

Donna Moore

From: Cllr Linda Morgan
Sent: 20 July 2022 09:38
To: Info - Stantonbury Parish Council; Donna Moore; Cllr Carol Northwood
Cc: DAVID BARNES
Subject: RE: Cars being revved etc

Hi

Just spoken to Crimewave and we have a camera up there close by and they are looking to remotely try and angle it so ye car parking is covered.

Dave can you call Luke and arrange to meet with him there so you can discuss the best way. Can you add to chairs remarks for tonight please.

I will do a letter to our resident advising on action.

Thanks

Linda

-----Original Message-----

From: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Sent: 20 July 2022 09:19
To: Donna Moore <donna.moore@stantonburyparishcouncil.org.uk>; Cllr Linda Morgan <cllrlindamorgan@stantonburyparishcouncil.org.uk>; Cllr Carol Northwood <cllrcarolnorthwood@stantonburyparishcouncil.org.uk>
Subject: FW: Cars being revved etc

Hi all

Please see email from resident below - I will forward to PCSOs but do you think we should also contact the school re car park?

Kind regards

Sue

Susan T

ozer
Senior Administrator

Please note my regular working days are Monday-Thursday

Stantonbury Parish Council
Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX

Tel: 01908 227201

Facebook www.facebook.com/stantonburyparishcouncil/

e mail: info@stantonburyparishcouncil.org.uk

Visit the Parish Council web site at www.stantonburyparishcouncil.org.uk

Please consider the environment and don't print this email unless you really need to:

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-----Original Message-----

From: Kathleen Wyatt <kathwyatt@icloud.com>

Sent: 19 July 2022 23:05

To: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>

Subject: Cars being revved etc

Dear Stantonbury Council

I would like to draw your attention to the anti social behaviour of idiots who like to take their cars to Stantonbury School car park near the sports stadium late at night constantly revving and 'popping' their cars so disturbing local residents this is often at 10.30 through to late at night. Every night!

Please can you ask the police to intervene or can you ask the school to close the car park at night.

Kind regards

Kathleen Wyatt

Sent from my iPhone

Donna Moore

From: Info - Stantonbury Parish Council
Sent: 20 July 2022 09:19
To: Donna Moore; Cllr Linda Morgan; Cllr Carol Northwood
Subject: FW: Cars being revved etc

Hi all

Please see email from resident below - I will forward to PCSOs but do you think we should also contact the school re car park?

Kind regards

Sue

Susan Tozer
Senior Administrator

Please note my regular working days are Monday-Thursday

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From: Kathleen Wyatt <kathwyatt@icloud.com>
Sent: 19 July 2022 23:05
To: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Subject: Cars being revved etc

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Please can you ask the police to intervene or can you ask the school to close the car park at night.

Kind regards

Kathleen Wyatt

Sent from my iPhone

Donna Moore

From: Info - Stantonbury Parish Council
Sent: 20 July 2022 09:20
To: Donna Moore
Subject: FW: POST BOX IN BRADVILLE

-----Original Message-----

From: Cllr Linda Morgan <cllrlindamorgan@stantonburyparishcouncil.org.uk>
Sent: 20 July 2022 09:18
To: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Subject: RE: POST BOX IN BRADVILLE

Yes please

-----Original Message-----

From: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Sent: 20 July 2022 09:16
To: Donna Moore <donna.moore@stantonburyparishcouncil.org.uk>; Cllr Linda Morgan <cllrlindamorgan@stantonburyparishcouncil.org.uk>; Cllr Carol Northwood <cllrcarolnorthwood@stantonburyparishcouncil.org.uk>
Subject: FW: POST BOX IN BRADVILLE

Hi all

Not sure if you would like to put this on MM agenda Chair's Remarks?

Kind regards

Sue

Susan Tozer
Senior Administrator

-----Original Message-----

From: Martin Lee <boris9827@gmail.com>
Sent: 19 July 2022 18:49
To: Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Subject: POST BOX IN BRADVILLE

Dear Councillor, I would like to bring the following to your attention if you are not already aware.

This morning I went up to post a letter in the box in Bradville village and found it to be covered in a sack and taped up. I asked a postman who was on his rounds what's going on. He said that someone had ripped the door off it and it was not going to be replaced.

The reason being is because there is no longer a Post Office countering the shop next to it. This is not acceptable as, including myself, there are a number of residents who cannot walk far or indeed drive so the current box was very necessary.

Although there is one on the corner of Mercer's drive and Abbey road it's a fairway to walk from the Bradwell Road. Could this please be looked into a.s.a.p. as many residents rely on the now dismantled box.

Thank you Martin Lee

Amos Court

Sent from my iPad

16th June 2022

Minutes of the **Main Meeting** for Stantonbury Parish Council held on
Wednesday 15th June 2022 at 7.00pm
at Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below.

MINUTES

	Chair's Welcome and Introduction to meeting.	Actions
	Unfortunately, there was a technical issue, so we were unable to connect to Zoom.	
18/22	Present: Cllr S Agintas (SA) Cllr A Anwar – (AA) Cllr G Davison (GAD) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr L Morgan (LM)- Chair Cllr C Northwood (CN) Vice-Chair Cllr E Seaborne (ES) Cllr A Ronaldson (AR) Cllr J Kite – (JK) Arrived 07:05pm Mrs D Moore-Temporary Acting Proper Officer Member of public joined 7:20pm	
19/22	Apologies for Absence: N/A	
20/22	Declarations of Interest: N/A	
21/22	Public Forum for members of the public to speak: None.	
22/22	Chair's Remarks: Resident's communications Chair informed the Council we have received 2 thank you emails from the competition winner for naming the Community Hub and from the representative who open the Community Hub - Council noted. Councillor vacancy update Chair informed the Council we have received an application for a Co-option, this is currently being processed and the Chair will inform the Council when there is an update.	LM & DM
23/22	Minutes: a) Full Council to approve and sign the Minutes of the Annual Meeting held on Wednesday 18 th May 2022 at 6pm. all agreed 10 votes for with the minor changes that needs to be made. b) Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 18 th May 2022 at 7pm. Agreed 10 votes for	DM

24/22	Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen. - None	
25/22	Grants Presentation and Application a) Rainbow Children's Centre representative to pitch to the Council for £500 Grant request. b) Council to discuss and vote to consider awarding the funding. The grant application got deferred to the next meeting because the applicate was unable to join via zoom as there was no internet connection.	JH & DM
26/22	Reports a) Ranger Supervisor report – See backing papers - Agreed 10 votes for b) Enforcement Officer report – See backing papers - Agreed 10 votes for c) Crimewave report – See backing papers - Agreed 10 votes for	
27/22	Devolved Service Committee a) Update on meeting with Obhi Architects reference Landscape Depot. Chair asked Cllr Davison to update the Council regarding the meeting on 1st June 2022, Cllr Davison gave brief update as we are currently waiting the report from the Architects. Item Deferred till the report is received. b) Does a councillor wish to join the Devolved Services Committee? Councillor Kennedy and Councillor Morgan confirmed they would join the Committee. c) Does the Council wish to create a working group for the Devolved Landscape project? Item got deferred, Cllr Morgan wishes to speak to Cllr Davison.	KF DM LM
28/22	Bank Signatures Council to agree a replacement Councillor/s or staff as signatories for all bank accounts Following the request for Cllr Davison to be removed as a bank signature, the Council suggested to add Mrs Moore. Agreed 10 votes for.	RFO
29/22	Finance: a) Payments Made May 2022 – See backing paper - Agreed 10 votes for b) Payments Due June 2022 over £1,000 – Agreed 10 votes for, RFO not to pay Staff training as training has been postpone.	RFO

	c) Monthly Bank Summary – See backing paper Agreed 10 votes for, Cllr Kennedy mentioned she was concerned about our 85k limit for our protection, Chair confirmed RFO has been moving money to limit the risk.	RFO
	d) Reserves vote to agree – See backing paper - Agreed 10 votes for	
30/22	VAT Registered:	
	a) Vote to agree that the Council look to register for VAT commencing 1 st July 2022. Agreed 10 votes for	RFO
	b) Vote to agree that the Responsible Financial Officer be authorised to undertake such actions as may be necessary, including the signing of all forms and correspondence for submittal to HMRC in respect of the decision to register for VAT. Agreed 10 votes for	RFO
	<i>A Member of the public joined 7:20</i>	
31/22	Skips Amnesty Retrospectively agree to increase the skips requirement from 11 to 14 as per Working Group meeting on 25 th May 2022. Price for 14 Skips is £4760.00 to Smith Skips Agreed 10 votes for	RFO
	Cllr Morgan thanked the team for the effort at the last Skip Amnesty	
	Cllr Morgan requested to move forward item 34/22 Proposed Cllr Morgan Second Cllr Kennedy	
34/22	Internal Audit: To discuss and review the Internal Audit, the conclusion of the report is: “Taking account of the issues identified, in our opinion the Parish Council can take Substantial Assurance that the controls upon which the Parish Council relies to manage this area, as currently laid down and operated, are consistently applied and effective.” However, there are recommendations to be reviewed on the Action plan from page 4 of the report. Mrs Moore read through the Action plan on Page 4 and quoted the Summary, Councillors acknowledge the report and had no questions.	RFO
32/22	Annual Governance Statement 2021/22 (Section 1) To consider and populate where applicable and approve and sign the Annual Governance Statement 2021/22. See backing paper - Section 1 – Annual Governance Statement 2021/22.	

