



WENDOVER PARISH COUNCIL

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PARISH COUNCIL MEETING AGENDA
Tuesday 3rd October 2023 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

- 1) **APOLOGIES FOR ABSENCE**
To consider any apologies for absence received:
- 2) **DECLARATIONS OF INTEREST**
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 3) **MINUTES – page 3**
Consideration of approval of minutes of the meeting on 5th September 2023.
- 4) **CHAIR'S ANNOUNCEMENTS**
- 5) **PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.**
The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.
- 6) **REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS**
- 7) **CLERKS REPORT & CORRESPONDENCE - page 7**
- 8) **FINANCE AND PAYMENTS – page 10**
 - a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
 - b) To receive the latest [I&E reports](#), [EMR reports](#) and [Balance Sheet](#) - **pages 11, 15 and 16**
 - c) To note the projected end of year financial position - **page 17**
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
 - a) **HS2 Mitigation Action Group – page 23**
 - b) Visits to local schools

10) REPORTS FROM COMMITTEES

a) AMENITIES

- i) To note the draft [minutes of the meeting on 19th September 2023](#) – **page 24**

11) REPORTS FROM WORKING GROUPS

a) [Community Action Plan Working Group](#) - **page 28**

To consider closing this working group until the next planning cycle and creating a new strategic planning process.

b) Transport Working Group

To receive an update from the Transport working group.

c) Open Spaces Working Group

To receive an update from the Open Spaces working group.

12) OTHER ITEMS

a) [Policy Renewals](#) – **page 30**

To consider reviewing and renewing the following policies:

- i) [Working Group and Volunteer Expenses Policy](#) – **page 30**
- ii) [Communications and Engagement Policy](#) - **page 31**
- iii) [Code of Conduct](#) - **page 40**
- iv) [Public Participation at Meetings Policy](#) – **page 57**

b) [Clock Tower Wall](#)– **page 59**

To note the surveyors report and details of the tenders and consider appointing a contractor to start work on the Clock Tower wall

c) [Minor Grant – Wendover and Villages Ukrainian Support \(WAVUS\)](#) – **page 63**

To consider an application by WAVUS for a minor grant to support delivery of English Lessons.

d) [CLAW Tree Planting](#) – **page 69**

To consider approval for the planting of trees and hedges in the Parish Council open spaces.

e) [Wendover Business Group](#) – **page 77**

To consider providing additional support for the Wendover Business Group and authorisation of a budget to promote the group

13) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 7th November 2023

14) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 27th Sep 2023.

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting

5th September 2023 at 7:30pm

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

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

In attendance: Apologies were received from Buckinghamshire Councillors

Clerk: Andy Smith

Members of Public: 2

APOLOGIES FOR ABSENCE

PC23/108 Apologies were received and **ACCEPTED** from Cllr Thornton and Goodall. Apologies were noted from Buckinghamshire Councillor Newcombe, Bowles and Strachan

DECLARATIONS OF INTEREST

PC23/109 None

MINUTES

PC23/110 The minutes of the Parish Council of 1st August 2023 were considered – minor amendments to PC23/106 to make it clear it was the co-option of one Councillor were accepted and it was **RESOLVED** to accept them as a true record to be signed by the Chair.

CHAIR'S ANNOUNCEMENTS

PC23/111 Proud to announce that Wendover won the Best Kept Village Award congratulations to the team – there is a presentation of the trophy at 9:45am on Sat 23rd September at the Manor Waste and all Councillors are welcome to attend.

Engagement with young people in the community – would like to increase our engagement, particularly with the local teenagers. We will be setting up meetings with the Youth Club and the John Colet School to investigate the best channels to reach a broad range of young people. Any ideas please get in touch with the Clerk or the Chair. It was noted that there may be details in the archives of previous attempts for the Council to engage.

PUBLIC PARTICIPATION

PC23/112 None

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/113 None

CLERKS REPORT & CORRESPONDENCE

- PC23/114** The report was noted. There was an update on the bank account in that it now seems that we have an agreed solution to the problems and are awaiting the forms to sign to bring the account signatories up to date. The bank offered £150 compensation for the time it has taken to resolve and that is already in the account.

FINANCE AND PAYMENTS

- a) **PC23/115** The payments to consider, totalling £22,117.68, were **RESOLVED** and signed.
- b) **PC23/116** The financial reports were noted – the situation with a trade creditor was noted and discussed and will be monitored by the office.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) **HS2 Mitigation Action Group**

- PC23/117** The report from the group was NOTED. Cllr Porter attended a meeting of the group and it was noted the hard work they are doing for Wendover. The group are very keen for people to come along and engage with ideas for mitigation and impacts on Wendover.

b) **Wendover Business Group**

- PC23/118** Wendover Business Group met prior to the Council meetings on 5th Sep. It was reported that the local shops felt they were the “last-minute shop because the online delivery had not arrived”. The group discussed a proposal around the idea that if everyone spent £5 a week in Wendover it would make a huge difference. It was noted that we would continue working with them to support that campaign. The next meeting is 17th October and all would be welcome.

c) **Library**

- PC23/119** There is a real worry that increasing costs will mean changes to the design of the refurbishment. The library will remain open, using the meeting room to keep a limited stock of books.

REPORTS FROM STANDING COMMITTEES

a) **STAFFING**

- PC23/120** The draft minutes of the meeting on 8th August 2023 were noted.

b) **PLANNING**

- PC23/121** The draft minutes of the meeting on 8th August 2023 were noted.

REPORTS FROM WORKING GROUPS

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

- PC23/122** It was noted that there is difficulty getting a meeting date in the diary.

b) Transport Working Group

PC23/123 It was noted that speed data has been collected on South Street for the outbound cars and the group will be in touch to see what format it is required in order to make changes along South Street.

c) Open Spaces Working Group

PC23/124 There have been issues with Skatepark funding being requested to be spent by September. Fortunately, we were able to ensure that the funding was in place until end of December and after a meeting today there are plans to get an invoice from Canvas for works completed up to the value of £25k and that the funding will be saved. We request the £25k up front and store in an EMR. Resolved to ask the community board for the money. Canvas have emailed that the application for planning is ready to submit. This will then start a public consultation phase about the skatepark.

OTHER ITEMS

a) Christmas Event – Chosen Charity

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

b) Covid Response

PC23/126 A letter had been received regarding the report and the issues raised in the letter were discussed and had been addressed. It was **RESOLVED** unanimously to submit the report as presented in the paper to the official public enquiry.

The issue that was raised by the member of public in their letter regarding the broader collation of experiences in the Parish from Covid for future learning. It was agreed further work was needed on this and if required it would need to come back as a formal proposal

c) HS2 – Public Meeting

PC23/127 It was noted that it is still important to engage the local community on the issues, get feedback on the local experience, explain what the Council is doing to mitigate the issues and collect ideas and feedback on what can be done with the land that is to be returned. This will require strong promotion and perhaps should be led by the more positive discussion on what can be done with the land that is returned for community benefit. It was **RESOLVED** to authorise the office to schedule and book a public meeting and to start promoting the meeting.

d) Minor Grant – Guide hut kitchen

PC23/128 This was brought forward on the agenda and discussed after item 6, Public Participation. A representative from the group discussed the application and the difficulties that had been faced. It was **RESOLVED** unanimously to approve the grant request

e) Asset Register

PC23/129 This was a full audit and all items noted it was **RESOLVED** to accept the asset list as presented

DATES OF FUTURE MEETINGS

PC23/130 To note the next Parish Council meeting Tuesday 3rd October 2023

1. CLOSURE OF MEETING

PC23/131 As all business was transacted the meeting was closed at 8.50pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Sep	Parish Council 05/09/2023
Cheques			
Date	To	Amount	Payment for
TOTAL CHEQUE AMOUNT		£0.00	
Petty Cash			
Date	To	Amount	Payment for
TOTAL Petty Cash AMOUNT		£0.00	
BACS			
Date	To	Amount	Payment for
07/09/2023	PawPrint	£140.40	Printer/Copier Costs
07/09/2023	Val Mayland	£80.00	Cleaning
07/09/2023	Marley Design	£450.00	Web and communications
07/09/2023	Numbers	£72.00	Payroll Services
07/09/2023	St Annes Hall Hire	£50.00	Hire of hall for meetings
07/09/2023	Salaries	£8,624.07	Monthly Salaries Bill
07/09/2023	LGPS	£858.37	LGPS Pension Costs
07/09/2023	HMRC	£3,390.07	Payroll Tax and NI
07/09/2023	Online Playgrounds	£5,584.74	Health and safety repairs and maintenance to park and fitness trail - Hampden
07/09/2023	Phenom networks	£156.87	Computer support
07/09/2023	George Browns	£52.33	Machine Lubricants and WD40
07/09/2023	Farol	£179.30	repairs to walk behind mower
TOTAL BACS AMOUNT		£19,638.15	
CARD			
Date	To	Amount	Payment for
30/08/2023	Just - St Marys	£10.74	Office supplies - drinks etc
23/08/2023	Electricpoint	£178.89	Replacement extract fan for clock tower toilet
16/08/2023	Lebara	£5.00	Office mobile phone
29/08/2023	Adobe	£19.97	Acrobat Pro monthly
04/09/2023	Land Registry	£6.00	Land title search - old sewage works
31/08/2023	Land Registry	£6.00	Land title search - field hedge - halton rd
04/09/2023	EventBrite (NALC events)	£78.44	Empowering young voices in our community
TOTAL Debit Card AMOUNT		£305.04	
DD/SO			
Date	To	Amount	Payment for
03/09/2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
03/09/2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
05/09/2023	CASTLE WATER LTD	£5.75	Site Safe Water
07/09/2023	SMART PENSION LTD	£18.00	SMART pension admin fee
15/09/2023	BG LITE	£20.61	Manor Waste Electricity
15/09/2023	BG LITE	£83.98	Clock Tower Electricity
15/09/2023	BG LITE	£16.89	Site Safe Electricity
20/08/2023	MICROSOFT	£75.60	Microsoft 365 Licenses
28/09/2023	CASTLE WATER LTD	£5.59	Clock Tower Water
05/09/2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
01-Oct-23	BUCKS COUNCIL	£79.80	Waste container emptying
31/09/2023	SMART PENSION LTD	£778.30	SMART pension contributions
6 Sep 2023	BE FUEL CARDS LTD	£420.68	BP Fuel Card
TOTAL DD & SO		£2,174.49	
TOTAL PAYMENTS		£22,117.68	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

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

Ongoing Issues with the bank

It seems we are now close to conclusion of the issues with the mandate form completed and sent in that will resolve any outstanding issues. I have not had communication from our complaint handler that there are any issues and hopefully by the time of the full council meeting there will be a verbal update that this is now closed.

We are currently assessing other banks accounts for their performance and value. The most frequent recommendation from other local councils is Unity Bank but they have transaction charges for each transaction that goes through the account (as do most other accounts) and so more work is required before discussing our banking options.

Meetings with local schools

Both myself and the Chair have been meeting with the heads of the local schools to explain what the council is up to at the moment and what we can do to increase communications and collaborations. We have had positive experiences with the John Hampden and John Colet and await a date for the Junior School. This will help the council to engage more effectively with the young people in the Parish

HS2 Public Meeting

A date has been set for the meeting. The aim is to inform residents of the issues and get a mandate for action going forward. It will be a chance to be heard, a chance to shape the future and a chance to have a glass of wine! Councillors and HS2 MAG are working together to shape the agenda and it will be a mix of informing people of some of the challenges and impacts on the bigger picture and also how can we as the current Wendover shape the future Wendover so it retains its character and charm.

Skate Park

Work continues to support the skate park. There is now a live crowdfunding page with a few rewards available and there will be more promotion online and through social media. Documents are close to being submitted for planning purposes and this will launch a local consultation phase as we apply for planning. We are working hard to have noticeboards with details on the plans at the library and Budgens as well as hosting an online consultation page.

After the consultation a paper will come to Council with all details of the project for the latest approval on the journey to completing the project.

Eco audit

The office has been working through the Eco Audit and discussing ideas on how to expand on some of the themes presented. Currently around half of the audit has been completed with more work needed to be done to reframe some of the lines. More detail on progress will be brought to the next council and will include some additional targets. One of the limits of the Eco Audit is that it focuses on the activities and behaviours of the Parish Council with a view to their own internal net zero goal. However, the Parish Council has a position within the community that makes it able to disseminate information, create collaborations and look at a broader local response to Climate Change. Therefore work is being undertaken to look at some of the campaigns we could run such as a Reduce, Reuse, Repair and Recycle which we could leverage our local relationships and develop a campaign in conjunction with the business group and Wendover Shed, for example Budgens already has a packaging free section at the back of the store and the Wendover Shed will undertake projects to repair items (particularly wooden items). Any further ideas then please forward to the Clerk who will be producing an update for the next Council.



