

Chair's Report June 2021

Councillor Vacancies

Cllr Thomas and Cllr Woolveridge have both decided to stand down from the Parish Council. I want to thank them for their many years of service and dedication to the parish and wish them every happiness in the future. I also want to thank those Councillors who stood down or who were not re-elected in May, Cllrs Harbottle, Hartley, Harrison and Large, all of whom gave unstintingly of their time and expertise for the benefit of residents. They too have my best wishes for the future. All these councillors were very helpful and welcoming to me when I first joined the Parish Council, which was much appreciated.

Draft Co-Option Policy

This means there are two vacancies. We will know by 15th June whether the electors of the parish wish to call an election. If not, then two members will need to be co-opted, following the process set out in our draft Co-option Policy which Council are asked to consider.

Parish Centre Redevelopment Update

St Leonard's Church plan to appeal against the decision to refuse planning permission for the Parish Centre Redevelopment. As I understand it, we as a Parish Council have no role in the appeal process. If the appeal is successful, then we will reconvene the Working Group to work with St Leonard's on the way forward.

Burial Ground Management WG Membership

Currently only Cllr Baldwin is on this working group as all working groups have to have at least 3 councillors as members this means the working group is not currently viable. Cllr Staite has already agreed to join the working group and we therefore need one more councillor.

I want to congratulate the Village Community Working Group on organising a very successful event on the Common on 5th June. The production of *Macbeth* by the Handlebards was well attended by all ages, and we were very lucky to have a perfect summer evening for it. It might be possible to make such an event a regular part of the parish calendar, possibly alternating with the fete.

Cllr Deborah Conway Read
Chair, Chesham Bois Parish Council
June 2021

Chesham Bois Parish Council

DRAFT Co-Option Policy

1. Introduction

- 1.1 Co-option is the process which is followed if a vacancy occurs on the council through the resignation, disqualification or death of a councillor during their term of office, where, following statutory notice of the vacancy, the electorate do not request that a poll (by-election) is held.
- 1.2 The co-option procedure can also be used if, following the close of nominations for a full parish council election, there are vacancies (i.e. not enough candidates have put themselves forward for the number of seats available to be filled.)
- 1.3 The law governing the filling of a casual vacancy by co-option can be found in the Representation of the People Act 1983, Local Elections (Parishes and Communities) (England and Wales) Rule 2006, r. 5 (5).
- 1.4 This policy and its procedure will be applied when a vacancy as described above is required to be filled.
- 1.5 The policy will be followed by the Clerk, any other relevant employees, all councillors and prospective candidates.

2. Advertising the Vacancy

- 2.1 Upon notification from Buckinghamshire Council Electoral Services that no elector poll has been requested and that a vacancy is eligible to be filled by co-option, the notification of the vacancy will be advertised. The advertisement must state the rules for eligibility.
- 2.2 Candidates will be invited to submit information about themselves by a specified date by way of completing a short application form which includes a personal statement explaining the reasons for seeking to become a parish councillor. (Appendix 1)
- 2.3 The opportunity to respond to the advertisement will be open until the vacancy is filled.
- 2.4 Copies of the application form and personal statement will be circulated to council for consideration.

3. Co-Option Meeting

- 3.1 The co-option will be an agenda item at the next council meeting.
- 3.2 Candidates will be invited to say something about themselves and Council have the opportunity to ask questions of the candidates. Each candidate will be allocated three minutes.
- 3.3 The Chairman will offer opportunity for debate. In most cases, the candidates will be asked to leave the room while this process take place.
- 3.4 The Chairman will request the councillors present to nominate any of the candidates. Candidate will require a proposer and seconder to progress to the voting stage. If there is only one vacancy, a councillor may only nominate or second one candidate.

