

18th December 2023

Minutes of the **Main Meeting** for Stantonbury Parish Council held on **Wednesday 13th December 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
156/23	<p>Present: Cllr Linda Morgan - Chair Cllr Peter Kirkham Cllr Ann Ronaldson Cllr Paul Baxter Cllr John Warren Cllr Kevin Smith Cllr Derek Northwood Cllr Carol Northwood Cllr Judy Kite</p> <p>Donna Moore – Clerk Rosebud Consultancy representative for agenda item 171/23</p>	
157/23	<p>Apologies for Absence: Cllr Sandra Kennedy - 9 votes to accept apologies.</p>	
	Cllr Abid Anwar – Not present	
158/23	<p>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.</p> <p>Cllr P Baxter for agenda item 163/23 C.</p>	
159/23	<p>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).</p> <p>2 members of the public attended the meeting to raise concern on Bradwell Road in connection to speeding, Chair explained the section they are referring to, which is near the New Inn pub is in New Bradwell Parish and they need to talk to them. Chair advise get them to contact us and we might be able to work together.</p>	
160/23	Chair's Remarks: - None.	
161/23	<p>Minutes: Full Council to approve and sign the Minutes of the Main Meeting held on Wednesday 15th November 2023 – Agreed 9 votes for.</p> <p style="text-align: right;">Resolved</p>	

	Cllr Kite proposed and seconded by Cllr Baxter to move agenda item 171/23 to be discussed next.	
171/23	<p>Internal Audit reviewed by Finance Committee: Full Council to review Internal Audit report. Rosebud Consultancy thanked the Council for their time, and explained the Finance Committee did request a minor change to the report, but she has not been able to sort, but confirmed it does not affect her comments or findings on the report. She highlighted that majority of policies and procedures are now updated, however there has been some breaches of these policies. Council confirms training has been booked, and a policy has been changed.</p> <p>Council acknowledges the report and thanked Rosebud for attending. Agreed</p>	DM
162/23	<p>Risk Register and Assessment: Council to discuss the progression of previously identified risks and any new risks that may have arisen. – None.</p>	
163/23	<p>Reports: a) Parish Ranger Supervisor report – Council acknowledged report. b) Enforcement Officer Report – Council acknowledged report. c) Planning Report – Council acknowledged report and requested office staff to raise a comment for Jennings’ application.</p> <p>Agreed</p>	KF
164/23	<p>Finance Reports: a) Payments Due over £1000 December 2023 – Agreed 9 votes for. b) Bank Summary November 2023 – Agreed 9 votes for. c) Payments Made November 2023 – Agreed 9 votes for. Council requested for this report to now include details of the spend. d) Community Hub Summary Income and Expenditure YTD 2023/24 – Council voted to defer the report to the next meeting, they queried the 0.53p and wanted detail of the hall hire income. Clerk to report back at the next meeting.</p> <p>Agreed</p>	RFO / DM
165/23	<p>Councillor Allowances and Expenses Policy: Council to review and adopt amended Councillor Allowances and Expenses Policy (CAESPC170523.3) – Agreed 9 votes for. Clerk did confirm this whole policy would be revised March / April 2024.</p> <p>Resolved</p>	DM
166/23	<p>IT Contract Services: Council to review and discuss the IT Contract, Council to vote on options provided. After a discussion and reviewing of the backing paper and quotes, the Council voted: Option A - 0 Option B – 9 Votes Option C – 0</p>	DM

	<p>Option D - 0</p> <p>Full Council agreed to option B – 9 votes for. Clerk to send thanks and inform all companies involved.</p> <p style="text-align: right;">Resolved</p>	
167/23	<p>Proposal for a Notice Board in Stantonbury: Full Council to consider Cllr C Northwood proposal to install a notice board in Stantonbury at Walsh’s Manor play park. Clerk confirmed MK City Council have given us permission to place a notice board at the park. Council agreed to a large single door notice board to hold around 9 sheets of A4 paper. Agreed 9 votes for.</p> <p style="text-align: right;">Agreed</p>	KF
168/23	<p>Bradville Play Park (big slide between Kingsfold and Crispin Road): Council to review backing paper to show condition of the play park.</p> <p>a) Council to consider allocating funding to repair this play park. – Council reviewed backing paper and agreed this work should be the responsibility of MK City Council as most of the concerns are safety related, Clerk to email the Council. Full Council have agreed for the Rangers to clear the overgrown footpath and steps. – 9 Votes for</p> <p>b) Council to agree where funding should be allocated from. – Council agrees to not allocated any funding. - 9 votes agreed.</p> <p style="text-align: right;">Agreed</p>	DM / DO / NC
169/23	<p>Youth Club: Full Council to consider holding a Youth Club session at the Community Hub.</p> <p>a) 40 weeks at cost of £3,300.00 b) 50 weeks at cost of £5,000.00</p> <p>Council agreed to option A, to hold a Youth Club service at the Community Hub for 40 weeks. Council would consider increasing to 50 weeks if it appeared popular. Council agreed to take funds from the General Reserves. Clerk to check on costings as there might be an error and will report back to Council if there is a concern. – Agreed 9 votes for.</p> <p style="text-align: right;">Agreed</p>	ST/DM
170/23	<p>Bradwell Road Play Park:</p> <p>a) Council to consider allocating more funding to the Bradwell Road Play Park. – Council discussed backing paper and agreed to top up funding for Bradwell Road play park another £2,500. This will include roundabout / climbing frame with slide / parent and toddler swing and to repair the surfaces. In Total £10,000 contributions from SPC. – 9 Votes for.</p> <p>b) Council to agree where funding should be allocated from. – Council agreed to take additional £2,500 funding from General Reserves. 9 votes for.</p> <p style="text-align: right;">Resolved</p>	DM / RFO

171/23	Agenda item was move and discussed earlier in the meeting.	
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Meeting closed 20:50pm

Rangers report December

Tip runs

240KG from Culbertson Lane Bluebridge Path clearing.

120KG from Fly tipping Stantonbury.

340KG from Bradwell Road Bradville path clearing.

Total number of tip runs this year is 137, Total amount of waste take to the tip 18,668KG.

That is just over 18 tonnes of waste taken to the tip in one year.

Path clearing / Hedge cutting.

Path clearing has been done on:

- Culbertson Lane Bluebridge
- Bradwell Road Bradville
- Mortens Fork Bluebridge

TSID

After the TSID was removed from Redbridge on 4th December it was then placed on Constantine way Bancroft Park for two weeks and recorded a top speed of 45MPH. The TSID is having a Christmas break and will be relocated in the new year!

Fly tipping

Fly tipping on Bradville and Stantonbury is on the increase again. All reported to MKCC but, all rubbish is still there just over a two weeks later, so we removed it as more items are being placed in the areas where fly tipping had been done.

Toyota van

The Toyota van failed the MOT due to the number plate light; the garage did not order the right replacement due to them not realising that the van modifications. Therefore, we have had to take the van off the road until we can get the new light and rebook the MOT.

Graffiti

Graffiti has been removed from all over the parish. Any large areas and underpasses have been reported to MKCC.

Shopping Trolleys

A total of 12 shopping trolleys have been taken back to Aldi this month.

Allotment

Not much to report about the allotment due to the season. Weekly patrols are still being carried out to make sure that the perimeter fence is ok and that there are no other issues there.

Bradwell Road Bradville



Mortens fork Bluebridge



Hadrian's Drive Bancroft



Fly Tipping Bradville and Stantonbury



Graffiti



D & L Environmental

Enforcement activities month December 2023 (Stantonbury Parish Council)

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

There have been some Issues the new waste collections residents getting mixed up with what bins to put out on the correct days etc, which items go onto the red and blue bins, I have waste leaflets and calendars to give out to residents to try and resolve this, **Update** as from the 6th November the waste service will no longer be collecting black sacks side waste unless the property has opted out of the the new bin system, or flats, **Further Update** There have been a few issues with residents who have opted to remain on the sack collection, where their sacks are not being collected, After speaking to Wayne Turner (MKC Enforcement officer), I am currently compiling a weekly list, to address the new bin collections, where waste is not been collected, educating residents on the correct procedures for the bin collection, this is being shared with the MKC,

I have made up some new leaflets for when there are any fly tips, asking for information from residents who may have seen it happen I will post these through the homes in the immediate vicinity of the fly - tip, **Update** these are useful, I've already received information from residents re some fly -tips

Waste collection issues, over the month of December there have been issues with MKC saying waste jobs have been completed when its not the case, I have been emailing customers services each time this happens to address the issues,

Working during Christmas and new year , I worked during the this period, and was quite surprised that most of the residents adhered to the changes over christmas, with very few issues, the services will resume back to normal the week beginning 15th January,

Over the month of December I have patrolled the estates as follows

Week	Estate	Time
1	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Oakridge park linfood wood	2 ½ hrs 2 ½ hrs 3hrs 1hr 1hr
2	Stantonbury/Stantonbury Fields Bradville linfood wood Oakridge park	3hrs 3hrs 1 hr 1hr

	Bluebridge/Bancroft/Bancroft Park	2hrs
3	Bradville Stantonbury/stantonbury Fields Bancroft/Bluebridge/Bancroft Park linford wood	3hrs 3 ½ hrs 2 ½ hrs 1hr
4	Bradville Stantonbury Bluebridge/Bancroft/Bancroft Park Linford Wood Oakridge park	2hrs 2hrs 2hrs 1hr 1hr

Estate,	Activities	Outcome	Extraordinary
Bradville	18 Fly tips in this area	All of the flytips have been investigated, And reported to MKC for removal, not all have been cleared by Suez	1 found with evidence, MKC ECU are now investigating this Spoken to 5 residents with regards to the new bin collection and the correct waste for each bin, 1 in Harrowden, and 3 in Crispin 1 in Kingsfold
Bancroft Bancroft Park Oakridge Park Bluebridge Linford wood	No issues reported No issues reported No issues reported No issues reported some littering and a couple of black sacks dumped	reported to MKc for clearance	
Stantonbury Fields	No issues reported		

NOS canisters	12 Canisters found in total across the parish	9 of them found in the parking area of New Bradwell sports clubs,	
Graffiti	Aldi supermarket	offensive graffiti on the rear of the building which backs onto Tyril,	they are aware of this,
Stantonbury	13 Fly tips in this area	All have been investigated and then cleared by Mkc	
Fines issued	None this month		
Abandoned Vehicles	1 damaged, in Spencer car park I am monitoring two vehicles that are currently fully legal but may be abandoned,	one of them is the vehicle that has accident damage, which is parked in Walshes manor with the police aware sticker on	this has now been removed this has now been removed

Dog Fouling	Outcome
Dog fouling patrols	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 lamposts Patrols of Stanton Low, Stonepit Fields, along Railway walk, Abby way, Bradwell road sports fields, Bancroft Park areas, there has been a slight decrease in dog fouling across the areas, I suspect with the clocks changing and the darker nights/lower temperatures dog walkers are not walking as far, and with the amount of leaf droppage this time of year it is easy to miss dog fouling, we have had reports of Dog fouling around Wallingford , I've patrolled around this area, but unfortunately I haven't come across them yet,
Regular patrols	I continue to patrol all the areas covered by SPC, on the lookout for dog fouling, fly tipping etc, if any of the Councillors feel there are certain areas that require more attention please let me know

**Planning Backing Paper for MM 13.12.23
For period 07.12.23 – 10.01.24**

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Bradville	HOU- Householder Application	57 Mercers Drive, Bradville, Milton Keynes, MK13 7HG.	23/02410/CLUP	Erection of single storey side (garage) & rear extensions, conversion of garage to form a new entrance hall, internal alterations, new fenestration to side & rear elevations & extended crossover.	20.12.23	Acceptance received 15.12.23.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Linford Wood	CLUP Certificate of Lawful Use Proposed	Everest House, Rockingham Drive, Linford Wood	23/02893/CLUP	Proposed Certificate of Lawfulness for proposed erection of two single storey extensions.	N/A Information only.	Ongoing.

