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**Meeting of the
Finance, Administration & Policy Committee**

AGENDA

Tuesday 3rd December 2024

7:00pm

Springfield Centre, Springfield Boulevard, Springfield

Committee Members:

Cllr B Barton (Chair)

Cllr K Kent

Cllr T Fraser

Cllr K Kavarana

Cllr D Kendrick

Cllr D Pafford

Cllr R Golding

AGENDA

- 1. To Receive**
Apologies for Absence
Declarations of Interest
Members of the Public Present
- 2. Minutes of the Previous Meeting – page 5**
The Committee are invited to approve the minutes of the meeting held on 3 September 2024, previously circulated and therefore taken as read.
- 3. Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
- 4. 2025/26 Annual Community Council Budget/Precept Consultation Report – page 7**
Committee is invited to receive the 2025/26 Annual Community Council Budget/Precept Consultation Report, then make a recommendation of acceptance by Council.
- 5. Community Council Draft Budget – page 39**
The Committee is invited to consider:
 - The proposed draft budget for 2025/26, including the project proposals and earmarking of reserves agreed at the December meeting of Council.
 - To assess the impact of the proposed draft budget for 2025/26 on the Community Council financial reserves (Balance Sheet) and any impact this may have on the Council.
 - Making a recommendation on the above matters for consideration by Council. Once agreed by Council, the budget for 2025/26 will be extended for a further 4 years through to 2029/30.
- 6. Community Council Precept Level 2025/26 – page 51**
Committee is invited to discuss and recommend to Council an appropriate Precept Level for 2025/26. In December 2021 Council made the decision to increase the 2025/26 precept by 5%. The budget has been calculated at this rate.
- 7. Community Council Risk Assessment Review 2024/25 – page 59**
Committee is invited to review the updated Risk Assessment for 2024/25. The completed assessment to be forwarded to Council for ratification.

8. Credit Card Limit Increase

Committee is invited to consider increasing the level of one of the credit cards to £1000.00 (currently £500.00) to avoid any issues with purchases over £500.00 not being processed. The overall limit for all four cards would remain the same. It is recommended by the Responsible Financial Officer that the card to be increase would be the one held by the Estates Manager.

9. Income & Expenditure Report to 31 October 2024 – page 107

Committee is invited to note the Income and Expenditure report as at 31 October 2024.

10. Balance Sheet to 31 October 2024 – page 115

Committee is invited to note the Balance Sheet as of 31 October 2024.

11. BACS and Direct Debit payments to 31 October 2024 – page 117

Committee is invited to note the schedule of payments made to the 31 October 2024. This schedule is for information only.

12. Date of Next Meeting

Tuesday 4 March 2025.

BY ORDER OF THE COUNCIL

L Bradley

Responsible Financial Officer

26th November 2024

**Minutes of the Finance, Administration & Policy Committee
held on
Tuesday 3 September 2024
commencing at 7.00pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura

Cllr T Fraser

Cllr D Kendrick

Cllr D Pafford

Cllr B Barton (Chair)

Cllr R Golding

Cllr K Kent

In Attendance

L Bradley, Responsible Financial Officer

15/24 Apologies for Absence

None

16/24 Declarations of Interest

None

17/24 Members of the Public Present

None

18/24 Minutes of the previous meeting

The minutes of the meeting held on 4 June 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

19/24 Public Involvement – Deputations, Petitions and Questions

No members of the public made any representations in respect of the business on the agenda.

20/24 Review Code of Conduct

Committee reviewed the Code of Conduct and resolved to make a recommendation to adopt the reviewed policy to Council.

21/24 Review of Financial Regulations

Committee reviewed the Financial Regulations and resolved to make a recommendation to Council to adopt the revised Financial Regulations.

22/24 Agricultural Vehicle Insurance Renewal

Committee noted that the agricultural vehicle insurance was renewed in July 2024 at a cost of £4593.80.

23/24 Community Council Risk Assessment Review 2024-25

Committee noted that the Risk Assessment Review will be added to the December agenda.

24/24 Finance Agreement Update

Committee noted that the larger of the two finance agreements for landscape equipment has now been settled. The settlement figure was £4903.47. The final agreement will conclude in March 2025.

25/24 Increase of Earmarked Reserve for New Hub

Committee received a recommendation from the Responsible Financial Officer and resolved to recommend to Council, increasing the earmarking for the new hub by £500,000.00 to cover the agreed expenditure on the hub.

26/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 029/30**

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

**Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

27/24 VAT Monthly Update

Committee noted that we are now receiving regular monthly VAT payments from HMRC which is assisting with cashflow as planned.

28/24 Income & Expenditure Report to 31 July 2024

Committee noted the Income and Expenditure report as at 31 July 2024.

29/24 Balance Sheet to 31 July 2024

Committee noted the Balance Sheet as of 31 July 2024.

30/24 BACS and Direct Debit payments to 31 July 2024

Committee noted the schedule of payments made to the 31 July 2024.

31/24 Date of Next Meeting

Tuesday 3 December 2024.



Campbell Park Community Council

Annual Resident Consultation 2025/26

Wednesday, October 30, 2024

417

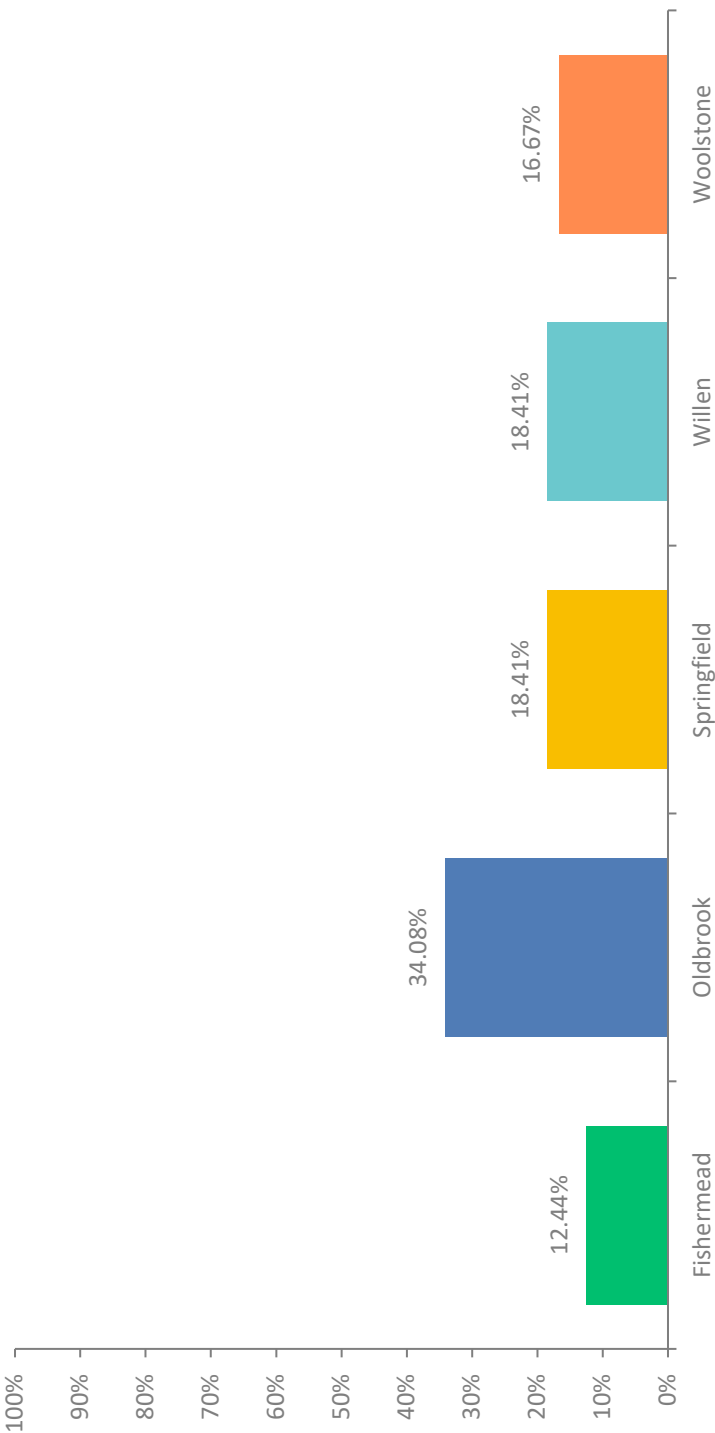
Total Responses

Date Created: Wednesday, August 07, 2024

Complete Responses: 417

Q1: Please let us know which estate you live in

Answered: 402 Skipped: 15



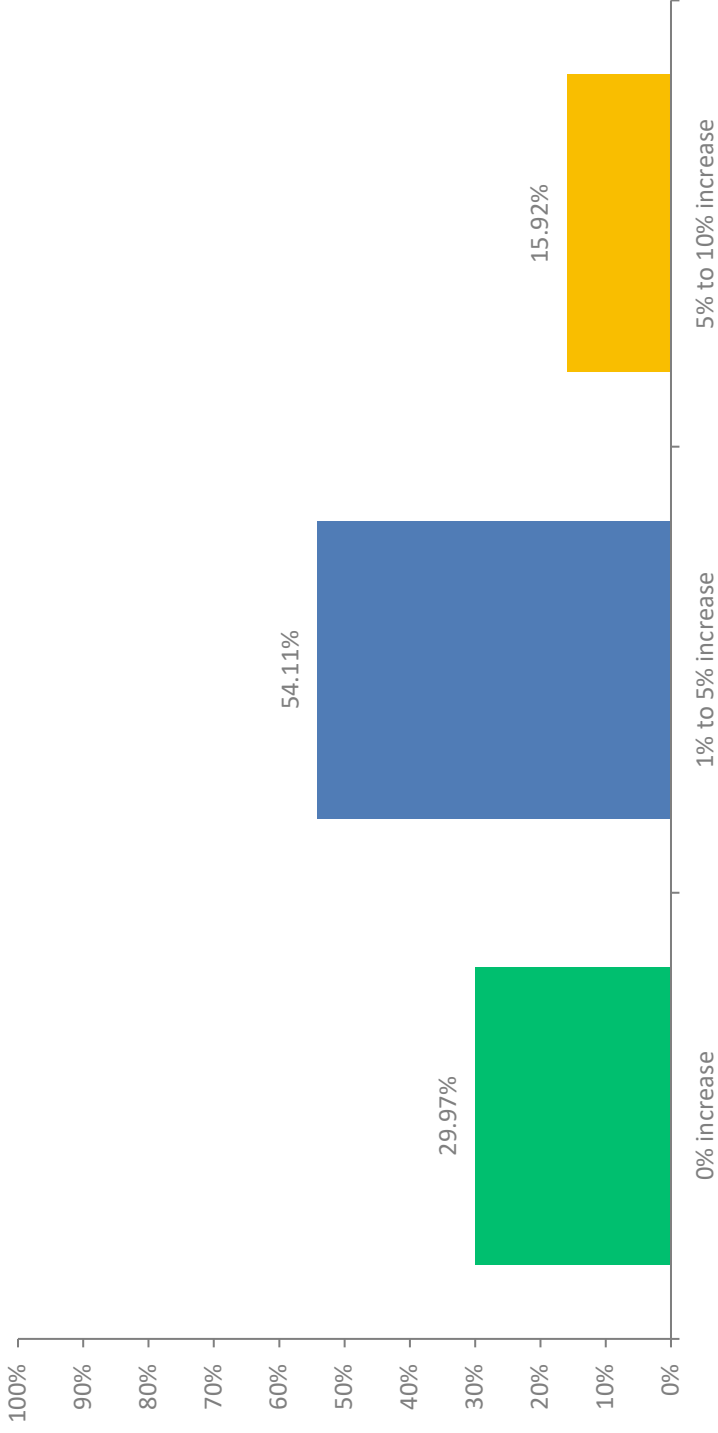
Q1: Please let us know which estate you live in

Answered: 402 Skipped: 15

ANSWER CHOICES	RESPONSES
Fishermead	50 12.44%
Oldbrook	137 34.08%
Springfield	74 18.41%
Willen	74 18.41%
Woolstone	67 16.67%
TOTAL	402

Q2: Please select what you think would be an appropriate increase % for 2025/26

Answered: 377 Skipped: 40



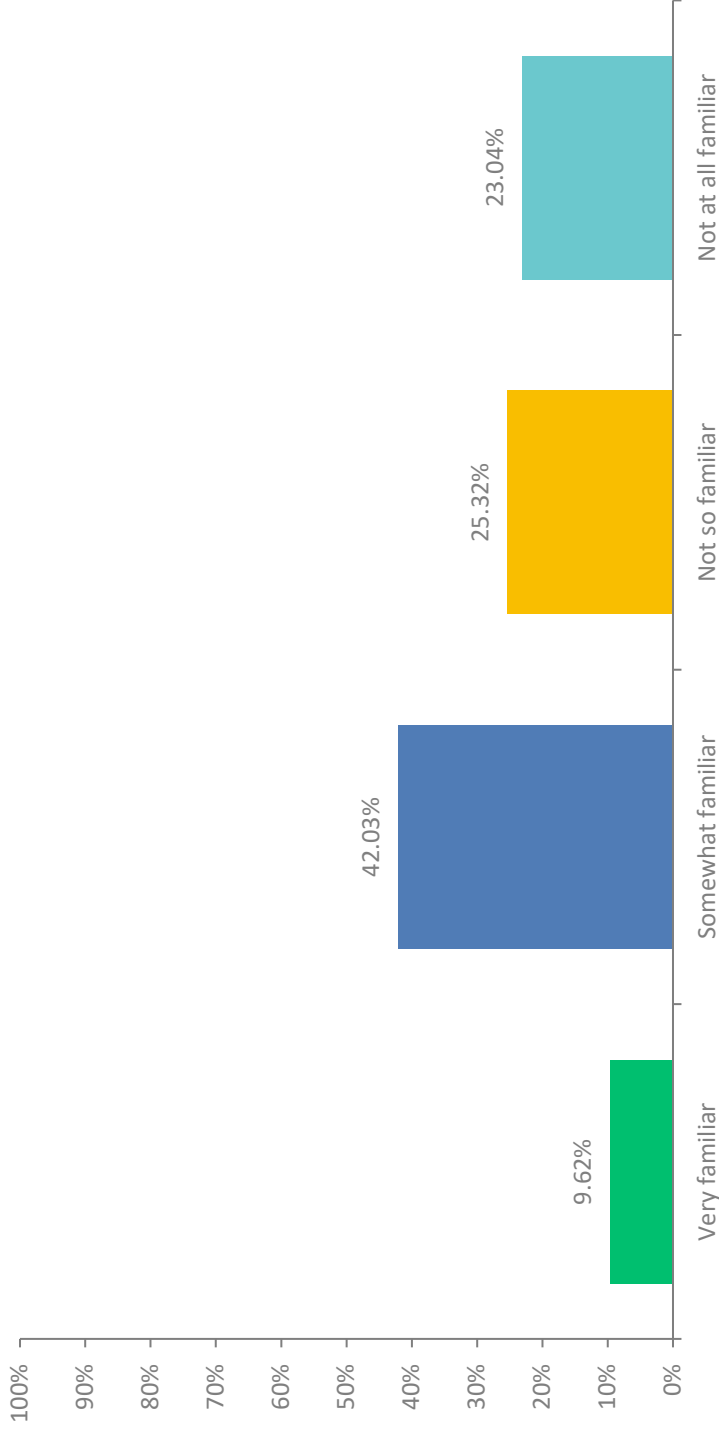
Q2: Please select what you think would be an appropriate increase % for 2025/26

Answered: 377 Skipped: 40

ANSWER CHOICES	RESPONSES
0% increase	29.97% 113
1% to 5% increase	54.11% 204
5% to 10% increase	15.92% 60
TOTAL	377

Q3: How familiar are you with the local heritage, culture and arts scene in your community?

Answered: 395 Skipped: 22



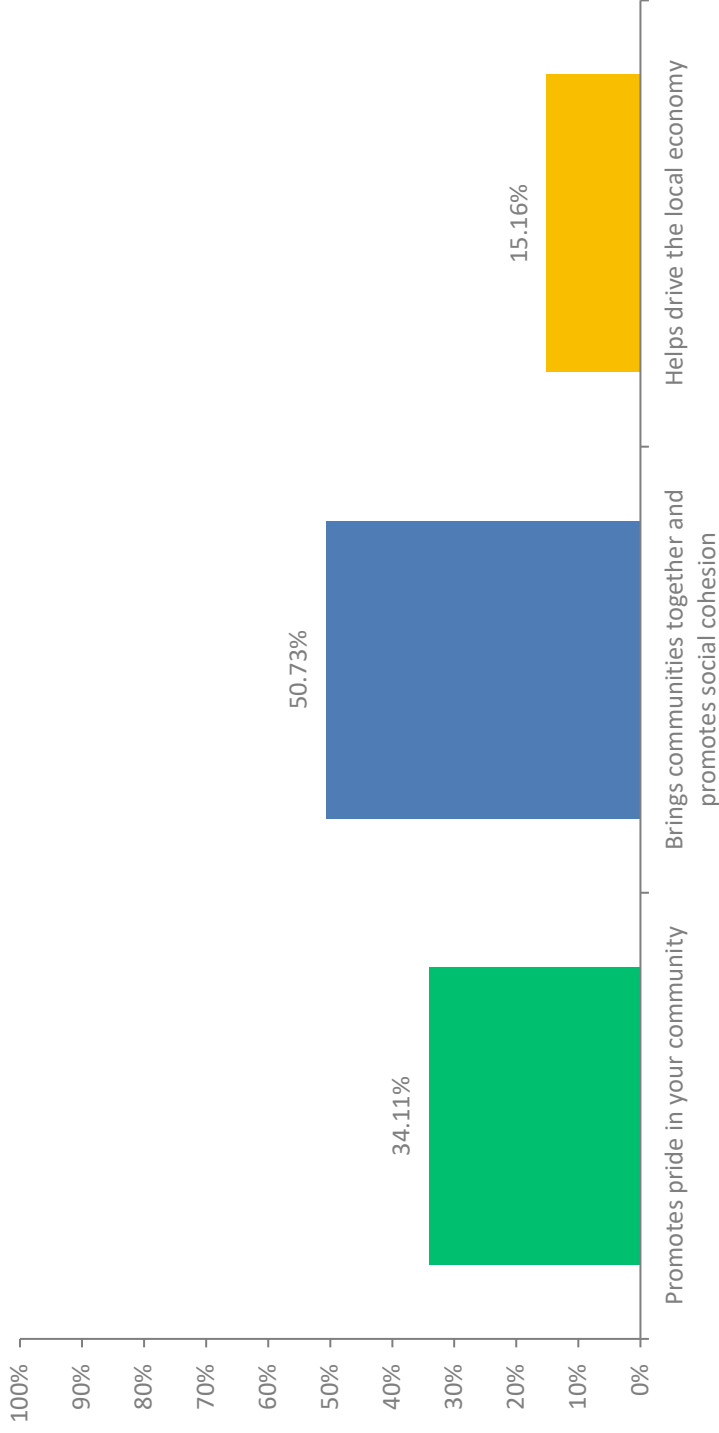
Q3: How familiar are you with the local heritage, culture and arts scene in your community?

