

12th October 2023

You are summoned to attend a meeting of the **Finance Committee, on Thursday 19th October 2023 at 10:30am** at **Stantonbury Parish Office, 126 Kingsfold, Bradville, MK13 7DX** when the business set out in the following agenda will be transacted.

D Moore

Clerk
Stantonbury Parish Council

Join Zoom Meeting

<https://us02web.zoom.us/j/89450123200?pwd=aVIHQJTJCSIVtVE1MbDF3YnpCWjYvZz09>

Meeting ID: 894 5012 3200

Passcode: 360918

Please note these meetings may be recorded.

Committee Members:	
Cllr Ann Ronaldson	Cllr John Warren
Cllr Peter Kirkham	Cllr Judy Kite
Cllr Kevin Smith	

AGENDA

21/23	Welcome and Introduction to Finance Committee meeting.
22/23	Present:
23/23	Apologies for Absence:
24/23	Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared.
25/23	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)</i>
26/23	Chairs Remarks: Model Finance Regulations.
27/23	Risk Management:
28/23	Minutes: To approve and sign the Minutes of the Finance Committee meeting held on Wednesday 12th July 2023 – See backing papers.

29/23	Councillor Allowance Expenses: - See backing paper. Committee to review the policy and the internal control process and discuss how they wish to proceed.
30/23	4-year plan: Deferred from Finance Committee meeting agenda item 12/23 – See backing paper. Committee to invite all Committee Chairs to discuss and review 4-year plan.
31/23	Budget Preparation 2023 – 2024 Committee to invite all Committee Chairs to advise the Committee of future plans for 2023 – 2024 to assist the RFO in draft budget preparation.
32/23	Business Interruption insurance for the Community Hub. Deferred from Finance Committee meeting agenda item 13/23 Committee to discuss the need for business interruption insurance and make recommendation to Full Council.
33/23	Budget: Committee to review the actual spend against budget to date. – See backing paper.
34/23	Grants: To review grant allocation for the quarter. – See backing paper.
35/23	Payroll: Committee to discuss and recommend looking into outsourcing Payroll.

9th August 2023

Minutes of the Finance Meeting held on **Wednesday 12th July 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:

Minutes

01/23	Welcome and Introduction to Finance Committee meeting.	Actions
02/23	Present: Cllr John Warren Cllr Peter Kirkham Cllr Kevin Smith Cllr Ann Ronaldson - Chair Cllr Judy Kite Donna Moore – Clerk Sarah Espey – Responsible Finance Officer	
03/23	Elect a Chair for the Finance Committee: Cllr Smith nominated Cllr Ronaldson, and Cllr Ronaldson nominated Cllr Smith. Cllr Smith declined to stand. – Committee voted on Cllr Ronaldson to be Chair. 5 Votes for. Resolved	DM
04/23	Apologies for Absence: - None	
05/23	Declarations of Interest: Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s30 (3) of the Localism Act, members must declare any disclosable pecuniary interest which they may have in any of the items under consideration at this meeting, and any additional interests not previously declared. - None	
06/23	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)</i> 2 members of the public in meeting. No comments made.	
07/23	Chairs Remarks: - None	
08/23	Risk Management: - Event Booking System Chair invited Clerk to explain the booking system situation to the Committee and explained it might be better to look at offering an electronic booking system. Committee agreed to continue to sell the tickets in current process but to sell the tickets at the Community Hub and add the forms to our website so residents can fill them in before they attend. Councillors would help at Community Hub. Agreed	ST / TC / KF / DM

Signature:.....Date:.....

09/23	Terms of Reference: Committee to discuss and adopt Terms of Reference. Cllr Ronaldson and Cllr Smith raised queries on Risk Management and Subcontractor statement – Clerk answered. Committee agreed 5 votes for. <div>Resolved</div>	TC / DM
10/23	A guide to the Local Council Award Scheme: Committee to discuss applying for the Quality Mark. Clerk explained the scheme to the Committee and went through the process. Committee agreed to defer to Full Council meeting with Clerk to provide an estimate of time on how long it would take to fill in the application. <div>Action</div>	DM
11/23	Councillor Allowance Expenses: Committee to review the policy and the internal control process and discuss how they wish to proceed. Committee agreed the policy needs reviewing, and more details to be added to current policy to assist the RFO with what is an acceptable expense. Agenda item deferred to check with other Parish's expense policies to get examples. – Agreed 5 votes for. <div>Action</div>	SE/TC
12/23	4-year plan / 3-year forecast: Presentation by Clerk / RFO. RFO went through spreadsheet. Committee agreed to invite all the Committee Chairs to the next Finance Committee meeting, to start planning the 4-year plan and forecast. – Agreed 5 votes for. <div>Action</div>	SE/DM
	Cllr P Kirkham left meeting 12:56	
13/23	Internal Audit report Committee to review report and discuss how would they like to proceed. <ul style="list-style-type: none"> Investment policy. Committee agreed there is a need for an investment policy, RFO and Clerk to produce a policy for the next meeting. Committee also agreed to make recommendation to Full Council to move money into a 12- month fix with Unity Trust. Business Interruption for the Community Hub. To discuss business interruption cover & to defer to budget time (Sept/Oct) Staff Appraisals Voted to defer straight to HR Committee. All agreed 4 votes for. <div>Agreed</div>	DM/SE