Parish Location	Application Type	Address	Application Number	Proposal	Closing Date for comments	Current Status
Stantonbury	COU Change of Use	3 Melton, Stantonbury MK14 6BH	23/02826/COU	Reversion of room used as work from home tattoo studio (Sui generis) to residential (Class C3).	01/02/2024	Ongoing.

Complaint	Case Number	Location	Date Received	Case Officer	Complaint Details/Outcome.
23/00298/ENF	N/A	Stantonbury	05/01/2024	Zehn Zahid	Breach of Planning Control. The outstanding breach of planning control has been remediated and this case has been closed.

No new applications/updates received for Bancroft/Bancroft Park/Blue Bridge/Bradville/Oakridge Park.

No new/renewal of licencing requests received for the Parish during the period stated.

UPDATE: NOVEMBER 2023

Stantonbury Parish Council

Cameras currently deployed:

- **Nightingale Crescent, Bradville**
- **Walsh's Manor, Stantonbury (Taken Down)**
- **Edwards Croft, Bradville**
- **Stantonbury Skate Park**

November Findings:

Nightingale Crescent, Bradville:

Install date: 27th July 2023

Requested by: STPC

Reason for install:

This camera is in place due to environmental issues.

Reports/Identified Incidents:

On the 16th November 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 20th November 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

Outcomes:

On the 28th August 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 11th September 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 9th October 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 22nd October 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 24th October 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

As well as the two reported above, we are waiting to be notified on three more outstanding incidents that are still under investigation for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

At this time, we believe the camera should remain in situ. Since the start of the colder, darker nights we are seeing an increase of vehicles parking up here late at night into the early hours of the morning.

Walsh's Manor, Stantonbury:

Install date: 28th September 2023

Requested by: STPC and TVP

Reason for install:

This camera is in place due to anti-social behaviour issues and reports of damage to the new play equipment.

Reports/Identified incidents:

There have been no incidents since the installation of this camera and it is clearly having a deterrent effect.

Outcomes:

There are no outstanding outcomes for this location.

Status:

This camera was redeployed on the 23rd November 2023.

Redeploy?

N/A

Edwards Croft, Bradville:

Install date: 2nd November 2023

Requested by: STPC and TVP

Reason for install:

This camera is in place due to reports of motorbikes in the area.

Reports/Identified incidents:

On the 13th November 2023 and 19th November 2023, we observed two individuals pushing motorbikes past the camera. We supplied this footage to the local Neighbourhood policing team for review. It may be that the camera is having a deterrent effect.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?:

N/A

Stantonbury Skate Park, Stantonbury:

Install date: 22nd November 2023

Requested by: STPC

Reason for install:

This camera is in place due to anti-social behaviour issues.

Reports/Identified incidents:

There have been no incidents since the installation of this camera.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?:

N/A

Additional information:

On the 2nd November 2023, LD found physical evidence of a fly tip in the Parish area. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

UPDATE: DECEMBER 2023

Stantonbury Parish Council

Cameras currently deployed:

- **Nightingale Crescent, Bradville**
- **Edwards Croft, Bradville**
- **Stantonbury Skate Park**

December Findings:

Nightingale Crescent, Bradville:

Install date: 27th July 2023

Requested by: STPC

Reason for install:

This camera is in place due to environmental issues.

Reports/Identified Incidents:

On the 8th December 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 12th December 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

On the 15th December 2023, we observed a littering offence from the driver of a vehicle. We have supplied an evidence pack to Milton Keynes Council Environmental Crime Unit for investigation.

Outcomes:

On the 5th October 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 12th October 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 16th November 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

On the 20th November 2023, we reported a littering offence, and the enforcement team have since issued a Fixed Penalty Notice to the vehicle owner.

As well as the three reported above, we are waiting to be notified on one more outstanding incident that is still under investigation for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

This camera is earmarked to be redeployed.

Edwards Croft, Bradville:

Install date: 2nd November 2023

Requested by: STPC and TVP

Reason for install:

This camera is in place due to reports of motorbikes in the area.

Reports/Identified incidents:

There have been no reported incidents during the month of December. It may be that the camera is having a deterrent effect.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

Stantonbury Skate Park, Stantonbury:

Install date: 22nd November 2023

Requested by: STPC

Reason for install:

This camera is in place due to anti-social behaviour issues.

Reports/Identified incidents:

There have been no incidents since the installation of this camera. It may be that the camera is having a deterrent effect.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

Crosslands

Traffic Report Period	From:	21.06.2023	To:	05.07.2023
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85th Percentile:	Speed:	23.7 MPH
	Vehicles:	1745

Max Speed:	50 MPH on 27th June 2023
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Total Vehicles:	2053
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		160	138
AM Peak:	08:00	27	20
PM Peak:	02:00	17	14

Speed

Speed Limit:	30
85th Percentile	23.7
Average Speed:	17.18

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	5	6	6	2	4	6	1
% over limit:	1.2	2	1.9	0.6	1.1	3.1	0.7
Avg Speeder:	33.5	37.5	32.5	40	33.8	33.3	37.5

Hadrians Drive - Bancroft

Traffic Report Period	From:	20.09.2023	To:	17.10.2023
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85th Percentile:	Speed:	27 MPH
	Vehicles:	6377

Max Speed:	50 MPH on 24th September 2023
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Total Vehicles:	7502
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		294	267
AM Peak:	08:00	27	21
PM Peak:	17:00	40	32

Speed

Speed Limit:	30
85th Percentile	27
Average Speed:	20.6

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	53	52	46	47	33	40	16
% over limit:	4.5	5.9	4.7	5.1	1.7	4.6	2.2
Avg Speeder:	33.3	33.4	33.2	33.7	32.8	33.1	34.1
Avg. Speed	14.8	16.5	15.4	15.7	9.2	18.1	17.7

Abbey Way

Traffic Report Period	From:	17.10.2023	To:	06.11.2023
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85th Percentile:	Speed:	28.3 MPH
	Vehicles:	17745

Max Speed:	55 MPH on 19th October 2023
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Total Vehicles:	20877
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		1072	993
AM Peak:	08:00	74	67
PM Peak:	04:00	102	89

Speed

Speed Limit:	30
85th Percentile	28.3
Average Speed:	21.47

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	156	181	142	239	334	178	155
% over limit:	7.3	7	4.5	5.4	8.8	6.3	7.9
Avg Speeder:	33.2	33.4	33.3	33.4	33.6	33.8	33.8

Culbertson Lane - Blue Bridge

Traffic Report Period	From:	06.11.2023	To:	21.11.2023
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85th Percentile:	Speed:	22.1 MPH
	Vehicles:	5686

Max Speed:	45 MPH on 7th November 2023
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Total Vehicles:	6689
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		402	427
AM Peak:	09:00	33	30
PM Peak:	18:00	42	36

Speed

Speed Limit:	30
85th Percentile	22.1
Average Speed:	17.1

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	0	1	4	1	1	0	0
% over limit:	0	0.1	0.5	0.1	0.1	0	0
Avg Speeder:	0	42.5	32.5	32.5	32.5	0	0
Avg Speed	9.6	11.2	12.5	11.5	11.9	7.6	12.2

Redbridge - Stantonbury

Traffic Report Period	From:	21.11.2023	To:	04.12.2023
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85th Percentile:	Speed:	21.9 MPH
	Vehicles:	2970

Max Speed:	40 MPH on 25th November 2023
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Total Vehicles:	3494
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		248	249
AM Peak:	03:00	38	38
PM Peak:	18:00	22	19

Speed

Speed Limit:	30
85th Percentile	21.9
Average Speed:	15.08

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	0	2	5	6	3	6	1
% over limit:	0	0.5	1.1	1.2	0.6	1.5	0.2
Avg Speeder:	0	32.5	32.5	32.5	32.5	35	37.5
Avg Speed:	5.6	12.8	14	12.9	14	13.5	7.5

Constantine Way - Bancroft Park

Traffic Report Period	From:	04.12.2023	To:	18.12.23
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85th Percentile:	Speed:	23.5 MPH
	Vehicles:	2999

Max Speed:	45 MPH on 5th December 2023
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Total Vehicles:	3528
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Volumes - Weekly Counts

	Time	5 Day	7 Day
Average Daily:		213	242
AM Peak:	09:00	17	17
PM Peak:	03:00	21	22

Speed

Speed Limit:	30
85th Percentile	23.5
Average Speed:	17.46

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Count over limit:	1	1	1	0	1	1	0
% over limit:	0.3	0.2	0.3	0	0.2	0.1	0
Avg Speeder:	32.5	42.5	32.5	No Data	37.5	37.5	No Data

Payments Due over £1000

Stantonbury Parish Council
Jan-24

Contact	Description	Total
Cloudy IT	IT Services / Allotment Software	£ 4,563.00
Howden Insurance	Van Insurance	£ 1,194.79
Nilfisk	Floor Cleaner for CH	£ 1,440.00
Total		£ 7,197.79

Signature: **Date:**

Chair - Stantonbury Parish Council

Signature: **Date:**

Bank Summary

Stantonbury Parish Council

For the period 1 December 2023 to 31 December 2023

ACCOUNT	OPENING BALANCE	CASH RECEIVED	CASH SPENT	CLOSING BALANCE
Bank				
CCLA PSDF - PS3078877	458,955.82	1,985.36	25,000.00	435,941.18
Charity Bank Ethical Easy Access	123,433.50	1,000.32	-	124,433.82
Co-operative Bank Current	69,118.08	27,102.85	37,577.90	58,643.03
Nationwide 125 Day Saver	140,555.13	-	-	140,555.13
Petty Cash	291.55	32.50	228.62	95.43
Santander Business Reserve	101,178.92	317.28	-	101,496.20
Santander Current	1,386.88	-	-	1,386.88
Soldo Prepaid Debit Cards	343.45	1,250.00	521.81	1,071.64
SUMUP Card Charges Taken at Source	-	7.65	7.65	-
Unity 12 Month Fixed Term Deposit	125,000.00	-	-	125,000.00
Unity Trust Bank - Instant Access	2,233.40	15.48	-	2,248.88
Total Bank	1,022,496.73	31,711.44	63,335.98	990,872.19
Total	1,022,496.73	31,711.44	63,335.98	990,872.19

Payments Made

Stantonbury Parish Council

For the period 1 December 2023 to 31 December 2023

Date	Description	Amount
01 Dec 2023	Amazon	£ 5.16
01 Dec 2023	Amazon	£ 5.70
01 Dec 2023	Amazon	£ 6.60
01 Dec 2023	Trade UK	£ 8.00
01 Dec 2023	Aldi	£ 14.85
01 Dec 2023	Amazon	£ 15.99
01 Dec 2023	Amazon	£ 17.95
01 Dec 2023	Trade UK	£ 18.00
01 Dec 2023	Amazon	£ 24.54
01 Dec 2023	Aldi	£ 30.67
01 Dec 2023	Staff Expenses	£ 39.00
01 Dec 2023	Amazon	£ 44.61
01 Dec 2023	Viking	£ 77.83
01 Dec 2023	Clearing Buddy	£ 90.00
01 Dec 2023	CH Deposit refund	£ 100.00
01 Dec 2023	CH Deposit refund	£ 100.00
01 Dec 2023	CH Deposit refund	£ 100.00
01 Dec 2023	Janus Safety Solutions	£ 189.12
01 Dec 2023	Janus Safety Solutions	£ 204.00
01 Dec 2023	Kennedys Law LLP	£ 250.00
01 Dec 2023	Transfer from Co-operative Bank to Soldo Prepaid Debit Cards	£ 500.00
01 Dec 2023	Bill's Minibus & Coach Hire Limited	£ 720.00
01 Dec 2023	Bank Transfer from CCLA PSDF to Co-operative Bank	£ 25,000.00
04 Dec 2023	Soldo DD	£ 10.42
04 Dec 2023	O2 DD	£ 49.26
05 Dec 2023	Aldi	£ 2.29
06 Dec 2023	Morrisons	£ 20.00
06 Dec 2023	Partyrama	£ 23.55
06 Dec 2023	Tesco	£ 25.00
06 Dec 2023	Tesco	£ 32.95
06 Dec 2023	Xero (UK) Ltd	£ 56.40
06 Dec 2023	British Gas DD CH Elec	£ 98.34
07 Dec 2023	SumUp Payments	£ 1.40
07 Dec 2023	Aldi	£ 3.49
07 Dec 2023	Cllr Expenses	£ 9.07
07 Dec 2023	O2 DD	£ 27.12
07 Dec 2023	BrightHR DD	£ 99.62
08 Dec 2023	THE BLACK HORSE	£ 106.42

