

THE IVERS PARISH COUNCIL

15th September 2020

To all Members of the POLICY, FINANCE AND GENERAL PURPOSES COMMITTEE

A Meeting of the Policy, Finance and General Purposes Committee will be held on Wednesday 23rd September 2020 commencing at 6.00pm. This meeting will be held by Zoom Video Conference for the purpose of transacting the following business.

Instructions for joining the Zoom meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/83419210286?pwd=SVVEMnZ4NDh2SVB3UE1QZ3FaSTRZQT09>

Meeting ID: 834 1921 0286

Passcode: 834503

Stephanie Bennett

Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

- a. To note any declaration of interest made by Members in connection with an Agenda item. Members to specify the nature of the interest;
- b. To receive any written requests for dispensations for disclosable pecuniary interests;
- c. To grant any requests for dispensation as appropriate.

3. PUBLIC PARTICIPATION

An Open Session will be held for members of the public who may ask questions or submit comments about agenda items/parish council matters. Parish Councillors may also make comment at this time. If there is a representative from Thames Valley Police, and/or a Buckinghamshire Council Member in attendance, there will be an opportunity for them to report on any relevant matter or ask/answer questions. Each person speaking will usually be limited to three minutes. Duration of this part of the meeting usually to be no longer than fifteen minutes.

4. MINUTES

To consider and approve the minutes of the meeting held on [29th July 2020](#)

5. CHAIRMAN'S ANNOUNCEMENTS

6. COMMITTEE MINUTES

To receive the minutes of the HR Sub Committee meetings of [7th August 2020](#) and [10th September 2020](#)

7. COMMUNITY ASSET REGISTRATION OF PUBS

- a. Cllrs Julie Cook and Carol Gibson to report on the outcome of conversations with the local pubs
- b. Committee to consider action to be taken

8. CHRISTMAS LIGHTS

- a. To receive the notes of the working group meeting held on [2 September 2020](#)
- b. To consider [the proposal for additional Christmas Lights](#) at Iver Heath that requires additional budget of £690 per annum
- c. To consider how to 'switch-on' the Christmas Lights of the Ivers

9. FINANCE

- a. To receive the [budget report](#) for the Committee.
- b. To receive the budget reports for [Amenities](#) and [Highways and Infrastructure](#) Committees
- c. To receive the [overall council budget](#) report
- d. To consider the [Ear Marked Reserves](#) and make recommendation to Committees and Council

10. FINANCE, FACILITIES AND ALLOTMENT SOFTWARE

To consider the appointment of Edge IT to provide [finance and allotments software](#) for the Parish Council at a cost of £1274.70 per annum and £662 set up costs

11. PAYROLL PROCESSING

To consider the [appointment of LivePay](#) to undertake payroll services for the Council at a cost of £40 per month and £100 plus £2.95 per person set up fees

12. INTERNAL AUDIT REVIEW

To consider the process for conducting an Internal Audit Review and tender. For information see page 27 of <https://www.nalc.gov.uk/library/our-work/jpag/3223-practitioners-guide-2020/file>

13. INSURANCE

- a. To receive an update on the High Court test case concerning business interruption (BI) insurance. <https://www.fca.org.uk/news/press-releases/result-fca-business-interruption-test-case>
- b. To consider the insurance quote revision. Documents:
 - i. Revised asset register (previously circulated by e mail)
 - ii. [Summary of changes](#)
 - iii. Schedule (previously circulated by e mail)
- c. To consider and agree the additional insurance premium of £3,659.40

Please note the schedule and asset register are large documents. Anyone who requires a copy please contact the clerk

14. GRANTS

To consider the [grant](#) application from Old Slade Lane Residents Association

15. INFORMATION TECHNOLOGY

Cllr Beary to report

16. AGENDAS DOCUMENTS AND ACCESSIBILITY

Clerk to report on the difficulties being experienced in preparing agendas, the increase in resource required and the options for software

17. BUSINESS CONTINUITY

To consider and agree the [business continuity plan](#) for the Council

18. BANKING

Clerk to report

19. COMMUNICATIONS

To consider and agree the information to draw to the attention of the community

Cllrs on the Committee: Wendy Matthews, Ann Mayling, Karanveer Bembey, Carol Gibson, Chris Jordan, Jyoti Kaushal, Chris Woolley, Julie Cook.

THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE POLICY, FINANCE AND GENERAL PURPOSES COMMITTEE HELD ON

29th JULY 2020 at 6.00PM VIA ZOOM CALL

Present: Councillors Wendy Matthews (Chairman), Chris Jordan, Julie Cook, Peter Stanhope, and Carol Gibson,

In attendance: Stephanie Bennett (Clerk) and 1 member of the public.

F.001/20 APOLOGIES FOR ABSENCE

Sylvia Lidgate, Chris Woolley, Karanveer Bembey, Jyoti Kaushal

F.002/20 DECLARATIONS OF INTEREST

None were received.

F.003/20 PUBLIC PARTICIPATION

No questions or addresses were received

F.004/20 CHAIRMAN'S ANNOUNCEMENTS

The Chairman reported on the work to consider replacing the diseased tree at Iver Heath that was previously dressed at Christmas, with a Living Christmas Tree. Costs had been obtained and this will need to be considered in the budget setting for 2021 – 2022.

Views were being sought from the Council by Chiltern 'Save Our Pubs Group' on whether the Council would support seeking Community Asset registration for any pub under threat of closure. The Council's previous experience in relation to the Bull was raised and it was decided that views would be sought from tenants and managers on the sustainability of pubs before this be considered. Cllrs Julie Cook and Carol Gibson to make contact with the pubs in the area and report back to the next meeting.

The Chairman reported on the Pension consultation being undertaken with regard to the changes necessary to the pension scheme following the legal challenge. Cllr Julie Cook offered to look at the consultation and offer a response.

The Chairman offered an idea to run a pilot pop up market of a couple of stalls one Saturday outside of the office. Councillors received this idea enthusiastically with many ideas on how this could be developed in the longer term and they particularly wished to offer a similar approach in Iver Heath and Richings Park recognising that venues would need to be arranged. It was noted that care must be taken not to

affect existing traders. It was agreed to look to arrange a couple of stalls one Saturday, managed by councillors on the day.

1810 Cllr Mayling joined the meeting

The Chairman also reported on the appearance of the retail centres being a bit overgrown and in need of a bit of weeding and trimming; it is felt that Covid has impacted heavily on street scene work. Councillors recognised the very hard work by volunteers who complete constant litter picks and wished to devote three separate afternoons to clearing the vegetation and sweeping in order to bring the areas back to a good standard.

It was agreed to undertake 3 'Councillor Day of Action' at the centres of Iver, Iver Heath and Richings Park. Other local groups will be invited to join in.

F.005/20

COVID-19

The Chairman updated the Committee on the planned reduction of Community Kindness Kit work and reported that a thank you event would be arranged for all the volunteers. The Vice Chairman reported on a growing evidence of need for a local foodbank and the Chairman confirmed that both herself and the Vice Chairman were investigating different models including pop up food banks that can provide fresh food stuffs.

The Vice Chairman confirmed that in conversation with those receiving the CK kits no recipient had raised a question regarding their access to PPE.

It was also recognised that the operation to supply the kits could not have been possible without the assistance of volunteers and the large input of time from councillors. Councillors emphasised that it was important to target the assistance available to those that needed it the most and that using the new charity further assistance could be made available if funding applications were successful. It was recognised that debt advice and management was key to many in the local community however the Council is not currently able to assist with this other than to offer the Hub to the visiting CAB officer.

The Clerk presented the account transactions of the council and community related covid related income and expenditure and reported that the Council's insurers had advised that the insurance policy did not cover for loss due to Covid-19.

F.006/20

INTERNAL AUDIT

The Clerk reported on the Internal Audit process and presented the recommendations and Clerk's response. It was also reported that the External Auditor had confirmed that all documents had been received.

RESOLVED that

the Internal Auditors report be received and noted

1842 Cllr Bennett joined the meeting

F.007/20 CHRISTMAS LIGHTS AND EVENTS

The Clerk reported that the events and entertainment that had been booked have now been cancelled. Councillors wished to continue with a switch on event held remotely and to look at arranging for schools to remotely switch on the lights in the 3 different areas with video conference and live transmission .

The Chairman reported that consideration was being given to running a remote Santa's Grotto from the Jubilee Pavilion.

