parish Council is carried out by the Clerk who is appointed by the Parish Council. The Clerk is required to carry out all the functions required by law as the Parish Council's proper officer and to issue all statutory notifications.

The Parish Council is supported by a team of 4 full-time members of staff The Clerk manages the team and is supported by a Deputy Clerk /Estates & Events Manager, a Senior Estates & Groundsman, and an Estates &Groundsman, with support from Marley Design for communications & design services, plus Worknест who provide contacted HR training and advice

## Areas of responsibility

Parish Council Assets and Areas of Responsibility	Grounds Maintenance Areas of Responsibility with the Parish Council
<ul style="list-style-type: none"> <li>• Allotments – two sites</li> <li>• Community Orchard (Heron Path)</li> <li>• Hampden Meadow Recreation ground, play area, fitness trail and shelter.</li> <li>• Hampden Pond</li> <li>• Witchell Meadow Recreation ground</li> <li>• Ashbrook Recreation ground play area and site safe.</li> <li>• Haddington (Helicopter) Play Park</li> <li>• Manor Waste (market area).</li> <li>• War Memorial.</li> <li>• Clock Tower and offices.</li> <li>• Parish seating and waste bins.</li> <li>• 7 bus shelters.</li> <li>• 19 dog waste bins.</li> <li>• Ground Team vehicle</li> <li>• Ride on mower with flail deck and siding out brush deck.</li> <li>• Strimmer, brush cutter, blower, 2 pedestrian mowers, hedge cutter and chainsaw.</li> <li>• General grounds maintenance equipment and tools.</li> <li>• 550 Streetlights, plus 32 streetlights we maintain on behalf of Fairhive</li> <li>• Anything</li> </ul>	<ul style="list-style-type: none"> <li>• Planters and Hanging Baskets.</li> <li>• Provision of Litter &amp; Dog Bins (Not emptying).</li> <li>• Bus Shelters Aylesbury Road and Tring Road.</li> <li>• Christmas Lights and trees.</li> <li>• Benches/Tables and their maintenance.</li> <li>• Footway lighting.</li> <li>• Grass and hedge cutting.</li> <li>• Tree surveys and maintenance on WPC land.</li> <li>• Devolved Services; Grass verges within 30mph and urban zones, hedge enforcement, sign cleaning, weedkilling, siding out and 8 Rights of Way.</li> <li>• Allotment maintenance</li> <li>• Event setup and management</li> <li>• Market setup</li> <li>• Equipment maintenance</li> <li>• Playground maintenance and equipment inspections</li> <li>• Fences and gates</li> </ul>

## Summary of Recent Activity

The Parish Council has undertaken projects in the last few years which include:

- ❖ Popular and highly successful Christmas Events
- ❖ Community competitions raising money for local organisations
- ❖ Maintaining safe playground equipment, including re-opening of the old 'helicopter' park
- ❖ Support of other organisations e.g. – Major and Minor Grants
- ❖ Allotment refurbishment and regeneration – skips were hired, and abandoned plots were restored to a suitable condition for new tenants
- ❖ Installed additional dog waste bins – one in Nash Lee Lane and two in Princess Mary Gate
- ❖ Refurbished old and installed new benches in the park
- ❖ Completed the Parking Review working with TfB and Buckinghamshire Council
- ❖ Replaced fencing along Heron Path and resurfaced the path
- ❖ Upgraded the WPC website to make it more user friendly
- ❖ Launched a new 'welcome to wendover' website hosting everything which makes Wendover the unique and special place to reside, work & visit
- ❖ Installed new fencing around Hampden pond to improve security and increase views

- ❖ Installed new white village gates at the 4 entrances/exits to the village
- ❖ Old skatepark land rewilded and repurposed for community usage
- ❖ Installation of a 'Wendover Shed' in Hogtrough allotments
- ❖ Replace and install bins in parks
- ❖ Build the Local Produce Market

### **1<sup>st</sup> May 2023 to 30<sup>th</sup> April 2024**

This Community Action Plan aims to represent the residents' priorities in relation to the Parish Council's vision. The Council will co-operate and liaise with residents and existing organisations, where appropriate, for the general wellbeing of the Wendover Parish. The successful achievement of these priorities is dependent on the Council and its officers being totally proficient, and therefore confident, in the associated processes and activities. Training and development of both officers and Councillors will continue to be a priority.

In the upcoming period the Parish Council will endeavour to work with others to prioritise the following categories in relation to the structure of the Neighbourhood Plan, in order to deliver the mission areas of focus:

#### **Parish Council**

- Improve and enhance consultation, presence & engagement in the community.
- Strengthen relations with local organisations.
- Full triennial survey and maintenance of all WPC trees.
- Improve play and recreational areas & maintain all WPC-owned Estates
- Work with Climate Action Wendover to help reduce the carbon footprint of the Council to become carbon neutral by 2035?
- A review of the ECO audit – marking off completed projects and reviewing remaining actions
- Continue the replacement of waste bins to ensure uniformity and improve practicality.
- Continue to work with the Wendover Arm Trust to fund improvements to the Canal tow path.
- Continue to improve the environment at Hampden Pond with tree and lily management.
- Work with Highways Buckinghamshire to improve highway signage at Princess Mary Gate.
- Complete the refurbishment of the clock tower wall.
- Provide Wendover with a new skatepark in replacement of the old site on London Road.
- Upgrade the Christmas lights for 2023 season.
- Improve the SiteSafe cladding on Ashbrook park for improved insulation and safety

#### **Business**

- Extend promotional activities / incentives and promote on the 'welcome to wendover' site
- Encourage sustainable start-ups and/or sustainability within existing businesses
- Encourage a wider range of shops and different retail offers in the Town Centre.
- Limit the change of use from business to residential wherever possible.
- Further utilise the Manor Waste to support businesses post Covid pandemic with events, displays, more markets, exhibitions, performances etc
- Support events driven by businesses to be supported and encouraged such as the existing No2 Pound Street's popular Christmas and Oktoberfest, Real Magic Books live music events etc.
- Cross promote events and offers across social media pages with local business to reach largest possible audiences.