Planning surgeries

The Planning committee will be attending a planning surgery with Bucks Council to identify some of the complicated issues that arose after the loss of a high street shop without any of the process set out in the neighbourhood plan. We are awaiting a date for that.

Walnut Tree Meadow issues

We have had calls into the office about the mess being caused by constructors using Walnut Tree Meadow to access work to the Canal towpath. With recent wet weather there is concern about the state of the ground and also there had been issues with the gate not being secured. All of these issues have been reported to the Wendover Canal Trust and hopefully now resolved with their contractors.

Hedges

Given the time of year it is not a surprise that we are getting a lot of complaints about overgrown hedges and bushes. It is worth reminding Councillors about our responsibilities with regards to overgrown vegetation. Issues can be reported directly to the Council or via the fix my street website (and they will get forwarded to us). Under the current Devolved Services Agreement we need to assess the problem and work out who owns the land. In the very rare instance that it is a hedge that the Parish Council are responsible for then we just need to get on with that. If it is a part of the highway, then we need to liaise with Bucks Council. However, in 90% of instances the offending overgrowth belongs to private landlords (including housing associations such as Fairhive). In that instance we have a standard letter which we send out stating the responsibilities of the landowner and asking them to cut the hedge. If the hedge is still not cut 28 days later, we send a follow up letter. If after both letters there is no action, then we send it back to Bucks Council who can start legal proceedings. We have about 10 hedges and bushes that have not yet been resolved around the Parish that the Estates and Event Manager is monitoring – if you own trees, bushes or hedges you are advised to just check they aren't spilling onto any roads or pavements!

Best Kept Village – award presentation

It was a beautiful Saturday morning (Saturday 23rd Sep) and very befitting the award of the Buckinghamshire Best Kept Village award. Wendover won the Michaelis Cup for town/village with over 3000 residents and is currently the proud custodian of the winners sign situated on the Manor Waste. There have been a few comments around the issue of village and town on social media. Wendover is a Market Town that chooses to identify as a village. The Best Kept Village Competition also covers towns but also chooses to market the village aspect! The award presentation singled out our open spaces and how well they are kept but also recognised all residents for keeping the parish looking as good as possible.

Little Hampden Close

Again, the residents have been facing issues with the maintenance of their road and whilst the Parish Council is not responsible, we have worked with the residents to try and get to the bottom of the issues. After downloading land registry titles, we have been able to highlight the issues and engage with Fairhive and Bucks Council to resolve the problem. It is hoped that there should be a noticeable change in this part of the village going forward.

Hampden Pond

The bulk of the current works have been completed around the pond with just some minor making good works to the trees to follow along with a 5-year management plan that will help improve wildlife and the visitor experience. The report is to follow and will be part of the Amenities committee papers.



Meeting new Youth Centre worker

We were pleased to introduce ourselves to the new Youth Centre member of staff and welcome them to Wendover. The Parish Council puts great value in the work of the Youth Centre and so we were pleased to introduce ourselves and keep communication channels open.

Remembrance Day Parade

Since getting the go ahead for the parade we have worked with Bucks Council to make sure the road closures are covered and will go smoothly. We discovered that the road closures are covered under a blanket permit for Remembrance Sunday. We will now be working with the Royal British Legion to ensure the event goes without a hitch. The High Street will be closed on Sunday 12th November from about 2:20pm to 2:45pm. Traffic will be able to pass along Dobbins Lane to get between South Street and Aylesbury Road and the road will be closed for the shortest time possible, then reopened when the parade has moved to the Manor Waste.

Safety system – Worknest

It seems that our new safety system will require a lot of work to reinstate back to where it was before they moved to a new online system. This includes moving some aspects between units that were set up incorrectly initially. All Health and Safety inspections and logs and their local archive at the clock tower are unaffected but it may be that we reconsider the Worknest Safety System on a value for money basis.

Fixed electrical installation inspection

The fixed electrical installation inspection for the clock tower is now complete with no issues and will last for another 5 years. Part of the works included repair of a ventilation fan in the toilet that had been an issue on the last report.

Insurance Renewal

The insurance has been renewed, starting on the 1st October based on being in tied three year deal (we are in year 2). There has been minimal change to the cover and specific details are available at the office.



ITEM 8 – FINANCE REPORTS

The finance reports show the current situation as at 25/9/2023. However, it does include the Sep Salaries which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).



26/09/2023

Wendover Parish Council Current Year

Page 1

10:09

Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	10	1,701	1,630	(71)			104.4%	
1005 Charter Fair	0	110	220	110			50.0%	
1010 Cricket Club Lease	75	150	300	150			50.0%	
1021 Markets - Local Produce	18	385	2,000	1,615			19.3%	
1022 Markets - Weekly Market	888	2,665	10,660	7,995			25.0%	
1030 Other Rental (Ashbrook)	50	838	2,045	1,208			41.0%	
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			105.8%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
Amenities Income :- Income	1,041	25,047	37,597	12,550			66.6%	0
Net Income	1,041	25,047	37,597	12,550				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	512	500	(12)		(12)	102.5%	
4105 Christmas Decorations	0	0	6,000	6,000		6,000	0.0%	
4109 Promo Materials	0	321	500	179		179	64.3%	
4110 Entertainment & Events	0	1,674	5,000	3,326		3,326	33.5%	
4111 RAF Freedom Parade	0	3,667	0	(3,667)		(3,667)	0.0%	3,667
4112 Floral Display	0	2,200	5,000	2,800		2,800	44.0%	
4122 Markets - Local Produce	50	50	500	450		450	10.0%	
4124 Markets - Business Rates	90	538	1,500	962		962	35.9%	
4125 Markets - Water	0	31	50	19		19	62.0%	
4126 Markets - Electric	20	165	300	135		135	55.0%	
4130 Quiz	0	0	100	100		100	0.0%	
4132 Christmas Celebration Event	38	38	2,500	2,463		2,463	1.5%	
Events Expenditure :- Indirect Expenditure	197	9,196	21,950	12,754	0	12,754	41.9%	3,667
Net Expenditure	(197)	(9,196)	(21,950)	(12,754)				
6000 plus Transfer From EMR	0	3,667						
Movement to/(from) Gen Reserve	(197)	(5,529)						
130 Highways Expenditure								
4200 Bus Shelters	0	0	750	750		750	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0.0%	0
Net Expenditure	0	0	(3,750)	(3,750)				

Continued over page



26/09/2023

Wendover Parish Council Current Year

Page 2

10:09

Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expenditure								
4300 Electricity	1,060	5,230	13,000	7,770		7,770	40.2%	
4305 Maintenance	0	4,275	7,000	2,725		2,725	61.1%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	1,060	9,505	28,500	18,995	0	18,995	33.4%	0
Net Expenditure	(1,060)	(9,505)	(28,500)	(18,995)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	278	2,050	1,772		1,772	13.6%	
4405 Maintenance - Fences, etc	0	70	1,500	1,430		1,430	4.7%	
4410 Maintenance - Groundworks	0	310	5,000	4,690		4,690	6.2%	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	0.0%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	3,300	2,500	(800)		(800)	132.0%	
4418 Tree Inspections	0	1,680	1,800	120		120	93.3%	
4421 Orchard Maintenance	0	721	600	(121)		(121)	120.2%	
4425 Capital Expenditure (asset pur	370	2,993	10,000	7,007		7,007	29.9%	
4430 Mower Maintenance	0	1,866	2,000	134		134	93.3%	
4440 Play Equip - Repairs & Maint	4,654	4,654	8,000	3,346		3,346	58.2%	
4450 Premises - Garage Rent	135	810	1,620	810		810	50.0%	
4455 Premises - SiteSafe Electrics	16	(51)	200	251		251	(25.3%)	
4460 Premises - SiteSafe Rates	0	160	0	(160)		(160)	0.0%	
4465 Premises - SiteSafe Water, etc	6	35	300	266		266	11.5%	
4475 Misc - Fuel	351	1,638	3,000	1,362		1,362	54.6%	
4480 Misc - Materials & Tools	27	352	2,500	2,148		2,148	14.1%	
4481 Machinery/Tool Service Repair	193	210	3,500	3,290		3,290	6.0%	
4485 Misc - Protective Clothing	34	34	400	366		366	8.5%	
4490 Misc - Refuse Bins	0	387	1,200	813		813	32.2%	
4495 Misc - Sundries Recreation	15	64	1,000	936		936	6.4%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	5,800	19,511	50,970	31,459	0	31,459	38.3%	0
Net Expenditure	(5,800)	(19,511)	(50,970)	(31,459)				
200 Finance & General Income								
1205 Wiltchell Trust Grant	0	129	200	71			64.7%	
1210 Interest Received ex Deposits	0	1,461	2,000	539			73.1%	
1215 Miscellaneous Income	150	562	0	(562)			0.0%	
1250 Precept Received	179,539	359,078	359,078	0			100.0%	

Continued over page



26/09/2023

Wendover Parish Council Current Year

Page 3

10:09

Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1266 VAHT Streetlight Income	0	408	600	192			68.0%	
Finance & General Income :- Income	179,689	361,639	361,878	239			99.9%	0
Net Income	179,689	361,639	361,878	239				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	468	2,000	1,532		1,532	23.4%	
4550 Communications - Publicity	169	4,844	5,750	906		906	84.2%	
4555 Communications - Website	194	1,655	1,500	(155)		(155)	110.3%	
4560 Financial - Bank Charges	0	209	580	371		371	36.0%	
4565 Financial - Fees - Audit	840	(105)	2,300	2,405		2,405	(4.6%)	
4570 Financial - Fees - Legal	606	606	2,000	1,394		1,394	30.3%	
4575 Financial - Insurance	0	0	5,940	5,940		5,940	0.0%	
4580 Financial - Software	0	566	800	234		234	70.8%	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	(69.8%)	
4615 Office - Broadband/Tel/Fax	112	767	1,600	833		833	47.9%	
4620 Office - Copier	234	702	1,750	1,048		1,048	40.1%	
4621 Office - Equipment - Expend	314	1,863	5,500	3,637		3,637	33.9%	
4625 Office - Equipment Capital	17	450	1,000	550		550	45.0%	
4630 Office - Postage & Stationery	38	131	500	369		369	26.3%	
4640 Office - Testing - Electrical	0	0	75	75		75	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	80	829	2,000	1,171		1,171	41.4%	
4655 Office - Utilities - Water	6	22	150	128		128	14.9%	
4660 Property Mgt - Clock Tower	80	596	2,000	1,404		1,404	29.8%	
4665 Property Mgt - Manor Waste	0	20	1,000	980		980	2.0%	
4670 Property Mgt - SiteSafe	0	83	5,000	4,917		4,917	1.7%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,441	2,000	559		559	72.0%	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	19.4%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	50	300	1,200	900		900	25.0%	
4700 Misc Sundry Expenses Finance	50	182	500	318		318	36.5%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	21	21	3,000	2,979		2,979	0.7%	
Finance & General Expenditure :- Indirect Expenditure	2,811	15,327	51,245	35,918	0	35,918	29.9%	0
Net Expenditure	(2,811)	(15,327)	(51,245)	(35,918)				

