

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

Tuesday 21 May 2024

at 7.30pm

(or as soon thereafter as the Annual Meeting of Council convened for 6.30pm on the same day and at the same place shall have been completed)

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
Cllr T Fraser
Cllr R Golding
Cllr B Greenwood
Cllr P Halton-Davis

Cllr J Howard
Cllr H Kakei
Cllr K Kavarana
Cllr D Kendrick
Cllr K Kent
Cllr C Odunewu
Cllr D Pafford
Cllr M Petchey

MEETING PROTOCOL

In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:

- If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.
- All those present are asked to turn their mobile devices off or place into silent mode.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:
 - a) Film, photograph or make an audio recording of a meeting;
 - b) use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.
 - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chairman may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

AGENDA

1. **To receive:**
Apologies for Absence
Declarations of Interest
2. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
3. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
4. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
5. **Community Council Financial Accounts 2023-2024 Year End – Page 7**
Council is invited to receive and consider the accounts detailing the financial position of the Community Council as at 31 March 2024.
6. **Community Council Internal Audit Report 2023-2024 – Page 19**
Council is invited to receive the internal audit report for the financial year 2023/2024 as presented by Auditing Solutions Ltd.
7. **Community Council Annual Return 2023/2024 – Page 27**
Council is invited to consider, populate where applicable, and approve the Community Council Annual Return for 2023/2024, including:
 - i. Annual Governance Statement 2023/2024 (Section 1)
 - ii. Accounting Statement 2023/2024 (Section 2)
8. **Milton Keynes Ward Boundary Review – Initial Consultation – Page 33**
Council is invited to note that the Local Government Boundary Commission for England is currently undertaking a boundary review of Milton Keynes City Council’s electoral wards, this follows their decision to increase the number of Milton Keynes City Councillors to 60 in 2026. The review will be completed before May 2026 when all Milton Keynes City Councillors will be up for election in accordance with the newly established wards - initial feedback to the consultation should be submitted by 15 July 2024
9. **Expression of Interest – Fishermead Medical Centre (FMC)**
Further to the agreed meeting with representatives of FMC, Council is invited to consider the proposal that the ground floor front room at the Council office is made available for use by FMC until such time that the Council vacates the building to relocate to the Community Hub in Springfield (anticipated date Easter 2025). Proposed use of the room would be:

- Monday – Friday 10am – 4pm
- Consultation Room for use by clinical staff/patients or administrators
- FMC to provide their own IT infrastructure (enabled by CPCC Wi-Fi)
- FMC to provide clinical infrastructure/equipment, CPCC to provide office furniture
- FMC to complete a comprehensive risk assessment and comply with any requirements of a CPCC risk assessment

If minded to agree to the proposal, Council is recommended to reserve the option of cancelling it in the event of the arrangement being impractical.

10. Community Hub – Working Group Update

Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project.

i. Public Works Loan Board – Duration of Loan Repayment Period

Council is invited to consider the duration of the loan repayment period for borrowing associated with the cost of constructing the Community Hub. As part of its deliberation, Council is invited to consider the recommendation from the Responsible Financial Officer that while keeping within the annual repayment limit agreed in the Council budget, the loan repayment period is minimised to reduce the total amount repayable over the lifetime of the facility. As an example, if Council were to borrow £1,700,000 over 25 years at the current rate*, the total amount repayable would be £3,111,799, borrowing the same amount over 50 years would equate to £5,036,727. *rate as of 15.05.2024.

ii. Community Hub Café – Expression of Interest: Café Operator

Council is invited to receive a verbal update on expressions of Interest received from potential operators of the Community Hub Café – Expression of interest deadline 12.06.2024.

iii. Charitable Trust Creation

Council is invited to receive a verbal update from the Clerk relating to obtaining a fee proposal for professional advice pertaining to the creation of a charitable trust associated with the management of the Community Hub.

11. County Association Facilitated Training and Future Visioning Session

Council is invited to consider a proposal from the Clerk that it enter discussion with the County Association (BMKALC) about their potential facilitation of a training and future visioning session. The training aspect of the session to cover the fundamentals of being an effective Councillor, with the future visioning aspect helping to set the strategic direction of Council at the commencement of its new 4-year term. The training aspect of the session would not replace training opportunities with alternative providers, the future visioning aspect could assist in the creation of the Council Strategic/Business Plan.

