



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
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FINANCE COMMITTEE MEETING AGENDA
Tuesday 20th February 2024 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Committee Membership: Councillors Gallagher(Chair), Goodall, O'Donnell, Walker, Williams and Worth

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **COMMITTEE MEMBERSHIP**
To consider Councillor O'Donnell for membership of the Finance Committee
- 2) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 3) **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.
- 4) **[MINUTES](#) – *page 3***
Consideration of approval of minutes of the meeting on 8th August 2023.
- 5) **CHAIR'S ANNOUNCEMENTS**
- 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) **[CLERKS REPORT & CORRESPONDENCE](#) - *page 6***
- 8) **[GENERAL REPORTS](#) – *Page 7***
 - a) To review the [I&E report](#), [EMRs](#) and [balance sheet](#) for Jan 2024 – *Page 8, 13, 14*
 - b) To review the over [£500 report](#) and [VAT reclaim](#) for Oct-Dec 2023 – *Page 15,17*
 - c) To review the [bank reconciliations for Nov 2023 – Jan 2024](#) – *Page 21*
 - d) To note the [end of year projections](#) – *Page 30*
 - e) To receive an update on [project costs](#) up to Jan 2024 – *Page 36*
 - f) To review the [Flagstone account statements](#) – *Page 37*
 - g) To review the [internal control checklist](#) – *Page 40*
 - h) To receive an update on the LGPS pension fund deficit and cessation value.

9) OTHER ITEMS

a) **Major Grant Requests – Page 41**

- i. [Wendover Canal Trust](#). – Page 42
- ii. [Lindengate](#) – Page 46
- iii. [John Hampden School](#) – Page 52

b) **Minor Grant Requests**

To note that there have been no minor grant applications at this time.

c) **Standing Grant Requests– page 60**

- i. [St Marys' Churchyard](#) - page 61
- ii. [Wendover Youth Centre](#) - page 65

d) **Project Management Policy – Page 71**

To consider a policy and document format that will track projects undertaken by the Council and an amendment to the publications scheme which will ensure these PIDs are available on the website.

e) **Transfer fundraised money – Page 79**

To consider transferring £1601 from the Christmas Tree Donations, £1890 from the decorations and raffle and £1032.17 from the Crowdfunding Campaign to the Skatepark EMR and Donate £353.15 to Wendover Youth Club.

f) **LPM 1940s themed event for D Day – Page 81**

To consider authorising the office to book entertainment for 1940s themed event for D Day at the Local Produce Market in May 2024.

10) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Finance meeting 7.30pm on Tuesday 20th February 2024

11) CONFIDENTIAL ITEMS

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

a) **To move the meeting into confidential session (commercially sensitive information)**

To consider moving the meeting into confidential session because of the discussion of sensitive personal information.

b) **Manor Waste Lease renewal**

To consider the renewal of the license for the Manor Waste.

12) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date:15th February 2024.

WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

21st November 2023 at 7:30pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Walker, Williams (Chair), Worth

Clerk and Minutes: Andy Smith

Members of Public: 3

MEMBERSHIP

F23/41 Councillor O'Donnell had sent apologies in advance for not attending and it was agreed to discuss his membership in absentia. It was **RESOLVED** to welcome Councillor O'Donnell to the committee membership

APOLOGIES FOR ABSENCE

F23/42 Councillors Gallagher and O'Donnell gave apologies, and these were **ACCEPTED**

DECLARATIONS OF INTEREST

F23/43 None

MINUTES

F23/44 The minutes of the meeting of 8th August 2023 were considered. The minutes were **RESOLVED** as a true record to be signed by the Chair

CHAIR'S ANNOUNCEMENTS

F23/45 The chair wished Cllr Gallagher all the best in his recovery

PUBLIC PARTICIPATION

F23/46 A member of the public highlighted that the Parish Council had invested in the new Canal Tow Path, and it would make sense to have money in the budget to support the ongoing maintenance to protect that investment. This was noted by the Council, it was further noted that the current surface would also be under some sort of warranty for defects.

F23/47 A member of the public pointed to budget code 4570 Professional support which in the narrative states "There is nothing planned but need to keep a reserve". The member of the public expressed concern that last year only £750 was spent and the planned budget was £2000, therefore the Parish Council could be requesting more money than it needs. The Clerk explained that he accepted it was an incorrect use of the word reserve, however that it was a contingency and his advice to Council that it was prudent and entirely correct to have this budget line. The Clerk further confirmed that there was nothing in the budget designed to create increased reserves for some unpublished major works and that all expenditure or future projects would be clearly publicised in the papers.

F23/48 A member of the public highlighted that on the website it would be useful to be able to navigate from the projects page to the budgets page. This was noted and will be actioned by the clerk

- F23/49** A member of the public put to the Council that there was a lot of detail in the proposal and that it may help the public to include a single A4 high level summary to make the proposal easier to digest. They were thanked for this comment, and it was accepted that in order to increase transparency by providing all the relevant detail this could sometimes make the information confusing.
- F23/50** A member of the public highlighted the LGPS pension scheme shortfall needed more explanation. It was noted that the LGPS issue was monitored by Finance Committee and was a standing agenda item. When the next statement from LGPS was produced it would be noted on the agenda. For clarity it was explained that the LGPS had a pension fund shortfall that was slowly being repaid through the monthly employer's contributions. We have one active member and should they leave then Wendover Parish Council would be liable for any outstanding deficit. This would be a very significant amount; therefore, the Parish Council has been building an EMR up to £75k to be able to make an initial payment when that happens and allow them to negotiate a further multi year repayment arrangement.
- F23/51** A member of the public highlighted the overspend on streetlight repairs. It was noted that even though our lights are LED units they are now at an age where they are susceptible to failure. The repairs tend to happen on different lights so we are slowly replacing our lighting stock, we have been advised this will be an ongoing pattern.
- F23/52** A member of the public highlighted that it would be useful to note with the budget any fund or grants that are due in such as Community Board Money and this was agreed and noted.

CLERKS REPORTS AND CORRESPONDENCE

- F23/53** It was noted all issues had been discussed on the agenda.

GENERAL REPORTS

- a) To review the I&E report, EMRs and balance sheet for Nov 2023.**

F23/54 The reports were noted, and it was noted that overspends are mitigated by underspends in other budgets

- c) To review the over £500 report and VAT claim for Jul-Sep 2023**

F23/55 The reports and VAT claim were noted

- d) To review the bank reconciliations and statements for Jul-Sep 2023**

F23/56 The reports were noted

- e) To note the end of year projections**

F23/57 It was noted that the LPM had not been performing as well as anticipated which has reduced stall income

- f) To receive an update on project costs up to Jul 2023**

F23/58 The costs were noted

- g) To review the Flagstone account statements**

F23/59 The statement was noted

- h) To receive an update on the LGPS pension fund deficit and cessation value**

F23/60 There will be no update now until we receive the annual statement from LGPS

OTHER MATTERS

- a) Annual Return and Audit**

- F23/61** The conclusion of the 2022/23 annual return was noted
- F23/62** The interim internal audit date was noted
- F23/63** A rota of the committee to undertake quarterly internal finance checks was considered and it was **RESOLVED** to implement the rota and checks. The clerk was instructed to set up the rota and communicate with the committee to implement.

b) Budget 2024/25

- F23/64** The budget proposal was considered and welcomed by the committee. A budget for canal tow path maintenance was considered. An amendment to create a footpath repair and maintenance budget line in the amenities budget, totalling £5000, was discussed. It was **RESOLVED** to accept this amendment. The budget as amended was **RESOLVED** to be approved to full council for consideration at the next meeting. The clerk was thanked for all their hard work in preparing the budget.

c) Card Payment Machine

- F23/65** It was **RESOLVED** for the office to set up card payments through SumUp.

ITEMS FOR NEXT AGENDA

- F23/66** None were presented

DATE OF NEXT MEETING

- F23/67** Tuesday 20th February 2024 7.30pm St Annes Hall

CLOSURE OF MEETING

All business was transacted. The meeting was closed at 8:54pm

Signed by
Chair to the Finance Committee

Date:



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

All issues covered on the Agenda



ITEM 8 – FINANCE REPORTS

Summary

Currently we are performing within budgets with any variances netting out to result in coming in on budget for the end of year.

Headline analysis

Amenities income

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

Events Expenditure

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

Street Light Expenditure

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

Recreation Expenditure

There will be some income from the Community Board to cover the Groundworks budget as we build the water sheds that they agreed to fund. This was invoiced in January but has not yet been paid. The tree works will continue to increase as we go through a backlog of issues and new issues. Again, this seems to be the age of the trees and the weather conditions that are creating issues. Based on the most recent inspection it is unlikely to be this high every year.

We have recently seen

Finance and General income

The Interest received will be significantly more than budgeted for when some of the deposit accounts mature, this is down to much more favourable base rates at the moment.

Finance and General Expenditure

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

Staffing

All the direct staff costs will come within budget even with the backdated cost of living increase being applied.



a) I&E report, EMRs and balance sheet

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10:05 Detailed Income & Expenditure by Budget Heading 09/02/2024

Month No: 10 Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	0	1,743	1,630	(113)			106.9%	
1005 Charter Fair	0	220	220	0			100.0%	
1010 Cricket Club Lease	0	225	300	75			75.0%	
1021 Markets - Local Produce	53	665	2,000	1,335			33.3%	
1022 Markets - Weekly Market	4,442	9,772	10,660	888			91.7%	
1030 Other Rental (Ashbrook)	50	1,148	2,045	898			56.1%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	30	1,601	2,000	399			80.0%	
1260 Xmas event income	0	1,446	500	(946)			289.1%	
1261 Rifle Club Lease	100	100	100	0			100.0%	
1262 Fundraising income	1,000	1,800	0	(1,800)			0.0%	
Amenities Income :- Income	5,674	37,917	37,597	(320)			100.9%	0
Net Income	5,674	37,917	37,597	(320)				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	3,981	6,000	2,019		2,019	66.4%	
4109 Promo Materials	74	946	500	(446)		(446)	189.2%	
4110 Entertainment & Events	0	1,963	5,000	3,037		3,037	39.3%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	0	4,400	5,000	600		600	88.0%	
4113 HS2 Public Meeting	0	889	0	(889)		(889)	0.0%	
4122 Markets - Local Produce	0	175	500	325		325	35.0%	
4124 Markets - Business Rates	90	898	1,500	602		602	59.9%	
4125 Markets - Water	0	62	50	(12)		(12)	124.0%	
4126 Markets - Electric	54	344	300	(44)		(44)	114.8%	
4130 Quiz	0	40	100	61		61	39.5%	
4132 Christmas Celebration Event	815	2,679	2,500	(179)		(179)	107.2%	
Events Expenditure :- Indirect Expenditure	1,034	20,556	21,950	1,394	0	1,394	93.6%	3,667
Net Expenditure	(1,034)	(20,556)	(21,950)	(1,394)				
6000 plus Transfer From EMR	0	3,667						
Movement to/(from) Gen Reserve	(1,034)	(16,889)						
130 Highways Expenditure								
4200 Bus Shelters	0	0	750	750		750	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 09/02/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>3,750</u>	<u>3,750</u>	<u>0</u>	<u>3,750</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(3,750)</u>	<u>(3,750)</u>				
<u>135 Street Lighting Expenditure</u>								
4300 Electricity	1,060	9,400	13,000	3,600		3,600	72.3%	
4305 Maintenance	0	14,872	7,000	(7,872)		(7,872)	212.5%	
4315 New Columns (not LEDs)	0	2,900	7,000	4,100		4,100	41.4%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<u>1,060</u>	<u>27,172</u>	<u>28,500</u>	<u>1,328</u>	<u>0</u>	<u>1,328</u>	<u>95.3%</u>	<u>0</u>
Net Expenditure	<u>(1,060)</u>	<u>(27,172)</u>	<u>(28,500)</u>	<u>(1,328)</u>				
<u>140 Recreation Expenditure</u>								
4400 Dog Bin Emptying	0	858	2,050	1,192		1,192	41.8%	
4405 Maintenance - Fences, etc	12	1,372	1,500	128		128	91.5%	
4410 Maintenance - Groundworks	649	3,817	5,000	1,183		1,183	76.3%	
4415 Maintenance - Inspections, etc	90	90	1,800	1,710		1,710	5.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	4,200	2,500	(1,700)		(1,700)	168.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	9,019	10,000	981		981	90.2%	
4430 Mower Maintenance	0	2,399	2,000	(399)		(399)	120.0%	
4440 Play Equip - Repairs & Maint	65	4,769	8,000	3,231		3,231	59.6%	
4450 Premises - Garage Rent	135	1,350	1,620	270		270	83.3%	
4455 Premises - SiteSafe Electrics	51	68	200	132		132	34.0%	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	0	188	300	113		113	62.5%	
4475 Misc - Fuel	222	2,895	3,000	105		105	96.5%	
4480 Misc - Materials & Tools	47	682	2,500	1,818		1,818	27.3%	
4481 Machinery/Tool Service Repair	0	388	3,500	3,112		3,112	11.1%	
4485 Misc - Protective Clothing	0	402	400	(2)		(2)	100.4%	
4490 Misc - Refuse Bins	97	743	1,200	457		457	61.9%	
4495 Misc - Sundries Recreation	6	235	1,000	765		765	23.5%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<u>1,744</u>	<u>36,036</u>	<u>50,970</u>	<u>14,934</u>	<u>0</u>	<u>14,934</u>	<u>70.7%</u>	<u>0</u>
Net Expenditure	<u>(1,744)</u>	<u>(36,036)</u>	<u>(50,970)</u>	<u>(14,934)</u>				

