



WENDOVER PARISH COUNCIL

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

COUNCIL VISION AND MISSION

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

 Develop Community	 Enhance Environment	 Promote Prosperity	 Functioning Council
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PARISH COUNCIL MEETING AGENDA

Tuesday 2nd December 2025 at 7:40pm

Wendover Community Library, High Street, Wendover, HP22 6DU

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **APOLOGIES FOR ABSENCE** 
To consider any apologies for absence received:
- 2) **DECLARATIONS OF INTEREST** 
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 3) **MINUTES – page 4** 
Consideration of approval of minutes of the meeting on 4th November 2025.
- 4) **CHAIR'S ANNOUNCEMENTS** 
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.** 
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS** 
- 7) **CLERKS REPORT & CORRESPONDENCE** – *page 8* 
- 8) **FINANCE AND PAYMENTS** – *page 14* 
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 15, 20 and 21*
 - c) To receive the latest [Flagstone](#) statement– *page 22*
 - d) To receive an [end of year projection](#) based on the current income and expenditure – *page 23*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**  
- a) [HS2 Mitigation Action Group](#) – *page 29*
 - b) **Business Group**
 - c) **Wendover Youth Centre**
 - d) **Other Groups**
- 10) **REPORTS FROM COMMITTEES**
- a) **FINANCE COMMITTEE** 
 - i) To note the draft [minutes](#) of the meeting on 18th November 2025 – *page 30*
 - ii) To consider the [amendments to the financial regulations](#) for electronic signatures to Payments to Consider – *page 32*
 - iii) To consider the [grant and fundraising policy](#) – *page 36*
 - b) **PLANNING COMMITTEE** 
 - i) To note the draft [minutes](#) of the meeting on 18th November 2025 – *page 39*
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**  
 - i) To receive an [update](#) from the working group – *page 41*
 - b) **Open spaces working group**  
 - i) To receive an update from the working group
 - c) **Sustainability and Biodiversity Group**  
 - i) To receive an update from the working group
 - ii) To consider approving a [project to implement a borehole](#) to feed levels at Hampden Pond. – *page 42*
 - iii) To consider approving research into making [Walnut Meadow and Barlow Wood assets of community value](#) – *page 47*
 - d) **Strategic Planning Steering Group** 
 - i) To receive an update from the working group
 - e) **Community Emergency Response Group**  
 - i) To receive an update from the working group

12) OTHER ITEMS

a) [Approval of 2026/27 Budget](#) – **page 49**

To review the budget proposal from the requests so far and identify further considerations for Finance Committee to take into account when producing the final draft.

b) [Vehicle Insurance](#) – **page 60**

To consider the vehicle insurance renewal

13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

To be discussed due to the Christmas break

14) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 27/112025

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

4th November 2025 at 7:40pm

Wendover Community Library, High St, Wendover HP22 6DU

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

In attendance: Cllr Field, Cllr Strachan

Clerk: Andy Smith

Members of Public: 16

1. APOLOGIES FOR ABSENCE

PC25/293 Cllrs Washington and Mackinlay offered their apologies, and they were accepted by the Committee.

2. DECLARATIONS OF INTEREST

PC25/294 None

3. MINUTES

PC25/295 The minutes of the Parish Council of 7th October 2025 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

4. CHAIR'S ANNOUNCEMENTS

PC25/296 The chair updated the Council on the War Memorial and that it will be ready by Sunday. Wendover Shed were congratulated for their nomination as part of a national award. The old school gates have gone up at the entrance of the Heron Path and Cllr Washington was thanked for all their hard work in making that happen

5. PUBLIC PARTICIPATION

PC25/297 A member of the public outlined that all the new areas for the use by the Wendover shed were successfully coming along. They highlighted the award nomination and referenced the Parish Council as being a part of that nomination.

PC25/298 A member of the public reminded the Council that the joint public HS2 meeting is happening on Fri 21st Nov and volunteers were requested to help with set up and the bar.

PC25/299 A member of the public representing the Bucks Bee Keepers Association gave an update on their situation. Their current site has been sold to a housing developer, and the association are looking at options for new sites. They set out their operational requirements which includes a new site, security of tenure and the ability to enable more people to get involved

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC25/300 Cllr Strachan highlighted that finances were a big issue for the Council and how to maintain services. The Consultation on the new local plan has finished and Cllr Strachan reassured that he would update Wendover when he knew what the feedback was saying.

PC25/293 Cllr Field highlighted that Station Rd in Stoke Mandeville will be closed on 17th soon due to investigations on the rail bridge embankments.

1. CLERKS REPORT AND CORRESPONDANCE

PC25/294 The Clerk's report was noted.

2. FINANCE AND PAYMENTS

a) Payments to consider

PC25/295 The payments to consider, totalling £19,919.98 were considered and questions answered. The payments were **RESOLVED** and signed.

b) Latest financial reports

PC25/296 The financial reports were noted.

c) Flagstone statement

PC25/297 The statement was noted.

d) End of year projection

PC25/298 The projection was considered, and it was noted that there is a potential to end the year with a deficit that would mean a small reduction in the general reserve.

3. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC25/299 It was **RESOLVED** to confirm Cllr Atwell would be the new Parish Council representative on the group. The report was noted and requests for volunteers for the event on 21st November were noted.

b) CLAW meeting

PC25/300 The report was noted.

c) Other organisations

PC25/301 None

4. REPORTS FROM STANDING COMMITTEES

a) AMENITIES COMMITTEE

PC25/302 The minutes of the Amenities committee meeting on 21st October 2025 were noted

PC25/303 The motion to replace a streetlight was considered. Further clarification provided after the Amenities meeting was noted. It was **RESOLVED** to replace the streetlight.

5. REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC25/304 It was noted that Wharf road closure would not be happening but there are events and campaigns that will help the situation around the School.

b) Open Spaces Working Group

PC25/305 No update given.

a) Sustainability and Biodiversity Group

PC25/293 The update was noted, options on the Thames Water site are being discussed.

b) Strategic Planning Steering Group

PC25/294 Meeting on Thu 6th Nov.

c) Community Emergency Response Group

PC25/295 Councillors who live in areas with street WhatsApp groups to feed them through to Cllr Walsh to add to our contacts list.

1. OTHER ITEMS

a) Review of current budget proposal

PC25/296 The proposal was noted and at this stage there was no further feedback on the numbers

PC25/297 It was **RESOLVED** to recommend the budget as set out into the papers to Finance Committee.

b) Parish Basic Allowance

PC25/298 It was noted that Councillors are allowed to take a basic allowance which equated to £525 a year to cover expenses. The Council wanted to enable anyone to become a Councillor and remove any potential barriers. It was noted, for example, that previous Councillors had left because of childcare costs during the meetings. However, the council was concerned about the additional expense and how this would sit with residents at a time when we have so many other priorities for our finances.

PC25/299 It was further noted that Councillors can opt out of the allowance and that there was a process to be followed to publish to residents our intentions.

PC25/300 It **RESOLVED** on a casting vote by the Chair implement a Parish Basic Allowance and start the process to implement the allowance for 2026/27

c) Mid Bucks Bee Keepers Site in Wendover

PC25/301 The item was moved up the agenda to discuss with the public participation.

PC25/302 It was noted that there is no land that is suitable for Wendover Parish Council to donate or lease. However, the Parish Council could lead on negotiations and leverage some land for the association.

PC25/303 It was **RESOLVED** to authorise the council to support this group and create an informal working group to support the bee keepers.

2. DATES OF FUTURE MEETINGS

PC25/304 It was noted next Parish Council meeting 7.40pm on Tuesday 2nd December at Wendover Community Library. All agenda items and papers to be with the clerk by Mon 24th November.

3. CLOSURE OF MEETING

PC25/305 As all business was transacted the meeting was closed at 8:35pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Nov	Parish Council 4-11-2025
PC4-11-2025			
BACS			
Date	To	Amount	Payment for
05/11/2025	Buckinghamshire Council	£26.08	Meeting Room
05/11/2025	PawPrint	£140.40	Printer/copier costs
05/11/2025	Buckinghamshire Council	£25.00	Meeting Room
05/11/2025	Wendover Community News	£900.00	Dec25- Mar26 back page
05/11/2025	Numbers Ltd	£72.00	Payroll services
05/11/2025	Parish On line	£180.00	Mapping and Data Service
05/11/2025	Josie Derland	£300.00	Vocalist - Picnic in the Park
05/11/2025	George Browns	£275.20	Machine equipment repairs
05/11/2025	Marley Design	£708.75	Graphic and web design
05/11/2025	Val Mayland	£125.00	Clock Tower Cleaning (Oct)
05/11/2025	BMKALC	£90.00	Procurement training
28/11/2025	Staff Salaries	£10,189.47	Nov Staff Salaries
28/11/2025	HMRC	£3,809.30	Nov Tax and NI
05/11/2025	CLAW	£357.55	Grant for tree planting
TOTAL BACS AMOUNT		£17,198.75	
CARD			
Date	To	Amount	Payment for
23/10/2025	Sweeneys Wendover	£18.00	Office Supplies Coffee/ toilet roll
28/10/2025	Glasdon U.K. Ltd	£669.88	Metal Bins
23/10/2025	Amazon Business EU	£22.13	Hammerite Paint
30/10/2025	Amazon Business EU	£8.66	Office supplies
29/10/2025	Amazon Business EU	£119.60	Rubber Matting
26/11/2025	Adobe	£19.97	Adobe Acrobat plan
24/10/2025	Christmas Cactus Ltd	£6.99	Paint Brushes
03/11/2025	The Bell and Dragon	£100.00	Christmas meal deposit
09/11/2025	Lebara Mobile	£5.00	Monthly office phone plan
TOTAL CARD AMOUNT		£970.23	
DD/SO			
Date	To	Amount	Payment for
29/10/2025	Sumup	£1.68	Bank Charges
15/11/2025	British Gas	£7.34	Manor Waste Elec
15/11/2025	British Gas	£152.60	Clock Tower Elec
15/11/2025	British Gas	£39.37	Site Safe Elec
01/11/2025	Sidleys	£135.00	Garage rental
07/11/2025	BT	£173.48	Phone and broadband
03/11/2025	Radius UK Fuels	£99.49	Fuel card
27/10/2025	Radius UK Fuels	£74.60	Fuel card
28/11/2025	Smart Pensions	£1,119.78	Nov Pension Contributions
07/11/2025	Smart Pensions	£26.40	Smart pension admin fee
TOTAL DD & SO		£1,751.00	
TOTAL PAYMENTS		£19,919.98	SIGNED BY COUNCILLORS:



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

HS2 public meeting

The public meeting was a great success and we had 150 people attend from the Community plus our local MP – Greg Smith and representatives from EKFB who are the contractor for HS2. So far we have 88 responses to the meeting survey that will support our priorities for engagement with HS2. The survey will be advertised online and kept open into early December so more residents can express their views.

Repairs to Manor Waste Electricals

Some of the electrical equipment in the cabinets on the Manor Waste have been damaged by weather since last year and needs replacing. This includes sockets and timers that control the garland and Christmas trees on the Pharmacy and Sweeneys. The cost of this repair will be approx. £600 and we are looking to get this fixed as a health and safety priority.

Cricket Nets

We have had an enquiry as if to anything will be done to soften the visual impact of the new nets on the cricket field. I responded with our view that we saw it as a replacement of nets for nets which did not significantly change the view. Buckinghamshire Council also did not place any conditions on mitigating the view. It may be possible to plant a tree in a location that obscures the nets from the road, which is a relatively easy fix. We are looking into cost and impact of undertaking this planting

Business of the Year award

We continue to be contacted about the business of the year award as there is concern that the process is not fair or transparent. We have previously updated Council on this issue. I am seeking to meet to discuss the situation face to face as at the moment there is nothing more we can do.

Sheltered rest space at Christmas event

We were contacted by a local care home looking to set up some quieter seating spaces at the event for their residents to be able to attend. At the moment the footprint of the event is quite tight and so this is not practical to undertake. However if we do close the high street we may be able to provide a seated rest area as a part of the event next year

Repair Café at Wendover Library

The Friends of Wendover Library are considering starting a 'Repair Cafe' at Wendover Library in March or April 2026 which would operate once a month. They are still considering the details of how this might be organised. They are looking for 'Repairer volunteers' for the sessions. These could include repairing simple items of clothing (although not zips unless there is someone who is an expert in this area), small electrical items, broken ornaments, toys and possibly gardening equipment. Please get in touch with FOWL if you are interested.

Discussion on local government with John Colet

The John Colet sixth form have an A level in local government and we have been invited to have a discussion about if we could be somehow involved or support the school. We are meeting on the 4th December to see if there is any potential to work together



Christmas decorations

The decorations are now up and working thanks to the estates team. I hope everyone agrees that the high street looks lovely again at this time of year and more people have taken up the offer of a tree this year.

Christmas event hire

The event hire the week before our light switch on has resulted in some issues which we are working through with the hirer. Council are already aware of the unfortunate but not deliberate clash with the HS2 public meeting. But we need to discuss some other issues raised.

Telephone and broadband changeover

The telephone systems and broadband in the Clock Tower are about to be changed over so we have a flexible phone system and greater connectivity. It is also a bit cheaper than our current package. Whilst this will lead to future improvements there may be some temporary interruptions which have been advanced posted on social media. We will let you know at each stage of the installation.

Npower bill

In a previous report I set out a bill that we were being chased for by a previous power provider that I placed in dispute. The provider has apologised and credited the bill so we are no longer liable for that amount. I am now seeking to close the account as it was transferred to a different provider in 2022.

Damage to bins

Council were made aware of the damage to the bin liners from fireworks in the parks. Damaged bins are in the process of being repaired and replaced. Despite this we are

Warning on phishing emails

It's that time of the year when people like to try and get something for nothing. We have had a few emails from Councillors and others linked to the Council – they start by asking for a favour and lo and behold they don't have access to their phones so can we do it by email. You are then asked to buy Amazon/High St/Apple vouchers and you will be refunded. Please forward those emails to report@phishing.gov.uk

New bin at PMG by shop

We have been asked if we can provide a rubbish bin in the vicinity of the PMG stores. The complex nature of ownership, road adoption and land ownership up at PMG means that whilst we have the power to do this the practicalities are more complex than simply putting a bin in.