	<p>Chair asked the councillors to confirm they have read through the statement and do we agree with statement in Section 1.</p> <p>Cllr Davison requested recorded vote Cllr Morgan second</p> <p>Cllr S Agintas (SA) Cllr A Anwar – (AA) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr L Morgan (LM) Cllr C Northwood (CN) Cllr E Seaborne (ES) Cllr A Ronaldson (AR) Cllr J Kite (JK) All above voted agreed with statement in section one</p> <p>Cllr G Davison (GAD) – Abstained</p>	RFO
33/22	<p>Accounting Statements 2021/22 (Section 2) To consider and populate where applicable and approve and sign the Accounting Statements 2020/21.</p> <p>See backing paper - Section 2– Annual Accounting Statement 2021/22.</p> <p>Chair asked the councillors to confirm they have read through the statement and do we agree with statements in Section 2.</p> <p>Cllr Davison requested recorded vote Cllr Morgan second</p> <p>Cllr S Agintas (SA) Cllr A Anwar – (AA) Cllr S Kennedy (SK) Cllr P Kirkham (PK) Cllr L Morgan (LM) Cllr C Northwood (CN) Cllr E Seaborne (ES) Cllr A Ronaldson (AR) Cllr J Kite (JK) All above voted agreed with statement in section two</p> <p>Cllr G Davison (GAD) – Abstained</p>	RFO
35/22	<p>The Community Hub Council to retrospectively agree to the British Gas fixed-term contract for a period of 3 years option C. As recommended by the RFO and the Temporary Acting Proper Officer. Which did include back dated rebate £544.00 – Agreed 10 votes for.</p>	RFO

36/22	<p>Policies</p> <p>a) To discuss and vote whether to adopt the Code of Conduct Policy – Cllr Davison queried the policy Mrs Moore to look into it, Council agreed to defer the item.</p> <p>b) To discuss and vote whether to adopt the Equality and Diversity Policy – Agreed 10 votes for.</p> <p>c) To discuss and vote whether to adopt the Dignity at Work Policy – Cllr Davison queried the policy Mrs Moore to look into it. Council agreed to defer the item.</p>	DM JH DM
37/22	<p>Community infrastructure fund 2023/2024 Council to discuss and vote on chosen idea for using Community Infrastructure fund</p> <ul style="list-style-type: none"> • Play Park • Notice boards • Barrier for Community Hub • Kissing Gate for Blue Bridge <p>After a long discussion it was agreed to submit 3 applications into the CIF Fund.</p> <p>First application to install 2 Notice Boards for Linford Wood, 1 near the entrance to the woods (pending Park Trust approval) and one near the underpass between Stantonbury and Linford Wood (pending Milton Keynes Council approval).</p> <p>Second Application is to enquire to install kissing gate in Blue Bridge (pending Milton Keynes Council approval).</p> <p>Third barrier for Community Hub and infill with hedges (Pending Milton Keynes Council approval).</p> <p>Agreed 9 votes for 1 abstain</p>	 KF & RFO KF & RFO KF & RFO
38/22	<p>Planning Application Appeal No: 22/00566/FUL– See backing Paper Proposal: The erection of a new front porch. Two storey side extension including the widening of the existing garage. Single storey side/ rear extension with roof lights and bi-fold doors. New windows to side elevation at: 19 Redbridge Stantonbury Milton Keynes MK14 6BD</p> <p>a) Council to vote if they wish to object to the planning application. Chair asked councillors what they wish to do, there is a concern with the new planning laws you only have certain criteria you can object with, it was agreed 7 votes for to submit an objection, 3 abstained</p>	JH

b)	<p>Council to vote if they wish to make comment and volunteers to put objection letter together. Office staff to look at previous objections and report back to planning group.</p> <p>Council has also requested we update our website with planning application and highlight it on our E-newsletter.</p>	<p>JH</p> <p>JH</p>
39/22 a)	<p>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). Agreed 10 votes for.</p>	
	b)	
40/22	<p>Confidential - Part 2 Consideration of matters related to the following items:</p> <p>a) To approve and sign the confidential minutes from the Main meeting held on 18th May 2022. b) Legal Matters c) Council to Retrospectively agree fixed fee for EMW for legal assistance – See backing papers d) Update from MK Council e) To discuss ICO communication received f) Update on Temporary Acting Proper Officer position</p> <p>All minutes from the confidential part 2 of the meeting are documented and held separately.</p>	

Rangers Report June 2022

Tip runs

1980kg this is a mix from skip amnesty, dumped rubbish from the allotment, grass cutting from the Community Hub and from Pathway clearing.

Pathway clearing

Below are just a few of the pathways that have been cleared this month.

Jennings and Goring Stantonbury





Constantine Way Bluebridge



Sipton Hill Bradville

Wallingford Bradville



Abbey Way Bradville



Skip Amnesty

The skip amnesty in Stantonbury went well. Six skips filled across the three weeks and 440kg of waste was taken to the tip. Serco were also helping with their large, caged van. They done numerus tip runs as they were collecting the larger items.

Fly tipping

This is still a problem throughout the Parish even in parts of the Parish that have had a skip amnesty on.

Street signs

All street signs throughout the Parish have been cleaned. Any that are faded or broken have been reported to MKC.

Allotment

Allotment inspections have taken place with letters sent.

The following points were raised at the allotment meeting

- Water trough have been looked at and where necessary the ballcock has been adjusted. All the troughs are at the lowest fill level.
- All plots are numbered.

David Outram

Parish Ranger Supervisor

June 2022 Update

Cameras currently deployed:

- Soskin Drive car park, Stantonbury
- Nightingale Crescent, Bradville
- Fairfax, Bradville

Nightingale Crescent:

- This camera has been deployed due to ongoing environmental issues within the area.
- We have reviewed footage and identified three separate incidents of littering from separate vehicles. We have supplied an evidence pack for both offences to Milton Keynes Council Environmental team.
- We have reviewed footage and identified a vehicle parked up within a parking bay for a long period of time, during this time litter is dropped into the road. We have supplied an evidence pack for this.

Fairfax:

- This camera has been deployed due to ongoing environmental issues within the area.
- We have identified one vehicle littering when parked up within this location, we have supplied an evidence pack for both offences to Milton Keynes Council Environmental team.
- We have identified one vehicle littering out of the driver's window and into the road when driving past the camera, we have supplied an evidence pack for both offences to Milton Keynes Council Environmental team.
- The littering offences currently do not appear to be school related traffic.
- We are continuing to monitor this camera daily.

Soskin Drive car park:

- This camera is in place due to reports of littering, regular gatherings, and drug activity.
- Throughout the month of June this camera has been quiet.
- We are continuing to monitor this camera daily.

Added Value Information

Ormonde Garages:

- While surveying this area we have identified two fly tips including letters and packages with names and addresses, we have supplied images of this along with an evidence pack for both offences to Milton Keynes Council Environmental team.

July Report

Office Report – Produced by Proper Officer.

TSID Update

We have received confirmation we can mount TSID on Milton Keynes Council lamp posts.

Currently TSID is being serviced and repaired and will be back very soon, if you are aware of any speeding zones, please let me know.

Dog waste bins

Milton Keynes Council have sent correspondence to confirm any future dog waste bins to be installed on their land must get permission from MKC prior to installing them.

Name changed

To verify all our policies now quote Community Hub.

Payments Made

Stantonbury Parish Council

For the period 1 June 2022 to 30 June 2022

Date	Description	Reference		Amount
01 Jun 2022	Balloons & More Ltd	Jubilee	£	12.16
01 Jun 2022	Costco	Jubilee	£	60.00
01 Jun 2022	DVLA DD	BN15 YJX Road Tax 2022	£	290.00
01 Jun 2022	Milton Keynes Council	Business Rates	£	836.00
02 Jun 2022	ASDA	Jubilee	£	3.40
02 Jun 2022	COOP	GP Sundries	£	4.60
02 Jun 2022	Partyrama	Jubilee	£	10.56
02 Jun 2022	Aldi	Jubilee	£	36.14
02 Jun 2022	Costco	Jubilee Refreshments	£	64.83
06 Jun 2022	Soldo DD	Bank Charges	£	12.60
06 Jun 2022	BrightHR DD	HR Services	£	99.62
06 Jun 2022	Milton Keynes Council	Business Rates	£	177.00
08 Jun 2022	Travis Perkins	Ranger Sundries	£	23.14
08 Jun 2022	O2 DD	Ranger Mobiles	£	27.53
08 Jun 2022	Xero (UK) Ltd	IT Software	£	49.20
08 Jun 2022	Ebay	Litter Picking Equipment	£	161.80
09 Jun 2022	ASDA	GP Sundries	£	1.36
14 Jun 2022	B&Q	Rubbish Amnesty	£	13.47
14 Jun 2022	fuelGenie DD	Vehicle Expenses	£	245.32
16 Jun 2022	Post Office	Postage	£	10.60
17 Jun 2022	Royal Mail	Postage	£	2.05
17 Jun 2022	Trade UK	Ranger Sundries	£	10.09
17 Jun 2022	Trade UK	Ranger Sundries	£	12.00
17 Jun 2022	Amazon	Stationery	£	12.89
17 Jun 2022	Amazon	Stationery	£	13.22
17 Jun 2022	Amazon	Jubilee	£	15.99
17 Jun 2022	Trade UK	Ranger Sundries	£	26.60
17 Jun 2022	Cllr Expenses	Stationery	£	35.00
17 Jun 2022	Trade UK	Ranger Sundries	£	37.00
17 Jun 2022	Buckinghamshire & Milton Keynes Association of Local Councils	Cllr Training	£	40.00
17 Jun 2022	Amazon	Jubilee Crafts	£	57.10
17 Jun 2022	Viking	Stationery	£	82.99
17 Jun 2022	Viking	Stationery	£	85.72
17 Jun 2022	Amazon	Stationery	£	85.97
17 Jun 2022	Viking	Office Equipment	£	95.99
17 Jun 2022	Amazon	Parish Equipment	£	117.00
17 Jun 2022	Amazon	Parish Equipment - litter picking	£	149.90