11 Dec 2023	Balloons & More Ltd	£	5.78
11 Dec 2023	Aldi	£	10.83
12 Dec 2023	Aldi	£	1.45
13 Dec 2023	Community Projects	£	7.50
13 Dec 2023	Marks & Spencer	£	11.70
13 Dec 2023	Aldi	£	33.84
13 Dec 2023	Costco Wholesale	£	134.43
13 Dec 2023	Tesco	£	142.84
13 Dec 2023	Costco Wholesale	£	163.98
13 Dec 2023	fuelGenie DD	£	250.51
14 Dec 2023	Cllr Expenses	£	23.17
14 Dec 2023	Flags and Flagpoles	£	103.80
14 Dec 2023	Jackie Bennett	£	448.00
14 Dec 2023	Transfer from Co-operative Bank to Soldo Prepaid Debit Cards	£	750.00
14 Dec 2023	D&L Environmental	£	857.50
14 Dec 2023	Marcus Young	£	986.88
14 Dec 2023	HMRC	£	3,905.95
14 Dec 2023	Crimewave Limited	£	5,310.00
14 Dec 2023	Bucks LGPS Pension Scheme	£	5,585.56
15 Dec 2023	TESCO STORES	£	8.68
16 Dec 2023	Sainsbury	£	20.20
18 Dec 2023	Wave DD	£	54.13
18 Dec 2023	Wave DD	£	75.82
19 Dec 2023	Amazon	£	1.96
19 Dec 2023	Amazon	£	3.72
19 Dec 2023	Royal Mail	£	5.90
19 Dec 2023	Amazon	£	7.69
19 Dec 2023	Morrisons	£	12.00
19 Dec 2023	Trade UK	£	13.14
19 Dec 2023	Clear Councils	£	16.33
19 Dec 2023	Amazon	£	17.99
19 Dec 2023	Amazon	£	18.00
19 Dec 2023	Amazon	£	19.39
19 Dec 2023	Trade UK	£	22.05
19 Dec 2023	Trade UK	£	25.00
19 Dec 2023	Amazon	£	25.44
19 Dec 2023	Amazon	£	28.00
19 Dec 2023	Amazon	£	29.95
19 Dec 2023	Amazon	£	29.99
19 Dec 2023	Trade UK	£	30.00
19 Dec 2023	CH Deposit refund	£	50.00
19 Dec 2023	Trade UK	£	53.00
19 Dec 2023	Staff Expenses	£	70.58

19 Dec 2023	Skyline Taxis	£	77.75
19 Dec 2023	CH Deposit refund	£	100.00
19 Dec 2023	Community Projects	£	165.00
19 Dec 2023	Rosebud Consultancy Limited	£	660.00
21 Dec 2023	Post Office	£	2.75
21 Dec 2023	CH Deposit refund	£	80.00
21 Dec 2023	CH Deposit refund	£	100.00
21 Dec 2023	CH Deposit refund	£	100.00
22 Dec 2023	Payroll - Cllr Allowances	£	670.89
22 Dec 2023	Payroll - Salaries	£	13,450.65
27 Dec 2023	Society Of Local Council Clerks	£	36.00
27 Dec 2023	Society Of Local Council Clerks	£	36.00
27 Dec 2023	Society Of Local Council Clerks	£	36.00
27 Dec 2023	Society Of Local Council Clerks	£	36.00
28 Dec 2023	Mailchimp	£	0.68
28 Dec 2023	SumUp Payments	£	6.25
28 Dec 2023	Mailchimp	£	25.08
29 Dec 2023	Mirus DD	£	252.90
Total			£ 63,335.98

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

Chair - Stantonbury Parish Council

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

Community Hub Income & Expenditure YTD

Stantonbury Parish Council

as at 11th January 2023

Account	INCOME		EXPENSE		TOTAL	
Income CH VAT Exempt	£	8,245.00	£	147.50	£	8,097.50
Expenses						
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)	£	158.00	£	8,230.41	£	8,072.41
CH - Events (4360)	£	-	£	895.34	£	895.34
CH - General Maintenance and Sundries (4380)	£	35.83	£	764.87	£	729.04
CH - IT/Tel Maintenance Services (4383)	£	-	£	3,319.00	£	3,319.00
FC - ASSETS CH Non IT (4381)	£	302.48	£	653.76	£	351.28
FC - CH Insurances/Licences (4387)	£	-	£	16.33	£	16.33
FC - CH Utilities (4385)	£	-	£	2,307.54	£	2,307.54
GP - CH Cleaning (4388)	£	-	£	1,710.76	£	1,710.76
GP - CH Security/Fire Services (4389)	£	-	£	1,533.96	£	1,533.96
Total	£	8,741.31	£	19,579.47	£	10,838.16

Qtrly Income & Expenditure

Stantonbury Parish Council

For the 3 months ended 31 December 2023

	OCT-DEC 2023	JUL-SEP 2023	APR-JUN 2023	JAN-MAR 2023	OCT-DEC 2022
Income					
Council Tax Grant Income	-	-	9,700.53	-	-
Precept	-	-	460,748.00	-	-
Total Income	-	-	470,448.53	-	-
Other Income					
Allotment Revenue	3,678.58	10.88	13.00	-	3,224.75
Income Community Projects Trips	265.00	2,056.55	465.00	-	940.00
Interest Income	8,765.18	7,041.54	5,385.81	4,630.67	2,975.61
Other Income	11,310.00	1.10	800.00	1,950.00	12,007.48
Income - Clothing Bank	127.80	75.00	94.50	-	-
Income - Newsletter Advertising	65.00	-	130.00	-	65.00
Income - Section 106	-	9,286.52	9,140.00	-	-
Income - Ward Budget Donations	-	1,000.00	-	-	-
Income CH VAT Exempt	4,360.00	1,967.50	1,695.00	315.00	1,520.00
Income - Insurance	-	-	1,485.00	-	-
Total Other Income	28,571.56	21,439.09	19,208.31	6,895.67	20,732.84
Total Income	28,571.56	21,439.09	489,656.84	6,895.67	20,732.84
Expenditure					
LANDSCAPING Maintenance (4210)	39.99	6.67	193.92	484.26	-
FC - Parish Equipment (4230)	-	264.00	-	-	1,257.50
FC - ASSETS Parish Fixtures (4235)	86.50	850.00	-	736.49	-
GP - DOG WASTE Bin Emptying (4240)	2,496.00	2,550.40	2,585.50	3,885.20	2,496.00
GP - ENFORCEMENT SERVICES (4250)	2,205.00	1,960.00	2,272.75	1,765.50	2,375.00
ALLOTMENTS Maintenance & Repairs (4120)	4.17	301.72	271.56	55.77	16.65
FC - ALLOTMENTS Utilities (4130)	1,015.19	-	28.01	-	627.27
RANGERS Vehicle Expenses (4265)	2,142.13	851.14	1,421.33	874.72	2,574.76
HR - RANGERS & STAFF Uniform (4270)	82.50	-	160.00	352.73	-
RANGERS Sundries (4280)	179.91	95.36	652.16	82.47	155.15
GP - Wylie Maintenance (4630)	39.20	1,020.00	76.49	57.93	-
FC - Wylie Utilities (4636)	286.91	346.55	(124.68)	515.41	404.48
GP - Wylie Security and Fire Safety (4635)	85.00	1,022.00	-	-	340.00
FC - Wylie Rates (4710)	-	-	-	1,860.02	-
GP - Kingsfold Maintenance (4620)	-	397.00	7,977.65	1,158.69	140.88
GP - Office Cleaning Services (4610)	1,150.93	1,005.26	761.54	893.55	970.25
FC - Kingsfold Rates (4626)	-	-	-	8,776.16	-
FC - Kingsfold Utilities (4627)	384.17	369.51	968.01	1,396.08	757.66
GP - Kingsfold Security and Fire Safety (4625)	178.45	1,270.00	-	(250.02)	350.00
GP - Office Stationery (4760)	304.99	279.90	360.97	454.66	270.37
GP - Postage (4765)	99.65	2.60	52.55	109.40	271.47
GP - Office IT Services (4520)	1,698.13	1,032.07	1,008.57	8,560.14	4,058.55

	OCT-DEC 2023	JUL-SEP 2023	APR-JUN 2023	JAN-MAR 2023	OCT-DEC 2022
GP - Office Equipment (4535)	-	-	-	200.00	257.40
FC - ASSETS Office IT Equipment (4525)	72.47	-	-	963.97	638.00
SPC PROJECTS - Winter Warmer	-	-	-	3,809.76	162.66
CP - Newsletter (4305)	2,914.06	76.22	2,943.77	2,847.23	2,658.00
CAB Citizens Advice Bureau	-	-	-	1,350.00	1,237.50
FC - Grants & Donations (4310)	1,500.00	1,530.00	650.00	2,000.00	1,000.00
SPC PROJECTS - CCTV Crimewave (4370)	4,425.00	4,515.00	4,605.00	5,940.00	-
CH - Events (4360)	569.08	214.61	-	-	-
CH - Over 65's Hospitality (4330)	478.83	-	-	-	921.41
CP - Events (4340)	257.68	3,543.75	-	-	920.00
CP - Coach Trips (4335/4337)	720.00	695.00	3,375.00	-	1,040.00
HR - Staff Training (4480)	60.00	84.00	10.00	628.33	910.00
HR - Councillor Travel & Subsistence Expenses (4446)	227.59	255.42	405.00	139.70	514.36
HR - Software Services (4415)	260.22	260.22	260.22	260.22	260.22
HR - Salaries (4420)	55,602.87	45,306.41	46,310.39	47,365.42	51,946.26
HR - Employers National Insurance (4421)	1,762.29	4,196.42	(43.19)	4,339.73	5,080.93
HR - Employers Pension Contributions (4431)	14,565.97	12,439.21	11,368.84	11,888.82	13,038.61
HR - Councillor Training (4485)	230.00	140.00	-	90.00	90.00
HR - Councillor Allowances (4445)	2,411.67	2,557.83	2,159.12	2,092.50	2,092.50
FC - Legal and Professional fees (4790)	208.33	-	-	97.50	3,226.50
FC - Parish Insurance (4710)	-	-	2,965.92	-	-
FC - Audit Fees (4795)	550.00	1,050.00	500.00	500.00	-
FC - Bank Charges (4705)	80.88	51.75	33.10	33.72	52.00
FC - Subscriptions and memberships (4720)	55.00	750.00	3,430.12	159.90	98.00
GP - Office Sundries (4590)	289.08	226.06	205.14	239.60	375.10
GP - Hospitality (4560)	244.79	36.49	61.44	116.08	356.35
SPC PROJECTS - S106 Expenditure	-	9,140.00	-	-	-
CH - IT/Tel Maintenance Services (4383)	2,935.00	384.00	-	818.00	165.00
FC - CH Insurances/Licences (4387)	16.33	-	-	561.03	-
SPC PROJECTS - Planning Services	-	-	-	500.00	-
GP - CH Cleaning (4388)	711.60	411.25	468.91	450.67	200.98
FC - CH Rates (4386)	-	-	-	5,809.70	-
GP - CH Security/Fire Services (4389)	410.00	684.00	144.96	405.82	601.07
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)	-	179.99	7,892.42	-	-
CH - Jubilee	-	-	425.00	-	-
FC - ASSETS CH IT Equipment (4382)	-	-	-	-	659.00
HR - Staff Travel & Subsistence Expenses (4450)	-	2.25	-	52.89	203.71
FC - ASSETS CH Non IT (4381)	-	325.99	25.29	2,610.86	2,507.16
FC - CH Utilities (4385)	1,268.77	340.60	698.17	1,239.55	1,021.99
CH - Coronation (4362)	-	-	-	857.70	-
CH - General Maintenance and Sundries (4380)	37.45	188.93	492.85	2,538.33	2,621.91
CP - Skips Rubbish Amnesty (4371)	-	-	-	-	260.00
Total Expenditure	105,343.78	103,209.58	108,053.80	132,676.19	112,182.61
Contribution to/(from) Reserves	(76,772.22)	(81,770.49)	381,603.04	(125,780.52)	(91,449.77)

