

Chesham Bois Parish Council

Grant Awarding Policy and Application Form

Policy Statement

A grant or subsidy for these purposes is any payment made by Chesham Bois Parish Council (hereinafter referred to as CBPC) to be used by an organisation for a specific purpose in the furtherance of the wellbeing of the local community, either generally, or for a specific purpose and which is not directly controlled or administered by CBPC. The intent of any grant or subsidy given by CBPC is that it should support initiatives in the local community and help create opportunities for the residents of Chesham Bois that are not, as a matter of course, funded by CBPC.

Guidelines for Grant Applications

1. It is a prerequisite of any grant application that the group or project must bring direct benefit to at least some of the residents of Chesham Bois. All applications must clearly demonstrate how this will be achieved.
2. Grant application forms are available from the Clerk or from the Parish Council website. Application forms must be submitted along with the latest set of the group's accounts. It is important that all questions on the application form are fully answered and that any appropriate additional information, which supports an application, is provided.
3. Grant applications cannot be made retrospectively.
4. Applications WILL NOT be considered from:
 - Organisations intending to support or oppose any particular political party or to discriminate on the grounds of race or religion.
 - Private organisations operated as a business to make a profit or surplus.
 - Upward funders; i.e. local groups whose fund raising is sent to their central HQ for redistribution.
 - Individuals.
5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of CBPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. It must be understood that any grant must only be used for the purpose for which it was awarded and that any unspent portion of the grant must be returned to CBPC by the end of the financial year in which it was awarded unless a firm

financial commitment has been entered into which will be met within the following year.

9. If the grant is being made to purchase a capital item CBPC must be provided with a copy of the invoice before the grant payment is made.
10. Although CBPC will give as much help as possible, the administration of and accounting for any grant or subsidy shall be the responsibility of the recipient.
11. CBPC reserves the right to request any further information that it deems necessary to assist the decision-making process. Account will be taken of the amount and frequency of previous awards and of the extent to which funding has been sought or secured or is anticipated from other sources or own fund-raising activities (which must be declared).
12. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.
13. The size of any grant awarded is at the sole discretion of CBPC.
14. CBPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
15. CBPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of CBPC.
16. Grant applications will be decided by the full Council.
17. Applicants must acknowledge CBPC in any publicity relating to the grant and agree to CBPC publicizing details of any grants it makes.
18. This policy may be amended at any meeting of CBPC following a motion having been published on the agenda for that meeting beforehand.

GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Name of group/organisation	
Name on bank account (for cheque payments)	
Registered Charity/Charity Number	Yes / No
Contact name	
Position with the group	
Contact name's home address	
Contact name's telephone number	
Contact name's e-mail address	
Brief description of group and its aims	
Brief description of project for which you are making this application. Please state how much money is being applied for.	
What is the total cost of this project? Please provide details of how this figure is built up.	

Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	
Number of members in the Group	
Number of members resident in the parish	
Total spent by the group in the last twelve months	
Total received by the group in the last twelve months	
Main income sources – please itemise	
Current bank balance (please state date)	
Special/other considerations	

Adopted on: 10 March 2014.

Reviewed and updated on 8 October 2018

CHESHAM BOIS PARISH COUNCIL
Action Plan Objectives for 2020/2021 Financial Year

Objective	Action	Budget	Timescale	Progress
Common & Woodlands				
10 Year Common & Woodland Management Plan: Sustainable management of woodlands/ Common	<ul style="list-style-type: none"> Carry out Y2 requirements of the Plan Planting in Bois Wood 	£6,000	Spring 21 Autumn 2020	Nov 20: Contractor Instructed for Treework. Planting almost complete delays due to Covid19t
Tenterden Spinney Natural Play Area: Promote use of Spinney	<ul style="list-style-type: none"> Identify site for play area Establish Costs 	£4900	Spring 2020	Nov 20 Installation scheduled for Dec 2020.
Paths over Common: maintain accessibility	<ul style="list-style-type: none"> Identify paths that need siding out Identify paths that may require resurfacing Cost & instruct contractor 		Spring 2020 Spring 2020 Summer 2020	April 20: Delayed due to Covid-19 restrictions.
Highways				
Speeding: Reduce speeding	<ul style="list-style-type: none"> Maintain and rotate existing MVAS Set up Speed Watch Teams and liaise with TVP Secure funding for installation of permanent VAS on Amersham Road 	£1,000 £3,000	Ongoing Spring 2020 Spring 2020	April 20: Speedwatch teams all training and documentation complete. TVP delays due to Covid19. Nov 20: Funding secured, & VAS ordered.
Parking: Improve highway safety	<ul style="list-style-type: none"> Completion of Amersham / Chesham Bois Parking Review 		Autumn 2020	Nov 20: Consultation complete works due Winter 20/21
Burial Ground				
Data Management: Improve mapping and data records.	<ul style="list-style-type: none"> Complete digital mapping and link to database Produce maps for display on BG noticeboard Complete Renumbering of BGs Action database audit anomalies 	£2,210	May 2020 Autumn 2020 May 2020 Summer 2020	Nov 20: Delayed due to Covid-19 restrictions. Volunteer instructed to separate address cells on database and reconfigure date cells.
Memorial Safety: Ensure safety of visitors	<ul style="list-style-type: none"> Create memorial safety inspection schedule Carry out Y1 inspections Liaise with owners and manage remedial work Inform existing owners of Memorial Permits expiry dates 	£1,000	Spring 2020 Summer 2020 Ongoing Ongoing.	April 20: Delayed due to Covid-19 restrictions and rescheduling of training.
Site Amenities Improve entrance area	<ul style="list-style-type: none"> Provide additional seating /flower beds at entrance 	£2,500	Spring 2021	June 20: Quotes sought
Chalk Grassland: Improve management and wildlife information	<ul style="list-style-type: none"> Provide Nature Info Board Liaise with BC surveyor to establish a management plan 	£1,500	Spring 2021 Summer 2020	Nov 20: Field part mowed.

