



High Wycombe Town Committee Agenda

Date: Tuesday, 21st January, 2020
Time: 7.00 pm

The meeting will be preceded by a meeting of the Charter Trustees

Venue: Council Chamber
District Council Offices, Queen Victoria Road, High Wycombe Bucks

Membership

Chairman Councillor A R Green
Vice Chairman Councillor S K Raja

Councillors: K Ahmed, Z Ahmed, M Asif, Ms A Baughan, H Bull,
Mrs L M Clarke OBE, M Clarke, M P Davy, R Farmer, S Graham,
M Hanif, M A Hashmi, A E Hill, M Hussain JP, A Hussain, M Hussain,
M E Knight, B E Pearce, R Raja, N J B Teesdale and Ms J D Wassell

Membership is restricted to those Members representing the High Wycombe wards.

Fire Alarm - In the event of the fire alarm sounding, please leave the building quickly and calmly by the nearest exit. Do not stop to collect personal belongings and do not use the lifts. Please congregate at the Assembly Point at the corner of Queen Victoria Road and the River Wye, and do not re-enter the building until told to do so by a member of staff.

Filming/Recording/Photographing at Meetings – please note that this may take place during the public part of the meeting in accordance with Standing Orders. Notices are displayed within meeting rooms.

Item	Agenda	Page
1	Apologies for Absence To receive any apologies for absence.	
2	Declarations of Interest To receive any disclosure of disclosable pecuniary interests by Members relating to items on the agenda. If any Member is uncertain as to whether an interest should be disclosed, he or she is asked if possible to contact the District Solicitor prior to the meeting. Members are reminded that if they are declaring an interest, they should state the nature of that interest whether or not they are required	

Item		Page
	to withdraw from the meeting.	
3	Minutes of the Previous Meeting	1 - 4
4	HWBIDCo Update	
5	High Wycombe Town Centre Alternative Route: Presentation	
6	New Cemetery Report	5 - 9
7	Special Expenses Budget 2020/21	10 - 18
8	Information Sheet	19 - 20
9	High Wycombe Town Committee - Forward Work Programme To note the current draft work programme attached at Appendix A.	21
10	Supplementary Items (if any)	
11	Urgent Items (if any)	

For further information, please contact Jemma Durkan

High Wycombe Town Committee Minutes

Date: 10 September 2019

Time: 7.00 - 8.25 pm

PRESENT: Councillor A R Green
(in the Chair)

Councillors Z Ahmed, M Asif, Mrs L M Clarke OBE, M Clarke, R Farmer, M Hanif, A E Hill, M Hussain JP, B E Pearce, R Raja, S K Raja and Ms J D Wassell,

Apologies for absence were received from Councillors K Ahmed, Ms A Baughan, M A Hashmi, A Hussain, M Hussain, M E Knight, N J B Teesdale and Ms K S Wood

10 DECLARATIONS OF INTEREST

There were no declarations of interest.

11 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the meeting of the High Wycombe Town Committee held on 11 June 2019 be agreed as a correct record and signed by the Chairman.

12 CHILTERN RANGERS UPDATE

The Committee were provided with an update on the work of the Chiltern Rangers by Mr John Shaw (Managing Director of Chiltern Rangers CIC (Community Interest Company)).

The key points outlined by Mr Shaw were as follows:

- Mr Shaw explained these were challenging times for the Rangers and over the next 6 to 9 years the organisation would be engaging in long term transformation.
- The aim would be to relocate to Abbey Park in industrial units by April 2022. Substantial funding would need to be raised to build a community hub.
- Mr Shaw provided artistry work for members to view which provided an idea of how the units and community hub would look.
- He thanked the planning team for their support and collaborative work on the project and added that this would be built to the highest environmental standards.
- The hub would also help engage with the wider community and enable the rangers' projects to lead by example.

- Other organisations would also be based at the hub.
- Funding had already been obtained via Community Infrastructure Levy monies and bids for further funding had been undertaken. Lottery match funding was also being investigated.
- An additional two full time members of staff had been employed.
- Partnership work had included working with the NHS, Local Area Forums, Schools and Buckinghamshire County Council.
- The Chiltern Rangers had a 5 year plan of growth and sustainability.
- Other projects included work to support veterans to help build community involvement with members of the forces, and working with the NHS to support people with mental health issues.
- During August a clear up of the river had taken place which included 20 young people from CAMHS.
- Mr Shaw noted that partnership working with WDC was an integral aspect of the work of the rangers and he was looking forward to working with the new authority.

Members were concerned at the amount of fly tipping that was taking place and if the charges now implemented at the recycling centre was adding to this issue. Mr Shaw explained that litter and fly tipping was always a problem and suggested that more education at schools was required. Also that larger fines could be given to people who were convicted of fly tipping which could subsequently act as a deterrent. Mr Shaw noted that the rangers did not have adequate funding to provide education in schools however this work was built into projects.

With regards to maintaining wild flower areas at road sides Mr Shaw explained that this should be dealt with a mixed approach with some areas being left longer for pollination and some specific areas being cut. Good sight lines would need to remain for traffic management along the sides of the road.