Electoral register request

We have signed the agreement to receive a copy of the Electoral Register for the next year and will keep a password protected copy on our files in line with the guidance. We are strictly limited as to how we can use the register and who can view it.

Access to Ashbrook Park at rear



An observation came to the office that the entrance to Ashbrook Park at the rear (by the Pursell Path) was getting really boggy because of our vehicle accessing the park at that location. We were already aware of this and bark chippings are now down in the area. We only use that entrance because the front entrance is regularly blocked or if dogs are off lead in the park it is dangerous to have those gates open allowing dogs to run on the main road.

Clock service

Our clock has largely behaved this year to this moment in time and touching wood! The clock received a clean bill of health on its annual service so we are expecting it to break just before the Christmas Break!

Internal Audit

The internal audit will happen on 9th December and will mean I will be busy in the run up to that date as the finance system is also being upgraded. It should all be done automatically but there may be some additional works required.

High Street Communications

As the office have not been granted access to the current business whatsapp group we are building one from scratch and looking to include the wider business community on a positive engagement channel. We sent an email a couple of weeks ago asking for all the Christmas opening hours, promos and events so we can put them on the Welcome to Wendover website and chased it up this week.

Grass on Stanhope Close

We had an enquiry from an estate agent asking for certification that the green on Stanhope Close is certified green space – probably for use in house marketing pack. I was able to direct the agent to our Neighbourhood plan which has it set out as a “protected green space”. Protected green spaces are designated areas set aside from development in order to preserve their natural, ecological and recreational value. We have a number of spaces set aside in our Neighbourhood plan for reference

New buses

We had an enquiry for the new bus timetables. The local bus routes have been changed and more frequent services are running but we don't have copies in the Clock tower so we are looking into that. We will at least try and get the new routes on the Welcome to Wendover page.

Dogs off leads

We have had a complaint about dogs off leads in our parks after a dog unknown to him came bounding towards him. As the parks are public spaces for use by all people this is a complex issue. We are currently working with the Community Board and other local Parish Councils as to best practice in this area.

Action List

The action list below shows all actions since the first Council meeting of the new Council in May.



Date	Code	Heading	Description	Action	Owner	Status	update notes
06/05/2025	PC25/009	8. CLERKS REPORT AND CORRESPONDANCE	PC25/009 The Clerks report was noted and the Clerk answered questions from the councillors. The Chair highlighted the valuation report from the Pension Scheme and Council will need to decide on this issue in the coming year. It was noted that we have appointed the admin role.	Research into costs and benefits of options relating to LGPS to be brought to Finance Committee	Chair	In progress	Information has been presented to Finance Committee and needs to be considered further for a final decision
06/05/2025	PC25/016	f) review of bank signatories	PC25/016 It was RESOLVED to amend the proposal to add 3 signatories to the account rather than 2.	Add 3 new signatories to bank account	Clerk	Concern	Bank has been instructed but signatories still not set up. Paper process now initiated
03/06/2025	PC25/076	c) Other organisations	PC25/076 Wendover canal trust – the bank and path repairs were discussed as to who would be taking that forward and making good the repairs. It was also noted that nobody knows who owns "Oliver's Bridge". There are also ongoing maintenance issues due to the shallowness of the canal and lack of canal traffic and they are looking at a maintenance programme for that work.	Council to be kept updated with canal footpath repair issues	Clr Thornton	ongoing	Issue still in focus as recent issue of homets nest by Olivers bridge and who needs to action removal.
03/06/2025	PC25/085	c) Sustainability and Biodiversity Group	PC25/085 Met with the CLAW group to gain their support and review the 5 year strategy. Also discussed support from High St and a meeting with the Chair of other local Parish Councils and their works on sustainability	Review 5 year sustainability strategy	Clr Tipper	ongoing	Actions reviewed with Clerk and new action list agreed
03/06/2025	PC25/086	d) Strategic Planning Steering Group	PC25/086 There is a draft of the future direction of Council and headline projects for the next 10 years that will be worked up and brought to Council.	headline projects and 10 year plan worked into a paper for consideration	Clr O Donnell/Clr Atwell	In progress	Awaiting feedback
03/06/2025	PC25/097	b) To consider the co-option of new Councillors	PC25/097 Each of the candidates was considered in turn and each candidate was RESOLVED unanimously to be co-opted onto Council	Inform candidates of vote and schedule induction and a council mentor	Clerk	In progress	Still need to identify mentors
01/07/2025	PC25/106	5. PUBLIC PARTICIPATION	PC25/106 A member of the public highlighted a concern about speeding around the junctions on the Aylesbury Rd - where the cycleway crosses the entrance of the roads. The Chair updated the member of the public on the Transport Working Group meeting and how we can work on this issue.	To be discussed by the Transport Working Group	Clr Tipper	ongoing	Speed signs to be moved around on a monthly basis and School campus events to be held
01/07/2025	PC25/107	5. PUBLIC PARTICIPATION	PC25/107 A member of the public highlighted increasing parking issues on the Aylesbury Road by the Health Centre. The Chair updated the member of the public that we had brought the issue to the attention of Buckinghamshire Council and are trying to work through solutions.	To be discussed by the Transport Working Group	Clr Tipper	ongoing	Meetings continue to resolve Wendover parking issues
01/07/2025	PC25/127	a) Installing a visitor information sign on the Manor Waste	PC25/127 The paper was discussed and it was. It was RESOLVED to approve the location of the board	Get quotes for install and work with Wendover Society to install	Office	ongoing	To be installed after the Christmas event
01/07/2025	PC25/129	a) Installing a visitor information sign	PC25/129 It was RESOLVED to discuss future costs with the Wendover Society	Set out future costs of keeping board up to date and bring a proposal around moving other notice board	Clerk	ongoing	Looking at working out a proposal for future costs
01/07/2025	PC25/141	b) To consider land issues	PC25/141 The Parish Council considered the paper outlining land important to Wendover to preserve and enhance the local amenity. It was RESOLVED to authorise the Chair and Office to progress the discussions to formulate proposals for council to consider	Progress discussions to secure land for the benefit of the community and bring proposals back to Council	Chair/Clerk	ongoing	Discussions with Bucks Council are ongoing
05/08/2025	PC25/147	4. CHAIR'S ANNOUNCEMENTS	PC25/147 A request has been made to have a hedge along the front of Ashbrook Park by the roadside. This has previously been rejected by Council, but will be looked into and taken to Amenities.	Review practicalities of a hedge and bring any recommendations to Amenities	Chair	ongoing	The grounds staff are looking into a low level flower/shrub/wildflower strip
05/08/2025	PC25/151	5. PUBLIC PARTICIPATION	PC25/151 A member of the public asked if the Council could have an armed forces day in the armed forces week.	review events programme to include Armed Forces Week	Office	In progress	to be considered by events working group - now scheduled
05/08/2025	PC25/152	5. PUBLIC PARTICIPATION	PC25/152 A member of the public asked how the new engagement strategy announced in Aug 24 was progressing.	Review engagement strategy	Chair/Clerk	ongoing	to be considered as an enabler as a part of new strategy and to incorporate networks created as a part of the community emergency plan



05/08/2025	PC25/169	a) Transport Working Group	PC25/169 It was RESOLVED to lobby Buckinghamshire Council for a zebra crossing.	Lobby Buckinghamshire Council for zebra crossing	Cllr Tipper	ongoing	Grant request approved. Now awaiting installation
05/08/2025	PC25/170	a) Transport Working Group	PC25/170 It was RESOLVED to authorise the Transport Working Group to lobby Bucks Council to install bollards and a keep clear zone at set out in the paper.	Ensure bollards are installed on school campus	Cllr Tipper	In progress	In progress
05/08/2025	PC25/171	a) Transport Working Group	PC25/171 i) works on Hale Ln – It was RESOLVED to authorise the Transport Working Group to lobby Buckinghamshire Council to halt current works on Hale Lane and to undertake further consultations with residents.	Lobby Buckinghamshire Council to drop current yellow line plans	Cllr Tipper	ongoing	In negotiations with Bucks Council
05/08/2025	PC25/176	c) Sustainability and Biodiversity Group	PC25/176 ii) Consultation on street lights – It was noted that the questions offer similar options. There is a lot of care in how the questions are put to the community. Cllr Thornton volunteered to help on the wording of the questions. It was noted that the consultation will have links to evidence.	progress the streetlight consultation	Cllr Tipper/Clerk	In progress	Consultation under way - awaiting final results and costings
05/08/2025	PC25/185	12 c) Local Markets	PC25/185 It was RESOLVED to accept the proposal and authorise the office to proceed with a trial of the Sunday market at the agreed charges	undertake the implementation of the new market	office	In progress	This decision is up for review at the Sep full council and we are now reviewing the feedback from the community regarding a new Sunday market
05/08/2025	PC25/186	12 d) Office phone and broadband contract	PC25/186 It was RESOLVED to authorise the office to enter a new contract if it presents a cost saving to the Council.	Investigate new contracts and progress	Clerk	In progress	Contract signed and install happening in Nov/Dec
02/09/2025	PC25/211	a) Transport working group	PC25/211 iv) Hale Lane Road Markings – It was RESOLVED to approve the costs of £400.00 in order to design, print and deliver the A5 card to every Wendover Resident in a consultation about the Hale Lane parking and line markings	Undertake survey of Hale Lane	TWG	In progress	
02/09/2025	PC25/212	b) Open Spaces Working Group	PC25/212 It was noted that the Skatepark is incredibly popular and the opening event was very successful. There will be an open Spaces working group meeting in the next week to discuss additional furniture in Ashbrook and a Multi Use Games Area (MUGA)	review park furniture around the skatepark	OSWG	In progress	
02/09/2025	PC25/213	c) Sustainability and Biodiversity Group	PC25/213 i) – The group has met and discussed the eco audit. A new list of actions, to get us back on track with the outstanding issues has been made and the group will be working with the Clerk to deliver.	progress outstanding actions on eco audit	SBG	In progress	
02/09/2025	PC25/215	c) Sustainability and Biodiversity Group	PC25/215 It was RESOLVED to authorise the group to make funding bids for up to £20,000 to install a borehole in Hampden Pond. It was noted that Cllr Porter objected to the proposal.	make funding bids for the installation of a borehole at Hampden Pond and bring a full proposal back to full council	SBG	In progress	Funding has been awarded and now need to start plans
02/09/2025	PC25/218	a) Monthly Sunday Market	PC25/218 The members of the public gave their views. The comments were considered by the Council. The councillors asked clarifications on the comments given by the members of the public. It was noted that marketing costs for any market are vital and these would need to be supported from the pitch fees.	review how market can work with high street retailers, review local demand for a Sunday market identify a clear alternative business proposal for consideration	Amenities	In progress	
02/09/2025	PC25/228	c) Local Plan Consultation	PC25/228 It was RESOLVED to authorise a budget of £500 for an event to come out of Minor Grants Budget 4611 under the power of s137 Local Government Act 1972	Set up working group and book venue and publicise	Clerk	In progress	
07/10/2025	PC25/257	c) Sustainability and Biodiversity Group	PC25/257 It was RESOLVED to approve the budget request of up to £2000 to come from Transport Working Group BMR 359 for a Highways Consultant to assist.	Transport working group to organise a Highways Consultant to review Ellesborough Rd reinstatement	SWG	In progress	



07/10/2025	PC25/258	c) Sustainability and Biodiversity Group	PC25/258	It was RESOLVED to approve the Parish Council to formally write to Buckinghamshire Council to:	Write to Bucks Council to outline i. Notify WPC opposition to the current highway re-instatement designs shown to the WPC. ii. Request responses to WPC communication in August including provision of copies of latest designs. iii. Inform that alternative proposals are being developed by the community.	Clerk	Concern	Letter written, awaiting meaningful supplies
07/10/2025	PC25/261	c) Sustainability and Biodiversity Group	PC25/261	ii) Streetlight tender- it was RESOLVED to approve the tender document and process. Authorise the office to implement the tender process.	Implement streetlight tender	Clerk	Delayed	Awaiting further information on new procurement act
07/10/2025	PC25/268	PC25/267	It was RESOLVED to appoint IAC Audit and Consultancy as internal auditor for 2025/26	PC25/268	It was RESOLVED to authorise the Clerk and RFO to seek quotes for the internal audit for 26/27 onwards	Clerk	In progress	
07/10/2025	PC25/273	e) Purchase of Tommies	PC25/273	It was RESOLVED to accept the expenditure of up to £800.00 to the replace and install the Tommy.	Purchase and install Tommy	Estates	In progress	Tommy purchased
07/10/2025	PC25/281	PC25/280	It was RESOLVED to submit the feedback on the current stage of the local plan consultation as set out in this paper.	PC25/281	It was RESOLVED to authorise the office and Chair to engage with other local Parish Councils on submitting a combined response to the final draft of the local plan.	clerk/chair	In progress	Meetings ongoing
07/10/2025	PC25/284	h) Installation of memorial gates and sign	PC25/284	It was RESOLVED to authorise the office to proceed with instructing Caswells to install the gates at the entrance to the heron path.	Install memorial gates	Clerk	In progress	Completed
07/10/2025	PC25/286	PC25/285	It was RESOLVED to authorise the office to produce the sign artwork and purchase the sign with correct fittings.	PC25/286	It was noted that the Council thanked Sweeneys and Wendover Football Club for their contribution and support towards this project.	Clerk	In progress	Sign in design
04/11/2025	PC25/295	2. PUBLIC PARTICIPATION	PC25/295	A member of the public reminded the Council that the joint public HS2 meeting is happening on Fri 21st Nov and volunteers were requested to help with set up and the bar.	Volunteers required for Friday	All Council	new	
04/11/2025	PC25/308	a) AMENITIES COMMITTEE	PC25/308	The motion to replace a streetlight was considered. Further clarification provided after the Amenities meeting was noted. It was RESOLVED to replace the streetlight.	office to instruct the replacement lantern be fitted	Office	new	
04/11/2025	PC25/313	e) Community Emergency Response Group	PC25/313	Councillors who live in areas with street WhatsApp groups to feed them through to Cllr Walsh to add to our contacts list.	All Councillors to feed WhatsApp groups through Cllr Walsh	Clerk/Cllr Walsh	new	
04/11/2025	PC25/321	c) Mid Bucks Bee Keepers Site In Wendover	PC25/321	It was RESOLVED to authorise the council to support this group and create an informal working group to support the bee keepers.	Create a working group to develop a proposal to support the bee keepers	SBWG	new	



ITEM 8 – FINANCE REPORTS

The accounts presented show the state as at end of 24/11/2025 but does include salary costs so represents a reasonable picture of where we are at the end of month 8.

