



WENDOVER PARISH COUNCIL

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

PARISH COUNCIL MEETING AGENDA

Tuesday 7th November 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 3***
Consideration of approval of [minutes of the meeting on 5th September 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 14***
 - a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 15, 20 and 21*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
 - a) [HS2 Mitigation Action Group](#) – *page 22*
 - b) Wendover Business Group – page
 - c) BMKALC Conference - page

10) **REPORTS FROM COMMITTEES**

a) **AMENITIES**

- i) To note the draft [minutes of the meeting on 17th October 2023](#) – **page 23**

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 26**

To consider reviewing and renewing the following policies:

- i) [Role of Working Groups](#) – **page 26**

b) **[Minor Grant applications](#) – page 28**

To consider the following applications

- i) [Wendover Singers](#) – a project to encourage creative writing for children under 11 – **page 29**
ii) [HSMAG](#) – a request for funding to support the HS2 public meeting on 24th November – **page 34**
iii) [St Mary's Church](#) – a request to fund the decarbonisation project – **page 38**

c) **[New cutting deck for mower](#) – page xx**

To note the escalating repair costs of the current cutting deck and consider purchase of a new cutting deck

d) **[Skate Park Planning Application](#) – page 43**

To note the current skate park planning application on behalf of WPC and consider whether to make an official comment on the application.

e) **[Insurance Renewal](#) – page 48**

To note the insurance renewal as a part of a three year deal.

f) **[Skate Park Fundraising](#) – page 49**

To note the Christmas decorations to be used for the skate park fundraising and authorise the office to order goods and materials in batches totalling £100, only ordering the next batch when the current batch is sold. Further, to look into ways of accepting card payments to be brought to Finance Committee.

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

The next Parish Council meeting 7.30pm on Tuesday 5th December 2023

3) **CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 27th Sep 2023.

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

3rd October 2023 at 7:30pm

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

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

In attendance: Apologies were received from Buckinghamshire Councillor Bowles

Clerk: Andy Smith

Members of Public: 1

APOLOGIES FOR ABSENCE

PC23/132 Apologies were received and **ACCEPTED** from Cllrs Goodall and Washington. Apologies were noted from Buckinghamshire Councillor Bowles

DECLARATIONS OF INTEREST

PC23/133 None

MINUTES

PC23/134 The minutes of the Parish Council of 5th September 2023 were considered and it was **RESOLVED** to accept them as a true record to be signed by the Chair.

CHAIR'S ANNOUNCEMENTS

PC23/135 Congratulations were passed to the Estates and Grounds Team for the Best Kept Village Award, the Chair of Buckinghamshire Council personally commented on the good upkeep of the open spaces.

We have a date for the HS2 Public Meeting and attendance from Councillors was strongly encouraged to attend on the 24th November.

A meeting at the library today discussed closer working and collaborations. We started off by discussing use of the meeting spaces for sensitive meetings and a desk staffed by Councillors as a drop in point for people to engage with the council. The clerk will start to compile a rota. The commencement of the building work is yet to be confirmed.

PUBLIC PARTICIPATION

PC23/136 A member of the public outlined the work of WAVUS that has been running for 15 months supporting between 90-100 Ukrainians. It was **RESOLVED** to move item 12c on the agenda to be the next item discussed.

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/137 Cllr Strachan outlined that the current priorities are around fiscal responsibility without impact on services and presenting a balanced budget. It may take some reserves to reach that position but Buckinghamshire Council is not going to be in the same difficulties as seen with other Councils. There will not be a change in Council Tax beyond the limit of 4.9%

Cllr Newcombe briefed the Council on planning issues – outlining what was meant by the necessary tilting based on the 5 year land supply and what is required by the National Planning Policy Framework.

It was noted that we should continue to monitor the change of use to residential on the High Street and examine carefully each change in the village. The Parish Council has a right to “call in” planning decisions so that they are discussed by a full planning meeting.

Cllr Strachan and Newcombe were thanked for their updates.

CLERKS REPORT & CORRESPONDENCE

PC23/138 The report was noted

FINANCE AND PAYMENTS

- a) **PC23/139** The payments to consider, totalling £56,088.28, were **RESOLVED** and signed. It was noted that whilst Wendover Parish Council are responsible for the invoices covering the works at the pond there will be income from HS2 to cover these. Those invoices will be held temporarily until we have confirmation from HS2 as to the mechanism by which this income but we would adhere to the payment terms on the invoice.
- b) **PC23/140** The financial reports were noted
- c) **PC23/141** The end of year financial projections were noted.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) **HS2 Mitigation Action Group**

PC23/142 The report was noted

b) **Visits to local schools**

PC23/143 The discussions with local schools was noted. The John Colet has suggested we attend and deliver assemblies to the different year group. We are hoping to give an interactive presentation which discusses the role of the Parish Council and the skate park.

REPORTS FROM STANDING COMMITTEES

a) **AMENITIES**

PC23/144 The draft minutes of the meeting on 19th September 2023 were noted.

REPORTS FROM WORKING GROUPS

a) **Wendover Community Action Plan Working Group**

PC23/145 The paper was considered. It was noted that we need to focus on our Vision Mission and Values and have a plan that ties in with those. It was **RESOLVED** to disband the Community Action Plan Working Group, It was further **RESOLVED** to authorise the office to develop a strategic planning process for the Council for consideration and all councillors were asked to provide feedback on that to the Clerk.

b) **Transport Working Group**

PC23/146 It was noted that the group has met and Cllr Walker will circulate the meeting notes to Councillors.

c) Open Spaces Working Group

PC23/147 A brief verbal update outlining the difficulties of getting a meeting of the group was discussed

OTHER ITEMS

a) Policy Renewals

PC23/148 i) Working Group and Volunteer Expenses Policy

The policy was considered and it was **RESOLVED** to adopt the policy complete with the minor amendments shown in red

PC23/149 ii) Communications and Engagement Policy

The policy was considered and it was **RESOLVED** to adopt the policy complete with the minor amendments shown in red

PC23/150 iii) Code of Conduct

The policy was considered and it was **RESOLVED** to adopt the policy complete with the minor amendments shown in red

PC23/151 iv) Public Participation at Meetings Policy

The policy was considered and it was **RESOLVED** to adopt the policy complete with the minor amendments shown in red

b) Clock Tower Wall

PC23/152 The tenders were seriously considered and Tender 5 as set out in the table was proposed and **RESOLVED**

c) Minor Grant – Wendover and Villages Ukrainian Support (WAVUS)

PC23/153 This was brought forward on the agenda and discussed after item 6, Public Participation.

The Council has supported the group with a grant of £500 for startup costs in the past and are now looking for the Council's support to complete an English course. There was a concern that this project had been funded already and there are other projects that our money could be used for. The financial position of WAVUS was considered and it was noted that £500 was not enough to finish the English course.

An amendment was proposed to increase the amount to £750 and was **RESOLVED**.

It was subsequently **RESOLVED** to approve the grant request as amended for £750.

d) **CLAW Tree Planting**

PC23/154 The paper had been previously discussed at Amenities and it was noted that the use of the phrase “working party” was probably not the best term to describe the routine due diligence undertaken by the Parish Council on papers requesting changes to the open spaces. The Council noted that there was a balancing act to be made between supporting the planting of trees and maintaining the spaces as open spaces for the locals to enjoy. Because of that it was agreed to vote on each request in the paper individually

1a – Hedge for Ashbrook Park

It has been agreed by Council and Amenities in the past that this was not possible. It was further noted that the planning application for the skate park the line of sight from the road is one of the supporting mitigations against anti-social behaviour. The request was considered again and it was **RESOLVED** not to allow any hedges along this fence line.

