



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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PARISH COUNCIL MEETING AGENDA
Tuesday 3rd December 2024 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

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

To all Committee Members:

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

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3) [MINUTES](#) – *page 4*

Consideration of approval of minutes of the meeting on 1st October 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.

The public participation will include a brief presentation from the candidates for co-option to Parish Council.

6) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

7) [CLERKS REPORT & CORRESPONDENCE](#) – *page 8*

- 8) **[FINANCE AND PAYMENTS](#) – *page 13***
- 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 14, 18 and 19*
 - c) To receive the latest [Flagstone](#) statement– *page 20*
 - d) To receive the [end of year](#) forecast– *page 21*
- 9) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) [HS2 Mitigation Action Group](#) – *page 27*
 - b) Other groups
- 10) **REPORTS FROM COMMITTEES**
- a) **FINANCE**
 - i) To note the draft [minutes](#) of the meeting on 19th November – *page 28*
 - b) **PLANNING**
 - i) To note the draft [minutes](#) of the meeting on 19th November – *page 31*
- 11) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**
 - i) To receive an update from the working group
 - ii) To approve the [award of the contract](#) for the school traffic survey – *page 33*
 - 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) [Notice of conclusion of audit](#)– *page 35*
 - i) To note the results of a recent health and safety audit
 - b) [2025/26 Budget and precept request](#)– *page 39*

To approve signing up to a new Fuel Card provider and approve a new direct debit to the card provider
 - c) [Community Climate Action](#) – *page 50*

To consider the proposal to collaborate on a community climate action plan and approve £1000 to join the project.
 - d) [CCTV Policy](#) – *page 53*

To note the installation of CCTV required by the new lone working policy, the Data Protection Impact Assessment and consider approving the CCTV policy.

e) [Vehicle Insurance](#) – *page 69*

To note the quotes for vehicle insurance and one outstanding quote. To consider authorising the Clerk to take the best value quote.

13) CONFIDENTIAL ITEM

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest. These staffing items deal with sensitive personal information and confidential staffing matters.

a) Move the meeting into confidential session

To consider moving the meeting into confidential session based on the discussion of sensitive personal details

b) Co-option of two Parish Councillors(sensitive personal details)

To co-opt two parish Councillors to the vacant roles

14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 3rd December 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 25th November.

15) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 28/11/2024

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 5th November 2024 at 7:30pm St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Ballantine, Gallagher, Goodall, O'Donnell, Porter, Wales, Walker and Worth

In attendance: Buckinghamshire Cllrs Strachan Newcombe and Bowles

Clerk: Andy Smith

Members of Public: 4

APOLOGIES FOR ABSENCE

PC24/235 Apologies were received from Cllr Standen and were **APPROVED**.

DECLARATIONS OF INTEREST

PC24/236 None

MINUTES

PC24/237 The minutes of the Parish Council of 1st October 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

CHAIRS ANNOUNCEMENTS

PC24/238 None to make.

PUBLIC PARTICIPATION

PC24/239 A member of the public noted that there has been no update on the status of Walnut Tree Meadow

PC24/240 A member of the public asked for clarity on the number of parking spaces being lost due to the EV charging project. Cllr Goodall replied that this will not be known until after the public consultation

PC24/241 A member of the public offered to help with the Skatepark team help and details were forwarded.

PC24/242 A member of the public also highlighted the EV charging parking spaces. Parking is difficult along the Aylesbury Rd already and if you leave a space in the morning and come back it is highly unlikely that you will be able to park. The EV charging could also be on the other side of the road where there is a one hour restriction. The need for parking bays would also be helpful. The EV charging

PC24/243 A member of the public asked about the status of the streetlight turn off project. The clerk updated that we were now joining with other local Parish Councils to undertake the project together so it was taking a little longer than expected.

PC24/244 A member of the public asked a question about someone parking on the grass verge outside Costa Coffee and driving on the pavement to access this space. It was noted that the police had been informed about the situation.

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/245 The Councillors highlighted the Pride of Bucks Awards and asked if there were any further questions.

PC24/246 The Chair of the Parish Council highlighted the ongoing concern about the removal of free parking at the library and the machines not working properly. The Chair highlighted how local

businesses are already noticing the difference and asked for regular updates on the car park and if the new charging policy was having any impact.

CLERKS REPORT AND CORRESPONDANCE

PC24/247 The report was noted. The issue of the Library Parking was raised in the report by the Chair It was noted that we should look at all bus stops in Wendover as well as the stop by the Halton vets.

FINANCE AND PAYMENTS

a) Payments to consider.

PC24/248 The payments to consider, totalling £10,030.28, were **RESOLVED** to be approved and signed.

b) Latest financial reports

PC24/249 The financial reports were noted and Councillors were happy with the current financial position.

c) Flagstone Statement

PC24/250 The statements from the Flagstone accounts were noted and Councillors were happy with the current financial position.

d) End of year forecast

PC24/251 The end of year forecast was noted.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC24/252 The report was noted.

PC24/253 It was noted that the letters to HS2 included in the report were sent because of the time sensitivity of the issues and that we would report any future correspondence in this section of the meeting.

b) Other groups

PC24/254 **Business network** – next meeting and networking event 21st Nov, Cherry Tree Lodge 5:30pm

REPORTS FROM COMMITTEES

a) AMENITIES

PC24/255 The draft minutes of the meeting on 15th October 2024 were noted.

b) PLANNING

PC24/256 The draft minutes of the meeting on 15th October 2024 were noted.

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/257 A number of issues have been discussed as a part of the public participation section of this meeting, The community board funding came through for the survey around the schools and will be progressing soon.

b) Open Spaces Working Group

PC24/258 No further update

c) Sustainability and Biodiversity Group

PC24/259 It was noted that the Chair and Clerk are working on a proposal about the future of this group to bring at the December meeting.

d) Strategic Planning Steering Group

PC24/260 Looking now to set regular steering group meetings and embedding the annual cycle of work

OTHER ITEMS

a) Health and Safety Audit

PC24/261 The paper was noted and it was noted that a formal complaint would be raised to SafetyNest about being able to access our records. It was **RESOLVED** to spend up to £500 on casual staff to bring all our records up to date and digitised.

b) Fuel Card

PC24/262 It was **RESOLVED** to sign up to the new fuel card

PC24/263 It was **RESOLVED** to approve a new direct debit.

c) Christmas Meal

PC24/264 The proposal was discussed and it was noted that the Council used public money and Councillors felt it was not right that their meals were paid for. The item was proposed but not carried

CONFIDENTIAL ITEMS

PC24/265 It was **RESOLVED** to move the meeting into confidential session based on the need to discuss sensitive personal information

b) Final offer for staffing issue

PC24/266 The staffing situation was noted and It was **RESOLVED** to approve the new arrangement as set out in the pack

c) Pension Scheme

PC24/267 It was noted that the issue of the pension deficit was significant if we paid it in full now. The option of always ensuring a member of staff was in the scheme would ongoing costs to the Council. We were expecting a report from the pension scheme which would help with making a future decision. It was **RESOLVED** to reverse the decision as set in the September 2012 and allow members of staff to join the Local Government Pension Scheme. Any further decisions on pensions would be made after receipt of the report and HR guidance.

DATES OF FUTURE MEETINGS

PC24/268 The next Parish Council meeting 7.30pm on Tuesday 3rd December 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 25th November

CLOSURE OF MEETING

PC24/269 As all business was transacted the meeting was closed at 8:42pm

Signed by
Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Nov	Parish Council 05/11/2024
BACS			
Date	To	Amount	Payment for
03/10/2024	PawPrint	£140.40	Printer/Copier Costs
03/10/2024	Val Mayland	£100.00	Cleaning
03/10/2024	Marley Design	£325.00	Web and communications
03/10/2024	Numbers	£72.00	Payroll Services
03/10/2024	St Annes Hall Hire	£60.00	Hire of hall for meetings
07/11/2024	Earth Anchors	£692.40	Replacement recycled bench
07/11/2024	Sparkx	£1,805.40	Light repairs - 303, 86, 35, 477, 47
07/11/2024	Royal British Legion	£20.00	Poppy Wreath
07/11/2024	Parish Online	£180.00	Mapping and data system
07/11/2024	Aylesbury Fire Systems Ltd	£173.70	Extinguisher service and replace powder extinguisher
07/11/2024	Aylesbury Plant and Tool Hire	£88.08	Petrol Rotivator (wild flower area Witchell)
07/11/2024	George Browns	£165.12	Belt guard replacement cover for flail deck
07/11/2024	Buckinghamshire Media - Buck	£948.00	Christmas event hosting, Christmas window prize
07/11/2024	Sparkx	£1,749.60	Light repairs - 72,78,205,105,126a
07/11/2024	King Contractors	£1,290.00	Highways hedge and tree works
TOTAL BACS AMOUNT		£7,809.70	
CARD			
Date	To	Amount	Payment for
26/08/2024	Adobe	£19.97	Acrobat Pro plan - Nov
13/08/2024	Lebara Mobile	£5.00	Office mobile plan - Nov
28/20/2024	Amazon EU	£4.79	stickers for wall planner
27/10/2024	Amazon Business EU	£7.99	Spray Chalk for remembrance parade
23/10/2024	Amazon Business EU	£30.89	Paper towels for Clock Tower bulk purchase
22/10/2024	Amazon Mkt Pizzazz Retail	£87.20	Night/emergency lights for clock tower
21/10/2024	Amazon Mkt Wuming Ltd	£19.18	Wall plug in lights - not as spec so awaiting refund
30/10/2024	Debbie Shrimpton Illustrates	£55.00	Leaving gift for chair
10/10/2024	DPD	£12.01	Delivery of leaflets to distributor
29/10/2024	Friends of Wendover Library	£7.50	FOWL calendar
29/10/2024	Sweeneys	£6.88	Office supplies
25/10/2024	PitStop car wash	£10.00	Jet Wash for Hilux
22/10/2024	Sum Up	£1.12	Card transaction fees
21/10/2024	Sum Up	£0.17	Card transaction fees
17/10/2024	Sum Up	£1.12	Card transaction fees
04/11/2024	Buckinghamshire Council	£21.00	TENS license for Christmas events
04/11/2024	Buckinghamshire Council	£21.00	TENS license for Christmas LPM
04/11/2024	Buckinghamshire Council	£21.00	TENS license for Carols round the Tree
04/10/2024	Banana Print	£169.80	Additional pop up banners for events
15/10/2024	Post office	£8.35	Registered post
TOTAL Debit Card AMOUNT		£509.97	
DD/SO			
Date	To	Amount	Payment for
3 Nov 2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Nov 2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Nov 2024	BE FUELCARDS LTD	£371.27	BP Fuel Card
7 Nov 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
15 Nov 2024	BG LITE	£48.74	Manor Waste Electricity
15 Nov 2024	BG LITE	£186.72	Clock Tower Electricity
15 Nov 2024	BG LITE	£24.92	Site Safe Electricity
20/10/2024	MICROSOFT	£81.58	Microsoft 365 Licenses
17 Nov 2024	BT GROUP PLC	£140.04	Clock tower phone/broadband
05/11/2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
01/12/2024	BUCKS COUNCIL RECE	£96.85	Waste Container emptying
14/11/2024	RADIUS TELEMATICS	£28.80	Vehicle trackers - November and October invoices
21/11/2024	CPRE	£36.00	Campaign for Protection of Rural England
TOTAL DD & SO		£1,710.61	
TOTAL PAYMENTS		£10,030.28	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			

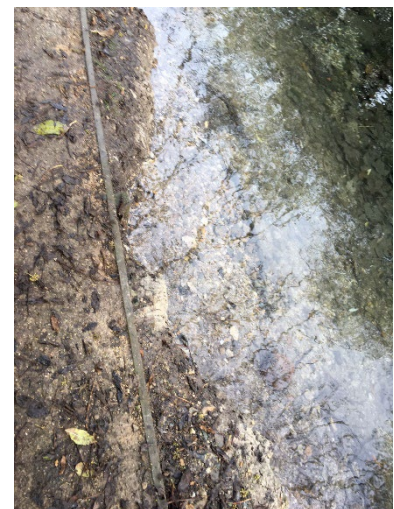
ITEM 7 – CLERKS REPORT AND CORRESPONDENCE

Complaints about Library car park charges

These continue to come into the office and are being redirected. An article was published in the Wendover news which summed up the current situation. We have also pursued complaints about the tree that is taking up 3 bays that has not been dealt with since it fell a good few months previously. We are currently seeking a meeting with the parking team on a number of issues to try and address the bigger issue of parking.