Mr Shaw confirmed that discussions were taking place with Wycombe District Council senior officers regarding plans to develop Funges Meadow Nature Reserve as a community area. Mr Shaw explained that the reserve needed to be managed and protected, and was concerned that the area could be irreparably damaged if open to the public on a permanent basis.

The estimated cost of the new centre was between £1.1 and £1.2 million, it was noted that £250k has already been obtained from CIL funding and the remaining from lottery funding, other organisations and charitable donations.

In response to a query it was noted that chalk streams were internationally important and water levels were reducing. It was believed that this was due to extraction issues and climate change.

Members thanked Mr Shaw for his presentation and congratulated the Chiltern Rangers for their hard work and achievements.

13 HIGH WYCOMBE MARKET

Members were provided with written responses to questions previously submitted on the High Wycombe town market, and Peter Wright, Interim Head of Regeneration attended the meeting to provide further clarification if required.

Members considered the information and a number of queries were raised. The main points were as follows:

- Members were not satisfied with the written responses to the questions and there were inconsistencies in the answers.
- The issue regarding the green and white gazebo covers for stalls had not been resolved and more information regarding this matter was requested.
- There was a suggestion in the responses that the market be open for an additional day. Some concerns were raised regarding adding an additional day that would primarily be for food and this was not necessary.
- Some members were also concerned that food stalls at the market were not paying licence fees for the table and chairs that were set out on market days.
- There were thriving markets around the country and an indoor market should be considered. Mr Wright confirmed that the Chiltern Shopping Centre was privately owned and an indoor market was not an option on this site.
- Consideration should be given to changing the market operator and the council should invest in the market. In response Mr Wright noted that the contract with the current market operator was in place until 2021 and it would be for the new unitary authority to make decisions regarding the market contract in the future.
- Some members were concerned that hot food was taking over the market however some members supported the hot food sales.
- There were a number of termination clauses in the contract however there had been no issues that met these high thresholds for termination of the contract.
- Mr Wright noted that there were no resources available to manage the market in house at the District council.
- It was suggested by some members that there should be a range of diverse food stalls and food providers should be congratulated on the current variety.
- It was noted on the high street that business pay a levy to the HWBIDCo and market traders do not pay, and that market stall holders could be effecting businesses on the high street.

A motion was put forward by Councillor Mrs Clarke OBE; that the market would not be extended by one more day for further hot food sales, this was seconded by Cllr M Hussain JP. A vote was taken on the motion which was carried 7 in favour, 5 abstained.

A further motion was put forward by Councillor J Wassell; that the option for an international food market be investigated, this was seconded by Cllr S Raja. A vote was taken on the motion which was carried 7 in favour, 4 against and 1 abstained.

The Chairman confirmed that these proposals would be referred to Cabinet for discussion.

Recommended to Cabinet:

That the following proposals be discussed and considered -

- i) the market does not open for one more day for further hot food sales and;
- ii) the option for an international food market be investigated.

14 HIGH WYCOMBE TOWN COMMITTEE - FORWARD WORK PROGRAMME

The Committee's work programme looking ahead to March 2020 was presented for review.

RESOLVED: That the forward work programme be noted.

15 SUPPLEMENTARY ITEMS (IF ANY)

There were no supplementary items.

16 URGENT ITEMS (IF ANY)

There were no urgent items.

Chairman

The following officers were in attendance at the meeting:

Mrs J Durkan

Senior Democratic Services Officer

Mr P Wright

Interim Head of Regeneration & Investment

Mrs K Khanna

Principal Solicitor



WYCOMBE
 DISTRICT COUNCIL

Report For:	Cabinet
Date of Meeting:	Cabinet 3 February 2020
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

SUMMARY	
Title of Report:	New Cemetery Penn Road – Request to increase the project budget and for Delegated Authority to enter into Build Contract.
Cabinet Member: Officer Contact: Direct Dial: Email:	Councillor Graham Peart Nigel Dicker 01494 423701 nigel.dicker@wycombe.gov.uk
Ward(s) affected:	All High Wycombe Town unparished wards
Reason for the Decision:	<p>Wycombe is running out of burial capacity, and the project is needed to meet the legal requirement to be able to provide burials in the High Wycombe Town area.</p> <p>HWTC / WDC Cabinet have already approved an initial budget to build a new Cemetery at Penn Road in March 2017 and were informed of a potential outturn cost of £1,679,790. The costs for the works have increased by £253,210 resulting in total revised cost of the works to £1,993,000</p> <p>Allocated funds to dates and final required commitment are as follows:-</p> <p style="padding-left: 40px;">£404,000 SER commitment (March 2017) £886,000 CIL commitment to date £389,790 Acknowledged requirement (March 2017) £253,210 Additional cost to be funded</p> <p>Total £1,933,000 Project cost</p> <p>Options for funding are either from</p> <ol style="list-style-type: none"> 1) CIL (in full or in part) 2) Loan from the Council or 3) Special Expenses Reserve (topped up with CIL). <p>The project was granted full planning permission on 18th September 2019 and tenders for a build contract have been returned in November 2019.</p> <p>Delegated authority is now requested to enter into the build contract for up to £1.933m and ensure final designs are concluded to within the budget without referring back to cabinet.</p>

