



**WENDOVER PARISH COUNCIL**

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**AMENITIES COMMITTEE AGENDA**

**Tuesday 15<sup>th</sup> October 2024 at 7:30pm**  
**St Anne's Hall, Aylesbury Road, Wendover, HP22 6JG**

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**Committee Membership:** Councillors Stephen Worth, Mark Standen, Jennifer Ballantine, Diane Washington, Sam Walker, Leigh Porter, Anne Wales and Clive Gallagher (ex-officio)

**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. MEMBERS WISHING TO ATTEND MUST CONTACT THE CLERK PRIOR TO THE MEETING.**

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**AGENDA**

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**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.

**3) MINUTES – *page 3***

To confirm the minutes of the meeting of 17<sup>th</sup> September 2024.

**4) PUBLIC PARTICIPATION**

A maximum of 3 minutes per speaker will be allowed.

**5) UPDATE REPORT FROM THE CLERK – *page 5***

To receive an update on correspondence and actions from the Clerk.

**6) FINANCE**

a) To consider the list of payments.

b) To approve the proposal to Council for the Amenities budgets – *page 6*

**7) OPEN SPACES AND HAMPDEN POND**

Nothing to discuss.

**8) OTHER MATTERS**

a) Memorial Bench Request – *page 13*

To consider the request for a memorial bench in Witchell Meadow.

b) Mini Christmas Tree Installation 2024 – *page 18*

To consider the quotes to install and remove the mini-Christmas trees in 2024, subject to Health and Safety advice.

**9) ITEMS FOR NEXT AGENDA**

**10) DATE OF NEXT MEETING**

The next scheduled meeting of the Amenities Committee is 17<sup>th</sup> December 2024.

**11) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Finance Officer

Date: 10<sup>th</sup> October 2024

# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting

17<sup>th</sup> September 2024 at 7:00pm

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

**Present:** Councillors Worth (Chair), Standen, Washington, Porter, Ballantine & Wales

**Absent:** None

**Clerk & Minutes:** Andy Smith

**Members of Public:** 1

### APPOINT COMMITTEE MEMBER

**A24.068.** It was RESOLVED unanimously to elect Cllr Wales as a part of the Amenities Committee membership

### APOLOGIES FOR ABSENCE

**A24.069** Apologies were received from Councillors Gallagher and Walker and they were accepted.

### DECLARATIONS OF INTEREST

**A24.070** None

### MINUTES

**A24.071** The minutes of the meeting of 16<sup>th</sup> July 2024 were **RESOLVED** as a true record to be signed by the Chair.

### PUBLIC PARTICIPATION

**A24.072** None

### UPDATE REPORT FROM THE CLERK

**A24.073** The report presented by the Clerk was NOTED. A verbal update on the costs of the vandalism was presented. There was a further NOTE to check whether the pond has blue green algae which may be hazardous to humans and dogs, although dogs should be on a lead around the pond.

### FINANCE

**To consider the list of payments and sign cheques**

**A24.074** – The payments to consider totalling £10,860.03 were **RESOLVED** and signed.

### OPEN SPACES AND HAMPDEN POND

#### a) Health and Safety Tree Works

**A24.075** – The cost of £500 for the health and safety works was **RESOLVED** to be approved. It was noted that we are now able to look after any further growth ourselves.

#### b) Playpark equipment removals

**A24.076** – It was noted that the work had to be completed as it was an immediate Health and Safety risk. It was **RESOLVED** to approve the £1570 for the removal works

#### c) Playpark inspection

**A24.077** – It was **RESOLVED** to accept the report and it was **NOTED** that a plan of works based on the reports highlights will be notified to the committee

## **OTHER MATTERS**

### **Christmas Event Sponsorship**

**A24.078** It was noted that we are looking at approaching multiple sponsors for the event and the model we used last year was successful. It was **RESOLVED** to authorise the office to negotiate with potential sponsors for the event based on the sponsorship pack in the meeting papers.