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 09/02/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Finance & General Income								
1205 Witcheil Trust Grant	0	195	200	5			97.5%	
1210 Interest Received ex Deposits	0	1,815	2,000	185			90.8%	
1215 Miscellaneous Income	0	562	0	(562)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	
1266 VAHT Streetlight Income	445	853	600	(253)			142.2%	
Finance & General Income :- Income	445	362,504	361,878	(626)			100.2%	0
Net Income	445	362,504	361,878	(626)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	1,526	2,000	475		475	76.3%	
4550 Communications - Publicity	94	5,438	5,750	312		312	94.6%	
4555 Communications - Website	19	2,247	1,500	(747)		(747)	149.8%	
4560 Financial - Bank Charges	44	494	580	86		86	85.2%	
4565 Financial - Fees - Audit	395	290	2,300	2,010		2,010	12.6%	
4570 Financial - Fees - Legal	0	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	7,111	5,940	(1,171)		(1,171)	119.7%	
4580 Financial - Software	0	566	800	234		234	70.8%	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	(69.8%)	
4615 Office - Broadband/Tel/Fax	112	1,215	1,600	385		385	75.9%	
4620 Office - Copier	117	1,053	1,750	697		697	60.2%	
4621 Office - Equipment - Expend	312	3,142	5,500	2,358		2,358	57.1%	
4625 Office - Equipment Capital	0	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	178	331	500	169		169	66.2%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	399	1,875	2,000	125		125	93.7%	
4655 Office - Utilities - Water	0	62	150	88		88	41.6%	
4660 Property Mgt - Clock Tower	89	1,301	2,000	699		699	65.0%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	0	83	5,000	4,917		4,917	1.7%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,874	2,000	126		126	93.7%	
4690 Misc - Chairman's Expenses	0	473	1,200	727		727	39.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	540	1,200	660		660	45.0%	
4700 Misc Sundry Expenses Finance	27	415	500	85		85	83.1%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	21	3,000	2,979		2,979	0.7%	
Finance & General Expenditure :- Indirect Expenditure	1,846	30,575	51,245	20,670	0	20,670	59.7%	0
Net Expenditure	(1,846)	(30,575)	(51,245)	(20,670)				

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 09/02/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Grants out - S137								
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	0	2,270	5,000	2,730		2,730	45.4%	
Grants out - S137 :- Indirect Expenditure	0	31,270	34,000	2,730	0	2,730	92.0%	0
Net Expenditure	0	(31,270)	(34,000)	(2,730)				
320 Staffing								
4800 Staffing - Amenities - Wages	5,683	59,472	71,563	12,091		12,091	83.1%	
4801 Staffing - Amenities - NIC	603	5,994	6,580	586		586	91.1%	
4802 Staffing - Amenities-Pension	1,052	7,841	10,193	2,352		2,352	76.9%	
4810 Staffing - F&G - Wages	6,313	63,199	97,586	34,387		34,387	64.8%	
4811 Staffing - F&G - NIC	669	6,757	8,952	2,195		2,195	75.5%	
4812 Staffing - F&G - Pension	312	3,130	6,196	3,066		3,066	50.5%	
4816 Staffing F&G Student Loan	49	401	0	(401)		(401)	0.0%	
4845 Payroll Charges	60	600	750	150		150	80.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	450	3,218	3,000	(218)		(218)	107.3%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	22	171	240	69		69	71.3%	
Staffing :- Indirect Expenditure	15,214	154,165	209,060	54,895	0	54,895	73.7%	0
Net Expenditure	(15,214)	(154,165)	(209,060)	(54,895)				
980 Amenities EMR projects								
9108 EMR - Skate Park	0	617	0	(617)		(617)	0.0%	617
9110 EMR - Clock Tower Fountain/wal	0	14,096	0	(14,096)		(14,096)	0.0%	14,096
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9115 EMR - HS2 Funded Pond Works	0	9,440	0	(9,440)		(9,440)	0.0%	9,440
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,350	0	(6,350)		(6,350)	0.0%	6,350
9127 EMR - New Christmas Tree Light	0	8,397	0	(8,397)		(8,397)	0.0%	8,397
Amenities EMR projects :- Indirect Expenditure	0	44,387	0	(44,387)	0	(44,387)		44,387
Net Expenditure	0	(44,387)	0	44,387				
6000 plus Transfer From EMR	0	44,387						
Movement to/(from) Gen Reserve	0	0						

Continued over page



09/02/2024

Wendover Parish Council Current Year

Page 5

10:05

Detailed Income & Expenditure by Budget Heading 09/02/2024

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	6,119	400,421	399,475	(946)			100.2%	
Expenditure	20,896	344,161	399,475	55,314	0	55,314	86.2%	
Net Income over Expenditure	(14,777)	56,260	0	(56,260)				
plus Transfer From EMR	0	48,054						
Movement to/(from) Gen Reserve	(14,777)	104,314						



09/02/2024

Wendover Parish Council Current Year

Page 1

09:59

Earmarked Reserves

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



09/02/2024

Wendover Parish Council Current Year

Page 1

10:00

Detailed Balance Sheet - Excluding Stock Movement

Month 11 Date 09/02/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	2,237	
200	Current Bank Account	25,328	
202	Flagstone	261,251	
	Total Current Assets		289,020
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,770	
	Total Current Liabilities		1,770
	Net Current Assets		287,250
	Total Assets less Current Liabilities		287,250
	<u>Represented by :-</u>		
300	Current Year Fund	17,960	
310	General Reserves	172,044	
338	Hampden Pond EMR	(1,640)	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	905	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	14,384	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	3,650	
363	Christmas Lights EMR	1,603	
364	Climate Action EMR	5,000	
	Total Equity		287,250



b) Over £500 report and VAT claim

09/02/2024

Wendover Parish Council Current Year

10:09

**Cashbook transactions totalling £500.00 or more
for the period 01/10/2023 to 31/12/2023**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Current Bank Account	7	30/10/2023	DD	Smart Pensions	778.30
1	Current Bank Account	7	05/10/2023	BACS	Sparkx Ltd	1,638.50
1	Current Bank Account	7	05/10/2023	BACS	Marley Design	600.00
1	Current Bank Account	7	31/10/2023	BACS	Bucks LGPS Pension	849.63
1	Current Bank Account	7	31/10/2023	BACS	Her Majesty's Revenue & Custom	3,377.00
1	Current Bank Account	7	31/10/2023	BACS	Salaries	8,606.06
1	Current Bank Account	7	18/10/2023	BACS	Sparkx Ltd	3,391.80
1	Current Bank Account	7	18/10/2023	BACS	Aquaserve Management	5,704.27
1	Current Bank Account	7	18/10/2023	BACS	Aquaserve Maintenance	31,406.92
1	Current Bank Account	7	19/10/2023	DD	Drax	1,230.52
9	Flagstone	7	24/10/2023	TFR	Current Bank Account	20,000.00
9	Flagstone	7	03/10/2023	TFR	Current Bank Account	44,955.00
1	Current Bank Account	7	04/10/2023	BACS	Friends of Wendover Guides	1,000.00
1	Current Bank Account	7	27/10/2023	CARD	Kingspan Water ta Tanks Direct	888.00
1	Current Bank Account	7	20/10/2023	CARD	Chesham Fencing	972.24
1	Current Bank Account	8	19/11/2023	DD	Drax	1,271.53
1	Current Bank Account	8	06/11/2023	DD	BP FUEL CARDS LTD	517.96
1	Current Bank Account	8	09/11/2023	BACS	WAVUS	750.00
1	Current Bank Account	8	09/11/2023	BACS	Marley Design	650.00
1	Current Bank Account	8	09/11/2023	BACS	Gallagher	5,207.42
1	Current Bank Account	8	09/11/2023	BACS	Sparkx Ltd	643.20
1	Current Bank Account	8	09/11/2023	BACS	Sparkx Ltd	969.60
1	Current Bank Account	8	09/11/2023	BACS	Farol Limited	640.70
1	Current Bank Account	8	09/11/2023	BACS	Pat Kernan Tree Surgery	1,080.00
1	Current Bank Account	8	22/11/2023	BACS	Farol Limited	5,454.00
1	Current Bank Account	8	30/11/2023	BACS	Her Majesty's Revenue & Custom	5,691.09
1	Current Bank Account	8	22/11/2023	BACS	King Logs and Fencing	1,290.00
1	Current Bank Account	8	22/11/2023	BACS	Bucks LGPS Pension	1,340.41
1	Current Bank Account	8	22/11/2023	BACS	Peterley Farm	1,145.00
1	Current Bank Account	8	30/11/2023	BACS	Salaries	12,389.40
1	Current Bank Account	8	22/11/2023	BACS	Sparkx Ltd	3,480.00
1	Current Bank Account	8	22/11/2023	BACS	Sparkx Ltd	1,016.40
1	Current Bank Account	8	22/11/2023	BACS	Strawberry Fieldz	550.00
1	Current Bank Account	8	26/11/2023	DD	Smart Pensions	1,193.84
9	Flagstone	8	27/11/2023	TFR	Current Bank Account	11,940.00
1	Current Bank Account	9	06/12/2023	BACS	Windowflowers	2,196.00
1	Current Bank Account	9	06/12/2023	BACS	Sparkx Ltd	1,851.60
1	Current Bank Account	9	24/12/2023	DD	Buckinghamshire Council	695.04
1	Current Bank Account	8	22/11/2023	BACS	Farol Limited	5,454.00
1	Current Bank Account	8	22/11/2023	BACS	Farol Limited	5,454.00
9	Flagstone	9	08/12/2023	TFRFLG	Current Bank Account	34,972.65
1	Current Bank Account	9	06/12/2023	BACS	Young Creative Writers	520.00
1	Current Bank Account	9	21/12/2023	BACS	One Call Building Services Ltd	16,914.60
1	Current Bank Account	9	21/12/2023	BACS	Sparkx Ltd	735.60
1	Current Bank Account	9	21/12/2023	BACS	Sparkx Ltd	7,869.60
1	Current Bank Account	9	21/12/2023	BACS	Sparkx Ltd	2,142.00
1	Current Bank Account	9	21/12/2023	BACS	Sparkx Ltd	4,747.52
1	Current Bank Account	9	21/12/2023	BACS	Aston Building Surveyors	1,268.60



09/02/2024

Wendover Parish Council Current Year

10:09

**Cashbook transactions totalling £500.00 or more
for the period 01/10/2023 to 31/12/2023**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Current Bank Account	9	21/12/2023	BACS	Active Risk Management Service	1,075.00
1	Current Bank Account	9	21/12/2023	BACS	Her Majesty's Revenue & Custom	4,115.38
1	Current Bank Account	9	21/12/2023	BACS	Salaries	9,622.99
1	Current Bank Account	9	21/12/2023	BACS	LGPS	880.29
1	Current Bank Account	9	23/12/2023	DD	Smart Pensions	920.64
1	Current Bank Account	9	18/12/2023	DD	Drax	1,230.52
9	Flagstone	9	22/12/2023	FLG-TFR	Current Bank Account	20,000.00
9	Flagstone	9	20/12/2023	TFRFLG	Current Bank Account	20,000.00
1	Current Bank Account	9	22/12/2023	FLG	Flagstone	20,000.00
1	Current Bank Account	9	22/12/2023	BACS	Zurich Insurance	1,904.04

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>
1	Current Bank Account	7	24/10/2023	20,000.00
1	Current Bank Account	7	03/10/2023	44,955.00
1	Current Bank Account	7	04/10/2023	21,486.00
1	Current Bank Account	7	31/10/2023	888.33
1	Current Bank Account	8	06/11/2023	6,152.85
1	Current Bank Account	8	27/11/2023	11,940.00
1	Current Bank Account	8	22/11/2023	888.33
1	Current Bank Account	9	08/12/2023	34,972.65
1	Current Bank Account	9	22/12/2023	20,000.00
1	Current Bank Account	9	20/12/2023	20,000.00
1	Current Bank Account	9	22/12/2023	888.33
9	Flagstone	9	22/12/2023	20,000.00



Submit to HMRC On VAT Archive Completion

Date 12/01/2024 **Wendover Parish Council Current Year** Page 1
 Time 13:13 End Date of Assessment Month 9

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
Cashbook				
01/10/2023	244155576	Hilux lease	Wendover Parish Council	74.05
02/10/2023	979451367	Replacement Christmas Lights	Wendover Parish Council	34.58
05/10/2023	918382014	Remove vandalised play eqp	Wendover Parish Council	10.00
05/10/2023	984 1348 94	Repair 105 386 392 381a 91	Wendover Parish Council	273.08
05/10/2023	353157016	Heavy duty cleaning wipes	Wendover Parish Council	4.61
06/10/2023	100208881	Fuel Costs - Sep	Wendover Parish Council	78.76
06/10/2023	301562110	Christmas presents - santa gro	Wendover Parish Council	24.00
06/10/2023	198887416	Admin Fee	Wendover Parish Council	3.00
08/10/2023	190023639	Rawlplug and screws	Wendover Parish Council	2.33
08/10/2023	190023639	Screws and rawlplugs	Wendover Parish Council	2.08
10/10/2023	132120183	Roundup Proactive Pro	Wendover Parish Council	13.33
10/10/2023	984 1348 94	4963 Additional	Wendover Parish Council	54.62
11/10/2023	341736114	Hilux seat covers	Wendover Parish Council	10.16
12/10/2023	282256258	Frames for BKV certs	Wendover Parish Council	4.18
15/10/2023	684966762	Manor Waste Elec	Wendover Parish Council	1.20
15/10/2023	684966762	Clock Tower Elec	Wendover Parish Council	4.93
15/10/2023	684966762	Site Safe Elec	Wendover Parish Council	0.83
17/10/2023	245719348	Broadband and phone	Wendover Parish Council	21.41
18/10/2023	935 4213 34	Payroll Services	Wendover Parish Council	12.00
18/10/2023	197523963	final works - cesspit	Wendover Parish Council	70.00
18/10/2023	984 1348 94	77a,39,37,384,385,59,345,369	Wendover Parish Council	565.30
18/10/2023	264621310	Management Plan/RA	Wendover Parish Council	950.71
18/10/2023	293275772	Pond works - lily/bank/trees	Wendover Parish Council	5,234.49
19/10/2023	818290029	Streetlight electricity	Wendover Parish Council	205.09
20/10/2023	305634227	tabletop flipcharts hs2 mtg	Wendover Parish Council	9.84
20/10/2023	302254509	wood supply rain harvesters	Wendover Parish Council	162.04
20/10/2023	639237322	Office 365 business basic	Wendover Parish Council	13.72
23/10/2023	235010805	One to one meeting refreshment	Wendover Parish Council	1.19
24/10/2023	190023639	Post it notes for HS2 mtg	Wendover Parish Council	2.47
24/10/2023	305634227	flipchart markers HS2 mtg	Wendover Parish Council	3.85
24/10/2023	305634227	Christmas decorations	Wendover Parish Council	6.83
25/10/2023	166686462	gazebo leg weights	Wendover Parish Council	22.33
26/10/2023	779019395	adobe pro	Wendover Parish Council	3.33
27/10/2023	302254509	Wood supply - rain harvesters	Wendover Parish Council	65.80
27/10/2023	412512403	water tanks for rain harvester	Wendover Parish Council	148.00
30/10/2023	190023639	Coffee machine	Wendover Parish Council	6.00
30/10/2023	190023639	paper towel dispenser	Wendover Parish Council	4.01
01/11/2023	220430231	Light bulbs	Wendover Parish Council	0.88