<p>Proposed Decision/Recommendation:</p>	<p>That:</p> <ul style="list-style-type: none"> (i) Cabinet grant full delegated authority for Wycombe DC to enter into a build contract with the successful bidder to build the new Cemetery at Penn Road High Wycombe. (ii) Cabinet authorise the Acting Chief Executive to agree and approve the contract and final designs and sign the build contract on behalf of WDC. (BC Shadow Board agree to delegate the above to Corporate Director Communities post 1 April 2020) (iii) Cabinet acknowledges and approves increase in the cost of £253,210 resulting in total project cost of £1,933,000. (iv) Cabinet authorises the remaining funding of the project from Special Expenses Reserve £143k and CIL £500k. (v) Cabinet agree to £50,000 annual maintenance cost of the new facility to be funded from increase in precept.
<p>Sustainable Community Strategy/Council Priorities - Implications</p>	<p>Risk:</p> <ul style="list-style-type: none"> (i) Failing to proceed with this project will risk Wycombe DC not fulfilling its legal duty and obligation to provide burial areas for its residents within the District. (ii) Not obtaining delegated authority to enter into a build contract may cause significant delays to the delivery programme and increases to the current tender prices received in November 2019. <p>Equalities:</p> <ul style="list-style-type: none"> (i) Section 149 of the Equality Act 2010 places a duty (“the public sector equality duty”) on the Council, in the exercise of its functions to eliminate discrimination, harassment, victimisation and other conduct prohibited by the Act; to advance equality of opportunity between persons who share a relevant protected characteristic and those who do not; and to foster good relations between persons who share a relevant protected characteristic and those who do not. One of the protected characteristics is religion or belief. (ii) An Equalities Impact Assessment describing steps taken to comply with this duty has been completed and has been updates 20 Dec. 2019 is appended to the report and available at;

	<p>https://www.wycombe.gov.uk/uploads/public/documents/Community/Equality-impact-assessments/Community/Equality-impact-assessment-Cemetery-feasibility-study.pdf</p> <p>Health & Safety:</p> <ul style="list-style-type: none"> (i) Surveys carried out include: topographical, ecological environmental and geotechnical investigations on the proposed site to ensure it is safe and fit for purpose. (ii) A CDM officer has been appointed and a Pre Construction CDM file has been prepared Oct 2019.
Monitoring Officer/ S.151 Officer Comments	<p>Monitoring Officer: Subject to procurement and decision making processes being followed, the Council has power under S111 of the Local Government Act 1972 to undertake the development described in this report.</p> <p>S.151 Officer: The remaining funding of £643k for this investment will be met from the special expense reserves and local CIL allocation for HWTC. The ongoing maintenance costs will need to be factored into the budget setting.</p>
Consultees:	<p>Penn, Hazlemere, Hughenden & Chepping Wycombe Parish Councils.</p> <ul style="list-style-type: none"> (i) Statutory formal Public Consultation was carried out as part of the Planning permission awarded for the New Penn Road Cemetery in Sept 2019. (ii) Two public consultations were held on the 16th and 25th October 2018 in Hazlemere and High Wycombe when developing the designs.
Options:	<p>Options for location of a High Wycombe new cemetery were considered by HWTC in 4 March 2014 A final site was selected by HWTC on 23 6 2015</p>
Next Steps:	<p>Sign off cemetery designs, award a building contract for the New Penn Road Cemetery, and start on site.</p>
Background Papers:	<p>4 March 2014 HWTC New Cemetery options paper 23 June 2015 HWTC New Cemetery options Paper 7 March 2017 HWTC New Cemetery funding paper 13 March 2017 WDC Cabinet paper New Cemetery Funding 4 February 2019 Cabinet Budget papers</p>
Abbreviations:	<p>HWTC High Wycombe Town Committee WDC – Wycombe District Council CIL – Community Infrastructure Level CDM – Construction Design Management</p>

Background and Issues

High Wycombe is in need of more burial space for the town to fulfil its legal duty and obligation to provide burial areas for its residents within the District. Options for the Cemetery location were considered in HWTC paper in 2014 and a site selected in 2015.

Designs have been developed and public consulted in October 2018. A further statutory formal Public Consultation was also carried out in 2019 as part of the planning permission and Planning permission was awarded for the New Penn Road Cemetery in September 2019. A general plan of the New Cemetery as agreed by planning is attached for information only ref appendix 1.

A competitive tender process has now been undertaken in November 2019 to select a contractor to build the project. This has resulted in tender returns putting a circa 15% increase on the original budget requirement set in March 2017. The cost of the project has increased from £1,679,790 to the current figure of £1,933,000. This is due to the original budget being an estimate of costs at the time against actual prices given in the tender returns and an element of inflation due to the time between the 2017 budget and the 2019 returns.

