



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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PARISH COUNCIL MEETING AGENDA
Tuesday 5th December 2023 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **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 7th November 2023.
- 4) **CHAIR'S ANNOUNCEMENTS**
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 7) **CLERKS REPORT & CORRESPONDENCE – page 9**
- 8) **FINANCE AND PAYMENTS – page 13**
 - a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - **pages 14, 19 and 20**
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
 - a) **HS2 Mitigation Action Group – page 21**
 - b) Wendover Business Group – page
 - c) Parish Council Surgeries - page

10) REPORTS FROM COMMITTEES

a) PLANNING

- i) To note the draft [minutes of the meeting on 21st November 2023](#) – **page 22**

b) FINANCE

- i) To note the draft [minutes of the meeting on 21st November 2023](#) – **page 25**

11) REPORTS FROM WORKING GROUPS

a) Transport Working Group

To receive an update from the Transport working group.

b) Open Spaces Working Group

To receive an update from the Open Spaces working group.

12) OTHER ITEMS

a) [Policy Renewals](#) – **page 28**

To consider reviewing and renewing the following policies:

- i) Winter Policy – **page 26**

b) New working groups – **page 33**

To consider setting up the following groups

- i) [Sustainability and biodiversity group](#) – to feed into Council strategy, recommend best practice and monitor actions by the Council for their carbon footprint – **page 34**
- ii) [Strategic Planning steering group](#) – to manage the Council planning process– **page 36**

c) [Vehicle insurance renewal](#) – **page 40**

To approve the motor vehicle insurance renewal

d) [2024/25 Budget and precept request](#)– **page 41**

To consider the recommendation from Finance Committee for the 2024/25 Budget and Precept request

e) Planning

To note that the number of planning applications did not warrant a full planning committee and consider the following applications for the same property. (Links take you to the planning portal for details of the application)

- i) [23/03479/ALB 85 Tring Road Wendover Buckinghamshire](#)
Listed building consent for demolition of non-original rear porch, erection of single storey rear extension and internal layout changes.
- ii) [23/03478/APP 85 Tring Road Wendover Buckinghamshire](#)
Householder application for demolition of non-original rear porch, erection of single storey rear extension and internal layout changes.

13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 9th January 2024 at the Chilterns Neuro Centre

14) CONFIDENTIAL ITEMS

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

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

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

b) Staff recognition (sensitive personal information)

To consider the staff recognition paper presented by the Chair of Staffing Committee.

15) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 29th Nov 2023.

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

7th November 2023 at 7:30pm

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

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

In attendance: Buckinghamshire Councillor Strachan

Clerk: Andy Smith

Members of Public: 4

APOLOGIES FOR ABSENCE

PC23/159 Apologies were received and **ACCEPTED** from Cllrs Gallagher, Walker – Apologies were noted from Buckinghamshire Councillors Bowles and Newcombe

DECLARATIONS OF INTEREST

PC23/160 None

MINUTES

PC23/161 The minutes of the Parish Council of 3rd October 2023 were considered and it was **RESOLVED** to accept them as a true record to be signed by the Chair

CHAIRS ANNOUNCEMENTS

PC23/162 Council were updated on the strategic planning process and how that would work. We are now looking for ideas for key areas of focus from Councillors and the wider community.

Assemblies at John Colet to talk to young people about the skate park and work of the Parish Council were very well received and confirmed the importance of the young voice to the Council work.

The Remembrance parade is on Sunday 12th at 2:30pm not 2pm as mentioned in the papers and all Councillors are invited to attend.

PUBLIC PARTICIPATION

PC23/163 A member of the public raised that in the past the Parish Council had looked into ownership of Walnut Meadow and asked where that stood at the moment. The reply from the Parish Council was that it was being looked at when it was under the previous AVDC administration. In the move to a unitary authority the project stalled. The Council will review if it would like to look at this project again and Buckinghamshire Cllr Strachan offered to look into the matter for the Council.

PC23/164 The member of the public also outlined that the old scout hut should also be considered for acquisition.

PC23/165 Another member of the public highlighted that it has been a long time since the street name plates have been updated. There are some missing and a lot of faded plates. They suggested a joint working group to replace/update the street name plates.

PC23/166 CLAW would like to thank the Parish Council for considering the tree planting and carefully considering each of the options. It was highlighted that 2 years ago the Parish Council declared a climate emergency and CLAW would like to reaffirm it's support to Wendover Parish Council in

delivering. CLAW is committed to working in partnership with the Parish Council and would like to support the Council to reinstate an environmental and sustainability working party.

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/167 Cllr Strachan highlighted the updates on the Buckinghamshire Council website and from Martin Tett. He offered this time as a space for questions. Regarding Walnut meadow he requested that the Clerk contact the Councillor about Walnut Meadow and he was offering his time to look into that further on behalf of Wendover Parish Council.

CLERKS REPORT AND CORRESPONDANCE

PC23/159 The report was noted.

FINANCE AND PAYMENTS

a) Payments to consider

PC23/160 The payments to consider, totalling £17791.42, were **RESOLVED** and signed.

b) Latest financial reports

PC23/161 The financial reports were noted. It was noted that this is month 7 of 12 and we are well within the budgetary expectations.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC23/162 The report was noted. Cllrs Walker and Porter attended a meeting with the group to concentrate on the planning of the HS2 public meeting and all councillors are asked to attend and support the meeting.

b) Wendover Business Group

PC23/163 The business group was well attended and it was noted that there was a positive atmosphere. The Clerk will be making some more invitations to hand out for the next meeting and Cllrs Williams and Porter will continue to visit the businesses on and off the high street talking to owners. One of the current ambitions is the commissioning of a map of all the businesses in Wendover with the businesses also supporting the Christmas light switch on event. It was noted by the Councillors that the road closures have changed local shopping habits and that we must be able to respond to this. Further work will be done to look at potential mitigations.

c) BMKALC Conference

PC23/164 It was reported that the Conference focused on engagement and also covered the accessibility arrangements for papers and websites, this is being checked by the Clerk for the Wendover papers and website. It was also noted that Newport Pagnell Council talked about their experience of taking ownership of community assets and they had stood firm on taking over the entirety of community assets for the benefit of the local people to considerable success.

d) Wendover Community Board

PC23/165 There was a focus on previous projects and a review and update on current expenditure. The board is currently funding projects and bids.

e) Other groups

PC23/166 Climate Action Wendover - The meeting discussed the tree planting and reaffirmed how the Council and CLAW could work together

PC23/167 The Management Committee of the Memorial Hall – The organisations on the Wendover campus are looking at solar panels for the whole of the campus and the hall is trying to get involved, but will have to be separate project. A survey of the roof showed that it would need to be refurbished to take the weight of the panels and this is at the very start of the project.

PC23/168 Wendover Community Car – The team are about to start a project to raise money for a new car.

REPORTS FROM STANDING COMMITTEES

a) AMENITIES

PC23/169 The draft minutes of the meeting on 17th October 2023 were noted. A minor amendment was noted and they will be corrected before being approved at the next meeting.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC23/170 There is a bid with the community board for a survey on behaviours travelling to the school campus. The schools are also looking to link in with bike-a-bility training to try and get more children cycling safely to school. Also working on the EV charging pilot for Wendover. The next meeting is next Tuesday for an update. Will also be looking at street lamps in the village for viability to use them. The South Street speeding issues will be progressed on the back of about 4 months of data. It was also mentioned that 2 people had been injured in the High Street in less than 6 months and a crossing further up would be helpful

b) Open Spaces Working Group

PC23/171 The focus is on the skatepark and this is discussed later in the agenda

OTHER ITEMS

a) Policy Renewals

PC23/172 Role of Working Groups - The policy was considered and it was **RESOLVED** to renew the policy.

b) Minor Grant Applications

PC23/173 Minor Grant Application for Young Creative Writers - This agenda item was moved to the start of the agenda just after public participation to allow a representative to speak to the application– it was explained how they will use the money to support creative writing techniques for a series of sessions for under 11 year olds. The stories will be published, whilst keeping the young peoples names but in a way to protect their privacy. The amount is designed as seed funding and that the project will be self-sustaining when progressing the project. It was **RESOLVED** to approve the grant application.

PC23/174 HS2MAG Group – requested money to support the public meeting. The group are responsible for the meeting costs and this is a request to support them. The Council will have a desk as a breakout space and Councillors are requested to turn up to sit at the desk and field questions and take down comments. The delivery costs were estimated and were a worse case scenario. It was **RESOLVED** to approve the grant application.

PC23/175 St Mary's Church – This application had been withdrawn

c) New cutting deck for the mower

PC23/176 The paper was discussed, and it was noted that the team would still keep the current flail deck for rough patches of vegetation. It was **RESOLVED** to purchase the new cutting deck.

d) Skate park planning application

PC23/177 It was noted that the planning application is still live on the planning portal. This paper is to discuss with Council the approach to some of the objections and decide if it should make a comment as a consultee in the planning process. It was noted that the John Colet school and staff have been very supportive and enabled the children to engage with the planning process. We would also engage with the police, who are normally supportive of skateparks as it seems they have uploaded the wrong document to the planning portal. It was noted that we still needed to communicate with residents, including a myth busting communication with local residents in the January Wendover News. Councillors are encouraged to write their own views. It was **RESOLVED** to not make an official comment.

e) Insurance renewal

PC23/178 It was **RESOLVED** to renew the premium under the current 3 years deal.

f) Skate park fundraising

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

DATES OF FUTURE MEETINGS

PC23/180 To note the next Parish Council meeting **Tuesday 5th December 2023**. Agenda items must be with the Clerk by **Mon 27th November**

CLOSURE OF MEETING

PC23/181 As all business was transacted the meeting was closed at 9:13pm

Signed by
Chair to the Parish Council

Date:

| PAYMENTS TO CONSIDER | | Nov | Parish Council 07/11/2023 |
|--------------------------------|---------------------------|-------------------|--|
| BACS | | | |
| Date | To | Amount | Payment for |
| 09/11/2023 | PawPrint | £140.40 | Printer/Copier Costs |
| 09/11/2023 | Val Mayland | £80.00 | Cleaning |
| 09/11/2023 | Marley Design | £650.00 | Web and communications |
| 09/11/2023 | Numbers | £72.00 | Payroll Services |
| 09/11/2023 | St Annes Hall Hire | £60.00 | Hire of hall for meetings |
| 09/11/2023 | Sparkx | £643.20 | Streetlight repairs 312/175 |
| 09/11/2023 | BMKALC | £120.00 | Demystifying Planning training |
| 04/10/2023 | Friends of Guiding | £1,000.00 | Minor Grant - Guide hut kitchen |
| 09/11/2023 | WAVUS | £750.00 | Minor Grant - WAVUS Social English lessons/support |
| 09/11/2023 | Parish Online | £180.00 | Online mapping and assets, annual fee |
| 09/11/2023 | Farol | £640.70 | Repairs to cutting deck |
| 09/11/2023 | Tanks Direct | £888.00 | water storage tanks for Wildbelt and LR allotments |
| 09/11/2023 | AJG Gallagher | £5,207.42 | Insurance premium |
| 09/11/2023 | Sparkx | £969.60 | Streetlight repairs 46/243 |
| 09/11/2023 | P Kernan | £1,080.00 | Tree works -crown reduction, Heron Path, wind damage |
| 09/11/2023 | Eighteen-Twelve | £17.50 | Refund for christmas stall |
| TOTAL BACS AMOUNT | | £12,498.82 | |
| CARD | | | |
| Date | To | Amount | Payment for |
| 16/10/2023 | Lebara Mobile | £5.00 | Office mobile phone |
| 26/10/2023 | Adobe | £19.97 | Acrobat Pro plan |
| 31/10/2023 | Tesco | £5.25 | Office supplies - lightbulbs |
| 02/11/2023 | Royal British Legion | £20.00 | Poppy Wreath for remembrance day ceremony |
| 12/10/2023 | Yorkshire Trading | £25.09 | Frames for Best Kept Village certs for shops |
| 31/10/2023 | Budgens | £8.84 | Office supplies - coffee |
| 20/10/2023 | Amazon Business EU | £59.05 | Flipchart pads for HS2 Meeting |
| 25/10/2023 | Amazon Mktpplace | £133.99 | Gazeebo awning leg weights |
| 24/10/2023 | Amazon Business EU | £40.96 | Christmas decorations - inflatables |
| 24/10/2023 | Amazon Mktpplace | £14.82 | post it notes for HS2 meeting |
| 24/10/2023 | Amazon Business EU | £23.11 | Flipchart markers for HS2 meeting |
| 27/10/2023 | Chesham Fencing | £394.80 | Wood for water collection units |
| 27/10/2023 | Wendover Rotary | £15.00 | Duck for duck race |
| 23/10/2023 | Costa | £7.15 | Staff one to one meetings |
| 19/10/2023 | Chesham Fencing | £972.24 | Wood for water collection units |
| 19/10/2023 | Buckinghamshire Council | £63.00 | 3 x Temporary event notices for Christmas events |
| 18/10/2023 | Land Registry | £3.00 | Title search for blocked drains landowner |
| 17/10/2023 | Just (St Marys) | £10.74 | Office supplies |
| 02/11/2023 | Gray Russ Ltd (Sure2Door) | £366.89 | Leaflet distribution for HS2 Meeting |
| TOTAL Debit Card AMOUNT | | £2,188.90 | |
| DD/SO | | | |
| Date | To | Amount | Payment for |
| 3 Nov 2023 | SIDLEYS CLIENT THE | £135.00 | Sidleys garage rent |
| 3 Nov 2023 | LEX AUTOLEASE | £444.29 | Hilux lease agreement |
| 5 Nov 2023 | CASTLE WATER LTD | £5.75 | Site Safe Water |
| 6 Nov 2023 | BE FUELCARDS LTD | £517.96 | BP Fuel Card |
| 7 Nov 2023 | SMART PENSION LTD | £26.40 | SMART pension admin fee |
| 12 Nov 2023 | SMART PENSION LTD | £0.00 | SMART pension contributions |
| 15 Nov 2023 | BG LITE | £71.04 | Manor Waste Electricity |
| 15 Nov 2023 | BG LITE | £183.56 | Clock Tower Electricity |
| 15 Nov 2023 | BG LITE | £23.09 | Site Safe Electricity |
| 19 Nov 2023 | DRAX ENERGY SOLUTI | £1,271.53 | Street Lighting Electricity |
| 30 Nov 2023 | BUCKS COUNCIL RECE | £82.70 | Waste Container emptying |
| 20/10/2023 | MICROSOFT | £82.32 | Microsoft 365 Licenses |
| 28 Nov 2023 | CASTLE WATER LTD | £5.59 | Clock Tower Water |
| 17 Nov 2023 | BT GROUP PLC | £128.47 | Clock tower phone/broadband |
| 5 Nov 2023 | BUCKS COUNCIL | £90.00 | Manor Waste Market Rates |
| 21/11/2023 | CPRE | £36.00 | Annual Subscription |
| TOTAL DD & SO | | £3,103.70 | |
| TOTAL PAYMENTS | | £17,791.42 | SIGNED BY COUNCILLORS: |
| COUNCIL MINUTE NUMBER | | | |



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

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

Skate Park Planning

The public consultation has closed and there have been some clarifications requested by some of the statutory consultees which involve the distances from the neighbouring properties, a public right of way and net biodiversity gain reporting. Whilst an official decision is yet to be made we are working on providing this information to our case officer so they can make the final decision.