Budget Variance Q3 YTD 31.12.23

Stantonbury Parish Council

For the 3 months ended 31 December 2023

Account	Apr-Dec 2023	Overall Budget	Variance	Variance %
Trading Income				
Council Tax Grant Income	9,700.53	9,700.00	0.53	0.01%
Precept	460,748.00	460,748.00	0.00	0.00%
Total Trading Income	470,448.53	470,448.00	0.53	0.00%
	470,448.53	470,448.00	0.53	0.00%
Other Income				
Allotment Revenue	3,702.46	3,800.00	(97.54)	-2.57%
Income - Clothing Bank	297.30	0.00	297.30	0.00%
Income - Insurance	1,485.00	0.00	1,485.00	0.00%
Income - Newsletter Advertising	195.00	0.00	195.00	0.00%
Income - Section 106	18,426.52	0.00	18,426.52	0.00%
Income - Ward Budget Donations	1,000.00	0.00	1,000.00	0.00%
Income CH VAT Exempt	8,022.50	7,000.00	1,022.50	14.61%
Income CH VATABLE	0.00	3,000.00	(3,000.00)	-100.00%
Income Community Projects Trips	2,786.55	3,000.00	(213.45)	-7.11%
Interest Income	21,192.53	5,800.00	15,392.53	265.39%
Other Income	12,111.10	2,000.00	10,111.10	505.56%
Total Other Income	69,218.96	24,600.00	44,618.96	181.38%
Operating Expenses				
ALLOTMENTS Maintenance & Repairs (4120)	577.45	4,000.00	(3,422.55)	-85.56%
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (4390)	8,072.41	0.00	8,072.41	0.00%
CH - Coronation (4362)	0.00	500.00	(500.00)	-100.00%
CH - Events (4360)	783.69	1,000.00	(216.31)	-21.63%
CH - General Maintenance and Sundries (4380)	719.23	6,000.00	(5,280.77)	-88.01%
CH - IT/Tel Maintenance Services (4383)	3,319.00	1,500.00	1,819.00	121.27%
CH - Jubilee	425.00	0.00	425.00	0.00%
CH - New Project Food Bank (4350)	0.00	1,500.00	(1,500.00)	-100.00%
CH - Over 65's Hospitality (4330)	478.83	750.00	(271.17)	-36.16%
CP - Coach Trips (4335/4337)	4,790.00	5,000.00	(210.00)	-4.20%
CP - Events (4340)	3,801.43	6,500.00	(2,698.57)	-41.52%
CP - Newsletter (4305)	5,934.05	9,000.00	(3,065.95)	-34.07%
CP - Skips Rubbish Amnesty (4371)	0.00	6,000.00	(6,000.00)	-100.00%
FC - ALLOTMENTS Utilities (4130)	1,043.20	1,000.00	43.20	4.32%
FC - ASSETS CH Non IT (4381)	351.28	6,000.00	(5,648.72)	-94.15%
FC - ASSETS Motor Vehicles (4260)	0.00	25,000.00	(25,000.00)	-100.00%
FC - ASSETS Office IT Equipment (4525)	72.47	10,000.00	(9,927.53)	-99.28%
FC - ASSETS Parish Fixtures (4235)	936.50	4,000.00	(3,063.50)	-76.59%
FC - Audit Fees (4795)	2,100.00	2,500.00	(400.00)	-16.00%
FC - Bank Charges (4705)	165.73	500.00	(334.27)	-66.85%
FC - CH Insurances/Licences (4387)	16.33	1,000.00	(983.67)	-98.37%
FC - CH Rates (4386)	0.00	5,000.00	(5,000.00)	-100.00%
FC - CH Utilities (4385)	2,307.54	5,000.00	(2,692.46)	-53.85%
FC - Grants & Donations (4310)	3,680.00	6,000.00	(2,320.00)	-38.67%
FC - Kingsfold Rates (4626)	0.00	9,000.00	(9,000.00)	-100.00%
FC - Kingsfold Utilities (4627)	1,721.69	5,000.00	(3,278.31)	-65.57%
FC - Legal and Professional fees (4790)	208.33	10,000.00	(9,791.67)	-97.92%
FC - Parish Equipment (4230)	264.00	4,000.00	(3,736.00)	-93.40%
FC - Parish Insurance (4710)	2,965.92	4,000.00	(1,034.08)	-25.85%
FC - Subscriptions and memberships (4720)	4,235.12	5,000.00	(764.88)	-15.30%
FC - Wylie Rates (4710)	0.00	2,100.00	(2,100.00)	-100.00%
FC - Wylie Utilities (4636)	508.78	2,500.00	(1,991.22)	-79.65%
GP - CH Cleaning (4388)	1,591.76	2,500.00	(908.24)	-36.33%
GP - CH Security/Fire Services (4389)	1,238.96	1,500.00	(261.04)	-17.40%
GP - DOG WASTE Bin Emptying (4240)	7,631.90	12,000.00	(4,368.10)	-36.40%
GP - ENFORCEMENT SERVICES (4250)	6,437.75	10,000.00	(3,562.25)	-35.62%
GP - Hospitality (4560)	342.72	1,500.00	(1,157.28)	-77.15%
GP - Kingsfold Maintenance (4620)	8,374.65	10,000.00	(1,625.35)	-16.25%

GP - Kingsfold Security and Fire Safety (4625)	1,448.45	3,500.00	(2,051.55)	-58.62%
GP - Office Cleaning Services (4610)	2,917.73	4,000.00	(1,082.27)	-27.06%
GP - Office Equipment (4535)	0.00	5,000.00	(5,000.00)	-100.00%
GP - Office IT Services (4520)	3,738.77	25,000.00	(21,261.23)	-85.04%
GP - Office Stationery (4760)	945.86	3,000.00	(2,054.14)	-68.47%
GP - Office Sundries (4590)	720.28	2,000.00	(1,279.72)	-63.99%
GP - Postage (4765)	154.80	500.00	(345.20)	-69.04%
GP - Wylie Maintenance (4630)	1,135.69	2,000.00	(864.31)	-43.22%
GP - Wylie Security and Fire Safety (4635)	1,107.00	1,500.00	(393.00)	-26.20%
HR - Councillor Allowances (4445)	7,128.62	14,250.00	(7,121.38)	-49.97%
HR - Councillor Training (4485)	370.00	1,500.00	(1,130.00)	-75.33%
HR - Councillor Travel & Subsistence Expenses (4446)	888.01	1,500.00	(611.99)	-40.80%
HR - Employers National Insurance (4421)	5,915.52	32,000.00	(26,084.48)	-81.51%
HR - Employers Pension Contributions (4431)	38,374.02	60,000.00	(21,625.98)	-36.04%
HR - RANGERS & STAFF Uniform (4270)	242.50	1,000.00	(757.50)	-75.75%
HR - Salaries (4420)	147,219.67	250,000.00	(102,780.33)	-41.11%
HR - Software Services (4415)	780.66	1,050.00	(269.34)	-25.65%
HR - Staff Recruitment (4410)	0.00	500.00	(500.00)	-100.00%
HR - Staff Training (4480)	154.00	2,500.00	(2,346.00)	-93.84%
HR - Staff Travel & Subsistence Expenses (4450)	2.25	500.00	(497.75)	-99.55%
LANDSCAPING Maintenance (4210)	240.58	5,000.00	(4,759.42)	-95.19%
PLAYGROUND Maintenance (4220)	0.00	10,000.00	(10,000.00)	-100.00%
RANGERS Sundries (4280)	927.43	2,000.00	(1,072.57)	-53.63%
RANGERS Vehicle Expenses (4265)	4,414.60	10,000.00	(5,585.40)	-55.85%
SPC PROJECTS - CCTV Crimewave (4370)	13,545.00	18,500.00	(4,955.00)	-26.78%
SPC PROJECTS - Change of Domain (4526)	0.00	2,000.00	(2,000.00)	-100.00%
SPC PROJECTS - CIF Match Funding (4225)	0.00	10,000.00	(10,000.00)	-100.00%
SPC PROJECTS - Renewals Bradville Area	0.00	5,000.00	(5,000.00)	-100.00%
SPC PROJECTS - S106 Expenditure	9,140.00	0.00	9,140.00	0.00%
SPC PROJECTS - Yellow Lining (4365)	0.00	20,000.00	(20,000.00)	-100.00%
Total Expenses	316,607.16	680,650.00	(364,042.84)	-53.48%
Net Profit	223,060.33	(185,602.00)		

Account Transactions over £500

Stantonbury Parish Council

For the period 1 October 2023 to 31 December 2023

Date	Description	Amount
04 Oct 2023	PKF Littlejohn	£ 1,260.00
24 Oct 2023	Milton Keynes City Council	£ 10,000.00
24 Oct 2023	D&L Environmental	£ 700.00
24 Oct 2023	Bucks LGPS Pension Scheme	£ 5,134.85
24 Oct 2023	Marcus Young	£ 921.60
26 Oct 2023	Staff Salaries	£ 12,348.35
26 Oct 2023	HMRC	£ 3,520.70
01 Nov 2023	Wave DD	£ 815.37
02 Nov 2023	Helen B. Davison	£ 500.00
13 Nov 2023	D&L Environmental	£ 647.50
13 Nov 2023	Gt Linford Football Club	£ 1,000.00
15 Nov 2023	HMRC	£ 3,916.37
16 Nov 2023	S2D LEAFLETS LTD	£ 2,804.68
16 Nov 2023	Unity MK - Winter Night Shelter	£ 500.00
16 Nov 2023	Marcus Young	£ 1,086.72
17 Nov 2023	Bucks LGPS Pension Scheme	£ 7,411.42
17 Nov 2023	Howden Insurance	£ 823.26
24 Nov 2023	Staff Salaries	£ 17,056.08
01 Dec 2023	Bill's Minibus & Coach Hire Limited	£ 720.00
14 Dec 2023	Crimewave Limited	£ 5,310.00
14 Dec 2023	Bucks LGPS Pension Scheme	£ 5,585.56
14 Dec 2023	Marcus Young	£ 986.88
14 Dec 2023	HMRC	£ 3,905.95
14 Dec 2023	D&L Environmental	£ 857.50
19 Dec 2023	Rosebud Consultancy Limited	£ 660.00
22 Dec 2023	Staff Salaries	£ 13,450.65
Total		£ 101,923.44

Stantonbury Parish Council
Governance and Internal Controls
Interim Internal Audit Report
2023/24

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Findings and Recommendations	4

Audit dates	13 & 14 November 2023	Auditor	Margaret Sheppard (FCCA)
Draft Report Issued	22 November 2023		
Responses Received	24 November 2023		
Final Report Issued	28/11/2023		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 2023/24. 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 there has been significant improvement in the general policies and procedures from the previous report and that recommendations have been considered. The majority of the policies are now complete and have been implemented.

It was, however, noted that there have been some breaches of the policies and procedures as laid down and that some of these are of high importance.

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

Considering the issues identified, in our opinion the Parish Council cannot 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. While the majority have been consistently applied there have been too many issues to confirm that categorically and more work will be required at the final visit when the AGAR is reviewed to confirm improvement in all areas.