Permission is now required to increase the budget by £253,210.

In the March 2017 HWTC and cabinet report approved the total project budget of £1,679,790. From this approved budget the funding for phase 1 & 2 of £1,290,00k was agreed with the remaining funding for final phase 3 of £389,790 to be approved in future. This paper also asks to authorise funds from Special Expenses Reserve £143k and CIL £500k to cover these sums (ref the decision above).

Revenue Costs

The new cemetery planning permission states that '*pre-start condition is to ensure that maintenance arrangements have been arranged and agreed before any works commence on site that might otherwise be left unaccounted for*'. HWTC and Cabinet are therefore requested to ensure reasonable costs are covered to achieve this pre construction condition.

While in time the new Cemetery will generate income, this will offset the costs of existing burial service and existing cemeteries maintenance. The March 2017 HWTC and WDC cabinet paper noted that the New Cemetery at Penn Road will generate a cost to Special Expenses. This includes grounds maintenance, building running and maintenance costs, rates, repairs, and renewals for the new site. With an adjustment for inflation, the annual additional revenue need is estimated to be £50,000 per annum.

Conclusions

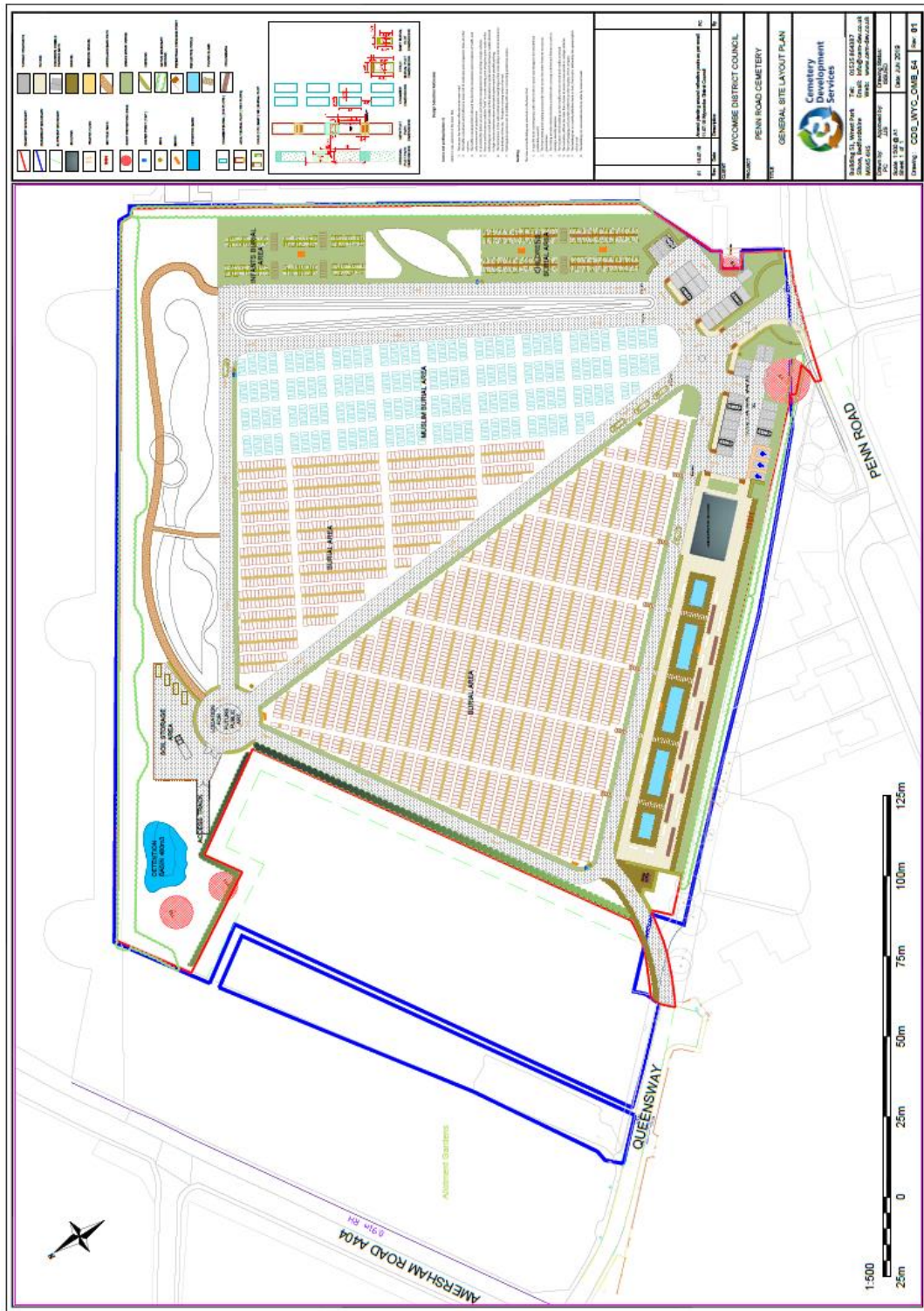
HWTC and WDC Cabinet are therefore asked to agree the recommendations above to enable construction to start on the New Cemetery at Penn Road.

