

Finance Report – November 16 Council Meeting

Review of the I & E for the half year:

Income

Overall income is in line with that budgeted. However nothing was budgeted for fete income, thus masking the fall in burial receipts. Receipts for the 6 month period total £5846 compared to anticipated income of £7000 – there is some element of seasonality but it is notable that there were no burial ground receipts in October.

The figures do include 50% of the devolved services payment under miscellaneous income – also not budgeted.

Expenditure

Salaries – as anticipated. If the Clerk's hours are increased then a decision will have to be made to vire funds from elsewhere for the remainder of the year. I would suggest Community Events as funds allocated to the fete in the event of poor weather have not been necessary and there is an unused balance in events. This will need to be agreed at the next meeting.

Administration – costs as anticipated

Burial ground – costs down as anticipated. More maintenance is scheduled for December in both woodland and formal areas. Chapel yet to be repaired and decorated.

Commons & Woodlands – some areas of anticipated spend will not happen this year – eg management plan, tree inspection and forest school. These will be deferred until next year and will need to be considered in next year's budget.

Transport and Highways – no budget exists for devolved services although income received. Nothing appears to be spent on maintenance of lighting this year – possibly because those lights requiring work have been replaced under the capital program.

If no further maintenance is anticipated then a total of £3000 is available under transport and highways – less any spend in excess of of the devolved services receipts. This could be available to finance one additional speed sign.

Village Community – Fete receipts and expenses discussed at earlier meetings.

Capital expenditure

Burial Ground - to date only the kissing gate has been completed from the list of capital projects. Sign, new seating and post infrastructure for grave location still to occur. Balance ££4750

Common and Woodlands – appears to have been no capital expenditure although the fencing in Tenterden has been completed so Clerk to check allocation. The balance of £12000 relates to an

estimate for the path across the common. Unaware of any quote having been received and if work is done in time, LAF funds of £6000 are available for this project which may mean some of the funds can be released.

Transport and Highways - £26000 originally allocated of which c £10000 has been spent. The Council has revoked the decision to put lighting on the common and by the War Memorial area, so a further £9000 of capital will not be spent this year. The balance of £7250 is committed, as lighting is on order.

Chesham Bois Parish Council: Income & Expenditure

Financial Month: 6 to 30/09/2016

Report Run Date: 11 Nov 16

	Annual Budget	Current YTD	Variance YTD Value
INCOME			
Precept	£55,700.60	£55,700.60	
Council Tax Support Grant	£28.40	£28.40	
Interest Received	£1,900.00	£630.12	£1,269.88
Burial Ground Plots	£14,000.00	£3,700.00	£10,300.00
Burial Ground Memorials	£1,500.00	£1,919.99	-£419.99
Burial Ground Interments	£3,000.00	£2,146.00	£854.00
Fete Stalls		£428.00	-£428.00
Fete Advertising		£540.00	-£540.00
Fete Sponsorship		£0.00	£0.00
Fete Other Income		£1,977.98	-£1,977.98
Wayleaves Income	£700.00	£0.00	£700.00
LAF Grants		£0.00	
Other Grants		£300.00	-£300.00
Licence Income	£5,200.00	£2,720.00	£2,480.00
Misc. Income		£1,617.41	-£1,617.41
VAT Repaid		£0.00	
Total Income	£82,029.00	£71,708.50	£10,320.50
EXPENDITURE			
SALARIES, PAYE & NI			
Clerk Salary	£13,646.00	£6,199.20	£7,446.80
Employers National Insurance	£635.00	£295.74	£339.26
Employers Pension Scheme	£3,219.00	£1,319.46	£1,899.54
Adjustments	£0.00	£470.51	-£470.51
Total	£17,500.00	£8,284.91	£9,215.09
ADMINISTRATION			
Clerks Expenses	£0.00	£0.00	
Councillor Expenses	£0.00	£0.00	
Photocopier Costs	£460.00	£184.68	£275.32
Stationery & Office Supplies	£40.00	£146.79	-£106.79
Office Machinery & Maintenance	£0.00	£0.00	
Telephone & Broadband	£425.00	£195.97	£229.03
Postage	£50.00	£18.41	£31.59
Office Rent	£500.00	£200.00	£300.00
Office Electricity	£800.00	£301.56	£498.44
Office Repairs & Maintenance	£0.00	£0.00	