- 12. Dates of Future Committee & Working Group Meetings**
Community & Communications Wednesday 29 May at 6.30pm
Planning – 3 June 2024 at 6.30pm
Finance, Administration & Policy – 4 June 2024 at 7.00pm
Estates – 11 June 2024 at 6.30pm

Please note - Annual Meeting of Electors – Tuesday 28 May at 7.00pm at the Springfield Centre

- 13. Date of Next Meeting**
Tuesday 18 June 2024 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
15 May 2024**

Balance Sheet as at 31/03/2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
455	Debtors	2,810	
0	Vat Refunds	21,328	
12,993	Prepayments	14,073	
37,721	Unity Current Account T2	49,578	
663,916	Unity Instant Access	292,317	
414,529	CCLA Fund Deposit Acc	957,456	
146	Petty Cash	342	
1,129,761		1,337,904	
1,129,761	Total Assets	1,337,904	
Current Liabilities			
687	Vat Refunds	0	
45,927	Creditors Control	53,636	
1,909	Miscellaneous Creditors	1,281	
1,129	Accruals	1,958	
10,299	Payroll Creditor	17,945	
1,538	Allotment Deposits	1,863	
541	Receipts in Advance	0	
450	Short Term Deposits	1,650	
1,450	Hall Hire Deposits	1,300	
63,929		79,632	
1,065,831	Total Assets Less Current Liabilities	1,258,271	
Represented By			
259,365	General Reserves	572,743	
806,466	Earmarked Reserves	685,528	
1,065,831		1,258,271	