Update on Canal Towpath

After walking a section of the path with a concerned resident it came as a great surprise how quickly the canal towpath bank had deteriorated since the summer. A mixture of natural erosion and dogs accessing the canal has worn the bank right back to the wooden edging of the newly installed path. It risks undermining the path and washing the base and top into the canal. We contacted the Wendover Canal Trust to express concern, which they shared. Whilst we did allow extra in the budget for path repairs to protect the investment in the Canal tow path upgrade, the level of deterioration is way beyond this budget. This has required reporting to the Canal and Rivers Trust to try and schedule the works. I have not had a response. Given the urgency of this issue, I will be pushing for a response. It may require the Parish Council to intervene on a more formal level to ensure the repairs are made before the path gets washed away. If any Councillors would like to help with engaging with the CRT then please let me know.





Staff team

We are down to one member of staff in the Estates and Grounds team. I am ensuring that he is able to cope with the workload and placing realistic expectations so this member of staff does not feel overly burdened. From a risk perspective there are some jobs that he will not be able to complete without support from a competent colleague and patience is requested if this impacts on the Council or residents.

Processing of staff leaver

With a member of staff leaving the team a lot of paperwork has to be processed including final payments, tax forms and pensions. All of this is complete and all payments due to the member of staff/HMRC/pension have been made and completed.

HS2 and EKFB engagement

We have had meetings about the quality of information that is being presented in our EKFB/HS2 meetings and it seems the EKFB has capacity issues with staff moving on in the community engagement team. We have met with a contractor who has worked with HS2 for a while and is shoring up the capacity issues with positive outcomes on the information we receive so that we can help better inform the community and hold to account on issues that need to be highlighted.

Wendover High Street Pavements

We have been asking for repairs to the pavement on the high street. After the heavy rainfall some sections by the Heron Path were scheduled for repair. The result of the works is shown in the photograph. As we feel this will be washed out the next rain we have we have escalated and asked for the entire high street pavements to be resurfaced due to their current condition. These are apparently emergency repairs and a proper repair will be made “when funding becomes available”





Streetlights turn off

As previously informed a group of local Parish Councils are working together on this issue. We have now developed a survey that can be used across all councils and will be scheduling this in. It is felt that the survey would be lost in the Christmas flurry so we are looking to schedule with some joint publicity for the early part of next year.

Access to café at Ashbrook Park

We have had a resident ask if we can open a gap in the park perimeter barrier. The legal situation was explained to them. Anecdotally many people are stepping over the barrier to access the café as a part of their experience of going to the park.

Disabled Bays in Wendover

Buckinghamshire Council are considering county wide provision of disabled parking for residents and are looking at bays in the Wendover area. We have been given advance view of the plans and have responded with some issues with what they are presenting. We highlighted that the biggest concern is the highly silo's look at issues which impact on parking in Wendover which means there is no joined up thinking to parking provision for residents and visitors. This is not yet a public consultation so we will share when it becomes publicly available.

New Council Vehicle

We have been working hard to get a solid proposal that we can bring for a new vehicle. Our ambition would be to go electric and install solar panels on the site safe roof, but that is financially well beyond our current means and it seems a reasonable option would be an interim lease vehicle. The market seems to have moved significantly since we leased our current vehicle with the same vehicle and additional equipment such as a back cover, beacon and tow bar would now cost us between £500 and £600 for a two year lease. A modern Gator on a 3 year lease is £600 per month. This is causing a delay in bringing a sensible set of options to the Council to consider.

Mini Tree installation

The Christmas decorations are now up and should be working (bar any glitches). The mini trees were dressed and prepared by the Estates and Groundsperson and I spent a day helping to install so that the ladder could be safely footed and the trees safely installed. We also had to install a section of festoon lighting and plug in the tree lights.

Visual Rights Group

This group has tools that trawl websites for use of images that are not licensed. On our welcome to Wendover website a placeholder photo for Costa Coffee which contained a grainy photo of the Wendover Costa shop was left in when we restructured the pages and the site was published. The group claims it advocates for the rights of copyright owners but most of the fees look like they don't go to the copyright holder. This is a legal and legitimate group who have taken companies to court before. The picture has been taken down and replaced by a picture I took on my phone, I assign ownership and all rights to that image to Wendover Parish Council. They have made a charge of c£400. I have appealed and set out the facts of our case and also asked for a breakdown of where that money goes as the photographer is probably a local resident and is the one who's work we



accidentally made live and so is the one who should be receiving the money. I will bring any results of the negotiations to Parish Council for a decision.

Chilterns Neuro Centre

Please remember that January meetings are held up at Princess Mary Gate. The rooms and layouts have been confirmed and the booking accepted.

Camper Van on Hale Rd and in Witchell Car Park

We have had a resident complain about a Camper Van on Hale Rd by the Junction with Hogtrough Ln and Church Ln. The van was parked on the verge. As we are not a highways authority or own the land the Parish Council has limited powers to deal with this issue. We informed the police and HS2 in case it was one of their workers. It appears the van has moved on to this moment in time. We have a similar issue with a blue van in the Witchell car park who is working nights and sleeping in the van during the day. Again we have reported to the police and HS2 if that is where they work.

Enquiry about flagstone account

We have had another enquiry from a Parish Council about the Flagstone account and how it operates. It seems that many councils are following our lead and finding it a way to manage our deposits and achieve a reasonable rate of interest. It is worth noting that in line with the general economy our interest rates are coming down so we will not be earning as much interest as previous years.

Student Talks at Bucks College

I have been invited to engage with Bucks College to assess the feasibility of offering work experience placements and giving a talk about working in Parish Councils (amongst other sectors I have worked in) When we have a proposal I will be asking staffing to allow me to spend time on this, which I think will help raise awareness of what Parish Councils do for residents and our profile in the local community.

Channel 4 at LPM

We had a film crew at the November LPM filming for a documentary about buying a house in the current market. The filming required a stall and was challenging the notion that “young people can’t buy houses because they waste money on things like avocado toast”. The presenter was filmed trying to sell avocados to raise money for a deposit. As there was no reputational risk to the Council or the market which was merely providing a “backdrop” this went ahead. I dropped in on the filming at a couple of points in the day and it was all working well and not impacting on the other stalls.

Lloyds Bank Signatories

The previous chair has finally been removed from the bank account. It has taken a month and a half, one paper form and one electronic form.

Website Accessibility

As a public body our website needs to meet accessibility standards WCAG 2.2. The deadline for this was Oct 2024 and we successfully completed this work in October but were just awaiting a final check. In reality a lot of issues were alt-text for graphics. This is text that is displayed if the graphic



can not be downloaded and is vital to those with visual impairments to be able to understand our website. We will continue to do periodic checks to ensure new information meets the standard.

Princess Mary Gate issues

A resident from Princess Mary Gate has written about a number of issues in that area of Wendover. Many issues arise from the fact that there are a lot of different landowners and responsibilities to maintain the site. The only area the Parish Council has any responsibility for is Haddington Play Park so it is difficult for us as a Parish Council to effect change on the estate, much as though we would like to. I am working with the Bucks Councillor for the area on trying to drill down into the issues so we can present solutions to Parish Council. They will come to Council when proposals are ready for a decision. There was a miscommunication at one stage that we had made a lot of decisions already which has now been cleared.



ITEM 8 – FINANCE REPORTS

The Nov accounts present no issues. The accounts presented show the state as at 26/11/24 but does include salary costs which come out at the end of the month. This is a reasonable indication of the completed November position.

There are no changes to the trajectory of the accounts since last month to note. The end of year projections incorporates some changes of position financially but these manage to cancel each other so we are still targeting to hit the bottom line budget.



26/11/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 26/11/2024

Month No : 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Amenities Income								
1000 Allotment Rent	0	1,261	1,630	369			77.4%	
1005 Charter Fair	0	110	220	110			50.0%	
1010 Cricket Club Lease	0	150	300	150			50.0%	
1021 Markets - Local Produce	105	875	1,500	625			58.3%	
1022 Markets - Weekly Market	0	6,218	10,660	4,442			58.3%	
1030 Other Rental (Ashbrook)	105	1,920	2,045	125			93.9%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	231	957	2,000	1,043			47.9%	
1260 Xmas event income	18	191	500	310			38.1%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	0	85	0	(85)			0.0%	
1263 Event income (stalls etc)	0	370	0	(370)			0.0%	
Amenities Income :- Income	459	31,335	29,113	(2,222)			107.6%	0
Net Income	459	31,335	29,113	(2,222)				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	257	500	243		243	51.3%	
4105 Christmas Decorations	942	942	6,500	5,558		5,558	14.5%	
4109 Promo Materials	50	483	750	267		267	64.4%	
4110 Entertainment & Events	440	3,456	5,000	1,544		1,544	69.1%	
4111 RAF/Remembrance Parade	51	338	500	162		162	67.6%	
4112 Floral Display	0	5,970	8,885	2,916		2,916	67.2%	
4113 HS2 Public Meeting	0	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	0	169	500	331		331	33.8%	
4124 Markets - Business Rates	90	718	990	272		272	72.5%	
4125 Markets - Water	0	2	50	48		48	3.6%	
4126 Markets - Electric	46	205	380	175		175	54.0%	
4130 Quiz	5	22	400	378		378	5.6%	
4132 Christmas Celebration Event	1,537	1,537	2,500	964		964	61.5%	
Events Expenditure :- Indirect Expenditure	3,161	14,351	26,955	12,604	0	12,604	53.2%	0
Net Expenditure	(3,161)	(14,351)	(26,955)	(12,604)				
130 Highways Expenditure								
4200 Bus Shelters	0	1,012	500	(512)		(512)	202.3%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	36	36	1,000	964		964	3.6%	
Highways Expenditure :- Indirect Expenditure	36	1,048	2,500	1,453	0	1,453	41.9%	0
Net Expenditure	(36)	(1,048)	(2,500)	(1,453)				

Continued over page



26/11/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 26/11/2024

Month No : 8

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expenditure								
4300 Electricity	2,085	8,586	12,500	3,914		3,914	68.7%	
4305 Maintenance	2,963	12,813	10,000	(2,813)		(2,813)	128.1%	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	0.0%	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	0.0%	
Street Lighting Expenditure :- Indirect Expenditure	5,048	21,399	31,000	9,601	0	9,601	69.0%	0
Net Expenditure	(5,048)	(21,399)	(31,000)	(9,601)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	0	5,589	15,000	9,411		9,411	37.3%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	657	5,974	5,000	(974)		(974)	119.5%	
4415 Maintenance - Inspections, etc	0	1,819	1,800	(19)		(19)	101.1%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	1,290	8,410	4,000	(4,410)		(4,410)	210.2%	
4421 Orchard Maintenance	558	1,090	750	(340)		(340)	145.3%	
4425 Capital Expenditure (asset pur	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	456	3,244	4,440	1,196		1,196	73.1%	
4430 Mower Maintenance	138	1,872	2,000	128		128	93.6%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	0	2,197	3,000	803		803	73.2%	
4450 Premises - Garage Rent	135	1,080	1,620	540		540	66.7%	
4455 Premises - SiteSafe Electrics	24	240	300	60		60	79.9%	
4465 Premises - SiteSafe Water, etc	8	66	300	234		234	22.1%	
4475 Misc - Fuel	309	2,879	3,200	321		321	90.0%	
4480 Misc - Materials & Tools	303	928	2,500	1,572		1,572	37.1%	
4481 Machinery/Tool Service Repair	0	155	2,500	2,345		2,345	6.2%	
4485 Misc - Protective Clothing	0	204	750	546		546	27.3%	
4490 Misc - Refuse Bins	0	910	1,200	290		290	75.8%	
4495 Misc - Sundries Recreation	0	12	500	488		488	2.4%	
4497 Defibrillators	0	187	500	313		313	37.4%	
Recreation Expenditure :- Indirect Expenditure	3,878	36,856	72,060	35,204	0	35,204	51.1%	0
Net Expenditure	(3,878)	(36,856)	(72,060)	(35,204)				
200 Finance & General Income								
1205 Wittchell Trust Grant	0	131	400	269			32.9%	
1210 Interest Received ex Deposits	0	8,580	3,500	(5,080)			245.1%	
1215 Miscellaneous Income	735	735	0	(735)			0.0%	