- 3.5 The Chairman shall then move to a vote, presenting each candidate in surname alphabetical order. The voting process will be that laid down in Standing Order 3q and 8 below. To be co-opted onto the Council, the candidate must receive an absolute majority of the votes of those present and voting (that is more than half of the total votes cast.)
- 3q. **Unless standing orders provide otherwise, voting on a question shall be by a show of hands** or, if at least two members request, by signed ballot. **At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 8a Voting on Appointments.
Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.
- 3.6 The Council's debate and vote on the co-option must be conducted in the public section of the meeting.
- 3.7 After the vote has been taken, the Chairman will declare the candidate(s) who received the highest number of votes duly elected.
- 3.8 If the person(s) elected are present they may join the meeting and sign an acceptance of office form in the presence of the Proper Officer of the parish council. It should be noted that their vote on any matter requiring prior notice will be discounted in case of a tied vote for that meeting only.

4. After the Meeting

- 4.1 Successful candidates will be provided with a councillor induction pack by the Clerk and informed of new councillor training opportunities offered by Buckinghamshire & Milton Keynes Association of Local Councils.
- 4.2 The Clerk will notify Buckinghamshire Council Electoral Services of the new councillor appointment.
- 4.3 If no one accepts the vacant post(s) the whole process will be repeated when new individuals expressing interest are identified or until the next election.

This Policy is to be reviewed every two years.

Adopted by Chesham Bois Parish Council on:



The Council Office, Glebe Way, Chesham Bois, Bucks. HP6 5ND
 Telephone: 01494-432585 Email: clerk@cheshamboispc.org.uk
www.cheshamboispc.org.uk
 Chairman: Deborah Conway Read

APPLICATION FOR THE ROLE OF COUNCILLOR ON CHESHAM BOIS PARISH COUNCIL

Full name	
Home address Inc. postcode	
Telephone number	
Mobile number	
Email	

Legal qualifications for being a parish councillor.

(To qualify you must be able to answer 'Yes' to both of the questions below)

Are you a British citizen, a Commonwealth citizen or a citizen of a European Union country?	Yes/No
Are you 18 or over?	Yes/No

(To qualify you must be able to answer 'Yes' to at least one of the questions below)

Are you on the electoral register for the parish of Chesham Bois?	Yes/No
Have you lived either in Chesham Bois or within three miles of its boundary, for at least a year?	Yes/No
Have you been the owner or tenant of land in Chesham Bois for at least a year?	Yes/No
Have you had your only or main place of work in Chesham Bois for at least a year?	Yes/No

DISQUALIFICATIONS

(You must be able to answer No to all of the questions below to be eligible to serve as a councillor)

Are you the subject of a bankruptcy restrictions order or interim order?	Yes/No
Have you within the last five years been convicted of an offence in the UK, the Channel Islands or the Isle of Man which resulted in a sentence of imprisonment (whether suspended or not) for a period of three months or more without the option of a fine?	Yes/No
Are you disqualified by order of a court from being a member of a local authority?	Yes/No

Please briefly outline why you are interested in being a parish councillor.

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience.

Please tell us something about the skills you feel you will bring to the Council, for example, professional qualifications, financial or project management expertise.

Are there any questions you would like to ask the Council?

Please note that the majority of Council meetings are held in an evening and, unfortunately, under present legislation the Parish Council is not permitted to contribute to the cost of councillors' childcare or care of dependents.

Please type your name below or sign if you are submitting a hard copy and return to clerk@cheshambispc.org.uk or Chesham Bois Parish Council, Council Office, Parish Centre, Glebe Way, Chesham Bois HP6 5ND.

Your application will be considered at the next Parish Council meeting, where a vote will be held to decide your co-option to Chesham Bois Parish Council.

Signed

Date

Data Protection Act (2018) The information provided on the application form will remain private & confidential.