Objective	Action	Budget	Timescale	Progress
Village Community				
Village Fete: Promote community engagement	<ul style="list-style-type: none"> Organise the Biennial Village Fete (a) Encourage local groups, artisans, charities to take part (b) Promote recycling 	£1,500	June 2020	May 20: Fete Cancelled due to Covid-19 restrictions.
Wildflower Identification Event: Promote value of local wildlife sites	<ul style="list-style-type: none"> Organise in collaboration with the Beautiful Burial Ground Project Encourage participation with schools and residents 		June 2020 June 2020	June 20: Organisers Rescheduled to Summer 2021 due to Covid-19 restrictions.
Defibrillator:	<ul style="list-style-type: none"> Install a defibrillator at the Parish Centre. Arrange training 	£1,532	April 2020 Spring 2020	Completed. April 20: Delayed due to Covid-19 restrictions.
Environment & Sustainability				
Wildflower Verges: <i>Encourage the growth of wildflowers</i>	<ul style="list-style-type: none"> Liaise with TfB and BCC to identify sites and agree wildflower species Agree cutting schedule Organise system of logging fauna & flora with local schools/groups 		Spring 2020 Spring 2020 Summer 2020	Nov 20: ES WG established to look at increasing biodiversity. Sites identified.
Council				
Communication: Improve communication with parishioners	<ul style="list-style-type: none"> Provide an Annual Review Seek resident's views on the installation of a Community Noticeboard on the west side of Amersham Road 	£600 £1,500	May 2020 Spring 2020	Nov 20: AR delivered to all residents. April 20: Consultation delayed due to Covid19
Local Government Award Scheme: Ensure Council working to highest standards	<ul style="list-style-type: none"> Seek NALC Foundation level status 		May 2020	July 20: Application submitted
Local Elections: Administer 2020 Local Parish elections	<ul style="list-style-type: none"> Promote participation in the democratic process Encourage residents to stand as Parish Councillors Provide Councillor training 	£4,800	May 2020 April 2020 June 2020	May 20: Rescheduled to May 2020 due to Covid-19 restrictions.

Draft CBPC: 2021 Meeting & Event Dates

Mon 11 Jan	Planning Committee	7.30pm	Virtual Meeting
Mon 11 Jan	Parish Council	8.00pm	Virtual Meeting
Mon 25 Jan	Planning Committee	7.30pm	Virtual Meeting
Mon 8 Feb	Planning Committee	7.30pm	Virtual Meeting
Mon 8 Feb	Parish Council	8.00pm	Virtual Meeting
Mon 22 Feb	Planning Committee	7.30pm	Virtual Meeting
Sat 6 March	Spring Common Clear Up	10am	War Memorial
Mon 8 March	Planning Committee	7.30pm	Virtual Meeting
Mon 8 March	Parish Council	8.00pm	Virtual Meeting
Mon 22 March	Planning Committee	7.30pm	Council Office
Mon 12 April	Planning Committee	7.30pm	Council Office
Mon 12 April	Parish Council	8.00pm	Council Office
Mon 26 April	Planning Committee	7.30pm	Council Office
Sun 9 May	Beating the Bounds	2.00pm	Parish Centre
Mon 10 May	Planning Committee	7.30pm	Council Office
Mon 10 May	Parish Council	8.00pm	Council Office
Mon 17 May	Annual Parish Meeting	8.00pm	Council Office
Mon 24 May	Planning Committee	7.30pm	Council Office
Sat 12 June	Village Fete	11.30am	Common
Mon 14 June	Planning Committee	7.30pm	Council Office
Mon 14 June	Parish Council	8.00pm	Council Office
Wed 15 June	Beautiful Burial Grounds: Wildflower/Plants Session	AM	BG Field.
Mon 28 June	Planning Committee	7.30pm	Council Office
Sat 10 July	Picnic & Music on the Common	4pm	Common
Mon 12 July	Planning Committee	7.30pm	Council Office
Mon 12 July	Parish Council	8.00pm	Council Office
Mon 26 July	Planning Committee	7.30pm	Council Office
Mon 13 Sept	Planning Committee	7.30pm	Council Office
Mon 13 Sept	Parish Council	8.00pm	Council Office
SEPT	Burial Ground Open Day	PM	Burial Ground
Mon 27 Sept	Planning Committee	7.30pm	Council Office
Sat 9 Oct	Autumn Common Clear Up	10.00	War Memorial
Mon 11 Oct	Planning Committee	7.30pm	Council Office
Mon 11 Oct	Parish Council	8.00pm	Council Office
Mon 25 Oct	Planning Committee	7.30pm	Council Office
Mon 8 Nov	Planning Committee	7.30pm	Council Office
Mon 8 Nov	Parish Council	8.00pm	Council Office
Sun 14 Nov	Remembrance Day Service	11.45am	War Memorial
Mon 22 Nov	Planning Committee	7.30pm	Council Office
Fri 4 Dec	Christmas Lights & Carols	4.00pm	War Memorial
Mon 13 Dec	Planning Committee	7.30pm	Council Office
Mon 13 Dec	Parish Council	8.00pm	Council Office