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 26/11/2024

Month No : 8

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
1250 Precept Received	0	388,445	388,445	0			100.0%	
1266 VAHT Streetlight Income	0	551	800	249			68.8%	
Finance & General Income :- Income	735	398,442	393,145	(5,297)			101.3%	0
Net Income	735	398,442	393,145	(5,297)				
220 Finance & General Expenditure								
4496 Professional Support (HS2 etc)	0	(34)	2,000	2,034		2,034	(1.7%)	
4550 Communications - Publicity	906	3,874	7,500	3,626		3,626	51.7%	
4555 Communications - Website	63	759	3,000	2,241		2,241	25.3%	
4560 Financial - Bank Charges	0	142	600	458		458	23.7%	
4565 Financial - Fees - Audit	0	0	2,300	2,300		2,300	0.0%	
4570 Financial - Fees - Legal	0	554	2,000	1,446		1,446	27.7%	
4575 Financial - Insurance	0	5,331	7,950	2,619		2,619	67.1%	
4580 Financial - Software	0	720	800	80		80	90.0%	
4615 Office - Broadband/Tel/Fax	121	986	1,750	764		764	56.4%	
4620 Office - Copier	117	959	1,500	541		541	64.0%	
4621 Office - Equipment - Expend	349	2,623	3,000	377		377	87.4%	
4625 Office - Equipment Capital	0	457	1,000	543		543	45.7%	
4630 Office - Postage & Stationery	13	240	300	60		60	80.1%	
4640 Office - Testing - Electrical	0	0	100	100		100	0.0%	
4645 Office - Testing - Fire	0	0	300	300		300	0.0%	
4650 Office - Utilities - Electric	178	1,308	2,800	1,492		1,492	46.7%	
4655 Office - Utilities - Water	22	171	150	(21)		(21)	113.8%	
4660 Property Mgt - Clock Tower	696	2,235	1,750	(485)		(485)	127.7%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	330	1,000	670		670	33.0%	
4675 Property Mgt - War Memorial	2,887	2,887	500	(2,387)		(2,387)	577.4%	
4685 Subscriptions and Donations	36	1,404	2,250	846		846	62.4%	
4690 Misc - Chairman's Expenses	0	55	1,200	1,145		1,145	4.6%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	450	1,200	750		750	37.5%	
4700 Misc Sundry Expenses Finance	14	197	500	303		303	39.4%	
4705 Misc - Travel Staff & Cllrs	0	46	200	154		154	22.9%	
4707 H&S	145	1,006	3,000	1,994		1,994	33.5%	
Finance & General Expenditure :- Indirect Expenditure	5,606	26,701	49,750	23,049	0	23,049	53.7%	0
Net Expenditure	(5,606)	(26,701)	(49,750)	(23,049)				

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Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 26/11/2024

Month No : 8

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
<u>230 Grants out - inc S137 exp</u>								
4585 Grant - Churchyard - not S137	0	7,500	7,000	(500)		(500)	107.1%	
4586 Grant - Youth Centre -not S137	0	7,500	7,000	(500)		(500)	107.1%	
4590 Grants Out - Major - S137	0	0	15,000	15,000		15,000	0.0%	
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)		(5,000)	0.0%	
4611 Grants Out - Minor - S137	0	0	5,000	5,000		5,000	0.0%	
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)		(1,000)	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	0	21,000	34,000	13,000	0	13,000	61.8%	0
Net Expenditure	0	(21,000)	(34,000)	(13,000)				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	20,446	60,800	73,585	12,785		12,785	82.6%	
4801 Staffing - Amenities - NIC	1,504	5,623	6,795	1,172		1,172	82.8%	
4802 Staffing - Amenities-Pension	2,141	7,660	10,459	2,799		2,799	73.2%	
4810 Staffing - F&G - Wages	8,108	58,712	91,561	32,849		32,849	64.1%	
4811 Staffing - F&G - NIC	928	5,907	8,243	2,336		2,336	71.7%	
4812 Staffing - F&G - Pension	410	3,200	5,310	2,110		2,110	60.3%	
4816 Staffing F&G Student Loan	133	525	990	465		465	53.0%	
4845 Payroll Charges	60	480	750	270		270	64.0%	
4855 HR Consultancy Fees	0	2,192	3,500	1,308		1,308	62.6%	
4860 Training Staff & Cllrs	0	515	3,500	2,985		2,985	14.7%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	176	300	124		124	58.7%	
Staffing :- Indirect Expenditure	33,754	145,790	205,993	60,203	0	60,203	70.8%	0
Net Expenditure	(33,754)	(145,790)	(205,993)	(60,203)				
Grand Totals:- Income	1,194	429,777	422,258	(7,519)			101.8%	
Expenditure	51,482	267,144	422,258	155,114	0	155,114	63.3%	
Net Income over Expenditure	(50,288)	162,634	0	(162,634)				
Movement to/(from) Gen Reserve	(50,288)	162,634						



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Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 26/11/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	3,866	
200	Current Bank Account	25,100	
202	Flagstone	406,745	
	Total Current Assets		435,914
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,755	
	Total Current Liabilities		1,755
	Net Current Assets		434,160
	Total Assets less Current Liabilities		434,160
	<u>Represented by :-</u>		
300	Current Year Fund	162,634	
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	
	Total Equity		434,160



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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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Clock Tower High Street
HP22 6DU
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Client ref: WEND001C

SAVINGS ACCOUNTS STATEMENT

Summary from 01 November 2024 to 26 November 2024

£0.00 Holding account balance <small>(as at 26 November 2024)</small>	£408,022.89 Savings accounts balance <small>(as at 26 November 2024)</small>	£1,277.62 Total interest paid <small>(from 01 November 2024 to 26 November 2024)</small>	£493.59 Total interest unpaid <small>(from 01 November 2024 to 26 November 2024)</small>
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Bank name	Account type	Account status <small>(as at 26 November 2024)</small>	Unpaid interest (1)	Paid interest (2)	Savings accounts balance <small>(as at 26 November 2024)</small>
Sainsburys Bank	Fixed 6 months	Active	£107.13	£0.00	£32,000.00
HSBC	Instant access	Active	£0.00	£268.94	£82,269.22
Aldermore	Notice 95 days	Active	£11.15	£292.95	£88,890.54
Hampshire Trust Bank	Instant access	Active	£5.77	£153.36	£50,443.24
Santander International	Instant access	Active	£0.00	£105.76	£24,796.89
Arbuthnot Direct - Part of Arbuthnot Latham & Co Ltd	Instant access	Active	£146.29	£180.75	£50,257.83
UBL UK	Instant access	Active	£142.52	£176.10	£50,261.06
OakNorth	Instant access	Active	£80.73	£99.76	£29,104.11

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

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



Wendover Parish Council Current Year

Detailed Income & Expenditure by Budget Heading

MONTH: 8

Forecast made on current YTD figures for month 8

	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
100 Amenities Income							
1000 Allotment Rent	1,743	1,261	1,630	369	1,892	1,261	(369)
1005 Charter Fair	220	110	220	110	165	220	0
1010 Cricket Club Lease	300	150	300	150	225	300	0
1021 Markets - Local Produce	840	875	1,500	625	1,313	1,200	(300)
1022 Markets - Weekly Market	11,548	6,218	10,660	4,442	9,327	10,660	0
1030 Other Rental (Ashbrook)	1,248	1,920	2,045	125	2,880	2,000	(45)
1035 BCC Devoiled Footpaths Income	19,198	19,198	10,158	(9,040)	28,797	19,198	9,040
1214 Christmas Trees	1,601	957	2,000	1,043	1,436	1,750	(250)
1260 Xmas event income	1,446	191	500	309	287	1,500	1,000
1261 Rifle Club Lease	100	0	100	100	0	100	0
1262 Fundraising income	25,195	85	0	(85)	128	100	100
1263 Event income (stalls etc)	0	370	0	(370)	555	370	370
AMENITIES INCOME TOTAL	63,439	31,335	29,113	(2,222)	47,003	38,659	9,546

	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
125 Events Expenditure							
4100 Annual Parish Meeting excl refs	512	257	500	243	386	257	(243)
4105 Christmas Decorations	5,078	942	6,500	5,558	1,413	6,500	0
4109 Promo Materials	1,009	483	750	267	725	750	0
4110 Entertainment & Events	2,107	3,456	5,000	1,544	5,184	5,400	400
4111 RAF/Remembrance Parade	3,667	338	500	162	507	500	0
4112 Floral Display	4,400	5,970	8,885	2,915	8,955	8,500	(385)
4113 HS2 Public Meeting	889	254	0	(254)	381	500	500
4122 Markets - Local Produce	425	169	500	331	254	650	150
4124 Markets - Business Rates	898	718	990	272	1,077	1,076	86
4125 Markets - Water	62	2	50	48	3	2	(48)
4126 Markets - Electric	441	205	380	175	308	300	(80)
4130 Quiz	40	22	400	378	33	400	0
4132 Christmas Celebration Event	2,679	1,537	2,500	963	2,306	2,680	180
EVENTS EXPENDITURE TOTAL	22,207	14,353	26,955	12,602	21,530	27,515	560
6000 TFR FROM EMR	3,667	0	0	0	0	0	0
Net movement to gen reserve	(18,540)	(14,353)					



	Actual		YTD	Annual	Budget		%	Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD			Annual	Variance				
130 Highways Expenditure										
4200 Bus Shelters	0	1,012		500	(512)	202.4%	1,518	1012	512	
4210 Refuse Bins	0	0		500	500	0.0%	0	0	(500)	
4211 Sewer weather (salt etc	0	0		500	500	0.0%	0	0	(500)	
4215 Street Furniture - Purchase	0	36		1,000	964	3.6%	54	0	(1,000)	
HIGHWAY EXPENDITURE TOTAL	0	1,048		2,500	1,452	41.9%	1,572	1,012	(1,488)	
6000 TFR FROM EMR	0	(1,048)								
Net movement to gen reserve										
135 Street Lighting Expenditure										
4300 Electricity	11,451	8,586		12,500	3,914	68.7%	12,879	13000	500	Electricity is slowly rising again
4305 Maintenance	20,119	12,813		10,000	(2,813)	128.1%	19,220	19220	9,220	This is in line with current fault reports
4315 New Columns (not LEDs)	2,900	0		7,000	7,000	0.0%	0	3000	(4,000)	one column on Manor Cresc - install and try and recoup money
4320 Streetlighting Inspections	0	0		1,500	1,500	0.0%	0	1500	0	
STREET LIGHT TOTAL	34,470	21,399		31,000	9,601	69.0%	32,099	36,720	5,720	
6000 TFR FROM EMR	(34,470)	(21,399)								
Net movement to gen reserve										



	Actual		Budget		Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD	Annual	Variance			
140 Recreation Expenditure							
4400 Dog Bin Emptying	2,581	0	2,200	2,200	0	2600	400
4405 Maintenance - Fences, etc	1,372	5,589	15,000	9,411	8,384	16000	1,000
4406 Maintenance - footpaths	0	0	2,000	2,000	0	500	(1,500)
4410 Maintenance - Groundworks	4,054	5,974	5,000	(974)	8,961	6000	1,000
4415 Maintenance - Inspections, etc	90	1,819	1,800	(19)	2,729	2800	1,000
4416 Pond Works	50	0	1,500	1,500	0	1500	0
4417 Tree Works	5,750	8,410	4,000	(4,410)	12,615	10000	6,000
4418 Tree Inspections	1,680	0	0	0	0	0	0
4421 Orchard Maintenance	721	1,090	750	(340)	1,635	750	0
4425 Capital Expenditure (asset pur	9,760	0	12,000	12,000	0	0	(12,000)
4426 Estates vehicle lease	0	3,244	4,440	1,196	4,866	4500	60
4430 Mower Maintenance	2,979	1,872	2,000	128	2,808	2500	500
4435 Play Equipment - Purchase	0	0	5,000	5,000	0	15000	10,000
4440 Play Equip - Repairs & Maint	5,764	2,197	3,000	803	3,296	3000	0
4450 Premises - Garage Rent	1,620	1,080	1,620	540	1,620	1620	0
4455 Premises - SiteSafe Electrics	168	240	300	60	360	384	84
4465 Premises - SiteSafe Water, etc	188	66	300	234	99	150	(150)
4475 Misc - Fuel	3,449	2,879	3,200	321	4,319	3800	600
4480 Misc - Materials & Tools	915	928	2,500	1,572	1,392	1100	1,400
4481 Machinery/Tool Service Repair	388	155	2,500	2,345	233	1000	(1,500)
4485 Misc - Protective Clothing	831	204	750	546	306	450	(300)
4490 Misc - Refuse Bins	985	910	1,200	290	1,365	1200	0
4495 Misc - Sundries Recreation	268	12	500	488	18	50	(450)
4497 Defibrillators	0	187	500	313	281	500	0
RECREATION TOTAL	43,773	36,856	72,060	35,204	55,284	75,404	3,344
6000 TFR FROM EMR							
Net movement to gen reserve	(43,773)	(36,856)					