Discussion was had over the planned Advent Calendar windows and it was recognised that this is a brilliant project but would need to be delivered in a reduced format for 2020.

RESOLVED that

- a. A Christmas Lights switch on that involves the schools and that is co-ordinated, remotely activated, recorded and transmitted to be investigated by Cllrs Cook, Stanhope and Beary and a costed proposal be brought back to the committee;
- b. The provision of a living Christmas Tree replacement in Iver Heath for the previously dressed tree that is now diseased to be considered within the budget for 2021 – 2022;
- c. The committee to consider lighting the previously dressed tree at Iver Heath via projectors. Cllrs Cook and Stanhope to investigate the proposal and costs and report back to the committee;
- d. The additional mistletoe balls for the trees at Richings Park to be contracted at a cost of £1500;
- e. Cllr Beary to liaise with the chairs of the residents' associations of Iver, Iver Heath and Richings Park and encourage them to deliver the advent windows projects. All windows to be notified to the council who will compile a list. The council to complete an advent calendar for the noticeboard outside the office building;
- f. The unwrapping of the remaining wrapped tree in Richings Park to be included in the budget for 2021 - 2022

F.008/20 COMMUNICATIONS ACTION PLAN

The draft communications action plan and service map were considered. Cllr Cook offered that the plan should be based on a strategic evaluation of communication

needs of the council and stakeholders and the Clerk confirmed that this had not been undertaken. Cllrs agreed that it was not necessary at this time.

RESOLVED that

- a. The Communications Plan for 2020 – 2021 be agreed
- b. The service map not be reproduced but that a list of contacts is produced, printed with visuals for those who might have difficulty reading and made available at pick up points as well as being on the website

F.009/20 FINANCE

The committee noted the reports of the committees and that it was anticipated that the income for 2020 – 2021 would be greatly reduced.

F.010/20 IVERS COMMUNITY CONNECT

Considerable discussion took place regarding the evidence base for the potential new charity and what it was aiming to achieve.

Cllr Cook asked whether the Council had the resource to manage the new charity. The Clerk explained that resource was available to set up the charity and to undertake basic secretariat work however the charity would need to seek resource for the projects. Councillors felt that a lot of the work would be undertaken by themselves and that it was important to be able to use the charity as soon as possible to seek funding for the work to continue the Covid-19 recovery work.

RESOLVED that

- a. The Charitable Objectives be agreed
- b. The Clerk to apply for registration of 'Ivers Community Connect' as a CIO with councillors as sole trustees

F.011/20 FINANCE, FACILITIES AND ALLOTMENT SOFTWARE

The Clerk briefed the committee on the ongoing work to source a suitable software system for the council to use for finance, facilities and allotment management, and online bookings. A report would be brought to committee as soon as possible.

F.012/20 SCHOOLS LIAISON COUNCILLORS

Discussion took place on the possibility of offering liaison councillors to each school

RESOLVED that

The proposal be referred to Council for consideration

F.013/20 REPLACEMENT WEBSITE

The three quotes from website providers were considered.

RESOLVED that

The Clerk to approach Vision ICT and Aubergine for a clarification on costs and a further report be brought back to committee

F.014/20 WEBSITE/PRESS RELEASES

The committee requested that the community be informed of the Christmas Plans already made and that other plans are in the process of being considered

The meeting closed at 7.44pm

Signed Chairman

Date

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THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE HR SUB COMMITTEE COMMITTEE HELD ON 7TH AUGUST 2020 at 2.00PM VIA ZOOM CALL

Present: Councillors Wendy Matthews (Chairman), Ann Mayling, Chris Jordan, Carol Gibson, and Julie Cook

In attendance: Stephanie Bennett (Clerk).

HR.001/20 APOLOGIES FOR ABSENCE

Karanveer Bembey, Jyoti Kaushal, Chris Woolley

HR.002/20 DECLARATIONS OF INTEREST

None were received.

HR.003/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 26 February, 2020 be agreed and were signed by the Chairman

HR.004/20 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

the Public and Press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which will be discussed are considered to be confidential

HR.005/20 PROCESSES FOR REPORTING OF DEFECTS, AND RISK MANAGEMENT

The Clerk reported on the issues that have been identified and the outcome of the informal investigation.

RESOLVED that

- a. A recommendation is made to all Committees that as an urgent action a defect reporting system is introduced that is auditable through to the rectification of the defect;
- b. A recommendation is made to all Committees that, as an urgent action, risk assessments are developed for the open spaces, buildings and operations with accompanying inspection reports introduced that audit the general features of the area and identify particular known hazards and control measures;
- c. That an independent external investigator be appointed to undertake a formal investigation into staff responsibilities and required actions with regard to:

- i. Risk assessments
- ii. Inspection reports
- iii. Defect and hazard reports
- iv. Health and safety considerations with regard to the
Grounds Team work
The work to tackle non-invasive species
The annual work schedule
Push/pull testing of memorials

HR.006/20 INVESTIGATION

The Clerk reported on the commencement of an investigation.

RESOLVED that

The findings of the Clerk to be further investigated by the independent external investigator

The Clerk left the meeting.

HR.007/20 APPOINTMENT OF THE CLERK TO THE COUNCIL

The Chairman reported on the appointment of the Clerk.

RESOLVED that

The Clerk's contract of employment to include recognition of continuity of service and that the probation period would be reduced to 6 months

The meeting closed at 3.15pm

Signed Chairman

Date

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THE IVERS PARISH COUNCIL

MINUTES OF A MEETING OF THE HR SUB COMMITTEE HELD ON 10th SEPTEMBER 2020 at 6.00PM VIA ZOOM CALL

Present: Councillors Wendy Matthews (Chairman), Ann Mayling, Carol Gibson and Julie Cook

In attendance: Cllrs Kevin Brown, Ciarán Beary, Peter Stanhope and Stephanie Bennett (Clerk)

HR.008/20 APOLOGIES FOR ABSENCE

Geoff Bennett, Chris Jordan

The Chairman welcomed committee members and non-committee members and permitted all councillors to contribute to the meeting.

HR.009/20 DECLARATIONS OF INTEREST

None were received.

HR.010/20 MINUTES

RESOLVED that

The minutes of the meeting held on the 7th September, 2020 be
agreed and signed by the Chairman

HR.011/20 PAY AWARD

RESOLVED that

An award of 2.75% be made backdated to 1st April 2020

HR.012/20 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED that

the Public and Press be excluded from the remainder of the meeting
in accordance with the Public Bodies (Admission to Meetings) Act 1960
as matters which will be discussed are confidential

HR.013/20 STAFFING STRUCTURE

Considerable discussion was undertaken regarding the future staffing structure of the Council.

RESOLVED that

The Clerk to prepare outline job roles, job descriptions and person specifications for the roles of Business Administrator, Deputy Clerk and Maintenance Operative (Caretaker)

HR.014/20 STAFFING COVER

Councillors considered the work being undertaken to cover for absent staff

RESOLVED that

A £200 thank you be paid to the member of staff providing cover.

HR.015/20 TRAINING

Update Employment Law training was considered for the Clerk

RESOLVED that

The Clerk be enrolled on the Employment Law Certificate training at a cost of £174.99

HR.016/20 INVESTIGATION

The Clerk provided an update on the progress of the investigation

The meeting closed at 7.15pm

Signed Chairman

Date

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Christmas Lights Working Group Notes

Wednesday 2nd September 2020

In attendance:

Councillors Peter Stanhope, Julie Cook, Wendy Matthews, Chris Jordan, Ann Mayling.

Residents Mo Davies, Betty Helmsley, Darshna Patel, Tina Heath, Sally Roberts, Patricia Leech

Communications & Community Engagement Officer: Lorraine Morton

Tree Projection Mapping

It was agreed that Projection Mapping is a state of the Art technology that could serve the Council well going forward and whilst there is a budget limitation for this year this technology should be further investigated and revisited toward the end of the existing contract with a view to buying rather than renting.

Festive Lighting Scheme for Iver Heath

Representing the Iver Heath Residents Association Mo Davies expressed the disappointment felt by residents that there is no Traditional Lit Christmas Tree for Iver Heath to replace the failing Fir that has been dressed over the previous years and is now unfit for purpose. Residents of Iver Heath felt that the Council has let their community down in this instance as each of the other village centres have a Traditional Lit Christmas Tree as the focal point for their village centre Christmas Lighting schemes.