Answered: 395 Skipped: 22

ANSWER CHOICES	RESPONSES
Very familiar	38 9.62%
Somewhat familiar	166 42.03%
Not so familiar	100 25.32%
Not at all familiar	91 23.04%
TOTAL	395

Q4: How do you think local heritage, culture and arts contribute to the community's identity?

Answered: 343 Skipped: 74



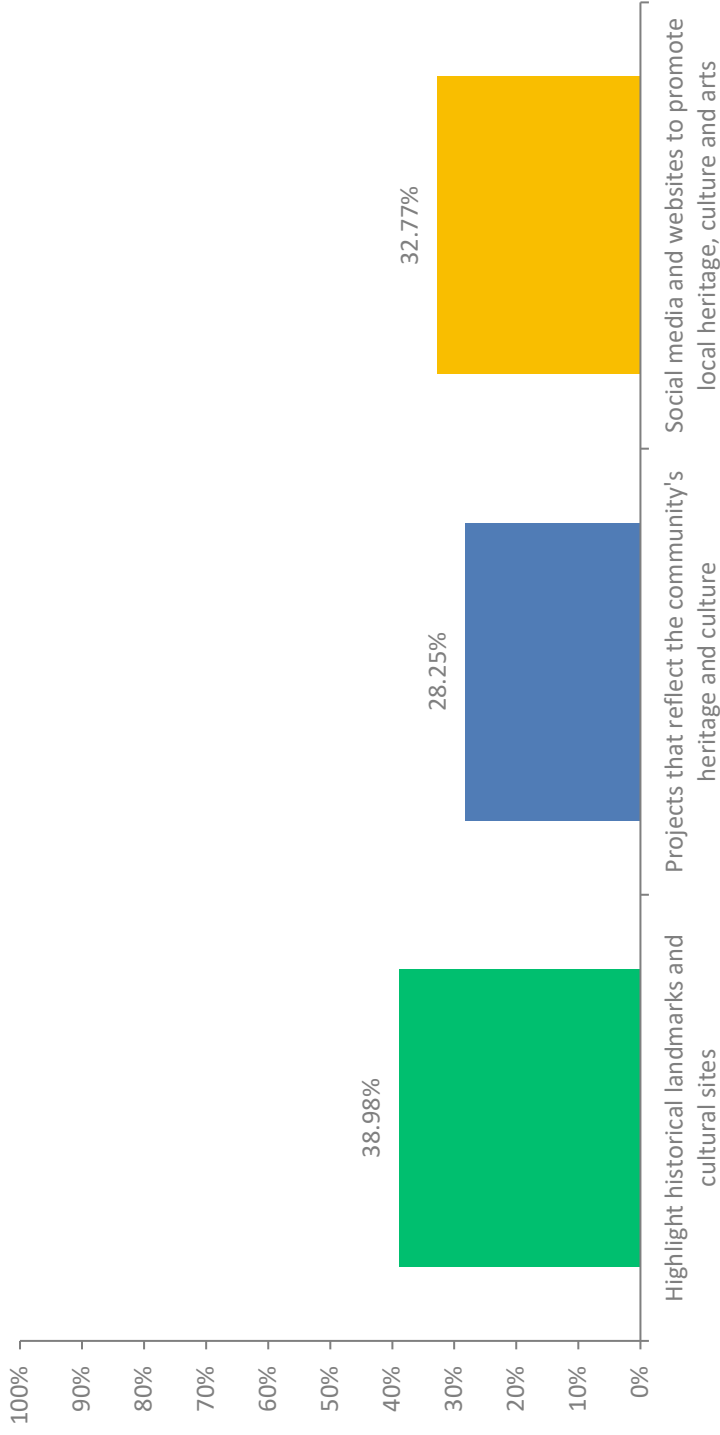
Q4: How do you think local heritage, culture and arts contribute to the community's identity?

Answered: 343 Skipped: 74

ANSWER CHOICES	RESPONSES	
Promotes pride in your community	34.11%	117
Brings communities together and promotes social cohesion	50.73%	174
Helps drive the local economy	15.16%	52
TOTAL		343

Q5: How do you think local heritage, culture and arts can be better promoted in the community?

Answered: 354 Skipped: 63



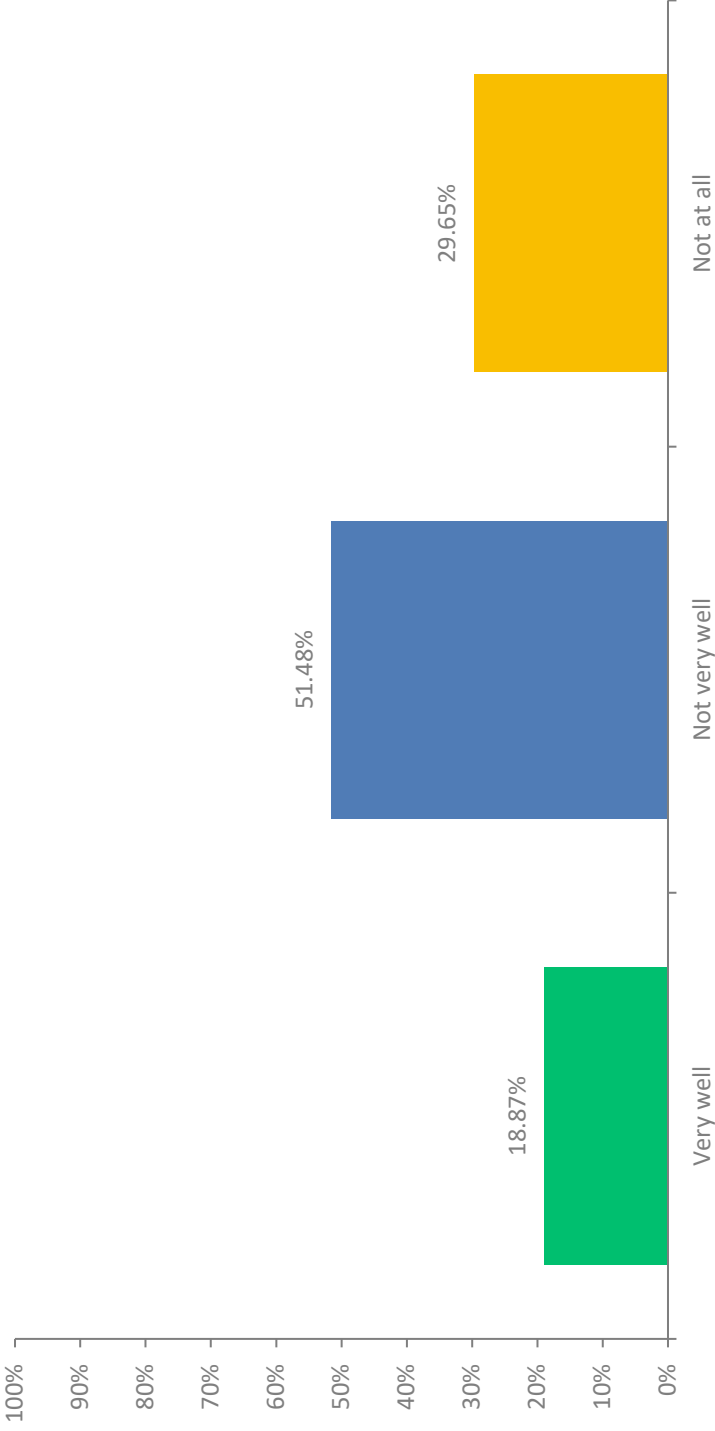
Q5: How do you think local heritage, culture and arts can be better promoted in the community?

Answered: 354 Skipped: 63

ANSWER CHOICES	RESPONSES
Highlight historical landmarks and cultural sites	38.98% 138
Projects that reflect the community's heritage and culture	28.25% 100
Social media and websites to promote local heritage, culture and arts	32.77% 116
TOTAL	354

Q7: How well do you feel your voice is represented?

Answered: 371 Skipped: 46



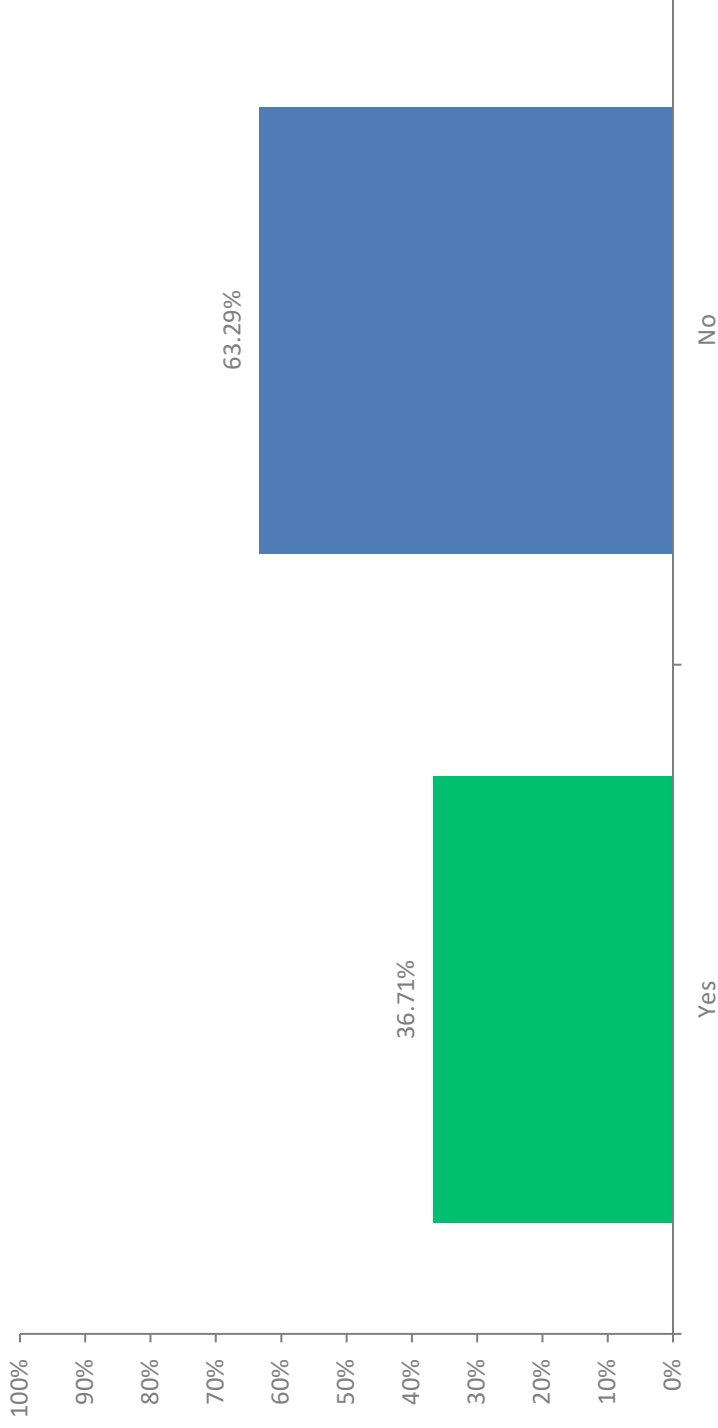
Q7: How well do you feel your voice is represented?

Answered: 371 Skipped: 46

ANSWER CHOICES	RESPONSES
Very well	18.87% 70
Not very well	51.48% 191
Not at all	29.65% 110
TOTAL	371

Q8: Have you ever participated in any community meetings or consultations regarding any issues that affect your community?

Answered: 395 Skipped: 22



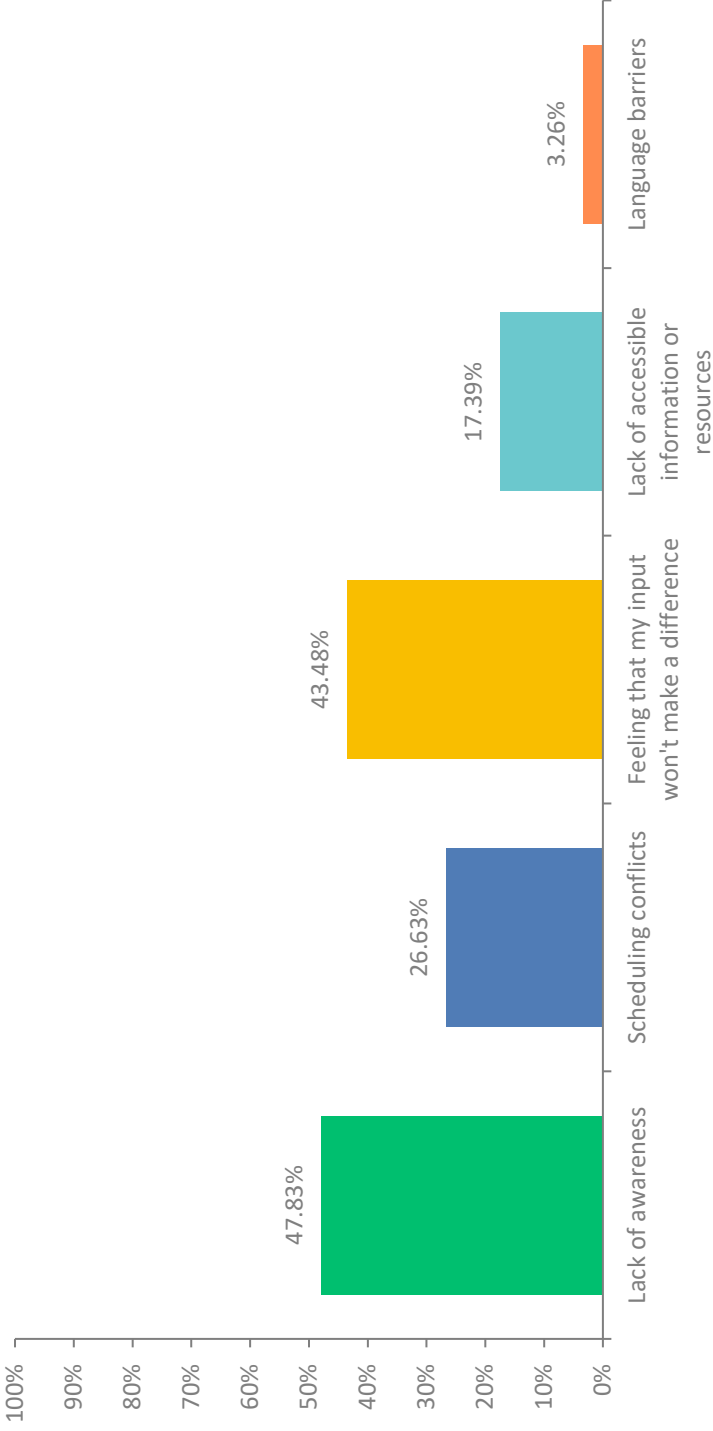
Q8: Have you ever participated in any community meetings or consultations regarding any issues that affect your community?

Answered: 395 Skipped: 22

ANSWER CHOICES	RESPONSES
Yes	36.71% 145
No	63.29% 250
TOTAL	395

Q9: What barriers, if any, prevent you from participating

Answered: 368 Skipped: 49



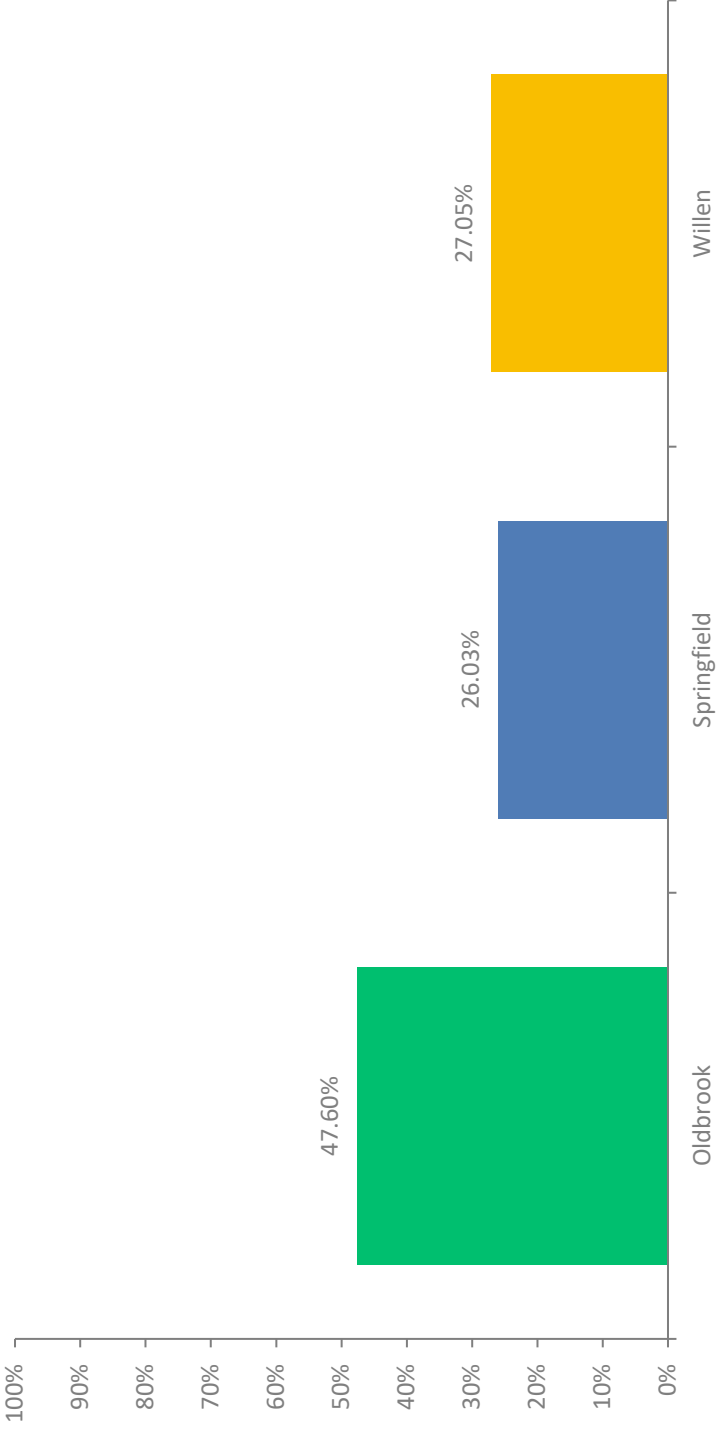
Q9: What barriers, if any, prevent you from participating

Answered: 368 Skipped: 49

ANSWER CHOICES	RESPONSES
Lack of awareness	47.83% 176
Scheduling conflicts	26.63% 98
Feeling that my input won't make a difference	43.48% 160
Lack of accessible information or resources	17.39% 64
Language barriers	3.26% 12
TOTAL	510