	Actual		Budget		Forecast Clerk	Variance	Basis of forecast and notes
	Last Yr	YTD	Annual	Variance			
200 Finance & General Income							
1205 Witchell Trust Grant	261	131	400	269	32.8%	197	262 (138)
1210 Interest Received ex Deposits	16,663	8,580	3,500	(5,080)	245.1%	12,870	11,500 8,000
1215 Miscellaneous Income	1,675	735	0	(735)	0	1,403	0
1250 Precept Received	359,078	388,445	388,445	0	100.0%	582,668	388,445 0
1266 VAHT Streetlight Income	1,058	551	800	249	68.9%	827	816 16
F&G INCOME TOTAL	378,735	398,442	393,145	(5,297)	101.3%	597,467	400,761 8,016
220 Finance & General Expenditure							
4496 Professional Support (HS2 etc)	1,526 (34)		2,000	2,034	1.7%	(51)	1500 (500)
4550 Communications - Publicity	7,219	3,874	7,500	3,626	51.7%	5,811	7000 (500)
4555 Communications - Website	2,509	759	3,000	2,241	25.3%	1,139	2500 (500)
4560 Financial - Bank Charges	604	142	600	458	23.7%	213	400 (200)
4565 Financial - Fees - Audit	1,735	0	2,300	2,300	0.0%	0	1800 (500)
4570 Financial - Fees - Legal	606	554	2,000	1,446	27.7%	831	1500 (500)
4575 Financial - Insurance	7,111	5,331	7,950	2,619	67.1%	7,997	7950 0
4580 Financial - Software	566	720	800	80	90.0%	1,080	800 0
4582 End of Year Support RBS	(558)	0	0	0	0	0	0 0
4583 Election Costs							
4615 Office - Broadband/Tel/Fax	1,439	986	1,750	764	56.3%	1,479	1600 (150) BT are changing their services but this must change
4620 Office - Copier	1,287	959	1,500	541	63.9%	1,439	1500 0
4621 Office - Equipment - Expend	3,964	2,623	3,000	377	87.4%	3,935	3000 0
4625 Office - Equipment Capital	450	457	1,000	543	45.7%	686	1000 0
4630 Office - Postage & Stationery	482	240	300	60	80.0%	360	390 90
4640 Office - Testing - Electrical	0	0	100	100	0.0%	0	75 (25)
4645 Office - Testing - Fire	0	0	300	300	0.0%	0	300 0
4650 Office - Utilities - Electric	2,673	1,308	2,800	1,492	46.7%	1,962	2500 (300)
4655 Office - Utilities - Water	139	171	150	(21)	114.0%	257	275 125
4660 Property Mgt - Clock Tower	2,079	2,235	1,750	(485)	127.7%	3,353	2900 1,150 including at least one clock "breakdown"
4665 Property Mgt - Manor Waste	20	0	1,000	1,000	0.0%	0	500 (500) Drain clearance and suction of silt
4670 Property Mgt - SiteSafe	511	330	1,000	670	33.0%	495	1000 0
4675 Property Mgt - War Memorial	0	2,887	500	(2,387)	577.4%	4,331	2,574 2,074
4685 Subscriptions and Donations	1,910	1,404	2,250	846	62.4%	2,106	2000 (250)
4690 Misc - Chairman's Expenses	473	55	1,200	1,145	4.6%	83	600 (600)
4691 Misc - Councillor Expenses	0	0	100	100	0.0%	0	100 0
4695 Misc - Room Hire	725	450	1,200	750	37.5%	675	1200 0
4700 Misc Sundry Expenses Finance	524	197	500	303	39.4%	296	500 0
4705 Misc - Travel Staff & Cllrs	0	46	200	154	23.0%	69	200 0
4707 H&S	117	1,006	3,000	1,994	33.5%	1,509	3000 0 awaiting outcome of H&S inspection
FINANCE AND GENERAL TOTAL	36,669	26,734	49,750	23,050	53.7%	40,050	48,664 (1,086)
6000 TFR FROM EMR							
Net movement to gen reserve	(38,669)	(26,734)					



	Actual		Budget		Forecast		Basis of forecast and notes
	Last Yr	YTD	Annual	Variance	Expenditure	Clerk	
230 Grants out - INC S137							
4585 Grant - Churchyard - not S137	7,000	7,500	7,000	(500)	11,250	7500	500
4586 Grant - Youth Centre -not S137	7,000	7,500	7,000	(500)	11,250	7500	500
4590 Grants Out - Major - S137	20,000	0	15,000	15,000	0	10000	(5,000)
4591 Grants Out - Major - not S137	0	5,000	0	(5,000)	7,500	5000	5,000
4611 Grants Out - Minor - S137	2,270	0	5,000	5,000	0	3000	(2,000)
4613 Grants Out - Minor - not S137	0	1,000	0	(1,000)	1,500	2000	2,000
FINANCE AND GENERAL TOTAL	36,270	21,000	34,000	13,000	31,500	35,000	1,000
6000 TFR FROM EMR	(36,270)	(21,000)					
<i>Net movement to gen reserve</i>							
320 Staffing							
4800 Staffing - Amenities - Wages	70,769	60,800	73,585	12,785	91,200	76,745	3,160
4801 Staffing - Amenities - NIC	7,135	5,623	6,795	1,172	8,435	6,174	(621)
4802 Staffing - Amenities-Pension	9,434	7,660	10,459	2,799	11,490	7,789	(2,670)
4810 Staffing - F&G - Wages	75,826	58,712	91,561	32,849	88,068	86,271	(5,290)
4811 Staffing - F&G - NIC	8,084	5,907	8,243	2,336	8,861	8,028	(215)
4812 Staffing - F&G - Pension	3,754	3,200	5,310	2,110	4,800	4,748	(562)
4816 Staffing F&G Student Loan	499	525	990	465	788	990	0
4845 Payroll Charges	720	480	750	270	720	720	(30)
4855 HR Consultancy Fees	3,383	2,192	3,500	1,308	3,288	2500	(1,000)
4860 Training Staff & Cllrs	3,218	515	3,500	2,985	773	3500	0
4861 Uniform	135	0	1,000	1,000	0	1000	0
4862 Smart Pension Admin Fee	215	176	300	124	264	220	(80)
STAFFING TOTAL	183,182	145,790	205,993	60,203	218,685	198,686	(7,307)
6000 TFR FROM EMR	(183,182)	(145,790)					
<i>Net movement to gen reserve</i>							



EMR MOVEMENTS						
	Actual	YTD	Annual	Budget	%	Forecast
	Last Yr			Variance		EMR open/ Clerk
						EMR Balance Basis of forecast and notes
980 Amenities EMR Projects						
9107 EMR - Library Extension		0				8,000
9108 EMR - Skate Park	617	0				18,854
9110 EMR - Clock Tower Fountain/wall	14,096	0				0
9111 EMR - Site Safe Insulation	5,056	0				0
9115 EMR - Hampden Pond Works	30,926	0				(1,640)
9123 EMR - TWG Priorities	433	0				1,700
9126 EMR - New Cesspit Ashbrook	6,350	0				9,568
9127 EMR - Christmas Tree Lights	8,397	0				0
9128 EMR - Climate Action	252	0				4,748
						3,000
						1,748
Other Amenities EMRs						
323 Playground Improvements	0	0				2,235
336 Estates equipment replace	0	0				240
						2,235 See also 4435
						240 See also 4425
AMENITIES EMR PROJECTS TOTAL	66,127	0	0	0	0	42,005
6001 TRF FROM EMR	44,639	0				14,300
Net movement to gen reserve	(21,488)	0				27,705
						To be trf back to general reserve
990 F&G EMR Projects						
9100 EMR - LGPS Cessation	0	0				75,000
						75,000
F&G EMR PROJECTS TOTAL	0	0	0	0	0	75,000
6000 TRF FROM EMR	0	0				14,300
Net movement to gen reserve	0	0				16,419

TOTALS and movements to/from general reserve

	Last Year	YTD	Annual	Budget	%	Forecast
				Variance		Full Yr
Income	442,174	429,777	422,258	(7,519)	101.8%	439,420
Expenditure	424,698	267,180	422,258	155,112	63.3%	437,301
Net Income over Expenditure	17,476	162,597	0	(162,631)		2,119
plus Transfer From EMR	48,306	14,300				14,300
Movement to/(from) Gen Reserve	65,782	176,897				16,419

Basis of forecast and notes
This includes EMR funded expenditure which has a 0 budget in the I and E

EMR Transfers include bringing any "spare" EMR transfer back from completed projects



ITEM 9a – WENDOVER HS2 MAG



HS2 Monthly Report, NOV 24

Works update

- Removal the temporary traffic lights on the Ellesborough Road diversion should happen before the end of November as UK Power Networks have removed the old sub-station.
- Due to the recent wet weather the haul road is unusable and mass movement of spoil has stalled and is unlikely to restart before April. Work has started to rebuild the Utility Services bridge beside Ellesborough Road to allow the Thames Water main and sewer to be diverted above the haul road.
- Tarmac surfacing of the new temporary Bacombe Lane link road is being laid, and the road should be open in early December.

WPC activity

- Bucks Council are supporting our request for woodland at the Green Tunnel North Portal which should provide some additional noise mitigation. We are also expecting that EKFB will also support our request to provide a cycle path on the top of the Green Tunnel, rather than just leave space for someone else to do the work.
- Bucks Council have not yet received a planning application for the “Spring Chamber” in the fields at the end of Dobbins Lane. Greg Smith MP has also escalated residents’ concerns about the use of the Lane by HS2 HGV trucks and seeking an alternative access route for the works.
- Bucks Council have repaired potholes in Hale Lane, but have not come up with a strategy to handle the volume of rat run traffic anticipated traffic due to planned closure of Rocky Lane for construction of the HS2 bridge.
- Fourteen public issues were handled in the month, including the Grove Farm Culvert works at Bacombe Lane, night-time noise at Nash Lee Lane, and noise predictions for house purchase.

Current Issues

- There are several on-going outstanding action items waiting response from EKFB arising from the monthly WPC/WHS2/MP/HS2 update calls. This appears to be due to lack of EKFB resource and we welcome the arrival of Pat Kelly, a Community Engagement Director responsible for troubleshooting across Buckinghamshire.
- The Bucks Council HS2 team is being reorganized following the departure of the team leader and redeployment of one of the two community engagement managers. Details of the new organisation are awaited, but we anticipate that this will reduce WPC’s ability to influence EKFB and HS2 Ltd.

25th November ‘24



WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting 19th November at 7:00pm

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

Present: Councillors Gallagher (Chair), Walker and Worth

Clerk and Minutes: Andy Smith

Members of Public: 0

2. ELECTION OF CHAIR AND VICE CHAIR

F24/46 It was **RESOLVED** that Cllr Gallagher continue as Chair in the interim with a look to review when we get new Councillors

3. APOLOGIES FOR ABSENCE

F24/47 Apologies were received and **ACCEPTED** from Councillors Goodall and O'Donnell

4. DECLARATIONS OF INTEREST

F24/48 None

5. PUBLIC PARTICIPATION

F24/49 None

6. MINUTES

F24/50 The minutes of the Finance Committee 6th August 2024 were **RESOLVED** as a true record and signed by the Chair.

7. CLERKS REPORT AND CORRESPONDANCE

F24/51 None

8. STATE OF THE FINANCE AND REPORTS

F24/52 **Review of the I&E report, EMRs and balance sheet for Oct 2024**

The report was reviewed and noted.

F24/53 **To review the over £1000 report and VAT reclaim for Jul-Sep 2024**

The report was reviewed and noted.

F24/54 **To review the bank reconciliations for Aug-Oct 2024**



The reconciliations reports were reviewed and noted.

F24/55 To receive an update on project costs up to Oct 2024

The report was reviewed and noted.

F24/56 To review the Flagstone account statements

The report was reviewed and noted.

F24/57 To review the internal control checklist

The report was reviewed and noted.

F24/58 To receive an update on the LGPS pension fund deficit and cessation value

It was NOTED that we have not had a response yet from the Actuary. The report will set out options, current valuations and costs. This will enable the Parish Council to make future decisions.

9. OTHER MATTERS

a) Annual Return and Audit

F24/59 The successful conclusion of the 2023/24 External Audit and Annual Return was **NOTED**

F24/60 The internal audit arrangements for 2024/25 were **NOTED**

b) Budget and Precept Proposal

F24/61 The budget was considered and it was noted that the proposal being made was based on “likely” calls on expenditure. It was noted that the budget did not allow for the increased demand for repairs and replacement due to vandalism and our staffing costs will not be confirmed until after a review of the Estates and Grounds Team

F24/62 It was further noted that there is a lot of work to be done in our open spaces to ensure they are maintained for future generations.

F24/63 It was also noted that the Parish Council are investigating funding free one hour parking for the Library Car Park.

F24/64 It was **RESOLVED** that after taking these factors into account Finance would recommend to Council a budget that would see an increase of £25,500 on last year (a 6.5% increase). This would equate to an annual increase of under £7, or 58p per month for a band D Property

F24/65 It was **RESOLVED** for the Clerk to make the recommended amendments to the budget to present to Council on 3rd Dec 2024.

c) Updates to asset register

F24/66 The changes to the asset register were noted. It was **RESOLVED** to approve the disposals totalling £23,600. The additions were noted.



d) Current Bank Account

- F24/67** It was noted that as we are likely to be changing accounts and this factored into the discussions to add signatories to the existing account.
- F24/68** It was **RESOLVED** to approve the removal of Cllr Williams as a signatory to the account. It was noted the account still required any two signatories to make changes to the mandate and online access. This leaves the current signatories as:
- i. The Clerk and RFO
 - ii. Cllr Ballantine
 - iii. Cllr Worth
 - iv. Cllr Goodall
- F24/69** It was **RESOLVED** to authorise the clerk to liaise with other banks with a view to moving the current account if appropriate
- F24/70** It was **RESOLVED** to look at additional signatories when a decision is made on a new account.

