



*West Wycombe
Parish Council*

**YOU ARE SUMMONED TO ATTEND A MEETING OF THE PARISH COUNCIL
TO BE HELD ON THURSDAY 20th MAY 2021 IN THE VILLAGE HALL, WEST WYCOMBE**

MEMBER OF THE PRESS AND PUBLIC ARE INVITED TO ATTEND

AGENDA

1. To accept apologies for absence
2. Declaration of disclosable pecuniary interests by Members relating to agenda items
3. To confirm and sign the minutes of the April Parish Council Meeting and the Annual Parish Meeting
4. Report on progress on items in the previous minutes

MEETING CLOSED FOR PUBLIC QUESTIONS AND MEETING RE-OPENED

5. Correspondence – see Appendix 1
6. Planning Applications & decisions: None at the time of producing the agenda
7. To revise clause 3.4, 5.3, 6.1 and 6.5 of the Financial Regulations
8. To agree to pay the internal auditor £125
9. To agree to pay the Chairman's allowance of £150
10. To receive and discuss the internal auditor's report
11. To complete the Annual Governance Statement
12. To approve the accounts for the year ending 31st March 2021
13. To note the date of June until 23rd July for the public inspection of the annual accounts
14. To discuss Her Majesty's Platinum Jubilee Celebrations for 2022
15. To discuss the A4010 suggested strategy report prepared by Cllr Timberlake
16. To discuss the creation of a Community Orchard Environmental project
17. To consider the Play Around the Parishes scheme for the Summer holiday
18. To consider setting up a Parish Council Facebook page for information only
19. To report any highways issues
20. To consider COVID19 and decisions or actions which may be required
21. To approve the accounts for May 2021 signing of cheques - appendix 2
22. Members questions
23. Date of next meeting -Thursday 10th June in the Village Hall, West Wycombe

SHARON L. HENSON, CLERK

13.5.2021

**PLEASE REPLY TO: Clerk to the Parish Council, Mrs. Sharon L. Henson,
18, Portway Drive, West Wycombe, Buckinghamshire HP12 4AU
Telephone: 01494 – 448048 Email: clerk@westwycombeparishcouncil.gov.uk**

Correspondence received 9th April – 13th May 2021

1. Website analysis for April – emailed.
2. Buckinghamshire Council daily and weekly updates and press releases – links put on website.
3. Minutes of the March meeting of WDALC – forwarded to Cllr Cope.
4. Notification of payment of the first 50% of the precept has been paid into the bank from Bucks Council
5. Further emails from residents of Park Farm Road about the current construction and an email from the applicant.
6. Notification of the election candidates and results – emailed and on website
7. Email from Chiltern Rangers to carry out a further site visit on 17th May at 10am if anyone else would like to join the Clerk this is due to Sir Edward suggesting the wood beyond the field is included in the project. Chiltern Rangers will produce a cost for the extra work involved which Sir Edward may fund.
8. Notification of a Play Around the Parishes project- agenda item – information enclosed.
9. Notification and guidance from NALC on the resumption of holding face to face meetings.
10. Information from the Chilterns Conservation Board on the Walking Festival – on website
11. Thank you email from Mr Murray for his garden gift vouchers.
12. Confirmation that Transport for Bucks agree with the need to extend the double yellow lines over the brow of the hill on Chorley Road and are drafting up some suggestions. We would have to submit our request through the NW Community Board.
13. Notification that the Rural Forum Farm Tour will be at Kensham Farm on 1st July.
14. Cllr Hayday asking if The Swan should become a Community Asset – Miss Barry has been consulted.
15. West Wycombe Village Hall booking form, COVID guidance and risk assessment – completed and returned.

