

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

**Tuesday 10 December 2024
at 7.30pm**

AGENDA

Members

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

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

MEETING PROTOCOL

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

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

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

AGENDA

1. **To receive:**
Apologies for Absence
Declarations of Interest

2. **Minutes of the Meeting of Council held on 19 November 2024** *Page 7*
To approve the minutes of the meeting of Council held on 19 November 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. **Council is invited to receive the recommendations of the Finance, Administration & Policy Committee in relation to the Community Council budget and Precept level 2025/2026 (Items 5, 6 & 7) – Report No. 04/C/24** *Page 13*

5. **Draft Minute FA/37/24 - 2025/2026 Annual Community Council Budget/Precept Consultation Report** *Page 15*
Council is invited to receive the 2025/2026 Annual Community Council Budget/Precept Consultation Report and recommendation of acceptance from the Committee.

6. **Draft Minute FA/38/24 - Community Council Draft Budget 2025/26** *Page 47*
With the earmarked funds agreed at the November Council meeting having already been incorporated into the proposed draft budget for 2025/26, the Committee reviewed the budget on a ‘line by line’ basis. Having assessed the impact of the proposed draft budget for 2025/26 on the Community Council financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.

7. **Draft Minute FA/39/24 - Community Council Precept Level 2025/26** *Page 59*
The Committee considered an appropriate Precept level for 2025/26, resolving to recommend to Council that the Precept level for 2025/26 be increased by 5%.

With a confirmed tax base of 4106.28, a 5% rise to the 2025/26 Precept will increase the amount payable by Band D equivalent property from £217.96 to £228.86, this will result in an increase of income from the 2024/25 level of £895,005 to £939,755.

8. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.

9. Clerk's Report

Council is invited to receive a verbal report from the Clerk.

10. Ward Member Reports

- i. Council is invited to receive any verbal Ward Member Reports.
- ii. Council is invited to note that no written reports have been received.

11. To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee

a. Minutes of the Estates Committee *Page 67*

Chair: Cllr R Golding

Council is invited to receive the minutes.

b. Minutes of the Community & Communications Committee *Page 69*

Chair: Cllr K Kavarana

Council is invited to receive the minutes.

c. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Page 71

Council is invited to receive the minutes.

d. Minutes of the Finance, Administration & Policy Committee *Page 77*

Chair: Cllr B Barton

Council is invited to receive the minutes with 5 items (i,ii,iii,iv,v) to ratify

i. Draft Minute FA/37/24 - 2025/26 Annual Community Council Budget/Precept Consultation Report

See agenda item 5.

ii. Draft Minute 38/24 - Community Council Draft Budget 2025/26

See agenda item 6.

iii. Draft Minute 39/24 -Community Council Precept Level 2025/26

See agenda item 7.

iv. Draft Minute 40/24 - Community Council Risk Assessment Review 2024/25 *Page 79*

Committee reviewed the updated Risk Assessment for 2024/25 and recommend that the completed assessment to be forwarded to Council for ratification.

v. Draft Minute 41/24 -Credit Card Limit Increase

Committee considered increasing the level of one of the credit cards to £1000.00 (currently £500.00) this being the one held by the Estates Manager.

Committee resolved to make a recommendation to Council.

12. Licensing & Planning Applications

Due to submission deadlines, Council is invited to consider and comment on the proposed licensing and planning applications including any applications or consultations received after the publication of the agenda that must be considered before the date of the next meeting of the Planning Committee. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.

13. MKCC Boundary Review

Following an initial consultation earlier this year, the Commission has drawn up further proposals and is encouraging residents and local organisations to share their feedback. The consultation is now live and ends on 24 February 2025. Under the current proposal, the number of MKCC wards in our area will be reduced to 3.

[Milton Keynes | LGBCE](#)

14. Sport England Place Expansion Investment

Council is invited to note that following a recent meeting of the MK Place Based Expansion Programme Board, CPCC provided feedback and information to LEAP for inclusion in the development phase application. The application deadline was 8 December and the Programme Board will be meeting in January to plan the mobilisation of the development phase.