1b – Saplings at the rear of Ashbrook

It was **RESOLVED** to approve this planting

2 - Hedges along the Heron Path

All of the issues surrounding this decision were considered. It was noted that if you have a hedge by a public footpath you need to allow 50cm from the middle of where the hedge would be and that this may be difficult to achieve. It was **RESOLVED** not to accept this proposal at this time and that it be considered in much more detail as a part of the open spaces 5 year plan.

3a – Witchell - Saplings around the picnic perimeter

It was **RESOLVED** to approve this planting

3b - Witchell – trees along Chapel Lane

It was **RESOLVED** to approve this planting

4a – Hampden - 32 Saplings for avenue on the path

It was noted that this could obscure vision to the path and have safety implications, it was further noted that the leaves on the path would need to be monitored. It was **RESOLVED** and it was requested to note the vote count, which was 6 for and 5 against

4b – Hampden - Trees along the line of the pond fence

It was **RESOLVED** to approve this planting

4c – Hampden – parkland planting

The Council noted that they could not agree on the definition of parkland planting and **RESOLVED** that the open spaces working group go through the details of this and make the decision

5 Heron Path – hedges

It was noted that the land in question belongs to Buckinghamshire Council and therefore it should be considered by the open spaces working group in more detail, including a request to Buckinghamshire Council

6 Wild verges

As above this land belongs to Buckinghamshire Council and therefore should be considered by the open spaces working group including a request to Buckinghamshire Council.

7. Wild Belt

It was **RESOLVED** to approve this planting

PC23/155 Extension of meeting beyond 2 hours

During the discussion of item 12d it was noted that the meeting had reached two hours duration. The closure of the meeting or continuation were both considered, and it was **RESOLVED** to continue with the meeting to conclude the business set out in the agenda.

e) Wendover Business Group

PC23/156 It was noted that we need to support the High Street in Wendover and that this paper is about getting some support in place to really It was **RESOLVED** to agree the funding for support for the Wendover Business Group.

DATES OF FUTURE MEETINGS

PC23/157 To note the next Parish Council meeting **Tuesday 7th November 2023**. Agenda items must be with the Clerk by **Mon 30th Oct**

1. CLOSURE OF MEETING

PC23/158 As all business was transacted the meeting was closed at 9:39pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Oct	Parish Council 03/10/2023
Cheques			
Date	To	Amount	Payment for
TOTAL CHEQUE AMOUNT		£0.00	
Petty Cash			
Date	To	Amount	Payment for
TOTAL Petty Cash AMOUNT		£0.00	
BACS			
Date	To	Amount	Payment for
05/10/2023	Val Mayland	£80.00	Cleaning
05/10/2023	Marley Design	£600.00	Web and communications
05/10/2023	St Annes Hall Hire	£60.00	Hire of hall for meetings
05/10/2023	Salaries	£8,606.06	Monthly Salaries Bill
05/10/2023	LGPS	£849.63	LGPS Pension Costs
05/10/2023	HMRC	£3,377.00	Payroll Tax and NI
05/10/2023	Sparkx	£1,638.50	Repairs to 105,386,392,381A, 91
05/10/2023	Caloo	£60.00	Remove and make good vandalised play equipment
05/10/2023	Wendover Mem Hall	£100.00	HS2 Public Meeting
05/10/2023	Aquaserve Management	£5,704.27	Pond management survey, risk assessment and 5 year plan
05/10/2023	Aquaserve Maintenance	£31,406.92	Pond maintenance works, lillies, trees, bank maintenance
TOTAL BACS AMOUNT		£52,482.38	
CARD			
Date	To	Amount	Payment for
16/10/2023	Lebara	£5.00	Office mobile phone
26/09/2023	Adobe	£19.97	Acrobat Pro monthly
29/09/2023	The Safety Supply Company	£441.35	Safety boots for estates and grounds team
19/09/2023	Vale Tyre Service	£21.60	Puncture repair
27/09/2023	Budgens	£20.73	Office supplies
27/09/2023	AJL	£603.00	Replacement Santa's Grotto - Gazebo with printed sides (to come from EMR)
20/09/2023	Amazon Business	£29.99	Replacement small xmas tree lights
29/09/2023	Amazon Mkt	£207.50	Replacement small xmas tree lights
TOTAL Debit Card AMOUNT		£1,349.14	
DD/SO			
Date	To	Amount	Payment for
03/10/2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
03/10/2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
05/10/2023	CASTLE WATER LTD	£5.75	Site Safe Water
15/10/2023	BG LITE	£25.19	Manor Waste Electricity
15/10/2023	BG LITE	£103.47	Clock Tower Electricity
15/10/2023	BG LITE	£17.43	Site Safe Electricity
20/09/2023	MICROSOFT	£82.32	Microsoft 365 Licenses
28/10/2023	CASTLE WATER LTD	£5.59	Clock Tower Water
05/10/2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
31/10/2023	SMART PENSION LTD	£778.30	SMART pension contributions
06/10/2023	BE FUELCARDS LTD	£472.57	BP Fuel Card
01-Nov-23	BUCKINGHAMSHIRE COUNCIL	£96.85	Waste container emptying
TOTAL DD & SO		£2,256.76	
TOTAL PAYMENTS		£56,088.28	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

Bank Account

We have now reached a conclusion on the changes required to update the details on our bank account and all mandate details are correct. This issue has undermined some of the trust with the bank and so I have been looking at other accounts that are available. Fortunately a lot of Parish Councils are also doing the same exercise and it seems that there is an underlying theme that whoever you bank with you are unhappy with them! There are additional issues with most bank accounts charging per transaction and also for every deposit. Costs would mean an additional £40 to £100 a month based on our transactions. I am awaiting the outcomes of the survey being done by other local councils.

Strategic Planning update

A working party of Councillors met on Friday 3rd November to look at the process.

Library Rota

There has been a trial set of dates agreed: 16th November, 21st December, 18th January. All between 10 and 12 noon. The office are currently trying to fill the rota for the dates. There are still some slots available. The ambition is to set a regular date in the diary that becomes known by the community so that people feel they can just drop in. We are looking at a minimum of 2 Councillors per date. Advertising will be released when the first two dates are fully staffed.

Freedom of Information (FOI) request

As notified by email an FOI request came into the office. That request has been responded to with all the information that the Council had on the subject request. Normally a FOI request is not the end result and it usually indicates that someone has an issue with the Council so we may hear more from that individual after they have read all of the information.

Councillors should note that we have covered by the FOI Act and Data Protection legislation which means all documents, emails, meeting notes are discoverable when we receive a request. We are lucky in that we distribute the full papers with the agenda on the website so most of our documents are publicly available by a simple search of the website. Further, the office is happy to share anything that is requested of it reducing the need for FOI.

Manor Crescent Streetlight

As highlighted in previous Clerk's reports a streetlight owned by the Parish Council was removed in March 2023, this was done without the Parish Council being informed, and has still not been reinstated, we still do not know the whereabouts of the streetlight. It is now October, and the residents of Manor Crescent are growing more concerned due to the dark nights, as there is a Brownie/Guide hut off this road and safety is a key concern of the residents and the Parish Council.

Please see below details of the issue so far:

- The streetlight was first reported missing to the Parish Council office in March 2023 by a resident.
- The Parish Council office contacted their streetlight contractor 2 days after the initial report, the contractor informed the office that it had been removed by Thames Water in order to fix a leak.
- The Parish Council were not made aware of the leak or streetlight removal by Thames Water or any other organisation.