Q10: Please place a cross in the box to show which estate you live in

Answered: 292 Skipped: 125



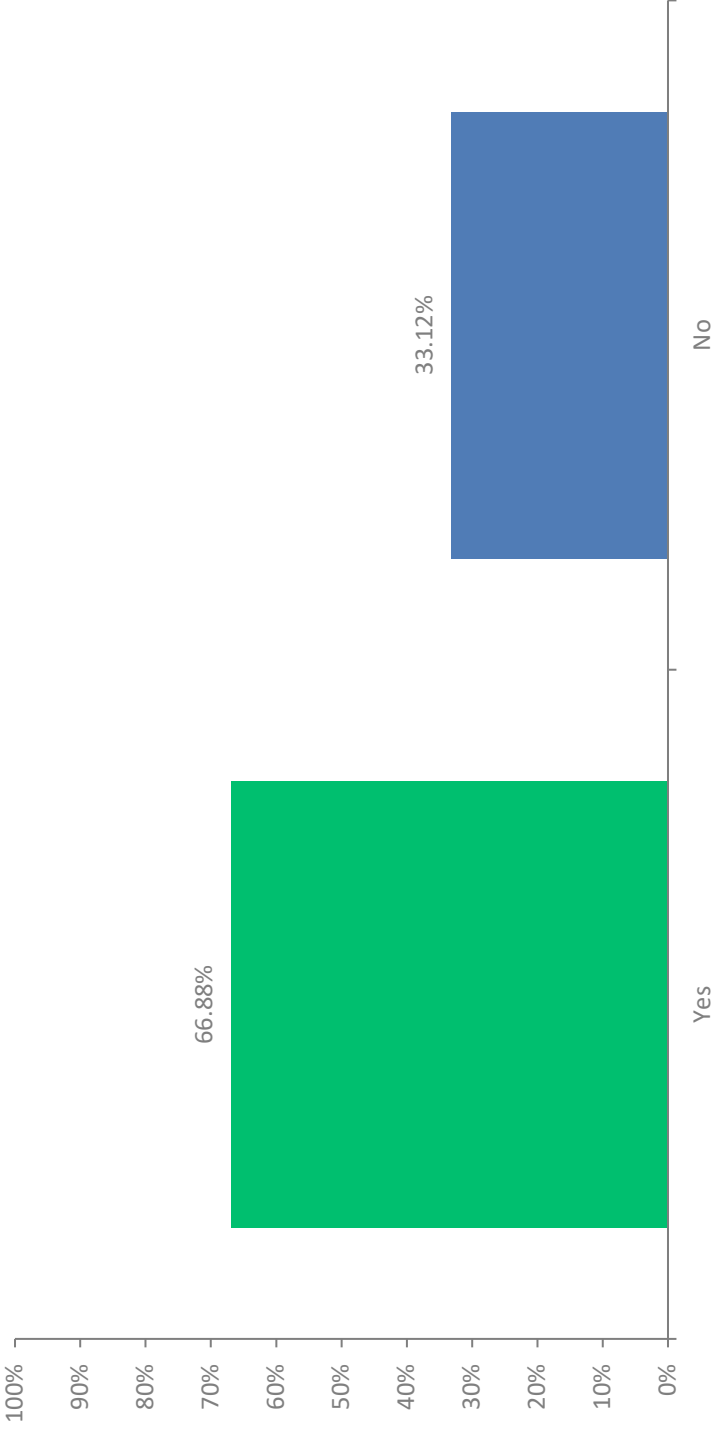
Q10: Please place a cross in the box to show which estate you live in

Answered: 292 Skipped: 125

ANSWER CHOICES	RESPONSES
Oldbrook	47.60% 139
Springfield	26.03% 76
Willen	27.05% 79
TOTAL	294

Q11: Are you in favour of the introduction of a 20mph traffic scheme

Answered: 314 Skipped: 103



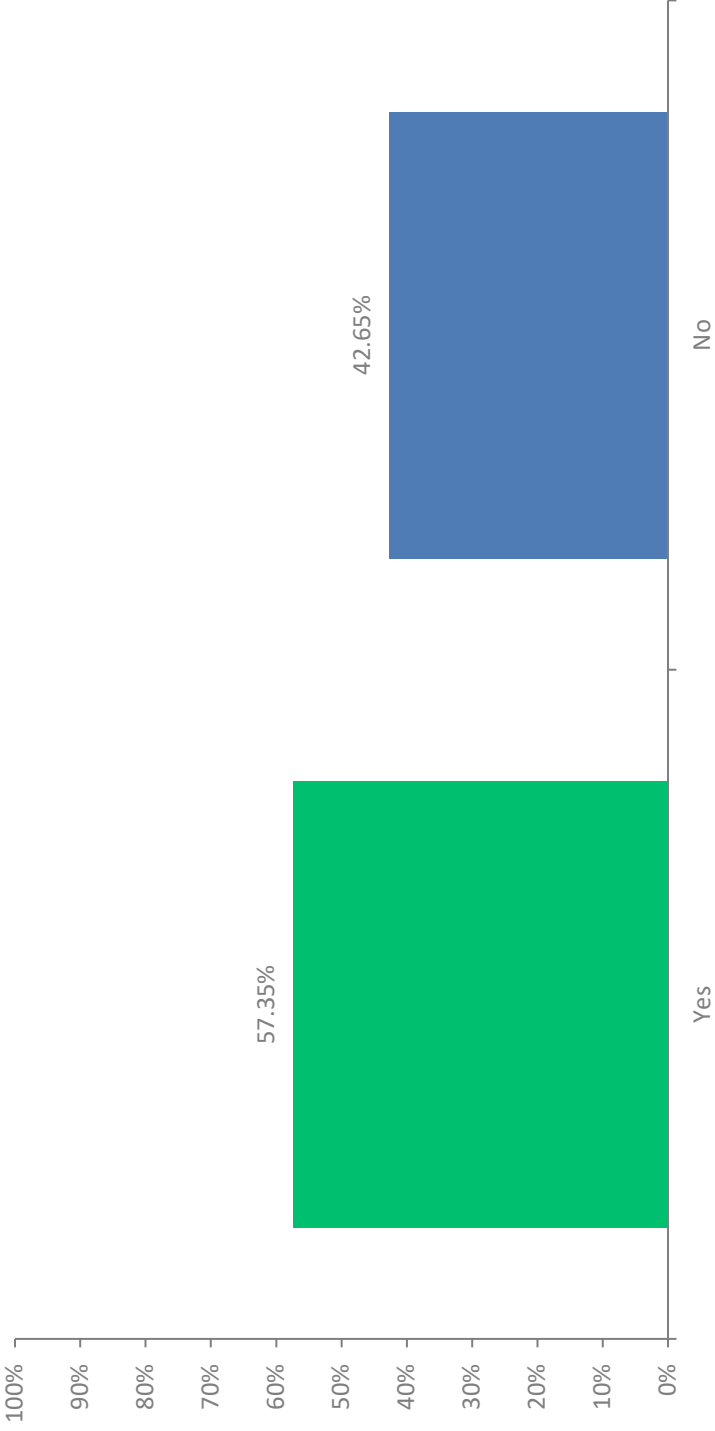
Q11: Are you in favour of the introduction of a 20mph traffic scheme

Answered: 314 Skipped: 103

ANSWER CHOICES	RESPONSES
Yes	66.88% 210
No	33.12% 104
TOTAL	314

Q13: Is the local play area provision important to you?

Answered: 340 Skipped: 77



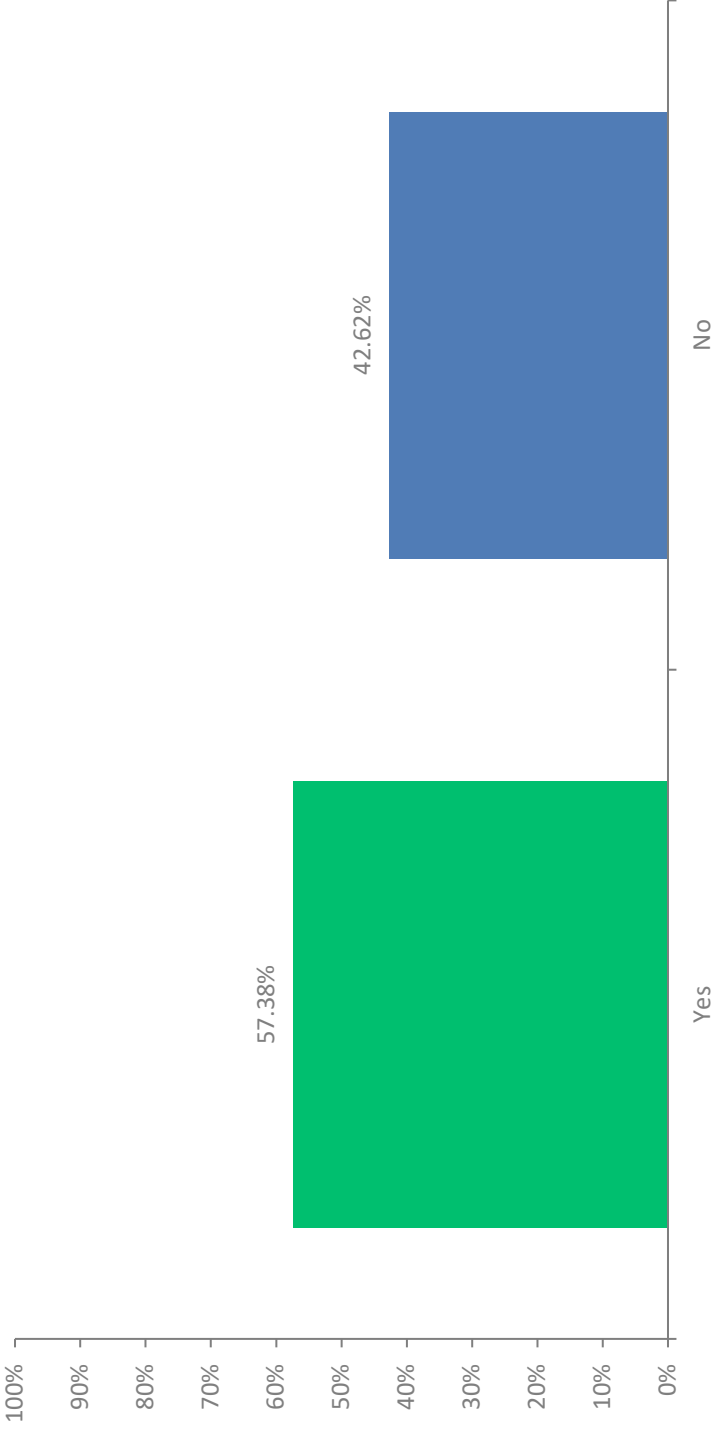
Q13: Is the local play area provision important to you?

Answered: 340 Skipped: 77

ANSWER CHOICES	RESPONSES
Yes	57.35% 195
No	42.65% 145
TOTAL	340

Q14: Do you think improvements to local play areas is needed?

Answered: 298 Skipped: 119



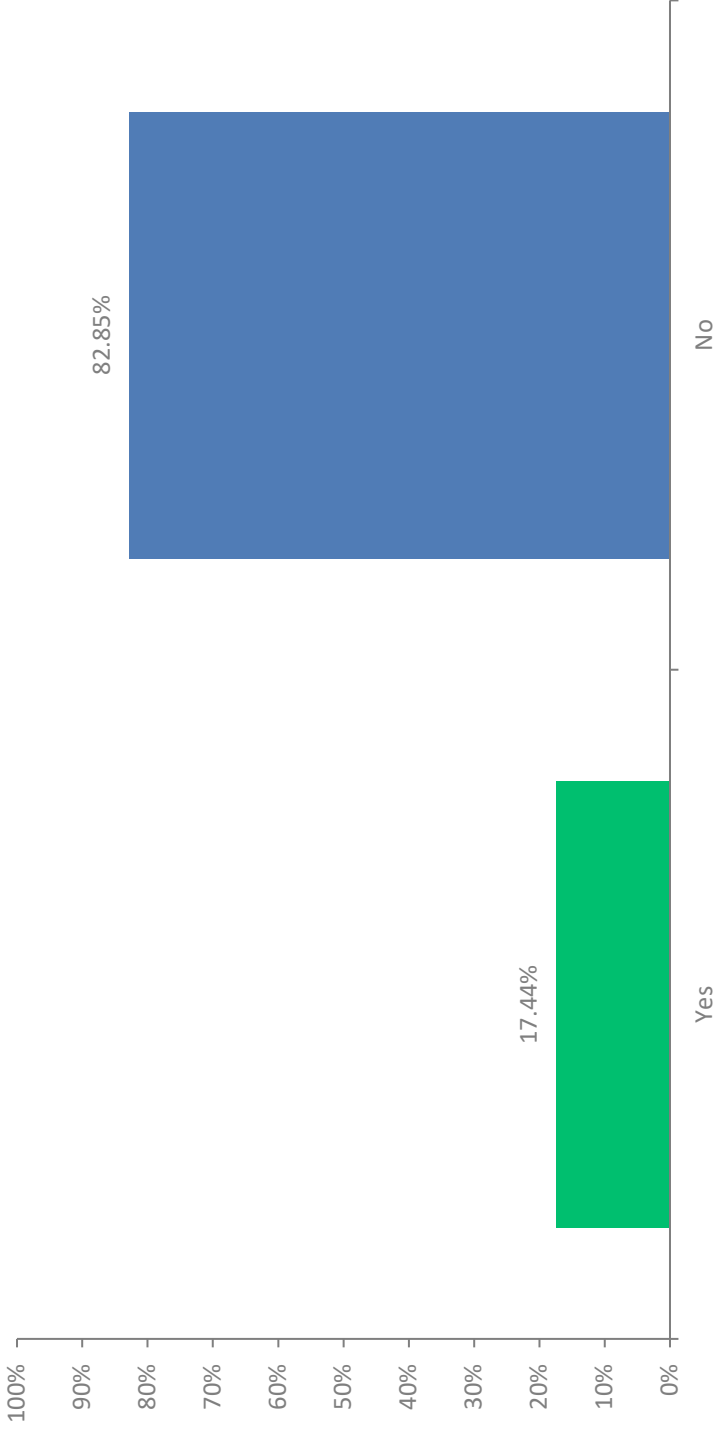
Q14: Do you think improvements to local play areas is needed?

Answered: 298 Skipped: 119

ANSWER CHOICES	RESPONSES
Yes	57.38% 171
No	42.62% 127
TOTAL	298

Q15: Do you have children within your household?

Answered: 344 Skipped: 73



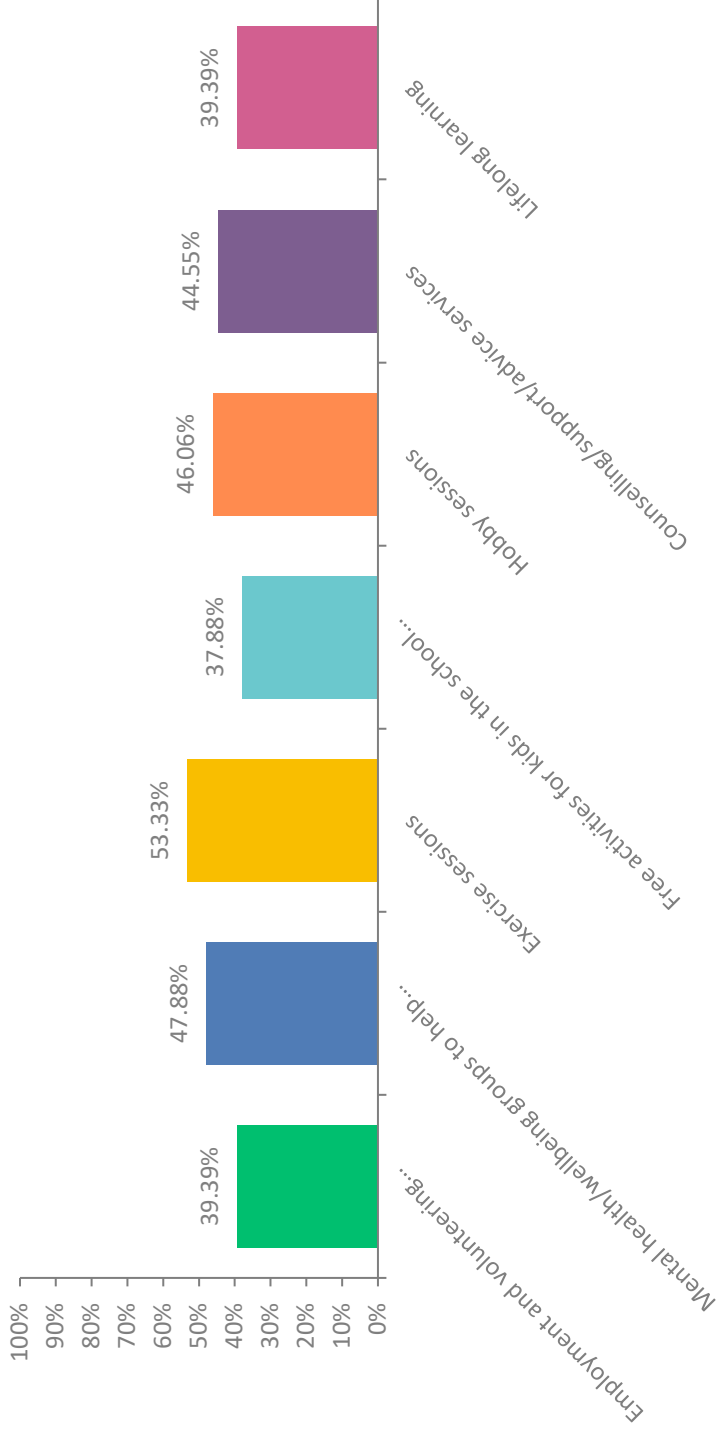
Q15: Do you have children within your household?