The [year end projection](#) (8d) shows us a better general reserve than previous forecasts as we are now a lot more aware of costs and where we can make savings. The projected year end is now £157k, which is still an acceptable reserve based on our policy of 3 months expenditure but on the lower side of what our auditors advise. This year end projection is predicated on moving an additional £25k to our LGPS pension fund EMR and £15k to a Hampden Pond EMR



21/11/2025

Wendover Parish Council Current Year

Page 1

13:58

Detailed Income & Expenditure by Budget Heading 21/11/2025

Month No: 8

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	1,157	1,630	473			71.0%	
1005 Charter Fair	0	275	220	(55)			125.0%	
1010 Cricket Club Lease	0	350	300	(50)			116.7%	
1021 Markets - Local Produce	123	1,278	1,260	(18)			101.4%	
1022 Markets - Weekly Market	0	5,330	10,660	5,330			50.0%	
1030 Other Rental (Ashbrook)	50	1,175	2,045	870			57.5%	
1035 BCC Devolved Footpaths Income	0	0	19,000	19,000			0.0%	
1214 Christmas Trees	693	1,320	2,000	680			66.0%	
1260 Xmas event income	88	158	500	343			31.5%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	40,600	82,422	500	(81,922)			16484.3	81,250
1263 Event income (stalls etc)	0	456	400	(56)			113.9%	
Amenities Income :- Income	41,553	93,919	38,615	(55,304)			243.2%	81,250
Net Income	41,553	93,919	38,615	(55,304)				
6001 less Transfer to EMR	40,000	81,250	0	(81,250)				
Movement to/(from) Gen Reserve	1,553	12,669	38,615	25,946				
125 Events Expenditure								
4100 AnnualParishMeeting excl refs	0	266	500	234		234	53.3%	
4105 Christmas Decorations	1,017	1,360	8,500	7,140		7,140	16.0%	
4109 Promo Materials	140	1,275	1,000	(275)		(275)	127.5%	
4110 Entertainment & Events	300	4,159	5,000	841		841	83.2%	
4111 RAF/Remembrance Parade	40	40	500	460		460	8.0%	
4112 Floral Display	2,658	5,316	6,500	1,184		1,184	81.8%	
4113 HS2 Public Meeting	394	394	500	106		106	78.8%	
4122 Markets - Local Produce	53	90	500	410		410	18.0%	
4124 Markets - Business Rates	90	718	1,050	332		332	68.4%	
4126 Markets - Electric	3	210	380	170		170	55.3%	
4130 Quiz	0	0	800	800		800	0.0%	
4132 Christmas Celebration Event	81	81	2,750	2,670		2,670	2.9%	
Events Expenditure :- Indirect Expenditure	4,775	13,909	27,980	14,071	0	14,071	49.7%	0
Net Expenditure	(4,775)	(13,909)	(27,980)	(14,071)				
130 Highways Expenditure								
4200 Bus Shelters	0	0	4,000	4,000		4,000	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	

Continued over page



21/11/2025

Wendover Parish Council Current Year

Page 2

13:58

Detailed Income & Expenditure by Budget Heading 21/11/2025

Month No: 8

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	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	0	(6,000)	(6,000)				
135 Street Lighting Expenditure								
4300 Electricity	1,189	6,035	13,000	6,965		6,965	46.4%	
4305 Maintenance	560	12,880	15,000	2,120		2,120	85.9%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	1,749	18,916	36,500	17,584	0	17,584	51.8%	0
Net Expenditure	(1,749)	(18,916)	(36,500)	(17,584)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,600	2,600		2,600	0.0%	
4405 Maintenance - Open spaces F&F	0	3,705	7,000	3,295		3,295	52.9%	
4406 Maintenance - footpaths	0	950	2,000	1,050		1,050	47.5%	
4410 Maintenance - Groundworks	744	5,459	19,500	14,041		14,041	28.0%	
4415 Maintenance - Inspections, etc	2,357	2,854	2,800	(54)		(54)	101.9%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	500	6,000	5,500		5,500	8.3%	
4421 Orchard Maintenance	0	1,493	750	(743)		(743)	199.1%	
4425 Capital Expenditure (asset pur	0	36,361	11,000	(25,361)		(25,361)	330.6%	
4426 Estates vehicle lease	21	454	4,440	3,986		3,986	10.2%	
4430 Mower Maintenance	0	959	2,500	1,541		1,541	38.3%	
4435 Play Equipment - Purchase	0	42,600	30,000	(12,600)		(12,600)	142.0%	
4440 Play Equip - Repairs & Maint	6,687	6,687	3,000	(3,687)		(3,687)	222.9%	
4450 Premises - Garage Rent	135	945	1,620	675		675	58.3%	
4455 Premises - SiteSafe Electrics	0	182	300	118		118	60.7%	
4465 Premises - SiteSafe Water, etc	0	72	300	228		228	24.2%	
4475 Misc - Fuel	189	1,788	3,200	1,412		1,412	55.9%	
4480 Misc - Materials & Tools	367	2,493	2,500	7		7	99.7%	
4481 Machinery/Tool Service Repair	0	155	2,500	2,345		2,345	6.2%	
4485 Misc - Protective Clothing	135	355	750	395		395	47.3%	
4490 Misc - Refuse Bins	323	1,124	1,300	176		176	86.5%	
4495 Misc - Sundries Recreation	0	198	500	302		302	39.6%	
4497 Defibrillators	0	349	500	151		151	69.8%	
Recreation Expenditure :- Indirect Expenditure	10,958	109,683	106,560	(3,123)	0	(3,123)	102.9%	0
Net Expenditure	(10,958)	(109,683)	(106,560)	3,123				

Continued over page



21/11/2025

Wendover Parish Council Current Year

Page 3

13:58

Detailed Income & Expenditure by Budget Heading 21/11/2025

Month No: 8

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	135	400	265			33.6%	
1210 Interest Received ex Deposits	0	7,469	11,000	3,531			67.9%	
1215 Miscellaneous Income	0	0	600	600			0.0%	
1250 Precept Received	0	413,882	413,882	(0)			100.0%	
1266 VAHT Streetlight Income	0	0	1,000	1,000			0.0%	
Finance & General Income :- Income	0	421,486	426,882	5,396			98.7%	0
Net Income	0	421,486	426,882	5,396				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	2,243	2,000	(243)		(243)	112.1%	
4550 Communications - Publicity	1,028	4,175	6,500	2,326		2,326	64.2%	
4555 Communications - Website	385	1,028	3,000	1,972		1,972	34.3%	
4560 Financial - Bank Charges	13	76	600	524		524	12.6%	
4565 Financial - Fees - Audit	0	36	2,300	2,264		2,264	1.6%	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	0.0%	
4575 Financial - Insurance	0	4,058	7,950	3,892		3,892	51.0%	
4580 Financial - Software	0	763	800	37		37	95.4%	
4615 Office - Broadband/Tel/Fax	149	1,240	1,750	510		510	70.8%	
4620 Office - Copier	117	702	1,500	798		798	46.8%	
4621 Office - Equipment - Expend	485	3,161	3,000	(161)		(161)	105.4%	
4625 Office - Equipment Capital	33	1,168	1,000	(168)		(168)	116.8%	
4630 Office - Postage & Stationery	0	325	400	75		75	81.1%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	136	1,259	2,800	1,541		1,541	45.0%	
4655 Office - Utilities - Water	0	187	150	(37)		(37)	124.4%	
4660 Property Mgt - Clock Tower	463	1,365	2,500	1,135		1,135	54.6%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	185	553	1,000	447		447	55.3%	
4675 Property Mgt - War Memorial	3,255	5,105	500	(4,605)		(4,605)	1021.0%	
4685 Subscriptions and Donations	32	1,444	2,250	806		806	64.2%	
4690 Misc - Chairman's Expenses	100	200	1,200	1,000		1,000	16.7%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	33	303	1,200	897		897	25.2%	
4700 Misc Sundry Expenses Finance	119	500	500	0		0	100.0%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4706 Elections	0	2,266	3,000	714		714	76.2%	
4707 H&S	0	112	2,000	1,888		1,888	5.6%	
Finance & General Expenditure :- Indirect Expenditure	6,533	32,287	51,600	19,313	0	19,313	62.6%	0
Net Expenditure	(6,533)	(32,287)	(51,600)	(19,313)				

Continued over page



21/11/2025

Wendover Parish Council Current Year

Page 4

13:58

Detailed Income & Expenditure by Budget Heading 21/11/2025

Month No: 8

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								
4585 Grant - Churchyard - not S137	0	7,500	7,500	0		0	100.0%	
4586 Grant - Youth Centre -not S137	0	7,000	7,500	500		500	93.3%	
4591 Grants Out - Major - not S137	0	0	10,000	10,000		10,000	0.0%	
4613 Grants Out - Minor - not S137	358	1,307	2,000	693		693	65.4%	358
Grants out :- Indirect Expenditure	358	15,807	27,000	11,193	0	11,193	58.5%	358
Net Expenditure	(358)	(15,807)	(27,000)	(11,193)				
6000 plus Transfer From EMR	358	358	0	(358)				
Movement to/(from) Gen Reserve	0	(15,449)	(27,000)	(11,551)				
235 S137 Expenditure								
4606 Grants Out - Major S137	0	7,080	5,000	(2,080)		(2,080)	141.6%	
4607 Grants Out - Minor S137	0	1,500	3,000	1,500		1,500	50.0%	
S137 Expenditure :- Indirect Expenditure	0	8,580	8,000	(580)	0	(580)	107.2%	0
Net Expenditure	0	(8,580)	(8,000)	580				
320 Staffing								
4800 Staffing - Amenities - Wages	5,095	41,417	61,457	20,040		20,040	67.4%	
4801 Staffing - Amenities - NIC	639	4,873	7,165	2,292		2,292	68.0%	
4802 Staffing - Amenities-Pension	203	1,657	3,466	1,809		1,809	47.8%	
4810 Staffing - F&G - Wages	7,764	61,029	95,824	34,795		34,795	63.7%	
4811 Staffing - F&G - NIC	988	7,866	11,169	3,303		3,303	70.4%	
4812 Staffing - F&G - Pension	357	2,839	13,476	10,637		10,637	21.1%	
4816 Staffing F&G Student Loan	73	619	1,200	581		581	51.6%	
4845 Payroll Charges	60	420	800	380		380	52.5%	
4855 HR Consultancy Fees	0	2,284	2,500	216		216	91.4%	
4860 Training Staff & Cllrs	90	1,150	3,500	2,350		2,350	32.9%	
4861 Uniform	0	776	1,000	224		224	77.6%	
4862 Smart Pension Admin Fee	26	194	300	106		106	64.5%	
Staffing :- Indirect Expenditure	15,295	125,124	201,857	76,733	0	76,733	62.0%	0
Net Expenditure	(15,295)	(125,124)	(201,857)	(76,733)				
980 Amenities EMR projects								
9108 EMR - Skate Park	0	122,713	0	(122,713)		(122,713)	0.0%	122,713
Amenities EMR projects :- Indirect Expenditure	0	122,713	0	(122,713)	0	(122,713)		122,713
Net Expenditure	0	(122,713)	0	122,713				
6000 plus Transfer From EMR	0	122,713	0	(122,713)				
Movement to/(from) Gen Reserve	0	0	0	0				

Continued over page



21/11/2025

Wendover Parish Council Current Year

Page 5

13:58

Detailed Income & Expenditure by Budget Heading 21/11/2025

Month No: 8

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	41,553	515,405	465,497	(49,908)			110.7%	
Expenditure	39,668	447,020	465,497	18,477	0	18,477	96.0%	
Net Income over Expenditure	1,885	68,385	0	(68,385)				
plus Transfer From EMR	358	123,071	0	(123,071)				
less Transfer to EMR	40,000	81,250	0	(81,250)				
Movement to/(from) Gen Reserve	(37,757)	110,206	0	(110,206)				



21/11/2025

Wendover Parish Council Current Year

Page 1

13:58

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 21/11/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
105	VAT Control A/c	5,789
200	Current Bank Account	46,922
202	Flagstone	347,546
Total Current Assets		400,257
<u>Current Liabilities</u>		
515	Allotment Deposits	1,960
Total Current Liabilities		1,960
Net Current Assets		398,297
Total Assets less Current Liabilities		398,297
<u>Represented by :-</u>		
300	Current Year Fund	80,620
310	General Reserves	233,750
336	Estates equipment replace EMR	2,000
356	LGPS Cessation EMR	75,000
357	Skate Park EMR	(2,713)
359	TWG Priorities	6,250
364	Climate Action EMR	3,391
Total Equity		398,297



21/11/2025

Wendover Parish Council Current Year

Page 1

13:57

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
323 Playground Improvements EMR	12,235.00	-12,235.00	0.00
336 Estates equipment replace EMR	2,000.00		2,000.00
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	40,000.00	-42,713.33	-2,713.33
359 TWG Priorities	5,000.00	1,250.00	6,250.00
364 Climate Action EMR	3,748.12	-357.55	3,390.57
	137,983.12	-54,055.88	83,927.24



Flagstone
1st Floor, Clareville House
26-27 Oxendon Street
London, SW1Y 4EL

Wendover Parish Council
Clock Tower
High Street
Wendover
Wendover
HP226DU
United Kingdom

Client ref: WEND001C

SAVINGS ACCOUNTS STATEMENT

Summary from 01 October 2025 to 24 November 2025

£0.00 Holding account balance (as at 24 November 2025)	£348,117.29 Savings accounts balance (as at 24 November 2025)	£3,385.56 Total interest paid (from 01 October 2025 to 24 November 2025)	£516.60 Total interest unpaid (from 01 October 2025 to 24 November 2025)
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Bank name	Account type	Account status (as at 24 November 2025)	Unpaid interest (1)	Paid interest (2)	Savings accounts balance (as at 24 November 2025)
Hampshire Trust Bank	Instant access	Active	£5.01	£269.97	£49,996.32
HSBC	Instant access	Active	£0.00	£457.96	£80,638.34
UBL UK	Instant access	Active	£109.62	£92.01	£49,877.23
National Bank of Egypt	Fixed 6 months	Closed	£0.00	£1,060.39	£0.00
OakNorth	Instant access	Active	£112.92	£95.66	£49,095.66
OakNorth	Notice 95 days	Active	£84.37	£142.55	£33,142.55
Charter Savings Bank	Fixed 6 months	Closed	£0.00	£1,098.00	£0.00
Aldermore	Instant access	Active	£119.80	£154.27	£50,194.05
Griffin Bank	Instant access	Active	£84.88	£14.75	£35,173.14

(1) Unpaid interest is indicative and may vary when it is credited to your account. We refer to unpaid interest as 'profit' for Sharia bank accounts.

