







## WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,  
Aylesbury, Buckinghamshire HP22 6DU  
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### COUNCIL VISION AND MISSION

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

 <b>Develop Community</b>	 <b>Enhance Environment</b>	 <b>Promote Prosperity</b>	 <b>Functioning Council</b>
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## PARISH COUNCIL MEETING AGENDA

Tuesday 2<sup>nd</sup> June 2026 at 7:40pm

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






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

### To all Committee Members:

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

**MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.**

### AGENDA

- 1) **APOLOGIES FOR ABSENCE**   
To consider any apologies for absence received:
- 2) **DECLARATIONS OF INTEREST**   
In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.
- 3) **[MINUTES](#) – page 4**   
Consideration of approval of minutes of the meeting on 3<sup>rd</sup> February 2026
- 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 11* ●
- 8) **[FINANCE AND PAYMENTS](#)** – *page 17* ●
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
  - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 18, 23 and 24*
  - c) To receive the latest [Flagstone](#) statement– *page 25*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES** ● ●
- a) [HS2 Mitigation Action Group](#) – *page 27*
  - b) **Other Groups**
- 10) **REPORTS FROM COMMITTEES AND MATTERS REFERRED**
- a) **AMENITIES COMMITTEE**
    - i) To note the draft [minutes](#) of the extra ordinary meeting on 19<sup>th</sup> May 2026 – *page 28*
    - ii) [Playpark Refurbishment](#) – to consider the recommendations from Amenities Committee on refurbishment to the Hampden Meadow Playpark – *page 30* ●
  - b) **FINANCE COMMITTEE** ●
    - i) To note the draft [minutes](#) of the meeting on 19<sup>th</sup> May 2026 – *page 38*
    - ii) To approve the [amendments to the budget](#) as recommended by the finance committee – *page 40*
  - c) **PLANNING COMMITTEE** ● ● ●
 

To note the draft [minutes](#) of the meeting on 19<sup>th</sup> May 2026 – *page 46*
- 11) **REPORTS FROM WORKING GROUPS AND MATTERS REFERRED**
- a) [Transport Working Group](#) – *page 50* ● ● ●
    - i) To receive an update from the working group
    - ii) [To support at Transport Working Group request to Bucks Council, for the implementation of the School Street scheme which will restrict traffic at key periods on Wharf Road](#)
  - b) **Open spaces working group** ● ●
    - i) To receive an update from the working group
  - c) **Sustainability and Biodiversity Group** ● ●
    - i) To receive an update from the working group
    - ii) [To authorise the coordination of volunteers by the working group for projects to maintain and develop biodiversity at the Thames Water disused Wendover sewage treatment works \(Aylesbury Road\)](#) – *page 52* ● ●
    - iii) [To implement a scheme that will see re-usable Wendover coffee cups attracting discounts at various retail locations in Wendover.](#) – *page 54* ● ● ●
    - iv) [To consider changes to street lighting](#) – *page 56* ● ●

**d) Strategic Planning Steering Group** ●

- i) To receive an update from the working group

**e) Engagement Strategy Group** ● ●

- i) To receive an update from the working group

**12) OTHER ITEMS**

**a) [Review of Strategic and finance risk register](#) – *page 60*** ●

To consider and review the strategic and finance risk register

**b) [Annual Governance and Accountability Return 2025/26](#) – *page 66*** ●

To inspect and approve the statement of accounts for 2025/26, the annual Governance Statement, all statements for the external auditor and to sign the returns.

- i) [Exercise of public rights](#) – to note that the announcement of electors' rights will be made on 5<sup>th</sup> June 2025 and that it will commence on Monday 8<sup>th</sup> June 2025 and close on Friday 17<sup>th</sup> July 2025 – *page 66*
- ii) Annual [Internal Audit Report](#) – to inspect the internal audit report and supporting paperwork and approve the internal audit report. – *page 71*
- iii) [Annual Governance Statement](#) – to inspect and approve the annual governance statement. – *page 78*
- iv) [Accounting Statements](#) – to inspect and approve the Accounting Statements for 2025/26 including the notes to the boxes and the required reconciliations. – *page 79*

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

The next meeting will be on Tue 7<sup>th</sup> July. Items for the agenda to the Clerk before Mon 29<sup>th</sup> June 2026

**14) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 28/05/2026

# WENDOVER PARISH COUNCIL

## Minutes of the Parish Council Meeting

5<sup>th</sup> May 2026 at 7:10pm

Wendover Community Library, High St, Wendover HP22 6DU

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

**Chair:** Councillor Gallagher

**In attendance:** Buckinghamshire Councillor Strachan and Field

**Clerk:** Andy Smith

**Members of Public:** 6

### 1. ELECTION OF CHAIR

**PC26/001** Councillor Gallagher was **ELECTED** to the role of Chair for 2026/27 by the Parish Council. Cllr Gallagher signed the acceptance of office.

### 2. ELECTION OF VICE CHAIRS

**PC26/002** Councillor O Donnell was **ELECTED** to the role of Vice Chair for 2026/27 by the Parish Council, and signed their acceptance of office.

**PC26/003** Councillor Tipper was **ELECTED** to the role of Vice Chair for 2026/27 by the Parish Council, and signed their acceptance of office

### 3. APOLOGIES FOR ABSENCE

**PC26/004** Cllr Thornton offered apologies, which were accepted by the Committee.

### 4. DECLARATIONS OF INTEREST

**PC26/005** None

### 5. MINUTES

**PC26/006** The minutes of the Parish Council of 7<sup>th</sup> April 2026 were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 6. PUBLIC PARTICIPATION

**PC26/007** A member of the public outlined concern over the development of lodges by the Forestry Commission but no planning permission has been sought or granted. There is concern that the development will be taking up valuable land. This was discussed and the Chair would investigate.

**PC26/008** A member of the public outlined that there was a rave on the same land on Friday night

**PC26/009** A member of the public asked if the Parish Council had considered a public meeting on the Rectory Homes application and what the details of the meetings with Rectory Homes

**PC26/010** A member of the public outlined the difficulties in getting the VALP and Neighbourhood Plan and explained a public meeting would help explain the significant changes to planning policy that are impacting on the area.

### 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC26/011** Cllr Strachan – Outlined some issues that are being investigated relating to Coombe Lodge and reviewing procedures

**8. CLERKS REPORT AND CORRESPONDANCE**

**PC26/012** The Clerk's report was noted

**9. FINANCE AND PAYMENTS**

**a) Payments to consider**

**PC26/013** The payments to consider, totalling £27,231.84 were considered and questions answered. The payments were **RESOLVED** and would be signed electronically by Councillors Gallagher and Worth

**b) Year end commentary and latest financial reports**

**PC26/014** The financial reports were noted.

**c) Acquisition and disposal of assets**

**PC26/015** The assets and disposals were noted and questions answered, it was **RESOLVED** to approve the disposals.

**d) Review of annual subscriptions**

**PC26/016** The subscriptions were noted and it was **RESOLVED** to approve the subscriptions for the financial year 2026/27.

**e) Direct Debits**

**PC26/017** The direct debits and regular payments were considered and it was **RESOLVED** to accept the current bank payments.

**f) Bank Signatories**

**PC26/018** The current bank signatories were noted and it was **RESOLVED** to continue with the current signatures.

**g) Year end audit**

**PC26/019** The process was noted.

**10. REPORTS FROM MEETINGS WITH OUTSIDE BODIES**

**a) HS2 Mitigation Action Group**

**PC26/020** The report was noted.

**b) Other Groups**

**PC26/021** The report was noted.

**11. REPORTS FROM COMMITTEES**

**a) PLANNING COMMITTEE**

**i) Minutes**

**PC26/022** The minutes of the Planning committee meeting on 21<sup>st</sup> April 2026 were noted.

**ii) Application by Rectory Homes for outline planning permission for land off Halton Ln**

- PC26/023** The application as set out was noted
- PC26/024** It was **RESOLVED** to object to the development
- PC26/025** It was **RESOLVED** to set out our issues with the planning portal faced by the Parish Council and others wishing to make comments to Buckinghamshire Council.
- PC26/026** It was **RESOLVED** to authorise the office to compile a response to the development based on the response set out in the paper.
- PC26/027** It was **RESOLVED** to request Buckinghamshire Council look at this application in committee.
- PC26/028** It was **RESOLVED** to authorise the office to continue liaising with the residents working group.

**b) AMENITIES COMMITTEE**

**i) Minutes**

- PC26/029** The minutes of the Amenities committee meeting on 21<sup>st</sup> April 2026 were noted.

**ii) Tree Works**

- PC26/030** It was **RESOLVED** to waive the regulations requiring three quotes due to the urgent Health and Safety need for these works
- PC26/031** It was **RESOLVED** to award the works on the trees totalling £9,250 (Ex VAT) to the contractor as set out in the paper to come from 4417 Tree works and 4416 Pond Works. It was noted that the finance committee would need to undertake a budget review meeting in May because of the changes since setting the budget

**iii) Floral displays**

- PC26/032** It was **RESOLVED** to accept the quote and awards the works for the floral display summer and winter 2026. Totalling £5778 (ex VAT) and coming from budget line 4112.

**iv) Purchase of Grillo**

- PC26/033** It was **RESOLVED** to amend the proposal so that we purchase a new Grillo
- PC26/034** The proposal as amended was voted on and it was **RESOLVED** to make the new purchase from the quote for £9995.

**12. REPORTS FROM WORKING GROUPS**

**a) Transport Working Group**

- PC26/035** The report was noted.

**b) Open Spaces Working Group**

- PC26/036** A meeting was held to discuss the role and personnel of the group.

**c) Sustainability and Biodiversity Group**

- PC26/037** The report was noted.

**d) Strategic Planning Steering Group**

- PC26/038** Noted this is a quarterly forum.

**e) Engagement Strategy**

- PC26/039** The report was noted

**13. COMMITTEES AND WORKING GROUPS**

**a) Scheme of delegation**

- PC26/040** The scheme of delegation was considered, and it was **RESOLVED** to accept the scheme.

**b) Amenities Committee**

**PC26/041** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/042** The following Councillors were **RESOLVED** as members of the committee: Atwell, Ballantine, Mackinlay, Standen, Thornton, Washington and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair would be discussed later

**c) Complaints Committee**

**PC26/043** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/044** The following Councillors were **RESOLVED** as members of the committee: Ballantine and Washington. It was NOTED that as Vice Chair Cllr O'Donnell is ex-officio member of this committee

**d) Finance Committee**

**PC26/045** The terms of reference with amendment set out in the paper were considered and it was **RESOLVED** to accept those terms.

**PC26/046** The following Councillors were **RESOLVED** as members of the committee: Atwell, Coupland, Mackinlay, Tipper, Washington and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr O'Donnell are ex-officio members of this committee

**e) Planning Committee**

**PC26/047** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/048** The following Councillors were **RESOLVED** as members of the committee: Ballantine, O'Donnell, Standen, and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr Tipper are ex-officio members of this committee

**f) Staffing Committee**

**PC26/049** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/050** The following Councillors were **RESOLVED** as members of the committee: Ballantine, Thornton, O'Donnell and Washington. It was NOTED that as Chair Cllr Gallagher and Vice Chair Tipper are ex-officio members of this committee

**g) Strategic Working Group**

**PC26/051** The terms of reference were considered, It was **RESOLVED** to amend the terms of reference and bring them back to the next meeting.

**PC26/052** The following Councillors were **RESOLVED** as members of the working group: Atwell, Mackinlay and Worth. It was NOTED that as Chair Cllr Gallagher and Vice Chair Cllr O'Donnell are ex-officio members of this working group

**h) Transport Working Group**

**PC26/053** The terms of reference were considered, it was **RESOLVED** to amend the terms of reference and bring them back to the next meeting.

**PC26/054** The following Councillors were **RESOLVED** as members of the working group: Gallagher,, Tipper and Washington

**i) Biodiversity and Sustainability Working Group**

**PC26/055** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/056** The following Councillors were **RESOLVED** as members of the working group: Coupland, Standen, Tipper and Worth

**j) Events Working Group**

**PC26/057** The terms of reference were considered, and it was **RESOLVED** to accept those terms.

**PC26/058** The following Councillors were **RESOLVED** as members of the working group: Ballantine, Coupland, Gallagher, Washington and Worth

**k) Open Space Working Group**

**PC26/059** The terms of reference were considered; it was **RESOLVED** to amend the terms of reference and bring changes back to the next meeting.

**PC26/060** The following Councillors were **RESOLVED** as members of the working group: Gallagher, Standen, Washington, Worth

**14. EXTERNAL BODIES**

**a) Representation to external groups**

**PC26/061** It was NOTED that the engagement strategy is looking to make this representation wider than set out in the paper. It was **RESOLVED** to appoint the following representatives to external groups:

- RAF Halton Stakeholders – Cllr Worth
- Buckinghamshire Council Community Board (Wendover and Villages) – Cllr Tipper/Atwell
- BMKLAC Parish Liaison Meetings – Noted that this will be formalised as being the Chair/Vice Chair
- Climate Action Wendover – Cllr Tipper
- HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group) – Cllr Atwell
- Lionel Abel Smith Trust - see note below
- Wendover Action Group (Community Car) – Cllr Tipper
- Wendover Business Group – Cllr Gallagher, Coupland
- Wendover Canal Trust – Cllr Thornton
- Wendover Churchyard Care Committee – Cllr Washington and Ballantine
- Wendover Community Library Management Committee – Cllr Worth and Tipper
- Wendover Memorial Hall – Cllr Worth and Ballantine
- Wendover Youth Centre – Cllr Ballantine and Gallagher

**PC26/062** It was NOTED that the arrangement with the Lionel Abel Smith Trust had changed and they would come back to the Parish Council with a proposed representation.

**b) Legal agreements with other bodies**

**PC26/063** The list of legal agreements was reviewed and formally NOTED.

**PC26/064** The Legal agreements with Shed...

**PC26/065** The streetlight contract was discussed and It was **RESOLVED** to adopt the contract. The supplier is to review and sign and the Clerk to sign for the council as proper officer.

**15. GENERAL GOVERNANCE**

**a) Standing orders**

**PC26/066** The standing orders were considered, it was noted there were no recommended updates, and it was **RESOLVED** to approve the standing orders.

**b) Financial Regulations**

**PC26/067** The financial regulations were considered, it was noted there were no recommended updates, and it was **RESOLVED** to approve the financial regulations.

**c) Investments and deposits policy**

**PC26/068** The policy was considered, it was noted there were no recommended updates and it was **RESOLVED** to approve the policy.

**d) Insurance cover**

**PC26/069** The insurance cover was considered, it was noted there were no significant changes on previous years and it was **RESOLVED** to approve the insurance cover.

**e) Complaints Procedure**

**PC26/070** The complaints procedure was considered, it was noted there were no recommended updates and it was **RESOLVED** to approve the procedure.

**f) Freedom of Information and data protection policies**

**PC26/071** The policies were considered, it was noted that the data audit and DPIAs were included with the policies so they would automatically be reviewed annually. Other than these additional documents there were no updates to the policies and it was **RESOLVED** to approve the policies.

**g) Accessibility review of the website**

**PC26/072** The annual review of our website was noted with regards to WGA 2.2 AA standards, it was noted that the website had been updated since the first review and this was an internal office process that is now being publicly reported. It was **RESOLVED** to approve the annual review.

**h) General Power of Competence and s137 expenditure**

**PC26/073** The update was considered, it was noted that our S137 expenditure limit for 2026/27 was £68,881.

**i) Ordinary Meetings of Council**

**PC26/074** The proposed ordinary meetings of Council were noted and **RESOLVED** to be approved.

**16. OTHER ITEMS**

**a) Policy changes**

**PC26/075** The new policy format was discussed

**PC26/076** It was **RESOLVED** to reformat the policies

**PC26/077** It was **RESOLVED** to renew all existing policies until the policy manuals are brought back for review

**PC26/078** It was **RESOLVED** that legal changes will supersede any existing policies in the HR policy pack

**17. DATES OF FUTURE MEETINGS**

**PC26/079** The next Parish Council meeting will sit at 7.40 pm on Tuesday 2<sup>nd</sup> June at Wendover Community Library. All agenda items and papers to be with the clerk by Fri 22<sup>nd</sup> May due to the bank holiday.