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
Recommendations brought forward			1
New Recommendations	4	2	3
Total	4	2	4

Recommendations Implemented since the previous audit in this area:

Date of Previous Audit March 2023	High	Medium	Low
Number of recommendations made during previous audit	0	2	4
Number of Recommendations Implemented		2	3
Number of Recommendations not Fully Implemented	0	0	1

2 Action Plan

Ref	Recommendation	Categorisation	Accepted y/n	Parish Council Comment
1	<p><u>Appointment of Chair for General Purpose Committee</u></p> <p>While this followed the procedures laid down and therefore not wrong it would be better to have a procedure for this instance to appoint chair for that meeting only and then revisit to position when all members were able to attend and vote</p>	Low		<p><i>We have acted in line with our Terms of Reference our first meeting we elect a chair.</i></p> <p><i>It is the view of some Councillors that the meeting should not have been held until all committee members has signed and returned their acceptance forms.</i></p>
4	<p><u>Review of Policies and Procedures – Staff Handbook.</u></p> <p>Steps should be taken to ensure that this is rectified as soon as possible especially as there have been a number of changes to Employment Law over the last few years</p>	Medium		

5	<p><u>Override of Procedures</u></p> <p>It is understood that this is being referred to the main committee to resolve. However, it is recommended that training for councillors of the rules and consequences is urgently sought.</p>	High		<p><i>Clerk has arranged for training for the councillors in early 2024</i></p>
6	<p><u>Conflict between Standing Orders and Terms of Reference re Election of Chair to Committees.</u></p> <p>It is understood that NALC have advised to leave the appointments as they stand for this year but to ensure the conflict is resolved going forward. It is recommended that this takes place at the earliest convenience.</p> <p>It is recommended that a read across from standing orders to Terms of Reference is carried out annually to ensure no other conflicts creep in.</p>	<p>High</p> <p>Medium</p>		
9	<p><u>GDPR Breach</u></p> <p>While it is accepted that sometimes non council assets need to be used on Council business it must be stressed that any documents sent should be copied to the Proper Officer at the same time and steps taken to ensure removal of those documents immediately</p>	High		

	afterwards. Council also need to follow the Retention and Destruction Policy			
10	<p><u>Staff Cover</u></p> <p>This is noted on the risk register but there should be a backup plan or cross training to ensure that any situations can be covered.</p>	Low		<i>For long term absence of the Clerk, we have insurance in place, however to consider delegated work when Clerk is on Holiday, and to also consider this for other members of staff as well for example the RFO.</i>
14	<p><u>Performance related payments and training</u></p> <p>While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work and progress should also be undertaken</p> <p>It was also noted that requests for training have been deferred to a later meeting. If possible, they should be decided on a timely basis – especially if they are a legal requirement such as PA1 and PA6</p>	Low Low		<i>The HR Committee approved the appraisal template in September 2023.</i>
16	<p><u>Breach of Procedures in connection with the travel expenses on the Councillors and Expenses Policy.</u></p> <p>While this is not of significant value such a breach could result in other procedures not being correctly followed. It is recommended that:</p> <p>a) If the breaches are not resolved on a timely basis, then the account is</p>	High		<i>Clerk is revising this policy and it will be on the agenda for the Main meeting</i>

	<p>suspended for those individuals not complying with the breach; and b) all future bookings are made via the Clerk, RFO or authorised member of staff who will record details and reason for journey at the time of booking.</p>			
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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	<p>It is good to note that the structure and membership of these committees has been reviewed and acted upon.</p> <p>It is good to note that all meetings now have a minimum of 5 members.</p> <p>It was noted, however, that at one meeting not all members were able to attend and as a result a tied vote was arrived at. Therefore, the previous chair exercised a casting vote in his own favour.</p>	While this followed the procedures laid down and therefore not wrong it would be better to have a procedure for this instance to appoint chair for that meeting only and then revisit to position when all members were able to attend and vote	Low
2	Terms of Reference	Y	It is good to note that the terms of reference for each committee have been reviewed and updated this year.		
3	Staff Oversight	Y	It is good to note that staff oversight has been moved from a council member to the Proper Officer		
4	Review of Policies and Procedures	Y	All policies and procedures have been updated and approved during the current year, with the exception of the	Steps should be taken to ensure that this is rectified as soon as possible especially as there have been a number of changes to Employment Law over the last	Medium

			staff handbook	few years	
5	Override of Procedures	Y	It has been noticed in one instance that a decision made within a sub committee was overridden without reference back to that committee.	It is understood that this is being referred to the main committee to resolve. However, it is recommended that training for councillors of the rules and consequences is urgently sought.	High
6	Conflict between Standing Orders and Terms of Reference	Y	There is a conflict between the standing orders and the terms of reference for committees as to when the Chair for each committee is appointed.	It is understood that NALC have advised to leave the appointments as they stand for this year but to ensure the conflict is resolved going forward. It is recommended that this takes place at the earliest convenience. It is recommended that a read across from standing orders to Terms of Reference is carried out annually to ensure no other conflicts creep in.	High Medium
2 Risk is not assessed and managed effectively					
7	All items from the council meetings are minuted	Y	A review of all minutes from April 23 to September 2023 identified one out of court settlement which has been handled correctly via the HR committee procedures.	This is a historical item and procedures are in place to minimise the risk of this happening again.	
8	Annual Risk Register	Y	The latest risk register has now been published on the council website.		
9	GDPR Breach	Y	The minutes showed a breach of GDPR which, while correctly reported to the ICO and managed could cause reputational damage	While it is accepted that sometimes non council assets need to be used on Council business it must be stressed that any documents sent should be copied to the Proper Officer at the same time and steps taken to ensure removal of those documents immediately afterwards. Council also need to follow the Retention and Destruction Policy	High
10	Staff Cover	Y	The small team employed at the council work well together and help each other but there is a risk that if	This is noted on the risk register but there should be a backup plan or cross training to ensure that any situations can be covered.	Low

			someone is away unexpectedly or for a long period that things could be missed.		
3 Risk Income and Expenditure is not correct and Valid					
11	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, except for some minor items		
12	Suitably authorised and minuted invoices support all payments. All invoices are signed and referred 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.		
13	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.		
14	The salaries paid to the Proper Officer, the Responsible Financial Officer, are formally approved by the HR Committee. There is also a Councillors Scheme of Allowance in place	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, performance related. It was noted that training to improve skillsets was rewarded. Councillors Allowance was paid in accordance with the agreed increases.	While salaries are in line with NJC scales, performance reviews and acknowledgement of staff work and progress should also be undertaken. It was also noted that requests for training have been deferred to a later meeting. If possible, they should be decided on a timely basis – especially if they are a legal requirement such as PA1 and PA6	Low Low

15	PAYE/NI is correctly operated and deducted	Y	A review of payroll records confirmed this to be correct.		
16	Breach of Procedures	Y	<p>A review of minutes noted that there is a breach of the procedure used to book taxis for attendance at meetings or on council business. It is noted that:</p> <p>a) Taxis were used for non - council business (resolved by deduction from council allowance); and</p> <p>b) Forms required to confirm details of journey and reason for it are not completed on a timely basis – in one instance several months.</p>	<p>While this is not of significant value such a breach could result in other procedures not being correctly followed. It is recommended that:</p> <p>a) If the breaches are not resolved n a timely basis, then the account is suspended for those individuals not complying with the breach; and</p> <p>b) All future bookings are made via the Clerk, RFO or authorised member of staff who will record details and reason for journey at the time of booking.</p>	High
4 Risk: Risk VAT is not properly Accounted for.					
17	VAT is identified and recorded in the accounting records and payments have been reclaimed	Y	<p>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.</p> <p>All receipts have been properly accounted for</p>		
5 Risk: The appropriate books of Account have not been kept throughout the period					
18	The RFO maintains the accounting records on a regular basis with monthly reports to each Parish Council Meeting	Y	<p>Financial reports are included in the meeting minutes.</p> <p>All payments over £500 are recorded on the council website and all over £1,000 require approval of the</p>		

			Council.		
19	Accounting updates are provided on a regular basis to the Parish Council with a final version produced at the year end.	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 specific policy regarding devolved services. A draft investment policy has been drawn up and is under review.	The investment policy to be reviewed and, if appropriate, adopted. A review of reserves should also be carried out to ensure that they are adequate for requirement.	
6 Risk: Account Reconciliations are not timely and accurate					
20	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					
21	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.		
22	All budget variances are discussed at council meetings	Y	A review of the budget documentation showed no unexplained variance arising.		

9th January 2024

Agenda items 182/23

The Clerk at Great Linford Parish Council has contacted me to open a discussion about their Citizen Advice Support service they fund.

Currently they are receiving residents from Stantonbury Parish Council, this could be because we have stopped our service or their location in the community.

Would the Council be willing to contribute toward Great Linford costs.

If yes there is 2 ways in which this could run:

- We could agree a set figure and that would then determine how much time could be allocated to our residents.
- We could contribute to arrange 1 extra hour a week roughly £45.00.

The options would be review quarterly to make sure we are getting value for money.

I did also contact Citizen Advice to run a drop in session here at the Parish Office, they would not be able to start the program until September 2024, as they don't currently have staff and the staff would also need to be trained, if we was also to run drop in session a member of SPC staff would need to be on hand to help control the flow of residents.

An idea of costs is around £6500.00.

Donna Moore

Clerk

Draft 2024/25 Budget V3

Stantonbury Parish Council

2024/25 Draft Budget

Current Year Budget

Difference

Total Expenses	£ 665,200.00	£ 680,650.00	-£ 15,450.00
deduct total other income	£ 29,100.00	£ 24,600.00	£ 4,500.00
deduct Council Tax Grant Income	£ 9,700.00	£ 9,700.00	£ -
deduct SPC Contribution from Reserves	£ 140,000.00	£ 185,602.00	-£ 45,602.00
Precept Total	£ 486,400.00	£ 460,748.00	£ 25,652.00
Confirmed Council Tax Base	3348.42	3264.47	83.95
Precept per Band D	£ 145.26	£ 141.14	£ 4.12
Current Precept	£ 141.14	£ 138.11	
% increase/decrease	2.92%	2.20%	

Account	Draft Budget 2024/25	Forecast 2023/24	Budget 2023/24	YTD 26.10.23	2023	2022	2021	Comments
INCOME								
Council Tax Grant Income	£ 9,700.00	£ 9,700.53	£ 9,700.00	£ 9,700.53	£ 9,700.00	£ 9,701.00	£ 21,425.00	Confirmed
Precept	£ 486,400.00	£ 460,748.00	£ 460,748.00	£ 460,748.00	£ 442,008.53	£ 394,419.53	£ 401,300.00	
Total Turnover	£ 496,100.00	£ 470,448.53	£ 470,448.00	£ 470,448.53	£ 451,708.53	£ 404,120.53	£ 422,725.00	
Gross Income	£ 496,100.00	£ 470,448.53	£ 470,448.00	£ 470,448.53	£ 451,708.53	£ 404,120.53	£ 422,725.00	
Other Income								
Allotment Revenue	£ 4,100.00	£ 3,700.00	£ 3,800.00	£ 3,702.81	£ 3,267.37	£ 2,101.51	£ 1,899.71	0.57 per sqm from 01/10/24
Income - Clothing Bank	£ 500.00	£ 400.00	£ -	£ 240.30	£ -	£ -	£ -	
Income - Insurance	£ -	£ 1,485.00	£ -	£ 1,485.00	£ -	£ 524.00	£ -	
Income - Newsletter Advertising	£ 500.00	£ 130.00	£ -	£ 130.00	£ 130.00	£ 33.00	£ -	assuming 4 issues and more paid advertisers
Income - Section 106	£ -	£ 18,426.52	£ -	£ 18,426.52	£ 7,710.00	£ -	£ -	
Income - Ward Budget Donations	£ -	£ 1,000.00	£ -	£ 1,000.00	£ -	£ 1,250.00	£ -	
Income CH VAT Exempt	£ 10,000.00	£ 8,500.00	£ 10,000.00	£ 4,907.50	£ 2,830.00	£ -	£ -	hall hire
Income Community Projects Trips	£ 4,000.00	£ 2,900.00	£ 3,000.00	£ 2,521.55	£ 2,797.50	£ 275.00	£ -	based on 11 coaches (this year was 8 coaches)
Interest Income	£ 10,000.00	£ 18,500.00	£ 5,800.00	£ 12,760.53	£ 9,428.86	£ 582.99	£ 628.61	
Other Income	£ -	£ 11,000.00	£ 2,000.00	£ 10,801.10	£ 21,751.17	£ 5,115.00	-£ 7,428.94	
Total Other Income	£ 29,100.00	£ 66,041.52	£ 24,600.00	£ 55,975.31	£ 47,914.90	£ 9,881.50	-£ 4,900.62	