The Working Group supports a proposal by the IHRA to address this imbalance by requesting extra funding from the Parish Council for additional lighting at Iver Heath to replace the historically dressed Fir.

Tubbed Christmas Tree

The Iver Heath Residents Association suggested a like for like tubbed Christmas Tree (as at Iver) be agreed for Iver Heath this year as a one off solution pending a decision to consider setting budget aside next year by the Parish Council to allow for the felling and replanting of a Nordman Fir Community Christmas Tree in 2021.

Costs 15ft Tubbed Christmas Tree

One 15ft Norway Spruce Christmas tree within a suitable watertight container and supported with tensioned steel wires to three surrounding fixing points at £670.00 nett

Removal and disposal cost: £80.00 nett

Total Christmas charge: £750.00 nett

Additional Dressing Fee: Garland Twinkle £270 Star Topper £40

Total: £1060

Please Note: Must be ordered by the close of September

Funding

The Chairman Wendy Matthews questioned where this funding would come from for tubbed Christmas Tree as the Festive Lighting Budget has been marginally overspent for 2020-2023. Mo Davies advised the Residents Association hoped that the council would agree additional funding and enquired where the Iver tubbed tree was funded from this year as in previous years it has been funded by Step Property. The Chairman replied that sponsorship agreement for the Iver tubbed tree has not been secured for 2020 yet.

Felling Existing Fir Tree & Planting of A Living Community Christmas Tree

The Residents Association would like the Council to consider felling the existing Fir at Iver Heath and replanting a Community Christmas Tree for 2021.

Ownership of the Fir Tree cannot be ascertained at this point, Buckinghamshire Council advise they do not own the Fir Tree and have a policy of not planting Fir Trees, unless the tree becomes dangerous and threatens the Highway they will not fell it.

The felling and grinding of the stump costs would likely fall to the Parish Council. It was requested that Councillors consider the above request when allocating budget for 2021 for the Amenities Committee.

Living Community Christmas Tree To Replace Existing Fir – (For Consideration 2021 Budget Amenities)

Company A

£2,025 delivery is to kerbside only

Delivery £50 in addition.

Alternatively:-

A budget price based on the information given to **supply, deliver and plant** the above tree in Iver is **£3,000**

The price includes supply of trees, delivery and off-loading, machinery hire, planting labour, fertilizer, compost, rootball irrigation and rootball fixing.

Company B

£925.00

Supply 1 large feathered tree

Delivery and installation £741.32

Materials - compost, guying kit, underground watering system £181.16

Disposal of subsoil from digging out tree pit £85.00

Remove any subsoil and cart away for disposal

Warranty and 3 visits to water and check tree in Spring 2021 £450.00

Establishment Warranty

Estimate Total £2,768.98

Cost To Fell and Grind Existing Failing Fir - Heritage Trees

Request to fell and Stump grind Sectional dismantle to as low as possible £340.00

Stump grind £90.00

£430.00 Plus VAT @ 20% £86.00

TOTAL £516.00

Outcome of the Festive Lighting Discussions

The Christmas Lights Working Group supported additional lighting for Iver Heath in principal the Residents Association are to meet, discuss and submit a report for consideration by Full Council & Finance September 21st for additional funding. LM is to request a visual aid of the Mistletoe and snow effect drop lighting solutions for the Residents Association members. LM advised the group that any changes would need to be agreed by the 21st of September and revised orders placed with the contractor(s) as festive lighting is to be installed earlier than previous years due to the Covid-19 second lockdown risk.

Light Up The Ivers – Living Advent Calendar

Ciaran Beary representing IVRA gave a brief outline of the project, each of the Village Centres Residents Associations would manage their own 8 windows to be coordinated through one central project manager Julie Cook.

The local schools, High Street businesses and residents are to be approached to take part.

The project is to be marketed to the community using Facebook and Resident Association representatives coordinated by Sally Roberts. LM is to supply contacts and imagery for windows and sample walking map routes to SR. SR will then create a 'feeler' digital media post to be shared in the community to garner interest.

Those taking part are free to create their own installation which does not have to be themed with other participants and there is no requirement for a religious Advent theming to take part.

The Living Advent Calendar will have a dedicated Facebook Group which will promote the project and will also document the windows, their reveals and any i-events i.e.. music, drama, poetry, performances which will be uploaded.

Next Meeting: 16th of September by Zoom

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Xmas Lights Iver Heath

As we can no longer have our long standing Xmas tree lit this year due to it's deterioration we are asking for additional funding to go some way towards addressing the loss of visual impact and the spending imbalance between the 3 villages. Iver Heath has approx 2,000 houses and more children than Richings Park and yet has less spent on it's Xmas decorations year upon year. However it is an awkward setting to achieve festive impact for our residents and without the large Xmas tree will be much depleted this year. In light of the trauma of this year we feel a need to uplift the community's spirit to instil pride in Iver Heath.

1. The current spend for Iver Heath is £2,805 per annum giving us 6 branch lights on lamp posts and 15 mistletoes. The RA has previously spent members' money on additional lighting put on the Stag & Hounds frontage to maximise impact.
2. The spend for Richings Park is £2,197 plus £1,500 for extra mistletoes (total £3,697) per annum. Although this additional cost came from the festive lights budget it was never discussed.
3. We would like to keep the 6 lamp posts and 15 mistletoes and request additional funding to increase the misletoes to 21 and place some in the tree next to the Stag & Hounds and the rest in 2 oak trees along side of the Co-op at an extra cost of £690 per annum (£2,070 for the 3 year contract).
4. At present Iver Village have not got sponsorship for their Xmas tree. If that sponsorship is not forthcoming this year where will funding come from.

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Budget Variance P+F
Iver Parish Council
1 Apr 2020 to 31 Aug 2020

100 - Staff Salaries

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Less Operating Expenses			
HR Grounds Team Salaries	£38,300.95	£93,761.00	-£55,460.05
HR Office Team Salaries	£44,588.60	£106,368.00	-£61,779.40
Total Operating Expenses	£82,889.55	£200,129.00	£117,239.45
Net	£82,889.55	£200,129.00	£117,239.45

101 - Employers National Insurance

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Less Operating Expenses			
Groundsman NI	£1,408.49	£12,938.00	-£11,529.51
Office NI	£1,723.22	£14,679.00	-£12,955.78
Total Operating Expenses	£3,131.71	£27,617.00	-£24,485.29
Net	-£3,131.71	-£27,617.00	£24,485.29

102 - Employers Pension

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Less Operating Expenses			
HR Grounds Team Pension	£6,603.15	£23,534.00	-£16,930.85
HR Office Team Pension	£7,945.08	£20,386.00	-£12,440.92
Total Operating Expenses	£14,548.23	£43,920.00	-£29,371.77
Net	£14,548.23	-£43,920.00	£29,371.77

105 - Administration

	Actual	Budget	Balance
Income			
Bank Interest Received	£201.32	£10.00	£191.32
Neighbourhood Plan (4046)	£0.00	£5,000.00	-£5,000.00
Total Income	£201.32	£5,010.00	-£4,808.68
Income	£201.32	£5,010.00	-£4,808.68

Less Operating Expenses			
Advertising / Promotions	£0.00	£200.00	-£200.00
Annual Subscriptions	£389.79	£500.00	-£110.21
BALC / NALC Membership	£1,796.93	£2,090.00	-£293.07
Bank Charges	£60.00	£50.00	£10.00
Business Rates	£41.55	£0.00	£41.55
Chairman's Expenses	£0.00	£450.00	-£450.00
Civic Functions	£0.00	£300.00	-£300.00
Combined Insurances	£10,159.02	£11,000.00	-£840.98
Computer Technical Support	£3,472.80	£7,000.00	-£3,527.20
Contingency	£630.04	£33,185.00	-£32,554.96
External Audit	£0.00	£2,000.00	-£2,000.00
Franking - Postage	£84.51	£400.00	-£315.49
GDPR Assessment	£3,600.00	£3,500.00	£100.00
Health & Safety Services	£1,475.00	£4,000.00	-£2,525.00
Hire of meeting rooms	£60.90	£100.00	-£39.10
Internal Audit	£345.00	£700.00	-£355.00
Members Expenses	£0.00	£100.00	-£100.00
Mobile Phones	£320.29	£200.00	£120.29
Neighbourhood Plan (7646)	£4,100.00	£5,000.00	-£900.00
New Website	£0.00	£5,000.00	-£5,000.00
Papers & Publications	£0.00	£200.00	-£200.00
Photocopying	£839.64	£1,000.00	-£160.36
Photocopying Lease	£286.05	£1,600.00	-£1,313.95
Professional Fees	£4,110.00	£10,000.00	-£5,890.00
Staff Welfare	£4.95	£200.00	-£195.05
Stationery	£721.79	£800.00	-£78.21
Sundry Expenses	£25.80	£300.00	-£274.20
Training	£207.75	£3,000.00	-£2,792.25
Travel Expenses	£50.15	£200.00	-£149.85
Website Development	£0.00	£1,000.00	-£1,000.00
Website Expenditure	£600.00	£1,000.00	-£400.00
Total Operating Expenses	£33,381.96	£95,075.00	-£61,693.04
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Net	£33,180.64	-£90,065.00	£56,884.36