### **Purchase of new PA system**

**A24.079** The equipment was discussed, the need and usage were noted. It was **RESOLVED** to purchase the speaker unit and separate stand from Company 1 for a total of £329.91 including VAT

### **Local produce market**

**A24.080** The member of summer staff who produced the report was present answer questions on the report which was thorough. The committee were uncertain of the move to a Sunday. This would be raised with Business 1 before going to full council. It was **RESOLVED** to authorise the office to develop the proposal in line with option 2 as set out in the paper. The member of summer staff was thanked for the work they had undertaken.

## **CONFIDENTIAL ITEMS**

### **To move the meeting into confidential session**

**A24.081** It was **RESOLVED** to move the meeting into confidential session on the basis of commercially sensitive information

### **License for Ashbrook Recreation Ground**

**A24.082** The license was discussed and it was noted that the final wording of the license had not had professional review so it was **RESOLVED** to bring back the license for final sign off at the next meeting after that review.

## **ITEMS FOR NEXT AGENDA**

**A24.083** None discussed

## **DATE OF NEXT MEETING**

**A24.084** The next scheduled meeting of the Amenities Committee is 15<sup>th</sup> October 2024. Any items for the agenda including papers to be with the Estates and Events manager by 9am on Mon 7<sup>th</sup> October.

## **CLOSURE OF MEETING**

**A24.085** As all business was transacted the meeting was closed at 8.04pm

Signed by  
Chair to the Amenities Committee

Date: 17<sup>th</sup> September 2024



## **ITEM 5 – CLERKS REPORT**

### **Rope Climber –**

The broken rope climber in Hampden Meadow has now been fixed and installed.

### **Events Working Group 2025 Events –**

The Events Working Group will meet in December to discuss and finalise the 2025 events and expenditure. This will then come to the January amenities to be considered.

### **Playparks update –**

The office is waiting for 1 company to send a quote for the replacement of the large multiplay in Ashbrook playpark that was removed due to Health and Safety. Once the office has received this the office will share with the Council and a plan for the replacement of the Hampden Meadow slide and the Ashbrook multiplay will be discussed. As well as this the Council have asked three companies to quotes for the other remedial works that have been highlighted in the Health and Safety inspection. The office has sent the current quotes to the Council to make them aware of what we have received so far and the potential financial commitment needed.

### **Wendover PROW –**

The office received the reports for WENDOVER PROW WEST and EAST, this was shared with the Amenities Committee in an email.



## ITEM 6b – 2025/26 BUDGET REQUEST

### BROUGHT BY

Office

### SUMMARY

To approve the proposal to Council for the Amenities budgets

### PARISH COUNCIL BACKGROUND

Last years budget submission was as follows:

#### INCOME:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 22/23 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
<b>Amenities Income</b>											
1000	Allotment Rent	1,630	1,630	1,701	1,701	1,630	0	1,897	1,897	1,897	Based on all plots taken and 10 year fixed charge
1005	Charter Fair	220	220	110	220	220	0	240	240	240	Expect 2 x hires £110 each
1010	Cricket Club Lease	300	300	150	300	300	0	350	350	350	No increase in lease
1021	Market - Local Produce	2,000	1,505	385	1,348	1,500	-500	1,600	1,600	1,600	market is struggling - If we had good occupancy this would be 12 pitches@£17.5 = 2520
1022	Market - Weekly	10,660	9,772	2,665	9,772	10,660	0	10,920	10,920	10,920	Agreement is £205 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	1,649	838	1,891	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	18,142	17,613	19,198	19,198	20,158	2,016	20,763	21,386	22,027	Assume a 5% uplift - we are close to knowing actual amounts
1214	Christmas Trees	2,000	2,053	0	-	2,000	0	2,000	2,000	2,000	Trying to offer free trees this year but charge next year
1260	Xmas Event Income	500	589	0	600	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	0	100	100	0	100	100	100	Assuming similar
<b>TOTAL INCOME</b>		<b>37,597</b>	<b>35,431</b>	<b>25,047</b>	<b>35,130</b>	<b>39,113</b>	<b>1,516</b>	<b>40,370</b>	<b>40,993</b>	<b>41,634</b>	