## Tourism

- Support the extension of the Library building to provide study areas, meeting space and tourist information.
- Develop a tourism campaign, advertising Wendover as a tourist destination in the wider community, in collaboration with visitbucks, community board etc
- Create branded merchandise (with green credentials) to promote the new Identity developed for the town and sell in Clocktower/Post Office/ Library etc
- Further develop and promote the 'welcome to wendover' website to drive awareness of Wendover as a destination, supported by social media pages across various platforms .
- Further utilise the Manor Waste to encourage visitors to the town, by holding events, displays, more markets, exhibitions, performances, live music etc
- Curate an Art exhibitions, outdoor theatre, and live music performances in the town – there are a variety of venues (indoor and outdoor) which can be better utilised
- Improve signage to promote businesses and local attractions from the station, carpark, library & walking routes
- Seek sponsorship of various activities to further enhance and promote the town
- Encourage 'day trips to Wendover' using public transport with good train links from nearby towns of Aylesbury, Amersham, and London
- Promote Wendover as a hub for the outdoors - Wendover is on the historic Ridgeway Trail "Britain's Oldest Road" and as such attracts many walkers year-round.
- Wendover is also visited by many cyclists and this number may increase once the Buckinghamshire Greenway is complete - this is an opportunity to showcase Wendover and to come back and explore
- Work with Visit Buckinghamshire to get our message out about what Wendover has to offer by encouraging relevant Wendover businesses to get listed on the Visit Buckinghamshire website.
- Preserve and promote the historic built heritage in Wendover - encouraging visitors to take a walk around Wendover and visit our medieval church, admire the many 16<sup>th</sup> and 17<sup>th</sup> century houses and of course our iconic clock tower.
- Create an annual picnic-type event on the Witchell following on from the Jubilee and Coronation years with a stall selling Wendover branded products
- Promote Wendover's 'night-time economy' with it's arrays of bars, restaurants and public houses

## Infrastructure

- Design and implement a plan for the Manor Waste based on the recent Manor Waste consultation
- Ensure that any building is in keeping with the local built environment and complies with the Conservation and Heritage policies.
- Influence any development plans for RAF Halton, ensuring infrastructure plans centred on GP & Health Services, transport, and schooling account for the increase in population and sustainability considerations wherever possible
- Address the issues of both on-street and off-street parking in Wendover.
- Work with neighbouring Parishes, whose residents utilise Wendover for services, visiting, socialising, school & health amenities etc
- Work with community groups seeking to mitigate HS2's impact on the Parish by obtaining funding to re-deploy back into the community

## **Climate Actions**

- In partnership with CLimate Action Wendover (CLAW) promote and support the wider parish of Wendover to take action on a number of areas to reduce the parishes overall carbon footprint and increase biodiversity.
- Achieve this through education, awareness raising and action in the following areas:

### Biodiversity

- Continue tree planting in community areas to reach goal of a tree for every resident. Provide for annual tree giveaways for residents and support school ground development.
- Promote the importance of biodiversity through educational workshops in schools and signposting on WPC and CLAW websites.
- Initiate 'Wendover tree ' project
- Continue to develop and promote 'Wendover Wild Belt'

### Consumption and waste

- Reduce, reuse, repair and recycle – encourage reduction of single use plastic in homes and businesses, reuse borrowing schemes eg. toys and tools, repair cafes and markets and recycling facilities.
- Continue to seek options for water capture and usage in Wendover, promote to residents and businesses.
- Encourage and drive community litter picks

### Energy Saving

- Support and facilitate events like solar streets and leaky homes with a focus on insulating buildings.
- Provide information on support for home insulation and household power generation.

### Sustainable Transport and Active travel

- Ensure BC deliver on their 'on road' EV charging points
- Working with WPC transport Working group to Campaign for increased safety and reduced traffic through review on wharf road and 20mph speed limit
- Promote active travel and public transport bus

### Food and Food Waste

- Promote buy local and seasonal buying.
- Create a herb area in 'Wendover Wild Belt'.
- Run public awareness raising events on Manor Waste to encourage food waste reduction and sustainable diets.