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.	Existing procedures are adequate
	Requirements not submitted to Buckinghamshire Council in time	Low	Precept should be considered by Council before the deadline – deadline should be ascertained from BC asap.	
	Amount not received by CBPC	Low	The clerk informs Council when the monies are received.	
Financial Records	Inadequate records & financial irregularities	Low	The Council has Financial Regulations which sets out the requirements.	Reviewed annually
Bank & Banking	Inadequate Checks	Low	The Council has Financial Regulations which sets out the requirements for banking, cheques and reconciliation of accounts.	Existing procedures are adequate
	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's 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. Petty cash is not used. Expenses are reimbursed monthly following submission of an Expenses form.	Existing procedures are adequate
Reporting & Auditing	Information communication	Low	A budget monitoring statement is produced before each Council meeting with the agenda and discussed and approved at the meeting. Financial information is a regular Council agenda item.	Existing procedures are adequate
	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.	Existing procedures are adequate and Financial Regulations reviewed annually
	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.	Existing procedures are adequate
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.	Existing procedures are adequate
Grants – receivable	Receipts of grants	Low	The 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.	Existing procedures are adequate
Charges /Rentals Payable	Payments of charges, leases, rentals	Low	The 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.	Existing procedures are adequate
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 way-leaves payments is kept, updated and monitored by the clerk.	Existing procedures are adequate. Leases are reviewed periodically
Best Value/ Accountability	Work awarded incorrectly	Low	The Council has Financial Regulations which set out the requirements for awarding contracts.	Existing procedures are adequate
	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 Council authorises the appointment of all employees. Council assess Salary rates annually. Salary analysis and payslips are produced by the clerk on a monthly basis and are inspected at the Council meetings and signed.	Existing procedures are adequate
	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. Internal auditor carries out annual checks.	
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.	Existing procedures are adequate
	Health & safety	Low	All employees to be provided with adequate direction and safety equipment needed to undertake their roles. Regular risk assessment checks of workplace carried out.	
Election Costs	Risk of an election cost	Low	Risk is higher in an election year. Estimated costs to be obtained from Buckinghamshire Council and included in the budget if insufficient reserves in General Reserves.	Existing procedures are adequate
VAT	Reclaiming/Charing	Low	The Council has Financial Regulations that set out the requirements.	Existing procedures are adequate
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.	Existing procedures are adequate
			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 Council to be resolved and minuted at Council meetings.	Existing procedures are adequate

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.	Existing procedure adequate Member of SLCC /NALC
Council Records – Paper	Loss through: Theft Fire Damage	Low Medium Low	The 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.	Existing procedures are adequate
Council Records - Electronic	Loss through: Theft Fire damage Corruption of Computer	Low Low Medium	The Council's electronic records are stored in the iCloud. Minutes, agendas and policies are held on the Council's website. Data backup on an external hard drive is made monthly and is kept offsite by the Clerk.	Existing procedures are adequate

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.	Existing procedures are adequate
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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 Officer at BC and regularly reviewed. Any change in a councillor's register of interests must be notified to the clerk.	Existing procedures are adequate
	Conflict of interest	Low	Councillors are required to declare an interest in any item of business and this is recorded in the minutes.	
Data Protection	Policy Provision	Low	The Council is registered with the Information Commissioner	Existing procedures are adequate
Freedom of Information Act	Policy Provision	Low	The Council conforms to the Freedom of Information Act and responds to individual requests in accordance with it.	Existing procedures are adequate

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	Existing procedures are adequate
	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. Legal advice to be sought where necessary.	
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.	Existing procedures are adequate. Members to adhere to Code of Conduct.
	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.	Existing procedures are adequate. Risk Assessment carried out.
	Public Liability: risk to third party and or property.	Medium	Insurance is in place for £10million. Risk assessments regularly carried out to comply with requirements.	
	Employer Liability: non-compliance with employment law	Low	Clerk and Council to 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	<p>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. Trees are investigated when damage reported. Risk Assessments carried out for all Council events. Burial Ground memorial tests carried out.</p> <p>All contractors are to sign declarations confirming that they will: comply with their Health and Safety responsibilities, provide a copy of their public liability insurance cover (£5m minimum) and risk assessments, ensure their employees use protective and well-maintained equipment, receive adequate training and supervision and report all accidents. An up to date register is kept by the Clerk.</p>	Existing procedures are adequate
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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.	Asset Register reviewed annually
Maintenance	Poor maintenance of assets or amenities,	Low	All assets owned by the Council are regularly reviewed and maintained. All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Council. Assets are insured.	Existing procedures are adequate
Notice Board	Risk of damage	Low	The Council currently has five noticeboards. No formal inspection procedure is in place but any report of damage and faults are reported to Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures are adequate
Street Lighting	Risk/injury to third party	Low	Insurance is in place. Maintenance contract with contractor who undertake inspections and repairs.	Existing procedures are adequate
Meeting Location	Adequacy Health & safety	Low Low	The majority 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.	Existing procedures are adequate