Chesham Bois Parish Council: Income & Expenditure

November 2020	Annual Budget	Current Period	Current YTD	Budget Remaining	Should be 67%
67% through year					
INCOME					
Precept	£83,650.18	£0.00	£83,650.18	£0.00	100%
Interest Received	£1,300.00	£97.67	£824.84	£475.16	63%
Burial Ground Plots	£18,000.00	£1,350.00	£26,850.00	-£8,850.00	149%
Burial Ground Memorials	£4,000.00	£100.00	£2,000.00	£2,000.00	50%
Burial Ground Other income	£10,000.00	£0.00	£9,917.00	£83.00	99%
Wayleaves Income	£790.00	£0.00	£0.00	£790.00	0%
Devolution Contribution	£2,734.82	£0.00	£2,734.90	-£0.08	100%
Licence Income	£5,200.00	£80.00	£2,880.00	£2,320.00	55%
Fete Income		£0.00	£30.00		
Misc. Income	£100.00	£0.00	£0.00	£100.00	0%
Total Income	£125,775.00	£1,627.67	£128,886.92	-£3,111.92	102%
EXPENDITURE					
SALARIES, PAYE & NI					
Clerk Salary	£21,650.00	£1,764.98	£14,119.82	£7,530.18	65%
Employers National Insurance	£1,565.00	£142.55	£1,140.39	£424.61	73%
Employers Pension Scheme	£4,960.00	£430.66	£3,445.25	£1,514.75	69%
Total	£28,175.00	£2,338.19	£18,705.46	£9,469.54	66%
ADMINISTRATION					
Photocopier Costs	£650.00	£0.00	£365.56	£284.44	56%
Stationery & Office Supplies	£300.00	£0.00	£245.56	£54.44	82%
Telephone & Broadband	£450.00	£41.85	£302.82	£147.18	67%
Postage	£100.00	£0.00	£57.08	£42.92	57%
Office Rent	£400.00	£0.00	£200.00	£200.00	50%
Office Electricity	£740.00	£83.70	£233.71	£506.29	32%
Wages - Cleaning	£300.00	£25.00	£200.00	£100.00	67%
Equipment & Software	£900.00	£0.00	£397.98	£502.02	44%
Training - Clerk	£250.00	£0.00	£646.55	-£396.55	259%
Training - Councillors	£320.00	£0.00	£281.00	£39.00	88%
Subscriptions	£1,200.00	£0.00	£790.79	£409.21	66%
Insurance	£1,600.00	£0.00	£1,589.01	£10.99	99%
Website	£400.00	£0.00	£0.00	£400.00	0%
APM/Elections/Public Meetings	£4,800.00	£0.00	£86.34	£4,713.66	2%
Audit & Accountancy Fees & Bank Charges	£1,200.00	£25.00	£992.00	£208.00	83%
Advertising	£200.00	£0.00	£0.00	£200.00	0%
Clerk/Cllr/Sundry Expenses	£100.00	£0.00	£2.00	£98.00	2%
Total	£13,910.00	£175.55	£6,390.40	£7,519.60	46%

BURIAL GROUND					
Burial Ground Maintenance	£14,000.00	£653.77	£5,056.39	£8,943.61	36%
Water	£60.00	£0.00	£24.58	£35.42	41%
Electricity	£180.00	£39.00	£145.23	£34.77	81%
Sexton Costs/Wages	£4,200.00	£376.67	£3,062.11	£1,137.89	73%
Memorial Safety	£1,000.00	£0.00	£0.00	£1,000.00	0%
Chapel Maintenance	£1,000.00	£0.00	£80.00	£920.00	8%
Advertising & Marketing	£4,000.00	£235.00	£1,684.20	£2,315.80	42%
General Costs	£300.00	£0.00	£34.00	£266.00	11%
Total	£24,740.00	£1,304.44	£10,086.51	£14,653.49	41%
Burial Grd Reserves Expenditure Funded Reserve					
COMMON & WOODLANDS					
Ground Maintenance	£4,500.00	£315.85	£2,860.95	£1,639.05	64%
Pond Maintenance	£2,500.00	£0.00	£1,016.95	£1,483.05	41%
Consultancy & Tree Inspections	£2,000.00	£0.00	£187.00	£1,813.00	9%
Emergency Treework	£20,000.00	£0.00	£3,491.58	£16,508.42	17%
Dog Bin Maintenance	£2,000.00	£0.00	£0.00	£2,000.00	0%
Management Plan	£6,000.00	£0.00	£259.75	£5,740.25	4%
Chiltern Society Work	£1,500.00	£0.00	£0.00	£1,500.00	0%
Sundry Expenses	£300.00	£0.00	£70.00	£230.00	23%
C&W Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00	0%
Total	£39,800.00	£315.85	£7,886.23	£31,913.77	20%
C&W Expenditure Funded Reserve					
TRANSPORT & HIGHWAYS					
Streetlights Maintenance	£1,000.00	£0.00	£80.00	£920.00	8%
Streetlights Electricity	£3,400.00	£268.05	£1,739.41	£1,660.59	51%
General Costs	£650.00	£0.00	£335.00	£315.00	52%
Devolved Services	£5,000.00	£517.00	£3,102.00	£1,898.00	62%
MVAS Maintenance	£1,000.00	£0.00	£1,150.00	£-150.00	115%
MVAS Capital Fund	£1,000.00	£0.00	£0.00	£1,000.00	0%
Streetlight Capital Fund	£2,000.00	£0.00	£0.00	£2,000.00	0%
Total	£14,050.00	£785.05	£6,406.41	£7,643.59	46%
Transport Expenditure Funded Reserve		£0.00	£9,761.80		
Devolved Services Funded Reserve		£0.00	£820.00		
VILLAGE COMMUNITY					
Events	£2,000.00	£0.00	£1,484.64	£515.36	74%
Village Fete	£1,500.00	£0.00	£0.00	£1,500.00	0%
Communications	£600.00	£0.00	£741.74	£-141.74	124%
Community Grants	£1,000.00	£0.00	£0.00	£1,000.00	0%
Total	£5,100.00	£0.00	£2,226.38	£2,873.62	44%
General Reserves Expenditure Funded Reserve		£850.00	£2,052.50		
S137		£50.00	£50.00		n/a
Total	£0.00	£50.00	£50.00		n/a
Total Expenditure	£125,775.00	£5,819.08	£64,385.69	£61,389.31	51%
NET SURPLUS(DEFICIT) Before Reserve Transfer					
Transfer	£0.00	-£4,191.41	£64,501.23		
Reserve Transfers		£850.00	£12,634.30		
NET SURPLUS(DEFICIT) After Reserve Transfer		-£3,341.41	£77,135.53		

CHESHAM BOIS PARISH COUNCIL

Balance Sheet

November 2020

Actual YTD

Assets

CURRENT ASSETS	
Debtors	£2,250.00
Vat to be Claimed	£1,345.69
Total	£3,595.69
MONIES HELD	
Unity Current Account	£5,698.37
Unity Deposit Account	£93,745.83
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£199,445.99
Total Assets	£203,041.68