10. ITEMS FOR NEXT AGENDA

- F24/71** Items were noted

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

- F24/72** The meeting on Tue 18th February 2025 was noted. It was further noted that agenda items would need to be with the office by 12 noon on Mon 10th February 2025.

12. CLOSURE OF MEETING

- F24/73** As all business was transacted the meeting was closed at: 19:57

Signed by
Chair to the Finance Committee

Date:



WENDOVER PARISH COUNCIL

Minutes of the Planning Committee Meeting 15th October 2024 at 7.00pm St Anne's Hall Aylesbury Road Wendover HP22 6JG

Present: Councillors Gallagher, Standen, Walker, Worth

Clerk & Minutes: Andy Smith

Chair: Councillor Standen

Members of Public: 0

13. APOLOGIES FOR ABSENCE

P24/099 Cllrs Ballantine and O'Donnell sent in apologies which were **ACCEPTED** by the Committee.

14. DECLARATIONS OF INTEREST

P24/100 None.

15. PUBLIC PARTICIPATION

P24/101 None.

16. MINUTES

P24/102 The minutes of the Planning Committee Meeting held on 15th October 2024 were **RESOLVED** as a true record and the Chair signed the minutes.

17. PLANNING DECISIONS

P24/103 The planning decisions made by Buckinghamshire Council as listed on the agenda of the meeting of the 19th November 2024 were noted.

18. CLERKS REPORT AND CORRESPONDANCE

P24/104 There was nothing to update

19. PLANNING APPLICATIONS

P24/105 **24/01715/APP Land Off The Poplars Wendover HP22 6NP**

Erection of one 1.5 storey dwelling with associated parking and access.

It was noted that this was an amended application after previous applications which had been discussed by this committee. It was **RESOLVED** to support this application.

P24/106 **24/03200/ALB 13 High Street Wendover Buckinghamshire HP22 6DU**

Listed building application for remedial structural works including the provision of new oak structural posts, new structural masonry wall in the basement and rods + pattresses

It was noted that there had been close liaison with the heritage team - It was **RESOLVED** to support this application.

P24/107 **24/03209/APP 106 Aylesbury Road Wendover Buckinghamshire HP22 6LX**

Householder application for demolition of existing attached garage. Erection of single storey side and rear extension

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



P24/108 24/03229/APP Loudwater Farm Nash Lee End Wendover Buckinghamshire HP22 6BH

Change of use from agricultural land to dog walking/exercise field. Erection of field shelter, deer fence, gates and installation of floodlight

There was concern about the installation of the floodlight, the committee could not find further details and any wildlife impact reports. It was **RESOLVED** to support this application but request that the floodlighting be considered as a part of the planning application.

P24/109 24/03316/APP The Outlook Dunsmore Lane Wendover Buckinghamshire HP22 6QJ

Householder application for demolition of single storey cloakroom and lobby and erection of two storey side and single storey rear extension

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

P24/110 24/03331/APP 3 Dobbins Lane Wendover Buckinghamshire HP22 6BU

Householder application for erection of car port

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

P24/111 24/03411/APP Berry Hill Farm Cobblers Hill Wendover Buckinghamshire HP22 6QD

Change of use of land to a mixed use of agriculture and residential Gypsy/Traveller caravan site, comprising the station of one static caravan, one touring caravan, and erection of one dayroom, alongside ancillary works (Hardstanding/Planting) and removal of pre-existing buildings and caravans (retrospective)

There was a regret that this was a retrospective application and because of that it was **RESOLVED** that we would be Neutral on this application.

20. OTHER MATTERS

e) HS2

P24/112 No updates

f) CLOSURE OF RAF HALTON

P24/113 There were no updates for this committee.

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

P24/114 The meeting on Tue 3rd December 2024 at 7pm was noted.

22. CLOSURE OF MEETING

P24/115 As all business had been transacted the meeting was closed at 7.22pm.

Signed by
Chair to the Planning Committee
:

Date::



ITEM 11a – TRANSPORT WORKING GROUP

BROUGHT BY

Transport Working Group

SUMMARY

To approve the award of the traffic survey contractor

PARISH COUNCIL BACKGROUND

PC23/276 Traffic surveys – this would be the first stage to undertake a full survey to collect the evidence, this will help understand who is currently driving there and why. The survey would include Icknield, Manor Crescent, St Annes Close and other local roads. It was **RESOLVED** to provide the matched funding of up to £2000 for this survey - to be taken out of 9123/359 Transport Working Group EMR.

DETAILS

Introduction

As part of the Transport Working Group priorities the group would like to improve traffic flow and transport options around the Wharf Rd School Campus area.

Specification

The Transport group requested travel surveys at the Wharf Road School Campus in Wendover in order to set out an evidence base for recommendations within the area. This includes 2 ATCs, 2 ANPRs and parking beat surveys.

The working group approached three contractors and are recommending to Council that they proceed with Intelligent Data Collection.

Cost

Survey is **£2,500+VAT**

Our records indicate a **£27** cost for LHA permissions per site which is additional to our fee, and we would confirm that amount upon application.

The Community Board are asked to fund £1250 and we will fund the remainder from our Transport EMR

Schedule

ID have good availability to run this once permission have been granted

Outputs would be turned round within 7-10 working days of the completion of siteworks.

The LHA have a 7 day lead time for permissions on paper, which we would seek to secure asap.



FINANCIAL CONSIDERATIONS

- This is budgeted for in the TWG priorities EMR

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

- We are not the highways authority and have no legal basis or budgets to make changes to the highway. There is risk that we could spend the money and not be able to make the changes required. It will still provide a good basis for a campaign
- There may be an assumption that if we are leading on this research then we can make the changes and there may be reputational damage if we don't immediately improve the situation.

PROPOSAL

To approve the award of the contract at £2500 with money from the Community Board coming back to us to cover half that cost.



ITEM 12a – ANNUAL RETURN 23/24

BROUGHT BY

Office

SUMMARY

To note the conclusion of the 2023/24 annual return and audit and confirm internal audit arrangements for 2024/25.

PARISH COUNCIL BACKGROUND

See below

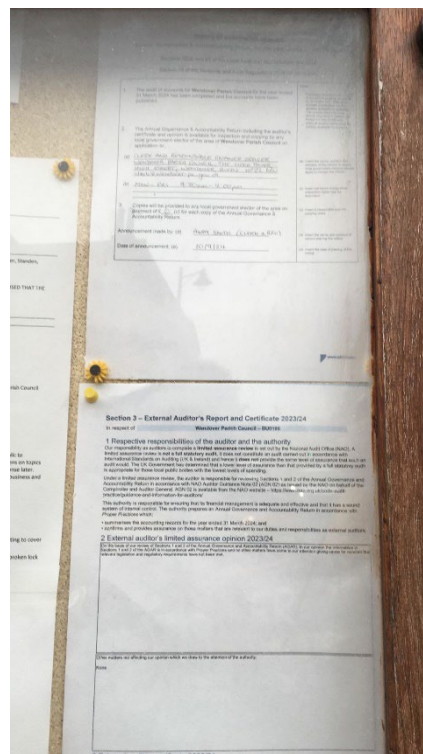
DETAILS

Introduction

The audit process for Parish Councils with an income at the level of ours is, briefly as follows:

- Internal Audit – conducted by an external auditor and focused on the policies and procedures and that they are being followed. They are appointed by the Council every 3 years.
- External Audit – conducted by an external auditor which is appointed to the Council

We have successfully completed the process for the 2023/24 financial year and our accounts have been confirmed as satisfactory by the external auditor who has signed off the accounts and the process. This notification was sent to us on 4th September and circulated at the time. As set out in the regulations the closure letter and final section of the Annual Governance & Accountability Return (AGAR) signed by the external auditor has been on the website since 10th September 2024 and on the noticeboards since the 10th September 2024 where they currently remain as information for the parish.





Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Wendover Parish Council – BU0198**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

29/08/2024



Wendover Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

<p>1. The audit of accounts for Wendover Parish Council for the year ended 31 March 2024 has been completed and the accounts have been published.</p> <p>2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Wendover Parish Council on application to:</p> <p>(a) <u>CLERK AND RESPONSIBLE FINANCE OFFICER</u> <u>WENDOVER PARISH COUNCIL, THE CLOCK TOWER</u> <u>HIGH STREET, WENDOVER, BUCKS HP22 6DU</u> <u>clerk@wendover-pc.gov.uk</u></p> <p>(b) <u>MON - FRI 9:30am - 4:00pm</u></p> <p>3. Copies will be provided to any local government elector of the area on payment of £ <u>0</u> (c) for each copy of the Annual Governance & Accountability Return.</p> <p>Announcement made by: (d) <u>ANDY SMITH (CLERK & RFO)</u></p> <p>Date of announcement: (e) <u>10/9/24</u></p>	<p>Notes</p> <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for, the AGAR and external auditor report must be publicly available for 5 years.</p> <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> <p>(c) Insert a reasonable sum for copying costs</p> <p>(d) Insert the name and position of person placing the notice</p> <p>(e) Insert the date of placing of the notice</p>
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Internal Audit 2024/25

Our internal auditor has been agreed for three years. This is the third year of the internal auditor. Wendover Parish Council appointed IAC Audit and Consultancy Ltd.

Wendover has chosen to undertake 2 internal audits a year and I would recommend it keep this pattern. The first internal audit for this financial year will take place in January 2025. There will be a second audit for this financial year around the year end on 31st March 2025, probably in April. Each audit focuses on different aspects of governance and finance.

Internal Checks and Review of procedures

There is nothing so far in the information we have received that warrants any concern about the processes and procedures.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

- n/a

PROPOSAL

- **To formally note the end of the external audit and internal audit process.**



ITEM 12b – BUDGET AND PRECEPT PROPOSAL

BROUGHT BY

Office/Amenities/Staffing Committee/Finance Committee

SUMMARY

To consider approving the 2024/25 budget and set the Precept for 25/26.

PARISH COUNCIL BACKGROUND

This is part of the annual budgeting process. Finance Committee scrutinised the budget request as below:

b) Budget and Precept Proposal

- F24/74** The budget was considered and it was noted that the proposal being made was based on “likely” calls on expenditure. It was noted that the budget did not allow for the increased demand for repairs and replacement due to vandalism and our staffing costs will not be confirmed until after a review of the Estates and Grounds Team
- F24/75** It was further noted that there is a lot of work to be done in our open spaces to ensure they are maintained for future generations.
- F24/76** It was also noted that the Parish Council are investigating funding free one hour parking for the Library Car Park.
- F24/77** It was **RESOLVED** that after taking these factors into account Finance would recommend to Council a budget that would see an increase of £25,500 on last year (a 6.5% increase). This would equate to an annual increase of under £7, or 58p per month for a band D Property
- F24/78** It was **RESOLVED** for the Clerk to make the recommended amendments to the budget to present to Council on 3rd Dec 2024.

DETAILS

Introduction

On the whole the budget has been prepared with the principles of keeping the precept charge as small as possible. Whilst there will have to be a rise it is hoped that through prudent planning this rise can be below inflation, thus not adding significantly to the financial burdens faced in the Parish.

There are some significant expenditures that the Council need to make and that includes spending £30k a year replacing equipment in our playgrounds and further money to ensure the Hampden Pond will be preserved for future generations by following the management plan commissioned for the pond.

The staffing costs are difficult to predict accurately because of the current reviews and potential changes but the budget request should allow us to deliver the correct staff team for the Council.



The projected year end position for this financial year is based on the latest set of management accounts for October (month 7) with each budget line being predicted based on known future expenditure.

As we do not have the General Power of Competence each budget line is based on a specific power, Act or Statutory Instrument. This is available separately on request and will be displayed on the website alongside the budget.

As per last year we do not have the current Band D calculations from Buckinghamshire Council. However, there has been very little movement in the Parish; a prediction based on last years calculations will be so close to this year's actual calculation that Council can be confident of the financial impact of the budget on the average household.

The operational budgets breakdown are shown in Appendix A, The reserves and EMRs are shown in Appendix B, The staffing calculations are shown in Appendix C. This year's year end projection is shown in previous papers as Item 8d.



This year’s request

2025/26

Amenities Income	38,615.00		
Amenities Expenditure	168,540.00	129,925.00	Net Budget Cost
Finance and General Income	13,000.00		
Finance and General Expenditure	86,600.00	73,600.00	Net Budget Cost
Staffing Expenditure		201,857.23	Net Budget Cost

Total Precept required to cover expenditure	413,882.23	% increase	6.55%
<i>Increase since last year</i>	<i>25,437.23</i>		

BAND D 2024/25

Precept Due **119.88** Year
9.99 Month

This calculation is designed to allow taxpayers to compare the charges with other Parishes. The formula looks at all the properties in different bands in the Parish and calculates what the charge would be for a band D property.