- In May 2023 the Parish Council managed to make contact with Thames Water directly over the phone, they confirmed that permission was given to remove the light on the 23rd of March 2023 and that a 3rd party removed the light on the 27th of March 2023. Thames Water could not give the details of who gave permission or of the 3rd party contractor to the Parish Council.
- Our Local Area Technician put us in contact with Balfour Beatty (we are aware this happened before the contract changeover) to help the office investigate and answer anything she could. This contact has been great, but unfortunately like us has not been able to get any answers yet.
- After a second phone call with Thames Water they confirmed to the Parish Council office that it was Buckinghamshire Council that gave permission but didn't give specific contacts. They further confirmed that Thames Water had paid the fees to the reinstate the streetlight (which still hasn't been done) but couldn't tell us who they paid.
- The resident that made the initial report with us called Buckinghamshire Council and were informed by the streetlight department that a contractor called McCanns were subcontracted for the work. (This information was passed onto Balfour Beatty).

The Estates manager is continuing to ensure we get the lamp post re-instated.

Flooding

The recent poor weather has created a number of flooding incidents which have been reported to the office.

Willowbrook

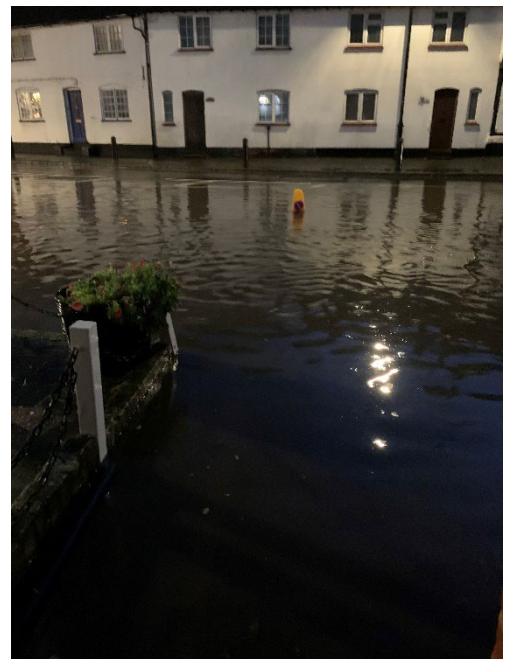
Whilst Willowbrook is outside the Parish it seems the source of the flooding is just inside the Parish with a blocked gully around the edge of the field next to Halton Lane. This has been reported to Bucks Council and we await a response.

Cold Comfort Farm

It appears that the little pond has been increased in size by increasing the weir. Unfortunately, the recent weather means that the public right of way is being affected by the increased water. The office are investigating which agency this issue should be dealt with. We will report it when we find out the right agency

Flooding around the Clock Tower/Bus Stop

This is a known issue that Buckinghamshire Council are aware of. Buckinghamshire Council have cleaned the whole system so there are no highway drainage issues. They believe the flooding is a back-up from the stream behind Prince of India and gully under the road near the clock tower being so full and backing up into highway drainage system.



The issue has been passed onto flood management and the Environmental Agency to resolve.

Rocky Lane/A413 flooding

Businesses were flooded at the bottom of Rocky Lane and the flooding went from Rocky Lane down to the Firecrest. It is not yet known what was the cause of the flooding and the HS2 compound and the gulleys next to the local roads are being investigated. This is being monitored by WHS2MAG and the local residents,



Nash Lee Lane flooding

The new temporary link road to Nash Lee Lane flooded and again there is an investigation as to the cause of this.

Hilux Product Recall

The Hilux has had a product recall for a data unit which needs a software update. This will require a full day at an approved service station and it is booked in. However, the issue highlighted a similar issue to that we experienced with the bank in that the previous Clerk is the only person who can set up on the vehicle management web system that manages all of this including the services. The last service took many phone calls to arrange. The office will be trying to change the mandate and gain access to the vehicle management system.

HS2 – meeting

The planning for the meeting at 7pm on Fri 24th November is progressing. Most of the agenda is sorted and support materials created and the catering is nearly finalised. The publicity campaign started slowly last week but will be ramping up in the next two weeks.

HS2 IN WENDOVER

Socialise & Strategise

Wendover HS2 Mitigation Action Group

7pm Friday 24th November
Wendover Memorial Hall

Join us for a glass of wine and discuss plans for HS2 in Wendover

HS2 – Hydrology report

It was resolved at the Aug meeting to have £2000 set aside for a hydrology report for the HS2 issues. We received a question to the office to see the report. We responded to the query but for the formal record this report notes that as the discussions have progressed with HS2 it now seems that we don't need to undertake the independent report at this moment in time.

The Environment Agency have done a lot of the work for us and set out all of the key issues and specified what seems to be a workable solution that protects the waterways. I can ask Andy Band if he has more of the specifics to forward if you are interested.

Regarding the pond, it has been identified that there will be marginal impact on the pond levels from this work but EKFB are facilitating a feasibility report on options for the pond and at that stage we will make a decision as to if we need to conduct our own independent work to protect the pond. This would need to come back as a separate proposal.

HS2 – Site visit

The planned site visit was cancelled due to staff illness and will have to be rescheduled. More details to follow



Damage to Haddington Play Park

There has been some minor damage to Haddington play park with a steering wheel forced off a piece of equipment. The wheel and fixing components were collected up by a resident who saw the damage and also challenged a group of teenagers who were suspected of causing the damage. The Estates and Grounds Team managed to repair this damage safely. Whilst this is a negative story it has a positive outcome in that it is clear the community clearly values Haddington play park and has a sense of ownership of the space.

Duck Race

The Duck Race took place on Sunday 29th October and the Parish Council entered a duck with any prizes to be donated to the Skatepark Crowdfunding. Unfortunately, we didn't win, and by all accounts the race was more of a gentle stroll but congratulations to those who won!

Electoral Register

The Parish keeps a copy of the Wendover Electoral Register which is available for view and inspection in the office. Every year we have to submit a formal request to hold the register and we have done that as per previous years. The electoral registration officer must at the request of the local council provide a free copy of the electoral register relating to the Parish (Representation of the People (England and Wales) Regulations 2001, SI2001/341 reg 107).

Remembrance Parade

Preparations are ongoing for the Parade at 2pm on Sunday 19th November. We are currently agreeing some advertising for the event. The police have been notified by the British Legion.

Issues with works on Canal towpath

The new canal towpath has been warmly welcomed and greatly increased access and there have been many positive comments. We have had a couple of observations from residents which we have passed on to the Canal and Rivers Trust (CRT) who manage the canal and towpath.

Damage to Walnut Meadow

Where the contractors have stored materials and gained access to Walnut Meadow the ground is all churned up and in a mess. The CRT have responded that the contract includes making good where these works have damaged the ground but at the moment it is too wet to make any repairs, however this is on the to-do list

Damage caused the new surface by grass cutting

It was noticed that where grass next to the path was on a slope that the mower was gouging into the new surface in place. This has been acknowledged by CRT and the contractors have been informed. It has not caused any lasting damage to the surface which naturally hardens over time.

Pooling of water

There is pooling of water between the new path and the bench by Oliver's bridge. The recent weather has given the path a good test and this pooling was not anticipated. The CRT are looking at building up the levels with type 1 to reduce the pooling.

Salt/Grit Bins

Buckinghamshire Council provide grit bins for local residents to be able to grit local roads not on the normal gritting routes. As we approach winter we have asked that they be filled in readiness and this is now complete. Whilst the bins are not full to the brim all bins have a reasonable stock. There is a black grit bin on Holland Close which is the responsibility of Fairhive and that has not been filled by Bucks Council.