# YOUR VIEWS MATTER

## Engaging with the Parish

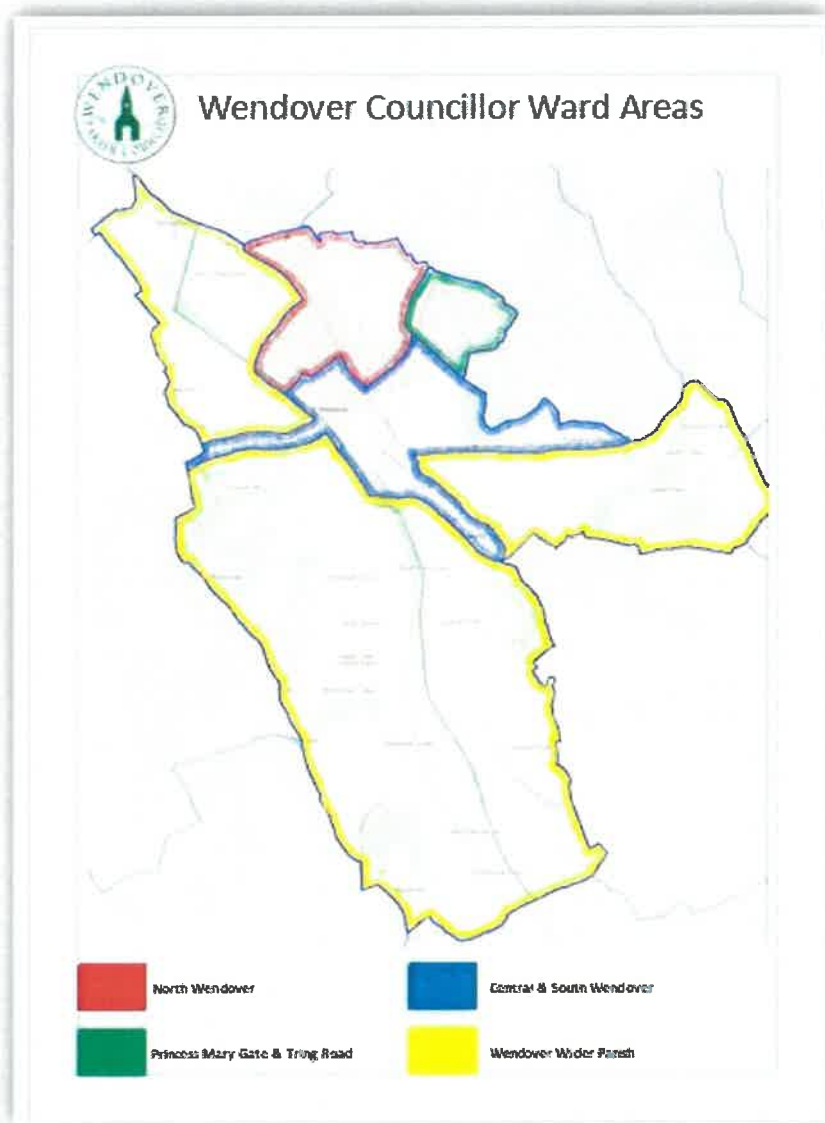
Community engagement and communication is a key part of the community action plan, and it is a vital part of what the council does for the parish of Wendover.

The pandemic proved difficult to stay in touch within the parish, other than through digital media. Our good neighbourhood wardens were a lifeline for so many, not just with help and support but keeping people up to date with the latest information. These wardens are in 'reserve' and from time to time we will engage them to support the PC in their engagement and communication efforts.

Going forwards, post pandemic we have made some changes to how WPC connects with the parish and communicates.

New initiatives include:

- WPC Staff mobile phone for emergencies
- WPC presence at Thursday and/or Saturday markets
- Councillor visits to schools, clubs, societies every 6 months
- Setting up a WPC Instagram account to promote the beauty of the Parish (not just the town)
- Expanded website to cover all activities for the Wendover Parish
- Councillors email addresses made available for personal contact



The Parish has been split up into 4 different sections (wards) and 3 Councillors allocated to each ward in order for individuals to have a regular and consistent representative for their particular issues around the Parish. Further work will be done to outline the responsibilities of the Councillors in representing their wards and contacting them - The wards are as shown in the map to the left:

## Reviewing the Community Action Plan

The Community Action Plan will be regularly updated and always available to the public. It will be a regular item on the agenda for the Finance Committee to ensure the Council formally reviews its progress and objectives against the budget. It will also be reviewed annually in October by full Council to enable any changes to be considered during the Precept planning for the following year.

The Community Action Plan will inform the public about what we are doing to meet the needs of the community and we welcome any comments / views on its content and format. Hard copies will be available in the Parish office, The Library and Parish Noticeboards, and an electronic version on our website [www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk)

### How to Contact us:

Wendover Parish Council  
The Clock Tower, High Street , Wendover  
Buckinghamshire, HP22 6DU  
Tel: 01296 623056  
[clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)  
[www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk)

Document History		
Status	Date	Version
Adopted by Parish Council	06.03.2017	1
Reviewed by Finance Committee	14.08.2018	1
Reviewed by Parish Council (Changed to Community Action Plan)	04.12.2018	2
Updated KPI detail, reviewed by Parish Council	04.03.2019	3
Reviewed and updated by Parish Council	05.11.2019	4
Reviewed and updated by 5yr WG	20.10.2021	5
Reviewed and updated by Parish Plan WG	18 <sup>th</sup> April 2023	6
Reviewed by Parish Council	3 <sup>rd</sup> May 2023	6



# WENDOVER PARISH COUNCIL

## The Historic Manor Waste Proposal for use in a post-covid world

18<sup>th</sup> April 2023



**Final Recommendations to WPC for 2<sup>nd</sup> May mtg 2023**

Submitted by the Parish Plan Working Group

## **Introduction**

### **WPC Vision Statement**

The Parish of Wendover will continue to thrive through actively celebrating its heritage & rural setting, enhancing its unique character, and addressing the challenge of climate change

### **WPC Mission Statement**

*Preserve & enhance what makes Wendover's unique character*

- the heritage (buildings, way of life) and facilities (open spaces, infrastructure)
- the people (who reside, work & visit) instill a sense of pride in all that we are
- be an easy place to start and grow a business or service

*Commit to a sustainable environment*

- address challenges resulting from climate change in all that we do
- encourage & support everyone to play their part
- mitigate the impact of HS2 wherever possible

*Promote an inclusive community*

- be welcoming across all groups of society, visitors, new residents, and new businesses
- instill an ongoing sense of community for all those who reside or work in the parish
- work in partnership with neighbouring parishes & community groups

## **The Manor Waste Proposal**

The historic Manor Waste sits at the heart of the historic market town of Wendover – to many it is the 'beating heart of the village', a place for markets, charter fairs, coffee, meeting up, resting, and enjoying the ambience, summer gathering, Christmas carols, fairs and much more.