Appendices to the New Penn Road Cemetery report are as follows:

- 1. General Cemetery Site plan as agreed by Planning Sept 2019**
- 2. Equality Impact Assessment**

Appendix 1

1. General Cemetery Site plan as agreed by Planning Sept 2019





Report For:	High Wycombe Town Committee
Meeting Date:	21 January 2020
Part:	Part 1 - Open
If Part 2, reason:	Choose a reason

Title of Report:	Special Expenses Budget 2020/21
Officer Contact: Direct Dial: Email:	David Skinner 01494 4211322 David.skinner@wycombe.gov.uk
Ward(s) affected:	High Wycombe Unparished Ward
Reason for the Decision:	<p>Under section 35(2) (d) of the Local Government Act 1992 any expenses incurred by the Authority in performing a part of the District functions performed elsewhere in the District by a Parish Council are Special Expenses unless a contrary resolution is in force. The Council passed a resolution on 4 January 1993 making all such expenses a general expense, with the exception of certain items detailed in the resolution, which are treated as Special Expenses.</p> <p>The Council has a statutory requirement to set a Special Expense precept for 2020/21. The High Wycombe Town Committee (HWTC) is an advisory body and therefore its decisions for setting precept is a recommendation to the Shadow Executive who will recommend to the Shadow Authority for the final decision.</p>
Proposed Decision/Recommendation:	<p>That:</p> <ul style="list-style-type: none"> (i) The Committee notes that the Council Tax Base for Band D equivalent for 2020/21 has increased by 397.59 to 23606.05 properties for HWTC. (ii) The Committee notes and recommends option 3 to the Shadow Executive for setting 2020/21 precept for the unparished area of High Wycombe Town. (iii) The Committee notes and recommends 3% increase in Fees & Charges.

Sustainable CommStrategy/Council Priorities - Implications	<p>Risk: The key financial risks relating to setting the precept for 2020/21 are set out in the options below.</p> <p>Equalities: N/A</p> <p>Health & Safety: N/A</p>
Monitoring Officer/ S.151 Officer Comments	<p>Monitoring Officer:</p> <p>The legal requirements pursuant to Section 35(2) (d) of the Local Government are set out above.</p> <p>S.151 Officer: The financial implications are set out within the report</p>
Consultees:	None
Options:	<p>Option 1: Band D tax above £12.06 for HWTC will have an impact on the ability for the Buckinghamshire Council to implement the full 1.99% increase permissible. This option is NOT recommended.</p> <p>Option 2: Any reduction or a Nil increase to Band D tax for HWTC will have an adverse impact on HWTC reserves in the future and will negatively impact the Band D Average Notional Amount for the Buckinghamshire Council in perpetuity. This option is NOT recommended.</p> <p>Option 3: A 24p increase to the Band D Council tax to £12.06 for HWTC would not have any adverse impact on working balances and the ability for the Buckinghamshire Council to implement the full 1.99% increase permissible. This Option is recommended</p>
Next Steps:	The Shadow Executive will consider the recommendations from this report on 18th February 2020 and recommend the proposals to the Shadow Authority for the final decision.
Background Papers:	n/a
Abbreviations:	HWTC – High Wycombe Town Committee

Appendices to this report are as follows:

Appendix A – High Wycombe Town Committee 2020/21 Budgets

Appendix B – High Wycombe Town Committee 2020/21 Fees & Charges

1. Executive Summary

- 1.1. A separate fund is maintained for Special Expenses for High Wycombe Town Committee. Income is raised by a precept on the town's inhabitants and interest is credited on the fund balance.
- 1.2. This report sets out the proposed budget for 2020/21 for Special Expenses and the impact on the precept. Details of the estimates for 2020/21 are attached at Appendix A.

2. Detailed Report

2.1. The 2020/21 budget is summarised below.

HIGH WYCOMBE TOWN AREA					
Budgets for the year ending 31st March 2021					
SUMMARY					
2019/20 Approved Budget £	2019/20 Net Forecast £		2020/21 Gross Expenditure £	2020/21 Gross Income	2020/21 Net Expenditure £
SPECIAL EXPENSES					
163,500	148,293	Recreational Grounds (Local)	141,860	0	141,860
19,040	19,556	Allotments	18,310	(60)	18,250
138,700	231,661	High Wycombe Cemetery	326,020	(175,000)	151,020
28,000	13,000	Financial Assistance to Vol Groups	13,000	0	13,000
3,000	3,000	Town Twinning	3,000	0	3,000
26,800	25,236	Community Grants/Financial Assistance	25,340	0	25,340
3,000	0	War Memorial	3,000	0	3,000
2,700	1,800	Footway Lighting and Bus Shelter	1,800	0	1,800
384,740	442,546	Total Special Expenses	532,330	(175,060)	357,270
(11,700)	(11,700)	Capital charges credit			0
(8,200)	(8,200)	Interest on balances			(8,200)
364,840	422,646	Total including Interest and Capital Charges	532,330	(175,060)	349,070
404,000	0	Queensway Cemetery Phase 1			404,000
	0	Queensway Cemetery Phase 2			143,000
768,840	422,646	Net spending for year			896,070
(1,015,629)	(1,095,791)	Balance b/f			(947,465)
850,890	422,646	Net Spending for the year			896,070
(274,320)	(274,320)	Collection Fund precept			(284,690)
(439,059)	(947,465)	Balance c/f			(336,085)