Liabilities

MONIES OWED SHORT TERM	
Creditors	£3,771.33
Payroll Taxation	£1,048.54
Wages	£0.00
Total	£4,819.87
Total Liabilities	£4,819.87
Assets less Liabilities	£198,221.81

REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,205.08	£2,052.50	£31,152.58
Burial Ground Reserve	£25,500.00	£0.00	£25,500.00
Common & Woodlands Reserve: 10-year Management Plan	£27,597.00	£0.00	£27,597.00
Streetlighting Reserve	£11,784.00	£9,761.80	£2,022.20
Grants: Committeed fete surplus	£0.00	£0.00	£0.00
Devolved Services Reserve	£2,634.50	£820.00	£1,814.50
LAF 50% Match Funding	£3,000.00	£0.00	£3,000.00
Replacement Office	£30,000.00	£0.00	£30,000.00
Total Reserves	£133,720.58	£12,634.30	£121,086.28

Income & Expenditure Account

£77,135.53

£198,221.81

Payments & Receipts						
Payments	Ref	Payment	NET	VAT	Amount	Description
Amersham Business Services	64	FP	£32.70	£6.54	£39.24	Stationery: Papers/lamination pouches
Buckland Landscapes Ltd	39487	FP	£969.62	£193.92	£1,163.54	Nov 20 Grounds Maintenance
Cllr Buckingham	Expenses	FP	£263.00	£0.00	£263.00	Christmas Tree.
Chesham Town Council	430/429/453/452	FP	£1,034.00	£206.80	£1,240.80	Oct & Nov 20 Grass Verge Cutting/Footpath strimming
Chesham Town Council	448/447	FP	£745.00	£149.00	£894.00	Amersham Road Path Clearing/Fly-tipping Removal
Clearwater Pond & Lake Mgmt	2987	FP	£495.00	£99.00	£594.00	Nov 20 Pond Maintenance Visit
DCK Accounting Solutions	P2089/P2128	FP	£50.00	£10.00	£60.00	Nov & Dec 20 Payroll Administration
Holmes & Hills LLP	35368	FP	£850.00	£170.00	£1,020.00	Legal Services for potential Judicial Review
HMRC	Q3	FP	£1,473.25	£0.00	£1,473.25	HMRC Q3 payment
S Payne	Expenses	FP	£54.59	£0.00	£54.59	Nov & Dec 20 Zoom Subs/Stamps/Poster Software
SSE	28	FP	£222.93	£11.14	£234.07	BG Electricity Actual Reading at 16 Nov 20
SparkX	3027	FP	£470.00	£94.00	£564.00	Christmas Lights: Store/install/replace 2 lights.
St Leonards Church	2014	FP	£83.70	£0.00	£83.70	Office Electricity July-Sept 20
Your Amersham	3929	FP	£117.00	£0.00	£117.00	BG advert in Nov 20 issue of Your Amersham
Your Chesham	7150	FP	£118.00	£0.00	£118.00	BG advert in Nov 20 issue of Your Chesham
Southern Electric	10	DD	£232.47	£46.47	£278.94	November 2020 Streetlight Electricity
Utility Warehouse	161216083	DD	£41.85	£8.37	£50.22	Oct 20 Telephone/Broadband
Staff Salaries		FP	£2,165.15	£0.00	£2,165.15	Dec 20 Payroll/Pension Contributions
					£10,413.50	
Receipts	Ref	Payment	Net	Vat	Amount	Description
Licence Holder	20/43	FP	£80.00	£0.00	£80.00	Agents Board Licence: Chestnut Lane
Licence Holder	20/37	FP	£80.00	£0.00	£80.00	Agents Board Licence: Amersham Road
H C Grimsteads	20/44	#216	£100.00	£0.00	£100.00	Garden of Rest Plaque
Resident	20/42	#215	£125.00	£0.00	£125.00	Interment L636
Non-Resident	20/18	FP	£900.00	£0.00	£900.00	Plot L688
Church View Funeral Services	20/17	FP	£400.00	£0.00	£400.00	Memorial L673
HMRC		FP	£3,687.43	£0.00	£3,687.43	Q2 VAT Return
NS&I Savings		FP	£97.67	£0.00	£97.67	Oct 20 interest
					£5,470.10	