Balance Carried Forward Page 1 8,105.03



Submit to HMRC On VAT Archive Completion

Date 12/01/2024

Wendover Parish Council Current Year

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Time 13:13

End Date of Assessment Month 9

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
02/11/2023	169879037	Leaflet distribution HS2 event	Wendover Parish Council	31.61
03/11/2023	244155576	Hilux vehicle hire	Wendover Parish Council	74.05
06/11/2023	100208881	Fuel Charges Oct	Wendover Parish Council	86.33
06/11/2023	305634227	Replacement mini tree lights	Wendover Parish Council	20.82
07/11/2023	198887416	Pension admin fee	Wendover Parish Council	4.40
08/11/2023	372851186	Website domain W2W	Wendover Parish Council	2.08
09/11/2023	706542643	Monthly copier costs	Wendover Parish Council	23.40
09/11/2023	984 1348 94	Light repairs 312/175	Wendover Parish Council	107.20
09/11/2023	984 1348 94	Light repair 46/243	Wendover Parish Council	161.60
09/11/2023	448 5888 86	repairs to cutting deck	Wendover Parish Council	106.78
09/11/2023	935 4213 34	Payroll processing	Wendover Parish Council	12.00
09/11/2023	296312096	Annual subscription	Wendover Parish Council	30.00
09/11/2023	120 9314 49	Tree works Withcell and Heron	Wendover Parish Council	180.00
09/11/2023	596151223	Acorn Nurseries	Wendover Parish Council	50.00
12/11/2023	282256258	Frames for BKV certificates	Wendover Parish Council	3.35
13/11/2023	302254509	Timber supplies - water harvesters	Wendover Parish Council	19.40
14/11/2023	9210811753	cable ties	Wendover Parish Council	5.11
14/11/2023	422484856	guttering for water harvesters	Wendover Parish Council	11.30
14/11/2023	305634227	Floor mop set	Wendover Parish Council	14.82
14/11/2023	422484856	materials - water harvesters	Wendover Parish Council	31.06
15/11/2023	684966762	Manor Waste - Electricity	Wendover Parish Council	3.38
15/11/2023	684966762	Clock tower electricity	Wendover Parish Council	8.74
15/11/2023	684966762	Site safe electricity	Wendover Parish Council	1.10
16/11/2023	302254509	Felt nails - water harvesters	Wendover Parish Council	0.60
17/11/2023	245719348	Monthly phone and broadband	Wendover Parish Council	21.41
19/11/2023	818290029	Streetlight electricity	Wendover Parish Council	211.92
20/11/2023	868379851	Office supplies	Wendover Parish Council	0.75
20/11/2023	420586900	Paper cups HS2 meeting	Wendover Parish Council	1.66
20/11/2023	639237322	MS365 basic licenses	Wendover Parish Council	13.72
21/11/2023	305634227	Batteries	Wendover Parish Council	2.31
22/11/2023	448 5888 86	JD Cutting Deck 62"	Wendover Parish Council	909.00
22/11/2023	370 1810 81	High St Christmas Trees	Wendover Parish Council	190.83
22/11/2023	979124287	Cesspit empty	Wendover Parish Council	33.00
22/11/2023	663428916	Christmas banners	Wendover Parish Council	21.62
22/11/2023	984 1348 94	Full Column replacement (9)	Wendover Parish Council	580.00
22/11/2023	984 1348 94	Light repairs 34/81/323/67	Wendover Parish Council	169.40
22/11/2023	406833402	allotment clearance	Wendover Parish Council	70.00
22/11/2023	448 5888 86	rotary cutting deck	Wendover Parish Council	909.00
22/11/2023	448 5888 86	ERROR - DUPLICATE	Wendover Parish Council	909.00

Balance Carried Forward Page 2

13,137.78



Submit to HMRC On VAT Archive Completion

Date 12/01/2024

Wendover Parish Council Current Year

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Time 13:13

End Date of Assessment Month 9

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
22/11/2023	157993061	SumUp card reader machine	Wendover Parish Council	10.80
22/11/2023	448 5888 86	DUPLICATE - ERROR CORRECT	Wendover Parish Council	-1,818.00
23/11/2023	268065679	trays and platters HS2 caterin	Wendover Parish Council	3.42
23/11/2023	305634227	Laminating Pouch	Wendover Parish Council	3.66
24/11/2023	372851186	Website hosting 12m (W2W)	Wendover Parish Council	26.40
26/11/2023	779019395	Acrobat pro plan	Wendover Parish Council	3.33
27/11/2023	194261944	Wine and glass hire HS2 mtg	Wendover Parish Council	20.16
27/11/2023	282256528	Refund - damaged frame	Wendover Parish Council	-0.42
01/12/2023	190023639	Hand warmers - xmas event	Wendover Parish Council	3.16
01/12/2023	244155576	Hilux lease	Wendover Parish Council	74.05
04/12/2023	868379851	Office supplies	Wendover Parish Council	0.80
04/12/2023	797077669	Hilux supplies	Wendover Parish Council	4.58
05/12/2023	245719348	Office phone and broadband	Wendover Parish Council	21.41
05/12/2023	198887416	Admin fee	Wendover Parish Council	4.40
05/12/2023	305634227	Watering Can	Wendover Parish Council	1.75
06/12/2023	706542643	Copier costs	Wendover Parish Council	23.40
06/12/2023	537 8792 89	Manor waste flowers	Wendover Parish Council	74.00
06/12/2023	537 8792 89	Hanging baskets	Wendover Parish Council	366.00
06/12/2023	984 1348 94	Streetlights 66,67,91,110	Wendover Parish Council	308.60
06/12/2023	125 6772 59	Strike repair and service	Wendover Parish Council	35.00
06/12/2023	370 1810 81	additional mini trees	Wendover Parish Council	5.00
06/12/2023	100208881	Fuel - nov	Wendover Parish Council	41.76
07/12/2023	305634227	batteries - bank authenticator	Wendover Parish Council	1.33
07/12/2023	558717696	Wall planner for office	Wendover Parish Council	2.37
15/12/2023	684966762	Manor Waste Electricity	Wendover Parish Council	1.67
15/12/2023	684966762	Site Safe electricity	Wendover Parish Council	1.47
15/12/2023	684966762	Clock Tower electricity	Wendover Parish Council	74.66
15/12/2023	448588886	Resin remover	Wendover Parish Council	8.80
15/12/2023	749720111	Drain covers - sitesafe	Wendover Parish Council	1.96
15/12/2023	215337920	Councillor Christmas Meal Cont	Wendover Parish Council	15.84
15/12/2023	215337920	correct miskey	Wendover Parish Council	0.08
18/12/2023	305634227	Henry Hoover Bags	Wendover Parish Council	2.69
18/12/2023	818290029	Streetlight elec bill	Wendover Parish Council	205.09
20/12/2023	639237322	365 Licenses	Wendover Parish Council	13.72
21/12/2023	182569280	Repair and restore CT Wall	Wendover Parish Council	2,819.10
21/12/2023	984 1348 94	Streetlights 405 210	Wendover Parish Council	122.60
21/12/2023	984 1348 94	Christmas decoration upgrades	Wendover Parish Council	1,311.60
21/12/2023	984 1348 94	Light repair 64 194 91 125 120	Wendover Parish Council	357.00
21/12/2023	984 1348 94	Christmas lights install	Wendover Parish Council	791.25
Balance Carried Forward Page 3				18,082.27



Submit to HMRC On VAT Archive Completion

Date 12/01/2024 Wendover Parish Council Current Year Page 4
Time 13:13 End Date of Assessment Month 9

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
21/12/2023	935 4213 34	Nov payroll - inc pay rise cal	Wendover Parish Council	24.00
21/12/2023	194 5295 29	Barriers for xmas event	Wendover Parish Council	17.00
21/12/2023	685857664	Project mgmt - CT Wall	Wendover Parish Council	211.43
21/12/2023	253551022	service and repair cutters	Wendover Parish Council	32.00
24/12/2023	337784854	Install 2 dog bins on PMG	Wendover Parish Council	115.84
26/12/2023	779019395	Adobe pro subs	Wendover Parish Council	3.33
Total VAT Detail from Cashbook				18,485.87

.....
(Full name in BLOCK LETTERS)

am claiming a refund of eighteen thousand, four hundred and eighty five pounds and 87 pence £ 18,485.87
(Pounds in words pence in figures)

which is the VAT charged on goods and services bought for non-business activities. *The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no claim for input tax. If not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature Date 12/1/24
..... (officer)

*Delete as appropriate

Data Protection Act 1998

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.



c) Bank reconciliations

Date: 09/02/2024 Wendover Parish Council Current Year Page 1
 Time: 09:25 Bank Reconciliation Statement as at 31/01/2024 User: CLERK
for Cashbook 1 - Current Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
Lloyds Bus. Extra - 01471913	31/01/2024	87	30,435.59
			30,435.59
Unpresented Payments (Minus)		Amount	
1 - 26/01/2024 BACS Phenom Networks		156.87	
1 - 26/01/2024 BACS PawPrint		140.40	
1 - 26/01/2024 BACS Caloo Ltd		78.00	
2 - 28/01/2024 DD Smart Pensions		837.74	
			1,213.01
			29,222.58
Unpresented Receipts (Plus)			
		0.00	
			0.00
			29,222.58
		Balance per Cash Book is :-	29,222.58
		Difference is :-	0.00

Signatory 1:

Name A. SMITH Signed  Date 9/2/24

Signatory 2:

Name Signed Date

Unrepresented cheques.

- ① Payment on set up day after amenities but did not get second auth until 2/2 but payments relate to Feb so left them in the a/c
- ② for some reason SMART pensions did not call on the money until 6/2. There is no indication why



Date: 12/01/2024

Wendover Parish Council Current Year

Page 1

Time: 12:32

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 1 - Current Bank Account

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	31/12/2023	83	26,313.27
			<u>26,313.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			26,313.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			26,313.27
		Balance per Cash Book is :-	26,313.27
		Difference is :-	0.00

Signatory 1:

Name A. SMITHSigned Date 12/1

Signatory 2:

Name C. GALLAGHERSigned Date 12/1



Date: 12/12/2023

Wendover Parish Council Current Year

Page 1

Time: 15:41

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 1 - Current Bank Account

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bus. Extra - 01471913	30/11/2023	78	32,537.05
			<u>32,537.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,537.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,537.05
		Balance per Cash Book is :-	32,537.05
		Difference is :-	0.00

Signatory 1:

Name Signed *A. Smith* Date *12/12/23*

Signatory 2:

Name *C. Gallagher* Signed Date *12/1/24*

*NOTE: Bank no longer providing bank of via the post.
This will be last month with bank statements*



Date: 08/02/2024

Wendover Parish Council Current Year

Page 1

Time: 11:18

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 9 - Flagstone

User: CLERK

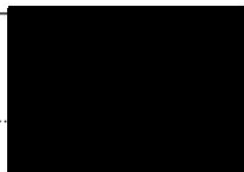
<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	31/01/2024	20	281,251.08
			<u>281,251.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			281,251.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,251.08
		Balance per Cash Book is :-	281,251.08
		Difference is :-	0.00

Signatory 1:

Name

A SMITH

Signed



Date

9/2/24

Signatory 2:

Name

Signed

Date



Date: 12/01/2024

Wendover Parish Council Current Year

Page 1

Time: 12:58

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 9 - Flagstone

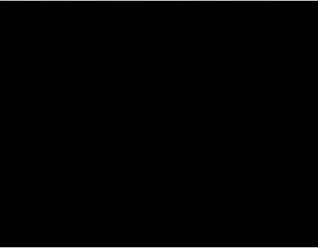
User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	31/12/2023	21	281,294.60
			<u>281,294.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			281,294.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			281,294.60
		Balance per Cash Book is :-	281,294.60
		Difference is :-	0.00

Signatory 1:

Name A. SMITH Signed  Date 12/1

Signatory 2:

Name C. GILLMAN Signed  Date 12/1/24



Date: 12/12/2023

Wendover Parish Council Current Year

Page 1

Time: 16:04

Bank Reconciliation Statement as at 30/11/2023
for Cashbook 9 - Flagstone

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Flagstone WEND001C	30/11/2023	20	336,315.68
			<u>336,315.68</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			336,315.68
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			336,315.68
		Balance per Cash Book is :-	336,315.68
		Difference is :-	0.00

Signator

Name

Signed

A. Smith

Date

12/12/23

Signator

Name

Signed

C. G. ...

Date

12/1/24



Date: 08/02/2024

Wendover Parish Council Current Year

Page 1

Time: 11:23

Bank Reconciliation Statement as at 31/01/2024
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2024	0	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1



Name

Signed

A. Smith

Date

9/2/24

Signatory 2

Name

Signed

Date



Date: 12/01/2024

Wendover Parish Council Current Year

Page 1

Time: 13:00

Bank Reconciliation Statement as at 31/12/2023
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2023		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name *A. SMITH* Signed
Date *12/1*