110 - Council Office

	Actual	Budget	Balance
Income			
Miscellaneous Income (4031)	£0.00	£600.00	-£600.00
Rental Income	£5,625.02	£12,000.00	-£6,374.98
Total Income	£5,625.02	£12,600.00	-£6,974.98
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Income	£5,625.02	£12,600.00	-£6,974.98
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Less Operating Expenses			
Agent Charges	£0.00	£1,300.00	-£1,300.00
Professional Fees	£0.00	£600.00	-£600.00
Total Operating Expenses	£0.00	£1,900.00	-£1,900.00
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Net	£5,625.02	£10,700.00	-£5,074.98

112 - New Council Office

	Actual	Budget	Balance
Income			

Rental Income	£5,417.50	£1,000.00	£4,417.50
Total Income	£5,417.50	£1,000.00	£4,417.50

Income	£5,417.50	£1,000.00	£4,417.50
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Less Operating Expenses			
Business Rates	£6,237.50	£6,500.00	-£262.50
Council Covid	£34.57	£0.00	£34.57
Electricity	£112.42	£1,000.00	-£887.58
Fire Alarm Systems/Fire Exting/Emergency light	£0.00	£500.00	-£500.00
Franking - Postage	£5.00	£0.00	£5.00
Gas	£0.00	£4,000.00	-£4,000.00
IT Software & Consumables (7554)	£633.90	£1,500.00	-£866.10
Legionnaire Checks	£45.00	£50.00	-£5.00
Office Cleaning Contract	£466.00	£2,100.00	-£1,634.00
Office Equipment	£4,510.33	£6,000.00	-£1,489.67
Office Equipment Maintenance	£213.32	£500.00	-£286.68
Office Internet	£181.33	£300.00	-£118.67
Office Rental PWLB	£21,674.50	£27,263.00	-£5,588.50
Office Repairs and Maintenance	£981.57	£1,000.00	-£18.43
Office Telephone	£351.77	£350.00	£1.77
Professional Fees	£1,540.00	£600.00	£940.00
Water	£516.53	£500.00	£16.53
Total Operating Expenses	£37,503.74	£52,163.00	-£14,659.26

Net	£32,086.24	-£51,163.00	£19,076.76
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115 - Community Facilities

	Actual	Budget	Balance
Income	0	0	0

Less Operating Expenses			
Christmas Street Lighting	£0.00	£12,000.00	-£12,000.00
Colne Valley Trust	£2,500.00	£2,500.00	£0.00
Summer Hanging Baskets	£6,316.80	£6,000.00	£316.80
Total Operating Expenses	£8,816.80	£20,500.00	-£11,683.20

Net Profit	-£8,816.80	-£20,500.00	£11,683.20
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125 - Grants and Donations

	Actual	Budget	Balance
Income			
Elderly Activities Income	£0.00	£500.00	-£500.00
Total Income	£0.00	£500.00	-£500.00

Income	£0.00	£500.00	-£500.00
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Less Operating Expenses			
Activities for Elderly	£6.50	£3,000.00	-£2,993.50
Grants General	£392.00	£2,000.00	-£1,608.00
Youth Activities	£0.00	£1,000.00	-£1,000.00
Total Operating Expenses	£398.50	£6,000.00	-£5,601.50

Net	-£398.50	-£5,500.00	£5,101.50
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130 - Covid19

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Plus Other Income			
COVID-19 Donations & Grant funding	£14,159.70	£0.00	£14,159.70
Total Other Income	£14,159.70	£0.00	£14,159.70
Less Operating Expenses			
Council Covid	£1,244.62	£0.00	£1,244.62
COVID-19 Expenditure	£8,756.57	£0.00	£8,756.57
Total Operating Expenses	£10,001.19	£0.00	£10,001.19
Net	£4,158.51	£0.00	£4,158.51

145 - Community Events

	Actual	Budget	Balance
Income			
Grants Received	-£224.00	£1,000.00	-£1,224.00
Total Income	-£224.00	£1,000.00	-£1,224.00
Income	-£224.00	£1,000.00	-£1,224.00
Less Operating Expenses			
Community Event 1	£0.00	£2,000.00	-£2,000.00
Community Event 2	£0.00	£2,000.00	-£2,000.00
Community Event 3	£0.00	£2,000.00	-£2,000.00
Total Operating Expenses	£0.00	£6,000.00	-£6,000.00
Net	-£224.00	-£5,000.00	£4,776.00

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Budget Variance Amenities
Iver Parish Council
1 Apr 2020 to 31 Aug 2020

200 - Iver Rec New Pavilion

	Actual	Budget	Balance
Income			
4007 - Delaford Colts Hire	£0.00	£5,500.00	-£5,500.00
4008 - Iver Rec New Pavilion Hire	-£54.00	£2,000.00	-£2,054.00
Total Income	-£54.00	£7,500.00	-£7,554.00
Income	-£54.00	£7,500.00	-£7,554.00
Less Operating Expenses			
7103 - Business Rates	£2,594.80	£2,555.00	£39.80
7107 - Fire Alarm Systems/Fire Exting/Emergency light	£65.00	£800.00	-£735.00
7200 - Water	£288.67	£550.00	-£261.33
7201 - Gas	£400.23	£2,200.00	-£1,799.77
7203 - Electricity	£0.00	£1,100.00	-£1,100.00
7553 - Office Internet	£64.00	£0.00	£64.00
7554 - IT Software & Consumables (7554)	£0.00	£200.00	-£200.00
7605 - Professional Fees	£0.00	£600.00	-£600.00
7612 - Repayments to PWLB	£0.00	£16,000.00	-£16,000.00
7807 - CCTV	£150.00	£200.00	-£50.00
7808 - General Maintenance	£174.15	£3,000.00	-£2,825.85
7809 - Caretaking	£0.00	£1,500.00	-£1,500.00
7810 - Legionnaire Checks	£90.00	£140.00	-£50.00
7811 - Iver Heath Rec Ground Pump Service Contract	£0.00	£300.00	-£300.00
7831 - Cleaning	£0.00	£3,750.00	-£3,750.00
Expenditure	£3,826.85	£32,895.00	-£29,068.15
Net	-£3,880.85	-£25,395.00	£21,514.15

205 - Iver Rec Workshop

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Less Operating Expenses			
7103 - Business Rates	£329.34	£325.00	£4.34
7107 - Fire Alarm Systems/Fire Exting/Emergency light	£0.00	£100.00	-£100.00
7200 - Water	£13.20	£100.00	-£86.80
7203 - Electricity	£0.00	£600.00	-£600.00
7605 - Professional Fees	£0.00	£600.00	-£600.00
7808 - General Maintenance	£0.00	£600.00	-£600.00
7810 - Legionnaire Checks	£90.00	£80.00	£10.00
Expenditure	£432.54	£2,405.00	-£1,972.46
Net	-£432.54	-£2,405.00	£1,972.46

210 - Iver Heath Pavilion

Actual	Budget	Balance
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Income			
4009 - Football Hire	£0.00	£1,600.00	-£1,600.00
4010 - Tennis Hire	£0.00	£1,700.00	-£1,700.00
4011 - Bowls Lease	£0.00	£1,000.00	-£1,000.00
4012 - Bowls Club Gas Recharge	£0.00	£850.00	-£850.00
Total Income	£0.00	£5,150.00	-£5,150.00