The above statement represents fairly the financial position of the authority as at 31/03/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Employment Costs</u>							
4000 Basic Salaries	248,011	261,362	247,679	(13,683)		(13,683)	105.5%
4001 Employers NI	23,685	23,521	37,151	13,630		13,630	63.3%
4002 Employer Pension	59,291	58,780	62,167	3,387		3,387	94.6%
4089 Corporate Clothing	361	0	500	500		500	0.0%
4091 Staff Health	634	478	765	287		287	62.4%
4460 Subscriptions	695	587	800	213		213	73.4%
Employment Costs :- Indirect Expenditure	332,676	344,728	349,062	4,334	0	4,334	98.8%
Net Expenditure	(332,676)	(344,728)	(349,062)	(4,334)			
<u>105 Democratic Costs</u>							
4040 Expenses	0	0	100	100		100	0.0%
4089 Corporate Clothing	0	0	300	300		300	0.0%
4500 Councillors Allowances	11,123	11,938	12,209	271		271	97.8%
4501 Chairs Additional Allowance	847	885	939	54		54	94.3%
Democratic Costs :- Indirect Expenditure	11,970	12,823	13,548	725	0	725	94.7%
Net Expenditure	(11,970)	(12,823)	(13,548)	(725)			
<u>201 Central Costs</u>							
566 Advertising Income	108	35	0	(35)			0.0%
1800 Miscellaneous Income	788	0	0	0			0.0%
1870 Bank/Bond Interest Received	15,814	57,327	1,000	(56,327)			5732.7%
1900 Precept	788,934	846,134	846,134	0			100.0%
1901 Precept Grant	21,604	19,850	19,850	0			100.0%
Central Costs :- Income	827,249	923,345	866,984	(56,361)			106.5%
4030 Training/Conferences	4,627	3,257	8,000	4,744	325	4,419	44.8%
4050 IT Support Contract	13,927	15,132	20,000	4,869		4,869	75.7%
4051 IT Equipment	3,812	996	5,000	4,004		4,004	19.9%
4052 Digital Mapping	405	372	500	128		128	74.5%
4053 Online Presence	3,495	0	3,600	3,600		3,600	0.0%
4080 Health & Safety	222	0	2,040	2,040		2,040	0.0%
4081 HR & H&S Service Contract	5,480	5,524	7,000	1,476		1,476	78.9%
4082 Emergency Response	49	0	500	500		500	0.0%
4083 Defibrillator costs	236	382	700	318		318	54.6%
4090 Welfare	76	128	200	72		72	63.8%
4130 Insurance (not vehicle)	6,034	7,330	7,500	170		170	97.7%
4150 Cleaning Costs	146	0	0	0		0	0.0%
4184 Street furniture new/renewal	0	0	1,000	1,000		1,000	0.0%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4186 Small Sundry Purchases	197	307	300	(7)	8	(15)	105.0%
4300 Vehicle Costs	2,594	3,497	3,000	(497)		(497)	116.6%
4303 Vehicle mileage	303	435	400	(35)		(35)	108.8%
4400 Stationery	2,057	1,514	2,000	486	28	458	77.1%
4402 Consultation Costs	2,523	2,970	3,000	30		30	99.0%
4403 Planning Consultant Fees	0	0	1,000	1,000		1,000	0.0%
4405 Publicity/Marketing	0	60	1,000	940		940	6.0%
4410 Photocopying Costs	1,402	1,155	1,500	345		345	77.0%
4440 Telephone	2,359	1,938	923	(1,015)		(1,015)	210.0%
4445 Mobile Phones	1,189	1,336	1,200	(136)		(136)	111.3%
4455 Postage	(251)	10	600	590		590	1.7%
4460 Subscriptions	2,677	2,306	3,000	694		694	76.9%
4475 Software Maintenance Contracts	269	0	0	0		0	0.0%
4490 Website Costs	1,513	3,137	3,000	(137)		(137)	104.6%
4530 Hospitality	465	157	300	143		143	52.3%
4584 Recruitment	1,971	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	0	0	12,000	12,000		12,000	0.0%
4587 Audit/Accounts	4,717	4,777	4,000	(777)		(777)	119.4%
4588 VAT Fees	0	0	250	250		250	0.0%
4589 Payroll Fees	352	615	600	(15)		(15)	102.5%
4600 Bank Charges	1,242	1,348	1,000	(348)		(348)	134.8%
4700 Bad Debt	0	0	0	0		0	0.0%
4875 Misc Neighbourhood Plan	0	0	2,000	2,000		2,000	0.0%
Central Costs :- Indirect Expenditure	64,086	58,684	98,113	39,429	362	39,068	60.2%
Net Income over Expenditure	763,163	864,662	768,871	(95,791)			
<u>204 Parish Hub Development</u>							
1800 Miscellaneous Income	204	0	20,000	20,000			0.0%
Parish Hub Development :- Income	204	0	20,000	20,000			0.0%
4110 Rates	(8,840)	0	0	0		0	0.0%
4111 PWLB Loan	0	0	110,000	110,000		110,000	0.0%
4115 Water & Sewerage	0	908	0	(908)		(908)	0.0%
4122 Electricity	92	33,498	150	(33,348)		(33,348)	22331.8
4403 Planning Consultant Fees	0	684	4,000	3,316		3,316	17.1%
4404 Subsistence	0	2	0	(2)		(2)	0.0%
9022 Earmarked New Office HQ	74,106	112,063	112,063	0	32,087	(32,087)	128.6%