Wages - Cleaning	£300.00	£150.00	£150.00
Health & Safety (incl Fire)	£0.00	£80.33	-£80.33
Computers & Software	£2,000.00	£1,490.76	£509.24
Training - Clerk	£700.00	£238.70	£461.30
Training - Councillors	£350.00	£95.55	£254.45
Books & Reference Material	£0.00	£70.00	-£70.00
Subscriptions	£1,000.00	£521.55	£478.45
Insurance	£1,500.00	£1,371.95	£128.05
Digital Mapping	£1,000.00	£0.00	£1,000.00
Website	£1,000.00	£0.00	£1,000.00
Noticeboards	£100.00	£0.00	£100.00
APM & Public Meetings	£200.00	£0.00	£200.00
Audit & Accountancy Fees & Bank Charges	£1,200.00	£538.00	£662.00
Legal Fees	£0.00	£0.00	
Advertising	£200.00	£0.00	£200.00
Software Subscriptions	£0.00	£114.00	-£114.00
Recruitment Expenses	£0.00	£0.00	
Total	£11,825.00	£5,718.25	£6,106.75

GRANTS

S137 Grants & Community, Grants	£0.00	£0.00	£0.00
Total	£0.00	£0.00	£0.00

BURIAL GROUND

Burial Ground - Ground Maintenance	£12,000.00	£4,004.80	£7,995.20
Burial Ground - Water	£350.00	£46.30	£303.70
Burial Ground - Electricity	£50.00	£0.00	£50.00
Burial Ground - Sexton Costs	£3,900.00	£1,335.02	£2,564.98
Burial Ground - Chapel Maintenance	£1,500.00	£0.00	£1,500.00
Burial Ground - Toilet Maintenance	£0.00	£0.00	
Burial Ground - Mapping Costs	£0.00	£0.00	
Burial Ground - Advertising	£1,250.00	£600.00	£650.00
BGWG - Contingency Fund	£3,000.00	£1,750.00	£1,250.00
Total	£22,050.00	£7,736.12	£14,313.88

COMMON & WOODLANDS

C & W - Ground Maintenance	£8,180.00	£2,567.60	£5,612.40
C & W - Pond Maintenance	£2,865.00	£875.00	£1,990.00
C & W - Tree Inspections	£2,100.00		£2,100.00
C & W - Treework	£10,000.00	£3,050.00	£6,950.00
C & W - Footpath Maintenance	£0.00		
C & W - Dog Bin Maintenance	£1,500.00	£602.03	£897.97
C & W - Seats	£400.00		£400.00
C & W - Management Plan	£16,000.00		£16,000.00
C & W - Chiltern Society Work	£2,400.00		£2,400.00
C & W - Forest Schools	£1,000.00		£1,000.00
CWWG - Sundry Expenses	£150.00		£150.00
Total	£44,595.00	£7,094.63	£37,500.37

TRANSPORT & HIGHWAYS			
T & H - Streetlights Maintenance	£1,500.00		£1,500.00
T & H - Streetlights Electrictiy	£3,200.00	£1,198.16	£2,001.84
T & H - General Costs	£1,500.00		£1,500.00
T & H - Grass Verge Cutitng	£0.00	£897.60	-£897.60
T & H - Sign Cleaning	£0.00		
T & H - Footpath Maintenance	£0.00		
T & H - Hedge Maintenance	£0.00		
T & H - MVAS Maintenance	£0.00		
THWG - Sundry Expenses	£0.00		
Total	£6,200.00	£2,095.76	£4,104.24
VILLAGE COMMUNITY			
Village Community - Events	£800.00	£48.44	£751.56
Village Community - Fete	£1,000.00	£2,574.08	-£1,574.08
Village Community - Christmas Lights	£400.00		£400.00
Good Neighbourhood Scheme	£0.00		
VCWG - Sundry Expenses	£0.00		
Total	£2,200.00	£2,622.52	-£422.52
Suspense & Misposstings		-£1,140.00	
Total Expenditure	£104,370.00	£32,412.19	£70,817.81
NET SURPLUS (DEFICIT)	-£22,341.00	£39,296.31	£60,497.31

14th November 2016 Council Meeting: Payments & Receipts						
PAYMENTS	Ref	Payment	NET	VAT	Amount	
Buckland Landscapes	28748 & 28626	FP	£1,430.48	£286.10	£1,716.58	Oct 16 Grounds Maintenance + BG Field Cut
Chiltern Society	3990	FP	£187.50		£187.50	Burial Grd Advert in Winter 'The Chiltern News'
DCK Beavers	P0327& P0323	FP	£50.00	£10.00	£60.00	Sept 16 Payroll Administration + Adjustments
First for Trophies	16/4290	FP	£3.00	£0.60	£3.60	Woodland BG Disc numbering
Mazars	1211401	FP	£325.00	£65.00	£390.00	External Auditors Fees
More to Death	1274	FP	£288.00		£288.00	Woodland BG Advert in Edition 9
Mrs S Payne	Expenses	FP	£18.95	£1.07	£20.02	Stamps/Batteries/Coffee
Ridgeway Woodalnds	21/75/542	FP	£160.00		£160.00	Emergency Treework: Ash on Common
St Leonards Church Parish Centre	57.3	FP	£57.30		£57.30	July - Sept 16 Office Electricity
Toolshed	TShed24 & 55	FP	£476.40	£95.28	£571.68	Oct & Nov Grass Verge Cutting
Staff Salaries		FP	£1,142.08		£1,142.08	Nov 16 Salaries
Bucks County Council		FP	£293.07		£293.07	Nov 16 Pension Contributions
Southern Electric		DD	£451.31	£83.61	£534.92	Sept & Oct 16 Street Lighting Electricity
Utility Warehouse		DD	£33.41	£6.68	£40.09	Oct 16 Telephone/Broadband
					£5,464.84	
RECEIPTS						
Creative Memorials	16/21a	#130	£480.00		£480.00	Memorial Plot O1:
Church View Funeral Services	16/21	#130	£1,050.00		£1,050.00	Plot & Interment W104
Bucks County Council		FP	£1,367.41		£1,367.41	2nd payment for Devolved Services
NS&I Savings		FP	£87.95		£87.95	Aug 16 interest
					£2,985.36	