**18. CLOSURE OF MEETING**

**PC26/080** With all business having been transacted, the meeting was closed at 8:25pm

Signed by  
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		May	Parish Council 5th May 2026
PC5-5-26			
<b>BACS</b>			
Date	To	Amount	Payment for
06/05/2026	Mr Ian McGuire	£40.00	Allotment deposit return
06/05/2026	Gladson UK Limited	£1,450.92	2 * Bin Liners
06/05/2026	Adams	£691.26	Isuzu 12,000 mile Service
06/05/2026	Sharp Fencing Ltd	£485.00	Repair Play Park Gate
06/05/2026	Bucks and MK ass of Local Cour	£1,413.84	BMKALC & NALC Subs 2026
06/05/2026	Numbers Ltd	£72.00	Payroll services
06/05/2026	Halton Air Cadets	£1,000.00	Grant - New Gazebo
06/05/2026	Marley Design	£1,207.50	Web and Communications Support
06/05/2026	rCOH Ltd t/a ONH - Planning fo	£1,800.00	Local Plan - planning issues and responseq
06/05/2026	Val Mayland	£120.00	Office Clean Apr (new rate)
29/05/2026	Salaries	£10,312.53	May Salaries
29/05/2026	HMRC	£3,881.58	Payroll tax and NI - May
<b>TOTAL BACS AMOUNT</b>		<b>£22,474.63</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
24/04/2026	Oakleaf Farm Ltd - TA Country s	£330.18	Top Soil
21/04/2026	Ash Co	£12.49	Ant Trap and Ant Powder
21/04/2026	Sweeneys Wendover	£6.00	Office supplies - coffee
15/04/2026	Gov.uk	£7.00	Land and property Search
28/04/2026	Work&Safety	£139.94	Safety Boots
28/04/2026	Sweeneys Wendover	£7.89	Office supplies - coffee/ toilet roll
01/05/2026	Hildreths	£73.49	Lawn seed
<b>TOTAL CARD AMOUNT</b>		<b>£576.99</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
01/06/2026	The Chiltern Society	£30.00	Membership Renewal
20/04/2026	Radius UK Fuels	£87.85	Fuel Card
27/04/2026	Radius UK Fuels	£83.93	Fuel Card
22/04/2026	Castle Water Limited	£30.19	Water Charges - Clock tower
04/05/2026	Castle Water Limited	£3.14	Water Charges - Site Safe
23/04/2026	Drax	£1,871.88	Streetlight electricity - Mar 26
05/05/2026	Buckinghamshire council	£94.00	Market Rates - May 2026
01/05/2026	Sidleys	£135.00	Garage rental - May 26
04/05/2026	Radius UK Fuels	£188.84	Fuel Card
24/04/2026	Lebara Mobile	£5.00	Estates mobile plan
26/04/2026	Adobe	£19.97	Adobe Acrobat plan
15/05/2026	British Gas	£27.60	Manor Waste Elec - Apr
15/05/2026	British Gas	£230.74	Clock Tower elec - Apr
15/05/2026	British Gas	£38.87	Site Safe Elec - Apr
28/04/2026	Radius Connect	£156.17	Phone and Broadband - Apr
29/05/2026	Smart Pensions	£1,177.04	Pension Contributions - May
<b>TOTAL DD &amp; SO</b>		<b>£4,180.22</b>	
<b>TOTAL PAYMENTS</b>		<b>£27,231.84</b>	SIGNED BY COUNCILLORS:



## ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

This is a report of actions taken by the office and communications received that are not on the agenda

Not much has come into the office at the moment other than related to the formal business in the meetings.

### **Back St shops and businesses**

We are exploring if it would be possible to get signage to the Back St shops at key points to help “extend” the high street.

### Action List

The action list below shows all open and new actions since the first Council meeting of the new Council in May 2025



Date	Code	Heading	Description	Action	Owner	Status	update notes
07/04/2026	PC25/467	ii) Devolved Services	PC25/467 It was RESOLVED to continue undertaking devolved services for 2026/27	Clerk to inform devolved services and sign the contracts	Clerk	new	Complete
07/04/2026	PC25/469	ii) Devolved Services	PC25/469 It was RESOLVED to authorise the office to look into working with other local Parish Councils	Clerk to continue negotiations with neighbouring parishes	Clerk	new	
07/04/2026	PC25/473	iii) Borehole	PC25/473 It was RESOLVED to instruct works with the contractor.	Clerk to instruct the works and ensure they are completed	clerk	new	
07/04/2026	PC25/474	iii) Borehole	PC25/474 It was RESOLVED to authorise the office to negotiate to try and recoup the additional expenditure through grants.	Office to seek additional funding	office	new	
07/04/2026	PC25/483	a) Assets of Community Value	PC25/483 It was RESOLVED to submit the application as set out in the meeting pack.	Clerk to submit the application for assets of community value and report back	Clerk	new	complete
07/04/2026	PC25/485	ii) Change of Streetlight maintenance contract	PC25/485 The two contractors were reviewed and the scoring grid was checked over with details of each bid. It was RESOLVED to award the streetlight maintenance contract, including part night lighting changes to the highest scoring contractor and implement this change whilst minimising any disruption.	Clerk to inform the contractor and get contracts signed	Clerk	new	
07/04/2026	PC25/486	iii) Change of streetlighting electrical supplier	PC25/486 It was noted that in the current market it had been difficult to get any company to quote to supply our street lighting as a Half Hourly Metered Supply. It was RESOLVED to award the supply contract to SSE and fix for 3 years.	Clerk to sign new contracts	Clerk	new	complete
03/03/2026	PC25/418	4. CLERKS REPORT AND CORRESPONDANCE	PC25/418 The Clerk's report of the Action Plan was noted. It was further noted that the file would be circulated to see if we can clear down the actions. The Chair answered questions on the action list. It was noted that we need to make progress on the engagement strategy	Action list to be circulated and engagement strategy to be discussed as a working group	Clerk/Cllr Mackinlay	in progress	
03/03/2026	PC25/430	iii) Local Government Pension Scheme update	PC25/430 It was RESOLVED to write to the Buckinghamshire Pensions Administrator to explore what might be possible in terms of a DSA or DDA and the maximum term that might be possible and the interest rates applicable.	Ask questions of the options and discuss at finance committee	Chair	in progress	
03/03/2026	PC25/432	iii) Local Government Pension Scheme update	PC25/432 It was RESOLVED to further explore the legality of placing one member of staff into the LGPS.	Bring paper to Finance Committee	Chair	in progress	
03/03/2026	PC25/433	iii) Local Government Pension Scheme update	PC25/433 It was RESOLVED to make a final decision after the production of the 2025 valuation of the LGPS to see how our liability has moved.	Review 2025 valuation	Chair	in progress	
03/03/2026	PC25/434	iv) Approval of standing grants recommended by Finance Committee	PC25/434 It was RESOLVED to follow the recommendation of Finance Committee and approve the grant of £7000 under the powers of the Local Government (Misc Provisions) Act 1976 s19. The release of the funds will be subject to reassurances on the governance of the Youth Centre. The Chair of Council was authorised to make the decision as to when the funds can be released.	Discuss payment arrangements alongside WYC progress meetings	Chair	in progress	



03/03/2026	PC25/435	iv) Approval of standing grants recommended by Finance Committee	PC25/435 Council noted that it was still a long-term ambition to take over all works on the churchyard in house. It was RESOLVED to approve the grant of £7500 under the powers of the Local Government Act 1972, s214(6)	Make payment	Clerk	in progress	
03/03/2026	PC25/445	a) Response to Bucks Local Plan Sites Survey	PC25/445 It was RESOLVED to authorise the office to prepare for a public meeting to discuss the impacts of the Local Plan with residents and get their views.	To discuss arrangements and timing for a public meeting	Clerk/Chair	in progress	
03/03/2026	PC25/446	a) Response to Bucks Local Plan Sites Survey	PC25/446 It was RESOLVED to authorise the office and Chair to continue to engage with other local Parish Councils on submitting a combined response to the final draft of the local plan with the caveat that we would make a Wendover specific submission.	To continue liaising with other local Parish Councils	Chair	in progress	
03/03/2026	PC25/448	b) Proposal for Development of "Wendover Link"	PC25/448 It was RESOLVED to support the Proposal for Development of Wendover Link and continued development of proposals for the land in line with community priorities	To continue our discussions with HS2	Clerk/George	ongoing	
03/03/2026	PC25/450	11. CLOSURE OF MEETING	PC25/450 With all business having been transacted, the meeting was closed at 8:25pm	Make bookings for future meetings	Clerk	Closed	
03/02/2026	PC25/394	c) Wendover Youth Centre	PC25/394 It was noted that we were working with the youth centre to support their work and Cllr Gallagher and the Clerk are awaiting a meeting date.	Meet with WYC and understand current situation	Chair/Clerk	ongoing	meetings in progress. CG will chair the trustees and AS will provide governance support.
20/01/2026	PC25/380	a) Hampden Pond Borehole	PC25/380 It was RESOLVED to award the contract from the quotes provided to Contractor One and ask them to start works in line with their timetable.	Award contract and have pre start meeting on site to ensure the works progress in line with expectations. Monitor works to project completion	Clerk	Closed	Pre start meeting held 23/1/26
02/12/2025	PC25/361	c) Sustainability and Biodiversity Group	PC25/361 It was RESOLVED to obtain a quote solely from the WPC streetlights supplier for the connection to the electrical supply from the nearby lamppost	Obtain the quote	Clerk	In progress	Under way
02/12/2025	PC25/355	c) Sustainability and Biodiversity Group	PC25/355 i) The update was noted. It was noted that there were a lot of responses to the streetlight consultation, which would be discussed when the data is analysed.	Analysis of data to be issued to Council	SBG	In progress	proposal will come to Ma
04/11/2025	PC25/313	e) Community Emergency Response Group	PC25/313 Councillors who live in areas with street WhatsApp groups to feed them through to Cllr Walsh to add to our contacts list.	All Councillors to feed Whatsapp groups through Cllr Walsh	Clerk/Cllr Walsh	In progress	
04/11/2025	PC25/321	c) Mid Bucks Bee Keepers Site in Wendover	PC25/321 It was RESOLVED to authorise the council to support this group and create an informal working group to support the bee keepers.	Create a working group to develop a proposal to support the bee keepers	SBG	ongoing	working with HS2 to secure land
07/10/2025	PC25/281	Local plan	PC25/281 It was RESOLVED to authorise the office and Chair to engage with other local Parish Councils on submitting a combined response to the final draft of the local plan.	Engage with other local councils to look into a combined response	Chair/Clerk	In progress	Meetings ongoing
07/10/2025	PC25/286	Memorial Gates	PC25/286 It was noted that the Council thanked Sweeneys and Wendover Football Club for their contribution and support towards this project.	produce sign for memorial case	Clerk	Concern	Sign in design



02/09/2025	PC25/218	a) <b>Monthly Sunday Market</b>	PC25/218 The members of the public gave their views. The comments were considered by the Council. The councillors asked clarifications on the comments given by the members of the public. It was noted that marketing costs for any market are vital and these would need to be supported from the pitch fees.	review how market can work with high street retailers, review local demand for a Sunday market identify a clear alternative business proposal for consideration	Amenities	In progress	trying to get a meeting with locals who expressed an interest in running a market
02/09/2025	PC25/228	c) <b>Local Plan Consultation</b>	PC25/228 It was RESOLVED to authorise a budget of £500 for an event to come out of Minor Grants Budget 4611 under the power of s137 Local Government Act 1972	Set up working group and book venue and publicise	Clerk	In progress	Met and started planning for a response, looking to meet at 19 or 20 March
02/09/2025	PC25/213	c) <b>Sustainability and Biodiversity Group</b>	PC25/213 i) – The group has met and discussed the eco audit. A new list of actions, to get us back on track with the outstanding issues has been made and the group will be working with the Clerk to deliver.	progress outstanding actions on eco audit	SBG	In progress	
02/09/2025	PC25/215	c) <b>Sustainability and Biodiversity Group</b>	PC25/215 It was RESOLVED to authorise the group to make funding bids for up to £20,000 to install a borehole in Hampden Pond. It was noted that Cllr Porter objected to the proposal.	make funding bids for the installation of a borehole at Hampden Pond and bring a full proposal back to full council	SBG	In progress	awaiting final sign off
05/08/2025	PC25/147	<b>4. CHAIR'S ANNOUNCEMENTS</b>	PC25/147 A request has been made to have a hedge along the front of Ashbrook Park by the roadside. This has previously been rejected by Council, but will be looked into and taken to Amenities.	Review practicalities of a hedge and bring any recommendations to Amenities	Chair	ongoing	The grounds staff are looking into a low level flower/shrub/wildflower strip
05/08/2025	PC25/152	<b>5. PUBLIC PARTICIPATION</b>	PC25/152 A member of the public asked how the new engagement strategy announced in Aug 24 was progressing.	Review engagement strategy	Clerk/Cllr Mackinlay	Delayed	Meetings conducted and a plan in place - strategy to be compiled
05/08/2025	PC25/170	a) <b>Transport Working Group</b>	PC25/170 It was RESOLVED to authorise the Transport Working Group to Lobby Bucks Council to install bollards and a keep clear zone as set out in the paper.	Ensure bollards are installed on school campus	Cllr Tipper	In progress	Grant request approved. Now awaiting installation
05/08/2025	PC25/171	a) <b>Transport Working Group</b>	PC25/171 iii) works on Hale Ln – It was RESOLVED to authorise the Transport Working Group to lobby Buckinghamshire Council to halt current works on Hale Lane and to undertake further consultations with residents.	Lobby Buckinghamshire council to drop current yellow line plans	Chair	ongoing	In negotiations with Bucks Council - a plan is in place and engagement with residents undertaken
05/08/2025	PC25/176	c) <b>Sustainability and Biodiversity Group</b>	PC25/176 ii) Consultation on street lights – It was noted that the questions offer similar options. There is a lot of care in how the questions are put to the community. Cllr Thornton volunteered to help on the wording of the questions. It was noted that the consultation will have links to evidence.	progress the streetlight consultation	Cllr Tipper/Clerk	In progress	Consultation under way - results posted and now designing an implementation plan
05/08/2025	PC25/151	<b>5. PUBLIC PARTICIPATION</b>	PC25/151 A member of the public asked if the Council could have an armed forces day in the armed forces week.	review events programme to include Armed Forces Week	Office	In progress	to be considered by events working group - now scheduled
05/08/2025	PC25/185	<b>12 c) Local Markets</b>	PC25/185 It was RESOLVED to accept the proposal and authorise the office to proceed with a trial of the Sunday market at the agreed charges	undertake the implementation of the new market	office	In progress	This decision is up for review at the Sep full council and we are now reviewing the feedback from the community regarding a new Sunday market



01/07/2025	PC25/141	<b>b) To consider land issues</b>	PC25/141 The Parish Council considered the paper outlining land important to Wendover to preserve and enhance the local amenity. It was RESOLVED to authorise the Chair and Office to progress the discussions to formulate proposals for council to consider	Progress discussions to secure land for the benefit of the community and bring proposals back to Council	Chair/Clerk	ongoing	Discussions with Bucks Council are ongoing
01/07/2025	PC25/129	<b>a) Installing a visitor information sign</b>	PC25/129 It was RESOLVED to discuss future costs with the Wendover Society	Set out future costs of keeping board up to date and bring a proposal around moving other notice board	Clerk	ongoing	Looking at working out a proposal for future costs
03/06/2025	PC25/097	<b>b) To consider the co-option of new Councillors</b>	PC25/097 Each of the candidates was considered in turn and each candidate was RESOLVED unanimously to be co-opted onto Council	Inform candidates of vote and schedule induction and a council mentor	Clerk	In progress	Still need to identify mentors
03/06/2025	PC25/085	<b>c) Sustainability and Biodiversity Group</b>	PC25/085 Met with the CLAW group to gain their support and review the 5 year strategy. Also discussed support from High St and a meeting with the Chair of other local Parish Councils and their works on sustainability	Review 5 year sustainability strategy	Ctr Tipper	ongoing	Actions reviewed with Clerk and new action list agreed
06/05/2025	PC25/009	<b>8. CLERKS REPORT AND CORRESPONDANCE</b>	PC25/009 The Clerks report was noted and the Clerk answered questions from the councillors. The Chair highlighted the valuation report from the Pension Scheme and Council will need to decide on this issue in the coming year. It was noted that we have appointed the admin role.	Research into costs and benefits of options relating to LGPS to be brought to Finance Committee	Chair	In progress	Information has been presented to Finance Committee and needs to be considered further for a final decision
06/05/2025	PC25/016	<b>f) review of bank signatories</b>	PC25/016 It was RESOLVED to amend the proposal to add 3 signatories to the account rather than 2.	Add 3 new signatories to bank account	Clerk	Delayed	Bank has been instructed but signatories still not set up. Paper process now initiated. Only one remaining councillor to be set up
05/05/2026	PC26/007	<b>6. PUBLIC PARTICIPATION</b>	PC26/007 A member of the public outlined concern over the development of lodges by the Forestry Commission but no planning permission has been sought or granted. There is concern that the development will be taking up valuable land. This was discussed and the Chair would investigate.	Review development and contact Forestry Commission	Chair	new	
05/05/2026	PC26/025	<b>ii) Application by Rectory Homes for outline planning permission for land off Halton Ln</b>	PC26/025 It was RESOLVED to set out our issues with the planning portal faced by the Parish Council and others wishing to make comments to Buckinghamshire Council.	Set out issues with the development and register objection on Bucks Planning Portal	Clerk	new	Completed
05/05/2026	PC26/027	<b>ii) Application by Rectory Homes for outline planning permission for land off Halton Ln</b>	PC26/027 It was RESOLVED to request Buckinghamshire Council look at this application in committee.	Track when the application is coming to committee	Clerk	new	
05/05/2026	PC26/031	<b>ii) Tree Works</b>	PC26/031 It was RESOLVED to award the works on the trees totalling £9,250 (Ex VAT) to the contractor as set out in the paper to come from 4417 Tree works and 4416 Pond Works. It was noted that the finance committee would need to undertake a budget review meeting in May because of the changes since setting the budget	Instruct works on trees	Office	new	Completed



05/05/2026	PC26/032	iii) Floral displays	PC26/032 It was RESOLVED to accept the quote and awards the works for the floral display summer and winter 2026. Totalling £5778 (ex VAT) and coming from budget line 4112.	Instruct works on floral displays	Office	new	Completed
05/05/2026	PC26/034	iv) Purchase of Grillo	PC26/034 The proposal as amended was voted on and it was RESOLVED to make the new purchase from the quote for £9995.	Instruct purchase	Clerk	new	Completed
05/05/2026	PC26/062		PC26/062 It was NOTED that the arrangement with the Lionel Abel Smith Trust had changed and they would come back to the Parish Council with a proposed representation.	Ensure arrangement with LAST is noted by committee	clerk	new	
05/05/2026	PC26/065	b) Legal agreements with other bodies	PC26/065 The streetlight contract was discussed and it was RESOLVED to adopt the contract. The supplier is to review and sign and the Clerk to sign for the council as proper officer.	Agree contract with new supplier	Clerk	new	Completed
05/05/2026	PC26/077	a) Policy changes	PC26/077 It was RESOLVED to renew all existing policies until the policy manuals are brought back for review	Reformat the policies and bring back for review	Clerk	new	



## ITEM 8 – FINANCE REPORTS

The accounts presented show the state as at end of 26/05/2026 but does include salary costs so represents a reasonable picture of where we are at the end of the month with most I&E items included in the year end projection.