17 Jun 2022	Skyline Taxis	Councillor Travel Expenses	£	161.17
17 Jun 2022	Viking	Parish Equipment	£	175.46
17 Jun 2022	Mark Foster Plumbing Services	Kingsfold Maintenance	£	185.00
17 Jun 2022	Prosheen	Cleaning Services	£	252.00
17 Jun 2022	Churches Fire	Fire & Security Services	£	320.25
17 Jun 2022	Viking	Office Equipment	£	344.40
17 Jun 2022	Trade UK	Parish Equipment	£	349.99
17 Jun 2022	Trade UK	Parish Equipment	£	359.48
17 Jun 2022	Churches Fire	SI22-005392	£	384.30
17 Jun 2022	CN Davies	Audit Fees	£	500.00
17 Jun 2022	Helen B. Davison	Newsletter	£	560.00
17 Jun 2022	S2D LEAFLETS LTD	Newsletter	£	653.00
17 Jun 2022	D&L Environmental	Enforcement Services	£	825.00
17 Jun 2022	Marcus Young	Waste Collection Services	£	1,094.40
17 Jun 2022	Bob Adams	Community Projects	£	1,250.00
17 Jun 2022	S2D LEAFLETS LTD	Newsletter	£	2,409.60
17 Jun 2022	HMRC	Payroll	£	2,768.25
17 Jun 2022	Bucks LGPS Pension Scheme	Pension	£	4,366.25
20 Jun 2022	Virgin Media Business DD	Staff Mobiles	£	33.60
20 Jun 2022	Wave DD	10604604 Wylie	£	51.77
20 Jun 2022	Wave DD	10607363 Kingsfold	£	55.08
21 Jun 2022	Total Energies DD	267631083/22	£	71.84
23 Jun 2022	COOP	GP Sundries	£	4.00
24 Jun 2022	Councillor Allowances	Payroll	£	657.40
24 Jun 2022	Staff Salaries	Payroll	£	10,395.56
27 Jun 2022	ARGOS LTD	Parish Equipment	£	32.00
27 Jun 2022	Defib Warehouse	Defib Acc Pack S106	£	143.86
28 Jun 2022	MKM Agriculture Ltd	Ranger Sundries	£	18.82
29 Jun 2022	Aldi	GP Sundries	£	1.35
30 Jun 2022	Smith Recycling (MK) Limited	Rubbish Amnesty	£	312.00
30 Jun 2022	Mirus DD	Printing Services	£	328.67
Total			£	32,083.34

Signed: Date:.....

Chair - Stantonbury Parish Council

Signed: Date:.....

Payments Due Over £1000
Stantonbury Parish Council
July 2022

Payables	Description	Amount
Milton Keynes CAB	CAB Services	£ 1,125.00
Dyno Rod	CH Building Maintenance	£ 1,668.00
EMW Law	Legal Fees	£ 4,800.00
Crimewave Limited	CCTV Services	£ 7,236.00
The Community Heartbeat Trust (Solutions)*	S106 Defibs	£ 8,478.00
Total Payables		£ 23,307.00

*Payment made 14/07/22 to secure delivery date required

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Stantonbury Parish Council - Bank Summary

Bank Summary Stantonbury Parish Council From 1 June 2022 to 30 June 2022

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	200,025.58	0.00	0.00	200,025.58
Charity Bank	120,766.94	128.15	0.00	120,895.09
Co-operative Bank Current	235,171.74	7,755.69	31,784.91	211,142.52
Nationwide Savings	135,767.02	16.74	0.00	135,783.76
Petty Cash	122.70	73.00	60.00	135.70
Santander Current	1,562.66	0.00	0.00	1,562.66
Santander Savings	122,561.07	42.68	0.00	122,603.75
Soldo Prepaid Debit Cards	964.53	0.00	238.43	726.10
Unity Trust Bank - Instant Access Account	85,051.35	73.40	0.00	85,124.75
Total	901,993.59	8,089.66	32,083.34	877,999.91

This report includes transfers between bank accounts. The dashboard 'Total cash in and out' graph excludes bank transfers.

Qtrly Income & Expenditure

Stantonbury Parish Council

For the 3 months ended 30 June 2022

Account	Apr-Jun 2022	Jan-Mar 2022	Oct-Dec 2021	Jul-Sep 2021	Apr-Jun 2021
Income					
Precept	£ 221,004.26	£ -	£ -	£ 197,209.76	£ 197,209.77
Income BH One-off Events	£ 2,515.00	£ -	£ -	£ -	£ -
Total Income	£ 223,519.26	£ -	£ -	£ 197,209.76	£ 197,209.77
Other Income					
Allotment Revenue	£ 14.73	£ 3.75	£ 2,050.13	£ 30.54	£ 17.09
Income Community Projects	£ 7,639.40	£ -	£ 275.00	£ -	£ -
Interest Income	£ 379.11	£ 184.29	£ 129.22	£ 129.65	£ 139.83
Other Income	£ 138.00	£ 5,115.00	£ 524.00	£ 1,283.00	£ -
Council Tax Grant Income	£ 4,850.00	£ -	£ -	£ 4,850.50	£ 4,850.50
Total Other Income	£ 13,021.24	£ 5,303.04	£ 2,978.35	£ 6,293.69	£ 5,007.42
Total Income	£ 236,540.50	£ 5,303.04	£ 2,978.35	£ 203,503.45	£ 202,217.19

Expenditure

4210 Landscape Maintenance	£			£	21.07	£	-	£	-	£	-	£	-
4230 Parish Equipment	£	921.17	£	-		£	-	£	-	£	-	£	37.50
4235 Parish Fixtures	£	119.88	£	-	120.00	£	-	£	-	£	-	£	384.24
4240 Dog Waste Bin Emptying	£	2,423.20	£	2,301.00	2,301.00	£	2,404.67	£	-	£	-	£	2,400.00
4250 Enforcement Services	£	2,268.75	£	2,013.00	2,013.00	£	1,930.50	£	-	£	-	£	1,402.50
4120 Allotment Maintenance	£	-	£	-	160.00	£	155.00	£	-	£	-	£	364.31
4130 Allotment Utilities	£	93.13	£	-	308.09	£	-	£	-	£	-	£	10.00
4835 Devolved Services Reserves	£	-	£	-	2,494.97	£	420.00	£	-	£	-	£	-
4750 Rangers Vehicle Expenses	£	2,198.98	£	1,071.72	1,984.72	£	243.31	£	-	£	-	£	610.82
4270 Rangers Uniform	£	-	£	765.88	-	£	-	£	-	£	-	£	67.55
4280 Rangers Sundries	£	294.25	£	1,026.78	195.23	£	126.24	£	-	£	-	£	88.34
4630 Wylie Maintenance	£	-	£	60.00	-	£	-	£	-	£	-	£	-
4740 Wylie Utilities	£	772.76	£	77.02	455.72	£	19.98	£	-	£	-	£	-
4635 Wylie Security and Fire Safety	£	-	£	737.70	180.27	£	639.24	£	-	£	-	£	357.49
4745 Wylie Rates	£	-	£	1,771.45	-	£	148.77	£	-	£	-	£	-
4601 Kingsfold Refurbishment Development	£	460.00	£	-	-	£	-	£	-	£	-	£	-
4620 Kingsfold Maintenance	£	270.22	£	1,589.57	1,246.78	£	-	£	-	£	-	£	70.00
4610 Parish Office Cleaning Services	£	869.26	£	785.26	821.26	£	461.80	£	-	£	-	£	126.45
4730 Kingsfold Rates	£	-	£	8,358.25	-	£	-	£	-	£	-	£	-
4735 Kingsfold Utilities	£	805.15	£	1,399.08	909.66	£	307.46	£	-	£	-	£	672.12
4625 Kingsfold Security and Fire Safety	£	740.49	£	348.90	246.27	£	393.39	£	-	£	-	£	486.27
4530 Printing	£	721.03	£	498.15	415.82	£	413.33	£	-	£	-	£	283.89
4760 Stationery	£	621.66	£	147.32	397.89	£	858.23	£	-	£	-	£	403.02
4765 Postage	£	20.86	£	121.14	37.68	£	31.17	£	-	£	-	£	46.03
4520 IT, Telephone, PC, Printing, Website & Software Services	£	674.89	£	6,355.63	4,189.40	£	3,123.32	£	-	£	-	£	1,962.88
4535 Office Equipment	£	838.27	£	-	135.00	£	-	£	-	£	-	£	-
4525 Computer Equipment	£	175.80	£	1,007.37	1,033.90	£	7,086.20	£	-	£	-	£	152.00
4540 Website Services	£	-	£	-	-	£	104.90	£	-	£	-	£	240.88
4850 Covid Related Expense Reserves	£	-	£	-	-	£	199.00	£	-	£	-	£	50.00
4390 Newsletter	£	2,508.00	£	2,065.53	-	£	2,649.93	£	-	£	-	£	513.53
4550 CAB Citizens Advice Bureau	£	1,125.00	£	1,350.00	562.50	£	-	£	-	£	-	£	-
4310 Community Projects Grants & Donations	£	1,250.00	£	1,000.00	-	£	-	£	-	£	-	£	-
4370 Community Projects - CCTV Crimewave	£	6,030.00	£	5,850.00	5,850.00	£	-	£	-	£	-	£	-
4360 Community Project Events - PITP/BH Reopening	£	177.60	£	-	-	£	1,443.48	£	-	£	-	£	613.76
4330 Community Projects Over 65's Hospitality & Hampers	£	-	£	-	113.40	£	-	£	-	£	-	£	-
4340 Community Projects Summer Events	£	-	£	-	-	£	-	£	-	£	-	£	-
4350 Community Projects New	£	-	£	4,501.70	-	£	3,654.78	£	-	£	-	£	-
4335 Community Projects Coach Trips Xmas Market	£	-	£	-	540.00	£	-	£	-	£	-	£	-