Clerks Report

1. TfB have still not made contact about gully emptying. Hopefully their policy to deal with flooding will benefit our parish
2. Clerk continues to communicate with the National Trust re the archway cobbles.
3. The landowner of the land on the far side of the Bradenham Road railway bridge appears to be Beta Instruments who used to be on Cressex Industrial Estate but so far the Clerk has not been able to make any contact in order to have hedge and fence maintenance undertaken.
4. The drafts for our application to the HS2 Road Safety Fund have been submitted to cover: i) traffic calming gateways on the Bradenham Road; ii) improvements to the traffic warning signs and visibility on the A4010 at the Bradenham Road railway bridge and right of way; iii) white edgelines along the whole of the A4010 from West Wycombe.
5. Two new tenants have taken over plots on the allotments.
6. The internal auditor papers will be emailed to you when I have received them.
7. The order for the replacement swings has been submitted with a request to complete before the summer holidays.
8. The subscription for ZOOM meetings will end on 6th June 2021.
9. The Clerk completed the call for evidence in relation to the continuance or remote and virtual meetings.
10. The Clerk is currently talking to two other Clerks who have Facebook Pages for their parishes and how they use it for information and control it.

Payments to be made in May 2021

Giff gaff (debit card)	6.00	Monthly charge for mobile
Smart Numbers (dd)	23.99	May service charge
Mrs S Henson	599.42	April salary
Bucks CC	221.30	May pension
HMRC - online	84.00	Tax
Acorn Landscaping	488.14	Highway grass, burial ground, Pedestal strimming
TBS Hygiene	144.00	April collections
Rialtas	148.80	Finance package software support
Came & Company	1025.01	Parish Council insurance
West Wycombe Community Association	31.25	Room hire
BMKALC	220.84	Annual subscription
Mr S Cope	178.78	ZOOM meetings & Chairman's Allowance (if approved)
Miss L Hewitt	125.00	Internal audit (if approved)
Southern Electric (dd)	87.79	Streetlight energy
Total	3384.32	

Statement of Account as at 1st May 2021

Opening balance – 1 st April	29531.46
Plus 50% precept	21750.00
Bucks Council devolved payment	2033.62
HMRC VAT refund	3502.23
Allotment rent	15.00
Sub total	56832.31
Less April payments	6267.29
Total	50565.02