**Chesham Bois Parish Council: 2021/2022 DRAFT
BUDGET V2 to COUNCIL Dec 20**

2018/19 Actual	2019/20 Actual		20/21 Budget	Current at 31/10/20	Estimated at year end	Proposed 21/22 Budget	
INCOME							
£71,778.00	£78,094.00	Precept	£83,650.18	£83,650.18	£83,650.18	£85,741.43	2.5%
£1,279.10	£1,457.28	Interest Received	£1,300.00	£727.17	822.37	£10.00	Unity Trust Instant Access Saver no longer gives interest (was £18pq) NSIB reduced from 1.16% to 0.01% on £100k
£26,133.00	£19,600.00	Burial Ground Plots	£18,000.00	£25,500.00	28,500.00	£27,000.00	7/12/20 as provided by Jane
£5,000.00	£5,749.83	Burial Ground Memorials	£4,000.00	£1,900.00	2,900.00	£4,000.00	7/12/20 as provided by Jane
£12,821.66	£13,375.00	Burial Ground Other income	£10,000.00	£9,917.00	10,542.00	£10,000.00	7/12/20 as provided by Jane
£801.98	£803.26	Wayleaves Income	£790.00	£0.00	803.00	£800.00	
£2,734.82	£2,734.82	Devolution Contribution	£2,734.82	£2,734.90	£2,734.82	£2,734.82	
£6,950.00	£5,260.00	Licence Income	£5,200.00	£2,800.00	5,400.00	£5,300.00	
£4,341.99	£1,250.00	Misc. Income	£100.00	£0.00	3,001.15		
£328.50	£0.00	Fete	£0.00	£30.00	30.00	£250.00	Stall holder income
£132,169.05	£128,324.19	Total Income	£125,775.00	£127,259.25	£138,383.52	£135,836.25	
EXPENDITURE							
SALARIES, PAYE & NI							
£19,621.60	£20,612.88	Clerk Salary	£21,650.00	£12,354.84	£21,179.84	£21,603.00	assume 2% increase
£1,545.23	£1,653.93	Employers National Insurance	£1,565.00	£997.84	£1,710.59	£1,770.00	
£4,199.01	£4,720.33	Employers Pension Scheme	£4,960.00	£3,014.59	£5,167.89	£5,425.00	LGPA increase in employer contribution rates from 1/4/21 from 24.4% to 25.1%
£25,365.84	£26,987.14	Total	£28,175.00	£16,367.27	£28,058.32	£28,798.00	
ADMINISTRATION							
£734.35	£304.22	Photocopier Costs	£650.00	£365.56	£731.12	£800.00	fete programme and elections
£353.38	£135.89	Stationery & Office Supplies	£300.00	£245.56	£300.00	£300.00	fete
£422.23	£449.04	Telephone & Broadband	£450.00	£276.57	£476.57	£500.00	
£56.33	£73.20	Postage	£100.00	£57.08	£88.28	£100.00	
£400.00	£400.00	Office Rent	£400.00	£200.00	£400.00	£400.00	
£730.67	£812.25	Office Electricity	£740.00	£150.01	£800.01	£820.00	
£300.00	£300.00	Wages - Cleaning	£300.00	£175.00	£300.00	£300.00	
£659.56	£797.68	Equipment & Software	£900.00	£397.98	£872.98	£900.00	
£155.00	£195.00	Training - Clerk	£250.00	£616.55	£616.55	£400.00	12 CPD points needed for GPC
£168.20	£41.55	Training - Councillors	£320.00	£281.00	£527.00	£500.00	
£983.52	£1,016.31	Subscriptions	£1,200.00	£790.79	£1,045.79	£1,200.00	
£1,280.53	£1,320.52	Insurance	£1,600.00	£1,589.01	£1,589.01	£1,600.00	
£500.00	£200.00	Website	£400.00	£0.00	£400.00	£400.00	
	£205.03	APM/Elections/Public Meetings	£4,800.00	£86.34	£158.59	£800.00	elections, £4k balance from Reserves
£1,054.16	£1,147.00	Audit/Accountancy Fees/Bank Charges	£1,200.00	£967.00	£1,153.00	£1,200.00	
		Advertising/Public notices	£200.00	£0.00	£0.00	£200.00	
£48.80	£90.95	Clerk/Cllr/Sundry Expenses	£100.00	£2.00	£52.00	£100.00	
£50.00	50	S137 Grants	£0.00	£0.00	£50.00	£0.00	
£7,846.73	£7,538.64	Total	£13,910.00	£6,200.45	£9,560.90	£10,520.00	
BURIAL GROUND							
£9,641.58	£10,233.39	Burial Ground Maintenance	£14,000.00	£4,402.62	£13,835.24	£14,000.00	
		Business Rates for BG	£0.00	£0.00	£0.00	£10,000.00	7/12/20 Estimate based on other burial grounds
£117.95	£42.03	Water	£60.00	£24.58	£54.58	£60.00	

£166.52	£179.00	Electricity	£180.00	£106.23	£196.23	£200.00	
£3,619.94	£4,310.04	Sexton Costs/Wages	£4,200.00	£2,685.44	£3,848.79	£4,200.00	
£1,895.00		Memorial Safety	£1,000.00	£0.00	£0.00	£1,000.00	Remedial work
£914.20	£500.00	Chapel Maintenance/Renovation	£1,000.00	£80.00	£880.00	£1,500.00	
£9,144.00	£3,762.93	Advertising & Marketing	£4,000.00	£1,449.20	£3,226.70	£4,000.00	
	£206.50	General Costs	£300.00	£34.00	£84.00	£300.00	Includes discs for grave markers in Woodland burial ground, training costs etc.
£25,499.19	£19,233.89	Total	£24,740.00	£8,782.07	£22,125.54	£35,260.00	income=41000
		COMMON & WOODLANDS					
£4,273.43	£4,152.00	Ground Maintenance	£4,500.00	£2,545.10	£6,865.20	£5,000.00	Check with Clive
£2,570.00	£990.00	Pond Maintenance	£2,500.00	£1,016.95	£2,006.95	£2,000.00	Check with Clive
£830.00	£2,807.00	Consultancy & Tree Inspections	£2,000.00	£187.00	£187.00	£300.00	Balance of £1700 funded from reserves, so total spend 2k
£18,675.00	£24,405.00	Emergency Tree work	£20,000.00	£3,491.58	£18,881.58	£20,000.00	
£1,572.47	£1,995.14	Dog Bin Maintenance	£2,000.00	£0.00	£2,000.00	£2,000.00	
£380.00	£9,450.00	Management Plan	£6,000.00	£259.75	£6,000.00	£6,000.00	Anticipated cost is 12k but 6k from reserves
	£120.00	Chiltern Society Work	£1,500.00	£0.00	£400.00	£1,500.00	
		Capital fund	£1,000.00	£0.00	£0.00	£6,000.00	Pond refurbishment fund
£525.00		Sundry Expenses	£300.00	£0.00	£175.00	£200.00	
£28,825.90	£43,919.14	Total	£39,800.00	£7,500.38	£36,515.73	£43,000.00	1.08040201
		TRANSPORT & HIGHWAYS					
	£1,030.00	Streetlights Maintenance	£1,000.00	£80.00	£580.00	£1,500.00	contractor quote including painting columns
£2,730.28	£3,197.59	Streetlights Electricity	£3,400.00	£1,471.36	£3,451.36	£3,500.00	
£1,060.60	£54.12	General Costs	£650.00	£335.00	£385.00	£500.00	
£2,869.50	£3,989.50	Devolved Services	£5,000.00	£2,068.00	£5,170.00	£6,000.00	
		Streetlight capital fund	£2,000.00	£0.00	£0.00	£2,000.00	
		Warmemorial lighting/power				£2,600.00	Estimated cost is £5,200
		MVAS capital fund	£1,000.00	£0.00	£0.00	£1,000.00	
£2,714.01	£3,719.01	MVAS maintenance	£1,000.00	£1,150.00	£1,150.00	£1,250.00	
£9,374.39	£11,990.22	Total	£14,050.00	£5,104.36	£10,736.36	£18,350.00	1.306049822
		VILLAGE COMMUNITY					
£1,788.77	£1,622.97	Events	£2,000.00	£1,484.64	£2,204.64	£2,500.00	
£1,662.20		Fete	£1,500.00	£0.00	£0.00	£0.00	Anticipated cost 1500 funded from reserve created from last year's budget
	£920.00	Walking Map	£0.00	£0.00	£0.00		
		Community Grants	£1,000.00	£0.00	£0.00		
£40.00	£600.00	Communications/Annual Review	£600.00	£741.74	£741.74	£750.00	
£3,490.97	£3,142.97	Total	£5,100.00	£2,226.38	£2,946.38	£3,250.00	0.637254902
		Environment & Sustainability					
		Biodiversity Surveys/Promotion				£500.00	
		Promote Sustainability				£500.00	
		Community Engagement				£1,000.00	
		Total	£0.00	£0.00	£0.00	£2,000.00	
£100,403.02	£112,812.00	Total Expenditure	£125,775.00	£46,180.91	£109,943.23	£141,178.00	1.122464719
		NET SURPLUS(DEFICIT) Before Reserve Transfer	£0.00	£81,078.34	£28,440.29	-£5,341.75	

