

3rd February 2023

Minutes of the Finance Meeting held on **Wednesday 14th December 2022 at 11.30am** at
Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below:

Committee Members:	
Cllr Carol Northwood	Cllr Ann Ronaldson - Chair
Cllr Peter Kirkham	Cllr Linda Morgan

MINUTES

	Welcome and Introduction to Finance Committee meeting. The Chair apologised to those present that the recording of the meeting was not able to start until the download for the previous meeting had completed. The Chair confirmed the recording had started at 11.35am.	Actions
41/22	<p>Present: Cllr P Kirkham Cllr L Morgan Cllr C Northwood Cllr A Ronaldson - Chair Cllr P McGahan – Non-Committee Member</p> <p>Mrs S Espey - RFO Mrs K Fane - Minute-Taker Mrs D Moore - Clerk</p> <p>1 Member of the public</p>	
42/22	<p>Apologies for Absence: None.</p>	
43/22	<p>Public Forum for members of the public to speak: <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g) None.</i></p>	
44/22	<p>Declarations of Interest: None.</p>	
45/22	<p>Minutes: To approve and sign the Minutes of the Finance Committee meeting held on Wednesday 23rd November 2022. Agreed by 4 votes for.</p>	
46/22	<p>Risk Management: RFO confirmed insurance company is aware of roof and issued us with a claim reference number and we advised them we are waiting to see surveyors report. LM confirmed surveyor had visited 10.12.22 report should be with office by 16.12.22. Resolution: Await report before proceeding.</p>	DM / LM

47/22	<p>Notification of Auditor Appointment: Committee to be made aware PKF Littlejohn have been appointed by SAAA as the external auditor for 5 years period until 2026/27. Noted.</p>	
48/22	<p>Draft Budget for 2023 – 2024 V2.1: Committee to discuss V2.1 draft budget prepared by the Responsible Financial Officer as instructed from the previous Finance committee meeting on 23rd November 2022 RFO confirmed she had updated the draft budget and produced version 2.1.</p> <p>RFO went through each line of the draft budget and made changes as recommended by the Finance committee.</p> <p>Resolution - RFO will produce budget V3, and it will be discussed at the next main meeting 21st December 2022</p>	RFO

Meeting Finished at 12.55pm.

DRAFT

28th February 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on
Wednesday 15th February 2023 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
	Councillor Northwood Chaired the meeting in the absence of Councillor Morgan.	
152/22	Present: Cllr P Kirkham (PK) Cllr C Northwood (CN) – Chair Cllr S Kennedy (SK) Cllr D Northwood (DN) Cllr P McGahan (PM) Cllr J Warren (JW) Cllr J Kite (JK) Cllr A Ronaldson (AR) Cllr A Anwar (AW) – Joined the meeting at 7.11pm Cllr G Davison (GAD) – (Attended via Zoom Link) Mrs D Moore – Clerk (DM)	
153/22	Apologies for Absence: Cllr L Morgan – Agreed by 8 votes.	
	Cllr S Agintas – Not present. Cllr E Seaborne – Not present.	
154/22	Declarations of Interest: None.	
155/22	Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). - NONE	
156/22	Chair's Remarks: Chair updated council on Heritage locations and an objection letter was sent to Milton Keynes City Council for Parish Office site - Council acknowledged.	
157/22	Minutes: Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 18 th January 2023 at 7pm.	

Signature Date

15th February 2023

	Chair asked Council to confirm the minutes and was there any questions. No questions from Councillors – Agreed by 8 votes for.	
158/22	Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen. Update on Parish Office roof. Clerk updated council that a meeting to discuss the roof has been arranged for the 23rd February 2023.	DM
159/22	Report: Enforcement Officer Report – Agreed 8 votes for. Parish Ranger Report – Agreed 8 votes for. Chair asked council does anyone have any questions reference the reports, no comments from councillors.	
160/22	Finance: a) Payments Made January 2023 – Agreed 8 votes for. b) Payments Due February 2023 over £1,000 – Agreed 9 votes for. c) Monthly Bank Summary – Council acknowledged. Chair asked council does anyone have any questions reference the Finance, no comments from councillors. Cllr Anwar joined the meeting after agenda item 160/22 a)	SE
161/22	Community Hub Terms & Condition of Hire: To discuss and vote to adopt Community Hub Terms & Conditions of Hire reference CH-TCH010223, as agreed at the Community Project Committee meeting on the 1 st February 2023. – Agreed 9 votes for. Chair asked council does anyone have any questions reference the Community Hub Terms & Conditions of Hire, no comments from councillors.	JH
162/22	Policies: a) To discuss and vote to adopt Community Hub Fire Safety Policy reference CH-FSP010223, as agreed at the Community Project Committee meeting on the 1 st February 2023 – Agreed 9 votes for. Chair asked council does anyone have any questions reference Community Hub Fire Safety Policy, no comments from councillors. b) To discuss and vote to adopt Maternity Leave Policy reference MLPSPC250123, as agreed at the Human Resources Committee meeting on the 25 th January 2023 – Agreed 9 votes for. Chair asked council does anyone have any questions reference Maternity Leave Policy, no comments from councillors.	JH JH

163/22	<p>Devolved Services Committee member: Appoint a new member to the Devolved Services Committee to replace Councillor Kirkham as he resigned from the committee.</p> <p>Chair asked the councillors to join the committee, councillor S Kennedy offered to join, no other councillors wish to be considered. Councillor Anwar Seconded Councillor Kennedy nomination. – All agreed 9 votes for.</p>	
164/22	<p>a) 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 9 votes for.</p> <p>b) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. – Agreed 9 votes for.</p>	
Confidential - Part 2 - Consideration of matters related to the following items:		
165/22	<p>Update from Peninsula.</p> <p>Clerk informed council that paperwork has been received and HR committee going through it all and will report back with an update.</p>	

Meeting closed 7:21pm

28th February 2023

Minutes of the Finance Meeting held on **Wednesday 22nd February 2023 at 10.30am** at
Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below:

Committee Members:	
Cllr Carol Northwood	Cllr Ann Ronaldson - Chair
Cllr Peter Kirkham	Cllr Linda Morgan