Parking review

An email has been received pointing out that money has been spent on the Parking Review and when the project was initiated in 2019 it was meant to be fully funded by Buckinghamshire Council. The enquiry asks why Wendover PC has made this payment. A full reply is being worked on, however, the summary is as follows: The original project was set out to be funded by something called the Local Area Fund which was wound up in 2021 and turned into the Wendover and Villages Community Board. As the Parish Council listened to the residents more roads and schemes were included into the consultation. Both those changes necessitated that Wendover PC needed to make contributory funding to the project. The office are working on getting all of the relevant papers and minutes together to make a reply in full to the resident.

Clock Tower Wall

The works have started on the wall and are progressing well. Unfortunately, as bricks are removed to be replaced it has been discovered that the wall had been completely rebuilt in cement (probably over 30 years ago given the age of the cement) and not in lime mortar. Cement is not “breathable” like lime mortar and therefore any damp stays in the bricks themselves and when the frosts arrive this results in the bricks fracturing or most commonly their faces pop off. Which was evident on the wall before the repairs. There is nothing that can be done about this other than rebuild the wall, which is not on the agenda at the moment. However, less bricks are damaged enough to replace than originally planned.

The contractor also discovered a flaw in the drains. The drains contain a silt trap that needs emptying regularly to prevent the current flooding. However, the paving that was put in the semi circle shape around the water trough were set in such a way that they prevent the silt trap being accessible. Because of the reduced number of brick replacements it is possible that the access to the silt trap can be opened up as a part of these works, so we can clear it and reduce flooding/water build up by the wall.

We are also removing soil from behind the wall and drilling drainage holes through the bottom of the wall to help with this issue and prevent future water damage.

The trough has been repaired as best as is possible given the bits that were salvageable and, whilst it will not be invisible mending it will be solid and not too noticeable.

The work is scheduled to continue for about another week.

HS2 Public meeting

The public meeting was a huge success with over 100 people attending and staying engaged right up until the very end. The next stage is to write up a report on the outcomes discussed at the event that we can use as our mandate for future action.



Devolved Services

There has been an update on the Devolved Services in that they are not quite ready to present new agreements for consideration by Parish and Town Councils yet. They have issued some guidance as to service level expectations but no real details or contracts!

Card Payments

Wendover Parish Council can now take card payments! Given the risks with cash transactions we are now seeking to encourage all payments to be either card or bank transfer. The unit will initially be used to collect money for the wooden decorations in support of the skatepark fund but can be used to collect allotment rent and LPM rent.

Clock Tower hourly chimes

Unfortunately, the clock has not been striking the hour for a couple of weeks. A visit will be made on Thu 30th Nov where hopefully it is a simple fix, otherwise they will produce a report for us to consider as to what is required for repair.

Remembrance Parade

The parade was incredibly well attended, and it was nice to see the Councillors in the parade. The Royal British Legion (RBL) organise the event and it is felt we can be offering much more support to the RBL in the planning and on the day so we will be looking at options how we can help to bring this back for a decision at Council.

Planning Demystified training

Both members of the office staff attending this training course and the slides that were discussed on the day have been circulated by email. One of the key learning from the day is how the planning regime is being deregulated through permitted development. It has now got to such an extent that you could knock down and rebuild a tower block under permitted development – without having to go through a planning application!

Strategy Steering group

The group have met since the last meeting to look into a strategic planning process. It has been agreed that we will use the Community Action Plan as a start point but need to extend our engagement to get as many ideas into the process from residents as possible. The planning process will cover all Council operations and the terms of reference for this group is on the agenda.

Manor waste bollards

One of the Manor waste bollards has been reported as broken. The damage was caused by a vehicle knocking into it. This has been broken for a while and we have been monitoring to ensure it is not a H&S risk. The cost for repair is significant and it was noted by Amenities and agreed that it would be more cost effective to undertake repair if others are damaged and we undertake the work in one job.

Fix my street reports and Wendover playgrounds

A chance look at the fix my street map of reports in Wendover highlighted that a report had been made about an accident in our playgrounds back in September and we still have not been notified about this officially. Since that accident we have had our playgrounds inspected by a specialist company and the report noted with no serious issues to correct. The concern is that this report could have gone without us being notified so we can take appropriate corrective action. I will keep Amenities updated with any response



Canal Towpath

The towpath is complete to Halton and very much welcomed by many in Wendover. There have been some minor snags such as a metal pin left in the ground, flooding around Oliver's bridge, minor surface damage from grass cutting and the removal of a dog mess bin that haven't been replaced. Most of these issues have been resolved with the exception of the dog bin which I am trying to talk to the Canal and Rivers Trust about. We are also keen to support the Wendover Canal Trust in ongoing maintenance of the path so that we protect our investment and keep the path maintained for future generations. I will be having an initial meeting to look into progressing this idea to bring to Council.

Quiz final

The quiz has completed another successful year with Eladseet, a brand new quiz team winning at the final on 23rd November. Apparently questions for next year are already being pondered.

Best Kept Village Certificates

We have been producing framed versions of the certificate for shops to display and many local shops have them proudly on show thanks to Cllr Porter. This all hopefully contributes to the sense of pride in our local parish and it's many charms. Anything we can do to help local businesses is always welcome.

Walnut tree meadow

We have had a number of complaints about the mess and flooding after the canal construction works. We have been reassured that when the ground dries up the contractors will be making good. We also had a comment in a previous meeting about the Parish Council acquiring Walnut Meadow. I have looked into the history of this issue.

In 2011/12 the Parish Council approached AVDC to acquire the ground. This was primarily on the basis of providing a community orchard as a part of the Queen's jubilee celebrations. AVDC was not keen to release the land to the Parish Council and the community orchard was planted by in the ropewalk meadow. However, in 2014 a compromise was found by both Councils and that was to designate the land as a community asset – which would protect it from any changes (such as development).

Unfortunately, the community asset status needs to be reapplied every 5 years and in 2019 the Parish Council did not renew. This will be put on the December Amenities Committee agenda to discuss as to whether the Parish Council wishes to reapply for the meadow to become a community asset again. For future conversations I have no current indication as to if Buckinghamshire Council would release the land to Wendover PC. However, the priority for local residents is not who owns the land but more that it is protected as an amenity to enjoy.

Traffic in Wendover

A new resident to Wendover called the office to explain how wonderful the area was to live in but expressed surprise at the volume and speed of the traffic. They have been put in touch with the transport working group to discuss what we are doing and if they can support the Parish Council.

Friends of Wendover Health Centre

The Friends of Wendover Health Centre called about recruiting drivers for their service to take local people to hospital appointments or collect prescriptions. We put a display in our window but also put them in touch with other organisations that use drivers to see if combined resources would work and help with recruitment. I also raised the issue with the community board who would be in a position to support that co-ordinated approach.



Hedge cut by mistake

We had a complaint from a resident that their hedge had been cut by mistake during works around Holland Cl and Vinetrees. After clarifying that it wasn't the Parish Council I put the resident in contact with Fairhive who would be able to help.

Mess in the Parks

We have had the unfortunate pleasure of having to deal with a lot of human waste in all our parks. In Ashbrook Park our bins have been regularly used to deposit batches of used adult nappies and in the Witchell, people have been going to the toilet at various locations around the park. Obviously, we are not set up to deal with regular clinical waste, but we may have to invest in clinical grade PPE should this continue. If anyone has any information about either park, then can you let the Estates and Events Manager know.

It's Christmas!

The office will be closed from 4pm on Friday 22nd December 2023 through to 9am on Wednesday 3rd January. We will be publicising on social media and on the office door. I will keep an eye on emails to the Clerk and if it is urgent can be messaged on my personal phone. However, the office closes for a week every year so it should not be a problem. Non holiday days off are taken as annual leave. The Estates and Grounds team will be working to clear bins and check the parks over Christmas on a rota basis with the exception of Christmas Day.



ITEM 8b – FINANCE REPORTS

The finance reports show the situation as at 21/11/2023. It does not include the current payments to consider. However, it does include the Nov Salaries which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).



28/11/2023

Wendover Parish Council Current Year

Page 1

10:47

Detailed Income & Expenditure by Budget Heading 28/11/2023

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 | 1,721 | 1,630 | (91) | | | 105.6% | |
| 1005 Charter Fair | 0 | 220 | 220 | 0 | | | 100.0% | |
| 1010 Cricket Club Lease | 0 | 150 | 300 | 150 | | | 50.0% | |
| 1021 Markets - Local Produce | 53 | 525 | 2,000 | 1,475 | | | 26.3% | |
| 1022 Markets - Weekly Market | 888 | 4,442 | 10,660 | 6,218 | | | 41.7% | |
| 1030 Other Rental (Ashbrook) | 105 | 1,048 | 2,045 | 998 | | | 51.2% | |
| 1035 BCC Devolved Footpaths Income | 0 | 19,198 | 18,142 | (1,056) | | | 105.8% | |
| 1214 Christmas Trees | 485 | 1,426 | 2,000 | 574 | | | 71.3% | |
| 1260 Xmas event income | 335 | 1,093 | 500 | (593) | | | 218.5% | |
| 1261 Rifle Club Lease | 0 | 0 | 100 | 100 | | | 0.0% | |
| Amenities Income :- Income | 1,866 | 29,822 | 37,597 | 7,775 | | | 79.3% | 0 |
| Net Income | 1,866 | 29,822 | 37,597 | 7,775 | | | | |
| 125 Events Expenditure | | | | | | | | |
| 4100 Annual Parish Meeting excl refs | 0 | 512 | 500 | (12) | | (12) | 102.5% | |
| 4105 Christmas Decorations | 0 | 0 | 6,000 | 6,000 | | 6,000 | 0.0% | |
| 4109 Promo Materials | 75 | 857 | 500 | (357) | | (357) | 171.4% | |
| 4110 Entertainment & Events | 0 | 1,885 | 5,000 | 3,115 | | 3,115 | 37.7% | |
| 4111 RAF Freedom Parade | 0 | 3,667 | 0 | (3,667) | | (3,667) | 0.0% | 3,667 |
| 4112 Floral Display | 0 | 2,200 | 5,000 | 2,800 | | 2,800 | 44.0% | |
| 4113 HS2 Public Meeting | 632 | 713 | 0 | (713) | | (713) | 0.0% | |
| 4122 Markets - Local Produce | 125 | 175 | 500 | 325 | | 325 | 35.0% | |
| 4124 Markets - Business Rates | 90 | 718 | 1,500 | 782 | | 782 | 47.9% | |
| 4125 Markets - Water | 0 | 31 | 50 | 19 | | 19 | 62.0% | |
| 4126 Markets - Electric | 68 | 257 | 300 | 43 | | 43 | 85.5% | |
| 4130 Quiz | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4132 Christmas Celebration Event | 789 | 1,219 | 2,500 | 1,281 | | 1,281 | 48.8% | |
| Events Expenditure :- Indirect Expenditure | 1,779 | 12,234 | 21,950 | 9,716 | 0 | 9,716 | 55.7% | 3,667 |
| Net Expenditure | (1,779) | (12,234) | (21,950) | (9,716) | | | | |
| 6000 plus Transfer From EMR | 0 | 3,667 | | | | | | |
| Movement to/(from) Gen Reserve | (1,779) | (8,567) | | | | | | |
| 130 Highways Expenditure | | | | | | | | |
| 4200 Bus Shelters | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4210 Refuse Bins | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4211 Sever weather (salt etc | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4215 Street Furniture - Purchase | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Highways Expenditure :- Indirect Expenditure | 0 | 0 | 3,750 | 3,750 | 0 | 3,750 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (3,750) | (3,750) | | | | |