Income	£0.00	£5,150.00	-£5,150.00
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Less Operating Expenses			
7103 - Business Rates	£0.00	£1,200.00	-£1,200.00
7106 - Iver Heath Tennis Pavilion Rates	£748.50	£750.00	-£1.50
7200 - Water	£425.61	£500.00	-£74.39
7201 - Gas	£0.00	£2,750.00	-£2,750.00
7203 - Electricity	£27.58	£750.00	-£722.42
7204 - Tennis Electricity Floodlights	£0.00	£450.00	-£450.00
7605 - Professional Fees	£690.00	£600.00	£90.00
7618 - Project Upgrade	£69,409.30	£0.00	£69,409.30
7803 - Fire Extinguishers	£0.00	£250.00	-£250.00
7805 - Intruder Alarm	£0.00	£400.00	-£400.00
7807 - CCTV	£75.00	£200.00	-£125.00
7808 - General Maintenance	£0.00	£750.00	-£750.00
7810 - Legionnaire Checks	£135.00	£150.00	-£15.00
7811 - Iver Heath Rec Ground Pump Service Contract	£0.00	£350.00	-£350.00
9005 - Transfer from EMR	-£69,409.30	£0.00	-£69,409.30
Expenditure	£2,101.69	£9,100.00	-£6,998.31

Net	-£2,101.69	-£3,950.00	£1,848.31
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215 - Iver Recreation Ground

	Actual	Budget	Balance
Income			
4029 - Scout Electricity Recharge	£221.98	£450.00	-£228.02
4031 - Miscellaneous Income	£2,535.03	£0.00	£2,535.03
Total Income	£2,757.01	£450.00	£2,307.01

Income	£2,757.01	£450.00	£2,307.01
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Less Operating Expenses			
7203 - Electricity	£1,171.83	£2,500.00	-£1,328.17
7808 - General Maintenance	£187.11	£3,000.00	-£2,812.89
7814 - Play Equipment Inspection	£173.75	£200.00	-£26.25
8217 - Play Equipment	£83.24	£1,000.00	-£916.76
Expenditure	£1,615.93	£6,700.00	-£5,084.07

Net	£1,141.08	-£6,250.00	£7,391.08
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220 - Iver Heath Recreation Ground

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00

Less Operating Expenses			
7618 - Project Upgrade	£22,999.99	£15,000.00	£7,999.99
7808 - General Maintenance	£0.00	£3,500.00	-£3,500.00
7814 - Play Equipment Inspection	£173.75	£175.00	-£1.25
8217 - Play Equipment	£0.00	£500.00	-£500.00
9005 - Transfer from EMR	-£8,000.00	£0.00	-£8,000.00
Expenditure	£15,173.74	£19,175.00	-£4,001.26
Net	-£15,173.74	-£19,175.00	£4,001.26

225 - Iver Allotments

	Actual	Budget	Balance
Income			
4015 - Iver Allotments Rental	£1,410.00	£700.00	£710.00
Total Income	£1,410.00	£700.00	£710.00
Income	£1,410.00	£700.00	£710.00
Less Operating Expenses			
7200 - Water	£136.53	£150.00	-£13.47
7808 - General Maintenance	£6.66	£350.00	-£343.34
7838 - Groundwork Costs - Iver Rec Allotments	£0.00	£900.00	-£900.00
Expenditure	£143.19	£1,400.00	-£1,256.81
Net	£1,266.81	-£700.00	£1,966.81

230 - Iver Heath Allotments

	Actual	Budget	Balance
Income			
4016 - Iver Heath Allotments Rental	£60.00	£700.00	-£640.00
Total Income	£60.00	£700.00	-£640.00
Income	£60.00	£700.00	-£640.00
Less Operating Expenses			
7105 - Allotment Lease	£160.00	£700.00	-£540.00
7200 - Water	£23.36	£200.00	-£176.64
7808 - General Maintenance	£128.32	£500.00	-£371.68
7838 - Groundwork Costs - Iver Rec Allotments	£92.00	£0.00	£92.00
Expenditure	£403.68	£1,400.00	-£996.32
Net	-£343.68	-£700.00	£356.32

240 - St Peters Burial Ground

	Actual	Budget	Balance
Income			
4017 - Burial Income	£1,190.00	£1,000.00	£190.00
Total Income	£1,190.00	£1,000.00	£190.00

Income	£1,190.00	£1,000.00	£190.00
Less Operating Expenses			
7835 - General Maintenance - St Peter's Burial Grounds	£1,580.71	£500.00	£1,080.71
Expenditure	£1,580.71	£500.00	£1,080.71
Net	-£390.71	£500.00	-£890.71

245 - Amenities - Other Open Space

	Actual	Budget	Balance
Income			
4005 - Grants Received	£16.79	£0.00	£16.79
Total Income	£16.79	£0.00	£16.79
Income	£16.79	£0.00	£16.79
Less Operating Expenses			
7104 - Swan Road Lease	£0.00	£4,990.00	-£4,990.00
7804 - Flowers for Parish	£0.00	£200.00	-£200.00
7818 - Swan Road Maintenance Costs	£92.00	£3,500.00	-£3,408.00
7819 - Hardings Row	£736.00	£6,500.00	-£5,764.00
7821 - St Leonards Mound	£0.00	£500.00	-£500.00
7822 - Iver Mud Wharves	£0.00	£850.00	-£850.00
7833 - Tree Work	£0.00	£10,000.00	-£10,000.00
8218 - Amenities Contingency	£1,675.00	£5,000.00	-£3,325.00
Expenditure	£2,503.00	£31,540.00	-£29,037.00
Net	-£2,486.21	-£31,540.00	£29,053.79

255 - Grounds Maintenance

	Actual	Budget	Var GBP
Income	0	0	0
Less Operating Expenses			
7300 - Fuel	£1,018.37	£4,500.00	-£3,481.63
7301 - Vehicle Service & MOT	£410.00	£1,250.00	-£840.00
7302 - Vehicle repairs / servicing	£768.62	£1,500.00	-£731.38
7303 - Vehicle Road TAX	£265.00	£800.00	-£535.00
7305 - Tractor and Equipment	£0.00	£2,500.00	-£2,500.00
7310 - Equipment Maintenance/Repairs	£120.90	£750.00	-£629.10
8229 - Tools and Equipment	£262.75	£500.00	-£237.25
8230 - Materials	£57.48	£500.00	-£442.52
8235 - Protective Clothing	£239.39	£750.00	-£510.61
Expenditure	3142.51	13050	-9907.49
Net	-3142.51	-13050	9907.49

Budget Variance Highways

Iver Parish Council

1 Apr 2020 to 31 Aug 2020

300 - Highways

	Actual	Budget	Balance
Income			
Miscellaneous Income (Insurance Claims Etc)	£1,101.90	£0.00	£1,101.90
Total Income	£1,101.90	£0.00	£1,101.90
Income	£1,101.90	£0.00	£1,101.90
Less Operating Expenses			
GIS Mapping	£180.00	£200.00	-£20.00
Highways Projects	£0.00	£5,000.00	-£5,000.00
Signs	-£12.60	£750.00	-£762.60
Traffic Schemes VAS Maintenance	£0.00	£2,000.00	-£2,000.00
Total Operating Expenses	£167.40	£7,950.00	-£7,782.60
Net	£934.50	-£7,950.00	£8,884.50

305 - Lighting

	Actual	Budget	Balance
Income	£0.00	£0.00	£0.00
Less Operating Expenses			
Electricity	£179.37	£1,000.00	-£820.63
Highways Projects	£0.00	£43,000.00	-£43,000.00
PSL Contract Maintenance	£5,116.03	£13,000.00	-£7,883.97
PSL Repairs (not in contract)	£3,600.93	£8,850.00	-£5,249.07
Transfer from EMR	-	£0.00	-£4,444.00
Total Operating Expenses	£4,452.33	£65,850.00	-£61,397.67
Net	£4,452.33	£65,850.00	-£61,397.67

250 - Street Furniture

	Actual	Budget	Balance
Income			
Miscellaneous Income (Insurance Claims Etc)	£981.90	£0.00	£981.90
Total Income	£981.90	£0.00	£981.90
Income	£981.90	£0.00	£981.90
Less Operating Expenses			
Clock Tower	£0.00	£500.00	-£500.00
Dog Bins	£0.00	£1,000.00	-£1,000.00
Gates Maintenance	£2,583.80	£2,000.00	£583.80
Seats / Bollards	£0.00	£2,000.00	-£2,000.00
Total Operating Expenses	£2,583.80	£5,500.00	-£2,916.20