14/23	<p>Upcoming change from our investment company CCLA. With effect from 17 July 2023, CCLA will appoint FNZ TA Services Limited (FNZ) as its transfer agent. As transfer agent, FNZ will process all transactions in the funds, record changes to our records and distribute interest/dividends. Our dedicated Client Services team will remain the main point of contact for day-to-day enquiries. https://www.ccla.co.uk/transfer-agency-and-fund-changes RFO Updated the Committee this has now been delayed to 16th October. Committee acknowledged.</p> <p style="text-align: right;">Noted</p>	SE
15/23	<p>Bank Mandate – See backing paper.</p> <ul style="list-style-type: none"> To make a recommendation for a replacement for Cllr Seabourne on CCLA Account Recommendation to add this to Main Meeting for Full Council to be asked. To discuss signatories for online accounts RFO to arrange a meeting with Cllr Kennedy to sort out the online access. Committee made recommendation to Full Council to increase online access to 5 people in total for the Co-Op account. <p style="text-align: right;">Action</p>	DM SE / DM
16/23	<p>Direct Debits: Committee to review Direct Debits. Committee reviewed and agreed – 4 votes for.</p> <p style="text-align: right;">Resolved</p>	SE
17/23	<p>Fees and Charge: Committee to review. Committee reviewed and agreed – 4 votes for.</p> <p style="text-align: right;">Resolved</p>	SE
	<p>Clerk asked to Committee to vote if they wish to extend the meeting by 15 mins to discuss the remaining items. - Committee agreed 4 votes.</p>	
18/23	<p>Budget: Committee to review YTD Draft budget variance report. Committee reviewed and acknowledged.</p> <p style="text-align: right;">Noted</p>	SE
19/23	<p>Internal Scrutineer: To appoint internal scrutineer. Committee was made aware Cllr C Northwood has offered to continue being the internal scrutineer. Committee agree to Cllr C Northwood to continue.</p> <p style="text-align: right;">Resolved</p>	CN / SE
20/23	<p>Internal Auditor: Appoint an interim Internal Auditor. Committee agreed to appoint Rosebud Consultancy to do the Interim Audit.</p> <p style="text-align: right;">Agreed</p>	SE

20/23	Pension Deficit: Update from Responsible Financial Officer. RFO explained the pension deficit, the Committee felt the cost to arrange for an independence company to advise us was too high, Committee agree to make recommendation to Full Council to not appoint an independent person.	SE/DM
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Meeting Closed 1:45pm

Document No: CAESPC170523



Councillor Allowances and Expenses Policy

Signed:L Morgan.....
The Chair-Stantonbury Parish Council

Date: ...17/05/2023.....

Document History

Reviewed by RFO	02/02/2022
Reviewed at MM February 2022	16/02/2022
Updated by RFO – Expense Claims	10/03/2022
Updated by RFO – Expense Claims	23/04/2022
Draft Revision – Appendix A added. Changes to Policy Statement.	28/04/2022
Adopted at Main Meeting	04/05/2022
Reviewed & Updated by RFO	30/03/2023
Adopted and signed at the Annual Meeting	17/05/2023

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Policy Statement

This Policy is made under the terms of the Local Authorities (Members Allowances) (England) Regulations 2003.

This Policy takes into consideration the recommendations made by the Independent Parish Remuneration Panel appointed by the principal Authority (Milton Keynes Council) who meet and report every 4 years. Their most recent report was issued in December 2021.

Whilst Stantonbury Parish Council recognises the recommendation of the Independent Parish Remuneration Panel it chooses to expand and clarify elements of the recommendation as set out in Appendix A

1. Background

Parish councillors are volunteers, they do not get paid. The allowance although it is not a salary is treated by HMRC as taxable income and is processed on the Parish Councils payroll software. It is a figure which is calculated to cover the expenses which are normally associated with the basic duties of being a councillor.

The amount paid to the Chair may differ from that of other Councillors (i.e. a higher sum may be paid in light of the extra duties and responsibilities that are required of the Chair) but otherwise the sum shall be the same for each Councillor.