You will note that the Finance and General income cost centre has been moved to next to our amenities income cost centre. This is so future reports have all income together and all expenditure together. There is still more work to be done on phased budgets. There is still the old income group showing reflecting the movements to the new group.



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Detailed Income & Expenditure by Budget Heading 26/05/2026

Month No: 2

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
<b>100 Amenities Income</b>								
1000 Allotment Rent	10	910	1,300	390			70.0%	
1005 Charter Fair	0	0	240	240			0.0%	
1010 Cricket Club Lease	0	0	350	350			0.0%	
1021 Markets - Local Produce	240	355	2,560	2,205			13.9%	
1022 Markets - Weekly Market	0	888	10,660	9,772			8.3%	
1030 Other Open Space Rental	50	100	2,045	1,945			4.9%	
1035 Devolved Services Income	0	0	17,800	17,800			0.0%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1281 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	0	500	500			0.0%	
1263 Event income (stalls etc)	0	0	400	400			0.0%	
<b>Amenities Income :- Income</b>	<b>300</b>	<b>2,253</b>	<b>38,455</b>	<b>36,202</b>			<b>5.9%</b>	<b>0</b>
<b>Net Income</b>	<b>300</b>	<b>2,253</b>	<b>38,455</b>	<b>36,202</b>				
<b>105 Finance and General Income</b>								
1205 Wittchell Trust Grant	0	0	450	450			0.0%	
1210 Interest Received ex Deposits	638	638	10,000	9,362			6.4%	
1250 Precept Received	216,473	216,473	432,945	216,473			50.0%	
1266 Fairhive streetlight recharge	0	0	1,000	1,000			0.0%	
<b>Finance and General Income :- Income</b>	<b>217,110</b>	<b>217,110</b>	<b>444,395</b>	<b>227,285</b>			<b>48.9%</b>	<b>0</b>
<b>Net Income</b>	<b>217,110</b>	<b>217,110</b>	<b>444,395</b>	<b>227,285</b>				
<b>125 Events Expenditure</b>								
4100 AnnualParishMeeting excl refs	158	294	350	56		56	84.1%	
4105 Christmas Decorations	0	0	8,500	8,500	8,500		0.0%	
4109 Promo Materials	0	0	1,600	1,600	1,600		0.0%	
4110 Entertainment & Events	53	53	5,000	4,948	4,948		1.1%	
4111 RAF/Remembrance Parade	0	0	200	200	200		0.0%	
4112 Floral Display	0	0	8,000	8,000	8,000		0.0%	
4113 HS2 Public Meeting	0	0	500	500	500		0.0%	
4122 Markets - Local Produce	105	105	500	395	395		21.0%	
4124 Markets - Business Rates	0	0	1,050	1,050	1,050		0.0%	
4126 Markets - Electric	26	25	380	355	355		6.5%	
4132 Christmas Celebration Event	0	0	5,000	5,000	5,000		0.0%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>341</b>	<b>477</b>	<b>31,080</b>	<b>30,603</b>	<b>0</b>	<b>30,603</b>	<b>1.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(341)</b>	<b>(477)</b>	<b>(31,080)</b>	<b>(30,603)</b>				

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Detailed Income & Expenditure by Budget Heading 26/05/2026

Month No: 2

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
<b>130 Highways Expenditure</b>								
4200 Bus Shelters	0	0	500	500		500	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	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>2,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(2,500)</b>	<b>(2,500)</b>				
<b>135 Street Lighting Expenditure</b>								
4300 Electricity	996	2,556	13,000	10,444		10,444	19.7%	
4305 Maintenance	0	2,724	20,000	17,276		17,276	13.6%	
4315 New Columns (not LEDs)	0	0	6,000	6,000		6,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<b>996</b>	<b>5,280</b>	<b>40,500</b>	<b>35,220</b>	<b>0</b>	<b>35,220</b>	<b>13.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(996)</b>	<b>(5,280)</b>	<b>(40,500)</b>	<b>(35,220)</b>				
<b>140 Recreation Expenditure</b>								
4400 Dog Bin Emptying	0	0	2,600	2,600		2,600	0.0%	
4405 Maintenance - Open spaces F&F	0	(630)	13,000	13,630		13,630	(4.8%)	
4406 Maintenance - footpaths	0	0	1,000	1,000		1,000	0.0%	
4410 Maintenance - Groundworks	73	1,035	15,000	13,965		13,965	6.9%	
4415 Maintenance - Inspections, etc	0	0	2,800	2,800		2,800	0.0%	
4416 Pond Works	0	0	2,000	2,000		2,000	0.0%	
4417 Tree Works	0	0	8,000	8,000		8,000	0.0%	
4425 Capital Expenditure (asset pur	9,995	9,995	5,000	(4,995)		(4,995)	199.9%	
4426 Estates vehicle lease	948	960	1,000	40		40	96.0%	
4430 Mower Maintenance	0	25	1,500	1,475		1,475	1.7%	
4435 Play Equipment - Purchase	0	0	33,000	33,000		33,000	0.0%	
4440 Play Equip - Repairs & Maint	485	685	12,000	11,315		11,315	5.7%	
4450 Premises - Garage Rent	135	270	1,620	1,350		1,350	16.7%	
4455 Premises - SiteSafe Electrics	37	35	300	265		265	11.5%	
4465 Premises - SiteSafe Water, etc	3	3	300	297		297	1.0%	
4475 Misc - Fuel	227	375	3,000	2,625		2,625	12.5%	
4480 Misc - Materials & Tools	76	770	2,500	1,730		1,730	30.8%	
4481 Machinery/Tool Service Repair	79	79	2,500	2,421		2,421	3.1%	
4485 Misc - Protective Clothing	0	81	750	669		669	10.9%	
4490 Misc - Refuse Bins	192	1,498	1,800	302		302	83.2%	
4495 Misc - Sundries Recreation	0	0	500	500		500	0.0%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<b>12,251</b>	<b>15,181</b>	<b>110,670</b>	<b>95,489</b>	<b>0</b>	<b>95,489</b>	<b>13.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(12,251)</b>	<b>(15,181)</b>	<b>(110,670)</b>	<b>(95,489)</b>				

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Month No: 2

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
<b>200 Finance &amp; General Income</b>								
1210 Interest Received ex Deposits	(638)	0	0	0			0.0%	
1250 Precept Received	(216,473)	0	0	0			0.0%	
Finance & General Income :- Income	<b>(217,110)</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
<b>Net Income</b>	<b>(217,110)</b>	<b>0</b>	<b>0</b>	<b>0</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496 Professional Support (HS2 etc)	1,800	1,800	2,000	200		200	90.0%	
4550 Communications - Publicity	560	1,460	6,500	5,040		5,040	22.5%	
4555 Communications - Website	441	441	3,000	2,560		2,560	14.7%	
4560 Financial - Bank Charges	11	11	600	589		589	1.8%	
4565 Financial - Fees - Audit	0	(1,470)	2,300	3,770		3,770	(63.9%)	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	0.0%	
4575 Financial - Insurance	0	0	7,950	7,950		7,950	0.0%	
4580 Financial - Software	0	1,448	1,500	52		52	96.5%	
4615 Office - Broadband/Tel/Fax	653	792	1,750	958		958	45.2%	
4620 Office - Copier	0	234	1,500	1,266		1,266	15.6%	
4621 Office - Equipment - Expend	335	670	3,000	2,330		2,330	22.3%	
4625 Office - Equipment Capital	0	76	1,000	924		924	7.6%	
4630 Office - Postage & Stationery	0	16	400	384		384	4.1%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	220	206	2,800	2,594		2,594	7.4%	
4655 Office - Utilities - Water	0	30	150	120		120	20.1%	
4660 Property Mgt - Clock Tower	300	325	2,500	2,175		2,175	13.0%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	196	1,000	804		804	19.6%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	1,414	1,414	2,250	836		836	62.8%	
4690 Misc - Chairman's Expenses	0	0	1,200	1,200		1,200	0.0%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4692 Parish Basic Allowance	0	0	1,900	1,900		1,900	0.0%	
4695 Misc - Room Hire	109	109	1,200	1,091		1,091	9.1%	
4700 Misc Sundry Expenses Finance	25	120	500	380		380	24.0%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	23	2,000	1,977		1,977	1.2%	
Finance & General Expenditure :- Indirect Expenditure	<b>5,867</b>	<b>7,901</b>	<b>51,200</b>	<b>43,299</b>	<b>0</b>	<b>43,299</b>	<b>15.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(5,867)</b>	<b>(7,901)</b>	<b>(51,200)</b>	<b>(43,299)</b>				

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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
<b>230 Grants out</b>								
4585 Grant - Churchyard - not S137	0	0	7,500	7,500		7,500	0.0%	
4586 Grant - Youth Centre -not S137	0	0	7,500	7,500		7,500	0.0%	
4591 Grants Out - Major - not S137	0	0	10,000	10,000		10,000	0.0%	
4613 Grants Out - Minor - not S137	0	0	2,000	2,000		2,000	0.0%	
Grants out :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>27,000</b>	<b>27,000</b>	<b>0</b>	<b>27,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(27,000)</b>	<b>(27,000)</b>				
<b>235 S137 Expenditure</b>								
4606 Grants Out - Major S137	0	0	5,000	5,000		5,000	0.0%	
4607 Grants Out - Minor S137	1,819	1,819	3,000	1,181		1,181	60.6%	
S137 Expenditure :- Indirect Expenditure	<b>1,819</b>	<b>1,819</b>	<b>8,000</b>	<b>6,181</b>	<b>0</b>	<b>6,181</b>	<b>22.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,819)</b>	<b>(1,819)</b>	<b>(8,000)</b>	<b>(6,181)</b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	5,167	10,335	66,000	55,665		55,665	15.7%	
4801 Staffing - Amenities - NIC	650	1,300	8,000	6,700		6,700	16.2%	
4802 Staffing - Amenities-Pension	206	413	4,000	3,587		3,587	10.3%	
4810 Staffing - F&G - Wages	7,886	15,727	105,000	89,273		89,273	15.0%	
4811 Staffing - F&G - NIC	1,006	2,006	13,000	10,994		10,994	15.4%	
4812 Staffing - F&G - Pension	382	745	6,000	5,255		5,255	12.4%	
4816 Staffing F&G Student Loan	73	146	2,000	1,854		1,854	7.3%	
4845 Payroll Charges	60	60	1,000	940		940	6.0%	
4855 HR Consultancy Fees	0	0	2,500	2,500		2,500	0.0%	
4860 Training Staff & Cllrs	0	0	3,500	3,500		3,500	0.0%	
4861 Uniform	0	0	500	500		500	0.0%	
4862 Smart Pension Admin Fee	26	53	400	347		347	13.2%	
Staffing :- Indirect Expenditure	<b>15,458</b>	<b>30,784</b>	<b>211,900</b>	<b>181,116</b>	<b>0</b>	<b>181,116</b>	<b>14.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(15,458)</b>	<b>(30,784)</b>	<b>(211,900)</b>	<b>(181,116)</b>				
<b>980 Amenities EMR projects</b>								
9115 EMR - HS2 Funded Pond Works	0	(6,810)	0	6,810		6,810	0.0%	
Amenities EMR projects :- Indirect Expenditure	<b>0</b>	<b>(6,810)</b>	<b>0</b>	<b>6,810</b>	<b>0</b>	<b>6,810</b>		<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>6,810</b>	<b>0</b>	<b>(6,810)</b>				

Continued over page



26/05/2026

Wendover Parish Council Current Year

Page 5

15:03

Detailed Income & Expenditure by Budget Heading 26/05/2026

Month No: 2

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	300	219,364	482,850	263,486			45.4%	
Expenditure	36,732	54,631	482,850	428,219	0	428,219	11.3%	
<b>Net Income over Expenditure</b>	<b>(36,432)</b>	<b>164,733</b>	<b>0</b>	<b>(164,733)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(36,432)</b>	<b>164,733</b>	<b>0</b>	<b>(164,733)</b>				



26/05/2026

**Wendover Parish Council Current Year**

Page 1

10:30

**Detailed Balance Sheet - Excluding Stock Movement**

**Month 2 Date 26/05/2026**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	(601)	
105	VAT Control A/c	7,208	
200	Current Bank Account	15,538	
202	Flagstone	443,415	
	<b>Total Current Assets</b>		<b>465,559</b>
<u>Current Liabilities</u>			
500	Creditors	4,442	
515	Allotment Deposits	2,070	
	<b>Total Current Liabilities</b>		<b>6,511</b>
	<b>Net Current Assets</b>		<b>459,048</b>
	<b>Total Assets less Current Liabilities</b>		<b>459,048</b>
<u>Represented by :-</u>			
300	Current Year Fund	164,733	
310	General Reserves	154,488	
336	Estates equipment replace EMR	12,000	
338	Hampden Pond EMR	15,000	
356	LGPS Cessation EMR	100,000	
357	Skate Park EMR	3,187	
359	TWG Priorities	6,250	
364	Climate Action EMR	3,391	
	<b>Total Equity</b>		<b>459,048</b>



26/05/2026  
10:29

**Wendover Parish Council Current Year**  
**Earmarked Reserves**

Page 1

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<u>Account</u>	<u>Opening Balance</u>	<u>Income</u>	<u>Expenditure</u>	<u>Closing Balance</u>
336 Estates equipment replace EMR	12,000.00	0.00	0.00	12,000.00
338 Hampden Pond EMR	15,000.00	0.00	0.00	15,000.00
356 LGPS Cessation EMR	100,000.00	0.00	0.00	100,000.00
357 Skate Park EMR	3,186.67	0.00	0.00	3,186.67
359 TWG Priorities	6,250.00	0.00	0.00	6,250.00
364 Climate Action EMR	3,390.57	0.00	0.00	3,390.57
	<b>139,827.24</b>	<b>0.00</b>	<b>0.00</b>	<b>139,827.24</b>

---



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

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

Client ref: WEND001C

### SAVINGS ACCOUNTS STATEMENT

Summary from 01 May 2026 to 26 May 2026

<b>£0.00</b> Holding account balance <small>(as at 26 May 2026)</small>	<b>£444,136.53</b> Savings accounts balance <small>(as at 26 May 2026)</small>	<b>£721.77</b> Total interest paid <small>(from 01 May 2026 to 26 May 2026)</small>	<b>£788.29</b> Total interest unpaid <small>(from 01 May 2026 to 26 May 2026)</small>
---	--	---	---

Bank name	Account type	Account status <small>(as at 26 May 2026)</small>	Unpaid interest (1)	Paid interest (2)	Savings accounts balance <small>(as at 26 May 2026)</small>
Hampshire Trust Bank	Instant access	Active	£4.79	£119.76	<b>£50,892.88</b>
HSBC	Instant access	Active	£0.00	£200.26	<b>£82,072.23</b>
UBL UK	Instant access	Active	£124.23	£148.64	<b>£50,806.58</b>
OakNorth	Notice 95 days	Active	£127.11	£120.92	<b>£48,837.30</b>
Teachers Building Society	Instant access	Active	£63.97	£0.00	<b>£20,045.61</b>
Cambridge and Counties	Notice 95 days	Active	£125.38	£0.00	<b>£50,048.17</b>
Aldermore	Instant access	Active	£132.14	£0.00	<b>£51,104.39</b>
Griffin Bank	Instant access	Active	£107.94	£91.14	<b>£45,288.32</b>
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£102.73	£41.05	<b>£45,041.05</b>

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

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



Please use only our updated bank details to fund your holding account.

[LEARN MORE](#)

You have **£444,136.53** invested and **£0.00** pending to your savings account(s).

You do not have any funds in your holding account available to invest.

[ADD FUNDS](#)

[WITHDRAW FUNDS](#)



Hide more details

#### MY FUNDS



Total deposit accounts balance

£444,136.53 ?

Holding account balance

£0.00 ?

**Total portfolio value**

**£444,924.82 ?**

#### Portfolio performance

FSCS PROTECTION



100%

of your funds are FSCS protected\*

[SHOW DETAILS](#)

\*This calculation only includes funds in your holding account and savings accounts. We don't include any funds outside of the platform.

CASH FLOW TRACKER

No upcoming maturities

[SHOW DETAILS](#)

\*\*Dates only include Fixed Term and Notice accounts (after you've given notice).

AVERAGE INTEREST RATE

3.56%

Annual Equivalent Rate (AER)\*\*\*

\*\*\* Average interest rate across your savings accounts, excluding holding account funds.



## ITEM 9a – WENDOVER HS2 MAG

### HS2 Monthly Report, May '26

#### Works update

- The Spring Chamber construction works are progressing well and are still expected to complete in July. The Right of Way between Dobbins Lane and the King's Farm Shop has remained open throughout.
- The precast concrete shell segments for the section of the Wendover Green Tunnel under the Ellesborough Road bridges are now being installed using a low level crane built specifically for the task. Rumours that the bridges would need to be removed are unfounded.
- The Small Dean Viaduct is now in use to allow Dump Trucks to cross the A413 and the Chiltern Line. This means that the green conveyor system is now redundant and there will be night time closures of the A413 in early July to allow it to be removed.
- Installation of large concrete parapet walls at the Rocky Lane bridge which will require full closure of the road for two weeks planned in late July/early August.
- Bowood Lane is currently open for cyclists and walkers using the new bridge over the HS2 route. However a two week closure is needed for highways "tie-ins" to allow all traffic to use the bridge. This is currently planned for mid July, and HS2 have told us that they will ensure that this does not clash with the Rocky Lane closure to maintain a right of way between the A413 and The Lee.

