





WENDOVER PARISH COUNCIL

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

COUNCIL VISION AND MISSION

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

 Develop Community	 Enhance Environment	 Promote Prosperity	 Functioning Council
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ANNUAL MEETING OF THE PARISH COUNCIL - AGENDA

Tuesday 6th May 2024 at 7:10pm

Wendover Community Library, High Street, Wendover HP22 6DU

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) ELECTION OF CHAIR**
To elect a Chair for the coming year of the Parish Council and receive the Chair's Declaration of Acceptance of Office. If a Chair of Council cannot be elected a Chair for this meeting will be elected.
- 2) ELECTION OF VICE CHAIRS**
To elect 2 Vice Chairs of Council for the coming year of the Parish Council.
- 3) APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 4) DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 5) [MINUTES – page 4](#)**
Consideration of approval of minutes of the meeting on 1st April 2025.
- 6) PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 7) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**

- 8) **[CLERKS REPORT & CORRESPONDENCE](#)** – *page 10*
- 9) **[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 [2024/25 year end commentary](#) and [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 14, 16, 21 and 22*
 - c) To receive a report on the [acquisition and disposal of assets](#) – *page 23*
 - d) To Review and consider the [annual subscriptions and memberships](#) – *page 24*
 - e) Review and consider the current [Direct Debits](#) – *page 25*
 - f) Review and consider the current [Bank Signatories](#) – *page 26*
 - g) To note the end of year [audit process](#) – *page 26*
- 10) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) [HS2 Mitigation Action Group](#) – *page 29*
 - b) Other groups
- 11) **REPORTS FROM COMMITTEES**
- a) **PLANNING**
 - i) To note the draft [minutes](#) of the meeting on 15th April 2025 – *page 30*
 - b) **STAFFING**
 - i) To note the draft [minutes](#) of the meeting on 28th April 2025 – *page 32*
- 12) **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 working group.
 - c) **Sustainability and Biodiversity Group**
To receive an update from the working group.
 - d) **Strategic Planning Steering Group**
To receive an update from the working group.
- 13) **COMMITTEES AND WORKING GROUPS**
To agree Terms of Reference and membership of each Committee and the Working Groups.
- a) [Scheme of Delegation](#) – *page 34*
To consider and review the delegation arrangements set out in the scheme of delegation.
 - b) [Amenities Committee](#) – *page 38*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and a Vice Chair of Council are ex-officio members of this committee.
 - c) [Complaints Committee](#) – *page 43*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. At all times at least 3 Councillors should not be on the complaints committee. The Vice Chairs of Council are an ex-officio member of this committee.
 - d) [Finance Committee](#) – *page 45*
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and a Vice Chair of Council are ex-officio members of this committee.

- e) [Planning Committee](#) – **page 49**
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- f) [Staffing Committee](#) – **page 53**
To consider the Terms of reference and select no less than five and no more than eight councillors to be on the committee. The Chair and Vice Chair of Council are ex-officio members of this committee.
- g) [Strategic Planning Steering Group](#) – **page 57**
To consider the Terms of Reference and select at least two members of this working group.
- h) [Transport Working Group](#) – **page 60**
To consider the Terms of Reference and select at least two members of this working group.
- i) [Biodiversity and Sustainability Working Group](#) – **page 62**
To consider the Terms of Reference and select at least two members of this working group.
- j) [Events Working Group](#) – **page 64**
To consider the Terms of Reference and select at least two members of this working group.
- k) [Open Space Working Group](#) – **page 66**
To consider the Terms of Reference and select at least two members of this working group.

14) EXTERNAL BODIES

- a) To agree representatives to [external groups](#) – **page 68**
To agree Councillor representatives to external groups listed in the paper
- b) To review [legal agreements with other bodies](#) – **page 69**

15) GENERAL GOVERNANCE

- a) To review and consider the [Standing Orders](#) – **page 70**
- b) To review and consider the [Financial Regulations](#) – **page 94**
- c) To review and consider the [investments and deposits policy](#) – **page 110**
- d) To review current [insurance cover](#) – **page 110**
- e) To review the Council [complaints procedure](#) – **page 114**
- f) To review the [freedom of information and data protection](#) policies – **page 124**
- g) To note the [General Power of Competence and S137](#) expenditure – **page 149**
- h) To note the time and place of [ordinary meetings of Council](#) – **page 156**

16) OTHER ITEMS

- a) [Access to Ashbrook for Skatepark build](#) – **page 159**
To consider authorising changes to the rear entrance of Ashbrook to facilitate the construction of the skatepark.

17) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.40pm on Tuesday 3rd June 2025 at Wendover Community Library. All agenda items and papers to be with the clerk by Friday 23rd May.

18) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 30th April 2024

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

1st April 2025 at 7:30pm

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

Present: Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Tipper, Washington and Worth

Clerk: Andy Smith

Members of Public: 9

Buckinghamshire Councillors in attendance: Bowles, Newcombe and Strachan

APOLOGIES FOR ABSENCE

PC24/439 Apologies were received from Cllrs Walker, Wales and Campbell were **APPROVED**

DECLARATIONS OF INTEREST

PC24/440 None

MINUTES

PC24/441 The minutes of the Parish Council of 4th March 2025 were noted as being amended to include end of the sentence on the Chairs announcement to re order the agenda. The minutes, as amended, were **RESOLVED** as a true record to be signed by the Chair of the meeting.

CHAIRS ANNOUNCEMENTS

PC24/442 There were no announcements other than how the items on the agenda would be heard to accommodate the members of the public present

PUBLIC PARTICIPATION

PC24/443 None

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/444 Cllr Strachan highlighted the changes in the planning portal which means comments will not be shown. He stressed that this was an issue of GDPR regulations and not a planning decision and the importance of ensuring anyone with a comment is still making that comment on the portal.

CLERKS REPORT AND CORRESPONDANCE

PC24/445 The report was noted and updates on two items were further noted

FINANCE AND PAYMENTS

a) Payments to consider.

PC24/446 The payments to consider totalling £8214.28 and £7733.91 were discussed and questions were answered on the transactions. It was **RESOLVED** to approve the payments. It was noted that there will be more effort in ensuring we are using local suppliers, but it is not always possible given the time and capacity to source exclusively local suppliers.

b) Latest financial reports

PC24/447 The financial reports were discussed and formally noted and we are looking in a healthy situation.

c) **Flagstone Statement**

PC24/448 The statements from the Flagstone accounts were discussed. The statements were formally noted.

d) **End of year forecast**

PC24/449 It was noted that the financial reports presented represented a reasonable prediction of the end of year situation.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) **HS2 Mitigation Action Group**

PC24/450 The report was noted

b) **Other groups**

PC24/451 Business network – having a meeting on Thu and there is discussion on forthcoming changes to business rates. Councillors are invited to come to the meeting and support the business group.

REPORTS FROM COMMITTEES

a) **AMENITIES COMMITTEE**

i) **Minutes of the Amenities Committee**

PC24/452 The draft minutes of the meeting on 5th November 2024 were noted. It was noted that the version of the minutes in the Council Pack did not include attendees, and this has been updated on the website.

ii) **To consider the purchase of a new council vehicle**

PC24/453 It was felt that there had not been enough exploration of a second-hand vehicle and Council needed to be sure it was getting value for money. The calculation of value based on expected mileage did show that a new vehicle would be a cheaper option in the longer term, but it was a higher initial outlay and there is concern as to how it would look to use public money in this way.

PC24/454 It was **RESOLVED** that our new vehicle would be an Isuzu DMAX with the flat back and drop sides or exact equivalent specification (engine and body).

PC24/455 It was **RESOLVED** that we spend an additional 2 weeks looking for a second hand vehicle, which would be a cheaper upfront payment and if nothing suitable with the specification above is found that we purchase the new vehicle.

PC24/456 It was **RESOLVED** that the money for this purchase should come from the general reserve.

iii) **To consider the purchase of replacement play park equipment**

PC24/457 It was **RESOLVED** to purchase the multi play equipment for Ashbrook Park and the slide/climber unit for Hampden as recommended by Amenities Committee.

PC24/458 It was **RESOLVED** to award this to the company identified in the paper and noted that this was not an open tender but was carried out in line with our current financial regulations. The expenditure is made under the powers of the Public Health Act 1875, s164 - England

PC24/459 It was **RESOLVED** to spend this money from the Playparks Improvements budget line 4435 and be funded by the Playground Improvements EMR 323

PC24/460 It was **RESOLVED** to transfer £10,000 from the General reserve to 323 EMR

b) PLANNING COMMITTEE

i) Minutes of the Planning Committee

PC24/461 The draft minutes of the meeting on 18th March 2025 were noted.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/462 There will be an article in the Wendover News about the results of the Traffic Survey and resulting campaigns. The group is considering undertaking some “school street” campaigns which close the roads.

b) Open Spaces Working Group

PC24/463 The Group met 2 weeks ago. The meeting covered the play parks. Also noted that we have now reached our funding target for the skate park and so, in discussion with the project company, we will bring a final plan and design back to Council. We are further looking at what work needs to be done to acquire Walnut Tree Meadow.

c) Sustainability and Biodiversity Group

PC24/464 No report.

d) Strategic Planning Steering Group

PC24/465 No report

OTHER ITEMS

a) CLAW Landowner agreement

PC24/466 An update was given by CLAW demonstrating the impact on the CLAW Wendover Wildbelt and the project being undertaken. It was noted that the space is not open to visitors yet and there would be a launch on the 26th June 2025.

PC24/467 It was **RESOLVED** to sign the landowner agreement as set out in the paper

PC24/468 The grant request was considered. It was noted that visitor access would be available at all times through the gate and the information board would be key to the visitor experience.

PC24/469 It was **RESOLVED** to award the grant of £949.49 under the power of the Public Health Act 1875, s.164 – England.

b) VE Day Anniversary Beacon and event

PC24/470 It was noted that the beacon was an expensive option despite being a long term investment for future events. It was further noted that it may be too attractive to vandals. A vote was taken on the proposals and it was noted that Council was evenly split on the option to have a beacon installed. It was therefore **RESOLVED** that we should progress the event with a bonfire

c) Changes to standing orders in line with financial regulations

PC24/471 It was **RESOLVED** that the changes be adopted in our standing orders to match the recommended changes to our financial regulations..

d) Work Experience

PC24/472 It was noted that there are significant safeguarding risks which will need to be addressed if we are to undertake work experience projects. It was noted that staff would need to be DBS checked. It was **RESOLVED** to undertake a pilot project as set out in the paper

PC24/473 It was **RESOLVED** to approve the Children and Young people in the workplace policy

e) Witchell Lease

PC24/474 It was noted that the lease was a 40 year lease that had been negotiated with Cllr Walker over about 18 months. It was **RESOLVED** to approve the Lease to be signed with the Cricket Club.

f) Devolved Services

PC24/475 It was noted that the financial situation at Buckinghamshire Council meant that there was not as much money for devolved services and that an error in the formula meant we had been overpaid for 3 years. It was further noted that Buckinghamshire Council accepted that Parish Councils should be given an indicative figure of what the devolved services would pay at the time they are setting their budgets and that a 4 year deal was available.

PC24/476 It was **RESOLVED** to enter into a 4 year deal based on the terms offered and seen by Council

PC24/477 It was **RESOLVED** to continue discussions on the Princess Mary Gate estate to try and work together to improve the issues residents face with regards to the maintenance of the grounds.

g) Meeting Dates

PC24/478 It was **RESOLVED** to amend the meeting times to accommodate free parking in the library car park and so the times were set to 7:10 and 7:40 for our Parish Meetings.

a) To consider moving the meeting into confidential session

PC24/479 It was **RESOLVED** to move the meeting into confidential session

b) To consider staffing progression

PC24/480 The paper was discussed and it was **RESOLVED** to progress the relevant staff along their scale in line with their terms.

DATES OF FUTURE MEETINGS

PC24/481 The next Parish Council meeting 7.40pm on Tuesday 6th May at Wendover Community Library. Items for the agenda are due into the office by 9am on Mon 28th April.

CLOSURE OF MEETING

PC24/482 As all business was transacted the meeting was closed at 8:56pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Apr	Parish Council 1-4-2025
PC1-4-2025			
BACS			
Date	To	Amount	Payment for
03/04/2025	Caloo Ltd	£1,071.60	Ashbrook park H&S repairs
03/04/2025	Caloo Ltd	£608.40	Hampden Meadow repairs
03/04/2025	Sparkx Ltd	£295.80	s/l 86 nightingale
03/04/2025	Sparkx Ltd	£1,877.40	s/l 45, 377, 210, 26, 396, 49
03/04/2025	Numbers Ltd	£72.00	Payroll services
03/04/2025	Sparkx Ltd	£1,316.26	removal of christmas
03/04/2025	Marley Design	£250.00	Marley Design
TOTAL BACS AMOUNT		£5,491.46	
CARD			
Date	To	Amount	Payment for
06/02/2025	Amazon - Personal Engraving N	£26.50	Stihl lubricant
03/03/2025	Indeed	£70.00	Job advert and sponsor Indeed
05/03/2025	Sweeneys	£6.15	Office Supplies
10/03/2025	Amazon EU	£13.00	Counters for tombola
10/03/2025	Amazon	£12.79	Envelopes - sunflower seeds
12/03/2025	Amazon EU	£6.50	Counters for tombola
13/03/2025	Tuff Workwear Ltd	£327.80	work trousers
14/03/2025	No 2 Pound Street	£10.00	tombola prize LPM Bday
14/03/2025	Block and Butcher	£10.00	tombola prize LPM Bday
14/03/2025	Real Magic Books	£10.00	tombola prize LPM Bday
14/03/2025	No 1 Wendover	£10.00	tombola prize LPM Bday
14/03/2025	Just	£5.50	tombola prize LPM Bday
14/03/2025	Impressions Card and Gifts	£22.91	decorations LPM bday
14/03/2025	Wendover Post Office	£27.47	Decorations for LPM bday
14/03/2025	Rumseys	£10.00	tombola prize LPM Bday
17/03/2025	Land Registry	£14.00	Title plans - manor waste prop
17/03/2025	Garden Machinery Direct	£217.99	Stihl brushcutter attachment
19/03/2025	Chiltern View Nursery	£111.98	Compost and plants
19/03/2025	Wendover Pharmacy	£19.98	Wrist supports
21/03/2025	Amazon Business EU	£14.48	Work gloves
21/03/2025	Amazon Business EU	£14.48	Work Gloves
24/03/2025	Amazon - UK Business Supplies	£7.99	Coffee machine descaler
24/03/2025	Amazon - Zee Fashion Ltd	£24.49	Hi vis jacket
28/03/2025	Amazon Business EU	£40.89	Ear defenders/safety glasses
28/03/2025	Amazon EU	£29.58	Anti vibration gloves
28/03/2025	Foot Logic Ltd t/a WORK+SAFET	£234.85	Safety boots - replacement
31/03/2025	Sweeneys	£11.08	Office supplies
TOTAL CARD AMOUNT		£1,310.41	
DD/SO			
Date	To	Amount	Payment for
10/03/2025	Radius UK Fuels	£4.80	Monthly card charges
17/03/2025	Radius UK Fuels	£89.29	Fuelcard bill
19/03/2025	Castle Water Limited	£20.37	Clock Tower Water
19/03/2025	Castle Water Limited	£7.02	Site Safe Water
20/03/2025	Microsoft	£76.44	Business basic subscription
31/03/2025	Radius UK Fuels	£52.23	Fuel
01/04/2025	Lex Autolease	£444.29	Vehicle Lease
01/04/2025	Sidleys	£135.00	Garage rental
01/04/2025	Buckinghamshire Council	£88.20	Market Rates
14/04/2025	Radius Telematics	£14.40	Vehicle trackers
TOTAL DD & SO		£932.04	
TOTAL PAYMENTS		£7,733.91	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

New Vehicle Purchase

We spent over two weeks examining second hand options. There were some vehicles that we followed up on, but all of the vehicles that were available in this time period would have had to have the rear conversion undertaken (the drop side flat back). On a second hand vehicle this would have costed an additional £5k to complete.

A lot of the 4wd utility trucks available at the moment are 4 seater cabs which would take too much of the rear space to make the vehicle usable. However, we still looked at the four seaters as a general price guide. If price v risk on these second hand cars was better value for money for the Council, we would have spent longer than 2 weeks looking for a new second hand vehicle.

A low mileage Isuzu D Max that is 2 or 3 years old is similar in price to the deal we have on the new vehicle. The one below is a higher specification finish and a 4 seater cab:

Isuzu D-max (Vanstar.co.uk)

1.9 TD 165 BHP V-CROSS EDITION 4WD AUTO (HIGH SPEC !)

- 8,000 miles
- 2023 (23 reg)
- Automatic
- Diesel

£38,989+VAT

2024 Isuzu D-Max (vanstar.co.uk)

1.9 TD 162 BHP UTILITY DIFF LOCK 4WD PICK-UP CANOPY

1 OWNER | TRUCKMAN CANOPY | TOW PACK

- **7,000 miles**
- **Manual**
- **Pickup**
- **2 seats**

£25,989+VAT

It is only if you go a bit older (2020/21) and/or high mileage that you see a significant difference in prices.

Isuzu D-max (grange prestige cars)

1.9 TD DL20 Auto 4WD Euro 6 (s/s) 4dr

- 150,000 miles
- 2021 (71 reg)
- Automatic
- Diesel

£13,995 + VAT

This vehicle is a double cab so not ideal and is averaging £33k miles a year and two previous owners so comes with high risk of problems down the line. The Hilux models are more expensive so we looked at a more budget option of the Mitsubishi L200 range



Mitsubishi L200

2.2 DI-D DC Barbarian Pickup Double Cab 4dr Diesel Manual 4WD Euro 6 (s/s) (150 ps)

- 83,000 miles
- 2021 (21 reg)
- Manual
- Diesel

£16,680

More reasonable mileage 2021ish cars found on Autotrader are all about the same price

Isuzu D-max

1.9 TD DL40 Pickup Double Cab 4dr Diesel Manual 4WD Euro 6 (s/s) (164 ps)

- 57,066 miles
- 2021 (21 reg)
- Manual
- Diesel

£25,788

We test drove a very low mileage Mitsabushi L200, 2012 (12 reg) 66k miles £12995 + VAT. It was a solid vehicle, barely scratched and drove ok - but was 13 years old and a larger diesel engine than we needed. It would be more polluting than the Hilux is now and it did not have DPF on the Diesel engine and therefore was too much of a risk for the Council.

Therefore, in line with the resolve at the previous council the order was placed for new Isuzu D Max with flat back, drop sides. A towbar was added as well as additional number plates so our trailer and bowser could be attached.

Canal tow path

The Canal tow path has had interim repairs along the bank after raising the issues. There are sadly still some spots, particularly around Oliver’s bridge where dogs are entering the canal and eroding the bank. We will continue to pressure WCT and CRT to maintain these spots to keep the new path in as reasonable a condition as possible as it is something appreciated by many people in the community.

Hampden Meadow

A member of the public highlighted the amount of weeds in the Hampden Meadow. We have inspected the meadow and there is a lot of weeds but nothing dangerous to humans or animals. The senior Estates and Grounds looked at treatment options. The most practical treatment would cost £1200 and require hiring a spreader at additional cost. The park would have to be closed for 3-5 days and we would have to be certain that it would rain within 3 days of application. It was deemed that this is not a practical course of action and we are instead monitoring the field. Should the state of the field provide greater concern then we will investigate the treatment option again

Hampden Pond Fencing

A section of the Hampden Pond fencing has collapsed and poses a risk to people using the pond and pedestrians on the Heron Path. Therefore we are replacing a small section of the fencing from the gate to the corner by Church Lane. This is being undertaken under Clerks delegated authority for Health and Safety works. The company undertaking the work has done it as an “add on” job to their contract to replace fencing around the Hampden Play Park and so the contract represents value for money.