Continued over page



28/11/2023

Wendover Parish Council Current Year

Page 2

10:47

Detailed Income & Expenditure by Budget Heading 28/11/2023

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 |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 135 Street Lighting Expenditure | | | | | | | | |
| 4300 Electricity | 1,060 | 7,315 | 13,000 | 5,685 | | 5,685 | 56.3% | |
| 4305 Maintenance | 2,191 | 10,931 | 7,000 | (3,931) | | (3,931) | 156.2% | |
| 4315 New Columns (not LEDs) | 2,900 | 2,900 | 7,000 | 4,100 | | 4,100 | 41.4% | |
| 4320 Streetlighting Inspections | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Street Lighting Expenditure :- Indirect Expenditure | 6,151 | 21,146 | 28,500 | 7,354 | 0 | 7,354 | 74.2% | 0 |
| Net Expenditure | (6,151) | (21,146) | (28,500) | (7,354) | | | | |
| 140 Recreation Expenditure | | | | | | | | |
| 4400 Dog Bin Emptying | 0 | 278 | 2,050 | 1,772 | | 1,772 | 13.6% | |
| 4405 Maintenance - Fences, etc | 1,290 | 1,360 | 1,500 | 140 | | 140 | 90.7% | |
| 4410 Maintenance - Groundworks | 912 | 3,168 | 5,000 | 1,832 | | 1,832 | 63.4% | |
| 4415 Maintenance - Inspections, etc | 0 | 0 | 1,800 | 1,800 | | 1,800 | 0.0% | |
| 4416 Pond Works | 0 | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4417 Tree Works | 900 | 4,200 | 2,500 | (1,700) | | (1,700) | 168.0% | |
| 4418 Tree Inspections | 0 | 1,680 | 1,800 | 120 | | 120 | 93.3% | |
| 4421 Orchard Maintenance | 0 | 721 | 600 | (121) | | (121) | 120.2% | |
| 4425 Capital Expenditure (asset pur | 4,915 | 8,279 | 10,000 | 1,721 | | 1,721 | 82.8% | |
| 4430 Mower Maintenance | 534 | 2,399 | 2,000 | (399) | | (399) | 120.0% | |
| 4440 Play Equip - Repairs & Maint | 0 | 4,704 | 8,000 | 3,296 | | 3,296 | 58.8% | |
| 4450 Premises - Garage Rent | 135 | 1,080 | 1,620 | 540 | | 540 | 66.7% | |
| 4455 Premises - SiteSafe Electrics | 22 | (12) | 200 | 212 | | 212 | (6.0%) | |
| 4460 Premises - SiteSafe Rates | 0 | 160 | 0 | (160) | | (160) | 0.0% | |
| 4465 Premises - SiteSafe Water, etc | 6 | 46 | 300 | 254 | | 254 | 15.3% | |
| 4475 Misc - Fuel | 432 | 2,464 | 3,000 | 536 | | 536 | 82.1% | |
| 4480 Misc - Materials & Tools | 100 | 548 | 2,500 | 1,952 | | 1,952 | 21.9% | |
| 4481 Machinery/Tool Service Repair | 0 | 228 | 3,500 | 3,272 | | 3,272 | 6.5% | |
| 4485 Misc - Protective Clothing | 0 | 402 | 400 | (2) | | (2) | 100.4% | |
| 4490 Misc - Refuse Bins | 97 | 563 | 1,200 | 637 | | 637 | 46.9% | |
| 4495 Misc - Sundries Recreation | 165 | 229 | 1,000 | 771 | | 771 | 22.9% | |
| 4497 Defibrillators | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Recreation Expenditure :- Indirect Expenditure | 9,507 | 32,497 | 50,970 | 18,473 | 0 | 18,473 | 63.8% | 0 |
| Net Expenditure | (9,507) | (32,497) | (50,970) | (18,473) | | | | |
| 200 Finance & General Income | | | | | | | | |
| 1205 Wiltchell Trust Grant | 0 | 129 | 200 | 71 | | | 64.7% | |
| 1210 Interest Received ex Deposits | 0 | 1,769 | 2,000 | 231 | | | 88.4% | |
| 1215 Miscellaneous Income | 0 | 562 | 0 | (562) | | | 0.0% | |
| 1250 Precept Received | 0 | 359,078 | 359,078 | 0 | | | 100.0% | |

Continued over page



28/11/2023

Wendover Parish Council Current Year

Page 3

10:47

Detailed Income & Expenditure by Budget Heading 28/11/2023

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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 1266 VAHT Streetlight Income | 0 | 408 | 600 | 192 | | | 68.0% | |
| Finance & General Income :- Income | 0 | 361,947 | 361,878 | (69) | | | 100.0% | 0 |
| Net Income | 0 | 361,947 | 361,878 | (69) | | | | |
| 220 Finance & General Expenditure | | | | | | | | |
| 4496 Professional Support (HS2 etc) | 0 | 468 | 2,000 | 1,532 | | 1,532 | 23.4% | |
| 4550 Communications - Publicity | 88 | 5,169 | 5,750 | 581 | | 581 | 89.9% | |
| 4555 Communications - Website | 144 | 1,986 | 1,500 | (486) | | (486) | 132.4% | |
| 4560 Financial - Bank Charges | 0 | 290 | 580 | 290 | | 290 | 50.0% | |
| 4565 Financial - Fees - Audit | 0 | (105) | 2,300 | 2,405 | | 2,405 | (4.6%) | |
| 4570 Financial - Fees - Legal | 0 | 606 | 2,000 | 1,394 | | 1,394 | 30.3% | |
| 4575 Financial - Insurance | 5,207 | 5,207 | 5,940 | 733 | | 733 | 87.7% | |
| 4580 Financial - Software | 0 | 566 | 800 | 234 | | 234 | 70.8% | |
| 4582 End of Year Support RBS | 0 | (558) | 800 | 1,358 | | 1,358 | (69.8%) | |
| 4615 Office - Broadband/Tel/Fax | 112 | 991 | 1,600 | 609 | | 609 | 61.9% | |
| 4620 Office - Copier | 117 | 819 | 1,750 | 931 | | 931 | 46.8% | |
| 4621 Office - Equipment - Expend | 328 | 2,518 | 5,500 | 2,982 | | 2,982 | 45.8% | |
| 4625 Office - Equipment Capital | 0 | 450 | 1,000 | 550 | | 550 | 45.0% | |
| 4630 Office - Postage & Stationery | 0 | 131 | 500 | 369 | | 369 | 26.3% | |
| 4640 Office - Testing - Electrical | 0 | 0 | 75 | 75 | | 75 | 0.0% | |
| 4645 Office - Testing - Fire | 0 | 0 | 300 | 300 | | 300 | 0.0% | |
| 4650 Office - Utilities - Electric | 175 | 1,102 | 2,000 | 898 | | 898 | 55.1% | |
| 4655 Office - Utilities - Water | 23 | 51 | 150 | 99 | | 99 | 34.1% | |
| 4660 Property Mgt - Clock Tower | 80 | 756 | 2,000 | 1,244 | | 1,244 | 37.8% | |
| 4665 Property Mgt - Manor Waste | 0 | 20 | 1,000 | 980 | | 980 | 2.0% | |
| 4670 Property Mgt - SiteSafe | 0 | 83 | 5,000 | 4,917 | | 4,917 | 1.7% | |
| 4675 Property Mgt - War Memorial | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4685 Subscriptions and Donations | 56 | 1,910 | 2,000 | 90 | | 90 | 95.5% | |
| 4690 Misc - Chairman's Expenses | 160 | 393 | 1,200 | 807 | | 807 | 32.7% | |
| 4691 Misc - Councillor Expenses | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4695 Misc - Room Hire | 60 | 420 | 1,200 | 780 | | 780 | 35.0% | |
| 4700 Misc Sundry Expenses Finance | 43 | 315 | 500 | 185 | | 185 | 62.9% | |
| 4705 Misc - Travel Staff & Cllrs | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4707 H&S | 0 | 21 | 3,000 | 2,979 | | 2,979 | 0.7% | |
| Finance & General Expenditure :- Indirect Expenditure | 6,593 | 23,612 | 51,245 | 27,633 | 0 | 27,633 | 46.1% | 0 |
| Net Expenditure | (6,593) | (23,612) | (51,245) | (27,633) | | | | |

Continued over page



28/11/2023

Wendover Parish Council Current Year

Page 4

10:47

Detailed Income & Expenditure by Budget Heading 28/11/2023

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 - S137 | | | | | | | | |
| 4585 Grant - Churchyard Care | 0 | 7,000 | 7,000 | 0 | | 0 | 100.0% | |
| 4586 Grant - Wendover Youth Centre | 0 | 7,000 | 7,000 | 0 | | 0 | 100.0% | |
| 4590 Grants Out - Major | 0 | 15,000 | 15,000 | 0 | | 0 | 100.0% | |
| 4611 Grants Out - Minor | 750 | 1,750 | 5,000 | 3,250 | | 3,250 | 35.0% | |
| Grants out - S137 :- Indirect Expenditure | 750 | 30,750 | 34,000 | 3,250 | 0 | 3,250 | 90.4% | 0 |
| Net Expenditure | (750) | (30,750) | (34,000) | (3,250) | | | | |
| 320 Staffing | | | | | | | | |
| 4800 Staffing - Amenities - Wages | 8,527 | 47,232 | 71,563 | 24,331 | | 24,331 | 66.0% | |
| 4801 Staffing - Amenities - NIC | 967 | 4,751 | 6,580 | 1,829 | | 1,829 | 72.2% | |
| 4802 Staffing - Amenities-Pension | 1,225 | 5,980 | 10,193 | 4,213 | | 4,213 | 58.7% | |
| 4810 Staffing - F&G - Wages | 8,458 | 50,504 | 97,586 | 47,082 | | 47,082 | 51.8% | |
| 4811 Staffing - F&G - NIC | 979 | 5,350 | 8,952 | 3,602 | | 3,602 | 59.8% | |
| 4812 Staffing - F&G - Pension | 424 | 2,475 | 6,196 | 3,721 | | 3,721 | 39.9% | |
| 4816 Staffing F&G Student Loan | 35 | 280 | 0 | (280) | | (280) | 0.0% | |
| 4845 Payroll Charges | 60 | 420 | 750 | 330 | | 330 | 56.0% | |
| 4855 HR Consultancy Fees | 0 | 3,383 | 3,500 | 117 | | 117 | 96.6% | |
| 4860 Training Staff & Cllrs | 120 | 1,693 | 3,000 | 1,307 | | 1,307 | 56.4% | |
| 4861 Uniform | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4862 Smart Pension Admin Fee | 22 | 127 | 240 | 113 | | 113 | 52.9% | |
| Staffing :- Indirect Expenditure | 20,817 | 122,195 | 209,060 | 86,865 | 0 | 86,865 | 58.4% | 0 |
| Net Expenditure | (20,817) | (122,195) | (209,060) | (86,865) | | | | |
| 980 Amenities EMR projects | | | | | | | | |
| 9108 EMR - Skate Park | 396 | 396 | 0 | (396) | | (396) | 0.0% | 396 |
| 9111 EMR - Site Safe Insulation | 0 | 5,056 | 0 | (5,056) | | (5,056) | 0.0% | 5,056 |
| 9115 EMR - HS2 Funded Pond Works | 0 | 9,440 | 0 | (9,440) | | (9,440) | 0.0% | 9,440 |
| 9123 EMR - TWG Priorities | 0 | 433 | 0 | (433) | | (433) | 0.0% | 433 |
| 9126 EMR - New Cesspit Ashbrook | 0 | 6,350 | 0 | (6,350) | | (6,350) | 0.0% | 6,350 |
| 9127 EMR - New Christmas Tree Light | 1,058 | 1,759 | 0 | (1,759) | | (1,759) | 0.0% | 1,759 |
| Amenities EMR projects :- Indirect Expenditure | 1,454 | 23,433 | 0 | (23,433) | 0 | (23,433) | | 23,433 |
| Net Expenditure | (1,454) | (23,433) | 0 | 23,433 | | | | |
| 6000 plus Transfer From EMR | (41,518) | 23,433 | | | | | | |
| Movement to/(from) Gen Reserve | (42,972) | 0 | | | | | | |

Continued over page



28/11/2023

Wendover Parish Council Current Year

Page 5

10:47

Detailed Income & Expenditure by Budget Heading 28/11/2023

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 | 1,866 | 391,768 | 399,475 | 7,707 | | | 98.1% | |
| Expenditure | 47,050 | 265,867 | 399,475 | 133,608 | 0 | 133,608 | 66.6% | |
| Net Income over Expenditure | (45,184) | 125,902 | 0 | (125,902) | | | | |
| plus Transfer From EMR | (41,518) | 27,100 | | | | | | |
| Movement to/(from) Gen Reserve | (86,702) | 153,002 | | | | | | |



28/11/2023

Wendover Parish Council Current Year

Page 1

10:47

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 28/11/2023

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|--|---------------|----------------|
| | <u>Current Assets</u> | | |
| 100 | Debtors | 203 | |
| 105 | VAT Control A/c | 11,299 | |
| 200 | Current Bank Account | 33,291 | |
| 202 | Flagstone | 336,323 | |
| | Total Current Assets | | 381,116 |
| | <u>Current Liabilities</u> | | |
| 515 | Allotment Deposits | 1,725 | |
| | Total Current Liabilities | | 1,725 |
| | Net Current Assets | | 379,392 |
| | Total Assets less Current Liabilities | | 379,392 |
| | <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 110,102 | |
| 310 | General Reserves | 151,090 | |
| 338 | Hampden Pond EMR | (1,640) | |
| 339 | RAF Freedom Parade EMR | 4,333 | |
| 346 | Clock Tower Fountain and Wall | 15,000 | |
| 347 | Site Safe Cladding EMR | 1,444 | |
| 356 | LGPS Cessation EMR | 50,000 | |
| 357 | Skate Park EMR | 14,604 | |
| 358 | Library Extension EMR | 8,000 | |
| 359 | TWG Priorities | 9,568 | |
| 362 | New Cesspit Ashbrook | 3,650 | |
| 363 | Christmas Lights EMR | 8,241 | |
| 364 | Climate Action EMR | 5,000 | |
| | Total Equity | | 379,392 |



28/11/2023
10:45

**Wendover Parish Council Current Year
Earmarked Reserves**

Page 1

| <u>Account</u> | <u>Opening Balance</u> | <u>Net Transfers</u> | <u>Closing Balance</u> |
|-----------------------------------|------------------------|----------------------|------------------------|
| 338 Hampden Pond EMR | 0.00 | -1,639.99 | -1,639.99 |
| 339 RAF Freedom Parade EMR | 0.00 | 4,333.17 | 4,333.17 |
| 346 Clock Tower Fountain and Wall | 15,000.00 | | 15,000.00 |
| 347 Site Safe Cladding EMR | 6,500.00 | -5,056.00 | 1,444.00 |
| 356 LGPS Cessation EMR | 50,000.00 | | 50,000.00 |
| 357 Skate Park EMR | 15,000.00 | -396.00 | 14,604.00 |
| 358 Library Extension EMR | 8,000.00 | | 8,000.00 |
| 359 TWG Priorities | 10,000.00 | -432.50 | 9,567.50 |
| 362 New Cesspit Ashbrook | 10,000.00 | -6,350.00 | 3,650.00 |
| 363 Christmas Lights EMR | 10,000.00 | -1,758.70 | 8,241.30 |
| 364 Climate Action EMR | 5,000.00 | | 5,000.00 |
| | <u>129,500.00</u> | <u>-11,300.02</u> | <u>118,199.98</u> |



ITEM 9a – WENDOVER HS2 MAG



HS2 Monthly Report, November '23

Works update

- Excavation of the Green Tunnel cutting south of Ellesborough Road has started, following the sheet piling needed to protect the Memorial Wood.
- Further closures of Ellesborough Road are expected in December for more diversion of underground utilities. The new road has had fencing installed and tarmac laid, with the anticipated opening of the diversion still expected in "Spring '24".
- Initial work for creation of the tanking walls at the North Cutting has started with guide rails installed for the deep excavation needed.