(2) We refer to paid interest as 'profit' for Sharia bank accounts



ITEM 8d – YEAR END I&E PROJECTIONS

Wendover Parish Council Current Year

Detailed Income & Expenditure by Budget Heading

MONTH: 8

Forecast made on current YTD figures for month 8

	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Extplate	Clerk	
100 Amenities Income							
1000 Allotment Rent	1,291	1,157	1,630	473	1,736	1,157	
1005 Charter Fair	110	275	220	(55)	413	275	(473)
1010 Cricket Club Lease	300	350	300	(50)	525	350	55
1021 Markets - Local Produce	1,383	1,278	1,260	(18)	1,917	1,750	50 The lease has been renegotiated at £350 per year
1022 Markets - Weekly Market	10,660	5,330	10,660	5,330	7,995	10,660	490 The LPM is performing well so far and stall numbers are healthy
1030 Other Rental (Ashbrook)	2,269	1,175	2,045	870	1,763	1,900	0
1035 BCC Devolved Footpaths Income	19,198	0	19,000	19,000	0	17,800	(145) We have had a number of hires of Hampden Field
1214 Christmas Trees	1,584	1,320	2,000	680	1,980	1,485	(1,200) As discussed there is now a new settlement and deal for dev svcs
1260 Xmas event income	1,651	158	500	342	237	500	(515) Late income that was tfr to last years accounts in a journal
1261 Rifle Club Lease	100	0	100	100	0	100	0
1262 Fundraising income	2,011	82,422	500	(81,922)	123,633	82,422	0 Due in Oct
1263 Event income (stalls etc)	388	456	400	(56)	684	575	81,922 Income from Skatepark grants then tfr to Skatepark EMR
AMENITIES INCOME TOTAL	40,945	93,921	38,615	(55,306)	forecast	118,974	80,359
6005 TFR to EMR	1,783	81,250				(17,713)	
Net movement to/(from) gen reserve	39,162	12,671				101,261	
125 Events Expenditure							
4100 Annual Parish Meeting excl refs	257	266	500	234	399	266	(234)
4105 Christmas Decorations	5,995	1,360	8,500	7,140	2,040	8500	0
4109 Promo Materials	508	1,275	1,000	(275)	1,913	1275	275 Money on extra signs
4110 Entertainment & Events	3,875	4,159	5,000	841	6,239	5000	0
4111 RAF/Remembrance Parade	394	40	500	460	60	50	(450)
4112 Floral Display	8,504	5,316	6,500	1,184	7,974	6000	(500)
4113 HS2 Public Meeting	254	394	500	106	591	400	(100)
4122 Markets - Local Produce	436	90	500	410	135	500	0
4124 Markets - Business Rates	898	718	1,050	332	1,077	1050	0
4125 Markets - Water	2	0	0	0	0	0	0
4126 Markets - Electric	380	210	380	170	315	380	0
4130 Quiz	367	0	800	800	0	0	(800)
4132 Christmas Celebration Event	2,039	81	2,750	2,669	122	2750	0
EVENTS EXPENDITURE TOTAL	23,909	13,909	27,980	14,071	forecast	26,171	(1,809)
6006 TFR FROM EMR	0	0					
Net movement to/(from) gen reserve	(23,909)	(13,909)				(26,171)	



	Actual		YTD	Budget		%	Extrptlate	Forecast		Basis of forecast and notes
	Last Yr			Annual	Variance			Clerk	Variance	
130 Highways Expenditure										
4200 Bus Shelters	1,012	0	4,000	4,000	0.0%	0	0	(4,000)	repairs only - no new shelters	
4210 Refuse Bins	0	0	500	500	0.0%	0	0	(500)		
4211 Sever weather (salt etc	0	0	500	500	0.0%	0	0	(500)		
4215 Street Furniture - Purchase	36	0	1,000	1,000	0.0%	0	800	(200)	purchase and install of tommy	
HIGHWAY EXPENDITURE TOTAL										
6007 TFR FROM EMR	1,048	0	6,000	6,000	0.0%	Forecast	800	(5,200)		
Net movement to/(from) gen reserve										
	(1,048)	0					(800)			
135 Street Lighting Expenditure										
4300 Electricity	14,905	6,035	13,000	6,965	46.4%	9,053	13000	0	0 this has changed to a metered supply and has resulted in a different bill profile	
4305 Maintenance	21,958	12,880	15,000	2,120	85.9%	19,320	21000	6,000	This is in line with current fault reports and is on par with last year but is still way	
4315 New Columns (not LEDs)	0	0	7,000	7,000	0.0%	0	3500	(3,500)		
4320 Streetlighting Inspections	0	0	1,500	1,500	0.0%	0	0	(1,500)		
STREET LIGHT TOTAL										
6008 TFR FROM EMR	36,863	18,915	36,500	17,585	51.8%	forecast	37,500	1,000		
Net movement to/(from) gen reserve										
	(36,863)	(18,915)					(37,500)			



	Actual		Budget		%	Extrapolate	Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD	Annual	Variance					
140 Recreation Expenditure									
4400 Dog Bin Emptying	2,423	0	2,600	2,600	0.0%	0	2600	0	0 We have not yet been informed of any rate rises but...
4405 Maintenance - Open spaces F&F	11,465	3,705	7,000	3,295	52.9%	5,558	4500	(2,500)	Hedging work around the pond
4406 Maintenance - footpaths	0	950	2,000	1,050	47.5%	1,425	1000	(1,000)	Memorial gates, path repairs around pond and Hampden field
4410 Maintenance - Groundworks	6,152	5,459	19,500	14,041	28.0%	8,189	8500	(11,000)	furniture for skatepark, shredder, soil (£4508)
4415 Maintenance - Inspections, etc	2,316	2,854	2,800	(54)	101.9%	4,281	2000	(800)	
4416 Pond Works	0	0	1,500	1,500	0.0%	0	750	(750)	tree and plant replacements
4417 Tree Works	8,693	500	6,000	5,500	8.3%	750	10000	4,000	Works identified as part of tree survey
4418 Tree inspections	0	0	0	0		0	1860	1,860	Tree inspections brought forward one year
4421 Orchard Maintenance	1,090	1,493	750	(743)	199.1%	2,240	1493	743	orchard maintenance contract now cancelled
4425 Capital Expenditure (asset pur	922	36,361	11,000	(25,361)	330.6%	54,542	36361	25,361	vehicle purchase
4426 Estates vehicle lease	4,415	454	4,440	3,986	10.2%	681	500	(3,940)	
4430 Mower Maintenance	3,117	959	2,500	1,541	38.4%	1,439	2500	0	Skids need replacing and rotary blades changed
4435 Play Equipment - Purchase	0	42,600	30,000	(12,600)	142.0%	63,500	42600	12,600	
4440 Play Equip - Repairs & Maint	3,713	6,687	3,000	(3,687)	222.9%	10,031	7687	4,687	wet pour replacement included
4450 Premises - Garage Rent	1,620	945	1,620	675	58.3%	1,418	1620	0	
4455 Premises - SiteSafe Electrics	463	182	300	118	60.7%	273	312	12	
4465 Premises - SiteSafe Water, etc	111	72	300	228	24.0%	108	150	(150)	
4475 Misc - Fuel	3,688	1,788	3,200	1,412	55.9%	2,682	2800	(400)	
4480 Misc - Materials & Tools	1,748	2,493	2,500	7	99.7%	3,740	2500	0	
4481 Machinery/Tool Service Repair	384	155	2,500	2,345	6.2%	233	1500	(1,000)	
4485 Misc - Protective Clothing	1,049	355	750	395	47.3%	533	750	0	
4490 Misc - Refuse Bins	1,707	1,124	1,300	176	86.5%	1,686	1800	500	additional collections to deal with summer
4495 Misc - Sundries Recreation	42	198	500	302	39.6%	297	75	(425)	
4497 Defibrillators	187	349	500	151	69.8%	524	1500	1,000	
9120 Strategic Community Land									
RECREATION TOTAL	55,305	109,683	106,560	(3,123)	102.9%	forecast	135,358	28,798	
6009 TFR FROM EMR	0	0					0		
Net movement to/(from) gen reserve	(55,305)	(109,683)					(135,358)		



Actual		Budget		%	Forecast		Basis of forecast and notes
Last Yr	YTD	Annual	Variance		Explate	Clerk	
200 Finance & General Income							
1205 Witchell Trust Grant	266	400	265	33.8%	203	450	50
1210 Interest Received ex Deposits	15,607	11,000	3,531	67.9%	11,204	11000	0 Interest rates are lower than projected
1215 Miscellaneous Income	735	600	600	0.0%	0	1000	400 sponsorship of gates
1250 Precept Received	388,445	413,882	0	100.0%	620,823	413882	0
1266 VAHT Streetlight Income	1,040	1,000	1,000	0.0%	0	1000	0
F & G INCOME TOTAL		426,882	5,396	98.7%	forecast	427,332	450
6010 TFR to EMR		0				(25,000)	
Net movement to/(from) gen reserve		406,093				452,332	
Actual		Budget		%	Forecast		Basis of forecast and notes
Last Yr	YTD	Annual	Variance		Explate	Clerk	
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	716	2,243	(243)	112.2%	3,365	2243	243 Ground team review/actuarial fee (pension)
4550 Communications - Publicity	5,462	6,500	2,325	64.2%	6,263	6000	(500)
4555 Communications - Website	1,498	3,000	1,972	34.3%	1,542	3000	0 Website review under way inc W2W
4560 Financial - Bank Charges	170	600	524	12.7%	114	350	(250)
4565 Financial - Fees - Audit	1,804	2,300	2,264	1.6%	54	2300	0
4570 Financial - Fees - Legal	554	2,000	2,000	0.0%	0	0	(2,000)
4575 Financial - Insurance	7,227	7,950	3,892	51.0%	6,087	6500	(1,450) savings from moving providers
4580 Financial - Software	720	800	37	95.4%	1,145	2000	1,200 Change of financial software
4706 Elections	0	3,000	714	76.2%	3,429	2,286	(714) Elections under budget and completed
4615 Office - Broadband/Tel/Fax	1,417	1,750	510	70.9%	1,860	1417	(333) We have renegotiated the contracts
4620 Office - Copier	1,568	1,500	798	46.8%	1,053	1451	(49)
4621 Office - Equipment - Expend	3,934	3,000	(161)	105.4%	4,742	3777	777 Mainly software licenses
4625 Office - Equipment Capital	514	1,000	(168)	116.8%	1,752	1250	250 Councillor tablets - additional to what was planned
4630 Office - Postage & Stationery	348	400	75	81.3%	488	350	(50)
4650 Office - Utilities - Electric	3,087	2,800	1,541	45.0%	1,889	2800	0 new rates and new contracts should keep it within budget
4655 Office - Utilities - Water	259	150	(37)	124.7%	281	175	25
4660 Property Mgt - Clock Tower	2,669	2,500	1,135	54.6%	2,048	1365	(1,135) repairs to damp issues in downstairs toilet, leak on window, gutters
4665 Property Mgt - Manor Waste	0	1,000	1,000	0.0%	0	0	(1,000) potentially needs a clean
4670 Property Mgt - SiteSafe	505	1,000	447	55.3%	830	505	(495)
4675 Property Mgt - War Memorial	2,887	500	(4,605)	1021.0%	7,658	5105	4,605 Clean and sheltercoat protection plus repair
4685 Subscriptions and Donations	1,419	2,250	806	64.2%	2,166	1500	(750) most subscriptions now undertaken
4690 Misc - Chairman's Expenses	365	1,200	1,000	16.7%	300	500	(700) Christmas meal
4691 Misc - Councillor Expenses	0	100	100	0.0%	0	0	(100)
4695 Misc - Room Hire	815	1,200	897	25.3%	455	500	(700) new deal with Library
4700 Misc Sundry Expenses Finance	374	500	0	100.0%	750	600	100
4705 Misc - Travel Staff & Clifs	46	200	200	0.0%	0	50	(150)
4707 H&S	1,562	2,000	1,888	5.6%	168	500	(1,500) Annual H&S audit and annual words
FINANCE AND GENERAL TOTAL		51,600	19,311	62.6%	forecast	46,524	(5,076)
6011 TFR FROM EMR		0				(46,524)	
Net movement to/(from) gen reserve		(39,920)					