Website Accessibility

There is a new standard of accessibility that is being applied to public service websites, and this includes Parish Council websites. The standard (known as WCAG 2.2 Level AA) will apply from Oct 2024 onwards. The website complies with the current standard and 70% complies with the new standard. Many of the fixes are simple which when you make one adjustment will adjust the whole website and significantly get us to the target. We shall be working on this in good time for the October 2024 deadline.

Linked to this standard our new format minutes unfortunately do not meet the standard as they are done in a table format. Even though we don't show the gridlines it makes it easy to type in the minutes at the meeting and then create the records of the decisions. We can continue to use the table formatting, but we need to remove all of the merged cells. Effectively this confuses screen readers designed for visual impairment. This will be completed by the December Parish Council meeting.

Request for a mayor to wear their chain of office

Protocol dictates that if a chair/mayor from out of the parish attends a function within our parish and wishes to wear their chain of office they ask for permission to do so. The mayor of Amersham was attending a function at the Chilterns Neuro Centre on 30th October and requested to wear the chain of office. This is normally a formality but from this moment in time I will bring these requests for note by Council.

Presentation to Local Schools

The Chair and Cllr Standen managed to successfully make presentations to the John Colet years 8 and 9 on the 31st Oct and 1st Nov. The presentations were well received, and it was agreed that the presentation would be delivered by form tutors to other year groups. This is noted later in the agenda.

Little Hampden Close and parking review

We received communication from a resident of Little Hampden Close about the parking around the close along with concerns that the new parking restrictions would not resolve the issues. I responded with the rationale for the implementation in the close and the fact that the process that had to be followed to make changes to the parking restrictions was lengthy and followed a statutory process which restricted many of the changes to the initial plans that we would like to have made.

The parking review implementation was initially due to be undertaken in Oct and November. This has clearly not started yet and I am currently chasing for something more tangible and specific to report to Council.



ITEM 8b – FINANCE REPORTS

The finance reports show the current situation as at 31/10/2023. It does not include the current payments to consider. However, it does include the Oct 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).



31/10/2023

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	1,701	1,630	(71)			104.4%	
1005 Charter Fair	110	220	220	0			100.0%	
1010 Cricket Club Lease	0	150	300	150			50.0%	
1021 Markets - Local Produce	88	473	2,000	1,528			23.6%	
1022 Markets - Weekly Market	0	2,665	10,660	7,995			25.0%	
1030 Other Rental (Ashbrook)	105	943	2,045	1,103			46.1%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	881	881	2,000	1,119			44.0%	
1260 Xmas event income	758	758	500	(258)			151.5%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
Amenities Income :- Income	1,941	26,988	37,597	10,609			71.8%	0
Net Income	1,941	26,988	37,597	10,609				
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	440	761	500	(261)		(261)	152.3%	
4110 Entertainment & Events	100	1,774	5,000	3,226		3,226	35.5%	
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%	
4122 Markets - Local Produce	0	50	500	450		450	10.0%	
4124 Markets - Business Rates	90	628	1,500	872		872	41.9%	
4125 Markets - Water	0	31	50	19		19	62.0%	
4126 Markets - Electric	24	189	300	111		111	63.0%	
4130 Quiz	0	0	100	100		100	0.0%	
4132 Christmas Celebration Event	295	333	2,500	2,168		2,168	13.3%	
Events Expenditure :- Indirect Expenditure	949	10,145	21,950	11,805	0	11,805	46.2%	3,667
Net Expenditure	(949)	(10,145)	(21,950)	(11,805)				
6000 plus Transfer From EMR	0	3,667						
Movement to/(from) Gen Reserve	(949)	(6,478)						
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)				

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	1,025	6,255	13,000	6,745		6,745	48.1%	
4305 Maintenance	4,465	8,740	7,000	(1,740)		(1,740)	124.9%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	5,490	14,996	28,500	13,504	0	13,504	52.6%	0
Net Expenditure	(5,490)	(14,996)	(28,500)	(13,504)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	278	2,050	1,772		1,772	13.6%	
4405 Maintenance - Fences, etc	0	70	1,500	1,430		1,430	4.7%	
4410 Maintenance - Groundworks	67	377	5,000	4,623		4,623	7.5%	
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	0	3,300	2,500	(800)		(800)	132.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	3,364	10,000	6,636		6,636	33.6%	
4430 Mower Maintenance	0	1,866	2,000	134		134	93.3%	
4440 Play Equip - Repairs & Maint	50	4,704	8,000	3,296		3,296	58.8%	
4450 Premises - Garage Rent	135	945	1,620	675		675	58.3%	
4455 Premises - SiteSafe Electrics	17	(34)	200	234		234	(17.0%)	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	6	40	300	260		260	13.4%	
4475 Misc - Fuel	394	2,032	3,000	968		968	67.7%	
4480 Misc - Materials & Tools	96	448	2,500	2,052		2,052	17.9%	
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	80	466	1,200	734		734	38.9%	
4495 Misc - Sundries Recreation	0	64	1,000	936		936	6.4%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	1,214	21,111	50,970	29,859	0	29,859	41.4%	0
Net Expenditure	(1,214)	(21,111)	(50,970)	(29,859)				
200 Finance & General Income								
1205 Wiltchell Trust Grant	0	129	200	71			64.7%	
1210 Interest Received ex Deposits	0	1,461	2,000	539			73.1%	
1215 Miscellaneous Income	0	562	0	(562)			0.0%	
1250 Precept Received	0	359,078	359,078	0			100.0%	

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	361,639	361,878	239			99.9%	0
Net Income	0	361,639	361,878	239				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	468	2,000	1,532		1,532	23.4%	
4550 Communications - Publicity	238	5,082	5,750	668		668	88.4%	
4555 Communications - Website	188	1,842	1,500	(342)		(342)	122.8%	
4560 Financial - Bank Charges	0	245	580	335		335	42.3%	
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	0	0	5,940	5,940		5,940	0.0%	
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	879	1,600	721		721	54.9%	
4620 Office - Copier	0	702	1,750	1,048		1,048	40.1%	
4621 Office - Equipment - Expend	157	2,105	5,500	3,395		3,395	38.3%	
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	99	927	2,000	1,073		1,073	46.4%	
4655 Office - Utilities - Water	6	28	150	122		122	18.6%	
4660 Property Mgt - Clock Tower	80	676	2,000	1,324		1,324	33.8%	
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	398	1,839	2,000	161		161	91.9%	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	19.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	360	1,200	840		840	30.0%	
4700 Misc Sundry Expenses Finance	0	202	500	298		298	40.4%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	21	3,000	2,979		2,979	0.7%	
Finance & General Expenditure :- Indirect Expenditure	1,336	16,804	51,245	34,441	0	34,441	32.8%	0
Net Expenditure	(1,336)	(16,804)	(51,245)	(34,441)				

