



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
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Tel: 01296 623056 Email: clerk@wendover-pc.gov.uk

PARISH COUNCIL MEETING AGENDA
Tuesday 3rd September 2024 at 7:30pm
St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Committee Membership: Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, O'Donnell, Porter, Standen, Thornton, Wales, Walker, Washington 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) ELECTION OF CHAIR

To note the resignation of the current chair and elect a new chair with immediate effect.

2) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

3) 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.

4) [MINUTES](#) – *page 4*

Consideration of approval of minutes of the meeting on 2nd July 2024.

5) CHAIR'S ANNOUNCEMENTS

6) 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.

7) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

- 8) [CLERKS REPORT & CORRESPONDENCE](#) – *page 9*
- 9) [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 note expenditure under [Clerks authority](#) for the repair of the clock tower hot water and broken lock – *page 13*
 - c) To receive the latest [I&E reports](#), [Balance Sheet](#) and [EMR reports](#) - *pages 14, 18 and 19*
- 10) **REPORTS FROM MEETINGS WITH OUTSIDE BODIES**
- a) [HS2 Mitigation Action Group](#) – *page 20*
 - b) Other groups
- 11) **REPORTS FROM COMMITTEES**
- a) **FINANCE**
 - i) To note the draft [minutes](#) of the meeting on 6th August 2024 – *page 21*
 - ITEMS REFERRED FROM FINANCE**
 - ii) To note the new model financial regulations from NALC as previously emailed and adopt the [Financial Regulations](#) for approval by Council – *page 23*
- 12) **REPORTS FROM WORKING GROUPS**
- a) **Transport Working Group**
To receive an update from the Transport working group.
 - b) **Open Spaces Working Group**
To receive an update from the working group.
 - c) **Sustainability and Biodiversity Group**
To receive an update from the working group.
 - d) **Strategic Planning Steering Group**
To receive an update from the working group.
- 13) **OTHER ITEMS**
- a) [New Committee Structure](#) – *page 38*
 - i) To consider adopting an additional vice chair role that would be able to share the workload of the chair and provide additional support for the role.
 - ii) Should the new role be approved, to elect the new vice chair

b) [Parish Council Attendance](#) – *page 41*

To consider a proposal that requires the Council to publish attendance of the Councillors alongside the minutes and on the website

c) [War memorial lights](#) – *page 42*

To approve work to replace two vandalised uplighters on the war memorial

14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 1st October 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 23rd September.

15) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk and Responsible Finance Officer

Date: 29th Aug 2024

WENDOVER PARISH COUNCIL

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

Present: Councillors Ballantine, Gallagher, O'Donnell, Porter, Washington, Williams and Worth.

In attendance: Cllr Newcombe and Cllr Bowles

Clerk: Andy Smith

Members of Public: 5

APOLOGIES FOR ABSENCE

PC24/126 Apologies were received from Councillors Walker, Standen and Wales and were **APPROVED**. Buckinghamshire Councillor Strachan had forwarded his apologies and Councillor Lloyd Evans and Goodall were absent.

DECLARATIONS OF INTEREST

PC24/127 None

MINUTES

PC24/128 The minutes of the Parish Council of 2nd July 2024. were **RESOLVED** as a true record to be signed by the Chair of the meeting.

CHAIRS ANNOUNCEMENTS

PC24/129 The Chair thanked Councillor Porter for the Make Wendover Smile campaign. The effort put into bringing the community together was amazing and appreciated by all in the Council.

PUBLIC PARTICIPATION

PC24/130 None

REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC24/131 The Council are looking into some of the changes being made by central government on the new planning landscape and housing targets. The initial reaction is that the numbers in the local plan will mean new targets that will have to be met. The issue of the green/grey belt was discussed in particular with reference to the HS2 development sites. The government has issued a new draft National Planning Policy Framework (NPPF) for consultation, this has been circulated to Councillors via email. The advice is to ensure that the Neighbourhood Plan is up to date.

CLERKS REPORT AND CORRESPONDANCE

PC24/132 The report was noted.

FINANCE AND PAYMENTS

a) Payments to consider.

PC24/133 The payments to consider, totalling £38,497.36, were **RESOLVED** to be approved and signed.

b) Latest financial reports

PC24/134 The financial reports were noted and Councillors were happy with the current financial position.

REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Mitigation Action Group

PC24/135 The report was noted. It was further noted that the meeting with Greg Smith MP was incredibly useful in bringing together the efforts of the local area. Thanks were offered to the HS2 MAG group for their presentation to the MP.

b) Parish Council Surgeries

PC24/136 It was agreed to discuss this as part of the agenda item later

c) St Marys Churchyard care committee

PC24/137 Hasn't met since the last meeting. It was noted that there were only two Churchyard care committee meetings a year so this would come off the standing agenda.

d) Other groups

PC24/138 Wendover Community Car – the group have met and it was noted that the secretary is standing down. The group are looking at quotes for refurbishment of the current vehicle because of cost pressures meaning a new vehicle purchase may not be feasible.

PC24/139 **Business Group** - There will be a local businesses Whatsapp group and the hope is this will facilitate communications between local businesses.

REPORTS FROM COMMITTEES

a) AMENITIES

PC24/140 The draft minutes of the meeting on 16th July 2024 were noted.

ITEMS REFERRED FROM AMENITIES

PC24/141 ii) **Boundary gate at Ashbrook** – it was agreed to follow the legal guidance presented in the paper and **RESOLVED** to no longer proceed with installing a gate or allowing access from Ashbrook Park to the service road at the rear of Castle Park Road. There was one abstention from the vote.

PC24/142 iii) **Fence along Hampden Field play park** – It was noted that it may be more cost effective to replace the entire stretch. The proposal was discussed and it was considered that replacement of the entire stretch of fencing would save money in the long run. It was **RESOLVED** to amend the proposal to fence the entire stretch along chapel lane for £10,837.92 from Company 2

PC24/143 The proposal as amended was considered and it was **RESOLVED** to award the work to Company 2 for £10,837.92

REPORTS FROM WORKING GROUPS

a) Transport Working Group

PC24/144 No report

b) Open Spaces Working Group

PC24/145 No report

c) Sustainability and Biodiversity Group

PC24/146 No report.

d) Strategic Planning Steering Group

PC24/147 Strategic Framework - The background to the group was discussed and it was highlighted that we needed to find a scheme that shows how our decisions impact on the bigger strategy of the Council. The vision and strategic objectives were noted and it was noted that it was a positive step to make these short and punchy so they are easily understood and would thread through all of our work. The suggestion that people applying for grants should demonstrate how their request fits with our strategic objectives was noted.