November WPC activity

- The major activity was the organisation of the 24th November public meeting which was attended by about 100 people, with presentation of the key issues affecting Wendover and our draft plans for 2024. Key audience feedback included a need to engage the younger generations and the suggestion of recruitment of a paid organizer of HS2 related activities.
- Eleven public issues were received in the month, mainly related to the impact of works at Nash Lee Lane. A request for trimming the hedgerow behind the Bridleways homes was received with the ongoing (18 month) closure of the lane between Dobbins Lane and Folly Bridge. This might be resolved by the WPC groundsmen if EKFB are unwilling to undertake the work.
- A new date for the councillors visit to HS2's Small Dean, Green Tunnel, and North Cutting sites is outstanding, following postponement due to EKFB staff sickness.

Current Issues

- We are still seeking a date for a review of the water related issues with EKFB despite letters received from Huw Merryman, the HS2 Minister in August and October suggesting that this would be held in the near future
- EKFB are still unable to provide a date for the reopening of the Public Right of Way between Dobbins Lane and Station Approach as the Thames Water supply installation works are still awaiting a Network Rail works consent following a survey of Folly Bridge.

27th November '23



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 21st November 2023 at 7.00pm St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine (Chair), Williams, Worth, Walker

In attendance: Buckinghamshire Councillor Strachan

Clerk & Minutes: Andy Smith

Chair: Councillor Ballantine

Members of Public: 3

1. MEMBERSHIP

P23/117 Councillor O'Donnell had sent apologies in advance for not attending and it was agreed to discuss his membership in absentia. It was **RESOLVED** to welcome Councillor O'Donnell to the committee membership

2. APOLOGIES FOR ABSENCE

P23/118 Apologies were received and **ACCEPTED** from Councillors Gallagher and O'Donnell

3. DECLARATIONS OF INTEREST

P23/119 None

4. PUBLIC PARTICIPATION

P23/120 None

5. MINUTES

P23/121 The minutes of the Planning Committee Meeting held on 5th September 2023 were **RESOLVED** as a true record and the Chair signed the minutes.

6. PLANNING DECISIONS

P23/122 The planning decision made by Buckinghamshire Council as listed on the agenda of the meeting of the 21st November were noted.

7. CLERKS REPORT INCLUDING HISTORY AND CORRESPONDENCE

P23/123 The report was noted

8. PLANNING APPLICATIONS

P23/124 **23/03131/APP 20 Witchell Wendover Buckinghamshire HP22 6EG**

Householder application for single storey front extension and new pitched roof to single storey front and side elements. Removal of tile hanging and replacement with smooth render to upper sections on all elevations.

Wendover Parish Council: Support



It was noted that the Planning Committee supported the extension in principle, but it was felt that the removal of the tile hangings would not be in keeping with the area and would impact the local street scene

- P23/125 23/03143/APP 38 Grenville Avenue Wendover Buckinghamshire HP22 6AJ**
Householder application for demolition of existing single storey rear extension and erection of a part single storey, part two storey rear extension.
Wendover Parish Council: Objection
It was noted that there is a neighbour objection. The committee felt that there was inadequate parking for the number of bedrooms. It was further felt the design led to a loss of light and privacy and was overbearing in its nature.
- P23/126 23/03294/APP Cold Comfort Aylesbury Road Wendover Buckinghamshire HP22 6AA**
Householder application for two storey side, rear and front extensions with basement below
Wendover Parish Council: Neutral
It was noted that this is a large development but in the context of the land probably acceptable. It was also noted that there is a lot of flood issues in the area, particularly since the work undertaken by the property owner to increase the size of the pond. The committee were uncertain if the flood reports had adequately covered this issue, of importance as they are building a basement.
- P23/127 23/03218/APP 4 St Annes Close Wendover Buckinghamshire HP22 6JF**
Householder application for single storey side extension
Wendover Parish Council – Support
- P23/128 23/03310/CPE The Bothy Stables And The Bothy Gardens Boswells Farm Hogtrough Lane Wendover Buckinghamshire HP22 6PJ**
Certificate of Lawfulness for existing use to regularise the status of The Bothy Stables And The Bothy Gardens as two independent residential dwellings
Wendover Parish Council – Support
- P23/129 23/03345/APP 1-138 Tedder Road Wendover Buckinghamshire HP22 5QE**
Installation of external wall insulation
Wendover Parish Council – Support
Any project that reduces the local carbon footprint is welcome
- P23/130 23/03367/APP 56 Dobbins Lane Wendover Buckinghamshire**
Householder application for single storey rear extension
Wendover Parish Council - Support

9. OTHER MATTERS

- a) **HS2**
P23/131 There are no planning related updates
- b) **CLOSURE OF RAF HALTON**
P23/132 There was no new information to note
- c) **Outcome of surgery with Buckinghamshire Council planning team**
P23/133 The meeting update was noted. It was further noted that there was no further action that could be taken about this issue but at least now the committee was fully briefed.



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

P23/134 The meeting on Tue 5th December 2023 at 7pm was noted.

11. CLOSURE OF MEETING

P23/135 As all business was transacted and the meeting closed at 7.20pm

Signed by
Chair to the Planning Committee

Date:

DRAFT



WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting 21st November 2023 at 7:30pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Walker, Williams (Chair), Worth

Clerk and Minutes: Andy Smith

Members of Public: 3

MEMBERSHIP

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

APOLOGIES FOR ABSENCE

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

DECLARATIONS OF INTEREST

F23/43 None

MINUTES

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

CHAIR'S ANNOUNCEMENTS

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

PUBLIC PARTICIPATION

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

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



nothing in the budget designed to create increased reserves for some unpublished major works and that all expenditure or future projects would be clearly publicised in the papers.

- F23/48** A member of the public highlighted that on the website it would be useful to be able to navigate from the projects page to the budgets page. This was noted and will be actioned by the clerk
- F23/49** A member of the public put to the Council that there was a lot of detail in the proposal and that it may help the public to include a single A4 high level summary to make the proposal easier to digest. They were thanked for this comment, and it was accepted that in order to increase transparency by providing all the relevant detail this could sometimes make the information confusing.
- F23/50** A member of the public highlighted the LGPS pension scheme shortfall needed more explanation. It was noted that the LGPS issue was monitored by Finance Committee and was a standing agenda item. When the next statement from LGPS was produced it would be noted on the agenda. For clarity it was explained that the LGPS had a pension fund shortfall that was slowly being repaid through the monthly employer's contributions. We have one active member and should they leave then Wendover Parish Council would be liable for any outstanding deficit. This would be a very significant amount; therefore, the Parish Council has been building an EMR up to £75k to be able to make an initial payment when that happens and allow them to negotiate a further multi year repayment arrangement.
- F23/51** A member of the public highlighted the overspend on streetlight repairs. It was noted that even though our lights are LED units they are now at an age where they are susceptible to failure. The repairs tend to happen on different lights so we are slowly replacing our lighting stock, we have been advised this will be an ongoing pattern.
- F23/52** A member of the public highlighted that it would be useful to note with the budget any fund or grants that are due in such as Community Board Money and this was agreed and noted.

CLERKS REPORTS AND CORRESPONDENCE

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

GENERAL REPORTS

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

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

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

F23/55 The reports and VAT claim were noted

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

F23/56 The reports were noted

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

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



- f) **To receive an update on project costs up to Jul 2023**
F23/58 The costs were noted
- g) **To review the Flagstone account statements**
F23/59 The statement was noted
- h) **To receive an update on the LGPS pension fund deficit and cessation value**
F23/60 There will be no update now until we receive the annual statement from LGPS

OTHER MATTERS

a) **Annual Return and Audit**

F23/61 The conclusion of the 2022/23 annual return was noted

F23/62 The interim internal audit date was noted

F23/63 A rota of the committee to undertake quarterly internal finance checks was considered and it was **RESOLVED** to implement the rota and checks. The clerk was instructed to set up the rota and communicate with the committee to implement.

b) **Budget 2024/25**

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

c) **Card Payment Machine**

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

ITEMS FOR NEXT AGENDA

F23/66 None were presented

DATE OF NEXT MEETING

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

CLOSURE OF MEETING

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

Signed by
Chair to the Finance Committee

Date:



ITEM 12a POLICY RENEWALS

BROUGHT BY

Office

SUMMARY

To consider the renewal of the existing policies:

- i) Winter Policy

PARISH COUNCIL BACKGROUND

Policies are due for review and renewal every 2 years unless otherwise stated in the policy

DETAILS

The following policy is recommended, the original policy is shown as Appendix B

Winter Policy

Introduction

The Parish Council does not have a statutory duty to prepare for and deal with fallen leaves, ice and snow (except around their own property) and we do not have the resources to make a comprehensive commitment to provide a leaf fall, ice and snow clearing service. Further, it is noted that in temperatures below 5 deg C any salting will be largely ineffective because salt does not work below that and we don't have the equipment or facilities for those extremes.

Policy Statement

The Parish Council recognises that winter conditions are hard to navigate by many in the Parish and have an impact on local businesses. Therefore, we will endeavour to assist where practicable.

In order to support the Parish, we will endeavour to arrange the following:

- Providing advice and guidance via the website and social media (shown in appendix A)
- During periods of severe/persistent frost treating the Manor Waste so there are at least clear walkways.
- Working with the business group so local businesses can combine efforts to keep access clear of ice.
- Providing salt on request to local businesses who wish to help by keeping the main pavements clear.
- Liaising with Buckinghamshire Council to keep grit bins supplied and help ensure they are used correctly.

Buckinghamshire Council Responsibilities

These can be found on their website, as below:

Details about gritting roads and pavements: <https://www.buckinghamshire.gov.uk/parking-roads-and-transport/check-to-see-which-roads-are-gritted/>

Preparing for cold weather: <https://www.buckinghamshire.gov.uk/community-and-safety/planning-for-emergencies/prepare-for-adverse-weather-and-utility-problems/>

<https://www.buckinghamshire.gov.uk/news/are-you-winter-ready/>



Appendix A – Guidance for winter weather and leaf fall

Introduction

We know that the fall of leaves and the cold weather is a serious concern to many in and around Wendover as they pose serious slip hazards.

Despite all best-efforts Wendover Parish Council (and Buckinghamshire Council) do not have limitless resources to deal with snow and ice. Put simply we are not able to do this for everyone therefore we have to work together as a community to be able to enjoy the winter scenes whilst mitigating any risks they pose.

Guidance

Clear the Snow and Ice Early in the Day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and Prevent Slips

Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas.

Use salt or sand - not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery.

You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear.

Be careful not to spread salt on plants or grass as it may damage them.

If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt but will provide good grip underfoot.

Take Care Where You Move the Snow

When you're shovelling snow, take care where you put it, so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the centre of the path to the sides.

Offer to Clear Your Neighbour's Path

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends. Many older people feel trapped in cold weather and so offering to pop to the shops for essentials could provide a lifeline.

Leaf Fall

Leaf fall at this time of year can be as hazardous as snow and ice if not cleared from pathways. Clear the leaves early before they freeze and cause a slip hazard.

Legal Advice

People have been hesitant to clear snow because of fears of litigation if someone should slip on the area. The Health & Safety at Work Act 1974 and Occupiers' Liability Act 1984 place responsibility on the employer to maintain access to premises in a safe condition. Although an employer can be held liable for 'failing to act reasonably' to prevent accidents pedestrians also have a responsibility to take care.



An extract from the Governments web site states: ‘Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully’.

Document History

| | | |
|--------------------------------------|------------|-------------|
| Approved and Adopted by Full Council | 4/12/2018 | (Version 1) |
| Reviewed by Full Council | 07/12/2021 | (Version 1) |
| Reviewed by Full Council | 05/12/2023 | (Version 2) |

Appendix B – original policy

Winter Policy

Introduction

The Parish Council does not have a statutory duty to prepare for and deal with ice and snow (except around their own property) and although we do not have the resources to make a commitment to provide a snow clearing service the Parish Council will endeavor to assist where practicable. This plan has been created to clarify what can be expected from the Parish Council.

Legal Advice

People have been hesitant to clear snow because of fears of litigation if someone should slip on the area. The Health & Safety at Work Act 1974 and Occupiers’ Liability Act 1984 place responsibility on the employer to maintain access to premises in a safe condition. Although an employer can be held liable for ‘failing to act reasonably’ to prevent accidents pedestrians also have a responsibility to take care.

An extract from the Governments web site states: ‘Don't be put off clearing paths because you're afraid someone will get injured. Remember, people walking on snow and ice have a responsibility to be careful themselves. And don't believe the myths - it's unlikely you'll be sued or held legally responsible for any injuries if you have cleared the path carefully’.

Top Tips

Clear the Snow and Ice Early in the Day

It's easier to move fresh, loose snow rather than hard snow that has packed together from people walking on it. So, if possible, start removing the snow and ice in the morning. If you remove the top layer of snow in the morning, any sunshine during the day will help melt any ice beneath. You can then cover the path with salt before nightfall to stop it refreezing overnight.

Clear and Prevent Slips

Pay extra attention to clearing snow and ice from steps and steep pathways - you might need to use more salt on these areas.



Use salt or sand - not water. If you use water to melt the snow, it may refreeze and turn to black ice. Black ice increases the risk of injuries as it is invisible and very slippery.

You can melt snow or prevent black ice by spreading some salt on the area you have cleared. You can use ordinary table or dishwasher salt - a tablespoon for each square metre you clear should work. Don't use the salt found in salting bins - this will be needed to keep the roads clear.

Be careful not to spread salt on plants or grass as it may damage them.

If you don't have enough salt, you can also use sand or ash. These won't stop the path icing over as effectively as salt but will provide good grip underfoot.

Take Care Where You Move the Snow

When you're shoveling snow, take care where you put it, so it doesn't block people's paths or drains. Make sure you make a path down the middle of the area to be cleared first, so you have a clear surface to walk on. Then shovel the snow from the center of the path to the sides.

Offer to Clear Your Neighbours Path

If your neighbour will have difficulty getting in and out of their home, offer to clear snow and ice around their property as well. Check that any elderly or disabled neighbours are alright in the cold weather. If you're worried about them, try contacting their relatives or friends.

Leaf Fall

Leaf fall at this time of year can be as hazardous as snow and ice if not cleared from pathways. Clear the leaves early before they freeze and cause a slip hazard.

Where Gritting will be carried out by the Parish Council

During periods of severe / persistent frost, ice or snow the Parish Council will endeavor to treat the following locations where public have access:

- Manor Waste
- Railway Station Side of Pound Street from Dobbins Lane to the Shoulder of Mutton.

Ground staff will endeavor to grit / clear snow on arrival on site. It should be noted that in extreme weather conditions where transport is difficult or dangerous it may not be possible to treat the above locations as staff themselves may have difficulty in reaching the locations. It is also to be noted that in very low temperatures the effectiveness of salt is significantly reduced.