HS2 Spring Chamber

Most people are now aware that planning permission was denied for the Spring Chamber in the field beyond Dobbins Lane. This does not mean the issue has gone away and so there is more work to be done to ensure the views of Wendover residents are still represented.

LGPS Valuation Report

We are now in receipt of the valuation report as at 31st Oct 2024. The position shows that we have a full cessation deficit of £199k. This means if we were to leave the LGPS we would have to pay £199k to cover the shortfall and remove any obligation to the LGPS fund. We currently have an EMR of £75k to cover any pension liabilities meaning we would have to do a deferred debt arrangement to pay the remaining £125k (over 5 years this would mean finding £25k a year towards this issue). The Finance Committee, Staffing and Council will need to make a decision on this over the coming year.

End of Year

I have been working on the end of year accounts and ensuring we have everything covered off for the end of year internal audit and external audit. This is detailed and meticulous work that is now completed and we now know our year end position so we can make decisions on some of our bigger issues going forward.

Administration Role

We have had an amazing response of some excellent quality candidates. To help with shortlisting candidates were asked to undertake an Excel task. Following that task we will be interviewing 9 candidates on Thu 1st May. There will be a verbal update at the Council meeting as to who has been appointed.

Councillors - Setup new accounts and delete old accounts

All new and old Councillors should now have (or have not have) access to their Councillor accounts. Adverts for Councillors to co-opt are now online with details at:

Hampden Pond

I have been attending meetings to try and assess what is happening with the Hampden Pond discolouration and any potential for a borehole to keep the pond topped up. A report will be sent to Council and next steps discussed by Amenities.

New member of the staff team

Our newest staff member is fitting in well. Lucas started on 1st April and just a month into the role has been painting benches, fitting new picnic tables, cutting and strimming verges, cutting the parks, serving tea and coffee at the Annual Parish Meeting and putting flags on the high street.

High Street

I am starting to do some research on the high street such as ownership of all the frontages in a bid to inform a bigger discussion on how we effectively support a vibrant high street.

Wendover Youth Centre

After attending a Trustee meeting I will also be attending their strategy and visioning meeting for the youth centre to ensure that the Parish Council links and works effectively with the centre.

Bread and Brew

We spoke to the new shop on Back St, where the bakers used to be. They are offering their used coffee grounds free to any gardeners out there as a nitrogen rich soil improver. We shall be letting our allotment owners know. If you would like to take them up on their offer then take a container down to the shop and they will happily fill you up.



Hedge for Ashbrook Park

A member of the public has asked to install a hedge along the railings on Aylesbury Rd at Ashbrook. Parish Council in the past has always rejected anything that interrupts the line of sight from the road to the park as a part of the security for the space meaning relatively low ASB and vandalism in that space. There are additional complications in that any hedge would have to be far enough away from the fence because of the concrete slab/foundations for the fence. This will be reviewed when discussing open spaces projects for the future.

Site Safe

A resident has reported that two of the panels on the site safe are in need of painting. We were looking into the issue already as the materials that the site safe is made from have been painted in the past but the paint used peels off. We are looking into types of paint but it may be that the only option is to re clad the site safe, which makes it a bigger project.

Traders parking in Wendover

We received a request to ensure our LPM traders don't park at the top of Dobbins Lane. We do encourage our traders to park at the Witchell after unloading but there were special circumstances in this instance, and it is not a routine issue. Ultimately we are not a highway authority so if a car is parked legally there are limited options we have other than to encourage traders to seek alternative locations.

Pyrolysis plant environmental permit

Since being discussed at the planning committee it appears that Stoke Mandeville Parish Council had not been invited to comment on the application for an environmental permit for a pyrolysis plant behind the Chiltern View Garden Centre. We will coordinate any WPC response with Stoke Mandeville.

Wendover Community Awards

A member of the community who nominated an unsuccessful candidate for the business of the year has messaged the office asking for the criteria as to what businesses are judged against. It was explained that we have a voluntary panel who score the nominations but no strict sets of criteria against which applications are judged and that they were more than welcome to nominate the same business again. We will not be giving feedback to all nominees about how they could do better as the awards are not set up in that way.

Clock Tower Noticeboard

Wendover shed have given our noticeboard a lick of paint and will be looking to replace with a much bigger version so we can comfortably display all required notices

Fish Stall on market

We have noticed some issues with the fish stall on the market that local traders are complaining about the smell after the market has packed up, particularly with warmer weather. We are working with the market to resolve the issues.



ITEM 9b – FINANCE REPORTS

The finance reports show the final financial position at the 31st March 2025 (year end) In general this year we have under spent by:

- Managing budgets
- Making in year savings
- Not progressing equipment purchases
- Restructuring staff

We have had to make these adjustments with a view to funds being required in the play parks, which became a priority after the safety inspections. Further, the purchase of a new vehicle has had to be a cash purchase and not a lease purchase because of regulations around Parish Council borrowing.

The narrative of the end of year reports is in line with previous commentary

Headline analysis

Amenities income

The income is significantly more than expected, primarily down to the Devolved Services income being double what it could potentially have been. The Christmas event was a bigger success than budgeted and we finally received the remainder of the HS2 grant for the Pond, which went into the fundraising budget.

Events Expenditure

This is slightly under budget as we got a cheaper deal on the Christmas arrangements and spent less on our events program.

Highways expenditure

This year we required some additional repairs due to vandalism that explains all of the expenditure in this cost centre.

Street Light Expenditure

As previously reported, the street light repair budget continues to be a problem – this is down to the number of faults we are experiencing, which are far higher than anticipated. Last year we met with the supplier and discussed this issue but the faults are in line with expectations. After discussing with other Parish Councils this level of repairs is not unusual. We are monitoring the repairs and there are very few repeat repairs on our 250 streetlights. Any repairs have a 12 month warranty. Not all lights have had their bulbs replaced yet so this level of spend will continue and so we need to consider this for future budgets.

Recreation Expenditure

The footpaths budget was not required to fix the canal towpath banking as this was covered by the canals and rivers trust but there is still some more work to be done along the canal. Despite the vandalism we have managed to come in under budget for open spaces maintenance but have gone slightly over on the groundworks as we are now catching up with jobs in the open spaces to improve how they look for our visitors. We have been awaiting the pond management plan before undertaking works on the pond so this budget is underspent.

The biggest underspend has come from not purchasing a “grillo” mower. This was designed to reduce the wear and tear on the main mower to extend it’s life and meant that 2 staff could be more efficient. As we had issues identified in the play parks and an extended period with only one grounds staff it made no sense to make the purchase in this financial year. It is still a valid strategy to make this purchase but it will need to be discussed in line with other priorities.



Finance and General income

The Interest received on our deposit accounts will be significantly more than budgeted for as we “enjoy” a period of higher interest rates than predicted. Again, I am able to manage the current account to a relatively low level so that most of our money is on deposit earning interest.

Finance and General Expenditure

Most budget lines are under with the exception of the Clock Tower property management which is again down to our troublesome clock needing an extra visit than budgeted for. Our office equipment expenditure includes new computer stands to meet DSE requirements. This budget also covers our Office software licenses which have had to be increased when we had 3 project staff working over the summer

Grants

The accounts have been split so it is easier to calculate our S137 expenditure. This means there are some budget lines with 0 budgets that look as if they are overspent. The total spent in grant awards is under budget this year.

Staffing

All the direct staff costs are slightly under due to changes in staffing and a reduction in weekend working and the overtime payments that it accrues.

Balance Sheet

The net effects of the income and expenditure over the previous year shows that £68k will be transferred to reserves. Some of this has already been agreed to be transferred to the SkatePark EMR (£21k) and the Play Park EMR (£10k) . We are aware that there is already call on this expenditure from a new vehicle and play park upgrades.

The marginal increase in our general reserve over the previous two years also allows us to deal with the issues that have arisen.



25/04/2025

Wendover Parish Council 2024-25

Page 1

15:59

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Amenities Income</u>								
1000 Allotment Rent	1,743	1,291	1,630	339			79.2%	
1005 Charter Fair	220	110	220	110			50.0%	
1010 Cricket Club Lease	300	300	300	0			100.0%	
1021 Markets - Local Produce	840	1,383	1,500	118			92.2%	
1022 Markets - Weekly Market	11,548	10,660	10,660	0			100.0%	
1030 Other Rental (Ashbrook)	1,248	2,269	2,045	(224)			110.9%	
1035 BCC Devolved Footpaths Income	19,198	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	1,601	1,584	2,000	416			79.2%	
1260 Xmas event income	1,446	1,651	500	(1,151)			330.2%	
1261 Rifle Club Lease	100	100	100	0			100.0%	
1262 Fundraising income	25,195	2,011	0	(2,011)			0.0%	1,783
1263 Event income (stalls etc)	0	388	0	(388)			0.0%	
Amenities Income :- Income	63,439	40,944	29,113	(11,831)			140.6%	1,783
Net Income	63,439	40,944	29,113	(11,831)				
6001 less Transfer to EMR	0	1,783	0	(1,783)				
Movement to/(from) Gen Reserve	63,439	39,161	29,113	(10,048)				
<u>125 Events Expenditure</u>								
4100 Annual Parish Meeting excl refs	512	257	500	243		243	51.3%	
4105 Christmas Decorations	5,078	5,995	6,500	505		505	92.2%	
4109 Promo Materials	1,009	508	750	242		242	67.7%	
4110 Entertainment & Events	2,107	3,875	5,000	1,125		1,125	77.5%	
4111 RAF/Remembrance Parade	3,667	394	500	106		106	78.8%	
4112 Floral Display	4,400	8,504	8,885	381		381	95.7%	
4113 HS2 Public Meeting	889	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	425	436	500	64		64	87.3%	
4124 Markets - Business Rates	898	898	990	92		92	90.7%	
4125 Markets - Water	62	2	50	48		48	3.6%	
4126 Markets - Electric	441	380	380	(0)		(0)	100.1%	
4130 Quiz	40	367	400	33		33	91.8%	
4132 Christmas Celebration Event	2,679	2,039	2,500	461		461	81.6%	
Events Expenditure :- Indirect Expenditure	22,206	23,909	26,955	3,046	0	3,046	88.7%	0
Net Expenditure	(22,206)	(23,909)	(26,955)	(3,046)				
6000 plus Transfer From EMR	3,667	0	0	0				
Movement to/(from) Gen Reserve	(18,539)	(23,909)	(26,955)	(3,046)				

Continued over page



25/04/2025

Wendover Parish Council 2024-25

Page 2

15:59

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
130 Highways Expenditure								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
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	36	1,000	964		964	3.6%	
Highways Expenditure :- Indirect Expenditure	0	1,048	2,500	1,453	0	1,453	41.9%	0
Net Expenditure	0	(1,048)	(2,500)	(1,453)				
135 Street Lighting Expenditure								
4300 Electricity	11,451	14,905	12,500	(2,405)		(2,405)	119.2%	
4305 Maintenance	20,119	21,958	10,000	(11,958)		(11,958)	219.6%	
4315 New Columns (not LEDs)	2,900	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	34,470	36,862	31,000	(5,862)	0	(5,862)	118.9%	0
Net Expenditure	(34,470)	(36,862)	(31,000)	5,862				
140 Recreation Expenditure								
4400 Dog Bin Emptying	2,581	2,423	2,200	(223)		(223)	110.1%	
4405 Maintenance - Open spaces F&F	1,372	11,465	15,000	3,535		3,535	76.4%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	4,054	6,152	5,000	(1,152)		(1,152)	123.0%	
4415 Maintenance - Inspections, etc	90	2,316	1,800	(516)		(516)	128.7%	
4416 Pond Works	50	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	5,750	8,693	4,000	(4,693)		(4,693)	217.3%	
4418 Tree Inspections	1,680	0	0	0		0	0.0%	
4421 Orchard Maintenance	721	1,090	750	(340)		(340)	145.3%	
4425 Capital Expenditure (asset pur	9,760	922	12,000	11,078		11,078	7.7%	
4426 Estates vehicle lease	0	4,415	4,440	25		25	99.4%	
4430 Mower Maintenance	2,979	3,117	2,000	(1,117)		(1,117)	155.9%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	5,764	3,713	3,000	(713)		(713)	123.8%	
4450 Premises - Garage Rent	1,620	1,620	1,620	0		0	100.0%	
4455 Premises - SiteSafe Electrics	168	463	300	(163)		(163)	154.5%	
4460 Premises - SiteSafe Rates	160	0	0	0		0	0.0%	
4465 Premises - SiteSafe Water, etc	188	111	300	189		189	37.1%	
4475 Misc - Fuel	3,449	3,688	3,200	(488)		(488)	115.2%	
4480 Misc - Materials & Tools	915	1,748	2,500	752		752	69.9%	
4481 Machinery/Tool Service Repair	388	384	2,500	2,116		2,116	15.4%	
4485 Misc - Protective Clothing	831	1,049	750	(299)		(299)	139.9%	

Continued over page



25/04/2025

Wendover Parish Council 2024-25

Page 3

15:59

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4490 Misc - Refuse Bins	985	1,707	1,200	(507)		(507)	142.3%	
4495 Misc - Sundries Recreation	268	42	500	458		458	8.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
Recreation Expenditure :- Indirect Expenditure	43,773	55,305	72,060	16,755	0	16,755	76.7%	0
Net Expenditure	(43,773)	(55,305)	(72,060)	(16,755)				
200 Finance & General Income								
1205 Wltchell Trust Grant	261	266	400	134			66.5%	
1210 Interest Received ex Deposits	16,663	15,607	3,500	(12,107)			445.9%	
1215 Miscellaneous Income	1,675	735	0	(735)			0.0%	
1250 Precept Received	359,078	388,445	388,445	0			100.0%	
1266 VAHT Streetlight Income	1,058	1,040	800	(240)			130.0%	
Finance & General Income :- Income	378,735	406,094	393,145	(12,949)			103.3%	0
Net Income	378,735	406,094	393,145	(12,949)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	1,526	716	2,000	1,284		1,284	35.8%	
4550 Communications - Publicity	7,219	5,462	7,500	2,038		2,038	72.8%	
4555 Communications - Website	2,509	1,498	3,000	1,502		1,502	49.9%	
4560 Financial - Bank Charges	604	170	600	430		430	28.3%	
4565 Financial - Fees - Audit	1,735	1,804	2,300	496		496	78.4%	
4570 Financial - Fees - Legal	606	554	2,000	1,446		1,446	27.7%	
4575 Financial - Insurance	7,111	7,227	7,950	723		723	90.9%	
4580 Financial - Software	566	720	800	80		80	90.0%	
4582 End of Year Support RBS	(558)	0	0	0		0	0.0%	
4615 Office - Broadband/Tel/Fax	1,439	1,417	1,750	333		333	81.0%	
4620 Office - Copier	1,287	1,568	1,500	(68)		(68)	104.5%	
4621 Office - Equipment - Expend	3,964	3,934	3,000	(934)		(934)	131.1%	
4625 Office - Equipment Capital	450	514	1,000	486		486	51.4%	
4630 Office - Postage & Stationery	482	348	300	(48)		(48)	116.1%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	2,673	3,087	2,800	(287)		(287)	110.3%	
4655 Office - Utilities - Water	139	259	150	(109)		(109)	173.0%	
4660 Property Mgt - Clock Tower	2,079	2,669	1,750	(919)		(919)	152.5%	
4665 Property Mgt - Manor Waste	20	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	511	505	1,000	495		495	50.5%	
4675 Property Mgt - War Memorial	0	2,837	500	(2,387)		(2,387)	577.4%	
4685 Subscriptions and Donations	1,910	1,419	2,250	831		831	63.1%	

Continued over page



Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4690 Misc - Chairman's Expenses	473	365	1,200	835		835	30.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	725	815	1,200	385		385	67.9%	
4700 Misc Sundry Expenses Finance	524	374	500	126		126	74.8%	
4705 Misc - Travel Staff & Cllrs	0	46	200	154		154	22.9%	
4707 H&S	117	1,562	3,000	1,438		1,438	52.1%	
Finance & General Expenditure :- Indirect Expenditure	38,112	39,920	49,750	9,830	0	9,830	80.2%	0
Net Expenditure	(38,112)	(39,920)	(49,750)	(9,830)				
<u>230 Grants out</u>								
4585 Grant - Churchyard - not S137	7,000	7,500	7,000	(500)		(500)	107.1%	
4586 Grant - Youth Centre -not S137	7,000	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	20,000	0	15,000	15,000		15,000	0.0%	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4611 Grants Out - Minor - S137	2,270	0	5,000	5,000		5,000	0.0%	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		(1,000)	0.0%	
Grants out :- Indirect Expenditure	36,270	21,000	34,000	13,000	0	13,000	61.8%	0
Net Expenditure	(36,270)	(21,000)	(34,000)	(13,000)				
<u>235 S137 Expenditure</u>								
4606 Grants Out - Major S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4607 Grants Out - Minor S137	0	1,000	0	(1,000)		(1,000)	0.0%	
S137 Expenditure :- Indirect Expenditure	0	6,000	0	(6,000)	0	(6,000)		0
Net Expenditure	0	(6,000)	0	6,000				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	70,769	73,317	73,585	268		268	99.6%	
4801 Staffing - Amenities - NIC	7,135	6,959	6,795	(164)		(164)	102.4%	
4802 Staffing - Amenities-Pension	9,434	8,171	10,459	2,288		2,288	78.1%	
4810 Staffing - F&G - Wages	75,826	86,336	91,561	5,225		5,225	94.3%	
4811 Staffing - F&G - NIC	8,094	8,974	8,243	(731)		(731)	108.9%	
4812 Staffing - F&G - Pension	3,754	4,568	5,310	742		742	86.0%	
4816 Staffing F&G Student Loan	499	811	990	179		179	81.9%	
4845 Payroll Charges	720	780	750	(30)		(30)	104.0%	
4855 HR Consultancy Fees	3,383	2,262	3,500	1,238		1,238	64.6%	
4860 Training Staff & Cllrs	3,218	515	3,500	2,985		2,985	14.7%	
4861 Uniform	135	150	1,000	850		850	15.0%	

Continued over page



25/04/2025
15:59

Wendover Parish Council 2024-25

Page 5

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4862 Smart Pension Admin Fee	215	264	300	36		36	88.0%	
Staffing :- Indirect Expenditure	183,182	193,108	205,993	12,885	0	12,885	93.7%	0
Net Expenditure	(183,182)	(193,108)	(205,993)	(12,885)				
<u>980 Amenities EMR projects</u>								
9107 EMR - Library Extension	0	8,000	0	(8,000)		(8,000)	0.0%	8,000
9108 EMR - Skate Park	617	0	0	0		0	0.0%	
9110 EMR - Clock Tower Fountain/wal	14,096	0	0	0		0	0.0%	
9111 EMR - Site Safe Insulation	5,056	0	0	0		0	0.0%	
9115 EMR - HS2 Funded Pond Works	30,926	0	0	0		0	0.0%	
9123 EMR - TWG Priorities	433	2,500	0	(2,500)		(2,500)	0.0%	2,500
9126 EMR - New Cesspit Ashbrook	6,350	0	0	0		0	0.0%	
9127 EMR - New Christmas Tree Light	8,397	0	0	0		0	0.0%	
9128 EMR - Climate Action	252	1,000	0	(1,000)		(1,000)	0.0%	1,000
Amenities EMR projects :- Indirect Expenditure	66,125	11,500	0	(11,500)	0	(11,500)		11,500
Net Expenditure	(66,125)	(11,500)	0	11,500				
6000 plus Transfer From EMR	44,639	11,500	0	(11,500)				
Movement to/(from) Gen Reserve	(21,486)	0	0	0				
Grand Totals:- Income	442,174	447,038	422,258	(24,780)			106.9%	
Expenditure	424,138	388,651	422,258	33,607	0	33,607	92.0%	
Net Income over Expenditure	18,036	58,386	0	(58,386)				
plus Transfer From EMR	48,306	11,500	0	(11,500)				
less Transfer to EMR	0	1,783	0	(1,783)				
Movement to/(from) Gen Reserve	66,342	68,103	0	(68,103)				