## **Why has WPC decided to produce a new policy for its use?**

Following 2 years of pandemic lockdowns there have been many changes in socialising, retail trends and shifts in business requirements. As such the Parish Council was being asked by various businesses, individuals, organisation, and charities to use the space and the current policy required updating in order to determine which of these requests could/could not be accommodated, based on legal requirements as well as public opinion. In the spirit of the WPC purpose to '*Champion the uniqueness of all things Wendover*' we have undertaken this project with great passion and interest, for the benefit of the community both within the Parish and those visiting.

## **What does the WPC hope to achieve by undertaking this project?**

Essentially, an improved policy from which to manage the Manor Waste going forwards, a policy which:

1. Balances the expectations & requirements of the market town businesses & traders
2. Delivers on the majority ideas & suggestions of parishioners (if/where feasible)
3. Is grounded in legality on the use of 'common land' and land owned and managed by the WPC
4. Ensures a not-for-profit/break-even business plan to be able to feed back into the community
5. Supports the market town businesses and creates a buzz to help promote tourism

## **Where are we in the process?**

WPC kicked off a review of the use of the Manor Waste space in early 2022 with a public online consultation asking the parishioners what (in an ideal world) they wanted to see happening (or not) on the Manor Waste. We received over 150+ very detailed feedback, ideas and fantastic written contributions from many residents and businesses.

Alongside the online consultation, in-depth interviews (30+) were conducted, WG group and Full Council (FC) discussions were held, as well as correspondence/desk research undertaken, leading to the first set of ideas & recommendations being presented to FC for feedback in February 2022.

A 2<sup>nd</sup> consultation and refinement of these proposals took place in April, including confirmation of legal position on the use of 'Common Land' owned by the Council / Lord of the Manor, based on desk research and input from previous Chairs of WPC. There was a second document presented to FC in May 2022 which was agreed in principle to continue developing.

Following on from further discussions with various members of the public, including market traders, business owners, clubs, and society members a 3<sup>rd</sup> iteration of the proposals was presented to Full Council in June 2022. FC agreed to the criteria for the current Thursday Market and resolved that all other ideas and proposals to be put on hold until detailed legal advice was obtained from a 'common land' legal expert to ensure current, and any future proposed use of the land was within the law.

Thereafter, detailed legal advice was sought leading to the Council resolving to apply for the 'title absolute' of the land in January 2023, which is in the process of being transferred. An in-person and online public consultation on all the recommendations was conducted in March 2023 and the results have been analysed by the working group.

### **Next Steps**

The updated and final set of recommendations for the use of the historic Manor Waste going forwards now form the final part of this update document below. Once Full Council has agreed to these recommendations they can be actioned over the spring and summer months of 2023 with a review at the end of the year to ascertain how the new use of the space is working and if any modifications to the policy are required in the Spring of 2024.

## **Final Recommendations for the use of historic Manor Waste 2023**

- 1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe at night**
  - Review lighting, consider solar lighting installations for night lighting
  - Install modern flexible street seating which can be fixed with pre-determined bolting points
  - Create and install a tourist information board (consider location given flexibility requirements)
  - Retain the name 'Manor Waste' and promote the history about the name on signage and website
  - Install permanent spaces for umbrella stands for the café seating areas with uniform umbrella designs for any use by any business
  
- 2. The current Thursday market days & every 3rd Saturday a Local Produce Markets should be promoted and further developed**
  - Extend market offering to include a Sunday Artisan Market
  - Thursday markets:
    - Any market trader can directly or indirectly compete with the existing businesses in the town, however where possible, market traders should seek to bring alternative options within their trade than what is currently available from permanent businesses in the town
    - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
  - Local Produce Markets:
    - Should ensure that there is local provenance to the goods wherever possible
    - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
  
- 3. The Manor Waste should be fully utilized on market days & seasonal events to maximise its community potential**
  - There should be complete take-overs of the Manor Waste for markets and certain events
  - There should be activities on the Manor Waste curated at the discretion of the Events Manager, based on other events happening in and around the town & neighbouring towns
  - WPC to curate a calendar of events to include school terms, public holidays and all religious holidays
  - Rental proceeds must be re-invested into further events, activities to be held on the Manor Waste and not profit-making
  
- 4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year**
  - The following should be allowed to take place on the Manor Waste:
    - Events / Competitions / Concerts
    - Exhibitions / Information stands
    - Demonstrations (non-political) / speeches & talks (at the discretion of the Clerk)
    - Temporary art or creative installations
    - Voluntary and/or charity activities / events / promotions
  
- 5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space**
  - Host the event calendar on WPC-run 'Welcome to Wendover' website
  - Increase social media presence & pr across neighbouring villages for all planned events
  - Fundraise / generate sponsorships to maintain the activities & curation of exhibitions
  - Review the policy on an annual basis to ensure it remains flexible to changes

## APPENDIX A – MANOR WASTE CONSULTATION 4

### Survey Results

Who completed the survey – Where were they from?