ASSET REGISTER							
OBJECT	PURCHASED	COST	INSURED	VALUE	INS VALUE	WHERE 'HELD'	DISTINGUISHING FEATURES
Hockey stick lights	10.05.05	3551.13	26.4.07	887.00ea	2661.00	Bradenham Rd	East side of bridge
Hockey stick lights	30.10.2006	12,407.00	26.4.07	887.00ea	14192.00	Bradenham Rd	Either side of bridge
street lights on column	5.5.2000	4,166.72	26.4.2007	900.00	1800.00	Church Lane	Black heritage
Street light on column	pre 1999	pre 1999	pre 99	900.00	900.00	Church Lane	Black heritage WW Estate Car Park
Street lights on columns	pre 1999	pre 1999	1.10.99	900.00	2700.00	Church Lane	Black heritage
Street lights on columns	1.10.2004	2,700.00	2.5.2012	1000.00 ea	3000.00	School	Black heritage
Hockey stick lights	23.9.99	700.00	26.4.2007	887.00ea	2661.00	Chorley Road	bus stops
Bracket lamps	pre 1999	pre 1999	pre 99	402.00ea	6834.00	Chorley Road	on telegraph poles
Bracket lamps	pre 1999	pre 1999	11.5.2001	402.00ea	402.00	Church Lane	Black heritage Christadelphians
Bracket lamps	5.5.2000	pre 1999	11.5.2001	402.00	402.00	WW Hill Road	Black heritage The Limes
Hockey stick lights	1.10.2004	11,206.00	26.4.2007	887.00	7096.00	Chorley Road	From houses to Garden Centre
Street lights on columns	1.10.2004	6,344.00	26.4.2007	900.00ea	3600.00	Chorley Road	Black heritage from GC to join BCC lights
Solid oak Noticeboard	22.11.2000	472.40	11.5.2001	(883.00	Burial Ground	Wall of St Paul. Red with gold leaf lettering
Bus shelter	23.7.2002	3,142.00	pre 1999		4500.00	Pedestal Rndbt	Perspex/green metal
Bus shelter	pre 1999	pre 1999	pre 1999		3000.00	Bradenham Rd	Wooden
Memorial seat	gift	gift	11.5.2001		1102.00	Burial Ground	Millenium Inscription
Memorial bench	gift	gift	22.3.1999		400.00	High Street	Solid oak WWV
large gates and posts	pre 1999	350.00ea	9.5.2003		1400.00	Burial Ground	
5 bar gates	14.4.2005	750.00	26.4.2007	1092.00 total	1027.00	Burial Ground	1.8m 5 bar gates
small gate and posts	14.4.2005	700.00	26.4.2007		500.00	Burial Ground	1.2m hardwood gate
small gate and posts	pre 1999	200.00	9.5.2003		500.00	Burial Ground	
salt bin	1.10.1999	355.00	9.5.2003		450.00	Garden Centre CP	Green
Badge of Office on ribbon	gift	gift	4.1.1998		2350.00	Office	Enamelled with inscription on reverse
Clerks badge	gift	gift	4.1.1998		240.00	Office	Silver rectangular badge with blue lettering
Filing cabinet	5.5.1998	89.50				Office	Black
salt bin	1.10.2004	355.00	26.4.2007		450.00	Beechwood Road	Green
litter pickers	11.4.2005	100.00				HH,JG,RS,KC,SC	yellow/black, named
road safety signs	15.12.2005	100.00		25.00ea		24 High St, Swan	2 x flood, 2 x slow
BG gate signs	15.12.2005	276.00	26.4.2007	150.00		BG Gates	shaped,black with bronze letters
kissing gate	25.1.2008	400.00	11.4.2008	75.00ea	150.00	BG Gates	wooden stained dark brown
Oil Painting	Donated			400.00			West Wycombe Library
Christmas Tree lights	13.10.2006	1,199.00	26.4.2007		800.00	WVillage Hall	
metal gate and 1 wooden gate	1.2.2009	foc	15.4.2010		700.00	Chorley Road	Allotments
wooden gates and fencing	7.2.10	1,680.00	15.4.2010		3000.00	Pedestal Field	
Spray coated alum noticeboard	1.4.2010	570.00	15.4.2010		800.00	Chorley Road	Allotments
setter toddler swing	1.8.2010	1,963.00	4.10.2010		1963.00	Pedestal Field	