25/04/2025

Wendover Parish Council 2024-25

Page 1

15:57

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 31/03/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	1,440
105	VAT Control A/c	4,174
200	Current Bank Account	21,581
202	Flagstone	317,388
	Total Current Assets	344,582
<u>Current Liabilities</u>		
500	Creditors	11,552
510	Accruals	1,409
515	Allotment Deposits	1,710
	Total Current Liabilities	14,670
	Net Current Assets	329,912
	Total Assets less Current Liabilities	329,912
<u>Represented by :-</u>		
300	Current Year Fund	27,691
310	General Reserves	164,238
323	Playground Improvements EMR	12,235
336	Estates equipment replace EMR	2,000
356	LGPS Cessation EMR	75,000
357	Skate Park EMR	40,000
359	TWG Priorities	5,000
364	Climate Action EMR	3,748
	Total Equity	329,912



25/04/2025
15:54

Wendover Parish Council 2024-25

Page 1

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 Playground Improvements EMR	2,235.00	10,000.00	12,235.00
336 Estates equipment replace EMR	240.00	1,760.00	2,000.00
338 Hampden Pond EMR	-1,639.99	1,639.99	0.00
356 LGPS Cessation EMR	75,000.00		75,000.00
357 Skate Park EMR	18,854.50	21,145.50	40,000.00
358 Library Extension EMR	8,000.00	-8,000.00	0.00
359 TWG Priorities	9,567.50	-4,567.50	5,000.00
364 Climate Action EMR	4,748.12	-1,000.00	3,748.12
	<u>117,005.13</u>	<u>20,977.99</u>	<u>137,983.12</u>



ITEM 9c – ACQUISITION AND DISPOSAL OF ASSETS

11/04/2025		Wendover Parish Council			Page 1
16:26		ASSETS ACQUIRED BETWEEN 01/04/2024 AND 31/03/2025			User: CLERK
<u>Acq. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
31/07/2024	PT001	Silver Birch Tree and planter - MNW Dobbins Ln bike racks	695.00	695.00	0.00
31/07/2024	PT002	Silver Birch Tree and planter - MNW Dobbins Ln entrance	695.00	695.00	0.00
31/07/2024	PT003	Silver Birch Tree and planter - MNW opposite numbers	695.00	695.00	0.00
08/08/2024	PI015	Recycled Plastic Picnic Bench -Ash play park	906.89	906.89	0.00
08/08/2024	PI016	Recycled Plastic Picnic Bench - Ash play park	906.89	906.89	0.00
08/08/2024	PI017	Recycled Plastic Picnic Bench - Witch picnic area	906.89	906.89	0.00
08/08/2024	PI018	Recycled Plastic Picnic Bench - Wittchell picnic area	906.89	906.89	0.00
25/10/2024	BE071	Memorial Bench - Community Orchard alogside road by Hampden Meadow	692.40	692.40	0.00
05/11/2024	BU006	War Memorial uplighters	3,464.40	3,464.40	0.00
TOTAL			9,869.36	9,869.36	0.00

11/04/2025		Wendover Parish Council			Page 1
16:27		ASSETS DISPOSED BETWEEN 01/04/2024 AND 31/03/2025			User: CLERK
<u>Disp. Date</u>	<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
25/06/2024	PI005	Picnic Table - Ashbrook Play Park nearest road	500.00	500.00	0.00
26/06/2024	BE066	Bench Pond Adj to London Road top end	600.00	600.00	0.00
01/08/2024	PI002	Picnic Table Circular Ashbrook outside playpark	500.00	500.00	0.00
01/09/2024	PG014	Castle Slide and Chute Ashbrook	17,000.00	17,000.00	0.00
23/09/2024	PG001	Slide Hampden Playground	5,000.00	5,000.00	0.00
TOTAL			23,600.00	23,600.00	0.00



ITEM 9d – ANNUAL SUBSCRIPTIONS AND MEMBERSHIPS

Subscription/Membership	Estimated Cost 2025/26
BMKALC/NALC	£1,300
Local Council Update	£75.00
Chiltern Society	£30.00
Wendover Canal Trust	£37.50
Open Spaces Society	£45.00
SLCC Clerks Membership	£294.00
Friends of Ridgeway	£15.00
Community Impact Bucks	Free
Campaign to Protect Rural England	£36.00
Parish Online	£180.00



ITEM 9e -REVIEW OF CURRENT DIRECT DEBITS AND PAYMENTS

Code	Organisation	Description	Reference	Paym ent date	period	Date Approvd	expected payment	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	
Standing Orders																					
SID01	SIDLEYS CLIENT THE	Sidleys garage rent	GARAGE NOS873HIGH	3 Monthly			£135.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Direct Debits - Weekly																					
RAD02	RADIUS UK FUELS	Fuel card (weekly DD)	355474	Weekly		05/11/2024	£90.00 n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
Direct Debits - Monthly																					
LEX01	LEX AUTOLEASE	Hilux lease agreement	QH6966V0049351303	3 Monthly			£444.29 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
CWT01	CASTLE WATER LTD	Site Safe Water	TW5579269074	17 Monthly			£5.75 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BEF01	BEFUELCARDS LTD	BP Fuel Card	200754106	6 Monthly			£354.35 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
SWIT01	SMART PENSION LTD	SMART pension admin fee	WCPNXTX12 - Admin fee	7 Monthly			£18.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
SWIT02	SMART PENSION LTD	SMART pension contributions	WCPNXTX12 - pension contributions	28 Monthly			£739.50 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BGM01	BGLITE	Manor Waste Electricity	265990- Manor Waste	15 Monthly			£1.54 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BGM01	BGLITE	Clock Tower Electricity	265992- Clock Tower	15 Monthly			£63.75 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BGS01	BGLITE	Site Safe Electricity	265994- Site Safe	15 Monthly			1bc Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
DRX01	DRAX ENERGY SOLUTI	Street Lighting Electricity	D000357674C209151	19 Monthly			£1,271.53 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BCW01	BUCKS COUNCIL RECE	Waste Container emptying	was 7001097 NOW 208081 - waste bins	30 Monthly			£73.32 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
MSF01	MICROSOFT	Microsoft 365 Licenses	5e802142-a2e4-4825-8069-ad4c20161476	20 Monthly			£75.60 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
CWT02	CASTLE WATER LTD	Clock Tower Water	TW4410109558	17 Monthly			£14.81 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
BT01	BT GROUP PLC	Clock tower phone/broadband	One bill VP44996770	17 Monthly			£130.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
RAD01	RADIUS TELEMATICS	Vehicle trackers	452446 (approved as Lone Working Policy)	Monthly		29/08/2024	£12.00														
Direct Debits - Quarterly/set months																					
BCR01	BUCKS COUNCIL	Manor Waste Market Rates	5001649773 - Market rates	5 Dec, Jan			£90.00 n/a	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/A	
Direct Debits - Annual																					
WCT01	GOCARDLESS	Wendover Canal Arm Trust Information Commissioners	WENDARMTTRUST-Y903218	18 Aug			37.50 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
ICO01	ICO	Office (Data registration)	2854357201	3 July			£35.00 N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
OSS01	THE OPEN SPACES SO	Open spaces society	MEMBER 1258406	6 Oct			£45.00 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Y	N/A	N/A	N/A	N/A	N/A	
CRE01	CPRE	Campaign for Protection of Rural England	374101/19402	21 Feb			£36.00 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
CHI01	CHILTERN SOCIETY	Chiltern Society		17 Jun			£30.00 N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Monthly Invoices																					
PHN01	Phenom Networks	Computer Support		15 Monthly			£186.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
PAW01	PawPrint	Printer/Copier Costs		24 Monthly			£140.40 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
VAL01	Val Mayland	Cleaning		1 Monthly			£80.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
MRL01	Marley Design	Web and communications		1 Monthly			£300.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
NUM01	Numbers	Payroll Services		28 Monthly			£72.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
STA01	St Annes Hall Hire	Hire of hall for meetings		Monthly			£50.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	n/a	Y	
SAL01	Salaries	Monthly Salaries Bill		10 Monthly			£8,500.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
LGP01	LGPS	LGPS Pension Costs		10 Monthly			£800.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
HMR01	HMRC	Payroll Tax and NI		10 Monthly			£3,200.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
LEB01	Lebara Mobile	Office mobile phone	via card	18 Monthly			£5.00 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
ADB01	Adobe	Acrobat Pro plan	via card	26 Monthly			£19.97 Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	

It should be noted that the DRAX direct debit was cancelled after all of the complications with the accounts and incorrect bills being issued. I am proposing this account is paid on invoice for the forthcoming bills.



ITEM 9f - BANK SIGNATORIES

These were last reviewed at the Parish Council on 7th January 2025. The current bank signatures are as follows:

- Cllr Jennifer Ballantine
- Cllr Stephen Worth
- Cllr Clive Gallagher – Application pending
- Rob Goodall – in process of being removed as no longer a Councillor

To help the functioning of Council it is proposed that we have 2 additional signatories and they be selected at this meeting.



ITEM 9g – END OF YEAR AUDIT PROCESS

End of Year Audit timeline and checks			
Proposed Date	Action	Notes	Done
28/04/2025	Sense check accounts	Send provisional accounts to Chair of Finance to sense check, highlight and understand variances, identify any further transactions to come in not already accounted for	Y
28/04/2025	Year End Run on accounts system	See separate year end tick list	Y
28/04/2025	Update Chair and Chair of Finance	Send all reports and bullet point notes ask them to check and look for any anomalies	Y
28/04/2025	Check updates to asset register	highlight disposals and acquisitions in the current financial year	Y
tbc (Finance Ctte)	End of Year internal audit	We have an interim audit and end of year audit. This will lead to an internal audit certificate to be presented as part of the AGAR	
tbc (Finance Ctte)	Review of effectiveness of internal controls	Template available	
tbc (Finance Ctte)	Check for any other areas covered by Council Audit Regulations 2015 (6)	For category 2 authorities - https://www.legislation.gov.uk/uksi/2015/234/regulation/6	
03/06/2025	Prepare Annual Governance Statement	Must be signed by the chair of the meeting that approves it (not necessarily the Chair of Council)	
03/06/2025	Prepare Accounting statements	Must be signed by RFO either before or on the same date of the meeting	
03/06/2025	Prepare notice for exercise of public rights	Check with templates online and check dates	
03/06/2025	Take documents to full Parish Council	Asset Register Review of effectiveness of internal controls Annual Governance Statement (approve line by line) Accounting Statements Notice of exercise of public rights	
03/06/2025	Ensure minutes are correct	See separate Minute sheet	
03/06/2025	Send all relevant documents to external auditors	Send what is asked for and nothing else	
03/06/2025	Post all documents on website	Leave posted on website as a record	
06/06/2025	Announcement of the exercise of public rights	Ensure it is the correct version of the notice for the public and not the notice for the external auditor	
09/06/2025	Commencement of the period	exactly 30 working days - no more or less and must include start of July	
01/07/2025	Deadline by which external auditor requires submissions	Deadline set by PKF littlejon	
18/07/2025	End Date for electors rights		
30/09/2025	By this date the external auditors should have replied		
Oct-25	Notice of Conclusion of Audit to be published	publish and leave on website	



First draft of Statement of Accounts

ANNUAL RETURN				
FOR THE YEAR ENDED 31 MARCH 2025				
Wendover Parish Council 2024-25				
SECTION 2 - THE STATEMENT OF ACCOUNTS				
I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.				
	Responsible Financial Officer	<input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>	
	I confirm that these accounts are approved by the Council and recorded as council minute reference	<input style="width: 90%;" type="text"/>	Dated <input style="width: 90%;" type="text"/>	
	Signed on behalf of the above Council (Chair)	<input style="width: 90%;" type="text"/>	Date <input style="width: 90%;" type="text"/>	
	<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>	
1	Balances brought forward	253,490	271,526	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	359,078	388,445	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	83,096	58,593	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	175,511	189,137	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	248,627	199,515	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	271,526	329,912	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	260,493	338,968	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	3,348,871	3,335,140	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
The following documents should accompany the accounts when submitted to the auditor:				
* A brief explanation of significant variations from last year to this year in Section 2;				
* Bank Reconciliation as at 31 March				



ITEM 10a – WENDOVER HS2 MAG



HS2 Monthly Report, April '25

Works update

- Construction of a 230m section of the Wendover Green Tunnel has started just north of Ellesborough Road using pre-cast concrete arch segments.
- The Tunnel Boring Machine has been commissioned for the Grove Farm drainage culvert, with imminent mining southwards from Bacombe Lane
- Now the Small Dean Viaduct deck is in place “concrete pours” are needed to stiffen the structure and add the parapets; which involves a series of weekday A413 overnight and weekend Chiltern Rail closures until the end of May

Dobbins Lane Spring Chamber and HGV Access

- Following rejection of HS2’s planning application for the “Spring Chamber” north of Dobbins Lane on grounds of adverse visual impact of the access track in the Chilterns, we are awaiting their decision to either appeal to the Planning Inspectorate or modify the design of the access arrangements.
- We have a hydrogeology review with EKFB on 30th April which may start to reveal the impact of the North Cutting tanking wall on aquifer groundwater flows, which in turn may question the actual need for the Spring Chamber.
- Meanwhile HS2 are pointing out the expected project costs associated with delaying the construction of the Green Tunnel that are due to lack of the Chamber. They have not publicised the evidence for the costs, their lack of detailed evaluation of alternative access to the Spring Chamber site (which could be expected in line with the HS2 “Good Neighbour” policy), the 15 month delay that was introduced by HS2 Ltd seeking a change of Contractor for the Tunnel, or dismissal of our offer to work with their project team prior to the planning decision to address the local issues that we identified.

Public queries

Eleven public queries in the month, including questions about Spring Chamber responses, Green Tunnel construction, and HS2 funding for Rights of Way improvement.

27th April '25



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 15th April 2025 at 7.00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Gallagher, O'Donnell and Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Gallagher

Members of Public: 0

1. APOLOGIES FOR ABSENCE

P24/179 Cllrs Standen, Walker and Ballantine sent in their apologies which were **ACCEPTED** by the Committee.

2. DECLARATIONS OF INTEREST

P24/180 None

3. PUBLIC PARTICIPATION

P24/181 None

4. MINUTES

P24/182 The minutes of the Planning Committee Meeting held on 18th March 2025 were **RESOLVED** as a true record and the Chair signed the minutes.

5. FINANCE

P24/183 The list of payments totalling £29,104.10 were considered and **RESOLVED** to be approved .

6. PLANNING DECISIONS

P24/184 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 15th April 2025 were noted.

7. CLERKS REPORT AND CORRESPONDANCE

P24/185 There was nothing to update.

8. PLANNING APPLICATIONS

P24/186 **25/00440/APP 7A Aylesbury Road Wendover Buckinghamshire HP22 6JG**
Householder application for proposed construction of single storey rear extension
It was **RESOLVED** to support this application.

P24/187 **25/00701/APP 53 The Beeches Wendover Buckinghamshire HP22 6PB**
Householder application for proposed dropped kerb with crossover
It was noted that there were no parking issues caused by the dropped kerb and it was for disabled access. It was **RESOLVED** to support this application.

P24/188 **25/00810/APP 27 Castle Park Road Wendover Buckinghamshire HP22 6AE**
Householder application for demolition of existing garage and erection of a replacement garage



It was **RESOLVED** to support this application.

P24/189 **25/00842/APP 106 Aylesbury Road Wendover Buckinghamshire HP22 6LX**
Householder application for conversion of garage and alteration to existing roof, replacement garage door with window, single storey infill extension to garage and single storey rear extension
It was **RESOLVED** to support this application.

P24/190 **25/00754/APP Hale Farm Cottage Hale Lane Wendover Buckinghamshire HP22 6QR**
Householder application for proposed alterations to existing conservatory and porch roof, changes to fenestrations and installation of 1 no. rooflight to the western elevation.
It was noted that it was in keeping with the area and the comment by the footpaths officer about maintaining the footpath was also noted. It was **RESOLVED** to support this application.

9. OTHER MATTERS

a) HS2

P24/191 It was noted that the Chair of Wendover Parish Council will be speaking against the application at the Strategic Sites meeting at Buckinghamshire Council tomorrow.

b) CLOSURE OF RAF HALTON

P24/192 No updates.

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

P24/193 The meeting on Tue 20th May 2025 at 7:10pm was noted.

11. CLOSURE OF MEETING

P24/194 As all business had been transacted the meeting was closed at 7.15pm.

Signed by
Chair to the Planning Committee

Date:



WENDOVER PARISH COUNCIL

Minutes of the Extraordinary Staffing Committee Meeting Monday 28th April 2025 7:00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher, Thornton (Chair), Washington

Clerk: Andy Smith

Members of Public: 0

CONFIDENTIAL MEETING

S24/083 It was **RESOLVED** to move to confidential session

APOLOGIES FOR ABSENCE

S24/084 Apologies were received from Cllr O'Donnell

DECLARATIONS OF INTEREST

S24/085 None

MINUTES

S24/086 The minutes of the Staffing Committee 4th March 2025 were **RESOLVED** as a true record to be signed by the Chair.

CHAIRS ANNOUNCEMENTS

S24/087 None

CLERKS REPORT

S24/088 None

OTHER ITEMS

c) Paternity Leave Policy

S24/089 It was **NOTED** that there were some legal changes that needed to be incorporated into the policy and that the new policy followed best practice of other local Town and Parish Councils. It was **RESOLVED** to adopt the new Paternity Leave Policy which forms part of the Parental Leave Policy.

d) Staff Progression



- S24/090** It was NOTED that the role being considered had been recently benchmarked and take home pay calculations in the original proposal were not in line with actual calculations.
- S24/091** The proposal was amended to include an annual review of salary (including benchmarking), irrespective of pay scale, to be conducted for all staff when considering pay progression. The amendment was accepted.
- S24/092** The proposal as amended was **RESOLVED**

NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

- S24/093** To note the next Staffing meeting Thu 20th November 2025. Agenda items must be with the Clerk strictly by 9am Wed 12th Nov.

CLOSURE OF MEETING

- S24/094** As all business was transacted the meeting was closed at: 7:25pm

Signed by
Chair to the Staffing Committee

Date:



ITEM 13a – SCHEME OF DELEGATION

BROUGHT BY

Council

SUMMARY

To consider and review the scheme of delegation

PARISH COUNCIL BACKGROUND

This policy was reviewed with minor amendments at the Council meeting on 2nd April 2024 and approved on 7th May 2024. There are no changes to that amended policy

DETAILS

The policy is set out in the appendix

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the scheme of delegation as set out in the appendix**



Appendix - Scheme of Delegation policy

1. Power to Delegate Functions

Under the Local Government Act 1972s 101(a) the Parish Council has the power to arrange for the discharge of its functions by a committee, sub-committee, or officer of the authority.

The Parish Council does not have the power to delegate a decision to an individual Councillor or a working group.

2. Decisions of the Full Council

The matters below are the sole responsibility of the Full Council:

- a) Authorising borrowing
- b) Appointing representatives to outside bodies
- c) Making, amending, revoking, re-enacting, or adopting by-laws
- d) Agreeing the Parish Council's Statement of Accounts and Annual Governance Statement
- e) Approving the annual budget and setting the precept
- f) Establishing committees
- g) Dismissing the Parish Clerk
- i) Adopting and making any amendments to the Standing Orders, Financial Regulations, and the Scheme of Delegation
- j) The decision to prosecute or defend in a court of law, save where such a prosecution is of a debtor being carried out through the small claims process

3. Committees and Sub-Committees

Procedures for delegation for the specific committees and sub-committees are specified under the Terms of Reference for each committee or sub-committee. Committees can arrange for the discharge of any of their delegated powers to a sub-committee.

4. Working Parties/Groups

Working Parties or Groups have no delegated powers; they are only able to recommend a course of action to the Council/Committee/Sub-Committee under which they are formed.