	Actual		YTD	Budget		%	Forecast		Basis of forecast and notes
	Last Yr			Annual	Variance		Extrplate	Clerk	
230 Grants out									
4585 Grant - Churchyard - not S137	7,500		7,500	7,500	0	100.0%	11,250	7500	0 Grants split out to identify S137 spend a lot easier so budgets and
4586 Grant - Youth Centre -not S137	7,500		7,000	7,500	500	93.3%	10,500	7000	(500) expenditure do not map at the moment
4591 Grants Out - Major - not S137	5,000		0	10,000	10,000	0.0%	0	0	(10,000)
4613 Grants Out - Minor - not S137	1,000		1,307	2,000	693	65.4%	1,961	1307	(693)
4606 Grants Out - Major S137	5,000		7,080	5,000	(2,080)	141.6%	10,620	7080	2,080
4607 Grants Out - Minor S137	1,000		1,500	3,000	1,500	50.0%	2,250	1500	(1,500)
FINANCE AND GENERAL TOTAL				27,000	24,387	69.7%	forecast	24,387	(10,613)
6012 TFR FROM EMR				0	358				
Net movement to/(from) gen reserve				(27,000)	(24,029)			(24,387)	
320 Staffing									
4800 Staffing - Amenities - Wages				73,317	41,417	67.4%	62,126	62,456	999 Cost of living increase slightly higher than budget
4801 Staffing - Amenities - NIC				6,959	4,873	68.0%	7,310	7,190	25
4802 Staffing - Amenities-Pension				8,171	1,657	47.8%	2,486	2,502	(964)
4810 Staffing - F&G - Wages				86,336	61,029	63.7%	91,544	91,500	(4,324) New office staff arrangemethn cheaper than budgeted
4811 Staffing - F&G - NIC				8,974	7,866	70.4%	11,799	11,780	611
4812 Staffing - F&G - Pension				4,568	2,839	21.1%	4,259	4,250	(9,226) Budget allowed for LGPS insertion for one member of staff
4816 Staffing F&G Student Loan				811	619	51.6%	929	946	(254)
4845 Payroll Charges				780	420	52.5%	630	600	(200)
4855 HR Consultancy Fees				2,262	2,284	91.4%	3,426	2284	(216)
4860 Training Staff & Clirs				515	1,150	32.9%	1,725	1150	(2,350)
4861 Uniform				150	776	77.6%	1,164	1000	0
4862 Smart Pension Admin Fee				264	194	64.7%	291	282	(18)
STAFFING TOTAL				193,107	125,124	62.0%	forecast	185,940	(15,917)
6013 TFR FROM EMR									
Net movement to/(from) gen reserve				(193,107)	(125,124)			(185,940)	
980 Amenities EMR Projects									
9107 EMR - Library Extension				8,000	0		0	-	0
9108 EMR - Skate Park				0	122,713		184,070	122,713	122,713
9123 EMR - TWG Priorities				2,500	0		0	1,500	1,500
9128 EMR - Climate Action				1,000	0		0	600	600
Amenities EMR Projects				11,500	122,713		forecast	124,813	124,813
6015 TFR FROM EMR				11,500	122,713			1,500	1,500
Net movement to/(from) gen reserve				0	(122,713)			123,313	



EMR & GENERAL RESERVE MOVEMENTS - FORECAST						
	EMR BALANCE YTD			FORECAST ADDITIONAL MVMT		
	EMR Open	Mvt YTD	EMR Bal	Tfr In	Tfr out	EMR Balance Basis of forecast and notes
Amenities EMR Projects						
9108 EMR 357 - Skate Park	40,000	(42,713)	(2,713)	2,713	-	(0) An addition £5.8k was approved for additional costs. Final invoice not received
9123 EMR 359 - TWG priorities	5,000	1,250	6,250	0	1,500	4,750 Minor grant
9128 EMR 364 - Climate Actions	3,748	0	3,748	0	0	3,748
9115 EMR 338 - Hampden Pond	0	0	0	15,000	-	15,000 Amenities request for £15k to set up a new EMR
9120 EMR 365 - Strategic Community Land	48,748	(41,463)	7,285	(17,713)	1,500	23,498
	Net movement to/(from) gen reserve			(16,213)		
Other Amenities EMRs						
4435 323 Playground improvements	12,235	(12,235)	0	0	-	0 See also 4435 - this was moved back to I&E when playground replacements made
4425 336 Estates equipment replace	2,000	0	2,000	0	-	2,000 See also 4425
				0	0	2,000
Movements to and (from) gen reserve	14,235	(12,235)	2,000	0	0	2,000
	Net movement to/(from) gen reserve			0		
990 F&G EMR Projects						
356 EMR - LGPS Cessation	75,000	0	75,000	25,000	-	100,000
				(25,000)	0	0
				(25,000)		(25,000)
Movements to and (from) gen reserve	75,000	0	75,000			0
	Net movement to/(from) gen reserve					0

TOTALS and movements to/from general reserve

	Last Year	YTD	Budget		Forecast Full Yr
			Annual	Variance	
Income	447,038	515,407	465,497	(49,910)	546,306
Expenditure	388,652	447,020	465,497	18,477	581,493
	58,386	68,387	0	(68,387)	(35,187)
Transfer from EMR	11,500	123,071			123,071
Transfer to EMR	(1,783)	(81,250)			(81,250)
Movement to/(from) Gen Reserve	68,103	110,208			6,634
Additional Year End EMR movement					(41,213)
					(34,579)

	01/04/2025	Movement	31/03/2025
GENERAL RESERVE	191,929	- 34,579	157,350



ITEM 9a – WENDOVER HS2 MAG

HS2 Monthly Report, November '25

Works update

- We expect that Bucks Council will approve the revised Spring Chamber planning application (PL/25/4131/FA) with access from Nash Lee End, with a decision this month. We have had no response to our joint letter to Bucks Council detailing our support with minor technical reservations.
- EKFB expect to restart work in January to install a temporary access from the A413 to allow completion of the North Section of the Green Tunnel. Our request for 300m of fencing to provide noise and visual mitigation where the protected tree line was removed has been rejected with no reason given. Bucks Council, despite chasing, has not responded nor indicated their support of our position. Meanwhile some residents have reported increased noise and light pollution.
- HS2 have announced that completing the track north of the Green Tunnel is a priority to allow the testing of the new trains. The civil engineering works south of the Green Tunnel will be slowed down as reduced priority and those works are now planned to continue into 2028 with landscaping in 2029. However, we understand that the final landscaping plans will be submitted to Bucks Council for approval in mid 2026.

Parish Council activity

- A Public Meeting was held to provide an update on the project and gain community feedback on three aspects; being the Ellesborough Road reinstatement, the redevelopment of the Old Cricket Ground, and North Wendover Noise Mitigation. About 160 people attended the meeting in the Memorial Hall and feedback is being collected until the end of this month to inform our response to HS2. Our thanks go to Councillors Thornton and Tipper for assistance in developing the presentations and to the Clerk for handling the meeting arrangements.
- Further joint WPC/WHS2 consultations with Ellesborough Road and Bacombe Lane residents are expected in forthcoming weeks as a result.
- Following our request to Bucks Council that WPC gains early access to the draft plans a meeting was held with the new Bucks Council Service Director. This concluded that while pre-application discussions between the Council and HS2 are confidential, that we could be informed of the likely schedule of discussions and create timely briefing for Council Officers about Wendover Community preferences.
- Arrangements are being made with Greg Smith's office for a return visit by Mark Wild, the HS2 Chief Executive to review progress with the Parish Council in January.

Public queries

- Five public enquiries processed this month, mainly about the Public Meeting.

25th November '25
MJSC



WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

18th November 2025 at 7:40pm

Wendover Community Library, Wendover HP22 6DU

Present: Councillors Gallagher, O'Donnell, Tipper, Walsh and Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

1. APPOINTMENT TO THE COMMITTEE

F25/59 It was **RESOLVED** that Councillors Mackinlay and Coupland become members of the Finance Committee.

2. APOLOGIES

F25/60 None

3. DECLARATIONS OF INTEREST

F25/61 None

4. PUBLIC PARTICIPATION

F25/62 None

5. MINUTES

F25/63 The minutes of the Finance Committee 5th August 2025 were **RESOLVED** as a true record and signed by the Chair.

6. CLERKS REPORT AND CORRESPONDANCE

F25/64 The Clerk updated committee on an issue highlighted by the skatepark finances in that some error corrections meant that some people could misinterpret the skatepark costs. The costs are accurately represented in the accounts and Project Costs report and the issues were noted

7. STATE OF THE FINANCE AND REPORTS

F25/65 It was noted that there may be different ways to present the accounts that will help councillors understand the position we were in financially. It was further noted that The Chair of Finance and Clerk would look into different report formats including phasing the budgets for monthly comparisons

a. Review of the I&E report, EMRs and balance sheet for Oct 2025

F25/66 The report was reviewed and noted

b. To review the over £1000 report and VAT reclaim for Jul-Sep 2025

F25/67 The report was reviewed and noted.

c. To review the bank reconciliations for Jul-Sep 2025

F25/68 The reconciliations reports were reviewed and noted.

d. To receive an update on project costs up to Oct 2025

F25/69 The report was reviewed and noted.



e. To review the Flagstone account statements

F25/59 The report was reviewed and noted.

f. To review the year end projections

F25/60 The report was reviewed and noted and the discussion on budget under and overspends was referenced.

g. To review the internal control checklist

F25/61 The report was reviewed and noted.

h. To receive an update on the LGPS pension fund deficit and cessation value

F25/62 There was nothing to update

1. OTHER MATTERS

a. Process for authorising Payments to Consider

F25/63 The proposal was noted and considered. It was **RESOLVED** to approve the recommendation to make changes to the financial regulations as set out in the paper to mean that future payments to consider were signed electronically.

b. Grant and Fundraising Policy

F25/64 The proposal was discussed and it was **RESOLVED** to adopt the new policy and inform all councillors of the change.

c. Upgrade to finance system

F25/65 All three options and different suppliers were considered. It was **RESOLVED** to upgrade to the web based system with the current supplier.

F25/66 It was further **RESOLVED** to add the allotments management module to the system but no longer subscribe to the assets management module

F25/67 It was noted that this would mean an overspend in the finance software budget line

d. Budget for 2026/27

F25/68 The budget recommendations from

F25/69 Add in a budget done **RESOLVED**

2. ITEMS FOR NEXT AGENDA

F25/70 It was noted vice chair.

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

F25/71 The next meeting will be at 7:40pm on Tue 17th Feb 2026. It was further noted that agenda items would need to be with the office by 12 noon on the 9th February 2026.

4. CLOSURE OF MEETING

F25/72 As all business was transacted the meeting was closed at: 20:45

Signed by

Chair to the Finance Committee

Date:



ITEM 10a ii)– AMENDMENTS TO FINANCIAL REGULATIONS FOR ELECTRONIC SIGNATURES TO PAYMENTS TO CONSIDER

BROUGHT BY

Amenities Committee

SUMMARY

To consider a change to the process of payments to consider

PARISH COUNCIL BACKGROUND

n/a.

DETAILS

Introduction

Currently two councillors sign the green slips of all payments that have been made or need to be made presented as payments during the meetings after the payments have been approved. This takes Councillors away from the discussion and means they can not be checked through as thoroughly as required.

The current relevant financial regulations were changed to match the NALC template in June 2025 and this process slightly differs from the process we follow at the moment

Section 6 of the financial regulations states:

- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. The Clerk will indicate that this process is completed via the attachment of the invoice cover slip (the green sheet)
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or card, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the authorising committee resolves to use a different payment method.



- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments (as set out in 6.6) shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £1000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the relevant committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements in line with the provisions set out in the Investment and Deposits Policy.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The Council, or committee, shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting

Section 6.9 of the new regulations has removed the need for two signatures for each invoice but 6.3 still references the green invoice cover slip.

Recommendation

It is recommended that we still have two people checking the invoices and receipts to ensure there is accountability and things can be picked up that are incorrect.

A process similar to current, but with electronic signatures is recommended:

- Invoice comes in and is checked by Clerk/RFO for payment.
- Invoices are attached to the payments to consider cover sheet to form a single PDF file
- Payments are approved by committee
- Payments are signed by two Parish Councillor signatories after the meeting electronically



- Green slips are produced detailing the two signatories and the account codes and attached to the invoices so that the office can track them when they are entered into the finance system.

Amendments to section 6.3 as follows:

Before the meeting all invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure that was previously authorised by the council or was authorised as part of delegated authority. This shall be done by the RFO or their nominated staff and payments shall only be added to a schedule of payments when this process is completed.

Amendments to financial regulations will be just to section 6.9 as follows:

The RFO (or nominated member of staff) shall present a schedule of payments requiring authorisation (see 6.3), known by Councillors as the Payments to Consider. This schedule of payments forms part of the agenda for the meeting. The schedule, along with the relevant invoices, shall be sent to authorised Council signatories before the meeting. They shall check the invoices and schedule match and highlight any issues of note. The relevant invoices shall be made available to all Councillors on request. The authorised schedule shall be signed by two authorised Councillors who were present at the meeting. This shall normally be done by an electronic signature.

A clarification 6.10 is proposed:

An authorised councillor for the purposes of payments to consider is a councillor who has been authorised as a bank signatory (see 7.1). Details of who has authorised a payment and the process an invoice has gone through will be included on an invoice cover slip (the green sheet), attached to each invoice.

FINANCIAL CONSIDERATIONS

This has been checked with the internal audit and follows our procurement guidelines



LEGAL AND RISKS

This fits with our legal duties

By requiring payments after the meeting the RFO may need to spend extra time chasing signatures.

If technology does not work

PROPOSAL

To resolve to approve the recommendation and make changes to 6.3, 6.9 and 6.10 of the financial regulations as set out in this paper



ITEM 10a iii) – GRANT AND FUNDRAISING POLICY

BROUGHT BY

Finance Committee

SUMMARY

To set a policy that outlines who, when and how the Council can approach external bodies for funding

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

As a part of our diversification of income the Parish Council often seeks external funding for many projects. If the office and all councillors are each individually pursuing this funding this can lead to us stepping on our own toes, looking unprofessional or losing out on bigger funding because we have drawn down smaller monies from a funder.

The Code of conduct is also clear that individual staff and councillors can not represent the council unless they are given that delegated authority to do so. This would also include requesting funding or donations.

There is also an issue of where local individuals or businesses donate goods rather than money. These goods should be treated as if there were cash and tracked and stored with similar processes as if they were cash as it is possible that items donated in good faith could go missing.

