

**CHEPPING WYCOMBE PARISH COUNCIL
FINANCE AND GENERAL PURPOSES COMMITTEE**

APPENDICES

TUESDAY 15 JUNE 2010

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AUDITING SOLUTIONS LTD

APPENDIX A

- 4 JUN 2010

Mr H Jones
Clerk to Chepping Wycombe Parish Council
Council Offices
Cock Lane
Tylers Green
Bucks
HP10 8DS

31st May 2010

Dear Huw

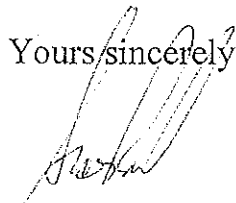
Letter of Engagement / Terms of Reference

Further to your letter of 25th May, I enclose two copies of our standard Letter of Engagement, which sets out our terms of reference. A copy was provided and signed by your predecessor at the time of our initial appointment.

I would ask that, provided you and your members are satisfied with the content of the letter, which I would stress has been accepted by all our clients and, as far as I am aware by their external auditors, ask that you sign and return pone copy for our files.

Please do not hesitate to contact me should you wish to discuss any of the letter's content.

Yours sincerely


Stuart J Pollard
Director



AUDITING SOLUTIONS LTD

Chepping Wycombe Parish Council
Council Office
Cock Lane
Tylers Green
High Wycombe
Bucks
HP10 8DS

31st May 2010

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996 as amended in 2001 and subsequently. You are also responsible for making available to us, as and when required, all the Council's accounting records and all other records and related information, including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 1 of the statutory Annual Return, give a true and fair view of the state of the Council's affairs and of the Income and Expenditure for the year, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Certificate at Section 4 of the Annual Return and whether they comply with the relevant legislation. In arriving at our opinion, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. whether proper accounting records have been kept by the Council;
- b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
- c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

The Offices, Griffin Farm, Bowden Hill, Lacock, Chippenham, Wiltshire. SN15 2PP
Tel: 01249 730994 Fax: 01249 730066 Email: contact@councilaudit.co.uk
www.councilaudit.co.uk

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions there from. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control, and may cover any aspect of the Council's business operations. We shall report to you any significant weaknesses in, or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. One of the issues that will be examined is risk control and we will undertake an initial assessment of the risks associated with the various financial and related system in the Council. This will be reviewed annually and form the basis of our work programme.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the Annual Return, we shall request sight of all relevant supporting documents, including those relating to the chairman's certificate at Section 2 of the Annual Return, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.

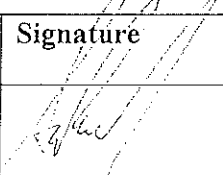
The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter will remain effective, from one audit appointment to another, until it is replaced. We shall be grateful if you could confirm in writing your agreement of the terms of this letter, or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing both copies of this letter keeping one for your records and returning one to this office.

On behalf of Auditing Solutions Ltd	Signature	Chepping Wycombe Parish Council	Signature
Stuart J Pollard Director			

CWPC Members Allowances, Expenditure and Reimbursement of Authorised Expenditure

Member	Allowances		Car Mileage		Authorised Expenditure	
	Description	£	miles	£	Description	£
A MEMBER	Chairmans Allowance	£334.50	90	£55.60		
	Broadband Support	£135.00				

Notes 2009/10

- Chairmans Allowance up to £??? Per annum
- Broadband Support up to £?? per month
- Mileage rates
 - ??p per mile car cc range
 - ??p per mile car cc range
 - ??p per mile car cc range

Mileage and VAT**Engines up to 1,400 cc**

Petrol - 11p

Diesel - 11p

LPG - 7p

From 1,401cc to 2,000 cc

Petrol - 14p

Diesel - 11p

LPG - 8p

Over 2,000 cc

Petrol - 20p

Diesel - 14p

LPG - 12p

Therefore if an employee claims 100 business miles, and has a petrol engine car with a 1,900 cc engine, the employee receives £40.00 @ 40p per mile; and the VAT calculation is:

Gross fuel portion = 100 x 14p - £14.00

Fuel element net of Vat, or the value of input for your Vat return = £14.00 / 1.175 or
£11.91

VAT amount included, or the amount to be reclaimed on your Vat return is £14.00 less
£11.91 = £2.09

Please note that the HMRC tax free mileage allowance in an income tax year is 40p up to 10,000 business miles, then 25p per mile for anything in excess of 10,000. Where an employer pays higher mileage rates than these, the excess is deemed to be a benefit in kind, and is subject to a P11D declaration.

"Localism in Action" - Draft Programme

Friday 2 July, Marriott Bristol City Centre, Bristol
Thursday 9 September, The Royal York Hotel, York

09.30 – Registration, refreshments and exhibition open

10.30 – Start of Conference – Welcome and opening remarks

10.40 – 11.15 – Plenary Session

11.15 – 12.00 – Workshops

- A – Local Environment
- B – Local Economy
- C – Grant Funding
- D - Planning

12.00 – Refreshments, networking and exhibition

12.30 – 13.15 – Workshops

- E – Youth/Disconnected
- F – Financial Regulations
- G – Community Spaces
- H – Communications and Media

13.15 – 14.15 – Lunch, networking and exhibition

14.15 – 15.00 – Repeat of workshops 1 - 4

15.00 – 15.45 – Repeat of workshops 5 - 8

15.45 – 16.15 – Refreshments, networking and exhibition

16.15 – 16.45 – Plenary Session

16.45 – Close of Conference

7 June 2010

H R O Jones
Clerk of the Council
Chepping Wycombe Parish Council

Your Ref:
Our Ref: AB
File No: CHE002-0002

email only

- 8 JUN 2010

Dear Huw

Land Registration

As promised, I am setting out below some comments concerning the land registration exercise so that you can update the Councillors.