2.2. For 2020/21 the estimated Net Cost of Services is £357k. After adjusting for the interest on working balance the annual net spend is estimated at £349k.

2.3. The net estimated spend has decreased by £15k from £364k to £349k compared to the 2019/20 approved budget. The movements are summarised in the table on the next page:

Description	Amount £k
Increase in Cemetery Income due to increase in activity	21
Reduction in grant to community centre	15
Reduction in Management costs	4
Increase in cemetery grounds maintenance for new cemetery (6 months)	(25)
Total Movement	15

- 2.4. After adjusting for the proposed one-off contribution to fund the expenditure at Queensway cemetery £547k, and working balance interest there is an annual spend of £896k. This will be funded from the precept raised for the year and the reserves.
- 2.5. The estimated working balance as at March 2021 is £336k which is higher than the recommended minimum level of £150k. This is set aside as an earmarked reserve and therefore ring-fenced for HWTC.
- 2.6. The proposed Band D equivalent charge of £12.06 is marginally higher than prior year Band D equivalent of £11.82. This will generate a precept of £284,690 which will fund most of the expenditure with the remaining £64,380 to be funded from Reserves.

3 Queensway Cemetery

- 3.1 A contribution of £404k from the Special Expense reserves was approved by the March 2017 Cabinet to fund the phase 1 of the new Cemetery at Queensway. A further £143k is to be requested at February 2020 Cabinet. There has been delays in the project which has resulted in re-profiling of expenditure to 2020/21, therefore the funds from the Special Expenses reserve [£547k] will be released during 2020/21.

4 Fees & Charges 2020/21

- 4.1 Details of the fees & charges for 2020/21 are attached at Appendix B. The proposed fees and charges are to be increased by 3%, with the gross amount rounded to the nearest £1. This will generate an additional income of £5k.

High Wycombe Town Committee Budgets for 2020/21

RECREATION GROUNDS (LOCAL)			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Premises Related Expenses</i>			
Maintenance to Grounds	130,500	119,758	125,000
Tree Works	1,500	3,000	3,000
Communal Lighting	200	400	200
<i>Supplies and Services</i>			
WDC Management Fee	17,700	11,535	11,760
Cleansing Contract Payment	1,900	1,900	1,900
GROSS CONTROLLABLE EXPENDITURE	151,800	136,593	141,860
<i>Recharges</i>			
Capital Charges	11,700	11,700	0
GROSS NON-CONTROLLABLE EXPENDITURE	11,700	11,700	0
NET EXPENDITURE	163,500	148,293	141,860

ALLOTMENTS			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Premises Related Expenses</i>			
Maintenance to Grounds	7,300	8,240	8,500
Tree works	1,100	3,700	2,000
<i>Supplies and Services</i>			
Software/Computer Expenses	1,000	1,000	1,000
WDC Management Fee	9,700	6,680	6,810
GROSS CONTROLLABLE EXPENDITURE	19,100	19,620	18,310
Income			
Rent	(60)	(64)	(60)
TOTAL CONTROLLABLE INCOME	(60)	(64)	(60)
NET EXPENDITURE	19,040	19,556	18,250

HIGH WYCOMBE CEMETERY			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
Salaries	39,500	41,008	41,800
<i>Premises Related Expenses</i>			
Repairs & Maintenance	10,000	10,000	10,000
Maintenance to Grounds	148,900	145,831	173,900
Tree Works	4,500	4,500	4,500
Reactive Maintenance	4,500	4,500	4,500
Electricity	300	300	300
Gas	500	500	500
Rates	13,000	452	12,000
Water Charges	100	0	100
<i>Supplies and Services</i>			
Equipment	500	1,000	1,000
Equipment - Hire/Lease	700	1,000	1,000
Printing	200	100	200
Concrete burial chamber expenditure	0	121,901	0
Telephones	600	600	600
Mobile Phones	100	200	100
Computer Software	3,000	3,000	3,000
WDC Management Fee	62,500	67,760	69,120
Cleansing	3,400	3,400	3,400
GROSS CONTROLLABLE EXPENDITURE	292,300	406,052	326,020
Income			
Interment Fees-Private	(42,000)	(48,337)	(48,500)
Steel Frame Income	(900)	0	0
Concrete Chamber income	(20,000)	(24,329)	(24,500)
Monument Fees	(11,000)	(11,869)	(12,000)
Grave Maintenance	(400)	0	0
Rents	(21,000)	(8,352)	(8,500)
Burial Rights Purchase	(56,000)	(76,879)	(77,000)
Grave Reservation	(1,300)	0	0
Other Income	(1,000)	(4,625)	(4,500)
TOTAL CONTROLLABLE INCOME	(153,600)	(174,391)	(175,000)
NET EXPENDITURE	138,700	231,661	151,020