Minutes

	Welcome and Introduction to Finance Committee meeting.	Actions
	<p>Clerk made committee aware two Councillors are unable to attend, and Councillor Kennedy was standing in for Councillor Ronaldson and Councillor Kite was standing in for Councillor Morgan.</p> <p>Clerk asked for Councillors to nominate for a chairperson for this meeting, Councillor Northwood agreed to stand in.</p>	
49/22	<p>Present: Cllr P Kirkham Cllr C Northwood – Acting Finance Committee Chair Cllr J Kite Cllr S Kennedy</p> <p>Cllr A Anwar - Non committee member Mrs D Moore - Clerk</p>	
50/22	<p>Apologies for Absence: Councillor L Morgan – 4 votes for Councillor A Ronaldson – 4 votes for</p>	
51/22	<p>Public Forum for members of the public to speak: <i>Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g) - None.</i></p>	
52/22	<p>Declarations of Interest: - None</p>	
53/22	<p>Minutes: To approve and sign the Minutes of the Finance Committee meeting held on Wednesday 14th December 2022 – Deferred as not enough councillors present in this meeting that was at the previous meeting.</p>	
54/22	<p>Risk Management: - None</p>	

55/22	<p>Interim Internal Audit Report: Committee to review and discuss report and agree if any further action is required.</p> <p>Clerk advise the committee there was two medium risks and four low risks recommendations to be considered.</p> <p>Committee Structure – Clerk to seek advice about quoracy concerns as the councillors numbers have increased.</p> <p>Terms of reference – Clerk advise on the TOR there is staff related items which could be moved to the HR Committee TOR.</p> <p>Organisation structure – Chair made committee aware Line Manager is now the Clerk.</p> <p>Policies – Chair advise there is some old policies that needs reviewing this deferred to HR Committee to talk about Staff workloads.</p> <p>Performance Related – Clerk reminded committee staff appraisals should be completed as stated in our Standing Orders.</p> <p>Review on reserves – RFO to review and update the Council.</p> <p>All the above comments to be forward on to the Internal Auditor.</p>	DM / RFO
56/22	<p>CCLA - Investment Survey: Committee to discuss and assist in completing the survey. Committee decided the survey should be completed with the RFO – Deferred to another meeting. Agreed 4 votes for</p>	DM / RFO
57/22	<p>Budget variance report: Committee to review report. Chair asked committee do they have any questions, no questions raised by Councillors. Committee voted to acknowledge the report – Agreed 4 votes for.</p>	
58/22	<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 4 votes for.</p> <p>a) Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. - Agreed 4 votes for.</p>	
Councillor Anwar left the meeting.		
Confidential - Part 2 - Consideration of matters related to the following items:		
59/22	Pension Deficit Valuation Results:	

	<p>Committee to review and discuss response from Buckinghamshire Council and agree if any further action is required.</p> <p>Chair asked if the councillors had read the report, committee decided to ask the RFO to arrange a specialist to review the report received and to come back to the committee with their findings.</p> <p>Agreed - 4 votes for</p>	RFO
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11:15am

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Grant Application Form

Please complete all boxes, using the attached notes for help. If you are still unsure how to respond to any of the questions, please contact the Parish Office.

Your name	Claire Wilson
Your contact number	01908 316424
Your email address	[REDACTED]
What is the name of your group or organisation?	Wood End Infant & Pre-School
Charity Commission Number?	N/A
What are the aims and objectives of organisation?	Education
Do you have a Constitution or Terms of Reference?	Yes
Do you have an up to date set of accounts?	Yes
Have you carried out all legal obligations?	Yes
Where is your organisation based?	Stantonbury
Please describe the project for which you are seeking a grant	<p>Wet weather clothing for children to access the Forest School area and the outdoor environment. Many of our families are unable to afford the cost of providing wet weather gear for their children yet Forest School is an integral part of our curriculum and in order to access it safely the children need to be appropriately dressed. We had a set that were provided via a grant from a different source but this set is now around 6-7 years old and the suits are no longer waterproof.</p> <p>Forest School is important for the children, it develops physical motor skills, self-confidence and awareness in the natural world. It supports children to develop their communication skills.</p>
What is the total cost of your project?	£ 509.70 would provide 30 suits
What is the amount of grant you are requesting?	£ 500
What are your plans to get further funds for the project? (if applicable)	N/A

When is your project starting?	As soon as possible
When is it due to end?	This is a one off project to purchase clothing for Forest School
Are you willing for Stantonbury Parish Council to publish your Grant information?	Yes
Please describe how it will benefit the residents of Stantonbury Parish	This will support the families and take the pressure off all families having to purchase additional clothing for their children at a time when household budgets are tight. Currently we have 37% of school children who are eligible for Pupil Premium. We have noticed that post COVID and lockdown we have a significant number of children coming to us with language delay and who need support with their gross and fine motor skills. Forest School supports progress in both of these areas of need.
How many residents will benefit?	We have 68 children on the school role currently and 48 Pre-School children. Any child who doesn't have appropriate clothing will have access to wear one of the wet weather suits.

If you are successful in your application, please provide details of the bank account where you would want the grant to be paid.

Account payee	[REDACTED]		
Bank name	[REDACTED]		
Bank sort code	[REDACTED]	Bank account no.	[REDACTED]

If applicable, please provide the following information with your application (please circle):

- A copy of your Constitution or Terms of Reference **Yes / No**
- A copy of your most up to date set of accounts, showing a full year **Yes / No**
- Any other information that might better inform the Council about your application **Yes / No**

If you are unable to provide any of the above, please explain why below?

If any specific further information is required please let me know and I will try to find and supply this.

I hereby certify that, to the best of my knowledge, the information given is complete and accurate. I also confirm that I have read and understand the accompanying terms and conditions as currently applied to all grant applications made to Stantonbury Parish Council.

Signed: _____ Date 01.02.2023

Position held: Headteacher

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Date received	<u> 2 / 2 / 23 </u>
Logged	<u> 3 / 2 / 23 </u>
Our Reference Number	07-2022
Acknowledgement sent	<u> 3 / 2 / 23 </u>
RFO review deadline	<u> 9 / 2 / 23 </u>
RFO review complete	07/02/23
Councillor appointed	<u> 07 / 02 / 23 </u>
Reviewing Councillor	Sandra Kennedy
Councillor review deadline	<u> 23 / 2 / 23 </u>
Councillor review complete	21/02/2023
Grants this year	0
Category	Cat 1
Date of meeting for decision	<u> 15 / 3 / 23 </u>
Council decision	
Amount awarded	
Outcome letter sent	<u> / / </u>
Payment made	<u> / / </u>
3-month check date	<u> / / </u>
Report received	
Final check date	<u> / / </u>
Report received	

RFO Comment	I have reviewed this application and all appears to be in order. Like many schools they are struggling with rising costs and income is not enough to cover their expenditure.
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Councillor Comment

Wood End take their Forest School programme very seriously. The area they have dedicated to it has been extended to over one third of the school grounds and all children spend time out there with trained staff every week whatever the weather. It is a recognised and important part of every child's learning. Some parents supply waterproof gear, but many can't afford to.
We should agree this grant proposal.

Councillor Grant Questions

Grant application: 07/2022 Wood End.