Account	Draft Budget 2024/25	Forecast 2023/24	Budget 2023/24	YTD 26.10.23	2023	2022	2021	Comments
ALLOTMENTS Maintenance & Repairs (4120)	£ 2,500.00	£ 1,000.00	£ 4,000.00	£ 573.28	£ 339.07	£ 1,719.31	£ 1,594.74	
CH - Events (4360)	£ 7,500.00	£ 1,500.00	£ 1,000.00	£ 377.56	£ 637.60	£ -	£ -	Includes DDAY, over 65's, bingo etc
CH - General Maintenance and Sundries (4380)	£ 7,500.00	£ 1,500.00	£ 6,000.00	£ 690.39	£ 7,829.74	£ 4,501.70	£ -	
CH - IT/Tel Maintenance Services (4383)	£ 1,000.00	£ 384.00	£ -	£ 384.00	£ 983.00	£ -	£ -	reduced from £2k to £1k (broadband only)
CH - New Project Food Bank/Youth Club Services (4384)	£ 5,000.00	£ -	£ 1,500.00	£ -	£ -	£ -	£ -	Includes provision for Martyns Law, Youth Club £3k pa
CP - Coach Trips (4335/4337)	£ 8,800.00	£ 5,510.00	£ 5,000.00	£ 4,070.00	£ 4,060.00	£ 540.00	£ -	L/Y 8 coaches, this year 11 coaches @ £800 per coach
CP - Events (4340)	£ 7,500.00	£ 5,000.00	£ 6,500.00	£ 3,543.75	£ 6,757.30	£ 6,524.26	£ 616.00	MKPA, and any other events held around the Parish (not hub)
CP - Newsletter (4305)	£ 12,000.00	£ 9,000.00	£ 9,000.00	£ 5,857.22	£ 8,013.23	£ 5,228.99	£ 4,690.28	Increased from 3 to 4 issues per annum
CP - Skips Rubbish Amnesty (4371)	£ 7,500.00	£ -	£ 6,000.00	£ -	£ 5,213.73	£ 2,928.51	£ -	
FC - ALLOTMENTS Utilities (4130)	£ 1,000.00	£ 800.00	£ 1,000.00	£ 707.47	£ 720.40	£ 318.09	£ 375.13	
FC - ASSETS CH IT Equipment (4382)	£ 1,000.00	£ -	£ -	£ -	£ 659.00	£ -	£ -	increased from nil to £1k
FC - ASSETS CH Non IT (4381)	£ 6,000.00	£ 3,000.00	£ 6,000.00	£ 351.28	£ 5,118.02	£ -	£ -	
FC - ASSETS Office IT Equipment (4525)	£ 10,000.00	£ -	£ 10,000.00	£ -	£ 2,287.77	£ 9,428.47	£ 4,936.86	Provision for replacements laptops, which are 4yrs+ - could reduce
FC - ASSETS Parish Fixtures (4235)	£ 10,000.00	£ 4,000.00	£ 4,000.00	£ 3,490.00	£ 864.66	£ 504.24	£ 441.37	Includes more noticeboards
FC - Audit Fees (4795)	£ 2,500.00	£ 2,100.00	£ 2,500.00	£ 1,550.00	£ 2,000.00	£ 2,000.00	£ 1,500.00	
FC - Bank Charges (4705)	£ 500.00	£ 200.00	£ 500.00	£ 101.88	£ 172.44	£ 126.08	£ 159.30	
FC - CH Insurances/Licences (4387)	£ 1,000.00	£ 600.00	£ 1,000.00	£ -	£ 561.03	£ -	£ -	Music Licence
FC - CH Rates (4386)	£ 4,000.00	£ 4,000.00	£ 5,000.00	£ -	£ 5,809.70	£ -	£ -	2023 figure was for 18mths
FC - CH Utilities (4385)	£ 6,000.00	£ 4,000.00	£ 5,000.00	£ 1,106.30	£ 3,846.35	£ -	£ -	3 yr contract Contract expires Jan 2025 - price increase expected
FC - Grants & Donations (4310)	£ 6,000.00	£ 5,000.00	£ 6,000.00	£ 2,180.00	£ 4,250.00	£ 1,000.00	£ 3,500.00	
FC - Kingsfold Rates (4626)	£ 9,000.00	£ 9,000.00	£ 9,000.00	£ -	£ 8,776.16	£ 8,358.25	£ 8,358.25	
FC - Kingsfold Utilities (4627)	£ 12,000.00	£ 4,000.00	£ 5,000.00	£ 1,337.52	£ 3,462.59	£ 3,288.32	£ 3,667.08	3 yr contract Contract expires May 2024 - significant increase due
FC - Legal and Professional fees (4790)	£ 3,000.00	£ 500.00	£ 10,000.00	£ -	£ 9,965.67	£ 10,450.00	£ 2,732.30	£37k in reserves
FC - Parish Equipment (4230)	£ 4,000.00	£ 1,000.00	£ 4,000.00	£ 264.00	£ 3,055.96	£ 37.50	£ 216.99	
FC - Parish Insurance (4710)	£ 3,500.00	£ 3,000.00	£ 4,000.00	£ 2,965.92	£ 3,062.61	£ 2,671.43	£ 2,733.27	3yr LTU
FC - Subscriptions and memberships (4720)	£ 6,000.00	£ 5,000.00	£ 5,000.00	£ 4,235.12	£ 2,592.42	£ 2,246.17	£ 2,323.75	significant price increases being seen, plus addition of Hive
FC - Wylie Rates (4710)	£ 2,100.00	£ 2,000.00	£ 2,100.00	£ -	£ 1,860.02	£ 1,771.45	£ 1,771.45	
FC - Wylie Utilities (4636)	£ 7,000.00	£ 2,000.00	£ 2,500.00	£ 221.87	£ 1,847.34	£ 1,375.43	£ 1,670.02	3 yr contract Contract expires May 2024 - significant increase due
GP - CH Cleaning (4388)	£ 4,000.00	£ 2,000.00	£ 2,500.00	£ 1,056.20	£ 822.65	£ -	£ -	Increased to allow for additional cleaning due to more usage by SPC
GP - CH Security/Fire Services (4389)	£ 2,000.00	£ 1,400.00	£ 1,500.00	£ 888.96	£ 1,721.39	£ -	£ -	Price increase notification received
GP - DOG WASTE Bin Emptying (4240)	£ 12,000.00	£ 12,000.00	£ 12,000.00	£ 5,903.90	£ 11,303.60	£ 9,406.67	£ 8,959.02	
GP - ENFORCEMENT SERVICES (4250)	£ 11,000.00	£ 10,000.00	£ 10,000.00	£ 4,932.75	£ 8,199.50	£ 7,359.00	£ 7,392.00	
GP - Hospitality (4560)	£ 750.00	£ 750.00	£ 1,500.00	£ 176.43	£ 635.02	£ 455.07	£ 278.78	
GP - Kingsfold Maintenance (4620)	£ 15,000.00	£ 10,000.00	£ 10,000.00	£ 8,374.65	£ 1,133.35	£ 2,906.35	£ 6,366.46	FCM requested to keep this due to building state of repair
GP - Kingsfold Security and Fire Safety (4625)	£ 3,500.00	£ 2,500.00	£ 3,500.00	£ 1,270.00	£ 1,938.16	£ 1,474.83	£ 1,266.92	Price increase notification received
GP - Office Cleaning Services (4610)	£ 4,000.00	£ 4,000.00	£ 4,000.00	£ 2,116.80	£ 3,684.38	£ 2,194.77	£ 5,586.05	
GP - Office Equipment (4535)	£ 5,000.00	£ -	£ 5,000.00	£ -	£ 1,262.32	£ 135.00	£ -	

GP - Office IT Services (4520)	£ 16,500.00	£ 15,000.00	£ 25,000.00	£ 2,151.69	£ 15,737.38	£ 17,517.57	£ 10,993.34	Amended from £17.5 to £16.5k now costs known, al;so includes Xero, Allotment S/ware, Photocopier, Mobile Phones, Broadband, Internet,Website
GP - Office Stationery (4760)	£ 3,000.00	£ 2,000.00	£ 3,000.00	£ 640.87	£ 1,985.74	£ 1,877.09	£ 1,912.65	
GP - Office Sundries (4590)	£ 2,000.00	£ 1,500.00	£ 2,000.00	£ 523.23	£ 1,044.31	£ 964.14	£ 752.26	
Account	Draft Budget 2024/25	Forecast 2023/24	Budget 2023/24	YTD 26.10.23	2023	2022	2021	Comments
GP - Postage (4765)	£ 500.00	£ 500.00	£ 500.00	£ 119.15	£ 423.01	£ 236.02	£ 197.95	
GP - Wylie Maintenance (4630)	£ 2,000.00	£ 1,500.00	£ 2,000.00	£ 1,096.49	£ 79.60	£ 79.98	£ 393.19	New Boiler may be required - if more needed we have £50k in reserves
GP - Wylie Security and Fire Safety (4635)	£ 2,000.00	£ 1,500.00	£ 1,500.00	£ 1,022.00	£ 983.85	£ 1,066.74	£ 673.11	Price increase notification received
HR - Councillor Allowances (4445)	£ 12,000.00	£ 12,000.00	£ 14,250.00	£ 5,520.84	£ 8,360.00	£ 7,812.50	£ 3,750.00	
HR - Councillor Training (4485)	£ 1,500.00	£ 500.00	£ 1,500.00	£ 140.00	£ 250.00	£ 1,231.00	£ 453.50	
HR - Councillor Travel & Subsistence Expenses (4446)	£ 2,000.00	£ 1,250.00	£ 1,500.00	£ 660.42	£ 1,393.80	£ 1,361.22	£ 270.28	
HR - Employers National Insurance (4421)	£ 20,000.00	£ 18,000.00	£ 32,000.00	£ 4,038.10	£ 12,694.55	£ 6,066.41	£ 5,509.65	revised figures from HRCM
HR - Employers Pension Contributions (4431)	£ 60,000.00	£ 60,000.00	£ 60,000.00	£ 27,956.56	£ 46,050.32	£ 31,467.55	£ 30,344.60	revised figures from HRCM
HR - Salaries (4420)	£ 255,000.00	£ 230,000.00	£ 250,000.00	£ 109,241.28	£ 186,124.15	£ 125,367.69	£ 120,893.61	revised figures from HRCM
HR - RANGERS & STAFF Uniform (4270)	£ 1,000.00	£ 750.00	£ 1,000.00	£ 60.00	£ 632.73	£ 833.43	£ 698.94	
HR - Software Services (4415)	£ 1,050.00	£ 1,050.00	£ 1,050.00	£ 607.18	£ 1,040.88	£ 1,037.16	£ 339.52	
HR - Staff Recruitment (4410)	£ 500.00	£ -	£ 500.00	£ -	£ -	£ 245.00	£ 323.00	
HR - Staff Training (4480)	£ 3,500.00	£ 500.00	£ 2,500.00	£ 94.00	£ 1,658.33	£ 2,265.70	£ 1,114.81	
HR - Staff Travel & Subsistence Expenses (4450)	£ 500.00	£ 50.00	£ 500.00	£ 2.25	£ 275.25	£ -	£ -	
HR - Clerk Fund	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	
LANDSCAPING Maintenance (4210)	£ 3,000.00	£ 750.00	£ 5,000.00	£ 200.59	£ 525.93	£ 21.07	£ 161.06	
PLAYGROUND Maintenance	£ 25,000.00	£ 10,000.00	£ 10,000.00	£ -	£ -	£ -	£ -	
RANGERS Sundries (4280)	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 784.97	£ 1,043.67	£ 1,436.59	£ 568.16	
RANGERS Vehicle Expenses (4265)	£ 10,000.00	£ 7,000.00	£ 10,000.00	£ 2,401.06	£ 6,637.44	£ 3,910.57	£ 2,825.75	
SPC PROJECTS - CCTV Crimewave (4370)	£ 18,500.00	£ 18,500.00	£ 18,500.00	£ 9,120.00	£ 17,910.00	£ 24,013.76	£ 11,841.37	
SPC PROJECTS - Change of Domain	£ 2,000.00	£ -	£ 2,000.00	£ -	£ -	£ -	£ -	
SPC PROJECTS - CIF	£ 10,000.00	£ -	£ 10,000.00	£ -	£ -	£ -	£ -	Includes MUGA CIF Upgrade Contribution of £8171
SPC PROJECTS - Renewals Bradville Area	£ -	£ -	£ 5,000.00	£ -	£ -	£ -	£ -	
SPC PROJECTS - Yellow Lining (4635)	£ -	£ -	£ 20,000.00	£ -	£ -	£ -	£ -	
SPC PROJECTS - Neighbourhood Plan	£ -	£ -	£ -	£ -	£ -	£ 251.91	£ 2,744.62	
SPC PROJECTS - Planning Services	£ -	£ -	£ -	£ -	£ 500.00	£ -	£ -	
SPC PROJECTS - S106 Expenditure	£ -	£ 9,140.00	£ -	£ 9,140.00	£ 7,065.00	£ -	£ -	
SPC PROJECTS - Winter Warmer	£ -	£ -	£ -	£ -	£ 3,972.42	£ -	£ -	Held in reserves (£15k approx)
FC - ASSETS Motor Vehicles (4260)	£ -	£ -	£ 25,000.00	£ -	£ -	£ -	£ 27,135.79	Now in reserves (£30K) as per FCM
4830 Project - Skatepark Reserves	£ -	£ -	£ -	£ -	£ -	£ 4,000.00	£ 1,250.00	
4605 Wylie Development	£ -	£ -	£ -	£ -	£ -	£ 5,191.14	£ 2,404.49	
CAB Citizens Advice Bureau	£ -	£ -	£ -	£ -	£ 5,062.50	£ 1,912.50	£ -	
CH - Jubilee	£ -	£ 425.00	£ 1,500.00	£ 425.00	£ 1,094.23	£ -	£ -	
CH - £7000 + £2851 + £2088 (2023/24 Reserves) (439)	£ -	£ 11,939.00	£ -	£ 8,072.41	£ -	£ -	£ -	