#### HS2 Programme Reset

- HS2 have now announced that the Civil Engineering works are expected to be completed on 2029. That will be followed by installation of "Railway Systems", including the track, and overhead catenary power system which is expected to take two years. Testing of the trains with the rest of the railway will follow that enabling the first passenger services between Old Oak Common and Birmingham Curzon Street passing Wendover to start at some point "between May 2036 and October 2039".
- HS2 also announced that the maximum train speed is being reduced from 360 to 320 kph (200 mph) in line with some existing European railways. This will reduce the noise experienced in Wendover during the day; but is not expected to change the night time impact as the speed limit had already been decreased to 319 kph in the Wendover area.
- WWS2 has continued to press HS2 for additional noise mitigation to reduce the noise in North Wendover with the support of Greg Smith MP; including his request to the Secretary of State in the House of Commons seeking revision of HS2's predictions across Buckinghamshire.

#### Public queries

- Eight miscellaneous public enquiries processed this month, including two night time construction noise issues now both resolved.

MJSC  
26<sup>th</sup> May '26



## WENDOVER PARISH COUNCIL

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### Minutes of the Amenities Committee Meeting 19<sup>th</sup> May 2026 at 7:40pm

Wendover Community Library, High Street, Wendover HP22 6DU

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**Present:** Councillors Worth (Chair), Atwell, Gallagher, O'Donnell, Thornton, Tipper, Ballantine, Standen Washington.

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 0

#### 1. ELECTION OF CHAIR AND VICE CHAIR

**A26.001** Cllr Worth was proposed and seconded and Elected as Chair

**A26.002** Cllr Mackinlay was proposed and seconded and Elected as Vice Chair

#### 2. APOLOGIES FOR ABSENCE

**A26.003** None received

#### 3. DECLARATIONS OF INTEREST

**A26.004** None.

#### 4. MINUTES

**A26.005** The minutes of the meeting of 21<sup>st</sup> April 2026 were **RESOLVED** as a true record to be signed by the Chair.

#### 5. PUBLIC PARTICIPATION

**A26.006** None.

#### 6. UPDATE REPORT FROM THE CLERK

**A26.007** The report was noted.

#### 7. OPEN SPACES AND HAMPDEN POND

##### a) War memorial flower display

**A26.008** The paper was discussed and it was noted that planters on the railings were not in keeping and it would be better to have 4 free standing planters in the corner

**A26.009** It was **RESOLVED** to amend the proposal to 4 free standing planters for up to £100

**A26.010** The paper as amended was proposed and it was **RESOLVED** to spend up to £100 for planters for the memorial

##### b) Hampden Meadow Playpark New Equipment

**A26.011** The committee noted that both options did not seem exciting to them, but they were not the target audience. Further, it may be more efficient to look to a bigger refurbishment next year and just remove faulty equipment.

**A26.012** A proposal to amend the motion so that this years' budget of £30k was to be moved to an EMR and that we look to a £60k refurb of the park in the next financial year was considered and the amendment was **RESOLVED** to be accepted.



**A26.013** It was also felt that we should engage the local infant school and perhaps nurseries in the design and that this should be led by the open space working group. It was **RESOLVED** to include this engagement into the motion.

**A26.014** The proposal as amended was **RESOLVED** to be recommended to full Council as the amount was over £5k

**8. ITEMS FOR THE NEXT AGENDA**

**A26.015** None presented

**10. DATE OF NEXT MEETING**

**A26.016** The next scheduled meeting of the Amenities Committee is 16<sup>th</sup> June 2026.

**11. CLOSURE OF MEETING**

**A26.017** As all business was transacted the meeting was closed at 7.55pm.

Signed by

Chair to the Amenities Committee

Date:



## ITEM 10 a ii) – PLAYPARK REFURBISHMENT

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### BROUGHT BY

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Amenities Committee

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### SUMMARY

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To consider the quotes for new equipment in Hampden Meadow Playpark.

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### PARISH COUNCIL BACKGROUND

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The Parish Council have quarterly, and annual inspections carried out at Council owned playparks.

The Council are replacing items each year, in 2025 a new slide was installed in Hampden Meadow Playpark and a new multiplay unit was installed in Ashbrook Playpark.

#### a) Hampden Meadow Playpark New Equipment

- A26.011** The committee noted that both options did not seem exciting to them, but they were not the target audience. Further, it may be more efficient to look to a bigger refurbishment next year and just remove faulty equipment.
- A26.012** A proposal to amend the motion so that this years' budget of £30k was to be moved to an EMR and that we look to a £60k refurb of the park in the next financial year was considered and the amendment was **RESOLVED** to be accepted.
- A26.013** It was also felt that we should engage the local infant school and perhaps nurseries in the design and that this should be led by the open space working group. It was **RESOLVED** to include this engagement into the motion.
- A26.014** The proposal as amended was **RESOLVED** to be recommended to full Council as the amount was over £5k

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### DETAILS

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#### Details –

The Estates and Events Manager and Estates Team have suggested that this year the budget for new equipment purchases should be focussed on Hampden Meadow Playpark, based on the H&S inspections, the latest inspection has been sent to the Council via email to see the current faults.

The Committee are being asked to consider 2 quotes to recommend to Council, the Estates and Event Manager contacted 2 further companies, one didn't respond and the other company couldn't get anyone out to a meeting in time to quote.



### Quote proposal

You are requested to bring a proposal to the Parish Council that will replace and renew the equipment in our Hampden Meadow play park. The following items will need replacement but we are looking at an entire park refresh.

- **Inclusive Roundabout**, this item is hard to turn, likely to be bearing issues, residents have commented that it is hard to turn/heavy.
- **Spin Post**, on our latest inspection, it was noted that there is insufficient ground clearance, at 30mm, and should be at least 60mm, it is also dropping overtime.
- **See Saw**, seats are cracked, inner mechanism exposed and accessible, head and torso entrapment in handles, doesn't meet current standards.

It was noted that the 3 swings (flat bed, cradle and nest) meet H&S standard and do not need removing or replacing.

Companies were informed that the budget was £30k to implement their vision for the playpark refresh. Companies were asked to quote for other new equipment that would fit within the footprint of the playpark and the potential budget.

### Summary of the responses

**The full proposal and quote documents from both companies that responded have been sent to Council via email, it is worth noting that the document from company 1 is a lot larger, this document is not usually produced unless the project went to tender, our tender limit is £60,000 therefore this work did not go out to tender, and was done on a best value 3 quotes basis.**

### Company 1 (quote) –

**The design from company 1 can be found in appendix A.**

1. Inclusive roundabout
2. 4-seater “falling star springer”
3. Four seat spring see saw
4. 1 person ground level trampoline
5. 1 x communication panel

For the 5 pieces of equipment listed above and associated costs such as the installation costs, safety surface, groundworks & landscaping and miscellaneous costs the total for this quote is:

**£29,696.43 ex VAT** (including a discount of £1,218.93)

### Company 1 additional information –

Company 1 have quoted to relocate the gate nearest to the inclusive roundabout, see details from the company below:

*The current standards around inclusive roundabouts have changed compared to older installations, meaning a larger safety area is now required. To accommodate this correctly, we have relocated the entrance gate and introduced a leading pathway to the item, ensuring the area remains fully accessible and compliant with current standards.*

### Company 2 (quote) –

**The design from company 2 can be found in appendix B.**



1. Squirrel springer
2. 4-seater flower see saw
3. Wheelchair roundabout
4. Triple agility stepping balance beam
5. Maze battle play panel
6. Sensory hexagons play panel
7. 3 x mushroom seats
8. Pull up bars

For the 8 pieces of equipment listed above and associated costs such as the installation costs, safety surface, groundworks & landscaping and miscellaneous costs the total for this quote is:

**£27,963.00 ex VAT** (including a discount of £2,013.70)

### Company 2 additional information –

Current Manufacturing Lead Time 8-10 weeks.

Re their wheelchair roundabout, they have not quoted to relocate the gate, see below:

*Extra pathway isn't necessary as there is already another gate access from the park plus the main entrance gate on Chapel Lane, so accessibility is as required. Our inclusive roundabout and surfacing will comply with the standards that it was tested to.*

### Additional information –

Both companies have quoted to supply and install new wetpour (safety surface).

### Office and Estates Team suggestion –

The office would suggest that the committee recommend that Full Council accept the quote from company 2, this is a company that the Council have worked with before, they are very local and have been quick to respond on site to any problems or queries in the past. As well as this, there are more items quotes, and these items look more appropriate for the ages of children we see at Hampden Meadow Playpark, and aesthetically they look more fun. The office would also highlight that the H&S inspector for the Council has never advised any need to relocate the gate due to the accessible roundabout.

### Additional works with a larger budget

After the Amenities meeting the office investigated the impact of doubling the budget and what that step change would achieve. The guidance from both companies was that the next step would be significant groundworks so that the entire surface was safety surfacing and that would free up more options for future equipment as it would not have to fit onto the existing footprints of the current equipment. This would not include the additional equipment other than those in the current proposals

The approximate cost of the immediate repairs and removals would be c£2500 - £3000 and would leave the swings, the slide unit and a see saw left in the park.

This does not include any necessary works that we need to undertake on the spinning “witches hat” outside the footprint of the park.



### Feedback from residents –

The Estates Team have received feedback about Hampden playpark from residents over the last year, such as:

- There's not a lot of equipment, equipment taken out and not replaced.
- Equipment old and doesn't work well anymore.
- Run down, not fun.

### Office and Estates Team suggestion updated –

Due to the size and layout of the park and surrounding features, such as the path and brick shelter there is a limit to what can be done to transform the playpark. Spending an extra £30k would on top of the proposed designs in the paper would be spent on groundworks and fencing and would not add a lot of play value for the children.

However, after a conversation with company 2 the Estates Team would suggest the Council consider doing a 2 phased approach and accept the quote from company 2 and get these works completed this year so there is an improvement in the park. And then in 27/28 the 30k can also be spent at Hampden playpark, company 2 have been looking at designs, and they would add a trampoline next to the roundabout and a multiplay unit in front of the witches hat and climber (that are already there), they would then fence these pieces of equipment off (behind the to incorporate these into the main park.

The Council should consider accepting the 2 phased approach, spending £30k in both 26/27 & 27/28 in Hampden Meadow, with the open spaces working group engaging with schools and nurseries, taking the 2 designs in this paper and bringing together the feedback to be considered in July Full Council.

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### FINANCIAL CONSIDERATIONS

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- The total amount before you must go out to tender is £60,000
- In budget line 4435 Play Equipment, there is £30,000 budgeted for 26/27 (reworked budget to be approved at Finance Committee).
- It is suggested by the Estates Team that due to the age and condition (H&S standards) of the equipment in Hampden Meadow Playpark in comparison to Ashbrook Playpark that the budget should be focussed on Hampden Meadow Playpark for the 26/27. As for under £30,000 we could up to 8 new pieces of equipment, which would make it feel like a new park for considerably less money, and would ultimately reduce the amount of money needed to repair the play equipment.
- From 27/28 the budget for new equipment would be focussed on Ashbrook Playpark.
- It is suggested to spend 30k in the 26/27 financial year and then 30k in 27/28, so there are major improvements made.

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### LEGAL AND OTHER IMPLICATIONS

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- Risk of reputational damage, if items had to be removed and weren't replaced in a prompt timescale.
- Risk associated with new equipment lifespan – equipment and safety surfaces are under warranty; the Council also unfortunately can't predict incorrect usage and vandalism.

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### PROPOSAL

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To resolve to:



- Accept the 2 phased approach for Hampden Meadow playpark.
- Bring the proposal back to July Full Council to consider feedback on the designs that the Open Spaces Working Group gather.

Appendix A – Company 1 design/proposal

# WITCHELL RECREATION GROUND

## WENDOVER PARISH COUNCIL

**COMMUNICATION PANEL**

4 Play Values  
2 Users  
Age 1+

**TRAMPOLINE**

3 Play Values  
1 User  
Age 3+

**INCLUSIVE ROUNDABOUT**

4 Play Values  
6 Users  
Age 2+

WHEELCHAIR ACCESSIBLE

**FALLING STAR SPRINGER**

6 Play Values  
4 Users  
Age 2+

**FOUR SEAT SPRING SEESAW**

5 Play Values  
4 Users  
Age 2+

**INCLUSIVE ROUNDABOUT**

**FALLING STAR SPRINGER**

**FOUR SEAT SPRING SEESAW**

**INCLUSIVE ROUNDABOUT**

OF N  
by  
OF N  
by

This drawing is an artistic representation of the proposed play equipment. The appearance of the equipment may vary slightly from the illustration. For more information, please contact the equipment supplier. Tel: 01979 832340. Email: info@prod.co.uk

Appendix B – Company 2 design/proposal







## WENDOVER PARISH COUNCIL

### Minutes of the Finance Committee Meeting 19<sup>th</sup> May 2026 at 8:40pm

Wendover Community Library, Wendover HP22 6DU

**Present:** Councillors Atwell, Coupland, Gallagher, Mackinlay, O'Donnell, Tipper, and Worth

**Clerk and Minutes:** Andy Smith

**Members of Public:** 6

#### 1. APPOINTMENT OF CHAIR AND VICE CHAIR

- F26/01** Cllr Coupland was nominated and seconded. It was **RESOLVED** to elect Councillor Coupland as Chair of the committee
- F26/02** Cllr Atwell was nominated and seconded. It was **RESOLVED** to elect Councillor Atwell as Vice Chair of the committee

#### 2. APOLOGIES

- F26/03** None

#### 3. DECLARATIONS OF INTEREST

- F26/04** None

#### 4. PUBLIC PARTICIPATION

- F26/05** None

#### 5. MINUTES

- F26/06** The minutes of the Finance Committee 17<sup>th</sup> February 2026 were **RESOLVED** as a true record and signed by the Chair.

#### 6. CLERKS REPORT AND CORRESPONDANCE

- F26/07** none

#### 7. STATE OF THE FINANCE AND REPORTS

- F26/08** The summary report was noted

##### a. Review of 2025/26 Year End Reports

- i. **Detailed Balance Sheet** – The report was reviewed and the creditors and noted
- ii. **Statutory Balance Sheet** – The report was reviewed and noted
- iii. **Reserves Reconciliation** – The report was reviewed and noted
- iv. **Bank and Cash Reconciliation** – The report was reviewed and noted
- v. **Summary Income and Expenditure** – The report was reviewed and noted
- vi. **Detailed income and expenditure with comparison** - The report was reviewed and noted
- vii. **Accounts Statement** - The report was reviewed and noted

##### b. Review of the I&E report, EMRs and balance sheet for Apr 2026

- F26/09** The report was reviewed and noted

##### c. To review the over £1000 report and VAT reclaim for Jan - Mar 2025

- F26/10** The report was reviewed and noted.



- d. To review the bank reconciliations for Feb - Apr 2026**  
**F26/11** The reconciliations reports were reviewed and noted.
- e. To receive an update on project costs up to Apr 2026**  
**F26/12** The report was reviewed and noted.
- f. To review the Flagstone account statements**  
**F26/13** The report was reviewed and noted.
- g. To review the internal control checklist**  
**F26/14** The report was reviewed and noted.
- h. To receive an update on the LGPS pension fund deficit and cessation value**  
**F26/15** The verbal report was noted, and it was noted that our options would be formally reviewed again at the next finance meeting.
- 8. OTHER MATTERS**
- a. Budget Review**
- F26/16** The proposed revisions to the budget were noted and amendments were made to the budget lines in line with the agreement of the committee. The amendments to the paper were **RESOLVED** to be approved
- F26/17** It was **RESOLVED** to recommend the new budget as amended to full council for approval
- b. Internal Audit and Financial Controls**
- i. End of Year internal audit**
- F26/18** A verbal report was given from the audit, which had been undertaken earlier in the day. It was noted that the observations were technical
- ii. Review of financial controls**
- F26/19** The report was considered and it was noted that there were no current control issues. It was **RESOLVED** to approve the financial control policy
- 9. ITEMS FOR NEXT AGENDA**
- F26/20** None presented
- 10. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA**
- F26/21** The next meeting will be at 7:40pm on Tue 4<sup>th</sup> August 2026. It was further noted that agenda items would need to be with the office by 12 noon on the 27<sup>th</sup> July 2026.
- 11. CLOSURE OF MEETING**
- F26/22** As all business was transacted the meeting was closed at: 20:52

Signed by  
Chair to the Finance Committee

Date:



## ITEM 10b ii) – 2026/27 BUDGET REVIEW

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### BROUGHT BY

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Finance Committee

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### SUMMARY

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To review the budgets in the light of new expenditure commitments

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Introduction

Since creating and setting the budget in Dec we have become aware of multiple changes to that budget, it makes sense to undertake a full review in light of those changes. Changes to the budget are shown in the far right column and an explanation is made to the right of that column. The values are coloured to show positive and negative changes.