GRANT APPLICATION FORM

This form will be submitted to the Councillors to assist in their decision making. Any financial figures should be for the last financial year of the group. If possible, a summary statement of accounts (e.g. receipts and payments plus the bank balance) should be attached. It is preferable, but not essential, if the accounts have been audited.

Name of group/organisation	Restore Hope
Name on bank account (for cheque payments)	Restore Hope
Registered Charity/Charity Number	Yes 1094494
Contact name	[REDACTED]
Position with the Group	[REDACTED]
Contact name's home address	The Estate Office, Latimer Park, Latimer Road, Chesham HP51TU
Contact name's telephone number	[REDACTED]
Contact name's e-mail address.	[REDACTED]
Brief description of group and its aims	Restore Hope is a Christian charity founded in 2002 with aims to inspire, train and equip local children, families and young people find hope. We offer a range of family support services, programmes and activities aimed to help people grow and flourish and connect with community. Alongside this, we run a schools programme offering outdoor learning and wellbeing sessions. Since April 2020 in response to COVID, we have delivered 1000 boxes of Easter Eggs, over 800 Kids Big Boxes of Hope (Children's toys, crafts and activities for lockdown), and developed the FoodLife project which has delivered over 3000 boxes of fresh fruit and vegetables as well as 9000 frozen family meal portions to local families in need FoodLife has also led us to create a new market garden to provide longer term sustainability of fruit and vegetables as well as many opportunities for training and volunteering round food. We know have 36 chickens who have started laying so have begun this week to include eggs in the fresh FoodLife boxes
Brief description of project for which you are making this application	This application is for our FoodLife Christmas Dinner hamper project. We aim to deliver 300 hampers to provide a plentiful Christmas dinner for families who would not otherwise be able to put food on the table at the end of this difficult year. All 300 hampers will be delivered to the door by our volunteer drivers 21-23 December. We would like to apply for £250 towards this project. We deliver across HP5, HP6, HP7, HP8, HP16 and SL9 and there must be at least one child in the household under 16 a well as evidence of need. The

Please state how much money is being applied for.	Christmas Dinner hampers will include a Turkey Joint Pigs in Blankets, Seasonal vegetables, Gravy, Stuffing, Cranberry Sauce, Christmas pudding and custard and some other treats. Each hamper should feed a family of 5 with plenty to spare
What is the total cost of this project? Please provide details of how this figure is built up	The fundraising target is £12500. This covers all food and packaging Food contents = £30 per box Packaging (including boxes, cool packs, labels and print) £5 per box (total is £10500) The remainder covers PPE and cleaning materials for all volunteers (100 or so) plus a contribution towards heating and lighting in the barns, insurance and staff costs
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so who?	We have been granted £2000 each from Amersham and Chesham Community Boards and £1000 from Missendens Community Board
Number of members in the Group	We are aiming to deliver to 300 families in our catchment area
Number of members resident in the parish	10
Total spent by the group in the last twelve months	£ 468332
Total received by the group in the last twelve months	£484848
Main income sources – please itemise	IN recent years, our break down of income is approximately : 42% from major donors 26% self generated income from land and buildings Service Contracts 5% Grants and Trusts 10% Individual donations (including gift aid) 9% Venue Hire 5% Programme and Events 3%
Current bank balance (please state date)	£18057 01 Dec 2020 We operate a 3 months reserves policy
Special/other considerations	In addition to residents, we also support families who have children at both Maryland and Chesham Bois Schools

Common, Woodlands & Burial Ground Maintenance Working Group Report

9th Dec 2020

1. Management Plan for the Common and Woodlands

Further clearance of branch debris has taken place in Bois Wood with the Chiltern Society volunteers; one final work morning with them is scheduled for 22nd December when the last bit of clearance will be done and planting started.

Replanting in Tenterden Spinney has now taken place. The play trail for Tenterden Spinney will be installed from 16th December.

Phase 2 tree-work for the Management Plan will start this week – approximately 50 trees are scheduled to be felled, mostly at the east end of the common because of ash dieback and along Chestnut Lane. Some of the free trees that we have been offered by a resident will be used to replace some of those felled, for example, behind the war memorial where 3 mature ash trees are due to go.

2. Burial Ground Maintenance

I met Chesham Town Council's work department to discuss methods and specifications for surfacing the track in the New Formal Burial Ground; however, they considered it too big a job for them so I have started to follow up other leads on contractors.

3. Common Maintenance

Work on the soakaway in South Road has been completed.

Tenterden Spinney fence repairs and Bois Lane iron railing repairs are still outstanding.

The Working Group is considering a proposal from Heatherton House School to develop the common area on the west side of the main road into an outdoor learning environment. This will be presented to Council at the January meeting with our recommendations.