Councillor: Sandra Kennedy

Are you applying for a grant from any other Parish or MKC? If so who?	No
Does the group get any financial help from anywhere else? Fundraising, donations, MKC etc.	(Schools are funded by Government)
Has the group had a grant from SPC previously? If so how much and when?	Various, since 90's
Is this an umbrella group? Will another group benefit from the grant?	No No
Has the group done research to get the best price for what they want to use the grant for.	Yes
Has the group provided detailed accounts? <ul style="list-style-type: none"> • If so have you gone through them in detail? • If you do not understand them talk to RFO. • How much working capital do they have? 	(RFO)
How will the group support themselves over the next year?	N/A
Is there any other way the Parish Council can help? Advertising etc	N/A
How often does the group meet?	Daily in term time

Do the group members pay any subscription?	N/A
Can they match fund?	N/A
Have you invited to pitch at main meeting? Above £250.00	Yes. (Claire Wilson probably)

Councillors notes

Wood End take their Forest Schools programme very seriously. The area they have dedicated to it has been extended to over one third of the school grounds and all children spend time out there with trained staff every week whatever the weather. It is a recognised and important part of every child's learning. Some parents supply waterproof gear but many can't afford to.

We should agree this grant proposal.

Signed: Sandra Kennedy

Dated: 21/2/23

Grant Application Form

Please complete all boxes, using the attached notes for help. If you are still unsure how to respond to any of the questions, please contact the Parish Office.

Your name	Noël James
Your contact number	[REDACTED]
Your email address	[REDACTED]
What is the name of your group or organisation?	Milton Keynes City Discovery Centre
Charity Commission Number?	297397
What are the aims and objectives of organisation?	Protect and disseminate historical, geographical and environmental information about the New Town (and now City!) of Milton Keynes
Do you have a Constitution or Terms of Reference?	Yes
Do you have an up to date set of accounts?	Yes
Have you carried out all legal obligations?	Yes
Where is your organisation based?	Bradwell Abbey, Alston Drive, Milton Keynes
Please describe the project for which you are seeking a grant	We would like to put on an Easter event which both encourages people to join our historic pilgrim trail walk (complete with Chaucer's Canterbury Tales pilgrims!) and to join in with our family-friendly Easter Egg Trail and craft activities.
What is the total cost of your project?	£ 1000
What is the amount of grant you are requesting?	£ 500
What are your plans to get further funds for the project? (if applicable)	A combination of donations and our own funds. The grant will cover the re-enactment activities, and the two trails. A small entrance fee will cover the eggs for every child. We will keep this entrance fee low at this time of hardship and subsidise any difference ourselves.
When is your project starting?	April 6 th 2023
When is it due to end?	April 6 th 2023

Are you willing for Stantonbury Parish Council to publish your Grant information?	Yes
Please describe how it will benefit the residents of Stantonbury Parish	It will be a fun-filled family day with a chance to engage with their own local past through the pilgrim re-enactment and activities, and will treat every participating child with an Easter Egg, craft items to take home, and a small scale take home model of the Bradwell Abbey pilgrim chapel, which is also a keepsake box for their home-made pilgrim badges! We will also be producing a video so that people who were unable to join us can watch the activities on our YouTube channel.
How many residents will benefit?	We hope to be able to provide the experience for 200 people.

If you are successful in your application, please provide details of the bank account where you would want the grant to be paid.

Account payee	[REDACTED]		
Bank name	[REDACTED]		
Bank sort code	[REDACTED]	Bank account no.	[REDACTED]

If applicable, please provide the following information with your application (please circle):

- A copy of your Constitution or Terms of Reference Yes
- A copy of your most up to date set of accounts, showing a full year Yes
- Any other information that might better inform the Council about your application Yes

If you are unable to provide any of the above, please explain why below?


I hereby certify that, to the best of my knowledge, the information given is complete and accurate. I also confirm that I have read and understand the accompanying terms and conditions as currently applied to all grant applications made to Stantonbury Parish Council.

Signed: _____ Date _____

Position held: _____

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Date received	_03_/_02_/_23_
Logged	_06_/_02_/_23_
Our Reference Number	08-2022
Acknowledgement sent	_06_/_02_/_23_
RFO review deadline	_14_/_02_/_23_
RFO review complete	07/02/23
Councillor appointed	_07_/_02_/_23_
Reviewing Councillor	Peter Kirkham
Councillor review deadline	_23_/_02_/_23_
Councillor review complete	15/02/23
Grants this year	0
Category	Cat 2
Date of meeting for decision	_15_/_03_/_23_
Council decision	
Amount awarded	
Outcome letter sent	__/__/__
Payment made	__/__/__
3-month check date	__/__/__
Report received	
Final check date	__/__/__
Report received	

RFO Comment	<p>The accounts submitted (YE 31/3/21) were not the latest available, but I was able to download YE 31/3/22 from the charity commission.</p> <p style="text-align: center;">  report 31.03.22.pdf </p> <p>See attached report This shows a high amount of funds £127,209 moved from restricted to unrestricted, which leaves the charity now has £247,023 of restricted funds. They have £2000 restricted funds which is from Bradwell Parish Council, no information about what this is for. The cash in the bank at 31.03.22 was £248,412.</p>
Councillor Comment	<p>Yes, this group should have the full grant that they have asked for. They have good events Throughout the year and are always well attended by people throughout Milton Keynes.</p>

Councillor Grant Questions

Grant application: 08-2022

Councillor: Peter Kirkham

Are you applying for a grant from any other Parish or MKC? If so who?	No
Does the group get any financial help from anywhere else? Fundraising, donations, MKC etc.	ONLY IF THE GROUP FUND RAISE THEM SELVE. THEY ARE NOT CORE FUNDED
Has the group had a grant from SPC previously? If so how much and when?	YES SOME FIVE YEARS AGO FOR £500.00 FOR LOCAL EVENTS AT THAT TIME.
Is this an umbrella group? Will another group benefit from the grant?	No
Has the group done research to get the best price for what they want to use the grant for.	YES THE GROUP LOOK AT EACH EVENT AS IT COMES ALONG.
Has the group provided detailed accounts? <ul style="list-style-type: none"> • If so have you gone through them in detail? • If you do not understand them talk to RFO. • How much working capital do they have? 	YES £100,000 UNRESTRICTED £45,000 OUT OF THE £100,000 £45,000 IS FOR GENERAL PURPOSES
How will the group support themselves over the next year?	THROUGH REGULAR INCOME, SUCH AS PROPERTY RENTALS AND WEDDINGS ETC.
Is there any other way the Parish Council can help? Advertising etc	YES PLEASE THEY WOULD
How often does the group meet?	DAILY, AS WELL AS WEEKENDS

Do the group members pay any subscription?	No
Can they match fund?	YES
Have you invited to pitch at main meeting? Above £250.00	YES AND WILL COME.