Parish Hub Development :- Indirect Expenditure	65,358	147,154	226,213	79,059	32,087	46,972	79.2%
Net Income over Expenditure	(65,153)	(147,154)	(206,213)	(59,059)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>205 Parish Office</u>							
4085 Fire Protection	303	255	320	65		65	79.7%
4100 Rent	7,423	7,570	8,000	430		430	94.6%
4110 Rates	1,087	917	1,100	183		183	83.4%
4115 Water & Sewerage	291	417	300	(117)		(117)	138.9%
4120 Gas	2,044	2,583	2,500	(83)		(83)	103.3%
4122 Electricity	1,669	2,203	2,500	297		297	88.1%
4150 Cleaning Costs	779	1,147	1,000	(147)	17	(164)	116.4%
4155 Refuse Disposal	1,783	1,984	2,000	16		16	99.2%
4160 Window Cleaning	302	298	300	2		2	99.2%
4170 Repair/Maintenance	1,026	803	2,500	1,697		1,697	32.1%
4186 Small Sundry Purchases	56	10	150	140		140	6.7%
4187 Furniture	112	273	500	227		227	54.6%
4404 Subsistence	244	200	200	(0)		(0)	100.2%
4460 Subscriptions	9	0	0	0		0	0.0%
Parish Office :- Indirect Expenditure	17,127	18,660	21,370	2,710	17	2,694	87.4%
Net Expenditure	(17,127)	(18,660)	(21,370)	(2,710)			
<u>210 Communications</u>							
4420 HomeGround Magazine	9,501	8,976	9,000	24		24	99.7%
4421 Homeground Mag Distribution	3,565	2,920	3,000	80		80	97.3%
Communications :- Indirect Expenditure	13,066	11,896	12,000	104	0	104	99.1%
Net Expenditure	(13,066)	(11,896)	(12,000)	(104)			
<u>301 Oldbrook Centre</u>							
1000 Hirings	30,478	37,582	25,000	(12,582)			150.3%
Oldbrook Centre :- Income	30,478	37,582	25,000	(12,582)			150.3%
4085 Fire Protection	479	587	600	13		13	97.9%
4110 Rates	1,697	1,781	1,800	19		19	99.0%
4115 Water & Sewerage	400	604	600	(4)		(4)	100.7%
4120 Gas	1,175	1,865	2,500	635		635	74.6%
4122 Electricity	1,159	1,891	2,500	609		609	75.6%
4150 Cleaning Costs	1,337	1,158	1,200	42		42	96.5%
4155 Refuse Disposal	1,196	1,356	1,500	144		144	90.4%
4160 Window Cleaning	740	720	800	80		80	90.0%
4170 Repair/Maintenance	3,011	1,065	3,000	1,935		1,935	35.5%
4175 Building Contracts	750	0	2,000	2,000		2,000	0.0%
4187 Furniture	0	562	500	(62)		(62)	112.5%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4590 Licenses	148	54	150	96		96	36.2%
Oldbrook Centre :- Indirect Expenditure	12,090	11,645	17,150	5,505	0	5,505	67.9%
Net Income over Expenditure	18,388	25,938	7,850	(18,088)			
<u>302 Oldbrook Pavilion</u>							
4085 Fire Protection	137	111	150	39		39	74.0%
4110 Rates	1,101	3,481	1,200	(2,281)		(2,281)	290.1%
4122 Electricity	210	300	300	0		0	99.8%
4170 Repair/Maintenance	68	78	600	522		522	13.0%
Oldbrook Pavilion :- Indirect Expenditure	1,515	3,970	2,250	(1,720)	0	(1,720)	176.4%
Net Expenditure	(1,515)	(3,970)	(2,250)	1,720			
<u>303 Oldbrook Green</u>							
4170 Repair/Maintenance	153	265	300	35		35	88.3%
4205 Tree Works	0	0	650	650		650	0.0%
Oldbrook Green :- Indirect Expenditure	153	265	950	685	0	685	27.9%
Net Expenditure	(153)	(265)	(950)	(685)			
<u>304 Landscape Contract</u>							
1800 Miscellaneous Income	28,793	8,000	0	(8,000)			0.0%
1902 Landscape Grant	112,489	149,126	115,000	(34,126)			129.7%
Landscape Contract :- Income	141,281	157,126	115,000	(42,126)			136.6%
4000 Basic Salaries	129,050	161,432	157,545	(3,887)		(3,887)	102.5%
4001 Employers NI	12,346	15,439	23,632	8,193		8,193	65.3%
4002 Employer Pension	27,901	34,397	39,544	5,147		5,147	87.0%
4066 Equipment Hire	2,350	2,835	3,500	665		665	81.0%
4067 Landscape Equipment	10,579	9,862	10,000	138		138	98.6%
4068 Landscape Equipment Maintenan	5,560	11,028	13,500	2,472	187	2,284	83.1%
4069 Personal Protection Equipment	1,701	1,512	2,000	488	202	286	85.7%
4070 Landscape Consumables	5,123	3,195	7,000	3,805	1,155	2,650	62.1%
4085 Fire Protection	126	54	150	96		96	36.0%
4089 Corporate Clothing	1,587	1,005	1,000	(5)		(5)	100.5%
4110 Rates	1,101	2,399	1,200	(1,199)		(1,199)	200.0%
4115 Water & Sewerage	264	400	300	(100)		(100)	133.5%
4122 Electricity	1,302	1,628	1,500	(128)		(128)	108.5%
4130 Insurance (not vehicle)	1,304	757	832	75		75	91.0%
4150 Cleaning Costs	684	484	500	16		16	96.7%