CHESHAM BOIS PARISH COUNCIL

BUDGET 2017/18

INCOME		Budget 17/18		Budget 16/17		Comments/Explanation
		£ Revenue	Capital	£ Revenue	Capital	
Precept		61,300		55,729		Should we increase by further £5k?
Burial Ground	Memorials	1,000		1,500		increase prices to reduce memorials 20% increase in prices
	Burials	20,400		17,000		
	Other					
			21,400		18,500	
Licence and Wayleave	Licence	5,200		5,200		
	Wayleave	700		700		
			5,900		5,900	
Devolution contribution			2,700			
Interest	Bank			100		
	S'bonds	1,800		1,800		
			1,800		1,900	
Grants applied for Sundry Fete			20			reqd?
TOTAL REVENUE		93,120		82,029		

EXPENDITURE

DIRECT

Burial Ground Costs

	Budget 17/18 £		Budget 16/17 £		
	Revenue	Capital	Revenue	Capital	
Heating & lighting	60		50		All based on R Thorndike's 3 year budget
Water	350		350		
Wages	4,300		3,900		
Grounds Maintenance	17,000		12,000		
Chapel maintenance	1,000		1,500		
Renovation	2,000			3,500	
Contingency fund	2,000		3,000		
Seats/bins/noticeboard				1,250	
Advertising	1,350		1,250		
	28,060		22,050		

Commons and Woodlands

Sundry	150		150		
Chiltern Society	2,500		2,400		
Commons Maintenance Contract	10,000		8,180		
Tree Work - emergency felling	10,000		10,000		
Tree inspections/Mngmt plan	2,000		2,100		
Woodland Plan work	16,000		16,000		Not happened in 16/17
Pond	2,200		2,865		
Footpath improvement				15,000	
Forest School			1,000		
Seats/bins/noticeboards			500		

		1,800		1,500		
			44,650		44,695	
			Budget 17/18 £ Revenue	Capital	Budget 16/17 £ Revenue	Capital
	Dog bins					
Street Lighting	Street Lighting maintenance	2,500		26,250	1,500	15,000
	S L Energy	3,200			3,200	
	Common Lighting					9,000
			5,700			4,700
Roads and Transport	Ad hoc highway costs		1,500			1,500
	Devolution costs		5,000			
Community Events	Mapping Work				1,000	
	Events	800			800	
	Flags/Xmas trees	300			400	
	Fete				1,000	
			1,100			3,200
Total Direct Expenses			86,010	26,250	76,145	43,750
Net Surplus			7,110		5,884	
			Budget 17/18 £		Budget 16/17 £	

on basis £9k not used
for common lighting
reallocated reserve
against street lighting
replacement
Should be half of path
capital released as LAF
funding

		Revenue	Capital	Revenue	Capital	
OVERHEADS						
Employment Costs		19,500		17,500		Additional £5k for increased hours?
Premises Costs	Rent	500		500		
	Electricity	800		800		
	Cleaning	300		300		
		1,600		1,600		
Office Costs	Telephone	425		425		
	Postage	50		50		
	Stationery/pcopier	500		500		
	Advertising	200		200		
	Website	500		2,000		
	Equipment	2,000		1,000		
	Sundry	125				
		3,800		4,175		
Election and APM expenses		400		200		
Insurance		1,500		1,500		
Audit and Accountancy		800		1,200		
Reference and Training	Clerk training	500		700		
	Cuncillor training	150		350		
	Subscriptions	1,000		1,000		
		1,650		2,050		
Total Overheads		<u>29,250</u>		<u>28,225</u>		
Total Surplus/Deficit		<u>-22,140</u>		<u>-22,341</u>		