The payment of Councillors' allowances is subject to a statutory process which involves a local remuneration (independent of the local council) panel, whose role is to make recommendations as to the level of the various allowances that a council can pay.

The Parish Remuneration Panel was convened by Milton Keynes Council as the 'Responsible Authority' so required by the 2003 Regulations:

- The Local Authorities (Members Allowances) (England) Regulations 2003
- Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692

The Guidance issued on these regulations for Members of a Parish Council is:

"91. Parish councils may choose to pay their members an allowance, known as 'parish basic allowance', to recognise the time and effort they put into their parish duties. There is no obligation on parish councils to pay such allowances. Each parish council may make an allowance available to its chair only, or to each of its members. Where all members receive an allowance, the amount payable to the chair may be different to that paid to other members, but otherwise the amount paid to each member must be the same. Parish basic allowance is a discretionary allowance. It may be paid in a lump sum, or at intervals throughout the year.

92. If a parish council wishes to pay a basic allowance, it should have regard to a recommendation from its parish remuneration panel. This is a panel set up to make recommendations to parishes in its area. The membership of a parish remuneration panel will be the same as the independent remuneration panel of the district or county council within whose area the parish is situated. The panel will make a recommendation as to whom basic allowance should be paid, and the level of the allowance."

(New Council Constitutions: Guidance on Regulation for Local Authority Allowances, DCLG, 2003)

Stantonbury Parish Council does not have the Quality Award as set by [NALC](#).

2. Basic Allowance (as of May 2023)

The Local Authorities (Members Allowances) (England) Regulations 2003 Statutory Instrument 2003 No. 1021 state the basic allowance recommended by a Parish Independent Remuneration Panel can be for any amount up to 100 per cent of the basic allowance paid by Milton Keynes Council.

The Panel therefore recommends that those parishes who feel that a basic allowance would be appropriate should be able to pay an amount up to 10% of the Basic Allowance for Milton Keynes Council for Quality approved Parish Councils.

For those Councils that are **not Quality approved they should be able to pay an amount up to 7.5% of the Basic Allowance for Milton Keynes Council.**

The recommended Basic Allowance for Milton Keynes Council is £11,688;
10% of this is £1,169
7.5% of this is £877.

This should **only** be paid to Members who are elected not those co-opted.

3. Chairs Allowance (as of May 2023)

The Chair's allowance that can be recommended by the Independent Remuneration Panel can be for any amount up to 100 percent of the Basic Allowance paid by Milton Keynes Council. The Panel is of the view that any decision regarding the payment of a Chair's Allowance and the level of that allowance should be left entirely to the discretion of individual parish and town councils, considering individual local circumstances, whilst adhering to the recommended maximum allowance.

The Panel therefore recommends the Chair's Allowance for Quality approved Parish and Town Councils should be up to 20% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; 20% of this is £2,338.

The Panel further recommends that the Chair's Allowance for those Councils **not Quality** approved should be up to 15% of Milton Keynes Council's recommended Basic Allowance.

The recommended Basic Allowance is £11,688; **15% of this is £1,754.**

The Chair's allowance can be in addition to the Basic Allowance, or not, if no Basic Allowance is paid.

4. Indexation of Allowances

The indexation of the allowances paid to Members of the Council should be in line with the indexation applied to Members Allowances at Milton Keynes Council, namely linked to staff salary increases of Council employees.

5. Foregoing Allowances

A Councillor may choose not to receive all or part of any allowance to which they would otherwise be entitled. To do so they must give written notice to the proper officer.

6. Expense Claims

Travel and Subsistence - Regulation 26 permits both elected and co-opted members allowances in respect of travelling and subsistence. Travel and subsistence is for approved councillor duties only incurred in connection with the performance of any duty within one or more of the following categories—

- a) the attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- b) the attendance at a meeting of any association of authorities of which the authority is a member;
- c) the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- d) the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises; and
- e) the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

The Panel recommends that the Parish Councils should pay a mileage allowance of 45p per mile (for a car) and 45p per mile for an electric car which are in line with the HMRC recommendations. Subsistence rates should be paid in line with Milton Keynes Councillors.

For the purposes of calculating claims, a councillor's normal place of residence (his/her home) is regarded as his or her normal place of work, so expenses associated with travel from home to the council office, and other locations to conduct council business, may be claimed back. Where a councillor travels on council business from his or her employment or business (which is not council related) he or she may be reimbursed for the cost of the journey. However, if the cost of making this journey would have been lower had it started from the councillor's home, then that lower cost is the maximum amount which should be reimbursed. For example if the distance from a councillor's home to council offices is 5 miles and from a councillor's business to council offices is 10 miles, a maximum of 5 miles may be reimbursed.