FOOTWAY LIGHTING & BUS SHELTERS			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Premises Related Expenses</i>			
Repairs and Maintenance	1,800	1,800	1,800
<i>Supplies and Services</i>			
Purchase of Equipment	200	0	0
GROSS CONTROLLABLE EXPENDITURE	2,000	1,800	1,800
<i>Recharges</i>			
Central Support	700	0	0
GROSS NON-CONTROLLABLE EXPENDITURE	700	0	0
NET EXPENDITURE	2,700	1,800	1,800

COMMUNITY GRANTS			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Supplies and Services</i>			
Asst. to Voluntary Sector - Hilltop Comm Ctr	13,000	13,000	13,000
Asst. to Voluntary Sector - Castlefield Comm Ctr	15,000	0	0
NET EXPENDITURE	28,000	13,000	13,000

TOWN TWINNING			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
Grant - Town Twinning Committee	3,000	3,000	3,000
NET EXPENDITURE	3,000	3,000	3,000

FINANCIAL ASSISTANCE TO VOLUNTARY GROUPS			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Supplies and Services</i>			
Financial assistance-Community/Village Halls	20,000	20,000	20,000
WDC Management Fee	6,800	5,236	5,340
NET EXPENDITURE	26,800	25,236	25,340

WAR MEMORIAL			
	2019/20	2019/20	2020/21
SUBJECTIVE HEADING	APPROVED BUDGET	OUTTURN FORECAST	PROPOSED BUDGET
	£	£	£
<i>Supplies and Services</i>			
Commemorative Services -General	3,000	0	3,000
NET EXPENDITURE	3,000	0	3,000


Agenda Item 7

Appendix B Schedule of Fees & Charges

HWTC

Service	Proposed Charges as at 1 April 2020		
	Net	Vat	Gross
COMMUNITIES			
LEISURE			
Football Pitch Senior	£31.67	£6.33	£38.00
Changing Room, Nets & Pegs Senior	£25.00	£5.00	£30.00
Football Pitch Junior	£15.83	£3.17	£19.00
Changing Room, Nets & Pegs Junior	£12.50	£2.50	£15.00
Football Pitch Mini	£8.33	£1.67	£10.00
Changing Room Mini	£12.50	£2.50	£15.00
Football Pitch 9v9	£15.83	£3.17	£19.00
Changing Room 9v9	£12.50	£2.50	£15.00
ALLOTMENTS			
125m2	£24.00	0	£24.00
250m2	£48.00	0	£48.00
125m2 without water	£18.00	0	£18.00
250m2 without water	£36.00	0	£36.00
125m2 60+	£12.00	0	£12.00
250m2 60+	£24.00	0	£24.00
CEMETERIES & CREMATORIA			
Burial Rights - adult	£771.00	0	£771.00
Burial Rights - child	£386.00	0	£386.00
Burial Rights - ashes	£450.00	0	£450.00
Interment - adult	£343.00	0	£343.00
Interment - child	£0.00	0	£0.00
Interment - ashes	£181.00	0	£181.00
Concrete chamber £680 **	£680.00	0	£680.00
Additional Saturday fee	£280.00	0	£280.00
Memorial permit - adult	£206.00	0	£206.00
Memorial permit - child	£101.00	0	£101.00
Memorial permit - ashes	£101.00	0	£101.00
Right to erect Kerb/Headstone - Adult	£206.00	0	£206.00
Right to erect Kerb/Headstone - Child	£101.00	0	£101.00
Right to erect vase/tablet - ashes	£101.00	0	£101.00
Right to add inscription after first	£39.00	0	£39.00
Transfer of Rights	£26.00	0	£26.00
Certified Copy of records	£26.00	0	£26.00
Replacement Deed	£26.00	0	£26.00
Grave maintenance - annual	£55.00	0	£55.00
Rights transfer/record copies	£26.00	0	£26.00
Interment - extra large coffin/casket	£159.00	0	£159.00
Grave reservation - booking fee	£237.00	0	£237.00
Grave reservation - annual charge	£184.00	0	£184.00

Agenda Item 8

 WYCOMBE <small>DISTRICT COUNCIL</small>	<h2 style="margin: 0;">INFORMATION SHEET</h2>
HIGH WYCOMBE TOWN COMMITTEE (HWTC)	
ISSUE NO: 04/2019	DATE ISSUED: 10 th January 2020
QUARTER 3 FINANCIAL OUTTURN POSITION FOR 2019/20	
Officer contact: Anne Begley Ext: 3974 Email: anne.begley@wycombe.gov.uk	

Introduction

Committee are asked to consider and acknowledge the Quarter 3 forecast position for 2019/20. This report sets out the 2019/20 revenue position as at end of December 2019, and the impact on working balances for High Wycombe Town Committee.