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setter junior swing	1.8.2010	1,897.00	4.10.2010		1963.00	Pedestal Field	
swing barriers	1.8.2010	720.00	4.10.2010		720.00	Pedestal Field	
setterbasket swing	1.8.2010	3,187.00	4.10.2010			Pedestal Field	Completely replaced 1/3/2020
timber trail	1.8.2010	6,033.00	4.10.2010		6033.00	Pedestal Field	
Multiplay Unit	5.4.12	15,214.00	2.5.2012		15500.00	Pedestal Field	
Dell Laptop	15.1.2012	550.00	2.5.2012			Office	Disposed of to tip
basketball post and hoop	21.10.2013	3,100.00	21.10.2013	1500	1500.00	Pedestal Field	Cost incl surface
sets of Blachere christmas lights	28.11.2013	600.00	24.4.2014		700.00	WW Village Hall	
Phoenix seat - enviropol	22.11.2013	385.00	24.4.2014		400.00	Pedestal Field	
Samsung Printer Express 1810	15.11.14					Clerks Home	
Picnic table - brown enviropol	12.3.15	500.00	31.3.2015			Pedestal Field	Disposed of as structurally unsound
Dog bins	1.4.2105	1,200.00			1200.00	Ped;Cooks,Hill,High	
Defibrillator in metal cabinet	1.4.2015	2,500.00	17.6.15		2500.00	VH/Church	
Litter bin	1.4.2015	250.00	17.6.15		250.00	Pedestal Field	
Litter bin	31.3.2014	250.00	17.6.15		250.00	Pedestal Field	
Concrete table tennis table	8.3.16	2,000.00	16.3.16		2000.00	Pedestal Field	
Phoenix Seat with arms enviropc	23.6.16	446.00	30.6.16		450.00	Pedestal Field	
MYSID speed indicator	21.4.17	3,500.00	26.4.17		3500.00	Chorley Road	SS107D Ser No CNB1L5K1SM. Model CLX6260F
Samsung Printer with scanner	7.11.18	330.00			330.00	Clerks Home	
Sovereign basket swing	1.3.20	6,703.00	12.3.2020		6703.00	Pedestal Field	
Tri table	1.8.19	974.00	12.3.2020		974.00	Pedestal Field	
Dell Laptop XPS 15 (9570)	11.7.19	1,017.00	12.3.2020		1017.00	Clerks home	
Litter pickers	1.4.2019	260.00				Chairmans home	
litter bag hoops	1.4.2019	86.70				Chairmans home	
High viz vests	20.9.19	70.00				Chairmans home	
Solar powered MVAS units	30.9.19	5,000.00	12.3.2020	£2,500	5000.00	Chorley Road	
Noticeboard - green/metal	30.6.2020	603.00		£600	650.00	Chorley Road	Earth Anchor Classic
Noticeboard - green/metal	20.11.2020	603.00			650.00	Portway Drive	Earth Anchor Classic
Noticeboard - green/metal	20.11.2020	603.00			650.00	Bradenham Rd	Earth Anchor Classic
Noticeboard -black/metal		528.00			550.00	High Street	Earth Anchor Classic
Noticeboard- black/metal		323.00			330.00		
					124283.00		

WEST WYCOMBE PARISH COUNCIL FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 10th May 2018.

1. GENERAL

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.
- 1.4 The Council shall be responsible for ensuring that the financial management is adequate and effective and that the council has a system of internal controls which facilitates the effective exercise of its functions and which manages risk.
- 1.5 The Council shall review at least once a year the effectiveness of its systems of internal controls and shall produce a statement on internal control with its statement of accounts

2. ANNUAL ESTIMATES

- 2.1 Each Committee (if any) shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall supply each member with a copy of the approved estimates.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall prepare and have regard to a three year forecast of Revenue and Capital Receipts and Payments which shall be prepared at the same time as the annual Budget or Estimates.

3. BUDGETARY CONTROL

- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, vire between subheads.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned.
- 3.4 The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2003, 2006, Local Audit and Accountability Act 2014 (the Act) and new Regulations and any subsequent amendments thereto.
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval Local Audit and Accountability Act 2014 (the Act) as amended, or set by the Auditor.
- 4.4 The RFO shall be responsible for ensuring that there is adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2003, 2006 and the Local Audit and Accountability Act 2014 (the Act) and new Regulations and any subsequent amendments thereto. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003, 2006 and the Local Audit and Accountability Act 2014 (the Act) and new Regulations and any subsequent amendments thereto. 4.6 The Internal Auditor shall carry out the work required by the RFO and the Council, with a view to satisfactory completion of the Internal Auditor's Report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.7 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by the Accounts and Audit Regulations 2003, 2006 and the Local Audit and Accountability Act 2014 (the Act) and new Regulations and any subsequent amendments thereto.
- 4.8 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 A schedule of the payments required, forming part of the Agenda for the Meeting, shall be prepared by the RFO and, together with the relevant invoices, be presented to Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chairman of the Meeting. If more appropriate the detail may be shown in the Minutes of the Meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 or in accordance with paragraph 6.4, shall be signed by two members of Council.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall take all steps to settle all invoices submitted, and which are in order, at the next available Council Meeting.
- 6.4 If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, the Clerk may (notwithstanding para 6.3) take all steps

necessary to settle such invoices provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 6.5 The Council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly. Alternatively
- 6.5 The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
- a) The RFO shall maintain a petty cash float for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) 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 the schedule of payments presented to Council under 5.2 above.
 - d) Direct debit or standing order payments may be permitted, with the approval of council, for regular items such as utility bills or payroll. Amounts so paid should be reported to council along with the normal payment schedule.
 - e) Online banking, as of this date, is only used for the payments made to HMRC. The Clerk sets this up and the Chairman authorises the payment online.