1. The task of registering all the land and premises owned by Chepping Wycombe Parish Council is a large-scale one. CPC owns more land than most parish councils and its sites, such as Tyler's Green Common, are complex as they are affected by third party interests which have to be taken into account. I attach plans of Kings Wood and Tyler's Green Common showing the large areas comprised in CPC's ownership.
2. The initial task was to register Tylers Green Common as this was deemed to be perhaps the most difficult.
3. The steps involved in an application to the Land Registry for first registration of land are, briefly, as follows:-
 - assembly of the "Title Deeds" (i.e. the original documents of proof of ownership of the Parish Council). In order to lodge an application to register land at the Land Registry, all of the original title deeds have to be sent in, proving a clear title going back at least 15 years prior to the lodging of the application. This is known as a "good root of title".
 - Along with the title deeds, a detailed application form has to be lodged.
 - The application must identify the land to be registered in a compliant format which means compliant with the Ordnance Survey on which basis the Registry operates. Whilst most of the root of title documents do have identification plans attached to them, all of these date back many years to when the conveyances were done and are not compliant with Land Registry requirements/the Ordnance Survey. Accordingly, we have had to obtain Ordnance Survey plans by taking along the root conveyances to Blackwells in Oxford which has an in-house Ordnance Survey mapping department. Please see the attached plans of Kings Wood and Tyler's Green Common as an illustration of what is involved.
 - Once compliant plans have been obtained, these need to be marked up to match the root of title plans so that the relevant searches and enquiries can then be accurately carried out in order to prove clear title. Whilst this can sometimes be done freehand by a non-expert, sometimes expert mappers have to be engaged. Presently, we do not think that this will be necessary.
 - The searches which have to be carried out comprise the following:-
 - a. Search of the Public Index Map – this involves sending off a compliant plan to Leicester Land Registry outlining the area to be searched. The purpose of this search is to check whether any of the land owned by the Parish Council has been registered by anyone else or whether it is affected by other registered interests belonging to third parties such as rights of way and the like. For example, the Land Registry index map search for Tylers Green Common has revealed a number of Cautions in favour of properties on the Common claiming rights of access. These Cautions need to be "cleared off" (i.e. removed) before the registration can go ahead.

Also at: Suite 328 Linen Hall 162-168 Regent Street London W1B 5TD
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Company Number 5598415 VAT Number 871390416
Regulated By The Solicitors' Regulation Authority

- b. Local Authority searches need to be carried out with the Local Authority e.g. Wycombe District Council to show up matters noted on their registers and records which may need to be registered at the Land Registry as third party interests.
 - c. Chancel Repair Liability searches need to be carried out to ascertain whether the Council has any liability for Church / Ecclesiastical land repairs.
 - d. Searches of the Land Charges register at Portsmouth need to be carried out (these are formal notices relating to rights of third parties such as rights of way and the passage of services and the like).
 - e. Enquiries need to be asked of the Parish Council itself in order to reveal third party interests affecting its land which would not necessarily be recorded in any official register or in title documents. I attach a form showing some of the questions which will need to be answered in relation to each title.
 - f. All of the above is designed to reveal whether there are for example encroachments by third parties which need to be dealt with before registration proceeds.
- Fees. When the application is lodged at the Land Registry, a fee needs to be paid to the Registry for dealing with the application. Where the application is being lodged on a voluntary basis and has not been triggered by a dealing with the land, such as a sale or a grant of lease, the level of the fee depends on the value of the land. We understand that the Parish Council's land and premises have not been valued. If this is the case, then the only way of ascertaining the value of the various sites is to engage the assistance of the Valuation Office Agency (previously known as the District Valuer). There are local offices at Reading, Aylesbury and Oxford. In order for a valuation to be reached, the Valuation Office Agency requires all of the details of the Parish Council's title (basically the same exercise as has been undertaken already for putting together the registration application (including Ordnance Survey plans and details of all matters affecting the various titles.) They will then inspect the relevant site and produce a valuation. They charge for this service at the rate of £95 per hour plus VAT.

Thus, it is not possible to deal with these registrations without legal and valuation assistance. In terms of the cost, it is not possible to estimate how much time the Valuation Office would spend on the matter. On the legal side, I would estimate that each site will cost between £1,000 and £2,000 plus VAT and expenses, perhaps less depending on the time involved in dealing with each one. The expenses will include the fees payable to the various search agencies which would amount to £300-£400 in the case of each site.

In the case of the Scout Hut where a problem has been encountered with registration of the Lease granted to the Scouts a while ago (before we were instructed), I am not surprised. The Scouts would have needed to have proof of the Council's title prior to the grant of the Lease and a Public Index Map search ought to have been carried out by the solicitor acting for the Scouts. That would have revealed any registered encroachments and the problem could probably have been ironed out before the Lease was finalised. If the Council needs help with this, please let me know.

With best wishes,

Yours sincerely

Amanda Benham

7 June 2010

H R O Jones
Clerk of the Council
Chepping Wycombe Parish Council

Your Ref:
Our Ref: AB
File No: CHE002-0002

email only

Dear Huw

Land Registration

Further to our conversation earlier today and our exchange of e mails, I am pleased to attach lists of original documents which we are holding on behalf of the Parish Council.

Please note that each list gives the title written on the relevant yellow pack and the packet number (e.g. "TG01") also written on the packet.