15. Review of 'Together We Can' draft

Page 127

Council is invited to receive, consider and comment on the amended draft of Together We Can. Together We Can sets out the parameters of the dynamic working relationship that exists between Local Councils and Milton Keynes City Council (MKCC). The amended draft has been subject to internal MKCC review and further review by the Parishes Advisory Group.

Final comments to be received by 14 January 2025

16. Buckinghamshire & Milton Keynes Association of Local Councils AGM

Council is invited to receive a verbal report from Cllrs Adura and Fraser.

17. Public Works Loan Board

Council is invited to receive confirmation that the first tranche of the PWLB loan has been requested in the amount of £1,000,000 to be repaid over 17 years. The fixed interest rate will be confirmed by the DMO at drawdown. Having reviewed the budget and the projected costs to completion of the build it is anticipated that total borrowing will be £1,400,000. the second tranche to be requested in

early 2025. The reduced payment amount and term represents a substantial cost saving to Council compared to the original intention which was to borrow up to £2,000,000 over a term of up to 50 years.

18. Community Hub – Working Group Update

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

- Contractors Report no.10 ***Page 137***
- Updated Project Programme ***Page 145***
- Financial Statement Nr 5 as provided by Currie & Brown ***Page 147***
- Post Contract Working Group Minutes 08 ***Page 161***

i. **Community Hub Café – Café Operator**

Council is invited to receive a verbal update.

ii. **Charitable Trust Creation**

Nothing to report.

19. Dates of Future Committee & Working Group Meetings

Planning – 6 January 2025 at 6.30pm

Personnel – 7 January 2025 at 6.30pm

Estates – 14 January 2025 at 6.30pm

19. Date of Next Meeting

Tuesday 21 January 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

D Warner, Clerk to Council

4 December 2024

**Minutes of the meeting of Council held on
Tuesday 19 November 2024, 7.30pm
at the
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

This meeting was open to the public

Members Present

Cllr L Adura	Cllr J Hearnshaw
Cllr B Barton	Cllr K Kavarana
Cllr O Cole	Cllr D Kendrick
Cllr V Dixon	Cllr K Kent
Cllr T Fraser	Cllr D Pafford
Cllr R Golding	Cllr M Petchey
Cllr P Halton-Davis	

In Attendance

P Sullivan, Deputy Clerk
T Jones, Community Officer

109/24 Apologies for Absence

Cllr B Greenwood – personal commitment
Cllr J Howard – personal commitment

110/24 Declarations of Interest

Cllr Cole declared an interest in agenda item 8a. iii and took no part in the item.

111/24 Minutes of the Meeting of Council held on 15 October 2024

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

112/34 Public Involvement – Deputations, Petitions and Questions

None

113/24 Councillor Vacancies

The Deputy Clerk confirmed that an election had not been requested for the Oldbrook vacancy and it is available for co-option. The current vacancies,

therefore, are in Fishermead, Oldbrook and Willen and will be advertised on noticeboards and the CPCC website in due course. In order to give applicants an opportunity to prepare their submissions it is planned to include the opportunity to co-opt in the January council agenda.

114/24 Chair's Report

The Chair reflected on the success of the recent Visioning Day and thanked those who attended.

115/24 Clerk's Report

The Deputy Clerk reported that following their recent meeting, MKALC have agreed to lobby MKCC on the issue of extending the powers of existing PSPO's to include keeping dogs on leads in named areas around the council area. MKALC will also be working with NALC on the introduction of councillor allowances for co-opted members.

116/24 Ward Member Reports

- i. Council received the following Ward Member reports:

Cllr Barton reported that TVP had made a 'sweep' of estates recently and understood that there had been a discovery of some bladed articles on Oldbrook Green. Officers to seek clarification from TVP.

Cllr Kent reported that she had raised £25 from the sale of raffle tickets on behalf of the air ambulance service.

Cllr Pafford reported that the Chapman Trust had received 19 applications, a full report would be supplied for the next edition of Homeground. He also reported that a change in format would mean future applications would be received via email rather than hard copy.

Cllr Halton-Davis reflected that, whilst the Autumn party had been successful, there had been a low turnout of councillors and the event would have been unsustainable had it not been for the involvement of CPCC staff.