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4155 Refuse Disposal	1,132	1,313	1,000	(313)		(313)	131.3%
4170 Repair/Maintenance	277	751	1,000	249		249	75.1%
4175 Building Contracts	1,066	762	2,000	1,238		1,238	38.1%
4301 Landscape Vehicle Costs	5,940	7,837	8,000	163		163	98.0%
4302 Landscape Fuel	8,141	8,266	8,000	(266)		(266)	103.3%
9050 Earmarked L/scape Equipment Re	0	20,790	20,790	0		0	100.0%
Landscape Contract :- Indirect Expenditure	217,534	286,148	302,993	16,845	1,544	15,302	94.9%
Net Income over Expenditure	(76,253)	(129,022)	(187,993)	(58,971)			
<u>305 Springfield Meeting Place</u>							
1000 Hirings	30,450	26,927	25,000	(1,927)			107.7%
Springfield Meeting Place :- Income	30,450	26,927	25,000	(1,927)			107.7%
4085 Fire Protection	215	888	250	(638)		(638)	355.2%
4110 Rates	2,509	2,687	2,600	(87)		(87)	103.3%
4115 Water & Sewerage	861	385	1,000	615		615	38.5%
4120 Gas	1,427	2,957	3,000	43		43	98.6%
4122 Electricity	1,479	1,866	2,500	634		634	74.6%
4150 Cleaning Costs	1,332	1,492	1,500	8		8	99.5%
4155 Refuse Disposal	1,054	1,136	1,000	(136)		(136)	113.6%
4160 Window Cleaning	610	600	650	50		50	92.3%
4170 Repair/Maintenance	3,297	4,653	2,400	(2,253)		(2,253)	193.9%
4175 Building Contracts	957	276	1,000	724		724	27.6%
4187 Furniture	0	500	500	0		0	100.0%
4590 Licenses	148	54	150	96		96	36.2%
9048 Earmarked SFC Disabled Parking	1,550	0	0	0		0	0.0%
Springfield Meeting Place :- Indirect Expenditure	15,438	17,494	16,550	(944)	0	(944)	105.7%
Net Income over Expenditure	15,012	9,433	8,450	(983)			
<u>306 Woolstone Pond</u>							
4205 Tree Works	400	450	500	50		50	90.0%
Woolstone Pond :- Indirect Expenditure	400	450	500	50	0	50	90.0%
Net Expenditure	(400)	(450)	(500)	(50)			
<u>307 Dog/Waste Bin Provision</u>							
4201 Grounds Maintenance	8,085	8,774	10,800	2,026		2,026	81.2%
4204 New Bin Purchase/Installation	0	0	1,000	1,000		1,000	0.0%
Dog/Waste Bin Provision :- Indirect Expenditure	8,085	8,774	11,800	3,026	0	3,026	74.4%
Net Expenditure	(8,085)	(8,774)	(11,800)	(3,026)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>308 Kernow Crescent</u>							
4197 Play Equipment Maintenance	175	204	500	296		296	40.7%
9044 Earmarked Play Area Maint. Res	0	12,060	12,060	0		0	100.0%
Kernow Crescent :- Indirect Expenditure	175	12,264	12,560	296	0	296	97.6%
Net Expenditure	(175)	(12,264)	(12,560)	(296)			
<u>350 Open Spaces</u>							
4170 Repair/Maintenance	250	213	250	37		37	85.3%
4206 Woodland Management Programme	800	1,000	4,000	3,000		3,000	25.0%
Open Spaces :- Indirect Expenditure	1,050	1,213	4,250	3,037	0	3,037	28.5%
Net Expenditure	(1,050)	(1,213)	(4,250)	(3,037)			
<u>360 No longer used</u>							
1080 Allotments Rentals	3,246	0	0	0			0.0%
1082 Retained allotment deposits	128	0	0	0			0.0%
No longer used :- Income	3,374	0	0	0			
4115 Water & Sewerage	2,095	0	0	0		0	0.0%
4170 Repair/Maintenance	117	0	0	0		0	0.0%
No longer used :- Indirect Expenditure	2,212	0	0	0	0	0	
Net Income over Expenditure	1,162	0	0	0			
<u>361 Fishermead Sports Ground</u>							
4205 Tree Works	750	0	1,000	1,000		1,000	0.0%
Fishermead Sports Ground :- Indirect Expenditure	750	0	1,000	1,000	0	1,000	
Net Expenditure	(750)	0	(1,000)	(1,000)			
<u>362 Willen Allotments</u>							
1080 Allotments Rentals	0	1,632	1,700	68			96.0%
1082 Retained allotment deposits	0	81	0	(81)			0.0%
Willen Allotments :- Income	0	1,713	1,700	(13)			100.8%
4115 Water & Sewerage	0	437	750	313		313	58.3%
4170 Repair/Maintenance	0	36	250	214		214	14.3%
4205 Tree Works	0	350	350	0		0	100.0%
Willen Allotments :- Indirect Expenditure	0	823	1,350	527	0	527	61.0%
Net Income over Expenditure	0	890	350	(540)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>363 Woolstone Allotments</u>							
1080 Allotments Rentals	0	1,916	1,700	(216)			112.7%
Woolstone Allotments :- Income	0	1,916	1,700	(216)			112.7%
4115 Water & Sewerage	0	1,032	750	(282)		(282)	137.7%
4170 Repair/Maintenance	0	100	250	150		150	39.8%
4205 Tree Works	0	0	350	350		350	0.0%
Woolstone Allotments :- Indirect Expenditure	0	1,132	1,350	218	0	218	83.9%
Net Income over Expenditure	0	784	350	(434)			
<u>370 Woolstone Sports Ground</u>							
4205 Tree Works	250	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	250	0	500	500	0	500	0.0%
Net Expenditure	(250)	0	(500)	(500)			
<u>390 Grants</u>							
1700 Grant Income	1,000	814	1,000	186			81.4%
Grants :- Income	1,000	814	1,000	186			81.4%
4800 General Grants	3,641	890	5,000	4,110		4,110	17.8%
4801 Section 137	4,900	7,690	7,000	(690)		(690)	109.9%
4805 Grant Geoff Taylor Trust	10,000	0	0	0		0	0.0%
4806 Youth Provision Budget	0	0	2,000	2,000		2,000	0.0%
4807 Education Trust Grants	0	0	5,000	5,000		5,000	0.0%
Grants :- Indirect Expenditure	18,541	8,580	19,000	10,420	0	10,420	45.2%
Net Income over Expenditure	(17,541)	(7,766)	(18,000)	(10,234)			
<u>399 Community</u>							
1800 Miscellaneous Income	0	250	0	(250)			0.0%
1801 Winter Grant Plan	14,150	11,150	0	(11,150)			0.0%
Community :- Income	14,150	11,400	0	(11,400)			
4192 Social Cohesion	13,462	6,483	12,000	5,517		5,517	54.0%
4194 Play Equipment	10,000	0	0	0		0	0.0%
4195 Visit to MK Safety Centre	3,135	3,125	3,500	375		375	89.3%
4198 Warm Space Grant Spend	14,150	12,075	0	(12,075)	30	(12,105)	0.0%
Community :- Indirect Expenditure	40,746	21,683	15,500	(6,183)	30	(6,213)	140.1%
Net Income over Expenditure	(26,596)	(10,283)	(15,500)	(5,217)			