Band D Tax Comparisons from 2023/24

Annual Difference	£6.99	Percent	6.19%
Monthly Difference	£0.58	Percent	6.19%

Previous year

2024/25

Amenities Income	29,113.00		
Amenities Expenditure	132,515.00	103,402.00	Net Budget Cost
F&G Income	4,700.00		
F&G Expenditure	83,750.00	79,050.00	Net Budget Cost
Staffing Expenditure	205,993.00		

Total **388,445.00**

BAND D - 2023/24

Precept raised **112.89** Year
9.41 Month

The headline increase is 6.55% but that only equates to £6.99 a year (28p a month) if we assume the Band D calculation remains roughly the same.



FINANCIAL CONSIDERATIONS

- This is the budget request for 2024/25

LEGAL AND RISKS

- n/a

PROPOSAL

- To approve the budget and precept request as set out.



Appendix A - INCOME AND EXPENDITURE BUDGET

Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	THREE YEAR PROJECTION			Comments
						26/27	27/28	28/29	
Amenities Income									
1000	Allotment Rent	1,630	1,261	1,630	0	1,580	1,580	1,580	Based on 90% occupancy and fixed charge index prices
1005	Charter Fair	220	220	220	0	240	240	240	Expect 2 x hires £120 each
1010	Cricknet Club Lease	300	300	300	0	350	350	350	No increase in lease
1021	Market - Local Produce	1,500	1,200	1,260	-240	1,320	1,320	1,320	based on 6 pitches@£20 for 11 months = 1320
1022	Market - Weekly	10,660	10,660	10,660	0	10,920	10,920	10,920	Agreement is £210 per week paid monthly
1030	Other Rents (Open Spaces)	2,045	2,000	2,045	0	2,000	2,000	2,000	Assuming similar level of usage
1035	BCC Devolved Services	10,158	19,198	19,000	8,842	19,570	20,157	20,762	It is reasonable to assume a similar level of funding
1214	Christmas Trees	2,000	1,750	2,000	0	2,000	2,000	2,000	Assuming similar
1260	Xmas Event Income	500	1,500	500	0	500	500	500	Assuming similar
1261	Rifle Club Lease	100	100	100	0	100	100	100	Assuming similar
1262	Fundraising Income	0	100	500	500	500	500	500	Currently Skate park
1263	Event Income (PIP etc)	0	370	400	400	400	400	400	Picnic in Park and other events
TOTAL INCOME		29,113	38,189	37,715	8,602	38,580	39,167	39,772	
Events Expenditure									
4100	Annual Parish Meeting	500	257	500	0	510	520	531	Room hire and refreshments
4105	Xmas Decorations (Trees, Lights etc.)	6,500	6,500	8,500	2,000	8,670	8,843	9,020	This represents the predicted cost of maintaining the current lights
4109	Promo Materials	750	750	1,000	250	1,020	1,040	1,061	A small increase to represent extra support for the business group
4110	Entertainments & Events	5,000	5,400	5,000	0	5,100	5,202	5,306	No current reason to change this budget
4111	Parades	500	500	500	0	510	520	531	RAF Freedom parade and Remembrance Day
4112	Floral Display	8,885	8,500	6,500	-2,385	6,630	6,763	6,898	There was a bump year when we get trees for the manor waste
4113	HS2 Public update meetings	0	500	500	500	510	520	531	It is assumed these will continue
4122	Markets - Local Produce (promo and events)	500	650	500	0	510	520	531	events at the markets
4124	Markets - Business Rates	990	1,076	1,050	60	1,071	1,092	1,114	we anticipate an increase from Bucks Council
4125	Markets - Water	50	2	0	-50	0	0	0	We no longer pay for a standpipe as it is never used
4126	Markets - Electric	380	300	380	0	388	395	403	Based on current usage and market price stabilisation
4130	Annual Village Quiz	400	400	800	400	816	832	849	To revamp and promote a new style quiz
4132	Christmas Celebration Event	2,500	2,680	2,750	250	2,805	2,861	2,918	No current reason to change this budget
TOTAL EXPENDITURE		26,955	27,515	27,980	1,025	28,540	29,110	29,693	



		THREE YEAR PROJECTION							
Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments
Highways Expenditure									
4200	Bus Shelters	500	1012	4,000	3,500	1,000	1,020	1,040	Bus shelter for stop used by PMG residents
4210	Refuse Bins	500	0	500	0	510	520	531	Based on current and predicted
4211	Severe Weather (bins, grit etc.)	500	0	500	0	510	520	531	Based on current and predicted
4215	Street Furniture (seats, noticeboards etc.)	1,000	0	1,000	0	1,020	1,040	1,061	Based on current and predicted
TOTAL EXPENDITURE		2,500	1012	6,000	3,500	3,040	3,101	3,163	
Lighting Expenditure									
4300	Energy - Street Lights	12,500	13000	13,000	500	13,260	13,525	13,796	There may be changes depending on S/L switchoff
4305	Maintenance	10,000	19220	15,000	5,000	15,300	15,606	15,918	This is based on the current pattern of repairs
4315	New Columns	7,000	3000	7,000	0	7,140	7,283	7,428	This allows for two column replacements
4320	Inspections	1,500	1500	1,500	0	1,530	1,561	1,592	No current reason to change this budget
TOTAL EXPENDITURE		31,000	36720	36,500	5,500	37,230	37,975	38,734	



Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	THREE YEAR PROJECTION			Comments		
					Variance 24/25 Budget	26/27	27/28		28/29	
Recreation Expenditure										
4400	Dog Bins - Contract for Emptying	2,200	2600	2,600	400	2,652	2,705	2,759	assume similar	
4405	Maintenance Fences, Gates & Hedges	15,000	16000	7,000	-8,000	1,600	1,632	1,665	Pond fencing and fencing around community orchard	
4406	Maintenance - footpaths	2,000	500	2,000	0	2,040	2,081	2,122	Footpath maintenance - inc canal towpath	
4410	Maintenance Groundworks	5,000	6000	19,500	14,500	19,890	20,288	20,694	Vandalism repairs; open spaces works	
4415	Maintenance Inspections etc.	1,800	2800	2,800	1,000	2,856	2,913	2,971	mainly playground inspections	
4416	Pond	1,500	1500	1,500	0	1,530	1,561	1,592	This does not include major works which are Amenities project spend	
4417	Tree Works	4,000	10000	6,000	2,000	6,120	6,242	6,367	Based on current levels of maintenance	
4418	Maintenance Tree Inspections	0	0	0	0	0	2,000	2,040	Next due in 2026	
4421	Community Orchard Maintenance	750	750	750	0	765	780	796	assume similar	
4425	Capital Expenditure	12,000	0	2,500	-9,500	5,000	5,100	5,202		
4426	Vehicle Lease	4,440	4500	4,440	0	4,440	4,529	4,619	Assume similar level to hilux for new vehicle	
4430	Mower Maintenance	2,000	2500	2,500	500	2,550	2,601	2,653	Mower is at an age where it will need reg maintenance	
4435	Play Equipment	5,000	15000	30,000	25,000	30,000	30,000	30,000	There is a clear need to start a replacement programme	
4440	Play Equipment Repairs & Maintenance	3,000	3000	3,000	0	3,060	3,121	3,184	as above	
4450	Premises Garage Rent	1,620	1620	1,620	0	1,652	1,685	1,719	No current reason to change this budget	
4455	Sitesafe Electricity	300	384	300	0	306	312	318	based on current usage and prices	
4465	Sitesafe Water/Sewage	300	150	300	0	306	312	318	No current reason to change this budget	
4475	Fuel	3,200	3800	3,200	0	3,264	3,329	3,396	in line with higher fuel prices	
4480	Materials & Tool Purchase	2,500	1100	2,500	0	2,550	2,601	2,653	No current reason to change this budget	
4481	Machinery/Tools Service & Repairs	2,500	1000	2,500	0	2,550	2,601	2,653	new equipment policy reducing repair needs	
4485	Protective Clothing (PPE)	750	450	750	0	765	780	796	increase in PPE needs of grounds team	
4490	Refuse Bin Contract	1,200	1200	1,300	100	1,326	1,353	1,380	assume similar	
4495	Sundries	500	50	500	0	510	520	531	No need for such a large "sundries" budget	
4497	Defibrillators	500	500	500	0	510	520	531	assume similar	
TOTAL EXPENDITURE					72,060	75404	98,060	96,242	99,567	100,959
Variance 24/25 Budget									26,000	
THREE YEAR PROJECTION									26,000	
THREE YEAR PROJECTION									26,000	
Code	Description	24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28	28/29	Comments	
Finance & General Income										
1200	Grants Incoming (inc S106)	0	-	0	0	0	0	0		
1205	Dividends Rec'd ex Whitehall Trust	400	262	400	0	408	416	424	Based on current market conditions	
1210	Interest Rec'd ex Deposits	3,500	11,500	11,000	7,500	10,000	10,000	10,000	Based on interest rates going down over the year	
1215	Miscellaneous Income	0	-	600	600	612	624	637	Share of money from Budgens parcel machine covering rent	
1250	Precept Received	388,445	388,445	413,882	25,437	414,485	430,786	442,048	Precept request collected by Bucks Council	
1265	Capital Receipts	0	-	0	0	0	0	0		
1266	Fairhive Income (s/l)	800	816	1,000	200	1,020	1,040	1,061	Approx £200 per quarter	
TOTAL INCOME					393,145	401,023	426,882	442,867	454,171	
Variance 24/25 Budget					33,737	426,525	442,867	454,171		



Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	THREE YEAR PROJECTION			Comments
						25/26	26/27	27/28	
F&G Expenditure									
4496	Professional Support (HS2 etc)	2,000	1,500	2,000	0	2,040	2,081	2,122	Hampden pond consultancy
4550	Communications - Publicity	7,500	7,000	6,500	-1,000	6,630	6,763	6,898	A lot of time and publicity has been spent on W2W work and
4555	Communications - Website	3,000	2,500	3,000	0	3,060	3,121	3,184	
4560	Financial - Bank Charges	600	400	600	0	612	624	637	
4565	Financial - Fees - Audit	2,300	1,800	2,300	0	2,346	2,393	2,441	Budget accrues for external audit fee from last financial year
4570	Financial - Fees - Legal	2,000	1,500	2,000	0	2,040	2,081	2,122	There is nothing planned but need to keep a contingency
4575	Financial - Insurance	7,950	7,950	7,950	0	8,109	8,271	8,437	Last years budget did not allow for increase due to Hilux
4580	Financial - Software	800	800	800	0	816	832	849	
4582	End of Year Support RBS	0	-	0	0	0	0	0	This was accrued for last year but we do not need eoy support
4615	Office - Broadband/Tel/Fax	1,750	1,600	1,750	0	1,785	1,821	1,857	still on cheaper BT deal but allowing for a small uplift on current yr
4620	Office - Copier	1,500	1,500	1,500	0	1,530	1,561	1,592	
4621	Office - Equipment - Expend	3,000	3,000	3,000	0	3,060	3,121	3,184	Includes IT support, MSOffice and Adobe software subs
4625	Office - Equipment Capital	1,000	1,000	1,000	0	1,020	1,040	1,061	
4630	Office - Postage & Stationery	300	390	400	100	408	416	424	
4640	Office - Testing - Electrical	100	75	100	0	102	104	106	
4645	Office - Testing - Fire	300	300	300	0	306	312	318	
4650	Office - Utilities - Electric	2,800	2,500	2,800	0	2,856	2,913	2,971	based on current costs
4655	Office - Utilities - Water	150	275	150	0	153	156	159	Meter readings have reduced bill based on actual usage
4660	Property Mgt - Clock Tower	1,750	2,900	2,500	750	2,550	2,601	2,653	clock has yet to have its annual service
4665	Property Mgt - Manor Waste	1,000	500	1,000	0	1,020	1,040	1,061	Central drain needs clean and clear
4670	Property Mgt - Site Safe	1,000	1,000	1,000	0	1,020	1,040	1,061	Nothing planned
4675	Property Mgt - War Memorial	500	2,574	500	0	510	520	531	
4685	Subscriptions and Donations	2,250	2,000	2,250	0	2,295	2,341	2,388	In line with current subscriptions
4690	Misc - Chairman's Expenses	1,200	600	1,200	0	1,224	1,248	1,273	
4691	Misc - Councillor Expenses	100	100	100	0	102	104	106	
4695	Misc - Room Hire	1,200	1,200	1,200	0	1,224	1,248	1,273	
4700	Misc Sundry Expenses Finance	500	500	500	0	510	520	531	
4705	Misc - Travel Staff & Cllrs	200	200	200	0	204	208	212	
4706	Elections	0	-	3,000	3,000	0	0	0	Elections in May 25 and May 29
4707	H&S	3,000	3,000	2,000	-1,000	2,040	2,081	2,122	H&S largely up to date
TOTAL EXPENDITURE		49,750	48,664	51,600	1,850	49,572	50,563	51,575	



Code	Description	THREE YEAR PROJECTION						Comments	
		24/25 Budget	24/25 FY Forecast	25/26 Budget	Variance 24/25 Budget	26/27	27/28		28/29
Grants Out - not S137									
4585	Grants Out - Churchyard Care	7,000	7,500	7,500	500	7,500	7,500	7,500	
4586	Grants Out - Wendover Youth Ce	7,000	7,500	7,500	500	7,500	7,500	7,500	
4591	Grants Out - Major - not S137	0	5,000	10,000	10,000	10,000	10,000	10,000	
4613	Grants Out - Minor - not S137	0	2,000	2,000	2,000	2,000	2,000	2,000	
Grants Out - S137									
4590	Grants Out - Major S137	15,000	10,000	5,000	-10,000	5,000	5,000	5,000	
4611	Grants Out - Minor S137	5,000	3,000	3,000	-2,000	3,000	3,000	3,000	
TOTAL EXPENDITURE		34,000	35,000	35,000	1,000	35,000	35,000	35,000	
THREE YEAR PROJECTION									
Code	Description	23/24 Budget	23/24 FY Forecast	24/25 Budget Request	Variance 23/24 Budget	25/26	26/27	27/28	Comments
Staffing									
4800	Amenities Salaries	73,585	76,745	61,457	-12,128	77,089	80,007	83,043	See salary calculations and notes spreadsheets
4801	Amenities NIC	6,795	6,174	7,165	370	7,582	7,962	8,357	
4802	Amenities Pension	10,459	7,789	3,466	-6,993	10,459	11,875	12,256	
4810	F&G Salaries	91,561	86,271	95,824	4,263	97,318	102,393	103,363	
4811	F&G NI	8,243	8,028	11,169	2,926	8,991	9,650	9,780	
4812	F&G Pensions	5,310	4,748	13,476	8,166	5,310	5,944	5,975	
4816	Student Loan	990	990	1,200	210	990	990	990	
4845	Payroll Charges	750	720	800	50	816	832	849	
4860	Training Staff & Councillors	3,500	3,500	3,500	0	3,570	3,641	3,714	
4855	HR & H&S Fees (Ellis Whittam)	3,500	2,500	2,500	-1,000	2,550	2,601	2,653	
4861	Uniform	1,000	1,000	1,000	0	500	510	520	
4862	SMART Pension Monthly Fee	300	220	300	0	306	312	318	
TOTAL EXPENDITURE		205,993	198,686	201,857	-4,136	215,481	226,718	231,820	



Appendix B – EMR AND GENERAL RESERVES

2025/2026 EMR's		Comments
Cessation	75,000.00	Maintain
Skate Park	40,000.00	an increase of c.£22k
Transport projects	5,000.00	a reduction of £4567 for TWG Priorities
Climate Action	4,748.00	No change
Play park replacement fund	0.00	plan to use EMR changed to a phased programme in I&E budgets
Equipment replacement fund	2,000.00	Any surplus from equipment purchase will go into this account and not general reserves
Hampden Pond	20,000.00	Starting to build up a fund for management plan
Witchell Bank	15,000.00	Start to build up a fund to sort out the path and bank
Total	161,748.00	

GENERAL RESERVES 2025/26

Detail	£	Comments
Balance as per Oct 2024 (Month 7)	£484,436.00	Source - Balance Sheet
Deduct Predicted Spend remaining	£191,985.62	See forecast spreadsheet for details
Sub Total	£292,450.38	
Deductions		
n/a	£0.00	
Deduct Expected EMR Spends through to March	£8,000.00	Library extension
Add on income (to be received and transferred to EMRs)	-1700	HS2 Grant to top up Hampden Pond EMR
Sub Total	£6,300.00	
Predicated End of Year Balance March 2025	£286,150.38	
2024/25 budget	£401,382.23	Funded by Precept
Money in from BC for Precept 2024/25	£401,382.23	
Sub Total	£286,150.38	
Minus EMR's planned for 2025/26	161,748.00	
£124,402.38	General Reserve Remaining	



Appendix C – STAFFING CALCULATIONS

	Salary	2024/25 Current	2024/25 Projected	2025/26 Projected	o/t	25/26 Projected Gross	eNIC	ePension	Additional	Total cost
Staff										
Finance and General		58,371.00	90,709.00	95,824.18	0	95,824.18	11,169.12	13,475.94	-	120,469.23
Estates and Grounds		49,992.00	99,047.00	59,726.75	1,730.12	61,456.87	7,165.42	3,466.17	-	72,088.46



ITEM 12c – COMMUNITY CLIMATE ACTION

BROUGHT BY

Office/Chair

SUMMARY

To consider the proposal to collaborate on a community climate action plan and approve £1000 to join the project.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

The Community Climate Action initiative has been brought to us by the Chair of Weston Turville Parish Council and in the previously circulated report it states:

Wendover & Villages Community Board, in conjunction with Weston Turville Parish Council, wishes to commission Community Climate Action (CCA) to deliver a Community Climate Action planning workshop for the area covered by Wendover & Villages (circa 30,000 residents); offering participation to the villages of Aston Clinton, Bierton with Broughton, Buckland, Drayton Beauchamp, Halton, Hulcott, Kingsbrook, Stoke Mandeville and Wendover.

The workshop will explore:

stakeholder mapping, shared values, health & wellbeing, themes to build climate resilience and projects to take forward in the community.

CCA workshops are participatory, fast paced and interactive; with the community of anchor institutions, residents and businesses collaborating to write their plan to build resilience and adapt to the Climate & Ecological Emergency. This approach ensures the plan is written by the community, for the community -grass roots, ground up and builds capacity in the community with leaders and volunteers stepping forward to enact the plan moving forward.

Outcomes

The outcomes of the project are stated as:

Community Climate Action planning workshop early in 2025, at Weston Turville Village Hall (to circa 120 people).

- Provide and assist with engagement planning to enable collaboration with with Aylesbury RFC (with support from Sport England), Weston Turville CoE School (with support from Ministry of Eco Education & Lets Go Zero), Weston Turville Parish Council (with support from NALC & SLCC and possibly Buckinghamshire & Milton Keynes Association of Local Councils - subject to discussion with them), faith groups from CoE and Union Chapel and green group Climate Action, Weston Turville and similar stakeholders from Aston Clinton,



Bierton with Broughton, Buckland, Drayton Beauchamp, Halton, Hulcott, Kingsbrook, Stoke Mandeville and Wendover.

- Digitised outcome of the planning: Wendover & Villages' stakeholders, shared values, what the community needs for health & wellbeing and to build resilience, themes and projects to take forward.
- Provision of information and detail on where capital funding can come from (please see SLCC Are You Prepared for Net Zero Summit: Funding our Future: how you can access capital now, to help shape your environment), to fund the plan created.
- GDPR compliant collection of data for attendees and volunteers, for future use, contact and engagement.
- Promotion of the event, including eventbrite set up and booking, graphic design, printing and distribution of flyers to households, posters and social media marketing.
- 12 x monthly follow up zooms for coaching, detailing progress on enacting the plan (inc funding & finance).
- 4 x follow up specialist deep dive zooms into subject matter decided by the community moving forward, this can be biodiversity audit & mapping, or on understanding and delivering community-led energy planning.
- Engagement and collaboration with the Thames Valley Local Resilience Forum to start to incorporate climate resilience planning in Weston Turville Parish's Emergency plan and Thames Valley Local Resilience Forum's Community Risk Register.
- Introduction to services from Mother Tree for money switching to reduce scope 3 emissions (an average pension can emit 20 tonnes of CO2 /year, without people being aware), Liftshare for community travel surveys and climate related improvements and energy partners like Ecotricity and Octopus for combined residential energy switching.

Considerations

This is a well resourced project with a lot of good references and positive outcomes and working together as local Parish Councils together is going to have a bigger impact than working alone.

However, the contribution of £1000 is a lot of money if all we do is show up to a planning workshop. The value will be by fully embracing the opportunity to make a step change in how we approach our commitment to helping the climate emergency.

At the moment we do not have a fully up and running sustainability and biodiversity working group.

Project plan

For this project to work for us we need to follow the process below:

- Parish Councillors and local volunteers are recruited to attend an initial workshop (mar 2025 tbc)
- We nominate two Councillors to attend the workshop and lead on these issues.
- From the group of attendees we create a working group (the sustainability and biodiversity working group) to progress the plan with the two councillors acting as liaison.
- The working group progresses the plan and enacts

Important to note that this project is not just about the money and the workshop. By approving this item Council needs to commit time and resource.

FINANCIAL CONSIDERATIONS



- There is room in 4496 professional support for this money and it has been factored into end of year projection.

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

If we spend the money and receive no community benefit then there could be reputational damage to the Council.

PROPOSAL

- **To approve to support the collaboration with other local groups and become a part of the Community Climate Action programme**
- **To approve spending £1000 to support the project**
- **To nominate 2 Councillors to take the lead on this project**



ITEM 12d – CCTV POLICY

BROUGHT BY

Office

SUMMARY

To note the installation of CCTV required by the new lone working policy, the Data Protection Impact Assessment and consider approving the CCTV policy

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

The Lone working policy required CCTV installation in the clock tower for the use of people working upstairs on their own . We now need to approve a data impact assessment and CCTV policy to cover how the CCTV is operated and managed. Both are required under law.

Appendix A – contains the Data Impact Assessment which sets out all the risks and management

Appendix B – sets out the proposed CCTV policy

FINANCIAL CONSIDERATIONS

- The CCTV is already installed so there is no additional cost.

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

There are multiple legal requirements around the usage of CCTV including 2018 Data Protection Act, Freedom of Information Act, the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State’s Surveillance Camera Code of Practice (SC code) and the Information Commissioner’s Office (ICO) CCTV Code of Practice

PROPOSAL

To approve the Data Impact Assessment and CCTV policy



Appendix A – Data Impact Assessment

Data Protection Impact Assessment

This template is an example of how you can record your DPIA process and outcome. It follows the process set out in our DPIA guidance, and should be read alongside that guidance and the [Criteria for an acceptable DPIA](#) set out in European guidelines on DPIAs.

You should start to fill out the template at the start of any major project involving the use of personal data, or if you are making a significant change to an existing process. The final outcomes should be integrated back into your project plan.

Submitting controller details

Details of Controller	Andy Smith obo Wendover Parish Council



Step 1: Identify the need for a DPIA

Explain broadly what project aims to achieve and what type of processing it involves. You may find it helpful to refer or link to other documents, such as a project proposal. Summarise why you identified the need for a DPIA.

The lone working policy identified risks for staff working at the clock tower on their own, in that they could not see who was at the door or have any reassurance should an incident happen. There was a further issue in that the existing doorbell could not be heard around the clocktower.

The project was to install a video doorbell and camera pointing at the entry point to the clocktower that can be viewed by staff sat at their desks upstairs whilst lone working.

This involves cctv surveillance of public areas and the processing of sensitive personal data as the camera captures images of people who use the clock tower



Step 2: Describe the processing

Describe the nature of the processing: how will you collect, use, store and delete data? What is the source of the data? Will you be sharing data with anyone? You might find it useful to refer to a flow diagram or other way of describing data flows. What types of processing identified as likely high risk are involved?

There will be two cameras which are both pointing at the Clock Tower entrance. Because of the nature of doorbell cameras this will also capture sections of Tring Rd and Aylesbury Rd.

The data is stored locally in the unit and is not shared with any other controller or processor. This data is not accessed for any normal day to day purpose.

The images are relayed to two laptops and a work phone using the secured and password protected wifi available at the clock tower. The images can be viewed remotely using a user and password system. This functionality is not envisaged being used other than if a crime or incident is in process.

It is only accessible by the two members of staff who work upstairs in the clock tower. Access to recordings will be only for the prevention or detection of crime and will only be once access has been approved by the Clerk.



Describe the scope of the processing: what is the nature of the data, and does it include special category or criminal offence data? How much data will you be collecting and using? How often? How long will you keep it? How many individuals are affected? What geographical area does it cover?

The data collected is CCTV video and audio and because of that this does include special category data.

The type of data being collected will include, height, sex, IC status, distinguishing features, clothing, directions of travel, one camera will capture vehicle registration numbers and vehicle types & colours. The CCTV system cannot discriminate in any way, nor does it have any analytical software which could be used to discriminate people.

The devices are set up as event based recording so when they detect any motion and will collect hold about a month of recordings when it will be automatically written over. The internal camera merely captures the front doors to cover who enters the building or interacts with staff at the door. The doorbell, as previously stated, covers a wider area.

The system is primarily designed for live monitoring by upstairs staff to ensure their safety during lone working.



Describe the context of the processing: what is the nature of your relationship with the individuals? How much control will they have? Would they expect you to use their data in this way? Do they include children or other vulnerable groups? Are there prior concerns over this type of processing or security flaws? Is it novel in any way? What is the current state of technology in this area? Are there any current issues of public concern that you should factor in? Are you signed up to any approved code of conduct or certification scheme (once any have been approved)?

The cctv primarily covers staff, volunteers and users of the Clock Tower building. It is envisaged that there will be very little processing of this data other than during lone working to assess the member of staff safety when a visitor knocks on the door or rings the bell.

There is a CCTV policy in place which allows those individuals to understand their rights.

Describe the purposes of the processing: what do you want to achieve? What is the intended effect on individuals? What are the benefits of the processing – for you, and more broadly?

As previously discussed this is to allow lone working staff to assess their safety and have a record of any incidents.



Step 3: Consultation process

Consider how to consult with relevant stakeholders: describe when and how you will seek individuals' views – or justify why it's not appropriate to do so. Who else do you need to involve within your organisation? Do you need to ask your processors to assist? Do you plan to consult information security experts, or any other experts?

This was a requirement from advice given by a H&S consultancy on protecting office staff who are lone working therefore it was not required to publicly consult. Staff were informed and invited to comment and there was nothing raised from that consultation.

Step 4: Assess necessity and proportionality

Describe compliance and proportionality measures, in particular: what is your lawful basis for processing? Does the processing actually achieve your purpose? Is there another way to achieve the same outcome? How will you prevent function creep? How will you ensure data quality and data minimisation? What information will you give individuals? How will you help to support their rights? What measures do you take to ensure processors comply? How do you safeguard any international transfers?

The lawful basis for holding the data is that this is a vital interest and the CCTV is there for the protection of people who are lone working in the clock tower. The data is predominantly monitored in real time, but only when someone wishes to gain access to the building

CCTV does support our lone working policy and safety requirements. We have a CCTV policy approved by council that guides any work and stops any mission creep. The purpose of the recording is for the investigation and detection of crime and the prevention and reduction of crime and disorder.

Any transfer of data is local and a log is made there are no international transfers. All actions go through the clerk. The policy contains a data subject access request form.



Individuals are informed with notification around the area and the website will have further information.



Step 5: Identify and assess risks

Describe source of risk and nature of potential impact on individuals. Include associated compliance and corporate risks as necessary.	Likelihood of harm	Severity of harm	Overall risk
	Remote, possible or probable	Minimal, significant or severe	Low, medium or high
<p>Non Compliance of GDPR/DPA 2018. Non compliance may result in prosecution, financial penalties and severe damage to the reputation of WPC</p>	Possible	Significant	Medium
<p>Compliance with articles 6, 8 and 14 of the Human Rights Act. The Act applies to public authorities and other bodies, which may be public or private, when they are carrying out public functions Article 6: the right to a fair trial Article 8: right to a private and family life Article 14: protection from discrimination A breach of any article may impede on the subjects rights and result in the prosecution of the local authority resulting in financial penalties and severe damage to its reputation</p>	Remote	Significant	Low
<p>Security of Data. A Security Data breach may result in prosecution under GDPR/DPA 2018 and result in financial penalties and severe damage to the reputation of the local authority</p>	Possible	Significant	Medium
<p>Unauthorised Disclosure Unauthorised Disclosure may result in prosecution under GDPR/DPA 2018 and subject to financial penalties and severe damage to the reputation of the local authority</p>	Possible	Significant	Medium
<p>Misuse of Data Misuse of data may result in prosecution under GDPR/DPA 2018 and subject to financial penalties and severe damage to the reputation of the local authority</p>	Possible	Significant	Medium



Step 6: Identify measures to reduce risk

Options to reduce or eliminate risk	Effect on risk	Residual risk	Measure approved
<p>Compliance with GDPR/DPA 2018. - Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out. Clerk has undergone DP training for CCTV systems</p>	<p>Eliminated reduced accepted</p>	<p>Low medium high</p>	<p>Yes/no</p>
<p>Compliance with articles 4, 6 and 13 of the Human Rights Act - Management of the use and security of the system including monitoring and downloading of footage. CCTV Log is regularly reviewed by Finance Committee as a part of their audit function</p>	<p>Reduced</p>	<p>Low</p>	
<p>Security of Data - Management of the use and security of the system including monitoring and downloading of footage. Regular audits carried out on network system by IT provider. Check of CCTV log</p>	<p>Reduced</p>	<p>Low</p>	
<p>Unauthorised Disclosure and Misuse of Data - Release of data is strictly controlled in that no data is released without Council approval under guidance by Clerk. There are only 2 users who can access data, one being the Clerk.</p>	<p>Reduced</p>	<p>Low</p>	



Step 7: Sign off and record outcomes

Item	Name/position/date	Notes
Measures approved by:	Parish Council 3/12/24	Integrate actions back into project plan, with date and responsibility for completion
Residual risks approved by:	Parish Council 3/12/24	If accepting any residual high risk, consult the ICO before going ahead
DPO advice provided:	n/a	DPO should advise on compliance, step 6 measures and whether processing can proceed
Summary of DPO advice: n/a		
DPO advice accepted or overruled by:	n/a	If overruled, you must explain your reasons
Comments:		
Consultation responses reviewed by:		If your decision departs from individuals' views, you must explain your reasons
Comments:		
This DPIA will kept under review by:	Parish Council – on an annual basis	The DPO should also review ongoing compliance with DPIA



APPENDIX B – Policy



● CCTV Policy and Code of Practice

1. Policy Statement

- 1.1 This Policy is to control the management, operation, use and confidentiality of the CCTV system at The Clock Tower, Wendover.
- 1.2 **Wendover Parish Council accepts the principles of the 2018 Data Protection Act and Freedom of Information Act, the Protection of Freedoms Act 2012 (PFA), the Human Rights Act 1998 (HRA), the Secretary of State’s Surveillance Camera Code of Practice (SC code) and the Information Commissioner’s Office (ICO) CCTV Code of Practice. Wendover Parish Council will ensure their CCTV system follows the principles and requirements**
- 1.3 CCTV cameras are installed (both internally and externally via a video doorbell) in premises for the primary purpose of complying with our lone working policy to protect the safety and security of members of staff working on their own in the Clock Tower. Essentially it is used for:
 - The prevention, investigation and detection of crime.
 - The apprehension and prosecution of offenders (including use of images as evidence in criminal proceedings).
 - Safeguarding public, volunteers and staff.
 - Monitoring the security of the site.
- 1.4 Wendover Parish Council does not use the CCTV system for covert monitoring.
- 1.5 The data is controlled by Wendover Parish Council on 01296 623056 and further information and enquiries can be made by contacting clerk@wendover-pc.gov.uk

2. Location

Cameras are located in those areas where it has been identified there is a need by the lone working policy and where other solutions are ineffective. They record audio and video. The CCTV system is used solely for purpose(s) identified and is not used to routinely monitor staff, volunteers, or service users’ conduct.

Cameras will not be used in areas subject to a heightened expectation of privacy e.g., toilets. Signage alerts individuals to the use of CCTV on entrance to the Clock Tower, where they are located. Static cameras will not focus on private homes, gardens and other areas of private property.

The cameras are located at the following locations:

- Inside the Clock Tower focused on the Clock Tower entrance
- Outside the Clock Tower by the door as a part of an electronic doorbell.



3. Maintenance

The CCTV system is maintained by Wendover Parish Council and includes periodic maintenance inspections. The Clerk of the Council is responsible for:

- Ensuring that it complies with its responsibilities in relation to guidance on the location of the camera.
- Ensuring that the date and time reference are accurate.
- Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.
- Ensuring that the staff are trained in the use of the equipment.
- Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.

4. Notification of the presence of CCTV

Wendover Parish Council will ensure adequate signage is in place at the entrance to the Clock Tower. They should be:

- Clearly visible and legible
- Contain details of the organisation operating the scheme, the purpose for using CCTV and who to contact about the scheme
- Be an appropriate size depending on context

5. Administration

Wendover Parish Council is the Data Controller, and the Clerk has responsibility for the control of images and deciding how the CCTV system is used. The Council has notified the Information Commissioner's Office of both the name of the Data Controller and the purpose for which the images are used. Only the Clerk will have access to recorded images and is aware of the procedures that need to be followed when accessing the recorded images. The Clerk is trained and is aware of responsibilities under the CCTV Code of Practice:

<https://ico.org.uk/for-organisations/guide-to-data-protection/encryption/scenarios/cctv/>

Access to recorded images is restricted to the Clerk and recordings will be accessed as prescribed by the Council in the event of an incident. Access to the medium on which the images are recorded is documented. All employees are aware of the restrictions in relation to access and security, and disclosure of, recorded images.

The Clerk and the Estates and Events Manager will be authorised to view live footage for the purpose of assessing their own personal safety and that of the building and contents. The recordings and the security options (user access and passwords) set up to ensure that is the case.

6. Image Storage, viewing and retention

Recorded images will be stored in a way that ensures the integrity of the image and in a way that allows specific times and dates to be identified. Wendover Parish Council reserves the right to use images captured on CCTV where there is activity that cannot be expected to be ignored such as criminal activity, potential gross misconduct, or behaviour which puts others at risk. The Clerk will



retain images for evidential purposes in a password protected electronic folder. Where images are retained, the Data Protection Officer will ensure the reason for its retention is recorded, where it is kept, any use made of the images and finally when it is destroyed. Wendover Parish Council ensures that images are not retained for longer than is necessary. Once the retention period has expired, images are removed or erased.

7. Disclosure

Disclosure of the recorded images to third parties can only be authorised by the Clerk. Disclosure will only be granted:

- If its release is fair to all individuals concerned.
- If there is an overriding legal obligation (e.g., information access rights).
- If it is consistent with the purpose for which the system was established

It is unlikely that any request will be approved unless it is for the purposes set out above. All requests for access or for disclosure are recorded. If access or disclosure is denied, the reason is documented. N.B Disclosure may be authorised to law enforcement agencies, even if a system was not established to prevent or detect crime, if withholding it would prejudice the prevention or detection of crime.

8. Subject Access Requests

Individuals whose images are recorded have a right to view images of themselves and, unless they agree otherwise, to be provided with a copy of the images. If Wendover Parish Council receives a Subject Access Request under the Data Protection Act it will comply with requests within 1 month.

The Council may charge a fee for the provision of a copy of images.

If the Council receives a request under the Freedom of Information Act 2000 it will comply with requests within 20 working days of receiving the request. As a general rule, if the viewer can identify any person other than, or in addition to, the person requesting access, it will be deemed personal data and its disclosure is unlikely as a Freedom of Information request. Those requesting access must provide enough detail to allow the operator to identify that they are the subject of the images, and for the operator to locate the images on the system. Requests for access should be addressed to the Data Controller.

Refusal to disclose images may be appropriate where its release is:

- Likely to cause substantial and unwarranted damage to that individual.
- To prevent automated decisions from being taken in relation to that individual.

Details on making a subject access request is available on the website

9. Monitoring and evaluation

Wendover Parish Council undertakes regular audits to ensure that the use of CCTV continues to be justified. The audit includes a review of:

- Its stated purpose.
- The location.
- The images recorded.
- Storage length.
- Deletion.



The efficacy of this Policy will be reviewed bi-annually by Wendover Parish Council. If the Council decides to change the way in which it uses CCTV, it will inform the Information Commissioner within 28 days.

10. Guiding Principles

System operators should adopt the following guiding principles:

- Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
- The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
- There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
- There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
- Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
- No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
- Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
- Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
- Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
- There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
- When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.
- Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.



APPENDIX A

CCTV LOG – for use when the CCTV system or recordings are accessed

Details	Date/Time of access	Date/Time of recording	Further Action taken (including Crime Ref. No.) and who else viewed the recording	Date/Time of report	Signed



ITEM 12e – VEHICLE INSURANCE

BROUGHT BY

Office

SUMMARY

To note the quotes for vehicle insurance and one outstanding quote. To consider authorising the Clerk to take the best value quote.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

As with last year because of our mix of vehicles and relatively small fleet it has been difficult to get quotes. I requested a quote from 6 providers and got one back from our current provider with another provider getting back to me after this pack is due to be released.

The current provider came back with a renewal quote of £2366.94, which is an increase of £400 and largely down to the Hilux.

There is another provider who is preparing a quote that will probably have to be tabled

FINANCIAL CONSIDERATIONS

- There is money in the 4575 budget

LEGAL IMPLICATIONS AND SUMMARY OF RISKS

The vehicles both have to be insured by law

PROPOSAL

To authorise the Clerk to award the insurance contract based on best value when both quotes are in.