Cllr C Thomas

Progress against Objectives

- Encourage the reduction of waste by promoting the message: Reduce, Reuse, Recycle.

ACTION: The ESWG is investigating the possibility of starting a Repair Cafe in Chesham Bois. These are a way of putting those with items which need repair in contact with skilled people who are able to repair them. This approach has the potential to reduce the number of items thrown away, so reducing the amount that goes to landfill or is otherwise wasted. It could also have useful community benefits by bringing people of different age groups together. Cllr Conway Read has contacted the Aston Clinton Repair Cafe for more information and is waiting for their reply.

Cllr. Deborah Conway Read
Chair

Council Meeting 14th December 2020

Parish Centre Redevelopment Working Group Report

Progress Against Terms of Reference

Terms of Reference	Details of Latest Progress
To collate and disseminate information on St Leonard's Church proposals to redevelop the Parish Centre.	Ongoing The Parish Council website gives to the latest plans and drawings as listed on the St Leonard's Church website. These links have been repeated on its social media outlets. WG commissioned independent analysis regarding the Transport and Heritage impact of the development from specialist consultants to inform the Council's response to a formal planning application. Following amendments to the plans, the WG authorised a review of the revised transport and parking proposals
To ensure residents are aware of the proposals and promote attendance at consultation events.	Ongoing CBPC have publicised Church consultation events electronically, and by supporting distribution of the Church posters. Council was represented at these events to learn more, and to hear residents' reactions.
To engage with the community to gather views.	Ongoing Once the formal planning application was made CBPC held an Extraordinary Council Meeting in April. The Council voted by a majority to reject the application (9v1). In September revised proposals were submitted and an additional EGM was called on 5 th October. The Council voted by a majority (6v4) to support the application. A report has been sent to Bucks Council informing them of this decision. A number of residents have asked for further information to clarify how the Council came to this decision – an explanation was drafted and distributed to all Councillors for approval.
To liaise with St Leonards on requirements for Parish Council office within the Centre.	Ongoing – There was initial liaison between the Church and the Council, including the Clerk, to ensure that the developing design for the Council offices are fit for purpose. However, no discussions about potential rent rates or any specific commitments have been made, consistent with the Council's neutral stance as planning consultee. No meetings have taken place in 2020.
To liaise with other authorities as appropriate in line with Council role as owner of the Common.	Ongoing The revised documentation submitted by St Leonard's showed that there will be a need for the access splays to be widened to ensure safe access and egress. Prior to notification, we were asked by a member of the public to contact the planning inspectorate and object to the proposal to widen the splay. Council decided at the Oct meeting that no decision would be made until the s38 application was determined. The Council has now received notification (4th Dec) of a s38 application being made. Comments are invited to the Planning Inspectorate by the 4th of January, but, in line with the decision by Council at its October meeting, no response will be made.

Action for Council

To note the above.

Cathy Woolveridge December 2020

COMMONS ACT 2006 - SECTION 38 APPLICATION: CHESHAM BOIS COMMON (CL90)

We are applying to the Secretary of State for Environment, Food and Rural Affairs (Defra) for consent to construct works on CHESHAM BOIS COMMON (CL90) under section 38 of the Commons Act 2006. The Planning Inspectorate will determine the application on behalf of Defra.

We are required to give you notice of our proposals and am sending you a copy of the attached notice in order to comply with that requirement.

Under section 38, we need Defra's consent to carry out any restricted works on land registered as common land under the Commons Registration Act 1965 or the Commons Act 2006 (and on certain other land specified in section 38).

Restricted works are any that prevent or impede access to or over the land. They include fencing, buildings, structures, ditches, trenches, embankments and other works, where the effect of those works is to prevent or impede access. They also include, in every case, new tarmac (or similar) surfaces, such as for a new car park or access road.

The application seeks to undertake works on the verge adjacent to the existing St Leonard's Church Office access, under section 38 of the Commons Act 2006, enabling the access to be widened to improve vehicular safety for the development of the St Leonard's Parish Centre. The works are to be permanent and will widen the existing vehicular access. The materials used will be a macadam / asphalt finish, with the total area of common land where the works will be undertaken comprising approximately 10 sqm.

Defra's decision will be based on the merits of the proposal, and will balance all the interests in the common, taking account of all views expressed. Regard must be given to the criteria set out in section 39 of the Commons Act 2006. These are:

(a) the interests of persons having rights in relation to, or occupying, the land (and in particular persons exercising rights of common over it);

(b) the interests of the neighbourhood;

(c) the public interest, which includes the public interest in:

- nature conservation
- the conservation of the landscape
- the protection of public rights of access to any area of land, and
- the protection of archaeological remains and features of historic interest;

(d) any other matter considered relevant. These criteria will be viewed in the light of the overriding objective of protecting, maintaining or improving the common, and of ensuring that the overall stock of common land is not diminished. This will enable the diversity, variety, and overall extent, of common land to be safeguarded.

Any representations about the proposal should be sent to the Planning Inspectorate by the closing date specified in the notice.

SECTION 38 APPLICATION UNDER THE COMMONS ACT 2006

CHESHAM BOIS COMMON (CL90)

The Parochial Church Council of St Leonard's Church has applied to the Secretary of State for Environment, Food and Rural Affairs for consent under section 38 of the Commons Act 2006 to carry out restricted works on Chesham Bois Common.

The Planning Inspectorate will decide the application on behalf of the Secretary of State. The application seeks to undertake works on the verge adjacent to the existing St Leonard's Church Office access, under section 38 of the Commons Act 2006, enabling the access to be widened to improve vehicular safety for the development of the St Leonard's Parish Centre. The works are to be permanent and will widen the existing vehicular access from 4.0m in width to 6.0m. The materials used will be a macadam / asphalt finish, with the total area of common land where the works will be undertaken comprising approximately 10 sqm. Due to Government advice in respect of Coronavirus (COVID-19), a copy of the application will not be left in a public area for viewing. However, a copy of the application form and accompanying documents may be obtained by emailing claudio.ricci@watermangroup.com.