Buckinghamshire Council

For more advice and details on the wider county responsibilities please refer to the Buckinghamshire Council website.



Document History

| | | |
|--------------------------------------|------------|-------------|
| Approved and Adopted by Full Council | 4/12/2018 | (Version 1) |
| Reviewed by Full Council | 07/12/2021 | |

FINANCIAL CONSIDERATIONS

- The policy provides for additional support by providing salt where practicable. This will have a minor impact on expenditure but it is anticipated we will still be well within budgets.

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

To approve the following amended policy:

- i) Winter Policy



ITEM 12b NEW WORKING GROUPS

BROUGHT BY

Office

SUMMARY

To consider setting up the following groups

- i. Sustainability and biodiversity group – to feed into Council strategy, recommend best practice and monitor actions by the Council for their carbon footprint
- ii. Strategic Planning steering group – to manage the Council planning process

PARISH COUNCIL BACKGROUND

n/a

DETAILS

i. SUSTAINABILITY AND BIODIVERSITY

This group used to exist until we started working with CLAW. Whilst we are committed to maintaining a very close partnership approach with CLAW, we should also have a focus on our own actions and projects in line with our strategic plan. Therefore, we seek to re-establish this working group with the following terms of reference.



Terms of reference for the sustainability and biodiversity Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities

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

Specifically, the working group should aim: -

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

8. Public Participation

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



9. Conduct by working group members

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

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

All members must:

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

Reviewed: Dec 2023

A working party met to discuss the best way to advance the Community Action Planning in order to make



ii. **STRATEGIC PLANNING STEERING GROUP**

This group is to carry on the work of the Community Action Plan group with a focus on the core Council strategy and a framework within which the Parish Council makes it's decisions. It will set out a process by which we engage with stakeholders, identify our Vision, Mission, Values then set out a 10 year ambition with a 5 year goal with 12 month actions for each of the work streams. This will be approved by Parish Council.



Terms of reference for the Strategic planning steering group

1. Authority

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

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

2. Membership

The membership shall be comprised of:

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

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

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

3. Chair of the Steering group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities

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

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

Specifically, the steering group should aim to:

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

8. Public Participation

This group is not required to meet in public as no formal decisions are made by the steering group. If members of



the group feel it appropriate or necessary, meetings can be advertised on the website and parish noticeboards but must have a set agenda. Public should be advised that the steering group recommendations and research is discussed by Full Council or elected Council Committee in monthly meetings held in public and this would be the appropriate time to comment.

9. Conduct by steering group members

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

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

All members must:

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

Reviewed: Dec 2023



FINANCIAL CONSIDERATIONS

- All monies will be approved by the relevant committee and this expenditure is built into the budget.

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council approves the following working groups and their terms of reference

- i. Sustainability and biodiversity group – to feed into Council strategy, recommend best practice and monitor actions by the Council for their carbon footprint
- ii. Strategic Planning steering group – to manage the Council planning process



ITEM 12c - VEHICLE INSURANCE RENEWAL

BROUGHT BY

Office

SUMMARY

To consider the quotes for the vehicle insurance renewal

PARISH COUNCIL BACKGROUND

This is not part of our main insurance policy and there are no multi year deals currently available to us.

DETAILS

CURRENT SUPPLIER RENEWAL:

QUOTE 1 – has not replied yet

SUPPLIER 2

QUOTE 2 - £1904.04

SUPPLIER 3

Not able to quote as they would only be able to cover the HiLux for £925+ IPT per year

SUPPLIER 4

Has not replied yet

SUPPLIER 5

Has not replied yet

There seems to be no urgency to get back to us, particularly when they find out we are locked into a 3 year deal from our main insurance. On that basis I advise that Council grants the authority to go with the best value deal when all quotes are in, to give more time for companies to reply.

FINANCIAL CONSIDERATIONS

- There is money in the 4575 budget

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council considers giving authority to the Clerk to take up the best value supplier and report back in the January Clerk Notes.



ITEM 12d 2024/25 BUDGET AND PRECEPT REQUEST

BROUGHT BY

Finance Committee

SUMMARY

To consider the recommendation from Finance Committee for the 2024/25 Budget and Precept request

PARISH COUNCIL BACKGROUND

This budget has been discussed by Amenities Committee, Staffing Committee and is recommended to full Council by Finance Committee.

DETAILS

Introduction

The budget has been prepared with the principles of keeping the precept charge as small as possible. Whilst there will have to be a rise it is hoped that through prudent planning this rise can be below inflation, thus not adding significantly to the financial burdens faced in the Parish.

A three-year projection is made in this budget as a part of good practice. It is based on following the same operational path with the same work streams and is purely indicative of the financial position of the Council. It does not commit the Council to this future spending envelope.

The projected year end position for this financial year is based on the latest set of management accounts for October (month 7) with each budget line being predicted based on known future expenditure. As we do not have the General Power of Competence each budget line is based on a specific power, Act or Statutory Instrument. This is available separately on request.

The Band D 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. As per last year we do not have the current up to date Band D calculations from Buckinghamshire Council. However, there has been very little movement in the Parish; a prediction based on last years calculations will be so close to this year's actual calculation that Council can be confident of the financial impact of the budget on the average household.

The operational budgets breakdown are shown in Appendix A, The reserves and EMRs are shown in Appendix B, The staffing calculations are shown in Appendix C. This year's year end projection is shown in Appendix D.

At the Finance Meeting on 21st November the issue of providing for maintenance of the new canal footpath in conjunction with the Wendover Canal Trust to protect our investment in that path was discussed and a new budget line was agreed beyond the recommendations by Amenities Committee. This was the only amendment made by Finance Committee.



Key changes

There are some significant expenditures that the Council need to be preparing for, including looking at the lifespan of the mower and a replacement of the playground equipment which are not immediate but by careful saving through an EMR that is added to on a yearly basis we can minimise the impact on the precept.

The grounds work, in particular trees, have been high this year due to age and damage to the trees we look after. Currently we predict this will continue to be high given the age of our tree stock and extremes of weather. The largest expenditure increase in this line is that the fence along the Hampden Meadow play park (along the stretch by Chapel Lane) needs replacement as soon as possible

Our equipment budget includes money for a new mower unit that will be able to reduce the wear and tear on our current main mower. This will extend the life of the current mower by many years and reduce the current maintenance bill. This is preferable to saving up £33k to replace the current mower.

After all the feedback from residents about the manor waste we are looking at adding trees in pots to the space. This will require an initial one-off purchase and then an ongoing maintenance cost to keep them watered and mulched.

This budget includes an increase of the Ear Marked Reserve (EMR) marked for the LGPS cessation budget by £25k. This is part of the long-term plan to build a reserve to cover a current pension fund deficit in the LGPS pension scheme. This is something that many Parish Councils are having to factor in. We have one active member of the fund and if they leave then technically, we are liable for our full share of the deficit within three years of that member of staff becoming inactive. The deficit is always reducing as interest rates continue at the current level and as we are making additional employers' payments monthly.

Council have decided that the responsible action is to build a £75k reserve to cover off any immediate risk as this amount will allow the council to negotiate the terms for the remaining amount. Given the level of risk we keep this as a standing report on our finance committee to monitor and note any changes. We await the next statement from our fund to confirm our current liability.



Summary Request 2024/25

2024/25 Request

| | | | |
|---------------------------------|------------|-------------------|------------------------|
| Amenities Income | 39,113.00 | | |
| Amenities Expenditure | 132,515.00 | 93,402.00 | Net Budget Cost |
| Finance and General Income | 4,700.00 | | |
| Finance and General Expenditure | 83,750.00 | 79,050.00 | Net Budget Cost |
| Staffing Expenditure | | 205,993.00 | Net Budget Cost |

| | | | |
|--|-------------------|-------------------|--------------|
| Total Precept required to cover expenditure | 378,445.00 | % increase | 5.39% |
| <i>Increase since last year</i> | <i>19,367.00</i> | | |

BAND D 2024/25

Precept Due **110.58** **Year**
9.21 **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 2023/24

| | | | |
|--------------------|-------|---------|-------|
| Annual Difference | £5.66 | Percent | 5.39% |
| Monthly Difference | £0.47 | Percent | 5.39% |

Please see below for the breakdown of income and expenditure



| THREE YEAR PROJECTION | | | | | | | | |
|---|----------------|-------------------|----------------------|-----------------------|----------------|----------------|----------------|--|
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Amenities Income | | | | | | | | |
| Markets | 12,660 | 11,120 | 12,160 | -500 | 12,520 | 12,520 | 12,520 | Weekly market rent and pitch fees from Local Produce Market |
| Devolved Services | 18,142 | 19,198 | 20,158 | 2,016 | 20,763 | 21,386 | 22,027 | Payment from Bucks Council to look after verges, hedges and some footpaths |
| Allotments | 1,630 | 1,721 | 1,630 | 0 | 1,897 | 1,897 | 1,897 | Allotment rents for Hogtrough Lane and London Road (does not include deposits) |
| Other | 5,165 | 3,111 | 5,165 | 0 | 5,190 | 5,190 | 5,190 | Hire of manor waste, Christmas trees and other income/donations |
| TOTAL INCOME | 37,597 | 35,150 | 39,113 | 1,516 | 40,370 | 40,993 | 41,634 | |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Amenities Expenditure - Events and attractions | | | | | | | | |
| Market costs | 2,350 | 1,777 | 1,920 | -430 | 1,997 | 2,057 | 2,108 | Electricity, water, licenses and other direct market costs |
| Christmas | 8,500 | 9,500 | 9,000 | 500 | 9,360 | 9,641 | 9,882 | Christmas event and decorations around high street |
| Floral displays | 5,000 | 5,000 | 8,885 | 3,885 | 5,512 | 5,677 | 5,819 | Trees on manor waste (new) and hanging baskets |
| Other events | 6,100 | 10,229 | 7,150 | 1,050 | 7,436 | 7,659 | 7,851 | Quiz, public meetings etc |
| TOTAL EXPENDITURE | 21,950 | 26,506 | 26,955 | 5,005 | 24,305 | 25,034 | 25,660 | |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Amenities Expenditure - Highways | | | | | | | | |
| TOTAL EXPENDITURE | 3,750 | 1500 | 2,500 | -1,250 | 2,600 | 2,678 | 2,745 | Bus shelters, litter bins, benches |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Amenities Expenditure - Street Lighting | | | | | | | | |
| Energy - Street Lights | 13,000 | 12000 | 12,500 | -500 | 13,000 | 13,390 | 13,725 | Energy costs of running all street lights off the main routes |
| Maintenance and repair | 15,500 | 15500 | 18,500 | 3,000 | 19,240 | 19,817 | 20,313 | repair and maintenance of all street lights off the main routes |
| TOTAL EXPENDITURE | 28,500 | 27500 | 31,000 | 2,500 | 32,240 | 33,207 | 34,037 | |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Amenities Expenditure - recreation and open spaces | | | | | | | | |
| Grounds Maintenance | 14,700 | 18201 | 30,050 | 15,350 | 17,252 | 19,770 | 20,264 | Groundworks, fences, gates, hedges, inspections, tree management, Hampden pond, grass cutting |
| Play parks | 8,000 | 5600 | 8,000 | 0 | 8,120 | 8,214 | 8,294 | Play equipment maintenance and inspections |
| Equipment, materials and tools | 21,400 | 20250 | 27,390 | 5,990 | 25,828 | 26,603 | 27,268 | equipment repair and maintenance, equipment replacement and fuel |
| Bins and waste | 3,250 | 3400 | 3,400 | 150 | 3,536 | 3,642 | 3,733 | bins in public spaces and dog bins (repair, replace and emptying) |
| Other | 3,620 | 3120 | 3,220 | -400 | 3,349 | 3,449 | 3,535 | includes maintaining defibrillators |
| TOTAL EXPENDITURE | 50,970 | 50571 | 72,060 | 21,090 | 58,085 | 61,677 | 63,094 | |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 22/23 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Finance & General Income | | | | | | | | |
| Precept received | 359,078 | 359,078 | 378,445 | 19,367 | 377,323 | 391,820 | 400,498 | Collected by Bucks Council as part of the Council Tax bill |
| Other income | 2,800 | 6,528 | 4,700 | 1,900 | 4,888 | 5,035 | 5,161 | includes interest on deposit, grant from Witchell Trust and recharges for some of the streetlights |
| TOTAL INCOME | 361,878 | 365,606 | 383,145 | 21,267 | 382,211 | 396,855 | 405,658 | |



| THREE YEAR PROJECTION | | | | | | | | |
|--|----------------|-------------------|----------------------|-----------------------|----------------|----------------|----------------|---|
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Finance and General Expenditure - central overheads | | | | | | | | |
| External support - consultancy, | 9,250 | 12,500 | 12,500 | 3,250 | 13,000 | 13,390 | 13,725 | legal advice, website development, design and print, comms |
| Finance - audit, bank charges e | 12,420 | 10,788 | 13,650 | -1,230 | 14,196 | 14,622 | 14,987 | Audit fees, bank charges, finance software, insurance |
| Office costs | 12,875 | 8,925 | 10,900 | -1,975 | 11,336 | 11,676 | 11,968 | phone and broadband, software and email, IT support, office supplies |
| Property management | 8,500 | 3,750 | 4,250 | -4,250 | 4,420 | 4,553 | 4,666 | Property cleaning and maintenance |
| Other costs | 8,200 | 8,200 | 8,450 | 250 | 11,788 | 9,052 | 9,278 | Subscriptions, travel and expenses, room hire, health and safety consultancy and software |
| TOTAL EXPENDITURE | 51,245 | 44,163 | 49,750 | -1,495 | 54,740 | 53,292 | 54,625 | |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Finance and General - Grants Out S137 | | | | | | | | |
| TOTAL EXPENDITURE | 34,000 | 34,000 | 34,000 | 0 | 34,000 | 34,000 | 34,000 | Grants awarded to local community organisations on application |
| THREE YEAR PROJECTION | | | | | | | | |
| Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Staffing Expenditure - staffing costs | | | | | | | | |
| Estates and Grounds Staff | 88,336 | 85,041 | 90,839 | 2,503 | 95,130 | 99,844 | 103,657 | Estates and grounds staff plus employers costs and pension |
| Office staff | 112,734 | 87,244 | 105,114 | -7,620 | 111,619 | 117,987 | 119,118 | office staff plus employers costs and pension |
| Direct staffing costs | 7,990 | 7,559 | 10,040 | 2,050 | 9,862 | 10,128 | 10,357 | Staff training, uniform, payroll costs, HR support |
| TOTAL EXPENDITURE | 209,060 | 179,844 | 205,993 | -3,067 | 216,611 | 227,959 | 233,132 | |

FINANCIAL CONSIDERATIONS

- As set out in the budget

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council agrees the 24/25 budget as presented and makes the Precept request as set out in this paper.