4830 Project - Skatepark Reserves	£	-	£	-	£	4,000.00	£	-	193.25
4840 Neighbourhood Plan Reserves	£	-	£	-	£	-	£	-	8,673.00
4820 From Specific Reserves	£	5,254.00	£	-	£	8,421.51	£	-	5,191.14
4825 Wylie Dev Reserves	£	-	£	-	£	-	£	-	233.70
4480 Staff Training	£	80.00	£	890.00	£	537.00	£	605.00	93.86
4446 Councillor Travel & Subsistence	£	258.71	£	537.07	£	408.70	£	321.59	-
4410 Staff Recruitment	£	-	£	46.00	£	-	£	199.00	-
4415 HR Services	£	260.22	£	260.22	£	260.22	£	260.22	256.50
4420 Salaries	£	42,723.79	£	32,764.17	£	31,209.88	£	30,038.84	31,354.80
4421 National Insurance Employers	£	-	£	2,760.16	£	897.10	£	2,409.15	-
4431 Pensions Costs	£	10,056.50	£	8,223.87	£	7,833.73	£	7,539.81	7,870.14
4485 Councillor Training	£	70.00	£	581.00	£	328.00	£	140.00	182.00
4445 Councillor Allowances	£	2,082.50	£	2,250.00	£	1,875.00	£	2,125.00	1,562.50
4790 Legal and Professional fees	£	4,868.00	£	4,000.00	£	1,790.00	£	4,660.00	-
4710 Parish Insurance	£	3,062.61	£	68.00	£	-	£	-	2,603.43
4795 Audit Fees	£	500.00	£	500.00	£	1,000.00	£	-	500.00
4705 Bank Charges	£	34.35	£	41.59	£	14.70	£	31.79	38.00
4720 Subscriptions and memberships	£	1,612.52	£	141.90	£	482.00	£	25.00	1,597.27
4590 General Purpose Sundries	£	183.10	£	360.55	£	215.63	£	131.82	156.14
4560 Hospitality	£	136.59	£	204.76	£	14.50	£	28.71	207.10
4388 CH Cleaning	£	135.00	£	-	£	-	£	-	-
4384 CH Printing/Stationery/Marketing	£	60.00	£	-	£	-	£	-	-
4361 CH Jubilee	£	1,034.23	£	-	£	-	£	-	-
4450 Staff Travel & Subsistence	£	4.50	£	-	£	-	£	-	-
4385 CH Utilities	£	1,558.43	£	-	£	-	£	-	-
4380 CH Building Maintenance	£	315.00	£	-	£	-	£	-	-
4371 Community Projects - Rubbish Amnesty / Skips	£	1,999.23	£	-	£	-	£	-	-
Total Expenditure	£	102,129.19	£	98,677.70	£	86,102.67	£	75,308.22	72,056.41
Contribution to/(from) Reserves	£	134,411.31	-£	93,374.66	-£	117,400.78	£	72,329.87	130,160.78

Budget Variance
Stantonbury Parish Council
For the period ending 14 July 2022

Income	YTD Actual	2022/23 Budget	Var GBP	Var %
Income BH Community Cafe	£ -	£ 10,008.00	-£ 10,008.00	-100%
Income BH One-off Events	£ 2,515.00	£ 6,276.00	-£ 3,761.00	-60%
Income BH Regular Hall Bookings	£ -	£ 12,000.00	-£ 12,000.00	-100%
Precept	£ 221,004.26	£ 442,008.00	-£ 221,003.74	-50%
Allotment Revenue	£ 20.79	£ 2,700.00	-£ 2,679.21	-99%
Council Tax Grant Income	£ 4,850.00	£ 9,700.00	-£ 4,850.00	-50%
Income - Section 106	£ 7,710.00	£ -	£ 7,710.00	
Income Community Projects	£ 7,639.40	£ 2,244.00	£ 5,395.40	240%
Interest Income	£ 573.22	£ 204.00	£ 369.22	181%
Other Income	£ 138.00	£ 744.00	-£ 606.00	-81%
Total Other Income	£ 244,450.67	£ 485,884.00	-£ 241,433.33	-50%

Less Expenses	YTD Actual	2022/23 Budget	Var GBP	Var %
4120 Allotment Maintenance	£ 18.75	£ 1,020.00	-£ 1,001.25	-98%
4130 Allotment Utilities	£ 93.13	£ 540.00	-£ 446.87	-83%
4220 Playground Maintenance	£ -	£ 1,020.00	-£ 1,020.00	-100%
4225 Match Funding Projects	£ -	£ 10,020.00	-£ 10,020.00	-100%
4230 Parish Equipment	£ 7,911.17	£ 1,500.00	£ 6,411.17	427%
4235 Parish Fixtures	£ 119.88	£ 2,520.00	-£ 2,400.12	-95%
4240 Dog Waste Bin Emptying	£ 3,245.60	£ 11,040.00	-£ 7,794.40	-71%
4250 Enforcement Services	£ 2,763.75	£ 9,300.00	-£ 6,536.25	-70%
4260 Motor Vehicles	£ -	£ 3,000.00	-£ 3,000.00	-100%
4270 Rangers Uniform	£ 100.00	£ 996.00	-£ 896.00	-90%
4280 Rangers Sundries	£ 311.49	£ 1,020.00	-£ 708.51	-69%
4310 Community Projects Grants & Donations	£ 1,250.00	£ 6,000.00	-£ 4,750.00	-79%
4330 Community Projects Over 65's Hospitality & Hampers	£ -	£ 1,500.00	-£ 1,500.00	-100%
4335 Community Projects Coach Trips Xmas Market	£ -	£ 1,500.00	-£ 1,500.00	-100%
4337 Community Projects Coach Trips Seaside	£ -	£ 3,000.00	-£ 3,000.00	-100%
4340 Community Projects Summer Events	£ -	£ 9,000.00	-£ 9,000.00	-100%
4360 Community Project Events - PITP/BH Reopening	£ 177.60	£ 4,992.00	-£ 4,814.40	-96%
4361 CH Jubilee	£ 1,034.23	£ -	£ 1,034.23	
4365 Community Projects - Other	£ -	£ 4,992.00	-£ 4,992.00	-100%
4370 Community Projects - CCTV Crimewave	£ 6,030.00	£ 24,960.00	-£ 18,930.00	-76%
4371 Community Projects - Rubbish Amnesty / Skips	£ 1,999.23	£ 12,000.00	-£ 10,000.77	-83%
4380 CH Building Maintenance	£ 1,969.50	£ 15,000.00	-£ 13,030.50	-87%
4381 CH Hall/Cafe Equipment	£ -	£ 5,004.00	-£ 5,004.00	-100%
4382 CH Computer Equipment	£ -	£ 1,020.00	-£ 1,020.00	-100%
4383 CH IT/Tel Maintenance Services	£ -	£ 3,144.00	-£ 3,144.00	-100%
4384 CH Printing/Stationery/Marketing	£ 60.00	£ 1,092.00	-£ 1,032.00	-95%
4385 CH Utilities	£ 1,558.43	£ 3,492.00	-£ 1,933.57	-55%
4386 CH Business Rates	£ -	£ 4,992.00	-£ 4,992.00	-100%
4387 CH Insurances	£ -	£ 3,000.00	-£ 3,000.00	-100%
4388 CH Cleaning	£ 171.00	£ 1,656.00	-£ 1,485.00	-90%
4389 CH Security/Fire Services	£ -	£ 1,500.00	-£ 1,500.00	-100%
4390 Newsletter	£ 2,508.00	£ 9,000.00	-£ 6,492.00	-72%
4410 Staff Recruitment	£ -	£ 1,500.00	-£ 1,500.00	-100%
4415 HR Services	£ 260.22	£ 1,200.00	-£ 939.78	-78%
4420 Salaries	£ 42,723.79	£ 219,996.00	-£ 177,272.21	-81%
4421 National Insurance Employers	£ -	£ 14,004.00	-£ 14,004.00	-100%
4431 Pensions Costs	£ 10,056.50	£ 57,000.00	-£ 46,943.50	-82%
4445 Councillor Allowances	£ 2,082.50	£ 11,004.00	-£ 8,921.50	-81%
4446 Councillor Travel & Subsistence	£ 258.71	£ 1,248.00	-£ 989.29	-79%
4450 Staff Travel & Subsistence	£ 4.50	£ 744.00	-£ 739.50	-99%
4480 Staff Training	£ 80.00	£ 3,600.00	-£ 3,520.00	-98%
4485 Councillor Training	£ 70.00	£ 1,500.00	-£ 1,430.00	-95%