Detailed Income & Expenditure by Budget Heading 31/03/2024

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>901 Earmarked Reserves</u>							
9001 Earmarked Oldbrook Centre	0	0	82,500	82,500		82,500	0.0%
9006 Earmarked 3 month running cost	0	0	183,600	183,600		183,600	0.0%
9022 Earmarked New Office HQ	0	0	387,937	387,937		387,937	0.0%
9044 Earmarked Play Area Maint. Res	0	0	12,940	12,940		12,940	0.0%
9050 Earmarked L/scape Equipment Re	0	0	1,550	1,550		1,550	0.0%
9051 Earmarked Pavilion Gable End R	0	0	7,000	7,000		7,000	0.0%
9052 Earmarked CAT Contingency	0	0	10,000	10,000		10,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>685,527</u>	<u>685,527</u>	<u>0</u>	<u>685,527</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(685,527)</u>	<u>(685,527)</u>			
Grand Totals:- Income	1,048,187	1,160,824	1,056,384	(104,440)			109.9%
Expenditure	823,222	968,384	1,813,536	845,152	34,039	811,113	55.3%
Net Income over Expenditure	<u>224,965</u>	<u>192,440</u>	<u>(757,152)</u>	<u>(949,592)</u>			
Movement to/(from) Gen Reserve	<u>224,965</u>	<u>192,440</u>	<u>(757,152)</u>	<u>(949,592)</u>			

Campbell Park Community Council

Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Operating Income	
827,249	Central Costs	923,345
204	Parish Hub Development	0
30,478	Oldbrook Centre	37,582
141,281	Landscape Contract	157,126
30,450	Springfield Meeting Place	26,927
3,374	No longer used	0
0	Willen Allotments	1,713
0	Woolstone Allotments	1,916
1,000	Grants	814
14,150	Community	11,400
1,048,187	Total Income	1,160,824
	Running Costs	
332,676	Employment Costs	344,728
11,970	Democratic Costs	12,823
64,086	Central Costs	58,684
65,358	Parish Hub Development	147,154
17,127	Parish Office	18,660
13,066	Communications	11,896
12,090	Oldbrook Centre	11,645
1,515	Oldbrook Pavilion	3,970
153	Oldbrook Green	265
217,534	Landscape Contract	286,148
15,438	Springfield Meeting Place	17,494
400	Woolstone Pond	450
8,085	Dog/Waste Bin Provision	8,774
175	Kernow Crescent	12,264
1,050	Open Spaces	1,213
2,212	No longer used	0
750	Fishermead Sports Ground	0
0	Willen Allotments	823
0	Woolstone Allotments	1,132
250	Woolstone Sports Ground	0
18,541	Grants	8,580
40,746	Community	21,683
823,222	Total Expenditure	968,384
	General Fund Analysis	
31,613	Opening Balance	259,365
1,048,187	Plus : Income for Year	1,160,824
1,079,800		1,420,189
823,222	Less : Expenditure for Year	968,384
256,578		451,805
(2,788)	Transfers TO / FROM Reserves	(120,938)
259,365	Closing Balance	572,743

Campbell Park Community Council

Internal Audit Report 2023-24: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish/community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Campbell Park Community Council since 2006-07.