Continued over page



26/09/2023

Wendover Parish Council Current Year

Page 4

10:09

Detailed Income & Expenditure by Budget Heading 26/09/2023

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
230 Grants out - S137								
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	100.0%	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	100.0%	
4590 Grants Out - Major	0	15,000	15,000	0		0	100.0%	
4611 Grants Out - Minor	0	0	5,000	5,000		5,000	0.0%	
Grants out - S137 :- Indirect Expenditure	0	29,000	34,000	5,000	0	5,000	85.3%	0
Net Expenditure	0	(29,000)	(34,000)	(5,000)				
320 Staffing								
4800 Staffing - Amenities - Wages	5,203	32,489	71,563	39,074		39,074	45.4%	
4801 Staffing - Amenities - NIC	534	3,254	6,580	3,326		3,326	49.4%	
4802 Staffing - Amenities-Pension	96	3,992	10,193	6,201		6,201	39.2%	
4810 Staffing - F&G - Wages	6,007	36,039	97,586	61,547		61,547	36.9%	
4811 Staffing - F&G - NIC	625	3,747	8,952	5,205		5,205	41.9%	
4812 Staffing - F&G - Pension	293	1,758	6,196	4,438		4,438	28.4%	
4816 Staffing F&G Student Loan	35	210	0	(210)		(210)	0.0%	
4845 Payroll Charges	60	300	750	450		450	40.0%	
4855 HR Consultancy Fees	0	3,383	3,500	117		117	96.6%	
4860 Training Staff & Cllrs	65	1,523	3,000	1,477		1,477	50.8%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	15	90	240	150		150	37.5%	
Staffing :- Indirect Expenditure	12,933	86,784	209,060	122,276	0	122,276	41.5%	0
Net Expenditure	(12,933)	(86,784)	(209,060)	(122,276)				
980 Amenities EMR projects								
9111 EMR - Site Safe Insulation	0	5,056	0	(5,056)		(5,056)	0.0%	5,056
9123 EMR - TWG Priorities	0	433	0	(433)		(433)	0.0%	433
9126 EMR - New Cesspit Ashbrook	0	6,000	0	(6,000)		(6,000)	0.0%	6,000
Amenities EMR projects :- Indirect Expenditure	0	11,489	0	(11,489)	0	(11,489)		11,489
Net Expenditure	0	(11,489)	0	11,489				
6000 plus Transfer From EMR	0	11,489						
Movement to/(from) Gen Reserve	0	0						
Grand Totals:- Income	180,730	386,686	399,475	12,789			96.8%	
Expenditure	22,800	180,811	399,475	218,664	0	218,664	45.3%	
Net Income over Expenditure	157,929	205,875	0	(205,875)				
plus Transfer From EMR	0	15,155						
Movement to/(from) Gen Reserve	157,929	221,030						



26/09/2023

Wendover Parish Council Current Year

Page 1

10:10

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 26/09/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	5,952	
200	Current Bank Account	41,902	
202	Flagstone	412,991	
	Total Current Assets		461,048
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,684	
	Total Current Liabilities		1,684
	Net Current Assets		459,365
	Total Assets less Current Liabilities		459,365
	<u>Represented by :-</u>		
300	Current Year Fund	190,075	
310	General Reserves	139,145	
338	Hampden Pond EMR	7,800	
339	RAF Freedom Parade EMR	4,333	
346	Clock Tower Fountain and Wall	15,000	
347	Site Safe Cladding EMR	1,444	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
362	New Cesspit Ashbrook	4,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	Total Equity		459,365



26/09/2023

Wendover Parish Council Current Year

Page 1

10:09

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	7,800.00	7,800.00
339 RAF Freedom Parade EMR	0.00	4,333.17	4,333.17
346 Clock Tower Fountain and Wall	15,000.00		15,000.00
347 Site Safe Cladding EMR	6,500.00	-5,056.00	1,444.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00	-432.50	9,567.50
362 New Cesspit Ashbrook	10,000.00	-6,000.00	4,000.00
363 Christmas Lights EMR	10,000.00		10,000.00
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>644.67</u>	<u>130,144.67</u>



Wendover Parish Council Current Year

Detailed Income & Expenditure by Budget Heading

MONTH: 5

	Actual		YTD	Annual	Budget		%	Expenditure	Forecast		Basis of forecast and notes
	Cmnt Mth	YTD			Variance	Annual			Cmnt Mth	Clerk	
100 Amenities Income											
1000 Allotment Rent	154	1,691		1,630	(61)	103.7%	4,058	1,691	61	Most rents are in - just dealing with a couple of empty plots	
1005 Charter Fair	110	110		220	0	50.0%	264	220	0		
1010 Cricket Club Lease	0	75		300	225	25.0%	180	300	0		
1021 Markets - Local Produce	53	368		2,000	1,632	18.4%	883	1,348	(652)	stall numbers are down and we did a free pitch month to generate interest	
1022 Markets - Weekly Market	888	1,777		10,660	8,883	16.7%	4,265	9,772	(888)	Assume shortfall is mostly recovered	
1030 Other Rental (Ashbrook)	588	788		2,045	1,257	38.5%	1,891	1,891	(154)	Would agree with extrapolation	
1035 BCC Devoled Footpaths Income	0	19,198		18,142	(1,056)	105.8%	46,075	19,198	1,056	That is all we are due!	
1214 Christmas Trees	0	0		2,000	2,000	0.0%	0	2,000	0	No current reason to believe any variances	
1260 Xmas event income	0	0		500	500	0.0%	0	600	100	We have two sponsors lined up	
1261 Rifle Club Lease	0	0		100	100	0.0%	0	100	0	No current reason to believe any variances	
AMENITIES INCOME TOTAL	1,793	24,007		37,597	13,590	63.9%	57,617	37,120	(4,777)	Forecast we will be £477 short of our income target	
125 Events Expenditure											
4100 Annual Parish Meeting exci refs	0	512		500	(12)	102.4%	1,229	512	12		
4105 Christmas Decorations	0	0		6,000	6,000	0.0%	0	7000	1,000	Last year something was not charged for that should have been, which we got away with but need to pay it this year. This does not include the refurb of the lights	
4109 Promo Materials	0	321		500	179	64.2%	770	750	250	Still have a Welcome to Wendover lunch event and promo of LPM	
4110 Entertainment & Events	200	1,674		5,000	3,326	33.5%	4,038	5000	0	No current reason to believe any variances	
4111 RAF Freedom Parade	0	3,667		0	(3,667)		8,801	3,667	3,667	This will be final budget but is covered by EMR and leaves £4333 to tfr to Gen Res	
4112 Floral Display	2,200	2,200		5,000	2,800	44.0%	5,280	5000	0		
4122 Markets - Local Produce	0	0		500	500	0.0%	0	500	0	We are going to need to do some more promotions and events	
4124 Markets - Business Rates	90	448		1,500	1,052	29.9%	1,075	898.2	(602)	Rates seem to have come down this year and this is the final bill#	
4125 Markets - Water	0	31		50	19	62.0%	74	31	(19)	This is an annual charge and so the final cost	
4126 Markets - Electric	25	145		300	155	48.3%	348	348	48	This seems to be an accurate EGY position	
4130 Quiz	0	0		100	100	0.0%	0	300	200	Rent of Bowls club rapidly increased and hire not accounted for in original budget	
4132 Christmas Celebration Event	0	0		2,500	2,500	0.0%	0	2500	0	This will come in on budget	
EVENTS EXPENDITURE TOTAL	2,515	8,998		21,950	12,952	41.0%	21,595	26,506	889	Over budget on this cost centre by £889	
6000 TFR FROM EMR		3,667							3,667		
Net movement to gen reserve	(2,515)	(5,331)									



	Actual		YTD	Annual	Budget Variance	%	Forecast		Variance	Basis of forecast and notes
	Crmt Mth						Expiate	Clerk		
130 Highways Expenditure										
4200 Bus Shelters	0	0	0	750	750	0.0%	0	0	(750)	No current need for expenditure
4210 Refuse Bins	0	0	0	500	500	0.0%	0	0	(500)	No current need for expenditure
4211 Sever weather (salt etc	0	0	0	500	500	0.0%	0	500	0	Will need to restock on salt/grt for winter
4215 Street Furniture - Purchase	0	0	0	2,000	2,000	0.0%	0	1000	(1,000)	No forecast expenditure but just in case we need to replace something
HIGHWAY EXPENDITURE TOTAL	0	0	0	3,750	3,750	0.0%	0	1,500	(2,250)	Under budget by £2250
6000 TFR FROM EMR	0	0	0							
Net movement to gen reserve	0	0	0							
135 Street Lighting Expenditure										
4300 Electricity	1,060	4,170	13,000	8,830	32.1%	32.1%	10,008	12000	(1,000)	electricity costs are remaining stable but will increase as they are on more over winter
4305 Maintenance	808	4,275	7,000	2,725	61.1%	61.1%	10,260	10000	3,000	Light failures are increasing as some lights are nearly 10 years old
4315 New Columns (not LEDs)	0	0	7,000	7,000	0.0%	0.0%	0	4000	(3,000)	We are forecast to only replace one column
4320 Streetlighting Inspections	0	0	1,500	1,500	0.0%	0.0%	0	1500	0	no current reason to believe any variances
STREET LIGHT TOTAL	1,868	8,445	28,500	20,055	29.6%	29.6%	20,268	27,500	(1,000)	Under budget by £1000
6000 TFR FROM EMR	(1,868)	(8,445)								
Net movement to gen reserve										



	Actual	Budget	%	Forecast	Variance	Basis of forecast and notes				
	Cmt Mth	YTD	Annual	Variance	Explore	Clerk				
140 Recreation Expenditure										
4400 Dog Bin Emptying	0	278	2,050	1,772	13.6%	667	2200	150 We have added 2 bins at PMG		
4405 Maintenance - Fences, etc	0	70	1,500	1,430	4.7%	168	6000	4,500 Need to replace fence along Hampden Mow Playpark H&S Work		
4410 Maintenance - Groundworks	6	310	5,000	4,690	6.2%	744	5000	0 Allowing for current planned works Allotments, Witchell Stream and Benches		
4415 Maintenance - Inspections, etc	0	0	1,800	1,800	0.0%	0	1000	(800) This will allow for playground inspections		
4416 Pond Works	0	0	1,500	1,500	0.0%	0	800	(700) replacement trees/guards and potentially bark chippings and soil		
4417 Tree Works	0	3,300	2,500	(800)	132.0%	7,920	7,500	5,000 This has been a big year for tree damage and cutting back overgrown trees		
4418 Tree Inspections	0	1,680	1,800	120	93.3%	4,032	1680	(120)		
4421 Orchard Maintenance	0	721	600	(121)	120.2%	1,730	721	121		
4425 Capital Expenditure (asset pur	370	2,623	10,000	7,377	26.2%	6,295	10000	0 Will need a new cutting deck as current deck is getting costly to repair		
4430 Mower Maintenance	1,126	1,866	2,000	134	93.3%	4,478	2000	0 Current mowing season close to an end		
4440 Play Equip - Repairs & Maint	0	0	8,000	8,000	0.0%	0	6300	(1,700) There is a current piece of equipment to repair then nothing further.		
4450 Premises - Garage Rent	135	675	1,620	945	41.7%	1,620	1620	0 no current reason to believe any variances		
4455 Premises - SiteSafe Electrics	15	(67)	200	267	-33.5%	(161)	200	0 Issues with a new meter means we had a refund and are ahead of budget but this will go in winter		
4460 Premises - SiteSafe Rates	0	160	0	(160)		384	0	0 Misposting and will need to correct		
4465 Premises - SiteSafe Water, etc	6	29	300	271	9.7%	70	100	(200) Meter readings have reduced the bill based on consumption		
4475 Misc - Fuel	296	1,288	3,000	1,712	42.9%	3,091	3,200	200 Fuel prices are on the rise again		
4480 Misc - Materials & Tools	0	325	2,500	2,175	13.0%	780	1,500	(1,000) Need electrical connections and misc tools for Christmas		
4481 Machinery/Tool Service Repair	0	17	3,500	3,483	0.5%	41	2,000	(1,500) To allow for annual equipment repair and service over winter		
4485 Misc - Protective Clothing	0	0	400	400	0.0%	0	400	0 no current reason to believe any variances		
4490 Misc - Refuse Bins	160	387	1,200	813	32.3%	929	1,200	0 no current reason to believe any variances		
4495 Misc - Sundries Recreation	0	49	1,000	951	4.9%	118	700	(300) no current plans for this budget		
4497 Defibrillators	0	0	500	500	0.0%	0	500	0 Spend a lot of money last year upgrading and new batteries		
STREET LIGHT TOTAL	2,114	13,711	50,970	37,259	26.9%	32,906	54,621	3,652	(Over budget by £3651 depending on fencing renewal quote)	
6000 TFR FROM EMR										
Net movement to gen reserve										