5. Parish Council Staff



- a) Under the Local Government Act 1972 the Parish Council “shall appoint such officers as they think necessary for the proper discharge by the authority of such of their or another authority’s functions as fall to be discharged by them”. Decisions can at any time be delegated to Parish Council Staff through delegation to the Clerk.

The following have been delegated to Parish Council Clerk:

- i) To sign on behalf of the Council any document to give effect to any decision of the Council
 - ii) To manage the Council’s facilities, property and assets including utilities
 - iii) To act on behalf of the Council as a designated officer with respect to complying with legislation
 - iv) To instigate and authorise the repair and maintenance of Parish Council equipment, property, or assets so long as the cost does not exceed the current budget (including tree, hedge, and streetlight maintenance)
 - v) To purchase equipment and supplies to be used by Staff or contractors to repair or maintain Parish Council equipment, property, or assets
 - vi) To dispose of Parish Council equipment or assets with an estimate worth of less than £250.
 - vii) The day-to-day administration of services together with routine inspection and control of assets and procedures
 - viii) Applying for any grants and other funding on the council’s behalf
- b) Specific Matters within the budget or EMR and in consultation with the Chair, Vice Chair and relevant Committee(s)

Where appropriate: -

- i) Annual Parish Meeting Expenditure
- ii) Christmas Decorations
- iii) Christmas Event
- iv) Annual Quiz Expenditure
- v) Time sensitive work related to HS2 (urgent decisions)
- vi) Construction of the Neighbourhood Plan



c) Urgent Matters

The Parish Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair/replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1500. This would include seeking legal advice on behalf of the Council in matters where there could be a liability for the Parish Council. The Parish Clerk shall report the action to the appropriate committee as soon as practicable thereafter.

Document History

Drafted by Parish Clerk	20/12/2016	(version 1)
Review Finance Committee	24/12/2016	(version 1)
Draft to Parish Council for Debate	05/01/2016	(version 1)
2nd draft to Parish Council for Debate	07/02/2017	(version 2)
Approved and Adopted	07/02/2017	(version 2)
Reviewed by Parish Council	06/02/2018	(version 3)
Reviewed by Parish Council	04/02/2020	(version 3)
Reviewed by Parish Council	05/04/2022	(version 3)
Reviewed by Parish Council	07/05/2024	(version 3.1)
Reviewed by Parish Council	06/05/2025	(version 3.1)



ITEM 13b – AMENITIES COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Amenities Committee

1. Authority

The Amenities Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

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

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

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

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



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

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

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

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

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

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

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

5. Record of Proceedings

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

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

6. Public exclusion

If the public is excluded from the meeting a record will be taken of all matters discussed and if not included in the general minutes, attached as a confidential record to be signed with the published



draft minutes by the Chair at the next meeting. Should the Clerk be excluded from this part of the meeting, for any reason, the Chair shall take the minute/confidential record. Full minutes, including the confidential record, will be circulated to full Council, noting confidentiality if necessary.

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

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

7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance, improvements and additions to the amenities of the Parish.

The Amenities Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all maintenance and improvement matters relating to the open spaces, ponds and buildings of the Council.
- b) To consider all matters relating to benches, bins, bus shelters, play and leisure equipment, war memorial, streetlights and other street furniture that is under the control of the Council or that the Council has agreed to maintain.
- c) To ensure the play grounds and skate park are independently and professionally inspected and that appropriate action is taken on the recommendations contained in reports.
- d) To consider all matters relating to the Council's allotments and tenants, with the exception of the rental charges.
- e) To consider all matters relating to the Council's Markets with exception of the market charges.
- f) To liaise with public bodies and organisations with the responsibility for the maintenance and development of highways and parking in the Parish.
- g) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk*.
- h) To formulate a budget for revenue/capital expenditure on amenities for the next financial year and to recommend this to the Finance Committee for the setting of the precept/PSR.
- i) To make recommendations to the Council throughout the year on capital spending on equipment and materials in line with the financial regulations.
- j) To gather information on large projects including devolved services and parking with a view to make recommendations to the Council.
- k) To consider operational risk assessments with regards to the Council's amenities.
- l) To agree protocols for management of the Council's amenities and recommend any new policies to the full Council

- m) To ensure a record is kept of any accidents or incidents reported to the Council which took place on property or land owned by the Council and to ensure appropriate remedial action is taken.
- n) To consider ways that the Council's amenities can be managed to help the environment and encourage biodiversity.
- 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



8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any non-controversial development and maintenance to the amenities of the Parish to a maximum cost of £5000 (before VAT); provided budget is available under the appropriate heading to cover all costs.
- b) To authorise spending of appropriate EMRs set by the Council
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate actions to the Clerk*
- i) To convene or terminate working groups to achieve its responsibilities and receive recommendations from such groups.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

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

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

All Councillors must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before coming to a conclusion on an item on the agenda

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, "Clerk" should be read as "Clerk or their delegated officer"**

Last Review Date: 7th May 2024



FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To approve the terms of reference
- To select up to 8 members of the committee



ITEM 13c – COMPLAINTS COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Vice Chair who is an ex-officio member of this committee. At all times at least 3 Councillors should not be on the Complaints Committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Complaints Committee

1. Authority

The Complaints Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet as and when necessary and the complaints procedure should be read in conjunction with these terms of reference.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. **At all times at least 3 Councillors should not be on the Complaints Committee**. The Vice Chair of the Council will automatically be an ex officio member of the Committee with full voting rights if in attendance bringing the maximum attendees to 9 Councillors.

The Chair of the Council will attempt to remain disinterested in Complaints committee activities so they can be called on to review the decisions of the Committee as a final arbiter in any complaints process.

3. Chair of the Committee

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

4. Responsibilities

- The Committee will meet as necessary to respond to complaints against Wendover Parish Council as a corporate body, following the complaints procedure. The committee will meet at least once a year to review the processes and procedures and will meet every month following a complaint until all actions have been taken and all recommendations followed through.
- The Committee will decide whether the nature and circumstances of the meeting warrant the exclusion of the press and public. If the complainant waves their right to confidentiality, the Council must still comply with its statutory obligations under the Data Protection Act 1998 to safeguard



against the unlawful disclosure of personal data. Any decision on a complaint shall be announced at the full Council meeting in public.

- Complaints against individual Councillors are dealt with by the Monitoring Officer as possible Code of Conduct complaints.
- The Committee will decide on the validity of any complaints.
- In some circumstances, correspondence sent to the Clerk will be dealt with satisfactorily without the need to use the complaints procedure. However, where the complainant is not satisfied with the Clerk's response, they can ask for the complaint to be dealt with by the complaints Committee.
- Minutes of the meeting shall be taken by the Clerk, however if the meeting is excluded from the press and public these should continue to comply with the Data Protection Act 1998.

Last Review Date: 7th May 2024

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To approve the terms of reference**
- **To select up to 8 members of the committee**



ITEM 13d – FINANCE COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Finance Committee

1. Authority

The Finance Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

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

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

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

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



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

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

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

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

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

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

5. Record of Proceedings

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

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

6. Public exclusion

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

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



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

7. Responsibilities

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

The Finance Committee has the following specific duties: -

- a) To prepare budgets and recommend precepts for submission to the Council for approval.
- b) To ensure adequate financial controls are in place to utilise and protect the Council's finances and assets – to include;
 - insurance of buildings and property
 - maintenance of the asset register
- c) To review and if necessary, amend the Council's Financial Regulations on an annual basis and ensure the Council is observing the regulations.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e) To monitor, and where appropriate, recommend the purchase of capital items.
- f) To make provision for future agreed capital projects.
- g) To review Council Fees and Charges on a regular basis
- h) To monitor the Council's financial risk assessments and recommend changes where necessary.
- i) To establish and effect a clear policy for grant administration.
- j) To approve other Committee's annual spending/budget levels and capital projects to be undertaken and recommend implementation of the same to the Council.
- k) To approve, within budgetary limits, day to day expenditure. To appoint the Responsible Financial Officer to oversee the Council's financial affairs (normally the Clerk)
- l) To regularly review the Council's banking and deposit arrangements.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given full delegated power with regards to the following activities;

- a) To approve expenditure within the agreed budget limits.
- b) To approve minor amendments to the RBS accounting system (or any such system that replaces it)
- c) To approve grant applications with a value of up to £5000 submitted to WPC.
- d) To review and recommend the Council's policies except those related to HR and Health & Safety
- e) To arrange future meetings of the Committee
- f) To co-opt new members onto the Committee
- g) To accept apologies from Committee members
- h) To resolve to accept the minutes of the Committee
- i) To delegate decisions to the Clerk

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

Note: that in emergency situations, where delaying a decision would lead to a cost to the Council, any decisions regarding the investment of the Council's reserves can be made by the Clerk under advisement of the Chair of Finance (PC14/123).

The setting of the precept cannot legally be delegated as a decision to be taken by a Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential



nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

Committee member are expected to abide by the WPC Code of Conduct at all times.

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

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before coming to a conclusion on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, "Clerk" should be read as "Clerk or their delegated officer"**

Last Review Date: 7th May 2024



ITEM 13e – PLANNING COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of Reference for Wendover Parish Council Planning Committee

1. Function

The Planning Committee serves to represent the views of Wendover Parish Council which is a **Consultee** for the Local Planning Authority (LPA), currently Buckinghamshire Council, on all planning applications falling within the boundary of the Parish of Wendover and for the wider planning strategy for the County.

2. Authority

The Planning Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

3. Membership

All members of the Committee will be WPC Councillors. The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. If there are less than three Councillors, then the Planning Applications will be carried forward to the next meeting. The Chair and Vice Chair of the Council will automatically be *ex officio* members of the Committee with full voting rights if in attendance making the maximum attendees 10 Councillors. **All members should familiarise themselves with the plans on the agenda prior to each meeting.**

4. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.



If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

The Chair should have a good knowledge of the Local and National Planning Policy and should be aware of the issues relating to each planning application submitted to the Parish Council for comment and should be able to guide the Committee to make informed recommendations in its comments to the LPA.

5. Meetings

The Planning Committee shall meet twice per month unless there are insufficient new planning applications to consider. If there are no new planning applications the next scheduled meeting will be cancelled, and the decision will be notified at least three clear days in advance. If only one or two new planning applications have been received, they shall be considered at the next meeting of the Parish Council, or if the date for commenting is sooner the Clerk will canvass the opinions of the Committee by email and respond on its behalf.

6. Record of Proceedings

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

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

7. Public exclusion

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

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

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

8. Agenda Setting

The agenda for the Planning Committee is determined by the Clerk and will include the planning applications received at the Parish Council's offices and any consultations, relevant to planning, for which the Parish Council have been invited to comment. Further standing items relating to infrastructure and neighbourhood planning may also feature as standing or regular items as required.

Parish Councillors can request additional agenda items, which must be received in writing at least 5 working days before the meeting date. The agenda for the next Planning Committee Meeting to be held will be circulated to the Members three clear working days before the meeting.



The plans relating to the applications will be available for viewing as a hard copy at the Parish Council Office and online on the Buckinghamshire Council website.

9. Responsibilities

- To have an understanding of the current Planning Regulations.
- Under delegated power from Wendover Parish Council, to respond to the LPA when consulted on new planning applications falling within the parish boundary.
- The Committee has a responsibility to consider equally all representations made to it, either in writing or during public participation at the meeting, before making its decision.
- When contentious planning applications are referred to the LPA Development Management Committee for decision at their meetings a representative from the Planning Committee should be nominated to attend the meeting and present the views of the Parish Council. If nobody from the Planning Committee is available another Parish Councillor or member of staff can attend the meeting.
- To prepare appropriate responses to consultations for planning related matters and to report these back to the Parish Council.
- To represent the views of the Parish Council at any planning appeals or inquiries.
- To influence the planning strategy of the LPA by responding to consultations in a manner that is realistic but protects the amenities of Wendover and its surrounding area.
- To review and maintain the Neighbourhood Plan (NP) and to use it in order to influence development within the parish, to manage changes in a sympathetic way and to preserve the special character and amenities of Wendover parish. To use the NP as a reference when considering new development within the parish.
- A Member of the Committee (usually the Chair) should represent the Parish Council at the Local Planning Liaison Group meetings which are arranged on an ad-hoc basis by the LPA.
- To notify the relevant enforcement authority of any breach of planning regulations that is brought to the Council's attention.
- To liaise with public bodies and organisations with the responsibility for the maintenance and development of infrastructure in the Parish.
- HS2: The Committee will work with the WPC's HS2 Working Group to consider applications made to the LPA under various sections of the High-Speed Rail Bill. The Committee will represent the views of the community, with regard to these applications, to the LPA using whatever channels are open to it.
- The WPC HS2 Working Group will report to Full Council through the WPC Planning Committee.

9. Site visits

There is a protocol for site visits which must be followed when Parish Councillors wish to make a formal site visit. Safeguarding measures against Covid need to be adhered to. The arrangement of a site visit must be done through the Clerk who will notify all Members of the Committee of the visit. Councillors who make individual ad-hoc site visits are not representing the Parish Council although the Code of Conduct still applies. Following a site visit a report will be made to the Committee.

10. Responses

Following the Planning Committee meeting all comments on planning applications and responses to consultations will be notified to the relevant authority by the Clerk before the due date.

On occasion when an objection to a planning application has been made by the Planning Committee an amendment to the plans may be made by the applicant that then nullifies the objection. In this situation, where the majority of the Planning Committee is in agreement, the Clerk has the delegated authority to withdraw the objection.

The Clerk is responsible for maintaining a detailed record of all planning applications, the Council's responses, and the final decision in the Parish Council's Planning Log and in the minutes of the meetings.



11. Conduct at Committee Meetings

Committee members are expected to always abide by the WPC Code of Conduct.

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

All Councillors must:

- **respect other members' right to express their opinions**
- **not interrupt members or officers when they are speaking**
- **consider all views before concluding on an item on the agenda**

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote on.

*** In this document where marked, "Clerk" should be read as "Clerk or their delegated officer".**

Last Review Date: 7th May 2024



ITEM 13f – STAFFING COMMITTEE

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select no less than five and no more than eight councillors excluding the Chair and Vice Chair who are ex-officio members of this committee.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Staffing Committee

1. Authority

The Staffing Committee is appointed by and is solely responsible to Wendover Parish Council (WPC). The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers. The Committee will meet monthly except in August unless items for the agenda are insufficient.

2. Membership

All members of the Committee will be WPC Councillors.

The membership of the Committee will be reviewed annually but will consist of no less than **five and no more than eight Councillors**. A quorum at the Committee meeting will consist of no fewer than **three Councillors**. The Chair and Vice Chair of the Council will automatically be ex officio members of the Committee with full voting rights if in attendance making the maximum in attendance 10 Councillors.

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

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

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

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



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

3. Chair of the Committee

At its first meeting, following the Annual Council Meeting, the Committee will elect a Chair to preside at its coming meetings. The Committee will then elect a Vice Chair to the Committee. The Vice Chair cannot be the Chair of Council or a Chair of another Committee.

In the absence of the Chair of the Committee, if present the Vice Chair will preside. If the Vice Chair of the Committee is not present at the meeting the Chair of Council will preside.

In the absence of the Chair of the Committee, the Vice-Chair of Committee and the Chair of Council then first order of business of that meeting will be the nomination, by a show of hands, of a Chair to preside at that meeting. In this occurrence the Committee should consider carefully whether to proceed if it is quorate.

If, by January, the Vice Chair has not chaired a meeting, the Chair of the Committee should consider if it is practical to waive their right to chair the next ordinary meeting. The Chair of the Committee would consider the business being discussed and the frequency of the meetings before waiving this right to Chair.

If the numbers of Councillors do not permit the role of vice chair can remain unelected. This will be noted in the minutes and this decision reviewed should the number of councillors change.

4. Agenda Setting

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

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

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

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

5. Record of Proceedings

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

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

6. Public exclusion

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

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

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



7. Responsibilities

Primary Purpose: To examine and recommend to the Council where necessary any maintenance and improvements to the staff assets of the Parish.

The Staffing Committee has the following specific duties: -

- a) To consider and to deal with, on behalf of the Council, all staffing matters relating to the staff and volunteers of the Council including staff welfare.
- b) To consider all matters relating to HR and Health and Safety regulations
- c) To monitor and effect compliance with any relevant regulations, policies and statutes under advice from the Clerk* or a professional where needed.
- d) To formulate a budget for revenue/capital expenditure on staffing for the next financial year and to recommend it to the Finance Committee to inform the setting of the precept/PSR.
- e) To make recommendations to the Council throughout the year on any capital spending.
- f) To obtain quotes for revenue/capital expenditure subject to the permission of the Parish Council.
- g) To encourage development and wellbeing of the staff through training and annual appraisals.
- h) To report and provide updates on all serious matters to the full Council in confidential session until the matter(s) are closed.

8. Delegated power

The Committee makes recommendations to the Council regarding the matters it debates. The Committee is however given delegated power with regards to the following activities;

- a) To authorise any staffing expenditure provided budget is available under the appropriate heading to cover all costs.
- b) To employ temporary or permanent staff
- c) To arrange future meetings of the Committee
- d) To co-opt new members onto the Committee
- e) To accept apologies from Committee members
- f) To resolve to accept the minutes of the Committee
- g) To establish sub-committees and working groups and to appoint advisers as and when necessary to assist in its work.
- h) To delegate powers to the Clerk. (It was **RESOLVED** during the November 2018 Staffing Meeting to delegate all HR related issues to the Clerk. The Clerk will keep the Staffing Committee informed on all events through the Chair of the Parish Council and the Chair Staffing Committee)
- i) The Chair of the Staffing Committee will undertake any performance reviews and the annual appraisal of the Clerk and report results back to the Committee.

Where the Council believes it to be appropriate, it may resolve to delegate additional specific decisions to the Committee.

9. Public Participation

Committee meetings are held in public but are not 'public meetings'. The meetings are open to the public unless their presence would be prejudicial to the public interest by reason of the confidential nature of the business, or items of business to be transacted. The public's exclusion from part or all of a meeting will be by a resolution which shall give the reason(s) for the public's exclusion.

The period of time which is set aside for public participation is at the Committee Chair's discretion but in general will not exceed 15 minutes. Individuals will have a maximum of 3 minutes each. Further information can be found in the Standing Orders of Wendover Parish Council.

10. Conduct at Committee Meetings

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

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



All Councillors must:

- respect other members' right to express their opinions
- not interrupt members or officers when they are speaking
- consider all views before coming to a conclusion on an item on the agenda

Clear and concise resolutions are required at all times to avoid ambiguity in the minutes and to ensure that the intention of the resolution is conveyed to the members for them to vote.

*** In this document where marked, "Clerk" should be read as "Clerk or appointed member of staff"**

Last Review Date: 7th May 2024



ITEM 13g – STRATEGIC PLANNING STEERING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS



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

Steering groups are not required to meet in public as no formal decisions are made by a 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

Last Review Date: 7th May 2024



ITEM 13h – TRANSPORT WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Transport Working Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Responsibilities

Primary Purpose: To examine and recommend matters relating to the Transport Working Group:

Specifically, the working group should aim: -



- To work with others to determine workable solutions to mitigate the noise nuisance, speed and air pollution of motor vehicles in and around Wendover.
- To work with others to mitigate the noise nuisance and speed of motor vehicles using the A413 Wendover Bypass.
- Follow up with informal community consultation to develop proposals for 20mph speed limits within the village for WPC to consider with the Unitary Council.
- To work with others, in particular the governing bodies and parent organisations of impacted schools, to develop solutions to the traffic concerns in Manor Road/Wharf Road.
- To work the others to facilitate the expanded use of electric vehicles (E'V's) in the Parish.
- To work with Buckinghamshire Council on the county wide parking review and oversee the parking needs within the Parish.