Travel by Private Transport

In addition to the mileage allowance covered above, Councillors can also claim the costs associated with travelling by private car, motorcycle or bicycle:

- Parking charges - receipted costs of expenses incurred
- Road and bridge tolls (if appropriate) - costs of expenses incurred
- Road pricing/congestion charging - receipted costs of expenses incurred

Parking fines will **not** be reimbursed.

Travel by Public Transport

The following expenses may be claimed back by councillors who use public transport to carry out their duties:

- Buses and trams - expenses incurred, including season ticket/passes where this is considered more cost effective

- Taxis, trains, air travel, ferry travel - receipted cost of fare

It is expected that councillors should travel by standard/economy class for their journeys. Councillors and local authorities should consider cost effectiveness and value for money when choosing the mode and class of transport for a journey on council business.

Other Expenses - Any expense incurred at the direction of the council shall be reimbursed.

Incidental costs such as broadband, stationery, use of home, telephone, and printing costs are compensated for by the allowance scheme.

Expense claims should be submitted to the Responsible Financial Officer within three months of being incurred using the appropriate Stantonbury Parish Council expense claim form together with any relevant supporting documentation.

Council may offer to pay for the travel, by taxi or season tickets where they consider it more cost effective to do so. Any such costs should be recorded as a cost to the relevant councillor and published annually on the Council's website.

7. IT Equipment

Councillors will be provided with a laptop and printer (if required) which will remain the property of the Stantonbury Parish Council.

8. Publicity

Regarding the allowances, the Panel recommends that the Parish Councils act in accordance with the following guidance (Section 5, Paragraph 30 of the Regulations (SI2003 No. 1021):

“Parish councils are required to publicise their allowances in a notice or notices conspicuous in their area. These notices must remain in place for at least 14 days. In addition, they must make a record of the allowances they have paid available for inspection at reasonable notice. They must provide copies of this record on request and may charge a reasonable fee for this. Parishes must also publish details of the parish remuneration panel reports. Again, these are minimum requirements, and parish councils may wish to go further in making local people aware of their allowances scheme and payment levels. For example, they may wish to circulate details of their allowances in the parish newsletter, if they have one, place them on a website, or publish them in one or more newspapers”.

The Panel recommends that the Parish Clerk should publicise the allowances scheme to all Parish and Town Councillors and the public. Each Parish and Town Council is required to formally adopt the recommendations in the Independent Panel report.

9. Appendix A – Clarification of Travel Expenses

Stantonbury Parish Council choose to provide a Taxi Account managed by the RFO, **all taxis are booked by office staff, any visit concerns please speak to Clerk or RFO. Councillors with the following situations can use the taxi account.**

- Councillors with mobility issues preventing the use of public transport or private vehicle.
- Councillors where a direct route to the Parish Office(s) from the registered place of residence, is unavailable or unnecessarily arduous or time consuming. Arduous also includes consideration of night time travel by councillors who may be vulnerable.
- Notwithstanding the stated approved travel as set out in Statutory Instrument 2003 No. 1021 and the amendment – Statutory Instrument 2003 No. 1692 - Part 2 Councillor

Allowances 5. 1 Items a) to i) (2) items a) to (c) and (3). The Parish Council adopts the following as approved duties for the purpose of qualifying for expenses:-

1. Clerk request for a meeting with a Councillor
2. A nominated member of a Committee, sub-committee, working party for their meetings.
3. Meetings with subcontractors in respect of asset or facilities management of the Council premises. Or at the sub-contractor's premises in respect of Parish Council matters
4. Meetings with Parishioners at any of the Council offices
5. Meetings with legal advisers either at the Parish Offices or the offices of the advisors.

Other travel expenses will be subject to prior approval of the Proper Officer and RFO.

This Policy will be reviewed annually.



Stantonbury Parish Council

4 Year Plan 2019-2023

Signed: _____ Date: _____
Chairman – Stantonbury Parish Council

Draft Version	Document Title	Revision Number	Date
First Draft	4 year plan	0	05.2019
Second Draft	4 Year Plan	1	09.2020
Third Draft	4 year Plan	3	09.2020
Final Adopted Version	4 Year Plan	4	07.10.2020

Introduction

Stantonbury was mostly built in the 1970's on the premise of a better quality of life. In its early days there was a five-year waiting list to move into the area. Many of our parishioners can remember a gentler pace of life and the Parish Council comprised a few like-minded people meeting in the church hall coffee lounge or at the school.