Briefly, these accordingly comprise the following packets with these names and numbers:-

1. Tylers Green Common Title Deed Master Copy (TG01)
2. Kings Wood III (TG02)
3. Kings Wood I (TG03)
4. Kings Wood II (no packet number)
5. Recreation Ground, Ashley Drive (TG04)
6. Tennis Court (TG05)
7. Tylers Green Cemetery, Hammersley Lane (TG06)
8. Allotments and Scouts, Ashley Drive (TG07)
9. Potters Cross (TG08)
10. Tylers Green Common, Deeds of Grant (TG09)
11. Tylers Green Common, Title Deeds (no packet number)
12. Picnic Site, Cock Lane, Tylers Green (TG10)
13. Tylers Green Miscellaneous I (TG11)
14. Tylers Green II (TG12)

Also at: Suite 328 Linen Hall 162-168 Regent Street London W1B 5TD
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Benhams

As well as the above original Title Deeds, we have a box of brown packets relating to Rights of Way over Tylers Green Common and a box of miscellaneous correspondence files relating to Tylers Green Common. None of the two latter items contain any original documents of ownership.

I look forward to seeing you next Tuesday at your office at 2pm.

Finally, I will be letting you have separately later today a note concerning the registration exercise generally.

With kind regards.

Yours sincerely

Amanda Benham

Enc.

Tylers Green Common Title Deed Master Copy "TG01"

Copy conveyance dated 25 December 1954 made between the Church Commissioners for England (1) and the Parish Council of Chepping Wycombe (2)

Agreement dated 17 August 1961 made between the Parish Council of Chepping Wycombe (1) and J J Curran Ltd. (2)

Copy Deed dated 11 February 1976 made between the Parish Council of Chepping Wycombe (1) and Colin George Wheeler (2) relating to new bungalow

Copy Conveyance dated 3 April 1981 made between the Parish Council of Chepping Wycombe (1) and Buckinghamshire County Council (2) relating to the School Road compulsory purchase order 1977

Land Charges Registration (Class D II) dated 27 September 1977 relating to the Southern Electricity Board

Land Charges Registration (Class D III) dated 5 October 1977 relating to the Southern Electricity Board

Land Charges Registration (Class D II) dated 5 October 1977 relating to the North Thames Gas Board

Land Charges Registration (Class C III) dated 27 March 1961 relating to Bucks County Council

Land Charges Registration (Class D II) dated 27 March 1961 relating to the Parish Church of St Margaret, Tylers Green

Land Charges Registration (Class D III) dated 27 March 1961 relating to the Southern Electricity Board

Land Charges Registration (Class D III) dated 27 March 1961 relating to the Southern Electricity Board

Land Charges Registration (Class D II) dated 27 March 1961 relating to the North Thames Gas Board

Land Charges Registration (Class D III) dated 27 March 1961 relating to the Southern Electricity Board

Bundle of Miscellaneous Letters and Plans

Kings Wood II (no number)

Conveyance dated 6 November 1882 made between the Ecclesiastical Commissioners for England (1) and Sir Philip Rose (2)

Conveyance dated 5 July 1917 made between Sir Philip Rose (1) and E W Dean (2)

Conveyance dated 5 August 1922 made between E W Dean (1) and Chepping Wycombe Parish Council (2)

Abstract of Title of E W Dean to Kings Wood dated August 1922

Counterpart Deed of Easement dated 14 February 1975 made between Chepping Wycombe Parish Council (1) and Otmerplace Developments Limited (2)

Deed of Grant dated 14 April 2003 made between Chepping Wycombe Parish Council (1) and Peter Bertram Youens and Jennifer Georgina Youens (2)

Map relating to proposed pipeline (North Thames Gas) dated 13 November 1987

Kings Wood III "TG02"

Duplicate Deed of Grant dated 28 November 1952 and made between Chepping Wycombe Parish Council (1) and High Wycombe District Council (2)

Duplicate copy thereof x 3

Signed but not dated Deed (1962?) made between Chepping Wycombe Parish Council (1) and Stanley Walmsley (2) relating to the Red House, Hazelmere

Public Path Creation Agreement dated 1 October 1968 made between Chepping Wycombe Parish Council (1) and Bucks County Council (2)

Deed of Easement dated 29 March 1989 made between Chepping Wycombe Parish Council (1) and British Gas plc (2) relating to the rear of Tyzack Road, High Wycombe

Agreement dated 7 March 1994 made between Chepping Wycombe Parish Council (1) and Wycombe District Council (2) relating to nature conservation within Kings Wood

Map dated 20 June 1967 relating to the provisional registration of Town and Village Green sheet no. 18

Map dated 29 January 1946 relating to proposed road improvements and existing

Map dated April 1952 relating to the proposed sewer

Undated map relating to Kings Wood sewers

Kings Wood Deeds

Kings Wood I "TG03"

Memorandum of Conveyance dated 2 July 1917: Philip F Rose

Abstract of Title of Philip Rose to Kings Wood dated 1917

Land Charges Registration (Class D III) dated 15 February 1957 relating to Southern Electricity Board

Land Charges Registration (Class D III) dated 15 March 1957 relating to Southern Electricity Board

Letter from High Wycombe District Council Town Clerk to E J West of Chepping Wycombe Parish Council dated 19 December 1962

Land Charges Registration (Class C III) dated 1 September 1964

Deed of Easement dated 16 January 1970 made between Chepping Wycombe Parish Council (1) and North Thames Gas Board (2)

Land Charges Registration (Class D II) dated 22 January 1970 relating to Kings Wood

Copy conveyance dated 14 August 1972 made between Chepping Wycombe Parish Council (1) and North Thame Gas Board (2)

Ditto copy memorandum

Duplicate Deed of Grant (Drainage) dated 20 July 1978 made between Chepping Wycombe Parish Council (1) and G Falconer & Son Limited (2) and copy

Certified Copy Deed dated 1 July 1982 made between Chepping Wycombe Parish Council (1) and Mark Scott Constructions Limited (2)

Copy Deed of Grant dated ? 1985 made between Chepping Wycombe Parish Council (1) and Jack Trevor Newell and Pamela Margaret Newell (2) relating to land at Hearne Close, Penn

Land Charges Registration (Class D II) dated 14 September 1987

Recreation Ground: Ashley Drive "TG04"