We need to consider what happens when we are fundraising by generating donations in return for items such as plants/xmas baubles/Wendover merchandise/prize vouchers. As a rule of thumb these items must be reconcilable and reconciled.

Finally, we also go out to the community for prizes to give away – often this is done in an ad hoc way and the Council has given away something that may not have been 100% agreed by third parties. A prize should not be advertised unless it has been confirmed in writing to the office and there is a very high level of confidence that can be immediately collected by the winners of those prizes.

Recommendation

To consider the policy below:



GRANTS AND FUNDRAISING POLICY

Policy statement

Wendover Parish Council relies on fundraising to reduce the burden of the local community tax bill and it should seek to expand that as an income source and effectively manage this increased fundraising activity

Key principles

- Any staff or Councillor seeking to apply for a grant, funding or benefit in kind should first check with the Chair of Finance and Clerk to ensure the approach doesn't clash with other plans or the Council has authority to seek funding.
- Any physical items secured as part of fundraising activities should be kept on Council property and declared at the next relevant meeting
- Any items sold to raise funds or given away as prizes should be reconcilable and reconciled. They must be immediately available to give as a prize or item for sale and should be reported on to the Finance Committee

Guidance

Applying for support

- Applying for support refers to applications for money, goods, equipment, materials or services
- A list of funding asked and received should be kept with the financial records to ensure that we are not overly concentrating our requests on one provider and can co-ordinate our requests so we don't lose out on a larger grant because we went for a smaller grant with them.
- Funders should not be approached until it has been confirmed by the clerk that the person making the approach has the authority to seek that funding
- Any support in form of "prizes" or items to be given away should not be advertised unless it has been confirmed in writing to the office and there is a very high level of confidence that the items can be immediately collected by the winners or intended recipients

Physical items

- Any physical item received should be treated as if it were cash.
- Items used in our fundraising should be kept locked in the clock tower where practical and checked on a regular basis to ensure nothing goes missing
- A record should be kept of any sales, giveaways or transfers to another location/organisation. This record should be reported to Finance committee at the end of the campaign or project
- Materials to produce fundraising items such as Christmas baubles should be bought through the office purchasing processes and materials kept in the clock tower where practical. Materials that leave the clock tower should be logged in line with the requirement above. Any remaining materials should be returned to the clock tower.
- If an item is sold, then this should be receipted and recorded and then items should be reconciled at the close of that sales period.
- If the item is given to a local business then the business should sign to acknowledge receipt and be given clear instructions on cost and when the sales period closes. When the sales period closed any unsold items will be returned and invoice generated for any uncollected items – this should be payable immediately.



Prizes and giveaways

- Any item, voucher, money or gift that is donated to the Council to be given away is considered a prize.
- A prize does not exist and cannot be advertised unless there is an audit trail of agreement to donate by the third party and an arrangement for collection either directly by the prize winner or the council
- Where possible all prizes should try to be collected and stored by the Parish Council before the date and time where they will be needed
- Where possible all prizes should be co-ordinated by the Estates and Events Manager so one person is doing the tracking.
- Any unclaimed prizes will be declared to finance committee and used in subsequent promotions.

This policy should be kept with the financial regulations

FINANCIAL CONSIDERATIONS

Set out above

LEGAL AND RISKS

We may end up looking unprofessional

We may not be able to maximise our income by not co-ordinating our approaches

PROPOSAL

To adopt and implement the policy and review every two years in line with other policies.



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting

18th November 2025 at 7.10pm

Wendover Community Library, High Street, Wendover HP22 6JG

Present: Councillors Ballantine, Tipper, O'Donnell and Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Ballantine

Members of Public: 1

1. APOLOGIES FOR ABSENCE

P25/088 Cllr Standen offered apologies, and they were accepted by the committee.

2. DECLARATIONS OF INTEREST

P25/089 None

3. PUBLIC PARTICIPATION

P25/090 None.

4. MINUTES

P25/091 The minutes of the Planning Committee Meeting held on 7th October 2025 were **RESOLVED** as a true record and the Chair signed the minutes.

5. PLANNING DECISIONS

P25/092 None.

6. PLANNING DECISIONS

P25/093 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 18th November were noted. It was noted that the Grange application was reflected as being refused but on second reading the Council stated it was not going to apply for a TPO and therefore the requested works had been approved.

6. CLERKS REPORT AND CORRESPONDANCE

P25/094 No update given.

7. PLANNING APPLICATIONS

P25/095 **PL/25/3935/FA 11 Castle Park Road Wendover Buckinghamshire HP22 6AE**
Householder application for a single storey rear extension.
It was **RESOLVED** to support this application.

8. OTHER MATTERS

a) HS2

P25/096 No updates.

b) CLOSURE OF RAF HALTON

P25/097 No updates.



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

P25/088

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

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

P25/089

The meeting of the 2nd Dec 2025 was noted.

7. CLOSURE OF MEETING

P25/090

As all business had been transacted the meeting was closed at 7.30pm.

Signed by
Chair to the Planning Committee

Date:



ITEM 11a TRANSPORT WORKING GROUP

- Ellesborough Road and Bacombe Lane residents were contacted before the WHS2 meeting with an invitation to attend the event. A follow up meeting will be held with these residents in early December.
- BC Highways consultant has been contacted and WHS2 Mitigation group and FT will arrange a call to discuss the feasibility of proposals for Ellesborough Road and Bacombe Lane.
- Councillors Worth and Tipper joined the school campus team for two days during Schools Action Week. The local Community Police Support team joined us along with some enterprising Sixth formers.
- Key issues from the 2 days were noted and a follow up meeting is being arranged before the end of this term.
 - Buckinghamshire Council (BC) has re-painted the yellow zig zag lines on Wharf Road following the request we made in July but have not done anything yet on the school campus. Cllr Tipper will follow up with BC Estates Management team to ask them to contact BC Highways.
 - FT will raise the order for another set of yellow zig zag lines for the opposite side of Wharf Road and this could prevent parents from parking there and blocking visibility of the crossing to the school.
 - School Campus raised the problem of parents and teachers speeding around the campus and requested use of the Community Speed Watch camera. Cllr Tipper will discuss feasibility with the police.



ITEM 11c ii) HAMPDEN POND BOREHOLE

BROUGHT BY

Sustainability Working Group

SUMMARY

This proposal is to ask for approval for appoint a contractor for the Hampden Pond Borehole installation and to request a quote for the electrical work required from the WPC current streetlight contractor.

PARISH COUNCIL BACKGROUND

a) Sustainability and Biodiversity Group

PC25/190 i) – The group has met and discussed the eco audit. A new list of actions, to get us back on track with the outstanding issues has been made and the group will be working with the Clerk to deliver.

PC25/191 ii) **Hampden pond borehole** – It was noted that this is about seeking funding to progress a borehole for the Hampden Pond to help maintain water levels and quality for the pond. It was noted that there is usually a delay between the weather patterns and the pond levels, however, the current pond levels are not in line with expectations after a very dry year. Therefore it was noted that there could be other issues with the pond that needs monitoring.

PC25/192 It was **RESOLVED** to authorise the group to make funding bids for up to £20,000 to install a borehole in Hampden Pond. It was noted that Cllr Porter objected to the proposal.

BACKGROUND

Introduction

The borehole installation is required to tackle the significant issue of the variable water levels. Hampden Pond is dependent on a water supply that comes largely from groundwater sources. In recent years it has experienced notable water loss, leading to a concentration of pollutants and worsening of water quality.

The installation of a borehole will provide a consistent water source. Once operational, the borehole will legally extract up to 20 cubic meters of water per day (20,000 litres) from the nearby aquifer without requiring a license. This is sufficient to completely refill the pond once a month, assuming other sources such as surface runoff and groundwater inflow are also contributing.

Project benefits

The borehole installation will:

- 1) Ensure effective water management in order to maintain the long-term sustainability of Hampden Pond.
- 2) Mitigate the continuing interference with the Chiltern aquifer by surrounding HS2 developments.
- 3) Allow St Mary's church to explore the possibility of using Hampden Pond for a Water Source Heat Pump as part of an ambitious plan to decarbonise their heating system and reduce their emissions. The installation of a bore hole would help maintain an adequate depth of water in the pond to make a WSHP a viable and cost-effective net zero carbon technology.



Funding

In line with the PC25/192 The Parish Council has applied to the HS2 Community and Environmental Fund and has been provisionally awarded (among other possible external funding sources) to cover all costs for the Hampden Pond borehole installation.

£25k has been provisionally granted – see letter attached in appendices

Should we prioritise other projects with HS2 money?

We have been informed by Groundworks that this money was only awarded as an extension to the original Hampden Pond bid. Any new award bid is highly unlikely to be granted because of our recent successful applications. In simple terms we accept this money or nothing at all – see appendices.

Quote for Works

Three, specialist contractors were approached to provide a quote for the work (see attached).

Contractor One: £22,500.00 including VAT

Contractor Two: £22,900.00 including VAT

Contractor Three: £23,000.00 including VAT but we need clarification if this is a complete quote

The quote was for the following work:

- Site Set-up - Remove existing metal parkland fencing to provide access. Install Heras fencing and scrim to create a secure working area around the pond and public footpath / park space.
- Mobilisation to site with Drilling Rig, High Volume Compressor, Tools and Ancillary Equipment. Set-up of drilling rig at proposed drilling location.
- Commence drilling 250mm through the overburden and into the top of chalk strata (Anticipated depth approx 10 metres).
- Installation of 150mm permanent steel casing with PN16 flange. This is in preparation in case there are artesian flows present at any time in the future.
- Continue drilling at a reduced size through base up to 40 metres below ground level to provide a suitably depth borehole.
- Installation of 125/113mm UPVC well screen and casing.
- Installation of quartz filter pack to annulus of casing.
- Installation of a suitably sized stainless-steel pump, complete with rising main, drop cable and monitoring tube. All connected to a PN16 bolted top flange.
- Installation of a suitably sized concrete pad to house a secure enclosure for well-head and control equipment.
- Excavate and construct a receiving chamber next to the well with a gravity discharge run into the pond. Height to be agreed.
- Excavate and install a duct across to pond to take probe cables to enable control of the water level in the pond.
- Excavate and provide a power supply cable from the control panel to the adjacent lamppost.

Note: Connection to be made by official lamppost contractor

In addition to the borehole installation, WPC will also need to request a quote from the WPC streetlights contractor in order to connect the electrical supply from the nearby lamppost to the borehole's gauge level.



FINANCIAL CONSIDERATIONS

- The cost of the electrical supply connection is not included and will need to be added to the overall costs.
- All water liquid chalk arisings from drilling operation can either be allowed to run into pond or there will be additional costs if containment is requested
- **On going maintenance costs and requirements need to be tendered separately on 3-5 year terms and Council will need to know these costs to consider the contract in full. These costs are currently unknown as is the number of times the borehole requires maintenance.**

LEGAL IMPLICATIONS AND RISKS

- Financial regulations will require a public tender if the costs are above £30k inc VAT, at the moment it looks like we will just need to consider 3 quotes.
- All water liquid chalk arisings from drilling operation can either be allowed to run into pond or there will be additional costs if containment is requested.
- Should St Mary's Church decide that WSHP is the best option for their net zero carbon project, WPC will need to put in place a Service Level Agreement covering responsibilities e.g. should the WPC need to carry out essential desilting on the pond, the borehole will need to be turned off.

PROPOSAL

To resolve to:

- Circulate a WPC contract to Councillors with terms and conditions specific to this project for comment and approval at the next Parish Council.
- To authorise the working group to tender for ongoing costs for maintenance on a 3-5 year contract.
- Request a quote from the WPC streetlights supplier for the connection to the electrical supply from the nearby lamppost



Appendices

Project Summary					
		Name: Frances Tipper	Committee: Amenities	Lead: Andy Band	
Description Provision of single 40m bore hole complete with lift pump system and level control for Hampden Pond. The objective is to ensure re-charge of water during low ground water periods to maintain health and bio-diversity in the pond. Pump is to be powered from extension to existing street lighting system.		Not in scope <i>Power termination to lamp post to be undertaken by WPC contractor and not in Drilling contractor Scope.</i> <i>Pond clearance not in scope.</i>		STATUS ☐	
Delivery Factors checklist					
Fully Costed		☐			
Proposed and resolved		☐			
Infrastructure in place		☐			
Equipment needed		☐			
Staff training		☐			
Environment		☐			
Legal		☐			
Community Engagement		☐			
Others		☐			
NOTES See technical evaluation attached					
Strategic Objectives achieved		Enhance Environment			
Benefits		Risks		Costs/Resources	
to maintain health and bio-diversity in the pond		Downhole testing may require further drilling which will be circa £400/m. Note Hydrogeological assessment indicates ground water levels normally within water level of pond such that limited "lift" is required 6 months per year. The project will need to be managed with close attendance to ensure work area is securely fenced off from public gaining access to drilling equipment. Duration anticipated no more than 7-10 days.		1 Borehole and pump system £22,500 2 Peripherals (level gauge) incl 3 Electrical hook up (est) £3,587 4 Contingency @ 15% £3,913 TOTAL £30,000	
Key milestones - Target completion 31-3-26 (to be confirmed upon Contractor availability)					
Costed	Resolved	Infrastructure	Equipment	Training	
Environment	Legal	Engagement	Other	Finish	