Signatory 2:

Name *C. GALLAGHER* Signed
Date *12/1*



Date: 12/12/2023

Wendover Parish Council Current Year

Page 1

Time: 15:43

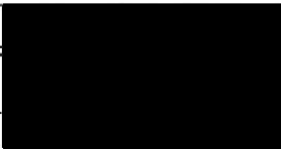
Bank Reconciliation Statement as at 30/11/2023
for Cashbook 4 - Petty Cash

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/11/2023	0	200.00
			<u>200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		Balance per Cash Book is :-	200.00
		Difference is :-	0.00

Signatory 1:

Name



Signed

A. SMITH

Date

12/12/23

Signatory 2:

Name

C. GALLAGHER

Signed



Date

12/1/24

NOTE: £200 USED AS PETTY CASH FLOAT FOR CHRISTMAS EVENT ON 2/12
£200 BANKED BACK TO BANK A/C ON 4/12



d) End of year projections

Wendover Parish Council Current Year										
Detailed Income & Expenditure by Budget Heading MONTH: 11 Forecast made on actual YTD figures for month 11	Actual			Budget			Forecast			
	Last Yr	YTD	Annual	Annual	Variance	%	Extplt	Clerk	Variance	Basis of forecast and notes
100 Amenities Income										
1000 Allotment Rent	1,630	1,743	1,630	1,743	(113)	106.9%	1,901	1,743	113	Most rents are in - just dealing with a couple of empty plots
1005 Charter Fair	220	220	220	240	0	100.0%	240	220	0	
1010 Cricket Club Lease	300	225	300	75	75.0%		245	300	0	
1021 Markets - Local Produce	1,505	665	2,000	1,335	33.3%		725	900	(1,100)	stall numbers are down and we did a free pitch month to generate interest
1022 Markets - Weekly Market	9,772	9,772	10,660	888	91.7%		10,660	10,660	0	Shortfall has been recovered
1030 Other Rental (Ashbrook)	1,649	1,148	2,045	897	56.1%		1,252	1,398	(647)	
1035 BCC Devolved Footpaths Income	17,613	19,198	18,142	(1,056)	105.8%		20,943	19,198	1,056	That is all we are due!
1214 Christmas Trees	2,053	1,601	2,000	399	80.1%		1,747	1,700	(300)	Trees income agreed to be a donation to the skate park fund
1260 Xmas event income	589	1,446	500	(946)	289.2%		1,577	600	100	We had three smaller sponsors rather than one big sponsor
1261 Rifle Club Lease	100	100	100	0	100.0%		109	100	0	No current reason to believe any variances
1262 Fundraising income	0	1,800	0	(1,800)			1,964	2,000	2,000	Income for skatepark from christmas baubles
AMENITIES INCOME TOTAL	35,431	36,118	37,597	1,479	96.1%		39,401	36,819	(778)	
125 Events Expenditure										
4100 Annual Parish Meeting excl refs	100	512	500	(12)	102.4%		559	512	12	
4105 Christmas Decorations	5,165	5,078	6,000	922	84.6%		5,540	5,078	(922)	Last year something was not charged for that should have been, need to pay it this year. This does not include the refurb of the lights
4109 Promo Materials	8	996	500	(496)	199.2%		1,087	1,087	587	We are doing more work for the WZW which is coming from this budget
4110 Entertainment & Events	2,426	1,963	5,000	3,037	39.3%		2,141	5,000	0	No current reason to believe any variances
4111 RAF Freedom Parade	0	3,667	0	(3,667)			4,000	3,667	3,667	This will be final budget but is covered by EMR and leaves £4333 to tfr to Gen Res
4112 Floral Display	3,724	4,400	5,000	600	88.0%		4,800	4,400	(600)	
4122 Markets - Local Produce	388	425	500	75	85.0%		464	500	0	We are going to need to do some more promotions and events
4124 Markets - Business Rates	1,098	898	1,500	602	59.9%		980	898.2	(602)	Rates seem to have come down this year and this is the final bill#
4125 Markets - Water	56	62	50	(12)	124.0%		68	62	12	This is an annual charge and so the final cost
4126 Markets - Electric	433	397	300	(97)	132.3%		433	433	133	This seems to be an accurate EOY position
4130 Quiz	311	40	100	60	40.0%		44	300	200	Rent of Bowls club rapidly increased and hire not accounted for in original budget
4132 Christmas Celebration Event	2,259	2,679	2,500	(179)	107.2%		2,923	2,679	179	Some costs that normally go into general event costs took this over
EVENTS EXPENDITURE TOTAL	15,968	21,117	21,950	833	96.2%		23,037	24,616	(1,001)	
6000 TFR FROM EMR		3,667							3,667	
Net movement to gen reserve	(15,968)	(17,450)								



	Actual		YTD	Annual	Budget		%	Extr/late	Forecast		Basis of forecast and notes	
	Last Yr				Variance	Variance			Clerk	Variance		
130 Highways Expenditure												
4200 Bus Shelters	0	0	0	750	750	0.0%	0	0	0	(750)	No current need for expenditure	
4210 Refuse Bins	0	0	0	500	500	0.0%	0	0	0	(500)	No current need for expenditure	
4211 Sever weather (salt etc	0	0	0	500	500	0.0%	0	500	0	0	Will need to restock on salt/grit	
4215 Street Furniture - Purchase	755	0	0	2,000	2,000	0.0%	0	1000	0	(1,000)	No forecast expenditure but there is damage to a bus shelter which may need attention	
HIGHWAY EXPENDITURE TOTAL	755	0	0	3,750	3,750	0.0%	0	1,500	0	(2,250)		
6000 TFR FROM EMR												
Net movement to gen reserve	(755)	0										
135 Street Lighting Expenditure												
4300 Electricity	12,587	10,459	10,459	13,000	2,541	80.5%	11,410	12000	(1,000)	12,000	electricity costs are remaining stable but may increase slightly in Feb	
4305 Maintenance	9,910	17,967	17,967	7,000	(10,967)	256.7%	19,600	19600	12,600	12,600	Light failures are increasing significantly as some lights are nearly 10 years old	
4315 New Columns (not LEDs)	2,270	2,900	2,900	7,000	4,100	41.4%	3,164	2900	(4,100)	2900	We are forecast to only replace one column	
4320 Streetlighting Inspections	1,005	0	0	1,500	1,500	0.0%	0	1500	0	1500	no current reason to believe any variances	
STREET LIGHT TOTAL	25,772	31,326	31,326	28,500	(2,826)	109.9%	34,174	36,000	7,500			
6000 TFR FROM EMR												
Net movement to gen reserve	(25,772)	(31,326)										



	Actual		Budget		Ex/plate	Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance		%	Clerk	
140 Recreation Expenditure								
4400 Dog Bin Emptying	2,228	858	2,050	1,192	41.9%	936	2900	850 We have added 2 bins at PMG
4405 Maintenance - Fences, etc	420	1,372	1,500	128	91.5%	1,497	1500	0 Need to replace fences at LR allotments and create compost pens
4410 Maintenance - Groundworks	3,523	3,837	5,000	1,163	76.7%	4,186	5000	0 Allowing for current planned works Allotments, Wittchell Stream and Benches
4415 Maintenance - Inspections, etc	0	90	1,800	1,710	5.0%	98	1000	(800) This will allow for playground inspections
4416 Pond Works	83	50	1,500	1,450	3.3%	55	800	(700) replacement trees/guards and potentially bark chippings and soil
4417 Tree Works	1,114	4,200	2,500	(1,700)	168.0%	4,582	6200	3,700 £1860 due but no more work planned before end of march
4418 Tree Inspections	0	1,680	1,800	120	93.3%	1,833	1680	(120)
4421 Orchard Maintenance	1,122	721	600	(121)	120.2%	787	721	121
4425 Capital Expenditure (asset pur	14,893	9,390	10,000	610	93.9%	10,244	9390	(610) Should be final amount
4430 Mower/Maintenance	2,350	2,399	2,000	(399)	120.0%	2,617	2400	400 Current mowing season yet to start and all invoices accounted in this forecast
4440 Play Equip - Repairs & Maint	1,618	4,777	8,000	3,223	59.7%	5,211	8000	0 There are some significant repairs to make following recent inspections
4450 Premises - Garage Rent	1,565	1,485	1,620	135	91.7%	1,620	1620	0 no current reason to believe any variances
4455 Premises - SiteSafe Electrics	576	126	200	74	63.0%	137	200	0 Issues with a new meter means we had a refund and are ahead of budget but this will go before eoy
4460 Premises - SiteSafe Rates	0	160	0	(160)		175	0	0 Misposting and will need to correct
4465 Premises - SiteSafe Water, etc	271	188	300	112	62.7%	205	300	0 Meter readings have reduced the bill based on consumption
4475 Misc - Fuel	3,154	3,196	3,000	(196)	106.5%	3,487	3500	500 Fuel prices are on the rise again
4480 Misc - Materials & Tools	1,628	682	2,500	1,818	27.3%	744	1500	(1,000) Need electrical connections and misc tools for events
4481 Machinery/Tool Service Repair	1,180	388	3,500	3,112	11.1%	423	1500	(2,000) To allow for annual equipment repair and service over winter
4485 Misc - Protective Clothing	241	402	400	(2)	100.5%	439	1000	600 There is a need to replace the grounds team PPE
4490 Misc - Refuse Bins	796	826	1,200	374	68.8%	901	1100	(100) no current reason to believe any variances
4495 Misc - Sundries Recreation	706	235	1,000	765	23.5%	256	700	(300) no current plans for this budget
4497 Defibrillators	1,502	0	500	500	0.0%	0	0	(500) Spent a lot of money last year upgrading and new batteries so...
RECREATION TOTAL	38,970	37,062	50,970	13,908	72.7%	40,481	51,011	41
6000 TFR FROM EMR								
Net movement to gen reserve	(38,970)	(37,062)						



	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Extrplate	Clerk	
200 Finance & General Income							
1205 Wittchell Trust Grant	261	195	200	5	213	380	180 Increase in interest rates is helping
1210 Interest Received ex Deposits	3,340	1,815	2,000	185	1,980	5,000	3,000 Increase in interest rates is helping
1215 Miscellaneous Income	3,826	562	0	(562)	613	562	562 Coronation event but nothing else planned
1250 Precept Received	326,328	359,078	359,078	0	391,721	359,078	0
1266 VAHT Streetlight Income	609	853	600	(253)	931	816	216 Higher electricity costs passed on in Fairhive recharge
F&G INCOME TOTAL	334,364	362,503	361,878	(625)	395,245	365,456	3,778
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	688	1,526	2,000	474	1,665	1,526	(474)
4550 Communications - Publicity	6,342	5,613	5,750	137	6,123	7,500	1,750 A lot of time and publicity has been spent on W2W work and now work is properly
4555 Communications - Website	1,706	2,359	1,500	(859)	2,573	3,000	1,500 cost centred here from other budgets
4560 Financial - Bank Charges	457	494	580	86	539	580	0 Also includes sum up charges
4565 Financial - Fees - Audit	1,701	290	2,300	2,010	316	1,500	(800) Budget accrues for external audit fee from last financial year which was cheaper than
4570 Financial - Fees - Legal	(750)	606	2,000	1,394	661	1,500	(500) amend lease to the rifle club
4575 Financial - Insurance	7,932	7,111	5,940	(1,171)	7,757	7,950	2,010 last years budget did not allow for increase due to Hilux and this has been copied through to this years budget
4580 Financial - Software	776	566	800	234	617	566	(234)
4582 End of Year Support RBS	558	(558)	800	1,358	(609)	(558)	(1,358) This was accrued for but we did not need their support
4615 Office - Broadband/Tel/Fax	2,038	1,327	1,600	273	1,448	1,600	0
4620 Office - Copier	1,404	1,053	1,750	697	1,149	1,400	(350)
4621 Office - Equipment - Expend	3,724	3,158	5,500	2,342	3,445	3,500	(2,000) No planned equipment requirements
4625 Office - Equipment Capital	162	450	1,000	550	491	1,000	0
4630 Office - Postage & Stationery	540	352	500	148	384	390	(110)
4640 Office - Testing - Electrical	60	0	75	75	0	75	0
4645 Office - Testing - Fire	248	0	300	300	0	300	0
4650 Office - Utilities - Electric	2,639	2,328	2,000	(328)	2,540	2,540	540 Higher energy costs
4655 Office - Utilities - Water	113	126	150	24	137	137	(13) Meter readings have reduced bill based on actual usage
4660 Property Mgt - Clock Tower	4,219	1,660	2,000	340	1,811	1,900	(100) Clock has had service
4665 Property Mgt - Manor Waste	44	20	1,000	980	22	1,000	0 Central drain needs clean and clear
4670 Property Mgt - SiteSafe	0	83	5,000	4,917	91	1,000	(4,000) Nothing planned but would like to commission a "compound" project costing
4675 Property Mgt - War Memorial	0	0	500	500	0	0	(500)
4685 Subscriptions and Donations	2,130	1,874	2,000	126	2,044	2,000	0
4690 Misc - Chairman's Expenses	714	473	1,200	727	516	550	(650)
4691 Misc - Councillor Expenses	0	0	100	100	0	100	0
4695 Misc - Room Hire	545	540	1,200	660	589	1,200	0
4700 Misc Sundry Expenses Finance	164	436	500	64	476	500	0
4705 Misc - Travel Staff & Cllrs	(23)	0	200	200	0	200	0
4707 H&S	233	117	3,000	2,883	128	3,000	0 Worknest invoice not yet in
FINANCE AND GENERAL TOTAL	39,137	32,562	51,245	19,241	34,913	45,956	(5,289)
6000 TFR FROM EMR							
Net movement to gen reserve	(39,137)	(32,562)					