		%
<b>TOTAL RESPONSES</b>	<b>543</b>	<b>100</b>
HP22 5 Postcode	123	22.7
HP22 6 Postcode	378	69.6
HP22 7 Postcode	8	1.5
<b>TOTAL - HP22 Postcode</b>	<b>509</b>	<b>93.7</b>

Postcodes with 6 or more responses:

postcode	count
HP22 6EG	13
HP22 6JT	13
HP22 6DG	11
HP22 6EF	10
HP22 6LS	10
HP22 5PT	8
HP22 6DH	8
HP22 6DJ	8
HP22 6DQ	8
HP22 6HG	8
HP22 6AF	7
HP22 6BY	7
HP22 5BD	6
HP22 5FD	6
HP22 5QB	6
HP22 6AG	6
HP22 6BJ	6
HP22 6DB	6
HP22 6HE	6
HP22 6JN	6

## Yes v No

removing the maybe option this is an analysis of those who expressed a clear opinion - i.e. YES or NO

### ALL RESPONSES

	Majority Opinion	YES	%	NO	%	YES+NO as a % of all answers
<b>1 - Physical Space</b>						
Review lighting & signage – consider solar lighting installations for night lighting	YES	418	93.9%	27	6.1%	82.6%
Install modern flexible street seating which can be fixed with pre-determined bolting points	YES	303	76.9%	91	23.1%	73.2%
Update tourist information board and investigate to making this interactive/digital	YES	240	68.4%	111	31.6%	65.1%
Change the name to 'Wendover Market Place' – more in keeping with a historic market town	YES	234	53.2%	206	46.8%	81.3%
Install permanent spaces for umbrella stands for the café seating areas	YES	324	75.0%	108	25.0%	80.1%
<b>2 - Markets</b>						
Any market trader can directly or indirectly compete with the existing businesses in the town	YES	367	85.5%	62	14.5%	79.0%
There will only ever be one of each category of trader on the market at any time	YES	279	64.0%	157	36.0%	80.7%
Traders seek to bring alternative options within their trade, not actively compete head-on with existing businesses	YES	248	61.1%	158	38.9%	75.9%
Local Produce Market to ensure that there is local provenance to the goods within 10/20 miles of Wendover	YES	370	83.5%	73	16.5%	82.2%
Extend market offering to include a monthly Sunday Artisan Market	YES	352	83.8%	68	16.2%	77.9%
Move the Local Produce Market from a Saturday to a Sunday?	NO	70	22.5%	241	77.5%	57.7%
<b>3 - Use the space to its maximum</b>						
There should be complete take-overs of the Manor Waste for markets and current events eg.: No. 2 foodie events, Remembrance Day, Christmas 'lights switch-on'	YES	371	79.6%	95	20.4%	86.8%
At other times there should be no activities on the Manor Waste for there to be 'quieter days' in the town centre	YES	211	53.1%	186	46.9%	74.3%
WPC to curate a calendar of events to include school terms, public holidays, religious holidays etc.	YES	411	94.3%	25	5.7%	81.6%
Allow a maximum number of activities per month on set days (Tuesdays and Fridays)	NO	175	46.4%	202	53.6%	70.1%



Rental proceeds to go back into the community	YES	478	97.0%	15	3.0%	91.5%
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#### 4 - Community Activities

Events / Competitions / Concerts	YES	464	96.7%	16	3.3%	89.7%
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Exhibitions / Information stands	YES	425	91.8%	38	8.2%	86.5%
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Demonstrations (non-political) / speeches / talks	YES	255	62.2%	155	37.8%	76.2%
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Temporary art or creative installations	YES	407	91.5%	38	8.5%	83.2%
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Voluntary / charity activities / events / promotions	YES	441	96.3%	17	3.7%	85.4%
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Formalise use of the Manor Waste by creating a new policy for what is and what is not permitted on the space	YES	346	80.3%	85	19.7%	81.0%
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#### 5 - Policies and Procedures

Advertise on WPC-run 'Welcome to Wendover' website the plan across the calendar year	YES	439	95.4%	21	4.6%	86.1%
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Increase social media presence and PR across neighbouring villages for all planned events	YES	390	91.8%	35	8.2%	79.9%
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Fundraise/generate sponsorships to maintain the activities and curation of exhibitions	YES	339	91.6%	31	8.4%	69.2%
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Review the policy on an annual basis to ensure it remains flexible to changes	YES	431	89.6%	50	10.4%	90.4%
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	ALL RESPONSES	AGE RANGE 0 - 35	35 TO 55 YEARS OLD	OVER 55 YEARS OLD	DO NOT FREQUENT WENDOVER OFTEN
	Majority Opinion	Majority Opinion	Majority Opinion	Majority Opinion	Majority Opinion
<b>1 - Physical Space</b>					
Review lighting & signage – consider solar lighting installations for night lighting	YES	YES	YES	YES	YES
Install modern flexible street seating which can be fixed with pre-determined bolting points	YES	YES	YES	YES	YES
Update tourist information board and investigate to making this interactive/digital	YES	YES	YES	YES	YES
Change the name to 'Wendover Market Place' – more in keeping with a historic market town	YES	YES	YES	NO	YES
Install permanent spaces for umbrella stands for the café seating areas	YES	YES	YES	YES	YES
<b>2 - Markets</b>					
Any market trader can directly or indirectly compete with the existing businesses in the town	YES	YES	YES	YES	YES
There will only ever be one of each category of trader on the market at any time	YES	YES	YES	YES	YES
Traders seek to bring alternative options within their trade, not actively compete head-on with existing businesses	YES	NO	YES	YES	NO
Local Produce Market to ensure that there is local provenance to the goods within 10/20 miles of Wendover	YES	YES	YES	YES	YES
Extend market offering to include a monthly Sunday Artisan Market	YES	YES	YES	YES	YES
Move the Local Produce Market from a Saturday to a Sunday?	NO	NO	NO	NO	NO
<b>3 - Use the space to its maximum</b>					
There should be complete take-overs of the Manor Waste for markets and current events eg.: No. 2 foodie events, Remembrance Day, Christmas 'lights switch-on'	YES	YES	YES	YES	NO
At other times there should be no activities on the Manor Waste for there to be 'quieter days' in the town centre	YES	NO	NO	YES	NO
WPC to curate a calendar of events to include school terms, public holidays, religious holidays etc.	YES	YES	YES	YES	YES