Answered: 344 Skipped: 73

ANSWER CHOICES	RESPONSES
Yes	17.44% 60
No	82.85% 285
TOTAL	345

Q17: Community Hub: Below are some examples of the services which may be on offer, please mark those you would be interested in

Answered: 330 Skipped: 87



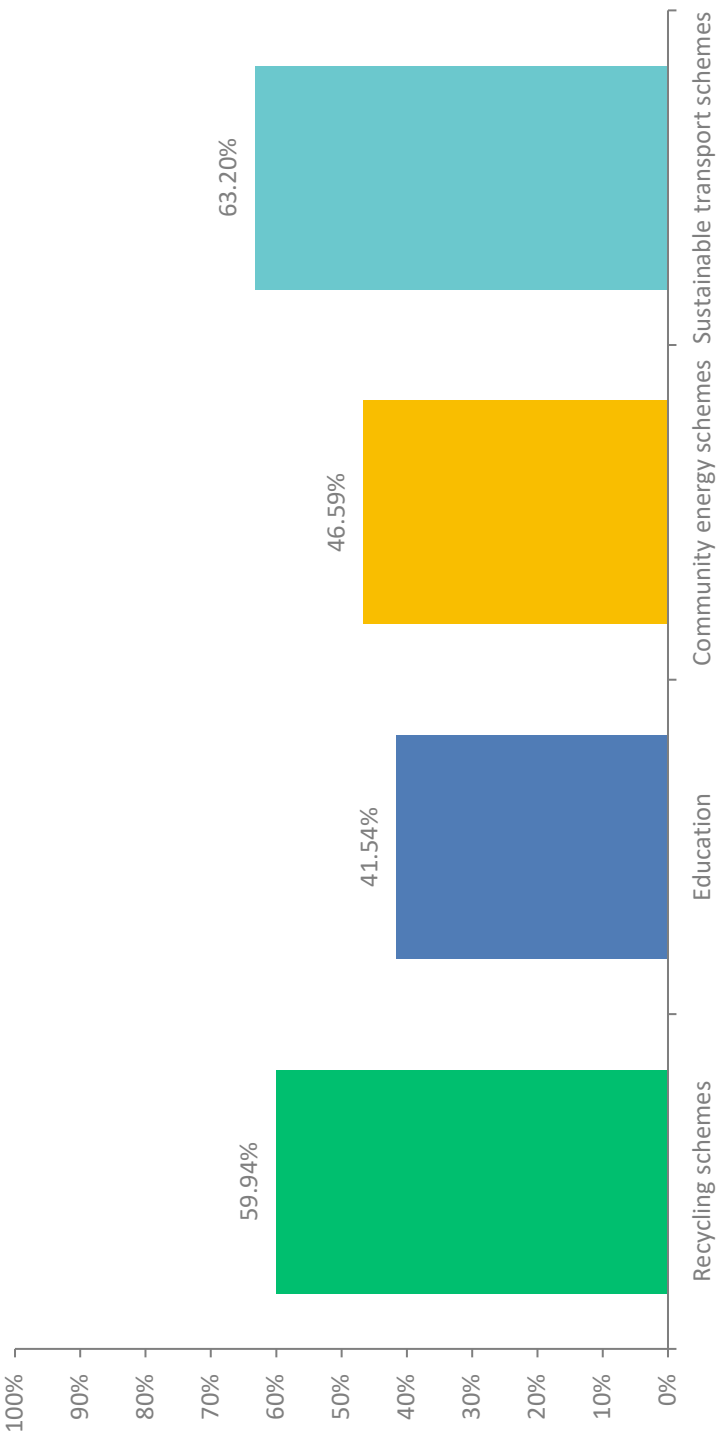
Q17: Community Hub: Below are some examples of the services which may be on offer, please mark those you would be interested in

Answered: 330 Skipped: 87

ANSWER CHOICES	RESPONSES
Employment and volunteering opportunities	39.39% 130
Mental health/wellbeing groups to help combat isolation and loneliness	47.88% 158
Exercise sessions	53.33% 176
Free activities for kids in the school holidays	37.88% 125
Hobby sessions	46.06% 152
Counselling/support/advice services	44.55% 147
Lifelong learning	39.39% 130

Q19: What climate action would you like to see in your community

Answered: 337 Skipped: 80



Q19: What climate action would you like to see in your community

Answered: 337 Skipped: 80

ANSWER CHOICES	RESPONSES
Recycling schemes	59.94% 202
Education	41.54% 140
Community energy schemes	46.59% 157
Sustainable transport schemes	63.20% 213
TOTAL	712

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
101	<u>Employment Costs</u>								
4000	247,679	261,362	266,589	143,819	0	0	280,424	0	0
4001	37,151	23,521	22,032	11,440	0	0	33,799	0	0
4002	62,167	58,780	57,930	33,631	0	0	65,504	0	0
4089	500	0	300	0	0	0	300	0	0
4091	765	478	780	118	0	0	800	0	0
4460	800	587	816	416	0	0	800	0	0
	349,062	344,728	348,447	189,424	0	0	381,627	0	0
	<u>(349,062)</u>	<u>(344,728)</u>	<u>(348,447)</u>	<u>(189,424)</u>	<u>0</u>		<u>(381,627)</u>		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
105	<u>Democratic Costs</u>								
4040	100	0	0	0	0	0	0	0	0
4089	300	0	200	0	0	0	100	0	0
4500	12,209	11,938	17,245	7,080	0	0	17,676	0	0
4501	939	885	958	465	0	0	982	0	0
	13,548	12,823	18,403	7,545	0	0	18,758	0	0
	<u>(13,548)</u>	<u>(12,823)</u>	<u>(18,403)</u>	<u>(7,545)</u>	<u>0</u>		<u>(18,758)</u>		
	Overhead Expenditure								
	Movement to/(from) Gen Reserve								
201	<u>Central Costs</u>								
566	0	35	0	0	0	0	0	0	0
1870	1,000	57,327	15,000	31,945	0	0	7,500	0	0
1900	846,134	846,134	893,963	893,964	0	0	939,755	0	0
1901	19,850	19,850	21,321	21,321	0	0	22,436	0	0

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	866,984	923,345	930,284	947,229	0	0	969,691	0	0
4030 Training/Conferences	8,000	3,257	8,000	2,928	0	230	8,000	0	0
4050 IT Support Contract	20,000	15,132	20,000	16,666	0	0	21,000	0	0
4051 IT Equipment	5,000	996	5,000	1,128	0	0	5,100	0	0
4052 Digital Mapping	500	372	500	28	0	0	500	0	0
4053 Online Presence	3,600	0	3,600	387	0	0	3,600	0	0
4080 Health & Safety	2,040	0	2,000	10	0	0	2,040	0	0
4081 HR Service Contract	7,000	5,524	7,000	3,344	0	0	7,140	0	0
4082 Emergency Response	500	0	500	0	0	0	500	0	0
4083 Defibrillator costs	700	382	500	60	0	0	1,300	0	0
4090 Welfare	200	128	150	64	0	0	150	0	0
4130 Insurance (not vehicle)	7,500	7,330	8,500	10,559	0	0	12,000	0	0
4184 Street furniture new/renewal	1,000	0	1,020	0	0	0	1,000	0	0
4186 Small Sundry Purchases	300	307	250	2	0	0	250	0	0
4300 Vehicle Costs	3,000	3,497	3,850	1,525	0	0	3,500	0	0
4303 Vehicle mileage	400	435	400	385	0	0	600	0	0
4400 Stationery	2,000	1,514	1,500	728	0	28	1,200	0	0
4402 Consultation Costs	3,000	2,970	3,300	2,959	0	0	3,400	0	0
4403 Planning Consultant Fees	1,000	0	1,000	0	0	0	2,000	0	0
4404 Subsistence	0	0	0	1	0	0	0	0	0
4405 Publicity/Marketing	1,000	60	1,000	349	0	0	2,000	0	0
4410 Photocopying Costs	1,500	1,155	1,500	726	0	0	2,000	0	0
4440 Telephone	923	1,938	2,200	1,775	0	0	2,500	0	0
4445 Mobile Phones	1,200	1,336	1,600	549	0	0	1,100	0	0

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**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4455 Postage	600	10	300	8	0	0	100	0	0
4460 Subscriptions	3,000	2,306	3,000	2,164	0	0	2,500	0	0
4490 Website Costs	3,000	3,137	3,000	321	0	0	1,000	0	0
4530 Hospitality	300	157	300	217	0	0	200	0	0
4584 Recruitment	1,000	0	1,000	0	0	0	1,000	0	0
4585 Legal Fees	12,000	0	10,000	0	0	0	10,000	0	0
4587 Audit/Accounts	4,000	4,777	4,500	5,734	0	110	6,000	0	0
4588 VAT Fees	250	0	250	0	0	0	250	0	0
4589 Payroll Fees	600	615	550	475	0	0	550	0	0
4600 Bank Charges	1,000	1,348	1,400	897	0	0	1,400	0	0
4875 Misc Neighborhood Plan	2,000	0	2,000	0	0	0	0	0	0
Overhead Expenditure	98,113	58,684	99,670	53,986	0	368	103,880	0	0
Movement to/(from) Gen Reserve	768,871	864,662	830,614	893,243	0		865,811		
204 Community Hub									
1800 Miscellaneous Income	20,000	0	20,000	20,000	0	0	0	0	0
1802 PWLB Loan	0	0	2,000,000	0	0	0	0	0	0
Total Income	20,000	0	2,020,000	20,000	0	0	0	0	0
4085 Fire Protection	0	0	0	0	0	0	1,000	0	0
4110 Business Rates	0	0	0	0	0	0	15,000	0	0
4111 PWLB Loan	110,000	0	125,000	0	0	0	125,000	0	0
4115 Water & Sewerage	0	908	0	0	0	0	1,500	0	0
4122 Electricity	150	33,498	0	0	0	0	2,000	0	0

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4150 Cleaning Materials	0	0	0	0	0	0	2,000	0	0
4155 Refuse Disposal	0	0	0	0	0	0	2,500	0	0
4160 Window Cleaning	0	0	0	0	0	0	1,500	0	0
4403 Planning Consultant Fees	4,000	684	0	0	0	0	0	0	0
4404 Subsistence	0	2	0	0	0	0	300	0	0
9022 Earmarked New Office HQ	112,063	112,063	878,580	878,580	0	48,357	0	0	0
Overhead Expenditure	226,213	147,154	1,003,580	878,580	0	48,357	150,800	0	0
Movement to/(from) Gen Reserve	(206,213)	(147,154)	1,016,420	(858,580)	0		(150,800)		
205 Parish Office									
4085 Fire Protection	320	255	326	164	0	0	300	0	0
4100 Rent	8,000	7,570	8,000	6,009	0	0	2,000	0	0
4110 Business Rates	1,100	917	1,000	1,009	0	0	250	0	0
4115 Water & Sewerage	300	417	350	159	0	0	87	0	0
4120 Gas	2,500	2,583	2,500	376	0	0	300	0	0
4122 Electricity	2,500	2,203	2,200	1,070	0	0	550	0	0
4150 Cleaning Materials	1,000	1,147	1,000	576	0	0	100	0	0
4155 Refuse Disposal	2,000	1,984	2,000	1,332	0	0	500	0	0
4160 Window Cleaning	300	298	350	198	0	0	100	0	0
4170 Repair/Maintenance	2,500	803	2,550	1,223	0	9	10,000	0	0
4186 Small Sundry Purchases	150	10	100	107	0	0	0	0	0
4187 Furniture	500	273	200	72	0	0	0	0	0
4404 Subsistence	200	200	225	152	0	0	50	0	0
Overhead Expenditure	21,370	18,660	20,801	12,446	0	9	14,237	0	0

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	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
	<u>(21,370)</u>	<u>(18,660)</u>	<u>(20,801)</u>	<u>(12,446)</u>	<u>0</u>		<u>(14,237)</u>		
<u>210 Communications</u>									
4420 HomeGround Magazine	9,000	8,976	10,000	4,488	0	0	10,000	0	0
4421 Homeground Mag Distribution	3,000	2,920	3,000	1,530	0	0	3,200	0	0
Overhead Expenditure	12,000	11,896	13,000	6,018	0	0	13,200	0	0
Movement to/(from) Gen Reserve	<u>(12,000)</u>	<u>(11,896)</u>	<u>(13,000)</u>	<u>(6,018)</u>	<u>0</u>		<u>(13,200)</u>		
<u>301 Oldbrook Centre</u>									
1000 Hirings	25,000	37,582	30,000	23,435	0	0	30,000	0	0
1001 Retained Hall Hire Deposit	0	0	0	50	0	0	0	0	0
Total Income	<u>25,000</u>	<u>37,582</u>	<u>30,000</u>	<u>23,485</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>0</u>	<u>0</u>
4085 Fire Protection	600	587	600	724	0	0	800	0	0
4110 Business Rates	1,800	1,781	1,900	1,960	0	0	2,100	0	0
4115 Water & Sewerage	600	604	612	619	0	0	1,000	0	0
4120 Gas	2,500	1,865	2,000	328	0	0	2,000	0	0
4122 Electricity	2,500	1,891	2,000	959	0	0	2,000	0	0
4150 Cleaning Materials	1,200	1,158	1,530	893	0	0	1,600	0	0
4155 Refuse Disposal	1,500	1,356	1,400	809	0	0	1,400	0	0
4160 Window Cleaning	800	720	850	520	0	0	1,050	0	0
4170 Repair/Maintenance	3,000	1,065	3,000	1,388	0	150	3,000	0	0
4175 Building Contracts	2,000	0	2,000	0	0	0	2,000	0	0
4187 Furniture	500	562	400	24	0	0	400	0	0

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4590 Licenses	150	54	150	55	0	0	100	0	0
9001 Earmarked Oldbrook Centre	0	0	850	850	0	0	0	0	0
Overhead Expenditure	17,150	11,645	17,292	9,128	0	150	17,450	0	0
Movement to/(from) Gen Reserve	7,850	25,938	12,708	14,358	0		12,550		
302 Oldbrook Pavilion									
4085 Fire Protection	150	111	150	59	0	0	150	0	0
4110 Business Rates	1,200	3,481	1,250	-2,321	0	0	0	0	0
4122 Electricity	300	300	350	140	0	0	300	0	0
4170 Repair/Maintenance	600	78	600	0	0	0	600	0	0
Overhead Expenditure	2,250	3,970	2,350	-2,122	0	0	1,050	0	0
Movement to/(from) Gen Reserve	(2,250)	(3,970)	(2,350)	2,122	0		(1,050)		
303 Oldbrook Green									
4170 Repair/Maintenance	300	265	300	30	0	0	300	0	0
4205 Tree Works	650	0	650	200	0	0	650	0	0
Overhead Expenditure	950	265	950	230	0	0	950	0	0
Movement to/(from) Gen Reserve	(950)	(265)	(950)	(230)	0		(950)		
304 Landscape Service									
1800 Miscellaneous Income	0	8,000	0	0	0	0	0	0	0
1902 Landscape Grant	115,000	149,126	170,719	180,626	0	0	170,000	0	0
Total Income	115,000	157,126	170,719	180,626	0	0	170,000	0	0

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>				<u>2025-26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4000 Basic Salaries	157,545	161,432	171,752	87,860	0	0	182,926	0	0
4001 Employers NI	23,632	15,439	14,366	6,994	0	0	20,571	0	0
4002 Employer Pension	39,544	34,397	31,690	20,513	0	0	43,355	0	0
4010 Casual/Temp Staff	0	0	0	8,097	0	0	0	0	0
4066 Equipment Hire	3,500	2,835	3,500	313	0	0	3,500	0	0
4067 Landscape Equipment	10,000	9,862	13,000	5,019	0	10,658	10,000	0	0
4068 Landscape Equipment Maintenan	13,500	11,028	10,000	5,482	0	322	10,500	0	0
4069 Personal Protection Equipment	2,000	1,512	2,000	395	0	841	2,000	0	0
4070 Landscape Consumables	7,000	3,195	7,000	1,574	0	1,640	5,000	0	0
4085 Fire Protection	150	54	150	65	0	0	150	0	0
4089 Corporate Clothing	1,000	1,005	1,500	35	0	306	1,000	0	0
4110 Business Rates	1,200	2,399	1,200	1,239	0	0	2,478	0	0
4115 Water & Sewerage	300	400	400	515	0	0	500	0	0
4122 Electricity	1,500	1,628	1,400	791	0	0	1,600	0	0
4130 Insurance (not vehicle)	832	757	900	0	0	0	900	0	0
4150 Cleaning Materials	500	484	500	556	0	0	600	0	0
4155 Refuse Disposal	1,000	1,313	1,300	788	0	0	1,400	0	0
4170 Repair/Maintenance	1,000	751	750	1,810	0	0	750	0	0
4175 Building Contracts	2,000	762	1,000	239	0	0	1,000	0	0
4301 Landscape Vehicle Costs	8,000	7,837	8,000	8,413	0	0	9,000	0	0
4302 Landscape Fuel	8,000	8,266	10,000	4,728	0	0	9,000	0	0
9050 Earmarked L/scape Equipment Re	20,790	20,790	4,619	4,619	0	9,000	0	0	0
Overhead Expenditure	302,993	286,148	285,027	160,045	0	22,768	306,230	0	0
Movement to/(from) Gen Reserve	<u>(187,993)</u>	<u>(129,022)</u>	<u>(114,308)</u>	<u>20,581</u>	<u>0</u>		<u>(136,230)</u>		

Continued on next page

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>305 Springfield Centre</u>									
1000 Hirings	25,000	26,927	13,000	23,589	0	0	35,000	0	0
Total Income	<u>25,000</u>	<u>26,927</u>	<u>13,000</u>	<u>23,589</u>	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>0</u>	<u>0</u>
4085 Fire Protection	250	888	300	489	0	0	900	0	0
4110 Business Rates	2,600	2,687	2,800	2,824	0	0	2,824	0	0
4115 Water & Sewerage	1,000	385	1,000	444	0	0	800	0	0
4120 Gas	3,000	2,957	2,500	122	0	0	2,500	0	0
4122 Electricity	2,500	1,866	2,000	820	0	0	2,000	0	0
4150 Cleaning Materials	1,500	1,492	1,530	1,185	0	0	1,500	0	0
4155 Refuse Disposal	1,000	1,136	1,200	696	0	0	1,200	0	0
4160 Window Cleaning	650	600	700	350	0	0	750	0	0
4170 Repair/Maintenance	2,400	4,653	3,000	970	0	340	3,000	0	0
4175 Building Contracts	1,000	276	1,000	0	0	0	1,000	0	0
4187 Furniture	500	500	400	409	0	0	400	0	0
4590 Licenses	150	54	150	55	0	0	100	0	0
9048 Earmarked SFC Disabled Parking	0	0	1,320	1,320	0	0	0	0	0
Overhead Expenditure	<u>16,550</u>	<u>17,494</u>	<u>17,900</u>	<u>9,684</u>	<u>0</u>	<u>340</u>	<u>16,974</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>8,450</u>	<u>9,433</u>	<u>(4,900)</u>	<u>13,905</u>	<u>0</u>		<u>18,026</u>		
<u>306 Woolstone Pond</u>									
4205 Tree Works	500	450	500	300	0	0	500	0	0
Overhead Expenditure	<u>500</u>	<u>450</u>	<u>500</u>	<u>300</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>

Continued on next page

Annual Budget - By Centre (Actual YTD Month 8)