Chesham Bois Parish Council: Income & Expenditure

Year Ending 31 March 2021	Annual Budget	Actual YTD	Budget Re- maining	Should be 100%
100% through year				
INCOME				
Precept	£83,650.18	£83,650.18	£0.00	100%
Interest Received	£1,300.00	£887.47	£412.53	68%
			-	
Burial Ground Plots	£18,000.00	£37,750.00	£19,750.00	210%
Burial Ground Memorials	£4,000.00	£2,450.00	£1,550.00	61%
Burial Ground Other income	£10,000.00	£17,358.00	-£7,358.00	174%
Wayleaves Income	£790.00	£793.22	-£3.22	100%
Devolution Contribution	£2,734.82	£2,734.90	-£0.08	100%
Licence Income	£5,200.00	£5,600.00	-£400.00	108%
Fete Income		£0.00		
Misc. Income	£100.00	£0.00	£100.00	0%
	£125,775.0		-	
Total Income	0	£151,223.77	£25,448.77	120%

EXPENDITURE

SALARIES, PAYE & NI

Clerk Salary	£21,650.00	£21,179.74	£470.26	98%
Employers National Insurance	£1,565.00	£1,710.59	-£145.59	109%
Employers Pension Scheme	£4,960.00	£5,167.89	-£207.89	104%
Total	£28,175.00	£28,058.22	£116.78	100%

ADMINISTRATION

Photocopier Costs	£650.00	£646.41	£3.59	99%
Stationery & Office Supplies	£300.00	£320.23	-£20.23	107%
Telephone & Broadband	£450.00	£451.78	-£1.78	100%
Postage	£100.00	£96.32	£3.68	96%
Office Rent	£400.00	£400.00	£0.00	100%
Office Electricity	£740.00	£665.93	£74.07	90%
Office Non-Domestic Rates		£2,644.70	-£2,644.70	
Wages - Cleaning	£300.00	£300.00	£0.00	100%
Equipment & Software	£900.00	£782.94	£117.06	87%
Training - Clerk	£250.00	£455.55	-£205.55	182%
Training - Councillors	£320.00	£292.03	£27.97	91%
Subscriptions	£1,200.00	£1,033.79	£166.21	86%
Insurance	£1,600.00	£1,589.01	£10.99	99%
Website	£400.00	£212.59	£187.41	53%
APM/Elections/Public Meetings	£4,800.00	£172.68	£4,627.32	4%
Audit/Accountancy Fees & Bank				
Charges	£1,200.00	£1,153.00	£47.00	96%
Advertising	£200.00	£0.00	£200.00	0%
Clerk/Cllr/Sundry Expenses	£100.00	-£9.55	£109.55	-10%
Total	£13,910.00	£11,207.41	£2,702.59	81%

Budget code created (minute 62.9b) using surplus from admin budget.