Today we live in a world driven by technology and heightened social awareness. With this technological progress a greater "press of life" has evolved, fuelled by a culture of social electronic interaction and instantaneous communication. Demands on individuals are far greater now than ever before and increase almost daily with the rapid pace technology evolves

A Parish Council may therefore appear outmoded in this modern society. The Parish Council is the first level of local government enshrined in legislation set down by Parliament in 1957 and 1972. Not many parishioners can say what a Parish Council does, and we are often confused with the role of the Borough Council. A great many just see it as an additional cost of no benefit

However, being the first level, and therefore the closest body, of government representation in touch with the population, we try to make sure, as parishioners ourselves, that our voices are heard at higher levels. We are independent and do not have political allegiance to any party

We are here to listen to your comments and act wherever possible and intercede frequently on issues that adversely affect our Parish

May 2019 saw the creation of a new Parish Council to serve for the next four years

This four-year plan spanning 2019 to 2023 is designed to maintain and improve the services we currently provide and ultimately better place the Parish Council in our changing society

Four Year plan 2019 - 2023

Democratic representation

Our population has remained stable for 10 years and is projected to increase slightly during the next four years. The demographic shows we have a steadily increasing elderly population. Our representation in Councillors has traditionally been based on population numbers. We, however, now have wider responsibilities and the workload on Councillors has increased significantly. To relieve this pressure, we can employ more staff and bigger offices, or we can increase the number of councillors to share out the workload. We therefore proposed the latter with an increase of councillors as follows: -

Bancroft Park – One additional Councillor
Bancroft – One- additional Councillor
Bradville – One - additional Councillors
Stantonbury – One additional Councillor
Oakridge Park – One additional Councillor.

Bringing the total complement of Councillors to 14 in total.

Quality Mark for the Parish

We pride ourselves that the office staff put in 100% effort to produce quality work at times in difficult circumstances. Our parishioners generally do not see this work and some recognition is required. To heighten the role of the staff, third party certification of the Parish office team is desirable it is therefore proposed: -

- To gain basic level quality mark by year 2019-2022
- To gain next level in second year 2023
- To gain final level in third year 2024
- To facilitate ILCA and CiLCA training for all staff (Parish Cost) and Parish Councillors (at own cost) if requested
- To facilitate financial training as required
- To Identify, draft and complete internal procedures to contribute to achieving the above quality marks
- To facilitate Parish Ranger training to an appropriate NVQ level, based on the expanding role and considered separately below
- To ensure all staff and Councillors are DBS checked and maintain the DBS qualification

Office refurbishment

- Implement a plan to refurbish the Parish Office to provide more office space to accommodate an anticipated expanded work force during the next 4 years commencing in 2019-2021

Planning 2019 onwards

- To continue to manage the Neighbourhood Plan and seek expansion of Policies requirement should the need arise throughout the next two years
- In the event the Neighbourhood Plan is adopted we, as a Council, need to monitor all planning applications within the Parish to ensure compliance with it continuously over the next 4 years
- This must entail a greater awareness and involvement by Councillors and particularly attendance at development control meeting for Parish Related activities. It is therefore proposed two Councillors will take on the role of reviewing applications for

compliance with the National Planning Policy Framework, Plan:MK and our Neighbourhood plan. Formal training of these Councillors is proposed

- Where Councillor commitment precludes full attention to the planning applications and a complex application is received, the Parish Council will consider employing, on a temporary basis, the services of a Planning Consultant

Devolved Services. 2019-2023

Local government has been undergoing subtle changes since the introduction of the Parish Council Act of 1957. Government financial restrictions imposed on Borough Councils has resulted in services that they would otherwise provide being pushed down to the Parish Councils. This situation is likely to continue for some time and probably greater responsibilities will be placed on the Parish Councils

The existing contract between MK Council and its primary supplier Serco come to an end in 2022. There is provision for an extension to 2025. The devolution of services to Parish Council has not been received well, due to the requirement for taking on Serco staff where the particular service is devolved to us. Financially the structure and mechanisms offered were not attractive to us as a Council. However, we can: -

- Push for more of the “soft services” that do not incur a cost penalty to the Parishioners.
- Maintain liaison with MKC on devolved services over the next 4 years.
- Primary contracts with Serco etc come to an end in 2022 possibly take on more landscape/maintenance services if we are not required to transfer with Serco staff and associated liabilities, when primary contracts with Serco come to an end in 2022

Speeding and crime (including fly tipping, fly posting and dog fouling) 2019-2023

Based on feedback from Thames Valley Police, Stantonbury Parish is not a high crime area. Statistics show crime in the area is lower than crime levels in equivalent sized cities. Dog fouling and speeding topmost complaints by residents. For the next four years we will liaise with Thames Valley Police and introduce the following: -