Appendix A Detailed Breakdown by budget line

| Code | Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | THREE YEAR PROJECTION | | | Comments |
|---------------------------|--|---------------|-------------------|----------------------|-----------------------|-----------------------|---------------|---------------|---|
| | | | | | | 25/26 | 26/27 | 27/28 | |
| Amenities Income | | | | | | | | | |
| 1000 | Allotment Rent | 1,630 | 1,721 | 1,630 | 0 | 1,897 | 1,897 | 1,897 | Based on all plots taken and 10-year fixed charge |
| 1005 | Charter Fair | 220 | 220 | 220 | 0 | 240 | 240 | 240 | Expect 2 x hires £110 each |
| 1010 | Cricket Club Lease | 300 | 300 | 300 | 0 | 350 | 350 | 350 | No increase in lease |
| 1021 | Market - Local Produce | 2,000 | 1,348 | 1,500 | -500 | 1,600 | 1,600 | 1,600 | market is struggling - If we had good occupancy this would be 12 pitches@£17.5 = 2520 |
| 1022 | Market - Weekly | 10,660 | 9,772 | 10,660 | 0 | 10,920 | 10,920 | 10,920 | Agreement is £205 per week paid monthly |
| 1030 | Other Rents (Open Spaces) | 2,045 | 1,891 | 2,045 | 0 | 2,000 | 2,000 | 2,000 | Assuming similar level of usage |
| 1035 | BCC Devolved Services | 18,142 | 19,198 | 20,158 | 2,016 | 20,763 | 21,386 | 22,027 | Assume a 5% uplift - we are close to knowing actual amounts |
| 1214 | Christmas Trees | 2,000 | - | 2,000 | 0 | 2,000 | 2,000 | 2,000 | Trying to offer free trees this year but charge next year |
| 1260 | Xmas Event Income | 500 | 600 | 500 | 0 | 500 | 500 | 500 | Assuming similar |
| 1261 | Rifle Club Lease | 100 | 100 | 100 | 0 | 100 | 100 | 100 | Assuming similar |
| TOTAL INCOME | | 37,597 | 35,150 | 39,113 | 1,516 | 40,370 | 40,993 | 41,634 | |
| Events Expenditure | | | | | | | | | |
| 4100 | Annual Parish Meeting | 500 | 512 | 500 | 0 | 520 | 536 | 549 | Room hire and refreshments |
| 4105 | Xmas Decorations (Trees, Lights etc.) | 6,000 | 7,000 | 6,500 | 500 | 6,760 | 6,963 | 7,137 | This represents the predicted cost of maintaining the current lights |
| 4109 | Promo Materials | 500 | 750 | 750 | 250 | 780 | 803 | 823 | A small increase to represent extra support for the business group |
| 4110 | Entertainments & Events | 5,000 | 5,000 | 5,000 | 0 | 5,200 | 5,356 | 5,490 | No current reason to change this budget |
| 4111 | Parades | 0 | 3,667 | 500 | 500 | 520 | 536 | 549 | RAF Freedom parade and Remembrance Day |
| 4112 | Floral Display | 5,000 | 5,000 | 8,885 | 3,885 | 5,512 | 5,677 | 5,819 | This includes a one year bump to get trees for the manor waste |
| 4122 | Markets - Local Produce (promo and events) | 500 | 500 | 500 | 0 | 520 | 536 | 549 | more events at the markets as per CAP |
| 4124 | Markets - Business Rates | 1,500 | 898 | 990 | -510 | 1,030 | 1,060 | 1,087 | Based on a 10% increase on last year |
| 4125 | Markets - Water | 50 | 31 | 50 | 0 | 52 | 54 | 55 | No current reason to change this budget |
| 4126 | Markets - Electric | 300 | 348 | 380 | 80 | 395 | 407 | 417 | Based on current usage and market price stabilisation |
| 4130 | Annual Village Quiz | 100 | 300 | 400 | 300 | 416 | 428 | 439 | Last years budget did not include venue hire |
| 4132 | Christmas Celebration Event | 2,500 | 2,500 | 2,500 | 0 | 2,600 | 2,678 | 2,745 | No current reason to change this budget |
| TOTAL EXPENDITURE | | 21,950 | 26,506 | 26,955 | 5,005 | 24,305 | 25,034 | 25,660 | |



| | | THREE YEAR PROJECTION | | | | | | | |
|-----------------------------|---|-----------------------|-------------------|----------------------|-----------------------|---------------|---------------|---------------|---|
| Code | Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Highways Expenditure | | | | | | | | | |
| 4200 | Bus Shelters | 750 | 0 | 500 | -250 | 520 | 536 | 549 | Based on current and predicted |
| 4210 | Refuse Bins | 500 | 0 | 500 | 0 | 520 | 536 | 549 | Based on current and predicted |
| 4211 | Severe Weather (bins, grit etc.) | 500 | 500 | 500 | 0 | 520 | 536 | 549 | Based on current and predicted |
| 4215 | Street Furniture (seats, noticeboards etc.) | 2,000 | 1000 | 1,000 | -1,000 | 1,040 | 1,071 | 1,098 | Based on current and predicted |
| | TOTAL EXPENDITURE | 3,750 | 1500 | 2,500 | -1,250 | 2,600 | 2,678 | 2,745 | |
| Lighting Expenditure | | | | | | | | | |
| 4300 | Energy - Street Lights | 13,000 | 12000 | 12,500 | -500 | 13,000 | 13,390 | 13,725 | Based on current and predicted |
| 4305 | Maintenance | 7,000 | 10000 | 10,000 | 3,000 | 10,400 | 10,712 | 10,980 | This is based on the current pattern of repairs |
| 4315 | New Columns | 7,000 | 4000 | 7,000 | 0 | 7,280 | 7,498 | 7,686 | This allows for two column replacements |
| 4320 | Inspections | 1,500 | 1500 | 1,500 | 0 | 1,560 | 1,607 | 1,647 | No current reason to change this budget |
| | TOTAL EXPENDITURE | 28,500 | 27500 | 31,000 | 2,500 | 32,240 | 33,207 | 34,037 | |



| Code | Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | THREE YEAR PROJECTION | | | Comments |
|-------------------------------|--------------------------------------|---------------|-------------------|----------------------|-----------------------|-----------------------|---------------|---------------|---|
| | | | | | | 25/26 | 26/27 | 27/28 | |
| Recreation Expenditure | | | | | | | | | |
| 4400 | Dog Bins - Contract for Emptying | 2,050 | 2200 | 2,200 | 150 | 2,288 | 2,357 | 2,416 | assume similar |
| 4405 | Maintenance Fences, Gates & Hedges | 1,500 | 1500 | 15,000 | 13,500 | 1,600 | 1,648 | 1,689 | replacement of fence along Hampden play park |
| 4406 | Maintenance - footpaths | 0 | 0 | 2,000 | 2,000 | 2,080 | 2,142 | 2,196 | Footpath maintenance - inc canal towpath |
| 4410 | Maintenance Groundworks | 5,000 | 5000 | 5,000 | 0 | 5,200 | 5,356 | 5,490 | to support works set out in open spaces strategy |
| 4415 | Maintenance Inspections etc. | 1,800 | 1000 | 1,800 | 0 | 1,872 | 1,928 | 1,976 | mainly playground inspections |
| 4416 | Pond | 1,500 | 800 | 1,500 | 0 | 1,560 | 1,607 | 1,647 | This does not include major works which are Amenities project spend |
| 4417 | Tree Works | 2,500 | 7500 | 4,000 | 1,500 | 4,160 | 4,285 | 4,392 | Based on current levels of maintenance |
| 4418 | Maintenance Tree Inspections | 1,800 | 1680 | 0 | -1,800 | 0 | 2,000 | 2,050 | Next due in 2026 |
| 4421 | Community Orchard Maintenance | 600 | 721 | 750 | 150 | 780 | 803 | 823 | assume similar |
| 4425 | Capital Expenditure | 10,000 | 10750 | 12,000 | 2,000 | 10,000 | 10,300 | 10,558 | New mower unit to extend life of current mower |
| 4426 | Vehicle Lease | 0 | 0 | 4,440 | 4,440 | 4,440 | 4,573 | 4,688 | NEW CODE: Split out hilux hire from capital purchase |
| 4430 | Mower Maintenance | 2,000 | 2400 | 2,000 | 0 | 2,080 | 2,142 | 2,196 | No current reason to change this budget |
| 4435 | Play Equipment | 0 | 0 | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | NEW BUDGET: Split out replacement from repair, any surplus to be transferred to an EMR at the end of year and not general reserve |
| 4440 | Play Equipment Repairs & Maintenance | 8,000 | 5600 | 3,000 | -5,000 | 3,120 | 3,214 | 3,294 | as above |
| 4450 | Premises Garage Rent | 1,620 | 1620 | 1,620 | 0 | 1,685 | 1,735 | 1,779 | No current reason to change this budget |
| 4455 | Sitesafe Electricity | 200 | 200 | 300 | 100 | 312 | 321 | 329 | based on current usage and prices |
| 4465 | Sitesafe Water/Sewage | 300 | 100 | 300 | 0 | 312 | 321 | 329 | No current reason to change this budget |
| 4475 | Fuel | 3,000 | 3200 | 3,200 | 200 | 3,328 | 3,428 | 3,514 | in line with higher fuel prices |
| 4480 | Materials & Tool Purchase | 2,500 | 1500 | 2,500 | 0 | 2,600 | 2,678 | 2,745 | No current reason to change this budget |
| 4481 | Machinery/Tools Service & Repairs | 3,500 | 2000 | 2,500 | -1,000 | 2,600 | 2,678 | 2,745 | new equipment policy reducing repair needs |
| 4485 | Protective Clothing (PPE) | 400 | 400 | 750 | 350 | 780 | 803 | 823 | increase in PPE needs of grounds team |
| 4490 | Refuse Bin Contract | 1,200 | 1200 | 1,200 | 0 | 1,248 | 1,285 | 1,318 | assume similar |
| 4495 | Sundries | 1,000 | 700 | 500 | -500 | 520 | 536 | 549 | No need for such a large "sundries" budget |
| 4497 | Defibrillators | 500 | 500 | 500 | 0 | 520 | 536 | 549 | assume similar |
| TOTAL EXPENDITURE | | 50,970 | 50571 | 72,060 | 21,090 | 58,085 | 61,677 | 63,094 | |



| Code | Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 22/23 Budget | THREE YEAR PROJECTION | | | Comments |
|-------------------------------------|------------------------------------|----------------|-------------------|----------------------|-----------------------|-----------------------|----------------|----------------|---|
| | | | | | | 25/26 | 26/27 | 27/28 | |
| Finance & General Income | | | | | | | | | |
| 1200 | Grants Incoming (Inc S106) | 0 | - | 0 | 0 | 0 | 0 | 0 | |
| 1205 | Dividends Rec'd ex Whitchell Trust | 200 | 300 | 400 | 200 | 416 | 428 | 439 | Based on current market conditions |
| 1210 | Interest Rec'd ex Deposits | 2,000 | 5,000 | 3,500 | 1,500 | 3,640 | 3,749 | 3,843 | Based on current interest rates for a full year |
| 1215 | Miscellaneous Income | 0 | 412 | 0 | 0 | 0 | 0 | 0 | |
| 1250 | Precept Received | 359,078 | 359,078 | 378,445 | 19,367 | 383,051 | 397,361 | 405,877 | Precept request collected by Bucks Council |
| 1265 | Capital Receipts | 0 | - | 0 | 0 | 0 | 0 | 0 | |
| 1266 | Fairhive Income (s/l) | 600 | 816 | 800 | 200 | 832 | 857 | 878 | Approx £200 per quarter |
| TOTAL INCOME | | 361,878 | 365,606 | 383,145 | 21,267 | 387,939 | 402,395 | 411,037 | |