BURIAL GROUND					
Burial Ground Maintenance	£14,000.00	£8,965.24	£5,034.76	64%	Budget code created (minute 62.9b) using £12,849.25 from emergency treework budget
Water	£60.00	£57.29	£2.71	95%	
Electricity	£180.00	£377.92	-£197.92	210%	
Sexton Costs/Wages	£4,200.00	£4,198.79	£1.21	100%	
BG Non-Domestic Rates	£12,849.25	£12,849.25	£0.00	100%	
Memorial Safety	£1,000.00	£0.00	£1,000.00	0%	
Chapel Maintenance	£1,000.00	£80.00	£920.00	8%	
Advertising & Marketing	£4,000.00	£2,626.70	£1,373.30	66%	
General Costs	£300.00	£34.00	£266.00	11%	
Total	£37,589.25	£29,189.19	£8,400.06	78%	
Burial Grd Reserves Expenditure Funded Reserve					
COMMON & WOODLANDS					
Ground Maintenance	£4,500.00	£4,440.20	£59.80	99%	Budget was £20k vire £12,849.25 to BG Rates
Pond Maintenance	£2,500.00	£2,131.95	£368.05	85%	
Consultancy & Tree Inspections	£2,000.00	£487.00	£1,513.00	24%	
Emergency Treework	£7,150.75	£5,791.58	£1,359.17	81%	
Dog Bin Maintenance	£2,000.00	£2,000.00	£0.00	100%	
Management Plan	£6,000.00	£6,059.75	-£59.75	101%	
Chiltern Society Work	£1,500.00	£972.00	£528.00	65%	
Sundry Expenses	£300.00	£188.68	£111.32	63%	
C&W Capital Fund	£1,000.00	£0.00	£1,000.00	0%	
Total	£26,950.75	£22,071.16	£4,879.59	82%	
C&W Expenditure Funded Reserve		£6,565.00			
TRANSPORT & HIGHWAYS					
Streetlights Maintenance	£1,000.00	£725.00	£275.00	73%	
Streetlights Electricity	£3,400.00	£3,012.81	£387.19	89%	
General Costs	£650.00	£335.00	£315.00	52%	
Devolved Services	£5,000.00	£5,170.00	-£170.00	103%	
MVAS Maintenance	£1,000.00	£1,150.00	-£150.00	115%	
MVAS Capital Fund	£1,000.00	£0.00	£1,000.00	0%	
Streetlight Capital Fund	£2,000.00	£0.00	£2,000.00	0%	
Total	£14,050.00	£10,392.81	£3,657.19	74%	
Transport Expenditure Funded Reserve		£9,761.80			
Devolved Services Funded Reserve		£1,630.00			
VILLAGE COMMUNITY					
Events	£2,000.00	£2,417.05	-£417.05	121%	
Village Fete	£1,500.00	£0.00	£1,500.00	0%	
Communications	£600.00	£741.74	-£141.74	124%	
Community Grants	£1,000.00	£0.00	£1,000.00	0%	
Total	£5,100.00	£3,158.79	£1,941.21	62%	
General Reserves Expenditure Funded Reserve		£6,952.50			

GRANTS

S137		£50.00	n/a
Total	£0.00	£50.00	n/a
	£125,775.00		
Total Expenditure	0	£129,036.88	103%
NET SURPLUS(DEFICIT) Before Reserve Transfer	£0.00	£22,186.89	
Reserve Transfers		£24,909.30	
NET SURPLUS(DEFICIT) After Reserve Transfer		£47,096.19	

CHESHAM BOIS PARISH COUNCIL

Balance Sheet at Year Ending 31 March 2021

Actual YTD

Assets

CURRENT ASSETS	
Debtors	£2,845.00
Vat to be Claimed	£5,340.62
Total	£8,185.62
MONIES HELD	
Unity Current Account	£17,985.76
Unity Deposit Account	£51,745.83
National Savings Account	£100,000.00
Other monies in hand	£1.79
Total	£169,733.38
Total Assets	£177,919.00

Liabilities

MONIES OWED SHORT TERM	
Creditors	£22,011.53
Payroll Taxation	£0.00
Wages	£0.00
Total	£22,011.53
Total Liabilities	£22,011.53
Assets less Liabilities	£155,907.47

REPRESENTED BY:

Reserves		Spent YTD	Remaining
General Reserves	£33,205.08	£6,952.50	£26,252.58
Burial Ground Reserve	£25,500.00		£25,500.00
Common & Woodlands Reserve: 10 year Management Plan	£27,597.00	£6,565.00	£21,032.00
Streetlighting Reserve	£11,784.00	£9,761.80	£2,022.20
Devolved Services Reserve	£2,634.50	£1,630.00	£1,004.50
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	£24,909.30	£108,811.28