Copy conveyance dated 16 July 1918 made between Walter Grove and others (1) and Jane Whyte (2)

Extract from conveyance dated 10 March 1920

Copy conveyance dated 10 March 1920 made between A D Jamieson (1) and The Rural District Council of Wycombe (2)

Copy draft Deed of Grant dated 1 December 1938

Copy conveyance dated 29 August 1952 made between A D Jamieson (1) and The Rural District Council of Wycombe (2)

Copy conveyance dated 8 April 1954 made between A E Farley (1) and Wycombe Rural District Council (2)

Lease dated 31 December 1955 made between Wycombe Rural District Council (1) and Chepping Wycombe Parish Council (2)

Copy conveyance dated 29 August 1960 made between The Rural District Council of Wycombe (1) and Comben & Wakeling (2)

Land Charges Search dated 26 January 1972

Pre-contract enquiries dated 28 February 1974

Copy letter dated 20 March 1974 from Chepping Wycombe Parish Council to Reynolds Parry Jones & Crawford together with reply

Conveyance dated 27 March 1974 made between Wycombe Rural District Council (1) and Chepping Wycombe Parish Council (2)

Two undated maps

Tennis Court "TG05"

Copy counterpart underlease dated 10 March 1992 made between Chepping Wycombe Parish Council (1) and Tylers Green Lawn Tennis Club (2)

Copy lease dated 10 March 1992 made between Chepping Wycombe Parish Council (1) and Penn & Tylers Green Football Club (2)

Tylers Green Cemetery, Hammersley Lane "TG06"

Conveyance dated 7 October 1954 made between the Rev. J K Siderfin and others (1) and Chepping Wycombe Parish Council (2)

Deed of Grant dated 17 November made between the Rev. J K Siderfin and others (1) and Chepping Wycombe Parish Council (2)

Conveyance dated 15 January 1960 and made between the Rev. J K Siderfin (1) and Chepping Wycombe Parish Council (2)

Deed of Variation dated 17 June 1983 made between the Rev. Lord Bishop of Oxford (1), the Church Commissioners for England (2) and Chepping Wycombe Parish Council (3)

Miscellaneous papers

Allotments and Scouts: Ashley Drive "TG07"

Allotment Access Agreement dated 14 January 1982 made between Chepping Wycombe Parish Council (1) and John William Youens (2)

Allotment Access Agreement dated 6 August 1982 made between Chepping Wycombe Parish Council (1) and G M Watkinson (2)

Duplicated Deed of Grant dated 31 May 1963 made between the Parish Council of Chepping Wycombe (1) and The Southern Electricity Board (2) relating to land off Ashley Drive

Duplicate Deed of Grant dated 15 October 1973 made between the Parish Council of Chepping Wycombe (1) and Weatherley Holdings Limited (2)

Counterpart Lease dated 14 September 2005 made between Chepping Wycombe Parish Council (1) and the Scout Association Trust Corporation (2) relating to the Scout and Guide Hut at Ashley Drive

Potters Cross "TG08"

Conveyance dated 11 October 1920 made between G A S C Rose (1) and Spencer Whatley (2) and copy

Letter dated 13 November 1925 from the Parish Clerk to the Inland Revenue

Conveyance dated 17 November 1925 made between Jessie Mary Sadler (1), Spencer Whatley Limited (2) and Albert Edward Taplin (3)

Copy conveyance dated 31 May 1960 made between Chepping Wycombe Parish Council (1) and Wycombe Rural District Council (2)

Letter from Ministry of Housing to Chepping Wycombe Parish Council dated 3 April 1968

Copy conveyance dated 10 January 1969 made between Chepping Wycombe Parish Council (1) and Wycombe Rural District Council (2)

Undated deed made between Chepping Wycombe Parish Council (1) and Rickmansworth & Uxbridge Water Company (2)

Tylers Green Common: Deeds of Grant "TG09"

Deed of Grant dated 15 September 1955 made between the Parish Council of Chepping Wycombe (1) and the North Thames Gas Board (2)

Deed of Grant dated 30 December 1966 made between Chepping Wycombe Parish Council (1) and the North Thames Gas Board (2) (relating to Tylers Green and Kings Wood)

Copy Deed of Grant dated 31 October 1977 made between the Parish Council of Chepping Wycombe (1) and William John Bates (2) relating to 16 School Road

Deed of Grant and Release re. new access dated 9 June 1978 made between Jeffrey J Ronald O'Reilly and Lyn O'Reilly (1) and Chepping Wycombe Parish Council (2)

Copy Deed of Grant dated 28 October 1978 made between the Parish Council of Chepping Wycombe (1) and Douglas Whiteford Taylor and Diana Margaret Taylor (2) relating to the 12 School Road

Deed of Grant dated 30 April 1979 made between Chepping Wycombe Parish Council (1) and Advanced Water Services Limited (2)

Duplicate Deed of Grant dated 15 August 1980 made between the Parish Council of Chepping Wycombe (1) and Bucks County Council (2) relating to drainage

Deed of Grant dated 26 September 1983 made between Chepping Wycombe Parish Council (1) and Buckinghamshire County Council (2) relating to a soakaway at the Village Hall

Deed of Grant (and copy) dated 19 August 2003 made between the Parish Council of Chepping Wycombe (1) and Richard Adrian Stickley and Mary Elizabeth Stickley (2) relating to Alma Cottage

Duplicate Deed of Grant dated 25 March 2004 made between the Parish Council of Chepping Wycombe (1) and David Galloway and Christine Mary Galloway (2) relating to Rozel, Rays Lane

Counterpart Deed of Grant dated 17 July 2006 made between the Parish Council of Chepping Wycombe (1) and Alexandra Louise Brodie and Andrew James Brodie relating to 20 School Road