The application form and documents will be available until 4th January 2021.

In view of the pandemic, any representations should, where possible, be sent only by email ON or BEFORE that date to commonlandcasework@planninginspectorate.gov.uk. Any representations sent to the Planning Inspectorate cannot be treated as confidential. They will be copied to the applicant and possibly to other interested parties. For information about how The Planning Inspectorate processes personal information please see the Common Land Privacy Policy at <https://www.gov.uk/government/publications/common-land-guidancesheet-13-privacypolicy>

Parochial Church Council of St Leonard's Church
St Leonard's Church Office
Glebe Way
Amersham
Buckinghamshire
HP6 5ND
claudio.ricci@watermangroup.com

Village Community WG Report: December 2020

The working group have agreed that they would like to hold an open-air summer theatre on a summer evening on the Common. Free to all residents who would be encouraged to bring their own seating and refreshments. The following theatre groups have been contacted: – www.handlebards.com and www.mikron.org.uk - both award winning theatre companies who specialise in outdoor productions for costing purposes and summer schedules.

The cost will be in the region of £2000. If Council approve this, we would hope to present dates and details at the January meeting.

Cllr J Bailey

Burial Grounds Management Working Group Report

Progress Against Defined Objectives

Objective for Working Group	Details of Latest Progress
Improving BG Profile	Ongoing
Evaluating Impact of Advertising and marketing initiatives to inform future decisions	<p>Ongoing WG agreed in July 2020 an initial allocation of the annual budget which covers both national and regional online advertising, together with local print media and inclusion in the Bucks Registrar's bereavement pack and the Chesham GP Health Guide. The strategy will be reviewed in July 2021.</p> <p>Sales were of 1 Woodland plot (non-resident – found by internet search), and 1 New Formal (resident – local knowledge) in the past month.</p>
Developing plans for future Burial Ground Events	<p>Ongoing Planning of events will be dependent upon the prevalent social distancing guidelines.</p> <p>The Wildlife identification day for the Meadow, organised with the Beautiful Burial Ground, has been postponed to June 2021. The WG has provided for an Open Day in September 2021 as part of its budget setting programme.</p> <p>This item will also include longer term planning for the Burial Ground centenary in 2024, as plans develop.</p>
Review Fees and Charges as appropriate. ICCM best practice is that fees and charges are formally reviewed every 3-5 years. WG should also review informally annually alongside budget setting exercise.	<p>Complete for 2020/21. Council approved a new schedule of fees at the December 2019 meeting, which came into effect on 1st January 2020.</p> <p>The WG assumed that the fees schedule would remain unchanged this year in drawing up its proposed budget for 2021/22.</p>
Burial Ground Administration: Updating electronic and paper database to reflect best practice and to enable smooth link with data from the digital mapping of the burial ground.	<p>Ongoing Clerk has completed working through identified anomalies, with the appropriate amendments being made to the electronic database.</p> <p>An amendment to the structure of the database, to split out some data to better sit alongside the eventual digital map, is required. A volunteer has started on the first three sections of this work.</p> <p>The Clerk has agreed an action plan with Pear for developing accurate mapping for all three areas of the BG.</p> <ul style="list-style-type: none"> • The Original Formal map will be amended to take account of what the Clerk finds when her review of anomalies is complete. • New Formal: Clerk has measured the existing graves and provided a draft grid to Pear who will then complete an accurate new GPS grid. • Woodland Burial – Clerk and Sexton have mapped basic coordinates of the existing graves. Pear will GPS the burial ground and the trees. These can then be combined in a new grid by Pear which reflects the new numbering system. This work will also enable the identification and mapping of formal bench plots. This work is key to underpinning the effective administration of the BG. Clerk is chasing Pear. <p>This physical mapping work has been impacted by the Covid19 crisis. The budget for this work has been rolled forward again to FY20-21, and a provision included in the draft budget for 2021-22. Clerk has identified three providers of cemetery management</p>

	<p>software which as part of the offer will liaise with Pear to link the data to the map. Their charge to do this is part of the software set up fee. Clerk is waiting for detailed quotes.</p> <p>Clerk will reissue grants for those plots in Original Formal (2), New Formal (14) and Woodland Burial Ground (82) that are affected by Council decision of November 2017 to renumber the plots. Those plots in the New Formal and Woodland Burial Ground which require renumbering are dependent on the revised digital maps to be produced.</p> <p>Summary maps of the Grounds will be available once complete, in line with best practice. A list of names of those buried to end November, with plot locations, is already available on the website.</p>
<p>Evaluate Land Usage and Future Land Needs</p>	<p>Complete Council considered Cllr Large's review at its meeting of December 2019.</p>
<p>Improving the Site Amenities</p>	<p>Ongoing The following items are being taken forward (in collaboration with CWBGMWG):</p> <ul style="list-style-type: none"> • Damp in the Chapel has been surveyed. The damp will need 12 months to dry before redecoration. In the meantime, contractors are being contacted for quotes for some minor repointing and repair to the external wooden pillars. Further damp in the roof is being investigated and a quote for remedial work sought. • The diseased box hedging in the Garden of Remembrance is planned for removal and replacement with more disease-resistant varieties, with funding for completion in 2020-21. • WG wishes to achieve a low maintenance, long lasting scheme by improving planting and seating near entrance/toilet/Chapel area. Cllrs Thomas and Large have received one detailed quote and will be meeting another contractor to enable another detailed quote to be submitted. • Plan (including providing appropriate reserves) for the upgrading and improvement of the access tracks in the Original and New Formal Burial Ground. Cllr Thomas has met Chesham Town Council to discuss possible specifications for the track in the New Formal. This is a time critical project now that plots are being sold at the top of the hill, and early indicative figures for this work suggest a total cost of £20,000 is not unreasonable.

The latest amendments to Government regulations, and the associated advice from ICCM are regularly reviewed to ensure that BG operating arrangements are compliant and as helpful to mourners and visitors as possible.

Action for Council

Councillors are invited to note the progress against objectives made.

Jane Large
December 2020