Actual		Budget		Forecast		Basis of forecast and notes	
Cmnt Mth	YTD	Annual	Variance	%	Expiate	Clerk	Variance
200 Finance & General Income							
1205 Mitchell Trust Grant	65	129	200	71	64.5%	310	300
1210 Interest Received ex Deposits	0	1,461	2,000	539	73.1%	3,506	5,000
1215 Miscellaneous Income	0	412	0	(412)		989	412
1250 Precept Received	0	179,539	359,078	179,539	50.0%	430,894	359,078
1266 VAHT Streetlight Income	0	408	600	192	68.0%	979	816
	65	181,949	361,878	179,929	50.3%	436,368	365,306
F&G INCOME TOTAL							
							£3628 extra income due to increase in interest rates impacting deposits
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	433	468	2,000	1,532	23.4%	1,123	2,000
4530 Communications - Publicity	169	4,675	5,750	1,075	81.3%	11,220	7,500
4555 Communications - Website	319	1,461	1,500	39	97.4%	3,506	3,000
4560 Financial - Bank Charges	41	209	580	371	36.0%	502	580
4565 Financial - Fees - Audit	0	(945)	2,300	3,245	-41.1%	(2,268)	1,500
4570 Financial - Fees - Legal	0	0	2,000	2,000	0.0%	0	750
4575 Financial - Insurance	0	0	5,940	5,940	0.0%	0	7950
4580 Financial - Software	0	566	800	234	70.8%	1,358	566
4582 End of Year Support RBS	0	(538)	800	1,338	-69.8%	(1,339)	-558
4615 Office - Broadband/Te/Fax	112	655	1,600	945	40.9%	1,572	1,600
4620 Office - Copier	117	468	1,750	1,282	26.7%	1,123	1,400
4621 Office - Equipment - Expend	241	1,549	5,500	3,951	28.2%	3,000	2,200
4625 Office - Equipment Capital	0	433	1,000	567	43.3%	1,039	1,000
4630 Office - Postage & Stationery	0	93	500	407	18.6%	223	250
4640 Office - Testing - Electrical	0	0	75	75	0.0%	0	75
4645 Office - Testing - Fire	0	0	300	300	0.0%	0	300
4650 Office - Utilities - Electric	88	749	2,000	1,251	37.5%	1,798	2,000
4655 Office - Utilities - Water	6	17	150	133	11.3%	41	100
4660 Property Mgt - Clock Tower	80	516	2,000	1,484	25.8%	1,238	2,000
4665 Property Mgt - Manor Waste	0	20	1,000	980	2.0%	48	1,000
4670 Property Mgt - SiteSafe	0	83	5,000	4,917	1.7%	199	1,000
4675 Property Mgt - War Memorial	0	0	500	500	0.0%	0	0
4685 Subscriptions and Donations	38	1,441	2,000	559	72.1%	3,458	2,000
4690 Misc - Chairman's Expenses	0	233	1,200	967	19.4%	559	1,200
4691 Misc - Councillor Expenses	0	0	100	100	0.0%	0	100
4695 Misc - Room Hire	50	250	1,200	950	20.8%	600	1,200
4700 Misc Sundry Expenses Finance	18	132	500	368	26.4%	317	500
4705 Misc - Travel Staff & Clrs	0	0	200	200	0.0%	0	200
4707 H&S	0	0	3,000	3,000	0.0%	0	3,000
	1,712	12,515	51,245	38,730	24.4%	29,318	44,413
FINANCE AND GENERAL TOTAL							
6000 TR FROM EMR							£6832 saving on budget
	(1,712)	(12,515)					(16,832)
Net movement to gen reserve							



	Actual		Budget		Forecast		Basis of forecast and notes
	Cmnt.Mth	YTD	Annual	Variance	Expiate	Clerk	
230 Grants out - S137							
4585 Grant - Churchyard Care	0	7,000	7,000	0	16,800	7,000	0
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0	16,800	7,000	0
4590 Grants Out - Major	0	15,000	15,000	0	36,000	15,000	0
4611 Grants Out - Minor	0	0	5,000	5,000	0	5,000	0
FINANCE AND GENERAL TOTAL	0	29,000	34,000	5,000	69,600	34,000	0
6000 TFR FROM EMR							
Net movement to gen reserve	0	(29,000)					
320 Staffing							
4800 Staffing - Amenities - Wages	5,475	27,286	71,563	44,277	65,486	68,761	(2,802)
4801 Staffing - Amenities - NIC	546	2,719	6,580	3,861	6,526	6,852	272
4802 Staffing - Amenities-Pension	790	3,896	10,193	6,297	9,350	9,818	(375)
4810 Staffing - F&G - Wages	6,007	30,033	97,586	67,553	72,079	75,683	(21,903)
4811 Staffing - F&G - NIC	625	3,123	8,952	5,829	7,495	7,870	(1,082)
4812 Staffing - F&G - Pension	293	1,465	6,196	4,731	3,516	3,692	(2,504)
4816 Staffing F&G Student Loan	35	175	0	(175)	420	420	420
4845 Payroll Charges	60	240	750	510	576	576	(174)
4855 HR Consultancy Fees	0	3,383	3,500	117	8,119	3,383	(117)
4860 Training Staff & Clifs	0	1,457	3,000	1,543	3,497	3,000	0
4861 Uniform	0	0	500	500	0	0	(500)
4862 Smart Pension Admin Fee	15	75	240	165	180	180	(60)
STAFFING TOTAL	13,846	73,852	209,060	135,208	177,245	180,234	(28,826)
6000 TFR FROM EMR							
Net movement to gen reserve	(13,846)	(73,852)					

This is £28826 under budget, if pay rise is 6.5% then this will be £26,359 under budget, if pay rise is 8% then this will be £23,892



EMR MOVEMENTS						
	Actual		Budget		Forecast	
	Cmnt Mth	YTD	Annual	Variance	EMR open/ Clerk	EMR Balance Basis of forecast and notes
980 Amenities EMR Projects						
9107 EMR - Library Extension		0	0	0	8,000	0 EMR to be closed
9108 EMR - Skate Park		0	0	0	15,000	15,000
9110 EMR - Clock Tower Fountain/wall		0	0	0	15,000	(701) EMR to be closed
9111 EMR - Site Safe Insulation	338	5,056	0	5,056	15,701	1,444 EMR to be closed
9115 EMR - Hampden Pond Works		0	0	0	7,800	0 EMR to be closed
9123 EMR - TWG Priorities	0	433	0	433	5,000	5,000
9126 EMR - New Cesspit Ashbrook	0	6,000	0	6,000	10,000	4,000 EMR to be closed
9127 EMR - Christmas Tree Lights		0	0	0	10,000	0
9128 EMR - Climate Action		0	0	0	5,000	1,000
AMENITIES EMR PROJECTS TOTAL	338	11,489	0	0	58,557	28,743
6001 TFR FROM EMR	338	11,489	0	0	4,743	To be trf back to general reserve
Net movement to gen reserve	0	0	0	0	0	0

EMR MOVEMENTS						
	Actual		Budget		Forecast	
	Cmnt Mth	YTD	Annual	Variance	EMR open/ Clerk	EMR Balance Basis of forecast and notes
990 F&G EMR Projects						
9100 EMR - LGPS Cessation		0	0	0	0	0
F&G EMR PROJECTS TOTAL	0	0	0	0	0	0
6000 TFR FROM EMR	0	0	0	0	0	0
Net movement to gen reserve	0	0	0	0	0	0

TOTALS and movements to/from general reserve						
	Actual		Budget		Forecast	
	Cmnt Mth	YTD	Annual	Variance	Clerk	Variance
Income	1,858	205,956	399,475	193,519	402,426	2,951
Expenditure	22,393	158,010	399,475	252,954	427,332	27,857
Net Income over Expenditure	(20,535)	47,946	0	(59,435)	(24,906)	27,857
plus Transfer From EMR	338	15,156	0	0	66,967	EMR Transfers include bringing any "spare" EMR transfer back from completed projects
Movement to/(from) Gen Reserve	(20,197)	63,102	0	0	42,061	



ITEM 9a – WENDOVER HS2 MAG



Works update

- Initial excavation of the Green Tunnel and North Cutting to “above groundwater levels” has been completed following approval of EKFB’s aquifer mitigation plans by the Environment Agency.
- Diversion of underground utilities continue at Ellesborough Road, and further closures of the road are expected in October before the anticipated opening of the diverted road in November.
- Piling works for building the B4009 Nash Lee Road “overbridge” have started.
- The “haul road” crossing at Bacombe Lane has been completed, which will allow massive dump trucks to pass from Small Dean towards Stoke Mandeville

September WPC activity

- Following our escalation of the inadequate roadside advanced warning signage on the A413, Bucks Council convened a meeting of local Parishes with senior EKFB management. Options are to be considered prior to the planned closures at Small Dean for the initial realignment of the road now expected in December.
- A councillors visit to HS2’s Small Dean, Green Tunnel, and North Cutting sites is being planned in October.
- Eight public issues were handled in the month, mainly night time construction noise at Nash Lee Lane from site generators and afterhours working.
- A public meeting is now planned for 24th November at the Memorial Hall to explain the current HS2 mitigation issues and opportunities.

Current Issues

- EKFB have not yet started the feasibility study to see if a well could be provided to boost the water levels in Hampden Pond. This was due to report back in September.
- There is further delay regarding the reopening of the Public Right of Way between Dobbins Lane and Station Approach as the Thames Water supply installation works are awaiting a Network Rail works consent following a survey of Folly Bridge. EKFB hope that the works will be concluded this year, but this is not certain.
- The multitude of ongoing issues at Nash Lee Lane probably merit a formal complaint to the HS2 Independent Construction Commissioner.

26th September ‘23



WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting 19th September 2023 at 7:30pm

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

Present: Councillors Worth (Chair), Julie Williams (ex-officio), Jennifer Ballantine, Mark Standen, Diane Washington & Leigh Porter

Absent: Cllr Julie Lloyd-Evans & Sam Walker

Clerk & Minutes: Phoebe Sharps

Members of Public: 4

APPOINTMENT TO THE COMMITTEE

A23/037 It was **RESOLVED** unanimously to appoint Cllr Porter to the committee.

APOLOGIES FOR ABSENCE

A23/038 Apologies were received and **ACCEPTED** from Cllr Gallagher.

DECLARATIONS OF INTEREST

A23/039 Cllr Stephen Worth declared an interest in Item 9f Wendover Shed as he is a member, it was **RESOLVED** that Cllr Worth would not discuss the item and not vote.

MINUTES OF PREVIOUS MEETINGS

A23/040 The minutes of the meeting of 18th July 2023 were **RESOLVED** as a true record and were signed by the Chair.

PUBLIC PARTICIPATION

A23/041 None

CLERKS REPORT AND CORRESPONDENCE

A23/042 The report was **NOTED**.

It was **NOTED** that since the report was written there had been recent damage to play equipment in Hampden Meadow, the office has received a quote of £1,266.96 incl VAT for the work, other quotes are being gathered for repair.

The office would try to calculate a total price for vandalism caused in the 12 months and investigate insurance claim options.

It was **NOTED** that since the report was produced the Crowdfunder link for the Skatepark project had gone live and will have rewards added future weeks. It was further **NOTED** that The Clerk and Cllr Williams met with the head of John Colet School and that the Skatepark was welcomed as a focal point for young people.

FINANCE



A23/043 The payments to consider totalling £3631.29 were **RESOLVED** and signed

OPEN SPACES AND HAMPDEN POND

- a) **A23/044** To consider the quotes for tree maintenance and approve the required tree works.
It was **RESOLVED** to accept the quote 1 and award work to the contractor.
- b) **A23/045** To consider the quotes for hedge maintenance and approve the required works
It was **RESOLVED** to accept the quote and award work to the contractor. It was **NOTED** that the office has been asked by the Council to speak with the contractor and consider the inside of the Old Skatepark/London Road hedge, regarding the Wendover Wildbelt.
- c) **CLAW tree planting proposal**
- A23/046** i) To consider the Working Party's recommendations from the tree planting proposal.

It was **RESOLVED** to bring this item to Full Council in October, with pictures of the proposed planting areas.
- A23/047** ii) To authorise the Open Spaces Working Group to investigate and propose a 5-year Open Spaces and Parks Strategy to be approved at a future date.
It was **RESOLVED** to authorise the Open Spaces Working Group to investigate and propose a 5-year Open Spaces and Parks Strategy to be approved at a future date.