- Based on feedback from the Enforcement officer, we may increase the Enforcement officer's time spent in the Parish patrolling the area in 2019-2020
- To procure the sentinel speed gun system for use of guardians and Parish staff to reduce speeding in 2019.
- To subcontract a service providing NPR cameras (already agreed) for mobile use throughout the Parish in consultation with Thames Valley Police in 2019
- To apply to Milton Keynes Council for a speed limit of 20mph throughout the Parish
- To train / certify our own staff and guardians in this function in 2019
- To foster closer ties with Thames Valley Police. Ongoing for the 4 years
- To aspire to reduce fly tipping to zero. Continuous monitoring
- To aspire to reduce dog fouling to zero. Continuous monitoring

- To consider employing a youth development officer to establish links with resources for young people to use within the Parish in 2019-2020

Parking

Parking has been decriminalised unless a clear obstruction is identified at which time fine can be issued by Thames Valley Police. In order to lower the problem with parking we need the common sense of our parishioners to tackle those that have a disregard for damage and the inconvenience they cause. To this end: -

- We hope: - to implement the findings of the Bradville pilot project -2019 and extended this to other areas on an ongoing basis throughout 2010-2021
- To have closer liaison with our Parish PCSOs who will issue warning letters to those frequently causing parking issues
- To report all taxi services parking in dangerous locations or causing obstructions
- To encourage pedestrians and dash cam video to be provided to Thames Valley Police where parking is causing nuisance
- To introduce parking control zones throughout the Parish

Ranger Services

The Ranger Service has proven to be an extraordinary success. The community are warming to the Rangers and the number of Parish Guardians is increasing continually. The Parish Council would like to encourage this interaction with Parishioners and contribute to the low-level maintenance of the area. Future plans:

- Expand the Ranger Service by an additional Ranger on a part time basis in 2019 As demand increases to increase the Ranger hours to full time 2020- 2021
- Offer Ranger Services to other Parishes late 2019 onwards
- Complete the asset procurement of Ranger tools in 2019
- Facilitate training to the Rangers for equipment use and safety
- Monitor the effectiveness of two rangers continually
- Expand the number of Guardians within each ward

Recycling and Sustainability

- Consider the Councils Green and Sustainability policies
- Provide recycling stations at key locations around Parish
- Provide a large item collection and disposal service.
- Aspire to embrace the principals of CO² neutrality or Carbon Offsetting

Fiscal Control

Until 2017 the Parish Council had not increased its precept for seven years. Whilst our Parishioners enjoyed financial stability from the Parish Council during this period, as time moved forward we found we were not prepared for unexpected items such as a Devolved Service. Our reserves were for the maintenance of the Council for one month. We have had

a period of catch-up to allow us to provide some of the services offered by Milton Keynes Council and to set aside monies for future initiatives as set out in this proposal.

- To increase the Parish precept by 2% per annum per year to cover the expansion of the Parish Council's role in the community. (*Forward projection graphs of income and expenditure need to be inserted here*)
- To increase the precept by the minimum of 2% or CPI figures whichever is the greater
- To create a legal contingency fund through an annual contribution of 0.4% of the annual precept from 2019-2023

Outreach to the community

It has been a long-standing issue within the Parish particularly in Stantonbury and now Oakridge Park as well that there are no facilities for all age groups.

Thames Valley Police have recommended we employ a Youth Officer. However, much more needs to be done on the wider front of the Parish and its community. As the demographics show more of our population will move to over 65 throughout the next four years we must consider how we support the senior citizens and consider whether we need to change the way we support the community, particularly with respect to mobility and communication. To support the community further we propose to consider the following: -

- Engage with the Griffin Trust possibly setting up a school council
- Increase the interaction with the parishioners through provision of low cost wifi as an internet service provider. Possibly strike a deal with one of the major ISP providers or considering our own in 2019-2022
- Expand the Parish Magazine. To be self-funding if possible in 2019-2020
- Potentially providing a Parish Community Bus in 2019-2020
- Consider using the Parish buildings as a community drop (coffee morning) alongside the PCSOs drop-in, in 2020
- Consider providing a Community Support Officer
- To acquire assets that will be beneficial to our parishioners

Co-operation with adjacent Parish Councils

With very tight budgets we have to maximize resources wherever they may be. We have commenced meetings to establish mutual interests and potential sharing of resources with Great Linford and Bradwell. This could be extended to Wolverton and Heelands over time.

As we get into more detail this section of the plan can be updated accordingly.

Review of the Plan

This plan is to be reviewed and amended accordingly in April each year.