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

Last Review Date: 7th May 2024



ITEM 13i – BIODIVERSITY AND SUSTAINABILITY WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Biodiversity and Sustainability 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

Last Review Date: 7th May 2024



ITEM 13j – EVENTS WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Events Working Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Objectives

Primary Purpose: To examine and recommend matters relating to events organised by Wendover Parish Council



Specifically, the working group should aim to: -

- a) Consider the current events programme and look to ways they can be improved for the benefit of the community.
- b) Consider the scheduling of events throughout the year so it supports other community events and does not clash with any major community efforts.
- c) Consider new events and attractions to recommend to Amenities Committee.

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

Last Review Date: 7th May 2024



ITEM 13k – OPEN SPACES WORKING GROUP

BROUGHT BY

Council

SUMMARY

To consider the Terms of Reference and select at least two members of this working group

PARISH COUNCIL BACKGROUND

N/A

DETAILS

Terms of reference for the Wendover Parish Council Open Spaces and Skate Park Working Group

1. Authority

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

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

2. Membership

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

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

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

3. Chair of the Working Group

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

4. Agenda Setting

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

5. Record of Proceedings

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

6. Objectives

Primary Purpose: To examine and recommend matters relating to the WPC Open Spaces and Skate Park:



Specifically, the working group should aim to: -

- a) Consider the current Open Spaces and Play Parks and comment on the usage and equipment.
- b) Consider improving the facilities and equipment. Where possible this should include contractor recommendations and associated costs.
- c) Consider establishing a replacement Skate Park. This should include identifying a suitable location and recommendations on the type of equipment.

8. Public Participation

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

9. Conduct by working group members

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

Although debate at meetings is often less formal than at the Council meeting, members of the group may, at the discretion of the 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

Last Review Date: 7th May 2024



ITEM 14a – EXTERNAL BODIES - REPRESENTATIVES

BROUGHT BY

Council

SUMMARY

To consider representatives to liaise with external bodies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Representatives are to be elected to the following external groups. Representatives should report back to Council after every meeting of the external group. Groups to be appointed a representative are as follows:

RAF Halton Stakeholders

Buckinghamshire Council Community Board (Wendover and Villages)

BMKLAC Parish Liaison Meetings

Climate Action Wendover

HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)

Lionel Abel Smith Trust - see note below

Wendover Action Group (Community Car)

Wendover Business Group

Wendover Canal Trust

Wendover Churchyard Care Committee

Wendover Community Library Management Committee

Wendover Memorial Hall

Wendover Youth Centre

The Lionel Abel Smith Trust has requested that for continuity Sheila Bulpett remain as the liaison as there is no extra space for a new councillor and the LAST trustees are normally appointed on 3 year terms

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council appoints Councillors to liaise with the external bodies listed in this paper



ITEM 14b – EXTERNAL BODIES – LEGAL AGREEMENTS

BROUGHT BY

Council

SUMMARY

To consider and review legal agreements with external bodies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The following is a list of the legal agreements with external bodies and a summary of the agreement. This list adds to the agreements with providers covered under 9(e) Direct Debits and under 15 c) Insurance cover. The legal agreements have been sent in confidence to Council as they contain commercially sensitive information and personal data.

Allotment Holders – tenancy agreements for the plots

Rumseys – License to use a section of the Manor Waste for outdoor seating

Sweeneys – License to use a section of the Manor Waste for post lockers

Wendover Cricket Club – Lease agreement for the ground at the Witchell park

Wendover Rifle Club – Lease agreement of a section of land at Hogtrough lane, currently being amended to include hedging off the land.

Wendover Shed – Tenancy agreement for a section of land at Hogtrough Lane

Supportis – 3 year deal to cover HR and Health and Safety Advice and Consultancy – currently up for renewal in June 2027

AJG Gallagher – 3 year deal on insurance cover which is up for renewal in October 2026

Chiltern Society – Landowner agreement for works done on the CLAW Wildbelt

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves all of the current legal agreements.



ITEM 15a – REVIEW OF STANDING ORDERS

BROUGHT BY

Council

SUMMARY

To consider and review the Standing Orders.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The standing orders were reviewed against latest guidance at the meeting on 1st April 2025 and updated. The current regulations can be viewed at https://www.wendover-pc.gov.uk/files/ugd/d53ac8_d90c816530ed4bdabd7c8f25cd35d8da.pdf

Since that meeting further guidance has been issued by NALC and it is recommended that we adopt. The changes shown in the new NALC model regulations are as follows:

The changes to bring in line with the model financial regulations are to the following sections of the latest version of our current standing orders.

18.a.v,
18.c,
18.d
18.f

Model Standing Order 14 has also been updated to better reflect Code of Conduct requirements. MSO 14.a-c have been removed.

The language in the document has been updated so it uses gender-neutral terms.

Standing orders are shown in the appendix to this paper.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Standing Orders.



STANDING ORDERS 2025 (ENGLAND)



<u>1. RULES OF DEBATE AT MEETINGS</u>	74
<u>2. DISORDERLY CONDUCT AT MEETINGS</u>	75
<u>3. MEETINGS GENERALLY</u>	76
<u>4. COMMITTEES AND SUB-COMMITTEES</u>	79
<u>5. ORDINARY COUNCIL MEETINGS</u>	80
<u>6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES</u>	81
<u>7. PREVIOUS RESOLUTIONS</u>	82
<u>8. VOTING ON APPOINTMENTS</u>	82
<u>9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER</u>	82
<u>10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE</u>	83
<u>11. MANAGEMENT OF INFORMATION</u>	84
<u>12. DRAFT MINUTES</u>	84
<u>13. CODE OF CONDUCT AND DISPENSATIONS</u>	85
<u>14. CODE OF CONDUCT COMPLAINTS</u>	86
<u>15. PROPER OFFICER</u>	87
<u>16. RESPONSIBLE FINANCIAL OFFICER</u>	88
<u>17. ACCOUNTS AND ACCOUNTING STATEMENTS</u>	88
<u>18. FINANCIAL CONTROLS AND PROCUREMENT</u>	89
<u>19. HANDLING STAFF MATTERS</u>	90
<u>20. RESPONSIBILITIES TO PROVIDE INFORMATION</u>	91
<u>21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION</u>	91
<u>22. RELATIONS WITH THE PRESS/MEDIA</u>	91
<u>23. EXECUTION AND SEALING OF LEGAL DEEDS</u>	92
<u>24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS</u>	93
<u>25. RESTRICTIONS ON COUNCILLOR ACTIVITIES</u>	93
<u>26. STANDING ORDERS GENERALLY</u>	93



REVIEW AND AMENDMENT RECORD

Reviewer/Amender	Date	Amendments
Full Council	01/05/2018	Adoption
Full Council	04/09/2018	Amendments as suggested by NALC briefing July 2018. SO 17, 21, 15 (b) (ix) and 18 amended.
Full Council	07/05/2019	Section 15.b.ix DPO
Full Council	05/05/2020	Reviewed no changes
Full Council	17/05/2021	Reviewed no changes
Full Council	03/05/2022	Changed Chairman to Chair throughout
Full Council	07/06/2022	Reviewed against NALC 2022 Model – Gender neutral changes and 18.c Contracts
Full Council	02/05/2023	Reviewed no changes
Full Council	07/05/2024	Reviewed no changes
Full Council	01/04/2025	Internal audit guidance on changes to SO 18 approved
Full Council	06/05/2025	New NALC model SO published and merged into SO

NOTE:

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Standing orders not in bold are designed to help the council operate effectively but they do not contain statutory requirements, so they may be adopted as drafted or amended to suit the council's needs.

For convenience, the word "councillor" is used in these standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.



RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;



- iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed () minutes without the consent of the chair of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.



MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of



the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors



who are absent;

- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.



- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall
- be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and



- xii. may dissolve a committee or a sub-committee.

ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;



- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**



- c The chair of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chair of a committee or a sub-committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee or the sub-committee, any 2 members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion



resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);



- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate



record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the



dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area;**
or
 - iii. **it is otherwise appropriate to grant a dispensation.**

CODE OF CONDUCT COMPLAINTS

- a **Upon notification by the Principal Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**



PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it;
- iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);



- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair, or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and



- ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below £60,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;



- v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing committee or, if they are not available, the vice-chair (if there is one) of the Staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Staffing committee at its next meeting.
- c The chair of the Staffing Committee or in their absence, the Chair of Council shall upon a resolution conduct a review of the performance and annual appraisal of the work of the senior member of staff – currently the Clerk and Responsible Finance Officer. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in his/her/their absence, the chair of the Council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter relates to the chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution of the Council
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).



RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.



EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures**

The above is applicable to a Council without a common seal.



COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 5 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e



ITEM 15b – REVIEW OF FINANCIAL REGULATIONS

BROUGHT BY

Council

SUMMARY

To consider and review the Financial Regulations

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Financial Regulations have been updated in the current financial year to bring in line with the NALC model regulations. There are no further recommendations.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Financial Regulations.



**WENDOVER PARISH COUNCIL
FINANCIAL REGULATIONS
MAY 2025**



WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS

Contents

1	WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS	96
	Contents	96
1.	<u>General</u>	97
2.	<u>Risk management and internal control</u>	98
3.	<u>Accounts and audit</u>	99
4.	<u>Budget and precept</u>	100
5.	<u>Procurement</u>	101
6.	<u>Banking and payments</u>	102
7.	<u>Electronic payments</u>	103
8.	<u>Cheque payments</u>	104
9.	<u>Payment cards</u>	105
10.	<u>Petty Cash</u>	105
11.	<u>Payment of salaries and allowances</u>	105
12.	<u>Loans and investments</u>	106
13.	<u>Income</u>	106
14.	<u>Payments under contracts for building or other construction works</u>	107
15.	<u>Assets, properties and estates</u>	107
16.	<u>Insurance</u>	107
17.	<u>Charities</u>	107
18.	<u>Suspension and revision of Financial Regulations</u>	108
2	Appendix 1 - Tender process	109

These Financial Regulations were adopted by the Council at its meeting held on 6/5/2025.



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.



1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**



- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the Council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and



- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council Staffing Committee at least annually before December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Staffing.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council Finance Committee} not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**



- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or Finance committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



- iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- The Clerk, under delegated authority, for any items below £1000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of Finance committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
 - in respect of grants, a duly authorised committee (Finance Committee or Council) within any limits set by council and in accordance with any policy statement agreed by the Council.
 - the Council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter. This clause would include seeking legal advice to present to Council.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council or relevant committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. The Clerk shall approve any order for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed every two years for security and efficiency.



- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. The Clerk will indicate that this process is completed via the attachment of the invoice cover slip (the green sheet)
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or card, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the authorising committee resolves to use a different payment method.
- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments (as set out in 6.6) shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the relevant committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
 - iv. Fund transfers within the councils banking arrangements in line with the provisions set out in the Investment and Deposits Policy.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The Council, or committee, shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a



number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves save for a pre- approved payroll run.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online after approval at the relevant meeting. The list of payments for approval together with copies of the relevant invoices, shall have been seen by the authorised signatories at that relevant meeting.
- 7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online. This is currently held online on the banking system and the Service Administrator should provide that information to Council or the Finance Committee on request.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by electronic bank transfer (such as BACS, CHAPS or FPI) by resolution of the relevant committee in advance. Each payment should be approved online by two authorised bank signatories. The approval of the use of electronic transfer shall be reviewed should there be any concern as to payment errors or security threat.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and that check notified to the Chair of Finance. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.
- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities (other than sites requiring separate identity verification or 2 factor authentication) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by authorised members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.



- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy and to be approved by Council before re-imburement.

10. Petty Cash

- 10.1. The Council shall aim to reduce the need for a petty cash float. The Clerk shall maintain a petty cash float/imprest account of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee, The Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the



cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made, normally towards the end of the payroll year.

11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4. All investment of money under the control of the council shall be in the name of the council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.

13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to



meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council or Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

17. Charities

- 17.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law



and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



ITEM 15c – REVIEW OF INVESTMENTS AND DEPOSITS POLICY

BROUGHT BY

Council

SUMMARY

To consider and review the Investments and Deposits policy

PARISH COUNCIL BACKGROUND

n/a

DETAILS

This policy has been reviewed with respect to risks of not being covered by FSCS compensation in Aug 2024 and there is no recommendation to change this policy. (see appendix below)

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

That Wendover Parish Council reviews and approves the Insurance Cover



Investment and Deposit Policy

Policy Statement

Wendover Parish Council acknowledges the importance of prudently saving, depositing and investing any surplus funds held on behalf of the community.

Parish Councils have the power to invest surplus funds under the Local Government Act 2003 which states that a local authority may invest:

- a. For any purpose relevant to its functions under any enactment.
- b. For the purpose of prudent management of its financial affairs.

The priorities for any investment or depositing decision by Wendover Parish Council shall be:

- c. Ensuring prudent investment of funds.
- d. The need to meet cash flow requirements to ensure adequate liquidity of its investments to ensure operational efficiency.
- e. Ease of operation, monitoring and reporting.
- f. The limitations of the Financial Services Compensation Scheme (FSCS).
- g. The financial risk rating of the organisation holding the Parish Council's fund

Guidance

This policy complies where applicable with the revised requirements set out in statutory guidance and considers Section 15(1)(a) of the Local Government Act 2003 and guidance within the Governance and Accountability for Local Councils Practitioners' Guide 2020 and should be read in conjunction with the Council's Financial Regulations.

1. Wendover Parish Council's bank account from which payments for expenditure is currently made by cheques, direct debit and debit card payments shall be maintained with a UK clearing bank.
2. All deposits and investments will be made in sterling.
3. As a principle, funds will be distributed between several organisations, to minimise any loss in the event of failure of a single institution.
4. The purpose of surplus funds held by Wendover Parish Council is to provide:
 - i) A general reserve with sufficient liquidity to cover 4 months of normal expenditure.
 - ii) Earmarked reserves for capital or other identified projects.
5. Monthly statements of any deposits or investments (including any reconciliation reports) and balance sheet will be reviewed by Finance and Council and will be available to view on the Council's website.
6. The Council does not employ in-house or externally any financial advisors but will rely on information which is publicly available.



DEPOSITS

7. The financial regulations will differentiate between deposits and investments. If the Council Qualifies for Financial Services Financial Scheme (FSCS)
 - i) Funds will only be deposited and invested with institutions that are covered by the Financial Services Compensation Scheme which currently provides protection on up to £85,000.
 - ii) Funds will be held with at least two different financial organisations
 - iii) The organisations with whom funds are held shall have a minimum credit rating of bbb-
 - iv) The Clerk will have authority to move funds between accounts to maximise interest and minimise the risk within these guidelines.
 - a. The Clerk shall notify the Chair and Chair of Finance of the movement
 - b. The Council shall receive a statement of the deposit accounts at each meeting under the financial reports
8. If the Council does not qualify for Financial Services Financial Scheme (FSCS)
 - i) Funds will only be deposited and invested with institutions that have an acceptable risk level
 - a. For any organisation with a risk rating of A- upwards it shall place a maximum of £85000 per organisation
 - b. For any organisation with a risk rating of BBB- or upwards it shall place a maximum of £50000 per organisation
 - c. It shall not place any deposits within organisations with a risk rating below BBB-
 - ii) Funds will be held with at least two different financial organisations
 - iii) The organisations with whom funds are held shall have a minimum credit rating of bbb-
 - iv) The Clerk will have authority to move funds between accounts to maximise interest and minimise the risk within these guidelines.
 - a. The Clerk shall notify the Chair and Chair of Finance of the movement
 - b. The Council shall receive a statement of the deposit accounts at each meeting under the financial reports

INVESTMENTS

9. Typical investment period will be: 1, 3 or 6 months.
10. Long term investments are defined as over 12 months. Should the Council wish to invest in a long-term investment, it must identify the procedures for monitoring, assessing and mitigating the risk of loss.
11. Investments and deposits are overseen by the Finance Committee, via its quarterly meetings, or a full council meeting, whichever is first. The Council is ultimately responsible for its investment and safeguarding of funds.

This policy will be reviewed every year.

Document History

Drafted by Parish Clerk	10/11/2016	(version 1)
Review Finance Committee	14/11/2016	(version 1)
Approved and Adopted by Parish Council	05/12/2016	(version 2)
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Reviewed by Parish Council	07/05/2024	(version 4)
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Reviewed by Full Council	06/05/2025	(version 5)



ITEM 15d – REVIEW OF CURRENT INSURANCE COVER

BROUGHT BY

Council

SUMMARY

To consider and review the Insurance Cover

PARISH COUNCIL BACKGROUND

n/a

DETAILS

A summary of the insurance cover, including vehicle insurance has been sent via email to Councillors and is available by contacting clerk@wendover-pc.gov.uk

It is noted that the specifics of any insurance deal are dealt with at renewal.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Insurance Cover



ITEM 15e – REVIEW OF COMPLAINTS PROCEDURE

BROUGHT BY

Council

SUMMARY

To consider and review the Complaints procedure

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The Complaints procedure was significantly reviewed 2023/24 and it is in line with best practice. It is proposed that Council make no amendments to the current policy. The procedure is shown in the appendix.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Complaints Procedure



COMPLAINTS PROCEDURE

2025



Introduction

Wendover Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. Complaints are valuable because they provide a chance to put things right if there has been an error, and to make sure that the same mistake is not repeated.

It is essential that complaints be dealt with positively. The Council is anxious to hear people's comments and committed to making full use of complaints information to contribute to continuous service improvement. Important information about areas for improvement can be obtained both from a single complaint and from patterns of complaints, highlighted by detailed monitoring. If you are dissatisfied with the standard of service you have received from Wendover Parish Council or are unhappy about an action or lack of action by us, this Complaints Procedure sets out how you may complain to the Council and how we shall try to resolve your complaint.

The Local Government Organisation confirms that a good complaints system is:

- well publicised, easily accessible and easy to use;
- helpful and receptive;
- not adversarial;
- fair and objective;
- based on clear procedures and defined responsibilities;
- thorough, rigorous and consistent;
- decisive and capable of putting things right where necessary;
- sensitive to the special needs and circumstances of the complainant;
- adequately resourced;
- fully supported by councillors and officers;
- provides responses that are proportionate; one size does not fit all;
- timely; and
- regularly analysed to spot patterns of complaint and lessons for service improvement

Wendover Parish Council is committed to following these principles.

Definition of a Complaint

'A complaint is an expression of dissatisfaction ... about the council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council.'

What the complaints procedure will deal with:

The complaints procedure will deal with matters of maladministration, which is if the Parish Council does something the wrong way, fails to do something it should do or does something it should not do. Some examples include:

- neglect or unjustified delay
- malice, bias, or unfair discrimination
- failure to tell people their rights
- failure to provide advice or information when reasonably requested
- providing misleading or inaccurate advice
- inefficiency, ineffectiveness, bad and unprofessional practice or conduct

What the complaints procedure will not deal with:

- complaints for which there is a legal remedy or where legal proceedings already exist



- complaints about employment matters, complaints by one Council employee against another Council employee, or between a Council employee and the Council as employer as the Council operates alternative procedures to deal with grievances or disciplinary matters against staff.
- complaints against Councillors. Complaints against individual Councillors will be referred to the Monitoring Officer of Buckinghamshire Council. Further information about this process may be obtained from the Monitoring Officer of Buckinghamshire Council.

When a complaint is made against a local council, member(s) of the council or staff are likely to be mentioned or complained about. However, a complaint against a council should be treated as a complaint against the body corporate of the council, not as a complaint against individual employees or member(s) of the council. For clarity, a complaint against a council that involves a complaint about the conduct of its employees must be handled in accordance with its complaints procedure. If following the outcome of the complaint, the Council decides that there may be a need to take disciplinary action, this should be in accordance with the Council's disciplinary procedure.

Equal Opportunities

The Council is committed to equal opportunities. Complaint's feedback will be used to highlight discriminatory practices, and to promote equality of opportunity. Complaints by members of the public of discrimination and/or harassment against the Parish Council will be dealt with through the complaints procedure unless it is a complaint that should be dealt with through a statutory procedure.