Councillors notes

YES, THIS GROUP SHOULD HAVE THE
FULL GRANT THAT THEY HAVE ASKED FOR.
THEY HAVE GOOD EVENTS THROUGHOUT
THE YEAR AND ARE ALWAYS WELL ATTENDED
BY PEOPLE THROUGHOUT MILTON KEYNES

Signed: J. E. M.

Dated: 15 / 02 / 2023



Stantonbury Parish Council
Governance and Internal Controls
Interim Internal Audit Report
2022/23

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Audit dates	13 & 18 March	Auditor	Margaret Sheppard (FCCA)
Draft Report Issued	01/02/2023		
Responses Received	03/03/2023		
Final Report Issued	06/03/2023		Responsible Financial Officer / Proper Officer
		Distribution	Parish Councillors

The matters raised in this report are only those that came to our attention during our internal audit work and are not necessarily a comprehensive statement of all weaknesses that exist, or all of the improvements that may be required. While every care had been taken to ensure that the information provided in this report is as accurate as possible, based on the information provided and documentation reviewed, no complete guarantee or warranty can be given with regard to advice and information contained herein. Our work does not provide absolute assurance that material errors, loss or fraud do not exist.

This report is prepared solely for the use of Parish Councillors of Stantonbury Parish Council. Details may be made available to specified external agencies, including external auditors, but otherwise this report should not be quoted or referred to in whole or in part without prior consent. No responsibility to any third party is accepted as the report is not prepared and is not intended for any other purpose.

Executive Summary

1.1 Introduction

An interim review of Governance and Internal Controls was undertaken as part of the approved internal audit periodic plan for 2022/23. The period covered was from April – September.

The object of this review was to ensure that Governance continues to be sound and that the appropriate controls, policies and procedures are in place up to date and completely effective. However, this review did not cover all aspects that would be covered when conducting the Annual Audit. This will be covered later in the year when the Annual Audit of the Annual Governance and Accounting Return is completed.

It was pleasing to note that a number of recommendations from the previous report have been taken into account and that the new Proper Officer has introduced a number of new policies during the period.

Audit Objective	To ensure that effective Governance and accounting processes have been established and are operating throughout the period.
Risk	Failure to achieve Parish Council Objectives due to the risks to the organisation not being identified, mapped and effectively managed. Ineffective governance at Parish Council Committee or at Operational Level.

1.2 Scope of the Review

The purpose of the internal audit is to evaluate the adequacy of control within the system and the extent to which these are applied, with a view to providing an opinion. Control activities are put in place to ensure that the risks to the achievement of the organisation's objectives are managed effectively.

The scope of the review was limited to the areas of examined and to the extent to which they have been applied with a view to providing an opinion to the extent with which risks in this area are managed. Our work does not provide any guarantee against material errors, loss or fraud or provide assurance that material error, loss or fraud does not exist.

The audit was designed to assess the controls in place to manage the objective and are as described in the Annual Governance and Accounting Return..

1.3 Conclusion

Taking into account 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 are operated are consistently applied and effective.

1.4 Recommendations Summary

The following tables highlight the number and categories on recommendations made. The action plan in Section 2 details the specific recommendations made as well as agreed management actions to implement them.

Recommendations Made during this audit:

	High	Medium	Low
Total		2	4

Recommendations Implemented since the previous audit in this area:

Date of Previous Audit March 2022	High	Medium	Low
Number of recommendations made during previous audit	0	2	6
Number of Recommendations Implemented		1	4
Number of Recommendations not Fully Implemented	0	1	2

2 Action Plan

Ref	Recommendation	Categorisation	Accepted y/n	Parish Council Comment
1	Parish Councillors Should review the committee structure to ensure that membership of the committees does not create conflict or impact upon decision making processes.	Medium		<i>Clerk to seek advice from BALC about quoracy concerns as the overall councillors numbers have increased.</i>
2	Parish Councillors should review terms of reference to avoid duplication	Low		<i>Clerk advise on the TOR there is staff related items which could be moved to the HR Committee TOR. Clerk to review.</i>
3	The organisation structure and job descriptions should be reviewed	Low		<i>Clerk is now the Line Manager.</i>
4	Update and approval of outstanding policies and procedures	Medium		<i>Committee acknowledge and Clerk to talk to HR committee to look at staff workloads to complete the task.</i>
9	Performance related payments	Low		<i>Clerk reminded committee staff appraisals should be completed as stated in our Standing Orders.</i>
13	Review of Reserves	Low		<i>RFO - The reserves are reviewed at least annually as part of the budget setting process. In January 2023, the Council agreed to use £185,602 of its reserves to contribute to the 2023/24 Budget. There is an amount of £349,724 for specific reserves, and the balance makes up working capital and a general reserve which is equivalent to 3.5 months running costs. This record is kept on Xero the counting system and will be updated at year end.</i>

3 Findings and Recommendations

Controls	Adequate Design	Test Results/Implications	Recommendation	Categorisation
1 Risk: The Parish Councils Standing Orders and Financial Regulations have not been Met				
1 The parish Council operate with a number of committees/sub committees each with their own terms of reference	Y	It is good to note that the structure and membership of these committees has been reviewed and acted upon. It is noted that the majority of the committees have an even number of members.	It is recommended practice that there should be an odd number of members to avoid deadlock. It is usual for the minimum number of members be 5 to avoid conflict and to ensure that it is at all times quorate	Medium
2 Terms of Reference		It is good to note that the terms of reference for each committee has been reviewed and updated this year. Some terms of reference though may be better placed with other committees for example devolved services review timesheets, work schedules and training which might be better suited to HR committee	To review the terms of reference to minimise duplication	Low
3 Staff Oversight	Y	It is noted that some staff members are line managed by Councillors. It is recommended practise that this should be a staff member	The organisation structure and job descriptions for staff should be reviewed and updated	Low
4 Review of Policies and Procedures	Y	A number of policies have been updated during the year which is good to note. However, there are still several in draft including safeguarding and the	The policies in draft or not completed should be prioritised as a matter of urgency to ensure completeness of records and greater awareness what is required of councillors and staff	Medium

			employment handbook	
2	Risk is not assessed and managed effectively			
4	All items from the council meetings are minuted	Y	A review of all minutes from April 22 to September 2022 did not identify any unusual financial activity	
5	Annual Risk Register	Y	The risk register has now been published on the council website. However, the file title still refers to it as draft	
3	Income and Expenditure is not correct and Valid			
6	Payments are transacted by BACS or other instructions to council bankers	Y	From a sample review it was confirmed that payments were made by BACS, with the exception of minor items	
7	Suitably authorised and minuted invoices support all payments All invoices are signed and referred back to minutes. All receipts are treated similarly	Y	A sample of invoices were tested from the accounting system for validity and cross referred to council minutes for authorisation.	
8	All income is recorded upon receipt in the accounting system	Y	We confirmed from a review of the accounting records that income received is banked properly on a timely basis.	
9	The salaries paid to the Proper Officer, the Responsible Financial Officer, are formally approved by the HR Committee.	Y	From a review of the records it is confirmed that appropriate records are maintained in relation to all staff. Salaries are reviewed by the HR committee and are in line with NJC scales. They are not however,	While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work and progress. Low