	Actual	Budget	Forecast	Basis of forecast and notes					
	Last Yr	YTD	Annual	Variance	%	Extplate	Clerk	Variance	
230 Grants out - S137									
4585 Grant - Churchyard Care	7,000	7,000	7,000	0	100.0%	7,636	7000	0	
4586 Grant - Wendover Youth Centre	7,000	7,000	7,000	0	100.0%	7,636	7000	0	
4590 Grants Out - Major	14,150	15,000	15,000	0	100.0%	16,364	20000	5,000	Grant to Wendover News included
4611 Grants Out - Minor	3,494	2,270	5,000	2,730	45.4%	2,476	5000	0	
FINANCE AND GENERAL TOTAL	31,644	31,270	34,000	2,730	92.0%	34,113	39,000	5,000	
6000 TFR FROM EMR									
Net movement to gen reserve	(31,644)	(31,270)							
320 Staffing									
4800 Staffing - Amenities - Wages	61,810	65,121	71,563	6,442	91.0%	71,041	74,593	3,030	Figures based on backdatedd payrise of 5%
4801 Staffing - Amenities - NIC	6,270	6,564	6,580	16	99.8%	7,161	7,519	939	
4802 Staffing - Amenities-Pension	9,076	8,637	10,193	1,556	84.7%	9,422	9,893	(300)	
4810 Staffing - F&G - Wages	77,210	69,513	97,586	28,073	71.2%	75,832	79,624	(17,962)	An admin role had been costed in but currently not required and can operate on a 2 F
4811 Staffing - F&G - NIC	8,131	7,426	8,952	1,526	83.0%	8,401	8,506	(446)	
4812 Staffing - F&G - Pension	3,853	3,442	6,196	2,754	55.6%	3,755	3,943	(2,253)	
4816 Staffing F&G Student Loan	151	450	0	(450)		491	420	420	
4818 Temporary staff	2,111	0	0						
4845 Payroll Charges	672	660	750	90	88.0%	720	576	(174)	
4855 HR Consultancy Fees	3,294	3,383	3,500	117	96.7%	3,691	3383	(117)	
4860 Training Staff & Cllrs	2,649	3,218	3,000	(218)	107.3%	3,511	3500	500	
4861 Uniform	306	0	500	500	0.0%	0	0	(500)	
4862 Smart Pension Admin Fee	165	193	240	47	80.4%	211	220	(20)	
STAFFING TOTAL	175,698	168,607	209,060	40,453	80.7%	183,935	192,177	(16,883)	
6000 TFR FROM EMR									
Net movement to gen reserve	(175,698)	(168,607)							



EMR MOVEMENTS									
	Actual		Budget		Forecast		EMR Balanc Basis of forecast and notes		
	Last Yr	YTD	Annual	Variance	%	EMR open Clerk	Forecast Full Yr	EMR Balanc	Basis of forecast and notes
980 Amenities EMR Projects									
9107 EMR - Library Extension	0	0	0			8,000	-	8,000	This is an ongoing issue and will not be spent this financial year
9108 EMR - Skate Park	0	617				15,000	3,000	18,000	
9110 EMR - Clock Tower Fountain/wall	1,196	14,096				15,000	14,096	904	Works complete - EMR to be closed
9111 EMR - Site Safe Insulation	0	5,056				6,500	5,056	1,444	Works complete - EMR to be closed
9112 EMR - Waste bin replacement	3,476	0				0	-	0	
9114 EMR - Parking Review	(71)	0				0	-	0	
9115 EMR - Hampden Pond Works	0	9,440				7,800	7,800	0	Pond Works still need management report - then EMR to be closed
9123 EMR - TWG Priorities	0	433				10,000	5,000	5,000	£5k spent on SID
9126 EMR - New Cesspit Ashbrook	0	6,350				10,000	6,000	4,000	Cesspit works complete EMR to be closed
9127 EMR - Christmas Tree Lights	2,498	8,397				10,000	10,000	0	Anticipate full expenditure in Nov/Dec
9128 EMR - Climate Action	775	0				5,000	1,000	4,000	
AMENITIES EMR PROJECTS TOTAL	7,945	44,389	0	0		87,300	45,952	41,348	
6001 TFR FROM EMR	7,946	44,387				14,348			To be trf back to general reserve
Net movement to gen reserve	1	(2)							
990 F&G EMR Projects									
9100 EMR - LGPS Cessation	0	0				50,000	50,000	50,000	
F&G EMR PROJECTS TOTAL	0	0	0	0					
6000 TFR FROM EMR	0	0							
Net movement to gen reserve	0	0							
TOTALS and movements to/from general reserve									
	Last Year	YTD	Annual	Variance	%	Forecast Full Yr	Forecast Full Yr	EMR Balanc	Basis of forecast and notes
Income	369,795	398,621	399,475	854	99.8%	402,275	402,275		
Expenditure	335,889	366,333	399,475	78,089	80.5%	436,212	436,212		This includes EMR funded expenditure which has a 0 budget in the I and E
Net Income over Expenditure	33,906	32,288	0	(77,235)		(33,937)	(33,937)		
plus Transfer From EMR	8,890	63,967				63,967	63,967		EMR Transfers include bringing any "spare" EMR transfer back from completed projects
Movement to/(from) Gen Reserv	42,796	96,255				30,030	30,030		



e) Project Costs

Update on project costs								
PiD	EMR - Hampden Pond Works						Open	
	Nominal	Date	Ref	Source	Transaction	Expenditure	Income	Unclaimed funding
001	338	19/05/2023	246	Journal	Open new EMR		£7,800.00	
001	338	18/10/2023	BACS	Cashbook	Management plan and Risk assessment	-£4,753.56		
001	338	18/10/2023	BACS	Cashbook	Pond works - llys, trees, banking	-£26,172.43		
001	338	23/10/2023	249	Journal	HS2 payment towards works (£1.7k outstanding)		£21,486.00	£1,700.00
001								
001								
001								
001								
001								
001								
001								
					Account Totals	-£30,925.99	£29,286.00	£1,700.00
					BALANCE (without secured funding)	-£1,639.99		
					BALANCE (with secured funding)	£60.01		

PiD	EMR - Skate Park						Open	
	Nominal	Date	Ref	Source	Transaction	Expenditure	Income	Unclaimed funding
005	357			Journal	Open new EMR		£15,000.00	
005								
005								
005								
005								
005								
005								
005								
005								
005								
005								
					Account Totals	£0.00	£15,000.00	£0.00
					BALANCE (without secured funding)	£15,000.00		
					BALANCE (with secured funding)	£15,000.00		

PiD	EMR - Library Extension						Open	
	Nominal	Date	Ref	Source	Transaction	Expenditure	Income	Unclaimed funding
006	358			Journal	Open new EMR		£8,000.00	
006								
006								
006								
006								
006								
006								
006								
006								
006								
					Account Totals	£0.00	£8,000.00	£0.00
					BALANCE (without secured funding)	£8,000.00		
					BALANCE (with secured funding)	£8,000.00		

PiD	EMR - Parking Review						Open	
	Nominal	Date	Ref	Source	Transaction	Expenditure	Income	Unclaimed funding
009	9114/350	01/12/2022		Journal	Money transferred to EMR		£7,508.00	
009	9114/350	31/03/2023	BACS	Cashbook	Invoice from Community Board paid	-£7,436.88		
009	9114/350	01/04/2023		Journal	EMR closed tfr back to gen reserve	-£71.12		
009								
009								
009								
009								
009								
009								
009								
009								
009								
					Account Totals	-£7,508.00	£7,508.00	£0.00
					BALANCE (without secured funding)	£0.00		
					BALANCE (with secured funding)	£0.00		



f) Flagstone account

Flagstone Account Statement:
 Wendover Parish Council
 GBP
 WEND001C
 01-Jan-2024 - 31-Jan-2024

Client:
Currency:
Reference:
Date:



Date	Description	Holding Account		Deposit Accounts		Total Balance
		In	Out	In	Out	
01-Jan-2024	Balance B/F	-	-	-	-	281,294.60
01-Jan-2024	Flagstone Management Fee	-	43.52	-	-	281,251.08
Total for the Period		0.00	43.52	0.00	0.00	281,251.08

* "Holding account" ---- Please note also be referred to in the list above as 'hub account' for historical transactions



Portfolio Summary (GBP)

Name: **Wendover Parish Council**

Date: **12 Feb 2024**

MY FUNDS

Total funds invested	£260,222.95
Deposit accounts	£260,222.95
Accrued interest	£12,330.57
Holding account	£987.52
Available to invest	£43.46
Management fee reserve	£944.06
Total portfolio value	£273,541.04

Available to invest £43.46

PORTFOLIO PERFORMANCE

Gross interest rate	5.02%
Management fee	0.17%
Net interest rate	4.85%
Eligible for FSCS Protection	99.62%
Next deposit maturity	

Holding account

	Rate	Available to Invest	Holding account balance	Fitch Solutions FICS
HSBC Bank plc	0.00%	£43.46	£987.52	a-

Pending transfers

Transfer type	From	To	Amount	Instruction date
---------------	------	----	--------	------------------

There are currently no pending transfers



Portfolio details

Aldermore Bank Plc	Rate 5.00%	In 13 Apr 2022 95 days notice	Balance £80,222.95	Accrued Interest £5,300.59	Fitch Solutions FICS bbb
HSBC Bank plc	Rate 5.20%	In 14 Mar 2023 Instant	Balance £85,000.00	Accrued Interest £3,902.68	Fitch Solutions FICS a-
Santander International	Rate 4.40%	In 31 Jul 2023 Instant	Balance £10,000.00	Accrued Interest £1,434.06	Fitch Solutions FICS a-
Hampshire Trust Bank	Rate 5.00%	In 21 Sep 2023 Instant	Balance £85,000.00	Accrued Interest £1,693.24	Fitch Solutions FICS bbb-



ITEM 9a – MAJOR GRANT REQUESTS

BROUGHT BY

Office

SUMMARY

To note the grant applications and consider authorising grants to the following organisations:

- i. Wendover Canal Trust.
- ii. Lindengate
- iii. John Hampden School

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

The following applications have been made for major grants:

Organisation	Amount Requested	Reason for Grant	Grant within last 3 years	Supporting Docs Received	Comments	If not S137 what power? See powers list for specific legislation relating to the power
Major Grants						
Wendover Canal Trust	£5,000.00	Upgrade Wharf Rd canal towpath entrance	Y	Yes	Public Health Act 1875 s 164	Open Spaces - provide and maintain
Lindengate	£4,969.97	New computers and phones for staff and vols		Yes	last grant 2020/21	S137
Friends of John Hampden	£5,000.00	Move bike shed and create a space for year 2s		Yes		S137
TOTALS	£14,969.97	BUDGET £15000				

We have received all the required documentation with the applications, and they will be made available to Councillors on request.



Wendover Canal Trust



WENDOVER PARISH COUNCIL

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

Wendover Parish Council Grant Application Form

Name of Organisation	
Wendover Canal Trust	
Official / Registered Address of the Organisation	
[REDACTED]	
Address to which correspondence should be sent if different from above	
[REDACTED]	
Contact details of the person completing this application	
Contact name	[REDACTED]
Position held	[REDACTED]
Daytime telephone number	[REDACTED]
Email address	[REDACTED]
When was your organisation established? 1989	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) 801190	
What does your organisation do?	
Restoration of the Wendover Canal, raising of funds for this and for towpath upgrades, miscellaneous voluntary work related to the canal	



WENDOVER PARISH COUNCIL

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How many people are involved in your organisation?		
Committee/Board	<input type="text" value="12"/>	Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="90"/>
Has your organisation received a grant from WPC before? Yes <input type="text" value="Yes"/> No <input type="text"/>		
If yes, please state when the last grant was given and what it was for		
April 2021: £25,000 for the upgrade of the towpath between Wendover and Halton		
PROJECT		
Project Description (please give start and end dates)		
The replacement of the current metal fencing at the Wharf Road end of the Wendover Canal by new cast iron railings. We estimate that this will take place in February-March 2024.		
Photos showing the existing and proposed new railings are included with this application.		
Project Benefits in relation to Wendover, its residents and visitors		
The new railings, made by [REDACTED] will be fixed to a new brick wall to be built by Wendover Canal Trust's volunteers. Together they – and the accompanying new signage – will make an attractive feature for any passers-by, will give considerably better visibility over the canal and will increase awareness of the start of the canal.		
How will you know if you have achieved what you set out to do?		
By completion of the project.		
EQUAL OPPORTUNITIES		
Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.		
Does your organisation have an equal opportunities policy? If yes, please enclose a copy.		
Yes	<input type="checkbox"/> Yes	No <input type="checkbox"/>



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,
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FINANCIAL INFORMATION		
You must include a copy / extract of your organisation's latest annual accounts with this application		
Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £ (exc VAT)
Metal fence panels and posts		£10,208
Section 171 licence		£180
Materials - sand, ballast and cement		£400
Plant: scaffold tower and Heras fencing		£350
Labour: 4-man gang for 2 weeks		£2,800
Total cost of project £10,788		
Grant request total £5,000		
If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Because our reserves are more than needed for our restoration of the canal itself.		
Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:		
<ul style="list-style-type: none">• A copy of your constitution or set of rules for your organisation• Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations• Evidence of appropriate insurance• Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)• Appropriate signatures		



WENDOVER PARISH COUNCIL

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

DECLARATION	
Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.	
<p>I accept the following conditions will be attached to any funding received:</p> <p>All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.</p> <p>If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.</p> <p>We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.</p>	
Signed	[Redacted Signature] Date 14 th November 2023
Name	[Redacted Name]
Position within organisation	[Redacted Position]
Signed	[Redacted Signature] Date 14 th November 2023
Name	[Redacted Name]
Position within organisation	[Redacted Position]
Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.	



Lindengate



WENDOVER PARISH COUNCIL

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

Wendover Parish Council Grant Application Form

Name of Organisation	
Lindengate	
Official / Registered Address of the Organisation	
██████████ ██████████ ██████████ ██████████ ██████████ ██████████	
Address to which correspondence should be sent if different from above	
Address same as above	
Contact details of the person completing this application	
Contact name	██████████
Position held	██████████
Daytime telephone number	██████████
Email address	██████████
When was your organisation established? September 2013	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) 1153868	
What does your organisation do? Lindengate is a Charity based in Wendover, Buckinghamshire that aims to improve people’s mental and physical health and wellbeing through the provision of nature-based activities. We run a variety of different programmes using horticulture, gardening, environmental conservation, arts and craft, woodworking, and education to enable recovery through nature.	