Income & Expenditure Account

£47,096.19

£155,907.47

CHESHAM BOIS PARISH COUNCIL

Reserves DRAFT

Reserves	Opening Balance 1 April 20	2020/21 Expendi- ture	Closing Bal- ance at 31 March 21	Draft 2021/22	Notes
General Reserves: used to smooth the impact of uneven cash flows, unexpected events/emergencies	£33,205.08	£6,952.50	£26,252.58	£73,348.77	£2125 anti-park bund installation on Chestnut Lane agreed (minute 53.10av) £4000 Rescheduled Elections; £1700 C&W Rescheduled Tree Consultancy, £1500 Rescheduled Fete (all minute 57.14c) £37,000.75 BG backdated rates & £5416.30 backdated office rates to be paid from general reserves over next two years (minute 62.9b): <u>Total committed £51,742.02</u>
Burial Ground Reserve: spend identified as necessary for Burial Ground	£25,500.00		£25,500.00	£25,500.00	£1,500 agreed for Nature Board (minute 36.8c) £11,250 agreed for BG Entrance landscaping and planting (minute 61.9) £320 for BG grid spikes agreed (minute 62.10biii). <u>Total committed £13,070</u>
Common & Woodlands Reserve: Build up funds for 10 year Management Plan	£27,597.00	£6,565.00	£21,032.00	£21,032.00	£6000 , Y3 Treework (minute 57.14c)
Streetlighting Reserve: spend identified as necessary for street-lighting & lighting	£11,784.00	£9,761.80	£2,022.20	£2,022.20	
Devolved Services: spend identified as necessary for devolved services	£2,634.50	£1,630.00	£1,004.50	£1,004.50	£830 for weedkilling application of footway agreed (minute 62.10ei)
Pond Refurbishment: build up funds for refurbishment of pond.					Estimated cost of £30k to refurbish pond. Agreed to set aside funds overtime for this activity (Minute 53.10aiv)
MVAS Replacement Reserve: build up funds for replacements					
ACB Match Funding (enable applications to be made)	£3,000.00	£0.00	£3,000.00	£3,000.00	£3000 match funding for Amersham Road VAS agreed (minute 53.10cii)
Replacement Office	£30,000.00	£0.00	£30,000.00	£30,000.00	
Total Reserves	£133,720.58	£24,909.30	£108,811.28	£155,907.47	

2020/21 Surplus = 47,096.19

2020/21 SURPLUS of £47,096.19 has been added to General Reserve: Council to agree if some of this surplus is to be added to an 'earmarked' reserve account. 2022/21 budget included capital items: £1000 C&W; £1000 MVAS; £2000 Streetlights.

DIRECT DEBITS

Buckinghamshire Council	Monthly (fl1 months of year)	Office business rates
Buckinghamshire Council	Monthly (11 month of year)	Burial ground business rate
Buckinghamshire Council	Monthly (until May 2023)	Backdated office business rates
Buckinghamshire Council	Monthly (until May 2023)	Backdated burial ground business rates
Information Commissioners Office	Once a year	Data Protection Registration
Southern Electric	Monthly	Electricity to streetlights
Utility Warehouse	Monthly	Office broadband/phone