Deed of Grant dated 15 December 2006 made between the Parish Council of Chepping Wycombe (1) and James Stephen Halligan (2) relating to 2 The Bank House

Tyler Green Common: Title Deeds (no packet number)

Conveyance dated 25 December 1954 made between the Church Commissioners for England (1) and Chepping Wycombe Parish Council (2) relating to Tylers Green and Flackwell Heath

Picnic Site, Cock Lane, Tylers Green "TG10"

Agreement dated 4 January 1994 made between Chepping Wycombe Parish Council (1) and Wycombe District Council (2)

Tylers Green Miscellaneous I "TG11"

Commons Registration Act 1965 Registration Plan dated 20 June 1967 sheet 16 relating to part of Tylers Green (Provisional)

Plan relating to Commons Registration Act dated 20 June 1967 relating to part of Tyler Green (Provisional)

Plan under Commons Registration Act 1965 dated 20 June 1967 relating to Kings Wood (Provisional)

Plan relating to Tyler Green and Kings Wood produced by Chepping Wycombe Parish Council for the Commons Registration Act 1965

Tylers Green Miscellaneous II "TG12"

Licence (original and duplicate) dated 11 October 1923 made between the Ecclesiastical Commissioners for England (1) and the Chepping Wycombe Parish Council (2) relating to water pipes

Licence and duplicate dated 21 January 1926 made between the Ecclesiastical Commissioners for England (1) and the Chepping Wycombe Parish Council (2) relating to way leaves.

Lease dated 8 July 1926 made between the Parish Council of Chepping Wycombe (1) and the Uxbridge, Maidenhead, Wycombe and District Gas Company (2) relating to gas mains under Tylers Green Common and Terriers Green

Counterpart Licence dated 6 July 1949 made between the Chepping Wycombe (1) and Bucks County Council (2) relating to access to the school

Receipt for compensation from Bucks Council relating to the part of the verge on School road (undated)

Conveyance dated 1 April 1960 made between L F Baldwin & Sons Limited (1) and Chepping Wycombe Parish Council (2) relating to land at Flackwell Heath (allotments?)

Duplicate lease dated 3 February 1964 made between Chepping Wycombe Parish Council (1) and the Trustees for the Boy Scouts relating to land at Flackwell Heath

Copy Deed of Variation dated 7 December 1970 made between Chepping Wycombe Parish Council (1) and The Scout Association Trust Corporation (2) relating to the Scout building at Flackwell Heath

Land Charge registration dated 1 February 1967 relating to Class D(II) North Thames Gas Board

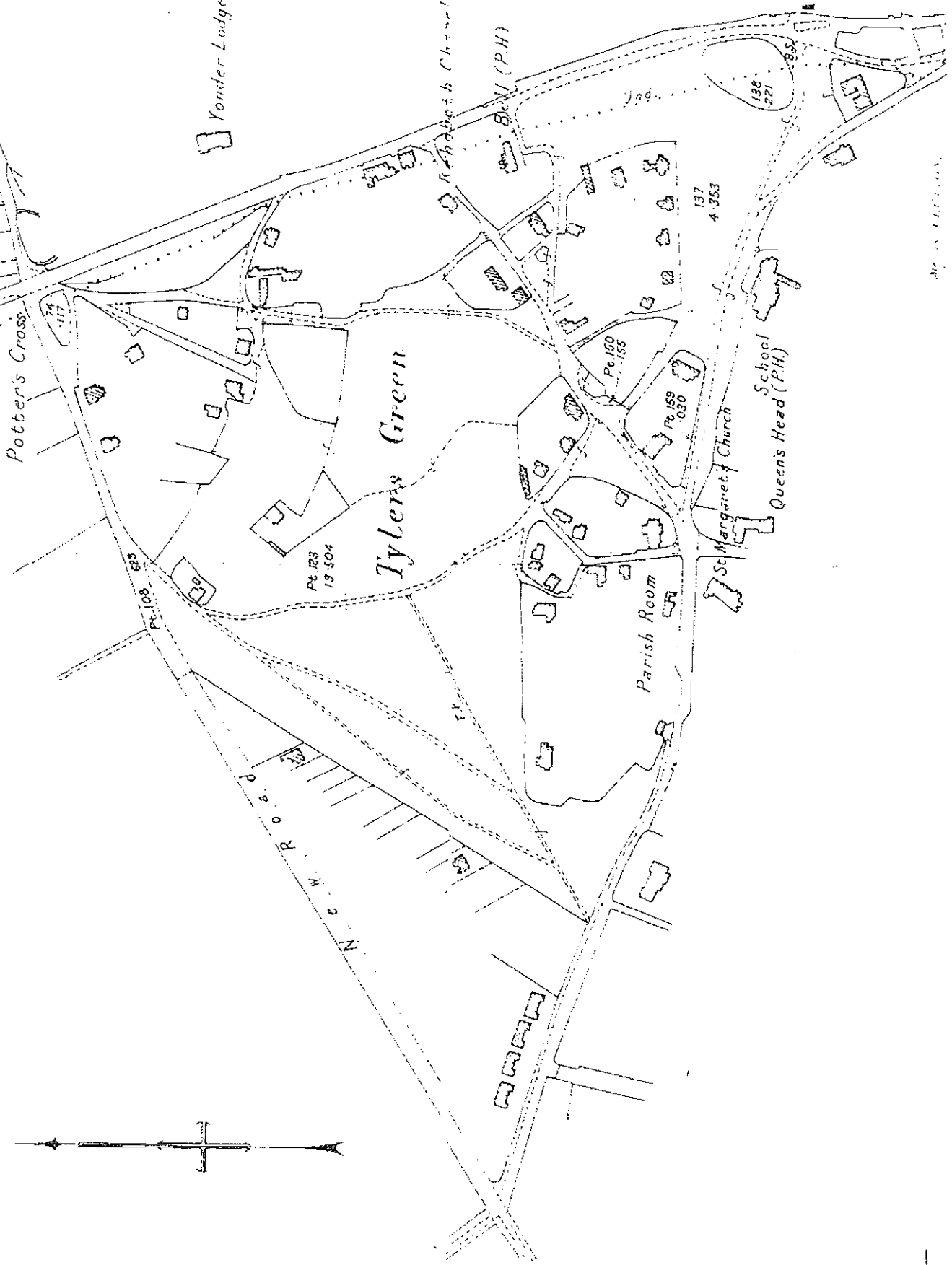
Land Charges Act 1972 Certificate of Search Result dated 3 October 2008