This report sets out the work undertaken in relation to the 2023-24 financial year, during our reviews of the Council, which were completed on 8th November 2023 and 30th April 2024. We have undertaken our reviews for the year and we wish to thank the Clerk and Responsible Finance Officer in assisting the process, which has enabled us to sign off of the Internal Audit Certificate at the end of this financial year. We have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We are pleased to conclude that, in the areas examined, the Council continues to have effective systems in place to help ensure that transactions are free from material misstatement and that they will be reported accurately in the Annual Return and detailed Statement of Accounts for the financial year. We would again like to thank the Clerk and the Responsible Finance Officer for the organisation and the quality of the documentation produced to assist in the completion of the audit report.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council has now implemented the Rialtas Omega accounting software and continues to operate two primary bank accounts with Unity Bank for its day-to-day transactions, together with the placement of surplus funds in a separate account with the CCLA.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening Trial Balance for 2023-24 to the closing Financial Statements for 2022-23 to ensure that all the detailed balances have been accurately rolled forward;
- Checked and agreed all transactions for April and September 2023 and March 2024. Also verified the accuracy of bank reconciliations for the current deposit and CCLA accounts to March 2024.

Conclusions

We are pleased to report that no issues have been identified in this area of our review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Financial Regulations have been reviewed and re-adopted by the Council on 16th May 2023.
- Also noted that the Code of Conduct was reviewed on 6th May 2023 by Full Council.
- Completed our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) to March 2024.

Conclusions

We are pleased to record that no issues arise in this area

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budget;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned in a timely manner.

We have completed our review of payments for compliance with the above criteria, selecting a sample of payments processed to March 2024.

We are pleased to record that sound control continues over the authorisation and approval of payments to trade creditors and other similar expenditure with appropriate consideration being given to the monthly payment schedules for approval and the establishment of appropriate signatories and authorisations.

We have ensured the appropriate submission of periodic VAT return and have verified the accurate disclosure of the VAT return to March 2024.

Conclusions

There are no issues in this area of our review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that a Corporate and Financial Risk Assessment was reviewed and subsequently approved in December 2023.
- We have examined the Council's insurance policy schedule with Zurich and consider that the key levels of cover afforded therein, namely Public Liability at £12 million and Employer's Liability at £10 million with Fidelity Guarantee at £2 million, are more than adequate to meet the current needs of the Council.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Precept, Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council, at its December 2022 meeting, approved a precept of £846,113 for 2023-24.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Noted that, as at 31st March 2024, Total Reserves stood at £944,893 comprising specific Earmarked items totalling £685,528 with a residual General Fund balance of £259,365, which equates to 3.2 month's expenditure.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Review of Income

We aim in this area of our review process to ensure that all income due to the Council is identified, recovered and banked within a reasonable time period, although only relatively limited sources of income over and above the precept exist currently, namely, allotment rentals, Oldbrook Centre and Springfield Centre hire fees and bank interest. Consequently: -

- At the interim visit we reviewed the controls in place over the identification and recovery of income from allotments together with the management controls and the receipt of the fees; and We also note that members have increased the fees for the allotments for 2023-24 and 2024-25.
- We also reviewed the accounting controls for both the Oldbrook and Springfield Centres. We have reviewed the invoicing and ensured that the appropriate fees have been charged and that they are correctly posted to the nominal ledgers.
- We have also reviewed the Sales ledger to ensure that there are no long outstanding debtors of which the Council are unaware.

Conclusions

No issues arise from work undertaken in this area.

Petty Cash Account and Debit Cards

The Internal Audit Report in the AGAR requires us to form an opinion on the soundness of controls in relation to the operation of the Council's petty cash account. Our aim, consequently, is to ensure that appropriate controls are in place, that expenditure incurred is supported by appropriate trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks to retain a maximum float of £250 are properly recorded. From the information that we have been provided we consider that it continues to operate effectively.

The Council also operates four credit cards for various purchases in order to obtain best value, a combined monthly maximum expenditure limit of £4,000 being in place for the four cards.

Again, we aim to ensure that only appropriate expenditure is incurred and that all such expenditure is monitored and approved accordingly, albeit retrospectively.

Conclusions

We are pleased to record that no issues arise in this review area.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2022 in relation to employee percentage bandings. We have: -

- Reviewed the payment of salaries for October 2023 against the approved staff establishment and grade detail;
- Noted that the Council now completes the payment of salaries directly to staff together with the settlement of Tax, National Insurance and pensions payable to HMRC and Bucks CC respectively;
- Checked and agreed for all staff, by reference to copy payslips for October 2023, the appropriate payment and deduction respectively of all gross salaries, PAYE, NIC and LGPS deduction rates; and

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

We are pleased to note the continuation and adoption of a formal "Investment Strategy". Notwithstanding this, the Council currently has no long-term investments requiring separate disclosure, some "surplus" funds being held in a Unity Instant Access account and the CCLA deposit. We have examined the relevant supporting documentation relating to the deposits for

the current year confirming the value of such “investments” and the appropriate recording of interest earned.