STANDING ORDERS

St Leonards CC	£200 in January and July	Office rent
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Payments	Ref	Payment	NET	VAT	Amount	Description
Amersham Business Services	546	FP	£16.75	£3.35	£20.10	Copier Paper
Buckinghamshire Council	775622	DD	£268.70	£0.00	£264.00	June 21 instalment of 21/22 Office Rates
Buckinghamshire Council	850595	DD	£1,284.25	£0.00	£1,285.00	June 21 instalment of 21/22 Burial Ground Rates
Buckland Landscapes	41091	FP	£969.62	£193.92	£1,163.54	May 21 Grounds Maintenance
Castle Water	5639136	FP	£46.84	£0.00	£46.84	April - Sept 21 Water to BG
HMRC		FP	£1,401.06	£0.00	£1,401.06	2021/22 Q1 HMRC Payment
Mrs S Payne	Expenses	FP	£35.39	£0.00	£35.39	June 21 Zoom Software/Event Licence
Red Box Fire control	68092	FP	£106.01	£21.20	£127.21	Fire Extinguishers Maintenance
Ridgeway Woodlands	25/96/542	FP	£800.00	£0.00	£800.00	Removal Fallen Tree at Pond/BG Bridleway/Rectory cottage
SLCC	BK202320	FP	£45.00	£9.00	£54.00	Clerk attendance at Virtual Training Seminar 23/6/21
South Bucks Tree Surgeons	9345	FP	£480.00	£96.00	£576.00	Emergency Treework - North Road
SSE	30	FP	£91.38	£4.56	£95.94	BG Electricity 17 Feb - 21 May 21
Cllr S Staite	Expenses	FP	£50.00	£0.00	£50.00	Theatre on the Common: Meals for Performers
SSE	15	DD	£278.70	£53.44	£332.14	Streetlight Electricity April 21
Utility Warehouse	167981891	DD	£34.14	£6.82	£40.96	May 21 Telephone/ Broadband
Payroll		FP	£2,192.30	£0.00	£2,192.30	June 21 Payroll
					£8,484.48	
RECEIPTS	Ref	Payment	NET	VAT	Amount	Description
Non-Resident	21/03	FP	£1,800.00		£1,800.00	Plot G30 & G31
Non-Resident	21/04	#225	£900.00		£900.00	Plot G29
NS&I Savings		FP	£0.82	£0.00	£0.82	May 21 interest
					£2,700.82	

Common, Woodlands & Burial Ground Maintenance Working Group Report 7th June 2021

The working group has been provided with a brief summary of work in progress and planned maintenance, via the Clerk. I attach this as an appendix. Sam has provided us with a very useful list of regular contractors and the type of work they offer.

Over the next few months the WG will seek meetings with the various contractors and volunteers and look to the Clerk to furnish us with past correspondence on the various categories of activity. The WG has met once (on site), since formation, to discuss work required around Brickly Pond, the fallen willow tree and maintenance around the Common.

1. Management Plan for the Common and Woodlands

The WG will organise a meeting with John Morris on a suitable date to understand what preparation is required for work that will commence in the Autumn.

2. Burial Ground Maintenance

Buckland Landscapes are due to conduct early summer maintenance around the BG later in June. The WG will make contact with Buckland's and arrange a meeting at the BG to ascertain the scope of work prior to this.

3. Common Maintenance

The fallen section of the willow tree by the Pond was removed and some of the logs were placed on the boundary of the nature reserve to stop people walking around the western end of the Pond. The WG was of the opinion that at least one of the other stems of the willow tree had leant further down towards the Pond. The contractor, Ridgeway, felt the stems had not moved and advised to let them fall into the Pond and not to remove them.

We will seek a second opinion from another arboriculturist, as we suspect the willow stems may be at risk of falling. At the very least, the broken branch left hanging in the Pond needs removing.

There are several other areas of work to determine: rotten bench replacement, restoring the nature reserve fencing, the Pond leak, cutting back bramble encroachment on the meadow, reinstating the bund outside Rectory Cottage (damaged by recent utility work). This is not an exhaustive list.

Danny Buckingham

Appendix A – Clive's Ongoing Work Notes

COMMON

Pond

Leak to fix and silt to remove, Sam has 2 quotes with Land and Water being the most professional and comprehensive, but tenders may be necessary. After this work is done, which will be quite disruptive, the aim was to restore the nature area at the back with new fencing to prevent people walking in there and maybe install a pond dipping platform.

Heatherton School – Their contractor is called Keystone (contract manager Neil Woodward), We agreed that a full safety survey of trees was necessary and when that is complete, they can judge a route for the path. A detailed proposal should be put before the council for approval. The licence agreement is in hand.