Cllr Kendrick raised a concern that the recently introduced Alcohol and Anti Social drinking PSPO which covers the estates in the CMK 'donut ring' did not appear to include Springfield and Fishermead and asked that CPCC lobby MKCC for their inclusion.

- ii. Council noted that no written reports had been received.

117/24 To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee

a. Minutes of the Community & Communications Committee

Chair: Cllr K Kavarana

Council received the minutes and agreed to ratify 3 (i, ii, iii) items

i. Draft Minute 30/24 i. Willen Residents Association (Grant Application 006/24-25/Sect 137)

Committee considered an application from Willen Residents Association for a Start Up Grant of £1500.00 for their start-up costs, newsletters and pond project.

Committee resolved that the grant be awarded in full and paid in 2 instalments. The first instalment being for £600, and the second instalment of £900 being released on receipt of a pond project plan, developed by Willen Residents Association having consulted with the CPCC Estates Manager. The project plan to be received by Monday 17 February 2025.

Council resolved to award the grant as presented.

ii. Draft Minute 30/24 ii. Grace Church MK (Grant Application 007/24-25/Sect 137)

Committee considered an application from Grace Church MK for £1000.00 towards the cost of providing a 'Warm Place' session in Fishermead from November 2024 to March 2025. Committee resolved to award the grant in full.

Council resolved to award the grant as presented.

iii. Draft Minute 30/24 iv. The Free and the For CIC – Table Project (Grant Application 009/24-25/Sect 137)

Committee considered an application from The Free and the For, for a Start Up Grant of £1000.00 towards the cost of 'The Table' project launch in Fishermead. The project encompasses eating together, learning about healthy eating, teaching cooking with a 'from the ground to the table' ethos whilst building community spirit and tackling loneliness.

Committee resolved that the grant be awarded in full and paid in 2 instalments. The profile of the payments and criteria for the release of the second payment to be determined with the Committee Clerk liaising with the applicant. The applicant to provide a project update by Monday 17 February 2025, for Committee consider approving the release of the second payment.

Council resolved to award the grant as presented.

b. Minutes of the Planning, Infrastructure & Transport Committee

Chair: Cllr B Greenwood

Council received the minutes.

c. Minutes of the Personnel Committee

Chair: Cllr K Kent

Council received the minutes.

118/24 Interim Internal Audit Report 2024/25

Council received and noted the outcome of the interim internal audit. Council further noted that the report did not identify any issues requiring note or action and asked that the RFO be thanked for her continuing diligent work on the accounts.

119/24 Budget Request/Project Proposals

Council is invited to receive the following budget requests for consideration:

Estates Committee

Springfield Solar	£13,000	2025/26
Woolstone toilet	£1,500	2025/26
Woolstone footpath	£15,000	2026/27
Landscape depot upgrade	£10,000	2026/27

Community & Communications Committee

Youth Provision (5yrs)	£7,876 p.a.	2025/26 – 2029/30
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Council resolved to agree the budget request/project proposals as requested.

120/24 Review of Earmarked Reserves

Council is invited to review the existing earmarked financial reserves of Council, determining which financial reserves need to be earmarked on an ongoing basis, including those which require earmarking for a year or more. Where appropriate, provision will also need to be made for agreed project proposals.

Council resolved to agree the earmarked reserves as presented and noted that these will be incorporated into the future draft budget which will be considered at the December Council meeting. Further earmarking will be required as and when the final construction and fit out cost of the Community Hub is established.

121/24 Community Council Children's Christmas Party Saturday 7 December

The Christmas party is scheduled for Saturday 7 December between 2-4pm.

Plans for the party are at an advanced stage, but the event is in jeopardy due to a shortfall of volunteers to run it on the day.

Councillors Kent, Kavarana, Pafford, Adura, Fraser and Kendrick confirmed their availability to help on the day, Cllr Hearnshaw to confirm.

122/24 Ministry of Housing, Communities and Local Government Consultation - Enabling Remote Attendance and Proxy Voting at Local Authority Meetings

Government is consulting on introducing powers for local authority members to apply to the relevant authority for a dispensation to attend formal council

meetings remotely and vote by proxy in certain circumstances. This consultation will last for 8 weeks from 24 October 2024. Responses are invited from local authority elected members, all types and tiers of authorities, and local authority sector representative organisations.