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	1,000	1,000	5,000	4,000		4,000	20.0%	
Grants out - S137 :- Indirect Expenditure	1,000	30,000	34,000	4,000	0	4,000	88.2%	0
Net Expenditure	(1,000)	(30,000)	(34,000)	(4,000)				
320 Staffing								
4800 Staffing - Amenities - Wages	5,359	38,706	71,563	32,857		32,857	54.1%	
4801 Staffing - Amenities - NIC	530	3,784	6,580	2,796		2,796	57.5%	
4802 Staffing - Amenities-Pension	763	4,755	10,193	5,438		5,438	46.6%	
4810 Staffing - F&G - Wages	6,007	42,046	97,586	55,541		55,541	43.1%	
4811 Staffing - F&G - NIC	625	4,372	8,952	4,580		4,580	48.8%	
4812 Staffing - F&G - Pension	293	2,051	6,196	4,145		4,145	33.1%	
4816 Staffing F&G Student Loan	35	245	0	(245)		(245)	0.0%	
4845 Payroll Charges	60	360	750	390		390	48.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	50	1,573	3,000	1,427		1,427	52.4%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	15	105	240	135		135	43.8%	
Staffing :- Indirect Expenditure	13,736	101,378	209,060	107,682	0	107,682	48.5%	0
Net Expenditure	(13,736)	(101,378)	(209,060)	(107,682)				
980 Amenities EMR projects								
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9115 EMR - HS2 Funded Pond Works	30,926	30,926	0	(30,926)		(30,926)	0.0%	30,926
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	350	6,350	0	(6,350)		(6,350)	0.0%	6,350
9127 EMR - New Christmas Tree Light	173	700	0	(700)		(700)	0.0%	700
Amenities EMR projects :- Indirect Expenditure	31,449	43,465	0	(43,465)	0	(43,465)		43,465
Net Expenditure	(31,449)	(43,465)	0	43,465				
6000 plus Transfer From EMR	31,449	43,465						
Movement to/(from) Gen Reserve	0	0						

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Detailed Income & Expenditure by Budget Heading 31/10/2023

Month No: 7

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	1,941	388,627	399,475	10,848			97.3%	
Expenditure	55,174	237,898	399,475	161,577	0	161,577	59.6%	
Net Income over Expenditure	(53,233)	150,729	0	(150,729)				
plus Transfer From EMR	31,449	47,132						
Movement to/(from) Gen Reserve	(21,784)	197,860						



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Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	13,803	
200	Current Bank Account	65,382	
202	Flagstone	348,000	
	Total Current Assets		427,388
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,684	
	Total Current Liabilities		1,684
	Net Current Assets		425,705
	Total Assets less Current Liabilities		425,705
	<u>Represented by :-</u>		
300	Current Year Fund	134,929	
310	General Reserves	171,122	
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	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	3,650	
363	Christmas Lights EMR	9,300	
364	Climate Action EMR	5,000	
	Total Equity		425,705



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Wendover Parish Council Current Year

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Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	-1,639.99	-1,639.99
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00		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		15,000.00
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	-700.40	9,299.60
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>-9,845.72</u>	<u>119,654.28</u>



ITEM 9a – WENDOVER HS2 MAG



HS2 Monthly Report, October '23

Works update

- Further closures of Ellesborough Road are expected in November for ongoing diversion of underground utilities and sheet piling to protect the Memorial Wood from future cutting works. The anticipated opening of the diverted road has now slipped to “Spring ‘24”.

October WPC activity

- The councillors visit to HS2’s Small Dean, Green Tunnel, and North Cutting sites was postponed due to EKFB staff sickness.
- Planning for the 24th November public meeting is progressing, and a request for funding has been submitted for distribution of flyers to stimulate attendance. EKFB have declined the opportunity to be involved.
- Seven public issues were handled in the month, mainly related to highways problems including the impact of UK Power Networks closures of South Street, Ellesborough Road, and Chesham Road; and flooding with water coming from HS2 sites affecting the A413 at Rocky Lane.
- A formal complaint was sent to the HS2 Independent Construction Commissioner about the multitude of ongoing issues at Nash Lee Lane.

Current Issues

- EKFB have not yet started the feasibility study to see if a well could be provided to boost the water levels in Hampden Pond. This was due to report back in September.
- There is further delay regarding 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.

22nd October '23



WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 17th October 2023 at 7:30pm

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

Present: Councillors Julie Williams (ex-officio), Jennifer Ballantine, Mark Standen, Diane Washington, Clive Gallagher, Sam Walker & Leigh Porter

Absent: Cllr Stephen Worth & Julie Lloyd-Evans

Chair: Cllr Julie Williams

Clerk & Minutes: Phoebe Sharps

Members of Public: 1

APOLOGIES FOR ABSENCE

A23/062

Apologies were received and **ACCEPTED** from Cllr Worth.

DECLARATIONS OF INTEREST

A23/063

None.

TERMS OF REFERENCE

A23/064

- It was **RESOLVED** to approve the following addition to the Terms of Reference of the Amenities Committee
 - o) To consider planning applications should there be too few for a Planning Committee Meeting and no other opportunity for them to be considered by a Planning Committee Meeting

MINUTES

A23/065

The minutes of the meeting of 19th September 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/066

A member of the public gave more information on the Respect the Lead campaign.

UPDATE REPORT FROM THE CLERK

A23/067

The report was NOTED.

It was further reported that the office had been made aware of some graffiti on the roundabout at the top of London Road, this graffiti has been reported to the Police and to Bucks Council.

FINANCE



- a) **A23/068** The payments to consider totalling £6,632.27 were **RESOLVED** and signed
- b) **A23/069** **To consider the amenities requirements for next year's budget.**
It was **RESOLVED** to submit the Amenities budgets request to the Finance Committee. It was NOTED that the office will contact the Canal and Rivers Trust and Bucks Council to find out if the dog bins along the canal are going to be reinstated, and consider increasing 4400 to cover.

OPEN SPACES AND HAMPDEN POND

- a) **A23/070** **Replacement of Picnic Benches in Witchell Meadow**
To consider approving the payment for two new picnic benches in Witchell Meadow to replace the damaged benches.
It was **RESOLVED** to not approve the payment for two new picnic benches and fittings. It was **RESOLVED** to contact Wendover Shed to discuss them about them building 2 picnic benches for to replace the damaged picnic benches in the Witchell. It was NOTED to check on the insurance situation if Wendover Shed were to create the benches for use in a public place.
- b) **A23/071** **Dog guidance and signage in open spaces**
To consider approving the production of signs and a social media campaign in line with the respect the lead campaign
It was **RESOLVED** to authorise the office to run a respect the lead campaign online and have a budget of £300 for signage around the open spaces. It was NOTED that the office will send designs and wording for considerations by Councillors over the email.

OTHER MATTERS

- a) **A23/072** **Mini Christmas Trees 2023**
To consider the option of covering the costs for Mini Christmas Trees in 2023.
An amendment to the proposal was discussed. The amendment that the trees would be offered to the shops in return for the shops making a donation to the Parish Council, of a value of their choice, to be used for the Skatepark project was **RESOLVED**. The proposal as amended was **RESOLVED**.
- b) **A23/073** **Manor Waste Tree Planters**
To consider the quote for the supply, install and maintenance of three trees and planters on Manor Waste.
It was **RESOLVED** to accept the quote for the supply, install and maintenance of three trees and planters on Manor Waste. The trees will be installed in April. It was NOTED that the office will inform all of the businesses on the Manor Waste



A23/074

23/02804/APP 4 Chiltern Road Wendover Buckinghamshire HP22 6DE
Householder application for demolition of rear extension and construction of new single storey rear extension. Conversion of loft void to form habitable room, including alterations to hipped roof and insertion of dormer window to rear slope.

Wendover Parish Council – Neutral

ITEMS FOR NEXT AGENDA

A23/075

None.

DATE OF NEXT MEETING

A23/076

The next scheduled meeting of the Amenities Committee is 19th December 2023.