OTHER MATTERS

- a) **A23/048** To consider the hire request for Hampden Meadow.
It was **RESOLVED** to:
- Approve the charge of £95.00.
 - Approve the hire request.
- b) **Christmas Lights EMR**
- A23/049** i) **Updating clock tower light panels**

It was **RESOLVED** to accept the quote totalling £2,400 (ex VAT) and award the work to the contractor.
- A23/050** ii) **Updating High Street Festoons**

It was **RESOLVED** to accept the quote totalling £4,158.00 (ex VAT) and award the work to the contractor.
- c) **Christmas Light Switch On event**
- A23/051** i) To consider approving the payment for one casual event staff member to support at the Christmas Light Switch On

It was **RESOLVED** to approve the payment of £100 for one casual event staff member for the Christmas Light Switch On event. It was further **RESOLVED** that in



this particular instance that a relation of the Estates and Events Manager can be employed as the casual event staff member.

A23/052 ii) To consider purchase for a Christmas Grotto

It was **RESOLVED** to:

- Approve the purchase of Grotto 2 to come from the EMR.
- Authorise expenditure of up to £200 for gazebo weights.

d) A23/053 Streetlight column replacement - To consider the quote for a replacing a streetlight column after damage and approve the required works.

It was **RESOLVED** to accept the quote and award work to the contractor. It was **NOTED** that when damage to streetlights occur the office will go out and ask residents if they have any information.

e) A23/054 Remembrance Parade - To consider a request from the Royal British Legion to act as event organiser for the Sunday Remembrance Parade.

It was **RESOLVED** to become event organiser for the Wendover Remembrance Day Parade and Service and work with the Royal British Legion to deliver the event.

f) Wendover Shed

A23/055 i) To consider the request for an extra shed at the site.

It was **RESOLVED** to agree to the request for the extra shed on site.

A23/056 ii) To consider what due diligence Wendover Parish Council require with the ongoing development of the site.

It was **RESOLVED** to agree that the Amenities Committee ask Wendover Shed to present written confirmation that their site meets planning regulations from a planning officer at Buckinghamshire Council within the next 2 months. It was further **RESOLVED** that if Wendover Shed cannot get a response from a Buckinghamshire Council planning officer in 2 months that they can instead prove that they have sought confirmation.

A23/057 iii) To consider the footprint of Wendover Shed on the site

It was **RESOLVED** to agree that the current footprint remains unchanged for the Wendover Shed site for at least 12 months, until they are confident with what they are going to operate and run from the site.

g) A23/058 Wendover Skatepark

To consider approval of the application to apply for planning permission for the new skatepark

It was **RESOLVED** to approve making a planning application for the skatepark. It was **NOTED** that the Council asked the office to ask the Community Board Fund about getting the funding upfront



ITEMS FOR THE NEXT AGENDA

A23/059 None presented at this time

DATE OF NEXT MEETING

A23/060 The next scheduled meeting of the Amenities Committee is 17th October 2023.

CLOSURE OF MEETING

A23/061 As all business was transacted the meeting was closed at 8.51pm

Signed by
Chair to the Amenities Committee

Date: 17th October 2023

DRAFT



ITEM 11a COMMUNITY ACTION PLAN WORKING GROUP

BROUGHT BY

Office

SUMMARY

To consider the role of the Community Action Plan Working Group and dissolving the group.

PARISH COUNCIL BACKGROUND

The terms of reference for the Working Group are shown in the appendix to this paper

DETAILS

Remit of the Community Action Plan Working Group

The Community Action Plan Working Group, formerly the Parish Plan Working Group have had considerable success in creating a community plan for the Council and setting out tasks for the next 12 to 18 months. Most of the work now is in the implementation being undertaken by the office and open spaces working group. Whilst this work needs review and monitoring it does not require regular meetings of the Community Action Plan working group to undertake that task which can be done via reports to Council and/or amenities.

The Community Action Plan covers a specific area of the work of the Council and the group had priorities to cover the Community Action Plan – largely focused around the Manor Waste, Climate Action Plan and Economic and Social Regeneration plan (largely through the Wendover Business Group).

Most of the plan is now “mainstreamed” into the Council staff team through the appraisals and new job descriptions approved in early 2023. Further, the Wendover Business Group are progressing the economic regeneration and the open spaces working group are taking on priorities set by the group.

Council Strategy

The plan links to elements of the Vision, Mission and Values as set out on the website. However, the Parish Council does not have a complete strategy and a process to renew and monitor progress. The Community Action Plan should be a part of a much bigger puzzle which sets out long term direction as well as 18 month plans for certain priorities of the Council. We have already been discussing having a separate 5 year plan for the management of our open spaces and with the work on co-ordination of ideas for HS2 land there needs to be a cohesion.

Therefore, the recommendation is that we disband the Community Action Plan Working Group and agree to start work on a unified Strategic Planning Process.



FINANCIAL CONSIDERATIONS

- No impact on current budgets

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- To disband the Communitiy Action Plan working group
- To authorise the Clerk to engage with Council to produce a strategic planning process for the Council for the next council meeting



ITEM 12a POLICY RENEWALS

BROUGHT BY

Office

SUMMARY

To consider the renewal of the existing policies:

- i) Working Group and Volunteer Expenses Policy
- ii) Communications and Engagement Policy
- iii) Code of Conduct
- iv) Public Participation at meetings

PARISH COUNCIL BACKGROUND

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

DETAILS

The following recommendations for changes are shown in red:

Working Group and Volunteers Expenses Policy

Where necessary personal expenditure up to a maximum of £50 in any one transaction may be expended and reclaimed as expenses; any need to incur personal expenditure shall be authorised in advance by email or signed letter from the Clerk. The Clerk may only authorise expenses where:

1. There is sufficient budget/EMR to cover the cost after all expected costs at that time are accounted for.
2. The expense is reasonable for the requirements of the tasks of the working group and is reasonable in terms of costs of the goods/service.
3. An invoice for the work charged to Wendover Parish Council is not possible (i.e., the spend is urgent or so minimal that the company will not raise an invoice).
4. A receipt is produced, and VAT is shown where applicable.

All expense claims shall comply with the relevant Parish Councils procedure (must be processed with other payments by WPC staff) and must be approved as part of a list of payments in a meeting of the Full Council or Amenities Committee. The payment will either be made by cheque or electronic transfer, where a cheque payment is made the Parish Clerk will notify the claimant when the cheque is ready for collection from the Parish Council office.

Document History

Drafted by Parish Clerk	22/08/2017	(version 1)
Approved and Adopted by Parish Council	05/09/2017	(version 1)
Reviewed by Parish Council	03/09/2019	(version 1)
Reviewed by Finance Committee	17/08/2021	(version 1)



Wendover Parish Council External Communications & Engagement Policy

THE PRINCIPLES FOR ALL COMMUNICATIONS AND ENGAGEMENT

DO:

1. Be objective and even-handed
2. Be clear and concise
3. Remain positive and constructive
4. Have regard for equality and diversity
5. Have regard for the long-term reputation of the Council
6. Abide by the members' Code of Conduct
7. Ensure you are well-informed of the facts
8. Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.
9. Write assuming all communication – from private email to posts on social media – are an enduring and public record

DO NOT:

1. Speak on behalf of the Council unless you have the authority. Instead, make it clear that any views you express are your personal views
2. Slander or libel anyone
3. Discuss any confidential or sensitive information about the Council, its members or staff. Do not reveal personal data about anyone without their express permission.
4. Publish anything purporting to be on behalf of the Council that could be deemed to be party-political (Local Government Act 1986, s.2)
5. Disclose confidential matters or criticise Council policies or personnel.
6. Post on social media images that include young people without parental permission.

1. INTRODUCTION

The purpose of this policy is to define roles and responsibilities within Wendover Parish Council and give guidelines on external communications, contact with the media, effective use of social media, engagement with the public and to provide advertising guidelines across council owned channels.



2. KEY OBJECTIVES

At all times, the council should be:

Transparent – the Council is accountable to the local community, and should be open about the decisions we make, and how we are governed.

Constructive – the Council’s efforts and communications should focus on how we can improve the local area for the benefit of its parishioners.

Proactive – the Council should anticipate the information that beneficiaries will want to know, and communicate this to them in the right way, at the right time.

Empowering – by providing the community with the information they need to know, the Council can help them to help themselves.

Engaging – our use of the media is central to gauging the priorities and wishes of the local community and service users, which in turn helps shape those services.

3. THE LEGAL FRAMEWORK

In addition to general legislation and common law, law and guidance specific to local authority communications includes:

- Local Government Act 1986 s.2
- Code of Recommended Practice on Local Authority Publicity
- The Openness of Local Government Bodies Regulations 2014
- Public Bodies (Admission to Meetings) Act 1960
- Local Government Transparency Code 2015

4. ATTENDANCE OF THE PUBLIC AND MEDIA AT MEETINGS

- The public and press are welcome and encouraged to attend all meetings of the Council and its committees.
- The Council may, however, temporarily exclude the public or the press or both, by a resolution, governed by the Public Bodies (Admission to Meetings) Act 1960 s.1(2). This provision should be used sparingly, and only where essential.
- Any Council meetings may be audio or video recorded, live streamed, and photographs may be taken, except where the public and press have been excluded.
- Agendas, reports and minutes (less any confidential papers) will be made available to the media or members of the public free of charge.
- The media are encouraged to attend Council and Committee meetings, and seating and workspace will be made available.



5. PRESS COMMUNICATIONS

- The Council continually seeks to develop a more open and transparent debate to accompany our corporate decisions based on consensus amongst Councillors whenever possible.
- The Council welcomes public debate on parish matters via the press and is grateful for any opportunity to engage with the community.
- The Council's position is as stated in the minutes and in formal statements issued by the Office of the Council on Council headed paper.
- All communications issued on behalf of the whole council **must** be seen by the clerk prior to publication.
- Any member of the council may draft a press release in line with Council policy and position, however they must all be issued by the Clerk in order to ensure that the principles and statutory requirements are adhered to; that there is consistency of style across the Council; and that the use of the press release can be monitored.
- Individual Councillors may have views which do not agree with the Council's position and, of course, we recognise that they must be free to air them as individuals.
- Where the Council is being discussed in the press or other media, we would welcome the opportunity to respond to ensure a balanced approach and that the public are being properly informed of the Council's position.
- Those seeking the position of the council should, in the first instance, contact the council office.

6. WEBSITE

- The Council's website will be the first point of contact for most residents, visitors, businesses, local groups, and funders. It should be regularly updated and all information on the site should be accurate and as accessible as possible.
- The Clerk will retain editorial control of the website. However, councillors may contribute material through blogs, news articles, and social media feeds.
- The Council do not permit external advertising on it's website, any links shared will be for matters of public interest or official government information.

7. SOCIAL MEDIA

For the purposes of this policy, *social media* covers sites and applications including, but not restricted, to Facebook, Twitter, Instagram, YouTube, LinkedIn, blogs, discussion forums, wikis and any sites which may emerge after the creation of this policy where the Council could be represented.



- The Council acknowledges social media as a useful communication tool. However, clear guidelines are needed for the use of social media to ensure they are used effectively as part of a wider communications mix and that its use does not expose the Council to security risks, reputational damage, confidentiality issues or breaches of data protection legislation.
- Users must ensure that they use social media sensibly and responsibly, in line with this guidance. Social media sites are in the public domain and officers must ensure the reliability and be confident of the nature of the information published. Once published, content is almost impossible to control and may be manipulated without consent, used in different contexts or further distributed.
- From time to time, the Council may have to respond to negative or inaccurate issues and may become involved in drawn out conversations on social media. Members and officers must alert the Clerk as soon as practicable, so that the situation can be managed effectively and efficiently to minimise negative, inaccurate or inappropriate publicity.
- Council social media must not be used for party political purposes or specific party-political campaigning. Officers may promote councillors' social media accounts for Council specific issues as appropriate, but not during any pre-election period or periods of high sensitivity such as by-elections.
- Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Parish Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.
- The Parish Clerk is the designated 'Council' owner of the Council Social Media channels agreed by the Council. Councillors officially appointed by the Council may assist the Parish Clerk to disseminate information. However all must ensure they follow this policy. No account details may be changed without the permission of the Parish Clerk. Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

Below are some extra guidelines for Councillors to consider for the use of social media during meetings:

- Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings - not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to 'mute'.



- Councillors' tweets/blogs during Council meetings should refer to the discussions which are taking place at the meeting - tweeting/blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.
- Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Wendover residents expect debate and to be informed about Council business, not witness petty arguments.
- Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

8. EMAILS

- All councillors are given dedicated email accounts, which must be used for all Council business. Councillors should not forward on confidential information from the email account. Councillors should follow best practice and not forward emails from their councillor account to their personal account. Councillors must not give anyone else access to their account.
- Any email correspondence relating to official business of the Council may be subject to a Freedom of Information request, regardless of whether it is held in the dedicated councillor email account, or their private account. You can find out more information here:

https://ico.org.uk/media/for-organisations/documents/1147/official_information_held_in_private_email_accounts.pdf

- With this in mind, councillors should ensure that any emails sent regarding Council business adhere to the principles set out at the start of the policy.
- Councillors should always uphold the principles set out in the Code of Conduct when replying to or sending emails, both internally and externally.