PC24/148 It was **RESOLVED** that the Strategic Planning continue to progress the work in line with the paper presented and bring the final version back to Council.

OTHER ITEMS

a) Engagement and Parish Council surgeries

PC24/149 This was noted. It was felt that the Council would be much better to go and engage with the local organisations rather than expect people to visit the Council. It was felt that at least once a year Parish Councillors should ask for 20 minutes of existing groups meetings. This could include community meeting boards. It could also include a stall at one of the markets. An amendment to the proposal was considered and it was **RESOLVED** to accept the amendment to pause the surgeries immediately AND look into alternative engagement strategies that would reach a wider audience.

PC24/150 The proposal as amended was **RESOLVED**.

b) CLAW request for Wendover Wildbelt

PC24/151 The requests were considered and there was concern that other fundraising or grants from CLAW to other sources had not been considered first. It was noted that the group was established to be self-sustaining, with support from the Parish Council. It was felt that the requests for taps and trees could easily be fundraised for locally. It was **RESOLVED** that the Parish Council could not support this request in the current format.

c) Christmas Lights 2024

PC24/152 The paper was discussed and it was noted that these lights are an important part of the community at Christmas and it supports the high street traders. It was noted that we had tested the market with various suppliers of lights within 12 months and that this was a highly specialised market. It was **RESOLVED** to waive the need for 2 additional quotes for this proposal.

PC24/153 It was **RESOLVED** approve the quote and award the work for the 2024 Christmas lights scheme.

PLANNING APPLICATIONS

a) 24/02142/CPL 92 Ellesborough Road Wendover Buckinghamshire HP22 6EW

Certificate of lawfulness application for existing log store and sun room

PC24/154 It was **RESOLVED** to support this application

b) 24/02015/APP 18 Stanhope Close Wendover Buckinghamshire HP22 6AH

Householder application for side and rear extension to ground and first floor and front porch

PC24/155 It was noted that this was in line with a number of recent planning applications on the road – it was **RESOLVED** to support this application

c) 24/02074/APP 23 Hampden Road Wendover Buckinghamshire HP22 6HU

Householder application for detached single storey annexe.

PC24/156 It was noted that it was a large garden that could sustain the size of the annex and that there had been no objections from the neighbours. It was **RESOLVED** to support this application.

DATES OF FUTURE MEETINGS

PC24/157 The next Parish Council meeting 7.30pm on Tuesday 3rd September 2024 at St Annes Hall. Items for the agenda are due into the office by 9am on Mon 26th August

CLOSURE OF MEETING

PC24/158 As all business was transacted the meeting was closed at 8.52pm

Signed by

Chair to the Parish Council

Date:

PAYMENTS TO CONSIDER		Aug	Parish Council 06/08/2024
BACS			
Date	To	Amount	Payment for
08/08/2024	PawPrint	£140.40	Printer/Copier Costs
08/08/2024	Val Mayland	£100.00	Cleaning
08/08/2024	Marley Design	£375.00	Web and communications
08/08/2024	Numbers	£72.00	Payroll Services
08/08/2024	St Annes Hall Hire	£60.00	Hire of hall for meetings
30/08/2024	Salaries	£11,621.64	Monthly Salaries Bill
30/08/2024	LGPS	£880.29	LGPS Pension Costs
30/08/2024	HMRC	£3,258.91	Payroll Tax and NI
08/08/2024	Earth Anchors	£3,230.40	4 replacement picnic table/bench sets - approved by amer
08/08/2024	Sparkx	£152.40	Streetlight UKPN fault report - 29 Lionel
08/08/2024	Sparkx	£1,699.80	Streetlight repair - 379, 378, 116, 408, 29
08/08/2024	Sum Up	£1.10	Card payments transaction fees
08/08/2024	Farol	£400.80	Repair to Flail deck - mower
23/07/2024	IAC Audit and Consulting	£474.00	Internal audit
08/08/2024	Wendover Community Library	£1,000.00	Grant - Wendover Walks leaflets
08/08/2024	Supportis	£2,584.00	HR and Health and Safety Support - yr 1 package
08/08/2024	Task 55	£480.00	Allotment site clearance
08/08/2024	Wendover Canal Trust	£5,000.00	Major Grant - Entrance renovation
31/07/2024	Additional Salaries and Tax	£2,017.20	Additional salaries and costs for new project staff
03/07/2024	Information Comms Office ICO	£35.00	Data protection annual fee
TOTAL BACS AMOUNT		£33,582.94	
CARD			
Date	To	Amount	Payment for
26/08/2024	Adobe	£19.97	Acrobat Pro plan - Aug
13/08/2024	Lebara Mobile	£5.00	Office mobile phone - Aug
02/08/2024	Earth Anchors	£397.14	Picnic bench ground fixing kit
30/07/2024	HMRC	£143.85	Employers PAYE and NI additional payment
29/07/2024	Buckinghamshire Council	£21.00	Temporary Events Notification - Picnic in the Park
25/07/2024	Aldi	£5.40	Office supplies
25/07/2024	Sainsburys	£8.75	Office Supplies
23/07/2024	Amazon Marketplace	£11.62	Office supplies
19/07/2024	Amazon Business	£181.47	Fold up portable tables for events and stalls
12/07/2024	Amazon Marketplace	£37.31	Mesh fencing and poles for events
14/07/2024	Amazon Business	£19.98	Wireless mouse
TOTAL Debit Card AMOUNT		£851.49	
DD/SO			
Date	To	Amount	Payment for
03/07/2024	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
17/06/2024	LEX AUTOLEASE	£444.29	Hilux lease agreement
6 Aug 2024	BE FUELCARDS LTD	£507.07	BP Fuel Card
7 Aug 2024	SMART PENSION LTD	£26.40	SMART pension admin fee
28 Aug 2024	SMART PENSION LTD	£859.02	SMART pension contributions
15 Aug 2024	BG LITE	£20.82	Manor Waste Electricity
15 Aug 2024	BG LITE	£106.77	Clock Tower Electricity
15 Aug 2024	BG LITE	£17.54	Site Safe Electricity
19 Aug 2024	DRAX ENERGY SOLUTI	£1,271.53	Street Lighting Electricity
01/08/2024	BUCKS COUNCIL RECE	£82.70	Waste Container emptying
20/07/2024	MICROSOFT	£82.32	Microsoft 365 Licenses
17/07/2024	CASTLE WATER LTD	£21.37	Clock Tower Water
17 Aug 2024	CASTLE WATER LTD	£0.00	Site Safe Water
17 Aug 2024	BT GROUP PLC	£140.40	Clock tower phone/broadband
05/07/2024	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
14/08/2024	Wendover Canal Trust	£37.50	Subscription - Corporate annual
01/09/2024	BUCKS COUNCIL RECE	£79.80	Waste Container emptying
17/07/2024	BT GROUP PLC	£140.40	Clock tower phone/broadband
TOTAL DD & SO		£4,062.93	
TOTAL PAYMENTS		£38,497.36	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			



ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

New National Planning Policy Framework (NPPF)

The new Government have followed through on their commitments to address planning and development and the new NPPF has some challenging numbers and new policies around the much advertised grey belt. I have started making preparations so that Council can be fully updated and briefed to make a response to this on behalf of the parish.