Net	£1,601.90	-	-£5,500.00	£3,898.10
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Budget Variance
Iver Parish Council
1 Apr 2020 to 31 Aug 2020

	Actual	Budget	Var GBP
Income			
4000 - Bank Interest Received	£201.32	£10.00	£191.32
4004 - Rental Income	£11,042.52	£13,600.00	-£2,557.48
4005 - Grants Received	-£207.21	£1,000.00	-£1,207.21
4007 - Delaford Colts Hire	£0.00	£5,500.00	-£5,500.00
4008 - Iver Rec New Pavilion Hire	-£54.00	£2,000.00	-£2,054.00
4009 - Football Hire	£0.00	£1,600.00	-£1,600.00
4010 - Tennis Hire	£0.00	£1,700.00	-£1,700.00
4011 - Bowls Lease	£0.00	£1,000.00	-£1,000.00
4012 - Bowls Club Gas Recharge	£0.00	£881.00	-£881.00
4015 - Iver Allotments Rental	£1,410.00	£700.00	£710.00
4016 - Iver Heath Allotments Rental	£60.00	£700.00	-£640.00
4017 - Burial Income	£1,190.00	£1,000.00	£190.00
4025 - Miscellaneous Income (Insurance Claims Etc)	£2,083.80	£0.00	£2,083.80
4026 - Precept Income	£307,080.00	£614,160.00	£307,080.00
4029 - Scout Electricity Recharge	£221.98	£400.00	-£178.02
4031 - Miscellaneous Income (4031)	£2,535.03	£0.00	£2,535.03
4046 - Neighbourhood Plan (4046)	£0.00	£5,000.00	-£5,000.00
Total Income	£325,563.44	£649,251.00	£323,687.56
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Total Income	£325,563.44	£649,251.00	£323,687.56
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Plus Other Income			
4050 - COVID-19 Donations & Grant funding	£14,159.70	£0.00	£14,159.70
Total Other Income	£14,159.70	£0.00	£14,159.70
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Less Operating Expenses			
7002 - HR Office Team Salaries	£44,588.60	£106,368.00	-£61,779.40
7003 - HR Grounds Team Salaries	£38,300.95	£93,761.00	-£55,460.05
7013 - HR Office Team Pension	£7,945.08	£20,386.00	-£12,440.92
7014 - HR Grounds Team Pension	£6,603.15	£23,534.00	-£16,930.85
7023 - Groundsteam NI	£1,408.49	£12,938.00	-£11,529.51
7035 - Office NI	£1,723.22	£14,679.00	-£12,955.78
7040 - GDPR Assessment	£3,600.00	£0.00	£3,600.00
7050 - COVID-19 Expenditure	£8,756.57	£0.00	£8,756.57
7100 - Hire of meeting rooms	£60.90	£100.00	-£39.10
7102 - Office Rental PWLB	£21,674.50	£27,263.00	-£5,588.50
7103 - Business Rates	£9,203.19	£10,580.00	-£1,376.81
7104 - Swan Road Lease	£0.00	£4,990.00	-£4,990.00
7105 - Allotment Lease	£160.00	£700.00	-£540.00
7106 - Iver Heath Tennis Pavilion Rates	£748.50	£750.00	-£1.50
7107 - Fire Alarm Systems/Fire Exting/Emergency light	£65.00	£800.00	-£735.00
7200 - Water	£1,403.90	£2,000.00	-£596.10
7201 - Gas	£1,055.09	£8,950.00	-£7,894.91
7203 - Electricity	£1,491.20	£6,950.00	-£5,458.80
7204 - Tennis Electricity Floodlights	£0.00	£450.00	-£450.00
7300 - Fuel	£1,277.28	£4,500.00	-£3,222.72
7301 - Vehicle Service & MOT	£410.00	£1,250.00	-£840.00

7302 - Vehicle repairs / servicing	£768.62	£1,500.00	-£731.38
7303 - Vehicle Road TAX	£265.00	£800.00	-£535.00
7305 - Tractor and Equipment	£0.00	£2,500.00	-£2,500.00
7309 - Gates Maintenance	£2,583.80	£2,000.00	£583.80
7310 - Equipment Maintenance/Repairs	£120.90	£750.00	-£629.10
7500 - Stationery	£721.79	£800.00	-£78.21
7502 - Franking - Postage	£89.51	£400.00	-£310.49
7503 - Photocopying	£839.64	£1,000.00	-£160.36
7550 - Mobile Phones	£320.29	£200.00	£120.29
7551 - Computer Technical Support	£3,472.80	£7,000.00	-£3,527.20
7552 - Office Telephone	£351.77	£350.00	£1.77
7553 - Office Internet	£245.33	£300.00	-£54.67
7554 - IT Software & Consumables (7554)	£649.90	£1,700.00	-£1,050.10
7556 - Office Equipment Maintenance	£213.33	£500.00	-£286.67
7600 - Annual Subscriptions	£389.79	£500.00	-£110.21
7601 - Papers & Publications	£0.00	£200.00	-£200.00
7602 - Internal Audit	£345.00	£700.00	-£355.00
7603 - External Audit	£0.00	£2,000.00	-£2,000.00
7604 - Health & Safety Services	£1,475.00	£4,000.00	-£2,525.00
7605 - Professional Fees	£7,030.00	£10,000.00	-£2,970.00
7607 - Combined Insurances	£10,159.02	£11,000.00	-£840.98
7608 - Training	£207.75	£3,000.00	-£2,792.25
7609 - Advertising / Promotions	£0.00	£200.00	-£200.00
7610 - Civic Functions	£0.00	£300.00	-£300.00
7611 - Website Expenditure	£600.00	£6,000.00	-£5,400.00
7612 - Repayments to PWLB	£0.00	£16,000.00	-£16,000.00
7615 - Photocopying Lease	£286.05	£1,600.00	-£1,313.95
7618 - Project Upgrade	£92,409.29	£0.00	£92,409.29
7646 - Neighbourhood Plan (7646)	£4,100.00	£5,000.00	-£900.00
7800 - Office Repairs and Maintenance	£981.57	£0.00	£981.57
7801 - Office Cleaning Contract	£466.00	£2,100.00	-£1,634.00
7803 - Fire Extinguishers	£0.00	£350.00	-£350.00
7804 - Flowers for Parish	£0.00	£200.00	-£200.00
7805 - Intruder Alarm	£0.00	£400.00	-£400.00
7807 - CCTV	£225.00	£400.00	-£175.00
7808 - General Maintenance	£496.24	£11,700.00	-£11,203.76
7809 - Caretaking	£0.00	£1,500.00	-£1,500.00
7810 - Legionnaire Checks	£360.00	£420.00	-£60.00
7811 - Iver Heath Rec Ground Pump Service Contract	£0.00	£650.00	-£650.00
7813 - Signs	-£12.60	£750.00	-£762.60
7814 - Play Equipment Inspection	£347.50	£375.00	-£27.50
7818 - Swan Road Maintenance Costs	£92.00	£3,500.00	-£3,408.00
7819 - Hardings Row	£736.00	£6,500.00	-£5,764.00
7821 - St Leonards Mound	£0.00	£500.00	-£500.00
7822 - Iver Mud Wharves	£0.00	£850.00	-£850.00
7823 - PSL Contract Maintenance	£5,116.03	£13,000.00	-£7,883.97
7824 - PSL Repairs (not in contract)	£3,600.93	£8,850.00	-£5,249.07
7826 - Traffic Schemes VAS Maintenance	£0.00	£2,000.00	-£2,000.00
7827 - GIS Mapping	£180.00	£200.00	-£20.00
7831 - Cleaning	£0.00	£3,750.00	-£3,750.00
7833 - Tree Work	£0.00	£10,000.00	-£10,000.00
7835 - General Maintenance - St Peter's Burial Grounds	£1,580.71	£500.00	£1,080.71
7838 - Groundwork Costs - Iver Rec Allotments	£92.00	£900.00	-£808.00
7900 - Bank Charges	£60.00	£500.00	-£440.00
7902 - Council Covid	£1,279.19	£0.00	£1,279.19