CH - Over 65's Hospitality (4330)	£ -	£ 750.00	£ 750.00	£ -	£ 1,048.84	£ 113.40	£ 207.00	<i>now included in CH events above</i>
CH - Coronation (4362)	£ -	£ 2,000.00	£ 500.00	£ 1,197.86	£ 857.70	£ -	£ -	
Devolved Services Reserves Spent (4969)	£ -	£ -	£ -	£ -	£ -	£ 2,914.97	£ -	
Total Expenses	£ 665,200.00	£ 510,234.00	£ 677,900.00	£ 234,247.93	£ 446,897.04	£ 329,116.63	£ 298,687.67	
Contribution to / (from) reserves	-£ 140,000.00	£ 26,256.05	-£ 182,852.00	£ 292,175.91	£ 52,726.39	£ 84,885.40	£ 119,136.71	

RESERVES

	As at 26.11.23		Forecast at 31.03.23	Increase/Decrease	Proposed at 01.04.23
3100 General Reserve and Working Capital	£ 201,420.87	£ -	£ 201,420.87	£ 667.13	£ 202,088.00
3101 General Reserves - Devolved Services	£ 287,085.03	£ -	£ 287,085.03	£ -	£ 287,085.03
3102 General Reserves - Asset Improvements/Repairs	£ 20,000.00	£ -	£ 20,000.00	£ 30,000.00	£ 50,000.00
3105 Specific Reserves - Contribution to Budget	£ 185,601.55	£ -	£ 185,601.55	-£ 45,601.55	£ 140,000.00
3106 Specific Reserves - Future Election Costs	£ 5,000.00	£ -	£ 5,000.00	-£ 5,000.00	£ -
3107 General Reserves - Insurance/Legal Liabilities	£ 37,000.00	£ -	£ 37,000.00	£ -	£ 37,000.00
3113 Specific Reserves - Community Hub Sundries MM189/22	£ 7,000.00	£ -	£ 7,000.00	-£ 7,000.00	£ -
3114 Specific Reserves CH Maintenance MM187/190/22	£ 2,851.00	£ -	£ 2,851.00	-£ 2,851.00	£ -
3128 Specific Reserves - Chairs/Tables for Community Hub MM188/22	£ 2,088.00	£ -	£ 2,088.00	-£ 2,088.00	£ -
3129 Specific Reserves - RAFS Community Donation	£ 7,639.40	£ -	£ 7,639.40	£ -	£ 7,639.40
3131 Specific Reserves - Coronation CPM80/22 £2000 less £475.12 spent	-£ 88.36	£ -	-£ 88.36	£ 88.36	£ -
3132 Winter Warmer Grant	£ 8,413.63	-£ 3,413.63	£ 5,000.00	£ 10,000.00	£ 15,000.00
New - Ward Budget Donation - SKIPS	£ -	£ -	£ -	£ 1,000.00	£ 1,000.00
New - Motor Vehicles	£ -	£ -	£ -		£ 30,000.00
Current Year Earnings	£ 254,127.95	-£ 245,009.74	£ 9,118.21	-£ 9,118.21	£ -
Retained Earnings	£ 96.73	£ -	£ 96.73	-£ 96.73	£ -
	£1,018,235.80	-£ 248,423.37	£ 769,812.43	-£ 30,000.00	£ 769,812.43



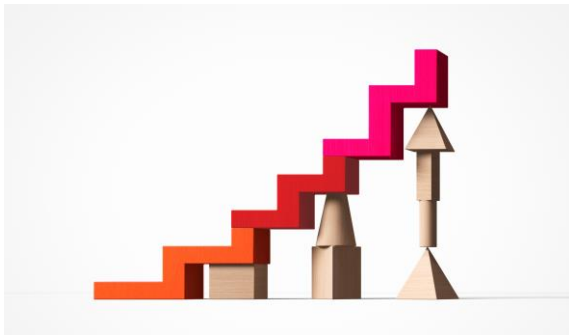
STANTONBURY
PARISH
COUNCIL

2024/25 Budget Review

Presented by

Sarah Espey, Responsible Financial Officer

2024/25 Budget Setting Process



- Review YTD budget variance report
- Calculate year end projection figures
- Analyse with previous 3 years expenditure
- Receive input from committees and staff, review
- Receive Tax Base/Grant information from MKCC
- Produce draft budget for Finance Committee
- Calculate Y/E reserves projection
- Review with Finance Committee and Clerk
- Produce draft budget for Full Council
- Research precept values
- Present to Full Council with recommendations for approval
- If budget and precept not approved at this meeting then a further meeting next week will be necessary to set the precept for 2024/25, no later than 24th January 2024.
- Submit precept to MKCC by the deadline of 1st Feb '24

There are 45 Precepting Parish Councils in Milton Keynes.

- **Handout 1** - SPC were the 7th largest precept per Band D £141.14 (per household), with the average precept being £88.57
 - 12 out of 45 councils had a precept per Band D of over £100.
 - Only 1 council reduced the household precept (in previous years, more councils would reduce precept).
 - 4 kept the precept the same.
- **Handout 2** - Many councils made large % increases to their precept, with 17 councils increasing by over 10%, of which one increased by 43.36%, and the average increase was 10.33%.
 - SPC was able to keep the precept low thanks to the contribution from our reserves, however in 2017/18 we had a high increase of 71.31% to our precept.
- **Handout 3** - Overall our total precept was the 9th largest in the area, with the largest councils running various assets and/or landscaping services.



*Serving
the community*



The **2024/25 total budget stands at £665,200**, which is a reduction from the current year budget by £15,450.



We will contribute £140,000 from our reserves, and after deducting other income and grants, a precept of £486,400 is required. This is an increase on last year of £25,652 / 5.5%



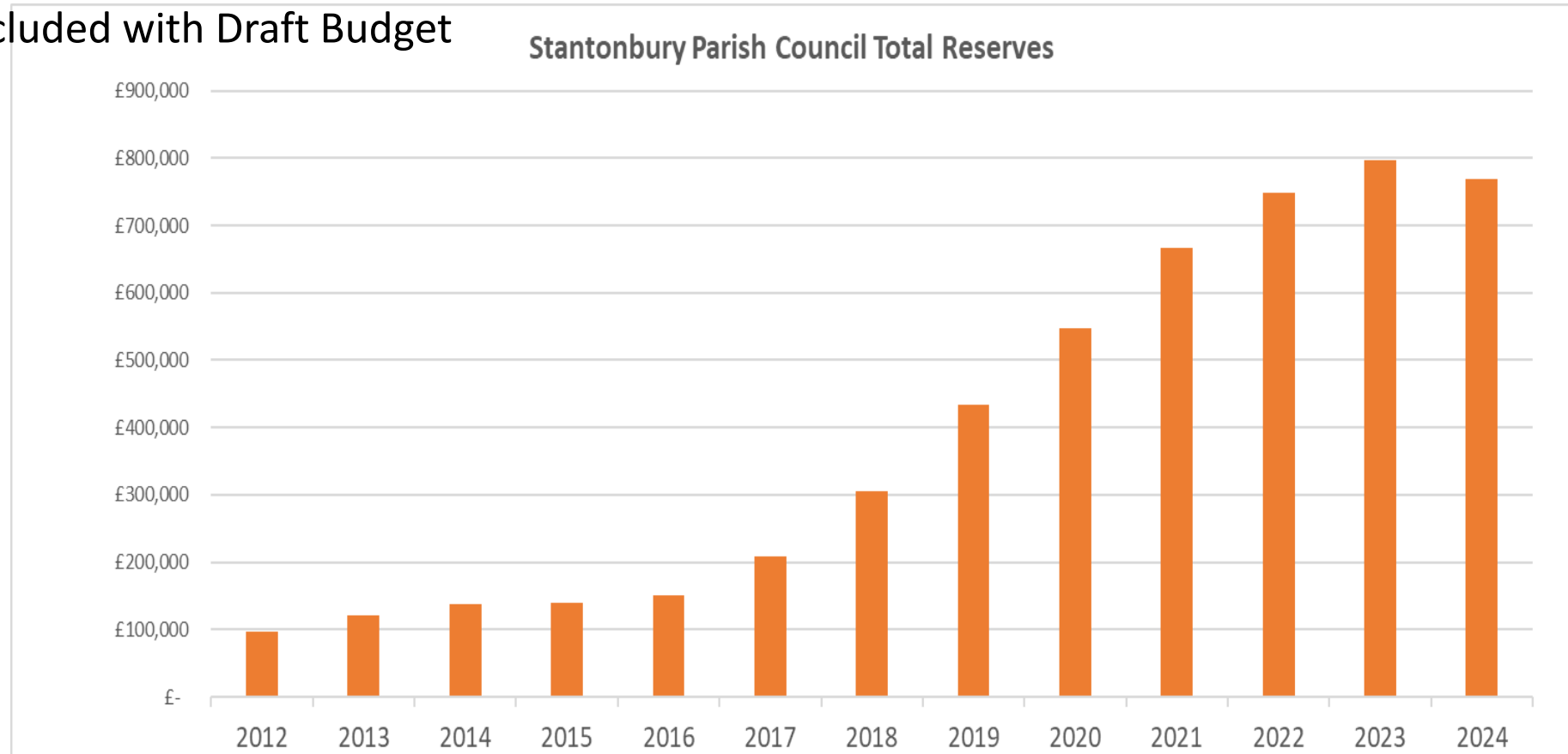
The cost per band D household will be **£145.26** which is an increase of **2.92%** from this year's figure of £141.14. Due to an increase in our Tax Base the precept is being collected from more households.