1. Briefing from Bucks Council

I have asked our Councillors for some details to update Wendover Parish Council as follows:

[Our]Principle concern is that the new pressures on Bucks Council to up the numbers may mean a bit of a “mad scramble” that could result in a lot of unplanned development (and that the tilted balance will become completely unbalanced.)

Will it be possible to share where Bucks are with the response to the new NPPF in our Parish Council meetings. I suspect still in early stages at the moment, but we are keen to find out how the thinking is going at the moment and how our Neighbourhood Plan sits with current thinking. Given the escalation in development required we expect something will have to “give” but we would like to be at the front of discussing any compromise required in the Wendover area to get the best for the parish.

When it comes to the Grey Belt – I suspect HS2 is building a whole swathe of grey belt cutting through the Parish. Could we be briefed on current thinking – again, as above, we would like to be involved in discussions at the earliest possible stage. The only other potential grey area I can think of is the old sewage works. Are there any more areas that could be greyed out in or around Wendover

As with the Halton development we realised that the knock-on effects developments outside, but close to, Wendover are also significant. We need your support to become stakeholders in those plans too. The much-bemoaned roads are a classic case in point. When HS2 closes small sections of roads and the official diversion is 30 miles you know that we don’t have a road network that can soak up pressure.

2. The Neighbourhood Plan

Our neighbourhood plan did not take into account the new NPPF or some of the new issues posed by other local developments outside the parish boundary. I am seeking guidance from the consultants who supported the original plan as to a process and cost of reviewing the plan so I can present that as an option to Council. A renewed neighbourhood plan would make the policies in the plan more relevant and may reduce the impact of other development plans.

Tree works invoicing

One of our contractors only invoices periodically and this means we have received invoices from the previous years work that we have not accounted for in the year end works. I am currently working with that contractor to ensure this does not happen again and ensuring we have a system of noting our missing invoices for works completed.



Hampden Pond recharge meeting

We are currently in the process of working with HS2 to obtain a feasibility study of a borehole to recharge the Hampden Pond and maintain consistent levels. This meeting has been slow to secure but many thanks go to Wendover HS2 for their persistence in chasing this down.

Overweight vehicles on Halton Lane

We have had a call from a resident of Halton Lane and communications from Halton Parish Council about the bridge over the canal on Halton Lane. There seems to be an ongoing issue with large vehicles using this route. The traffic is a danger in itself, leaving little space over the bridge for other road users. However, the biggest concern is around the weight of the vehicles and the structural integrity of the bridge. The bridge is not in the parish but the traffic flows are into and out of the parish. We will be working with Halton Council to try and encourage Buckinghamshire Council to take action. I have written to HS2 to see if they can apply some soft pressure to one of their contractors who use the route when not on HS2 contracts.

New sign for Ashbrook Park

We have had some minor access issue with cars parking in front of the Ashbrook Park gates and so a set of signs have been ordered for the gates asking people to keep them clear.

Risk Assessments and Health and Safety site visit

As we have moved to a new company to support us with HR and H&S issues the transition requires some work in the office to facilitate the transition. The first issue is that our operational risk assessments were held on our previous company's dashboard. Whilst we have printed versions, as a back up, these need digitising and reviewing which is taking time. However it is a useful opportunity as it means the risk assessments can be thought through from scratch to ensure we are capturing risks correctly and undertaking all the mitigations required.

As a part of the new contract a H&S consultant will visit the locations in Oct and review operations to ensure we are undertaking best and safe practice. We have not had a visit since 2021 so I am expecting there will be an action list resulting from this visit, which is helpful to keep on track with latest guidance.

Community Emergency Plan

A member of the public has written in with concern that Wendover Parish Council are not as up to date as they could be with the community emergency plan. The concern is that we are not prepared because there are no visible preparation works happening. Further, in the past Councillors have been trained in use of the defibs as a part of the preparedness.

At the moment there are multiple best practice documents being written by the National Association of Local Councils which have been prompted by Martyn's law when dealing with single incidents and the outcome of the covid enquiry for any future pandemic preparedness.

The current plan is up to date but some of the contacts (such as 4x4 owners who would be prepared to help in extreme weather events) need refreshing and due to the changes in Council there would need to be a training refresh for Councillors.

It is noted that the covid enquiry will be an ongoing issue which will take years, however, any fundamental review of the plan would still be best to await the forthcoming new model documents because of any changes that may need to be made.



Website Accessibility

As has been discussed at previous meetings there have been new guidelines on website accessibility will be enforced from Oct 2024. Most of the work has been undertaken but as we create new content it will be an ongoing effort to ensure all content meets the standards.

Student Project Staff

It is with great sadness that we say farewell to our summer project team. Staffing Committee will be reviewing effectiveness in more detail at their November meeting. However some brief successes as follows:

- A kick start to the strategic planning process as witnessed at the previous meeting
- A new streetlight reporting system that reduces office time reporting issues and adds on an automated response to residents who report lights so they can be updated.
- Additions to the invoicing process that integrates the LPM and Allotments so they are more efficiently dealt with and month end reconciliation made easy
- A spreadsheet database of all Parish Council decisions at all meetings from 2007 up to Jun 2024, plus an easy way to add new minutes into the database (created by using AI to learn how to read our minutes and what bits of them are decisions)– next stage is to add this to the website so residents can search our decisions if they want to get background on Parish Council decisions.
- Research into what other local produce markets are doing and how to make the Wendover LPM more effective and a better customer experience for the market stalls and the high street
- An automated hedge enforcement system that saves at least 15 mins work for every report that comes in.

The initial feeling is that this project provided value for money for the Council but more details will be discussed at the November staffing meeting to determine the impact and next steps

Salt Bin

A local resident has taken to using one of the salt bins as an extension of their rubbish bins. The resident was observed transferring waste and placing in a salt bin. This was passed onto Bucks Council who dealt with the resident and cleared up exactly what the purpose of the salt bin was.

Canal Tow Path

A resident wrote into the office concerned that there are signs of erosion already along the canal towpath in the Parish and that as the Parish Council we should be proactively dealing with those. I am currently in discussion with Wendover Canal Trust to work out how we best use the funds available and identify issues.

Casual Vacancy

With the resignation of the Chair we also have a Councillor Vacancy. The process for this is that I have posted the notice of the vacancy which asks if any resident requires an election to fill that vacancy. If by the deadline less than 10 people have requested an election we then have the authority to fill the vacancy by co-option.



Wildbelt and Chiltern Society

I am currently working with the Chiltern Society to try and unlock funding from the Chiltern Society to support the CLAW wildbelt. It seems that the Chiltern Society are reluctant to fund any work in the space unless the Parish Council agrees to take on any project and or maintain anything that has been funded already should CLAW no longer rent the space. This creates a liability for the Council that is not under its direct control. I am seeking to clarify the position and potential solutions to bring options to the Parish Council for a decision.

Tring Road Bus Shelter

A member of the public has reported that there are missing wooden slates from the roof of the Tring Rd bus shelter. This is on the schedule of works for the Estates and Grounds Team

Witchell Car Park

We have been experiencing multiple instances of cars parked in the car park that are on false plates or on a Statutory Off Road Notification (SORN).

The false plates are a concern as this is evidence of criminal activity linked to the car park. Police reports have been made and we are working with the local police team whenever we spot a likely car. A car in a public car park is not compliant with a SORN.

The estates team are running number plate checks to make sure they link to the correct vehicle. All vehicles that have been reported have currently been dealt with.

Parking on grass verge

We have had complaints from a member of the public about parking on the grass verges by Costa and driving on pavements in the same area. As we don't own the verges or pavements sadly there was little we could do to support this complaint other than to forward to Buckinghamshire Council to deal with. We are aware that there are limited options regarding the parking on a grass verge but driving on the pavement will require enforcement Action

Move of tree on Manor Waste

The trees on the manor waste are settling in. However we have some issues in that one of the trees was moved by the Thu market traders to a different location in front of numbers and by an existing tree. Since it was moved the company providing the tree filled the container reservoir with water and it is now very difficult to move. We await the water to be used up so it becomes light enough to move back to the intended location.

Insurance valuations

Because of the turmoil in costs in the construction industry we are undertaking an updated reinstatement valuation of our key assets for insurance purposes. This will come back to the Oct Parish Council



ITEM 9 – FINANCE REPORTS

The July accounts are still early in the year for any conclusion and present no issues. The accounts presented show the state as at 25/8/24 but does include salary costs which come out at the end of the month. This is a reasonable indication of the completed August position.

There are no changes to the trajectory of the accounts since last month to note:

9b Clerks authority

There have been two issues in the clock tower that I have needed to use Clerks delegated authority to ensure was repaired. They appear in the payments to consider.

The heater in the kitchen was constantly leaking and due to the nature of the machine this could not be repaired but had to be replaced. Whilst it still provided hot water there was a lot of waste dripping down the plughole. One plumber quoted relatively quickly and when I asked other local plumbers they did not come out to quote so I authorised the work to the one plumber who had quoted. Unfortunately, another plumber came out the day after I awarded the work (two months after I had asked for a quote) and we could have got the work done marginally cheaper but it is a requirement that we have hot water available in our welfare areas so I had no option but to proceed with what I had. The total of the works came to £570.00

The top lock of the clocktower had failed and could not be locked from outside so needed immediate repair for security reasons. This came to £403.54 and included all the extra keys we needed.



27/08/2024

Wendover Parish Council Current Year

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Detailed Income & Expenditure by Budget Heading 27/08/2024

Month No: 5

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	1,251	1,630	379			76.7%	
1005 Charter Fair	0	0	220	220			0.0%	
1010 Cricket Club Lease	0	75	300	225			25.0%	
1021 Markets - Local Produce	88	508	1,500	993			33.8%	
1022 Markets - Weekly Market	888	4,442	10,660	6,218			41.7%	
1030 Other Rental (Ashbrook)	60	1,195	2,045	850			58.4%	
1035 BCC Devolved Footpaths Income	0	19,198	10,158	(9,040)			189.0%	
1214 Christmas Trees	0	0	2,000	2,000			0.0%	
1260 Xmas event income	0	0	500	500			0.0%	
1261 Rifle Club Lease	0	0	100	100			0.0%	
1262 Fundraising income	40	85	0	(85)			0.0%	
1263 Event income (stalls etc)	35	298	0	(298)			0.0%	
Amenities Income :- Income	1,111	27,051	29,113	2,062			92.9%	0
Net Income	1,111	27,051	29,113	2,062				
125 Events Expenditure								
4100 Annual Parish Meeting excl refs	0	257	500	243		243	51.3%	
4105 Christmas Decorations	0	0	6,500	6,500		6,500	0.0%	
4109 Promo Materials	0	263	750	487		487	35.1%	
4110 Entertainment & Events	81	2,343	5,000	2,657		2,657	46.9%	
4111 RAF/Remembrance Parade	0	0	500	500		500	0.0%	
4112 Floral Display	0	0	8,885	8,885		8,885	0.0%	
4113 HS2 Public Meeting	0	254	0	(254)		(254)	0.0%	
4122 Markets - Local Produce	169	169	500	331		331	33.8%	
4124 Markets - Business Rates	90	448	990	542		542	45.3%	
4125 Markets - Water	0	2	50	48		48	3.6%	
4126 Markets - Electric	20	119	380	261		261	31.4%	
4130 Quiz	0	17	400	383		383	4.2%	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	0.0%	
Events Expenditure :- Indirect Expenditure	360	3,872	26,955	23,083	0	23,083	14.4%	0
Net Expenditure	(360)	(3,872)	(26,955)	(23,083)				
130 Highways Expenditure								
4200 Bus Shelters	0	0	500	500		500	0.0%	
4210 Refuse Bins	0	0	500	500		500	0.0%	
4211 Sever weather (salt etc	0	0	500	500		500	0.0%	
4215 Street Furniture - Purchase	0	0	1,000	1,000		1,000	0.0%	
Highways Expenditure :- Indirect Expenditure	0	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	0	0	(2,500)	(2,500)				

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Detailed Income & Expenditure by Budget Heading 27/08/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
135 Street Lighting Expenditure								
4300 Electricity	1,271	5,441	12,500	7,059		7,059	43.5%	
4305 Maintenance	1,544	3,935	10,000	6,065		6,065	39.4%	
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	2,814	9,376	31,000	21,624	0	21,624	30.2%	0
Net Expenditure	(2,814)	(9,376)	(31,000)	(21,624)				
140 Recreation Expenditure								
4400 Dog Bin Emptying	0	0	2,200	2,200		2,200	0.0%	
4405 Maintenance - Fences, etc	0	54	15,000	14,946		14,946	0.4%	
4406 Maintenance - footpaths	0	0	2,000	2,000		2,000	0.0%	
4410 Maintenance - Groundworks	3,423	4,215	5,000	785		785	84.3%	
4415 Maintenance - Inspections, etc	0	1,322	1,800	478		478	73.4%	
4416 Pond Works	0	0	1,500	1,500		1,500	0.0%	
4417 Tree Works	0	0	4,000	4,000		4,000	0.0%	
4421 Orchard Maintenance	0	531	750	219		219	70.9%	
4425 Capital Expenditure (asset pur	0	0	12,000	12,000		12,000	0.0%	
4426 Estates vehicle lease	370	1,896	4,440	2,544		2,544	42.7%	
4430 Mower Maintenance	334	409	2,000	1,591		1,591	20.4%	
4435 Play Equipment - Purchase	0	0	5,000	5,000		5,000	0.0%	
4440 Play Equip - Repairs & Maint	0	0	3,000	3,000		3,000	0.0%	
4450 Premises - Garage Rent	135	675	1,620	945		945	41.7%	
4455 Premises - SiteSafe Electrics	17	174	300	126		126	58.0%	
4465 Premises - SiteSafe Water, etc	0	34	300	266		266	11.4%	
4475 Misc - Fuel	423	1,991	3,200	1,209		1,209	62.2%	
4480 Misc - Materials & Tools	0	297	2,500	2,203		2,203	11.9%	
4481 Machinery/Tool Service Repair	0	65	2,500	2,435		2,435	2.6%	
4485 Misc - Protective Clothing	0	204	750	546		546	27.3%	
4490 Misc - Refuse Bins	83	427	1,200	773		773	35.6%	
4495 Misc - Sundries Recreation	0	6	500	494		494	1.2%	
4497 Defibrillators	0	0	500	500		500	0.0%	
Recreation Expenditure :- Indirect Expenditure	4,784	12,302	72,060	59,758	0	59,758	17.1%	0
Net Expenditure	(4,784)	(12,302)	(72,060)	(59,758)				
200 Finance & General Income								
1205 Witcheil Trust Grant	0	66	400	334			16.4%	
1210 Interest Received ex Deposits	0	4,890	3,500	(1,390)			139.7%	
1250 Precept Received	0	194,223	388,445	194,223			50.0%	

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Detailed Income & Expenditure by Budget Heading 27/08/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1266 VAHT Streetlight Income	551	551	800	249			68.8%	
Finance & General Income :- Income	551	199,729	393,145	193,416			50.8%	0
Net Income	551	199,729	393,145	193,416				
<u>220 Finance & General Expenditure</u>								
4496 Professional Support (HS2 etc)	0	(34)	2,000	2,034		2,034	(1.7%)	
4550 Communications - Publicity	100	2,225	7,500	5,275		5,275	29.7%	
4555 Communications - Website	25	509	3,000	2,491		2,491	17.0%	
4560 Financial - Bank Charges	0	137	600	463		463	22.9%	
4565 Financial - Fees - Audit	0	(1,050)	2,300	3,350		3,350	(45.7%)	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	0.0%	
4575 Financial - Insurance	0	0	7,950	7,950		7,950	0.0%	
4580 Financial - Software	0	720	800	80		80	90.0%	
4615 Office - Broadband/Tel/Fax	145	624	1,750	1,126		1,126	35.6%	
4620 Office - Copier	117	585	1,500	915		915	39.0%	
4621 Office - Equipment - Expend	17	1,356	3,000	1,644		1,644	45.2%	
4625 Office - Equipment Capital	0	457	1,000	543		543	45.7%	
4630 Office - Postage & Stationery	0	82	300	218		218	27.5%	
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	102	910	2,800	1,890		1,890	32.5%	
4655 Office - Utilities - Water	0	84	150	66		66	55.9%	
4660 Property Mgt - Clock Tower	671	1,056	1,750	694		694	60.4%	
4665 Property Mgt - Manor Waste	0	0	1,000	1,000		1,000	0.0%	
4670 Property Mgt - SiteSafe	0	165	1,000	835		835	16.5%	
4675 Property Mgt - War Memorial	0	0	500	500		500	0.0%	
4685 Subscriptions and Donations	38	1,323	2,250	927		927	58.8%	
4690 Misc - Chairman's Expenses	0	0	1,200	1,200		1,200	0.0%	
4691 Misc - Councillor Expenses	0	0	100	100		100	0.0%	
4695 Misc - Room Hire	60	300	1,200	900		900	25.0%	
4700 Misc Sundry Expenses Finance	0	128	500	372		372	25.6%	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	0.0%	
4707 H&S	0	207	3,000	2,794		2,794	6.9%	
Finance & General Expenditure :- Indirect Expenditure	1,274	9,784	49,750	39,966	0	39,966	19.7%	0
Net Expenditure	(1,274)	(9,784)	(49,750)	(39,966)				
<u>230 Grants out - inc S137 exp</u>								
4585 Grant - Churchyard - not S137	0	7,500	7,000	(500)		(500)	107.1%	

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Detailed Income & Expenditure by Budget Heading 27/08/2024

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4586 Grant - Youth Centre -not S137	0	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	5,000	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	1,000	1,000	0	(1,000)		(1,000)	0.0%	
Grants out - inc S137 exp :- Indirect Expenditure	6,000	21,000	34,000	13,000	0	13,000	61.8%	0
Net Expenditure	(6,000)	(21,000)	(34,000)	(13,000)				
<u>320 Staffing</u>								
4800 Staffing - Amenities - Wages	5,694	29,177	73,585	44,408		44,408	39.7%	
4801 Staffing - Amenities - NIC	577	2,980	6,795	3,815		3,815	43.9%	
4802 Staffing - Amenities-Pension	799	4,075	10,459	6,384		6,384	39.0%	
4810 Staffing - F&G - Wages	8,482	36,361	91,561	55,200		55,200	39.7%	
4811 Staffing - F&G - NIC	691	3,598	8,243	4,646		4,646	43.6%	
4812 Staffing - F&G - Pension	322	1,609	5,310	3,701		3,701	30.3%	
4816 Staffing F&G Student Loan	56	280	990	710		710	28.3%	
4845 Payroll Charges	60	300	750	450		450	40.0%	
4855 HR Consultancy Fees	2,159	2,192	3,500	1,308		1,308	62.6%	
4860 Training Staff & Cllrs	0	418	3,500	3,082		3,082	11.9%	
4861 Uniform	0	0	1,000	1,000		1,000	0.0%	
4862 Smart Pension Admin Fee	22	110	300	190		190	36.7%	
Staffing :- Indirect Expenditure	18,861	81,099	205,993	124,894	0	124,894	39.4%	0
Net Expenditure	(18,861)	(81,099)	(205,993)	(124,894)				
Grand Totals:- Income	1,662	226,780	422,258	195,478			53.7%	
Expenditure	34,093	137,432	422,258	284,826	0	284,826	32.5%	
Net Income over Expenditure	(32,431)	89,348	0	(89,348)				
Movement to/(from) Gen Reserve	(32,431)	89,348						



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Wendover Parish Council Current Year

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Detailed Balance Sheet - Excluding Stock Movement

Month 5 Date 27/08/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	2,649	
200	Current Bank Account	26,721	
202	Flagstone	333,056	
	Total Current Assets		362,628
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,755	
	Total Current Liabilities		1,755
	Net Current Assets		360,874
	Total Assets less Current Liabilities		360,874
	<u>Represented by :-</u>		
300	Current Year Fund	89,348	
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		360,874



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Earmarked Reserves

<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
	117,005.13	0.00	117,005.13



ITEM 10a – WENDOVER HS2 MAG



HS2 Monthly Report, Aug 24

Works update

- Piling of foundations for the new Nash Lee overbridge has continued without night time working hours.
- The “haul road” came into use enabling dump trucks to move spoil from Small Dean to a stockpile just north of Ellesborough Road. There’s currently about 15 round trips per hour.
- The temporary traffic lights on the Ellesborough Road diversion are still in place, and no date has been given about when they will be removed.
- The A413 was realigned to allow the construction of the last of the Small Dean Viaduct.

WPC activity

- Councillor Porter attended a meeting with Greg Smith MP to discuss our issues with HS2. One outcome is that he intends to attend the regular update calls held with EKFB and HS2 Ltd and increase their frequency to three-weekly.
- Six public issues were handled in the month, including the Nash Lee Lane piling works, ongoing work at Ellesborough Road, and supporting St Mary’s Church.

Current Issues

- Following the Greg Smith meeting we have been producing briefs on current issues to enable Parliamentary Questions to be raised. Topics include:
 - The public safety implications of the Small Dean Bridleway closure
 - Funding additional Noise Mitigation
 - The 5 year construction plan for the line past Wendover
 - Funding the Wendover North Link cycleway on the Green Tunnel
 - Getting UK Power Networks to finish their works at Ellesborough Road

25th August '24



WENDOVER PARISH COUNCIL

Minutes of the Finance Committee Meeting

6th August at 7:00pm

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

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

Clerk and Minutes: Andy Smith

Members of Public: 1

1. APOLOGIES FOR ABSENCE

F24/27 Apologies were received and **ACCEPTED** from Councillor Walker

2. DECLARATIONS OF INTEREST

F24/28 None

3. PUBLIC PARTICIPATION

F24/29 None

4. MINUTES

F24/30 The minutes of the extra ordinary meeting on 28th May 2024 were **RESOLVED** as a true record and signed by the Chair.

5. CLERKS REPORT AND CORRESPONDANCE

F24/31 The report was noted

6. STATE OF THE FINANCE AND REPORTS

F24/32 **Review of the I&E report, EMRs and balance sheet for Jul 2024**

The report was reviewed and noted. I

F24/33 **To review the over £100 report and VAT reclaim for Apr-Jun 2024**

The report was reviewed and noted. It was noted that the Council are required to publish the over £100 report and that will continue. It was **RESOLVED** that Finance Committee would just consider any expenditure over £1000 over at the meetings.

F24/34 **To review the bank reconciliations for May-Jun 2024**

The reconciliations reports were reviewed and noted.

F24/35 **To receive an update on project costs up to Jul 2024**



The report was reviewed and noted.

F24/36 To review the Flagstone account statements

The report was reviewed and noted.

F24/37 To review the internal control checklist

The report was reviewed and noted.

F24/38 To receive an update on the LGPS pension fund deficit and cessation value

This has had some progress, but we are awaiting a quote for a report on the current deficit value.

7. OTHER MATTERS

a) Model Financial Regulations

F24/39 The paper was considered and **RESOLVED** to recommend the new financial regulations for approval by full Council

b) Insurance Cover

F24/40 It was **RESOLVED** to authorise the Clerk to seek the appropriate reports for insurance purposes as long as they come in under the agreed amount of £2000

c) Investments and deposits policy

F24/41 It was **RESOLVED** to approve the new investment and deposit policy to replace the

8. ITEMS FOR NEXT AGENDA

F24/42 It was noted that we would be reviewing the assets inventory, a paper on asset valuation and a paper on the LGPS pension options

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

F24/43 The meeting on Tue 19th November at 7:30pm was noted. It was further noted that agenda items would need to be with the office by Tue 12th Nov.

F24/44 Election of Vice Chair

10. CLOSURE OF MEETING

F24/45 As all business was transacted the meeting was closed at: 19:15

Signed by
Chair to the Finance Committee

Date:



ITEM 11a ii) – FINANCIAL REGULATIONS

BROUGHT BY

Finance Committee

SUMMARY

To note the new model financial regulations from NALC as previously emailed and adopt the Financial Regulations for approval by Council

PARISH COUNCIL BACKGROUND

Parish Councils approve the financial regulations on an annual basis. The National Association of Local Councils (NALC) issued a new set of model regulations in late May.

DETAILS

Introduction

The new model regulations have been issued with NALC and are shown in Appendix A – the regulations have been tailored from the generic document, where advised by NALC. There has been no customisation of the regulations shown in bold as these are statutory requirements.

Notable changes to the regulations as proposed in Appendix A are as follows:

- Requirement of a risk assessment for each new activity – this is covered by the new PiDs
- A hard copy of the staffing budgets for the year needs to be signed and put on the website
- Any Councillor with Council Tax arrears can not vote on the budget
- There is now an additional requirement for contracts estimated to exceed £60,000 – I will find out the impact on the skate park as that has already been awarded
- There has been a clarification on the “three quote rule” for different cost amounts and when that can be waived
- The Clerk in consultation with the Chair/Chair of Finance can now authorise between £1000 and £2000 if required for urgent expenditure
- The Clerk can authorise up to £2k in cases of serious risk
- The model documents suggest the clerk can authorise funding transfers of up to £10k between bank accounts but this would be impractical with our current setup. I have proposed that transfers between individual Flagstone deposit accounts and transfers to the current account for cash flow be in line with the existing Investment and Deposit Policy
- The new policy puts a limit of £500 on the card unless pre-approved

FINANCIAL CONSIDERATIONS

n/a

LEGAL AND OTHER IMPLICATIONS

- This new model ensures we are following best practices and current legislation.



PROPOSAL

- To consider recommending the new regulations to Council to approve

Appendix A – Proposed Financial Regulations



WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS AUG 2024



WENDOVER PARISH COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on 6/8/2024.



1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.



- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
- **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**
 - **approving accounting statements;**
 - **approving an annual governance statement;**
 - **borrowing;**
 - **declaring eligibility for the General Power of Competence; and**
 - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the council shall:
- determine and regularly review the bank mandate for all council bank accounts;
 - authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

- 2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the council.
- 2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
 - **ensure the prompt, accurate recording of financial transactions;**
 - **prevent and detect inaccuracy or fraud; and**
 - **allow the reconstitution of any lost records;**
 - **identify the duties of officers dealing with transactions and**
 - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Finance Committee.
- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.



3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the Council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council Staffing Committee at least annually before December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of Staffing.
- 4.3. No later than November each year, the RFO shall prepare a draft budget with detailed estimates of all receipts and payments/income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.
- 4.5. Each committee (if any) shall review its draft budget and submit any proposed amendments to the council Finance Committee} not later than the end of November each year.
- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance Committee and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or Finance committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**



- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. where the value is between £1000 and £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
 - i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council or relevant committee. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
 - The Clerk, under delegated authority, for any items below £1000 excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of Finance committee, for any items below £2,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT}
 - in respect of grants, a duly authorised committee (Finance Committee or Council) within any limits set by council and in accordance with any policy statement agreed by the Council.
 - the Council for all items over £5,000;Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order unless instructed to do so in advance by a resolution of the council} or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £2,000 excluding

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.



VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter. This clause would include seeking legal advice to present to Council.

- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council or relevant committee is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. The Clerk shall approve any order for all work, goods and services above £500 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed every two years for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk. The Clerk will indicate that this process is completed via the attachment of the invoice cover slip (the green sheet)
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, cheque or card, in accordance with a resolution of the council or duly delegated committee or a delegated decision by an officer, unless the authorising committee resolves to use a different payment method.
- 6.6. For each financial year the Clerk may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council or a duly delegated committee may authorise in advance for the year.
- 6.7. A list of such payments (as set out in 6.6) shall be reported to the next appropriate meeting of the council or Finance Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £1000 excluding VAT, within an agreed budget.
 - ii. payments of up to £2,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the relevant committee, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council.



- iv. Fund transfers within the councils banking arrangements in line with the provisions set out in the Investment and Deposits Policy.
- 6.9. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The Council, or committee, shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves save for a pre-approved payroll run.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online after approval at the relevant meeting. The list of payments for approval together with copies of the relevant invoices, shall have been seen by the authorised signatories at that relevant meeting.
- 7.5. In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online. This is currently held online on the banking system and the Service Administrator should provide that information to Council or the Finance Committee on request.
- 7.8. With the approval of the Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved online by two authorised signatories. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.9. Payment may be made by electronic bank transfer (such as BACS, CHAPS or FPI) by resolution of the relevant committee in advance. Each payment should be approved online by two authorised bank signatories. The approval of the use of electronic transfer shall be reviewed should there be any concern as to payment errors or security threat.
- 7.10. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.
- 7.11. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and that check notified to the Chair of Finance. This is a potential area for fraud and the individuals involved should ensure that any change is genuine.



- 7.12. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.13. Remembered password facilities (other than sites requiring separate identity verification or 2 factor authentication) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by authorised members.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Any signatures obtained away from council meetings shall be reported to the Council or Finance Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by Council or Finance Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council or Finance Committee. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.
- 9.4. Personal credit or debit cards of members or staff shall not be used except for expenses of up to £250 including VAT, incurred in accordance with council policy and to be approved by Council before re-imburement.

10. Petty Cash

- 10.1. The Council shall aim to reduce the need for a petty cash float. The Clerk shall maintain a petty cash float/imprest account of up to £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee, The Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.



- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Staffing Committee to ensure that the correct payments have been made, normally towards the end of the payroll year.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable, and any bad debts shall be reported to the council by the Clerk and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket



issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

- 13.8. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Assets, properties and estates

- 15.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.
- 15.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 15.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 15.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

16. Insurance

- 16.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 16.2. The Clerk shall give prompt notification to Finance Committee of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 16.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council or Finance Committee at the next available meeting. The RFO shall negotiate all claims on the council's insurers.
- 16.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.



17.Charities

- 17.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

18.Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to the Standing Orders and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



ITEM 13a – COMMITTEE STRUCTURE

BROUGHT BY

Clerk

SUMMARY

To consider adopting an additional vice chair role that would be able to share the workload of the chair and provide additional support for the role.

PARISH COUNCIL BACKGROUND

Parish Council has traditionally had a chair and a vice chair, elected every May.

DETAILS

Background

It has been noted that the Chair can be required to invest significant amounts of time to the role and this can be a barrier to many Councillors considering the role. In particular Councillors with full time jobs and families can find juggling time difficult.

Concept

If the Parish Council created two vice-chair roles this would provide additional support to any Chair and hopefully share workload and time commitment required.

The Vice Chair role

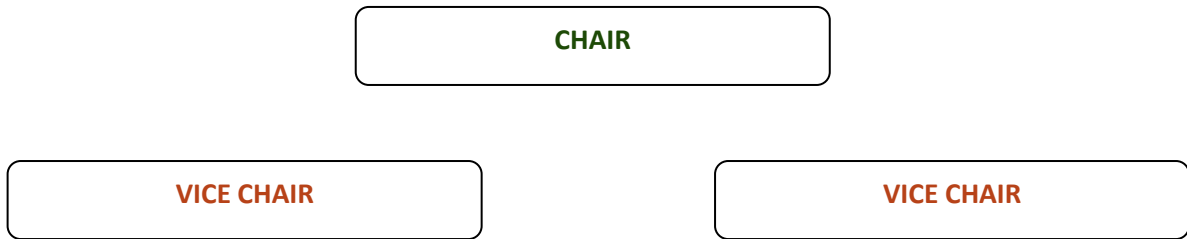
There are risks with any restructure. As with any role it is felt that if the Vice Chair is ill defined then we could have confusion both internally and externally. There will always be an element of the Chair and Vice Chairs sharing the workload in a pragmatic way, however the Council should seek to define the vice chair role so that each vice chair has a clear understanding of what is required.

Legal requirements

Parish Councils only have a legal requirement to have a chair. The Council can have a Vice/Deputy Chair but there is no specific guidance on what they can and cannot do (above the powers of Councillors). This means we can structure the committee as we see best serving the local community.



Structure



The proposal is that we create 2 Vice-Chair roles. It is envisaged that each role will have a broad, high-level portfolio and that can be changed given the strengths and interests of the people within the roles at the time. The portfolios will be updated when any of the postholders changes and will be noted by the Council at the following meeting. This portfolio is not intended to be prescriptive. The Chair cannot delegate any authority that is set out in law and assigned specifically to the Chair.

If there are no other considerations to be made, an example of how the Vice Chair roles could be split is shown below:

Vice Chair – Council

This role would focus on supporting the Council meetings, agendas and general governance issues. It would support the chair by working with the Clerk on the forthcoming agendas and any bringing together decisions that need to be made by Council on its governance. It would support the Chair in communications with the Councillors and attending internal and external meetings that focus on the strategy or governance. It may also be required in helping with new Councillor inductions and any other delegated tasks from the Chair. If the Chair is not present at a Council meeting this role would chair the meetings.

Vice Chair - Community

This role would focus on supporting the Chair in our engagement with community groups and external stakeholders. It would attend events and meetings with external groups where required by the Chair. For example, this person may be required to award the prizes at the Christmas event. If there are any meetings with external groups where the chair is specified as the person responsible this would share the time commitment with meetings such as the Community Board, WHS2 and Bucks Council.

Again, it should be repeated that there would be flexibility in the roles to be able to deal with situations as they arise. The high-level portfolios should reduce any confusion that may arise both within the Council and with our community engagement.

FINANCIAL CONSIDERATIONS

There is no financial consideration

LEGAL AND OTHER IMPLICATIONS

There will need to be a clear trail of delegated authority to these roles



PROPOSAL

Council authorises the new Vice Chair Roles and agrees to elect them at this meeting



ITEM 13b – ATTENDANCE REGISTER

BROUGHT BY

Office

SUMMARY

To consider a proposal that requires the Council to publish attendance of the Councillors alongside the minutes and on the website

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Introduction

At the moment there is no clear attendance register published and many Parish Councils do so as a part of their best practice.

The Parish Council enjoys Councillors who are committed to the community and are engaged in the work of the Council. However we have elections coming up and there will be new Councillors coming on board and things could change.

A register of attendance does not equate to “who is the most committed Councillor” but it does give a good indication of:

- To the Chair it shows who may need more support to be a Councillor
- To the Councillors it will show their own attendance and if they need to reconsider their priorities
- To the Community it shows the commitment Councillors are making on their behalf
- To prospective Councillors it shows the sort of commitment required.

FINANCIAL CONSIDERATIONS

- n/a

LEGAL AND OTHER IMPLICATIONS

Parish Councillors are deemed to have resigned if they have not attended Parish Council meetings for 6 months.

PROPOSAL

To publish a register of meeting attendance on the website and with the Parish Council meeting packs

PARISH COUNCIL PACK PAGE 41

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ITEM 13c – WAR MEMORIAL LIGHTS

BROUGHT BY

Office

SUMMARY

To approve work to replace two vandalised uplighters on the war memorial

PARISH COUNCIL BACKGROUND

n/a

DETAILS

Background

The lights were vandalised at the end of Feb. The work is so specialised, with the light units themselves being specialist uplighters that it has taken this long to get a sufficient number of quotes so we can proceed the work.

COMPANY CONTACTS

COMPANY 1 – Contacted and did a site visit on 6/3/2024. They isolated the power to the damaged units to make safe. Since chasing through multiple channels they have not provided a quote

COMPANY 2 – Contacted on 25th April and despite multiple chases they have not visited the site or quoted

COMPANY 3 – Contacted in May and provided quote on 25/6/2024

COMPANY 4 – Contacted in Aug and provided quote on 15/08/2024



QUOTES

COMPANY 3

Description	Quantity	Unit Price	VAT	Amount GBP
Supply BEGA matching uplighters	2.00	1250.00	20%	2500.00
Installation of above	2.00	300.00	20%	600.00
			Subtotal	3100.00
			Total VAT 20%	620.00
TOTAL GBP				3720.00

COMPANY 4

Replacement LED uplight at the war memorial

Attend to carry out the following;

Erect a heras fencing around the work area to protect the public while we are working. Remove the old LED fittings and install 4no new LED recessed vandal proof fittings. These are not the same manufacture as installed due to costs and delays in delivery from Germany.

We assume the following and our costs are based on these;

Parking provided free of charge by the client for the duration of the works.

All existing wiring is in place and in full working state which also fully complies to current standards as laid out in BS7671;2022

No costs allowed for a building contractor as we assume we can remove and replace without the need to employ.

We are given clear working access without delays.

Well fare (use of toilet etc) to be made available by the client. If this is not possible we can hire a porta loo for additional cost.

While carrying out the works we find any issues that may affect the cost due to one of the items listed not as first thought, this will be brought to your attention and agreed prior to any additional works being carried out.

Description	Quantity	Unit Price	VAT	Amount GBP
Cost for works as detailed	1.00	1,975.00	20%	1,975.00
Cost for Heras fencing hire (provisional cost to be confirmed)	1.00	170.00	20%	170.00
			Subtotal	2,145.00
TOTAL VAT 20%				429.00

Given the difficulty we have had getting the required 3 quotes we are recommending that we award the work to COMPANY 4 for a total of £2,574 inc VAT



FINANCIAL CONSIDERATIONS

- £2574 will need to come from 4675 Property Management – War Memorial. There is only £500 in that budget so savings will need to be made from other budgets in that cost group.

LEGAL AND OTHER IMPLICATIONS

n/a

PROPOSAL

To waive the requirement for 3 quotes based on the specialist nature and time it has taken trying to get quotes.

To award the work to COMPANY 4 for a total of £2574 inc VAT