#### EVENTS EXPENDITURE:

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
<b>Events Expenditure</b>											
4100	Annual Parish Meeting	500	100	512	512	500	0	520	536	549	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,000	5,165	0	7,000	6,500	500	6,760	6,963	7,137	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	500	8	321	750	750	250	780	803	823	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	2,426	1,674	5,000	5,000	0	5,200	5,356	5,490	No current reason to change this budget
4111	Parades	0	0	3,667	3,667	500	500	520	536	549	RAF Freedom parade and Remembrance Day
4112	Floral Display	5,000	3,724	2,200	5,000	8,885	3,885	9,240	9,518	9,756	This includes a one year bump to get trees for the manor waste
4122	Markets - Local Produce (promo and event)	500	388	50	500	500	0	520	536	549	more events at the markets as per CAP
4124	Markets - Business Rates	1,500	1,098	538	898	990	-510	1,030	1,060	1,087	Based on a 10% increase on last year
4125	Markets - Water	50	56	31	31	50	0	52	54	55	No current reason to change this budget
4126	Markets - Electric	300	433	165	348	380	80	395	407	417	Based on current usage and market price stabilisation
4130	Annual Village Quiz	100	311	0	300	400	300	416	428	439	Last years budget did not include venue hire
4132	Christmas Celebration Event	2,500	2,259	38	2,500	2,500	0	2,600	2,678	2,745	No current reason to change this budget
<b>TOTAL EXPENDITURE</b>		<b>21,950</b>	<b>15,968</b>	<b>9,196</b>	<b>26,506</b>	<b>26,955</b>	<b>5,005</b>	<b>28,033</b>	<b>28,874</b>	<b>29,596</b>	



**HIGHWAYS EXPENDITURE:**

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
<b>Highways Expenditure</b>											
4200	Bus Shelters	750	0	0	-	500	-250	520	536	549	Room hire and refreshments
4210	Refuse Bins	500	0	0	-	500	0	520	536	549	This represents the predicted cost of maintaining the current lights
4211	Severe Weather (bins, grit etc.)	500	0	0	500	500	0	520	536	549	A small increase to represent extra support for the business group
4215	Street Furniture (seats, noticeboards etc.)	2,000	755	0	1,000	1,000	-1,000	1,040	1,071	1,098	This includes a one year bump to get trees for the manor waste
<b>TOTAL EXPENDITURE</b>		<b>3,750</b>	<b>755</b>	<b>0</b>	<b>1500</b>	<b>2,500</b>	<b>-1,250</b>	<b>2,600</b>	<b>2,678</b>	<b>2,745</b>	

**LIGHTING EXPENDITURE:**

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
<b>Lighting Expenditure</b>											
4300	Energy - Street Lights	13,000	12,587	5,230	12,000	12,500	-500	13,000	13,390	13,725	Based on current and
4305	Maintenance	7,000	9,910	4,275	10,000	10,000	3,000	10,400	10,712	10,980	This is based on the current pattern of repairs
4315	New Columns	7,000	2,270	0	4,000	7,000	0	7,280	7,498	7,686	This allows for two column replacements
4320	Inspections	1,500	1,005	0	1,500	1,500	0	1,560	1,607	1,647	No current reason to change this budget
<b>TOTAL EXPENDITURE</b>		<b>28,500</b>	<b>25,772</b>	<b>9,505</b>	<b>27,500</b>	<b>31,000</b>	<b>2,500</b>	<b>32,240</b>	<b>33,207</b>	<b>34,037</b>	

**RECREATION EXPENDITURE:**

Code	Description	23/24 Budget	22/23 Actual	23/24 YTD	23/24 FY Forecast	24/25 Budget	Variance 23/24 Budget	THREE YEAR PLAN			Comments
								25/26	26/27	27/28	
<b>Recreation Expenditure</b>											
4400	Dog Bins - Contract for Emptying	2,050	2,228	278	2,200	2,200	150	2,288	2,357	2,416	
4405	Maintenance Fences, Gates & Hedges	1,500	420	70	1,500	15,000	13,500	1,600	1,648	1,689	replacement of fence along Hampden play park
4410	Maintenance Groundworks	5,000	3,523	310	5,000	5,000	0	5,200	5,356	5,490	to support works set out in open spaces strategy
4415	Maintenance Inspections etc.	1,800	0	0	1,000	1,800	0	1,872	1,928	1,976	mainly playground inspections
4416	Pond	1,500	83	0	800	1,500	0	1,560	1,607	1,647	This does not include major works in management report
4417	Tree Works	2,500	1,114	3,300	7,500	4,000	1,500	4,160	4,285	4,392	Based on current levels of maintenance
4418	Maintenance Tree Inspections	1,800	0	1,680	1,680	0	-1,800	0	2,000	2,050	Next due in 2026
4421	Community Orchard Maintenance	600	1,122	721	721	750	150	780	803	823	
4425	Capital Expenditure	10,000	14,893	2,993	10,750	12,000	2,000	12,000	12,000	12,000	New mower unit to extend life of current mower
4426	Vehicle Lease	0	0	0	-	4,440	4,440	4,440	4,573	4,688	NEW CODE: Split out hilux hire from capital purchase
4430	Mower Maintenance	2,000	2,350	1,866	2,000	2,000	0	2,080	2,142	2,196	No current reason to change this budget
4435	Play Equipment	0	0	0	-	5,000	5,000	5,000	5,000	5,000	NEW BUDGET: Split out replacement from repair, any surplus to be transferred to an EMR at the end of year and not general reserve
4440	Play Equipment Repairs & Maintenance	8,000	1,618	4,654	5,600	3,000	-5,000	3,120	3,214	3,294	as above
4450	Premises Garage Rent	1,620	1,565	810	1,620	1,620	0	1,685	1,735	1,779	No current reason to change this budget
4455	Sitesafe Electricity	200	576	-51	200	300	100	312	321	329	based on current usage and prices
4465	Sitesafe Water/Sewage	300	271	35	100	300	0	312	321	329	No current reason to change this budget
4475	Fuel	3,000	3,154	1,638	3,200	3,200	200	3,328	3,428	3,514	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1,628	352	1,500	2,500	0	2,600	2,678	2,745	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	3,500	1,180	228	2,000	2,500	-1,000	2,600	2,678	2,745	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	400	241	402	400	750	350	780	803	823	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,200	796	387	1,200	1,200	0	1,248	1,285	1,318	
4495	Sundries	1,000	706	64	700	500	-500	520	536	549	No need for such a large "sundries" budget
4497	Defibrillators	500	1,502	0	500	500	0	520	536	549	
<b>TOTAL EXPENDITURE</b>		<b>50,970</b>	<b>38,970</b>	<b>19,737</b>	<b>50171</b>	<b>70,060</b>	<b>19,090</b>	<b>58,005</b>	<b>61,235</b>	<b>62,341</b>	

**SUMMARY:**

**Amenities Committee 24/25 EMR's:**

Nom	2024/25 EMR's	Comments
357	Skate Park	15,000.00 Tender about to be awarded
323	Play park replacement fund	2,400.00 Any surplus from park maintenance will go
336	Equipment replacement fund	0.00 Any surplus from equipment purchase will go



**DETAILS**

**Background**

This budget request is prepared against the following backdrop/assumptions

- Inflation has stabilised but is still present and has been added in to budget lines exposed to cost pressures.
- There is not a clear path for the Local Produce Market and so income is an assumption
- The Christmas decorations are going to be more expensive to install because of the H&S requirements
- We need to deal with the fencing around the Hampden Pond and Community Orchard
- We are about to receive a 10 year management plan for the Hampden Pond and costings are not quite clear but we do need to budget for some action
- Our “catch up” tree works needs another year of investment for the future
- There is no major equipment purchase needed at the moment but there will be increased maintenance to keep the current equipment up to spec
- The playground reports have shown the pressing need for an equipment replacement policy. As we have no major income expected from sources such as s106 money we will have to tackle this by doing a phased update over a number of years
- We will be changing the vehicle but we assume costs will be similar.

Our Income and Expenditure request is as follows:

Code	Description	Current Budget	Next yr request	Diff	THREE YEAR PLAN		
					25/26	26/27	27/28
	<b>Amenities Income</b>	29,113	37,715	8,602	39,177	39,764	40,369
	<b>Events Expenditure</b>	26,955	27,220	265	30,701	31,622	32,412
	<b>Highways Expenditure</b>	2,500	6,000	3,500	6,240	6,427	6,588
	<b>Lighting Expenditure</b>	31,000	36,500	5,500	37,960	39,099	40,076
	<b>Recreation Expenditure</b>	72,060	85,560	13,500	89,325	93,105	94,682
	<b>AMENITIES EXPENDITURE</b>	132,515	155,280	22,765	164,226	170,252	173,759
	<b>Net Amenities Figures</b>	- 103,402	- 117,565	- 14,163	- 125,049	- 130,488	- 133,390

This request is an increase of £14k more than last year but is reflective of the situation we find the Council is in.

The Amenities Committee are asking for the following reserves to be made available





Nom	2025/2026 EMR's		Comments
357	Skate Park	40,000.00	an increase of c.£22k
359	Transport projects	5,000.00	TWG Priorities
364	Climate Action	3,000.00	Projects are coming in at lower costs, inc water
323	Play park replacement fund	0.00	plan to use EMR and put a phased programme in I&E budgets
336	Equipment replacement fund	2,000.00	Any surplus from equipment purchase will go into this account and not general reserves
338	Hampden Pond	20,000.00	Starting to build up a fund
361	Witchell Bank	15,000.00	Start to build up a fund to sort out the path and bank

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#### FINANCIAL CONSIDERATIONS

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- As set out in budget

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#### LEGAL IMPLICATIONS AND SUMMARY OF RISKS

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- n/a

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#### PROPOSAL

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- **To approve the following budget request to propose to the Parish Council**



## APPENDIX – BUDGET REQUEST

Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
<b>Amenities Income</b>									
1000	Allotment Rent	1,630	1,251	1,630	0	1,897	1,897	1,897	Based on 90% occupancy and fixed charge index
1005	Charter Fair	220	220	220	0	240	240	240	Expect 2 x hires £110 each
1010	Cricket Club Lease	300	300	300	0	350	350	350	No increase in lease
1021	Market - Local Produce	1,500	1,200	1,260	-240	1,600	1,600	1,600	market is under review - This is based on 6 pitches@£17.5 = 1260
1022	Market - Weekly	10,660	10,660	10,660	0	10,920	10,920	10,920	Agreement is £205 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	2,000	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	10,158	19,198	19,000	8,842	19,570	20,157	20,762	It is reasonable to assume a similar level of funding
1214	Christmas Trees	2,000	1,750	2,000	0	2,000	2,000	2,000	Assuming similar
1260	Xmas Event Income	500	1,500	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	100	0	100	100	100	Assuming similar
<b>TOTAL INCOME</b>		<b>29,113</b>	<b>38,179</b>	<b>37,715</b>	<b>8,602</b>	<b>39,177</b>	<b>39,764</b>	<b>40,369</b>	
<b>Events Expenditure</b>									
4100	Annual Parish Meeting	500	257	500	0	520	536	549	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,500	5,500	8,500	2,000	8,840	9,105	9,333	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	750	750	750	0	780	803	823	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	5,400	5,000	0	5,200	5,356	5,490	No current reason to change this budget
4111	Parades	500	500	500	0	520	536	549	RAF Freedom parade and Remembrance Day
4112	Floral Display	8,885	8,500	6,500	-2,385	9,152	9,427	9,662	This includes a one year bump to get trees for the manor waste
4122	Markets - Local Produce (promo and events)	500	650	500	0	520	536	549	more events at the markets as per CAP
4124	Markets - Business Rates	990	1,076	990	0	1,030	1,060	1,087	Based on a 10% increase on last year
4125	Markets - Water	50	2	50	0	52	54	55	No current reason to change this budget
4126	Markets - Electric	380	300	380	0	395	407	417	Based on current usage and market price stabilisation
4130	Annual Village Quiz	400	400	800	400	832	857	878	To revamp and promote a new style quiz
4132	Christmas Celebration Event	2,500	2,680	2,750	250	2,860	2,946	3,019	No current reason to change this budget
<b>TOTAL EXPENDITURE</b>		<b>26,955</b>	<b>26,015</b>	<b>27,220</b>	<b>265</b>	<b>30,701</b>	<b>31,622</b>	<b>32,412</b>	



		THREE YEAR PROJECTION							
Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments
<b>Highways Expenditure</b>									
4200	Bus Shelters	500	1012	4,000	3,500	4,160	4,285	4,392	Bus shelter for stop used by PMG residents
4210	Refuse Bins	500	0	500	0	520	536	549	Based on current and predicted
4211	Severe Weather (bins, grit etc.)	500	0	500	0	520	536	549	Based on current and predicted
4215	Street Furniture (seats, noticeboards etc.)	1,000	0	1,000	0	1,040	1,071	1,098	Based on current and predicted
	<b>TOTAL EXPENDITURE</b>	<b>2,500</b>	<b>1012</b>	<b>6,000</b>	<b>3,500</b>	<b>6,240</b>	<b>6,427</b>	<b>6,588</b>	
<b>Lighting Expenditure</b>									
4300	Energy - Street Lights	12,500	13000	13,000	500	13,520	13,926	14,274	There may be changes depending on S/L switchhoff
4305	Maintenance	10,000	14750	15,000	5,000	15,600	16,068	16,470	This is based on the current pattern of repairs
4315	New Columns	7,000	3000	7,000	0	7,280	7,498	7,686	This allows for two column replacements
4320	Inspections	1,500	1500	1,500	0	1,560	1,607	1,647	No current reason to change this budget
	<b>TOTAL EXPENDITURE</b>	<b>31,000</b>	<b>32250</b>	<b>36,500</b>	<b>5,500</b>	<b>37,960</b>	<b>39,099</b>	<b>40,076</b>	



Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
<b>Recreation Expenditure</b>									
4400	Dog Bins - Contract for Emptying	2,200	2600	2,600	400	2,704	2,785	2,855	assume similar
4405	Maintenance Fences, Gates & Hedges	15,000	15000	7,000	-8,000	1,600	1,648	1,689	Pond fencing and fencing around community orchard
4406	Maintenance - footpaths	2,000	500	2,000	0	2,080	2,142	2,196	Footpath maintenance - inc canal towpath
4410	Maintenance Groundworks	5,000	6000	7,000	2,000	7,280	7,498	7,686	to support works being proposed to strategy group
4415	Maintenance inspections etc.	1,800	2800	2,800	1,000	2,912	2,999	3,074	mainly playground inspections
4416	Pond	1,500	1500	1,500	0	1,560	1,607	1,647	This does not include major works which are Amenities project spend
4417	Tree Works	4,000	9000	6,000	2,000	6,240	6,427	6,588	Based on current levels of maintenance
4418	Maintenance Tree Inspections	0	0	0	0	0	2,000	2,050	Next due in 2026
4421	Community Orchard Maintenance	750	750	750	0	780	803	823	assume similar
4425	Capital Expenditure	12,000	0	2,500	-9,500	10,000	10,300	10,558	
4426	Vehicle Lease	4,440	4500	4,440	0	4,440	4,573	4,688	Assume similar level to hilux for new vehicle
4430	Mower Maintenance	2,000	2500	2,500	500	2,600	2,678	2,745	Mower is at an age where it will need reg maintenance
4435	Play Equipment	5,000	15000	30,000	25,000	30,000	30,000	30,000	There is a clear need to start a replacement programme
4440	Play Equipment Repairs & Maintenance	3,000	3000	3,000	0	3,120	3,214	3,294	as above
4450	Premises Garage Rent	1,620	1620	1,620	0	1,685	1,735	1,779	No current reason to change this budget
4455	Sitesafe Electricity	300	384	300	0	312	321	329	based on current usage and prices
4465	Sitesafe Water/Sewage	300	150	300	0	312	321	329	No current reason to change this budget
4475	Fuel	3,200	3800	3,200	0	3,328	3,428	3,514	in line with higher fuel prices
4480	Materials & Tool Purchase	2,500	1100	2,500	0	2,600	2,678	2,745	No current reason to change this budget
4481	Machinery/Tools Service & Repairs	2,500	1000	2,500	0	2,600	2,678	2,745	new equipment policy reducing repair needs
4485	Protective Clothing (PPE)	750	450	750	0	780	803	823	increase in PPE needs of grounds team
4490	Refuse Bin Contract	1,200	1200	1,300	100	1,352	1,393	1,427	assume similar
4495	Sundries	500	50	500	0	520	536	549	No need for such a large "sundries" budget
4497	Defibrillators	500	500	500	0	520	536	549	assume similar
<b>TOTAL EXPENDITURE</b>		<b>72,060</b>	<b>73404</b>	<b>85,560</b>	<b>13,500</b>	<b>89,325</b>	<b>93,105</b>	<b>94,682</b>	



## ITEM 8a – Memorial Bench Request

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### BROUGHT BY

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Office

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### SUMMARY

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To consider the request for a memorial bench in Witchell Meadow.

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### PARISH COUNCIL BACKGROUND

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N/A

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### DETAILS

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The office received the memorial bench request seen in the below appendix, more supporting information for the application can be found below:

*I have attached an application for a memorial bench in honour of one of our valued volunteers at [Betknowmore UK](#), Ollie Long, who sadly passed away earlier this year.*

*We have been in contact with the Long family who live in Wendover, and we would like to organise a memorial bench in Ollie's memory and the volunteer work he did.*

For continuity the applicant has been made aware of type of bench the Council are currently using when replacing or installing new benches, they are made of recycled plastic, see picture below:



The Estates and Events Manager has a meeting with a member of the long family on Monday 14<sup>th</sup> October to discuss proposed locations for the bench.

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### FINANCIAL CONSIDERATIONS

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- The total amount for the bench, mating, anchoring set and plaque will be invoiced to the applicant once it has been installed.



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**LEGAL AND OTHER IMPLICATIONS**

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- N/A

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**PROPOSAL**

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To resolve to:

- Accept the request for the memorial bench and authorise the office to place the relevant orders.



## APPENDIX – MEMORIAL REQUEST (REDACTED)

### **Memorial Benches and Tree Policy**

#### **Introduction**

All requests for memorial benches and trees will be fully considered by Wendover Parish Council (WPC). WPC supports the needs and principles of allowing memorial benches and trees in its parks and open spaces. WPC is mindful that these facilities are enjoyed by a wide range of people and will therefore ensure that the issue is managed and regulated for the mutual benefit of all.

This policy will be made available to the general public and all applicants for memorial benches and trees will be issued with a copy.

#### **Objective of the Policy**

The policy will ensure that only memorial benches and trees are erected which are instigated by the next of kin or executor and that benches have a common appearance, style and size in keeping with WPC requirements. All benches and trees will be selected in consultation with the donor and furthermore will be approved by WPC.

The policy will establish responsibility for maintenance, repair and replacement.

WPC will endeavour to offer the highest standards of service in undertaking its management and regulatory responsibility.

#### **Conditions**

- ❖ All Applications for benches and trees should be completed on the official application form and signed by the applicant.
- ❖ Benches will be of the type and colour specified by the Parish Council to be in keeping with the intended location. Only seats approved by WPC will be acceptable.
- ❖ The location in which the bench or tree will be placed is determined by the Parish Council, dependent on need and availability. Whilst the Parish Council tries to locate a bench or tree at a requested location this cannot be guaranteed.
- ❖ All memorial benches, trees and plaques should be paid for by the applicant before the completion of the installation.
- ❖ After a period of 10 years WPC will contact the donors to ascertain the future of the bench or tree:
  - a) If the bench is disposed of or the tree has died the plaque will be removed and returned to the donor or their family
  - b) If the bench is disposed of or the tree has died it will be renewed with the appropriate donation