WENDOVER PARISH COUNCIL

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

All programmes are facilitated within our beautiful 6-acre gardens and nature reserve and are built and measured around the Five Ways to Wellbeing: Connect, Be Active, Take Notice, Keep Learning and Give.

We support people with a wide range of low to moderate mental health needs, such as work-related stress, loneliness and isolation, and common disorders such as depression and anxiety and elderly people facing dementia and memory loss. Other beneficiaries may include young people not in education, struggling with attendance, carers, and women from minority ethnic communities. We also support the wider community by providing open gardens and provide regular workshops and events.

How many people are involved in your organisation?

Committee/Board Paid Workers Volunteers

Has your organisation received a grant from WPC before? Yes No

If yes, please state when the last grant was given and what it was for

Lindengate received a donation of £2,097 in 2020/21 for 3 I-pad Tablets.

PROJECT

Project Description (please give start and end dates)

Lindengate is requesting funding towards the purchase of 10 new laptop computers that will be for its staff to use. In addition, we would also like to purchase 3 mobile phones that will be used by the different departments.

Laptops

At the time of writing this application we have 16 members of staff who are using computers that are becoming increasingly difficult to use. Some laptops were bought in the early stages of Lindengate, which is now 10 years old. We have laptops that have become obsolete, others do not have the specifications that would make it time or cost effective to upgrade them, this is now impacting on the staff's ability to work efficiently.

We also are in the process of changing over to Microsoft 365, moving everything from a server onto the cloud. This process will reduce our reliance on the technical support that has been needed to support the server, allowing us to streamline our IT support. This in turn will help reduce overheads for Lindengate and will be a more efficient use of funds, helping to make Lindengate more sustainable.

Using technology that is not fit for purpose can cause unnecessary stress and frustration, and is not time efficient. Lindengate uses computers for many different purposes, from organising, designing and collating data with the social care programmes, to facilitating the general administration side of running a charity, to marketing, social media, fundraising and all day-to-day tasks that enable Lindengate to continue.

Having the right computers for the staff team will enable them to work smoothly and



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

efficiently and is essential for Lindengate. Apart from employees being more productive with their time and work, it also shows a level of respect and consideration from the management and will create a better working environment for the whole staff team.

Mobile Phones

Lindengate also requires three new mobile phones.

1 – One mobile phone will be for the programme department to use, this will allow individual attendees to either call or contact via Text and/or WhatsApp. This phone will also be used for Marketing and Social Media posts.

2 – One that can be used between the Finance and Fundraising department as many of the online accounts require 2 step authentications, plus it will give us the ability to connect our Sum Up machine using the mobile App, which will give us the ability to receive donations and payments more easily.

3 – The third phone will be for our new CEO, who has recently started working at Lindengate and needs a new work phone.

It is important that the phones have high spec cameras, this is so that Lindengate will be able to take good quality photographs of the garden, evidencing the changes alongside the seasons as they change, but also to show developments of projects and for reporting highlights of the ongoing services and programmes. These images are a vital part of the ongoing work for Lindengate.

Project Benefits in relation to Wendover, it's residents and visitors?

Lindengate is very well known to many of the residents in Wendover, and a significant number of locals have visited the gardens in the past year. We have members of staff, volunteers and participants who live in Wendover, as well as having contacts with many of the supportive local businesses and other charities.

Lindengate also offers training and craft sessions that are open to local visitors, as well as welcoming our local community by offering specific events and open days. Lindengate continues to develop its Mental Health programmes and gardens for everyone from our local community to benefit and we have plans to increase the number of people from our local community that we can support.

Having technology that our staff are able to use in the coming months and years is vital for the success for all the programmes that directly support individuals with their Mental and physical wellbeing.

Over 3000 people have been supported by Lindengate in 2023 through our wellbeing programmes, volunteering and visits to our beautiful working gardens.

How will you know if you have achieved what you set out to do?

It will be a genuine benefit for Lindengate and the people it supports to be able to work on computers that work smoothly. We will know that we have completed this project once we have the new computers installed, working with the software we need, and we are able to access the systems, documents, and files in the efficient way that our staff deserve. The use of mobile phones has become a necessity for many of the systems that are required for the Charity to continue running in the professional way that it is known and recognised for.



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The Clock Tower, High Street, Wendover,
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EQUAL OPPORTUNITIES		
Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.		
Does your organisation have an equal opportunities policy? If yes, please enclose a copy.		
Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
FINANCIAL INFORMATION		
You must include a copy / extract of your organisation’s latest annual accounts with this application Please see Report and financials year end 2022		
Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £
Cost per Laptop = £470.00	Details per Laptop includes: Specifications as provided in quote. Installation costs, which includes ensuring the laptops have the required software and are ready to use. Plus, the cost of delivery which will be a bulk order.	
Total Cost for x 8 Laptops	10 Laptops as described above. Please see attached document (Quote – Laptops) for details of the specifications and approximate costings.	£4700.00



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3 Mobile Phones - £89.99 each	Please see attached document (Quote – Mobile Phones) for details of the type of phones we would be looking to purchase.	£269.97
Total cost of project £ 4969.97		
Grant request total £ 4969.97		
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>All of the reserves that Lindengate hold are kept as a safeguard against closure of the Charity should the income stream seriously deplete. We aim to hold 3 months of this 'safety net' funding with an additional amount for winding down costs as per recommendations for good accounting practice for Charities.</p>		
<p>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</p> <ul style="list-style-type: none">• A copy of your constitution or set of rules for your organisation• Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations• Evidence of appropriate insurance• Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)• Appropriate signatures		



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DECLARATION	
Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.	
<p>I accept the following conditions will be attached to any funding received:</p> <p>All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.</p> <p>If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.</p> <p>We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website</p>	
<div style="background-color: black; width: 200px; height: 30px; margin-bottom: 5px;"></div>	Date8/2/2024.....
Name <div style="background-color: black; width: 150px; height: 15px; display: inline-block;"></div>	
<div style="background-color: black; width: 200px; height: 30px; margin-bottom: 5px;"></div>	Trusts and Grants Manager.....
<div style="background-color: black; width: 200px; height: 30px; margin-bottom: 5px;"></div>	Date8/2/2024.....
Name <div style="background-color: black; width: 450px; height: 15px; display: inline-block;"></div>	
Position within organisation.....CEO.....	
Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.	



Friends of John Hampden



WENDOVER PARISH COUNCIL

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

Wendover Parish Council Grant Application Form

Name of Organisation	
John Hampden School Wendover PTA 'The Friends of John Hampden'	
Official / Registered Address of the Organisation	
██████████ ██████████ ██████ ██████████	
Address to which correspondence should be sent if different from above	
As above	
Contact details of the person completing this application	
Contact name	██████████
Position held	██████████████████
Daytime telephone number	██████████
Email address	████████████████████
When was your organisation established? 1967	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) 1070370	
What does your organisation do?	
The FJH is the Parent Teachers Association (PTA) at John Hampden School. It is a registered UK charity, number 1070370, run by volunteer parents.	



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,
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Our aim:

- to raise much needed additional funds for the school
- to enhance, enrich and improve the learning experiences for the children
- to create a sense of community by bringing parents, children and teachers together socially in support of the school

We are an informal, friendly group of parent and teacher volunteers working together to benefit the school. We want to help the school deliver the absolute best experience it can for our children and hope the events we organise, as well as raising much needed funds, also create lasting memories for the children of John Hampden and their families.

These days schools are asked to do more with less. Our help is needed more than ever.

How many people are involved in your organisation?

Committee/Board Paid Workers Volunteers

Has your organisation received a grant from WPC before? Yes No

If yes, please state when the last grant was given and what it was for

Please note a personal application was made from the Deputy Head Teacher in 2020. She put in an application called 'Look for a book' which could not be used for intended purposes due to Covid. It was agreed that she would request to transfer the funding to John Hampden School (we don't believe it was the friends group or Friends Charity we are currently applying from) for another 'remote learning' project – agreed in 2021.

PROJECT

Project Description (please give start and end dates)

April 2024-March 2025

- 1) Remove the current bike and scooter metal shed and area which is located in the Year 2 play area and relocate it in an unused area at the front of the school. Quoted by £1300.22 plus vat.
- 2) Purchase outdoor furniture for the Year 2 area to be used around the two trees and within the relocated bikeshed (now empty area after item 1 is complete) next to the year two classrooms. The furniture will be secured safely against vandalism. This will create new outdoor space.

Once the bike shed and railing have been relocated a consultation will be done with Year 2 children and teachers to consider what is the most wanted and needed furniture for them to gain them the most enhanced learning experience and outside time in the space created. This



WENDOVER PARISH COUNCIL

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consultation has not happened as we don't want to promise the children a new space with new furniture without having the funding in place.

Benefits to the children in John Hampden School:

- 1) Relocating the bike shed will give access to all years of the JH School to the bike shed. It will therefore further encourage active children. We all know when one child scooters every child wants a scooter too. Increase walking, scooting and biking to school as there will be more access to the shed and increased storage spaces for scooters and bikes. Storage will make it easier for parents who may go straight from the school run to work.
- 2) This will create space by adding additional outdoor space directly outside the Year 2 classrooms.
- 3) The Year 2 small grassed area is currently muddy and often unusable in the winter. Children and parents often slip on the mud during the school run whilst waiting to pick up their children. Parents could now wait on concrete.
- 4) Relocating the bike shed will enable the children to be outside more often throughout the year in the new space. This became extremely important during Covid and remains so with the up and down nature of Covid and other cold symptoms in the classroom during the winter.
- 5) It is well known and understood now that play and being outside is especially important in the developing early years, this includes all those up to 7 years of age (Year 2).
- 6) Physical skills that can be only learnt outside are especially important for growth, gross motor skills, body movement, immune system and mental health. When children play outdoors it improves their ability to practise balancing, jumping, climbing, throwing and running.
- 7) For children with SEND needs, it is especially important to have access to an outdoor space as they can find being in a classroom overwhelming. Having a space outside allows children to regulate themselves differently and helps to ground them in a moment if needed. It helps children who are sensitive to sound to be outside and to have a space outside of the classroom to take a sensory break from classroom noise.
- 8) Since Covid we have more and more children struggling with their mental health, maintaining classroom regulation and generally they are struggling in classroom social situations. Being outside can encourage social interactions with other children which inside the classroom many children now may struggle to do. Being in an outdoor space also helps children who otherwise struggle to participate in group situations build up social confidence for when they return to the classroom environment.



WENDOVER PARISH COUNCIL

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

Project Benefits in relation to Wendover, it's residents and visitors

A recent study in the UK found that children today spend half of the time outside compared to their parents. We can support the increasing of this time outside through supporting creating space and encouraging children's activity through this funding bid.

Studies have shown that children can learn a lot from playing outdoors. They gain knowledge and appreciation for the natural world and even understanding environmental tendencies. Simple activities such as seeing leaves change, running and jumping in rain puddles, or watching the flowers sprout during the spring, can make such a large difference.

We are noticing as we become a more diverse school with 22 different languages being spoken that we are getting many more children attending who may not have had the same opportunities previously of exploration in nature and spending time outdoors. We have a responsibility as a community to support all children where we can.

It is especially important that children learn about the environment when climate change is getting a lot of attention and concern. Being outside can help teach responsibility to children for the environment and encourage pride in where they live and learn.

Living in an area such as Wendover where we now have generations of some families living, we believe it is especially important that we install in children a love and responsibility of the outdoors and to learn to care for nature and the outdoors and through this their local area. This starts before they are seven and often starts through what they learn at school. Children will often take what they learn in school back to their families to share.

How will you know if you have achieved what you set out to do?

The bike space will be moved quickly and will likely be completed before the summer term and the space will be able to use immediately by children and teachers during the summer term. In addition children in all the years at the school will be able to start using the newly moved bike/scooter space to store their scooters and bikes in the summer term when the current provision is usually not enough.

The consultation with children and teachers over the outdoor furniture will then be able to take place once the space is created. Likely the furniture will be purchased and fitted during the summer holidays but it maybe able to be completed over a weekend.

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy? If yes, please enclose a copy.

Yes No



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FINANCIAL INFORMATION		
You must include a copy / extract of your organisation’s latest annual accounts with this application		
Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £
Movement of bikeshed	By [REDACTED] as per quote	1330.22 plus vat
Example Furniture Hexagonal Tree Seating to fit 12 children	To be chosen by teachers and children through consultation e.g. [REDACTED] [REDACTED] [REDACTED]	£1950.00
Example Bench and planter	To be chosen by teachers and children through consultation [REDACTED] [REDACTED] [REDACTED]	£576 inc vat
Example Corner Buddy bench	To be chosen by teachers and children through consultation [REDACTED] [REDACTED] [REDACTED]	£756 inc vat
Handyman	Quote to come once furniture purchased	£157.74
Total cost of project £5000		
Grant request total £5000 (there is a small different between purchases we can quote for and		



WENDOVER PARISH COUNCIL

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<p>request as there will be some minor fixing required of the new benches into location for safety reasons which can be done by the school’s regular handyman. It wasn’t possible to get a quote for this until the furniture is purchased and located.)</p>
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>The Friends Group do have funds £17,962 in bank at August 2023 (last year end) from fund raising over the last few years. These are held against a long-term project of flattening a space for a new Year 2 outdoor flat play area and an outdoor canopy classroom for bad weather next to the space we are creating with the moving of the bicycle shed. The costs during Covid have gone up so much for the materials of the project that a previous 30K quoted project is now costing a quoted £49,890K. The Friends will launch a fundraising project in the summer term to parents to help support the additional material costs now needed. The outdoor canopy classroom space may take several years of fundraising. We know the Parish funds cannot support a fundraising project.</p> <p>Our project described above is standalone and is not reliant on the successful fundraising for the flattening of any spaces or the outdoor canopy. However, the future project will compliment this one if ever achieved.</p> <p>The concrete area and the outdoor furniture will provide useable outdoor space for Year 2 whilst the larger future project is fundraised for. This project we are asking for will give instant outdoor access to the Year 2 children who are in school now from the summer term. These children were directly impacted by Covid as they missed out on their early years in school and were severely impacted when they joined reception. They urgently need this extra term of outdoor space whilst preparing them to move to Junior School.</p>
<p>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</p> <ul style="list-style-type: none"> • A copy of your constitution or set of rules for your organisation • Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations • Evidence of appropriate insurance • Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum) • Appropriate signatures

DECLARATION
Please read the following declaration carefully and sign it. The conditions will apply to you if your



WENDOVER PARISH COUNCIL

The Clock Tower, High Street, Wendover,
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application for a grant is successful.