CLOSURE OF MEETING

A23/077

As all business was transacted the meeting was closed at 8.23pm

Signed by
Chair of the Amenities Committee

Date: 19th December 2023

DRAFT



ITEM 12a POLICY RENEWALS

BROUGHT BY

Office

SUMMARY

To consider the renewal of the existing policies:

- i) Role of Working Groups

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 without any changes:

[The Role of the Working Group for Wendover Parish Council](#)

The Role of the Working Group

- To tackle issues as directed by the Council or Committee
- To examine an issue in detail, read reports and related materials, examine options, get advice for the Council
- To act as experts, liaison with experts
- To make recommendations to Council or Committee based on expertise
- To explain the recommendations, reasons, options to the Council or Committee
- To answer questions from the Council or Committee

The Committee and Working Group Relationship

- The Committee must direct the Working Group and set clear terms of reference for them regarding objectives, scope and outcome
- The role of the Council or Committee is to question and challenge the recommendations, in order to be satisfied of the correct decision
- The Working Group must rely on the Committee to ensure it is not just a 'rubber stamp' and demand clarity and justification of recommendations



Operations of the Working Groups

- Leader appointed by the Council or Committee
- Minimum of 2 Councillors at each meeting
- Work priorities and co-option of experts is agreed by the Council or Committee
- Organise themselves for meetings
- Prepare notes of meetings and inform the Committee of activity and progress
- Working Groups do not meet in public, therefore Standing Orders are not applicable, however general code of conduct principles must be followed.
- Examine options and make recommendations
- **No Budgets, No Decisions**

Document History

Approved and Adopted	01/02/2009	(version 1)
Reviewed by Clerk	01/11/2017	(version 1)
Reviewed by Parish Council	05/11/2019	(version 1)
Reviewed by Parish Council	02/11/2021	(Version 2)

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

To approve the following policy with no amendmnets:

- i) Role of Working Groups



ITEM 12b MINOR GRANT APPLICATIONS

BROUGHT BY

Office

SUMMARY

To consider the following applications for minor grants:

- i) Wendover Singers – a project to encourage creative writing for children under 11
- ii) HS2MAG – a request for funding to support the HS2 public meeting on 24th November
- iii) St Mary's Church – a request to fund the decarbonisation project

PARISH COUNCIL BACKGROUND

n/a

DETAILS

There is £3250 left in the Minor Grant budget, the following 3 budget requests have all submitted appropriate supporting paperwork



i) WENDOVER SINGERS



WENDOVER PARISH COUNCIL

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

Wendover Parish Council Grant Application Form

Name of Organisation
Wendover Young Creatives (CYCs)
Official / Registered Address of the Organisation
Address to which correspondence should be sent if different from above
Contact details of the person completing this application
What is the legal status of your organisation? please tick one of the following
a) unregistered voluntary or community organisation <input checked="" type="checkbox"/>
b) registered Charity in England or Wales <input type="checkbox"/>
c) waiting to be registered as a Charity <input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland <input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales <input type="checkbox"/>
Registered Charity No (if applicable)



WENDOVER PARISH COUNCIL

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

<p>What does your organisation do?</p> <p>Encourages local 11-year olds and under to be creative and helps with the writing, co-authorship and publishing of their books</p>
<p>How many people are involved in your organisation?</p> <p>Committee/Board <input type="text"/> Paid Workers <input type="text"/> Volunteers <input type="text" value="6"/></p>
<p>Has your organisation received a grant from WPC before? Yes <input type="text"/> No <input type="text" value="No"/></p> <p>If yes, please state when the last grant was given and what it was for</p>
<p>PROJECT</p> <p>Project Description (please give start and end dates)</p> <p>Start on 22 October 2023 and pilot to finish at the end of the school spring term. Hopefully this will continue in line with school terms.</p>
<p>Project Benefits in relation to Wendover, it's residents and visitors</p> <p>Encourages local 11-year olds and under to be creative and helps with the writing, co-authorship and publishing of their books.</p>
<p>How will you know if you have achieved what you set out to do?</p> <p>To have published at least two children's books.</p>
<p>EQUAL OPPORTUNITIES</p> <p>Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of</p>



WENDOVER PARISH COUNCIL

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Aylesbury, Buckinghamshire, HP22 6DU

discrimination can increase opportunities.

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

Yes YES No

FINANCIAL INFORMATION

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

Please give a breakdown of total costs for the project (relevant items can be grouped):

Item	Detail	Cost £
Marketing and relevant printing	Posters, Book bags, medals at end of pilot	£2 60
Tee shirts	To lend or donate to CYC members	£220
Material for dance skirts		£35
Music sheet		£5
	TOTAL =	£520

Total cost of project £

Grant request total £ 520

If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.

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



WENDOVER PARISH COUNCIL

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included:

- A copy of your constitution or set of rules for your organisation
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
- Evidence of appropriate insurance
- Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

DECLARATION

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

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

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

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

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

Signed..... Date

Name

Manager,

Signed..... Date

Name

Position within organisation.....

Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give



WENDOVER PARISH COUNCIL

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Aylesbury, Buckinghamshire, HP22 6DU

information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.



ii) HS2 MAG

Wendover Parish Council Grant Application Form

Name of Organisation	
Wendover HS2 Mitigation Action Group	
Official / Registered Address of the Organisation	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name	
Position held Treasurer	
Daytime telephone number	
Email address	
When was your organisation established? 2012	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input checked="" type="checkbox"/>
b) registered Charity in England or Wales	<input type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) N/A	
What does your organisation do?	
<p>We aim to mitigate the effects of HS2 on our community by 1. Seeking design changes and preparing for the bringing of the line into use 2. Holding HS2’s Contractors to account and 3. Informing the Community and seeking community mitigation</p>	



How many people are involved in your organisation?		
Committee/Board	<input type="text" value="7"/>	Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="0"/>
Has your organisation received a grant from WPC before? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
If yes, please state when the last grant was given and what it was for 2021 relating to parliamentary lobbying		
PROJECT		
Project Description (please give start and end dates) We aim to hold a public meeting in Wendover (in conjunction with the Parish Council) in late November 2023 to inform the public about the current position on HS2 and to seek views.		
Project Benefits in relation to Wendover, it's residents and visitors Wendover residents will be better informed about the current position, the future effects and will be able to provide feedback on their views and opinions		
How will you know if you have achieved what you set out to do? The meeting will have been well attended and have provided us with useful feedback.		
EQUAL OPPORTUNITIES		
Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds of race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.		
Does your organisation have an equal opportunities policy? If yes , please enclose a copy Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
Whilst we do not have a policy as such we are as a committee committed to fairness and respect for all. HS2 is a project that affects all our community.		
FINANCIAL INFORMATION		



You must include a copy / extract of your organisation’s latest annual accounts with this application		
Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £
Leaflet delivery around Wendover and its neighbourhood and other sundry costs associated with meeting promotion	Estimated to be up to £750. The delivery costs are estimated to be £500 - £600	£750 estimated
Total cost of project £750		
Grant request total £750		
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>We are making this application because without it we would deplete our funds to a point where we have only a few hundred pounds left in our account – appreciably less than the reserves level which is desirable.</p>		
<p>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</p> <ul style="list-style-type: none"> • A copy of your constitution or set of rules for your organisation • Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations • Evidence of appropriate insurance 		



- Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

DECLARATION

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

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

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

SignedDate **11.10.23**

Name

Position within organisation Treasurer.....

Signed..... Date

Name

Position within organisation.....