Budget Variance

Stantonbury Parish Council

For the 6 months ended 30 September 2023

Account	Apr-Sep 2023	2023/24 Budget	Variance	Variance %
Trading Income				
Council Tax Grant Income	9,700.53	9,700.00	0.53	0%
Precept	460,748.00	460,748.00	0.00	0%
Total Trading Income	470,448.53	470,448.00	0.53	0%
	470,448.53	470,448.00	0.53	0%
Other Income				
Allotment Revenue	23.88	3,800.00	(3,776.12)	-99%
Income - Clothing Bank	169.50	0.00	169.50	0%
Income - Insurance	1,485.00	0.00	1,485.00	0%
Income - Newsletter Advertising	130.00	0.00	130.00	0%
Income - Section 106	18,426.52	0.00	18,426.52	0%
Income - Ward Budget Donations	1,000.00	0.00	1,000.00	0%
Income CH VAT Exempt	3,637.50	7,000.00	(3,362.50)	-48%
Income CH VATABLE	0.00	3,000.00	(3,000.00)	-100%
Income Community Projects Trips	2,521.55	3,000.00	(478.45)	-16%
Interest Income	12,427.35	5,800.00	6,627.35	114%
Other Income	801.10	2,000.00	(1,198.90)	-60%
Total Other Income	40,622.40	24,600.00	16,022.40	65%
Expenses				
ALLOTMENTS Maintenance & Repairs (4120)	403.28	4,000.00	(3,596.72)	-90%
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)	8,072.41	0.00	8,072.41	0%
CH - Coronation (4362)	1,197.86	500.00	697.86	140%
CH - Events (4360)	214.61	1,000.00	(785.39)	-79%
CH - General Maintenance and Sundries (4380)	681.78	6,000.00	(5,318.22)	-89%
CH - IT/Tel Maintenance Services (4383)	0.00	1,500.00	(1,500.00)	-100%
CH - Jubilee	425.00	0.00	425.00	0%
CH - New Project Food Bank (4350)	0.00	1,500.00	(1,500.00)	-100%
CH - Over 65's Hospitality (4330)	0.00	750.00	(750.00)	-100%
CP - Coach Trips (4335/4337)	4,070.00	5,000.00	(930.00)	-19%
CP - Events (4340)	3,093.75	6,500.00	(3,406.25)	-52%
CP - Newsletter (4305)	3,019.99	9,000.00	(5,980.01)	-66%
CP - Skips Rubbish Amnesty (4371)	0.00	6,000.00	(6,000.00)	-100%
FC - ALLOTMENTS Utilities (4130)	28.01	1,000.00	(971.99)	-97%
FC - ASSETS CH Non IT (4381)	351.28	6,000.00	(5,648.72)	-94%
FC - ASSETS Motor Vehicles (4260)	0.00	25,000.00	(25,000.00)	-100%
FC - ASSETS Office IT Equipment (4525)	0.00	10,000.00	(10,000.00)	-100%
FC - ASSETS Parish Fixtures (4235)	3,490.00	4,000.00	(510.00)	-13%
FC - Audit Fees (4795)	1,550.00	2,500.00	(950.00)	-38%
FC - Bank Charges (4705)	84.85	500.00	(415.15)	-83%
FC - CH Insurances/Licences (4387)	0.00	1,000.00	(1,000.00)	-100%
FC - CH Rates (4386)	0.00	5,000.00	(5,000.00)	-100%
FC - CH Utilities (4385)	1,038.77	5,000.00	(3,961.23)	-79%
FC - Grants & Donations (4310)	2,180.00	6,000.00	(3,820.00)	-64%
FC - Kingsfold Rates (4626)	0.00	9,000.00	(9,000.00)	-100%
FC - Kingsfold Utilities (4627)	1,337.52	5,000.00	(3,662.48)	-73%
FC - Legal and Professional fees (4790)	0.00	10,000.00	(10,000.00)	-100%
FC - Parish Equipment (4230)	264.00	4,000.00	(3,736.00)	-93%
FC - Parish Insurance (4710)	2,965.92	4,000.00	(1,034.08)	-26%
FC - Subscriptions and memberships (4720)	4,180.12	5,000.00	(819.88)	-16%
FC - Wylie Rates (4710)	0.00	2,100.00	(2,100.00)	-100%
FC - Wylie Utilities (4636)	221.87	2,500.00	(2,278.13)	-91%
GP - CH Cleaning (4388)	880.16	2,500.00	(1,619.84)	-65%
GP - CH Security/Fire Services (4389)	828.96	1,500.00	(671.04)	-45%
GP - DOG WASTE Bin Emptying (4240)	5,135.90	12,000.00	(6,864.10)	-57%
GP - ENFORCEMENT SERVICES (4250)	4,232.75	10,000.00	(5,767.25)	-58%
GP - Hospitality (4560)	97.93	1,500.00	(1,402.07)	-93%
GP - Kingsfold Maintenance (4620)	8,374.65	10,000.00	(1,625.35)	-16%
GP - Kingsfold Security and Fire Safety (4625)	1,270.00	3,500.00	(2,230.00)	-64%