I accept the following conditions will be attached to any funding received:
 All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.
 If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.

We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.

Signed. [Redacted] Date11.02.24.....

Name [Redacted]

Position within organisation..... [Redacted]

[Redacted] Date11.02.24.....

Name [Redacted]

Position within organisation..... [Redacted]

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



FINANCIAL CONSIDERATIONS

- All three grants total less than the budget

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To consider approving each of the three major grant applications in turn.



ITEM 9c – STANDING GRANT RENEWAL

BROUGHT BY

Office

SUMMARY

To note the grant applications and consider authorising grants to the following organisations:

- i. Wendover Churchyard Committee
- ii. Wendover Youth Centre

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

The following applications have been made for major grants:

Standing Grants						
Wendover Youth Centre	£7,000.00	Support for Youth Centre Operations		Report to follow	Local Gov (Misc Provisions) Act 1976 s19	Recreation - to contribute
St Mary's Church - Churchyard	£7,000.00	Maintenance and upkeep of graveyard		Application form	The power to do this has been researched and recently changed so the PC has the power to make grants to the Church	Burial grounds and cemeteries - contribute
TOTALS	£14,000.00	BUDGET £14000				

We have received all the required documentation with the applications, and they will be made available to Councillors on request.



Wendover Churchyard Committee

Wendover Parish Council Grant Application Form

Name of Organisation	
Wendover Churchyard Committee	
Official / Registered Address of the Organisation	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name	
Position held	
Daytime telephone number	
Email address	
When was your organisation established? Late 13 th Century - 1290	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) 1131299	
What does your organisation do? The Wendover Churchyard Committee is a committee convened jointly between St Mary's Wendover Church and Wendover Parish Council for the care and maintenance of the grounds of the churchyard at Church Lane. The Parish Council nominate councillors to sit on the committee alongside representatives from St Mary's Church.	
How many people are involved in your organisation? Committee/Board <input type="text" value="8"/> Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="8"/>	
Has your organisation received a grant from WPC before? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, please state when the last grant was given and what it was for Grant was provided for grounds maintenance of the churchyard in 2023-2024.	
PROJECT	



<p>Project Description (please give start and end dates) Churchyard grounds maintenance is an ongoing commitment. Will be carried out throughout the year from April 2024 to March 2025</p>		
<p>Project Benefits in relation to Wendover, it's residents and visitors</p> <ol style="list-style-type: none"> 1) The churchyard provides burial sites and places for the interment of ashes for members of the local community. i.e. anyone in the parish of Wendover, or as agreed with the Vicar. 2) The committee ensures the ongoing and regular maintenance of the grounds to support those visiting family graves and those using the church for weddings, funerals or visiting for general sightseeing. It also indirectly supports community use of the church – U3A groups, Wendover Choral Society, Concerts etc. 		
<p>How will you know if you have achieved what you set out to do?</p> <ul style="list-style-type: none"> - We will have provided adequate provision for burial plots to all those in the local community seeking to be buried or for their ashes to be interred. - There will be a safe and well-maintained environment for members of the local community entering the churchyard. - The condition of the churchyard will positively contribute to the way Wendover is perceived by residents and visitors. 		
<p>EQUAL OPPORTUNITIES Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.</p>		
<p>Does your organisation have an equal opportunities policy? If yes, please enclose a copy.</p> <p>Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p> <p>A copy of the Church of England Equal Opportunity policy was provided in 2021</p>		
<p>FINANCIAL INFORMATION</p>		
<p>You must include a copy / extract of your organisation's latest annual accounts with this application</p>		
<p>Please give a breakdown of total costs for the project (relevant items can be grouped):</p>		
Item	Detail	Cost £
Maintenance of green areas	Mowing/strimming/weeding etc	£ 3200
Tree work	Essential tree maintenance *	£ 500
Maintenance of paths / ground / general maintenance	General repairs	£ 2800
Petrol/Oil/Tools & Materials		£ 1000
<p>Total cost of project £ 7,500</p>		
<p>Grant request total £ 7,500</p>		
<p>We are requesting that the 2024 grant be increased very slightly from the level that was granted last year to £7.5 K (instead of £7K last year). The reason for the increase is that in this coming year we will need to replace both the small mower and strimmer used by our volunteers. As these are electrical items, it is important that we purchase new ones for safety reasons. (N.B. The Churchyard Care Committee makes use of the Cricket Club's large mower for the more open grass areas, and we pay them an amount each year</p>		



to contribute towards maintenance and repairs. However, the smaller mower and strimmer are used between the gravestones.)

The grant will also cover a small amount of Eco activity in the churchyard in line with the Church's EcoChurch aims.

* N.B. There will be less general tree work in the year coming as major work was carried out in late 2023.

At the end of the last financial year to 31/3/23, we had a far lower level of reserves left at just over £5K.

We consider this level of reserves left to be required to cover unexpected costs like unplanned tree works occasioned by storm damage or having to pay for the work that currently volunteers do for us, should they decide to step back, or other unexpected work in the churchyard.

What we will have left at the end of this financial year we believe will cover any such emergency works, but we will need the full grant to continue to maintain the churchyard to a high standard.

Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:

- A copy of your constitution or set of rules for your organisation
[We are governed by the Church of England]
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
[Please see attached a copy of the last accounts for the committee]
- Evidence of appropriate insurance
[We are covered by the insurance policy for St Mary's Church]
- Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)
[We are governed by the Church of England Equal Opportunity Policy. At our meeting on 12/5/21 we formally approved the Wendover Parish Council Antibribery policy]
- Appropriate signatures
[This application is signed by one Committee Member of St Mary's Churchyard Care Committee and also by the Treasurer of St Mary's Churchyard Care Committee]

DECLARATION

Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.

I accept the following conditions will be attached to any funding received:

All of the organisation's promotional material will acknowledge the support of Wendover Parish Council.

If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk's office on 01296 623056 or email clerk@wendover-pc.gov.uk.



We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.

Signed.....**Date**.....30 January 2024.....

Name

Position within organisation.....

Signed..... **Date**30 January. 2024.....

Name

Position within organisation.....

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



Wendover Youth Centre

Wendover Parish Council Grant Application Form

Name of Organisation	
Wendover Youth Centre (WYC)	
Official / Registered Address of the Organisation	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name	
Position held	
Daytime telephone number	
Email address	
When was your organisation established?	
<p>The Youth Centre was originally opened in 1986. The current structure was created in 2011, when BCC funding was withdrawn from Youth Centres in the County. Wendover Youth Centre operates as a Community organisation. The Centre is governed by a Board of Trustees, who are responsible for the overall running of the Centre, including income generation.</p>	
What is the legal status of your organisation?	please tick one of the following
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable)1145355	
What does your organisation do?	
<p>We aim, on a continuously improving basis to understand and meet the needs and aspirations of the Young People that we serve in the Wendover community. Ultimately, we want Young People who are better prepared to participate in and contribute to our society.</p> <p>During 2023 we have established a Youth Board, which helps us to seek and understand the needs and views of the young people, which we then incorporate into our programme.</p> <p>For the past 10 years we have employed a Lead Youth Worker to coordinate and lead and work. Peter Swinford left this role in July 2023. Finding a permanent successor has been challenging. For most of the past 6 months we have relied on qualified sessional Youth Workers, less experienced trainee workers and volunteers. Our new Lead Worker starts on 15th February 2024, and we anticipate it taking some time before we re-establish the momentum we had in early 2023.</p> <p>While some of our 2023 aspirations have been slightly delayed The Trustees continue to encourage and direct our youth workers to complement the youth programmes run at the Centre</p>	



with outreach activities with major stakeholders in the community, including the schools, alternative education providers and the parish council.

During 2023 WYC has:

- Christmas lights switch on – this is a fantastic opportunity for our young people to give back to the community by supporting Santa’s grotto. We were particularly honoured this year to be WPC’s chosen charity.
- Youth Festival 2023; which was our busiest yet with over 200 attendees
- Continued to employ two part-time trainee Youth Workers
- Expanded our range of weekly clubs to 6 with the Centre now being used for our direct services four evenings each week
- Provide 14 courses to students at the John Colet in each academic year covering a range of mental health needs
- Provided a mentoring scheme offering additional 1-2-1 support to selected John Colet Students
- We continued to support the Foodbank through regular donation weeks ran in partnership with the local group
- Ran a range of activities across the Summer providing hot meals to those young people who qualify for free school meals

WYC continues to strive for financial self-sufficiency. We now generate about 2/3rds of our income from activities rather than grants.

As a Centre we are currently exploring funding routes which will provide us with longer-term financial security (in this next phase we would like to establish financial certainty for a minimum of 3 years) so we can provide the foundations and structure required to grow our team and increase our services.

How many people are involved in your organisation?

Committee/Board Paid Workers Volunteers

PROJECT

Project Description (please give start and end dates)

WPC will be aware how limited the activities at the Centre (2 evening activities per week) were when it was taken over by the Trustees in 2012.

The appointment of a new Youth Worker, as well as changes to our team of Trustees, in early 2024 should give us the platform to continue the growth trajectory we have experienced in the past 12 years. The needs of Young People have increased, while support from elsewhere has diminished. In Wendover we are extremely fortunate to have a vibrant Centre which is well supported by the local Community, and well used by Young People. WYC is a rare example of good practice in Buckinghamshire. The benefits for Young People are self-evident. The wider community benefits are slightly harder to quantify, although we believe strongly that the work of WYC contributes significantly by giving Young People a place to go (so reducing numbers in the parks and on the streets) and independent adults (our Youth Worker team) to talk to about concerns or when they feel marginalised and excluded. The overall impact being a calmer and safer place to live for all. It is this outreach and community work (some done in the Centre; some



on that streets), which has been the focus of our partnership with WPC. It is always very helpful to understand areas of concern and hot-spots, which we can help address. Without the WPC funding we would not have the resources to run both Centre based and outreach activities.

Amidst this work, we will continue to employ/train our assistant youth workers to help deliver the Centre's core services to our growing membership, and expand our 1:1 mentoring programme & other mental health support services.

Our aims in 2024 are to:

- increase the number of mental health courses we deliver to the John Colet School, whilst exploring opportunities with other local schools and partners. Courses focus on the following specific areas - Self-Esteem, Resilience, Exam Stress, Managing Transition into Secondary School, Bereavement, Worry
- expand our mentoring programme to meet growing needs.
- develop the range of activities that support healthier lifestyles through programmes that give them access to healthy food options and physical activities.
- expand our provision to the community of tailored youth activities for the young people including regular centre-based activities and individual projects (past examples we may seek to repeat being workshops in sport, healthy eating, art, music, and drama) held in local schools and the community.

Project Benefits in relation to Wendover, it's residents and visitors

Our core Centre based activities, mean that Young People in Wendover and the surrounding area get to fulfil their potential, make healthy life choices, and have access to high quality clubs and volunteering opportunities that will help with anti-social behaviour.

Success of our schools' work is measured by the extent to which all our young people can demonstrate measurable improvements in attendance, self-confidence, positive behaviours, and academic achievement.

Our wider community work (including festival, workshops etc.) are designed to address particular needs or groups of Young People, where the support of the Centre is likely to be beneficial.

We believe that such interventions and activities are essential in a well-run caring community when young people face increasing pressures and there is rightly a national emphasis on the mental health of young people.

How will you know if you have achieved what you set out to do?

WYC constantly monitors its activities using the feedback to modify and tailor its programmes. We will review the data captured from registered members so we can develop our activities to further meet their needs, using The Children's Society 'Good Child Index'

EQUAL OPPORTUNITIES

Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.

Does your organisation have an equal opportunities policy? If **yes**, please enclose a copy.

Yes No

FINANCIAL INFORMATION

You must include a copy / extract of your organisation's latest annual accounts with this application

The accounts for the year-ended 31 August 2023 are yet to be finalised so please find attached a copy of the Profit & Loss account exported from our accounting software for your information. Please note the figures are provisional and subject to change due to accounting adjustments



when the formal accounts are prepared. A copy of our unaudited accounts for the year to 31 August 2022 are attached		
Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £
Staffing and Youth activities	Cost of funding youth work including salaries and activities	64,070
Premises expenses	Includes utilities, cleaning and maintenance	24,700
Office costs	General office costs including preparation of accounts	6,195
Equipment costs	Equipment renewal-capital items	400
Total cost of project		£95,365
Grant request		£7,000
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>WYC P&L is currently running a deficit. During 2022-23 we have used our reserves to fund this deficit. Part of this deficit results from BCC utility charges which are currently subject to review and challenge; it is likely that our finalised 2022-23 Financial Statements will reflect some recompense from BCC for these costs.</p> <p>Our reserves continue to exceed £7,000. WYC received a donation of £25k+ which is ear-marked for the expansion of our work, and which we use to train and develop our staff. Some of this has been utilised during 2023 to plug our deficit. However, this reserve should not be used to fund our core and community projects; hence the importance of the WPC grant which enables us to continue to run our Centre based activities and run targeted projects within Wendover.</p>		
<p>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</p> <ul style="list-style-type: none"> • A copy of your constitution or set of rules for your organisation • Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations • Evidence of appropriate insurance • Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum) • Appropriate signatures 		

DECLARATION
Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.
<p>I accept the following conditions will be attached to any funding received:</p> <p>All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.</p> <p>If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.</p>



We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.