8200 - Travel Expenses	£50.15	£200.00	-£149.85
8201 - Chairman's Expenses	£0.00	£450.00	-£450.00
8202 - Members Expenses	£0.00	£100.00	-£100.00
8203 - Community Proj	£0.00	£14,000.00	-£14,000.00
8205 - Contingency	£630.04	£33,125.00	-£32,494.96
8206 - Office Equipment	£4,510.33	£2,000.00	£2,510.33
8208 - Community Event 1	£0.00	£4,000.00	-£4,000.00
8209 - Summer Hanging Baskets	£6,316.80	£6,000.00	£316.80
8210 - Colne Valley Trust	£2,500.00	£2,500.00	£0.00
8211 - Grants General	£392.00	£0.00	£392.00
8214 - Youth Activities	£0.00	£1,000.00	-£1,000.00
8215 - Activities for Elderly	£6.50	£2,000.00	-£1,993.50
8217 - Play Equipment	£83.24	£1,500.00	-£1,416.76
8218 - Amenities Contingency	£1,675.00	£5,000.00	-£3,325.00
8222 - Seats / Bollards	£0.00	£2,000.00	-£2,000.00
8224 - Dog Bins	£0.00	£1,000.00	-£1,000.00
8228 - Clock Tower	£0.00	£500.00	-£500.00
8229 - Tools and Equipmenr	£262.75	£500.00	-£237.25
8230 - Materials	£57.48	£500.00	-£442.52
8232 - Highways Projects	£0.00	£48,000.00	-£48,000.00
8233 - Staff Welfare	£4.95	£200.00	-£195.05
8235 - Protective Clothing	£239.39	£750.00	-£510.61
8250 - Sundry Expenses	£25.80	£300.00	-£274.20
8251 - BALC / NALC Membership	£1,796.93	£2,090.00	-£293.07
9005 - Transfer from EMR	-£81,853.30	£0.00	-£81,853.30
Total Operating Expenses	£230,418.83	£618,859.00	£388,440.17
<hr/>			
Net	£109,304.31	£30,392.00	£78,912.31

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Ear Marked Reserves at 31 Aug 2020

	31-Mar-20	31-Aug-20
Year Surplus	57,902.00	N/A
EMR - Property upgrade	2,000.00	2,000.00
EMR - Rec Ground pitch work	1,500.00	1,500.00
EMR Stitch & Kit	0.00	500.00
EMR for Play Equipment	5,000.00	5,000.00
EMR Green Spaces	2,500.00	10,500.00
EMR Ground Maint	2,500.00	2,500.00
EMR Groundsman Van	13,000.00	13,000.00
EMR Highways Project	5,584.00	5,584.00
EMR IH Rec Project	25,000.00	18,500.00
EMR Iver Heath Pavillion	70,000.00	590.70
EMR Neighbourhood Planning	5,000.00	5,000.00
EMR Office Equipment	1,000.00	1,000.00
EMR Tractor	5,000.00	5,000.00
General Reserves	60,000.00	60,000.00
Cash assets	255,986.00	

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Edge Software

Please find attached quotations for the following modules:

- £1,274.40 Annual fee for Finance, Allotments and Asset Manager for 3 officers and 2 councillors
- £662.00 Setup and Training

Future options include the following modules and each module includes a logon account:

- Agendas and Minutes : update under development to comply with the accessibility regulations
- Epitaph for cemeteries and memorial inspections
- Playgrounds for inspections

To assist with paperless administration we have included the ability to email directly from the Finance and Allotments modules.

I can confirm that there would be no charge to retrieve the Finance and Allotments data from the previous contract from 2003 to 2011 from the archive facility that we use. This would then be accessible via the relevant software module.

Also attached are brochures for the following:

- AdvantEDGE prices, terms and conditions
- AdvantEDGE technical details
- Brochures for relevant AdvantEDGE modules

TO S. Bennett, Clerk to the Council
The Ivers Parish Council
45B High Street
Iver
Buckinghamshire
SL0 9ND

Quote Date: 15/09/20

Quote No: Q16581A

QUOTE

AdvantEDGE - 3 Year Contract

- Finance, Allotments and Asset Manager modules
- 3 concurrent users for Clerk, Deputy and Finance Officer
- 2 reports only users for Councillors
- 5 year contract is 10% less

Details	Qty	Unit Price	Net Amount
HOSTED SERVICES (per annum)			
AdvantEDGE Finance, Band 6, upto £1million pa, 3 Year Contract, annual fee	1	£749.00	£749.00
AdvantEDGE Allotments, Band 3, upto 100 plots pa, 3 Year Contract, annual fee	1	£248.00	£248.00
10% discount for additional module	1	-£24.80	-£24.80
AdvantEDGE Asset Manager, Band 2, upto 500 items pa, 3 Year Contract, annual fee	1	£185.00	£185.00
10% discount for additional module	1	-£18.50	-£18.50
Councillor logon (annual fee)	2	£56.00	£112.00
Email Facility per module (annual fee) - not currently required for Asset Manager	2	£12.00	£24.00

Net Total £1,274.70

VAT Total £254.94

Quote Total **£1,529.64**

I the undersigned accept this quotation:

Name: _____

TERMS

- Prices quoted are valid for 1 month from quote date
- Edge IT Systems Ltd. terms and conditions of sale apply & copies are available on request
- Extra terms and conditions for AdvantEDGE and

Reg. UK 06045131
VAT No. GB 156 1374 14

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LivePay quotation

Thank you for your payroll enquiry. We offer to manage your payroll with a high quality, focussed service.

LivePay is unique in combining a service where we process all your payroll needs, with the very latest in web technology. Do not confuse our service with alternatives that make you do all the work!! We make the process as simple as possible with our own established "cloud" based web technology to collect just the data that varies from one pay period to the next, overtime, salary changes etc. with everything else just proceeding automatically. All the more complicated requirements such as statutory absences and deductions, pension (including auto-enrolment) etc. are dealt with directly by our team.

In addition to data being collected via a web portal you can also obtain regular reports and management information through the same secure access. Note that we do not send or receive any confidential information by email as this is not considered to be secure.

Employees can view their secure, encrypted payslips on-line and is available through not just PC access but also mobile devices including most mobile phones.

Our pricing is simple and straightforward, an *all-inclusive* price per payslip which **includes** processing of: -

- **New starters.**
- **Leavers.**
- **Calculation of Student Loans, SSP, SMP, holiday pay etc.**
- **Deductions from earnings orders, court fines, CSA payments etc.**
- **On-line payslips & P60s.**
- **BACS payments.**
- **Tax & NI disbursements.**
- **RTI submissions.**
- **Tax year end processing.**
- **On demand management reports.**
- **Operation of pension auto-enrolment including preparation of file for upload.**
- **Our help desk, staffed by experienced payroll professionals all qualified to CIPP Diploma standard.**

Employee cost

xx employees @ £2.95 per employee processed for a monthly payroll (**minimum processing costs £40.00 per month**).

Please note that a processed employee is an employee for which a RTI submission has been made to HMRC irrespective of whether a payslip has been produced.

Set-up costs

£100.00 plus £2.95 per employee for importation of initial data and 1 parallel run.

Options

Preparation of P11D @ £5.00 per employee, where required subject to a minimum charge of £50.00.

AE Pension upload £10 per upload

Client logo (top right) or watermark on payslip £50 each or both for £75.00

36 month contract

All prices are nett of VAT

Terms 30 days.