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### FINANCIAL CONSIDERATIONS

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- As set out in the appendix

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### LEGAL AND OTHER IMPLICATIONS

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- Risk of reputational damage, if we are not able to follow a budget
- Depletion of reserves

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### PROPOSAL

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#### To resolve to:

- Amend the budgets as set out in the paper



Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Amenities Income</b>					
1000	Allotment Rent	1,630	1,300		1,300
1005	Charter Fair	220	240		240
1010	Cricket Club Lease	300	350		350
1021	Market - Local Produce	1,260	2,560		2,560
1022	Market - Weekly	10,660	10,660	Agreement is now £210 per week paid monthly	10,920
1023	Market - other mkts			Monthly markets trial -12 trial markets	2,500
1030	Other Rents (Open Spaces)	2,045	2,045		2,045
1035	BCC Devolved Services	19,000	17,800	3 year settlement	16,334
1214	Christmas Trees	2,000	2,000		2,000
1260	Xmas Event Income	500	500		500
1261	Rifle Club Lease	100	100		100
1262	Fundraising Income	500	500		500
1263	Event Income (PiP etc)	400	400		400
<b>TOTAL INCOME</b>		<b>38,615</b>	<b>38,455</b>		<b>0</b>

Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Finance &amp; General Income</b>					
1200	Grants Incoming (Inc S106)	0			
1205	Dividends Rec'd ex Whitchell Trust	450	450		450
1210	Interest Rec'd ex Deposits	10,000	10,000	Interest rates are holding at the moment	11,000
1215	Miscellaneous Income	0	0		0
1250	Precept Received	423,175	432,945	Precept request collected by Bucks Council	432,945
1265	Capital Receipts	0			
1266	Fairhive Income (s/l)	1,000	1,000	Approx £200 per quarter	1,000
<b>TOTAL INCOME</b>		<b>434,625</b>	<b>444,395</b>		<b>445,395</b>

<b>TOTAL INCOME</b>		<b>473,240</b>	<b>482,850</b>		<b>485,144</b>
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Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Events Expenditure</b>					
4100	Annual Parish Meeting	500	350		350
4105	Xmas Decorations (Trees, Lights etc.)	8,500	8,500		8,500
4109	Promo Materials	1,000	1,600	Refresh of gazebos desperately needed	3,600
4110	Entertainments & Events	5,000	5,000		5,000
4111	Parades	500	200		200
4112	Floral Display	6,500	8,000		8,000
4113	HS2 Public update meetings	500	500		500
4122	Markets - Local Produce (promo and events)	500	500		500
4124	Markets - Business Rates	1,050	1,050		1,050
4125	Markets - Water	0	0		0
4126	Markets - Electric	380	380		380
4130	Annual Village Quiz	800	0		0
4132	Christmas Celebration Event	2,750	5,000		5,000
<b>TOTAL EXPENDITURE</b>		<b>27,980</b>	<b>31,080</b>		<b>33,080</b>

Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Highways Expenditure</b>					
4200	Bus Shelters	4,000	500		500
4210	Refuse Bins	500	500		500
4211	Severe Weather (bins, grit etc.)	500	500		500
4215	Street Furniture (seats, noticeboards etc.)	1,000	1,000		1,000
<b>TOTAL EXPENDITURE</b>		<b>6,000</b>	<b>2,500</b>		<b>2,500</b>

Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Lighting Expenditure</b>					
4300	Energy - Street Lights	13,000	13,000	Allow for full year increase _PNL would only make reductions to future years	19,300
4305	Maintenance	15,000	20,000		20,000
4315	New Columns	7,000	6,000		6,000
4320	Inspections	1,500	1,500	Our testing had fallen behind and we need to catch	4,500
<b>TOTAL EXPENDITURE</b>		<b>36,500</b>	<b>40,500</b>		<b>49,800</b>



Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Recreation Expenditure</b>					
4400	Dog Bins - Contract for Emptying	2,600	2,600		2,600
4405	Maintenance Fences, Gates & Hedges	7,000	13,000	£10k of this is for Asbrook play park railings - we can do something for 7.5K	10,544
4406	Maintenance - footpaths	2,000	1,000		1,000
4410	Maintenance - open spaces	19,500	15,000	£11k was put aside to fix the witchell bank	10,800
4415	Maintenance Inspections etc.	2,800	2,800		2,800
4416	Pond	1,500	2,000		2,000
4417	Tree Works	6,000	8,000	H&S Tree Works totals £9,250 ex VAT	12,000
4418	Maintenance Tree Inspections	0	0		0
4421	Community Orchard Maintenance	750	0		0
4425	Capital Expenditure	11,000	5,000	Grillo was approved	10,000
4426	Vehicle repair	4,440	1,000		1,000
4430	Mower Maintenance	2,500	1,500		1,500
4435	Play Equipment	30,000	33,000	Quotes for hampden refurb c. £28k	30,000
4440	Play Equipment Repairs & Maintenance	3,000	12,000	As we get more new items & make minor sfc repair in hse	7,000
4450	Premises Garage Rent	1,620	1,620		1,620
4455	Sitesafe Electricity	300	300		300
4465	Sitesafe Water/Sewage	300	300		300
4475	Fuel	3,200	3,000	To match current fuel trends of increases of c 13%	3,200
4480	Materials & Tool Purchase	2,500	2,500		2,500
4481	Machinery/Tools Service & Repairs	2,500	2,500		2,500
4485	Protective Clothing (PPE)	750	750	See note on F&G	1,000
4490	Refuse Bin Contract	1,300	1,800		1,800
4495	Sundries	500	500		500
4497	Defibrillators	500	500		500
<b>TOTAL EXPENDITURE</b>		<b>106,560</b>	<b>110,670</b>		<b>105,464</b>



Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>F&amp;G Expenditure</b>					
4496	Professional Support (HS2 etc)	2,000	2,000	spatial planning project w local parishes - Local Plan response	3,000
4550	Communications - Publicity	6,500	6,500	We can make saving based on previous years totals	6,000
4555	Communications - Website	3,000	3,000		3,000
4560	Financial - Bank Charges	600	600		600
4565	Financial - Fees - Audit	2,300	2,300		2,300
4570	Financial - Fees - Legal	2,000	2,000		2,000
4575	Financial - Insurance	7,950	7,950		7,950
4580	Financial - Software	1,500	1,500		1,500
4582	End of Year Support RBS	0	0		0
4615	Office - Broadband/Tel/Fax	1,750	1,750		1,750
4620	Office - Copier	1,500	1,500		1,500
4621	Office - Equipment - Expend	3,000	3,000		3,000
4625	Office - Equipment Capital	1,000	1,000		1,000
4630	Office - Postage & Stationery	400	400		400
4640	Office - Testing - Electrical	100	100		100
4645	Office - Testing - Fire	300	300		300
4650	Office - Utilities - Electric	2,800	2,800		2,800
4655	Office - Utilities - Water	150	150	Water rates are inc	350
4660	Property Mgt - Clock Tower	2,500	2,500		2,500
4665	Property Mgt - Manor Waste	1,000	1,000		1,000
4670	Property Mgt - SiteSafe	1,000	1,000		1,000
4675	Property Mgt - War Memorial	500	500		500
4685	Subscriptions and Donations	2,250	2,250	Subscriptions not rising as quick as projected so far	2,000
4690	Misc - Chairman's Expenses	1,200	1,200	In line with previous totals	750
4691	Misc - Councillor Expenses	100	100		100
4692	Parish Basic Allowance	0	1,900		600
4695	Misc - Room Hire	1,200	1,200		1,200
4700	Misc Sundry Expenses Finance	500	500		500
4705	Misc - Travel Staff & Cllrs	200	200		200
4706	Elections	0	0		0
4707	H&S	2,000	2,000	In line with previous totals but increase PPE budget	1,000
<b>TOTAL EXPENDITURE</b>		<b>49,300</b>	<b>51,200</b>		<b>48,900</b>

Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Grants Out - not S137</b>					
4585	Grants Out - Churchyard Care	7,500	7,500		7,500
4586	Grants Out - Wendover Youth Ce	7,500	7,500		7,500
4591	Grants Out - Major - not S137	10,000	10,000		10,000
4613	Grants Out - Minor - not S137	2,000	2,000		2,000
<b>Grants Out - S137</b>					
4590	Grants Out - Major S137	5,000	5,000		5,000
4611	Grants Out - Minor S137	3,000	3,000		3,000
<b>TOTAL EXPENDITURE</b>		<b>35,000</b>	<b>35,000</b>		<b>35,000</b>



Code	Description	25/26 Budget	26/27 Budget	Comments	26/27 Budget Review
<b>Staffing</b>					
4800	Amenities Salaries	66,000	66,000	See salary calculations and notes spreadsheets	66,000
4801	Amenities NIC	8,000	8,000		8,000
4802	Amenities Pension	4,000	4,000		4,000
4810	F&G Salaries	105,000	105,000		105,000
4811	F&G NI	13,000	13,000		13,000
4812	F&G Pensions	6,000	6,000		6,000
4816	Student Loan	2,000	2,000		1,000
4845	Payroll Charges	1,000	1,000		1,000
4860	Training Staff & Councillors	3,500	3,500		3,000
4855	HR & H&S Fees (Ellis Whittam)	2,500	2,500		2,500
4861	Uniform	500	500		500
4862	SMART Pension Monthly Fee	400	400		400
<b>TOTAL EXPENDITURE</b>		<b>211,900</b>	<b>211,900</b>		<b>210,400</b>
<b>TOTAL INCOME</b>		<b>473,240</b>	<b>482,850</b>		<b>485,144</b>
<b>TOTAL EXPENDITURE</b>		<b>473,240</b>	<b>482,850</b>		<b>485,144</b>



## WENDOVER PARISH COUNCIL

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**Minutes of the Planning Committee Meeting  
19<sup>th</sup> May 2026 at 7.10pm  
Wendover Community Library, High Street, Wendover HP22 6JG**

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**Present:** Councillors Ballantine, Gallagher, O'Donnell, Standen, Tipper and Worth

**Clerk & Minutes:** Andy Smith

**Chair:** Councillor Ballantine

**Members of Public:** 8

### 1. ELECTION OF CHAIR AND VICE CHAIR

**P26/001** Cllr Ballantine was nominated and seconded and was Elected as Chair.

**P26/002** Cllr Standen was nominated and seconded and was Elected as Vice Chair

### 2. APOLOGIES FOR ABSENCE

**P26/003** None

### 3. DECLARATIONS OF INTEREST

**P26/004** None.

### 4. PUBLIC PARTICIPATION

**P26/005** A member of the public highlighted the ongoing developments by the Forestry Commission raised at Council are progressing and it was felt that the planning laws should apply to everyone. A similar development elsewhere in Bucks with hard standing was acted on by Buckinghamshire Council in a prompt manner and so should this development.

**P26/006** A member of the public outlined that the access roads to the site are single track with passing places, the traffic is always an issue on that stretch of road

**P26/007** A member of the public outlined a response from Forestry England stated that this space was a sustainable tourism venture for 3 off grid chalets, but services are being installed to the site.

**P26/008** A member of the public outlined that it was their belief that the farmer who leased the land for farming has been put on a 12 month lease for the land that surrounds the site and the woods.

**P26/009** A member of the public mentioned that they have objections on a planning application being discussed on the agenda, 32 Halton Lane. In brief there was planning agreed for a more sensible extension a few years ago, but this development is not in keeping with the area. The extension would bring forward of the principle elevation of the house and interrupt the housing line. The house is dominant on the road and this extension would mean it completely dominates the road. The plans do not specify height measurements but using the scale on the drawings the apex of the house would be 4m. Finally there was concern that this application would set a precedent for other developments in the road.

### 5. MINUTES

**P26/010** The minutes of the Planning Committee Meeting held on 21<sup>st</sup> April 2026 were **RESOLVED** as a true record and the Chair was to sign the minutes. Councillors Gallagher and Worth would sign the payments electronically.

### 6. FINANCES

**P26/011** The payments to consider totalling £16,650.28 were considered and questions answered. It was **RESOLVED** to approve these payments



**7. PLANNING DECISIONS**

**P26/012** The planning decisions as reported on the agenda of the meeting on 19<sup>th</sup> May 2026 were noted. It was noted that any conditional permissions were circulated with the agenda and minutes for reference. These conditions are available to view on the Buckinghamshire Council planning portal.

**6. CLERKS REPORT AND CORRESPONDANCE**

**P26/013** No update.

**7. PLANNING APPLICATIONS**

**P26/014** **PL/26/02667/FA Eight Acres Bacombe Lane Wendover Buckinghamshire HP22 6EQ**  
New mansard roof structure with dormer windows and rooflights over an existing garage block and new aluminium framed glass canopy  
It was **RESOLVED** to support this application.

**P26/015** **PL/26/02471/FA 13 Coombe Avenue Wendover Buckinghamshire HP22 6BX**  
First floor side and ground floor rear extensions.  
It was **RESOLVED** to support this application.

**P26/016** **PL/26/02878/FA 24 Walnut Drive Wendover Buckinghamshire HP22 6RT**  
First floor side extension  
It was **RESOLVED** to support this application.

**P26/017** **PL/26/03031/FA Halton Towers 32 Halton Lane Wendover Buckinghamshire HP22 6AR**  
Proposed detached double garage  
It was noted that there was also planning application for an extension to the side and rear 21/01307/APP that was approved in April 21 and valid for three years. The Parish Council did not object to that development. It was uncertain if any of this extension had been built. Multiple material considerations were raised regarding the current application: the building line, overbearing, overdevelopment of the plot, visual intrusion, character of the road and impact on our settlement boundary. It was **RESOLVED** to object to this application.

**P26/018** **PL/26/02829/FA 16 Trenchard Avenue Wendover Buckinghamshire HP22 5PP**  
Demolition of the existing garage and construction of a single storey side extension comprising of a new garage and an extension of the existing kitchen/dining room  
It was **RESOLVED** to support this application.

**P26/019** **PL/26/03030/FA 68 Aylesbury Road Wendover Buckinghamshire HP22 6LD**  
Single storey front extension  
It was **RESOLVED** to support this application.

**P26/020** **PL/26/03122/TP 3 Nocton Hall Drive Wendover Buckinghamshire HP22 5GS**  
(T1) Ash Tree - tree fell to ground as dangerous  
It was **RESOLVED** to support this application.

**P26/021** **PL/26/03565/FA 46 Castle Park Road Wendover Buckinghamshire HP22 6AF**  
PROPOSED REMOVAL OF KERB TO PROVIDE VEHICULAR ACCESS  
It was **RESOLVED** to support this application.

**P26/022** **PL/26/01538/FA Chandos House 19 Back Street Wendover Buckinghamshire HP22 6EB**  
Single storey rear extension  
The Parish Council did have a concern that the extension may overlook some properties but it was noted that this was for office usage. It was **RESOLVED** to support this application.



**8. OTHER MATTERS**

**a) PR202604-382924 CLUB PREMISES CERTIFICATE APPLICATION**

**P26/023** It was **RESOLVED** that the Planning Committee supports the premises licence

**b) HS2**

**P26/024** No updates.

**c) CLOSURE OF RAF HALTON**

**P26/025** No updates

**9. DATE OF THE NEXT MEETING AND ITEMS FOR THE AGENDA**

**P26/026** The meeting of the 2<sup>nd</sup> June 2026 at 7:10pm was noted.

**10. CLOSURE OF MEETING**

**P26/027** As all business had been transacted the meeting was closed at 7.37pm.

Signed by  
Chair to the Planning Committee

Date:



PAYMENTS TO CONSIDER		May	Planning Committee 19 May 2026
PL19-5-2026			
<b>BACS</b>			
Date	To	Amount	Payment for
07/05/2026	The Big Mower Company	£94.50	Brushcutter Maintenance
20/05/2026	Phenom Networks	£266.95	RMM, Office365, MDM Support
20/05/2026	Farol Limited	£11,994.00	New Grillo
20/05/2026	Smith of Derby Ltd	£216.00	Repair Clock @ Clock Tower
20/05/2026	Wendover Bowls Club	£819.00	Grant for Defibrillator
<b>TOTAL BACS AMOUNT</b>		<b>£13,390.45</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
05/05/2026	Buckinghamshire council	£52.60	Meeting Room
29/04/2026	Amazon Business EU	£16.49	Small Brown Envelopes
06/05/2026	Sweeneys Wendover	£2.50	Office supplies - Hand soap
11/05/2026	DVLA	£360.00	Vehicle Tax - OU25 WZH
06/05/2026	Amazon Business EU	£34.99	Stihl Battery
12/05/2026	Gov.uk	£14.00	Land and property Search
13/05/2026	Amazon Business EU	£7.99	2l spray bottle
13/05/2026	Amazon Business EU	£33.35	Graffiti remover
14/05/2026	Buckinghamshire council	£52.16	Meeting Room
15/05/2026	Sweeneys Wendover	£9.50	Office supplies - coffee/ roll
18/05/2026	Buckinghamshire council	£26.08	Meeting Room
18/05/2026	E-Bay	£11.99	Bin Bags
15/05/2026	Lighting 1_0	£11.99	Extra strong bin bags
<b>TOTAL CARD AMOUNT</b>		<b>£633.64</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
08/05/2026	Smart Pensions	£26.40	Smart pension admin fee
05/05/2026	Lloyds Bank plc	£11.05	Bank Charges - Mar 2026
05/06/2026	Buckinghamshire council	£201.20	Commercial Waste Collection Apr 26
07/05/2026	Lebara Mobile	£5.00	Office mobile plan
11/05/2026	Radius UK Fuels	£4.80	Fuelcard charges -May
09/05/2026	Microsoft	£81.14	Office Subscriptions
08/005/2026	BT	£622.75	Phone/ broadband March 26 - Cancellation Fee
28/05/2026	Radius Connect	£156.17	Phone and Broadband - May
01/06/2026	Sidleys	£135.00	Garage rental - Jun 26
05/06/2026	Buckinghamshire council	£94.00	Market Rates - June 2026
14/05/2026	Radius Telematics	£14.40	Vehicle trackers
21/05/2026	SSE Energy Solutions	£1,195.00	Streetlight electricity - Apr 26
18/05/2026	Radius UK Fuels	£79.28	Fuel Card
<b>TOTAL DD &amp; SO</b>		<b>£2,626.19</b>	
<b>TOTAL PAYMENTS</b>		<b>£16,650.28</b>	SIGNED BY COUNCILLORS:



## ITEM 11a ii) SCHOOL STREET

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### BROUGHT BY

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Transport Working Group

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### SUMMARY

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To support at Transport Working Group request to Bucks Council, supporting the implementation of the School Street scheme which will restrict traffic at key periods on Wharf Road

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### PARISH COUNCIL BACKGROUND

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Road traffic survey implemented by Transport Working Group

Grant issued for bollards and banners

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### BACKGROUND

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A request to implement a School Street scheme on Wharf Road/Manor Road was raised at the last Schools Campus meeting (6<sup>th</sup> May 2026). This has been discussed with one of our Buckinghamshire Council ward representatives who, in turn, has requested a member of Bucks Council's Cabinet to investigate the possibility of running a pilot School Street scheme in Wendover.