To consider:
replacement of photocopier

Chesham Bois Parish Council Risk Assessment Management

A Risk Assessment is a systematic general examination of working conditions, workplace activities and environmental factors that will enable Council to identify any and all potential inherent risks. Council will take all practical and necessary steps to reduce or eliminate risks, in so far as is practically and reasonably possible. This document has been produced to enable Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

Financial

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Precept	Adequacy of precept requirements	Low	Council receive detailed budgets in the late autumn. Precept derived directly from this. Expenditure against budget is reported to Council monthly.	
	Requirements not submitted to Chiltern District Council in time.	Low	Precept should be considered by Council before the deadline – deadline should be ascertained from CDC asap.	
	Amount not received by CBPC	Low	The Clerk informs Council when the monies are received (approx. April and September).	
Financial Records	Inadequate records & financial irregularities	Low	The Council has Financial Regulations which sets out the requirements.	
Bank & Banking	Inadequate Checks	Low	The Council has Financial Regulations which sets out the requirements for banking, cheques and reconciliation of accounts.	
	Bank Errors	Low	The Clerk reconciles the bank accounts once a month when the statement arrives; any problems/irregularities are dealt with immediately by informing the bank and awaiting their correction.	
	Loss	Low	Losses would result from a Bank error and these would be immediately reported to the Bank. Possible losses from unauthorised access to the Council bank account are minimal.	
	Charges	Low	Bank statements are monitored and irregular bank charges queried.	
	Security	Medium	The Council has Financial Regulations which sets out the requirements.	
Cash	Loss through theft or dishonesty	Low	The Council has Financial Regulations which set out the requirements. Cash is banked within 6 working days, access to petty cash is only open to the Clerk and is regularly accounted for and balanced, receipts are provided for any expenditure.	
Reporting &	Information communication	Low	A budget monitoring statement is produced before each Council meeting with	

Auditing			the agenda and discussed and approved at the meeting. Financial information is a regular agenda item at each Council meeting.	
	Compliance	Low	Auditing takes place on an annual basis.	
Direct Costs Overheads Expenses Debts	Goods not supplied but billed	Low	The Council has Financial Regulations which set out the requirements.	
	Incorrect Invoicing	Low	Prior to each Council meeting invoices are checked by the Clerk and allocated a cost code. A payments schedule is circulated to Councillors prior to the Council meeting and any Councillor can query an invoice with the Clerk. If satisfactory the schedule is approved at the Council Meeting.	
	Cheque payable incorrect	Low	The Clerk prepares the cheques. After the Council meeting at which the payments are approved two Councillors will sign the cheque and initial the cheque stub.	
	Electronic payment incorrect	Low	The Clerk uploads the online payments and provides a copy of the payments to be authorised online together with the invoices. After the meeting at which the payments are approved two Councillors will sign the initial the online payment list and log in to the banking system and authorise the payments.	
	Loss of Stock	Low	The Council has only minimal stocks and these are monitored by the Clerk.	
	Unpaid Invoices	Low	Unpaid invoices due to Council are pursued by the Clerk on a regular basis.	
CPBC Run Activities	Risk of financial loss	Low	Activities previously held, such as the Village Fete, have been financed by stall sales and sponsorship prior to the event. A maximum exposure is ascertained and agreed prior to the event. If finance is not secured in advance there may be some financial risk which would need to be covered by the Council's reserves.	
Grants & Support – Payable	Power to pay /Authorisation of Council to pay	Low	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137 power of expenditure. A grant application form has been devised to keep up to date records of applications.	
Grants – receivable	Receipts of grants	Low	The Parish Council does not presently receive any regular grants. One off grants come with terms and conditions to be satisfied and are monitored by the Clerk.	
Charges /Rentals Payable	Payments of charges, leases, rentals	Low	The Parish Council rents an office from St Leonards Parish Church; rent is paid bi-annually in advance by standing order. Payments are reported to Council as made.	
Charges /Rentals Receivable	Receipts of charges, leases	Low	Invoices for leases are issued in advance of rental period. The lease with The Berkhamsted School for car parking on Common land off Copperkins Lane requires submission of insurance details to Council on an annual basis. A schedule of wayleaves payments is kept, updated and monitored by the Clerk	
Best Value/ Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations which set out the requirements for awarding contracts.	