Data Protection Act 2018 (also known as GDPR)

The Data Protection Act 2018 must be complied with when dealing with a complaint and the complainant's personal details. By making a formal complaint with the Parish Council, individuals are deemed to be giving consent for their personal data to be used in accordance with the Data Protection Act 2018 and the Parish Council's Information and Data Protection Policy. Personal information provided will only be used for the purpose for which it has been given and may be shared with a third party if the Parish Council deems that it will assist in resolving the issue raised.



Stages of the Procedure

General Principles

1. Complaints sometimes arise due to a misunderstanding or a misconception. It is recommended that in the first instance the complainant discusses their concerns informally with either the Clerk or the Chair of the Council or the source of the complaint[.]. Such action does not prevent the complainant following the formal complaints procedure as set out below.
2. The appropriate time for influencing Council decision-making is by raising concerns before the Council debates and votes on a matter. This may be done by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise concerns in the public participation section of Council meetings.
3. If anyone is unhappy with a Council decision, they may raise their concerns with the Council, but Standing Orders prevent the Council from reversing decisions for six months from the date of the decision (Section 7.a), unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
4. The following stages of the procedure are designed to provide the complainant with a thorough and fair means of redress and to provide a framework for officers to work within.
5. The LGO recommends that any process takes no longer than 12 weeks from receipt to resolution. Clearly, some flexibility may be required to deal with lengthier and more complex complaints, and this should be explained to the complainant as the investigation proceeds.

Everyday problems, queries and comments

6. The Council receives queries, problems and comments as part of its day-to-day running, and they should not all be regarded as complaints. These are routine and expected and are generally resolved quickly to the customer's satisfaction.
7. If someone is dissatisfied with the original service or response they received and wishes to take the matter further then the issue should be recognised as a complaint.

Informal Complaint

8. During the course of daily business, minor complaints are made to officers about the services we provide. Staff at the Clock Tower will usually deal with these.
9. It is not appropriate for every comment to be treated as a formal complaint. Every effort should be made to deal with these problems immediately, either by providing information, instigating the appropriate action or explaining a decision.

Formal Complaint (Stage 1)

10. Anyone who is dissatisfied with informal resolution may wish to make a formal complaint directly or may be unsatisfied with the outcome of an informal complaint and may wish to take the matter further. Any move to a formal complaint must be made in writing. This will be recorded as a complaint and passed to the appropriate officer to investigate, normally the Clerk.



11. An investigation will be carried out to:
 - see if there is a case to answer
 - make sure everyone is treated fairly
 - gather evidence from all sides
 - help the Council to see what should happen next
12. At any stage the Council and Complainant can review if the formal process needs to continue, or the issue can be taken to an informal resolution.

Recommended steps of the stage 1 investigation

13. Any accommodation required by the Complainant for them to make their complaint will be discussed and reasonable adjustments incorporated into the steps of the investigation. This will be an accommodation that enables a Complainant to engage with the process, where they would normally be unable to engage because of a medical or mental health condition or other issue covered by the Equality Act 2010 (Disability) Regulations 2010. Where this procedure refers to reasonable accommodation it is this interpretation that is being referenced.

Before processing a complaint

14. The complaint, any evidence and the desired outcome will be requested from the complainant in writing. A receipt acknowledging the complaint will be made in writing within 5 working days. It will outline the process and the timeframe.
15. The complainant must be asked at the outset to confirm if they want the complaint to be treated confidentially. Even if complainant waives their right to confidentiality, the council must comply with its obligations under the Data Protection Act 2018 to safeguard against the unlawful disclosure of personal data.
16. The council's Complaints procedure should be made accessible to the complainant. In any event, it should be well publicised and accessible via the council's website. A council's complaints procedure should confirm the following information.

The investigation

17. The investigating officer will need to investigate the facts of the complaint and collate relevant evidence.
 - a) The Complainant will be offered the opportunity to provide all their information and evidence in writing. Any evidence offered by the Council will be collected and shared with the Complainant. Some information will need to be redacted to ensure compliance with the obligations of the Data Protection Act 2018. At this stage this information shall also be marked as confidential for the complainant only.
 - b) The complainant and the investigating officer will be given an opportunity to read the evidence and ask further questions or request further information. Where additional information from third parties is required this shall be treated as confidential information and only shared with the Complainant with express consent.
 - c) The investigation will, at this stage, be conducted exclusively through written communications unless an accommodation is required for accessibility.

The Complaint outcome

18. The investigating officer will review the complaint, it will consider all the evidence presented and the legal obligations, policies and standing orders that guide how the Parish Council should operate and what remedy is required to resolve the complaint.
19. The complaint should be broken down where relevant so that it can be considered in parts. Each part will either be upheld, upheld in part or dismissed.



20. The investigating officer will then decide on any required remedy where a complaint is upheld or upheld in part. In principle the remedy should seek to offer a remedy which, as far as possible, puts the complainant back in the position they would have been but for the matters complained of.
21. If the matters complained about have caused the complainant to suffer financial loss, the investigating officer may want to offer financial compensation. This will need to be approved through the Complaints Committee and Councils payment approval processes.
22. Any offer or acceptance of financial compensation should confirm the council's payment is full and final settlement of the dispute and any claims which the complainant has against the council and without admission of legal liability.

After the complaint has been decided

23. Within the timeframe specified in the council's complaint's procedure, the investigating officer should write to the complainant to confirm whether it has upheld the complaint. This should give reasons for its decision together with details of any action to be taken, if this appropriate.
24. The Complaints Committee will be informed of the outcome only and not the details of the investigation. Likewise Council will note that a complaint has been considered, the outcome and that a response issued to the Complainant. There shall be no public report.

Timescales

25. The Council will aim to keep to the following timescales:
 - Complaint Acknowledged and Summary of process/complaints policy notified 5 working days
 - Investigation completed 21 working days
 - or progress reports issued 21 working day intervals

Appeal

26. If the complainant is not satisfied with the Investigating Officer's response, they should be advised of their right to have the complaint referred to the Council's Complaint Committee. The complaint should confirm in writing why they remain unhappy within 10 working days of receiving the original investigation/outcome as per stage 1.

Complaints Committee (Stage 2)

27. Any accommodation required by the Complainant for them to make their complaint will be discussed and reasonable adjustments incorporated into the steps of the investigation.
28. As soon as reasonably practicable the Complaints Committee should convene. The committee will review the complaint and respond accordingly.
29. The outcome of all formal complaints dealt with by the Complaints Committee will be reported to the full Council.

Before the Complaints Committee Meeting

30. The Complainant shall be invited to attend a meeting and to bring with them a companion if they wish.
31. Unless specifically agreed as a reasonable accommodation, the companion shall be there to make notes, support and advise the Complainant. They shall not engage in the debate unless specifically asked a question, and their response shall be limited to the scope of the question asked.
32. As this is an internal process the companion shall not be a legal representative or advocate unless agreed in advance as a reasonable accommodation.
33. The complainant must be asked to reconfirm if they want the complaint to be treated confidentially. Even if complainant waives their right to confidentiality, the council must comply with its obligations under the Data Protection Act 2018 to safeguard against the unlawful disclosure of personal data.



34. The council's Complaints procedure should be sent again to the complainant.
35. The Complainant will be given an opportunity to provide additional material to that provided in the investigation. This information will be provided at least seven clear working days prior to the meeting. The Council shall provide the complainant with copies of any documentation upon which they wish to rely at the meeting and shall do so promptly, allowing the claimant the opportunity to read the material in good time for the meeting.
36. If there are other persons who can provide relevant information then they shall be called and scheduled to provide that information. They should be called into the meeting when required and leave after providing that information.

At the Complaints Committee Meeting

37. The Committee shall consider whether the circumstance of the meeting warrant the exclusion of the public and press. It is standard practice to hold the Complaints Committee in confidential session as most complaints will require discussing sensitive personal information including: Staff performance, actions of individual councillors, commercially sensitive information, details of payments, and personal details of the complainant. It would be considered exceptional for a meeting to be held in public. Any decision on a complaint and the minutes of the meeting shall be public record.
38. The Chair should introduce everyone and explain the procedure.
39. The Complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Clerk or other nominated officer and then (ii) members.
40. The Clerk or other nominated officer will have an opportunity to explain the council's position and questions may be asked by (i) the complainant and (ii) members.
41. The Clerk or other nominated officer and then the complainant should be offered the opportunity to summarise their position.
42. The Clerk or other nominated officer and the complainant should be asked to leave the room while members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back in.
43. The Clerk or other nominated officer and the complainant should be given the opportunity to wait for the decision but if the decision is unlikely to be finalised on that day, they should be advised when the decision is likely to be made and when it is likely to be communicated to them. See timescales above.

Timescales

44. The Council will aim to keep to the following timescales:
 - Panel convened within 21 working days of request for appeal
 - Investigation completed 21 working days thereafter
 - or Progress Reports issued 21 working day intervals

Resolution and Remedies

45. The aim in dealing with all complaints is to reach a resolution for the complainant, whether it is the remedy they were originally seeking or not. Where a complaint is found to be at all justified, consideration may need to be given to the question of an appropriate remedy (the Complaints Committee to make any final decision regarding remedy). An explanation or an apology will always be needed and should come from the Chair of the Complaints Committee.
46. The Complainant will receive a letter outlining a summary of the complaint, the process followed, the outcomes agreed by the Complaints Committee, and any remedies that may be offered. This letter shall be marked strictly private and confidential. The minutes of the Complaints Committee shall be published in line with other committee minutes. There will be no need to publish a separate report.



Right of Appeal to a Stage 2 Complaints Committee Outcome

47. The decision of the Complaints Committee should be considered the final stage of the internal process. The Complainant has a right to review in the following circumstances, but only if it would have significantly changed the outcome. Those circumstances are:
- That Council did not follow significant parts of the Complaints Procedure
 - That declarations of interest were not properly made and as a result the outcome would have been significantly different.
 - That significant new information is now available that was not available at the time.
48. The appeal will only be considered if it is made in writing to the Chair of the Council who should have remained independent to the process. The Chair of Council can dismiss the appeal based on it not meeting the criteria set out above and at that stage this will be considered the end of any internal complaints process and the Council will not respond to any further communication regarding that complaint.
49. Should the Chair choose to review the process a meeting should be called, with a summons to all Councillors who had not been involved in the earlier stages of the complaint.
50. The meeting can make one of the following recommendations:
- That the appeal is rejected
 - That the reason for the appeal would not make a significant difference to the current outcome.
 - That the Complaints Committee should sit and hear the complaint again and take into consideration the information presented at the appeal.
51. On rejecting the appeal, or saying it would not make a significant difference, the Complainant should be informed that this is the end of the complaints process and the Council will not respond to any further communication regarding this complaint.
52. Should the Complaints committee sit and hear the complaint again it should follow the procedure as set out in Stage 2, however there is no right of appeal to the outcome of this Complaints Committee and the decision made there is the end of the complaints process and the Council will not respond to any further communication regarding that complaint

Conflicts of Interest

53. In handling and resolving the complaint, the Clerk or other nominated officer and Council members shall pay due regard to any conflicts of interest which may exist or arise while doing so. Such conflicts of interest would normally preclude their involvement in the decision-making process.

Unreasonable and Vexations Complaints

54. Habitual or vexatious complainants can be a problem for Parish Council staff and councillors. The difficulty in handling such complainants is that they are time consuming and wasteful of resources in terms of Officer and Councillor time. While the Parish Council endeavours to respond with patience and sympathy to the needs of all complainants there are times when there is nothing further which can be done to assist or to rectify a real or perceived problem.
55. The Council has adopted the Local Government Ombudsman's definition and identified characteristics for unreasonable or unreasonably persistent complainants "For us, unreasonable and unreasonably persistent complainants are those complainants who, because of the nature or frequency of their contacts with an organisation, hinder the organisation's consideration of their, or other people's complaints".
56. The Parish Council will take steps to protect its staff from members of the public who are behaving in a way which is considered abusive and/or vexatious.
57. The Parish Council will decide if it considers a Complainant's behaviour or actions to be vexatious. In such circumstances, the Parish Council reserves the right to determine the appropriate restrictions it may apply to any individual or group of individuals, which may ultimately include exclusion from Parish Council meetings.



58. Should a complaint be deemed as vexatious then the Complainant will be informed and the Council will not respond to any further communication about that complaint.

Anonymous Complaints

59. Anonymous complaints should be referred to the Clerk, and may be dismissed at their discretion, according to the type and seriousness of the allegation.

CONTACTS

Clerk to Wendover Parish Council
Address: The Clocktower
High St
Wendover
Bucks
HP22 6DU
Telephone: 01296 623056
Email: clerk@wendover-pc.gov.uk

Document History

Reviewed at Adopted by Parish Council	6/9/22	(version 1)
Reviewed against NALC guidance and other best practice	4/4/23	(version 2)
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Reviewed and renewed by Full Council	6/5/25	(version 2)



ITEM 15f – REVIEW OF FREEDOM OF INFORMATION AND DATA PROTECTION POLICIES

BROUGHT BY

Council

SUMMARY

To consider and review the Freedom of Information Policy and Data Protection Policy

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Both policies have been reviewed in line with latest legislation, model templates and best practice. The Data Protection Policy was significantly reviewed in 2024. There is an addition of our HR support agency in our notices to staff as data may be shared with that company. It is proposed that Council make no amendments other than this minor clarification to the current policies. The policies are shown in the appendix.

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

- That Wendover Parish Council reviews and approves the Freedom of Information and Data Protection policies



Freedom of Information Policy

Wendover Parish Council is committed to complying with the provisions of the Freedom of Information Act 2000 and related legislation. This provides a general entitlement to information that the Council holds to any person subject to exemptions and conditions laid down by law.

Scope

This policy applies to all recorded information the Council holds regardless of how it was created or received. It applies no matter what media the information is stored in and whether the information may be on paper or held electronically. The Act is fully retrospective.

Dealing with Requests

The Council offers guidance and assistance to anybody who wishes to make a request for information. The Council is committed to dealing with requests within the statutory timescales of no more than 20 working days. This can be extended in specific circumstances on legal advice. However, the Council is committed to providing a prompt service.

The Council will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. Where appropriate, requests in writing will be treated as Freedom of Information requests.

There is no need for requests to indicate they are made under the Act. The Council reserves the right to refuse requests where the cost of supply of the information would exceed the statutory maximum (currently £450).

Adopting and Maintaining Publication Schemes

The Council has adopted a Publication Scheme and is committed to updating and maintaining it to keep it current and relevant. The Publication Scheme contains many of the documents, policies, plans and guidance which are regularly asked for.

Material contained within the publication scheme, and a copy of the scheme itself, is readily available. Where charges are applied these are stated in the Scheme. The scheme can be accessed via the website.

The Parish Clerk will give advice and assistance on how to use the scheme as appropriate.

Relationship with the Data Protection Act

The Council is under a legal duty to protect personal data under the Data Protection Act 1998. The Council will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former officers, members, and users of its services.

Responsibilities



The Clerk is responsible for ensuring that any request for information is dealt with under the Act and in compliance with this policy. The Clerk is also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post

Contact Details

For advice and assistance please contact the Clerk.

Email: clerk@wendover-pc.gov.uk

Telephone: 01296 623056

Further advice and information, including a full list of exemptions and advice on the public interest test, is available from the Information Commissioner's Office.

Wycliffe House, Water Lane , Wilmslow, Cheshire SK9 5AF

E: mail@ico.gsi.gov.uk W: <http://www.ico.gov.uk/>

T: 01625 545745 F: 01625 524510

Document History

Approved and Adopted	01/05/2012	(version 1)
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Reviewed by Parish Council	07/05/2024	(version 2)
Reviewed by Parish Council	06/05/2025	(version 2)



Data Protection Policy

Wendover Parish Council (the Council) processes personal data about our employees, clients, customers and other individuals for a variety of business purposes and in the exercise of official authority. This might include names, addresses, telephone numbers etc.

This policy sets out how the Council seeks to protect personal data and ensure that staff and council members understand the rules governing their use of personal data to which they have access in the course of their work.

This policy is underpinned by the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR) and is informed by guidance from the Information Commissioner's Office (ICO).

This policy contains:

- the data protection principles with which the Council must comply;
- what is meant by personal information (or data) and sensitive personal information (or data);
- how we gather, use and (ultimately) delete personal information and sensitive personal information in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection;
- the consequences of failure to comply with this policy.

The appendices contain:

- The privacy notices (for the general public and the staff/Councillors)
- The details of the data we collect, store and process and the legal basis for that

Policy Statement

- Wendover Parish Council in the course of its work will collect, process and store personal data. The Council takes this seriously and is committed to meeting its obligations under the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR)
- Wendover Parish Council will seek to follow best practice for data protection as set out in guidance to the sector and from the Information Commissioners Office.

Other linked policies:

Information Security Policy



Implementation of the policy

3 Introduction

- 3.1 The Council obtains, keeps and uses personal information (also referred to as data) about, for example, job applicants, Councillor contact details, allotment tenants and sets out privacy notices that set out how this data is used and the data table sets out in detail the data we store and process and our legal basis for doing so.
- 3.2 This policy sets out how the Council complies with its data protection obligations and seeks to protect personal information. Its purpose is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of personal information to which they may have access in the course of their work.
- 3.3 The Council is committed to complying with its data protection obligations, and to being concise, clear and transparent about how it obtains and uses personal information relating to its workforce, and how (and when) it deletes that information once it is no longer required.
- 3.4 The Council will nominate a data protection lead who will be the Clerk unless otherwise specified. The data protection lead is responsible for informing and advising the Council and its staff on its data protection obligations, and for monitoring compliance with those obligations and with the Council's policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the data protection lead at the Clock Tower.

4 Scope

- 4.1 This policy applies to any personal information that the Council collects, processes and stores as set out in the appendices
- 4.2 Staff should also refer to the Council's Information Security Policy.
- 4.3 The Council will review and update this policy in accordance with its data protection obligations. It does not form part of any employee's contract of employment and the Council may amend, update or supplement it from time to time. The Clerk will circulate any new or modified policy to staff when it is adopted.

5 Definitions

criminal records information	means personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures;
data breach	means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information;
data subject	means the individual to whom the personal information relates;
personal information	(sometimes known as personal data) means information relating to an individual who can be identified (directly or indirectly) from that information;
processing information	means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with it;
pseudonymised	means the process by which personal information is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to technical and organisational measures to ensure that the personal information cannot be attributed to an identifiable individual;
sensitive personal information	(sometimes known as 'special categories of personal data' or 'sensitive personal data') means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetics information, biometric information (where used to identify an



	individual) and information concerning an individual's health, sex life or sexual orientation.
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6 Data protection principles

6.1 The Council will comply with the following data protection principles when processing personal information:

- 6.1.1 we will process personal information lawfully, fairly and in a transparent manner;
- 6.1.2 we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
- 6.1.3 we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
- 6.1.4 we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
- 6.1.5 we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed; and
- 6.1.6 we will take appropriate technical and organisational measures to ensure that personal information are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

7 Basis for processing personal information

7.1 In relation to any processing activity the Council will, before the processing starts for the first time, and then regularly while it continues.

- 7.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
 - (a) that the data subject has consented to the processing;
 - (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) that the processing is necessary for compliance with a legal obligation to which the Council is subject;
 - (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person;
 - (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority;
 - (f) that the processing is necessary for the purposes of legitimate interests of the Council or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the data subject—see clause **Error! Reference source not found.** below.
- 7.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
- 7.1.3 document its decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;
- 7.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notice(s);
- 7.1.5 where sensitive personal information is processed, also identify a lawful special condition for processing that information (see paragraph **Error! Reference source not found.** below), and document it; and
- 7.1.6 where criminal offence information is processed, also identify a lawful condition for processing that information, and document it.