Counterpart Lease dated 11 November 2008 made between Chepping Wycombe Parish Council (1) and the Scout Association Trust Corporation (2) relating to the Scout Hut and Guide HQ Chapel Road, Flackwell Heath

Miscellaneous papers relating to Commons Registration

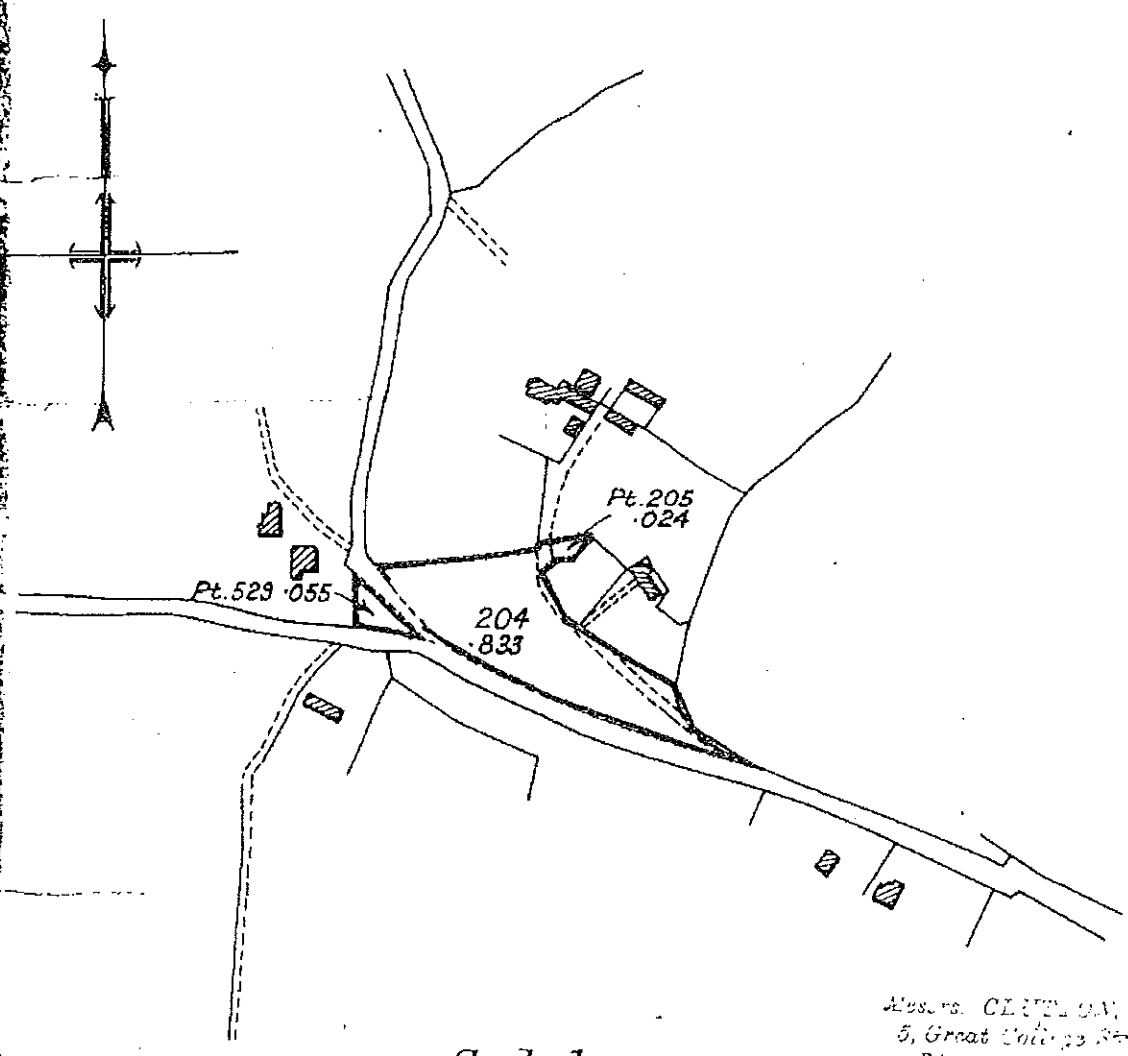
Chipping Wycombe

A



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Chepping Wycombe



Scale, $\frac{1}{2500}$.

Messrs. CLUTTON,
5, Great College Street,
Westminster, S. W. 1.

DISCLOSABLE OVERRIDING INTERESTS

Under the Land Registration Act 2002, you must disclose certain unregistered rights or interests that affect your property and of which you are aware. These must be listed in the application form that you will be submitting to the Land Registry to register your land for the first time.

Please tell us, by completing the form attached, if any of the following unregistered rights affect your property. You also need to tell us about any unregistered rights of which you become aware between now and the date when the application to the Land Registry is made.

Failure to disclose any unregistered rights of which you are aware could lead to a claim against you by any person who is adversely affected as a result.