| Code | Description | 23/24 Budget | 23/24 FY Forecast | THREE YEAR PROJECTION | | | Comments | | |
|----------------------------|--------------------------------|--------------|-------------------|-----------------------|-----------------------|--------|----------|--------|--|
| | | | | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | | 26/27 | 27/28 |
| F&G Expenditure | | | | | | | | | |
| 4496 | Professional Support (HS2 etc) | 2,000 | 2,000 | 2,000 | 0 | 2,080 | 2,142 | 2,196 | Will be some HS2 consultancy charges around Hampden Pond and contingency for other consultancy |
| 4550 | Communications - Publicity | 5,750 | 7,500 | 7,500 | 1,750 | 7,800 | 8,034 | 8,235 | A lot of time and publicity has been spent on W2W work and |
| 4555 | Communications - Website | 1,500 | 3,000 | 3,000 | 1,500 | 3,120 | 3,214 | 3,294 | now work is properly cost centred from other budgets |
| 4560 | Financial - Bank Charges | 580 | 580 | 600 | 20 | 624 | 643 | 659 | |
| 4565 | Financial - Fees - Audit | 2,300 | 1,500 | 2,300 | 0 | 2,392 | 2,464 | 2,525 | Budget accrues for external audit fee from last financial year |
| 4570 | Financial - Fees - Legal | 2,000 | 750 | 2,000 | 0 | 2,080 | 2,142 | 2,196 | There is nothing planned but need to keep a contingency |
| 4575 | Financial - Insurance | 5,940 | 7,950 | 7,950 | 2,010 | 8,268 | 8,516 | 8,729 | Last years budget did not allow for increase due to Hilux |
| 4580 | Financial - Software | 800 | 566 | 800 | 0 | 832 | 857 | 878 | |
| 4582 | End of Year Support RBS | 800 | 558 | 0 | -800 | 0 | 0 | 0 | This was accrued for last year but we do not need eoy support |
| 4615 | Office - Broadband/Tel/Fax | 1,600 | 1,600 | 1,750 | 150 | 1,820 | 1,875 | 1,921 | still on cheaper BT deal but allowing for a small uplift on current yr |
| 4620 | Office - Copier | 1,750 | 1,400 | 1,500 | -250 | 1,560 | 1,607 | 1,647 | |
| 4621 | Office - Equipment - Expend | 5,500 | 2,200 | 3,000 | -2,500 | 3,120 | 3,214 | 3,294 | Includes IT support, MSOffice and Adobe software subs |
| 4625 | Office - Equipment Capital | 1,000 | 1,000 | 1,000 | 0 | 1,040 | 1,071 | 1,098 | |
| 4630 | Office - Postage & Stationery | 500 | 250 | 300 | -200 | 312 | 321 | 329 | |
| 4640 | Office - Testing - Electrical | 75 | 75 | 100 | 25 | 104 | 107 | 110 | |
| 4645 | Office - Testing - Fire | 300 | 300 | 300 | 0 | 312 | 321 | 329 | |
| 4650 | Office - Utilities - Electric | 2,000 | 2,000 | 2,800 | 800 | 2,912 | 2,999 | 3,074 | based on current costs |
| 4655 | Office - Utilities - Water | 150 | 100 | 150 | 0 | 156 | 161 | 165 | Meter readings have reduced bill based on actual usage |
| 4660 | Property Mgt - Clock Tower | 2,000 | 1,750 | 1,750 | -250 | 1,820 | 1,875 | 1,921 | clock has yet to have its annual service |
| 4665 | Property Mgt - Manor Waste | 1,000 | 1,000 | 1,000 | 0 | 1,040 | 1,071 | 1,098 | Central drain needs clean and clear |
| 4670 | Property Mgt - SiteSafe | 5,000 | 1,000 | 1,000 | -4,000 | 1,040 | 1,071 | 1,098 | Nothing planned |
| 4675 | Property Mgt - War Memorial | 500 | - | 500 | 0 | 520 | 536 | 549 | |
| 4685 | Subscriptions and Donations | 2,000 | 2,000 | 2,250 | 250 | 2,340 | 2,410 | 2,470 | In line with current subscriptions |
| 4690 | Misc - Chairman's Expenses | 1,200 | 1,200 | 1,200 | 0 | 1,248 | 1,285 | 1,318 | |
| 4691 | Misc - Councillor Expenses | 100 | 100 | 100 | 0 | 104 | 107 | 110 | |
| 4695 | Misc - Room Hire | 1,200 | 1,200 | 1,200 | 0 | 1,248 | 1,285 | 1,318 | |
| 4700 | Misc Sundry Expenses Finance | 500 | 500 | 500 | 0 | 520 | 536 | 549 | |
| 4705 | Misc - Travel Staff & Cllrs | 200 | 200 | 200 | 0 | 208 | 214 | 220 | |
| 4706 | Elections | 0 | - | 0 | 0 | 3,000 | 0 | 0 | 0 Elections in May 25 |
| 4707 | H&S | 3,000 | 3,000 | 3,000 | 0 | 3,120 | 3,214 | 3,294 | Worknest |
| TOTAL EXPENDITURE | | 51,245 | 44,163 | 49,750 | -1,495 | 54,740 | 53,292 | 54,625 | |



| | | THREE YEAR PROJECTION | | | | | | | |
|--------------------------|--------------------------------|-----------------------|-------------------|----------------------|-----------------------|----------------|----------------|----------------|--|
| Code | Description | 23/24 Budget | 23/24 FY Forecast | 24/25 Budget Request | Variance 23/24 Budget | 25/26 | 26/27 | 27/28 | Comments |
| Grants Out S137 | | | | | | | | | |
| 4585 | Grants Out - Churchyard Care | 7,000 | 7,000 | 7,000 | 0 | 7,000 | 7,000 | 7,000 | |
| 4586 | Grants Out - Wendover Youth Ce | 7,000 | 7,000 | 7,000 | 0 | 7,000 | 7,000 | 7,000 | replacement of fence along Hampden play park |
| 4590 | Grants Out - Major | 15,000 | 15,000 | 15,000 | 0 | 15,000 | 15,000 | 15,000 | to support works set out in open spaces strategy |
| 4611 | Grants Out - Minor | 5,000 | 5,000 | 5,000 | 0 | 5,000 | 5,000 | 5,000 | mainly playground inspections |
| TOTAL EXPENDITURE | | 34,000 | 34,000 | 34,000 | 0 | 34,000 | 34,000 | 34,000 | |
| Staffing | | | | | | | | | |
| 4800 | Amenities Salaries | 71,563 | 69,671 | 73,585 | 2,022 | 77,089 | 80,007 | 83,043 | See salary calculations and notes spreadsheets |
| 4801 | Amenities NIC | 6,580 | 6,811 | 6,795 | 215 | 7,582 | 7,962 | 8,357 | |
| 4802 | Amenities Pension | 10,193 | 8,559 | 10,459 | 266 | 10,459 | 11,875 | 12,256 | |
| 4810 | F&G Salaries | 97,586 | 75,683 | 91,561 | -6,025 | 97,318 | 102,393 | 103,363 | |
| 4811 | F&G NI | 8,952 | 7,870 | 8,243 | -709 | 8,991 | 9,650 | 9,780 | |
| 4812 | F&G Pensions | 6,196 | 3,692 | 5,310 | -886 | 5,310 | 5,944 | 5,975 | |
| 4816 | Student Loan | 0 | 420 | 990 | 990 | 990 | 990 | 990 | |
| 4845 | Payroll Charges | 750 | 576 | 750 | 0 | 780 | 803 | 823 | |
| 4860 | Training Staff & Councillors | 3,000 | 3,000 | 3,500 | 500 | 3,640 | 3,749 | 3,843 | |
| 4855 | HR & H&S Fees (Ellis Whittam) | 3,500 | 3,383 | 3,500 | 0 | 3,640 | 3,749 | 3,843 | |
| 4861 | Uniform | 500 | - | 1,000 | 500 | 500 | 515 | 528 | |
| 4862 | SMART Pension Monthly Fee | 240 | 180 | 300 | 60 | 312 | 321 | 329 | |
| TOTAL EXPENDITURE | | 209,660 | 179,844 | 205,993 | -3,067 | 216,611 | 227,959 | 233,132 | |

Appendix B – Reserves

Position

GENERAL RESERVES 2024/25



| Detail | £ | Comments |
|--|--------------------|--------------------------------------|
| Balance as per Oct 2023 (Month 7) | £424,313.00 | Source - Balance Sheet |
| Deduct Predicted Spend remaining | £156,477.40 | See forecast spreadsheet for details |
| Sub Total | £267,835.60 | |
| Deductions n/a | £0.00 | |
| Deduct Expected EMR Spends through to March | £16,000.00 | Clock tower wall |
| | £8,000.00 | Library extension |
| | £10,000.00 | Christmas Lights |
| Sub Total | £34,000.00 | |
| Predicated End of Year Balance March 2024 | £233,835.60 | |
| 2024/25 budget | £378,445.00 | Funded by Precept |
| Money in from BC for Precept 2023/2024 | £378,445.00 | |
| Sub Total | £233,835.60 | |
| Minus EMR's planned for 2024/25 | 117,400.00 | |
| | £116,435.60 | General Reserve Remaining |

Ear Marked Reserves detail

| 2024/25 EMR's | | Comments |
|----------------------------|-------------------|--|
| LGPS Cessation | 75,000.00 | To remain at this level after this year |
| Skate Park | 15,000.00 | Tender about to be awarded |
| Library Extension | 8,000.00 | 10% donation of total project |
| Transport projects | 10,000.00 | TWG Priorities |
| Climate Action | 5,000.00 | Projects are coming in at lower costs, inc water collection sheds |
| Play park replacement fund | 2,400.00 | Any surplus from park maintenance will go into this account and not general reserves |
| Equipment replacement fund | 2,000.00 | Any surplus from equipment purchase will go into this account and not general reserves |
| Total | 117,400.00 | |

Appendix C – Staffing Calculations



| Wendover Parish Council Current Year | | | | | | | | | | | |
|---|-----------------|----------------|---------------|---------------|--------------|---------------|---------------|----------------|--|-----------------------------|--|
| Detailed Income & Expenditure by Budget Heading | | | | | | | | | | | |
| MONTH: | Actual | | | Budget | | | Forecast | | | Basis of forecast and notes | |
| Forecast made on actual YTD figures for month 7 | Last Yr | YTD | Annual | Variance | % | Extr/late | Clerk | Variance | | | |
| 100 Amenities Income | | | | | | | | | | | |
| 1000 Allotment Rent | 1,630 | 1,721 | 1,630 | (91) | 105.6% | 2,950 | 1,721 | 91 | Most rents are in - just dealing with a couple of empty plots | | |
| 1005 Charter Fair | 220 | 220 | 220 | 0 | 100.0% | 377 | 220 | 0 | | | |
| 1010 Cricket Club Lease | 300 | 150 | 300 | 150 | 50.0% | 257 | 300 | 0 | | | |
| 1021 Markets - Local Produce | 1,505 | 473 | 2,000 | 1,527 | 23.7% | 811 | 1,348 | (652) | stall numbers are down and we did a free pitch month to generate interest | | |
| 1022 Markets - Weekly Market | 9,772 | 3,553 | 10,660 | 7,107 | 33.3% | 6,091 | 9,772 | (888) | Assume shortfall is mostly recovered | | |
| 1030 Other Rental (Ashbrook) | 1,649 | 943 | 2,045 | 1,102 | 46.1% | 1,617 | 1,891 | (154) | Would agree with extrapolation | | |
| 1035 BCC Develped Footpaths Income | 17,613 | 19,198 | 18,142 | (1,056) | 105.8% | 32,911 | 19,198 | 1,056 | That is all we are due! | | |
| 1214 Christmas Trees | 2,053 | 941 | 2,000 | 1,059 | 47.1% | 1,613 | 0 | (2,000) | Trees offered as a donation to the skate park fund | | |
| 1260 Xmas event income | 589 | 758 | 500 | (258) | 151.6% | 1,299 | 600 | 100 | We have two sponsors lined up | | |
| 1261 Rifle Club Lease | 100 | 0 | 100 | 100 | 0.0% | 0 | 100 | 0 | No current reason to believe any variances | | |
| | | | | | | | | | | | |
| AMENITIES INCOME TOTAL | 35,431 | 27,957 | 37,597 | 9,640 | 74.4% | 47,926 | 35,150 | (2,447) | Forecast we will be £2,477 short of our income target | | |
| | | | | | | | | | | | |
| 125 Events Expenditure | | | | | | | | | | | |
| 4100 Annual Parish Meeting excl refs | 100 | 512 | 500 | (12) | 102.4% | 878 | 512 | 12 | | | |
| 4105 Christmas Decorations | 5,165 | 0 | 6,000 | 6,000 | 0.0% | 0 | 7,000 | 1,000 | Last year something was not charged for that should have been, which we got away with but need to pay it this year. This does not include the refurb of the lights | | |
| 4109 Promo Materials | 8 | 782 | 500 | (282) | 156.4% | 1,341 | 750 | 250 | Still have a Welcome to Wendover launch event and promo of LPM | | |
| 4110 Entertainment & Events | 2,426 | 1,885 | 5,000 | 3,115 | 37.7% | 3,231 | 5,000 | 0 | No current reason to believe any variances | | |
| 4111 RAF Freedom Parade | 0 | 3,667 | 0 | (3,667) | | 6,286 | 3,667 | 3,667 | This will be final budget but is covered by EMR and leaves £4333 to tfr to Gen Res | | |
| 4112 Floral Display | 3,724 | 2,200 | 5,000 | 2,800 | 44.0% | 3,771 | 5,000 | 0 | | | |
| 4122 Markets - Local Produce | 388 | 50 | 500 | 450 | 10.0% | 86 | 500 | 0 | We are going to need to do some more promotions and events | | |
| 4124 Markets - Business Rates | 1,098 | 628 | 1,500 | 872 | 41.9% | 1,077 | 898.2 | (602) | Rates seem to have come down this year and this is the final bill# | | |
| 4125 Markets - Water | 56 | 31 | 50 | 19 | 62.0% | 53 | 31 | (19) | This is an annual charge and so the final cost | | |
| 4126 Markets - Electric | 433 | 189 | 300 | 111 | 63.0% | 324 | 348 | 48 | This seems to be an accurate EOY position | | |
| 4130 Quiz | 311 | 0 | 100 | 100 | 0.0% | 0 | 300 | 200 | Rent of Bowls club rapidly increased and hire not accounted for in original budget | | |
| 4132 Christmas Celebration Event | 2,259 | 430 | 2,500 | 2,070 | 17.2% | 737 | 2,500 | 0 | This will come in on budget | | |
| | | | | | | | | | | | |
| EVENTS EXPENDITURE TOTAL | 15,968 | 10,374 | 21,950 | 11,576 | 47.3% | 17,784 | 26,506 | 889 | Over budget on this cost centre by £889 | | |
| 6000 TFR FROM EMR | | 3,667 | | | | | 3,667 | | | | |
| Net movement to gen reserve | (15,968) | (6,707) | | | | | | | | | |



| | Actual | | Budget | | | Forecast | | Basis of forecast and notes | |
|--|---------------|---------------|---------------|---------------|--------------|---------------|---------------|-----------------------------|--|
| | Last Yr | YTD | Annual | Variance | % | Ext/plate | Clerk | Variance | |
| 130 Highways Expenditure | | | | | | | | | |
| 4200 Bus Shelters | 0 | 0 | 750 | 750 | 0.0% | 0 | 0 | (750) | No current need for expenditure |
| 4210 Refuse Bins | 0 | 0 | 500 | 500 | 0.0% | 0 | 0 | (500) | No current need for expenditure |
| 4211 Sever weather (salt etc | 0 | 0 | 500 | 500 | 0.0% | 0 | 500 | 0 | Will need to restock on salt/grit for winter |
| 4215 Street Furniture - Purchase | 755 | 0 | 2,000 | 2,000 | 0.0% | 0 | 1000 | (1,000) | No forecast expenditure but just in case we need to replace something |
| HIGHWAY EXPENDITURE TOTAL | 755 | 0 | 3,750 | 3,750 | 0.0% | 0 | 1,500 | (2,250) | Under budget by £2250 |
| 6000 TFR FROM EMR | | | | | | | | | |
| Net movement to gen reserve | (755) | 0 | | | | | | | |
| 135 Street Lighting Expenditure | | | | | | | | | |
| 4300 Electricity | 12,587 | 6,255 | 13,000 | 6,745 | 48.1% | 10,723 | 12000 | (1,000) | electricity costs are remaining stable but will increase as they are on more over winter |
| 4305 Maintenance | 9,910 | 8,740 | 7,000 | (1,740) | 124.9% | 14,983 | 10000 | 3,000 | Light failures are increasing as some lights are nearly 10 years old |
| 4315 New Columns (not LEDs) | 2,270 | 0 | 7,000 | 7,000 | 0.0% | 0 | 4000 | (3,000) | We are forecast to only replace one column |
| 4320 Streetlighting Inspections | 1,005 | 0 | 1,500 | 1,500 | 0.0% | 0 | 1500 | 0 | no current reason to believe any variances |
| STREET LIGHT TOTAL | 25,772 | 14,995 | 28,500 | 13,505 | 52.6% | 25,706 | 27,500 | (1,000) | Under budget by £1000 |
| 6000 TFR FROM EMR | | | | | | | | | |
| Net movement to gen reserve | (25,772) | (14,995) | | | | | | | |