Allow a maximum number of activities per month on set days (Tuesdays and Fridays)	NO	NO	NO	YES	NO
Rental proceeds to go back into the community	YES	YES	YES	YES	YES
<b>4 - Community Activities</b>					
Events / Competitions / Concerts	YES	YES	YES	YES	YES
Exhibitions / Information stands	YES	YES	YES	YES	YES
Demonstrations (non-political) / speeches / talks	YES	YES	YES	YES	NO
Temporary art or creative installations	YES	YES	YES	YES	YES
Voluntary / charity activities / events / promotions	YES	YES	YES	YES	YES
Formalise use of the Manor Waste by creating a new policy for what is and what is not permitted on the space	YES	YES	YES	YES	YES
<b>5 - Policies and Procedures</b>					
Advertise on WPC-run 'Welcome to Wendover' website the plan across the calendar year	YES	YES	YES	YES	YES
Increase social media presence and PR across neighbouring villages for all planned events	YES	YES	YES	YES	YES
Fundraise/generate sponsorships to maintain the activities and curation of exhibitions	YES	YES	YES	YES	YES
Review the policy on an annual basis to ensure it remains flexible to changes	YES	YES	YES	YES	YES

## **APPENDIX B – MANOR WASTE POLICY**

The proposed Manor Waste Policy is shown below Council is asked to approve this policy. This replaces the current Manor Waste Management Policy.

### **Manor Waste Usage Policy**

#### **Policy Statement**

The manor waste plays a significant role in delivering on the Parish Council Mission. The space should be managed according to the following 5 principles:

- 1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe at night.**
- 2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**
- 3. The Manor Waste should be fully utilized on market days & seasonal events to maximise its community potential.**
- 4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year.**
- 5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space.**

#### **Guidance and implementation of the 5 principles**

This guidance is to support the Council in adhering to the 5 principles. Where there is no specific guidance then it is the spirit of the principles that apply to any decision that is made.

The Community Action Plan Working Group, Clock Tower Office Staff and Amenities Committee will set out and actions required to implement this policy and progress will be monitored by the Parish Council.

#### **1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe at night.**

Council should take into consideration:

- The lighting of the space, particularly on dark nights with a view to it being a safe space with lighting that is sensitive to local residents.
- Seating and meeting areas
- Local and tourist information
- Promotion of the history around the name 'Manor Waste'
- Flexible use of the space by local businesses

Projects to improve the space in line with this guidance will be managed by the office team, approved by Amenities and reported to full Council.

## **2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**

- Markets are arranged and organised by the Estates and Events Manager and monitored by Amenities.
- Council should seek to develop the market provisions within the Charters, including a Sunday Artizan Market
- Thursday markets:
  - Any market trader can directly or indirectly compete with the existing businesses in the town, however where possible, market traders should seek to bring alternative options within their trade than what is currently available from permanent businesses in the town
  - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- Local Produce Markets:
  - Should ensure that there is local provenance to the goods wherever possible
  - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
- The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
- The BCC highways team (Highways Buckinghamshire) are responsible for the public path alongside the High Street and markets are reminded that Highways Bucks would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
- All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
- All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
- Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

## **3. The Manor Waste should be fully utilized for markets and events to maximise its community potential**

- An annual market and events programme should be curated at the discretion of the Events Manager and noted by Amenities Committee. These shall be based on the needs and suggestions of the local community and events happening in and around the areas.
- The calendar of events should include school terms, public holidays and all religious holidays.
- Rental proceeds must be re-invested into further events, activities to be held on the Manor Waste.
- The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the Saints Day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints Days for the Charter Fairs are: -

- St Philips/James day – 1<sup>st</sup> May
- St Barnabas Day – 11<sup>th</sup> June
- St John the Baptist Day – 24<sup>th</sup> June
- St Matthews Day – 21<sup>st</sup> September
- The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.
- Any entertainment will be noted by the Amenities Committee and checks will be made for insurance and any licences that are required.

#### **4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year**

The following should be allowed to take place on the Manor Waste:

- Events / Competitions / Concerts
- Exhibitions / Information stands
- Demonstrations (non-political) / speeches & talks (at the discretion of the Clerk)
- Temporary art or creative installations
- Voluntary and/or charity activities / events / promotions

Other events will be at the discretion of the Estates and Events Manager and Amenities Committee.

#### **5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space**

- The Council will host the event calendar on WPC-run 'Welcome to Wendover' website.
- There will be social media presence and advertising across neighbouring villages for all planned events
- The Council will look into fundraising/sponsorships to maintain the activities & curation of exhibitions. Sponsors will be noted by the Amenities Committee and should not impact on the reputation of the Parish Council.
- The Estates and Events Manager will look at using different providers/stall holders for each event to allow different suppliers access to our events.

#### **6. General Maintenance of the Space**

- Access – the space should be accessible to all users, so flat surfaces should be maintained, trip hazards dealt with and the space kept clear of vehicles unless specifically required for an event or market. This requires keeping the space clear and clean and ensuring the bollards are in good repair.

- General amenity – the space should be kept in good order with the planters regularly maintained and the seating clean and maintained. The war memorial needs specific care and maintenance and should not be used for anything other than the purpose it was intended.
- Users who have rights of access should have that access maintained unless given specific consent otherwise.
- Cold Weather – The space shall be kept clear of snow and ice as best as is possible in the cold conditions.
- Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

## 7. Review

- This policy shall be reviewed on an annual basis to ensure it remains flexible to changes

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### Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
Review Amenities Committee	22/11/2016	(version 1)
Approved	22/11/2016	(version 2)
Reviewed by Amenities	20/03/2018	(version 3)
Updated and reviewed by Amenities	21/05/2019	(version 4)
Reviewed by Amenities	15/06/2021	(version 5)
Reviewed by Parish Plan Working Group/Council	02/05/2023	(version 6)







# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

## 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.

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.