	There is also a Councillors Scheme of Allowance in place		performance related. It was noted that training to improve skillsets was rewarded	
10	PAYE/NI is correctly operated and deducted	Y	Councillors Allowance was paid in accordance with the agreed increases. A review of payroll records confirmed this to be correct.	
4 Risk: Risk VAT is not properly Accounted for.				
11	VAT is identified and recorded in the accounting records and payments have been reclaimed	Y	A review of accounting records showed receipt of all vat reclaimed under the old system of vat accounting for Parish Councils and that it has correctly been transferred to MTD for VAT. All receipts have been properly accounted for	
5 Risk: The appropriate books of Account have not been kept throughout the period				
12	The RFO maintains the accounting records on a regular basis with monthly reports to each Parish Council Meeting	Y	Financial reports are included in the meeting minutes. All payments over £500 are recorded on the council website and all over £1,000 require approval of the Council.	
13	Accounting updates are provided on a regular basis to the Parish Council with a final version produced at the	Y	The Parish Council has a Financial Reserves Policy to ensure funds are available to cover operational and other contingencies, in line with government requirements and for a	Steps should be taken to explore ways in which some of the reserves can be used to expedite projects Low

	year end.		specific policy with regard to devolved services. From a review of the reserves, it may be that these are too high.	
6 Risk: Account Reconciliations are not timely and accurate				
14	There are Several Bank and Savings Accounts maintained	Y	The bank reconciliations are evidenced in the accounting records are being completed on receipt of the statement. They are regularly reviewed and signed off by the Internal Scrutineer.	
7 Risk: The Annual Precept request is not the result of a proper budgetary process and is not properly monitored				
15	Actual Expenditure against the budget is regularly reported to the council	Y	This is presented on a quarterly basis and is used to set the precept for the following financial year.	
16	All budget variances are discussed at council meetings	Y	A review of the budget documentation showed no unexplained variance arising.	

D & L Environmental

Enforcement activities month of February 2023 (Stantonbury Parish Council)

I have continued to work in a safe manner, as always wearing disposable gloves when investigating fly-tipping/waste issues,

Estate,	Activities	Outcome	Extraordinary
Bradville	<p>11 Fly tips in this area</p> <p>Crispin - vehicle driving over the grassed area</p>	<p>All of the flytips have been investigated, And reported to MKC for removal</p> <p>it's been reported to myself about a large vehicle, that is possibly driving over the grassed area past the park in crispin to the rear of a property,</p>	<p>Two were found with evidence and are currently under investigation by MKC ECU</p> <p>I have been to view this and seen evidence of wheel tracks along the grassed area, I continue to monitor this issue and will forward the information across to Neighbourhood services at MKC.</p>
Bancroft Bancroft Park	No issues reported	Bancroft park club ASB,	issues relating to possible drugs and the use of the NOS gas canisters, Crimewave have been asked to install CCTV to monitor this area
Oakridge Park	Tent Stanton Low	A tent has appeared on Stanton low, down by the canal side	I've contacted the parks trust and they are fully aware of this and are dealing with it along side MKC
Bluebridge Linford wood	No issues reported Enfield Chase	We have had a few incidents of fly tipping by the telephone mast,	this is still happening, I believe the same person is responsible for this as its always the same kind of waste that is dumped,
Stantonbury Fields	no issues reported		

Stantonbury

13 Flytips/waste issues

All have been investigated and then cleared by Mkc/Serco

Two have been found with evidence, and now MKC ECU are investigating further,

One resident has now been issued with a FPN for fly-tipping,

Ormonde garages, unusual behaviour

I've noticed that someone has been clearing one of the derelict garages of its waste,

I have continued to monitor this and now it seems they are filling it with soil, **UPDATE** - the mystery has been solved, I did come across the gentleman responsible for this, they are contractors for a landlord who has recently acquired a property in Rowle close, the garage now belongs to him, he has cleared it in order to use the space while he carries out repairs on the property, he has plans for this space and would like to work with the parish council on this, I have spoken to Linda about this and we are going to set up a meeting to discuss his plans,

Redbridge/Walshs manor litter bin

i've noticed someone is again leaving waste sacks behind the litter bin,

the hedges have now been cut back in this area so hopefully this will deter them i will continue to monitor this,

Lincoln Fencing waste

this waste was found at the rear of a property, after a new fence was installed,

i visited the property and spoke to the resident who removed the waste at the weekend,

Jacobs close food scraps

i resident informed me that someone was putting food scraps out on the redway for the wildlife,

ive visited the properties around this area and spoke to a few of the residents, no one seemed to know

	Rowle close, large pile of garden/other waste on grass verge	I visited a property that was having garden works at the rear of the property, and spoke to a contractor who assured me that the waste would be removed,	who the culprit is, i continue the monitor this issue It was cleared by the end of that day
Graffiti issues	None reported		
Abandoned Vehicles	Stantonbury fields Stantonbury - 1 van no MOT but taxed	1 vehicle in the parking area, with a flat tyre, The tax has now run out on the 1st March, I will refer this vehicle to MKC AV	it was removed after three days

Dog Fouling	Outcome
Dog fouling patrols	<p>I have been conducting several dog fouling patrols around the areas concerned speaking to dog owners advising them how to clear up after their dogs and the correct way to dispose the dog waste, I have also continued to put up the new PSPO signs on lampposts</p> <p>Patrols of Stanton Low, Stonepit Fields, along Railway walk</p> <p>Randolph Crescent, Bradville redway - i've come across a small area that leads from Randolph crescent down to the underpass into Blue bridge, 39 poos sprayed in total, i've put up new signage around this area, made regular visits to this area, someone one has cleared up some of the poos, but new ones have appeared, ive spoken to a couple of dog walkers but as yet know information as to whom is letting their dog foul here,</p> <p>Community hub Dog fouling- It was brought to my attention via the Bradville Residents fb page that some dog fouling is going on next to the community hub, I have installed new signage around this area, Also CCTV has been put in place and photographs have been sent into the office of who we believe may be the culprit,</p> <p>Luke from crimewave has informed myself that they now have footage and thus has been passed onto MKC ECU to investigate- UPDATE Even with the camera being in place, this Gentleman continued to use this area for his dogs, I have spoken to him about this area and that it is not to be used for dogs, so far since our conversation I have not seen him in there,</p> <p>Further Update, he did appear again in February to be using this area again,</p>
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, The issue of the gas canisters, there have been 7 found in February, and the cardboard box waste that they came in, this does not include the ones found in Bancroft park and by Paul Baxter on his litter picks,

Rangers Report February 2023

Tip runs.