4520 IT, Telephone, PC, Printing, Website & Software Services	£ 715.89	£ 24,720.00	-£ 24,004.11	-97%
4525 Computer Equipment	£ 175.80	£ 8,040.00	-£ 7,864.20	-98%
4530 Printing	£ 721.03	£ -	£ 721.03	
4535 Office Equipment	£ 838.27	£ 1,800.00	-£ 961.73	-53%
4550 CAB Citizens Advice Bureau	£ 1,125.00	£ 6,000.00	-£ 4,875.00	-81%
4560 Hospitality	£ 136.59	£ 1,500.00	-£ 1,363.41	-91%
4590 General Purpose Sundries	£ 260.40	£ 1,500.00	-£ 1,239.60	-83%
4601 Kingsfold Refurbishment Development	£ 460.00	£ 4,992.00	-£ 4,532.00	-91%
4610 Parish Office Cleaning Services	£ 1,169.26	£ 3,744.00	-£ 2,574.74	-69%
4620 Kingsfold Maintenance	-£ 270.22	£ 3,000.00	-£ 3,270.22	-109%
4625 Kingsfold Security and Fire Safety	£ 740.49	£ 2,508.00	-£ 1,767.51	-70%
4630 Wylie Maintenance	£ -	£ 1,020.00	-£ 1,020.00	-100%
4635 Wylie Security and Fire Safety	£ -	£ 1,020.00	-£ 1,020.00	-100%
4705 Bank Charges	£ 34.35	£ 480.00	-£ 445.65	-93%
4710 Parish Insurance	£ 3,062.61	£ 3,000.00	£ 62.61	2%
4720 Subscriptions and memberships	£ 1,612.52	£ 2,760.00	-£ 1,147.48	-42%
4730 Kingsfold Rates	£ -	£ 9,000.00	-£ 9,000.00	-100%
4735 Kingsfold Utilities	£ 805.15	£ 3,600.00	-£ 2,794.85	-78%
4740 Wylie Utilities	£ 772.76	£ 1,800.00	-£ 1,027.24	-57%
4745 Wylie Rates	£ -	£ 1,992.00	-£ 1,992.00	-100%
4750 Rangers Vehicle Expenses	£ 2,285.96	£ 4,500.00	-£ 2,214.04	-49%
4760 Stationery	£ 732.88	£ 2,400.00	-£ 1,667.12	-69%
4765 Postage	£ 25.56	£ 480.00	-£ 454.44	-95%
4770 Planning Services	£ -	£ 8,004.00	-£ 8,004.00	-100%
4790 Legal and Professional fees	£ 4,868.00	£ 10,008.00	-£ 5,140.00	-51%
4795 Audit Fees	£ 500.00	£ 2,400.00	-£ 1,900.00	-79%
4820 From Specific Reserves	£ 5,254.00	£ -	£ 5,254.00	
Total Expenses	£ 112,884.28	£ 580,884.00	-£ 467,999.72	-81%

Account Transactions

Stantonbury Parish Council

For the period 1 April 2022 to 30 June 2022

Date	Description	Credit (GBP)
14 Apr 2022	Bank Transfer from Co-operative Bank Current to Soldo Prepaid Debit Cards	£ 500.00
14 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
19 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
20 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
21 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
22 Apr 2022	D&L Environmental	£ 825.00
22 Apr 2022	Marcus Young	£ 907.20
22 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
25 Apr 2022	Bucks LGPS Pension Scheme	£ 4,131.47
25 Apr 2022	Milton Keynes CAB	£ 1,350.00
25 Apr 2022	Milton Keynes Council	£ 834.25
25 Apr 2022	HMRC	£ 2,835.34
25 Apr 2022	Crimewave Limited	£ 7,020.00
26 Apr 2022	Payroll	£ 10,398.78
27 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
28 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
29 Apr 2022	Bank Transfer from Co-operative Bank Current to PSDF - 0143380001PC	£ 25,000.00
03 May 2022	Milton Keynes Council	£ 836.00
13 May 2022	Glyn Hopkin Ltd	£ 1,234.03
22 May 2022	Bank Transfer from Co-operative Bank Current to Soldo Prepaid Debit Cards	£ 500.00
23 May 2022	BHIB Insurance	£ 3,062.61
23 May 2022	MK Surveys	£ 840.00
23 May 2022	Buckinghamshire & Milton Keynes Association of Local Councils	£ 1,577.52
23 May 2022	Marcus Young	£ 906.24
23 May 2022	Roman Park Management Limited	£ 1,000.00
23 May 2022	HMRC	£ 3,161.67
23 May 2022	Bucks LGPS Pension Scheme	£ 4,075.86
23 May 2022	D&L Environmental	£ 618.75
25 May 2022	Total Energies DD	£ 618.23
26 May 2022	Payroll	£ 10,948.91
27 May 2022	Smith Recycling (MK) Limited	£ 1,360.00
27 May 2022	British Gas	£ 684.87
27 May 2022	British Gas	£ 1,369.26
27 May 2022	Smith Recycling (MK) Limited	£ 680.00
27 May 2022	Smith Recycling (MK) Limited	£ 1,360.00
01 Jun 2022	Milton Keynes Council	£ 836.00
17 Jun 2022	Marcus Young	£ 1,094.40
17 Jun 2022	Helen B. Davison	£ 560.00
17 Jun 2022	Bob Adams	£ 1,250.00
17 Jun 2022	D&L Environmental	£ 825.00
17 Jun 2022	S2D LEAFLETS LTD	£ 653.00
17 Jun 2022	CN Davies	£ 500.00
17 Jun 2022	Bucks LGPS Pension Scheme	£ 4,366.25
17 Jun 2022	HMRC	£ 2,768.25
17 Jun 2022	S2D LEAFLETS LTD	£ 2,409.60
24 Jun 2022	Payroll	£ 10,395.56
Total		£ 289,294.05

The Community Heartbeat Trust (Solutions) Ltd
PO Box 168

Haverhill

Suffolk

CB9 1AX

Tel : 0330 1243067

Email : office@communityheartbeat.org.uk

VAT No 187 5510 82



The Community HeartBeat Trust

Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
Buckinghamshire
MK13 7DX

Invoice No	13130
Invoice Date	11/07/2022
Order No	0087
Account Ref	STA039

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
3.00	cPAD View Semi Auto Defib+ Stainless Steel Sentry Cabinet Heated, Locked External Cabinet	1,790.00	5,370.00	20.00	1,074.00
4.00	Annual Support Cost Year 1-4 (min 4 years) 01/08/2022 - 01/08/2023 Node 7696 Bancroft	135.00	540.00	20.00	108.00
4.00	Annual Support Cost Year 1-4 (min 4 years) 01/08/2022 - 01/08/2023 Node 7697 Wood End	135.00	540.00	20.00	108.00
4.00	Annual Support Cost Year 1-4 (min 4 years) 01/08/2022 - 01/08/2023 Node 7698 Community Hub	135.00	540.00	20.00	108.00

Deliver To :

Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
Buckinghamshire
MK13 7DX

Bank Details

Barclays Bank plc
Melton Mowbray
Sort Code: 20-52-69
Account No: 23750442

Total Net Amount	£	6,990.00
Carriage	£	75.00
Total Tax	£	1,413.00
Invoice Total	£	8,478.00

Donna Moore

From: Sarah Espey
Sent: 12 July 2022 13:32
To: Cllr Ann Ronaldson
Cc: Cllr Linda Morgan; Donna Moore
Subject: FW: SALES INVOICE 13130 Stantonbury Parish Council
Attachments: SALES INVOICE 13130 Stantonbury Parish Council.pdf

Hi Ann

I need to make a bank payment tomorrow (have set them up on the bank, just waiting for the cooling off period to expire) for the defibs of £8478.00 so we can ensure we receive them in time to be installed during the school holidays. Donna will ensure the payment is noted to council at the main meeting next Wednesday.