	Overspend on services	Medium	If a problem was encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report the matter to the Council.	
Salaries & Associated Costs	Salary paid incorrectly Wrong hours paid Wrong rate paid/ False employee	Low Low Low Low	Payments of salaries are made by BACS methods provided that the instruction for each payment is signed by two authorised bank signatories and are retained and any payments are reported to Council as made. The Parish Council authorises the appointment of all employees through all Council meetings. Salary rates are assessed annually by Council. Salary analysis and payslips are produced by the Clerk on a monthly basis and are inspected at the Council meetings and signed.	
	Wrong deductions of NI or Tax Unpaid Tax & NI Contributions to HM Revenue	Low Low Low	Tax and NI is worked out by the external payroll administrators. Payments are made quarterly to the HM Revenue by the Clerk and are reported to Council as made. The payroll administrators produce the Inland Revenue Annual Return which is checked and approved by the Clerk and submitted by the payroll administrators.	
Employees	Fraud by staff	Low	Financial risks are low as only the Clerk has access to the petty cash. The requirements of Fidelity Guarantee insurance are adhered to with regards to fraud.	
	Health & safety	Low	All employees to be provided with adequate direction and safety equipment needed to undertake their roles	
Election Costs	Risk of an election cost	Low	Risk is higher in an election year. Estimated costs to be obtained from Chiltern District Council and included in the budget if insufficient reserves in General reserves.	
VAT	Reclaiming/Charing	Low	The Council has Financial Regulations that set out the requirements.	
Annual Returns	Submit within time limits	Low	Employer's Annual return is completed and submitted online to HM Revenue by the payroll Administrators having been approved by the Clerk. The Financial Annual Return is completed by the internal auditor and Clerk, approved by the Council and submitted to the External Auditor within the time limits.	
Legal Powers	Illegal activity of payments	Low	All activity and payments within the powers of the Parish Council to be resolved and minuted at Parish Council meetings.	

BUSINESS CONTINUITY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Loss of key personnel	Inability to conduct Council business	Medium	In the event of the clerk being indisposed the Chairman is to contact the Buckinghamshire & Milton Keynes Association of Local Councils for advice.	
Council Records – Paper	Loss through: Theft Fire Damage	Low Medium Low	The Parish Council's records are stored at the Council office. Records include historical correspondences, minutes, insurance, and bank records. The documents are stored in a lockable fireproof safe	
Council Records - Electronic	Loss through: Theft	Low	The Parish Council electronic records are stored in the cloud. Minutes and agendas are held on the Council's website.	

	Fire damage Corruption of Computer	Low Medium	Data backup on an external hard drive is made monthly and is kept offsite by the Clerk.	
Councillors	Failure to retain or secure the necessary number of members for the Council	Low	When a vacancy arises the Clerk is to follow correct legal processes and ensure appropriate actions is taken to try and co-opt members onto Council.	

LEGAL

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Members Interests	Register of Members interests	Medium	Completed Register of members' interest forms are submitted to the Monitoring Office at CDC and regularly reviewed. Any change in a Councillor's register of interests must be notified to the Clerk.	
	Conflict of interest	Low	Councillors are required to declare an interest in any item of business and this is recorded in the minuted.	
Data Protection	Policy Provision	Low	The Parish Council is registered with the Information Commissioner	
Freedom of Information Act	Policy Provision	Low	The Council confirms to the Freedom of Information Act and responds to individual requests in accordance with it.	

GOVERNANCE & MANAGEMENT

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Compliance	Lack of knowledge of regulations and codes	Low	Ensure that all Councillors have available relevant Acts. That a Code of Conduct, Standing Orders and Financial Regulations are in place. Highlight essential parts and provide training where relevant	
	Absence of Standing Orders	Low	Ensure that Standing Orders are produced and adopted by the Council, understood by Councillors and reviewed annually.	
	Council acting outside its powers laid down by Parliament	Low	Clerk to monitor relevant legislation and report to Council.	
Agendas/ Minutes/ Notices/ Statutory Documents	Accuracy and legality	Low	Agendas and minutes are produced in the prescribed method by the Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following Council meeting.	
	Business conduct	Low	Business conducted at Council meetings should be managed by the Chairman.	
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements.	
	Public Liability: risk to third party and or property.	Medium	Insurance is in place for £10 million. Risk assessments regularly carried out to comply with requirements.	
	Employer Liability: noncompliance with employment law	Low	Undertake adequate training and seek advice from the Buckinghamshire and Milton Keynes Association of Local Councils.	

Litigation	Risk of legal action being taken against the Council	Medium	Public Liability Insurance covers general personal injury claims where the Council is found to be at fault. Open spaces and burial grounds are checked regularly. There is a rolling programme of tree reviews in accordance with specialist advice. And trees are investigated when damage reported. Risk Assessments carried out for all council events.	
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ASSETS & PROPERTY

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Assets	Loss or damage to third parties/properties	Low	An annual review of assets is undertaken for insurance provision.	
Maintenance	Poor maintenance of assets or amenities,	Low	All assets owned by the Parish Council are regularly reviewed and maintained All repairs and relevant expenditure for any repair is actions/authorised in accordance with the correct procedures of the Parish Council. Assets are insured.	
Notice Board	Risk of damage	Low	The Parish Council currently has five noticeboards. No formal inspection procedure is in place but any report of damage and faults are reported to the Parish Council and dealt with in accordance with the correct procedures of the Parish Council.	
Street Lighting	Risk/injury to third party	Low	Insurance is in place. Maintenance contract with SparkX who undertake inspections and repairs.	
Meeting Location	Adequacy Health & safety	Low Low	The Parish Council meetings are held in the Council Office. The premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend.	