We noted that the Council reviewed its Investment Strategy in May 2023 at the Annual meeting.

We also note that the Council still retains an Endowment fund initially of £162,000, which is held in reserve. This was transferred to the Council when it assumed responsibility in 2003 for managing the Oldbrook Centre: this has approximately 35 years remaining of a 59-year term lease, from Milton Keynes Parks Trust Limited.

The Council have an approved PWLB loan but it has yet to be drawn down.

Conclusions

No significant matters have been identified in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have examined the Council’s procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in the review areas and on the basis of work undertaken, during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2024
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2024 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2023/24

CAMPBELL PARK COMMUNITY COUNCIL

www.campbell-park.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

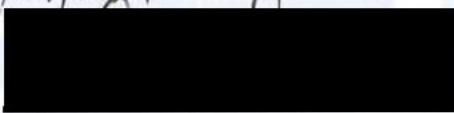
Date(s) internal audit undertaken

08/11/2023 30/04/2024

Name of person who carried out the internal audit

A Shepherd-Roberts
For Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date 30/04/2024

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

CAMPBELL PARK COMMUNITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

COMMUNITY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEB PAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	840,867	1,065,831	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	788,934	846,134	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	259,253	314,690	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	500,283	554,931	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	322,940	413,453	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,065,831	1,258,271	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,116,313	1,299,692	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	849,772	842,176	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Redacted Signature]

Date 30-04-2024

I confirm that these Accounting Statements were approved by this authority on this date:

[Redacted Date]

as recorded in minute reference:

[Redacted Minute Reference]

Signed by Chair of the meeting where the Accounting Statements were approved

[Redacted Signature]

Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

ENTER NAME OF AUTHORITY

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2023/24

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY



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7th May 2024

A new pattern of wards is being developed for Milton Keynes City Council.

The Local Government Boundary Commission has decided that the number of councillors in Milton Keynes should be 60. This is a change from the current council which has 57.



The Commission wants to hear what residents and organisations think about their local area. A ten week consultation on the proposals will run until 15 June 2024.

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Current wards in Milton Keynes

Credit: contains Ordnance Survey data (c) Crown copyright and database rights 2024

High resolution map available at <https://www.lgbce.org.uk/all-reviews/milton-keynes>

The Commission is the independent body that draws these boundaries. It is reviewing Milton Keynes to make sure councillors represent about the same number of electors, and that ward arrangements help the council work effectively. It wants to be sure that its proposals reflect community ties and identities.

The Commission is interested in views on which communities should be part of the same ward. What facilities do people share, such as parks, leisure centres or schools and shopping areas? What issues do neighbouring communities face that they have in common, such as high numbers of visitors or heavy traffic? Have there been new housing or commercial developments that have changed the focus of communities? And are there roads, rivers, railways or other features that people believe form strong boundaries between neighbourhoods?

The Commission will use local views to help it draw up proposals for new ward boundaries. There will be a further round of consultation once the Commission has drawn up those proposals.

Launching the consultation Professor Colin Mellors, Chair of the Commission, said:

“We want people in Milton Keynes to help us.

“We are starting to draw up new wards for Milton Keynes. We want our proposals for new electoral arrangements to reflect communities. We also want them to be easy to understand and convenient for local people.

“Residents and local organisations can help us understand community ties and identities at this early stage of the process.

“It’s easy to get involved. Go to our website. Or you can e-mail or write to us.

“Just tell us what you think and give us some details why you think that. It’s really simple, so do get involved.”

People can give their views via our website at <https://www.lgbce.org.uk/all-reviews/milton-keynes>.

People can also give their views by e-mail at reviews@lgbce.org.uk, and by post:

Review Officer (Milton Keynes)

LGBCE

PO Box 133

Blyth

NE24 9FE

Ends/

Notes to editors:

This consultation relates to the arrangements for local government elections. It is separate from consultations that have recently taken place across England on arrangements for parliamentary elections.

For further information contact the Commission’s press office on 0330 500 1525 / 1250 or email press@lgbce.org.uk

An interactive map is available at <https://www.lgbce.org.uk/all-reviews/milton-keynes>.

The Local Government Boundary Commission for England is an independent body accountable to Parliament. It recommends fair electoral and boundary arrangements for local authorities in England. In

doing so, it aims to

- Make sure that, within an authority, each councillor represents a similar number of electors
- Reflect the electoral cycle so that each ward is represented by three councillors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances