



**WENDOVER PARISH COUNCIL**

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**PARISH COUNCIL MEETING AGENDA**

**Tuesday 4<sup>th</sup> June 2024 at 7:30pm**

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

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

**To all Committee Members:**

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

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

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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 Councillors with declare their interest in relation to this meeting.

**3) MINUTES – *page 4***

Consideration of approval of minutes of the meeting on 7<sup>th</sup> May 2024.

**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 14*
- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
  - b) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 15, 19 and 20*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) **[HS2 Mitigation Action Group](#)** – *page 21*
  - b) Parish Council Surgeries
  - c) St Mary’s Church
  - d) Other groups
- 10) **REPORTS FROM COMMITTEES**
- a) **PLANNING**
    - i) To note the draft [minutes](#) of the meeting on 21<sup>st</sup> May – *page 22*
  - b) **AMENITIES**
    - i) To note the draft [minutes](#) of the meeting on 21<sup>st</sup> May – *page 26*
  - c) **FINANCE**
    - i) To note the draft [minutes](#) of the meeting on 28th May – *page 29*
    - ii)
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**  
To receive an update from the Transport working group.
  - b) **Open Spaces Working Group**  
To receive an update from the working group.
  - c) **Sustainability and Biodiversity Group**  
To receive an update from the working group.
  - d) **Strategic Planning Steering Group**  
To receive an update from the working group.
- 12) **OTHER ITEMS**
- a) **[Review of Strategic and finance risk register](#)** – *page 31*  
To consider and review the strategic and finance risk register
  - b) **[Annual Governance and Accountability Return 2023](#)** – *page 36*  
To inspect and approve the statement of accounts for 2023/24, the annual Governance Statement, all statements for the external auditor and to sign the returns.
    - i) Annual [Internal Audit Report](#) – to inspect the internal audit report and supporting paperwork and approve the internal audit report. – *page 39*
    - ii) Annual [Governance Statement](#) – to inspect and approve the annual governance statement. – *page 49*

- iii) [Accounting Statements](#) – to inspect and approve the Accounting Statements for 2023/24 including the variances and reconciliations. – **page 50**
- iv) [Exercise of public rights](#) – to note that the announcement of electors’ rights will be made on 7<sup>th</sup> June 2024 and that it will commence on Monday 10<sup>th</sup> June 2024 and close on Friday 19<sup>th</sup> July 2024 – **page 54**

c) [Library Click and Collect service from Clocktower](#) – **page 58**

To consider approving the use of the Clock Tower ground floor to provide a click and collect service for library books during the construction period at the library.

d) [To support a bid to the HS2 Road Safety Fund](#) – **page 60**

To consider supporting a proposal for funding from the HS2 road safety fund to develop Bridleway WEN 14 to link Dunsmore with Wendover particularly during the period of closures of other routes due to HS2 construction.

e) [Minor grant request](#)– **page 63**

To consider a minor grant request for £1000 to do an additional print run of the Wendover Walks leaflets from Wendover Community Library Trust.

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

The next Parish Council meeting 7.30pm on Tuesday 2<sup>nd</sup> July 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 24<sup>th</sup> June.

**14) CLOSURE OF MEETING**

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 26<sup>th</sup> March 2024

# WENDOVER PARISH COUNCIL

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## Minutes of the Annual Parish Council Meeting 7<sup>th</sup> May 2024 at 7:00pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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**Present:** Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Standen, Thornton, Wales, Williams (Chair) and Worth.

**In attendance:** n/a

**Clerk:** Andy Smith

**Members of Public:** 0

### 1. ELECTION OF CHAIR

**PC24/001** Councillor Williams was proposed and seconded and **ELECTED** unanimously. Council wanted to note their thanks for the work Councillor Williams is putting into the role.

### 2. ELECTION OF VICE CHAIR

**PC24/002** Councillor Gallagher was proposed and seconded and **ELECTED** unanimously.

### 3. APOLOGIES FOR ABSENCE

**PC24/003** Apologies were received from Councillors Walker and **APPROVED**. Apologies from Buckinghamshire Councillors Bowles, Newcombe and Strachan were noted. Councillor Lloyd Evans was noted as absent.

### 4. DECLARATIONS OF INTEREST

**PC24/004** None

### 5. MINUTES

**PC24/005** The minutes of the Parish Council of 2<sup>nd</sup> April 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

### 6. PUBLIC PARTICIPATION

**PC24/006** None

### 7. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

**PC24/007** None

### 8. CLERKS REPORT AND CORRESPONDANCE

**PC24/008** The Clerks report was noted and the Clerk answered questions from the councillors.

### 9. FINANCE AND PAYMENTS

#### a) Payments to consider.

**PC24/009** The payments to consider, totalling £20,004.55, were **RESOLVED** and signed.

**b) Latest financial reports**

**PC24/010** The financial reports were noted and the year end commentary was very helpful. The issue over streetlight repair costs was noted and it was recognised that as the lamps reach the end of their expected life this cost will continue over the next couple of years.

**c) Acquisition and disposal of assets**

**PC24/011** The assets acquired and disposed of over the financial year 2023/24 were discussed and **RESOLVED** to be approved.

**d) Review of annual subscriptions and memberships**

**PC24/012** The annual subscriptions were reviewed and **RESOLVED** to be approved.

**e) Review of current direct debits**

**PC24/013** The direct debits and regular card and invoice payments were noted and **RESOLVED** to be approved to continue.

**f) Note year end audit process**

**PC24/014** The year end audit process was considered and noted.

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

**a) HS2 Mitigation Action Group**

**PC24/015** The report was noted.

**b) Report from Lionel Abel Smith Trust**

**PC24/016** The report was noted

**c) Parish Council Surgeries**

**PC24/017** It was noted that attendance has been low during this experimental period and that Council needs to consider moving to a Saturday so more people can attend. It was also noted that it may be more effective to set up meetings with community groups. This will come back to council for a formal decision.

**d) Wendover Community Car**

**PC24/018** It was noted that the group are looking at options for upgrading or replacing the car.

**e) Wendover Youth Centre**

**PC24/019** It was noted that there is a new trustee board in place.

**11. REPORTS FROM STANDING COMMITTEES**

**a) PLANNING**

**PC24/020** The draft minutes of the meeting on 16<sup>th</sup> April 2024 were noted.

**b) AMENITIES**

**PC24/021** The draft minutes of the meeting on 16<sup>th</sup> April 2024 were noted.

## 12. REPORTS FROM WORKING GROUPS

### a) Transport Working Group

**PC24/022** It was noted that the group had asked for quotes for a survey around the Wendover School Campus. There was a traffic enforcement officer outside the school which helped with traffic flow and pedestrian safety on the day they attended. The group are looking into the road safety fund available from Bucks Council for funding for South Street.

### b) Open Spaces Working Group

**PC24/023** Planning permission was granted for the Skatepark. There are a few minor conditions attached which were in the project plan already. There is a potential that a local businessperson would support the skate park if there was any funding shortfall. The next plan is to apply to the National Lottery Communities Fund. Amenities will be looking into the feasibility of CCTV around the skatepark and other open spaces.

### c) Sustainability and Biodiversity Group

**PC24/024** There was no report.

### d) Strategic Planning Steering Group

**PC24/025** There was no report.

## 13. COMMITTEES AND WORKING GROUPS

### a) Changes to committees' Terms of Reference

**PC24/026** It was noted that committees used to have a vice chair in the past and it was believed this was good practice. It was **RESOLVED** to amend the Terms of Reference of Amenities Committee, Finance Committee, Planning Committee and Staffing Committee (as set out in the paper) to include a Vice Chair.

**PC24/027** It was **RESOLVED** to change the wording of the footnote on the Terms of Reference to "the Clerk or their delegated officer"

### b) Scheme of Delegation

**PC24/028** The scheme was considered and it was **RESOLVED** to be renewed.

### c) Amenities Committee

**PC24/029** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/030** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Lloyd-Evans, Porter, Standen, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

### d) Complaints Committee

**PC24/031** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/032** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodhall, Walker and Washington. Councillors Gallagher is an ex officio member of this committee.

### e) Finance Committee

**PC24/033** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/034** It was **RESOLVED** that the membership would consist of Councillors Goodall, O’Donnell, Walker, Washington and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

**f) Planning Committee**

**PC24/035** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/036** It was **RESOLVED** that the membership would consist of Councillors Ballantine, O’Donnell, Standen, Walker and Worth. Councillors Gallagher and Williams are ex officio members of this committee.

**g) Staffing Committee**

**PC24/037** The Terms of Reference as amended by item 13a) were considered and **RESOLVED** to be approved

**PC24/038** It was **RESOLVED** that the membership would consist of Councillors Ballantine, O’Donnell, Thornton, Wales and Washington. Councillors Gallagher and Williams are ex officio members of this committee.

**h) Strategic Planning Steering Group**

**PC24/039** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/040** It was **RESOLVED** that the membership would consist of Councillors Ballantine, Goodall, O’Donnell, Williams and Worth

**i) Transport Working Group**

**PC24/041** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/042** It was **RESOLVED** that the membership would consist of Councillors Goodall and Walker.

**j) Biodiversity and Sustainability Working Group**

**PC24/043** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/044** It was **RESOLVED** that the membership would consist of Councillors Lloyd-Evans, Porter, Standen, Wales and Williams.

**k) Events Working Group**

**PC24/045** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/046** It was **RESOLVED** that the membership would consist of Councillors Porter, Thornton and Washington.

**l) Open Spaces Working Group**

**PC24/047** The Terms of Reference were considered and **RESOLVED** to be approved

**PC24/048** It was **RESOLVED** that the membership would consist of Councillors Porter, Standen, Wales, Walker, Washington and Worth.

**14. EXTERNAL BODIES**

**a) Representatives to external groups**

**PC24/049** It was **RESOLVED** to appoint the following representatives:

- **RAF Halton Liaison** –Councillor Worth
- **Buckinghamshire Council Community Board** (Wendover and Villages) – Councillors Worth and O’Donnell
- **BMKALC Parish Liaison Meetings** – To be undertaken on a rotational basis

- **Climate Action Wendover** – Councillor Lloyd-Evans
- **HS2 Liaison (to include liaison with Wendover HS2 Mitigation Action Group)** – Councillor Porter
- **Lionel Abel Smith Trust** – former Councillor Bulpett is on a three year term and will continue to liaise with the Parish Council
- **Wendover Action Group (Community Car)**- Councillor Williams
- **Wendover Business Group** – Councillors Gallagher, O’Donnell, Porter and Worth
- **Wendover Canal Trust** – Councillor Williams
- **Wendover Churchyard Care Committee** – Councillors Ballantine and Washington
- **Wendover Community Library Management Committee** – Councillor Worth
- **Wendover Memorial Hall** – Councillors Ballantine and Worth
- **Wendover Youth Centre** – Councillor Ballantine

**b) Review of legal agreements with other bodies**

**PC24/050** The legal agreements as presented in the paper were considered and **RESOLVED** to be approved.

**15. GENERAL GOVERNANCE**

**a) Review and consider the standing orders**

**PC24/051** It was noted there are no updates advised and **RESOLVED** to approve the standing orders.

**b) Review and consider the financial regulations**

**PC24/052** It was noted there are no updates advised and **RESOLVED** to approve the financial regulations.

**c) Review the current insurance cover**

**PC24/053** The policies and certificate had been communicated in advance to the Councillors. It was noted there are no updates advised and to approve the current insurance cover.

**d) Review the Council complaints procedure**

**PC24/054** It was noted there are no updates advised and it was **RESOLVED** to approve the complaints procedure.

**e) Review the Freedom of Information Policy and Data Protection Policy**

**PC24/055** It was noted there are no updates advised and it was **RESOLVED** to approve the Freedom of Information Policy

**PC24/056** It was noted there are no updates advised and it was **RESOLVED** to approve the Data Protection Policy

**f) To note the General Power of Competence and S137 expenditure limits**

**PC24/057** It was noted that the Council does not currently have the General Power of Competence

**PC24/058** It was noted that the S137 expenditure limit for 2024/25 for Wendover Parish Council was £64,027 and we had not budgeted to spend anywhere near that limit.

**g) Review the time and place of the ordinary meetings of Council**

**PC24/059** The meeting dates were noted.



## 16. OTHER ITEMS

### a) HS2 Update event

**PC24/060** It was noted that we would ask EKFB to fund the meeting, but approve a budget as a contingency. The Council **RESOLVED** to approve the event and budget.

**PC24/061** It was further **RESOLVED** to authorise the office to set the date based on the suggestions of the 21<sup>st</sup> and 28<sup>th</sup> June and the availability of EKFB to attend.

## 17. DATES OF FUTURE MEETINGS

**PC24/062** It was noted next Parish Council meeting 7.30pm on Tuesday 4<sup>th</sup> June 2024 at St Annes Hall. All agenda items and papers to be with the clerk by Friday 24<sup>th</sup> May.

## 18. CLOSURE OF MEETING

**PC24/063** As all business was transacted the meeting was closed at 8:50pm

Signed by  
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		May	Parish Council 07/05/2024
<b>BACS</b>			
Date	To	Amount	Payment for
09/05/2024	Phenom Networks	£156.87	Computer Support
09/05/2024	Val Mayland	£80.00	Cleaning
09/05/2024	Marley Design	£387.50	Web and communications
09/05/2024	Numbers	£72.00	Payroll Services
09/05/2024	St Annes Hall Hire	£60.00	Hire of hall for meetings
09/05/2024	Salaries	£9,520.55	Monthly Salaries Bill
09/05/2024	LGPS	£880.29	LGPS Pension Costs
09/05/2024	HMRC	£3,466.49	Payroll Tax and NI
09/05/2024	Sparkx	£1,026.00	s/l repairs 66,97,75
09/05/2024	Deposit PP12AB Return	£40.00	Allotment deposit return
09/05/2024	Deposit PP21AB Return	£40.00	Allotment deposit return
09/05/2024	Best Kept Village	£25.00	BKV 2024 Entry Fee
09/05/2024	RBL Landscape	£177.60	Sign installation - Witchell Car Park
<b>TOTAL BACS AMOUNT</b>		<b>£15,932.30</b>	
<b>CARD</b>			
Date	To	Amount	Payment for
26/05/2024	Adobe	£19.97	Acrobat Pro plan
13/05/2024	Lebara Mobile	£5.00	Office mobile phone
02/05/2024	Office coffee machine	£44.99	Office coffee machine
02/05/2024	Sweeneys	£5.98	Office supplies
25/04/2024	Amazon Business Eu	£105.49	Safety glasses - ivy project
24/04/2024	St Mary's Just	£10.74	Office supplies
26/04/2024	Buckinghamshire Council	£21.00	Temporary Event Notice - May LPM
18/04/2024	Sweeneys	£5.39	Milk for APM
15/04/2024	The Range	£8.20	Frames for APM certificates
03/04/2024	Vistaprint	£113.95	pens and mugs for APM
<b>TOTAL Debit Card AMOUNT</b>		<b>£340.71</b>	
<b>DD/SO</b>			
Date	To	Amount	Payment for
3 May 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 May 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 May 2024	BE FUELCARDS LTD	£408.96	BP Fuel Card
7 May 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
28 May 2024	SMART PENSION LTD	£870.38	SMART pension contributions
15 May 2024	BG LITE	£0.74	Manor Waste Electricity
15 May 2024	BG LITE	£208.41	Clock Tower Electricity
15 May 2024	BG LITE	£29.95	Site Safe Electricity
19 May 2024	DRAX ENERGY SOLUTI	£1,230.52	Street Lighting Electricity
30 May 2024	BUCKS COUNCIL RECE	£0.00	Waste Container emptying
20 Apr 2024	MICROSOFT	£82.32	Microsoft 365 Licenses
17 May 2024	CASTLE WATER LTD	£21.37	Clock Tower Water
17 May 2024	CASTLE WATER LTD	£15.39	Site Safe Water
17 May 2024	BT GROUP PLC	£141.87	Clock tower phone/broadband
5 May 2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
18/04/2024	CASTLE WATER LTD	£25.94	Clock Tower Water
<b>TOTAL DD &amp; SO</b>		<b>£3,731.54</b>	
<b>TOTAL PAYMENTS</b>		<b>£20,004.55</b>	SIGNED BY COUNCILLORS:
<b>COUNCIL MINUTE NUMBER</b>			



## ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

### Internal Audit

This has been taking up a lot of recent time to ensure all evidence is in place for the audit. The latest audit resulted in only 2 observations, one of which was corrected there and then and noted by the auditor. It has to be noted that there are increasing requirements for Parish Councils to comply with and many technical discussions at a national level as to the detailed regulations that we should be following which does take time to try and keep up with as well as ensuring our procedures match the requirements. A new model set of financial regulations has been produced by NALC and I will be working through the changes ready for the August Finance Committee. The details of the internal audit are discussed later in this meeting.

### Hedge enforcement

One of our duties under the devolved services is to monitor hedges and their encroachment onto paths and public highways. This growing season of warm and wet weather has been enjoyed by the grass and hedges alike and we are having to issue a lot of letters to residents. The difficulty comes if there are birds nesting in the hedges as those hedges should be left alone. This complex situation is being managed by the office as best as is possible but we now seem to be getting daily reports of new issues.

### Street License Response

I have been ensuring that Council is adequately supported in a robust response to the proposed changes to the street licensing consultation including joining with some of the Councillors attending a workshop on 14<sup>th</sup> May 2024. There are now 3 official responses to the proposal by Wendover Parish Council which include a response to the draft policy, A response to the contents of the workshop and a letter to the key stakeholders in the policy about the policy and consultation process.

### Purdah

After the announcement of the election date are now in purdah – the term used to describe the time between the announcement of an election and the actual date of the election. As the elections are not for the Council itself there is less to worry about, but as a public body we still need to be mindful of the election period and follow some basic guidelines.

Councils and Councillors should be mindful not to demonstrate any political bias whilst representing Wendover Parish Council. Should a Councillor be supporting their local political party, this must not happen at any council event or using any of the councils' resources. Whilst it is mainly common sense, it is easy to find yourself in breach if you are not mindful. For example, if you went to a "Sunflowers are the best party" election campaign meeting and came into a Parish Council meeting immediately afterwards with a massive sunflower party rosette on (by accident) you would still be in breach.

### HR and Health and Safety Consultant

Our three year contract is currently up for renewal. We currently pay over £3000 for access to unlimited HR advice and annual review of our HR and Health and Safety policies. There have been service issues and I have been negotiating renewal. There appears to be two companies who could



provide this service so I will be building a paper to take to staffing committee for a decision. Because of the timing there may be a period where we are out of service but this will be short enough to not impact on any risks or liabilities or issues we are dealing with.

### **Streetlight turnoff**

I have been in meetings to determine the technical aspects of how we turn off our streetlights if agreed and some of the cost implications, both pro and con. It seems it is not as easy as originally envisaged but something we can build into the project if the parish agree with this direction of travel.

### **Informal clerks forum**

I attended an informal clerks forum for clerks in the Wendover and Villages Community Board area in which we discussed updates from the Community Board and the street trading policy which has caused a great deal of unease and uncertainty with local clerks.

### **HS2/EKFB update meetings**

On Wed 22<sup>nd</sup> May was the first update meeting with the Parish Council and representatives from Wendover HS2 MAG. The format worked well in that there will be less frequent meetings but with more community representation. Slides from the meeting were circulated to Councillors.

### **Friends Of the Wendover Library (FOWL)**

I was honoured to be invited to become a member of the FOWL committee. I would have liked to join, but there could be some potential conflicts of interest. Whilst the Chair and myself were happy there would be complete transparency, it does create potential conflicts and it would be clearer if I didn't take the role. I declined with thanks to FOWL for thinking of me.

### **Hot water unit in the Clock Tower**

The hot water on demand unit in the clock tower is dripping, which normally means the unit needs to be changed. It is taking a while to get three quotes but I will need to progress this soon because of the wasted water.

### **Recruitment of Students for placement roles**

The roles have been recruited and start date is now confirmed for both as 8<sup>th</sup> July 2024. The contracts will be approved at the June Staffing meeting as well as considering the impact if the recent living wage changes. I will keep Councillors posted with details as and when it comes in. June Staffing will also consider the details of the projects they will be working on and expected outcomes.

### **Skatepark**

With planning permission now granted we are now applying for grants to get us over the line. A local doner has been kept in the loop with our grant and progress and we are confident of being able to get spades in the ground later this year. It would be nice to coincide with the Olympics which would be a celebration of the pinnacle of skateboarding but timing and deadlines may not allow this to happen.



**Overtime working of Estates and Grounds Staff**

An issue came to light in that some patterns of working weekends meant that staff (and the Council) could be in breach of the working time directive. We have taken corrective action to ensure the weekend working rota is now fully compliant but will be undertaking a review of the weekend working and overtime.

**HS2 Public Meeting**

The public meeting has been rescheduled for 28<sup>th</sup> June and the hall has been booked. I have started to publicise to get the date in people's diaries. There will be more publicity now we are getting closer to the date. Refreshments and nibbles along the lines of the last meeting will also be organised.



## **ITEM 8b – FINANCE REPORTS**

The finance reports show the situation as at 23/5/2024. It does not include the current payments to consider. However, it does include the Salaries and salary costs, which are scheduled through the bank for a set date and entered onto the finance system in advance for the date they are due to come out (last day of the month).

There is little to comment on at this stage in the financial year.



23/05/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 23/05/2024

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	107	1,187	1,630	443			72.8%	
1005 Charter Fair	0	0	220	220			0.0%	
1010 Cricket Club Lease	0	0	300	300			0.0%	
1021 Markets - Local Produce	123	193	1,500	1,308			12.8%	
1022 Markets - Weekly Market	0	888	10,660	9,772			8.3%	
1030 Other Rental (Ashbrook)	228	295	2,045	1,750			14.4%	
1035 BCC Devolved Footpaths Income	19,198	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	45	0	(45)			0.0%	
<b>Amenities Income :- Income</b>	<b>19,655</b>	<b>21,806</b>	<b>29,113</b>	<b>7,307</b>			<b>74.9%</b>	<b>0</b>
<b>Net Income</b>	<b>19,655</b>	<b>21,806</b>	<b>29,113</b>	<b>7,307</b>				
<b>125 Events Expenditure</b>								
4100 AnnualParishMeeting excl refs	188	257	500	243		243	51.3%	
4105 Christmas Decorations	0	0	6,500	6,500		6,500	0.0%	
4109 Promo Materials	13	121	750	629		629	16.1%	
4110 Entertainment & Events	696	717	5,000	4,283		4,283	14.3%	
4111 RAF Freedom Parade	0	0	500	500		500	0.0%	
4112 Floral Display	0	0	8,885	8,885		8,885	0.0%	
4122 Markets - Local Produce	0	0	500	500		500	0.0%	
4124 Markets - Business Rates	90	178	990	812		812	18.0%	
4125 Markets - Water	0	0	50	50		50	0.0%	
4126 Markets - Electric	1	53	380	327		327	14.0%	
4130 Quiz	0	17	400	383		383	4.2%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
<b>Events Expenditure :- Indirect Expenditure</b>	<b>987</b>	<b>1,343</b>	<b>26,955</b>	<b>25,612</b>	<b>0</b>	<b>25,612</b>	<b>5.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(987)</b>	<b>(1,343)</b>	<b>(26,955)</b>	<b>(25,612)</b>				
<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%	
<b>Highways Expenditure :- Indirect Expenditure</b>	<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>				

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 23/05/2024

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>135 Street Lighting Expenditure</b>								
4300 Electricity	1,025	2,085	12,500	10,415		10,415	16.7%	
4305 Maintenance	855	1,532	10,000	8,468		8,468	15.3%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	<b>1,880</b>	<b>3,617</b>	<b>31,000</b>	<b>27,383</b>	<b>0</b>	<b>27,383</b>	<b>11.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,880)</b>	<b>(3,617)</b>	<b>(31,000)</b>	<b>(27,383)</b>				
<b>140 Recreation Expenditure</b>								
4400 Dog Bin Emptying	0	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	0	0	15,000	15,000		15,000	0.0%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	148	148	5,000	4,852		4,852	3.0%	
4415 Maintenance - Inspections, etc	0	825	1,800	975		975	45.8%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	0	4,000	4,000		4,000	0.0%	
4421 Orchard Maintenance	0	531	750	219		219	70.9%	
4425 Capital Expenditure (asset pur	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	415	785	4,440	3,655		3,655	17.7%	
4430 Mower Maintenance	0	(0)	2,000	2,000		2,000	0.0%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	0	0	3,000	3,000		3,000	0.0%	
4450 Premises - Garage Rent	135	270	1,620	1,350		1,350	16.7%	
4455 Premises - SiteSafe Electrics	29	75	300	225		225	25.1%	
4465 Premises - SiteSafe Water, etc	15	19	300	281		281	6.4%	
4475 Misc - Fuel	341	730	3,200	2,470		2,470	22.8%	
4480 Misc - Materials & Tools	0	259	2,500	2,241		2,241	10.3%	
4481 Machinery/Tool Service Repair	0	0	2,500	2,500		2,500	0.0%	
4485 Misc - Protective Clothing	92	179	750	571		571	23.9%	
4490 Misc - Refuse Bins	83	83	1,200	1,117		1,117	6.9%	
4495 Misc - Sundries Recreation	6	6	500	494		494	1.2%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	<b>1,263</b>	<b>3,911</b>	<b>72,060</b>	<b>68,149</b>	<b>0</b>	<b>68,149</b>	<b>5.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,263)</b>	<b>(3,911)</b>	<b>(72,060)</b>	<b>(68,149)</b>				
<b>200 Finance &amp; General Income</b>								
1205 Wiltchell Trust Grant	0	0	400	400			0.0%	
1210 Interest Received ex Deposits	0	0	3,500	3,500			0.0%	
1250 Precept Received	0	194,223	388,445	194,223			50.0%	

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Detailed Income & Expenditure by Budget Heading 23/05/2024

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
1266 VAHT Streetlight Income	0	0	800	800			0.0%	
<b>Finance &amp; General Income :- Income</b>	<b>0</b>	<b>194,223</b>	<b>393,145</b>	<b>198,923</b>			<b>49.4%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>194,223</b>	<b>393,145</b>	<b>198,923</b>				
<b>220 Finance &amp; General Expenditure</b>								
4496 Professional Support (HS2 etc)	0	0	2,000	2,000		2,000	0.0%	
4550 Communications - Publicity	963	963	7,500	6,538		6,538	12.8%	
4555 Communications - Website	125	125	3,000	2,875		2,875	4.2%	
4560 Financial - Bank Charges	1	36	600	564		564	6.0%	
4565 Financial - Fees - Audit	0	(1,445)	2,300	3,745		3,745	(62.8%)	
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	720	800	80		80	90.0%	
4615 Office - Broadband/Tel/Fax	123	235	1,750	1,515		1,515	13.4%	
4620 Office - Copier	0	0	1,500	1,500		1,500	0.0%	
4621 Office - Equipment - Expend	807	893	3,000	2,107		2,107	29.8%	
4625 Office - Equipment Capital	0	0	1,000	1,000		1,000	0.0%	
4630 Office - Postage & Stationery	44	44	300	256		256	14.6%	
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	198	551	2,800	2,249		2,249	19.7%	
4655 Office - Utilities - Water	21	47	150	103		103	31.5%	
4660 Property Mgt - Clock Tower	80	80	1,750	1,670		1,670	4.6%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	0	1,000	1,000		1,000	0.0%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	0	1,255	2,250	995		995	55.8%	
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%	
4695 Misc - Room Hire	60	120	1,200	1,080		1,080	10.0%	
4700 Misc Sundry Expenses Finance	6	42	500	458		458	8.3%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	207	3,000	2,794		2,794	6.9%	
<b>Finance &amp; General Expenditure :- Indirect Expenditure</b>	<b>2,428</b>	<b>3,872</b>	<b>49,750</b>	<b>45,878</b>	<b>0</b>	<b>45,878</b>	<b>7.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,428)</b>	<b>(3,872)</b>	<b>(49,750)</b>	<b>(45,878)</b>				
<b>230 Grants out - inc S137 exp</b>								
4585 Grant - Churchyard - not S137	0	0	7,000	7,000		7,000	0.0%	

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Detailed Income & Expenditure by Budget Heading 23/05/2024

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
4586 Grant - Youth Centre -not S137	0	0	7,000	7,000		7,000	0.0%	
4590 Grants Out - Major - S137	0	0	15,000	15,000		15,000	0.0%	
4611 Grants Out - Minor - S137	0	0	5,000	5,000		5,000	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>34,000</u>	<u>34,000</u>	<u>0</u>	<u>34,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>0</u></b>	<b><u>0</u></b>	<b><u>(34,000)</u></b>	<b><u>(34,000)</u></b>				
<b>320 Staffing</b>								
4800 Staffing - Amenities - Wages	5,808	11,823	73,585	61,762		61,762	16.1%	
4801 Staffing - Amenities - NIC	592	1,213	6,795	5,582		5,582	17.9%	
4802 Staffing - Amenities-Pension	804	1,660	10,459	8,799		8,799	15.9%	
4810 Staffing - F&G - Wages	6,465	12,931	91,561	78,631		78,631	14.1%	
4811 Staffing - F&G - NIC	691	1,381	8,243	6,862		6,862	16.8%	
4812 Staffing - F&G - Pension	322	643	5,310	4,667		4,667	12.1%	
4816 Staffing F&G Student Loan	56	112	990	878		878	11.3%	
4845 Payroll Charges	60	120	750	630		630	16.0%	
4855 HR Consultancy Fees	0	0	3,500	3,500		3,500	0.0%	
4860 Training Staff & Cllrs	0	0	3,500	3,500		3,500	0.0%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	44	300	256		256	14.7%	
Staffing :- Indirect Expenditure	<u>14,820</u>	<u>29,927</u>	<u>205,993</u>	<u>176,066</u>	<u>0</u>	<u>176,066</u>	<u>14.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(14,820)</u></b>	<b><u>(29,927)</u></b>	<b><u>(205,993)</u></b>	<b><u>(176,066)</u></b>				
Grand Totals:- Income	19,655	216,029	422,258	206,229			51.2%	
Expenditure	21,379	42,670	422,258	379,588	0	379,588	10.1%	
<b>Net Income over Expenditure</b>	<b><u>(1,723)</u></b>	<b><u>173,358</u></b>	<b><u>0</u></b>	<b><u>(173,358)</u></b>				
<b>Movement to/(from) Gen Reserve</b>	<b><u>(1,723)</u></b>	<b><u>173,358</u></b>						



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**Wendover Parish Council Current Year**

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**Detailed Balance Sheet - Excluding Stock Movement**

Month 2 Date 23/05/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	13,808	
105	VAT Control A/c	2,325	
200	Current Bank Account	34,267	
202	Flagstone	396,135	
	<b>Total Current Assets</b>		<b>446,534</b>
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,650	
	<b>Total Current Liabilities</b>		<b>1,650</b>
	<b>Net Current Assets</b>		<b>444,884</b>
	<b>Total Assets less Current Liabilities</b>		<b>444,884</b>
	<u>Represented by :-</u>		
300	Current Year Fund	173,358	
310	General Reserves	154,521	
323	Playground Improvements EMR	2,235	
336	Estates equipment replace EMR	240	
338	Hampden Pond EMR	(1,640)	
356	LGPS Cessation EMR	75,000	
357	Skate Park EMR	18,855	
358	Library Extension EMR	8,000	
359	TWG Priorities	9,568	
364	Climate Action EMR	4,748	
	<b>Total Equity</b>		<b>444,884</b>



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**Wendover Parish Council Current Year  
Earmarked Reserves**

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

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## ITEM 9a – WENDOVER HS2 MAG



### HS2 Monthly Report, May '24

#### Works update

- The Ellesborough Road diversion is due to be completely finished by June; which will enable the removal of the temporary traffic lights.
- The closure of the Bridleway at Small Dean Lane has removed the only safe cycle route between Dunsmore and Wendover, and this has been escalated
- Five of the six piers of the Small Dean Viaduct have now been completed. The remaining pier is expected to be finished this year.
- The visual impact of security fencing around a water pipe in the field behind Lionel Avenue is causing concern to local residents. This has been escalated.

#### May WPC activity

- Councillor Porter was agreed as the WPC lead on HS2 activities at the first meeting of the 2024/25 year.
- The first joint WPC/WHS2/EKFB monthly update meeting was held. This significantly reduces the administrative burden involved for all concerned.
- WPC approved a budget of £500 for the HS2 Public Meeting to be held in the Memorial Hall on 28th June at 19:00
- Councillor Williams met EKFB and Dunsmore residents to explore alternative cycle routes prior to the closure of the Small Dean bridleway.
- Councillor Porter and WHS2 reps attended an EKFB site visit to see the work progress at Ellesborough Road and Small Dean.
- Eight public issues were handled in the month; including the community impact of noise from the Small Dean bridleway closure and the works in the field at the end of Dobbins Lane.

#### Current Issues

- Preparation for the “mass haul” movement of spoil from Small Dean to Stoke Mandeville have been made over the top of Ellesborough Road due to the ongoing delay in moving the underground utility services. The local Monitor for the noise, vibration and air quality impact that has been unreliable for many months is now reported as having been fixed. Thousands of large dump truck movements are anticipated starting in June.
- Recent discussions with EKFB suggest that the Environment Agency will soon permit the excavation for the underground wall surrounding the North Cutting that should protect the Aquifer groundwater flows to the Weston Turville Reservoir SSSI and Stoke Mandeville.

30th May 24



# WENDOVER PARISH COUNCIL

## Minutes of the Planning Committee Meeting

21<sup>st</sup> May 2024 at 7.00pm

St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Ballantine, Standen, Walker, Williams, Worth

Clerk & Minutes: Phoebe Sharps

Chair: Councillor Ballantine

Members of Public: 1

### 1. ELECTION OF CHAIR

P24/001 Cllr Ballantine was unanimously elected as Chair.

P24/002 Cllr Standen was unanimously elected as Vice-Chair.

### 1. APOLOGIES FOR ABSENCE

P24/003 Apologies were received and ACCEPTED from Councillor Gallagher.

### 2. DECLARATIONS OF INTEREST

P24/004 None.

### 3. PUBLIC PARTICIPATION

P24/005 There were none.

### 4. MINUTES

P24/006 The minutes of the Planning Committee Meeting held on 16th April 2024 were RESOLVED as a true record and the Chair signed the minutes.

### 5. PLANNING DECISIONS

P24/007 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 21<sup>st</sup> May 2024 were noted.

### 6. CLERKS REPORT AND CORRESPONDANCE

P24/008 It was NOTED that the office has been contacted by a resident regarding 24/01386/ATC, the office sent the email to Council on 21/05/2024 for their information. Wendover Parish Council are not a consultee for any applications for tree works. The office will send a response to the resident who sent the correspondence.

### 7. PLANNING APPLICATIONS

P24/009 24/01216/APP 46 Thornton Crescent Wendover Buckinghamshire

Householder application for conversion of loft void to form habitable rooms, including insertion of dormer windows to front and rear roof slopes and two rooflights in side roof slope. Erection of porch extension and external alterations to windows and doors.



It was **RESOLVED** to remain neutral to this application.

- P24/010**      **24/01267/APP 31 Grenville Avenue Wendover Buckinghamshire**  
Householder application for demolition of conservatory/extension and erection of single storey rear extension and front porch, fenestration changes  
It was **RESOLVED** to support this application.
- P24/011**      **24/01215/APP Land East Side Of Springfield London Road Wendover Buckinghamshire**  
Change of use of land for siting of glamping, installation of shepherd hut with associated decking/gravel patio, footpaths permeable parking & turning area, secure bicycle storage and recycling/refuse storage, dropped kerb, drainage, fence, external lighting  
It was **RESOLVED** to support this application.
- P24/012**      **24/01189/APP Chandos House 19 Back Street Wendover Buckinghamshire**  
Change of use from offices to 2no. dwellings including associated works  
It was **RESOLVED** to object this application. It was **NOTED** that the committee agrees with the planning application response submitted by the Economic Development Team at Buckinghamshire Council. This response refers to the Wendover Neighbourhood Plan, which the committee would like to further highlight, specifically Policy B1 Change of Use from Business to Residential which states, Proposals that will result in the loss of an existing business use will be supported where it can be demonstrated that its continued use is no longer viable, and the site / use has been marketed at an open market value for a period of at least 12 months at a price commensurate with its use together with proof there has been no viable interest. As the Council has not seen any evidence that the applicant has marketed the property for business use, the Council would ask this be provided, and if it hasn't been done the Council asks the applicant does this before any planning decision is made. In the last four years, up to four businesses in the centre of Wendover have been changed into dwellings. Specifically in the case on the High Street in Wendover in 2023 where a business changed to a dwelling without providing any evidence that they followed policy B1 in the Wendover Neighbourhood Plan, because of this and it being a retrospective application Wendover Parish Council objected to this application, Buckinghamshire Council approved the application. The committee would like to highlight that the loss of businesses on the High Street and more widely in Wendover can potentially impact existing and future businesses negatively. We would also like to highlight the potential loss of employment, as no information on the relocation of the offices has been given in the application, and loss of employment would have serious consequences for people in the local area. The proposed change of use from commercial to residential use goes against the Wendover Neighbourhood Plan, and in particular, the following sections:  
Section 5 - Key Issues - Business & Employment  
5.5 Concern was expressed about the cost burdens, including rates and rent, on small businesses. Respondents expressed the need for more support for local businesses and services through the encouragement of start-ups, the provision of small



workshops and the promotion of green technology.

5.6 Given the number of self-employed people working from home, there were pleas for a business hub/shared office space including IT facilities for entrepreneurs and those just starting out. Also, better high speed broadband and mobile coverage would be beneficial in some areas.

5.7 The need to improve the retail mix in the High Street was a popular comment. The variety of restaurants and cafes was valued but a greater variety of retail providers, especially specialists, was sought to encourage small outlets and to ensure a vibrant shopping centre.

The loss of a commercial unit will push up the cost of the remaining commercial units in contravention of 5.5. The reduction in commercial units will impact on the retail mix and the potential for retail mix. It represents the loss of a small outlet. These are both in contravention of section 5.7.

#### Section 7 - Vision and objectives

##### Business

##### Main issues raised during consultation with residents

- Lack of variety of shops
- Too many charity shops/ hairdressers/etc
- A business hub would be a useful addition to the business community
- Business rents & rates are very high; possible support for new businesses

##### Objectives

- To support current and attract new businesses to the Parish to ensure a thriving local economy
- To improve the diversity of businesses where possible

##### Policies

Policies to support the development of more diverse services and a vibrant shopping centre.

- B1: Change of Use from Business to Residential

The proposed change exacerbates the lack of variety of shops, and risks increasing the rent of the remaining units. It goes against both objectives in section 7 on Business.

**P24/013**

**24/01347/APP 92 Ellesborough Road Wendover Buckinghamshire**

Change of use of agricultural land to residential. Demolition of existing standalone garage and single storey rear extension. Erection of single storey rear and part single storey side extension with roof terrace. Changes to fenestration. Installation of air source heat pump and ground mounted solar photovoltaic panels

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

**P24/014**

**24/01405/APP Blossom Cobblers Hill Wendover Buckinghamshire**

Householder application for demolition of rear conservatory. Erection of single storey link extension and garage conversion to habitable space with associated external works

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

## 8. OTHER MATTERS

### a) HS2





**P24/015** It was NOTED that the update would be given in the clerk report in the Amenities Committee meeting 21<sup>st</sup> May.

**b) CLOSURE OF RAF HALTON**

**P24/016** Nothing to report.

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

**P24/017** The meeting on Tue 4<sup>th</sup> June 2024 at 7pm was noted.

**10. CLOSURE OF MEETING**

**P24/018** As all business had been transacted the meeting was closed at 7.19pm.

Signed by

Chair to the Planning Committee

Date: 4<sup>th</sup> June 2024

DRAFT



# WENDOVER PARISH COUNCIL

## Minutes of the Amenities Committee Meeting

21st May 2024 at 7:30pm

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

**Present:** Councillors Worth (Chair), Williams, Standen. Washington, Porter & Walker

**Absent:** Lloyd-Evans

**Clerk & Minutes:** Phoebe Sharps

**Members of Public:** 1

### 1. ELECTION OF CHAIR

**A24.001** Cllr Worth was unanimously elected as chair

There were no nominations a Vice-Chair was not elected.

### APOLOGIES FOR ABSENCE

**A24.002** Apologies were received from Councillors Gallagher and Ballantine and they were accepted.

### DECLARATIONS OF INTEREST

**A24.003** None.

### MINUTES

**A24.004** The minutes of the meeting of 16<sup>th</sup> April 2024 were **RESOLVED** as a true record and were signed by the Chair.

### PUBLIC PARTICIPATION

**A24.005** None.

### UPDATE REPORT FROM THE CLERK

**A24.006** The report presented by the Clerk was **NOTED**. A report was **NOTED** of the HS2 site visit on the 21/05/2024, it was noted that it is a busy site, an update on the scheduled work and the timeline was reported. The Council and the HS2 Mitigation Group have been coming up with other options for the Small Dean bridleway closure.

### FINANCE

To consider the list of payments and sign cheques

**A24.007** – The payments to consider totalling £2,66.30 were **RESOLVED** and signed.



## OPEN SPACES AND HAMPDEN POND

### a) Replacement of Picnic Benches

To consider approving the payment for new picnic benches for Witchell Meadow and Ashbrook Park to replace the damaged benches that have been removed.

A24.008 – It was RESOLVED to approve the cost of the 4 of benches from company 1. It was NOTED that Cllr Worth will speak to rotary about the replacement of their donated bench in Witchell Meadow.

### b) Witchell Car Park Bank Upgrade

To consider authorising the office to enter negotiations with Buckinghamshire Council for the upgrade works needed on the Witchell car park bank.

A24/009 – It was RESOLVED to authorise the office to enter negotiations with Buckinghamshire Council for the upgrade works needed on the Witchell car park bank. It was NOTED to focus on the road safety aspect of this project. It was NOTED that the committee suggested to investigate grants and funding for the project, specifically the potential HS2 Road Safety Grant.

## OTHER MATTERS

### a) Dog Bin Request Princess Mary Gate

To note a request from a member of the public highlighting issues of dog mess around PMG and consider the installation of one dog bin.

A24.010 – It was RESOLVED to approve cost of the installation and annual emptying of one dog bin in the specified location in Princess Mary Gate.

### b) Witchell Car Park Policy Signage

To consider approving the cost to install Witchell Car Park Policy signage.

A24.011 – It was RESOLVED to approve the cost of the installation of the Witchell Car Park Policy Signage.

### c) Bracket Test Report

To note the bracket test report and consider approving the cost of the report.

A24.012 – The report was NOTED.

A24.013 - It was RESOLVED to approve the updated cost of £825.00 for the bracket testing.

### d) Memorial Plaque Request

To consider the request for a memorial plaque on a Parish Council bench.

A24.014 – It was RESOLVED to accept request for a memorial plaque on a Parish Council bench in the specified location.

A24.015 - It was RESOLVED to authorise the office to order the plaque.

### e) Make Wendover Smile Event

To consider approving the proposal for a Make Wendover Smile event and consider authorising Cllr Leigh Porter to put on the event with the support of the Event Working Group.

A24.016 – It was RESOLVED to approve the proposal for the Make Wendover Smile Event.



**A24.017** - It was **RESOLVED** to authorise Cllr Leigh Porter to put on the event with the support of the Event Working Group.

**f) Instagram**

To note the creation of the Wendover Parish Council Instagram account and to consider approving posting on the account. To consider approving the creation of a Local Produce Market Instagram account and consider approving posting on this account.

**A24.018** – The creation of the Wendover Parish Council Instagram account was **NOTED** and it was **RESOLVED** to be approved.

**A24.019** - It was **RESOLVED** to approve posting on the Wendover Parish Council Instagram account.

**A24.020** – It was **RESOLVED** to approve the creation of a Local Produce Market Instagram account.

**A24.021** – It was **RESOLVED** to approve posting on the Local Produce Market Instagram account.

**g) Open Space Hire Request Hampden Meadow**

To consider accepting the hire request for Hampden Meadow from Rennie Grove Peace Hospice Care.

**A24.022** – It was **RESOLVED** to accept the hire request for Hampden Meadow from Rennie Grove Peace Hospice Care.

**h) Temporary Witchell Car Park Agreement Gerry's Pantry**

To consider approving the Temporary Witchell Car Park Agreement for Gerry's Pantry.

**A24.023** – It was **RESOLVED** to approve the Temporary Witchell Car Park Agreement for Gerry's Pantry.

**ITEMS FOR NEXT AGENDA**

**A24.024** None

**DATE OF NEXT MEETING**

**A24.025** The next scheduled meeting of the Amenities Committee is 18<sup>th</sup> June 2024.

**CLOSURE OF MEETING**

**A24.026** As all business was transacted the meeting was closed at 8.12pm

Signed by  
Chair to the Amenities Committee

Date: 18<sup>th</sup> June 2024



# WENDOVER PARISH COUNCIL

## Minutes of the Extraordinary Finance Committee Meeting

28<sup>th</sup> May at 7:30pm

Wendover Community Library, High Street, Wendover

Present: Councillors Gallagher (Chair), O'Donnell, Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

### 11. ELECTION OF CHAIR AND VICE CHAIR

F24/01 Cllr Gallagher was proposed and it was unanimously **RESOLVED** to appoint him as Chair of the Finance Committee

F24/02 It was agreed to postpone this until fuller attendance of this meeting

### 12. APOLOGIES FOR ABSENCE

F24/03 Apologies were received and **ACCEPTED** from Councillor Williams. It was noted that Councillors Walker and Goodall were absent. Councillor Goodall sent a retrospective apology.

### 13. DECLARATIONS OF INTEREST

F24/04 None

### 14. PUBLIC PARTICIPATION

F24/05 None

### 15. MINUTES

F24/06 The minutes of the meeting on 20<sup>th</sup> February 2024 were **RESOLVED** as a true record and signed by the Chair.

### 16. CLERKS REPORT AND CORRESPONDANCE

F24/07 All contained on the agenda.

### 17. STATE OF THE FINANCE AND REPORTS

Year End Reports – 23/24

F24/08 i) **detailed balance sheet** - It was noted that the debtors' figure was so high due to the accrued interest on our deposit account. This was reviewed and noted.

F24/09 ii) **Statutory balance sheet** – This was reviewed and noted

F24/10 iii) **Reserves reconciliation** – This was reviewed and noted

F24/11 iv) **Summary Income and Expenditure** – This was reviewed and noted that the fundraising income was significantly higher after the internal audit had recommending splitting out income from expenditure on the Hampden Pond works. The report was noted.

F24/12 v) **Detailed income and expenditure** - This was reviewed and noted

F24/13 **Review of the I&E report, EMRs and balance sheet for Apr 2024**

The report was reviewed and noted. It was further noted LGPS EMR has now reached a level where we can negotiate our position should all members become inactive and agreed to bring an options paper back to the next meeting.



- F24/14 To review the over £100 report and VAT reclaim for Jan-Mar 2024**  
The report was reviewed and noted. The recommendation to change from over £500 report to over £100 was noted. It was agreed to discuss with the internal auditor as this report may make it difficult to pick out some of the big issues because it presents too much data. The committee had a preference for only reporting items over £1000.
- F24/15 To review the bank reconciliations for Feb- Apr 2024**  
The reconciliations reports were reviewed and noted.
- F24/16 To receive an update on project costs up to Apr 2024**  
The report was reviewed and noted.
- F24/17 To review the Flagstone account statements**  
The report was reviewed and noted.
- F24/18 To review the internal control checklist**  
The report was reviewed and noted.
- F24/19 To receive an update on the LGPS pension fund deficit and cessation value**  
This had been previously discussed under the EMR report.

**18. OTHER MATTERS**

**c) Internal Audit and Financial Controls**

- F24/20 End of year internal audit report** – The report was discussed and it was **RESOLVED** to recommend to Council for approval
- F24/21 Effectiveness of the financial controls** – The paper was discussed and it was noted that our financial controls had led to changes in the year indicating that they were working. It was **RESOLVED** to recommend to council that it had effective internal controls.
- F24/22 Internal Financial Control policy** – It was noted that the policy appeared to be effective and it was **RESOLVED** to renew the policy

**d) Electors Rights and AGAR statements**

- F24/23** It was noted the paper showed the previous years dates for the period of electors rights but the public notice was correct. It was **RESOLVED** to recommend the statements for approval at the full Council.

**19. ITEMS FOR NEXT AGENDA**

- F24/24** It was noted that we would be reviewing the assets inventory, a paper on asset valuation and a paper on the LGPS pension options

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

- F24/25** The meeting on Tue 6th August at 7:00pm was noted. It was further noted that agenda items would need to be with the office by Mon 29<sup>th</sup> July

**21. CLOSURE OF MEETING**

- F24/26** As all business was transacted the meeting was closed at:20:00

Signed by

Chair to the Finance Committee

Date:



## ITEM 12a – REVIEW OF ANNUAL STRATEGIC AND FINANCE RISKS

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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 the SafetyNest online system where they are reviewed annually by the staff team with a review by SafetyNest noted and acted upon by the Staffing Committee.

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 SafetyNest online system but follow the same principles.

There have been no changes to the register since the last review as there have been no changes to the hazards faced by the Council or any significant changes to policy or procedure that mitigates those hazards.



HAZARD	Impact	Evidenced Where?	Lik'hood L/M/H	Severity L/M/H	Control Actions	Review Frequency	Trigger for review	Responsibility	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 JDs 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 Ellis Whittam for HR and H&S related policies and regular reviews from NALC 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





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	M	Regular scrutiny of performance, ensuring a strong tender process to secure reliable contractors having KPIs in place and regularly going out to market to review providers. Ensure all staff & Cllrs 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 *Approval by Council or Committee *Minutes properly numbered and paginated with a master copy kept in safekeeping *Agenda and Minutes training for staff	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	L	H	Procedures in place for recording and monitoring Members interests and gifts *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	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	M	H	*Document of any consultation request sent to relevant committee to deal with *Training and induction for Councillors *Close review of attendance and meetings *Clear Standing Orders regarding conduct of meeting and Conflict of interests *Clear Code of Conduct	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	L	Documentation of any consultation request 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	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	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	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	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	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	M	H	Procedures in place for recording and monitoring Members interests and gifts	ongoing - reports at least monthly	incident	Clerk/Staff team	M



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	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 *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 *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	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	M	L	*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	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	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	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	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 Resignation of a Councillor triggers a bye-election	Inadequate financial control means poor decision making and inappropriate use/waste of public money If a councillor resigns and residents demand a bye-election this would take significant office time and resources to run for a casual vacancy	Audit Minutes and papers for all meetings	L	M	H	*Regular scrutiny of financial records and proper arrangements for the approval of expenditure *Internal and External Audit 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 well being of Councillors. All working to ensure Council & staff work as a cohesive unit, any election/co-option can cause disruption to projects in progress.	Monthly	Internal audit reports	RFO/Finance committee Council	L
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	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
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 minuted.	M	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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Responsible Finance Officer/Finance Committee

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### SUMMARY

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To inspect and approve the statement of accounts for 2023/24, the Annual Governance Statement, all other statements for the external auditor and to sign the returns.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### i) Annual Internal Audit Report

The internal audit is undertaken over two visits during each financial year with a mid year and end of year visit that samples our transactions, checks our policies and procedures and ensures we are meeting compliance with the relevant legislation and guidelines.

Appendix A shows the annual internal audit report to be submitted to the external auditor and the additional paperwork provided by the internal auditor.

Appendix B shows the observation from both internal audit visits and a report on progress made by the council on meeting those observations

#### ii) Annual Governance Statement

Council needs to declare that there is a sound system of internal controls. Each of the following statements needs to be considered and approved by Council.

1	We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	Tested by internal audit and all recommendations acted upon in a timely fashion.
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	Reviewed by Finance Committee 28/5/24 and internal financial controls policy renewed
3	We took all reasonable steps to assure 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.	Has monitored expenditure against the powers it has and complied with proper practices - monitored by Finance Committee and Full Council



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.	Electors rights posted on website and noticeboards. Dates set and within regulations
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.	Strategic risk register discussed and approved at Parish Council
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	Tested by internal audit and monitored by finance committee
7	We took appropriate action on all matters raised in reports from internal and external audit.	audit reports reviewed and monitored by Finance Committee and reported to full Council
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.	Everything has been disclosed and reviewed by Finance Committee and Full Council.
9	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.	Correct management of the Witchell Trust, given income of c.£300 per year this does not require an independent external audit.

Appendix C – Annual Governance and Accountability Return 2023/24 Form 3

### iii) Annual Accounting Statements

The Annual Accounting Statements (Appendix D) have been prepared and reviewed as a part of the internal audit process. Appendix E shows the reconciliations and a report on the variances required by the external auditor.

### iv) Exercise of Public Rights

The announcement of electors rights will be made on the 7<sup>th</sup> June by website and the Parish notice boards. The period will commence on Monday 10<sup>th</sup> June 2024 and Close on Friday 19<sup>th</sup> June 2024 (inc). The notice outlining the period of electors rights is shown in Appendix F.

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#### FINANCIAL CONSIDERATIONS

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n/a

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#### LEGAL AND OTHER IMPLICATIONS

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These motions form part of the legal requirements around our end of year reporting



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**PROPOSAL**

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- Wendover Parish Council notes and approves the annual internal audit report and recommendations
- Wendover Parish Council considers each of the lines, one by one, on the Annual Governance Statement and agrees each of those lines to be signed by the Chair of the meeting and the Clerk.
- Wendover Parish Council considers and approves the Accounting Statements for 2023/24 and notes the variances and recommendations. Previously signed by the Responsible Finance Officer to be signed by the Chair of the meeting.
- Wendover Parish Council considers and approves the announcement of electors rights and the period for the exercise of those rights.



**APPENDIX A – INTERNAL AUDIT REPORT**

**Annual Internal Audit Report 2023/24**

EN **Wendover Parish Council** TY

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

**During** the financial year ended 31 March 2024, 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 2023/24 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 2022/23, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2022/23 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 2023-24 AGAR period, were public rights in relation to the 2022-23 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 2022/23 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	Yes		
<b>O. (For local councils only)</b>	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	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: 01/05/2023 11/12/2023 DIMM/YYYY  
 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: [Redacted] Date: 26/05/2024

**\*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).

2023-24 Internal Audit Wendover Parish Council

Wendover Parish Council



Interim Audit Date: 11/12/2023  
Year End Audit Date: 21/05/2024

Internal Audit Summary for the year 2023-24

*(shaded Internal Control Objectives are not applicable to your Council)*

Internal Control Objective	Observations	Non-Compliance	Observation Analysis				Responses			
			High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
A	Appropriate accounting records have been properly kept throughout the financial year.	0	0	1	0	0	6	0	0	0
B	This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	0	1	3	1	0	34	2	7	0
C	This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	0	1	1	0	0	11	0	1	0
D	The precept or rates requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	0	1	0	0	0	12	1	3	0
E	Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	0	1	1	0	0	23	1	1	0
F	Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	N/A	N/A	N/A	N/A	N/A	N/A	N/A	9	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.	0	0	0	0	0	16	0	8	0
H	Asset and investments registers were complete and accurate and properly maintained.	0	0	0	0	0	7	0	4	0
I	Periodic bank account reconciliations were properly carried out during the year.	0	0	0	0	0	13	0	3	0
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 debits and credits were properly recorded.	1	0	0	1	0	6	1	4	0
K	If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3	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	N/A	N/A	N/A	N/A	N/A	N/A	7	N/A

26/05/2024 09:44:00





2023-24 Internal Audit Wendover Parish Council

Internal Control Objective	Observations	Non - Compliance	Observation Analysis			Responses				
			High	Medium	Low	Advisory	Positive	Negative	N/A	Not Checked
<b>M</b> The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	0	0	0	0	0	0	5	0	0	0
<b>N</b> The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	0	0	0	0	0	0	7	0	1	0
<b>O</b> (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee	0	0	0	0	0	0	5	0	2	0
<b>Total</b>	<b>12</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>0</b>	<b>145</b>	<b>5</b>	<b>53</b>	<b>0</b>

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**Year End audit summary Wendover Parish Council**

*(shaded item of Control Objectives are not applicable to your Council)*



Year End Audit Date **21 May 2024**

Internal Control Objective		N/A	Tested	Positive	Negative	Observations	Non Compliance
<b>Box A</b>	<i>Appropriate accounting records have been properly kept throughout the financial year.</i>		0	0	0	0	
<b>Box B</b>	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	2	2	2	0	0	
<b>Box C</b>	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>		1	1	0	1	
<b>Box D</b>	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>		1	1	0	0	
<b>Box E</b>	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>		2	2	0	0	
<b>Box F</b>	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>		N/A	N/A	N/A	N/A	
<b>Box G</b>	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.</i>	8	16	16	0	0	
<b>Box H</b>	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	4	7	7	0	0	
<b>Box I</b>	<i>Periodic bank account reconciliations were properly carried out during the year.</i>	3	6	6	0	0	
<b>Box J</b>	<i>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.</i>	4	5	4	1	1	
<b>Box K</b>	<i>If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")</i>		N/A	N/A	N/A	N/A	
<b>Box L</b>	<i>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.</i>		N/A	N/A	N/A	N/A	
<b>Box M</b>	<i>The authority, during the previous year (2022/23) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).</i>		0	0	0	0	
<b>Box N</b>	<i>The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).</i>	1	0	0	0	0	
<b>Box O</b>	<i>(For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee</i>		0	0	0	0	
<b>Totals</b>		<b>22</b>	<b>40</b>	<b>39</b>	<b>1</b>	<b>2</b>	<b>0</b>

**Wendover Parish Council  
Financial Year 2023-24**



IAC Audit and Consultancy Ltd

Audit date: 21 May 2024

**Year End Internal Audit Observations**

**C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.**

No.	Audit Text	Response	Observation	Recommendation	Priority	Comments
1	Assets included in the assets register are covered under the Council's insurance policy	Yes	It is unclear when buildings (incl. War Memorial) were last valued for insurance purposes.	The Council to consider obtaining updated insurance valuations for its major assets.	Medium	

**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.**

No.	Audit Text	Response	Observation	Recommendation	Priority	Comments
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	The Internal Audit Extended Trial Balance did not agree to the draft Accounting Statements. £21,486 grant income received from HS2 had been credited to expenditure code 9115. As a consequence both Box 3 and Box 6 of the draft Accounting Statements were understated by £21,486. (This will have no impact on the Council's net reserve position). This was amended by the Clerk during the audit visit.	Council to note.	Low	

26/05/2024 09:39:10

1



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

26th May 2024

**Year End audit Cover Letter (with Interim)**

An audit was carried out by Kevin Rose on Tuesday 21 May 2024. This was the Year End audit following on from the interim audit carried out on 11 December 2023.

The audit was undertaken using the standard IAC Audit Checklist, which we use for all Local Councils, which has 203 items. A total of 40 items were tested during this audit in addition to the 141 items tested and checked during the interim audit. 22 further items were checked during this audit and confirmed as being 'Not Applicable' to Your Council. All items on the checklists were tested during the year.

**Areas subject to audit were;**

- 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)
- Payroll(Box G)
- Assets and investments (Box H)
- Bank reconciliations (Box I)
- Accounting Statements (Box J)

**Summary of tests undertaken this audit**

Positive response	39
Negative response	1
Not Applicable to your Council	22
Total tests carried out	<b>62</b>

Of the 40 applicable items tested a Positive response was obtained in respect of 39 tests. There was 1 Negative response identified and 2 Observations were made, details of which are set out in the attached Year End Internal Audit Observations.

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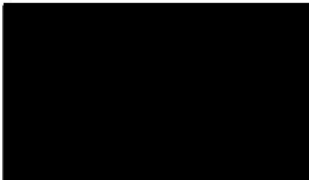
**Summary of tests undertaken for the financial year (including the Interim audit)**

Positive response	145
Negative response	5
Not Applicable to your Council	53
Total tests carried out	<b>203</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.

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

Yours sincerely,



Kevin Rose ACMA  
Director



The Clerk  
Wendover Parish Council  
The Clock Tower  
High Street  
Wendover

HP22 6DU

26-May-24

### Explanation of "Not Covered" responses

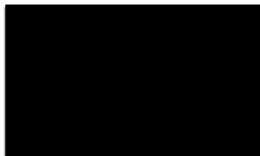
Further to our Internal Audit of your Council for the financial year 2023/24, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, and L and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *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 limited assurance review for the 2022/23 financial year.*
- *At present no specific guidance has been provided to Internal Auditors to set out what the 'relevant legislation' is in respect of Control Objective L. We have tested against the requirements of Statutory Instruments 2015/480 The Local Government (Transparency Requirements) and 2015/494 The Smaller Authorities (Transparency Requirements), neither of which apply to your Council. The publication requirements of Statutory Instrument (2015/234) The Accounts and Audit Regulations are covered in our responses to Internal Control Objectives M and N. The Council should note that we have not considered any additional publication requirements that may apply, for example those set out in the ICO Model Publication Scheme for Parish Councils.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA  
Director

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

CLYEFKL121



## APPENDIX B – INTERNAL AUDIT - OBSERVATIONS AND ACTIONS

Wendover Parish Council  
Financial Year 2023-24



IAC Audit and Consultancy Ltd

Audit date: 11 December 2023

Internal Audit Observations (I=Interim Audit, E=End of year audit)

**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
11	Is Clerk CILCA qualified?	No	Clerk is pursuing the CILCA qualification	Council to note.	Low	Training attended. Registered and regularly submitting units - approx 1/3 of the way through submitting.	N
12	Has the Council formally Minuted confirmation of bank signatory arrangements?	Yes	The Finance Committee added an additional signatory at meeting held on 8th August 2023. It is unclear when the Council last formally confirmed a list of bank signatories and the mandate to be applied on its bank accounts.	Council to formally review and, if appropriate, approve the bank signatory arrangements and the mandate to be applied, for example "any two to sign".	Medium	This came to full Council on 9th Jan 2023	Y
13	Have tenders been obtained as set out in Financial Regulations?	Yes	the Council incurred significant expenditure of over £26k on lilybank (this was originally for £16k but was increased after HST provided grant funding). It is understood that the Council did not formally waive the requirements for tendering for this work as required by its Financial Regulations and Standing Orders. The Council also did not formally approve the award of the contracts and confirm in Council Minutes the value of the contract awarded.	The Council to review the procurement process for this contract and confirm compliance with its Financial Regulations, if appropriate the Council to formally Minute its approval of the tender arrangements made outside of the requirements of Financial Regulations and confirm the contract value awarded.  In future the Council to ensure that it complies with the requirements of its Financial Regulations and Standing Orders and that any variation from these is formally recorded in Minutes of a meeting of Full Council.	High	A paper to Amenities will be discussed on 19th December and that will then be approved by Full Council on 9th January. A project monitoring sheet is being developed to track authorisations and the Project Management Policy was passed by Finance on 20th February 2024	Y
14	Have Grants awarded been appropriately considered by Council and approved?	Yes	Minutes do not record the value of grants approved. (This is recorded on the grant application form, but not in Council Minutes.)	The Council to ensure that the value of grants approved is recorded in the Minutes of the relevant meeting.	Medium	This will be changed for the next round of grants, unless advised otherwise we will not go back through previous minutes and amend but change the minuting from now onwards.	Y
15	Are Powers under which grants are made clearly specified in Council Minutes?	No	The Council does not formally record the Powers under which grants are awarded in Minutes.	The Council to ensure that the appropriate Power under which grants are made is recorded in the Minutes of the meeting in which the grants are approved.	Medium	The powers are currently held on an internal spreadsheet, which from now be published as a part of the papers and minuted - see minutes of Finance Committee	Y

**C** This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
16	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	Yes	The Finance Committee, at a meeting held on 16th May 2023, recorded the review of Internal Controls, the draft Minutes of this meeting were noted by Full Council on 6th June 2023. It was noted that the Finance Committee Terms of Reference do not include specific reference to the review of the Internal Control System.	As the review of the effectiveness of the Internal Control System as a matter of regulations the Council must ensure that Minutes a formal review. If this matter is to be delegated to a Committee this should be clearly recorded in that Committees Terms of Reference.	High	It is felt appropriate that Finance also acts as an audit committee and that issues raised by finance can be escalated to full Council with a degree of separation. Therefore terms of reference were changed at the full council of 9th Jan 2024 but it will be noted in the ToR that full council needs to review the outcome of the finance committee report.	Y
E1	Assets included in the assets register are covered under the Councils insurance policy	Yes	It is unclear when buildings (incl. War Memorial) were last valued for insurance purposes.	The Council to consider obtaining updated insurance valuations for its major assets.	Medium	Need to review key assets	N



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
17	The Minutes of the meeting of Full Council, in which the precept was set, clearly states the value of the precept to be raised	No	<i>The Minutes of the meeting in which the precept was set, do not state the value of the precept to be raised.</i>	In future the Council should ensure that the value of the Precept to be raised is clearly recorded in the Minutes of the meeting in which the Precept is set. The Council to formally confirm the value of the precept raised for the year.	High	<i>The minutes clearly state the precept and will be signed on 9th Jan</i>	Y
E Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.							
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
18	Has the Investment Strategy been subject to annual review?	No	<i>The Investment Strategy has not been subject to annual review, was last reviewed May 2022</i>	Council to ensure that its Investment Strategy is subject to annual review (this could be carried out as part of the budget process)	High	<i>Had been set to our default of review every 2 years - this has been changed. It will be reviewed at full Council on 9th Jan</i>	Y
19	If the Council receives income under leases, are the lease agreements current?	Yes	<i>The Council has in place an annual licence for the rent (income) of land on Manore Waste. The copy of the licence provided during the audit visit was for the period April 2021 to March 2022</i>	Council to review and update its lease agreements	Medium	<i>The lease agreement has been passed by full council and it has become a rolling contract. The new lease has been verbally agreed but a copy signed by the lessee has not been returned</i>	N
J Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income)							
No.	Audit Test	Response	Observation	Recommendation	Priority	Comments	Complete Y/N
1	Audit Extended Trial Balance agrees to draft Accounting Statements	No	<i>The Internal Audit Extended Trial Balance did not agree to the draft Accounting Statements. £21,486 grant income received from HS2 had been credited to expenditure code 9115. As a consequence both Box 3 and Box 6 of the draft Accounting Statements were understated by £21,486. (This will have no impact on the Councils net reserve position). This was amended by the Clerk during the audit visit.</i>	Council to note.	Low	<i>Amended at the time</i>	Y





## APPENDIX C – ANNUAL GOVERNANCE STATEMENT

### Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

E 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 2024, 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure 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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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 has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

**\*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:

04/06/2024

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



## APPENDIX D – ACCOUNTING STATEMENTS 2023/24

### Section 2 – Accounting Statements 2023/24 for

#### E Wendover Parish Council

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	218,741	253,490	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	326,328	359,078	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	43,466	61,610	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	166,501	175,511	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	168,544	227,141	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	253,490	271,526	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	256,064	260,493	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>
9. Total fixed assets plus long term investments and assets	3,334,100	3,348,871	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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

04/06/2024

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

04/06/2024

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



## APPENDIX E – NOTES TO STATEMENTS FOR EXTERNAL AUDITOR

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma			
<b>(applies to Accounting Statements prepared on an income and expenditure basis only)</b>			
Please complete the highlighted boxes.			
Name of smaller authority:		Wendover Parish Council	
County area (local councils and parish meetings only):		Buckinghamshire	
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>271,526.00</b>
Deduct: Debtors (enter these as negative numbers)			
Debtors		(13,808.00)	
VAT		(4,083.00)	
		(17,891.00)	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)			
	1		
	2		
		-	
<b>Total deductions</b>			<b>(17,891.00)</b>
Add: Creditors (must not include community infrastructure levy (CIL) receipts)			
Creditors		2,817.00	
Accruals		1,445.00	
Allotment Deposits		1,770.00	
		6,032.00	
Add: Receipts in advance (must not include deferred grants/loans received)			
Allotment rents	2	826.00	
		826.00	
<b>Total additions</b>			<b>6,858.00</b>
<b>Box 8: Total cash and short term investments</b>			<b><u>260,493.00</u></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 20xx” 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 unrepresented 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 2024

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

Date: **20/05/2024**

		£	£
<b>Balance per bank statements as at 31/3/24:</b>			
	Current a/c	19,322.2	
	Flagstone	241,170.4	
	[add more accounts if necessary]		
			260,492.6
	Petty cash float (if applicable)		-
<b>Less: any unrepresented cheques as at 31/3/24 (enter these as negative numbers)</b>			
	n/a		
	[add more lines if necessary]		
			-
	Add: any un-banked cash as at 31/3/24		
	n/a		
			-
	<b>Net balances as at 31/3/24(Box 8)</b>		<b><u>260,492.6</u></b>



**Explanation of variances – pro forma**

Name of smaller authority: **Wendover Parish Council**  
County area (local councils and parish meetings only):

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

1. variances of more than 15% between totals for individual boxes (except variances of less than £200);

2. **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;

	2022/23	2023/24	Variance	Variance	Explanation	Automatic responses trigger below based on figures input, <b>DO NOT OVERWRITE THESE BOXES</b>
	£	£	£	%	Required?	
1 Balances Brought Forward	218,741	253,490				
2 Precept or Rates and Levies	326,328	359,078	32,750	10.04%	NO	
3 Total Other Receipts	43,466	83,096	39,630	91.17%	YES	Principally this increase is due to the success of grant from HS2 to fund our pond works totalling £21,486. The remainder of the difference is mainly due to an increase in interest received on deposits - by running a lower current account balance and having more on deposit at a time of rising interest rates we have managed to achieve more than £13k extra in interest over the previous year. We have also managed to fundraise for our skatepark which brought in an additional £3.7k and secured additional money from our weekly market
4 Staff Costs	166,501	175,511	9,010	5.41%	NO	
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	168,544	248,627	80,083	47.51%	YES	With a full staff team for a full financial year we have managed to complete on more projects and catch up with outstanding maintenance. This figure includes paying £3667 for the RAF freedom parade which happens every 3-5 years, an additional £10,219 on street light repairs as we got up to date with repairs and replacements, additional £4636 on tree repairs, £4146 on playground repairs £5850 on urgent grants to local community organisations (the local newspaper which reincorporated as a CIC) additional £12900 to complete repairs on the listed wall next to Clock Tower, £5056 to insulate our site safe to protect equipment, £30,926 to complete projects on the pond, £6350 to repair the site safe septic tank and £5899 to upgrade our Christmas lights. Most of this expenditure was planned and covered by EMRs
7 Balances Carried Forward	253,490	271,526				VARIANCE EXPLANATION NOT REQUIRED
8 Total Cash and Short Term Investments	256,064	250,493				VARIANCE EXPLANATION NOT REQUIRED
9 Total Fixed Assets plus Other Long Term Investments	3,334,100	3,348,871	14,771	0.44%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	
						<b>Rounding errors of up to £2 are tolerable</b>
						<b>Variances of £200 or less are tolerable</b>
						<b>BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)</b>



## APPENDIX F – EXERCISE OF PUBLIC RIGHTS 2023/24

### Wendover Parish Council

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

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

Local Audit and Accountability Act 2014 Sections 26 and 27

The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE	NOTES
<p><b>1. Date of announcement:</b> (a) <b>Friday 7th June 2024</b></p> <p><b>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.</b></p> <p><b>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 2022, these documents will be available on reasonable notice by application to:</b></p> <p>(b) <b>Andy Smith, Clerk and RFO, Wendover Parish Council, The Clock Tower, High Street, Wendover, HP22 6DU</b></p> <p>commencing on (c) <b>Monday 10th June 2024</b></p> <p>and ending on (d) <b>Friday 19<sup>th</sup> July 2024</b></p> <p><b>3. Local government electors and their representatives also have:</b></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><b>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 2015. The appointed auditor is:</b></p> <p><b>PKF Littlejohn LLP (Ref: SBA Team)</b> <b>15 Westferry Circus</b></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 at least 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>Canary Wharf London E14 4HD (<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 RFO</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>
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### 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 2022 for 2021/22 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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## ITEM 12c – LIBRARY CLICK AND COLLECT SERVICE

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### BROUGHT BY

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Office

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### SUMMARY

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To consider approving the use of the Clock Tower ground floor to provide a click and collect service for library books during the construction period at the library.

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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#### Introduction

The main construction works at the Wendover Community Library are due to start in September. Whilst these works are underway the library would like to continue to provide community services via a “click and collect” service for their lendable items.

They would hope to do this between 10am and 2pm three days a week – Tuesday, Thursday and Friday and the ground floor of the Clock Tower would be able to accommodate this service.

#### Use of space

They would use the ground floor of the Clock Tower which would mean during the times they are running the click and collect service this space would not be available for meetings. The current meeting schedule means we could be flexible and arrange meetings around the times required by the library. We would have to organise the space a little better so Parish Council equipment was cleared from the space.

The desk would be used as a workstation and during the period that the Library member of staff was present the door would be off the latch to allow easier access into the space by customers.

The members of library staff would also have access to the kitchen and toilet space also on the ground floor

#### Charging

As the library offers free space to the Parish Council for meetings it is proposed we would have a reciprocal arrangement in that the space would be let out for free (on the basis that this is a temporary arrangement during construction) if the nature changed Council would naturally review that arrangement.



### **Additional Costs to the Council**

There would be additional facilities costs from the additional use of electricity and water which could easily be absorbed into the budgets. It is not viewed that these costs will be significant.

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### **FINANCIAL CONSIDERATIONS**

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- as discussed above - negligible

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### **LEGAL AND OTHER IMPLICATIONS**

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- this is a temporary hire and would not require a tenancy or lease.