9. RECRUITMENT

The Parish Council may use internet searches to carry out due diligence as part of its recruitment process. In these circumstances, the Parish Council will act in accordance with its equal opportunities and data protection obligations.

10. PETITIONS

The Council welcomes feedback from its parishioners.

If a parishioner feels that their concerns have not been satisfactorily met there is a complaints procedure which is covered in a separate policy.



However, the Council recognises that petitions are one way in which people can let us know their concerns. All petitions sent or presented to the Council will receive an acknowledgement within 10 working days. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as such, or if it seems to us that it is intended to be a petition.

Paper petitions can be sent to:

The Clerk, Wendover Parish Council, The Clock Tower, High Street, Wendover, Buckinghamshire, HP22 6DU

How the Council will accept a petition

Petitions submitted to the Council must include:

- A clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the Council to take.
- The name and address and signature of any person supporting the petition.
- The Council will take into account identifiable signatures of people who provide valid addresses, where they live, work or study in the area and may take into account other signatures.
- Petitions should be accompanied by contact details, including an address, for the petition organiser.
- Petitions which are considered to be vexatious, abusive or otherwise inappropriate will not be accepted.

What will the Council do when it receives any petition?

- An acknowledgement will be sent to the petition organiser within 10 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again.
- The petition will be placed on the next Council agenda, and the petition organiser will be advised of this.

Full Council meeting procedure

The petition organiser will be given three minutes to present the petition at the meeting and the petition will then be discussed by Councillors. The Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by a relevant committee. The petition organiser will receive written confirmation of this decision.

If your petition is about something over which the Council has no direct control we will consider making representations on behalf of the community to the relevant body.



11. ADVERTISING

Wendover Parish Council permits advertising across its various channels for charitable/not for profit events or local organisations promoting events to promote health, fitness and wellbeing activities in the Parish (or neighbouring Parishes). Commercial business advertising outside of these guidelines is not permitted, unless specified in the relevant section below.

The noticeboards and Ashbrook railings are owned and maintained by Wendover Parish Council and as such all decisions it makes regarding the granting of permission for advertising are final.

Community Noticeboard Advertising (Ashbrook Park & The Library)

As long as adverts/notices meet the below requirements they can be placed directly in the noticeboard by the individual. (The Parish Council reserves the right to remove any information that it does not believe to be suitable or of an acceptable condition)

- Material placed in the noticeboard must be no larger than A4
- All material must be clearly dated
- If in relation to an event, information must be removed within a week of the event date.
- Material appealing for direct fundraising, appeals and collections will not be displayed.
- Where material is not time related, posters and leaflets may be removed after three weeks
- There can be no guarantee as to the length of time that information may be on display
- Notices of a political nature are not permitted

Ashbrook Railings on Ashbrook Park

All advertising signs and banners require permission to be placed on the Ashbrook railings, any banner that has not received permission will be removed and may be destroyed.

Although the placing of banners on the railings is completely at the discretion of the Parish Council, the following guidelines will apply when considering the granting of approval.

- Banners must not be placed on the railings for more than 4 weeks prior to the event. Banners placed earlier than 4 weeks and not removed one week after the event will be removed by the Parish Council and may be destroyed.
- Banners/Notices of a political nature are not permitted.
- Banners advertising 'for profit' events, business or services are not permitted to be put on the railings - with only two exceptions;
 1. Where the business is advertising a group activity that is being held on Ashbrook on a regular day/time which is open to the public, such as a fitness class or other sports activity. (*Permission must have already been sort from WPC to use Ashbrook Park in*



this way)

2. Where the Parish Council has authorised the use of Ashbrook Park for a ‘for profit’ event such as a Fair or Circus.

Any banners that are permitted to be placed on the railings must be kept in a good condition by the owners and secured firmly to the railings. Fixings should be of a temporary nature only and removed when taking down the banner. If the placing or removing of an advertisement on the railings results in damage to the railings, the owner of the banner/sign will be liable to make good that damage.

Wendover Parish Council reserves the right to remove banners that it does not believe to be safe or of an acceptable condition.

Clock Tower Screen Advertising

The Parish Council reserves the right to take priority on advertising on the screen; however, suitable organisations will be considered to advertise within the following guidelines:

The following advertisements will be permitted, and permission may be granted by the officers of the Parish Council;

- Those regarding Parish Council events or services.
- Those advertising Charitable/Not for Profit events or local organisation promoting events to promote health, fitness and wellbeing activities in the Parish.
- Those promoting local High Street businesses to encourage people to shop local.

The following advertisements are not permitted to be put on the screen;

- Those advertising ‘for profit’ events, businesses or services. Excluding local High Street businesses encouraging people to shop local and those promoting health, fitness and wellbeing activities.

All adverts will be scrutinised for suitability prior to displaying and must be submitted to the Parish Council in **JPG format (portrait) 1080 x 1920**.

Booking and obtaining permission:

Booking is essential to advertise on the Clock Tower screen. The scheduling will be undertaken by the office. Your advert will normally be displayed on the screen for 2 weeks. Once your booking has ended, the Parish Council will remove the advert from the screen.



12. HS2 COMMUNICATIONS

The construction phase of HS2 is subject to UK planning legislation. Wendover Parish Council will take note of HS2 planning applications but will NOT be offered the opportunity to consult on them. We are not statutory consultees in the schedule 17 process.

If WPC wishes to comment on the proposals the only route is to use HS2/EK or the planning authority complaints procedures. Anyone can use these channels, so the WPC has the same status as any parishioner. It is also possible to discuss any concerns with your county Councillor.

Parishioners who contact Wendover Parish Council with queries relating to HS2 planning issues should be encouraged to contact the appropriate helpline or individual in the first instance.

Document History

Drafted by Parish Clerk	31/08/2021	(version 1)
Review and approved by Parish Council	07/09/2021	(version 1)



Code of Conduct for Wendover Parish Council

Introduction

All councils are required to have a local Councillor Code of Conduct.

The Council will undertake an annual review of this Code to ensure it continues to be fit- for purpose, incorporating advances in technology, social media and changes in legislation.

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member of Wendover Parish Council or co-opted member of a committee or sub-committee. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct the definition is extended to include those persons who come within a) and b) whether or not they are entitled to vote.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The Council encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty



- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

Subject to (a) and (b) below this Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor

(a) If you act as a representative on any other body, you must, when acting for that other body, comply with this Code of Conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

(b) When you act as a representative of the Council on another authority, you must when acting for that authority, comply with that other authority's code of conduct.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings



- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

The Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.



In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and seek guidance from the Council, with a view to reporting the matter to the relevant social media provider or the police where appropriate.

This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor officer protocol.

2. Bullying, harassment and discrimination (see also Equality and Respect Policy)

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.



Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. **given to me in confidence by anyone**
- b. **acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
 - i. **I have received the consent of a person authorised to give it;**
 - ii. **I am required by law to do so;**
 - iii. **the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
 - iv. **the disclosure is:**
 - 1. **reasonable and in the public interest; and**
 - 2. **made in good faith and in compliance with the reasonable requirements of the local authority; and**
 - 3. **I have consulted the Monitoring Officer prior to its release.**

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner.



Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/it's functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Exercising Independent Judgement

As a councillor:

7.1 I exercise my own independent judgement, taking decisions for good and substantial reasons.

When making decisions you are expected to act in the public interest and as part of this to attach appropriate weight to all relevant considerations including, where appropriate, public opinion and the views of political groups.

Good and substantial reasons will include paying due regard to the advice of officers, and in particular to the advice of the statutory officers, namely the Head of Paid Service, the Section 151 Officer and the Monitoring Officer.

As part of your decision making and for full transparency where the reasons for your decision are not otherwise apparent or required to be detailed you will also be expected to state the reasons for your decisions.



8. Use of local authority resources and facilities

As a councillor:

8.1 I do not misuse council resources.

8.2 I will, when using the resources of the local or authorising their use by others:

- a. **act in accordance with the local authority's requirements; and**
- b. **ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

9. Complying with the Code of Conduct

As a Councillor:

9.1 I undertake Code of Conduct training provided by my local authority.

9.2 I cooperate with any Code of Conduct investigation and/or determination.

9.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.



9.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with the Monitoring Officer.

Protecting your reputation and the reputation of the local authority

10. Interests

As a councillor:

10.1 I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from the Monitoring Officer.

10. Gifts and hospitality

As a councillor:

10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.



10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.

10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact the Monitoring Officer for guidance.



Appendices

Appendix A – The Seven Principles of Public Life (the Nolan Principles)

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.



Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Personal Interests)**. The Clerk will collect and forward this information.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of Disclosable Pecuniary Interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a Disclosable Pecuniary Interest.

5. Where you have a Disclosable Pecuniary Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it



Disclosure of Personal Interests

7. Where a matter arises at a meeting which is a Personal Interest as set out in Table 2, you must disclose the interest.
8. Unless your Personal Interest is also a Prejudicial Interest within Table 3, you may still speak on the matter and take part in any discussion or vote on the matter. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where a matter is a Personal Interest within **Table 2 and also** a Prejudicial Interest under **Table 3** You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

9. Where you have a personal interest in any business of your authority and you have made an executive decision in relation to that business, you must make sure that any written statement of that decision records the existence and nature of your interest.



Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain. [Any unpaid directorship.]
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer



Corporate tenancies	Any tenancy where (to the councillor’s knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* ‘director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Personal Interests



You have a **personal interest** in any business of your authority where:

1. it relates to or is likely to affect any body of which you are a member or in a position of general control or management and:

a) to which you are nominated or appointed by your authority

or

b) the body

(i) exercises functions of a public nature

(ii) is directed to charitable purposes or

(iii) one of its principal purposes includes the influence of public opinion or policy (including any political party or trade union)

2. A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision.

3. A relevant person is –

- i** A member of your family or any person with whom you have a close personal association; or
- ii** Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- iii** Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- iv** Any person or body of a type described in paragraph 1 above



Table 3: Prejudicial Interests

Prejudicial Interest Generally

- 1.1. Subject to Paragraph 1.2, where you have a **personal interest** in any business of the Council you also have a **prejudicial interest** in that business where the interest is one which a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

- 1.2. You do **not** have a **prejudicial interest** in any business of the Council where that business—
 - a. does not affect your financial position or the financial position of a person or body described in Paragraph 3 of **Table 2** above;
 - b. does not relate to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in Paragraph 3 of **Table 2** above; or
 - c. relates to the functions of the Council in respect of—
 - i an allowance, payment or indemnity given to councillors;
 - ii any ceremonial honour given to councillors; and
 - iii setting council tax or a precept under the Local Government Finance Act 1992.

Prejudicial Interests Arising in Relation to Select Committees

- 1.3. You **will** have a **prejudicial interest** in any business before a Select Committee of the Council (or of a sub-committee of such a committee) where—
 - a. that business relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees, sub-committees, joint committees or joint sub-committees; and
 - b. at the time the decision was made or action was taken, you were a member of the Cabinet, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph (a) and you were present when that decision was made or action was taken.



Drafted by Parish Clerk	01/07/2012	(version 1)
Approved and Adopted	01/10/2012	(version 1)
Reviewed by Clerk	01/11/2017	(version 1)
Reviewed by Parish Council	01/10/2019	(Version 1)
Reviewed and amended by Parish Clerk	23/09/2021	(Version 2)
Approved by Parish Council	05/10/2021	(Version 2)



Public Participation at Meetings

Meetings of the Parish Council are not public meetings but members of the public are very welcome to attend as observers, as is their statutory right. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. However, as part of its community engagement, Wendover Parish Council sets out a time for the public participation as part of the agenda. This is an agreed time when members of the public are invited to speak.

If feasible, members of the public are asked to make contact prior to the meeting to inform the Clerk of the wish to speak or raise an issue. This will allow the Clerk to research or bring along any information to the meeting which may help with the query or that may assist the Councillors in answering any question.