Council agreed to complete the consultation as a corporate body in support of remote attendance at meetings.

123/24

County Association Facilitated Training and Future Visioning Session

Feedback from those who attended was that it was a positive day, group participation had been excellent and good progress was made on plans going forward. It was also felt that it was good to meet fellow members outside of a meeting environment and a suggestion made that a ‘team day’ be arranged in the future.

124/24

BMKALC AGM

The Buckinghamshire & Milton Keynes Association of Local Councils Annual General Meeting is taking place on Friday 29 November at Haddenham Airfield Pavilion, 6 – 8pm. Cllrs Adura and Fraser agreed to attend.

125/24

Community Hub – Working Group Update

Council received a verbal report from the Working Group on their progression of the Community Hub project including:

- Contractors Report no.9
- Updated Project Programme
- Financial Statement Nr 4 as provided by Currie & Brown

Confidential Item

In view of the terms of Schedule 12A Local Government Act 1972, the following item* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.

***Item 16i**

i. Community Hub Café – Café Operator

Council received the recommendation of the Working Group in the appointment of an operator for the Community Café.

Council resolved to accept the recommendation of the Working Group subject to reaching agreement on lease Heads of Terms and a Service Level Agreement which will be developed by the CHWG and presented to Council for approval over the coming months.

ii. Charitable Trust Creation

Nothing to report.

126/24

Dates of Future Committee & Working Group Meetings

Community & Communications – 26 November at 6.30pm

Planning – 2 December at 6.30pm

F & A – 3 December at 7.00pm

Estates – 10 December at 6.30pm – only to be convened in the event of any urgent business

127/24

Date of Next Meeting

Tuesday 10 December 2024 at 7.30pm

REPORT TO: Council

DATE: 10 December 2024

REPORT ON: Community Council Draft Budget 25/26, (26/27 27/28 28/29 & 29/30) and Proposed Precept Level (Band D Equivalent) 2025/26

REPORT BY: Responsible Financial Officer

REPORT NO: 04/C/24

Introduction

The Council, through its Financial Regulations, has a responsibility to approve an annual budget which will then form the basis of financial control for the ensuing year. When approved, the budget will be extended for an additional 4-years, effectively making it a 5-year financial plan.

The Council, through its Financial Regulations, also has an annual responsibility to set the Precept level. The Precept is collected from residents via their Council Tax payment. The Precept is received by Council in two tranches, the first in April and the second in October.

Having agreed project proposals and the earmarking of funds for the 5-year period to the end of the financial year 2029/30 at the November Council meeting, those provisions were incorporated into a draft budget which was considered at the December meeting of the Finance, Administration and Policy Committee.

At the Committee meeting the draft budget was reviewed on a 'line by line' basis, with amendments made as necessary. With those amendments made and taking the Council's financial reserve (Balance Sheet) position into consideration, the Committee resolved to recommend the draft budget for consideration by Council.

Having made a recommendation to Council on the draft budget, the Committee considered an appropriate Precept level for 2025/26 (Band D equivalent property), resolving to recommend to Council that it be increased by 5%.

Action Required by Council

- Council is invited to consider the draft budget for 2025/26, make any amendments as necessary, and then make a final determination on the matter.
- Having determined the budget for 2025/26, Council is invited to consider the Committee recommendation that the Precept level for 2025/26 (Band D equivalent property) be increased by 5%.

Financial Implications

The financial implications of the agreed budget and Precept level for 2025/26 will be dependent on the determinations made by Council. The level of increase to the Precept level for 2025/26 will have a corresponding impact on the income shown within the budget for 2025/26.

If agreed, a surplus budget for 2025/26 would lead to an increase to the Council's financial reserves, a deficit budget for 2025/26 would have the opposite effect on the reserves.