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### **PROPOSAL**

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- **To approve the use of the space by the Library and authorise the office to work out the precise timings and any other practical considerations.**



## ITEM 12d – SUPPORT FOR FUNDING BID ON BRIDLEWAY

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### BROUGHT BY

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Parish Residents

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### SUMMARY

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To consider supporting a proposal for funding from the HS2 road safety fund to develop Bridleway WEN 14 to link Dunsmore with Wendover particularly during the period of closures of other routes due to HS2 construction.

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### PARISH COUNCIL BACKGROUND

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The Parish Council has been working with Wendover HS2 MAG on safe routes between Dunsmore and Wendover central, all of which have not been approved. This has been reported to Council in the WHS2MAG reports and clerk reports but this funding bid comes directly from residents

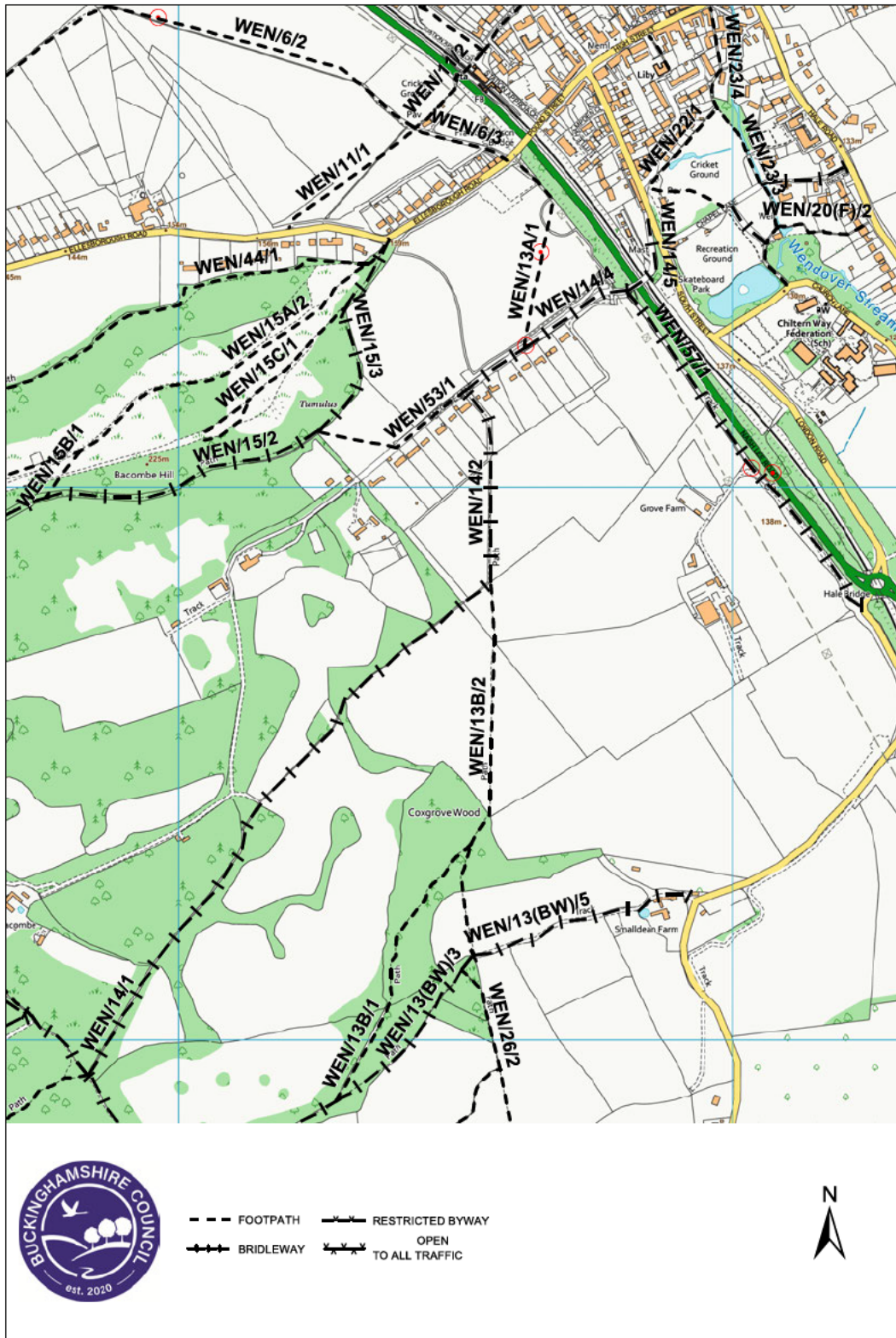
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### DETAILS

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#### **From the Residents:**

We (some Dunsmore residents who are cyclists and horse riders) are considering applying for funds from the new tranche HS2 funded Road Safety Improvement scheme applications to improve the bridleway called Wen 14/1 (see map below), in view of the fact that the bridleway Wen 13 (otherwise known as Small Dean Lane) has recently been closed and will not reopen for an estimated 15 months.



<https://www.buckinghamshire.gov.uk/parking-roads-and-transport/high-speed-rail/the-hs2-road-safety-fund/>



Currently the only alternative to get from Dunsmore to Wendover is on the A413 or via an extensive diversion.

The bid requires Wendover PC support in order to apply for the funding. The Dunsmore residents have the support of Jonathan Clark, Senior Strategic Access Officer, Highways and Technical Services, from Bucks Council. Whilst HS2 did rule out this option as it was outside the land that they control.

If there is support from Wendover Parish Council, the next step would be to contact some local contractors to give us a quote for the costs of the work. Jonathan Clark has provided me with details of two contractors they have employed to carry out bridleway improvements.

It is currently envisaged that the project and funding would be managed by an appropriate community group.

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#### **FINANCIAL CONSIDERATIONS**

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- This is a request to support a grant that covers 100% of the works there is no contributory funding being requested.
- There may be time from the office staff required to support the fundraising and project management.

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#### **LEGAL AND OTHER IMPLICATIONS**

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- As the Council are supporting the bid there may be reputational issues if the project is mismanaged or finances not dealt with properly. Therefore if Council support the bid it should also support the project implementation.

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#### **PROPOSAL**

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- **To approve working with the Dunsmore residents to make a bid to the fund in order to upgrade WEN/14**
- **To appoint the Clerk and Chair to act as official liaison with this group for the duration of the project**



## ITEM 12e – MINOR GRANT REQUEST

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### BROUGHT BY

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Wendover Community Library Trust

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### SUMMARY

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To consider a grant request of £1000 to reprint 4 “walks around Wendover” leaflets that were co produced with Wendover Parish Council

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### PARISH COUNCIL BACKGROUND

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n/a

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### DETAILS

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## Wendover Parish Council Grant Application Form

Name of Organisation	
Wendover Community Library trust	
Official / Registered Address of the Organisation	
High St, Wendover, Aylesbury HP22 6DU	
Address to which correspondence should be sent if different from above	
Contact details of the person completing this application	
Contact name	
Position held Chair Friends of Wendover Library	
Daytime telephone number	
Email address	
When was your organisation established? 2013	
What is the legal status of your organisation? following	please tick one of the



a) unregistered voluntary or community organisation	
b) registered Charity in England or Wales	X
c) waiting to be registered as a Charity	
d) charity recognised by HMRC in Scotland or Northern Ireland	
e) exempt / excepted Charity registered in England and Wales	
Registered Charity No (if applicable)	
What does your organisation do? Supports Bucks Council in the management, maintenance and running of the Community Library, providing services and manpower.	
How many people are involved in your organisation? Committee/Board <input type="text" value="10"/> Paid Workers <input type="text" value="0"/> Volunteers <input type="text" value="30+"/>	
Has your organisation received a grant from WPC before? Yes <input checked="" type="checkbox"/> <input type="text"/> No <input type="checkbox"/>	
If yes, please state when the last grant was given and what it was for The last grant was in 2022 for production and printing of a new Walks Leaflet.	
<b>PROJECT</b>	
Project Description (please give start and end dates) Our 4 walks leaflets have proved extremely popular and stocks are now limited, a reprint of all four is necessary for this summer season and beyond.	
Project Benefits in relation to Wendover, it's residents and visitors These leaflets have continued to be extremely popular with both locals and visitors	
How will you know if you have achieved what you set out to do? As with the previous leaflets, the success is measured by their uptake made available at the library both inside and outside. Provision could be made to distribute them elsewhere if required.	
<b>EQUAL OPPORTUNITIES</b>	
Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.	
Does your organisation have an equal opportunities policy? If yes, please enclose a copy.	





Yes	Yes	No	<input type="checkbox"/>
<b>FINANCIAL INFORMATION</b>			
<b>You must include a copy / extract of your organisation's latest annual accounts with this application</b>			
Please give a breakdown of total costs for the project (relevant items can be grouped):			
Item	Detail	Cost £	
Wendover_Coombe Hill 6pp	A 6 page leaflet (500 copies)	261	
Wendover_Woods Walk 6pp	A 6 page leaflet (500 copies)	261	
Wendover Canal 6pp	A 6 page leaflet (500 copies)	261	
A walk around Wendover 16pp	A 16 page leaflet (500 copies)	1054	
<b>Total cost of project £ 1837</b>			
<b>Grant request total £ 1000</b>			
<p>If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application.</p> <p>We are in the process of redeveloping of the library and major funds will be required for this. Also, these leaflets are for the benefit of the local community and visitors rather than the library directly.</p>			
<p><b>Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application. Please note that we cannot process your application unless you have included:</b></p> <ul style="list-style-type: none"> <li>• A copy of your constitution or set of rules for your organisation</li> <li>• Information about your finances such as audited accounts/ 2 years of income &amp; expenditure records or copies of bank statements for new organisations</li> <li>• Evidence of appropriate insurance</li> <li>• Relevant policies (your organisation must agree with the Wendover Parish Council Antibribery policy and must have an Equal Opportunities policy at minimum)</li> <li>• Appropriate signatures</li> </ul>			

<b>DECLARATION</b>
Please read the following declaration carefully and sign it. The conditions will apply to you if your application for a grant is successful.
<p>I accept the following conditions will be attached to any funding received:</p> <p style="padding-left: 40px;">All of the organisation's promotional material will acknowledge the support of Wendover Parish Council.</p>



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

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

**Signed**..... **Date** .....

**Name** Ron Melville.....

**Position within organisation**...Chair of FOWL.....

**Signed**..... **Date** .....

**Name** .....

**Position within organisation**.....

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

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**FINANCIAL CONSIDERATIONS**

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- There are currently no minor grants so the full budget of £5000 is available. This would come out of 4613 Grants Out – Minor - not S137 (see below) for power to make this grant

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**LEGAL AND OTHER IMPLICATIONS**

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- This would be granted under the power to promote tourism or support an organisation that promotes tourism - Local Government Act 1972, s.144

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**PROPOSAL**

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- **To approve the minor grant for the Library**