A school street is a temporary restriction on motorised traffic near schools during drop-off and pick-up times. This is a way of making schools safer to access as well as encouraging forms of active travel with parents and pupils. It prevents dangerous and inconsiderate parking and reduces congestion around the school.

#### [School Streets Initiative - All the information you need](#)

- Although School Streets are part of the Active Travel scheme offered by the government, local permission from Bucks Council is required.
- There are now over 1000 active "School Streets" in England, with 510 in London. There are no School Streets in Buckinghamshire at present.
- Bucks Council Highways will require evidence of support for this scheme from WPC, the Schools, the local residents and Bucks Community East.

WPC has recognised the dangerous traffic conditions around the Wharf Road Schools Campus and has actively supported the schools alongside Bucks Community with the road traffic survey and parents survey in 2023. During that survey period, over 900 cars were registered travelling to and from the schools at peak times.

The traffic continues to cause safety issues for pupils every school day, with dangerous parking, reckless driving and cars travelling along the pavements to get past other cars.

WPC continues to support the School Active Travel days including the ones planned in 2026 (week of 29th June). Although most parents and pupils take part with enthusiasm, the schools also receive some abuse from parents who continue to drive into the school campus to drop off their children.

The schools request for a grant to install bollards around the campus entrance in order to prevent dangerous parking was approved by Council. The evidence from the survey and on the ground during active travel days show



that, despite the risks set out in the paper later, something needs to be done to prevent a serious accident and/or injury occurring.

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#### **FINANCIAL CONSIDERATIONS**

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None at present

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#### **LEGAL IMPLICATIONS AND RISKS**

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This will need the support of Bucks Council, who can refuse to run a pilot School Streets scheme.  
Some parents will not be happy with the pick up and drop off arrangements under the scheme  
The scheme may push the problem to elsewhere in Wendover

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#### **PROPOSAL**

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To resolve to:

- Support the Schools Campus Transport Working Group request to Bucks Council for a pilot School Streets scheme on Wharf Road.
- When evidence is required, send a letter to the relevant teams in Bucks Highways to confirm WPC support.

## ITEM 11c ii) SUSTAINABILITY AND BIODIVERSITY GROUP

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### BROUGHT BY

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Sustainability Working Group

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### SUMMARY

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This proposal is to assign a member of WPC to coordinate the volunteer stakeholders by organising a call once a quarter with Thames Water. This is with the aim for the eventual management of the disused sewage treatment works site in the long term

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### PARISH COUNCIL BACKGROUND

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Whilst there have been questions and discussion about the site nothing formal has been decided by Council

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### DETAILS

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#### About the site

The site is on the Aylesbury Road opposite Halton Lane and Worlds End Lane and is approximately four hectares.

Thames Water has confirmed that they will be using this site as one of their biodiversity areas and the work that they have started to make the site safe and add various plants and trees will take approximately 2-3 years. They will be looking to lease the land to a local group to manage the site on their behalf once their initial transformation has been completed. They will provide all the relevant onsite equipment and storage facilities.



The first site visit to Thames Water Disused Wendover Sewage treatment Works (Aylesbury Road) was held on 17/03/26.. This visit was organised by the Biodiversity Field Officer at Thames Water.



## Site Visit Summary

- Thames Water has developed a rough plan for improving biodiversity and nature restoration on the site but implementation will depend on what is actually found on closer inspection.
- The intention is to develop a mosaic of flora with open areas to encourage biodiversity. The chalk stream running along the east of the site needs to be opened up to let in sunlight. At the same time the stream needs a faster flow to naturally remove silt. This can be achieved by encouraging meandering with dispersed dead tree dams etc.
- Some earth moving equipment will be needed on site, but it is not yet clear how much of the hard infrastructure needs to be fragmented and what might make good habitats. For example, a crumbling settling tank may be a good water container although it would not be a permanent pond as it leaks and would dry out in summer.
- It was agreed that the site could make a good nature reserve if all the various stakeholders can be co-ordinated. Agreement will have to be made about the level of access that is desirable e.g. dog walkers v bird watchers etc.
- It could eventually make a good site for keeping bees and mentioned that other Thames Water sites have been used as allotments or for growing food. However, this site has some low-level contamination by lead (from vehicle's fuel) and copper which would impact what might be grown.
- Thames Water would eventually open vehicle access from the main Aylesbury Road and provide parking for a small number of vehicles.
- The visit was extremely fruitful and demonstrated that Thames Water is keen to make a success of this project and that there are a number of organisations (Thames Water, Wendover PC, CLAW, Chiltern Society, Chiltern Rangers, BBOWT, Wendover Society, Bucks Council, Forestry England, Bucks Bees, Wendover News etc) that can benefit from engaging with this project.

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## FINANCIAL CONSIDERATIONS

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No financial costs at the moment

Any staff time and input would have to be factored into any projects on site that require our support

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## LEGAL IMPLICATIONS AND RISKS

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There may be a reputational risk from aligning with Thames Water given current issues, but this is very much about the land benefitting the community

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## PROPOSAL

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To resolve to:

- Authorise the Sustainability and Diversity Group to work with Thames to implement this project as set out
- Assign a member of WPC to arrange quarterly calls with Thames Water for updates on the status of the site
- Engage with local stakeholders to work on the project



## ITEM 11c iii) – RE-USABLE COFFEE CUPS

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### BROUGHT BY

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Sustainability Working Group

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### SUMMARY

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To implement a scheme that will see re-usable Wendover coffee cups attracting discounts at various retail locations in Wendover.

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### PARISH COUNCIL BACKGROUND

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None

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### DETAILS

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#### Project outline

Two leading coffee shops in Wendover have been considering how to move from takeaway coffee cups to re-usable coffee cups for some time. The owners, in their view, see this as a start to changing the mindset of their customers and associate this with how most people today take their own bags for shopping after the introduction of a charge for plastic bags.

In order to support our High Street businesses and with the aim to reduce the amount of takeaway coffee cups thrown into our rubbish bins every day, the proposal is to purchase an initial 100 reusable coffee cups which will be produced with the Wendover logo and offer 50 each to the two interested coffee shops. The two coffee shop owners have already met independently to discuss their business model and how they will limit the number of reusable coffee mugs to one per customer.

Should other coffee shops express an interest in participating in this small campaign, a further paper will be sent to Council.

#### Disposable cups

It is estimated that about 2.5bn disposable coffee cups are used in the UK each year. Most of these cups end up in landfill, as the majority of poly-coated paper cups are not recyclable. This creates about 25,000 tonnes of waste each year.

The promotion of reusable cups can help to reduce the volume and weight of waste being sent to landfill. However, it may be difficult to persuade consumers to change their behaviour with regard to their daily coffee or tea. Our coffee shop owners in Wendover are aware of this. Disposable cups are very convenient, and there are multiple other barriers to the uptake of reusable coffee cups.

Cardiff University, University of South Wales, University of Winchester and Imperial College worked together to conduct a field experiment to explore how the use of reusable coffee cups could be encouraged through easily implementable measures. Four of the twelve sites introduced a financial incentive to encourage the use of reusable cups: three sites provided a discount of between 15-25 pence for customers using a reusable cup; and one site introduced a 25 pence charge on disposable coffee cup. The study showed that the site that introduced a 25p charge on a disposable coffee cup showed a larger uptake on using the reusable coffee cup.



The research showed that simply offering reusable alternatives increases their use, but implementing a "latte levy" (a small charge for single-use cups) is even more effective at changing consumer habits.

In Wendover, the two pilot coffee shops have decided to use the "latte levy" as their business model.

The 100 x reusable coffee cups need to be researched in more details with the two owners as they need to fit the coffee machines that they are using. Both owners liked the idea of using the Wendover logo (see below).

Example of the reusable, recycled coffee cup being considered. This particular cup comes in many different colours but green could go well with the Wendover logo.



The estimated costs per 100 is £286.00. Please note that this cost is not currently budgeted but will be funded by the Climate Action EMR. For this trial it is envisaged that we would need 200 cups

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## FINANCIAL CONSIDERATIONS

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A budget of up to £750 would be required for 200 cups, £450 for 100 cups

Cups and Advertising

The Climate Action EMR would fund this pilot initiative.

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## LEGAL IMPLICATIONS AND RISKS

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The two coffee shop owners are taking on the financial risk and we are providing up front promotional materials and costs.

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## PROPOSAL

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### To resolve to:

- Authorise the working group to implement the scheme and try to engage with all coffee shops
- Approve the costs of up to £750 in purchase cups and promotional materials
- Undertake the initial implementation with 2 coffee shops and look to roll out more who come on board, collecting feedback from the pilot group to share with Council



## ITEM 11c iv) – CHANGES TO NIGHT-TIME STREET LIGHTING IN WENDOVER

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### BROUGHT BY

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Sustainability Working Group

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### SUMMARY

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To consider changes to night time lighting, looking at two different models of operation

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### PARISH COUNCIL BACKGROUND

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This has been reviewed by Council over multiple years and a group of local Parish Councils also looked into working together to implement.

Below are the key recent decisions

PC25/176	c) Sustainability and Biodiversity Group	PC25/176 ii) Consultation on street lights – It was noted that the questions offer similar options. There is a lot of care in how the questions are put to the community. Cllr Thornton volunteered to help on the wording of the questions. It was noted that the consultation will have links to evidence.
PC25/261	c) Sustainability and Biodiversity Group	PC25/261 ii) Streetlight tender – It was RESOLVED to Approve the tender document and process. Authorise the office to implement the tender process.
PC25/355	c) Sustainability and Biodiversity Group	PC25/355 i) The update was noted. It was noted that there were a lot of responses to the streetlight consultation, which would be discussed when the data is analysed.
PC25/406	a) Streetlight Tender	PC25/406 It was RESOLVED to authorise the office to seek further clarifications to the tender response before making a recommendation.
PC25/486	iii) Change of streetlighting electrical supplier	PC25/486 It was noted that in the current market it had been difficult to get any company to quote to supply our street lighting as a Half Hourly Metered Supply. It was RESOLVED to award the supply contract to SSE and fix for 3 years.

- Finance Committee on 19<sup>th</sup> May 2026 took a decision to phase streetlight maintenance over 2 years in order to manage budget constraints.
- July 2025 WPC consultation approved with 2 options agreed  
A: to switch off alternate lights. Each light will be risk assessed for safety before turning off



B: to implement PNL from midnight to 05.00am.

The decision of the council was to remove the 3<sup>rd</sup> option. There was no mention of a “Do Nothing” option at the council meeting. This had been covered previously in face to face consultations/display boards at the Local Produce Market and the Annual Parish Meeting in April 2025

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## DETAILS

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### Background

The consultation for streetlights was completed on 30<sup>th</sup> September 2025. There were around 300 Responses from the tender and the results were split between 55% of respondents selecting Option A (switching off alternate lights) and 45% of respondents selecting Option B (PNL lighting). There were also 30 additional respondents requesting “No Change”.

There followed a decision to request a tender for the streetlights maintenance contract which would include the costs of changing lights to PNL by adding a timer to the relevant lights and the costs of switching off alternate lights. The tender also included Halton Parish Council.

The streetlights maintenance contract was awarded in April 2026 and started on 6<sup>th</sup> May 2026. Unfortunately, since then the geopolitical situation has hit our electricity contract

The roll out will coincide with the safety inspection of the lights that have not been checked since 2021. This follows the decision at the Finance Committee meeting to phase the safety inspections over two years and to start with the most overdue inspections first.

It is recommended that two maintenance projects – safety inspection and change of lighting status – is managed at the same time by the contractor in order to save costs.

Letters will be delivered to the residents on each relevant street to inform them of the changes taking place and to give them contact details to report any issues. Thames Valley Police will also be informed before the changes take place.

### About streetlight switch off

Over half of councils in England have introduced Partial Night-time Lighting (PNL) with some saving over £5m a year on electricity costs.

PNL is now proven to save energy costs, reduce carbon emissions, restore the natural behaviour of nocturnal pollinators and wildlife and reduce the adverse effects of light pollution on human health.

All of this with no resultant increase in car collisions or crime.

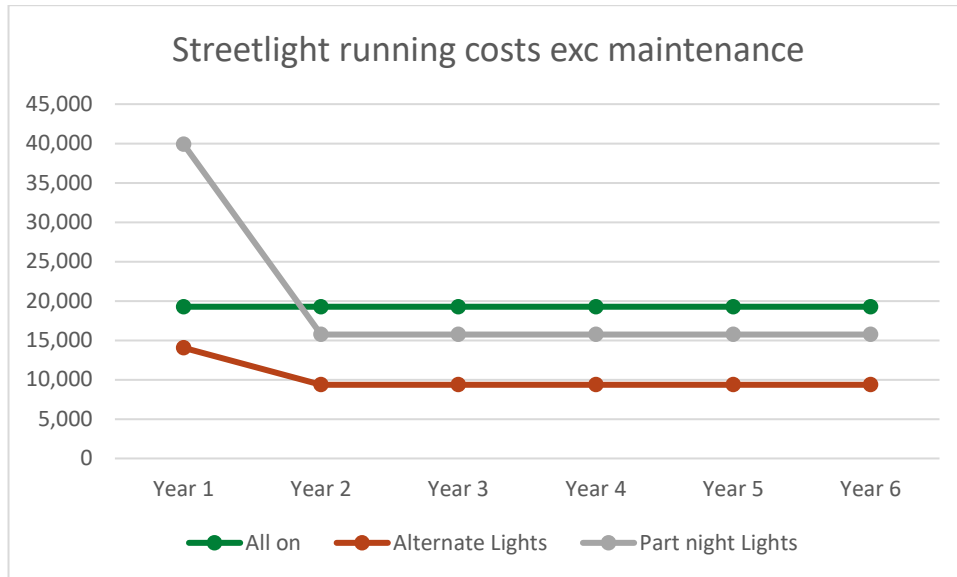
Part night lights arguably have lower human impact as they are all on at times when most external activity occurs.

The costs and savings for each option are outlined below covering the 3 years of the current electricity contract.



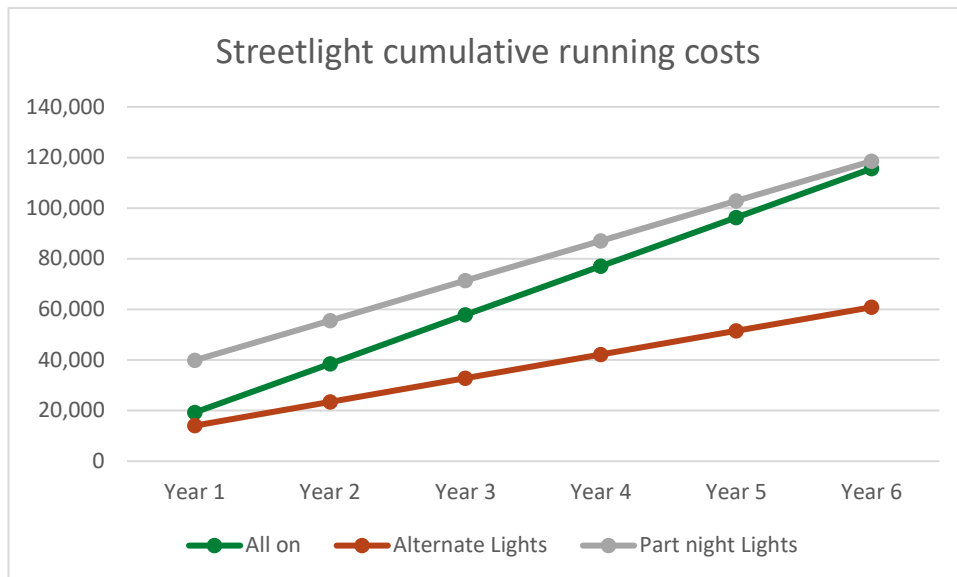
## Costs and returns

### Annual cost



This shows that PNL has an initial high cost £24k and then reduces the ongoing costs. The graph is based on the current electricity costs (which are fixed until year 3 and may change afterwards). Alternate lights will have a phased impact as we will be spreading the turn off over 2 financial years.

### Cumulative cost



As you can see from this graph it will take just over 6 years to make the Part Night Lighting option cost neutral after a high up front cost. In year 7 we will start to see genuine savings over and above leaving the lights on all of the time. Again, this is predicated on the electricity costs remaining about the same level within the period shown on the graph.

## Implementation Considerations

Whichever option is chosen it should be reviewed over a reasonable period to ensure that the impacts are in line with predictions. It may be that with alternate lighting we need to switch some lights back on and some off



to get better coverage at critical points. Implementation will be led by guidance from the contractor on safety issues and implementation plans.

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## **FINANCIAL CONSIDERATIONS**

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The tables above show the financial implications

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## **LEGAL IMPLICATIONS AND RISKS**

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In accordance with the Highways Act 1980, there is no statutory requirement for local authorities to provide public lighting. Once provided, however, the local authority has a legal obligation to maintain them for health and safety purposes.

The potential risk of an increase in crime and traffic incidents was originally seen as the major issues to implementing Partial Night Lighting.