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## 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.



# WENDOVER PARISH COUNCIL

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- 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.

## 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.



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## 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, Deputy or Assistant Clerk'.*

Last Review Date: 3<sup>rd</sup> May 2022



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

ITEM 146

## 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.





# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

ITEM 14c

## Terms of reference for the Wendover Parish Council Finance Committee

### 1. Authority

The Finance Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet quarterly but can also be convened as necessary to deal with urgent matters.

### 2. Membership

All members of the Committee will be WPC Councillors.

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

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

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

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

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

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

### 3. Chair of the Committee

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

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

### 4. Agenda Setting

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

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



# WENDOVER PARISH COUNCIL

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

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

## 5. Record of Proceedings

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

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

## 6. Public exclusion

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

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

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

## 7. Responsibilities

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

The Finance Committee has the following specific duties: -

- a) To prepare budgets and recommend precepts for submission to the Council for approval.
- b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include;
  - insurance of buildings and property
  - maintenance of the asset register
- c) To review and if necessary, amend the Council's Financial Regulations on an annual basis and ensure the Council is observing the regulations.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- 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.





# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
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- 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.*



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

***\* In this document where marked, 'Clerk' should be read as 'Clerk, Deputy or Assistant Clerk'.***

Last Review Date: 3<sup>rd</sup> May 2022



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover, Aylesbury,  
Buckinghamshire HP22 6DU

Telephone: 01296 623056 [clerk@wendover-pc.gov.uk](mailto:clerk@wendover-pc.gov.uk)

## 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 Statutory 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, Deputy or Assistant Clerk'.**

Last Review Date: 3rd May 2022



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

ITEM 14e

## 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 as and when necessary but quarterly as a minimum.

### 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 bringing the maximum attendees to 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 their absence should be given in order that the Committee can decide whether to accept the apology.

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

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

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

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

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

### 3. Chair of the Committee

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

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

### 4. Agenda Setting

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

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



# WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire, HP22 6DU

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

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

## 5. Record of Proceedings

Written minutes will be taken by the Clerk\* of the Council. If the Clerk\* is unavailable, a member of the Committee may be nominated at the start of the meeting to take the minutes. In the absence of the Clerk, confidential items will be recorded by a Councillor and not passed to another officer.

Minutes must include all of the Committee's decisions and any advice given by the Clerk even if that advice is not followed. Draft minutes will be circulated to all Councillors no later than 5 clear working days 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.

## 6. Public exclusion

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

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

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

## 7. Responsibilities

**Primary Purpose: To 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.





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## 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, Deputy or Assistant Clerk'.*

Last review date: 3<sup>rd</sup> May 2022





## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
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### 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/Deputy 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:**

Following a prioritisation exercise, the three priority areas that the working group will be specifically aiming to address are: -

1. 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.
2. To work with Buckinghamshire Council to work up and develop proposals to address antisocial speeding on South Street and the entry road into Wendover from the south and A413.
3. To develop a wider plan to improve the experience for those walking and cycling to, from and within Wendover and the associated benefits to health, wellbeing and the environment.

#### 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**

**Reviewed: November 2022**



## WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,  
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ITEM 14g

### Terms of reference for the Wendover Community Action Plan 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

A minimum of 2 Councillors will be required and 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.

#### 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. The Chair of the working group may be a Cllr or a non-Cllr.

#### 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 sent to the FC on a monthly basis.

#### 6. Responsibilities

**Primary Purpose: To examine and recommend matters relating to the Wendover Action Plan::**

Specifically, the working group should aim to:

1. Review and update the current Community Action Plan for 2023-2024
2. Review and update the 5 year Parish Climate Action Plan & execute for 2023-2024, including
  - a. Review WPC-led Eco Audit
  - b. Review partnership with CLAW & joint climate actions
3. Review and update the Economic & Social Regeneration Plan & execute for 2023-2024, including:



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- a. A new Policy for The Manor Waste
- b. A calendar of events for The Manor Waste
- c. An tourism campaign for Wendover
- d. A website strategy for both WPC and Welcome to Wendover websites
- e. Improved signage promoting the town amenities

### **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 coming to a conclusion on an item being discussed
- agree recommendations submitted

Adopted 4<sup>th</sup> April 2023



## WENDOVER PARISH COUNCIL

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### 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.

#### 3. Chairman of the Working Group

Working groups do not require a Chairman 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 Chairman 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.

#### 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 Chairman, still be asked to raise their hand to speak and to only speak when invited to by the Chairman.

**All members 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 being discussed**
- **agree recommendations submitted**

**Reviewed 2<sup>nd</sup> May 2023**





## **ITEM 15 REPRESENTATIVES TO EXTERNAL BODIES**

Council resolves to appoint representatives to the following outside bodies. The current representatives are as follows:

- RAF Halton Stakeholders** - Stephen Worth
- BC Community Board** - Stephen Worth, Jo Durden-Moore
- BC/BMKLAC Parish Liaison Meeting** - Jo Durden-Moore, Sheila Bulpett
- Lionel Abel Smith Trust** - Sheila Bulpett
- Wendover Action Group (Community Car)** - Julie Williams
- Wendover Canal Trust** - Mark Standen
- Wendover Churchyard Care Committee** - Diane Washington
- Wendover Community Library Management Committee** - Stephen Worth, Sheila Bulpett
- Wendover Memorial Hall** - Stephen Worth, Jennifer Ballantine
- Climate Action Wendover** – Julie Lloyd-Evans
- Christmas Lights** – Diane Washington, Heather Thornton

The Lionel Abel Smith Trust has requested that for continuity Sheila remain as the liaison as there is no extra space for a new councillor.