I will also take the opportunity to make some smaller payments that are due while logged onto the bank.

I'll WhatsApp you when its ready to be approved. Thanks

Kind regards

Sarah

Sarah Espey MAAT
Responsible Financial Officer
Stantonbury Parish Council

Tel: 01908 227201
Mobile: 07305 076471

Please note my regular working days are Tuesday – Thursday (5hrs per day)

From: office@communityheartbeat.org.uk <office@communityheartbeat.org.uk>
Sent: 11 July 2022 12:31
To: Finance <Finance@stantonburyparishcouncil.org.uk>
Cc: office@communityheartbeat.org.uk; Info - Stantonbury Parish Council <info@stantonburyparishcouncil.org.uk>
Subject: SALES INVOICE 13130 Stantonbury Parish Council

Dear Sarah

I hope you are well and please find attached your invoice totalling £8478.00

If we could ask you to advise if you have any additional reporters for the weekly checks please do send their full name, tel no and email address so that we can add them to the system.

Please pay the total of the sum detailed on the attachment by bank transfer or post as the details below. We will ship within 3-4 weeks of receipt of the payment.

Barclay Bank plc
Melton Mowbray
Account Name: The Community Heartbeat Trust Solutions

Sort Code: 20-52-69
Account No: 23750442

Cheques payable to The Community Heartbeat Trust Solutions
Postal Address
The Community Heartbeat Trust
PO Box 168
Haverhill
Suffolk
CB9 1AX.

Thank you for your order and I look forward to hearing from you.

Best regards



Vickie Joskow

Office Manager / **The Community Heartbeat Trust Charity**

A: PO Box 168, Haverhill, Suffolk, CB9 1AX

P: 0330 124 3067

E: office@communityheartbeat.org.uk **W:** www.communityheartbeat.org.uk



NOW THE LEADING COMMUNITY DEFIBRILLATOR ORGANISATION

[Coronavirus Guidance for Community Defibrillators and Volunteers](#)



[Working In Partnership with BCF](#) | [Club Cricket Charity](#) | [National Defibrillator Database](#) | [More](#)

Donate to help us to keep supporting 6000+ community defibrillator sites...

[Donate](#)

[GDPR Compliance Statement](#)

Date 6/4/22

Pay STANTONBURY PARISH COUNCIL

£ 508.35

FIVE HUNDRED EIGHT POUNDS

35 PENCE

RESIDENTS ASSOCIATION FOR STANTONBURY

Lloyds TSB Bank plc
22 04 13

Cheque No.

Sort Code

Account No.

Trans. Code

000036 30 1553 60576768 02

his letter
or write to us at:

725555

/ bbsc

y 2022

Dear [REDACTED]

We are pleased to confirm the following details, as at 26th January 2022.

Date	Sort Code	Account Number	Balance
26th January 2022	301553	60576768	£508.35 Credit

If we can help you with anything else, please get in touch.

Yours sincerely

[Signature]

Manager



M32C1Q092FL

D32C1Q087CM

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PKAQ1VK1100000

Milton Keynes (301553) Branch
Lloyds TSB Bank plc, PO Box 1000 BX1 1LT

Date 6/4/22.

this letter
or write to us at:

www.lloydsbank.com

Pay STANTONBURY	PARISH COUNCIL
SEVEN THOUSANDS ONE HUNDRED THIRTY	A/C Payee
SIX POUNDS	05 PENCE

£7131.05.

RESIDENTS ASSOCIATION FOR
STANTONBURY

0725555

/ bbsc

ry 2022

Lloyds TSB Bank plc
20 01 11

Authorised Signatory

Authorised Signatory

Cheque No.

Sort Code

Account No.

Trans. Code

⑈000100⑈ 30⑈1553⑈ 01921202⑈02



Dear [Redacted]

We are pleased to confirm the following details, as at 26th January 2022.

Date	Sort Code	Account Number	Balance
26th January 2022	301553	01921202	£7131.05 Credit

If we can help you with anything else, please get in touch.

Yours sincerely

Manager

PKAQ1VK1100000

M32C1Q092FK

D32C1Q087CL

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PLEASE CONTACT US IF YOU'D LIKE THIS LETTER IN BRAILLE, LARGE PRINT OR ON AUDIO.

If you have a hearing or speech impairment and would prefer to use Textphone, please feel free to contact us on 0345 300 2281 (or 01733 347500 for International customers) or via Text Relay.

www.lloydsbank.com

Calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

Lloyds Bank plc Registered Office: 25 Gresham Street, London, EC2V 7HN. Registered in England and Wales no 2065. Telephone: 020 7626 1500.

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278.

We adhere to the Standards of Lending Practice which are monitored and enforced by the LSB: www.lendingstandardsboard.org.uk

Eligible deposits with us are protected by the Financial Services Compensation Scheme. We are covered by the Financial Ombudsman Service.

Ashfield Village Green Enquiry Update – 13.6.22
See backing Papers

Following the Main Meeting of 18th May 2022 (Item 11/22) where it was agreed to apply for village green status for the strip of land in Ashfield, Stantonbury. On contacting MK Council's Rights of Way Officer, he explained that SPC had the following 3 options:

Option 1-Claim the slip of land as a village green

Claim the unregistered (slip of) land as a village green in its own right. This will take several months and will not be successful as we need evidence (photo's etc.) going back 20 years the strip has been used as a village green in its own right which we do not.

Option 2-Apply for a Right to Claim with HM Registry

If piece of land is not currently owned, contact HM Registry and apply for a Right to Claim. This is a very drawn-out process which can take several years to complete.

Option 3-Do nothing

Do nothing at all. (i.e., leave the land un-registered as it is currently).

The MK Council representative wanted to make it clear they were already in the process of making the land (excluding the strip) into a village green as is their right as the landowners. The finalization of this process is estimated to be the end of summer. The reason this was not done sooner was because it needed a 'trigger event' which in our case was the adoption of the Neighbourhood Plan.

K Fane
Senior Administrator
Stantonbury Parish Council
13.06.22



Proposed Village Green site on MKC land shown in area inside the boundary of the red line. Please note small slither that falls outside of the redline boundary.



Aerial photograph of site.

Environment & Waste

Landscape Services - Rights of Way

Reply to James Walsh

Call 01908 253906

E-mail james.walsh@milton-keynes.gov.uk



Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
MK13 7DX

29 April 2022

Dear Stantonbury Parish Clerk,

Village Green Registration at Ashfield Stantonbury

I write to you to provide an update on the proposed registration of the open green space off Ashfield in Stantonbury as a Village Green.

On 27 March 2018 a Delegated Decision was made to voluntarily register six Village Greens on MKC Council owned land. Of those six Village Greens, four have now been registered. Three were registered immediately in 2018, with the remainder requiring a relevant 'trigger' event. Land off Ashfield, Stantonbury is proposed to be registered but this required the trigger event of the adoption of the Stantonbury Neighbourhood Plan. As the relevant trigger event has now taken place MKC are now able to register this site as a Village Green. However, in the process of undertaking the necessary work to register this as a Village Green we have discovered an issue in that not all the land within the boundary plan of this site is council owned. There is a very thin slither that has always been privately owned by the developer, and that developer appears to now have dissolved. Such land sometimes reverts to the ownership of the Crown, but it currently appears unregistered. The slither appears to have been intended to reflect a footpath through the land, but the reality is the footpath has been built on a slightly different alignment. Please find plans that highlight this situation on the site overleaf. As this small section of land is not council owned, we are unable to voluntarily register it as a Village Green. However, the overriding majority of the site can be registered and so MKC intend to proceed to register the section of land we are able to. This is because the exclusion of this unregistered land will not be detrimental to the spirit in which the Delegated Decision was made which was to offer protection to the land.

The Parish Council, or someone else, may consider making an application to the Council as a registration authority to register the small area of unregistered land as a village green under the usual application process, if it considers that criteria for a village green registration is met. Please note that such an application would require the small slither of land to meet the criteria for village green status in its own right.

Given the context of the site, it is felt that this small slither of land remaining unregistered will have no impact on the overall location which will receive formal protection as a Village Green once registered.

I hope this update is helpful and should you have any queries, please do contact me.

Yours faithfully

James Walsh
Rights of Way Officer
Milton Keynes Council

Option A - Supplier to attend twice a year

Fire alarm maintenance and emergency lighting for all 3 depots
£1,024.00

Option B - Supplier to attend Wylie and Main office once a year and Community Hub twice a year

Fire alarm maintenance and emergency lighting for all 3 depots
£1,140.00

reduce to 885.00 after the first visit

Option C - Supplier to attend twice a year

Fire alarm maintenance and emergency lighting for all 3 depots
£905.00

(Commercial) Sensitive

Document No: PDCSPC290622



STANTONBURY
PARISH
COUNCIL

Pre-paid Debit Cards

Policy & Procedure

Signed:
Chair-Stantonbury Parish Council

Adoption Date:

Document History

Drafted by the RFO	January 2021
Agreed for Policy Adoption at the Main Meeting	03/02/2021
Reviewed by RFO and Finance Committee	29/06/22

2.7. Following a top-up of the prepaid debit card account, details of the card transactions will be reported to the next Parish Council meeting.