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	<u>(500)</u>	<u>(450)</u>	<u>(500)</u>	<u>(300)</u>	<u>0</u>		<u>(500)</u>		
Movement to/(from) Gen Reserve									
307 Dog/Waste Bin Provision									
4201 Bin Emptying	10,800	8,774	11,000	5,794	0	0	12,000	0	0
4204 New Bin Purchase/Installation	1,000	0	500	0	0	0	500	0	0
Overhead Expenditure	<u>11,800</u>	<u>8,774</u>	<u>11,500</u>	<u>5,794</u>	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(11,800)</u>	<u>(8,774)</u>	<u>(11,500)</u>	<u>(5,794)</u>	<u>0</u>		<u>(12,500)</u>		
308 Kernow Crescent									
4197 Play Equipment Maintenance	500	204	500	295	0	0	500	0	0
9044 Earmarked Play Area Maint. Res	12,060	12,060	1,708	1,708	0	0	0	0	0
Overhead Expenditure	<u>12,560</u>	<u>12,264</u>	<u>2,208</u>	<u>2,002</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(12,560)</u>	<u>(12,264)</u>	<u>(2,208)</u>	<u>(2,002)</u>	<u>0</u>		<u>(500)</u>		
350 Open Spaces									
4170 Repair/Maintenance	250	213	250	135	0	0	250	0	0
4206 Woodland Management Programme	4,000	1,000	4,000	0	0	0	4,000	0	0
Overhead Expenditure	<u>4,250</u>	<u>1,213</u>	<u>4,250</u>	<u>135</u>	<u>0</u>	<u>0</u>	<u>4,250</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(4,250)</u>	<u>(1,213)</u>	<u>(4,250)</u>	<u>(135)</u>	<u>0</u>		<u>(4,250)</u>		
361 Fishermead Sports Ground									
4205 Tree Works	1,000	0	1,000	0	0	0	1,000	0	0
Overhead Expenditure	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>0</u>	<u>0</u>

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**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

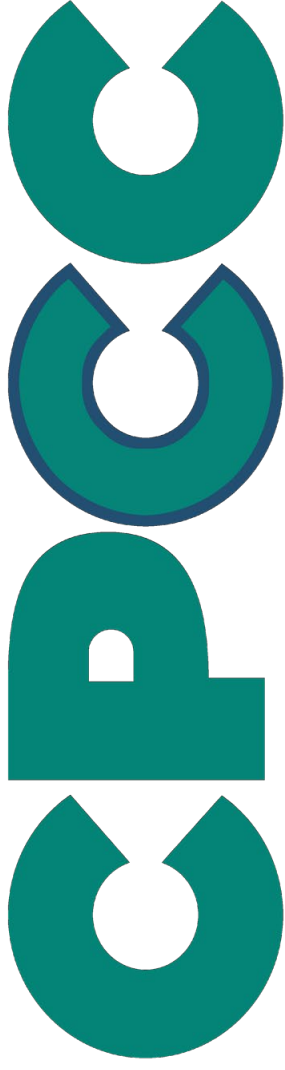
	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
	<u>(1,000)</u>	<u>0</u>	<u>(1,000)</u>	<u>0</u>	<u>0</u>		<u>(1,000)</u>		
<u>Willen Allotments</u>									
1080 Allotments Rentals	1,700	1,632	1,500	1,654	0	0	1,700	0	0
1082 Retained allotment deposits	0	81	0	28	0	0	0	0	0
Total Income	<u>1,700</u>	<u>1,713</u>	<u>1,500</u>	<u>1,682</u>	<u>0</u>	<u>0</u>	<u>1,700</u>	<u>0</u>	<u>0</u>
4115 Water & Sewerage	750	437	600	569	0	0	600	0	0
4170 Repair/Maintenance	250	36	250	8	0	0	250	0	0
4205 Tree Works	350	350	350	0	0	0	350	0	0
Overhead Expenditure	<u>1,350</u>	<u>823</u>	<u>1,200</u>	<u>576</u>	<u>0</u>	<u>0</u>	<u>1,200</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>350</u>	<u>890</u>	<u>300</u>	<u>1,106</u>	<u>0</u>		<u>500</u>		
<u>Woolstone Allotments</u>									
1080 Allotments Rentals	1,700	1,916	1,900	2,266	0	0	2,200	0	0
1082 Retained allotment deposits	0	0	0	100	0	0	0	0	0
Total Income	<u>1,700</u>	<u>1,916</u>	<u>1,900</u>	<u>2,366</u>	<u>0</u>	<u>0</u>	<u>2,200</u>	<u>0</u>	<u>0</u>
4115 Water & Sewerage	750	1,032	900	378	0	0	900	0	0
4170 Repair/Maintenance	250	100	250	71	0	0	250	0	0
4205 Tree Works	350	0	350	0	0	0	350	0	0
Overhead Expenditure	<u>1,350</u>	<u>1,132</u>	<u>1,500</u>	<u>449</u>	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>350</u>	<u>784</u>	<u>400</u>	<u>1,917</u>	<u>0</u>		<u>700</u>		
<u>Woolstone Sports Ground</u>									

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4205 Tree Works	500	0	500	0	0	0	500	0	0
Overhead Expenditure	500	0	500	0	0	0	500	0	0
Movement to/(from) Gen Reserve	<u>(500)</u>	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>0</u>		<u>(500)</u>		
390 Grants									
1700 Grant Income	1,000	814	1,000	0	0	0	0	0	0
Total Income	<u>1,000</u>	<u>814</u>	<u>1,000</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4800 General Grants	5,000	890	5,000	0	0	0	5,000	0	0
4801 Section 137	7,000	7,690	7,000	3,299	0	0	7,000	0	0
4806 Youth Provision Budget	2,000	0	2,000	0	0	0	0	0	0
4807 Education Trust Grants	5,000	0	5,000	0	0	0	2,500	0	0
Overhead Expenditure	19,000	8,580	19,000	3,299	0	0	14,500	0	0
Movement to/(from) Gen Reserve	<u>(18,000)</u>	<u>(7,766)</u>	<u>(18,000)</u>	<u>(3,299)</u>	<u>0</u>		<u>(14,500)</u>		
399 Community									
1800 Miscellaneous Income	0	250	0	6,204	0	0	0	0	0
1801 Winter Grant Plan	0	11,150	0	0	0	0	0	0	0
Total Income	<u>0</u>	<u>11,400</u>	<u>0</u>	<u>6,204</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4192 Social Cohesion	12,000	6,483	12,000	3,514	0	1,136	12,000	0	0
4195 Visit to MK Safety Centre	3,500	3,125	3,570	1,820	0	0	3,500	0	0
4198 Warm Space Grant Spend	0	12,075	0	18	0	0	0	0	0
4199 Advice Service	0	0	0	0	0	0	4,800	0	0

**Campbell Park Community Council
Annual Budget - By Centre (Actual YTD Month 8)**

	<u>2023-24</u>		<u>2024-25</u>			<u>2025-26</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4806 Youth Provision Budget	0	0	0	0	0	0	7,876	0	0
Overhead Expenditure	15,500	21,683	15,570	5,352	0	1,136	28,176	0	0
Movement to/(from) Gen Reserve	<u>(15,500)</u>	<u>(10,283)</u>	<u>(15,570)</u>	<u>852</u>	<u>0</u>		<u>(28,176)</u>		
Total Budget Income	1,056,384	1,160,824	3,168,403	1,205,181	0	0	1,208,591	0	0
Expenditure	1,128,009	968,384	1,884,648	1,342,872	0	73,128	1,089,782	0	0
Movement to/(from) Gen Reserve	<u>(71,625)</u>	<u>192,440</u>	<u>1,283,755</u>	<u>(137,691)</u>	<u>0</u>		<u>118,809</u>		



Campbell Park Community Council

Community Council Draft Budget 2025/26

Precept Level 2025/26

- **Requirement for the Committee to consider the draft budget and Precept level for 2025/26, making recommendations on both to the December meeting of Council**
- **Draft budget extends to 2029/30.**
- **When agreed by Council, the Precept will be collected by MKC, with the Council receiving 100% of the requested figure. The Council will also receive a Revenue Support Grant, it is anticipated that the grant will be phased out from 2027/28.**

Draft Community Council Budget

- The budget details the forward financial position of the Council, including figures for planned income and expenditure.
- Dependant on what is agreed, the budget will represent either a surplus of income over expenditure, or the opposite (a deficit) if expenditure is more than income received.
- The budget is monitored throughout the year, at the meetings of the Finance, Administration & Policy Committee, identifying variances from expected performance.

- **The budget is split into a series of cost centres representing different disciplines within the Council, with the cost centres then broken down into individual cost codes.**
- **The budget details the net expenditure for each cost centre, including the impact of any income applicable to the cost centre**
- **The final page of the budget summarises the total planned income and expenditure of the Council, resulting in an overall net expenditure figure.**
- **The budget does not show its impact on the Council's Balance Sheet – Money in the bank**

Draft Community Council Budget 2025/26

- **All project proposals and earmarked funds agreed by Council have been incorporated into the budget. All existing cost codes have been reviewed/amended using latest income and expenditure reports/future commitments made by the Council.**
- **Headline Figures: below are for 2025/26**

Total Expenditure - £1,089,782

Income - £1,208,591

Net Expenditure - £118,809

Community Council Precept

- **Community Councils currently have the ability to set their Precept at the levels they see fit, with increases not requiring public referenda.**
- **Precept – collected annually by MKC on behalf of the Community Council, with the Community Council receiving 100% of the requested figure.**
- **Calculated using the tax base x precept per Band D property - For 2024/25 the Precept was £4101.52 (tax base) x £217.959 (Precept per Band D property) = £893,964 (£893,964 collected by MKC)**
- **Precept transferred in 2 tranches – April/October**

Community Council Precept 2025/26

- **Tax base increased slightly to 4106.28, when applied to Band D equivalent figure of £217.96 = £895,005**
- **Council agreed in December 2021 to increase the Precept by 5% from 2023/24 onwards**
- **A 5% Precept increase for 2025/26 equates to £939,755 = Band D equivalent figure of £228.86**
- **Each percentage increase to the Precept equates to an additional £8,950 of income to the Parish Council.**



LCRS 5. Risks report

Allotments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To have a completed agreement on file for every allotment

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. (Done annually) Maintain allotment register. (Maintained by Admin Assistant)	Annually	Low	Low	1	
49	Administrative/Legal	Maintenance of Allotment Register	Review agreement periodically to ensure adequacy of conditions. (Recommendations annually to Council) Maintain proper register ensuring all amendments promptly recorded. (Admin Assistant) Define responsibility of allotment society where appropriate. (N/A)	Monthly	Low	Low	1	
###	Administrative/Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. (The Clerk) Carry out annual inspection of insurance held by third parties. (The Clerk)	Annually	Low	Low	1	
###	Contractor	Poor Grass Cutting	In house service. Regular review/control of staff & equipment including training where necessary. (Contractors responsibility) Regular review of grass cutting contract and liaison with contractor. (Admin Assistant - Bi-Monthly) Arrange periodical site inspection. (Admin Assistant - Monthly inspections) Enforce conditions of contract. (Admin Assistant as required)	Monthly	Low	Low	1	



LCRS 5. Risks report

Allotments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure that site is maintained to the required/acceptable

Aim = Arrange periodical site inspection.

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Environmenta 1	Untidy Plots	<p>Define responsibility (Responsibility of tenant and Admin Assistant to check)</p> <p>Carry out periodical site visits. (Admin Assistant)</p> <p>Enforce requirements of tenancy agreement. (Admin Assistant)</p> <p>Notify Allotment holder of problem & serve notice where necessary. (Admin Assistant)</p> <p>Liaise where appropriate with allotment society. (N/A)</p> <p>Define responsibility for site control/security. (Council's responsibility)</p> <p>Enforce tenancy agreement. (Admin Assistant)</p> <p>Carry out periodical site inspection. (Admin Assistant)</p> <p>Provide proper facilities for control and removal of waste. (To be discussed)</p> <p>Liaise with police/other authority where necessary. (Admin Assistant)</p>	Weekly	Medium	Low	2	
53	Environmenta 1	Dumping/Hazardous substances	<p>Regular monitoring of sites with, where appropriate, the assistance of allotment society. (N/A)</p> <p>Consider physical improvements to sites. Admin Assistant/Council</p> <p>Liaison with local policing teams in the areas affected. (Admin Assistant)</p> <p>Define responsibility for standards of hygiene/cleanliness etc. of site. (Tenants /Admin Assistant)</p> <p>Enforce conditions of tenancy agreement. (Admin Assistant)</p> <p>Carry out periodical physical inspection. (Admin Assistant)</p> <p>Instigate appropriate action to deal with any identified problems (Admin Assistant)</p>	Weekly	Low	Low	1	
###	Environmenta 1	Vandalism of sites	<p>Regular monitoring of sites with, where appropriate, the assistance of allotment society. (N/A)</p> <p>Consider physical improvements to sites. Admin Assistant/Council</p> <p>Liaison with local policing teams in the areas affected. (Admin Assistant)</p> <p>Define responsibility for standards of hygiene/cleanliness etc. of site. (Tenants /Admin Assistant)</p> <p>Enforce conditions of tenancy agreement. (Admin Assistant)</p> <p>Carry out periodical physical inspection. (Admin Assistant)</p> <p>Instigate appropriate action to deal with any identified problems (Admin Assistant)</p>	Quarterly	Medium	Medium	4	Yes
###	Environmenta 1	Vermin	<p>Define responsibility for standards of hygiene/cleanliness etc. of site. (Tenants /Admin Assistant)</p> <p>Enforce conditions of tenancy agreement. (Admin Assistant)</p> <p>Carry out periodical physical inspection. (Admin Assistant)</p> <p>Instigate appropriate action to deal with any identified problems (Admin Assistant)</p>	Monthly	Medium	Low	2	



LCRS 5. Risks report

Allotments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To maintain high standard of cleanliness and minimize risk.

Aim = Arrange periodical site inspection.

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Environmenta 1	Build up of non-compostable rubbish	Enforce controls in tenancy agreement. (Admin Assistant - Weekly) Make arrangements for removal. (Admin Assistant - Weekly) Consider provision of skip facility. (N/A) In tenancy agreement that plotholders remove their rubbish	Weekly	Low	Medium	2	
###	Environmenta 1	Vandalism	Carry out periodical site inspection. (Admin Assistant) Review security. (Admin Assistant) Maintain liaison with law enforcement agencies. (Admin Assistant) Instigate legal action against perpetrators where appropriate. (TVP)	Weekly	Medium	Medium	4	Yes
52	Environmenta 1	Accumulation of rubbish	Ensure responsibility for site maintenance defined. (Admin Assistant) Enforce conditions of tenancy agreement. (Admin Assistant) Maintain liaison with allotment society. (N/A) In Tenancy Agreement that plotholders remove their rubbish	Monthly	Medium	Medium	4	Yes
###	Environmenta 1	Loss / Damage to water supply	Define responsibility for maintenance of water supply. (Councils responsibility) Ensure that system is in place to report and rectify all faults. Parish Council available to report faults by tenant. Environmental Officer Land to organise reports and means of rectifying faults) Maintain such arrangements as necessary with local contractor. (N/A)	As and When	Low	Medium	2	



LCRS 5. Risks report

Allotments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure that rent income is subject to regular review.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Financial	Failure to review rents & charges	Review allotment rents and charges annually as an integral part of the annual budget process. (Council)	Annually	Low	Low	1	1
###	Financial	Failure to collect rents & charges	Define responsibility for collection of income due. (Finance Office) Maintain proper records of income received and banked (Front Office/Finance Office) Enforce provisions of tenancy agreements (Admin Assistant) Maintain allotment register. (Admin Assistant/Front Office) Follow defined procedure for ourstanding debt. (Finance Office) Enforce conditions of tenancy agreement. (Admin Assistant) Provide for periodical reconciliation to allotment register and financial report to council. (Finance Office)	Quarterly	Low	Low	1	1
59	Physical	Maintenance of council owned equipment	Ensure that equipment is properly maintained through regular inspection/servicing. (Toilets reviewed weekly - Admin Assistant) Ensure that proper maintenance records are complete and up to date. Admin Assistant kept on computer system) Ensure that responsibility is defined and any training requirement is complete. (Responsibility defined by Clerk. Training records kept by Clerk)	Weekly	Low	Low	1	1
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. (Entered in tenancy agreement) Ensure that proper facilities are place to safeguard council assets. (Insurance)	Weekly	Low	Low	1	1



LCRS 5. Risks report

Allotments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To minimize risk

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. (Admin Assistant) Carry out periodical examination of allotment environment. (Admin Assistant)	Annually	Low	Low	1	
58	Physical	Uncontrolled equipment.	Enforce provisions of of tenancy agreement. (Admin Assistant)	As and When	Low	Low	1	
###	Physical	Unoccupied Plots	Review position by regular visits to sites. (Admin Assistant) Liaise with allotment society. (N/A) Maintenance of waiting list. (Admin Assistant) Regular reports in local free press. (N/A) Details on website. (N/A) Contact details on notice boards. (Admin Assistant)	Weekly	Low	Low	1	
###	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. (Contractors Private Liability provided) Inspect contractors insurance documentation to confirm compliance. Admin Assistant)	As and when	Low	Low	1	

Completed by:	Date:	Position:	No of risks scored	Average score:
			20	1.7



LCRS 5. Risks report

Code of Conduct

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Annually	Low	High	3	

Scoring note:
Low = 1,
Medium =2
and High =3

Completed by:

Date:

Position:

1

No of risks scored

3.0

Average score:



LCRS 5. Risks report

Computing

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain security of computer

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. (We do) Programme periodic password change. (To be reviewed) Maintain physical security of computer and site. (Building alarmed plus CCTV installed) Allocate responsibility for security of equipment. (Not allocated specifically. Site security responsibility of last person leaving) Maintain high security of site and equipment. (Building alarmed and installing CCTV) Take particular care in respect of laptops/peripherals. (Need to review aspects of insurance of member laptops. Requirement to review loan policy procedure) Ensure that where appropriate internal and external security devices are installed (See above)	Annually	Low	Medium	2	
0	Physical	Loss arising from theft/misappropriation		Annually	Low	Medium	2	
###	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. (Daily offsite backups) Ensure that equipment is properly maintained. (Maintained by external company) Restrict access to authorised users. (Access restricted) Ensure that only approved software is used. (Software installation controlled by administrator) Maintain effective anti virus software.	Monthly	Low	High	3	
Completed by:				No of risks scored		Average score:		
				3		2.3		
Date:				Position:				



LCRS 5. Risks report

Council Meetings

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Failure to meet statutory duty	Ensure that all members are notified of meeting by way of summons and agenda. Ensure that all public notices are posted as prescribed. Ensure meeting quorate and maintain attendance records. Complete minutes of proceedings. Arrange signing by chairman and maintain file.		Low	Low	1	1
###	Administrative/Legal	Access	Ensure that access is available to all. (Access available to all) Have regard to provisions for Disablement & Disability (Induction loop installed plus automated door entry system) Set aside specific area for Press & Public. (Provided at each meeting)	Annually	Low	Low	1	1
###	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	High	3	3
###	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	1

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.5



LCRS 5. Risks report

Council Property and Documents

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = **Duty to disclose documents and to adopt publication scheme**

Requirement =

Aim = **None**

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Requirement	Aim	Review frequency	Likelihood of occurrence	Impact on Council	Risk	Your action required (>3)
###	Financial	Legal Liability as a result of Asset Ownership	None	Annually	Low	Low	1	
###	Physical	Loss of assets	None	Annually	Low	Medium	2	
###	Professional	Failure to effectively process documents	None	Daily	Low	Medium	2	