Members of the public are not involved in the decision-making of the Council. If the Council is able then they will answer any question put them at the meeting, however the Council will not make any instant decisions at the behest of members of the public on items that are not included in the agenda. The Chairman may at any time choose that a question asked by a member of the public be directed to another Councillor for an oral response or to an Officer for a written or oral response. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council. Members of the public do not have a right to insist how matters are recorded in the minutes. A brief record of topics raised at public participation will be included in the minutes of that meeting, but libellous, offensive and discriminatory comments will not be minuted.

Members of the public are welcome to stay for the Council meeting after the public session as observers, but will not be able to join in the discussion unless invited to do so by the Chairman. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (eg. Staffing matters, tenders for contracts, some legal issues)

Councils and other local government bodies are required to allow any members of the public to take photographs, film and audio-record the proceedings, and report on all public meetings. While no prior permission is required to carry out this activity, it is courtesy to inform those present that there is an intention to film or audio-record a public meeting.

Points to note

- The public participation session will be limited to a maximum of 15 minutes
- In line with the Parish Council standing orders a member of the public shall not speak for more than 3 minutes.
- If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make best use of the public participation period.



- The Chairman has the right to say that any question or statement is inappropriate and will not be accepted.
- All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
- All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.
- No paperwork/plans/photographs are allowed to be circulated by a speaker at the meeting. This must be done in advance of the date of the meeting via the Clerk if required.

Document History

Approved by Parish Council	1 st October 2019	Version 1
Amended by Clerk	8 th September 2021	Version 2
Approved by Parish Council	5 th October 2021	Version 2

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- The code of conduct uses a best practice template from National Association of Local Council (NALC) and the Local Government Association (LGA). I would advise that we don't make any major changes to this policy unless there is guidance from NALC and the LGA

PROPOSAL

To approve the following policies with the minor amendments (shown in red in the paper)

- i) Working Group and Volunteer Expenses Policy
- ii) Communications and Engagement Policy
- iii) Code of Conduct
- iv) Public Participation at meetings



ITEM 12b CLOCK TOWER WALL

BROUGHT BY

Office

SUMMARY

To note the surveyors report and details of the tenders and consider appointing a contractor to start work on the Clock Tower wall.

PARISH COUNCIL BACKGROUND

The Wall Project has been running for multiple years and has been delayed by the damage to the water trough.

DETAILS

TENDER REPORT

Relating to

**THE CLOCK TOWER
HIGH STREET
WENDOVER
HP22 6DU**

On behalf of

WENDOVER PARISH COUNCIL

SEPTEMBER 2023

ASTON BUILDING SURVEYORS LTD

**Unit B, The Firs
Aylesbury Road
Bierton
Buckinghamshire
HP22 5DX**

Tel: 01296 485500



1.0 PRE-TENDER ESTIMATE

£15,000.00

2.0 TENDERS RECEIVED

The tenders received were as follows:-

- 2.1 Tender 1 £ Declined to tender
- 2.2 Tender 2 £8,700.00
- 2.3 Tender 3 £ Declined to tender
- 2.4 Tender 4 £26,108.00
- 2.5 Tender 5 £15,701.18

3.0 LOWEST TENDER RECEIVED

The lowest Tender received is therefore that from Tender 2 in the sum of £8,700.00. All prices submitted are exclusive of VAT.

4.0 ARITHMETICAL ACCURACY

The tenders have been checked for arithmetical accuracy and all three have been found to be correct.

5.0 ANALYSIS OF TENDERS

Item No.	Job Description	Tender 4 (£)	Tender 2 (£)	Tender 5 (£)
1.0	General matters/preparation	2,340.00	Incl.	1,860.00
2.0	Wall repair/restoration works	17,640.00	7,650.00	6,340.50
3.0	Water fountain	2,340.00	600.00	1,350.00
4.0	Rainwater drainage	3,248.00	Not incl.	3,320.00
5.0	Other	540.00 Refer to later text	450.00	575.00
6.0	Contingency	Not incl.	Not incl.	Not incl.
7.0	Contractor’s profits and overheads	Incl.	Incl.	1,680.68
8.0	Preliminaries	Incl.	Incl.	575.00
9.0	Sub total	26,108.00	8,700.00	15,701.18
10.0	VAT @ 20%	5,221.60	1,740.00	3,140.23
11.0	Main total	31,329.60	10,440.00	18,841.41
12.0	Earliest start date	Autumn 2023	Autumn 2023	Autumn 2023



Item No.	Job Description	Tender 4 (£)	Tender 2 (£)	Tender 5 (£)
13.0	Duration	3 weeks	3 weeks	3 weeks

6.0 PROVISIONAL SUMS AND ADDITIONAL CONTRACTORS NOTES

Provisional sums for unknown areas and quantities of work are included in the figures shown as follows:-

6.1 Tender 4

This contractor has not included for any contingencies or provisional sums within the details of costings submitted with the tender except for a £2,000 contingency to carry out repairs to the underground rainwater drains. The figures submitted would therefore present net costs to carry out the full scope and extent of works as listed within the Schedule. There is no provision for any other contingency for unexpected costs arising during the course of the works.

6.2 Tender 2

This contractor has allowed for all costs set out within the Schedule of Works but excepting those relating to cleaning and underground drainage. The cost for the rainwater drainage cleaning works has been tendered at £3,248.00 from Tender 4 and £3,320.00 from Tender 5. Any final cost appraisal for the works should include for essential drains cleaning and drains survey. The contractor has not included for any contingency for additional works or variations which might arise or become necessary during the course of the main contract.

6.3 Tender 5

This contractor has provided a comprehensive assessment of costs for the works as listed in the Schedule. A provisional sum of £2,000.00 has been included for repairs to the underground rainwater drainage system which might be found necessary after the operation of cleaning has been completed. No other contingency has been included within the tender figure.

7.0 PROBABLE FINAL COST

7.1 On the basis that the lowest Tender received from Tender 2 is accepted and also incorporating all provisional sums and contingencies as stated, the probable final cost would be:-

7.1.1	Contract value	£8,700.00
7.1.2	Add for works in connection with jet cleaning of rainwater drains (est)	£1,500.00
7.1.3	Add for Provisional Sum for underground rainwater drain repairs	£2,000.00
7.1.4	Add for contingency	£500.00
7.1.5	Add for fees @ 10% x contract value	£1,270.00
7.1.6	Sub total	£13,970.00
7.1.7	VAT @ 20%	£2,794.00
7.1.8	Main total	£16,764.00



7.2 If savings need to be made, I suggest omitting repairs to the water fountain. Tender 2 have allowed the figure of £600.00 for this task. Tender 5 have allowed £1,350.00.

8.0 RECOMMENDATIONS

9.1 Tender 5

This contractor submitted a very comprehensive and detailed cost analysis with their tender. I have worked with this contractor on various and numerous projects over the last seven years or so. The contractor has always worked diligently and within budget and on programme. This contractor can be recommended for acceptance. However, their relatively high costs probably precludes them from further consideration at this point.

9.2 Tender 2

This contractor has submitted a very competitive quotation for the works. They are a local based contractor who are particularly familiar with the restoration and repair of old structures and Listed Buildings. They have submitted a cost but which of course, does not include for any contingencies or works related to essential rainwater drainage cleaning/repair. This is as noted previously. An estimate of costs in connection with drains has been included within the probable final cost summary as noted. Given that this contractor has submitted a competitive price, it is recommended that they are considered for acceptance.

9.3 Tender 4

This contractor has also submitted a very comprehensive and detailed tender. I have worked with this contractor on various and numerous projects over the last twenty years or so and have always found the quality of work to be of a good standard. The contractor has worked within budget and on programme. Given that this contractor has submitted a competitive price, we recommend that they are considered for approval.

C Mallard. MRICS

**BUILDING SURVEYOR
ASTON BUILDING SURVEYORS LTD**



ITEM 12c MINOR GRANT REQUEST WAVUS

BROUGHT BY

Office

SUMMARY

To consider an application by WAVUS for a minor grant to support delivery of English Lessons.

PARISH COUNCIL BACKGROUND

The Parish has previously supported a minor grant for WAVUS of £500 to help startup the initiative

DETAILS

Redacted Form

A redacted copy of the form is shown below – WAVUS has sent in all other required paperwork which is available to Councillors on request.

Wendover Parish Council Grant Application Form

Name of Organisation
Wendover & Villages Ukrainian Support (WAVUS)
Official / Registered Address of the Organisation
Address to which correspondence should be sent if different from above
Contact details of the person completing this application
Contact name
Position held Treasurer
Daytime telephone number



Email address	
When was your organisation established? July 2022	
What is the legal status of your organisation? please tick one of the following	
a) unregistered voluntary or community organisation	<input checked="" type="checkbox"/>
b) registered Charity in England or Wales	<input type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) N/A	
What does your organisation do? Provide essential support to Ukrainian families and their hosts, residing in the Wendover and Villages Community Board area.	
How many people are involved in your organisation? Committee/Board <input type="text" value="6"/> Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="4"/>	
Has your organisation received a grant from WPC before? Yes <input type="text"/> No <input type="text"/>	
If yes, please state when the last grant was given and what it was for Autumn 2022. The grant was for start up costs and part funding of a launch event. It was for £500.	
PROJECT	
Project Description (please give start and end dates) We have already run two English class and social sessions for Ukrainians in our community in 2023. This project consists of 10 English lessons between September and December 2023. The estimated cost of the project is £1500 for which we are looking for part funding from WPC of £500.	
Project Benefits in relation to Wendover, it's residents and visitors Further integration of Ukrainians based in our community. The evenings are also good for their mental well being as the following feedback demonstrates. Without this funding we will not be able to run the project. <i>Those lessons helped a lot for my parents, they couldn't speak any English before this classes, specially my mom, she been really scared to talk and make a mistake, but thanks to this English lessons my mom begins conversations with English speakers, those lessons helped me as well to more freely have conversations with people, also those classes helped us to find new friends from</i>	



Ukraine who also in the same situation as we, and to have a small community of people who understand you, that was great experience, thank you very much and we looking forward to September to have this classes again!

The courses and support are great. Me and my family appreciate it a lot .I love our meetings, and ideas of organisation how to help us with improving English.

Our Ukrainian family is really grateful for the opportunity to improve our English here in Wendover. It helped us a lot in our lives and I can certainly say that every member of our family feels more comfortable speaking English now compared to our first day we arrived here Lessons gave us not only valuable knowledge and skills but also communication with people who were willing to discover new things about our culture as well as we discovered theirs Patient teachers, friendly atmosphere, practicing by talking to native speakers, learning about how people actually speak, good food, educational trips - all these things made a perfect environment for our family that helped us to improve our English and we would be totally down for continuing learning to make it even better.

We were very happy to visit these meetings and always waited to come there on Wednesdays. We have learned a lot of new stuff at English lessons and met a lot of great people, who became our friends Pleasant people motivating to be active in the classroom and attract for knowledge, and modern ways of learning make it easier to understand new things. .We are very pleased to the organisers to have such opportunities to improve our English and communicative skills.

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

Further feedback from our Ukrainians living locally, who are so deserving of our support

EQUAL OPPORTUNITIES

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

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

Yes No

Our constitution states:

WAVUS will not discriminate on the grounds of gender, race, colour, ethnic or national origin, sexuality, disability, religious or political belief, marital status or age.

FINANCIAL INFORMATION

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



Please give a breakdown of total costs for the project (relevant items can be grouped):		
Item	Detail	Cost £
10 English and social sessions	£150 cost per session estimated	£1500 estimated
Total cost of project £1500		
Grant request total £500		
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>N/A</p>		
<p>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</p> <ul style="list-style-type: none"> • A copy of your constitution or set of rules for your organisation • Information about your finances such as audited accounts/ 2 years of income & expenditure records or copies of bank statements for new organisations • Evidence of appropriate insurance • Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum) • Appropriate signatures 		



DECLARATION
Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.
<p>I accept the following conditions will be attached to any funding received:</p> <p style="padding-left: 40px;">All of the organisation’s promotional material will acknowledge the support of Wendover Parish Council.</p> <p style="padding-left: 40px;">If the Council logo is to appear on your literature, assistance on correct usage can be obtained from the Clerk’s office on 01296 623056 or email clerk@wendover-pc.gov.uk.</p> <p>We confirm that the information given in this application is correct. We understand that we will be required to submit a brief report within 6 weeks of the completion of the project, including photographs where appropriate if applying for a grant over £1000. We agree the information about the funded project may be included in Wendover Parish Council’s publications, website and social media.</p> <p>Signed X.....Date 13.9.23</p> <p>Name</p> <p>Position within organisation Treasurer.....</p> <p>Signed..... Date</p> <p>Name</p> <p>Position within organisation.....</p>
Wendover Parish Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for any of them. We may obtain information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.