3. Card Security

3.1. The Parish Office card/s must normally be kept in the Parish Office in the locked Petty Cash Tin. If it is necessary to take the card from the Parish Office to make a purchase, the card must be signed out and returned as soon as possible after the purchase has been made.

3.2. The Rangers card will normally be kept securely in the Rangers Office, but it is accepted that it will usually need to be removed from that location to make Parish Council-related purchases.

All staff issued with debit cards must keep the card number and physical card secure. The cards should not be left unattended or given to any unauthorised person.

3.3. PIN numbers will be issued and must be kept confidential. Card holders must not allow unauthorised individuals to use the cards.

3.4. Lost and stolen cards must be reported to the card issuer immediately upon discovery that it is missing. The RFO must also be informed immediately and will, in turn, advise the Chair.

3.5. The RFO and in the absence of the RFO the Proper Officer will manage access to the on-line debit card account (capable of adding and removing users, blocking cards and reporting lost and stolen cards).

3.6. In the event of termination of a card holder's employment, the card holder must return any Council debit card in their possession to the RFO, and the card will be cancelled by the RFO immediately or the Proper Officer.

4. Misuse of a Prepaid Debit Card

4.1. If a cardholder misuses or fraudulently uses a prepaid debit card this may result in disciplinary action.

4.2. Failure to provide a receipt may result in the card holder being held liable to repay this sum.

POLICY AND PROCEDURE : Prepaid Debit Cards

PURPOSE: Stantonbury Parish Council authorises the use of prepaid debit cards by designated individuals for Council expenditure up to an agreed maximum balance.

1. Card Holders

1.1. Prepaid debit cards will be issued for the Parish Office (one for use by the Admin Staff) and for the Rangers (one for use by the two Rangers). No other individuals may use the cards.

1.2. The maximum recommended balance on the prepaid debit cards, agreed by the Parish Council, is currently £100 for the Parish Office card and £100 for the Rangers card.

2. Spending and Top-up Procedures

2.1. Prepaid debit cards can be used for approved Parish Council expenditure only and in conjunction with the employee's job role. They cannot be used for non-Parish Council or personal expenditure.

2.2. Cash withdrawals are only permitted with written authority from the RFO for instances such as topping up of petty cash.

2.3. Purchases on the prepaid debit cards must comply with the approval limits set below:

2.3.1. Parish Office card - purchases up to £100 can be made for items required for the Parish Office or to carry out their statutory duties. Expenditure over £100, or not relating to the Parish Office or statutory duty, must be approved by the RFO, Proper Officer, or appropriate Committee up to £5,000, before the purchase is made.

2.3.2. Rangers card – the Council gives approval for purchases of up to £100 for budgeted expenditure relating to the Parish Vehicles, Rangers equipment and materials only. Expenditure over £100, must be approved by the RFO, Proper Officer, or appropriate Committee up to £5,000, before the purchase is made.

2.4. Receipts or invoices must be kept for every debit card transaction for processing by the RFO. The card holders are responsible for obtaining and submitting receipts at the end of each week. All receipts must be uploaded on the SOLDO app by the card holder.

2.5. The RFO will check receipts against the prepaid debit card statements and will investigate any discrepancies.

2.6. Requests for top-ups to the prepaid debit cards, up to the agreed maximum levels, will be approved by the RFO and accompanied by the RFO's account reconciliation.



Document No: FCTOR290622



**FINANCE COMMITTEE
TERMS
OF
REFERENCE**

Signature:.....
The Chair of Finance Committee

Date:.....

Signature:.....
The Chair of Stantonbury Parish Council

Date:.....

Document History

Created by Chairman of Full Council	05/02/2021
Revised by Chairman and Vice Chairman	09/02/2021
Adopted at Main Meeting by Full Council	17/02/2021
Reviewed for recommendation by committee	30/07/2021
Reviewed and agreed by finance committee	29/06/2022
Reviewed and adopted at main meeting	20/07/2022

Finance Committee Terms of Reference

The Finance Committee is a standing committee of the Parish Council.

The Finance Committee will comprise 4 members.

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

The primary objectives of the committee are to:

- Assist the Parish Council and the Responsible Financial Officer in overseeing the proper financial management, financial risks, management strategy, internal and external audit, policy and treasury transactional matters.
- Take the role of Data Controller for finance under the General Data Protection Regulations.

To fulfil this objective the committee shall undertake the following roles:

1. To review annually and update the Financial Regulations and Standing Orders and ensure they are observed.
2. To review the annual budget prepared by the Responsible Financial Officer and make a recommendation to the Parish Council on the annual precept request.
3. To review annually and update the Financial Risk Assessment and make recommendations on any changes in policies or procedures to the Parish Council that have a financial impact.
4. To consider the need for any changes in policies or procedures as a result of recommendations made by the internal or external auditors.
5. To review annually the inventory of Parish Council land and assets.
6. To make recommendations to the Parish Council on the need to provide earmarked reserves.
7. To make recommendation for the procurement, sale, upgrade, or replacement of assets offered or belonging to the Parish Council.
8. To ensure the financial requirements of the Parish Council 4-year plan is complied with.

9. To review annually the insurance arrangements and ensure they are adequate.
10. To review the actual spend against budget and consider the need for any variations.
11. To review the Parish approved subcontractor list at least annually and make recommendations for additions, renewals or deletions.
12. For 1 member of the Finance Committee to be present at the opening of all Tenders, as well as the Proper Officer and 1 further Councillor from the Full Council.
13. To make recommendations with respect to the annual grants allocation and review a quarterly summary of grants issued.
14. An Internal Scrutineer will complete an inspection once a quarter.

Document No: CPTORo6072022



COMMUNITY PROJECTS COMMITTEE

TERMS OF REFERENCE

Signed:
The Chair of Community Projects Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created by Chairman of Community Projects Committee	21/08/2019
Reviewed at Community Projects Committee	04/09/2019
Reviewed at Management Committee	11/09/2019
Adopted and Signed Off at Main Meeting	06/11/2019
Reviewed by Chairman of Community Projects Committee	21/10/2020
Adopted and Signed off at Main Meeting	18/11/2020
New format applied to TOR	30/06/2022
Reviewed and signed at CPM	06/07/2022
Reviewed and signed at Main Meeting	20/07/2022

Community Projects Committee Terms of Reference

The Community Projects Committee is a standing committee of the Parish Council.

The Community Projects Committee will comprise of **all** members.

The quorum of the committee shall be 3 members.

The Community Projects Committee shall meet a minimum of 10 times in every year.

Purpose of the Committee Group:

1. To advise and make recommendations to the Parish Council on any matters affecting Community Projects.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the Committee's remit.
3. To exercise the powers delegated to the Committee on behalf of the Parish Council as below (4) and in 1 and 2 of Delegated Authority.
4. To request delegated powers to be approved by the Parish Council and if approved managed by the Community Projects Committee with the support of Parish staff.
5. To work with the Community to provide a well-managed and cost-effective service.

Delegated Authority:

1. **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the Committee and relationship with the Community but excluding final decisions on:-
 - The budget.
 - Agreeing what projects will be undertaken.
2. **To incur expenditure on behalf of the Parish Council:** On projects that have already been agreed by the Council up to the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations.

Membership:

This is a Committee of all Councillors, Staff and Co-opted members at the discretion of the Committee.

Working Parties: May be set up for specific time-related tasks as required.

Document No: ACTOR200622



Allotment Committee Terms of Reference

Signed:
The Chair of Allotment Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created by the Allotment Committee	01.05.2019
Created by Proper Officer	15.06.2022
Reviewed and Signed at Allotment Meeting	20.06.2022
Reviewed and Signed at Main Meeting	20.07.2022

Allotment Committee Terms of Reference

Membership:

Four Parish Councillors to be appointed annually at the Annual Council Meeting.

Chair:

The Chair is to be elected annually by the Allotment Committee at their first Meeting following the Annual Council Meeting.

Quorum:

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quoracy of the meeting was threatened.

Meetings: At least 3 meetings a year at the Parish Office on a weekday evening commencing at 7.00pm on dates to be agreed by the Committee.

1. Purpose of Committee:

1. To advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. To recommend to the Parish Council appropriate budget provisions for the current and coming financial years for items within the committee's remit.
3. To consider and make decisions on any matters affecting the allotments with the exception of items clearly excluded under section 2 a & b Delegated Authority.
4. To exercise the powers delegated to the committee on behalf of the Parish Council, as set out in section 2 below.
5. To work with the Allotment Tenants to provide a well-managed and cost effective service to allotment users, people on the waiting list and all residents of the Parish.
6. To carry out 6 inspections of the allotments in a 12 month period plus any ad-hoc that are needed by the appointed Parish Ranger.
7. To identify cases where tenancy agreements, policies or rules are not being observed and follow the Allotment Tenancy Agreement Terms and Conditions.
8. To review site inspection reports on a regular basis.