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



iii) ST MARY'S CHURCH

Wendover Parish Council Grant Application Form

Name of Organisation	
St Mary's Church, Wendover	
Official / Registered Address of the Organisation	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name	
Position held Chair of St Mary's Estates Committee	
Daytime telephone number	
Email address	
When was your organisation established? Over 700 years ago	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	
b) registered Charity in England or Wales	X
c) waiting to be registered as a Charity	
d) charity recognised by HMRC in Scotland or Northern Ireland	
e) exempt / excepted Charity registered in England and Wales	
Registered Charity No (if applicable) 1131299	
<p>What does your organisation do?</p> <p>St Mary's is a lively church aspiring to be at the very 'heart of the community' we serve. We are an inclusive church, and our aim is to be a community of faith that follows the example of Jesus in including, accepting, and valuing everyone we meet. At St Mary's we celebrate a rich heritage of Christian worship and faithful witness over many centuries but at the same time we seek to be relevant and speak into all the challenges of 21st century life.</p> <p>As well as being Wendover's main church, our building is a thriving hub for the community. It is a well-recognised concert venue, being the home of the professional concerts staged by Wendover Music and the venue for all of Wendover Choral Society's rehearsals and concerts. It is the building that Wendover's large and vibrant U3A group uses for its meetings. It is the weekly venue for Sparklers, our local toddler group, and the meeting place for Alcoholics Anonymous, and it holds exhibitions, public meetings and consultations. It is regularly visited by our local schools, for leavers events and educational visits, and it is an important stopping off point during the day for families, walkers, interested visitors and those who simply want a quiet place to pause and reflect.</p>	



How many people are involved in your organisation?
 Committee/Board Paid Workers Volunteers

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

If yes, please state when the last grant was given and what it was for
 2023 for the motorised entrance doors

PROJECT

Project Description (please give start and end dates)
Feasibility study for the decarbonisation of St Mary’s church
 Start date: April 2024. End date September 2024

Project Benefits in relation to Wendover, it’s residents and visitors
 In 2019 we commissioned an Energy Audit for the church from Oxford Diocese. This made various suggestions for making the building more sustainable and energy efficient. Since then, fuel costs have skyrocketed, and renewable technology has enjoyed significant advances. Following on from this and in response to the goal of the Church of England to be carbon neutral by 2030 we feel that we need detailed expert advice and analysis on the most cost-effective and long-term beneficial solution to our energy needs. With that in mind we would like to commission a feasibility study from diocese-recommended, leading specialist consultancy company, Home Energy Concierge, at a cost of £3,750.00. We will part-fund this ourselves but are looking for additional financial support from a number of local grant-making bodies, including Wendover Parish Council. Further down the line, we are looking to receive assistance for the project’s capital costs from the national church’s Demonstrator Church Project which offers financial support for a selection of churches which are going forward and embracing a pioneering mix of renewable technologies in their bid to achieve net zero. We would like St Mary’s to be a beacon both for other churches and for the local community, offering an example that will enable, educate, inform and inspire. As an ‘Eco Church’ we are mindful of the need to reduce our carbon footprint and encourage and promote ways of living, working and travelling that are more sustainable and more conducive to an increase in biodiversity and a reduction in emissions and waste.
 In more detail the report will include:

1. An analysis of the Church’s energy data to understand typical consumption.
2. An energy model for the Church to understand the thermal performance and test various improvements. The models would be calibrated to the energy data provided.
3. A review of low-carbon heat generation technologies and how these might best serve the Church.
4. Development of initial concept stage design of heat generation to understand the architectural impact, refine carbon performance and support costing.
5. A review of fabric improvement works for the building and how these might be applied to the Church.



6. Development of initial concept stage design of these fabric improvements to understand their visual impact, support costing and refine carbon performance.
7. A review of utility service infrastructure required to support the proposed strategy.
8. Consideration of how upgrades of heat generation systems might be phased, considering disruption, existing systems energy performance (i.e. what changes would have the biggest impact) and planned works to the Church (i.e. roof upgrades).
9. Establishing the best value approach to decarbonisation. Report as £/tonne of CO₂ abated over 30 years.
10. Presentation of the above information in the form of a clear, accessible report.

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

We will know that we have achieved our goals if, after the feasibility study, we have in place a clear indication of the most affordable and most effective low-carbon heat generation technology for St Mary's. This will help us, going forward, to better manage our budget while building a more secure and sustainable future for the church and for the local community.

EQUAL OPPORTUNITIES

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

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

Yes No

FINANCIAL INFORMATION

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

Please give a breakdown of total costs for the project (relevant items can be grouped):

Item	Detail	Cost £
Feasibility study	As above	£3,750.00
Total cost of project £3,750.00		
Grant request total £1,000.00		



If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.

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

- A copy of your constitution or set of rules for your organisation
- Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations
- Evidence of appropriate insurance
- Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)
- Appropriate signatures

DECLARATION

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

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

Signed

Date 6/10/23

Name

Position within organisation

Signed

Date 6/10/23

Name Position within organisation

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FINANCIAL CONSIDERATIONS

- The minor grants budget has £3250 remaining to last until Mar 2024. These grant requests total £2270 which would leave £980 in the budget if all grants were issued

LEGAL AND OTHER IMPLICATIONS

- The Clerk has sent detailed legal advice in an email to Council on whether the Parish Council has the power to support work for the Church

PROPOSAL

- To consider authorising the grant requests as follows
 - i) Wendover Singers - £520
 - ii) HS2MAG - £750
 - iii) St Mary's Church - £1000



ITEM 12c NEW CUTTING DECK FOR MOWER

BROUGHT BY

Office/Estates and Grounds Team

SUMMARY

To consider the purchase of a new cutting deck for the mower

PARISH COUNCIL BACKGROUND

This is a new purchase

DETAILS

The current cutting deck we have on our mower is what is called a “flail mower” and was purchased as this deck can deal with all types of grass and terrain. However, because it is being used on narrow verges, some of which are uneven, domed or sloped this is meaning we do have high wear and tear on our skids and rollers.

Whilst this year is exceptional, we still have to regularly replace the skids. The total repair bill for this year is £2399.47 + VAT. This does not factor in making up the lost time cutting and the increase in complaints this year, although thankfully we were able to make up time for the best kept village competition.

After seeking advice, the recommendation is that we change the type of cutting head to a rotary mower on a 1.3m width deck. These decks have fewer moving parts and therefore less to service and maintain. However, the team will need to be more vigilant and remove larger sticks from the path of the cut. It is recommended that we purchase this new cutting deck and keep the current deck as a backup or for use on rough grass areas – such as when we do the annual cut of wild grass verges.

We have been out to our suppliers for quotes with the ambition of putting a proposal to Amenities committee, but we have now learned that this is a key purchase time and availability of the decks is limited, plus there are new models coming out, so we have a very small window of opportunity to make a purchase.

We have managed to get 2 specific quotes for our machine, and one declined to quote as they could not guarantee the availability of the equipment. A quick search of farm machinery selling sites show that used versions of this equipment sell for £3500 - £3750 + VAT but that does not include delivery.

SUPPLIER 1

QUOTE 1 – John Deere 62 Rear Discharge - £4545 + VAT

SUPPLIER 2

QUOTE 2 – Weidenmann 1.3m outfront PTO - £6277 + VAT

QUOTE 3 – Weidenmann 1.5m outfront PTO - £6815 + VAT

SUPPLIER 3

Not able to quote as they are not able to get hold of stock as a new model is due out next year.

The preferred option is to purchase Quote 1 because of the brand reliability and quality of build. (a used model of the cutting deck is shown in the photo below for reference purposes only)



FINANCIAL CONSIDERATIONS

- There is money in the 4425 Capital Expenditure budget which currently stands at £3364, with predicted costs to the end of the financial year being £1850 (Hilux) this will leave £4786 available to spend on this item.

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council considers approval for the purchase of the John Deer cutting deck as per quote 1



ITEM 12d SKATE PARK PLANNING APPLICATION

BROUGHT BY

Council

SUMMARY

- To note the current skate park planning application on behalf of WPC and consider whether to make an official comment on the application

PARISH COUNCIL BACKGROUND

The planning application has not been discussed before, although the park has

DETAILS

Introduction

The skate park has been in limbo for a number of years after the equipment had to be removed from the London Road site because of the equipment not being safe for use. There was a 2019 survey that identified Ashbrook Park as a suitable location for any new development. The current project is now in the public domain for consultation and the Parish Council will also have an opportunity make an official comment on the planning application.