| | Actual | | Budget | | Extr/late | Forecast Clerk | Variance | Basis of forecast and notes |
|-------------------------------------|-----------------|-----------------|---------------|---------------|---------------|----------------|--------------|--|
| | Last Yr | YTD | Annual | Variance | | | | |
| 140 Recreation Expenditure | | | | | | | | |
| 4400 Dog Bin Emptying | 2,228 | 278 | 2,050 | 1,772 | 477 | 2200 | 150 | We have added 2 bins at PMG |
| 4405 Maintenance - Fences, etc | 420 | 70 | 1,500 | 1,430 | 120 | 1500 | 0 | Need to replace fences at LR allotments and create compost pens |
| 4410 Maintenance - Groundworks | 3,523 | 2,256 | 5,000 | 2,744 | 3,867 | 5000 | 0 | Allowing for current planned works Allotments, Mitchell Stream and Benches |
| 4415 Maintenance - Inspections, etc | 0 | 0 | 1,800 | 1,800 | 0 | 1000 | (800) | This will allow for playground inspections |
| 4416 Pond Works | 83 | 0 | 1,500 | 1,500 | 0 | 800 | (700) | replacement trees/guards and potentially bark chippings and soil |
| 4417 Tree Works | 1,114 | 3,300 | 2,500 | (800) | 5,657 | 7500 | 5,000 | This has been a big year for tree damage and cutting back overgrown trees |
| 4418 Tree Inspections | 0 | 1,680 | 1,800 | 120 | 2,880 | 1680 | (120) | |
| 4421 Orchard Maintenance | 1,122 | 721 | 600 | (121) | 1,236 | 721 | 121 | |
| 4425 Capital Expenditure (asset pur | 14,893 | 3,364 | 10,000 | 6,636 | 5,767 | 10750 | 750 | Includes the new cutting deck which has been purchased. |
| 4430 Mower Maintenance | 2,350 | 1,866 | 2,000 | 134 | 3,199 | 2400 | 400 | Current mowing season close to an end and all invoices accounted in this forecast |
| 4440 Play Equip - Repairs & Maint | 1,618 | 4,704 | 8,000 | 3,296 | 8,064 | 5600 | (2,400) | There is nothing further projected to be spent |
| 4450 Premises - Garage Rent | 1,565 | 945 | 1,620 | 675 | 1,620 | 1620 | 0 | no current reason to believe any variances |
| 4455 Premises - SiteSafe Electrics | 576 (34) | | 200 | 234 | (58) | 200 | 0 | Issues with a new meter means we had a refund and are ahead of budget but this will go in winter |
| 4460 Premises - SiteSafe Rates | 0 | 160 | 0 | (160) | 274 | 0 | 0 | Misposting and will need to correct |
| 4465 Premises - SiteSafe Water, etc | 271 | 40 | 300 | 260 | 69 | 100 | (200) | Meter readings have reduced the bill based on consumption |
| 4475 Misc - Fuel | 3,154 | 2,032 | 3,000 | 968 | 3,483 | 3200 | 200 | Fuel prices are on the rise again |
| 4480 Misc - Materials & Tools | 1,628 | 448 | 2,500 | 2,052 | 768 | 1500 | (1,000) | Need electrical connections and misc tools for Christmas |
| 4481 Machinery/Tool Service Repair | 1,180 | 228 | 3,500 | 3,272 | 391 | 2000 | (1,500) | To allow for annual equipment repair and service over winter |
| 4485 Misc - Protective Clothing | 241 | 402 | 400 | (2) | 689 | 400 | 0 | no current reason to believe any variances |
| 4490 Misc - Refuse Bins | 796 | 466 | 1,200 | 734 | 799 | 1200 | 0 | no current reason to believe any variances |
| 4495 Misc - Sundries Recreation | 706 | 64 | 1,000 | 936 | 110 | 700 | (300) | no current plans for this budget |
| 4497 Defibrillators | 1,502 | 0 | 500 | 500 | 0 | 500 | 0 | Spend a lot of money last year upgrading and new batteries |
| RECREATION TOTAL | 38,970 | 23,024 | 50,970 | 27,980 | 39,411 | 50,571 | (399) | Under budget by £399 |
| 6000 TFR FROM EMR | | | | | | | | |
| Net movement to gen reserve | (38,970) | (23,024) | | | | | | |



| | Actual | | Budget | | Forecast | | Basis of forecast and notes | | |
|--|-----------------|-----------------|----------------|---------------|--------------|----------------|-----------------------------|----------------|---|
| | Last Yr | YTD | Annual | Variance | % | Extr/plate | | Clerk | Variance |
| 200 Finance & General Income | | | | | | | | | |
| 1205 Mitchell Trust Grant | 261 | 129 | 200 | 71 | 64.5% | 221 | 300 | 100 | Increase in interest rates is helping |
| 1210 Interest Received ex Deposits | 3,340 | 1,461 | 2,000 | 539 | 73.1% | 2,500 | 5,000 | 3,000 | Increase in interest rates is helping |
| 1215 Miscellaneous Income | 3,826 | 562 | 0 | (562) | | 963 | 412 | 412 | Coronation event but nothing else planned |
| 1250 Precept Received | 326,328 | 359,078 | 359,078 | 0 | 100.0% | 615,562 | 359,078 | 0 | |
| 1266 VAHT Streetlight Income | 609 | 408 | 600 | 192 | 68.0% | 699 | 816 | 216 | Higher electricity costs passed on in Fairhive recharge |
| F&G INCOME TOTAL | 334,364 | 361,638 | 361,878 | 240 | 99.9% | 619,750 | 365,306 | 3,628 | £3628 extra income due to increase in interest rates impacting deposits |
| 220 Finance & General Expenditure | | | | | | | | | |
| 4496 Professional Support (HS2 etc) | 688 | 468 | 2,000 | 1,532 | 23.4% | 802 | 2,000 | 0 | Will be some HS2 consultancy charges to come |
| 4550 Communications - Publicity | 6,342 | 5,082 | 5,750 | 668 | 88.4% | 8,712 | 7,500 | 1,750 | A lot of time and publicity has been spent on W2W work and now work is properly cost centred from other budgets |
| 4555 Communications - Website | 1,706 | 1,842 | 1,500 | (342) | 122.8% | 3,158 | 3,000 | 1,500 | |
| 4560 Financial - Bank Charges | 457 | 245 | 580 | 335 | 42.2% | 420 | 580 | 0 | |
| 4565 Financial - Fees - Audit | 1,701 | (105) | 2,300 | 2,405 | -4.6% | (180) | 1,500 | (800) | Budget accrues for external audit fee from last financial year and not billed yet |
| 4570 Financial - Fees - Legal | (750) | 606 | 2,000 | 1,394 | 30.3% | 1,099 | 750 | (1,250) | There is nothing planned but need to keep a contingency |
| 4575 Financial - Insurance | 7,932 | 0 | 5,940 | 5,940 | 0.0% | 0 | 7,950 | 2,010 | Last years budget did not allow for increase due to Hilux and this has been copied through to this years budget |
| 4580 Financial - Software | 776 | 566 | 800 | 234 | 70.8% | 970 | 566 | (234) | |
| 4582 End of Year Support RBS | 558 | (558) | 800 | 1,358 | -69.8% | (957) | -558 | (1,358) | This was accrued for but we did not need their support |
| 4615 Office - Broadband/Tel/Fax | 2,038 | 879 | 1,600 | 721 | 54.9% | 1,507 | 1,600 | 0 | |
| 4620 Office - Copier | 1,404 | 702 | 1,750 | 1,048 | 40.1% | 1,203 | 1,400 | (350) | |
| 4621 Office - Equipment - Expend | 3,724 | 2,191 | 5,500 | 3,309 | 39.8% | 3,000 | 2,200 | (3,300) | No planned equipment requirements |
| 4625 Office - Equipment Capital | 162 | 450 | 1,000 | 550 | 45.0% | 771 | 1,000 | 0 | |
| 4630 Office - Postage & Stationery | 540 | 131 | 500 | 369 | 26.2% | 225 | 250 | (250) | |
| 4640 Office - Testing - Electrical | 60 | 0 | 75 | 75 | 0.0% | 0 | 75 | 0 | |
| 4645 Office - Testing - Fire | 248 | 0 | 300 | 300 | 0.0% | 0 | 300 | 0 | |
| 4650 Office - Utilities - Electric | 2,639 | 927 | 2,000 | 1,073 | 46.4% | 1,589 | 2,000 | 0 | |
| 4655 Office - Utilities - Water | 113 | 28 | 150 | 122 | 18.7% | 48 | 100 | (50) | Meter readings have reduced bill based on actual usage |
| 4660 Property Mgt - Clock Tower | 4,219 | 676 | 2,000 | 1,324 | 33.8% | 1,159 | 1,750 | (250) | clock has yet to have its annual service |
| 4665 Property Mgt - Manor Waste | 44 | 20 | 1,000 | 980 | 2.0% | 34 | 1,000 | 0 | Central drain needs clean and clear |
| 4670 Property Mgt - SiteSafe | 0 | 83 | 5,000 | 4,917 | 1.7% | 142 | 1,000 | (4,000) | Nothing planned |
| 4675 Property Mgt - War Memorial | 0 | 0 | 500 | 500 | 0.0% | 0 | 0 | (500) | |
| 4685 Subscriptions and Donations | 2,130 | 1,854 | 2,000 | 146 | 92.7% | 3,178 | 2,000 | 0 | |
| 4690 Misc - Chairman's Expenses | 714 | 233 | 1,200 | 967 | 19.4% | 399 | 1,200 | 0 | Christmas meal yet to come out |
| 4691 Misc - Councillor Expenses | 0 | 0 | 100 | 100 | 0.0% | 0 | 100 | 0 | |
| 4695 Misc - Room Hire | 545 | 360 | 1,200 | 840 | 30.0% | 617 | 1,200 | 0 | |
| 4700 Misc Sundry Expenses Finance | 164 | 272 | 500 | 228 | 54.4% | 466 | 500 | 0 | |
| 4705 Misc - Travel Staff & Cllrs | (23) | 0 | 200 | 200 | 0.0% | 0 | 200 | 0 | |
| 4707 H&S | 233 | 21 | 3,000 | 2,979 | 0.7% | 36 | 3,000 | 0 | Worknest invoice not yet in |
| FINANCE AND GENERAL TOTAL | 38,364 | 16,973 | 51,245 | 34,272 | 33.1% | 28,341 | 44,163 | (7,082) | £7082 saving on budget |
| 6000 TFR FROM EMR | | | | | | | | | |
| Net movement to gen reserve | (38,364) | (16,973) | | | | | | | |



| | Actual | | Budget | | Forecast | | Basis of forecast and notes |
|------------------------------------|------------------|------------------|----------------|----------------|----------------|----------------|-----------------------------|
| | Last Yr | YTD | Annual | Variance | Extpl/ate | Clerk | |
| | | % | | | | | |
| 230 Grants out - S137 | | | | | | | |
| 4585 Grant - Churchyard Care | 7,000 | 7,000 | 7,000 | 0 | 12,000 | 7000 | 0 |
| 4586 Grant - Wendover Youth Centre | 7,000 | 7,000 | 7,000 | 0 | 12,000 | 7000 | 0 |
| 4590 Grants Out - Major | 14,150 | 15,000 | 15,000 | 0 | 25,714 | 15000 | 0 |
| 4611 Grants Out - Minor | 3,494 | 1,000 | 5,000 | 4,000 | 1,714 | 5000 | 0 |
| FINANCE AND GENERAL TOTAL | 31,644 | 30,000 | 34,000 | 4,000 | 51,429 | 34,000 | 0 |
| 6000 TFR FROM EMR | | | | | | | |
| Net movement to gen reserve | (31,644) | (30,000) | | | | | |
| 320 Staffing | | | | | | | |
| 4800 Staffing - Amenities - Wages | 61,810 | 38,706 | 71,563 | 32,857 | 66,353 | 69,671 | (1,892) |
| 4801 Staffing - Amenities - NIC | 6,270 | 3,784 | 6,580 | 2,796 | 6,487 | 6,811 | 231 |
| 4802 Staffing - Amenities-Pension | 9,076 | 4,755 | 10,193 | 5,438 | 8,151 | 8,559 | (1,634) |
| 4810 Staffing - F&G - Wages | 77,210 | 42,046 | 97,586 | 55,540 | 72,079 | 75,683 | (21,903) |
| 4811 Staffing - F&G - NIC | 8,131 | 4,372 | 8,952 | 4,580 | 7,495 | 7,870 | (1,082) |
| 4812 Staffing - F&G - Pension | 3,853 | 2,051 | 6,196 | 4,145 | 3,516 | 3,692 | (2,504) |
| 4816 Staffing F&G Student Loan | 151 | 245 | 0 | (245) | 420 | 420 | 0 |
| 4818 Temporary staff | 2,111 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4845 Payroll Charges | 672 | 360 | 750 | 390 | 617 | 576 | (174) |
| 4855 HR Consultancy Fees | 3,294 | 3,383 | 3,500 | 117 | 5,799 | 3383 | (117) |
| 4860 Training Staff & Clirs | 2,649 | 1,573 | 3,000 | 1,427 | 2,697 | 3000 | 0 |
| 4861 Uniform | 306 | 0 | 500 | 500 | 0 | 0 | (500) |
| 4862 Smart Pension Admin Fee | 165 | 105 | 240 | 135 | 180 | 180 | (60) |
| STAFFING TOTAL | 175,698 | 101,380 | 209,060 | 107,680 | 173,794 | 179,844 | (29,216) |
| 6000 TFR FROM EMR | | | | | | | |
| Net movement to gen reserve | (175,698) | (101,380) | | | | | |
| | | | | | | | This is £29216 under budget |