Today, over half of English Councils have switched off lights overnight and detailed research has taken place from 2003 to 2024 investigating the levels of crime in each area and car collisions.

Evidence\* from studies by assessing 14 years of data from 62 local authorities in England and Wales, suggests that removing or reducing residential streetlight lighting at night saves energy costs and reduces carbon emissions. It also found that there was no resultant increase in car collisions or crime.

Detailed discussions with community police partners have confirmed that additional coverage will be in place at the start of the nighttime switch off during the winter months with regular consultations every two weeks in Wendover in order to manage risk and reassure residents with safety concerns.

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## **PROPOSAL**

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To resolve to:

- Proceed with the Changes to Night-Time Street Lighting in line with the process set out in the paper
- Approve the costs of £200.00 in order to cover the costs of letters to residents for the roads where the changes are due to take place
- To authorise the Sustainability and Biodiversity group to monitor the implementation for 12 months and report back to Council on a regular basis.



## ITEM 12a – REVIEW OF STRATEGIC AND FINANCE RISK REGISTER

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### BROUGHT BY

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Clerk

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### SUMMARY

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To review and consider approval of the strategic and financial risks.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Strategic and financial risks

The Council currently has a finance and governance risk register that is reviewed annually. Operational risks (such as working at heights, fire COSHH etc) are individually assessed and held within a different worksheet and reviewed annually by the relevant member of staff. All risks are reviewed annually by Supportis, our external HR and Health and Safety specialist company.

The Strategic, Governance and Financial risks are ranked by identifying the Hazard then ranking the likelihood of the hazard happening and the severity if it did happen. It then identifies how the Council controls that risk and the residual risk identifies the level of risk to Council if these controls are in place.

The format of the risk assessment matches previous formats and is in line with best practice.

Operational risks use a slightly different assessment provided by the external company but follow the same principles.

There has been one change to the register to recognise the impacts that the volatile market conditions in the current geopolitical climate. This will mainly be in the form of cost through inflation and supply issues.



HAZARD	Impact	Evidenced Where?	Likelihood L/M/H	Severity L/M/H	Control Actions	Review Frequency	Trigger for review	Responsible	Residual Risk
Lack of forward planning	Especially with a constant renewal of Councillors which will bring in a lot of new ideas but can undermine a long term strategy as Council may not understand the context. Leads to lack of prioritisation and can impact on budgetary control. Council will become reactive and any new projects will not fit into a greater plan. Parish will see a lack of new initiatives and a decline in services.	Minutes, strategic plan, website	M	H	Review of strategy and publish on website. Use APM and AGM to communicate strategy. Ensure staff IDs link directly with strategy. Budget setting and control via published I&E and reports to ensure expenditure is in line with strategy	Annual	Undertaking multiple projects that duplicate or overlap, Not initiating any new projects.	Chair/Clerk	L
Making poor decisions - not enough information to make decisions	If council do not have the correct information to make decisions then Council will make poor choices that the Parish will disagree with or not understand. This will have a risk on financial management and budgetary control. Not understanding the needs and wishes of the Parish in particular will mean decisions that go against the wishes of the residents who could make complaints through internal and external channels	minutes, communications with parish	M	H	Ensuring the agendas for meetings are clear and the papers provide the necessary detail, adopting templates for agenda items and ensuring financial reporting is a standing item on the Parish Council agenda. Having correspondence to the council on the agenda, ensuring there is regular engagement with the Parish including push communications such as newsletters and social media as well as surveys and opportunities to comment and make suggestions	Annual	Increase in complaints, social media commentary, confusion by councillors	Clerk	L
Loss of a member of staff	With such a small staff team high staff turnover and loss of a member of staff has a significant impact on capacity to deliver. It could lead to key services not being delivered, finance and payments not being updated and impact on business being discussed by Council.	Staffing Committee Minutes	H	H	Ensure the JDs are up to date and job roles understood by everyone on the team. Have a succession plan - for example ensuring the Estates and Events Manager has all of the clerking training. Ensure staff communication happens on a regular basis (team meetings) so the whole team and Council are aware of "live" projects. Ensure new staff have a solid and happy induction and hold exit interviews with all staff to work on issues that created the vacancy in the first place	Annual	Staff member leaves	Clerk/Staffing	M
Failure to make the appropriate provisions for the electors right of inspection	As well as contravening regulations and non-compliance with the audit it will lead to a loss of confidence and impact to reputation and could lead to internal and external complaints proceedings	Finance Committee Minutes	L	M	There are clear guidelines in place and templates to complete the work within the required timeframe	Annual	internal audit report, complaint from public	RFO	L
Poor document control and retention	Council making decisions using out of date documents, breach of GDPR (DPA 2018) regulations or information not being kept for the statutory period. Inability to find relevant historical data and inform current debate	Filing and archives	H	H	The standing orders are clear, there is a document retention policy that clarifies which documents to be retained. The policies and Standing Orders are regularly reviewed	Annual	complaints, incidents	Clerk	M
Failure to ensure the Council complies with law in particular: Health & Safety, Equal Opps, Data Protection, Human Rights, Disability & Discrimination, and Employment Law.	Additional to reputational damage failure could include fines and penalties from regulatory bodies or action taken by employees	Standing order and policies	M	H	Clear policies and procedures in place based on national guidelines/best practice or templates. There is a regular review by an external specialist for HR and H&S related policies and regular reviews from MALC and BMKALC. Further the council subscribes to "Local Councils Update", which outlines any regulatory changes	Updates come into office Weekly	Incident	Clerk/Council	L
The provision of services being carried out under devolved services agreement with Buckinghamshire Council is not done correctly or in line with the agreement	The agreement is large and has evolved over the years and the responsibilities of each party is an ongoing dialogue with the office. Poor performance of devolved services could lead to reputational loss both with residents and Bucks Council. It could further lead to money being withheld for those services and time taken to resolve any formal dispute.	Devolved Services Agreement	M	M	Ongoing dialogue and relationship building with the key contacts in Buckinghamshire to review performance/roles and responsibilities (including KPIs)	Weekly	issue raised	Clerk	L



HAZARD	Impact	Evidenced Where?	Likelihood L/M/H	Severity L/M/H	Control Actions	Review Frequency	Trigger for review	Responsible	Residual Risk
The provision of services being carried out by contractors employed by WPC are not being done correctly or in line with agreements	This will impact on reputation and give a poor public image of the Council. It may also open the Council to risk from litigation or H&S issues caused by issues created by contractors	Tender and Contracts	M	M	Regular scrutiny of performance, ensuring a strong tender process to secure reliable contractors having XPLs in place and regularly going out to market to review providers.	Review period set out in agreements with contractors	issue raised	Clerk	L
Ensuring all activities are within the legal power of the Council	Illegal expenditure can be challenged	Accounts and annual statements	L	H	Ensure all staff & ClrIs maintain knowledge through training & networking - failure will result in increased admin and possible litigation. Procedures & Policies are reviewed at least annually. Training Budget held. Ensure insurance cover appropriate and includes Fidelity insurance in the event of fraud. Recording in the minutes the precise power and account code under which expenditure is made	Monthly	Review of minutes	Clerk	L
Proper, timely and accurate reporting of Council business in the minutes	*Confusion and misunderstandings *Actions not reflecting intentions of Council	Minutes	M	H	*Approval by Council or Committee *Minutes properly numbered and paginated with a master copy kept in safekeeping *Agenda and Minutes training for staff	Monthly	Check minute numbers run consecutively	Clerk	L
Meeting the laid down timetables when responding to consultation invitations	*Affect reputation *Ineffectual involvement	relationships with external partners	L	L	Documentation of any consultation request and sent to relevant committee to deal with	Ongoing	Non participation	Clerk	L
Council lacks relevant skills and commitment	*Council fails to achieve its purpose *Decision making by-passes Council *Poor value for precept money	Decisions in Minutes	L	H	*Training and induction for Councillors *Close review of attendance and meetings	Annually and when new Councillors join	BMKALC training reminders	Clerk/Chair	M
Council becomes dominated by one or two individuals or cliques form	*Conflicts of interest *Pursuit of personal agendas *Decisions made outside Council	Decisions made by Council	M	H	*Clear Standing Orders regarding conduct of meeting and Conflict of interests *Clear Code of Conduct	Annually	Adverse press articles Complaints Incidents at meetings	Clerk/Council	L
Council agenda becomes dominated by one or two members of the public	High turnover of staff and Councillors, a high amount of staff time/resources spent on individual members of the Parish and their issues. Council becomes less open and less representative of the general parish, items take longer to progress through council as they keep being questioned removing time for new projects and more proactive work.	Staff and councillor turnover, slow decision making	M	H	Clear agenda and papers to focus on the appropriate issues for the whole parish, reach out and engage the member of public. Recognition of the ability to exclude from meetings if it becomes too problematic. A robust dignity at work policy.	Annually	resignation	Clerk/Chair	M
Councillors benefiting from being on the Council (personal gain)	This will impact on reputation and give a poor public image of the Council. It may also open the Council to risk from complaints around breaches to the code of conduct	Decisions in Minutes	L	M	Standing orders clearly set out conflict of interest and pecuniary interest declarations and how they are handled in the meetings plus there is an open system of reporting and making payments. Further, Councillors waive their right to personal expenses	Annually	Complaints, press and social media coverage	Clerk	L
Failure to register Councillors interests, gifts etc	*Member could make inappropriate gains *Could affect reputations *Code of conduct complaint	Complaints	L	M	Procedures in place for recording and monitoring Members interests and gifts	Every meeting	Complaints, issues at meetings	Council	L
Lack of maintenance and/or investment in Council owned property	*Council owns a grade 2 listed property with historical significance *Long term neglect leads to high cost of repair *Clock Tower is a listed building *Injury to third party leading to claims *Damage to property becomes irreparable	state of building	M	H	*Building surveys undertaken on an annual basis, staff complete a monthly H&S report on each property *Outlining any issues *Regular routine maintenance is undertaken when required and EMRS set up for larger projects *Insurance cover for all property	ongoing - reports at least monthly	incident	Clerk/Staff team	M



HAZARD	Impact	Evidenced Where?	Likelihood L/M/H	Severity L/M/H	Control Actions	Review Frequency	Trigger for review	Responsible	Residual Risk
Damage or loss to Council owned property by third party or act of God Insufficient protection of physical assets owned by the Council – buildings, furniture, equipment etc. Legal liability as a consequence of asset ownership	*High cost of repair *Loss of Assets *Disruption *Damage to public property or person	claims	M	M	Monthly site inspections covering maintenance, fire, first aid, emergency procedures Up to date register of assets Regular maintenance arrangements for physical assets (such as mower service and annual tool service) Annual review of risk and insurance cover Contingencies	Monthly	damage report, change to asset register, insurance renewal	Clerk	L
Damage to third party property or individual due to service or amenity provided	claim against the council	claims	M	L	*Public Liability Insurance *Comprehensive event planning *signs and notices on public amenities *Regular checks of facilities *Ensure all amenities/facilities are maintained to appropriate level	Weekly	Insurance renewal	Clerk	L
Loss of cash through fraud and dishonesty	Reduction in available funds, criminal prosecutions against councillors or staff and loss of reputation	Audit	L	H	*Clear financial procedures *Reduction in the use of cash and cash operations (inc Petty Cash) *Finance committee as an internal audit *Adequate insurance cover *Review of all finance related reports *Use of third party internal auditors and external audit	Monthly	audit findings, insurance renewal	RFO	L
Inadequacy of Precept	It is important to ensuring the adequacy of the annual precept within sound budgeting arrangements otherwise: *Services not provided *Lack of confidence in Council *Inability to carry out functions *Insufficient funds for contingencies	Budgets	L	M	Regular reporting to all council and Finance Committee scrutiny of the annual budget	Quarterly	lack of funds, unexpected event	RFO/Finance committee	L
Failure to use grants for intended purposes - including ensuring the proper use of funds granted to local community bodies under specific powers or under s137	*Lack of funds for project for which grant was intended *Time and resources used in investigations and reclaim of money	APM reports	L	L	*Application form to cover due diligence checks *Reports requested to Council for APM *Grants not awarded for operational costs but tangible assets/projects so you can see how the money has been used *Clear minutes of grant meetings *Ensure funds properly ring fenced *Clear financial procedures *Maintain a separate record for s137 expenditure	Annually	APM - reports to Council	RFO/Finance committee	L
Keeping proper financial records in accordance with statutory requirements	Inadequate financial control means poor decision making and inappropriate use/waste of public money	Audit	L	H	*Regular scrutiny of financial records and proper arrangements for the approval of expenditure *Internal and External Audit	Monthly	Internal audit reports	RFO/Finance committee	L
Resignation of a Councillor triggers a bye-election	If a councillor resigns and residents demand a bye-election this would take significant office time and resources to run for a casual vacancy	Minutes and papers for all meetings	M	M	Monitor the mood of Council and encourage open discussion. Allow for free discussion either through the clerk or at the end of meetings, ensuring no business is transacted and it is focused on the wellbeing of Councillors. All working to ensure Council & staff work as a cohesive unit, any election/co-option can cause disruption to projects in progress.			Council	L



HAZARD	Impact	Evidenced Where?	Likelihood L/M/H	Severity L/M/H	Control Actions	Review Frequency	Trigger for review	Responsible	Residual Risk
Loss of investments or money placed on deposit	changes in financial markets could rapidly decline reserves held in deposits or investments reducing finances available to the council and restricting EMR based projects as well as operational expenses	Reports to finance	M	H	Deposits preferred to investments. Reserves reviewed regularly; funds split between institutions. Deposit accounts only insured through FSCS, cannot insure for Bank collapse.	Monthly	Change in balances of deposits/investments		L
An unstable geopolitical situation leads to dramatic changes to in year budgets through inflationary pressures	Whilst you can predict some cost challenges that come in year there are issues such as changing fuel and electricity markets that happen suddenly and impact budgets in year meaning running down reserves or stopping community benefit projects and significantly impacting on reputation	Monthly management accounts	M	H	Monthly management reports, year end prediction reports after M6, introduction of phased budgeting, review of budgets by Finance	quarterly/monthly after M6	year end prediction in negative	RFC/Finance committee	M
Inadequate General Reserves/contingency funds	Running on a minimum reserves/contingency could lead to financial issues should an incident occur	Annual review of risk assessment minutes.	M	M	The Parish Council annually considers financial risk and sets a figure which the General Reserves should not drop below in order to cover contingencies.	Monthly	Issue raised		L



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**FINANCIAL CONSIDERATIONS**

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n/a

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**LEGAL AND OTHER IMPLICATIONS**

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Council should regularly review the strategic and financial risks.

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**PROPOSAL**

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To approve the risk register and continue the current mitigations



## ITEM 12b – ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN

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### BROUGHT BY

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Office

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### SUMMARY

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To review the Annual Governance and Accountability Return statements and supporting information

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### i) ELECTORS RIGHTS

##### WHAT SMALLER AUTHORITIES NEED TO DO TO ADVERTISE THE PERIOD DURING WHICH ELECTORS AND INTERESTED PERSONS MAY EXERCISE RIGHTS RELATING TO THE ANNUAL ACCOUNTS

The [Local Audit and Accountability Act 2014](#) and the [Accounts and Audit Regulations 2015](#) require that:

- 1) The accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested, during a period of 30 working days set by the smaller authority and including the first 10 working days of July.
- 2) The period referred to in paragraph (1) starts with the day on which the period for the exercise of public rights is treated as having been commenced i.e. the day following the day on which all of the obligations in paragraph (3) below have been fulfilled.
- 3) The responsible financial officer for a relevant authority must, on behalf of that authority, publish (**which must include publication on the authority's website**):
  - a) the Accounting Statements (i.e. Section 2 of either Form 2 or 3, whichever is relevant, of the Annual Governance & Accountability Return (AGAR)), accompanied by:
    - i) a declaration, signed by that officer to the effect that the status of the Accounting Statements are unaudited and that the Accounting Statements as published may be subject to change;
    - ii) the Annual Governance Statement (i.e. Section 1 of either Form 2 or Form 3, whichever is relevant, of the AGAR); and
  - b) a statement that sets out—
    - i) the period for the exercise of public rights;
    - ii) details of the manner in which notice should be given of an intention to inspect the accounting records and other documents;
    - iii) the name and address of the local auditor;



- iv) the provisions contained in section 26 (inspection of documents etc.) and section 27 (right to make objections at audit) of the Act, as they have effect in relation to the authority in question;

#### HOW DO YOU DO IT?

- 1) You will meet statutory requirements if you fully and accurately complete the notice of public rights pro forma in this document, and publish (**including publication on the smaller authority's website**) the following documents, the day before the public rights period commences:
  - a) the approved Sections 1 and 2 of either Form 2 or 3, whichever is relevant to your smaller authority, of the AGAR; and
  - b) the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. Please note that we have pre-completed it with the following suggested dates: Wednesday 3 June – Tuesday 14 July 2026. (The latest possible dates that comply with the statutory requirements are Wednesday 1 July – Tuesday 11 August 2026); and
  - c) the notes which accompany the Notice (Local authority accounts: a summary of your rights).

Where the authority has answered 'No' to any assertions on Section 1, as stated on the face of Section 1 of the AGAR, a sufficiently detailed explanation of the reasons must be published with the AGAR on the authority's website.