THE UNREGISTERED RIGHTS THAT NEED TO BE DISCLOSED ARE:-

1. Leases affecting the property
2. Rights claimed by any people in actual occupation of the property (other than the registered owners)
3. Rights of way across the property (other than public rights of way)
4. Pipes, wires or cables crossing the property, whether on the surface, below it or at a high level
5. Rights of light
6. Rights of support from adjoining properties

THERE ARE OTHER RIGHTS AND INTEREST THAT ARE VERY RARELY ENCOUNTERED (BUT STILL NEED TO BE DISCLOSED)

- a. Other people's rights to take things from the property (such as timber, hay or fish)
- b. Customary rights (rights deriving from local traditions)
- c. Other people's rights to mines and minerals under the property
- d. Franchises (such as the right to hold a fair)
- e. Manorial rights
- f. A right to rent which was reserved to the Crown on the granting of a freehold estate
- g. Any rights relating to embankments or sea or river walls
- h. Any rights to payments in lieu of the tithe (usually called corn rents)
- i. Chancel repair liability

If you are uncertain as to whether any unregistered rights exist or need to be disclosed, please consult us before completing and returning the questionnaire attached.

PROPERTY:

I/WE ARE NOT AWARE OF ANY DISCLOSABLE OVERRIDING INTERESTS AFFECTING THE PROPERTY

I/WE ARE AWARE OF THE FOLLOWING DISCLOSABLE OVERRIDING INTEREST AFFECTING THE PROPERTY:-

If there is not enough space please continue over the page

SIGNED OF
OWNER/ONBEHALF OF OWNER

.....

.....

DATE:

09/06/2010

Chepping Wycombe P C (2009/10)

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Summary Income & Expenditure by Budget Heading 31/03/2010

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Amenity Land</u>							
Amenity Land Expenditure	28,322	29,698	41,342	11,644	0	11,644	71.8 %
Income	10,032	10,841	2,137	8,704			507.3 %
Net Expenditure over Income	18,290	18,857	39,205	20,348			
<u>Leisure Facilities</u>							
Leisure Facilities Expenditure	87,330	57,825	67,232	9,407	1,140	8,267	87.7 %
Income	39,853	18,001	15,952	2,049			112.8 %
Net Expenditure over Income	47,477	39,824	51,280	11,456			
<u>Works Service & Planning</u>							
Works Service & Planning Expenditure	143,483	152,073	197,582	45,508	0	45,508	77.0 %
Income	14,365	10,722	10,330	392			103.8 %
Net Expenditure over Income	129,119	141,351	187,252	45,900			
<u>Finance & General Purposes</u>							
Finance & General Purposes Expenditure	62,337	99,324	72,301	-27,023	0	-27,023	137.4 %
Income	326,023	330,619	340,238	-9,619			97.2 %
Net Expenditure over Income	-263,686	-231,295	-267,937	-36,642			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	321,472	338,921	378,457	39,536	1,140	38,396	89.9 %
Income	390,272	370,183	368,657	1,526			100.4 %
Net Expenditure over Income	-68,801	-31,263	9,800	41,063			

CHEPPING WYCOMBE PARISH COUNCIL										
	RESERVES 2008/09			RESERVES 2009/10			RESERVES 2010/11			
EARMARKED RESERVES	ALLOCATION	SPEND	AS AT	ALLOCATION	SPEND	AS AT	ALLOCATION	SPEND	AS AT	
	2008/09		31/03/2009	2009/10		31/03/2010	2010/11		31/03/2011	
SMALL RIDE ON MOWER	600		2,400	350		2,750	350		3,100	
RIDE ON MOWER	1740		11,834	4,083		15,917	6,083	-22000	0	
LORRY	500		1,000	2,444		3,444	2,444		5,888	
UTILITY VEHICLE	1283		5,797	1,926		7,723	1,926		9,649	
TRACTOR	3007		8,568	2,608		11,176	2,608		13,784	
VEHICLE RESERVE	322	7130	0	29,699	11,411	0	41,010	13,411	-22000	32,421
SIDE FLAIL	400		2,614	627		3,241	627		3,868	
DRAWN FLAIL	305		1,426	107		1,533	107		1,640	
PLANT RESERVE	323	705	0	4,040	734	0	4,774	734	0	5,508
COMPUTERS	550		2,092	600		2,692	600		3,292	
EQUIPMENT	1050		4,050	1,080		5,130	1,000		6,130	
OFFICE EQUIP RESERVE	324	1600	0	6,142	1,680	0	7,822	1,600	0	9,422
AMENITY LAND										
COCK LANE RECYCLING	329	1,000	1,000		-1,000	0			0	
RAILWAY LAND TREES	367	0	1,000	0		1,000			1,000	
KINGSWOOD IMPROVEMENTS	368	8,650	8,650			8,650			8,650	
TG COMMON MANAGEMENT	331	3,000	3,000	2,000		5,000	2,000		7,000	
TG COMMEMORATIVE TREES	332	1,900	1,900			1,900			1,900	
WIDMER POND IMPROVEMENT	369	3,000	0	4,000	1,500	5,500			5,500	
LEISURE FACILITIES										
NEW PAVILION DEREHAMS	363	5,000	9,000	0		9,000	5,000		14,000	
DEREHAMS REJUVENATION	362	7,000	-2,700	7,300	5,000	12,300			12,300	
BASKETBALL	364	0	1,000		-1,000	0			0	
ST BIT CAR PARK	350		0			0			0	
GREEN DRAGON FENCE	370	3,500	-4,070	4,350		4,350			4,350	
PLAY EQUIP RESERVE	325	3,000		12,000	3,000	15,000	3,000	5000	23,000	
WORKS SERVICES AND PLANNING										
WARDEN'S HOUSE	359		0			0			0	
OFFICE REFURBISHMENT	372		1,270		-1,270	0			0	
ALTONA TREES & EXTENSION PATH	361	5,000	5,860	3,000		8,860	3,000		11,860	
COCK LANE CEMETERY TRACK	366	5,000	7,586	5,000		12,586	5,000		17,586	
CHURCHYARD ST MARGARET & ST PETER'S WALL	321	1,560	10,000	5,000		15,000		-12000	3,000	
BENCHES & SIGNS	354	2,890	2,890			2,890			2,890	
STREET LIGHTING	351	14,000	14,000	10,000		24,000	10,000		34,000	
FINANCE & GENERAL PURPOSES										
DEED OF GRANT	357		10,200			10,200			10,200	
LEGAL FEES	371		0			0			0	
TOTAL EXCEPTIONAL ITEMS		64,500	-6,770	105,006	34,500	-3,270	31,230	28,000	-7000	21,000
TOTAL EARMARKED RESERVES		73,935	-6,770	144,787	48,325	-3,270	189,842	43,745	-29000	204,587
GENERAL RESERVE		1,635	0	92,263	-9,800		82,463	-16,642		65,821
TOTAL RESERVES		75,570	-6,770	237,050	38,525	-3,270	272,305	27,103	-29000	270,408
Target for General Reserve (25% net expenditure) suggested						84,990			86,700	
Target for General Reserve (25% expenditure) per Purple Book						94,614			95,215	
Deficit/Surplus						-2,527			-20,879	
Deficit/Surplus						-12,151			-29,394	
% Deficit/Surplus						-3%			-24%	
% Deficit/Surplus						-14%			-34%	