- 7.2 When determining whether the Council’s legitimate interests are the most appropriate basis for lawful processing, it will:
- 7.2.1 conduct a legitimate interest assessment (LIA) and keep a record of it, to ensure that we can justify our decision;
 - 7.2.2 if the LIA identifies a significant privacy impact, consider whether it also needs to conduct a data protection impact assessment (DPIA);
 - 7.2.3 keep the LIA under review, and repeat it if circumstances change; and
 - 7.2.4 include information about its legitimate interests in the relevant privacy notice(s).
- 8 Sensitive personal information**
- 8.1 Sensitive personal information is sometimes referred to as ‘special categories of personal data’ or ‘sensitive personal data’.
- 8.2 The Council may from time to time need to process sensitive personal information. It will only process sensitive personal information if:
- 8.2.1 It has a lawful basis for doing so as set out in paragraph **Error! Reference source not found.** above, e.g. it is necessary for the performance of the employment contract, to comply with the Council’s legal obligations or for the purposes of the Council’s legitimate interests; and
 - 8.2.2 one of the special conditions for processing sensitive personal information applies, e.g.:
 - (a) the data subject has given explicit consent;
 - (b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Council or the data subject;
 - (c) the processing is necessary to protect the data subject’s vital interests, and the data subject is physically incapable of giving consent;
 - (d) processing relates to personal data which are manifestly made public by the data subject;
 - (e) the processing is necessary for the establishment, exercise or defence of legal claims; or
 - (f) the processing is necessary for reasons of substantial public interest.
- 8.3 Before processing any sensitive personal information, staff must notify the Clerk of the proposed processing, in order that the Clerk may assess whether the processing complies with the criteria noted above. If the Clerk is in any doubt they must seek appropriate advice.
- 8.4 Sensitive personal information will not be processed until:
- 8.4.1 the assessment referred to in paragraph **Error! Reference source not found.** has taken place; and
 - 8.4.2 the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.
- 8.5 The Council’s data protection privacy notices sets out the types of sensitive personal information that the Council processes, what it is used for and the lawful basis for the processing.
- 9 Data protection impact assessments (DPIAs)**
- 9.1 Where processing is likely to result in a high risk to an individual’s data protection rights (e.g. where the Council is planning to use a new form of technology), it will, before commencing the processing, carry out a DPIA to assess:
- 9.1.1 whether the processing is necessary and proportionate in relation to its purpose;
 - 9.1.2 the risks to individuals; and
 - 9.1.3 what measures can be put in place to address those risks and protect personal information.
- 9.2 Before any new form of technology is introduced, the manager responsible should therefore contact the Clerk in order that a DPIA can be carried out.



- 9.3 During the course of any DPIA, the employer will seek the advice of the Clerk and the views of a representative group of employees and any other relevant stakeholders.
- 9.4 A checklist for whether to employ a DPIA is included in Appendix C

10 Documentation and records

- 10.1 The Council will keep written records of processing activities which are high risk, i.e. which may result in a risk to individuals' rights and freedoms or involve sensitive personal information or criminal records information, including:
 - 10.1.1 the name and details of the employer's organisation (and where applicable, of other controllers, the employer's representative and DPO);
 - 10.1.2 the purposes of the processing;
 - 10.1.3 a description of the categories of individuals and categories of personal data;
 - 10.1.4 categories of recipients of personal data;
 - 10.1.5 where possible, retention schedules; and
 - 10.1.6 where possible, a description of technical and organisational security measures.
- 10.2 As part of its record of processing activities the Council will document, or link to documentation, on:
 - 10.2.1 information required for privacy notices;
 - 10.2.2 records of consent;
 - 10.2.3 controller-processor contracts;
 - 10.2.4 the location of personal information;
 - 10.2.5 DPIAs; and
 - 10.2.6 records of data breaches.
- 10.3 If the Council processes sensitive personal information or criminal records information, it will keep written records of:
 - 10.3.1 the relevant purpose(s) for which the processing takes place, including (where required) why it is necessary for that purpose;
 - 10.3.2 the lawful basis for its processing; and
 - 10.3.3 whether the Council retains and erases the personal information in accordance with its policy document and, if not, the reasons for not following its policy.
- 10.4 The Council will conduct regular reviews of the personal information it processes and update its documentation accordingly. This may include:
 - 10.4.1 carrying out information audits to find out what personal information the Council holds;
 - 10.4.2 distributing questionnaires and talking to staff across the Council to get a more complete picture of our processing activities; and
 - 10.4.3 reviewing its policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

11 Privacy notice

- 11.1 The Council will issue privacy notices from time to time, informing you about the personal information that it collects and holds relating to you, how you can expect your personal information to be used and for what purposes.
- 11.2 The Council will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

12 Individual rights

- 12.1 Data Subjects have the following rights in relation to your personal information:
 - 12.1.1 to be informed about how, why and on what basis that information is processed—see the Council's data protection privacy notice;



- 12.1.2 to obtain confirmation that your information is being processed and to obtain access to it and certain other information, by making a subject access request—see the Council’s subject access request policy;
 - 12.1.3 to have data corrected if it is inaccurate or incomplete;
 - 12.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);
 - 12.1.5 to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased), or where the employer no longer needs the personal information but you require the data to establish, exercise or defend a legal claim; and
 - 12.1.6 to restrict the processing of personal information temporarily where you do not think it is accurate (and the employer is verifying whether it is accurate), or where you have objected to the processing (and the employer is considering whether the organisation’s legitimate grounds override your interests).
- 12.2 If you wish to exercise any of the rights in paragraphs **Error! Reference source not found.** to **Error! Reference source not found.**, please contact the Clerk.

13 Individual obligations

- 13.1 Individuals are responsible for helping the Council keep their personal information up to date. You should let the Clerk know if the information you have provided to the Council changes, for example if you move house or change details of the bank or building society account to which you are paid.
- 13.2 You may have access to the personal information of other members of staff, suppliers and service users of the Council in the course of your employment or engagement. If so, the Council expects you to help meet its data protection obligations to those individuals. For example, you should be aware that they may also enjoy the rights set out in paragraph **Error! Reference source not found.** above.
- 13.3 If you have access to personal information, you must:
- 13.3.1 only access the personal information that you have authority to access, and only for authorised purposes;
 - 13.3.2 only allow other Council staff to access personal information if they have appropriate authorisation;
 - 13.3.3 only allow individuals who are not Council staff to access personal information if you have specific authority to do so from the Clerk.
 - 13.3.4 keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Council’s information security policy);
 - 13.3.5 not remove personal information, or devices containing personal information (or which can be used to access it), from the Council’s premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device; and
 - 13.3.6 not store personal information on local drives or on personal devices that are used for work purposes.
- 13.4 You should contact the Clerk if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):
- 13.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal information, without one of the conditions in paragraph **Error! Reference source not found.** being met;
 - 13.4.2 any data breach as set out in paragraph **Error! Reference source not found.** below;
 - 13.4.3 access to personal information without the proper authorisation;
 - 13.4.4 personal information not kept or deleted securely;



- 13.4.5 removal of personal information, or devices containing personal information (or which can be used to access it), from the Council's premises without appropriate security measures being in place;
- 13.4.6 any other breach of this Policy or of any of the data protection principles set out in paragraph **Error! Reference source not found.** above.

14 Information security

- 14.1 The Council will use appropriate technical and organisational measures to keep personal information secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:
 - 14.1.1 making sure that, where possible, personal information is pseudonymised or encrypted;
 - 14.1.2 ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - 14.1.3 ensuring that, in the event of a physical or technical incident, availability and access to personal information can be restored in a timely manner; and
 - 14.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 14.2 Where the Council uses external organisations to process personal information on its behalf, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. In particular, contracts with external organisations must provide that:
 - 14.2.1 the organisation may act only on the written instructions of the Council;
 - 14.2.2 those processing the data are subject to a duty of confidence;
 - 14.2.3 appropriate measures are taken to ensure the security of processing;
 - 14.2.4 sub-contractors are only engaged with the prior consent of the Council and under a written contract;
 - 14.2.5 the organisation will assist the Council in providing subject access and allowing individuals to exercise their rights under the GDPR;
 - 14.2.6 the organisation will assist the Council in meeting its GDPR obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;
 - 14.2.7 the organisation will delete or return all personal information to the Council as requested at the end of the contract; and
 - 14.2.8 the organisation will submit to audits and inspections, provide the Council with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the Council immediately if it is asked to do something infringing data protection law.

Before any new agreement involving the processing of personal information by an external organisation is entered into, or an existing agreement is altered, the relevant staff must seek approval of its terms by the Clerk.

15 Storage and retention of personal information

- 15.1 Personal information (and sensitive personal information) will be kept securely in accordance with the Council's information security policy.
- 15.2 Personal information (and sensitive personal information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal information was obtained. Staff should follow the Council's records retention policy which set out the relevant retention period, or the criteria that should be used to determine the retention period. Where there is any uncertainty, staff should consult the Clerk.



- 15.3 Personal information (and sensitive personal information) that is no longer required will be deleted permanently from the Council’s information systems and any hard copies will be destroyed securely.

16 Data breaches

- 16.1 A data breach may take many different forms, for example:
- 16.1.1 loss or theft of data or equipment on which personal information is stored;
 - 16.1.2 unauthorised access to or use of personal information either by a member of staff or third party;
 - 16.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;
 - 16.1.4 human error, such as accidental deletion or alteration of data;
 - 16.1.5 unforeseen circumstances, such as a fire or flood;
 - 16.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
 - 16.1.7 ‘blagging’ offences, where information is obtained by deceiving the organisation which holds it.
- 16.2 The Council will:
- 16.2.1 make the required report of a data breach to the Information Commissioner’s Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
 - 16.2.2 notify the affected individuals, if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

17 International transfers

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

18 Training

The Council will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

19 Consequences of failing to comply

- 19.1 The Council takes compliance with this policy very seriously. Failure to comply with the policy:
- 19.1.1 puts at risk the individuals whose personal information is being processed; and
 - 19.1.2 carries the risk of significant civil and criminal sanctions for the individual and the Council; and
 - 19.1.3 may, in some circumstances, amount to a criminal offence by the individual.
- 19.2 Because of the importance of this policy, an employee’s failure to comply with any requirement of it may lead to disciplinary action under the Council’s procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.
- 19.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Clerk.

This policy was last updated in July 2023.



Appendix A – General Privacy Notice

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g., a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data. Other data controllers the Council works with are:

- Buckinghamshire Council
- Thames Valley Police
- Lloyds Bank

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice. The Council’s Data Protection officer is the Clerk.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality,
- education/work history, academic/professional qualifications, hobbies, family composition, and dependents.
- Where you pay for activities, such as allotments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The information that we use may use some sensitive information such as ethnicity for the purposes of describing individuals



How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor ability to access to our services
 - your racial or ethnic origin or religious or similar information in order to monitor usage of our services with regards to equal opportunities monitoring.
 - in order to comply with legal requirements and obligations to third parties such as for the prevention and detection of crime.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.
- To promote the interests of the council.
- To maintain our own accounts and records.



- To seek your views, opinions or comments.
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.



Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) The right to access personal data we hold on you**
 - At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
 - There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 2) The right to correct and update the personal data we hold on you**
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

- 3) The right to have your personal data erased**
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

- 4) The right to object to processing of your personal data or to restrict it to certain purposes only**
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

- 5) The right to data portability**
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

- 6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained**
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

- 7) The right to lodge a complaint with the Information Commissioner's Office.**
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.



Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This notice was last updated in July 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Clock Tower

High Street

Wendover

Bucks HP22 6DU

Email: clerk@wendover-pc.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Appendix B – Internal Privacy Notice

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g., a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data.

The Council works together with the following data controllers:

- Buckinghamshire Council
- HMRC
- Pension providers -LGPS and Smart Pension
- Former and prospective employers (for references)
- DBS services suppliers where appropriate
- Payroll services providers – Numbers Ltd
- H&S and Training providers – Supportis Ltd
- Lloyds Bank

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date



- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependents.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g., agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.



- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.



- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we ask Ellis Whittam to manage our HR functions and Numbers Ltd to manage our payroll functions.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC, DVLA, Buckinghamshire Council.
- Staff pension providers – Buckinghamshire Council Local Government Pension Scheme and Smart Pensions

- The Council's banking institutions for the purposes of paying salaries and expenses
- Former and prospective employers
- DBS services suppliers
- Recruitment Agencies such as Adecco and Hays
- Credit reference agencies such as Equifax, Call Credit and Experian
- Professional advisors such as, Ellis Whittam and Parrott & Coales or another solicitor
- Trade unions or employee representatives such as the SLCC, ALCC, BALC or other employees

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain



some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

11) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This Notice was last updated in July 2023.



Appendix C – DPIA Checklist

- A. Under the GDPR, data protection impact assessments (DPIAs) are mandatory where the processing poses a high risk to the rights and freedoms of individuals. While they can also be carried out in other situations, councils need to be able to evaluate when a DPIA is required.
- B. This checklist helps you make that assessment and provides a springboard for some of the issues you will need to consider in more detail if you do need to carry out a DPIA.

1. Do you need to carry out a DPIA?

- (a) What is the objective/intended outcome of the project?
- (b) Is it a significant piece of work affecting how services/operations are currently provided?
- (c) Who is the audience or who will be affected by the project?
- (d) Will the project involve the collection of new personal data about people? (*e.g. new identifiers or behavioural information relating to individuals?*)
- (e) Will the project involve combining anonymised data sources in a way that may give rise to a risk that individuals could be identified?
- (f) Will the project involve combining datasets originating from different processing operations or data controllers in a way which would exceed the reasonable expectations of the individuals?
- (g) Is data being processed on a large scale?
- (h) Will the project compel individuals to provide personal data about themselves?
- (i) Will personal data about individuals be disclosed to organisations or people who have not previously had routine access to the personal data?
- (j) Will personal data be transferred outside the EEA?
- (k) Is personal data about individuals to be used for a purpose it is not currently used for, or in a way it is not currently used?
- (l) Will personal data about children under 13 or other vulnerable persons be collected or otherwise processed?
- (m) Will new technology be used which might be seen as privacy intrusive? (*e.g. tracking, surveillance, observation or monitoring software, capture of image, video or audio or location*)
- (n) Is monitoring or tracking or profiling of individuals taking place?
- (o) Is data being used for automated decision making with legal or similar significant effect?
- (p) Is data being used for evaluation or scoring? (*e.g. performance at work, economic situation, health, interests or behaviour*)
- (q) Is sensitive data being collected including:
 - (i) Race
 - (ii) Ethnic origin
 - (iii) Political opinions
 - (iv) Religious or philosophical beliefs
 - (v) Trade union membership
 - (vi) Genetic data
 - (vii) Biometric data (*e.g. facial recognition, finger print data*)
 - (viii) Health data
 - (ix) Data about sex life or sexual orientation?
- (r) Will the processing itself prevent data subjects from exercising a right or using a service or contract?



- (s) Is the personal data about individuals of a kind likely to raise privacy concerns or is it personal data people would consider to be particularly private or confidential?
- (t) Will the project require contact to be made with individuals in ways they may find intrusive?

2. Other issues to consider when carrying out a DPIA

- (a) In addition to considering the above issues in greater detail, when conducting a DPIA, you will also need to look at issues including:
 - (i) The lawful grounds for processing and the capture of consent where appropriate
 - (ii) The purposes the data will be used for, how this will be communicated to the data subjects and the lawful grounds for processing
 - (iii) Who the data will be disclosed to
 - (iv) Where the data will be hosted and its geographical journey (including how data subjects will be kept informed about this)
 - (v) The internal process for risk assessment
 - (vi) Who needs to be consulted (DPO, data subjects, the Information Commissioners Office (“ICO”))
 - (vii) Data minimisation (including whether data can be anonymised)
 - (viii) How accuracy of data will be maintained
 - (ix) How long the data will be retained and what the processes are for deletion of data
 - (x) Data storage measures
 - (xi) Data security measures including what is appropriate relative to risk and whether measures such as encryption or pseudonymisation can be used to reduce risk
 - (xii) Opportunities for data subject to exercise their rights
 - (xiii) What staff or, as appropriate, councillor training is being undertaken to help minimise risk
 - (xiv) The technical and organisational measures used to reduce risk (including allowing different levels of access to data and red flagging unusual behaviour or incidents)

- 3.** The GDPR requires that councils carry out a DPIA when processing is likely to result in a high risk to the rights and freedoms of data subjects. For a council, examples might include using CCTV to monitor public areas.



4. If two or more of the following apply, it is likely that you will be required to carry out a DPIA. This does not apply to existing systems but would apply if you introduced a new system.

1. Profiling is in use. Example: you monitor website clicks or behaviour and record people's interests.
2. Automated-decision making. Example: when processing leads to the potential exclusion of individuals.
3. CCTV surveillance of public areas. Processing used to observe, monitor or control data subjects.
4. Sensitive personal data as well as personal data relating to criminal convictions or offences.
5. Large scale data processing. There is no definition of "large scale". However consider: the number of data subjects concerned, the volume of data and/or the range of different data items being processed.
6. Linked databases - in other words, data aggregation. Example: two datasets merged together, that could "exceed the reasonable expectations of the user". E.g. you merge your mailing list with another council, club or association.
7. Data concerning vulnerable data subjects, especially when power imbalances arise, e.g. staff-employer, where consent may be vague, data of children, mentally ill, asylum seekers, elderly, patients.
8. "New technologies are in use". E.g. use of social media, etc.
9. Data transfers outside of the EEA.
10. "Unavoidable and unexpected processing". For example, processing performed on a public area that people passing by cannot avoid. Example: Wi-Fi tracking.



ITEM 15g – POWER TO SPEND INC. GENERAL POWER OF COMPETENCE AND S137

BROUGHT BY

Council

SUMMARY

To note that the Parish Council does not have the General Power of Competence and that our S137 expenditure is capped for this financial year at £11.10 per elector based on 5949 electors at a total of £66,034

PARISH COUNCIL BACKGROUND

n/a

DETAILS

BACKGROUND

Parish Councils are corporate bodies that have accumulated powers through legislation since 1894. Their powers were constrained to specific and appropriate legislation. This means that before undertaking anything, members must be satisfied that a Council has the power (under a specified statute) to undertake that activity.

Parish Councils have many specific powers (e.g., the provision of open spaces and recreational facilities) in addition to section 137 of the Local Government Act 1972, permitting the expenditure up to certain limits for “purposes not otherwise authorised”. Typically, the expenditure on grants and sponsorship is covered by section 137 of the Local Government Act, 1972.

Despite the wide range of powers, Parish Councils are always at risk of being challenged, especially if they undertake an unusual activity. For example, a court ruling pronounced that pre-meeting prayers by a town council was unlawful.

In consequence, the Government included a “general power of competence” in the Localism Act 2011 (Part 1, Chapter 1, ss 1-8). It was brought into force by SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 in April 2012.

LEGISLATIVE BACKGROUND

The intention of the legislation is that eligible local authorities will no longer have to identify specific powers to undertake an activity. As a result, the risk of legal challenge will be reduced. It is stated in the above Statutory Instrument that

“The Government’s intention in providing eligible Parish Councils with the general power of competency is to better enable them to take on their enhanced role and allow them to do things they have previously been unable to do under existing powers”.

Under the new legislation, eligible Parish Councils have “the power to do anything that individuals generally may do” as long as they do not break other laws. It is intended to be the power of first, not last, resort. The eligible council has to ask itself if an individual is allowed to do it. If the answer is “yes”, then a town council is normally permitted to act in the same way.

TYPES OF ACTIVITIES

Although the Government has given scant guidance on operation of the power, some activities covered by the legislation include:

- Running a community shop or post office
- Lend or invest money
- Establish a company or co-operative society to trade and engage in commercial activity



- Establishing a company to provide services such as local transport
- Providing grants to individuals.

The power is not restricted to use within the township — an eligible Parish council can use it anywhere.

LOCAL GOVERNMENT ACT 1972 (s137)

Expenditure under the Local Government Act (s137) is limited and must be budgeted for separately. Expenditure is restricted in that it cannot be used to give money to individuals and the amounts must be commensurate with the benefit. Section 137 is a power of last resort.