Common and Woodland Working Group Report

9th Nov 2016

1. Update on current work:

Two trees identified in the Tree Survey along the main Chesham road have finally been felled.

A large broken branch hanging from the ash on Pond Meadow was removed this month and also a similar branch which fell across the bridle path near the burial ground had to be cleared up.

2. Management Plan for the Common and Woodlands

John Morris, Director of the Chiltern Woodlands Project, is continuing his work and we are waiting for his initial feedback.

3. Footpaths

We are seeking the Council's approval for the amount of £575 + VAT to replace the broken barrier on the path from Long Park to the church and £474 + VAT to replace the barrier at the entrance to the footpath in Great Bois Wood.

Burial Ground Report

9th Nov 2016

1. Update on current work

- i. Privet hedge has now been planted in the Old Burial Ground to fill the gap by the Chapel and the water tap has been re-sited.
- ii. Removal of bushes and small trees from graves in the Old Burial Ground has already been approved by the Council and will start in December, along with pruning of trees in the Woodland Burial Ground.
- iii. The field adjacent to the Woodland Burial Ground has been mown and some brambles cleared. New tree guards have been installed on the circle of lime trees.

2. Other work

Trees in the Woodland Burial Ground have been re-marked with new numbers after being cross referenced with the original plans. Any self-seeded trees have been dotted with red paint and will need to be removed as their roots will hamper grave digging in the future – quotes will be obtained. We plan to install new reference points along the track and perimeter hedges to make location of grave sites easier and hope to borrow the hand-held GPS device linked to Pear Technology to accurately plot these points and all trees.

We have continued for another year with our half page advert in “More to Death”, the magazine of The Natural Death Centre – see attached. The advert was revised to promote the Woodland Burial Ground in particular and a discounted price of £288 instead of £450 was agreed.

3. Review of Burial Ground prices and regulations

The Burial Ground Working Group and our sexton have reviewed our prices and pricing structure in comparison to other sites in the area, and in line with the table supplied, propose to raise prices as follows:

Full Burial Plot	£400	was £300
Ashes Plot	£300	was £200
Interment		
Child under 18	£100	varied on age under 16.
Adult	£300	was £200
Ashes	£100	was £75
Memorial		
Headstone	£200	was £140
Kerbstone	£500	was £100
Addnl inscriptions	£50	was £40
Plaques to remain at £30 or £50		
Hire of Chapel	£50	was £40

4. The BGWG propose to add the following terms and conditions to the website, and also to the reverse of invoices for Sale of Plots or Internments.

Comparison of Plot & Interment Rates Nov 2016

	Burial Plot		Interment				Memorial			Plagues	Other fees	Chapel
	Full	Ashes	<1	<16	Adult	Ashes	Headstone	Kerb	Addnl Inscr			
CBPC	300	200	75	150	200	75	140	100	40	30	40	
Chesham	233	86		132	231	110	165	165	45		72	
Amersham	530	210	122	243	520	215	226		65			

NB the above all charge double for out of area burials but the following do not operate local discount, so is in effect equivalent to double the above fee

Greenacres	1500-7500	750-2100			500	100					
Chiltern Woodland											
Sunrise		575	110		380	125					
Warwickshire											
Woodland B											
Clandon											
Woodland	1700-5075	645-1495			575	175					250
Guildford											
Henley											
Woodland	1150	575			410	120					175/125

Initial Proposed changes to Chesham Bois Fees - for discussion

			<18							as above	Sexton to advise	50
	400	300	100	300	100	200	500	50				

Effectively pitching between Amersham and Chesham, noting that up to 3 ashes caskets can be buried in half plot or with coffin in full plot.

CHESHAM BOIS BURIAL GROUND

TERMS AND CONDITIONS OF SALE OF BURIAL PLOTS

- Plots are purchased for a period of 99 years. Grave owners are provided with a deed and we ask to be kept advised of changes to deed holder's address. If the ownership of a deed has changed, proof will need to be provided to the Council before any internment can take place
- Full payment for plots and internment must be received prior to Burial taking place
- Planting on graves in the formal areas is permitted as long as it is appropriate and in keeping with the area. Plants with the potential to grow into large shrubs will be removed by the Council as these can affect the foundations of headstones nearby.
- Planting on graves in woodland area is permitted only in accordance with guidelines in Woodland Burial section of the website.
- For further details please apply to the Clerk.

Village Community Working Group Report: November 2016

Village Clear Up

To report on the success of the village clear up.