Council will need to consider if it needs a nominated contact for:

- Wendover Warm Welcome**
- Wendover Business Group (should also be on Community Action Plan group)**
- Wendover and Villages Ukranian Support**
- HS2**





# **WENDOVER PARISH COUNCIL STANDING ORDERS 2022**

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## REVIEW AND AMENDMENT RECORD

<b>Reviewer/Amender</b>	<b>Date</b>	<b>Amendments</b>
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.
<i>Full Council</i>	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

### 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.

## 1. 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 under standing 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.

## 2. 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.

## 3. 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.

#### 4. 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.

## **5. 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.

## 6. 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.

**7. 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.

**8. 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.

**9. 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.

**10. 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.



## 11. 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.**

## 12. 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.

### 13. 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.**

#### 14. 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.**

**15. 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).

## **16. 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.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

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

## 18. **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.**

## 19. 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).

**20. 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.**

**21. 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.**

**22. 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.**

**23. 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.

**24. 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.

**25. 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.

**26. 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.



**MODEL for consideration by Council. Values are to be set by the Council when adopting Financial Regulations (other than the Statutory Procurement thresholds shown in Regulation 11)**



**WENDOVER PARISH COUNCIL  
FINANCIAL REGULATIONS [ENGLAND]**

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These Financial Regulations were adopted by the Council at its Meeting held on 6<sup>th</sup> June 2017 and were last reviewed and accepted by the Finance Committee at its meeting held on 15<sup>th</sup> February 2022 and then the Full Council on 3<sup>rd</sup> May 2022. Minor revisions were made by Finance Committee on 21<sup>st</sup> February 2023.

## **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 Deputy 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 Regulations<sup>1</sup>.
- 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)<sup>2</sup>.
- 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

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<sup>1</sup> 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

<sup>2</sup> 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)

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.
- 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.

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## ITEM 16c – GENERAL POWER OF COMPETENCE AND S137

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### BROUGHT BY

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Clerk

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### SUMMARY

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To note that the Parish Council does not have the General Power of Competence and that our S137 expenditure is capped for this year at £59,431

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### 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 recent 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 new power, some new 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.

### RESTRICTIONS AND RISKS

The only real limitation is that the general power of competence cannot be used to circumvent an existing restriction in an existing specific power. The general power of competence is a power; it cannot be used to raise the precept.

Existing duties remain in place, such as having regard to the likely effect on crime/disorder and biodiversity. There are also many existing procedural and financial duties that remain in place for the regulation of governance (e.g., no delegation to a single councillor). Furthermore, councils must comply with relevant existing legislation (e.g., employment law, health and safety, equality legislation and duties relating to data protection and freedom of information).

If another Council has a statutory duty to provide a service (e.g., education, social service, highways, footpaths, rights of way), it remains their duty to provide it. Nonetheless, eligible Parish Councils may assist. The eligible Parish Council would need to ask itself whether an individual, private company or community trust could help. If the answer is “yes”, the Parish Council can assist.

Whist Councils are encouraged to be innovative; they should be aware of the risks of:

Being challenged

Their trading activities damaging other local enterprises

Damage to the Council’s reputation and public money if a project or investment goes wrong.

### 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.

The maximum a Council can spend under Section 137 is calculated from the number of electors multiplied by and index linked figure. The agreed figure for 2023/24 is £9.93 per elector and the electoral roll was 5985 at the start of the year meaning that our maximum S137 expenditure for 23/24 is £59,431. Our current budget is £13,400

### 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**

Having decided at a full meeting of the Council that it meets the criteria for eligibility at that particular time, a resolution to this effect must be clearly written in the minutes. The council is then required to revisit that decision and make a new resolution at every ‘relevant’ annual meeting of the Council to confirm that it still meets the criteria (if it does). A ‘relevant’ annual meeting is the annual meeting of the Council after the next ordinary election has taken place.



In consequence, eligibility remains in place until the 'relevant' annual meeting even if the conditions of the eligibility criteria have changed. If the council loses its qualified clerk or has insufficient elected Councillors, it must also record its ineligibility at the next 'relevant' meeting.

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

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#### **FINANCIAL CONSIDERATIONS**

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- Maximum expenditure using S137 as authority for 23/24 is £59,431

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

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- The Parish Council does not have the General Power of Competence for 23/24

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#### **PROPOSAL**

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- Council needs to note this report.





## **ITEM 17a – CORONATION BIG LUNCH UPDATE**

**Sunday 7th May 2023 – 1pm – 4pm**

### **Food and drink vendor information below:**

- Fully stocked bar - Pimms, beers, cocktails, bubbles
- Hot drink vendor – Tea & Coffee, soft drinks etc
- Toasties and Crepes
- Korean Street Food
- Vegan Street Food
- Ice Cream Van

### **Entertainment information below:**

Charity/Fundraising pitches - we have three stalls with one more potentially interested, a shootout has been organised by one of the groups!

We have a DJ and a live music artist/duo so there is not any dead space and there is family friendly music playing the whole day.

The Bucks Radio Bear will be visiting the event from 1pm – 2pm.

### **Facilities:**

There will be six portaloos and one disabled portaloos.

There will be two first aiders from St John Ambulance in the WPC gazebo.

There will be one 1100L bin however we have asked people to take away their picnic rubbish with them and have asked food and drink vendors to provide bins for their areas.

### **Competition update:**

7 businesses have entered the window decoration competition so far, thank you to the Councillors who have offered to judge the windows, if anyone else is free to judge on Thursday 4th or Friday 5th please let Phoebe know.

We have not had any entries for the drawing competition yet, Phoebe will extend the entry date if needed.