Completed by:	Date:	Position:	Average score:
			1.7

No of risks scored	3
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LCRS 5. Risks report

Data Protection

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
37	Administrative/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. (To be arranged) Formalise Procedure for dealing with Confidential Data. (Shred Secure and and Data Protection Policy) (Insurance cover to be reviewed)	Daily	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

1

Average score: 3.0



LCRS 5. Risks report

Drainage

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to deal with ponds and ditches
Requirement = To minimize risk/damage arising from vermin.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Environmental	Vermin	Allocate responsibility for dealing with vermin. Where appropriate ensure proper contract in place.	Annually	Low	Low	1	1
###	Environmental	Flooding	Define responsibility for dealing with floods. Ensure that effective arrangements are in place to deal with any council responsibility.	Annually	Low	Low	1	1
###	Financial	Inadequate budget provision	Review service provision as integral part of Budget process	Annually	Low	Low	1	1
###	Physical	Maintenance of ditches & drains	Define responsibility for maintenance. Ensure that appropriate arrangements are in place to deal with any council responsibility	Annually	Low	Low	1	1
###	Physical	Fly tipping	Carry out regular inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Annually	Low	Low	1	1
###	Physical	Protection of hedgerows	Define responsibility for dealing with hedgerows. Ensure that arrangements are in place to deal with any infringements of law protecting hedgerows.	Annually	Low	Low	1	1

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.0



LCRS 5. Risks report

Employment of Staff

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees (Handled by HR Consultancy) Awareness of new legislation. (Updated by HR Consultancy) Arrange the necessary training to fulfil requirements (Provided by HR Consultancy if required) Ensure that an effective security system is in operation. (CCTV in place) Ensure appropriate insurance cover held. Appropriate insurance held) Ensure other workers in building are aware of staff working alone.	Annually	Low	Medium	2	
###	Professional	Attacks on Personnel	(Lone Working Policy in place. Minimum of 2 staff members maintained when office is open, office closes if this is not possible) Ensure staff have telephone access at all times during their work. (In place) Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance. (Staff authorised to refuse admittance if they feel inappropriate)	Monthly	Low	High	3	



LCRS 5. Risks report

Employment of Staff

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To meet commitment of council employment policy.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Professional	Lack of Employee motivation/efficiency	<p>Ensure that each employee has job description. (In place)</p> <p>Arrange regular staff appraisals. (To be reviewed)</p> <p>Maintain appropriate staff records. (Maintained in Clerk's office)</p> <p>Defined training policy in operation. (Training on need basis)</p> <p>Ensure procedures for key functions are documented. (To be reviewed to ensure that all areas and job roles are covered - Job descriptions)</p> <p>Review recruitment policy.</p>	Annually	Low	Medium	2	
###	Professional	Loss of key staff	<p>Determine a policy for training. (Induction & Training Policy in place)</p> <p>Arrange annual review. (To be reviewed)</p> <p>Regular Staff Appraisals to highlight any training needs. (To be reviewed)</p> <p>Take advantage of any localised training through local associations, SLCC etc.. (In place)</p> <p>Encourage staff to network with other Clerks in the area. (N/A)</p> <p>Maintain appropriate training records. (Kept on personal files)</p>	Quarterly	Low	Medium	2	
###	Professional	Inability to recruit	<p>Review recruitment policy.</p>	As and when	Low	Medium	2	
###	Professional	Lack of Training	<p>Regular Staff Appraisals to highlight any training needs. (To be reviewed)</p> <p>Take advantage of any localised training through local associations, SLCC etc.. (In place)</p> <p>Encourage staff to network with other Clerks in the area. (N/A)</p> <p>Maintain appropriate training records. (Kept on personal files)</p>	Annually	Low	Medium	2	
38	Professional	Inability to retain staff	<p>Regular Staff Appraisals (To be reviewed)</p> <p>Complete exit questionnaire. (N/A as no one left yet)</p>	Annually	Low	Medium	2	



LCRS 5. Risks report

Employment of Staff

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To minimize risk arising from high turnover of staff.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
<p>Completed by: _____ Date: _____ Position: _____</p> <p>No of risks scored <input type="text" value="7"/> Average score: <input type="text" value="2.1"/></p>								



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss associated with failure to

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/Legal	Failure to maintain record of council assets.	<p>Define responsibility for maintenance of asset register.</p> <p>Installation of Sigma Asset Inventory</p> <p>Ensure that all acquisitions/disposals are accurately and promptly recorded.</p> <p>Carry our periodical inventory checks.</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd</p>	Annually	Low	Low	1	
###	Administrative/Legal	Failure to comply with Inland Revenue Regulations	<p>Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay (Maintained by Accountancy Payroll Services and record of monthly payments kept in office)</p> <p>Regular returns to Inland Revenue; prepared by a bureau provider (Accountancy Payroll Services) and checked by the Clerk and RFO</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd)examination by an independent external auditor</p> <p>Arrange prompt payment of all sums due. (Completed within one month of receipt)</p>	Quarterly	Low	Medium	2	



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = Efficient financial administration

Aim = None

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/ Legal	Failure to comply with Customs & Excise Regulations	<p>Ensure that value added tax is properly administered. (Checked annually by Accounting Solutions)</p> <p>Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary.</p> <p>Ensure that all input tax and output tax is properly recorded</p> <p>Complete and submit vat claims promptly and on a regular basis.</p> <p>(Completed quarterly)</p> <p>Reconcile claims to cashbook. (In place)</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd</p> <p>VAT checked annually by Accounting Solutions</p>	Quarterly	Low	High	3	
0	Administrative/ Legal	Incurring expenditure without proper legal authority	<p>Record in minutes powers under which expenditure is being approved.</p> <p>Pre-purchase orders approved before expenditure occurs (Expenditure over £2,000 approved by Council and minutes)</p> <p>As per the Financial Regulations the Clerk and Deputy Clerk may incur expenditure up to £2,000)</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd</p>	Annually	Low	Medium	2	



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Financial	Failure to maintain an effective payments system.	<p>Determine responsibility for control of expenditure. (Pre-purchase orders approved by Clerk. Finances approved by RFO)</p> <p>All payments to be supported by an invoice/voucher. (No payment made without checking pre-purchase order)</p> <p>All detail to be checked and payment entered into a cashbook.</p> <p>(RBS financial system used)</p> <p>All payments to be approved by council and recorded in minutes. (All payments approved at monthly Finance Committee meeting)</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd</p> <p>All cheques to be signed by at least two authorized members.</p> <p>Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.</p> <p>All expenditure to be the subject of sound budgetary control.</p>	Monthly	Low	Medium	2	



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that the budget procedure is both efficient and

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. (In Standing Orders and Financial Regulations) Ensure that presentation to committee/council follows an agreed timetable. (Agreed timetable in place). Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. (A Public consultation held with residents) Review all charges made by the council. (Reviewed annually) Review adequacy of all balances and reserves. (Reviewed monthly) Ensure that effective budget monitoring is in place throughout the year. (Budget assessed on a monthly basis by Finance Committee) 6 monthly independent internal audit by Accountancy Solutions Ltd.	Monthly	Low	High	3	



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that effective financial controls are in place

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Financial	Loss of money through theft/misappropriation.	<p>Determine responsibility for cash at all sources. (In place)</p> <p>Ensure that receipts are issued for all income. (In place)</p> <p>Ensure that secure arrangements are in place for all monies held pending banking. (All monies kept in safe)</p> <p>Ensure that proper arrangements are in place for prompt recording and banking of all cash received. (In place)</p> <p>Ensure regular bank reconciliation. (Completed monthly)</p> <p>Arrange regular report to council. (Financial reports to Finance Committee monthly)</p> <p>Ensure that council holds adequate fidelity guarantee insurance.</p> <p>(Reviewed regularly by Clerk)</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd)</p>	Monthly	Low	High	3	
###	Financial	Failure to ensure proper use of funds under specific powers / S137	<p>Ensure that all expenditure under section 137 is separately recorded in the cashbook. (In place)</p> <p>Ensure that total expenditure does not exceed the statutory limitation for the council. (In place)</p> <p>Ensure that all grant applications are complete and fully supported prior to submission to committee/council (Applications recorded and checked before submission)</p> <p>Ensure that all approvals are properly recorded in council minutes. (Minuted)</p> <p>Ensure that no alternative statutory authority is available. (In place)</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd</p>	Quarterly	Low	Low	1	



LCRS 5. Risks report

Financial Management

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = None

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Proper Financial Officer. Income & Expenditure goes before Finance Committee at monthly Committee meeting Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. (Yearly review) 6 monthly independent internal audit examination by Auditing Solutions Ltd. Introduce periodical checks by Chairman/other appointed members. Arrange for regular financial reports to committee/council Ensure that appropriate insurance cover/policy is in force. (Reviewed annually)	Monthly	Low	High	3	
###	Financial	Risk to third party as a consequence of providing a service	Determine responsibility for the management of the financial affairs of the council. (RFO and Clerk)	Annually	Low	Low	1	
###	Financial	Poor Financial Management	Maintain and review Standing Orders/Financial regulations. (Updated annually) Maintain an effective budgetary control/financial reporting system. (Income & Expenditure Report to Finance Committee monthly) Maintain an effective internal audit. 6 monthly independent internal audit examination by Auditing Solutions Ltd)	Annually	Low	High	3	

Completed by:

Date:

No of risks scored

11

Average score:

2.2



LCRS 5. Risks report

Investments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to participate in schemes of collective investment

Requirement = To maintain proper records.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register. (Determined by Committee/Council)	Annually	Low	Low	1	
###	Financial	Financial Loss i.e. theft	Maintain effective internal audit. (Determined by Committee) Determine policy/responsibility for investment. (F&A Committee. Approval by Council) Ensure that investment/transfer/withdrawal of funds subject to council approval. (F&A Committee and approved by Council) Ensure that all transactions are subject to counter signatures of clerk/authorised council members. (Required by banks on application forms) Arrange for regular financial/monitoring report to council. (Quarterly)	Annually	Low	Medium	2	
###	Financial	Inappropriate investment	Define policy and responsibility for investment of council funds. (Appropriate policy update annually) Record details/approval of all investments in council minutes. (All investments are minuted) Ensure regular report to council (Quarterly)	Annually	Low	Medium	2	



LCRS 5. Risks report

Investments

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to participate in schemes of collective investment

Requirement = To maximize return on investments

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. (F&A Committee and Council) Carry out regular review to ensure maximum return is achieved. (Annually by Committee. Approved by Council) Maintain effective internal audit. (By Committee)	Annually	Low	Low	1	1

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.5



LCRS 5. Risks report

Land

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose

Requirement = To ensure that all assets of the council are properly

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
25	Administrative/Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. (Finance Office) Ensure that all purchases/ disposals are accurately and promptly recorded. (Finance Office)	Weekly	Low	Low	1	
27	Administrative/Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. (Clerk) Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. (Clerk) Maintain a copy of each deed for administrative purposes. (Clerk)	As and When	Low	Low	1	
###	Environmental	Vandalism	Review security and monitor all areas on a regular basis (Environment Officer Land) Maintain liaison with law enforcement agencies. (Environment Officer Land) Define a policy for dealing with anti-social behaviour. (Council) Instigate legal action against perpetrators where appropriate. (TVP)	Weekly	Medium	High	6	Yes
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. (To be discussed) Enforce conditions of tenancy agreement. (N/A - see Allotments) Carry out periodical site inspection. (Environment Officer Land) Provide proper facilities for control and removal of waste. (Council/Environment Officer Land) Liaise with police/other authority where necessary. (Environment Officer Land)	Weekly	Low	High	3	



LCRS 5. Risks report

Land

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose

Requirement = To ensure that council assets are properly maintained

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
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21	Environmental	Maintenance of land including grass cutting	<p>Define responsibility for maintenance and ensure that a planned programme is in place. (Council/Environment Officer Land)</p> <p>Ensure that any service contracts are properly signed and sealed. (Clerk)</p> <p>Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. (Environment Officer Land)</p> <p>Enforce penalties for non performance. (Council)</p> <p>Ensure that all anticipated income/costs are provided for in Budgetary process. (Council/RFO)</p> <p>Define policy for security of premises and equipment. (No policy, Security cameras on 3 properties)</p> <p>Determine responsibility for security/control of equipment. (To be discussed)</p> <p>Ensure effective security arrangements in place. (To be discussed)</p> <p>Maintain asset register. (Finance Office)</p>	Annually	Low	Low	1	
23	Financial	Inadequate budget provision		Annually	Low	Medium	2	
###	Physical	Security of equipment	<p>Determine council policy for access. (To be discussed)</p> <p>Ensure that appropriate signage is in place. (To be discussed)</p> <p>Maintain liaison with enforcement agencies. (Environment Officer Land)</p> <p>Instigate appropriate action against offenders. (TVP)</p>	Annually	Medium	High	6	Yes
###	Physical	Unauthorised access/trespass		Annually	High	High	9	Yes



LCRS 5. Risks report

Land

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose

Requirement = To ensure proper maintenance of council assets.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------	----------------------------

###	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. (Environment Officer Land) Arrange regular inspection of seats etc and maintain adequate records of inspection. (Environment Officer Land) Arrange for prompt repairs to damage. (Environment Officer Land) Ensure that any service contracts are properly signed and sealed. (Clerk) Enforce penalties for non performance.	Monthly	Low	Low	1	
###	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. (To be discussed) Ensure that any service contracts are properly signed and sealed. (Council) Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. (Environment Officer Land) Enforce penalties for non performance. (N/A)	Weekly	Low	Low	1	



LCRS 5. Risks report

Land

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose

Requirement = To minimize risk of injury.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. (To be discussed) Ensure that the correct, properly maintained tools/equipment are available as appropriate. (Council/Environment Officer Land) Ensure that all appropriate disclaimer notices, warning signs etc. are in place. (To be discussed) Ensure that any risks to the public are minimized and eliminated wherever possible. (Environment Officer Land) Maintain records of training. (Clerk) Maintain records of any injuries. (Clerk) Define responsibility in job descriptions etc. (Council) Ensure that the council holds adequate insurance cover. (Clerk)	As and When	Medium	High	6	Yes

Completed by:	Date:	Position:	No of risks scored	Average score:
			11	3.4



LCRS 5. Risks report

Litter

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide receptacles; Duty to empty & cleanse

Requirement = To employ trained/experienced personnel

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Inefficient service provision	<p>Ensure that staff have appropriate training. (Contractors collect litter)</p> <p>Ensure that staff are aware of all health & safety issues (Contractor + CPPC H&S Policy)</p> <p>Arrange for issue of written contract of employment. (Contract)</p> <p>Arrange issue of adequate protective clothing. (Contractors responsibility)</p> <p>Review security and monitor all areas on a regular basis. (Done weekly)</p> <p>Maintain liaison with local enforcement agencies. (Environment Officer Land)</p> <p>Define a policy for dealing with anti-social behaviour. (Not available)</p> <p>Instigate legal action against perpetrators where appropriate. (MKC and TVP)</p>	Monthly	Low	Low	1	
1	Environmental	Vandalism/theft/damage	<p>Define council policy and plan for location of bins. (Policy to place where required on CPPC land only) (Committee decision)</p> <p>Carry out periodical review. (Done weekly when emptied)</p> <p>Define policy on fly posting (Not available)</p> <p>Maintain liaison with enforcement agencies. (Environment Officer Land)</p> <p>Take action as appropriate against offenders. (Through MKC)</p> <p>Ensure that service requirements are included in budgetary process. (Finance included in budgetary process)</p>	Annually	Low	Medium	2	
7	Environmental	Inappropriate location of litter bins	<p>Define council policy and plan for location of bins. (Policy to place where required on CPPC land only) (Committee decision)</p> <p>Carry out periodical review. (Done weekly when emptied)</p> <p>Define policy on fly posting (Not available)</p> <p>Maintain liaison with enforcement agencies. (Environment Officer Land)</p> <p>Take action as appropriate against offenders. (Through MKC)</p> <p>Ensure that service requirements are included in budgetary process. (Finance included in budgetary process)</p>	Annually	Low	Low	1	
3	Environmental	Unauthorised Fly posting/nuisance.	<p>Define policy on fly posting (Not available)</p> <p>Maintain liaison with enforcement agencies. (Environment Officer Land)</p> <p>Take action as appropriate against offenders. (Through MKC)</p> <p>Ensure that service requirements are included in budgetary process. (Finance included in budgetary process)</p>	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	<p>Define council policy and plan for location of bins. (Policy to place where required on CPPC land only) (Committee decision)</p> <p>Carry out periodical review. (Done weekly when emptied)</p> <p>Define policy on fly posting (Not available)</p> <p>Maintain liaison with enforcement agencies. (Environment Officer Land)</p> <p>Take action as appropriate against offenders. (Through MKC)</p> <p>Ensure that service requirements are included in budgetary process. (Finance included in budgetary process)</p>	Annually	Low	Low	1	



LCRS 5. Risks report

Litter

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide receptacles; Duty to empty & cleanse

Requirement = To ensure that the council has proper insurance protection

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. (Appropriate cover in place) Arrange periodical review (Annually)	Annually	Low	Low	1	
2	Physical	Failure to empty	Define responsibility for clearing bins (Contractor) Implement effective programme, Ensure appropriate plans in place for emergency/overflow situation. (No policy available. Eg., Contractor going in to liquidation)	Monthly	Low	Medium	2	

Completed by: _____ **Date:** _____ **Position:** _____

No of risks scored 7 **Average score:** 1.3



LCRS 5. Risks report

Meetings of the Council

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to meet

Requirement = All Meetings open to everyone

Aim = Standing Orders on Conduct

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Failure to meet statutory duty on meetings	<p>All notices are posted in the prescribed places 3 clear days prior to any meeting, (In place)</p> <p>All Councillors are notified of Meetings by way of a summons and agenda, (In place)</p> <p>Minutes of all meetings are taken and kept. (In place)</p> <p>Maintain attendance records. (In place)</p>	Monthly	Low	Medium	2	
34	Administrative/Legal	Failure to report Council business in Minutes	<p>Ensure proper, timely and accurate recording of council business in the minutes. (In place)</p> <p>Ensure that all minutes are signed and paginated. (In place)</p> <p>Maintain security of master copy. (In place, backed up on server)</p>	Quarterly	Low	Medium	2	
36	Administrative/Legal	Failure to comply with new Regulations /Legislation	<p>Ensure that proper training policy is in place. (Shown on agendas)</p> <p>Continue in membership of appropriate local/national associations. (In place BALC/NALC members)</p> <p>Continue to subscribe to appropriate publications. (Ongoing)</p> <p>Encourage staff networking. (Limited)</p>	Monthly	Low	Medium	2	



LCRS 5. Risks report

Meetings of the Council

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------	----------------------------