## WENDOVER PARISH COUNCIL

### NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2026

Local Audit and Accountability Act 2014 Sections 26 and 27  
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p>1. Date of announcement_5<sup>th</sup> June 2026_____ (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2026, these documents will be available on reasonable notice by application to:</p> <p>(b) Andy Smith – Clerk and Responsible Finance Officer The Clock Tower, High Street, Wendover HP22 6DU Clerk@wendover-pc.gov.uk</p> <p>commencing on (c) __Monday 6<sup>th</sup> June 2026 _____</p> <p>and ending on (d) __Friday 17<sup>th</sup> July 2026 _____</p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none"><li>• The opportunity to question the appointed auditor about the accounting records; and</li><li>• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.</li></ul> <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2024. The appointed auditor is:</p> <p>PKF Littlejohn LLP (Ref: SBA Team) 30 Churchill Place London E14 5RE (<a href="mailto:sba@pkf-l.com">sba@pkf-l.com</a>)</p> <p>5. This announcement is made by (e) ANDY SMITH – Clerk and Responsible Finance Officer</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and exactly 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>



## LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

**Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and ‘other’ smaller authorities.**

### The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

### The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the ‘period for the exercise of public rights’, during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities’ accounting records are available to inspect. This will be 1-14 July 2026 for 2025/26 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

### The right to ask the auditor questions about the accounting records

**You should first ask your smaller authority** about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor’s remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.



You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer ‘what’ questions, not ‘why’ questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

### **The right to make objections at audit**

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority’s finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority’s area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

### **A final word**

You may not use this ‘right to object’ to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens’ Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor’s decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

<p>For more detailed guidance on public rights and the special powers of auditors, copies of the publication <a href="#">Local authority accounts: A guide to your rights</a> are available from the NAO website.</p>	<p>If you wish to contact your authority’s appointed external auditor please write to the address in paragraph 4 of the <i>Notice of Public Rights and Publication of Unaudited Annual Governance &amp; Accountability Return</i>.</p>
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ii) INTERNAL AUDIT REPORT

Annual Internal Audit Report 2024/25

EN **Wendover Parish Council** Y

ENTER PUBLICLY AV. [www.wendover-pc.gov.uk](http://www.wendover-pc.gov.uk) WEBPAGE ADDRESS

During the financial year ended 31 March 2025, this authority’s internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority’s needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	Yes		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	Yes		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Yes		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	Yes		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Yes		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			N/A
G. Salaries to employees and allowances to members were paid in accordance with this authority’s approvals, and PAYE and NI requirements were properly applied.	Yes		
H. Asset and investments registers were complete and accurate and properly maintained.	Yes		
I. Periodic bank account reconciliations were properly carried out during the year.	Yes		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	Yes		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2023/24 AGAR tick “not covered”)</i>			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			N/A
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	Yes		
N. The authority has complied with the publication requirements for 2023/24 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	Yes		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	Yes		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 26/05/2024 28/01/2025

Name of person who carried out the internal audit: Kevin Rose ACMA- IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit: *[Signature]* Date: 20/05/2025

\*If the response is ‘no’ please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is ‘not covered’ please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



Andrew Smith  
Clerk and RFO  
Wendover Parish Council  
The Clock Tower  
High Street  
Wendover  
Aylesbury  
Buckinghamshire  
HP22 6DU

22nd May 2026

### **Year End Internal Audit Report**

An audit was carried out by Kevin Rose on Tuesday 19 May 2026. This was the Year End audit following on from the interim audit carried out on 9 December 2025.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 210 items. A total of 104 items were tested during this audit in addition to the 106 items tested and checked during the interim audit process. All items on the checklists were tested during the year.

The following 'Internal Control Objectives' of the Annual Internal Audit Report (part of the AGAR) were checked and confirmed as being Not Applicable to your Council for this financial year.

*-Petty cash (Box F)*

*-Exemption from External Audit (Box K)*

*(Please refer to the explanation of my 'Not Covered' responses on Page 3)*

#### **Areas subject to audit were;**

- the Accounting system and records (Box A)
- the Payment system (Box B)
- Risk and insurance (Box C)
- Budget and precept setting and monitoring (Box D)
- Income billing, collection and VAT (Box E)
- Petty cash (Box F)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)
- Exemption from External Audit (Box K)
- the Transparency Code (for Smaller Authorities) (Box L)
- the Publication of the Annual Governance and Accountability Return (Box N)
- compliance with digital and data legislation (Box O)
- Trust Funds (Box P)

IAC Audit & Consultancy Ltd.  
Registered in England No 09753929 VAT Reg No 220 6715 38  
23 Westbury Road , Yarnbrook, Wiltshire, BA14 6AG  
Email: [admin@audit-iac.com](mailto:admin@audit-iac.com) Tel:01225 775511



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**Summary of tests undertaken during this audit**

Positive response	54
Negative response	3
Not Applicable to your Council	47
Total tests carried out	<b><u>104</u></b>

Of the 57 applicable items tested a Positive response was obtained in respect of 54 tests. There were 3 Negative responses identified and 4 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

**Summary of tests undertaken for the financial year (including interim audit work)**

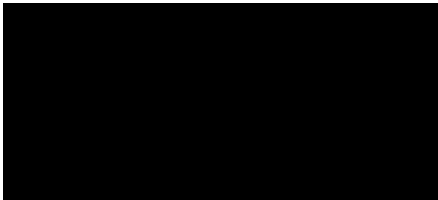
Positive response	147
Negative response	7
Not Applicable to your Council	56
Total tests carried out	<b><u>210</u></b>
Tests not carried out	Nil

I am pleased to advise that no 'Non-Compliances' were identified that would give rise to a negative response on the statutory Annual Internal Audit Report.

Based on my internal audit work during the year I am satisfied that the Council's Internal Controls were effective for the 2025-26 financial year.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,



Kevin Rose ACMA  
Director



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**Internal Audit 'Not Covered' Responses**

<b>Internal Control Objective</b>	<b>Reason for Not Covered Response</b>
F: Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash. (Note: Where cash is held as a cash float, solely for the purpose of providing change, this is covered in our response to Internal Control Objective I)
K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick “not covered”	The reason for the “Not Covered” response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from a limited assurance review for the relevant financial year.



**Wendover Parish Council  
Financial Year 2025-26**



IAC Audit and Consultancy Ltd

Audit date: 09/12/2025 and 19/05/2026

Date considered by Council \_\_\_\_\_

Minute Reference \_\_\_\_\_

**Internal Audit Observations**

**B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Is Clerk CILCA qualified?	No	Clerk is currently studying for CILCA.	Council to note.	Low	In progress	

**D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.**

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	When preparing the budget, and subsequent precept demand, did the Council specifically consider the level of its General Reserve and whether the level of the General Reserve was adequate and not excessive?	No	The Council did not formally consider the level of its General Reserve when setting the budget and precept for the year.	When setting the budget the Council should specifically consider the level of its General Reserve. The Council should set the level of its General Reserve in line with the guidance set out in the Practitioner's Guide paragraphs 5.33 - 5.35 (in particular paragraph 5.35).	High	General reserve was discussed in the form of a decision to maintain the current level of reserve and therefore set a balanced I&E for the year with no movement on the reserve. This discussion will be properly minuted and consideration of the general reserve made at the next budget setting	Y
2	Reserves have been subject to review by Council as part of the budget setting process (S42A Local Government Finance Act 1992).	No	From a review of Minutes it was not possible to verify that the Council had undertaken a review of its Reserves during the year.	On an annual basis, as part of the budget setting process, the Council should conduct a review of its Reserves to ensure that their purpose is identified and that they are adequate and not excessive.	Medium	See above	Y

I Periodic bank account reconciliations were properly carried out during the year.							Complete Y/N
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Bank reconciliations, and supporting bank statements, have been signed and dated as evidence of independent review (Interim)	No	Financial Regulation 2.6 requires that "The member shall sign and date the reconciliations and the original bank statements". In practice bank reconciliations have been signed but supporting statements have not.	In addition to the bank reconciliations, supporting bank statements should also be signed in accordance with the Councils Financial Regulation 2.6.	Medium	Process now includes signing off the supporting paperwork	Y
D The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.							Complete Y/N
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Council has reviewed independence of the Internal Auditor	No	It was noted that the Council has not formally considered the independence of the Internal Auditor as set out in the Practitioner's Guide paragraph 4.11	The Council to ensure that, on an annual basis, it formally considers the independence of the Internal Auditor. It may be appropriate for this to be done at the same time as the Council considers the Annual Internal Audit Report.	Medium	The auditor is being reviewed this year and this will be a consideration	Y
G Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.							Complete Y/N
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	
1	Salaries paid agree with those approved by the council	Yes	It is understood that the Council, through Staffing Committee in April 2025, agreed to increase the Spinal Column Point of one member staff to SCP 23. This is not clear from the Minutes of the meeting and it appears that no formal letter was provided to the member of staff confirming this change.	When considering changes to staff terms and conditions the Minutes of the relevant meeting should clearly record the decision made.  Any changes to staff terms and conditions should be confirmed in writing to the staff member.	High	The salary change was discussed in a one to one meeting that was recorded but not a separate formal letter which will now happen in future. The minutes of the staffing meeting had been "overly anonymised" for GDPR and future minutes will take this into consideration	Y
2	The Council has in place a process for the review and approval of overtime or Time In Lieu.	No	The Council maintains a schedule of staff Time in Lieu but does not currently have a policy as to maximum TOIL that may be accrued.	The Council to consider putting in place a formal policy on the amount of TOIL that may be accumulated.	Medium	We do have a TOIL policy, which is due for review in Nov at the Staffing Committee	



J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Current year end accruals and prepayments are reasonable and accurate [Year End]	No	It was noted that the Council had not accrued for retention payable in respect of the skatepark contract.  This was done by the Clerk during the audit visit.	Council to note.	Low	Amended during audit	Y



iii) ANNUAL GOVERNANCE STATEMENT

**Section 1 – Annual Governance Statement 2025/26**

We acknowledge as the members of:

**WENDOVER PARISH COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		"Yes" means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

**\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

02/06/2026

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.wendover-pc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



iv) ACCOUNTING STATEMENTS

Section 2 – Accounting Statements 2025/26 for

WENDOVER PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures <b>must</b> agree to underlying financial records.</i>
1. Balances brought forward	271,526	329,912	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value <b>must</b> agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	388,445	413,882	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	58,593	134,150	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	189,137	182,798	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	199,515	400,831	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	329,912	294,315	<i>Total balances and reserves at the end of the year. <b>must</b> equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	338,968	318,424	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b></i>
9. Total fixed assets plus long term investments and assets	3,335,140	3,544,770	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval.**

SIGNATURE REQUIRED

Date 28/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

02/06/2026

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED



**ASSETS ACQUIRED BETWEEN 01/04/2025 AND 31/03/2026**

Acquired year 2025/2026

Code	Description	Acquisition Date	Cost price	Value reported on AGAR
BE072	Memorial Bench - Witchell Meadow	05/02/2026	£588.00	£588.00
BN042	Litter Bin - Outside Hampden Shelter	22/04/2025	£522.00	£522.00
BN043	Litter Bin - Outside Hampden Shelter	22/04/2025	£522.00	£522.00
BN044	Litter Bin - Witchell Car Park	22/04/2025	£667.00	£667.00
BN045	Litter Bin - Ashbrook Skate Park	21/01/2026	£667.00	£667.00
FG012	Barrel Top fencing Hampden Play along Chapel Ln	01/04/2025	£7,931.62	£7,931.62
FG013	Wendover Jr School war memorial gates	08/10/2025	£1,140.00	£1,140.00
FG014	RBL Tommie	20/10/2025	£585.00	£585.00
GT024	Stihl KM131 R CombiEngine	09/05/2025	£550.00	£550.00
GT025	Stihl Chainsaw	06/08/2025	£350.00	£350.00
IT010	Councillor Samsung Tablets (x5)	22/05/2025	£900.00	£900.00
PG036	SkatePark	14/07/2025	£125,860.00	£125,860.00
PG037	DIY play - Nest Swing	23/02/2026	£630.00	£630.00
PG038	Multi play slide and house	04/06/2025	£9,770.00	£9,770.00
PG039	Multi play Palm tree climber unit	04/06/2025	£32,830.00	£32,830.00
PI019	Recycled Plastic Picnic Bench - Witchell picnic area	02/04/2025	£900.00	£900.00
PI020	Recycled Plastic Picnic Bench - Witchell picnic area	02/04/2025	£900.00	£900.00
PI021	Recycled Plastic Picnic Bench - Ashbrook skate park	16/01/2026	£808.00	£808.00
PI022	Recycled Plastic Picnic Bench - Ashbrook skate park	16/01/2026	£808.00	£808.00
VE002	Isuzu D MAX 4x4 1.9D Flatback drop sides	22/04/2025	£34,458.83	£34,458.83
<b>Grand Total</b>				<b>£221,387.45</b>

**ASSETS DISPOSED BETWEEN 01/04/2025 AND 31/03/2026**

Disposed year 2025/2026

Code	Description	Acquisition Date	Cost price	Sum of Cost price
BN009	Bin - Closed black metal Hampden shelter	23/08/2023	£400.00	£400.00
BN010	Bin - Closed black metal Hampden shelter 2	23/08/2023	£400.00	£400.00
BN026	Bin - Closed black metal car park extension/Chapel La	23/08/2023	£400.00	£400.00
FE003	Abs Bench x 2 Ashbrook	07/04/2015	£850.00	£850.00
FE005	Sit Up Bench x 2 Hampden	07/04/2015	£870.00	£870.00
FE010	Vault Hampden	07/04/2015	£500.00	£500.00
FE011	Monkey Bars Hampden	07/04/2015	£750.00	£750.00
FE013	Stepping Posts Hampden	07/04/2015	£500.00	£500.00
GT008	PPSTIHL KM131R Engine kombi 1.4kw Prune and Hedge	01/04/2019	£500.00	£500.00
GT023	Strimmer Stihl FS411 C-EM	30/05/2023	£687.50	£687.50
PG013	Inclusive Magic Carpet Swing Ashbrook	01/04/2019	£3,000.00	£3,000.00
PG020	Spring Rocker Ashbrook Bike	01/04/2019	£900.00	£900.00
PG024	Spinner Ashbrook	01/04/2019	£900.00	£900.00
PI013	Picnic Table Hampden o/s Playarea closest playpark e	01/04/2019	£500.00	£500.00
PI014	Picnic Table - Ashbrook disabled right of middle locke	23/08/2023	£600.00	£600.00
<b>Grand Total</b>				<b>£11,757.50</b>



## ASSETS REPORTING ON AGAR

	REPORTING		
	Assets	Streetlights	TOTAL
2021/2022			3,335,446.00
2022/2023			3,334,100.00
2023/2024			3,348,871.00
2024/2025			3,335,140.00
2025/2026	1,248,770.04	2,296,000.00	3,544,770.04

Assets from 2025/26 have been split to separate out the streetlights



**Reconciliation between Box 7 and Box 8 in Section 2 - pro forma**

**(applies to Accounting Statements prepared on an income and expenditure basis only)**

Please complete the highlighted boxes.

Name of smaller authority: **WENDOVER PARISH COUNCIL**

County area (local councils and parish meetings only):

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

		£	£
<b>Box 7: Balances carried forward</b>			<b>294,315.00</b>
Deduct:	<b>Debtors (enter these as negative numbers)</b>		
	Debtors	(1,601.53)	
	VAT Control account	(3,954.23)	
	3	(5,555.76)	
Deduct:	<b>Payments made in advance (prepayments) (enter these as negative numbers)</b>		
	1		
	2		
		-	
<b>Total deductions</b>			(5,555.76)
Add:	<b>Creditors (must not include community infrastructure levy (CIL) receipts)</b>		
	General Creditors	26,234.83	
	Allotment deposits	1,959.63	
	Accruals	1,470.00	
		29,664.46	
Add:	<b>Receipts in advance (must not include deferred grants/loans received)</b>		
	1		
	2		
		-	
<b>Total additions</b>			29,664.46
<b>Box 8: Total cash and short term investments</b>			<b>318,423.70</b>



**Bank reconciliation – pro forma**

This reconciliation should include **all** bank and building society accounts, including short term investment accounts. It **must** agree to Box 8 in the column headed "Year ending 31 March 2026" in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. Please complete the highlighted boxes, remembering that unpresented cheques should be entered as negative figures.

Name of smaller authority: **WENDOVER PARISH COUNCIL**

County area (local councils and parish meetings only): **Buckinghamshire**

**Financial year ending 31 March 2026**

Prepared by (Name and Role): **Andy Smith - Clerk and Responsible Finance Officer**

Date: **27/05/2026**

		£	£
<b>Balance per bank statements as at 31/3/2026:</b>			
	Current Account	27,121	
	Flagstone A/c	292,442	
	[add more accounts if necessary]		
			319,563
Petty cash float (if applicable)			
			-
<b>Less: any unpresented cheques as at 31/3/2026 (enter these as negative numbers)</b>			
	Pension Contributions	(1,119.78)	
	Staff expense claim	(19.19)	
	item 3		
	item 4		
	[add more lines if necessary] item 5		
	item 6		
	item 7		
	item 8		
			(1,139)
Add: any un-banked cash as at 31/3/2026			
			-
<b>Net balances as at 31/3/2026 (Box 8)</b>			<b>318,424</b>





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**FINANCIAL CONSIDERATIONS**

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n/a

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**LEGAL AND RISKS**

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n/a

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**PROPOSAL**

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- To inspect and approve the statement of accounts for 2025/26, the annual Governance Statement, and all statements for the external auditor and to sign the returns.
  - Exercise of public rights – to agree that the announcement of electors’ rights will be made on 5<sup>th</sup> June 2026 and that it will commence on Monday 8<sup>th</sup> June 2026 and close on Friday 17<sup>th</sup> July 2026
  - Annual Internal Audit Report – to inspect the internal audit report and supporting paperwork and approve the internal audit report.
  - Annual Governance Statement – to inspect and approve each line of the annual governance statement.
  - Accounting Statements – to inspect and approve the Accounting Statements for 2025/26 including the variances and reconciliations.