A Council that is eligible to use the general power of competence can no longer use Section 137 as a power for taking action for the benefit of the area. However, Section 137 (3) which permits the council to contribute to UK charities, public sector funds and public appeals remains in place.

ELIGIBILITY FOR GENERAL POWER OF COMPETENCE

The three conditions for eligibility are set out in the Statutory Instrument (paragraph 1.4 above) as follows:

Resolution: the council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the Clerk.

Electoral mandate: at the time the resolution is passed, at least two thirds of the council must hold office as a result of being declared elected (i.e., not co-opted). **WPC DOES NOT COMPLY**

Qualified Clerk: At the time that the resolution is passed, the clerk must hold a recognised professional qualification (e.g., Certificate in Local Council Administration, Certificate of Higher Education in Local Policy) AND pass the 2012 CiLCA module relating to the general power of competence. **WPC DOES NOT COMPLY**

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

CURRENT POWERS

Wendover Parish Council makes expenditures based on current powers – each budget line has been analysed so that any expenditure from that line falls within a power – the full budget is as below. These are general powers and specific expenditures may require specific powers.



Description	Powers of Council	25/26 Budget
Amenities Income		
Allotment Rent	Small Holding and Allotments Act 1908, ss23,25	1,630
Charter Fair	Local Government (Miscellaneous Provisions) Act 1976 s.19	220
Cricket Club Lease	Local Government (Miscellaneous Provisions) Act 1976 s.20	300
Market - Local Produce	Food Act 1984, s 50, s 60 - England	1,260
Market - Weekly	Food Act 1984, s 50, s 60 - England	10,660
Other Rents (Open Spaces)	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,045
BCC Devolved Services	Open Spaces Act 1906, ss9-10/Open spaces Act 1906 s 15 - England	19,000
Christmas Trees	Local Government (Miscellaneous Provisions) Act 1976 s.20	2,000
Xmas Event Income	Local Government (Miscellaneous Provisions) Act 1976 s.20	500
Rifle Club Lease	Local Government (Miscellaneous Provisions) Act 1976 s.20	100
Fundraising Income	Local Government (Miscellaneous Provisions) Act 1976 s.21	500
Event Income (PiP etc)	Local Government (Miscellaneous Provisions) Act 1976 s.22	400
TOTAL INCOME		38,615

Description	Powers of Council	25/26 Budget
Events Expenditure		
Annual Parish Meeting	Local Government Act 1972 - s12	500
Xmas Decorations (Trees, Lights etc.)	Local Government Act 1972 s144 and s145	8,500
Promo Materials	Local Government Act 1972 s144	1,000
Entertainments & Events	Local Government Act s145	5,000
Parades	Local Government Act s146	500
Floral Display	Open Spaces Act 1906 ss9-10, s15 England	6,500
HS2 Public update meetings	Open Spaces Act 1906 ss9-10, s15 England	500
Markets - Local Produce (promo and events)	Food Act 1984 s50, s60 England	500
Markets - Business Rates	Food Act 1984 s50, s60 England	1,050
Markets - Water	Food Act 1984 s50, s60 England	0
Markets - Electric	Food Act 1984 s50, s60 England	380
Annual Village Quiz	Local Government Act s145	800
Christmas Celebration Event	Local Government Act s145	2,750
TOTAL EXPENDITURE		27,980

Description	Powers of Council	25/26 Budget
Highways Expenditure		
Bus Shelters	Local Government (Miscellaneous Provision) Act 1953 s4	4,000
Refuse Bins	Litter Act 1983 ss5-6	500
Severe Weather (bins, grit etc.)		500
Street Furniture (seats, noticeboards etc.)	Parish Councils Act 1957 s1	1,000
TOTAL EXPENDITURE		6,000

Description	Powers of Council	25/26 Budget
Lighting Expenditure		
Energy - Street Lights	Parish Councils Act 1957 s3; Highways Act 1980 s301	13,000
Maintenance	Parish Councils Act 1957 s3; Highways Act 1980 s301	15,000
New Columns	Parish Councils Act 1957 s3; Highways Act 1980 s301	7,000
Inspections	Parish Councils Act 1957 s3; Highways Act 1980 s301	1,500
TOTAL EXPENDITURE		36,500



Description	Powers of Council	25/26 Budget
Recreation Expenditure		
Dog Bins - Contract for Emptying	Litter Act 1983 ss5-6	2,600
Maintenance Fences, Gates & Hedges	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	7,000
Maintenance - footpaths	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s165	2,000
Maintenance Groundworks	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	19,500
Maintenance Inspections etc.	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	2,800
Pond	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	1,500
Tree Works	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	6,000
Maintenance Tree Inspections	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	0
Community Orchard Maintenance	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	750
Capital Expenditure	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	11,000
Vehicle Lease	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	4,440
Mower Maintenance	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	2,500
Play Equipment	Public Health Act 1875 s 164	30,000
Play Equipment Repairs & Maintenance	Public Health Act 1875 s 165	3,000
Premises Garage Rent	Local Government Act 1972 s111	1,620
Sitesafe Electricity	Local Government Act 1972 s111	300
Sitesafe Water/Sewage	Local Government Act 1972 s111	300
Fuel	Local Government Act 1972 s111	3,200
Materials & Tool Purchase	Local Government Act 1972 s111	2,500
Machinery/Tools Service & Repairs	Local Government Act 1972 s111	2,500
Protective Clothing (PPE)	Health and Safety at work Act 1974 s2	750
Refuse Bin Contract	Litter Act 1983 ss5-6	1,300
Sundries	Open Spaces Act 1906 ss9-10; Open Spaces Act 1906 s15 - England; Public Health Act 1875 s164	500
Defibrillators	Public Health Act 1936 s234	500
TOTAL EXPENDITURE		0 106,560

Description	Powers of Council	25/26 Budget
Finance & General Income		
Grants Incoming (Inc S106)	Section 106 of the Town and Country Planning Act 1990.	0
Dividends Rec'd ex Whitchell Trust	Local Government Act 1972 s 111	400
Interest Rec'd ex Deposits	Local Government Act 1972 s 111	11,000
Miscellaneous Income	Local Government Act 1972 s 111	600
Precept Received	Local Government Finance Act 1992 s41	413,882
Fairhive Income (s/l)	Local Government Act 1972 s 111	1,000
TOTAL INCOME		426,882



Description	Powers of Council	24/25 Budget Request
F&G Expenditure		
Professional Support (HS2 etc)	Local Government Act 1972 s 111	2,000
Communications - Publicity	Local Government Act 1972 s 111	6,500
Communications - Website	Local Government Act 1972 s 111	3,000
Financial - Bank Charges	Local Government Act 1972 s 111	600
Financial - Fees - Audit	Local Audit and Accountability Act 2014, Accounts and Audit regulations 2015	2,300
Financial - Fees - Legal	Local Government Act 1972 s 111	2,000
Financial - Insurance	Local Government Act 1972 s 111	7,950
Financial - Software	Local Government Act 1972 s 111	800
End of Year Support RBS	Local Government Act 1972 s 111	0
Office - Broadband/Tel/Fax	Local Government Act 1972 s 111	1,750
Office - Copier	Local Government Act 1972 s 111	1,500
Office - Equipment - Expend	Local Government Act 1972 s 111	3,000
Office - Equipment Capital	Local Government Act 1972 s 111	1,000
Office - Postage & Stationery	Local Government Act 1972 s 111	400
Office - Testing - Electrical	Health and Safety at Work Act 1974	100
Office - Testing - Fire	Health and Safety at Work Act 1974	300
Office - Utilities - Electric	Local Government Act 1972 s 111	2,800
Office - Utilities - Water	Local Government Act 1972 s 111	150
Property Mgt - Clock Tower	Local Government Act 1972 s 111	2,500
Property Mgt - Manor Waste	Local Government Act 1972 s 111	1,000
Property Mgt - SiteSafe	Local Government Act 1972 s 111	1,000
Property Mgt - War Memorial	War Memorials (Local Authorities Powers) Act 1923	500
Subscriptions and Donations	Local Government Act 1972 s 143	2,250
Misc - Chairman's Expenses	Local Government Act 1972 s 111, Income Tax (Earnings and Pensions) Act 2003	1,200
Misc - Councillor Expenses	Local Government Act 1972 s 111, Income Tax (Earnings and Pensions) Act 2004	100
Misc - Room Hire	Local Government Act 1972 s 111	1,200
Misc Sundry Expenses Finance	Local Government Act 1972 s 111	500
Misc - Travel Staff & Cllrs	Local Government Act 1972 s 111	200
Elections	Representation of the Peoples Acts, Local Government Act 1972 s 86 (casual vacancy) s16 (interval)	3,000
H&S	Health and Safety at Work Act 1974	2,000
TOTAL EXPENDITURE		51,600

Description	Powers of Council	25/26 Budget
Grants Out - not S137		
Grants Out - Churchyard Care	Local Government Act 1972, s.214(6)	7,500
Grants Out - Wendover Youth Ce	Local Gov (Misc Provisions) Act 1976 s19	7,500
Grants Out - Major - not S137	various	10,000
Grants Out - Minor - not S137	various	2,000
Grants Out - S137		
Grants Out - Major S137	Local Government Act 1972 s 137	5,000
Grants Out - Minor S137	Local Government Act 1972 s 137	3,000
TOTAL EXPENDITURE		0 35,000

Description	Powers of Council	24/25 Budget Request
Staffing		
Amenities Salaries	Local Government Act 1972 s 112	61,457
Amenities NIC	Local Government Act 1972 s 112	7,165
Amenities Pension	Local Government Act 1972 s 112	3,466
F&G Salaries	Local Government Act 1972 s 112	95,824
F&G NI	Local Government Act 1972 s 112	11,169
F&G Pensions	Local Government Act 1972 s 112	13,476
Student Loan	Local Government Act 1972 s 112	1,200
Payroll Charges	Local Government Act 1972 s 112	800
Training Staff & Councillors	Local Government Act 1972 s 112	3,500
HR & H&S Fees (Ellis Whittam)	Health and Safety at Work Act 1974	2,500
Uniform	Local Government Act 1972 s 111	1,000
SMART Pension Monthly Fee	Local Government Act 1972 s 112	300
TOTAL EXPENDITURE		201,857



As Wendover Parish Council is not eligible for the General Power of Competence it does use S137 exclusively for the grant awards to local community organisations where there is not an existing power. The grants and the powers they are granted under for the current and previous year are shown below. The S137 expenditure is as follows:

2023/24 – £8,020
 2024/25 - £5,000
 2025/26 - £8,000

The 25/26 Income and Expenditure Accounts will show S137 grants as a separate line so it can be clearly monitored through the Council papers.

Grants summary 2025/26				
Organisation	Amount Requested	Amount Granted	Reason for Grant	Power
Major Grants				
Wendover Shed	£5,000.00	TBC	Support for planning permission around current projects (borehole and wind turbine)	Local Government Act 1972, s137
Wendover Dementia Society	£3,480.00	£3,480.00	Music boxes	Local Government Act 1972, s137
TOTALS	£13,480.00	£3,480.00	BUDGET £15000	
Minor Grants				
Wendover Ashbrook Allotments Association	£1,000.00	£1,000.00	Compostable loo	Local Government Act 1972, s137
CLAW	£949.35	£949.35	Visitor information board - wildbelt	Public Health Act 1875, s.164 – England
TOTALS		£1,949.35	BUDGET £5000	
Standing Grants				
Wendover Youth Centre	£7,000.00	£7,000.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,500.00	£7,500.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£14,500.00	£14,500.00	BUDGET £15000	



Grants summary 2024/25			
Organisation	Amount Granted	Reason for Grant	Power
Major Grants			
Wendover Canal Trust	£5,000.00	Upgrade Wharf Rd canal towpath entrance	Public Health Act 1875 s 164
Lindengate	£0.00	New computers and phones for staff and vols	Local Government Act 1972, s137
Friends of John Hampden	£5,000.00	Move bike shed and create a space for year 2s	Local Government Act 1972, s137
TOTALS	£10,000.00	BUDGET £15000	
Standing Grants			
Wendover Youth Centre	£7,500.00	Support for Youth Centre Operations	Local Gov (Misc Provisions) Act 1976 s19
St Mary's Church - Churchyard	£7,500.00	Maintenance and upkeep of graveyard	Local Government Act 1972, s.214(6)
TOTALS	£15,000.00	BUDGET £14000	

FINANCIAL CONSIDERATIONS

As per the regulations the maximum we can spend under the S.137 regulations is set out based on a figure per elector. This figure is currently set by the Department of Levelling Up, Housing and Communities. This year it is £11.10 per elector based on 5949 electors at a total of £66,034. To date Wendover Parish Council has not been near the S137 limit

LEGAL AND OTHER IMPLICATIONS

Parish Councils who spend outside their powers can be formally challenged (see above)

PROPOSAL

- That Wendover Parish Council notes it does not have the General Power of Competence and all expenditure is made under specific powers.
- That the grants awarded be formally noted
- That the S137 expenditure limit for 2025/26 is £66,034



ITEM 15h - DATES FOR 2025/26 MEETINGS AND APM

BROUGHT BY

Clerk

SUMMARY

To note dates for all Council meetings and the Annual Parish Meeting

PARISH COUNCIL BACKGROUND

- These dates were provisionally agreed at the January Parish Council

DETAILS

The proposed Council meeting dates are as follows:

Date	Meeting	Time	Venue
01 Apr 2025	Planning Committee	7:00pm	St Annes Hall
01 Apr 2025	PARISH COUNCIL MEETING	7:30pm	St Annes Hall
11 Apr 2025	Parish Councillor nominations close		
15 Apr 2025	Planning Committee	7:00pm	St Annes Hall
15 Apr 2025	Amenities Committee	7:30pm	St Annes Hall
17 Apr 2025	ANNUAL PARISH MEETING	7:00pm	Wendover Community Library
01 May 2025	Parish Councillor polling day (if posts are contested)		Memorial Hall
02 May 2025	Parish Councillor poll count and verification		Stoke Mandeville Stadium
06 May 2025	PARISH COUNCIL AGM and election of Chair	7:10pm	Wendover Community Library
20 May 2025	Planning Committee	7:10pm	Wendover Community Library
20 May 2025	Finance Committee	7:40pm	Wendover Community Library
03 Jun 2025	Planning Committee	7:10pm	Wendover Community Library
03 Jun 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
17 Jun 2025	Planning Committee	7:10pm	Wendover Community Library



17 Jun 2025	Amenities Committee	7:40pm	Wendover Community Library
01 Jul 2025	Planning Committee	7:10pm	Wendover Community Library
01 Jul 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
15 Jul 2025	Planning Committee	7:10pm	Wendover Community Library
15 Jul 2025	Amenities Committee	7:40pm	Wendover Community Library
05 Aug 2025	Finance Committee	7:10pm	Wendover Community Library
05 Aug 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
02 Sep 2025	Planning Committee	7:10pm	Wendover Community Library
02 Sep 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Sep 2025	Planning Committee	7:10pm	Wendover Community Library
16 Sep 2025	Amenities Committee	7:40pm	Wendover Community Library
07 Oct 2025	Planning Committee	7:10pm	Wendover Community Library
07 Oct 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
21 Oct 2025	Planning Committee	7:10pm	Wendover Community Library
21 Oct 2025	Amenities Committee	7:40pm	Wendover Community Library
04 Nov 2025	Staffing Committee	7:10pm	Wendover Community Library
04 Nov 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
18 Nov 2025	Planning Committee	7:10pm	Wendover Community Library
18 Nov 2025	Finance Committee	7:40pm	Wendover Community Library
02 Dec 2025	Planning Committee	7:10pm	Wendover Community Library
02 Dec 2025	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
16 Dec 2025	Planning Committee	7:10pm	Wendover Community Library
16 Dec 2025	Amenities Committee	7:40pm	Wendover Community Library



06 Jan 2026	Planning Committee	7:10pm	Wendover Community Library
06 Jan 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
20 Jan 2026	Planning Committee	7:10pm	Wendover Community Library
20 Jan 2026	Amenities Committee	7:40pm	Wendover Community Library
03 Feb 2026	Planning Committee	7:10pm	Wendover Community Library
03 Feb 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
17 Feb 2026	Planning Committee	7:10pm	Wendover Community Library
17 Feb 2026	Finance Committee	7:40pm	Wendover Community Library
03 Mar 2026	Staffing Committee	7:10pm	Wendover Community Library
03 Mar 2026	PARISH COUNCIL MEETING	7:40pm	Wendover Community Library
17 Mar 2026	Planning Committee	7:10pm	Wendover Community Library
17 Mar 2026	Amenities Committee	7:40pm	Wendover Community Library

FINANCIAL CONSIDERATIONS

There will be cost variations based on the venue

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

To resolve to:

- Set the next Annual Parish Meeting on Thursday 16th April 2026
- Agree the previously discussed ordinary Council meeting dates as above



ITEM 16a – ACCESS TO ASHBROOK FOR SKATEPARK BUILD

BROUGHT BY

Open Spaces Working Group/Estates and Grounds Team

SUMMARY

To consider authorising changes to the rear entrance of Ashbrook to facilitate the construction of the skatepark.

PARISH COUNCIL BACKGROUND

N/A

DETAILS

The Parish Council have officially reached the fundraising target to build the skatepark, now we are at the stage of finalising the construction plan and final design. As part of the final construction plan the contractor who is building the skatepark spoke to Cllr Standen and the office with the idea to use the track adjacent to Ashbrook Recreation Ground for plant access. This would be instead of the original idea to lay tracking on Ashbrook Recreation Ground from the main metal gates off Aylesbury Road to the construction site.

Original access:



In the final skatepark budget it has been costed at approx. £10,000 for the tracking that would be needed to use this gate as an access point for construction.

Another point to highlight is that at multiple times during the day vehicles are seen parked in or blocking the “keep clear” area outside the gates, if this happened during construction it could delay the build.

Proposed access:



We have been given provisional permission to use the track from the owner of the land, they have asked to be informed of the dates/times the track will be used.

At the end of this track to the left-hand side there is an entrance to Ashbrook Recreation Ground that the Estates and Grounds Team use to access the park.

To use this track and entrance we would need to do the following:

1. The 2 trees either side will need to be felled, and the stumps removed, then the ground to be flatten/levelled. The office has confirmed that these trees are not in a conservation area and do not have TPOs on them. (This would be done by a contractor)
2. The fence will need to be taken out by approx. 2.5m. (This would be done by the Estates and Grounds Team)
3. The dog bin will have to be repositioned. (This would be done by the Estates and Grounds Team)

See pictures of the area below:

Tree to be felled and stumps removed, and dog bin to be repositioned.



Tree to be felled and stumps removed.



Fencing to be removed.





We have received the below quote from a local tree surgeon to complete both tree removals:

Remove multi stem Ash tree adjacent to gate
£1,200.00 inc VAT
Grind out stump
£360.00 inc VAT

Remove Field Maple tree adjacent to gate
£720.00 inc VAT
Grind out stump
£180.00 inc VAT

Prices include disposal of all cuttings & debris

Total - £2,460.00 inc VAT

The office would also suggest that the Council consider approving an expenditure of up to £500 to cover any tools or equipment needed to complete the fence removal and repositioning of the dog bin.

Other considerations:

We will need to fence/block off the area/entrance when work is not taking place so that vehicles cannot easily drive onto the field, we have asked the contractor could assist with/suggest something to use.

It was mentioned that the contractor might stone the access area, and the Estates Team have said that we would be happy if this was left after the work is complete, as this will assist with access during wet weather.

FINANCIAL CONSIDERATIONS

- The cost of £2,460.00 inc VAT will come out of 4417 Tree Works, this will put this budget line over but there should be enough in the general reserves at the end of the year to cover this.
- The expenditure of up to £500 would come out of 4410 Ground Maintenance.

LEGAL AND RISK

- n/a

PROPOSAL

To resolve to:

- Authorise the changes to the rear entrance of Ashbrook Recreation Ground, as listed in the paper.
- Accept the quotes for tree removal and approve the required tree works.
- To approve the expenditure of up to £500.