To thank the continued participation of the local brownies who make the event so successful.

To report that we collected over 20 bags of rubbish this year including lots of odd shoes.

To thank the brownies who discovered the safe box which contained lots of important documents that were reunited with the relevant family.

Remembrance Day Parade

To report on the arrangements for the Remembrance Day Parade which will have happened by the time of the PC monthly meeting.

To say that the arrangements are in hand.

Thanks for volunteers for attendance and those who help with road closures.

Fete Grants

It was agreed to advertise monies available from the proceed of this year's fete. Applications for grants arising from the CB Parish fete would be accepted up until January 2017.

Good Neighbourhood Scheme - Flyer

I have come up with a tentative leaflet – ideally on the background of a snowy CB scene (images welcome) with the wording as below. This will be delivered to every resident in the parish.

Winter is coming and the weather will get cold and icy.

If you need help getting your shopping or prescriptions here is the Parish Council telephone number:

0800 0839 104

Should you need help and can't get out of the house please ring it.
We have volunteers who can help you.

The Parish Council will be happy to help you with any of the above.

Meeting to be held with Age Concern for advice on approving, improving or suggesting alternatives on what the leaflet should be communicating.

I am open to any suggestions or comments on this from fellow Councillors.

Cllr John Bailey

Transport Working Group Report for 14 November 2016 Council Meeting

Portable Speed Sign (MVAS)

The MVAS was relocated to Bois Lane near the zebra crossing on Wednesday 6 July and remains in this location.

MVAS data for the period 2 September to 8 November is summarised below. There were 107,933 movements during the period with 89.6% below 29 mph and 98.2% below 34 mph. Whilst there is a small minority exceeding the speed limit there is a very high compliance amongst the majority of drivers.

	Number of Movements		
5 - 9 mph	4,361		4.0%
10 - 14 mph	11,763		10.9%
15 - 19 mph	14,849		13.8%
20 - 24 mph	33,228		30.8%
25 - 29 mph	32,556		30.2%
30 - 34 mph	9,219		8.5%
35 - 39 mph	1,573		1.5%
40 - 44 mph	306		0.3%
45 - 49 mph	54		0.1%
50 - 54 mph	21		0.0%
55 - 59 mph	2		0.0%
60 - 64 mph	-		0.0%
65 - 69 mph	1		0.0%
Total Movements	107,933		100.0%

Request to approve the purchase of 2 additional MVAS signs

During the past 10 months a MVAS sign has been in use in North Road and latterly Bois Lane. Evidence from data collected demonstrates that making drivers aware of the speed they are travelling reduces speeds and makes our roads safer for all users. This is a very visible preventative activity which has been well received by local residents and is supported by our local police.

The proposal is to purchase 2 additional signs so that we can increase coverage in North Road, Bois Lane, Copperkins Lane and Amersham Road.

A summary of the costs is set out below and the full quote from Swarco is attached for information.

Approval is sought to spend £5,790.17 + VAT on the purchase of 2 signs and sundry items. 30% is payable with order with the balance 30 days from Invoice date.

Costings for the purchase of 2 MVAS Signs

	Unit Cost	Qty	Total Cost
MVAS Sign	2572.55	2	5145.10
Spare Battery Pack	217.90	2	435.80
Post Installation Kit	27.00	2	54.00
Padlock	14.46	2	28.92
Tamtorque Tool	16.90	1	16.90
Heavy Duty Crown Key	9.45	1	9.45
Delivery Charge	100.00	1	100.00
Total Cost			5790.17

LAF Funding.

BCC have provided a list of approved contractors for us to approach for quotes to carry out the work and this is being followed up by the Clerk. This is now a priority action in order to avoid losing the funding. We have the signed petition confirming local support for the path with 74 signatures -70 for and 4 against. Does The Council agree that we do not require any further permission to undertake the work?

LAF Meeting 28 September 2016

Minutes of the meeting held on 28 September have been circulated to The Council

Kerb by Cricket Ground Gate

No progress to report. We need to apply for a dropped kerb licence.

Street Lighting

Sparkx have completed the planned upgrade to street lighting in good time for the autumn/winter period.

We are still waiting for UKPN to transfer the power from the old concrete lamp post at the end of Stubbs Wood to the new column

Our contract with Sparkx for street light maintenance has now expired and must now run a tender process for a new contract.

We also need to agree a new electricity supply contract as costs have increased c £40 per month

Devolution

Grass cutting and siding out works have now been completed for 2016.

We still need to update our local maps which will be done once the software has been loaded on to Sam's new PC

.

Cllr David King

13 November 2016

WEBSITE

The website is virtually there. There are some tweaks to the formatting that I need Dovedale Design to finish, but the site can be updated in the coming weeks. I've got the hang of creating posts, pages and galleries. I can also upload videos via *youtube*, as you can see on the Remembrance Parade post. It takes time to add content, so I have added Rob Heath as another administrator.