Special Expenses forecast Outturn 2019/20

The net full year forecast position as at the end of Quarter 3 2019/20 is £443k, a forecast over spend of £58k against a total budget of £385k. The table below provides the detail at activity level;

Activity Area	Analysis	YTD Budget	YTD Actuals	FY Budget	FY Forecast	Variance
		£	£	£	£	£
Footway Lighting	Exp	2,025	156	2,700	1,800	(900)
	Inc	0	0	0	0	0
	Net Exp	2,025	156	2,700	1,800	(900)
Cemetery	Exp	219,225	269,560	292,300	406,052	113,752
	Inc	(115,200)	(130,793)	(153,600)	(174,391)	(20,791)
	Net Exp	104,025	138,767	138,700	231,661	92,961
Town Twinning	Exp	2,250	0	3,000	3,000	0
	Inc	0	0	0	0	0
	Net Exp	2,250	0	3,000	3,000	0
Community Grants	Exp	20,100	1,210	26,800	25,236	(1,564)
	Inc	0	0	0	0	0
	Net Exp	20,100	1,210	26,800	25,236	(1,564)
Recreation Grounds (Local)	Exp	122,625	91,662	163,500	148,293	(15,207)
	Inc	0	0	0	0	0
	Net Exp	122,625	91,662	163,500	148,293	(15,207)
Allotments	Exp	14,325	6,939	19,100	19,620	520
	Inc	(45)	(64)	(60)	(64)	(4)
	Net Exp	14,280	6,875	19,040	19,556	516
War Memorial	Exp	2,250	0	3,000	0	(3,000)
	Inc	0	0	0	0	0
	Net Exp	2,250	0	3,000	0	(3,000)
Community Centres	Exp	21,000	13,000	28,000	13,000	(15,000)
	Inc	0	0	0	0	0
	Net Exp	21,000	13,000	28,000	13,000	(15,000)
TOTAL	Exp	403,800	382,528	538,400	617,001	78,601
	Inc	(115,245)	(130,857)	(153,660)	(174,455)	(20,795)
	Net Exp	288,555	251,670	384,740	442,546	57,806

Commentary on Significant Variances

Cemetery

A forecast over spend of £93k is reported at Q3 mainly in relation to the cost of 66 additional burial vaults £45k and the installation of an additional terrace £76k. This is offset by an increase in forecast income of £21k and a savings on rates of £13k.

Recreation Grounds

A forecast under spend of £15k is reported at Q3. This relates to forecast savings on grounds maintenance and management recharges.

Community Centres

A forecast under spend of £15k is reported at Q3 in relation to payment to Castlefield Community centre which is due to be transferred to Karima Foundation by end of December 2019.

War Memorial

This budget is used to clean the War Memorial, which is cleaned every 2/3 years. It is not due to be cleaned within the 2019/20 financial year, therefore there will be a saving of £3k against this budget.

Impact on Working Balances

The impact of 2019/20 forecast activities are given in the table below;

	£	£
Balance at 1st April 2019 (A)		-1,095,791
Forecast Revenue Expenditure (from table)	442,546	
Precept	-274,320	
Reversal of capital charges	-11,700	
Interest	-8,200	
Forecast Balance at 31st March 2020 (B)		148,326
Forecast Movement in reserves (B - A)		-947,465

In March 2017, HWTC and Cabinet approved the build of a new Cemetery at Penn Road and a total project cost of £1,679,790. A contribution of £404k from the Special Expense Reserve was approved by the March 2017 Cabinet to partially fund phase 1 of the new Cemetery. £800k of CIL funding was agreed by Cabinet in February 2017 and a further £86k agreed in February 2019. The cost of the project has increased from £1,679,790 to £1,933,000 and HWTC and Cabinet are requested to approve this increase. The increase in costs is due to the original budget being an estimate of costs at the time against actual prices given in the tender returns and an element of inflation due to the time between the 2017 budget and the 2019 returns. The project will commence in February 2020. Forecast spend in 19-20 is £150k and this will be funded from CIL allocation and the Special Expense Reserve funding will not be required until 20-21. A further contribution of £143k from the Special Expense Reserve and £500k of CIL funding will be requested at February 2020 Cabinet.

Agenda Item 9
Wycombe District Council
HIGH WYCOMBE TOWN COMMITTEE
Work Programme – MARCH 2020

APPENDIX A

Title & Subject Matter	Meeting / Date to be taken	Contact Officer
<u>17 March 2020 – Last Meeting</u>		
Policing Update	17 March 2020	Jemma Durkan, Democratic Services
Q3 Budgetary Control Report (Information Sheet)	17 March 2020	Julia Turner, Senior Accountant, Financial Management

Meeting contact officer: Jemma Durkan, 01494 421635,

Committeeservices@wycombe.gov.uk

Work Programme Updated: 9 January 2020