- c) A maintenance fee will be paid to retain the position of the bench or tree whilst it remains in a serviceable condition.
- ❖ In the case of a plaque being installed onto an existing WPC owned bench the applicant will be charged an initial maintenance fee of £50.00 along with paying the cost of the plaque. If the bench needs replacing within 10 years of the plaque being installed the donor will be asked to contribute to the cost of a replacement bench. If they do not contribute the plaque will be returned to the donor.
  - ❖ WPC has the right to limit the number of memorial benches and trees in particular areas so that they shall not detract from the prime purpose of the parks. The Parish Council reserves the right to refuse applications.
  - ❖ WPC will attempt to notify the applicant in the event that the memorial bench or tree is damaged assuming it has current contact details.
  - ❖ WPC reserves the right to remove any memorial benches or trees that have been damaged and are deemed to be beyond economical repair or unsafe.
  - ❖ WPC cannot guarantee the long-term safety or security of the bench or tree and is not responsible for the replacement of benches or trees resulting from damage or deterioration with age.
  - ❖ If a bench, tree or its plaque is stolen, WPC will not be responsible for providing a replacement.
  - ❖ WPC will not grant applications for memorial benches or trees to pets.
  - ❖ The concreted area, ground works and ground fixing for a bench shall be undertaken by the Parish Council. Applicants will be responsible for all costs of materials.
  - ❖ All plaques on memorial benches will be a maximum size of 175mm wide and 75mm high and will fit in the upper most lath of the back of the bench. Plaques for trees should be no bigger than 200mm by 200mm.
  - ❖ The inscription is to be restricted to “In Loving Memory Of”, name of the person, date of birth and death, along with recognition of public office (if appropriate).
  - ❖ WPC will maintain the bench or tree in line with its current maintenance programme but accepts no responsibility to replace the bench, tree or plaque at the end of its useful life. Replacement of benches and trees will be the responsibility of the applicant.
  - ❖ No memorial items e.g., vases flowers, ornaments shall be permitted around or attached to the bench or tree.

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#### Document History

Drafted by Parish Clerk	01/05/2018	(version 1)
Review Amenities Committee	15/05/2018	(version 1)
Approved	15/05/2018	(version 2)
Reviewed by Full Council	02/06/2020	(version 3)
Reviewed by Amenities Committee	21/06/2022	(version 3)
Reviewed by Amenities Committee	16/07/2024	(version 4)





## APPLICATION FOR A MEMORIAL BENCH OR TREE

Date of Application

### Applicants Details:

Full  Title

Address

E Mail

Telephon  Mobile

**Please notify us of any change of address so we can contact you if we need to**

### Name of person for dedication:

### Inscription for the plaque:

### Preferred location of the bench/tree

### List of preferred locations



## ITEM 8b – Mini Christmas Tree Installation

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### BROUGHT BY

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Office

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### SUMMARY

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To consider the quotes to install and remove the mini-Christmas trees in 2024, subject to Health and Safety advice.

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### PARISH COUNCIL BACKGROUND

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The Estates and Grounds Team have historically dressed, installed, and removed the mini-Christmas trees on the High Street as part of the Christmas light scheme.

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### DETAILS

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The Council have recently had a Health and Safety audit and have been advised to review safe working practices regarding the installation of the Christmas Trees. The initial advice is that it can't be undertaken with the equipment we have (ladders) but this may not be the case. We are in the process of understanding the risks and presenting the final options to Council.

In the interim, as a plan B, the Council have received two quotes from external companies to install and remove the mini-Christmas trees, whilst the office is waiting for more advice from the Health and Safety audit relating to safe working practices.

The office is asking for authority to instruct an external company to install and remove the mini-Christmas trees if this is the recommendation of best working practice following further advice from the Health and Safety audit.

Company 1 –

To install and remove the mini- Christmas trees £50 per trees.

**£2,500 incl VAT – based on 50 trees.**

Company 2 -

To install and remove the mini- Christmas trees.

Date	Service	Description	VAT	Qty	Rate	Amount
29/11/2024	Services	To put up approximately 50-60 Xmas Trees in Wendover High Street. Also taking them down after the festive period.	20.0% S			1,350.00

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SubTotal: 1,350.00

VAT Total 270.00

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Total: £1,620.00



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## **FINANCIAL CONSIDERATIONS**

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- If the advice from the Health and Safety audit results in the Council using an external company to install and remove the mini-Christmas trees this will put 4105 Christmas Decorations overbudget for 24/25.

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## **LEGAL AND OTHER IMPLICATIONS**

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- Safe working practices are under review and the Council needs to follow best practice.

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## **PROPOSAL**

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To resolve to:

- To authorise the office to accept the quote from company x subject to advice from the health and safety contractor.