Contractor	CONTRACTOR 1		CONTRACTOR 2		CONTRACTOR 3	
Contractor Quote Date	20/08/2025		31/10/2025		14/10/2025	
Base Quote						
Site Set Up	Removing of fence and create secure working area , including all equipment	incl	mobilisation plant and equipment	13250		incl
Casing	150mm x PN 16 flange	incl	air compressor	975		
Bore hole	40m x 6"	incl			150 dia x 40m	
Well screen and casing	125/113mm UPVC well screen and casing (type of seal not fully clear)	incl	125-mm internal diameter permanent well screen and casing would be placed surrounded with a graded sand pack and bentonite/cement seal.		5" uPVC lining and slotted @ 30m of the end	13500
Pump pad	concrete - included	incl				
Pump	Suitable pump system <20m/day with housing / secure enclosure - tbc	incl	100mm dia downhole pump 2m3/hr @ 0.5 barg at wellhead. 0.37KW		1m3/hr Grundfoss pump with manual switching	
Gravity Feed to pond	Receiving chamber for gravity feed into pond	incl	not stated except mentions valve chamber for private water supply			
Water Level control	Level probe and cables included	incl	Pressure vessel ? and float switch	8675	none	
Water test					included	
Provision of records for BGS	not stated		yes		not stated	
Power cable to lamppost	Provided for others to terminate	incl	assumes power cable at well head (as opposed to lamp post)		not included	
Arisings and disposal	All water and liquid chalk arisings from drilling operation to be allowed to run into pond unless specified otherwise. Cost would need to be adjusted if containment requested.		include for the disposal of excavated soil at a licensed tip			
Caveats	Due to natural geological variation over short distances. The depth of the borehole cannot be determined until drilling is completed, therefore the above is a schedule of rates		looking into possibility of solar powers bore hole pump - this is not appropriate for this area as it is shielded by trees and potentially venerable to vandalism		does not include for the removal of spoil from the borehole; this will be left adjacent to the borehole position - cost of removal	600
	Once a water test is completed. We will then advise on a suitably sized headworks chamber to offer silt settlement and factor of attenuation - clarify					
Programme						
Schedule	tbc < 3 weeks		not stated		not stated	
Availability	Busy but available - local		not stated - but reasonably local		not stated -	
Commercial						
Payment Terms	50% upfront, 50% on completion		50% of item 1 on commencement of drilling on site, balance of item 1, item 2 and 50% of item 3 prior to installation of the pumping plant, balance of item 3 14 days from date of final invoice.		not stated	
Validity	90 days		60 days		not stated	
T&Cs	not stated					
Price	£22,500		£22,900		£14,100	
Variation rates	not stated		drilling, casing, pump depth increase /m	410		183
Options	n/a		connection chamber			
Clarifications	1) pump and cabinet spec / power 2) Discharge pipe size and anti rodent mesh end detail 3) Level probe detail and proposed mounting 4) CDM duties / method statement 5) Validity and Commercial Terms 6) rate for additional m/ drilling		1) site visit necessary 2) downhole pump details and well head enclosure details 3) Level probe detail and proposed mounting 4) Discharge to pond details 5) CDM duties / method statement 6) Validity and Commercial Terms		1) site visit necessary 2) downhole pump is undersized 3) No level switching 4) Discharge to pond details unclear - not provided 5) CDM duties / method statement 6) Validity and Commercial Terms	
Assessment	Local contractor who is knowledgeable of local conditions Site team and visited site and demonstrated job can be done Basic quote with some final detail for clarification Termination of cables is only other piece of work Risk for delivery : Low albeit allowance needed for increased drilling depth		Experienced contractor Needs to do site visit so price can not be considered firm Providing trench for cable and cable needs to be included in price evaluation and ill need 2 visits for electrical contractor		This is a high level quote only and needs significant clarification before being considered compliant	



ITEM 11c iii) – WALNUT MEADOW AND BARLOW WOOD CONSULTATION

BROUGHT BY

Sustainability Working Group

SUMMARY

This proposal is to ask for approval to begin a consultation with Wendover Residents around their use and enjoyment of Walnut Meadow and Barlow Wood (the small wood on the opposite site of Oliver's Bridge).

PARISH COUNCIL BACKGROUND

n/a

BACKGROUND

The purpose of the consultation is to record how many residents use both areas, what they use them for (short cut to school, walking the dog, walks etc) and how frequently they use them.

Wendover News has a distribution of 5000 and therefore a much larger reach than the card distribution used in previous consultations. It is delivered to all Wendover residents and those in Weston Turville and Stoke Mandeville. The article will also be placed on the online version of Wendover News.

With Council's approval, WPC will place an article in Wendover News with details of how to access the questionnaire online (via website link or barcode) or on a printed version available at the Clock Tower. WPC will also request each of the schools on the school campus to publicise this in their newsletters which are sent by email to the parents of all the school pupils. Printed versions will also be available along the High Street with the permission of the shop/pub owners and at the Library.

Walnut Meadow is owned by Buckinghamshire Council and managed by a management company. Barlow Wood is owned by the Barlow family who donated Hampden Meadow to the Parish Council 90 years ago. Both are areas of land that could be recognised as Community Assets.

In order to apply for Community Asset status, WPC needs to provide evidence of community use.

The benefit of having a Community Asset area is that it would give WPC the first opportunity to buy should either asset be placed on the market for sale.

The status of Community Asset has to be renewed every 3 years by the Parish Council

FINANCIAL CONSIDERATIONS

Article in Wendover News (no cost)

Article in school campus newsletters (no cost)

Printed versions of the questionnaire x 200 = internal cost

Website version of the questionnaire = no cost



LEGAL IMPLICATIONS AND RISKS

The Community Asset status has to be renewed every 3 years.

There is no obligation to buy the land should it be placed on the market for sale and WPC would be given a period of time to find the relevant funding.

PROPOSAL

To resolve to:

- Approval to place an article in the Wendover News February 2026 edition
- Approval to place an article in the school campus newsletters
- Approve online version of the questionnaire and some printed versions for distribution along the High Street and to have available at the Clock Tower



ITEM 12a – APPROVAL OF 2026/27 BUDGET

BROUGHT BY

Finance Committee

SUMMARY

To review the budget proposal from all the requests and committees so far and approve this final draft

PARISH COUNCIL BACKGROUND

Parish Council have provisionally approved their request to Council for next year's budget and we have had additional requests from the Amenities Committee and Finance Committee amended all the requests for this final presentation.

PARISH COUNCIL - 4th NOV 2025

a) Review of current budget proposal

PC25/317 The proposal was noted and at this stage there was no further feedback on the numbers

PC25/318 It was **RESOLVED** to recommend the budget as set out into the papers to Finance Committee.

FINANCE – 18th NOV 2025

a. Budget for 2026/27

F25/59 The budget recommendations from previous committees were noted.

F25/60 The approval of the Councillor basic allowance was noted, it was further noted that not all Councillors would take the allowance and **RESOLVED** to amend the proposal to add an amount of £1,900 for the allowance and to keep any increase down we would reduce budget line 4315 (new streetlight columns) by 1000 and 4406 (Footpath maintenance) by £1000

F25/61 The Budget as amended was **RESOLVED** to be recommended by Finance Committee to the full Council for approval.

DETAILS

Introduction

Whilst looking to maintain current services we need a budget that starts to look towards funding our strategic plan.

The financial challenges are as follows:

- Implementing our bigger strategic vision
- Trying to maintain a sensible Precept level that respects the financial pressures of residents
- Ensure our reserves are at a sensible level for our size of Parish Council – they are currently viewed by our internal auditor as a risk at the current low levels



- To effectively manage the risks of the pension deficit. The Parish Council is currently liable for £199,000 of pension deficit as we no longer have any active members.

Our precept and budget is compared nationally against the Band D rate, This calculation is designed to allow taxpayers to compare the charges with other Parishes. The formula (known as the tax base calculation) looks at all the properties in different bands in the Parish and calculates what the charge would be for a band D property.

The tax base calculations will not be distributed until the 6th December – it is not considered there will be much change to the current tax base as there has been no significant demolition or building work to change the housing in the parish.

The figures include an assumption that any increase above 5% would not be palatable as that is the level that Buckinghamshire Council are also limited to. Parish Councils are not subject to the 5% cap.



PRECEPT REQUEST									
PRECEPT FOR 2026/27		432,945							
CURRENT YEAR					NEXT YEAR				
2025/26					2026/27				
Amenities Income	38,615.00				Amenities Income	38,455.00			
Amenities Expenditure	177,040.00	138,425.00	Net Budget Cost		Amenities Expenditure	184,750.00	146,295.00	Net Budget Cost	
F&G Income	13,000.00				Finance and General Income	11,450.00			
F&G Expenditure	86,600.00	73,600.00	Net Budget Cost		Finance and General Expenditure	86,200.00	74,750.00	Net Budget Cost	
Staffing Expenditure		201,857.00			Staffing Expenditure		211,900.00	Net Budget Cost	
Total		413,882.00			Total Precept required to cover expenditure		432,945.00	% increase	4.61%
<i>Increase since last year</i>							<i>19,063.00</i>		
TARGET							434,576		5%
BAND D - 2025/26					BAND D 2026/27				
Band D Households:		3452.48			Band D Households		3452.48		
Precept raised		119.88	Year		Precept Due		125.40	Year	
		9.99	Month				10.45	Month	
					This calculation is designed to allow taxpayers to compare the charges with other Parishes. The formula looks at all the properties in different bands in the Parish and calculates what the charge would be for a band D property.				
					Band D Tax Comparisons from 2025/26				
Annual Difference						£5.52	Percent	4.61%	
Monthly Difference						£0.46	Percent	4.61%	
Please see below for the breakdown of income and expenditure									



THREE YEAR PROJECTION											
Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PY Budget	26/27	27/28	28/29	Comments
Amenities Income											
1000	Allotment Rent	1,630	1,291	1,157	1,157	1,300	-330	1,300	1,300	1,300	Based on previous years income and factoring a small price rise
1005	Charter Fair	220	110	275	275	240	20	240	240	240	Expect 2 x hires £120 each
1010	Cricket Club Lease	300	300	350	350	350	50	350	350	350	No increase in lease
1021	Market - Local Produce	1,260	1,383	1,278	1,750	2,560	1,300	1,320	1,320	1,320	In line with current usage plus additional markets £1300
1022	Market - Weekly	10,660	10,660	5,330	10,660	10,660	0	10,920	10,920	10,920	Agreement is £210 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	2,269	1,175	1,900	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	19,000	19,198	0	17,800	17,800	-1,200	17,800	17,800	17,800	3 year settlement
1214	Christmas Trees	2,000	1,584	1,320	1,485	2,000	0	2,000	2,000	2,000	Assuming similar
1260	Xmas Event Income	500	1,651	158	500	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	0	100	100	0	100	100	100	Assuming similar
1262	Fundraising Income	500	2,011	82,422	82,422	500	0	500	500	500	Any grants we get
1263	Event Income (PIP etc)	400	388	456	575	400	0	400	400	400	Picnic in Park and other events
TOTAL INCOME		38,615	40,945	93,921	118,974	38,455	-160	37,430	37,430	37,430	0
Events Expenditure											
4100	Annual Parish Meeting	500	257	266	266	350	-150	350	350	350	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	8,500	5,995	1,360	8,500	8,500	0	8,670	8,843	9,020	This represents the predicted cost of maintaining the current decorations
4109	Promo Materials	1,000	508	1,275	1,275	1,600	600	1,632	1,665	1,698	New banners for events and refresh of brand
4110	Entertainments & Events	5,000	3,875	4,159	5,000	5,000	0	5,100	5,202	5,306	No current reason to change this budget
4111	Parades	500	394	40	50	200	-300	204	208	212	Remembrance Day
4112	Floral Display	6,500	8,504	5,316	6,000	8,000	1,500	8,160	8,323	8,490	It is assumed these will continue
4113	HS2 Public update meetings	500	254	394	400	500	0	510	520	531	events at the markets
4122	Markets - Local Produce (promo and events)	500	436	90	500	500	0	510	520	531	we anticipate an increase from Bucks Council
4124	Markets - Business Rates	1,050	898	718	1,050	1,050	0	1,071	1,092	1,114	We no longer pay for a standpipe as it is never used
4125	Markets - Water	0	2	0	-	0	0	0	0	0	Based on current usage and market price stabilisation
4126	Markets - Electric	380	380	210	380	380	0	388	395	403	To look to undertake other events as there are many quizzes in the
4130	Annual Village Quiz	800	367	0	-	0	-800	0	0	0	Include an amount for road closures at christmas
4132	Christmas Celebration Event	2,750	2,039	81	2,750	5,000	2,250	5,100	5,202	5,306	
TOTAL EXPENDITURE		27,980	23,909	13,909	26,171	31,080	3,100	31,695	32,321	32,961	



THREE YEAR PROJECTION

Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27	27/28	28/29	Comments
Highways Expenditure											
4200	Bus Shelters	4,000	1,012	0	0	500	-3,500	1,000	1,020	1,040	Based on current and predicted
4210	Refuse Bins	500	0	0	0	500	0	510	520	531	Based on current and predicted
4211	Severe Weather (bins, grit etc.)	500	0	0	0	500	0	510	520	531	Based on current and predicted
4215	Street Furniture (seats, noticeboards etc.)	1,000	36	0	800	1,000	0	1,020	1,040	1,061	Based on current and predicted
TOTAL EXPENDITURE		6,000	1,048	0	800	2,500	-3,500	3,040	3,101	3,163	

Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27	27/28	28/29	Comments
Lighting Expenditure											
4300	Energy - Street Lights	13,000	14,905	6,035	13000	13,000	0	13,260	13,525	13,796	There may be changes depending on S/L switchoff
4305	Maintenance	15,000	21,958	12,880	21000	20,000	5,000	20,400	20,808	21,224	This is based on the current pattern of repairs with some switch off reducing costs
4315	New Columns	7,000	0	0	3500	6,000	-1,000	6,120	6,242	6,367	This allows for two column replacements
4320	Inspections	1,500	0	0	0	1,500	0	1,530	1,561	1,592	No current reason to change this budget
TOTAL EXPENDITURE		36,500	36,863	18,915	37500	40,500	4,000	41,310	42,136	42,979	