14 runs total 1980KG. 660KG of this was from plot 22 at the allotment. 640KG from fly tipping that we have logged with MKC and has not been collected. For example, a sofa that had been broken up into three parts and left on Little Stanton Stantonbury. This was reported on the 1st February and re-reported on 13th February. We collected it on 28th February.

The photo of the van shows just one load that was collected due to fly tipping not being collected by MKC.



The Community Hub

The job club room is now all set up and open every Thursday from 1pm to 3pm



TSID (Temporary speed indicator device)

The TSID has been on Selkirk Drive Oakridge Park and has recorded a top speed of 45mph at 13.20.

Graffiti

Graffiti removed from Bancroft Park, Bancroft, Linfordwood and Bradville



Wylie driveway

The driveway to the Wylie building is constantly being blocked by residents parking on the driveway. We have asked them to keep it clear in the day, but we are still having to knock on doors to get cars moved so that we can get the vans in.



Allotment

An inspection of the allotment has taken place. There is quite a few plots with a lot of rubbish on. More information on this will be given at the allotment meeting on 20th March.

David Outram
Parish Ranger Supervisor

Payments Made

Stantonbury Parish Council

For the period 1 February 2023 to 28 February 2023

Date	Description	Amount
01 Feb 2023	O2 DD	£ 42.00
02 Feb 2023	COOP	£ 7.60
02 Feb 2023	Costco	£ 32.98
02 Feb 2023	lidl	£ 1.30
02 Feb 2023	Aldi	£ 4.04
02 Feb 2023	Aldi	£ 13.91
06 Feb 2023	Soldo DD	£ 12.60
06 Feb 2023	Xero (UK) Ltd	£ 54.00
07 Feb 2023	COOP	£ 2.40
07 Feb 2023	BrightHR DD	£ 99.62
07 Feb 2023	Aldi	£ 0.75
08 Feb 2023	O2 DD	£ 27.05
08 Feb 2023	ASDA	£ 3.36
10 Feb 2023	Costco	£ 26.40
13 Feb 2023	hobbycraft	£ 43.10
14 Feb 2023	fuelGenie DD	£ 166.47
14 Feb 2023	Timberland	£ 67.50
14 Feb 2023	Aldi	£ 3.39
15 Feb 2023	ASDA	£ 1.30
15 Feb 2023	Timpson	£ 22.50
15 Feb 2023	Aldi	£ 7.38
16 Feb 2023	Santander	£ 0.35
20 Feb 2023	COOP	£ 2.70
21 Feb 2023	PHS Group DD	£ 54.36
21 Feb 2023	Aldi	£ 5.81
22 Feb 2023	Jackie Bennett	£ 396.00
22 Feb 2023	Cann Electrical Limited	£ 846.00
22 Feb 2023	Trade UK	£ 50.00
22 Feb 2023	Trade UK	£ 50.75
22 Feb 2023	Trade UK	£ 23.01
22 Feb 2023	Trade UK	£ 19.18
22 Feb 2023	Trade UK	£ 288.00
22 Feb 2023	Trade UK	£ 9.50
22 Feb 2023	Trade UK	£ 25.63
22 Feb 2023	Trade UK	£ 8.00
22 Feb 2023	Viking	£ 55.70
22 Feb 2023	Total Energies DD	£ 497.18
22 Feb 2023	Total Energies DD	£ 360.11



22 Feb 2023	Microsmiths	£	327.60
22 Feb 2023	Microsmiths	£	4,536.00
22 Feb 2023	Microsmiths	£	604.80
22 Feb 2023	Microsmiths	£	982.80
22 Feb 2023	Microsmiths	£	522.00
22 Feb 2023	Microsmiths	£	710.40
22 Feb 2023	Microsmiths	£	710.40
22 Feb 2023	Microsmiths	£	90.00
22 Feb 2023	Microsmiths	£	994.80
22 Feb 2023	Microsmiths	£	258.00
22 Feb 2023	Microsmiths	£	159.84
22 Feb 2023	Marcus Young	£	1,090.56
22 Feb 2023	Milton Keynes Council	£	3,137.55
22 Feb 2023	Skyline Taxis	£	166.19
22 Feb 2023	Skyline Taxis	£	21.12
22 Feb 2023	British Gas DD CH GAS	£	1,026.32
22 Feb 2023	Amazon	£	22.88
22 Feb 2023	Amazon	£	13.91
22 Feb 2023	Amazon	£	15.99
22 Feb 2023	Amazon	£	13.99
22 Feb 2023	Amazon	£	16.99
22 Feb 2023	Amazon	£	34.99
22 Feb 2023	Staff Expenses	£	25.00
22 Feb 2023	Amazon	£	34.99
22 Feb 2023	Amazon	£	5.00
22 Feb 2023	Amazon	£	14.66
22 Feb 2023	Amazon	£	15.54
22 Feb 2023	Amazon	£	59.84
22 Feb 2023	Roman Park Management Limited	£	288.00
22 Feb 2023	Amazon	£	13.95
22 Feb 2023	Amazon	£	14.99
22 Feb 2023	Amazon	£	2.68
22 Feb 2023	Amazon	£	3.15
22 Feb 2023	Smith Jenkins Ltd	£	600.00
22 Feb 2023	Imagin Products Ltd	£	20.88
22 Feb 2023	D&L Environmental	£	544.50
22 Feb 2023	Aldi	£	11.45
22 Feb 2023	HMRC	£	4,901.75
22 Feb 2023	Bucks LGPS Pension Scheme	£	5,218.77
23 Feb 2023	Aldi	£	5.10
24 Feb 2023	Aldi	£	2.25
24 Feb 2023	PORTLAND JANITORIAL	£	88.26
24 Feb 2023	Councillor Allowances	£	599.70
24 Feb 2023	Salaries	£	12,293.59
28 Feb 2023	Mirus DD	£	10.74

28 Feb 2023	Mirus DD	£	427.26
28 Feb 2023	Total Energies DD	£	539.42
28 Feb 2023	COOP	£	7.10
28 Feb 2023	Aldi	£	8.25
Total		£	44,545.88

Signed: **Date:**.....

Chair - Stantonbury Parish Council

Signed:..... **Date:**.....