7. PAYMENT OF SALARIES

- 7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates, provided that each payment is reported to and ratified by the next available Council Meeting. The RFO must ensure that all salary and other relevant payments comply with PAYE and other rules issued by HMRC

8. LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order books shall be controlled by the RFO.
- 10.3 All members and Officers are responsible for obtaining value for money as all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 (I) below.
- 10.4 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11. CONTRACTS

- 11.1 Procedures as to contracts are laid down as follows:
- (a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Where it is intended to enter into a contract exceeding £6,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.
- (c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- (d) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- (f) 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.
- (g) If less than three tenders are received for contracts above £6,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (h) When it is to enter into a contract less than £6,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall invite quotations as follows:- (i) value of £2,000 - £5,999: from at least two firms and (ii) value over £6,000: from at least three firms. Otherwise, Regulation 10 (3) above shall apply.

- (i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the Council and Clerk to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. PROPERTIES AND ESTATES

- 14.1 The Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The RFO shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Regulation 4(3)(b) of the Accounts and Audit Regulations 1996 as amended.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £50.

15. INSURANCE

- 15.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the Council's insurers
- 15.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to Council at the next available meeting.
- 15.5 All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council.

16. CHARITIES

- 16.1 Where the Council is sole 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.

17. RISK MANAGEMENT

- 17.1 The Clerk with the RFO shall prepare and promote risk management policy statements in respect of all activities of the Council.
- 17.2 When considering any new activity the Clerk and RFO shall prepare a draft Risk Management policy for the activity and shall bring a draft addressing the legal and financial liabilities and Risk Management issues that arise to Council for consideration and, if thought appropriate, adoption.

17.3 The Council shall carry out a Financial Risk Assessment on an annual basis in accordance with the Accounts and Audit Regulations 2003, 2006 and the Local Audit and Accountability Act 2014 (the Act) and new Regulations and any subsequent amendments thereto. The minutes shall record such review of the financial risks.

18. REVISION OF FINANCIAL REGULATIONS

18.1 It shall be the duty of the Council to review the Financial Regulations of the Council from time to time.

10th May 2018

Minute Number: 251.5

West Wycombe Parish Council

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020	Current Year Ended 31st March 2021
Operating Income	
Administration	45,000.00
Allotments	535.00
Pedestal Playing Field	400.00
Burial Ground	280.00
Highway	2,033.62
VAT Data	4,387.36
51,775.07	52,635.98
	Total Receipts
Running Costs	
Administration	18,173.74
Street Lighting	10,027.92
Allotments	1,141.60
Pedestal Playing Field	2,578.39
Burial Ground	3,554.88
Highway	8,543.75
VAT Data	3,502.23
52,993.14	47,522.51
	Total Payments
Receipts and Payments Summary	
Opening Balance	24,417.99
Add Total Receipts(As Above)	52,635.98
77,411.13	77,053.97
Less Total Payments(As Above)	47,522.51
24,417.99	29,531.46
These cumulative funds are represented by:	
Barclays Community A/c	29,531.46
Barclays Bus Saver A/c	0.00
Bank of Ireland A/c	0.00
24,417.99	29,531.46
Reserve Balances are represented by:	
Current Year Fund	5,113.47
General Reserves	24,417.99
24,417.99	29,531.46

Signed : _____ (Chairman) _____ (RFO)