GP - Office Cleaning Services (4610)	1,766.80	4,000.00	(2,233.20)	-56%
GP - Office Equipment (4535)	0.00	5,000.00	(5,000.00)	-100%
GP - Office IT Services (4520)	2,040.64	25,000.00	(22,959.36)	-92%
GP - Office Stationery (4760)	640.87	3,000.00	(2,359.13)	-79%
GP - Office Sundries (4590)	431.20	2,000.00	(1,568.80)	-78%
GP - Postage (4765)	55.15	500.00	(444.85)	-89%
GP - Wylie Maintenance (4630)	1,096.49	2,000.00	(903.51)	-45%
GP - Wylie Security and Fire Safety (4635)	1,022.00	1,500.00	(478.00)	-32%
HR - Councillor Allowances (4445)	4,716.95	14,250.00	(9,533.05)	-67%
HR - Councillor Training (4485)	140.00	1,500.00	(1,360.00)	-91%
HR - Councillor Travel & Subsistence Expenses (4446)	554.93	1,500.00	(945.07)	-63%
HR - Employers National Insurance (4421)	3,414.03	32,000.00	(28,585.97)	-89%
HR - Employers Pension Contributions (4431)	23,808.05	60,000.00	(36,191.95)	-60%
HR - RANGERS & STAFF Uniform (4270)	60.00	1,000.00	(940.00)	-94%
HR - Salaries (4420)	92,356.00	250,000.00	(157,644.00)	-63%
HR - Software Services (4415)	520.44	1,050.00	(529.56)	-50%
HR - Staff Recruitment (4410)	0.00	500.00	(500.00)	-100%
HR - Staff Training (4480)	94.00	2,500.00	(2,406.00)	-96%
HR - Staff Travel & Subsistence Expenses (4450)	2.25	500.00	(497.75)	-100%
LANDSCAPING Maintenance (4210)	200.59	5,000.00	(4,799.41)	-96%
PLAYGROUND Maintenance (4220)	0.00	10,000.00	(10,000.00)	-100%
RANGERS Sundries (4280)	747.52	2,000.00	(1,252.48)	-63%
RANGERS Vehicle Expenses (4265)	2,272.47	10,000.00	(7,727.53)	-77%
SPC Expenditure from Reserves (4949)	28,000.00	0.00	28,000.00	0%
SPC PROJECTS - CCTV Crimewave (4370)	9,120.00	18,500.00	(9,380.00)	-51%
SPC PROJECTS - Change of Domain (4526)	0.00	2,000.00	(2,000.00)	-100%
SPC PROJECTS - CIF Match Funding (4225)	0.00	10,000.00	(10,000.00)	-100%
SPC PROJECTS - Renewals Bradville Area	0.00	5,000.00	(5,000.00)	-100%
SPC PROJECTS - S106 Expenditure	9,140.00	0.00	9,140.00	0%
SPC PROJECTS - Winter Warmer	1,524.41	0.00	1,524.41	0%
SPC PROJECTS - Yellow Lining (4365)	0.00	20,000.00	(20,000.00)	-100%
Total Expenses	243,416.16	680,650.00	(437,233.84)	-64%
Contribution to/(from) Reserves	267,654.77	(185,602.00)	453,256.77	244%

YTD Grants & Donations awarded as at: 12th October 2023

Stantonbury Parish Council

For the period 1 April 2023 to 31 March 2024

Date	Description	Reference	Amount	
FC - Grants & Donations (4310)				
01 Apr 2023	Rainbow Children Centre - Award	Grant Application MM211/22	£	650.00
21 Jul 2023	JustGiving - Donation in memory of David Outram Mum	Rennie Grove Hospice Care	£	30.00
01 Aug 2023	Roman Park Management Limited - SPC contribution towards cost of public Fireworks event	Fireworks Grant 11 2023	£	1,000.00
01 Aug 2023	All Bradville Residents Association - SPC contribution towards cost of ABRA Coach Trip Grant 10 2023	ABRA Coach Trip Grant 10 2023	£	500.00
Total FC - Grants & Donations (4310)			£	2,180.00
Total			£	2,180.00

This report uses the most up-to-date exchange rate data available from XE.com to convert foreign currency to base currency, unless you've entered your own rate.