0	Administrative/Legal	Equality Act	Ensure that all conditions of the Act as they affect service provision are met. (Continual monitoring to ensure that all provisions are met) Allocate responsibility to ensure that standards/ongoing requirements are met. (Responsibility of the personnel committee) Ensure members and staff are aware of Electors' Rights. (In place) Follow procedures for dealing with enquiries. (Policy in place) Increase awareness of accessibility of the Council to the public Parish magazine, website & noticeboards)	Annually	Low	High	3	
40	Administrative/Legal	Failure to respond to the elector's wish to exercise its rights		Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.2



LCRS 5. Risks report

Newsletters

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide from 'free resource'

Requirement = To minimize associated risk

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/Legal	Defamation	<p>Ensure that all input is subject to careful check. (Communications Committee sign off copy)</p> <p>Arrange for professional examination of any sensitive material.</p> <p>(Bucks Legal consulted if required)</p> <p>Ensure that adequate insurance cover is held. (In place)</p>	As and when	Low	Low	1	1
0	Administrative/Legal	Failure to meet statutory obligation re non - political content	<p>Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met. (Communications Committee sign off copy)</p>	As and when	Low	Low	1	1
0	Environmental	Failure to deliver and litter	<p>Determine policy for distribution. (Outsourced to external contractor)</p> <p>Prepare written conditions for service providers. (To be reviewed)</p> <p>Test distribution arrangements. (Tracker device used)</p> <p>Take appropriate action against offenders. (Terminate and use different contractor if required)</p>	Quarterly	Low	Medium	2	2



LCRS 5. Risks report

Newsletters

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide from 'free resource'

Requirement = To maximise income and minimize loss.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Financial	Failure to collect income from advertising etc	<p>Define responsibility for collection of income (To be reviewed)</p> <p>Determine advertising policy and allocate responsibility. (To be reviewed)</p> <p>Ensure that all income due to the council and received is properly recorded. (To be reviewed)</p> <p>Issue receipts for all income received. (To be reviewed)</p> <p>Arrange prompt banking of all income. (To be reviewed)</p> <p>Follow defined procedure for reminders in respect of unpaid accounts.</p> <p>Take appropriate recovery action where necessary.</p> <p>Arrange appropriate internal audit testing.</p> <p>Council approval required for write-off on any bad debts.</p> <p>Ensure that service requirements are included in budgetary process. (In place)</p>	Annually	Low	Low	1	1
0	Financial	Inadequate budget provision		Annually	Low	Low	1	1

Completed by: _____ **Date:** _____ **Position:** _____

No of risks scored **5** **Average score:** **1.2**



LCRS 5. Risks report

Open spaces

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are in place where necessary. (Events policy in place + SLA with MK Gallaticos) Maintain a register of users. (Only MK Gallaticos) (Risks chosen because of unauthorised users)	Annually	Low	High	3	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. (Environment Officer Land) Take action as appropriate against offenders. (Not applicable apart from contacting relevant agencies)	Monthly	Low	High	3	
###	Environmental	Vandalism	Take reasonable action to maintain security of sites. (Weekly inspections) Arrange for regular site visits. (Weekly) Consider use of professional security service where necessary. (Not required) Maintain liaison with local enforcement agencies. (Environment Officer Land) Define policy for dealing with offenders. (No policy available. Contact with external bodies)	Daily	Medium	High	6	Yes
###	Environmental	Pollution	Carry out regular site inspections. (Weekly) Maintain record of any complaints received and instigate (Kept if applicable) prompt action where appropriate. (Prompt action taken where applicable) Liaise with local enforcement agencies. (Environment Officer Land)	Monthly	Low	High	3	



LCRS 5. Risks report

Open spaces

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To minimise the impact of fly tipping and associated

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Environmenta Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	1	Fly tipping	Carry out regular site inspections. (Weekly) Arrange for safe disposal facility. (Take to recycling or employ contractor) Ensure any hazardous substances are properly dealt with. (Controls are in place) Maintain liaison with local enforcement agencies. (Environment Officer Land) Enforce regulations/byelaws as appropriate. (Not applicable) Ensure that service income/expenditure is detailed in budgetary process. (Appropriate budgets in place)	Weekly	High	High	9	Yes
0	Financial	Inadequate budget provision		Annually	Low	Low	1	
###	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. (Inspections in place) Arrange regular site inspection to ensure that defined standards are being maintained. (Weekly/quarterly inspections in place) Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Annually	Low	High	3	



LCRS 5. Risks report

Open spaces

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain
Requirement = Top ensure that all council assets are properly maintained.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Physical	Property Maintenance	<p>Define policy for maintenance of assets. (To be discussed)</p> <p>Allocate responsibility and ensure that any training requirement is complete (Environment Officer Buildings - training?)</p> <p>Staff employed or contract with service provider in place. (Environment Officer Land)</p> <p>Ensure all property is properly maintained through regular inspection/servicing. (Weekly by Environment Officer Land)</p> <p>Ensure that proper maintenance records are complete and up to date. (?)</p>	Annually	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

8

Average score:

3.9



LCRS 5. Risks report

Planning & Development Control

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Environment	Failure to comply within consultation deadline	Control	Review frequency	Likelihood of occurrence	Impact on Council	Risk Level	Your action required (>3)
###	1	1	1	1	Annually	Low	Medium	2	2

Ensure adequate number of Planning & Environment Ctee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.

Completed by:

Date:

Position:

No of risks scored

1

Average score: 2.0



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public

Requirement = To ensure proper council representation.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Review frequency	Likelihood of occurrence	Impact on Council	Risk Level	Your action required (>3)
29	Administrative Inadequate representation on management committee	Annually	Low	Low	1	
###	Administrative Failure to obtain necessary licences.	Annually	Low	Low	1	
###	Administrative Failure to complete user agreements	Annually	Low	Low	1	
11	Administrative Maintenance of diary of events etc.	Daily	Low	Medium	2	
###	Environmental Noise etc pollution	Annually	Medium	Medium	4	Yes

Arrange appointment of council representatives as set out in management agreement. Council has overall control. Arrange periodical report on council agenda. Reports are presented to Council as and when requested but on a regular basis

Determine responsibility for obtaining licences. Licences obtained by the Environment Officer (Buildings) Maintain adequate records of licence application, renewal etc.

Records updated and filed appropriately

Determine responsibility for dealing with user applications.

Completed agreement to be a pre-requisite of facility hire. Arrange periodical review of conditions of use etc.

Determine responsibility for maintenance of events diary. Environment Officer (Buildings)

Completed booking/application for a prerequisite to facility hire.

Completed

All applications to be cross referenced to account/receipt. number and filed. Environment Officer (Buildings)

Where appropriate set conditions in hire documentation. Included in documentation

Carry out regular site inspections. Regular site inspections carried out monthly

Maintain record of any complaints received and instigate prompt action where appropriate. None received to date but would be dealt with and recorded immediately

Liaise with local enforcement agencies.



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public

Requirement = To provide for budgetary review of service

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Aim	Control	Review frequency	Likelihood of occurrence	Impact on Council	Risk	Your action required (>3)
###	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in Budget process.	Monthly	Low	Low	1	
###	Financial	Failure to set/review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
###	Financial	Failure to collect income would affect Council income. Cash payments mislaid/stolen	Determine responsibility for collection of income. Outstanding debtors report checked monthly Ensure that all income due to the council and received is properly recorded. Entered on to finance system Issue receipts for all income received. Receipts issued on payment Booking invoiced 1 month in advance reducing risk including casual bookings Arrange for prompt banking of all income. (Weekly) Follow defined procedure for reminders in respect of unpaid accounts. (To be defined) Take appropriate recovery action where necessary. (Done) Arrange appropriate internal audit testing. (To be defined) Council approval required for write-off on any bad debts. Mislaid stolen cash - recovery action to be defined	Weekly	Low	Medium	2	
###	Physical	Fire	Ensure Health/Safety testing complete.(Recorded on site) Ensure appropriate staff training (To be arranged) Provide for strict security/control of combustible materials held by council. (Comustibale materials kept to a minimum. Bin provided outside) Provide appropriate extinguishers etc. (All provided) Ensure appropriate signage in place. (All provided) Ensure appropriate regulations/controls in hire documentation. (To be considered. To consider caretakers & documentation)	Weekly	Low	High	3	



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public

Requirement = To ensure proper maintenance of premises and minimize

Aim =

Ref: Physical Maintenance of buildings

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review frequency: Quarterly
Likelihood of occurrence: Low
Impact on Council: Low
Risk level: 1
Your action required (>3):

- Define responsibility for maintenance. (Environment Officer Buildings)
- Carry out regular inspections of all buildings. (Carried out Bi-Annually)
- Ensure that where appropriate proper contractual arrangements are in place. (Responsibility of Environment Officer Buildings)
- Arrange staff training where required. (Parish Clerk to consider)
- Maintain detailed records of all work scheduled/completed
- Environment Officer Buildings - filed appropriately)
- Define responsibility for stock. (Asset Register)
- Arrange for regular stock checks. (6 monthly)
- Reconcile stock to sales/usage. (Regular stock checks)
- Investigate significant differences. (Environment Officer Buildings to investigate)
- Maintain comprehensive stock records. (Asset register)
- Determine responsibility for security. (Down to keyholders)
- Ensure that security of all plant, equipment and premises is recognised as a priority. (Training required)
- Provide for required staff training (To be arranged)
- Maintain register of assets. (Finance Office maintains)
- Maintain liaison with local enforcement agencies. (Maintained with TVP Neighbourhood Team)

Physical Stock control

Monthly
Low
Low
1

Physical Theft

Annually
Medium
Medium
4
Yes



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public
Requirement = To minimize risk associated with the use of hazardous

Aim =

Ref: Physical Hazardous substances

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review frequency: Annually
Likelihood of occurrence: Low
Impact on Community: Low
Risk Level: 1
Your action required (>3)

- Define responsibility for use and control. (Caretakers)
- Provide for any necessary training. (COSH regulations to be given)
- Provide for appropriate protective clothing. (Not provided only gloves)
- Ensure that any necessary licences, certificates for use have been obtained.(Not applicable)
- Ensure that security is sound. (Cupboards locked)
- Ensure that any disposals are properly dealt with. (Dealt with by officers)
- Maintain proper records. (To be considered)
- Maintain efficient and effective security. (All in place)
- Maintain liaison with local enforcement agencies. (TVP Neighbourhood Team)
- Take action as appropriate against offenders. (TVP Neighbourhood Team)
- School assembly visits undertaken for general discussion
- Define policy for security of premises and equipment. (No written policy but keyholders kept to a minimum.
- No user groups allowed keys. Security cameras are on 3 sites plus intruder alarms)
- Allocate responsibility for security/control of equipment. (Controls in place. Contracts and pay as you go)
- Maintain asset register. (Maintained by finance office)

Physical Vandalism

Annually High High 9 Yes

Physical Security of premises and contents

Annually Medium High 6 Yes

Completed by:

Date:

Position:

No of risks scored

15

Average score:

2.5



LCRS 5. Risks report

Seats

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. (?) Have necessary arrangements in place for repair/renewal. (Arrange for contractor to repair etc) Ensure that appropriate insurance cover is held. (Insurance cover held)	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. (?) Ensure appropriate staff training (?) Provide for strict security/control of combustible materials held by council. (Not applicable) Provide appropriate extinguishers etc. (Not applicable) Ensure appropriate signage in place. (Not applicable) Ensure appropriate regulations/controls adhered to. (?)	Annually	Low	High	3	
0	Technical	Provision of inadequate public seating	Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. (Not applicable) Inspect all seats prior to acceptance to ensure required standards are met. (Completed by staff)	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

2.0



LCRS 5. Risks report

Shelters & Seats

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty = Power to provide

Requirement = To minimise risk arising from provision.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. (No policy) Ensure that all prospective donors are provided with copy of policy (Not applicable) Carry out inspection of all seating prior to acceptance. (Completed by staff) Arrange secure installation. (Environment Officer Land) Maintain liaison with enforcement agencies. (Environment Officer Land) Determine policy for dealing with offenders. (No policy)	Annually	Low	Medium	2	
0	Environmental	Vandalism		Annually	Medium	Medium	4	Yes
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. (Environment Officer Land) Arrange regular inspection and cleaning. (Inspected weekly) Arrange repairs and maintenance as per programme or as required. (Environment Officer Land) Have arrangement in place to remove/replace dangerous equipment. (Environment Officer Land) Maintain records of repairs and maintenance. (To be discussed)	Annually	Low	Medium	2	

Completed by:	Date:	Position:
No of risks scored	Average score:	
3	2.7	



LCRS 5. Risks report

Town and Country Planning

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty = Right to be notified of planning applications

Requirement =

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
###	Administrative/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Annually	Low	Low	1	
###	Administrative/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning & Environment Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Medium	2	
###	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Low	1	

Completed by:

Date:

Position:

3

No of risks scored

Average score:

1.3



LCRS 5. Risks report

Web Sites

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	Medium	2	
0	Administrative/ Legal	Lack of motivation for continued management of website.	Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources. Ensure that proper recognition is given to site manager. Arrange for regular review of site content, and development . Consider setting up a small committee of interested members to support ongoing development of website.	Quarterly	Medium	Medium	4	Yes
0	Administrative/ Legal	Non conformance with GDPR	Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Medium	2	
0	Administrative/ Legal	Risk arising from use of unlicensed software	The council must ensure that only properly licensed software is used and must maintain records of all software used to build and manage the site. This is particularly important where the site is built or managed on behalf of the council.	Annually	Low	Low	1	
0	Administrative/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk.	Annually	Low	Low	1	



LCRS 5. Risks report

Web Sites

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty =

Requirement = To avoid risk arising from loss of data.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Low	1	
###	Administrative/Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	
0	Administrative/Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor. Ensure that all content is specifically approved by council.	As and when	Low	Low	1	
###	Administrative/Legal	Content			Low	Low	1	
0	Administrative/Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	Low	1	
0	Administrative/Legal	Lack of visibility of visitor numbers.	Ensure that a website statistics package is available on site. Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting. Ensure that examination of detail is an integral part of the review process.	Annually	Low	Low	1	
0	Administrative/Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	



LCRS 5. Risks report

Web Sites

Campbell Park Parish Council

Assessment for year 2024 To 2025

Your Duty =

Requirement = To ensure that council has full control of website

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Administrative/Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Medium	2	
0	Administrative/Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Low	Low	1	
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Medium	2	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Low	Low	1	



LCRS 5. Risks report

Web Sites

Campbell Park Parish Council Assessment for year 2024 To 2025

Your Duty =
Requirement = To minimise risk.

Aim =

Scoring note:
Low = 1,
Medium =2
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk	Your action required (> 3)
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.4

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Employment Costs</u>							
4000 Basic Salaries	20,098	143,819	266,589	122,770		122,770	53.9%
4001 Employers NI	1,884	11,440	22,032	10,592		10,592	51.9%
4002 Employer Pension	4,763	33,631	57,930	24,299		24,299	58.1%
4089 Corporate Clothing	0	0	300	300		300	0.0%
4091 Staff Health	28	118	780	663		663	15.1%
4460 Subscriptions	0	416	816	400		400	51.0%
Employment Costs :- Indirect Expenditure	26,773	189,424	348,447	159,023	0	159,023	54.4%
Net Expenditure	(26,773)	(189,424)	(348,447)	(159,023)			
<u>105 Democratic Costs</u>							
4089 Corporate Clothing	0	0	200	200		200	0.0%
4500 Councillors Allowances	0	7,080	17,245	10,165		10,165	41.1%
4501 Chairs Additional Allowance	0	465	958	493		493	48.5%
Democratic Costs :- Indirect Expenditure	0	7,545	18,403	10,858	0	10,858	41.0%
Net Expenditure	0	(7,545)	(18,403)	(10,858)			
<u>201 Central Costs</u>							
1870 Bank/Bond Interest Received	3,209	31,945	15,000	(16,945)			213.0%
1900 Precept	0	893,964	893,963	(1)			100.0%
1901 Precept Grant	0	21,321	21,321	0			100.0%
Central Costs :- Income	3,209	947,229	930,284	(16,945)			101.8%
4030 Training/Conferences	180	2,928	8,000	5,072	230	4,842	39.5%
4050 IT Support Contract	9	16,666	20,000	3,334		3,334	83.3%
4051 IT Equipment	0	1,128	5,000	3,872		3,872	22.6%
4052 Digital Mapping	0	28	500	472		472	5.5%
4053 Online Presence	0	387	3,600	3,213		3,213	10.7%
4080 Health & Safety	0	10	2,000	1,990		1,990	0.5%
4081 HR Service Contract	478	3,344	7,000	3,656		3,656	47.8%
4082 Emergency Response	0	0	500	500		500	0.0%
4083 Defibrillator costs	0	60	500	440		440	12.0%
4090 Welfare	0	64	150	86		86	42.6%
4130 Insurance (not vehicle)	0	10,559	8,500	(2,059)		(2,059)	124.2%
4184 Street furniture new/renewal	0	0	1,020	1,020		1,020	0.0%
4186 Small Sundry Purchases	0	2	250	248		248	0.8%
4300 Vehicle Costs	218	1,525	3,850	2,325		2,325	39.6%
4303 Vehicle mileage	112	385	400	15		15	96.3%
4400 Stationery	536	728	1,500	772	28	744	50.4%

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4402 Consultation Costs	765	2,959	3,300	341		341	89.7%
4403 Planning Consultant Fees	0	0	1,000	1,000		1,000	0.0%
4404 Subsistence	1	1	0	(1)		(1)	0.0%
4405 Publicity/Marketing	0	349	1,000	651		651	34.9%
4410 Photocopying Costs	0	726	1,500	774		774	48.4%
4440 Telephone	612	1,775	2,200	425		425	80.7%
4445 Mobile Phones	57	549	1,600	1,051		1,051	34.3%
4455 Postage	0	8	300	292		292	2.6%
4460 Subscriptions	0	2,164	3,000	836		836	72.1%
4490 Website Costs	0	321	3,000	2,679		2,679	10.7%
4530 Hospitality	108	217	300	83		83	72.2%
4584 Recruitment	0	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	0	0	10,000	10,000		10,000	0.0%
4587 Audit/Accounts	510	5,734	4,500	(1,234)	110	(1,344)	129.9%
4588 VAT Fees	0	0	250	250		250	0.0%
4589 Payroll Fees	475	475	550	75		75	86.4%
4600 Bank Charges	185	897	1,400	503		503	64.1%
4875 Misc Neighborhood Plan	0	0	2,000	2,000		2,000	0.0%
Central Costs :- Indirect Expenditure	4,245	53,986	99,670	45,684	368	45,316	54.5%
Net Income over Expenditure	(1,036)	893,243	830,614	(62,629)			
<u>204 Community Hub</u>							
1800 Miscellaneous Income	0	20,000	20,000	0			100.0%
1802 PWLB Loan	0	0	2,000,000	2,000,000			0.0%
Community Hub :- Income	0	20,000	2,020,000	2,000,000			1.0%
4111 PWLB Loan	0	0	125,000	125,000		125,000	0.0%
9022 Earmarked New Office HQ	166,654	878,580	878,580	0	48,357	(48,357)	105.5%
Community Hub :- Indirect Expenditure	166,654	878,580	1,003,580	125,000	48,357	76,643	92.4%
Net Income over Expenditure	(166,654)	(858,580)	1,016,420	1,875,000			
<u>205 Parish Office</u>							
4085 Fire Protection	0	164	326	162		162	50.3%
4100 Rent	0	6,009	8,000	1,991		1,991	75.1%
4110 Business Rates	0	1,009	1,000	(9)		(9)	100.9%
4115 Water & Sewerage	28	159	350	191		191	45.4%
4120 Gas	0	376	2,500	2,124		2,124	15.0%
4122 Electricity	202	1,070	2,200	1,130		1,130	48.6%
4150 Cleaning Materials	73	576	1,000	424		424	57.6%