**Payments Due Over £1000
Stantonbury Parish Council
March 2023**

Payables	Description	Amount
MK Blinds	CH Building Maintenance	£1,278.47
Crimewave	CCTV Service	£7,128.00
Total Payables		£8,406.47

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Stantonbury Parish Council - Bank Summary

Bank Summary Stantonbury Parish Council From 1 February 2023 to 28 February 2023

Add Summary

Bank Accounts	Opening Balance	Cash Received	Cash Spent	Closing Balance
CCLA PSDF - 0143380001PC	227,475.95	690.06	0.00	228,166.01
Charity Bank	121,638.06	0.00	0.00	121,638.06
Co-operative Bank Current	156,627.88	7,452.64	44,190.50	119,890.02
Nationwide Savings	136,884.97	304.53	0.00	137,189.50
Petty Cash	96.86	0.00	32.26	64.60
Santander Current	1,481.57	0.00	0.35	1,481.22
Santander Savings	123,320.60	228.33	0.00	123,548.93
Soldo Prepaid Debit Cards	1,005.51	0.00	322.77	682.74
Unity Trust Bank - Instant Access Account	125,634.87	0.00	0.00	125,634.87
Total	894,166.27	8,675.56	44,545.88	858,295.95

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

Councillor Proposal Form

Insert the date of meeting here... ASAP

Agenda Item:

TO CONSIDER PLANTING A MEMORIAL TREE WITH
A BENCH ALONG SIDE IN OAKRIDGE PARK IN MEMORY
OFF OUR LATE QUEEN ELIZABETH II Bradville

Background Information:

OAKRIDGE PARK BEING AN IDEAL AREA BEING
SO QUITE MOST OF THE TIME

Background Documents:

HER PASSING IS KNOWN BY ALL

Costs:

Recommendation:

PLEASE VOTE FOR OUR REQUEST TO HAPPEN

Proposed:

P. E. Kirk

Signed:

PETER F. KIRK

Date:

5.10.2022

Seconded:

L. Morgan

Signed:

LINDA MORGAN

Date:

6.10.2022

PLEASE NOTE

Agenda item requests must be received by the Proper Officer at least 2 weeks before the meeting at which you'd like your item to be considered.

Councillor Proposal Form

Insert the date of meeting here.....05-10-22.....

Agenda Item:

Parents especially mothers of children have approached me requesting to fix a Bench and some stools for children to sit in at Park/Play ground at Kingsfold-Bradville

Background Information:

There is no Bench or stools for parents and children to rest/sit in while children are playing Especially for elderly parents, relatives, Councillors, Sandra Agente and Councillor Ann Rowlandson have agreed to this proposal.

Background Documents:

Costs:

Recommendation:

Proposed: M. ABED ANWAR Signed: Abid Anwar Date: 05-10-2022

Seconded: Graham Dawson Signed: [Signature] Date: 19-10-2022

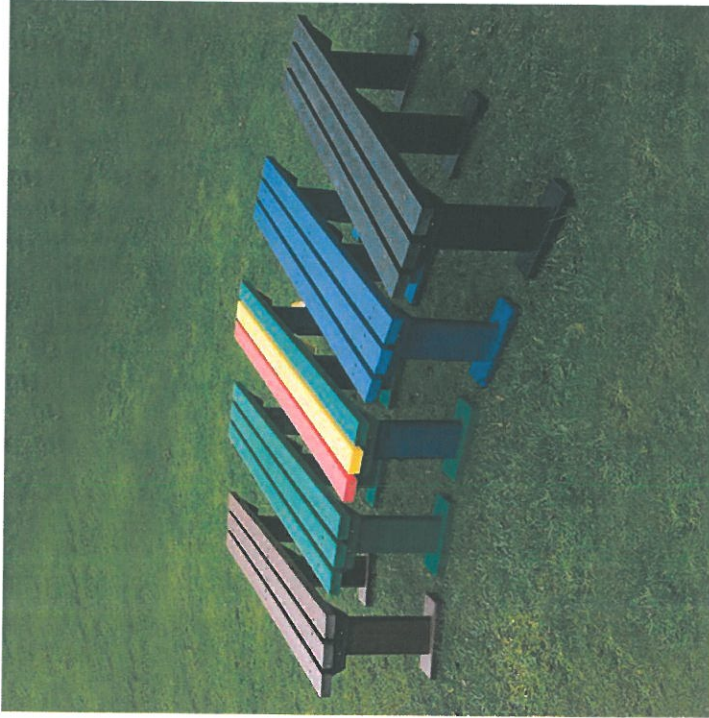
PLEASE NOTE

Agenda item requests must be received by the Proper Officer at least 2 weeks before the meeting at which you'd like your item to be considered.

OPTION 1

Sturdy recycled plastic bench with three slats as standard. Available in a variety of colours.

Dimensions; Length: 1500mm, Width: 300mm, Height: 490mm, Weight: 19kg.



Bench Cost:	£ 264.00
Carriage per bench:	£ 75.00
Installation per bench:	£ 400.00
Total Cost per Bench:	£ 739.00

OPTION 2

Cast iron framed seat featuring galvanised mild steel slats. The Eastgate Anti Vandal Seat is built to be longlasting and durable. It combines high quality craftsmanship with the robustness of cast iron and mild steel.

Dimensions: Length: 1800mm Width: 620mm Height: 830mm Weight: 110kg



Bench Cost:	£ 599.00
Carriage per bench:	£ 160.00
Plaque Charge:	£ 90.00
Installation per bench:	£ 400.00
Total Cost per Bench:	£ 1,249.00

Reply to: Natalie Shafiroff
E-mail: natalie.shafiroff@milton-keynes.gov.uk
Our Ref: 23/00282/HOU
PP-11911309

Donna Moore
Stantonbury Parish Council
126 Kingsfold
Bradville
Milton Keynes
MK13 7DX

6th March 2023

Dear Sir/Madam,

Town and Country Planning Act 1990 (As Amended)
Town and Country Planning (Development Management Procedure) Order 2015
Application no: 23/00282/HOU
Proposal: Erection of a double storey side and part double storey rear extension (resubmission of application ref. 22/02348/HOU)
At: 48 Stanton Avenue Bradville Milton Keynes MK13 7AP

I have received the above application which can be viewed via the Council's Public Access system using the link: <https://publicaccess2.milton-keynes.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=RPLYTQKWFKK00>.

I would be grateful to receive any comments you may have about the proposal by **3rd April 2023**. Any objections must form a material planning consideration and should you wish for the application to be referred to the Development Control Committee/Panel for determination; an explicit request must be made to that effect. If no reply is received within this period the application may be decided without your comments.