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Iver Parish Council – summary of changes 11/009/2020

	Current Sums Insured	Revised Sums Insured	Reason for Revision
Buildings	£see below		
Office Contents	£0.00	£36,622.93	
General Contents	£79,454.59	£16,349.17	
Civic Regalia			
Outside Equipment	£42,677.24	£28,558.65	
Street Furniture	£58,637.87	£439,920.07	
Gates and Fences	£32,691.36	£52,625.67	
War Memorials	£18,779.60		
Playground Equipment	£176,676.76	£326,480.77	
Mowers and Machinery	£38,434.58	£70,777.08	
Sports Equipment	£1,374.71		
Other Surfaces	£72,721.38	£242,1910	
Natural Surfaces	£0.00		
Fidelity Guarantee	£419,000		
Building Name		Sports Pavilion	
Building Address		Iver Heath Recreation Ground Iver Buckinghamshire	
Building Postcode		SL0 0RF	
Building Value		£379,887.05 £742,060	

Building Name	Bowls Club & Green
Building Address	Iver Heath Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 0RF
Building Value	£379,887.05 £974,440

Building Name	Lock Up Concrete Shed (duplicated so delete)
Building Address	Iver Heath Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 0RF
Building Value	£63,314.51

Building Name	Jubilee Pavilion
Building Address	Iver Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 9PW
Building Value	£493,853.17 £809,520

Building Name	Storage Container
Building Address	Iver Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 9PW
Building Value	£3,418.98

Building Name	Groundsman's Workshop
Building Address	Iver Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 9PW
Building Value	£143,231.99

Building Name	Double Garage
Building Address	Iver Heath Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 0RF
Building Value	£13,906.02 £48,680

Building Name	Lock Up Concrete Shed
Building Address	Iver Heath Recreation Ground Iver Buckinghamshire
Building Postcode	SL0 0RF
Building Value	£63,314.50

Building Name	Council Offices
Building Address	45b High Street Iver Buckinghamshire
Building Postcode	SL0 9ND
Building Value	£499,200.00 £525,100

Building Name	63 Chequers Orchard
Building Address	Iver Buckinghamshire
Building Postcode	SL0 9NJ
Building Value	£312,000.00 £318,180

Additional premiums/Return premiums are as follows:

Building SI (increased by £1,275,932.19): £1,745.08 + IPT

Office Contents: £143.43 + IPT

General Contents: -£247.14 + IPT

Outside Equipment: -£55.29 + IPT

Street Furniture: £1,493.27 + IPT

Gates and Fences: £78.08 + IPT

Playground Equipment: £586.70 + IPT

Mowers and Machinery: £126.67 + IPT

Other Surfaces: £663.72 + IPT

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THE IVERS
PARISH COUNCIL

THE IVERS PARISH COUNCIL

Grant Application Form

Please complete this form and attach the relevant information and send to:

The Clerk to Iver Parish Council.

Name of Organisation	The Poynings and Ridings Road Fund
Position within organisation	Treasurer
Contact Details Address	Graham Young 7 The Ridings Richings Park Iver Bucks SL0 9DU 01753 654010
Telephone	
Email	graham@grahameyoung.eu
Date of application	01/08/2020
Is your organisation a registered charity?	no
If yes, charity number	n/a
Title of Project for which grant is required	Poynings/Old Slade Lane junction
Total Cost	£3100
Have any funds been requested from other sources? If so which?	no
Success/failure of application, and amount requested	n/a
Amount of grant requested from Iver Parish Council.	£500
Start date	1/09/2020
Bank account name	Poynings and Ridings Road Fund
Account number	11498541

Sort code	402734
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<p>Briefly describe the project / purpose for which you require a grant.</p> <p>We have successfully cleared back the vegetation that has grown wild on this corner over the years using volunteer labour and a brush cutter which we have purchased from our own funds. We have also paid for a contractor to lay a new pathway through as the old one was discontinuous and broken in many places.</p> <p>We now wish to lay a weed suppressing membrane to prevent the growth reoccurring and lay a bark mulch over this. The grant would be for materials only and labour would be from volunteers.</p> <p>The land in question has no owner in common with many such patches in Richings Park due to the Estate developer going bankrupt with no proper administration of the assets. We are not aware of any services running beneath the area. Further maintenance will be carried out from the local residents</p>	
<p>How will the project or activities benefit the residents of The Ivers?</p> <p>Please include estimates of the number of Iver residents that will receive a direct benefit from the project or activities.</p> <p>All residents of the Poynings and The Ridings plus those who use this cut through when accessing the footpath that runs along The Poynings. It is helpful as there is no pedestrian footpath on this corner and thus pedestrians are in danger from vehicles turning in to the Poynings from Old Slade Lane.</p> <p>Estimated number of beneficiaries: 200</p>	
<p>Please provide a breakdown of the costs of your project.</p> <p>Brush Cutter : £146 Path construction : £2400 Membrane £204 Mulch: £412 Total: £3162</p>	
I attach a copy of our annual accounts	YES
This organisation has a constitution/set of aims and objectives which can be viewed if required	YES

If membership of your organisation is restricted, please provide details.

Organisation is funded by donations from households in The Poynings and The Ridings - £10 per month per household.

Dedclaration of acceptance

I declare that all information provided to the Parish Council as part of the grant application is accurate and complete to the best of my knowledge. I understand that the Council may refuse any application containing inaccurate or misleading information.

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that The Ivers Parish Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name: Graham Young

Signature: 

Date: 01/08/2020

Please send the completed application form along with all supporting documentation to:

The Parish Clerk
The Ivers Parish Council
63 Chequers Orchard
SL0 9NJ

Telephone: 01753 655331

Email: clerk@iverparishcouncil.gov.uk

Poynings and Ridings Road Fund

Statement of Accounts 2015-2019

Description	2015	2016	2017	2018	2019
Subscriptions	3925	3635	3831	3257	3816
Sinking Fund Balance year end	6926	10561	14392	8649	12465
Withdrawal to Current Account				9000	
Current Account Expenses					
Private Road Service Membership	60	60	60	60	60
Public Liability Insurance	485	562	335	390	513
Pothole repairs		227	95		
Major Resurfacing				8280	



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The Ivers Parish Council

Covid-19 related Business Continuity – staff and councillors

There is an increasing concern nationally, and internationally, regarding rises in confirmed Covid-19 cases. In areas of high incidence in the UK the principal councils will be introducing local lockdowns.

The following arrangements are in place for the following scenarios:

1. Current operation of Council as at 14 August 2020

The Council has implemented risk reduction methods. These include:

- Social distancing of 2 metres including desk spacing
- Daily high contact point cleaning
- Twice weekly office cleaning
- Screening and separation in reception
- Removal of soft furnishing from the Hub and replacement with plastic chairs
- Sanitiser points
- Councillor office space provided
- Work from home IT arrangements in place
- All meetings undertaken online; 1 to 1 meetings undertaken in Hub
- Grounds Team operate in separate vehicles
- Grounds team and office team stay as separate as possible with no grounds team coming into the office unless essential and vice versa; in these cases the visiting staff members must wear masks
- All persons visiting the office to wear a mask. This includes councillors, police officers and staff who are based at stations other than Iver Police Office
- Only when it is necessary do councillors visit the office.

2. In the case of increased infection rates and increased staff concern

If infection rates increase and staff are concerned about safety the following business continuity model will be implemented:

- Administrator to operate in reception from 0900 – 1400 Monday – Friday
- 1 officer to operate in back office
- 2 officers to work from home in an effective manner utilising Council IT access arrangements and VOIP telephones
- System as 1. to be operated
- Grounds team to be realigned to working separately and with defined breaks at different times
- Comms to be undertaken with the community to explain the position of the council and how it is operating

3. Lockdowns

If The Ivers, or the home addresses of staff, fall within local lockdowns the requirements of the lockdown will be implemented. In the case of the office team, staff will be able to work in an effective manner from home. In the case of the grounds team members they will not be able to work. In

the case of some grounds team being locked down but others being available the remaining team members will focus on inspections and litter clearance. It may be necessary to seek external assistance to maintain safe environments in the case of staff being locked down but The Ivers still being open. If there are no grounds team available it could be necessary to close the play areas however the Council would endeavour to seek assistance from an external contractor. The external contractor that has been approached is Groundwork UK (Colne Valley Park Centre, Denham Court Drive, Denham, Uxbridge UB9 5PG t: 01895 832662) and they have indicated that if they are able to help they will do so.

Communication with the community and councillors will be a priority and liaison will be kept with the police in case of particular issues arising.

4. Quarantine and self isolation

If a member of staff becomes ill with Covid-19 the team associated with that worker will be required to undertake self isolation.

If a staff member is contacted by track and trace that worker will be required to undertake self isolation

If a staff member in self isolation due to contact with a person who has Covid-19 displays symptoms of Covid-19 the team associated with that staff member will be required to self isolate.

Any quarantined or self isolating office staff member will be able to work in an effective manner from home.

Any grounds team staff member will not be able to work from home. As with the arrangements for lockdown it is possible that all grounds team could be off for 14 days minimum and play areas would be closed with litter picking completed by a contractor.

Communication with the community and councillors will be a priority and liaison will be kept with the police in case of particular issues arising.

For further information contact:

Stephanie Bennett

Clerk to the Council

The Ivers Parish Council

clerk@iverparishcouncil.gov.uk

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