In the previous 3 years our total outgoings have not exceeded £447k and our reserves have grown considerably. It is forecast to be around £510k expenses by year end, which will leave an estimated £769,812 in reserves.

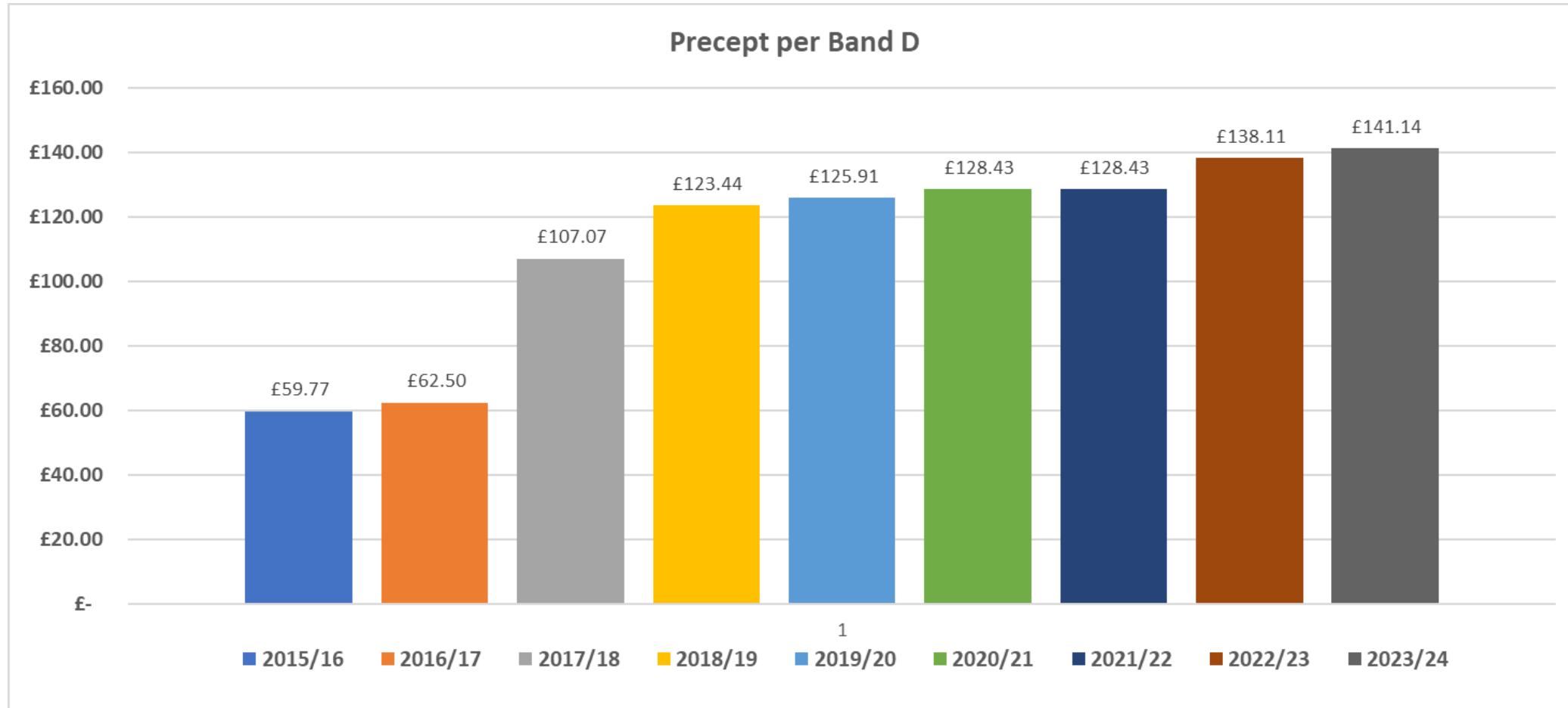
- Excess General Reserves must be used to contribute towards the budget to reduce the precept
- NB. Reserves can only be spent once, therefore bear in mind that if the budget is the same level next year the precept will eventually have to go up
- Review of the reserves is included with Draft Budget

Year-Ending 31st March	Value
2012	£ 96,488
2013	£ 120,654
2014	£ 138,861
2015	£ 139,474
2016	£ 151,724
2017	£ 208,204
2018	£ 305,496
2019	£ 433,547
2020	£ 547,030
2021	£ 665,863
2022	£ 747,817
2023	£ 797,542
2024 (estimated)	£ 769,812



Historical SPC Precept per Band D

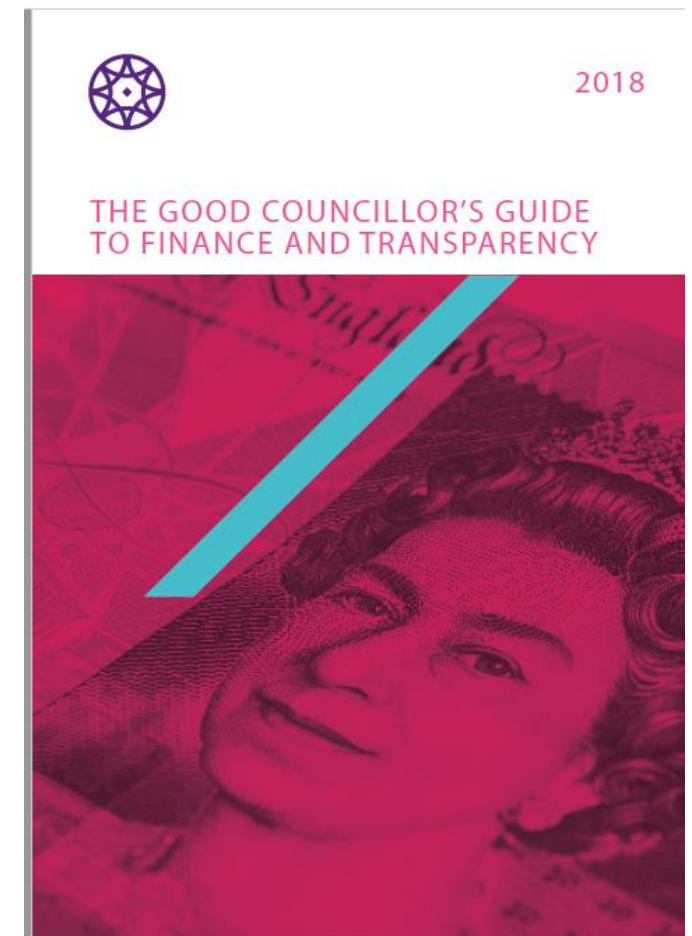
Precept per band D	% increase
2015/16 £ 59.77	
2016/17 £ 62.50	4.57%
2017/18 £ 107.07	71.31%
2018/19 £ 123.44	15.29%
2019/20 £ 125.91	2.00%
2020/21 £ 128.43	2.00%
2021/22 £ 128.43	0.00%
2022/23 £ 138.11	7.54%
2023/24 £ 141.14	2.19%



“Some local councils may budget to minimise spending to keep the local precept as low as possible, which may sometimes result in the council doing little for their local community. However, **there is evidence that local taxpayers are willing to pay more if they can see the results in terms of better local services.** Local electors will often be prepared to contribute more for tangible local community benefits, rather than pay an amount where it appears that the council is not active on behalf of the community and is merely administering itself. **The council should consider consulting the local community** for their views.”

“...**the government** has stated that they expect local councils to “*clearly demonstrate restraint*” when increasing precepts that are not a direct result of taking on additional responsibilities, and that the level of precepts set by local councils will be kept under close review. Therefore the possibility remains that this form of control (referendum) could be introduced at some future date especially for larger spending councils.”

“...**it is imperative that councillors are able to explain and justify larger precept increases and demonstrate that they have the support of the local community**”



Newsletter – increase from 3 to 4 issues per year, and install more notice boards around the Parish

Run more events at the community hub and be mindful about future martyns law implications.

Increase number of coach trips

Following residents feedback, continue to provide a consistent level of CCTV, Enforcement, and Dog Waste Services.

No requirement for a replacement Van, but the money collected over previous years to be held in a specific reserve.

A provision for upgrading some of our IT equipment has been made

Significant increases anticipated for Utilities as current contract expires May 2024

Actively seek out S106, Match-Funding Projects and Grants to increase our income

Cut back on non-essential expenses, get better value for money, and make efficiencies with sundries purchases

Cost of living - Keep increases to precept minimal



Thank you for listening



Any questions or
comments?



Review Budget
and set Precept



RESERVES

	As at 26.11.23		Forecast at 31.03.23	Increase/Decrease	Proposed at 01.04.23
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3113 Specific Reserves - Community Hub Sundries MM189/22	£ 7,000.00	£ -	£ 7,000.00	-£ 7,000.00	£ -
3114 Specific Reserves CH Maintenance MM187/190/22	£ 2,851.00	£ -	£ 2,851.00	-£ 2,851.00	£ -
3128 Specific Reserves - Chairs/Tables for Community Hub MM188/22	£ 2,088.00	£ -	£ 2,088.00	-£ 2,088.00	£ -
3129 Specific Reserves - RAFS Community Donation	£ 7,639.40	£ -	£ 7,639.40	£ -	£ 7,639.40
3131 Specific Reserves - Coronation CPM80/22 £2000 less £475.12 spent	-£ 88.36	£ -	-£ 88.36	£ 88.36	£ -
3132 Winter Warmer Grant	£ 8,413.63	-£ 3,413.63	£ 5,000.00	£ 10,000.00	£ 15,000.00
New - Ward Budget Donation - SKIPS	£ -	£ -	£ -	£ 1,000.00	£ 1,000.00
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Retained Earnings	£ 96.73	£ -	£ 96.73	-£ 96.73	£ -
	£1,018,235.80	-£ 248,423.37	£ 769,812.43	-£ 30,000.00	£ 769,812.43

Parish Name: STANTONBURY

On behalf of the above Parish, I am informing Milton Keynes City Council that the precept requirement for 2024/25 is as set out below:

Your Parish Precept Requirement		Example
Parish Budget Requirement	£ 496,100.00	170,000.00
MKCC Grant Income* (input as negative figure)	£ (9,700.00)	(20,000.00)
<i>*Provisional Parish Funding Allocations 2024-25 Column R</i>		
Total Parish Precept Requirement	£ 486,400.00	150,000.00

Key
 Parish to input figures
 Formulae
 Do not input

If the amount of money you require exceeds **£140,000** please could you provide an analysis of the precept below. Please specify below your gross expenditure, gross income and whether you are planning to use or contribute to reserves.

Gross Expenditure	£ 665,200.00	190,000.00
Gross Income (input as negative figure)	£ (38,800.00)	(25,000.00)
Reserves (use)/contribute to	£ (140,000.00)	(15,000.00)
Total*	£ 486,400.00	150,000.00

**This total must equal the amount your parish requires in Cell H14 above*

Summary	
2023/24 Precept per Band D	£141.14
2024/25 Precept Requirement	£486,400.00
2024/25 Provisional Tax Base	3,348.42
2024/25 Precept per Band D	£145.26
% change	2.92%

Signature _____

Position _____

Date _____

Please scan and email the form to corporatefinance@milton-keynes.gov.uk or return to the address below as soon as possible, and no later than **Thursday 1st February 2024**

Return to:
 Milton Keynes City Council
 Corporate Finance
 Civic Offices
 1 Saxon Gate East
 Central Milton Keynes
 MK9 3EJ