Code	Description	THREE YEAR PROJECTION										Comments	
		25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27	27/28	28/29			
Recreation Expenditure													
4400	Dog Bins - Contract for Emptying	2,600	2,423	0	2600	2,600	0	2,652	2,705	2,759	assume similar		
4405	Maintenance Fences, Gates & Hedges	7,000	11,465	3,705	4500	13,000	6,000	1,600	1,632	1,665	Replacing fencing around Ashbrook		
4406	Maintenance - footpaths	2,000	0	950	1000	1,000	-1,000	1,020	1,040	1,061	Footpath maintenance - inc canal towpath		
4410	Maintenance - open spaces	19,500	6,152	5,459	8500	15,000	-4,500	15,300	15,606	15,918	Vandalism repairs, open spaces works manor waste bollard		
4415	Maintenance Inspections etc.	2,800	2,316	2,854	2000	2,800	0	2,856	2,913	2,971	mainly playground inspections		
4416	Pond	1,500	0	0	750	2,000	500	2,040	2,081	2,122	This does not include major works which are Amenities project spend		
4417	Tree Works	6,000	8,693	500	10000	8,000	2,000	8,160	8,323	8,490	Based on current levels of maintenance		
4418	Maintenance Tree Inspections	0	0	0	1860	0	0	0	0	2,000	Brought 1 year forward		
4421	Community Orchard Maintenance	750	1,090	1,493	1493	0	-750	0	0	0	Contract cancelled and works merged to 4410		
4425	Capital Expenditure	11,000	922	36,361	36361	5,000	-6,000	5,000	5,100	5,202			
4426	Vehicle repair	4,440	4,415	454	500	1,000	-3,440	4,440	4,529	4,619	Mostly under warranty but will increase next year		
4430	Mower Maintenance	2,500	3,117	959	2500	1,500	-1,000	1,530	1,561	1,592	Mower is at an age where it will need reg maintenance		
4435	Play Equipment	30,000	0	42,600	42600	33,000	3,000	30,000	30,000	30,000	There is a clear need to start a replacement programme		
4440	Play Equipment Repairs & Maintenance	3,000	3,713	6,687	7687	12,000	9,000	12,240	12,485	12,734	as above		
4450	Premises Garage Rent	1,620	1,620	945	1620	1,620	0	1,652	1,685	1,719	No current reason to change this budget		
4455	Sitesafe Electricity	300	463	182	312	300	0	306	312	318	based on current usage and prices		
4465	Sitesafe Water/Sewage	300	111	72	150	300	0	306	312	318	No current reason to change this budget		
4475	Fuel	3,200	3,688	1,788	2800	3,000	-200	3,060	3,121	3,184	in line with higher fuel prices		
4480	Materials & Tool Purchase	2,500	1,748	2,493	2500	2,500	0	2,550	2,601	2,653	No current reason to change this budget		
4481	Machinery/Tools Service & Repairs	2,500	384	155	1500	2,500	0	2,550	2,601	2,653	new equipment policy reducing repair needs		
4485	Protective Clothing (PPE)	750	1,049	355	750	750	0	765	780	796	increase in PPE needs of grounds team		
4490	Refuse Bin Contract	1,300	1,707	1,124	1800	1,800	500	1,836	1,873	1,910	assume similar		
4495	Sundries	500	42	198	75	500	0	510	520	531	No need for such a large "sundries" budget		
4497	Defibrillators	500	187	349	1500	500	0	510	520	531	assume similar		
TOTAL EXPENDITURE		106,560	55,118	109,334	135358	110,670	4,110	100,883	102,301	105,747			



THREE YEAR PROJECTION											
Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PY Budget	26/27	27/28	28/29	Comments
Finance & General Income											
1200	Grants Incoming (Inc S106)	0	0	0	-			0	0	0	
1205	Dividends Rec'd ex Whitchell Trust	400	266	135	450	450	50	459	468	478	Based on current market conditions
1210	Interest Rec'd ex Deposits	11,000	15,607	7,469	11,000	10,000	-1,000	10,000	10,000	10,000	Based on interest rates going down over the year
1215	Miscellaneous Income	600	735	0	1,000	0	-600	0	0	0	Share of money from Budgens parcel machine covering rent
1250	Precept Received	413,882			413,882	432,945	19,063	224,281	228,388	237,578	Precept request collected by Bucks Council
1266	Fairhive Income (s/l)	1,000	1,040	0	1,000	1,000	0	1,020	1,040	1,061	Approx £200 per quarter
TOTAL INCOME		426,882	17,643	7,604	427,332	444,395	17,513	235,760	239,897	249,117	



Code	Description	THREE YEAR PROJECTION							Comments		
		25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27		27/28	28/29
F&G Expenditure											
4496	Professional Support (HS2 etc)	2,000	716	2,243	2,243	2,000	0	2,040	2,081	2,122	
4550	Communications - Publicity	6,500	5,462	4,175	6,000	6,500	0	6,630	6,763	6,898	
4555	Communications - Website	3,000	1,498	1,028	3,000	3,000	0	3,060	3,121	3,184	
4560	Financial - Bank Charges	600	170	76	350	600	0	612	624	637	
4565	Financial - Fees - Audit	2,300	1,804	36	2,300	2,300	0	2,346	2,393	2,441	Budget accrues for external audit fee from last financial year
4570	Financial - Fees - Legal	2,000	554	0	-	2,000	0	2,040	2,081	2,122	There is nothing planned but need to keep a contingency
4575	Financial - Insurance	7,950	7,227	4,058	6,500	7,950	0	8,109	8,271	8,437	Last years budget did not allow for increase due to Hilux
4580	Financial - Software	800	720	763	2,000	1,500	700	1,530	1,561	1,592	Looking at a software upgrade
4582	End of Year Support RBS	0	0	0	-	0	0	0	0	0	This was accrued for last year but we do not need eoy support
4615	Office - Broadband/Tel/Fax	1,750	1,417	1,240	1,417	1,750	0	1,785	1,821	1,857	About to move to a cheaper deal
4620	Office - Copier	1,500	1,568	702	1,451	1,500	0	1,530	1,561	1,592	
4621	Office - Equipment - Expend	3,000	3,934	3,161	3,777	3,000	0	3,060	3,121	3,184	Includes IT support, MSOffice and Adobe software subs
4625	Office - Equipment Capital	1,000	514	1,168	1,250	1,000	0	1,020	1,040	1,061	
4630	Office - Postage & Stationery	400	348	325	350	400	0	408	416	424	
4640	Office - Testing - Electrical	100	0	0	-	100	0	102	104	106	
4645	Office - Testing - Fire	300	0	0	-	300	0	306	312	318	
4650	Office - Utilities - Electric	2,800	3,087	1,259	2,800	2,800	0	2,856	2,913	2,971	based on current costs
4655	Office - Utilities - Water	150	259	187	175	150	0	153	156	159	Meter readings have reduced bill based on actual usage
4660	Property Mgt - Clock Tower	2,500	2,669	1,365	1,365	2,500	0	2,550	2,601	2,653	clock has yet to have its annual service
4665	Property Mgt - Manor Waste	1,000	0	0	-	1,000	0	1,020	1,040	1,061	Central drain needs clean and clear
4670	Property Mgt - SiteSafe	1,000	505	553	505	1,000	0	1,020	1,040	1,061	Looking to re-clad and investigate roof for solar panels but that will need grant funding
4675	Property Mgt - War Memorial	500	2,887	5,105	5,105	500	0	510	520	531	
4685	Subscriptions and Donations	2,250	1,419	1,444	1,500	2,250	0	2,295	2,341	2,388	In line with current subscriptions
4690	Misc - Chairman's Expenses	1,200	365	200	500	1,200	0	1,224	1,248	1,273	
4691	Misc - Councillor Expenses	100	0	0	-	100	0	102	104	106	
4692	Parish Basic Allowance	0	0	0	-	1,900	1,900	2,000	2,000	2,000	
4695	Misc - Room Hire	1,200	815	303	500	1,200	0	1,224	1,248	1,273	
4700	Misc Sundry Expenses Finance	500	374	500	600	500	0	510	520	531	
4705	Misc - Travel Staff & Cllrs	200	46	0	50	200	0	204	208	212	
4706	Elections	3,000	0	2,286	2,286	0	-3,000	0	0	0	Next elections in May 29
4707	H&S	2,000	1,562	112	500	2,000	0	2,040	2,081	2,122	H&S largely up to date
TOTAL EXPENDITURE		51,600	39,920	32,289	46,524	51,200	-400	52,286	53,292	57,318	



THREE YEAR PROJECTION											
Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27	27/28	28/29	Comments
Grants Out - not S137											
4585	Grants Out - Churchyard Care	7,500	7,500	7,500	7,500	7,500	0	7,500	7,500	7,500	
4586	Grants Out - Wendover Youth Ce	7,500	7,500	7,000	7,000	7,500	0	7,500	7,500	7,500	
4591	Grants Out - Major - not S137	10,000	5,000	0	-	10,000	0	10,000	10,000	10,000	
4613	Grants Out - Minor - not S137	2,000	1,000	1,307	1,307	2,000	0	2,000	2,000	2,000	
Grants Out - S137											
4590	Grants Out - Major S137	5,000	0	0	-	5,000	0	5,000	5,000	5,000	
4611	Grants Out - Minor S137	3,000	0	0	-	3,000	0	3,000	3,000	3,000	
TOTAL EXPENDITURE		35,000	21,000	15,807	15,807	35,000	0	35,000	35,000	35,000	
THREE YEAR PROJECTION											
Code	Description	25/26 Budget	24/25 Actual	25/26 Current	25/26 Projected	26/27 Request	Variance PV Budget	26/27	27/28	28/29	Comments
Staffing											
4800	Amenities Salaries	61,457	73,317	41,417	62,456	66,000	4,543				See salary calculations and notes spreadsheets
4801	Amenities NIC	7,165	6,959	4,873	7,190	8,000	835				
4802	Amenities Pension	3,466	8,171	1,657	2,502	4,000	534				
4810	F&G Salaries	95,824	86,336	61,029	91,500	105,000	9,176				
4811	F&G NI	11,169	8,974	7,866	11,780	13,000	1,831				
4812	F&G Pensions	13,476	4,568	2,839	4,250	6,000	-7,476				
4816	Student Loan	1,200	811	619	946	2,000	800	990	990	990	
4845	Payroll Charges	800	780	420	600	1,000	200	1,020	1,040	1,061	
4860	Training Staff & Councillors	3,500	515	1,150	1,150	3,500	0	3,570	3,641	3,714	
4855	HR & H&S Fees (Ellis Whittam)	2,500	2,262	2,284	2,284	2,500	0	2,550	2,601	2,653	
4861	Uniform	1,000	150	776	1,000	500	-500	500	510	520	
4862	SMART Pension Monthly Fee	300	264	194	282	400	100	408	416	424	
TOTAL EXPENDITURE		201,857	193,107	125,124	185,940	211,900	10,043	9,038	9,199	9,363	



EMR & GENERAL RESERVE MOVEMENTS - FORECAST						
	EMR BALANCE YTD			FORECAST ADDITIONAL MVMT		
	EMR Open	Mvt YTD	EMR Bal	Tfr in	Tfr out	EMR Balance Basis of forecast and notes
Amenities EMR Projects						
9108 EMR 357 - Skate Park	40,000	122,713	(82,713)	80,000	-	(2,713) An addition £5.8k was approved for additional costs. Final invoice not received
9123 EMR 359 - TWG priorities	5,000	0	5,000	1,250	1,500	4,750 Funding was received for a traffic survey that was not budgeted for
9128 EMR 364 - Climate Actions	3,748	0	3,748	3,748	600	6,896
9115 EMR 338 - Hampden Pond	0	0	0	15,000	-	15,000 Amenities request for £15k to set up a new EMR
9120 EMR 365 - Strategic Community Land	48,748	122,713	(73,965)	(99,998)	2,100	23,933
	Net movement to/(from) gen reserve			(97,898)		
Other Amenities EMRs						
4435 323 Playground improvements	12,235	0	12,235	0	12,235	0 See also 4435 - this was moved back to I&E when playground replacements made
4425 336 Estates equipment replace	2,000	0	2,000	500	-	2,500 See also 4425
	14,235	0	14,235	(500)	12,235	2,500
Movements to and (from) gen reserve	Net movement to/(from) gen reserve			11,735		
990 F&G EMR Projects						
356 EMR - LGPS Cessation	75,000	0	75,000	25,000	-	100,000
						0
						0
	75,000	0	75,000	(25,000)	0	100,000
Movements to and (from) gen reserve	Net movement to/(from) gen reserve			(25,000)		
TOTALS and movements to/from general reserve						

	Last Year	YTD	Budget		Forecast Full Yr
			Annual	Variance	
Income	447,038	470,325	465,497	(4,762)	585,129
Expenditure	388,652	406,439	465,497	59,058	600,259
	58,386	63,886	0	(63,820)	(15,130)
Transfer from EMR	11,500	122,713			122,713
Transfer to EMR	1,783	(41,250)			(41,250)
Additional Year End EMR movement					(111,163)
Movement to/(from) Gen Reserve	68,103	227,849	0		(44,830)
		01/04/2025	Movement	31/03/2025	
GENERAL RESERVE		164,238	-	44,830	119,408



FINANCIAL CONSIDERATIONS

As set out in the paper

LEGAL AND RISKS

- Discussed in the original document

PROPOSAL

To recommend the budget and Precept request for 2026/27 and for the request to be submitted to Buckinghamshire Council after the tax base has been confirmed.



ITEM 12b – VEHICLE INSURANCE

BROUGHT BY

Office

SUMMARY

To consider approving the vehicle insurance quote for 2025/26.

PARISH COUNCIL BACKGROUND

This is discussed and renewed annually

Introduction

As with previous years because of our mix of vehicles and very small fleet it has been difficult to get quotes and one quote below is not confirmed in writing.

CURRENT PROVIDER – £2237.60 – a reduction of £200 on last year's premium

COMPANY 1 (comparison company/broker) – £4,013.15 – this is largely down to a brand new Isuzu and no claims history on the Isuzu. It may reduce if we can get a no claims certificate for the mower.

COMPANY 2 (comparison company/broker) - £3200 (verbal quote over phone but no paperwork sent yet

FINANCIAL CONSIDERATIONS

- There is money in the 4575 budget

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

The vehicles both have to be insured by law

PROPOSAL

To accept the verbal quote at the very least to be indicative and to accept as a third quote.

To authorise the Clerk to award the insurance contract to the current provider



ITEM 12c –

BROUGHT BY

SUMMARY

PARISH COUNCIL BACKGROUND

LEGAL AND OTHER IMPLICATIONS

PROPOSAL