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4155 Refuse Disposal	199	1,332	2,000	668		668	66.6%
4160 Window Cleaning	25	198	350	152		152	56.7%
4170 Repair/Maintenance	150	1,223	2,550	1,327		1,327	48.0%
4186 Small Sundry Purchases	0	107	100	(7)		(7)	106.7%
4187 Furniture	0	72	200	128		128	36.0%
4404 Subsistence	35	152	225	73		73	67.4%
Parish Office :- Indirect Expenditure	712	12,446	20,801	8,355	0	8,355	59.8%
Net Expenditure	(712)	(12,446)	(20,801)	(8,355)			
<u>210 Communications</u>							
4420 HomeGround Magazine	0	4,488	10,000	5,512		5,512	44.9%
4421 Homeground Mag Distribution	0	1,530	3,000	1,470		1,470	51.0%
Communications :- Indirect Expenditure	0	6,018	13,000	6,982	0	6,982	46.3%
Net Expenditure	0	(6,018)	(13,000)	(6,982)			
<u>301 Oldbrook Centre</u>							
1000 Hirings	3,969	19,481	30,000	10,519			64.9%
1001 Retained Hall Hire Deposit	0	50	0	(50)			0.0%
Oldbrook Centre :- Income	3,969	19,531	30,000	10,469			65.1%
4050 IT Support Contract	(9)	0	0	0		0	0.0%
4085 Fire Protection	0	724	600	(124)		(124)	120.6%
4110 Business Rates	0	1,960	1,900	(60)		(60)	103.1%
4115 Water & Sewerage	110	619	612	(7)		(7)	101.2%
4120 Gas	62	328	2,000	1,672		1,672	16.4%
4122 Electricity	169	959	2,000	1,041		1,041	48.0%
4150 Cleaning Materials	194	893	1,530	637		637	58.4%
4155 Refuse Disposal	148	809	1,400	591		591	57.8%
4160 Window Cleaning	60	520	850	330		330	61.2%
4170 Repair/Maintenance	367	1,388	3,000	1,612	150	1,462	51.3%
4175 Building Contracts	0	0	2,000	2,000		2,000	0.0%
4187 Furniture	0	24	400	376		376	5.9%
4590 Licenses	0	55	150	95		95	36.4%
9001 Earmarked Oldbrook Centre	0	850	850	0		0	100.0%
Oldbrook Centre :- Indirect Expenditure	1,102	9,128	17,292	8,164	150	8,014	53.7%
Net Income over Expenditure	2,867	10,403	12,708	2,305			

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>302 Oldbrook Pavilion</u>							
4085 Fire Protection	0	59	150	91		91	39.3%
4110 Business Rates	0	(2,321)	1,250	3,571		3,571	(185.6%)
4122 Electricity	23	140	350	210		210	40.0%
4170 Repair/Maintenance	0	0	600	600		600	0.0%
Oldbrook Pavilion :- Indirect Expenditure	23	(2,122)	2,350	4,472	0	4,472	(90.3%)
Net Expenditure	(23)	2,122	(2,350)	(4,472)			
<u>303 Oldbrook Green</u>							
4170 Repair/Maintenance	0	30	300	270		270	10.0%
4205 Tree Works	200	200	650	450		450	30.8%
Oldbrook Green :- Indirect Expenditure	200	230	950	720	0	720	24.2%
Net Expenditure	(200)	(230)	(950)	(720)			
<u>304 Landscape Service</u>							
1800 Miscellaneous Income	(4,550)	0	0	0			0.0%
1902 Landscape Grant	0	180,626	170,719	(9,907)			105.8%
Landscape Service :- Income	(4,550)	180,626	170,719	(9,907)			105.8%
4000 Basic Salaries	11,351	87,860	171,752	83,892		83,892	51.2%
4001 Employers NI	1,096	6,994	14,366	7,372		7,372	48.7%
4002 Employer Pension	2,690	20,513	31,690	11,177		11,177	64.7%
4010 Casual/Temp Staff	2,131	8,097	0	(8,097)		(8,097)	0.0%
4066 Equipment Hire	0	313	3,500	3,187		3,187	8.9%
4067 Landscape Equipment	678	5,019	13,000	7,981	10,658	(2,677)	120.6%
4068 Landscape Equipment Maintenanc	721	5,482	10,000	4,518	187	4,330	56.7%
4069 Personal Protection Equipment	192	395	2,000	1,605		1,605	19.7%
4070 Landscape Consumables	1,315	1,574	7,000	5,426	339	5,087	27.3%
4085 Fire Protection	0	65	150	85		85	43.3%
4089 Corporate Clothing	0	35	1,500	1,465		1,465	2.3%
4110 Business Rates	0	1,239	1,200	(39)		(39)	103.3%
4115 Water & Sewerage	186	515	400	(115)		(115)	128.7%
4122 Electricity	113	791	1,400	609		609	56.5%
4130 Insurance (not vehicle)	0	0	900	900		900	0.0%
4150 Cleaning Materials	0	556	500	(56)		(56)	111.2%
4155 Refuse Disposal	145	788	1,300	512		512	60.6%
4170 Repair/Maintenance	0	1,810	750	(1,060)		(1,060)	241.4%
4175 Building Contracts	0	239	1,000	761		761	23.9%
4301 Landscape Vehicle Costs	1,036	8,413	8,000	(413)		(413)	105.2%

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4302 Landscape Fuel	460	4,728	10,000	5,272		5,272	47.3%
9050 Earmarked L/scape Equipment Re	677	4,619	4,619	(0)	9,000	(9,000)	294.9%
Landscape Service :- Indirect Expenditure	22,791	160,045	285,027	124,982	20,185	104,797	63.2%
Net Income over Expenditure	(27,341)	20,581	(114,308)	(134,889)			
305 Springfield Centre							
1000 Hirings	1,119	22,252	13,000	(9,252)			171.2%
Springfield Centre :- Income	1,119	22,252	13,000	(9,252)			171.2%
4085 Fire Protection	0	489	300	(189)		(189)	163.0%
4110 Business Rates	0	2,824	2,800	(24)		(24)	100.9%
4115 Water & Sewerage	56	444	1,000	556		556	44.4%
4120 Gas	99	122	2,500	2,378		2,378	4.9%
4122 Electricity	135	820	2,000	1,180		1,180	41.0%
4150 Cleaning Materials	222	1,185	1,530	345		345	77.4%
4155 Refuse Disposal	127	696	1,200	504		504	58.0%
4160 Window Cleaning	50	350	700	350		350	50.0%
4170 Repair/Maintenance	46	970	3,000	2,030	340	1,690	43.7%
4175 Building Contracts	0	0	1,000	1,000		1,000	0.0%
4187 Furniture	205	409	400	(9)		(9)	102.3%
4590 Licenses	0	55	150	95		95	36.4%
9048 Earmarked SFC Disabled Parking	0	1,320	1,320	0		0	100.0%
Springfield Centre :- Indirect Expenditure	941	9,684	17,900	8,216	340	7,876	56.0%
Net Income over Expenditure	178	12,568	(4,900)	(17,468)			
306 Woolstone Pond							
4205 Tree Works	300	300	500	200		200	60.0%
Woolstone Pond :- Indirect Expenditure	300	300	500	200	0	200	60.0%
Net Expenditure	(300)	(300)	(500)	(200)			
307 Dog/Waste Bin Provision							
4201 Bin Emptying	0	5,794	11,000	5,206		5,206	52.7%
4204 New Bin Purchase/Installation	0	0	500	500		500	0.0%
Dog/Waste Bin Provision :- Indirect Expenditure	0	5,794	11,500	5,706	0	5,706	50.4%
Net Expenditure	0	(5,794)	(11,500)	(5,706)			

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>308 Kernow Crescent</u>							
4197 Play Equipment Maintenance	0	295	500	205		205	58.9%
9044 Earmarked Play Area Maint. Res	0	1,708	1,708	0		0	100.0%
Kernow Crescent :- Indirect Expenditure	<u>0</u>	<u>2,002</u>	<u>2,208</u>	<u>206</u>	<u>0</u>	<u>206</u>	<u>90.7%</u>
Net Expenditure	<u>0</u>	<u>(2,002)</u>	<u>(2,208)</u>	<u>(206)</u>			
<u>350 Open Spaces</u>							
4170 Repair/Maintenance	135	135	250	115		115	54.0%
4206 Woodland Management Programme	0	0	4,000	4,000		4,000	0.0%
Open Spaces :- Indirect Expenditure	<u>135</u>	<u>135</u>	<u>4,250</u>	<u>4,115</u>	<u>0</u>	<u>4,115</u>	<u>3.2%</u>
Net Expenditure	<u>(135)</u>	<u>(135)</u>	<u>(4,250)</u>	<u>(4,115)</u>			
<u>361 Fishermead Sports Ground</u>							
4205 Tree Works	0	0	1,000	1,000		1,000	0.0%
Fishermead Sports Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
<u>362 Willen Allotments</u>							
1080 Allotments Rentals	0	1,654	1,500	(154)			110.3%
1082 Retained allotment deposits	0	28	0	(28)			0.0%
Willen Allotments :- Income	<u>0</u>	<u>1,682</u>	<u>1,500</u>	<u>(182)</u>			<u>112.1%</u>
4115 Water & Sewerage	146	569	600	31		31	94.8%
4170 Repair/Maintenance	0	8	250	243		243	3.0%
4205 Tree Works	0	0	350	350		350	0.0%
Willen Allotments :- Indirect Expenditure	<u>146</u>	<u>576</u>	<u>1,200</u>	<u>624</u>	<u>0</u>	<u>624</u>	<u>48.0%</u>
Net Income over Expenditure	<u>(146)</u>	<u>1,106</u>	<u>300</u>	<u>(806)</u>			
<u>363 Woolstone Allotments</u>							
1000 Hirings	14	14	0	(14)			0.0%
1080 Allotments Rentals	(68)	2,139	1,900	(239)			112.6%
1082 Retained allotment deposits	0	100	0	(100)			0.0%
Woolstone Allotments :- Income	<u>(54)</u>	<u>2,253</u>	<u>1,900</u>	<u>(353)</u>			<u>118.6%</u>
4115 Water & Sewerage	41	378	900	522		522	42.0%
4170 Repair/Maintenance	0	71	250	179		179	28.4%
4205 Tree Works	0	0	350	350		350	0.0%
Woolstone Allotments :- Indirect Expenditure	<u>41</u>	<u>449</u>	<u>1,500</u>	<u>1,051</u>	<u>0</u>	<u>1,051</u>	<u>30.0%</u>
Net Income over Expenditure	<u>(96)</u>	<u>1,803</u>	<u>400</u>	<u>(1,403)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>370 Woolstone Sports Ground</u>							
4205 Tree Works	0	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>			
<u>390 Grants</u>							
1700 Grant Income	0	0	1,000	1,000			0.0%
Grants :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>
4800 General Grants	0	0	5,000	5,000		5,000	0.0%
4801 Section 137	0	3,299	7,000	3,701		3,701	47.1%
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	<u>0</u>	<u>3,299</u>	<u>19,000</u>	<u>15,701</u>	<u>0</u>	<u>15,701</u>	<u>17.4%</u>
Net Income over Expenditure	<u>0</u>	<u>(3,299)</u>	<u>(18,000)</u>	<u>(14,701)</u>			
<u>399 Community</u>							
1800 Miscellaneous Income	0	6,204	0	(6,204)			0.0%
Community :- Income	<u>0</u>	<u>6,204</u>	<u>0</u>	<u>(6,204)</u>			
4192 Social Cohesion	1,113	3,514	12,000	8,486	1,054	7,432	38.1%
4195 Visit to MK Safety Centre	0	1,820	3,570	1,750		1,750	51.0%
4198 Warm Space Grant Spend	0	18	0	(18)		(18)	0.0%
Community :- Indirect Expenditure	<u>1,113</u>	<u>5,352</u>	<u>15,570</u>	<u>10,218</u>	<u>1,054</u>	<u>9,164</u>	<u>41.1%</u>
Net Income over Expenditure	<u>(1,113)</u>	<u>852</u>	<u>(15,570)</u>	<u>(16,422)</u>			
<u>901 Earmarked Reserves</u>							
9001 Earmarked Oldbrook Centre	0	0	80,000	80,000		80,000	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	1,621,420	1,621,420		1,621,420	0.0%
9027 Earmarked Roof Rplcmt/Rep Fund	0	0	5,000	5,000		5,000	0.0%
9044 Earmarked Play Area Maint. Res	0	0	23,292	23,292		23,292	0.0%
9048 Earmarked SFC Disabled Parking	0	0	18,680	18,680		18,680	0.0%
9050 Earmarked L/scape Equipment Re	0	0	15,381	15,381		15,381	0.0%
9051 Earmarked Pavilion Gable End R	0	0	10,000	10,000		10,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,957,373</u>	<u>1,957,373</u>	<u>0</u>	<u>1,957,373</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,957,373)</u>	<u>(1,957,373)</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2024

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	3,693	1,199,776	3,168,403	1,968,627			37.9%
Expenditure	225,178	1,342,872	3,842,021	2,499,149	70,454	2,428,695	36.8%
Net Income over Expenditure	<u>(221,485)</u>	<u>(143,096)</u>	<u>(673,618)</u>	<u>(530,522)</u>			
Movement to/(from) Gen Reserve	<u>(221,485)</u>	<u>(143,096)</u>	<u>(673,618)</u>	<u>(530,522)</u>			

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
2,810	Debtors	10,846	
21,328	Vat Refunds	35,714	
14,073	Prepayments	0	
49,578	Unity Current Account T2	62,536	
292,317	Unity Instant Access	249,639	
957,456	CCLA Fund Deposit Acc	785,078	
342	Petty Cash	296	
0	Cash Book Suspense	225	
1,337,904			1,144,334
1,337,904	Total Assets		1,144,334
Current Liabilities			
0	Multipay Credit Card	2,093	
53,636	Creditors Control	13,110	
1,281	Miscellaneous Creditors	0	
1,958	Accruals	0	
17,945	Payroll Creditor	7,971	
1,863	Allotment Deposits	1,985	
1,650	Short Term Deposits	1,600	
1,300	Hall Hire Deposits	2,400	
79,632			29,159
1,258,271	Total Assets Less Current Liabilities		1,115,175
Represented By			
572,743	General Reserves		(842,199)
685,528	Earmarked Reserves		1,957,374
1,258,271			1,115,175

The above statement represents fairly the financial position of the authority as at 31/10/2024 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

BACS Direct Debit payments
1/10/2024 to 31/10/2024

	Name	Description	Amount
	<u>BACS Payments</u>		
B1	British Telecom	New Hub costs	5,084.44
B2	Safety Centre	School trips	2060.00
B3	Maggie Savill	Seated exercise	120.00
B4	Milton Keynes Council	Parish Office rent	1892.50
B5	Currie & Brown	New Hub costs	840.00
B6	Stuart Thomas	New Hub costs	696.00
B7	Stenton Obhi	New Hub costs	4680.00
B8	Transtech	Landscape vehicle costs	221.01
B9	Warners of Bedford	Empty bins	854.40
B10	The Best Connection	Temp landscape staff cost	730.75
B11	Tracey Jones	Mileage	40.95
B12	Karl Kavarana	Mileage	20.43
B13	Mr Pandney	Refund of hall hire deposit	150.00
B14	Dominic Warner	Mileage	31.50
B15	Evelyn Williams	Expenses	23.98
B16	Engineering Services	New Hub costs	660.00
B17	BALC	Training	420.00
B18	First Avenue	Cleaning supplies	42.00
B19	Lisa Bradley	Expenses - Bright Pay	570.24
B20	Tracey Jones	Flu jab	10.40
B21	Steele & Bray	New Hub costs	150000.00
B22	Steele & Bray	New Hub costs	39380.66
B23	The Best Connection	Temp landscape staff cost	2557.63
B24	R Dart	Reptile roadshow	250.00
B25	Tudor Environmental	Landscape goods	195.64
B26	D & I Windows	Window cleaning	161.76
B27	Screwfix	Miscellaneous	55.03
B28	Ambiserve Refridgeration	Service of air conditioning	180.00
B29	Transtech	Landscape vehicle costs	374.60
B30	Tudor Environmental	Landscape goods	1376.53
B31	BALC	Training	180.00
B32	Stanton Tree Care	Tree works	600.00
B33	Willen Pavilion	Hire of hall	504.00
B34	Bucks Pension Fund	Pension payment	9529.50
B35	Screwfix	Landscape goods	115.44
B36	Extraction Services	Service of allotment toilets	144.00
B37	RT Machinery	Landscape goods	362.57
B38	Viking	Stationary	267.91
B39	Chris Hindson	Mileage	19.00
B40	Maggie Savill	Seated exercise	120.00
B41	Staff Salaries	October payroll	24382.27
	Total BACS payments		249,905.14
	<u>DD Payments</u>		
DD1	Direct 365	Hygiene services	614.79
DD2	Renault	Lease of electric van	259.43
DD3	Water Plus	Water SFC	44.44
DD4	Water Plus	Water SFC	12.72
DD5	Water Plus	Water	24.50
DD6	Total G & P	Gas SFI	41.77
DD7	Total G & P	Gas OBC	38.42
DD8	Total G & P	Gas PO	61.32

BACS Direct Debit payments
1/10/2024 to 31/10/2024

DD9	Novuna	HP of landscape equipment	677.42
DD10	Npower	Electricity PO	178.40
DD11	Npower	Electricity OBC	130.50
DD12	Npower	Electricity Pavilion	24.88
DD13	BT	Broadband	722.43
DD14	Npower	Electricity SFC	140.86
DD15	Npower	Electricity Depot	126.59
DD16	Restore Datashred	Of site destruction of paper	83.44
DD17	Lloyds Bank	Credit card	1997.20
DD18	Water Plus	Water Depot	95.05
DD19	Water Plus	Water PO	28.37
DD20	Water Plus	Water	27.57
DD21	Peninsula	HR costs	568.25
DD22	De Landen	HP of landscape equipment	213.00
DD23	EE	Mobile phone bill	62.14
DD24	The Fuel Card Co	Landscape fuel	351.99
DD25	Water Plus	Water SFC	43.85
DD26	Water Plus	Water OBC	110.38
DD27	Water Plus	Water Woolstone Allotments	11.46
DD28	Water Plus	Water Willen Allotments	12.53
	Total Direct Debits		6,703.70