You can view the current version of the new website here:

<http://www.dovedaledesign.co.uk/cheshambois/>

I recommend we now go live with the website. Please let me know if there is anything you don't like or want changed in the next few days.

MEDIA

Our Your Amersham council report was featured in the November edition. If you have anything you would like me to mention in the November edition, please let me know before the deadline of 16th November.

Despite us having an interesting story with the discovery of the document box at the Commons Clear Up, the Bucks Examiner failed to print it. My normal contact at the Examiner has departed and not been replaced. I think they are suffering poor sales, with the online and free magazine competition.

SOCIAL MEDIA

We are very slowly increasing our reach. Facebook now has 51 likes. Our Twitter account has 54 followers.

PARISH QUESTIONNAIRE

In 2001, the Council held an open day to collect opinions and thoughts on the village. This was followed by formally seeking views at the next Summer Fete. 100 responses were collected and reviewed. Subsequently, an Action Plan was produced. Villagers were invited to become members of a steering group to develop the Action Plan. One of the outcomes was 'Bois Own', which has now sadly demised.

I think, the Parish is ripe for such an exercise. A lot of people have moved to the village since 2001 and it would be useful to engage with such residents and, of course, the longstanding residents.

We could hold an open day, but how/where/when? Rather, for a small cost, we could create a questionnaire, asking for opinions on specified subjects. It should include a section asking for volunteers to help on activities, common & woodland, etc. Anyone completing the questionnaire would be required to supply their contact details; these can be added to our database of contacts and emails. The questionnaire should be delivered to all 1,250 households in the Parish. We can look to create a function on the website where completed questionnaires can be uploaded.

Objectives:

- Proactively seek views of residents
- Gain volunteers
- Acquire specialists, e.g. writers, IT
- Promote role of council
- Gather contact details

- Promote website
- Resume Bois Own

I estimate printing and distribution would cost around £250. Please have a think about this and we discuss at the December meeting.

DIGITAL MAPPING

Rob Heath suggested this could be a project for a local school. Instead of paying Pear Technology to create maps of the Burial Grounds, TPOs, lighting, bins, and other assets, a group of pupils could be tasked to create maps using a GPS plotter, as part of school project on Geography/Technology
Something to discuss at future meetings.

Cllr D Buckingham



3 November 2016

Dear Sir/Madam

CHILTERN DISTRICT COUNCIL

– **Estimate of Rough Sleepers 2016**

- **Evening of Wednesday 16th November 2016 and/or early morning of 17th November 2016 only.**

Chiltern District Council is undertaking its annual exercise to estimate the number of people who may be rough sleepers in Chiltern District. This estimate is intended to be a snapshot of the likely number of people sleeping rough on a typical night. It will be based on the experience and day to day knowledge of the Council and other organisations operating in Chiltern. The information gathered by the exercise will help the Council to plan its future housing and homelessness services.

The Council was very grateful for your organisation's help in undertaking this exercise last year. The Council is again requesting your assistance this year. I would like to know if your organisation is aware of anyone who is a rough sleeper. This may be someone who:

- has actually been seen sleeping rough (e.g. on land that you own or manage) or
- has been in contact with you and you have evidence to show that the person is sleeping rough.

In order to get a consistent approach across all organisations, I would be grateful if you could let me have this information in respect of anyone who is rough sleeping overnight on Wednesday 16th November 2016 (i.e. during the evening of 16th November and/or in the early morning of 17th November).

Please can you complete the attached form as soon as possible after 16th November 2016 and return to me at Chiltern District Council by Friday 25th November 2016 at the latest. (Please note the definition of a rough sleeper on the form).

If you have identified a rough sleeper, please also complete page 2 of the form with any details that you have of the person concerned.

You can return the completed form electronically by e-mail (to dcraft@chiltern.gov.uk or by post to the Council offices at the address at the top of this letter (a pre-paid reply envelope can be provided on request).

Important Note – If your completed form includes any personal details on individuals (i.e. name and/or date of birth) then it should only be sent by e-mail as a password encrypted file. If you cannot send a password encrypted file, then please contact me and alternative arrangements will be made to collect the information.

I would be very grateful if you could assist the Council in this important exercise. If you have any queries or concerns, please contact me on 01494 732013 or by e-mail at dcraft@chiltern.gov.uk

Thank you for your assistance.

Yours faithfully,

Di Craft
Senior Housing Options Officer
Chiltern and South Bucks Housing
Chiltern District Council and South Bucks District Council

Please note that the Housing Services for Chiltern District Council and South Bucks District Council are now being delivered by a single shared Housing Team based at the Chiltern District Council offices.