FINANCIAL CONSIDERATIONS

- The minor grants budget has £4000 remaining to last until Mar 2024

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL



- To consider authorising the grant request



ITEM 12d CLAW TREE PLANTING

BROUGHT BY

Amenities

SUMMARY

To consider approval for the planting of trees and hedges in the Parish Council open spaces. CLAW have requested the following planting locations:

- Ashbrook Park – hedge by railings by Aylesbury Rd
- Ashbrook Park – to the rear of the park by the games area
- Heron Path – Hedging along the stretch close to the clock tower
- Witchell Park – Around the picnic area and southern edge of cricket ground
- Hampden Meadow – planting an avenue along the path
- Hampden Meadow – add to the mature trees alongside the pond
- Hampden Meadow – parkland planting at the western end (London rd)
- Hampden Meadow – pond side hedge maintenance
- Heron Path (by pond) – 65m of hedge
- Chapel lane verge – designate as a wild verge
- Wildbelt – additional fruit trees and an info board

PARISH COUNCIL BACKGROUND

CLAW and the Parish Council submitted a proposal to the Local Area Tree Fund. Because of deadlines it was agreed that tree planting locations would have to be confirmed at a later date.

CLAW and a group of Councillors undertook a walk around to look at potential planting locations and a proposal was submitted by CLAW to be discussed at Amenities committee on 19/9/23

As part of the due diligence the proposed locations were checked by the office team and the councillors who were on the walk around to check these locations. For want of a better word this was called a working party and they added some advice and guidance to the proposals for Amenities to consider before making the decision.

Amenities Committee discussed this proposal on 19th September and the draft minutes state:

c) Tree Planting Proposal

i) To consider the Working Party's recommendations from the planting proposal.

A23.046 – It was **RESOLVED** to bring this item to Full Council in October, with pictures of the proposed planting areas.

CLAW have made it clear at that meeting and in a follow up that they are not happy with this due diligence work being undertaken without them and they claim that Amenities had already made the decision. Whilst this was not the case it was agreed to bring the proposal to Full Council and again the request and the advice are presented in the paper, and it is for Council to decide at the meeting whether they accept each of the proposals for planting.



DETAILS

DETAILS FROM AMENITIES PAPER

Background

Amenities Committee meeting 20th September 2022:

9e) Climate Action Wendover Tree and Hedge Planning

(ii) To consider a request from Climate Action Wendover to plant hedging along the roadside railings at Ashbrook Open Space.

A22.051 It was NOTED that there is a safety and security issue around the line of sight from the main road that a hedge would create. It was unanimously **RESOLVED** not to install the hedge.

Amenities Committee meeting 20th June 2023:

9f) Local Area Tree Fund

To note that CLAW has applied for funding for a tree planting project with support from the office and to consider supporting CLAW should they be successful in their bid.

A23.017 – It was NOTED that a walk with amenities committee members and CLAW would be advantageous to look at planting locations in Open Spaces. It was NOTED to send the tree report to CLAW to look at potential planting locations based on the report.

It was **RESOLVED** to support the bid with CLAW by:

- Identify locations for planting.
- Support the purchase of any equipment needed which will be used in the project.
- Purchase equipment that will remain the property of the Parish Council but will be required by the project.

Details

On Thursday 10th August 2023, 2 members of CLAW were joined by a working party of Councillors Williams, Worth, Walker, Porter and Wales, and the Estates Manager for a “walkabout” to view most of the areas detailed below.

The working party met again on the 13th September 2023 to review the “walkabout” and gain the input of the Estates and Grounds Team. Their recommendations to Council are shown by each of the proposals.

It was also recommended at that discussion that the council should create a 5-year Open Spaces and Parks Strategy that will highlight future projects, the timeline for these projects to be completed and the funding and requirements for all our parks and open spaces, this should be led by the Open Spaces Working Group and will be guided by the Estates and Grounds Team and CLAW.

The “walkabout” led to the following proposal by CLAW

CLAW Proposal –

General information points:

- Mature trees will eventually die. Depending on species, lifespan may be from 30 years to >300 years, as long as conditions remain favourable, and disease is avoided.
- From a “whip” to a sapling is around 5 years, from a sapling to a mature tree can be many decades.
- If we don’t replace maturing trees, then there will be even fewer than today. A warming climate and potential risk to ground water (HS2 project) increases the likelihood of loss.
- Hedges are a good pollution trap and provide a haven for biodiversity.



- We want to plant trees that will provide an amenity value in the future (including shade), in a typical English parkland style, NOT a dense woodland.
- We want to see a net increase in the number of growing trees, this will reduce atmospheric carbon dioxide over the decades in which they grow.
- Planting will be a variety of native species, reducing the disease risk of low diversity.
- Watering – don't water hedges, simply replace failures year on year. Saplings to be watered for 3 years – the cost of contractor hours to support this has been included in the LATF application.

CLAW REQUEST

1. Ashbrook Recreation (wasn't visited)
 - a. Hedge – we recognise the conflicting needs of enabling the park to be “visible” from Aylesbury Road, but that a hedge on the front fence line would provide a pollution and noise reducing barrier. (Recommended in WPC's environmental audit.)
 - b. Saplings (also referred to in the LATF scheme as “feathers”) – suggesting approximately 12 saplings be planted to the rear of the park, avoiding conflict with the new skate park installation.

WORKING PARTY RECOMMENDATION

The hedge at Ashbrook Park has been rejected on multiple occasions and the party saw no reason to change this decision. We recommend that CLAW be informed that this decision will not be revisited. The party propose the planting of 12 saplings to the rear of the park.

CLAW REQUEST

2. Clock Tower – Witchell
 - a. Hedge – approx 150m on the right and 50m on the left. This would require approx 800 whips. (Consider protection from dogs?) Species should be shallow rooting to avoid risk to paths and fencing. Also, non-thorny varieties are appropriate along a well-used walking route. Hedge pruning is unlikely to be required for at least 5 years, then height and spread onto the path would need to be controlled.

WORKING PARTY RECOMMENDATION

The party would recommend rejecting this proposal for a hedge for the following reasons:

- Potential boundary challenges
- Potential damage to underground services
- Future maintenance, with the Estates and Grounds Team having a busy working schedule especially fulfilling the Devolved Services agreement.
- Potential watering challenges, the Estates and Grounds Team would not be able to get the bowser in position to water the hedge.
- Potential damage to the footpath and private property caused by the roots.

The party would recommend that the Estates and Grounds Team investigate the idea of planting bulbs.

CLAW REQUEST

3. Witchell park
 - a. Saplings – suggesting approximately 8 saplings around the picnic area perimeter.
 - b. And approximately 6 saplings along the southern hedge of the cricket ground, in line with the mature trees that are already growing there.

WORKING PARTY RECOMMENDATION

The party propose the planting of 8 saplings around the picnic area perimeter and 6 saplings along the southern hedge of the cricket ground.



CLAW REQUEST

4. Hampden Meadow

- a. Saplings – suggesting approximately 32 saplings, complete an “avenue” along both sides of the path.
- b. Add to the partial line of mature trees along the pond side of the meadow.
- c. “Parkland” planting at the western end (adjacent to London Rd).
- d. Hedge – pond side hedge needs grass removal and mulch. CLAW follow-up.

WORKING PARTY RECOMMENDATION

Advice from the Estates and Grounds Team was sought and as a result the party propose the planting of up to 32 saplings for the avenue along the path, and to adding a maximum of 6 trees to the partial line of trees along the pond fence. The party also propose the planting of a “parkland” adjacent to London Road.

CLAW REQUEST

5. Heron Path

- a. Between two sets of bollards, along the pond fence, approx 65m of hedge requiring just over 500 whips. (May also need protection from dogs?)

WORKING PARTY RECOMMENDATION

The party recommend rejecting this proposal at this time and revisiting after further investigation.

CLAW REQUEST

6. Wild verge

- a. Propose the “inner” verge between Chapel Lane and Church Lane be designated as a wild verge. This requires an application by WPC to the highway’s authority (Bucks Council) to agree this designation.

WORKING PARTY RECOMMENDATION

The party recommend rejecting this proposal at this time and revisiting as part of the proposed 5-year Open Spaces and Parks strategy.

CLAW REQUEST

7. Wildbelt

- a. Saplings – recommending approx 12 additional fruit trees, plus replace any failures.
- b. Need to develop an info board for this area. CLAW follow-up.

WORKING PARTY RECOMMENDATION

The party propose the planting of 12 fruit trees in the Wendover Wildbelt.

Additional working party recommendations

All proposals should be subject to the following conditions:

1. All saplings and whips need to be maintained to a high level by CLAW, this includes them being dug in, to a suitable depth, feed and mulched.
2. Tree species and planting locations need to be confirmed by the Estates and Events Manager and the Estates and Grounds Team before planting can take place.
3. All existing failed whips need to be removed and disposed of by CLAW and future planting needs to be monitored on the same basis by CLAW.

4. CLAW should explore and use environmentally friendly guards for whips and saplings where possible and should reduce the use of single use plastic guards.

The working party recommend creating and running a campaign alongside CLAW, “Green Up Wendover” (working title), where residents would be given free hedge whips with the aim to double the length of the proposed the hedges in Ashbrook and Heron Path (Clock Tower end) which totals approximately 350m. It would be a community campaign to encourage residents to plant hedge whips in their gardens, collectively reaching 700m

Pictures of the planting locations can be found below:

- Heron Path – Hedging along the stretch close to the clock tower



- Witchell Park – Around the picnic area



- Witchell Park – Southern edge of cricket ground



- Hampden Meadow – planting an avenue along the path



- Hampden Meadow – add to the mature trees alongside the pond





- Hampden Meadow – parkland planting at the western end (London rd)



- Heron Path (by pond) – 65m of hedge



- Chapel lane verge – designate as a wild verge





FINANCIAL CONSIDERATIONS

- The budget has not yet been used – there is £5k left in the budget

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

Parish Council considers each request for approval:

- Ashbrook Park – hedge by railings by Aylesbury Rd
- Ashbrook Park – to the rear of the park by the games area
- Heron Path – Hedging along the stretch close to the clock tower
- Witchell Park – Around the picnic area and southern edge of cricket ground
- Hampden Meadow – planting an avenue along the path
- Hampden Meadow – add to the mature trees alongside the pond
- Hampden Meadow – parkland planting at the western end (London rd)
- Hampden Meadow – pond side hedge maintenance
- Heron Path (by pond) – 65m of hedge
- Chapel lane verge – designate as a wild verge
- Wildbelt – additional fruit trees and an info board



ITEM 12e WENDOVER BUSINESS GROUP

BROUGHT BY

Office/CLlr Porter

SUMMARY

To consider providing additional support for the Wendover Business Group and authorisation of a budget to promote the group

PARISH COUNCIL BACKGROUND

The business group was reformed as a part of the Community Action Plan (5 year plan) which was initiated by the Council

DETAILS

The Wendover Business Group has reformed and has been working hard on projects to support local businesses. It is currently focused on the high street but are looking to expand their membership. The group has a structure with a chair and has had the support of the Parish Council – initially with the Clerk but there are more Councillors keen to make this group a real success.

Whilst the group reformation was initiated by the Parish Council and we have taken on the development of the website we haven't yet provided any support to really launch the group and take it to the next level so it becomes a network for all Wendover businesses and has a real influence in improving the economy of Wendover.

We would like to use the promotions budget to support the business group, encourage more people to attend and look to launch the Welcome to Wendover Website.

The Website has been "normalised" as a part of the Council website budgets so we cover any development work on there. However, we would like to support a launch event focused on Wendover businesses and support the work of the Wendover Business Group

Key areas that we would like to support:

- A spend local campaign (eg - Spend £5 a month in your local shops rather than online or chain stores)
- Welcome to Wendover/Wendover Business Group Launch event
- Promotional materials to support local businesses (e.g use of the best kept village certificate)

FINANCIAL CONSIDERATIONS

- We would like to set aside £750, to come provisionally out of the 4110 events budget line to support the work of the business group. This has been accounted for in the budget forecast presented at this meeting.

LEGAL AND OTHER IMPLICATIONS

- n/a



PROPOSAL

To authorise the office to spend up to £750 to support the current Council/Business Group objectives set out in the paper