09/06/2010

Chepping Wycombe P C (2010/11)

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Detailed Income & Expenditure by Budget Heading 08/06/2010

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Month No : 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance & General Purposes						
401	ADMINISTRATION					
4001	STAFF SALARIES	78,155	14,170	28,864	14,694	14,694
4002	MEMBERS ALLOWANCES	0	0	0	0	0
4007	HEALTH & SAFETY	111	0	290	290	290
4008	CONF & COURSES	645	270	3,500	3,230	3,230
4009	TRAVEL	247	10	500	490	490
4010	MISC STAFF COSTS	0	0	90	90	90
4020	MISC ESTAB'T COSTS	260	32	300	268	268
4021	TELEPHONE & FAX	1,236	0	1,442	1,442	1,442
4022	POSTAGE	545	124	721	597	597
4023	STATIONERY & PRINT'G	923	9	1,000	991	991
4024	SUBCRIPTIONS/DON'NS	281	0	0	0	0
4025	INSURANCE	2,070	0	2,300	2,300	2,300
4026	PUBLICATIONS	396	2	360	358	358
4027	PHOTOCOPY CHARGES	294	323	635	312	312
4033	NEWSLETTER	0	1,896	0	-1,896	-1,896
4036	PROPERTY MAINTEN'CE	5	0	0	0	0
4041	EQUIPMENT HIRE	1,329	0	1,232	1,232	1,232
4042	EQUIPMENT MAINTEN'CE	216	0	0	0	0
4051	BANK CHARGES	233	0	80	80	80
4056	LEGAL FEES	905	0	3,000	3,000	3,000
4057	AUDIT FEES	370	-1,475	1,800	3,275	3,275
4060	OTHER PROF FEES	494	-350	600	950	950
4068	COMPUTERS & DATA STORAGE	0	-150	2,000	2,150	2,150
4450	ARCHIVES	135	0	0	0	0
4453	OFFICE EQUIPMENT	0	0	2,000	2,000	2,000
4901	GRANTS MADE	1,250	0	0	0	0
4993	TFR TO EARMARKED RSV	0	0	1,600	1,600	1,600
	ADMINISTRATION:-Expenditure	90,099	14,861	52,314	37,453	0
1075	SALE OF ASSETS	0	2	0	2	0
1076	PRECEPT	0	169,206	0	169,206	0
1084	MISC INCOME	-257	0	0	0	0
1090	INTEREST RECEIVED	342	-10	500	-510	0
	ADMINISTRATION :- Income	85	169,198	500	168,698	
	Net Expenditure over Income	90,014	-154,338	51,814	206,152	

Month No : 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
402 CIVIC ACTIVITIES						
4001 STAFF SALARIES	2,727	0	2,424	2,424		2,424
4002 MEMBERS ALLOWANCES	756	50	2,891	2,841		2,841
4008 CONF & COURSES	135	0	2,000	2,000		2,000
4009 TRAVEL	526	0	300	300		300
4016 PREMISES HIRE	93	50	200	150		150
4019 ELECTIONS	0	366	0	-366		-366
4020 MISC ESTAB'T COSTS	173	0	500	500		500
4024 SUBSCRIPTIONS/DON'NS	2,167	6	2,270	2,264		2,264
4031 OTHER ADVERTISING	0	0	500	500		500
4032 PUBLICITY	694	0	200	200		200
4033 NEWSLETTER	1,855	0	4,350	4,350		4,350
4041 EQUIPMENT HIRE	0	0	90	90		90
4450 ARCHIVES	0	0	500	500		500
4901 GRANTS MADE	75	0	2,500	2,500		2,500
CIVIC ACTIVITIES:-Expenditure	9,201	472	18,725	18,253	0	18,253
1076 PRECEPT	330,158	0	338,412	-338,412		0
CIVIC ACTIVITIES :- Income	330,158	0	338,412	-338,412		
Net Expenditure over Income	-320,957	472	-319,687	-320,159		
403 HOLDING FUNDS						
4048 CONTINGENCY	0	0	2,000	2,000		2,000
HOLDING FUNDS:-Expenditure	0	0	2,000	2,000	0	2,000
Net Expenditure over Income	0	0	2,000	2,000		
Finance & General Purposes :- Expenditure	99,300	15,333	73,039	57,706	0	57,706 gtlExpP
Income	330,243	169,198	338,912	-169,714		gtlIncPe
Net Expenditure over Income	-230,943	-153,865	-265,873	-112,008		