2. Delegated Authority:

a. **For decisions on behalf of the Parish Council:** Concerning the detailed operation and management of the allotments and relationship with individual tenants but excluding final decisions on:-

- Rents, deposits
- Major improvements to the site
- Changes to services effecting all tenants
- Allocation of plots
- Water charges, which are the specific responsibility of the tenants
- Situations where a dispute between the Committee and a tenant has not been resolved by the Committee the Councils Complaints policy is activated

b. **To incur expenditure on behalf of the Parish Council:** on items of a routine and repetitive nature where already provided within the agreed revenue budget and excluding any items incurring capital expenditure and in accordance with Financial Regulations. The RFO's Emergency Power for Expenditure may be utilised in emergency situations of a maintenance or health and safety nature.

4. Membership:

Councillors elected to the Committee must not have a declared interest in the allotments as this would debar them from voting.

Document No: HRTOR260522



Human Resources Committee Terms of Reference

Signed:
The Chair of HR Committee

Date:

Signed:
The Chair of Stantonbury Parish Council

Date:

Document History

Created by the Human Resources Chairman	01.05.2019
Reviewed and Revised by the Human Resources Chairman	12.06.2019
Reviewed and Agreed at the Management Meeting	10.07.2019
Adopted and Signed off at the Main Meeting	07.08.2019
Reviewed by the Human Resources Committee Chairman	20.10.2020
Adopted and Signed off at the Main Meeting	02.12.2020
Reviewed by Acting Temporary Proper Officer and Chair	24.05.2022
Reviewed and Recommended for Adoption by HR Committee	26.05.2022
Reviewed and Adopted at Main Meeting	20.07.2022

Human Resources Committee Terms of Reference

Membership

Six Parish Councillors to be appointed annually at the Annual Council Meeting.

Chair

The Chair is to be elected annually by the HR Committee at their first Meeting following the Annual Council Meeting.

Quorum

The quorum of the committee shall be 3 members. A Councillor could act as a back-up with voting rights on behalf of another councillor if the quorum of the meeting was threatened.

Specific Delegated Powers:

1. To ensure the Parish Council complies with all legislative requirements relating to the employment of staff.
2. To review/update all Parish Council policies that relate to the employment of staff on a biannual basis.
3. To review staffing structures and levels, making any recommendations needed to the Parish Council.
4. To carry out recruitment of staff in accordance with the Parish Council's recruitment policy.
5. To review/update contracts of employment, job descriptions, person specifications.
6. To review staff salaries and make recommendations to the Parish Council.
7. To monitor staff performance, through appraisals, time keeping, annual leave and other designated projects.
8. To monitor staff sickness.
9. To oversee any issues concerning poor performance of staff and/or managing for attendance.
10. To carry out any disciplinary action in accordance with the Parish Council's disciplinary policy.
11. To appoint a sub-committee to hear any formal grievances raised in accordance with the Parish Council's grievance policy.
12. To investigate any complaints concerning a member of staff under the Parish Council's complaints policy.
13. To monitor the BrightHR system to ensure all information is up to date.
14. To meet for a minimum of 4 times per year, or at the discretion of the Chair.

Minutes

All Minutes should be recorded in a confidential minute book and stored in a locked cabinet, a key to which is to be held by the Proper Officer and spare key in safe.

Admission of the Public and Press

The Public and Press may not be admitted to these meetings as "In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item".

Responsibilities

The Committee is responsible for all matters concerning the employment and welfare of all employees.

The committee is additionally responsible for ensuring all training requirements for councillors is met.

Document No: FRSSPC290622



STANTONBURY
PARISH
COUNCIL

Financial Reserves Policy

Signed:
Chair- Finance Committee

Date:

Signed:
Chair- Stantonbury Parish Council

Date:

Document History

Reviewed by RFO & Chairman of Finance Committee	05/2021
Adopted and signed off at Annual Meeting	19/05/2021
Reviewed by RFO and Finance Committee	29/06/2022
Reviewed and adopted at Main Meeting	20/07/2022

FINANCIAL RESERVES POLICY

Policy Statement

This Financial Reserves Policy shall form a part of the Financial Regulations of Stantonbury Parish Council and, as such, will be reviewed annually.

1. Purpose

The purpose of this policy is to set out how Stantonbury Parish Council will determine and review the level of its' Reserves.

Stantonbury Parish Council is required, under statute, to maintain adequate Financial Reserves in order to meet the needs of the Parish Council. Section 50 of the Local Government Finance Act 1992 requires that billing and precepting authorities in England and Wales have regard to the level of Reserves needed to meet estimated future expenditure when calculating their Budget requirement. The Council's policy on the establishment, maintenance and adequacy of Reserves and balances will be considered annually and will be consistent with meeting the Council's overall strategic objectives.

The Council will hold reserves for three main purposes:

1. Working capital to meet the impact of uneven cash flows and avoid unnecessary temporary borrowing
2. To provide contingency to cover the impact of unexpected events or emergencies
3. A means of building up funds, to meet known or predicted requirements

There is no statutory minimum level of Reserves that an authority should hold, and it is the responsibility of the Responsible Finance Officer (RFO) to advise the Council about the level of Reserves and to ensure that there are procedures for their establishment and use.

2. Scope

Types of Reserve - Reserves may be categorised as *Specific* or *General*.

2.1 Specific Reserves can be held for several reasons and shall be used only for the purpose for which they are created.

- **Renewals** – to enable services to plan and finance an effective programme of equipment replacement and planned property maintenance. Since a modest change in the budget in any one year may have a disproportionate effect on the precept, these reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets dramatically from year to year.
- **Insurance Reserve** – to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.
- **Carry forward of Underspend** - expenditure committed to a particular project but not spent in the budget year. Reserves can be used as a mechanism to carry forward this resource.
- **Developers Contributions** – proceeds from developers that can only be used for specified purposes.
- **Trading Accounts** – In some instance's surpluses may be retained for future investment.
- **Other Specific Reserves** may be set up from time-to-time to meet known or predicted liabilities.

Where the purpose of a *Specific Reserve* becomes obsolete, or where there is an over-provision of funds, the excess may on the approval of the Council be transferred to other Budget headings within the revenue budget or to *General Reserves* or to one or more other *Specific Reserves*.

Specific Reserves will be established on a 'needs' basis, in line with anticipated requirements. Any decision to set up a Reserve must be made by the Parish Council. Expenditure from Reserves can be authorised in the same way as expenditure from budgets, as per the Councils Financial Regulations and Standing Orders.

All *Specific Reserves* are to be recorded on a central schedule held by the RFO which lists the various *Specific Reserves* and the purpose for which they are held.

Reserves should not be used to fund ongoing expenditure. To the extent that Reserves are used to meet short term funding gaps, they should be replenished in the following year. However, *Specific Reserves* that have been used to meet a liability (or project) would not need to be replenished, having served the purpose for which they were originally established.

2.2 General Reserves are funds that do not have restrictions as to their use. These Reserves can be used to smooth the impact of uneven cashflows or can be held in case of unexpected events or emergencies. The level of the *General Reserve* for the forthcoming year will be based upon a risk assessment of the council's main areas of income and expenditure and consider any provisions and contingencies that may be required. Items to be considered will include:

- Salary Inflation greater than Budgeted Level
- Contractual Inflation greater than Budgeted
- Income Levels below Budgeted Level
- Unexpected Essential Repairs or Maintenance Work
- Costs incurred due to a Black Swan Event

The use of *General Reserves* must be authorised by the Council. Where the Reserve amount has arisen because of excess funds through cancelled or obsolete activities the Council may elect to use these funds for another purpose for which no other budget is available.

The level of *General Reserve* is a matter of judgment and so this policy does not attempt to prescribe an overall level. The primary means of building *General Reserves* will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year. The Council must build and maintain sufficient working balances to cover the key risks it faces, even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance of *General Reserves* sufficient to pay 25% of total annual Administration Expenses, including staff salaries, at all times.

3. Management and Control of Reserves

Movements in *Specific Reserves* and *General Reserves* shall be reported to the Council on a regular basis as part of the normal financial reports, and on an Annual basis as part of the Annual accounting report. The use of Reserves shall be approved by the Council having regard to this policy and Stantonbury Parish Council's Financial Regulations.

It is critical that Reserves continue to be reviewed each year as part of the budget process to confirm that they are still required and that the level is still appropriate.

The level of *General Reserve* shall be reviewed on an annual basis during the annual budgetary review. The minimum level of General Reserve shall be recommended to the

Council by the RFO. This will form part of the recommendations for the Annual Budget and Precept Request to the Council.

Specific Reserves shall be reviewed on an individual basis. This review will also be undertaken as part of the annual budgeting process. Recommendations on creation, amendment, cessation, or continuance of *Specific Reserves* will be given by the RFO to the Council by way of a report forming part of the recommendations for the Annual Budget and Precept Request. Approval for the creation, amendment, cessation, or continuance of *Specific Reserves* will be given by the Council.

If, in extreme circumstances, General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council is able to draw down from its Specific Reserves to provide short-term resources.