Whilst we have the power to make a comment on the planning application it may be better for transparency to waive that right as the body making the planning application.

The Planning Application

The application is available online at: 23/02944/APP | [Erection of concrete skatepark We are proposing to change the use of the land from a grass recreation area within Ashbrook Recreation Ground into a new concrete skatepark. | Ashbrook Recreation Ground Aylesbury Road Wendover Buckinghamshire \(aylesburyvaledc.gov.uk\)](#)

Key considerations

Wendover Parish Council have been well aware of some of the common stereotypes that come to mind when thinking about a skatepark and the skating community. Therefore, the brief to the design and build team had these very much in mind so that we can design out some of any potential or perceived problems. Our design has the following features:

- The park is low level with a max height of 1.3m which means that it is not an exclusive skate area for a specific section of community but accessible to all, the ambition that a toddler on a scooter can have as much fun on the area as a pro skater learning a new trick.
- The park is designed to be as low noise as possible – again the low nature of the ramps and construction from concrete actually make this a much lower noise surface than we have had previously in Wendover
- The park is situated centrally so is as far away from houses as physically possible. Again, the low level of the park also reduces the car of any noise.



- The skatepark has sight lines from the main road and is clearly visible from all aspects of the main park to help with any perceived security fears.
- There is no artificial lighting for the skatepark and so when the sun sets it will be difficult to use the space and will encourage natural dispersal of users.

The planning process

The application has been made and is now out to public consultation – that consultation closes on 15th November. Currently we have been asked to produce a Biodiversity Net Gain Report. We currently have 12 comments supporting the application and 18 objecting to the skatepark.

Objections

Most of the objections are not objecting to WPC building a skatepark or providing the facility but are focused on the location of the skatepark. It needs to be noted that there was a skatepark in Ashbrook prior to its move to London Rd and many of the objections could be based on the experiences old style skatepark that was in Ashbrook.

Buckinghamshire Council will be making the decision on the application not WPC and will be looking at the objections to see if there are any material considerations from those. However, I have summarised the objections below for consideration by Wendover Parish Council as it may be that we choose not to proceed the application. I have put the objections alongside the Skate Park Working Group considerations of these issues which fed into the design brief.

- **Proximity of other skateparks** – there is mention of other skateparks in the area. All of those other skateparks would require a drive or considerable public transport to reach for an age group that does not have access to a personal car this means that it is not a feasible option to just drop in for 30 minutes. These local skateparks are therefore of limited accessibility to our key target audience.
- **Noise** – noise of the skating activity and those in attendance at the skate park. Our choice of surface and construction into the ground minimises the noise from the activity and locating the skatepark centrally keeps it as far from the local properties as possible. There is natural vegetation boundaries between the skatepark and properties. Being naturally lit also encourages activity to finish when the sun goes down so there is no unsocial hours disturbance.
- **Proximity of park aimed at younger children** – the skatepark is clearly distanced from the younger persons play park, which is also fenced off. It is also likely that some younger children would also like to use the skatepark facility, on their scooters, and the park is designed to accommodate this. There are very successful examples of this working in other areas such as at Pitstone.
- **Other park users** – There are many other park users but this space should not interfere with their use. The grounds are a multi-use space and this would not prevent any of the current activities taking place at that location. The skatepark is a very small percentage of the overall area of the open space.
- **Anti-Social Behaviour (ASB)** – There is a perceived link between skate parks and ASB, in particular graffiti. The low-level design increases the sight lines to the area and reduces the number of surfaces suitable for graffiti with limited exposed walls. The park already contains a MUGA and basketball area which also have associations with ASB and does not currently have high levels of issues. Skateboarding itself has moved on from those views, but it is recognised that any activity aimed at the older age group could have issues so there will be a continued monitoring of issues.
- **Devaluing local property** – Because of perceived issues the objections mention devaluing of the local property. Informal discussions with local estate agents make this very unlikely.



FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council agrees not to make an official comment on it's own application but encourages individual councillors to make their own individual comments as they see appropriate, either supporting or objecting the current proposal.



ITEM 12e INSURANCE RENEWAL

BROUGHT BY

Office

SUMMARY

To note and agree the insurance renewal as a part of a three year deal

PARISH COUNCIL BACKGROUND

The Parish Council agreed to a three year fixed price deal in 2021.

DETAILS

The Parish Council agreed to a three year fixed price deal with our current insurer. We are currently in year 2 of a 3 year deal. It is possible to pay a penalty clause to leave the deal and move to another insurer but that would be at significant cost and so other quotes have not been sought or considered.

Delays by the insurer in the processing of new information from the statement of facts means that this is the only meeting we have the opportunity to approve this cover. An informal sense check with other Parish Councils on the premiums and level of cover shows that this policy is good value for money

The details of the cover has been sent to Councillors

FINANCIAL CONSIDERATIONS

- The deal is budgeted for

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

To agree the insurance proposal as previously circulated and pay the premium in the next pay run.



ITEM 12f - SKATE PARK FUNDRAISING

BROUGHT BY

Cllr Porter

SUMMARY

To note the Christmas decorations to be used for the skate park fundraising and authorise the office to order goods and materials in batches totalling £100, only ordering the next batch when the current batch is sold. Further, to look into ways of accepting card payments to be brought to Finance Committee.

PARISH COUNCIL BACKGROUND

The Parish Council is looking for funding opportunities for the skatepark.

DETAILS

Background

[Insert Photo of example]

These decorations are designed to be sold as a part of the fundraising activities. The wooden discs are purchased and then sent to Wendover Wood who make the clocktower cutout and writing. Finishing touches are added by Councillor Porter or any other volunteers.

Costings per unit

The wooden discs are £0.34p per disc. Bought in batches of 36

The cutouts and wording are £1.50 per disc

Made up bows are 8p per disc and bought in bathes of 100

The finishing touches and ribbon are kindly donated by Councillor Porter

TOTAL UNIT COST £1.92

Cllr Porter has donated the first batch of 144 wooden discs to the skatepark project along with finishing decorations and ribbons that can be used.

The discs are to be given to the community for a donation of £5, so are not liable to VAT as it is a part of our fundraising. Sales will be focused on the markets and Christmas events but there is a possibility of distribution through local retailers.

Advertising

In order to advertise the decorations 20 large discs will be hung on the tree at a cost of £11.99 + decoration, the discs themselves have been kindly donated by Cllr Porter. All other advertising will be word of mouth and generated through social media and mention in the Wendover News Article.

Card Payments

Because these will be available at stalls on markets they could be sold for cash. However, it would be easier to take card payments and this would also reduce any risk to councillors selling the items. Items paid for by card have an audit trail that is easy to verify and there is less risk of Councillors being under threat from theft. We currently don't have a card payment system and this would have to be put in place.



Minimising Council Liability

The ambition is to sell thousands of these decorations and they are really fantastic items to have on the tree. Because of the unit costs it makes sense to order the decorations in batches so that if we don't sell any we are only liable for the current batch we have ordered. Therefore, it is proposed that the decorations be ordered in batches that come to under £100 per batch to minimise any risk to the Council.

FINANCIAL CONSIDERATIONS

- There is an element of risk if the batch is ordered and does not sell because there is a unit cost.
- The money should be recorded as receipts and expenditure on the skate park line 9108

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To agree to order discs and materials in batches costing less than £100 and order a new batch when the previous batch has sold.**
- **To bring a proposal to finance committee for a way to take card payments**