Signed..... **Date**

Name

Position within organisation.....

Signed..... **Date**

Name

Position within organisation.....

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



FINANCIAL CONSIDERATIONS

- This is the budget request for 2024/25 and

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To recommend the grants for approval for the 2024/25 financial year.



ITEM 9d – PROJECT MANAGEMENT POLICY

BROUGHT BY

Office

SUMMARY

To consider a policy and document format that will track projects undertaken by the Council and an amendment to the publications scheme which will ensure these PIDs are available on the website.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

Recent projects have shown that cost and scope can change on a regular basis and that there needs to be a way to track this effectively and correlate the required resolves from Council. Therefore, Finance Committee are asked to amend the internal controls policy and publications policy to adopt a Project Information Document (PID) process.

Defining a Project

In order to effectively implement this process, the Council need to be clear on what a project is. The proposed definition (which will also map onto our other financial controls) is:

- Any workstream that totals £5000 (Net) or above.
 - The workstream can be with a single contractor or multiple contractors and is the total of the aggregate of all invoices.
 - It should be noted that this workstream should be approved at full Council because the total cost is over £5000
- Any workstream that totals £1000(net) and takes place over multiple financial years
 - The workstream can be with a single contractor or multiple contractors and is the total of the aggregate of all invoices.

What should the PID track?

The PID should contain the following information:

- Project Objectives
- Original and Current Budget
- Project scope
- Anything not in scope
- Outcomes
- Resources required other than finances
- Project finances
- Any changes to scope and budget and which meeting approved those changes

Appendix A shows an example PID



Changes to current policies

The internal Financial Control Policy should be amended as follows:

To include the following section under the heading “The Internal Control Environment”

Projects

All projects should be monitored using a Project Information Document if the project meets the following criteria:

- Any workstream that totals £5000 (Net) or above.
 - The workstream can be with a single contractor or multiple contractors and is the total of the aggregate of all invoices.
 - It should be noted that this workstream should be approved at full Council because the total cost is over £5000
- Any workstream that totals £1000(net) and takes place over multiple financial years
 - The workstream can be with a single contractor or multiple contractors and is the total of the aggregate of all invoices.

The PID should be monitored by Finance Committee every quarter and then made available or updated on the Website under the projects page. A PID should contain the following information as a minimum:

- Project Objectives
- Original and Current Budget
- Project scope
- Anything not in scope
- Outcomes
- Resources required other than finances
- Project finances
- Any changes to scope and budget and which meeting approved those changes.

Publication Scheme

To add the publication of PIDs to the Publications Scheme:

Amend “List of current projects with contracts awarded and value of contract” to **List of current projects with an associated Project Information Document as defined by the internal financial control policy.**



Appendix A

Sample PID based on the parking review (an example of a complex and lengthy project)



Project Information Document

Name:

EMR - Parking Review

Project Objectives

To review the parking situation in three priority areas in Wendover to reduce inappropriate parking and parking that causes risk to traffic

Budget Code	9114/35 0
Cmnt Budget	£ 7,508
Org Budget	-

Committee	Parish Council
Project Lead	Bucks Council

Project Scope

1. Look at a potential permit scheme for Vine Trees . The parish council recognise that it will be necessary to also look at surrounding roads e.g. Dobbins Lane, Chiltern Road and Perry Street .

2. Little Hampden Close – Further restrictions could be needed to prevent cars parking opposite drive ways and parking bays blocking residents in their homes.

3. Tring Road – Parking on the road forces traffic out onto the central hatching and often head on into oncoming traffic. Could we remove hatch, reposition centre line and provide parking bays. What would be the impact on speed / traffic flow? Is there a safety issue with the traffic island near to the roundabout?

Wendover Parish Council are happy to carry out the informal consultation

What is not in scope and why

No roads other than those mentioned are to be considered

The scope only includes feasibility design of proposals and assistance for the parish to undertake option surveys. Future phases not within scope include:

- Detailed design consultation
- Statutory consultation
- Detailed design and obtaining quotations
- Traffic Regulation Order, TRO and decision Process
- Implementation

No further speed or traffic data collection has been included.

Following refinement of scope, it has been assumed that beat surveys would not be required as part of initial justification behind scheme. The parking manager would be informed of the proposals and



surveys may be required at a later date if necessary to provide the justification or potential magnitude of parking migration to other areas.
The revised scope has been allowed for and those items on original brief struck out above have not been included within scope.

Project Outcomes

A revised parking scheme and parking controls implemented in the 3 priority areas

Original Project Milestones

TfB review and recommendations
Informal review complete
Proposed scheme and plans
Statutory consultation
Approval
Implementation

Resources required (other than budget)

Wendover Parish Council agreed to conduct the informal review with support of appropriate questions from TfB

Risk Assessment - key points

Local Support for proposals
Risk of parking displacement causing problems elsewhere in Wendover
Costs only valid for a LAF year



		Account Totals	-£7,508.00	£7,508.00
		BALANCE (without secured funding)	£0.00	
		BALANCE (with secured funding)	£0.00	

PROJECT UPDATES AND CHANGES TO SCOPE

Date	Minute	Action	New Budget	Notes
21/05/2019	A019.015	Parking review for Tring Rd, Little Hampden Close, Vinetrees was resolved on the condition of no cost to WPC	-	Costs of £8962.93 to be covered from LAF
01/09/2020		New PiD received from Buckinghamshire Council outlining that the LAF would not be able to cover all costs and Wendover PC would have to fund some elements of the work		
01/10/2019	P19/137	The total cost of the parking survey is now £8K. it was RESOLVED to fund the £500 shortfall, from the Professional Support	500.00	
01/05/2020	PC21/069	Initial consultation complete, Perry street to be dropped and a second consultation to be made with Little Hampden and South Street		
01/11/2020	F20.55	Parking Review costs were going to increase and an EMR provision of £10k was agreed as a part of the budget	10,000.00	December 2020 - This EMR amount was subsequently approved by Council P20/214 and finally P20/248 on 5th January 2021
01/11/2020		An updated project report was produced by Bucks Council. It was noted that WPC had needed more support with the initial review consultation and that they would be liable for this cost of £1935.44		
15/02/2022	F21.072	It was the formal review will now cost £7508 and the EMR would be adjusted accordingly	7,508.00	
01/03/2022	PC21/330	The latest PiD was approved by Council. It showed the following changes to the scope of the review with the following roads being included: Bryants Acre, Chiltern Rd, Clay Ln, Grange Gardens, Little Hampden Cl, Manor Rd, Perry St, South St, Swan Mews, The Paddocks, Tring rd, Vicarage Rd, Vinetrees, Wharf Rd and Dobbins Ln was also requested to be included. It was resolved to accept this new project cost		Included would be Formal Consultation, Updating to the TRO, Newspaper advertising, update to the parking maps, installation of posts and signs along new markings 30m apart. It will also include detailed design, statutory consultation procurement and implementation.
?		LAF fund is closed and transferred to Community Board - funding is agreed to be transferred		
31/03/2022		Journal Showing amendment to EMR 350 with a provision of £7508 for Parking review costs		



07/09/2022		Confirmation from Bucks Council that there was a drafting error with the map tiles but because that error added extra parking controls then these can just be removed and the consultation continues. If the map tiles had missed out on parking controls then the statutory consultation would have had to be restarted.		It was also noted that the online form was down for a period of about 2 hours on one day of the consultation due to a technical error. It was resolved with no other issues.
21/10/2022		A review meeting of all comments took place between Bucks Council, Parish Councillors and the Clerk to agree on final works to be implemented		
26/10/2022		A new PiD is produced and Community Board updated with new implementation costs which were lower than expected.		
01/12/2022	PC22/329	The PiD shows an initiation fee of £4k which needs clarification but requests that Wendover PC pay £7508. The total cost for the project has increased to £35792	7,508.00	Residents bring up issues with the project, including not consulting with residents on what is to be implemented. There is also concern that the only changes are road markings that re-enforce the Highway Code and therefore the project could be considered as poor value for money
05/12/2022		Confirmation from Community Board that they will still fund the scheme based on the new PiD with the Parish Council contributing the £7508		
03/01/2023		Letter received from Bucks Council after a complaint is made to them outlining dissatisfaction with the process and questioning why the Parish Council were paying for markings that simply re-enforced Highway Code		response pointed to the fact it is not a Statutory duty for Bucks Council to paint these lines and they were being done at the request of WPC
13/01/2023		WPC notified that legal order had been made and that Bucks Council were taking the lead on the project. They cited that from their perspective they had received consent to proceed in Oct 2022		
07/02/2023	PC22/381	A report is noted on project implementation and progress noted by Council		
07/03/2023	PC22/413	The paper was noted and Council considered the comments from the members of the public at the start of the meeting. It was RESOLVED to send a letter outlining that the process led by Buckinghamshire Council has been difficult and unsatisfactory. Further, the decision was made before the Parish Council had fully agreed to the implementation. It was RESOLVED to accept the implementation in line with the recommendations report. The vote was 6 in favour and 4 abstentions It was RESOLVED to pay the consultation costs of £7508 from this years' budget.	7,508.00	



21/03/2023		Letter sent to Bucks Council complaining about how the Parking Review has been handled		Chair also phoned up to clarify the complaint on 28/3
31/03/2023		Complaint response received and shared with Councillors		It was felt that the nature of the response meant that WPC was going to get no further response on this complaint
02/08/2023		Enquiry to Community Board as to when implementation would happen - response shown in notes		This is now a live scheme. Detailed design is happening right now – so planning post sizes, where they are going, sign plate design, doing job packs for the lining crew. In terms of seeing lines and signs being put in we are aiming for late September/October but I will be having advanced conversations with Balfour Beatty Living Places shortly.
18/10/2023		Scheme Chased		Informed there were issues with the costings and the scheme had to be recosted which was delaying implementation
25/01/2024		Scheme chased and complaint logged with Buckinghamshire Councillor		
01/02/2024		Notification that Scheme will be implemented on or before 26/2/24		

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the format of the PID and amendments to the Internal Financial Controls policy and publications scheme.**



ITEM 9e – TRANSFER FUNDRAISED MONEY

BROUGHT BY

Office

SUMMARY

To consider transferring £1601 from the Christmas Tree Donations, £1890 from the decorations and raffle and £1032.17 from the Crowdfunding Campaign to the Skatepark EMR and Donate £353.15 to Wendover Youth Club.

PARISH COUNCIL BACKGROUND

PARISH COUNCIL 7th November 2023

f) **Skate park fundraising**

PC23/179 The decorations were shown to the Council. It was noted that being able to accept card payments was important. An amendment was proposed to include a raffle ticket with the decorations so that there is prize drawn with a budget of £50. The amendment was **RESOLVED**. The proposal as amended as **RESOLVED**.

AMENITIES COMMITTEE 17th October 2023

a) **A23/062 Mini Christmas Trees 2023**

To consider the option of covering the costs for Mini Christmas Trees in 2023. An amendment to the proposal was discussed. The amendment that the trees would be offered to the shops in return for the shops making a donation to the Parish Council, of a value of their choice, to be used for the Skatepark project was **RESOLVED**. The proposal as amended was **RESOLVED**.

PARISH COUNCIL 5th September 2023

a) **Christmas Event – Chosen Charity**

PC23/125 The suggestions for charities were discussed. It was **RESOLVED** to make donations this year to the Youth Centre. It was further **RESOLVED** to keep the donation offer as set out in the paper as the ongoing arrangement and not to vary it year by year.

DETAILS

Money has been raised for the skate park and finance committee is asked to approve moving the money from the I&E income to the Skatepark EMR.

Money was raised for the Youth Centre from donations from the food stalls at the Christmas event and the Santa's Grotto income.

It should be noted that there are still some donations being chased for the trees. We will have to do a separate transfer for any outstanding monies, when we have received them.

FINANCIAL CONSIDERATIONS

- n/a



LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the following transfer.**
£2922.17 from 1262 Fundraising Income to EMR 357 – Skatepark
£1601 from 1214 Christmas Trees to EMR 357 – Skatepark
Total £4523.17 transfer into EMR 357 Skatepark
- **To approve the payment of the £353.15 donation to Wendover Youth Centre from the Christmas Event**
- **To approve the transfer of the remaining Christmas Tree money of approximately £90 into EMR 357 when all outstanding monies are paid**



ITEM 9f – LPM 1940S THEMED EVENT FOR D DAY

BROUGHT BY

Estates and Events Manager/Events Working Group

SUMMARY

To consider authorising the office to book entertainment for 1940s themed event for D-Day at the Local Produce Market in May 2024.

PARISH COUNCIL BACKGROUND

The Parish Council provides entertainment at the December LPM with a band playing Christmas carols.

The Estates and Events Manager wants to develop the LPM and believes that providing entertainment for residents and visitors throughout the year will encourage more people to attend.

DETAILS

This motion is being brought to Finance Committee as there is a time sensitivity to booking the artists for the event.

The office has been in contact with a local 1940's themed singing act and asked their availability to perform at the May Local Produce Market, which is the date closest to the 80th anniversary of D-Day which is the 6th of June.

They confirmed via email the below prices:

For an hour or 2x45mins or 3x30min sets with our own PA and vintage 1940's costumes, the charity/community fee is:

Polka Dots Duo - £650+VAT

Trio - £880+VAT

The office would like to book the duo for 2 x 45 minute sets at £650 +VAT, the office will also have to apply for a Temporary Event Notice for the live music, this costs £21.00. **Total - £671.00**

FINANCIAL CONSIDERATIONS

- This would come out of 4110, Entertainment and Events.
- After the 2024 events budgets/expenditure was signed off in the January 2024 Amenities Committee Meeting there was £2,370 remaining in 4110.

LEGAL AND OTHER IMPLICATIONS

- To ensure all relevant licences are applied for.
- To ensure all the entertainers have Public Liability Insurance.



PROPOSAL OR UPDATE

To resolve to:

- Accept the quote and authorise the office to book the entertainment for the Local Produce Market May 2024 and apply for the temporary event notice.