Memorial benches: policy was agreed and also the style – “Oxford” in teak from memorialbenchesgb.com

Section 38 applications:

Raised bund along Chestnut Lane: Hasn't been started – Council agreed a quote from Chesham Town Council for the work, but the application hasn't been progressed.

Works to area around Pavilion: Don't know what is happening to the cricket club proposed works – have they dropped them?

WOODLANDS/TREES

Management Plan

Year 2 complete and all planting done. Pete Whipp is going to look at weed treatment around the new trees in Bois Wood and Tenterden Spinney, hasn't quoted yet.

Year 3 is supposed to be thinning on the main common so contact needs to be made with John Morris soon to look at which trees and where to focus, then quotes for the work can be obtained for actioning from end Sept.

If there is wood chip produced from tree work some of it should be used to top up the area under the woodland trail in the Spinney.

Tree-Safety Surveys: Scheduled for end May/early June: Remedial work will need to be carried out.

Outstanding tree work

Along the fence line of the Old Formal Burial Ground adjacent to the horse's field.
Tree work identified from earlier tree-safety surveys.

BURIAL GROUND

New Formal BG: Renew taking into account slope and need for draining and provide solid base for hearses. Volunteer it Yourself organisation may be able to help with this work. Hugh needs to be chased about repairs to the track.

Woodland BG: The new path at the top of the Woodland BG needs to be marked out and overhanging trees dealt with. Signs need putting up to keep walkers on the path, not over graves.

Original Formal BG: The works to the front of the burial ground need supervising and the old trunk left on the grass bit outside the gates needs removing to the woodland somewhere (Hugh said he could do it if he had a tractor there).

There is a gap in the railings where a hawthorn hedge has just been planted but it needs blocking off from walkers as they are using it to enter and so disturbing the saplings.

Transport Working Group Report for 14 June 2021 Council Meeting

Mobile Vehicle Activated Sign (MVAS)

MVAS data is not being downloaded therefore I'm unable to report on vehicle speed compliance in the parish.

All MVAS should be set to display speeds between 25mph and 40mph only. This preserves battery life and prevents motorists from triggering higher speed displays. The requested changes to the settings have not been made. The brightness levels on MVAS 1 (Bois Lane) need to be reduced by a further 25% to preserve battery life as previously requested.

The installation of the new VAS unit on Amersham Road continues to be delayed because TfB did not provide infrastructure information until May 2021 – some 7 months after it was requested. This project is now subject to additional cost of £943.34 – see summary below.

Request for approval of additional funding of up to £943.34 for the match funded Vehicle Activated Sign (VAS) unit of Amersham Road.

10 September 2020 – Community Board approves matched funding of £3001.15 for VAS.

14 September 2020 – CBPC approves matched funding of £3001.15 for VAS.

September 2020 - Swarco confirm pricing by updating a quote from 2019.

November 2020 - CBPC order VAS from Swarco.

December 2020 to March 2021 - Various emails from Clerk and myself to TfB and Swarco chasing installation of VAS. Swarco inform CBPC that they are waiting for technical information from TfB.

March 2021 – Project delay raised with Community Board, BC and TfB

19 May 2021 – Correspondence between Swarco and TfB highlights 2 issues with project – Traffic Management and the requirement for a longer pole, 2.4m rather than the normal 2.1m as the footpath is a cycleway.

20 May 2021 CBPC Clerk informed of project issues by TfB.

7 June 2021 CBPC Clerk notified of additional project costs and informs working group of problem. Traffic management additional cost is £448.57 and longer pole cost is £494.77 a total of **£943.34**.

7 to 11 June 2021 - DWK corresponding with BC/Amersham Community Board and Swarco regarding poor and untimely advice from TfB and attempting to deflect the additional cost to TfB/Amersham Community Board/Swarco. I was hoping to have an update on funding before circulating the report and am still hopeful of receiving an update prior to the Council meeting. My aim is to not incur any additional cost but that may not be achievable hence the request for approval of **up to £943.34**

Road Works

The gas main replacement works on Amersham Road are set to last until February 2022 and are causing congestion at peak times.

Cllr David King 13 June 2021