Where a request to refer an application to Planning Committee/Panel has been received from a Parish or Town Council, an undertaking to attend the meeting to address the Committee/Panel is expected. Failure to attend a Development Control Committee/Panel, following an undertaking to do so, on two occasions within a 6 month Period will result in;

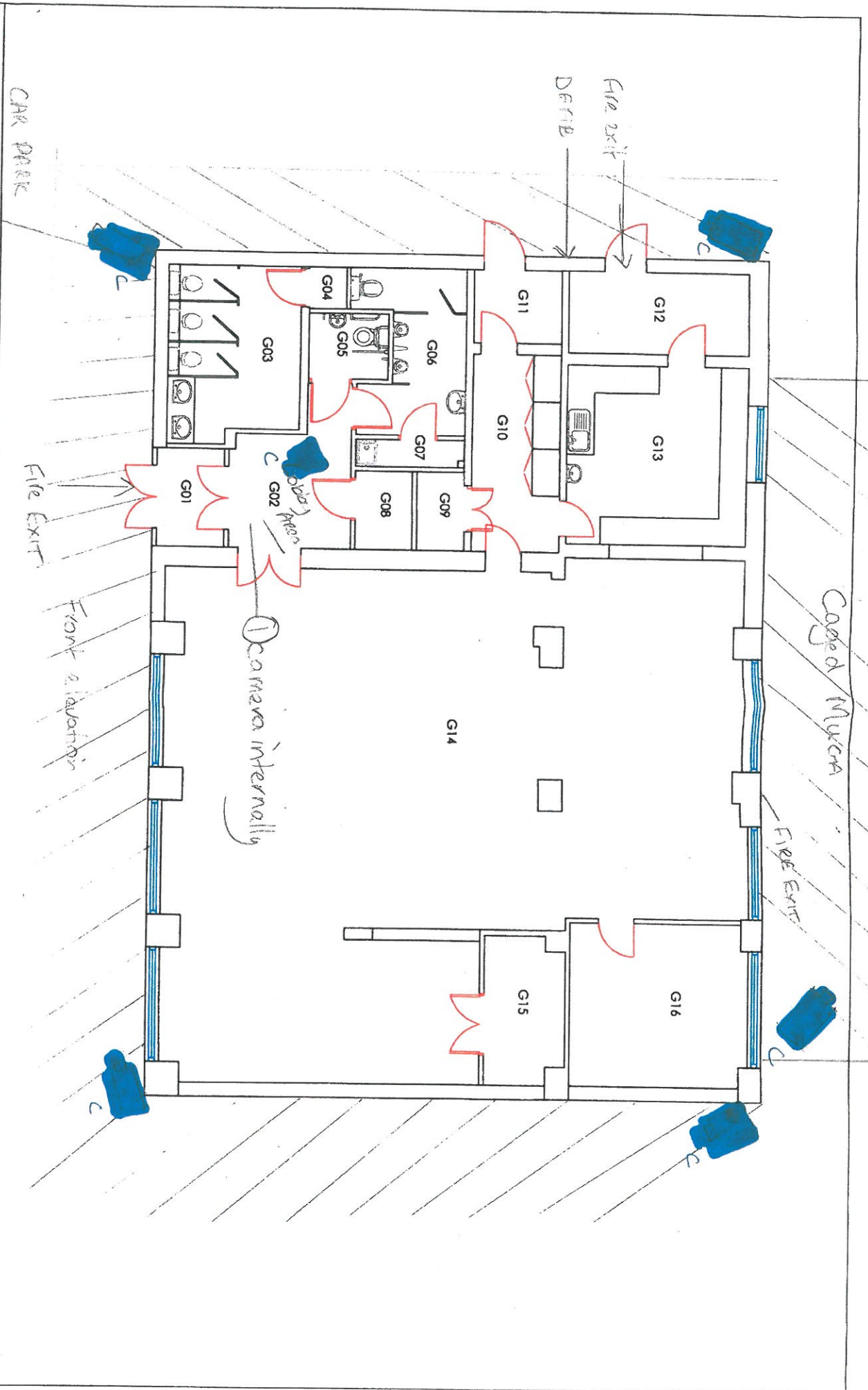
- a. The Parish or Town Council being barred from requesting an application be referred to Development Control Committee/Panel for a 3 month period from the date of the second incidence; and,
- b. Any applications within that Parish being determined in accordance with the Officer recommendation under delegated powers. This would also be for a concurrent 3 month period and would only take effect in cases where no other parties have lodged objections and requested the case be heard before a Planning Committee/Panel.

Yours faithfully,

Natalie Shafiroff
Planning Officer

CCTV Quotes for The Community Hub

Specification	Company A	Company B	Company C
No of cameras	6 R/H end of front elevation car park area Rear L/H side of elevation R/H end of rear elevation Rear end of R/H side elevation Rear R/H corner of foyer, towards entrance Internal lobby area	6 Car park & parking area Entrance to Hub Right side and adjacent area Right side adjacent area Muga and adjacent area Left side and adjacent area	6 Front towards car park Front R/H corner covering the front Rear R/H corner of property covering cage Rear L/H side looking left side of the building Rear R/S looking towards the R/S of the building Internal lobby
Type of Camera	PRO/HD 8MP colour/ mono static camera	UNV 8MP Active deterrent turret includes 2-way radio	8MP High Resolution Sony Starvis Eyeball no audio
Recorder	Digital Video Recorder 21" monitor connected to DVR this will allow for general viewing of all cameras in live or record mode 30 day storage	UNV 8 channel network video & audio 30 day storage. 24" Full HD LED Monitor 30 day storage	8 Channel network video recorder no audio LED Monitor included 30 days storage
Viewing Images	Remote viewing software can be supplied at an extra cost	24" Full HD LED Monitor App used for remote viewing foc can be loaded onto multiple devices	Remotely monitored via supplier at extra cost. Images can be viewed on a Smart phone
Installation Cost	£1630 + VAT	£1876 + VAT	£2235 + VAT
			Quote will expire end of March 2023 15% increase will be added
Quote Evaluation Matrix			
Rating Matrix 1 (poor)	A	B	C
10 Excellent			
Lead-time	10	10	10
Technical knowledge	7	9	9
Customer Service	5	10	9
Value for Money	10	9	8
Total Score	32	38	36



MILTON KEYNES COUNCIL

BRADVILLE HALL
MERCERS DRIVE, BRADVILLE
MILTON KEYNES MK13 7AY

FLOOR PLAN

UPRN: 25024250

PROPERTY AND FACILITIES

Milton Keynes Council Property and Facilities
Saxon Court, 502 Avenue Boulevard, Cal, Milton Keynes, MK9 3HS
Tel: 01908 253300 email: propertyandfacilities@milton-keynes.gov.uk

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