At present (2024/25) the tax base is 4,102.52, the Precept for a Band D equivalent property within the Council area is £217.95 p.a. which results in an annual income of £893,963. With a proposed 2025/26 tax base of 4,106.28, a 5% increase to a Band D equivalent property ($£217.95 + 5\% = £228.86$) will result in an annual income of £939,755, an additional £45,787 compared to 2024/25. In addition to the Precept, Council will benefit from a further amount from Milton Keynes City Council via the Revenue Support Grant, the provisional amount for 2025/26 is £13,120, giving a combined total of £952,875

Additional Information

2025/26 Annual Budget/Precept Consultation Report – page 15

Proposed Draft Budget 2025/26 – page 47

Presentation made to the December meeting of the Finance, Administration and Policy Committee (updated to reflect the budget and Precept recommendations made at the meeting) – page 59



Campbell Park Community Council

Annual Resident Consultation 2025/26

Wednesday, October 30, 2024

417

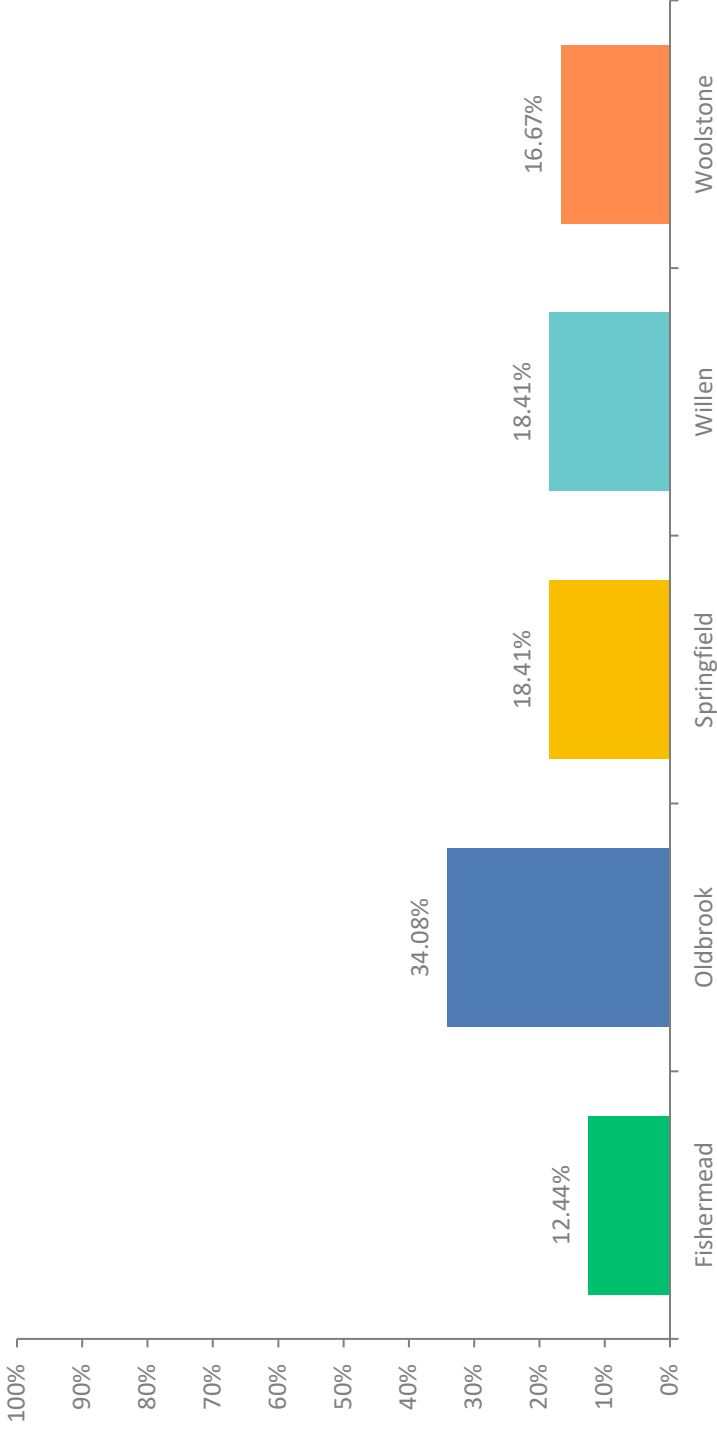
Total Responses

Date Created: Wednesday, August 07, 2024

Complete Responses: 417

Q1: Please let us know which estate you live in

Answered: 402 Skipped: 15



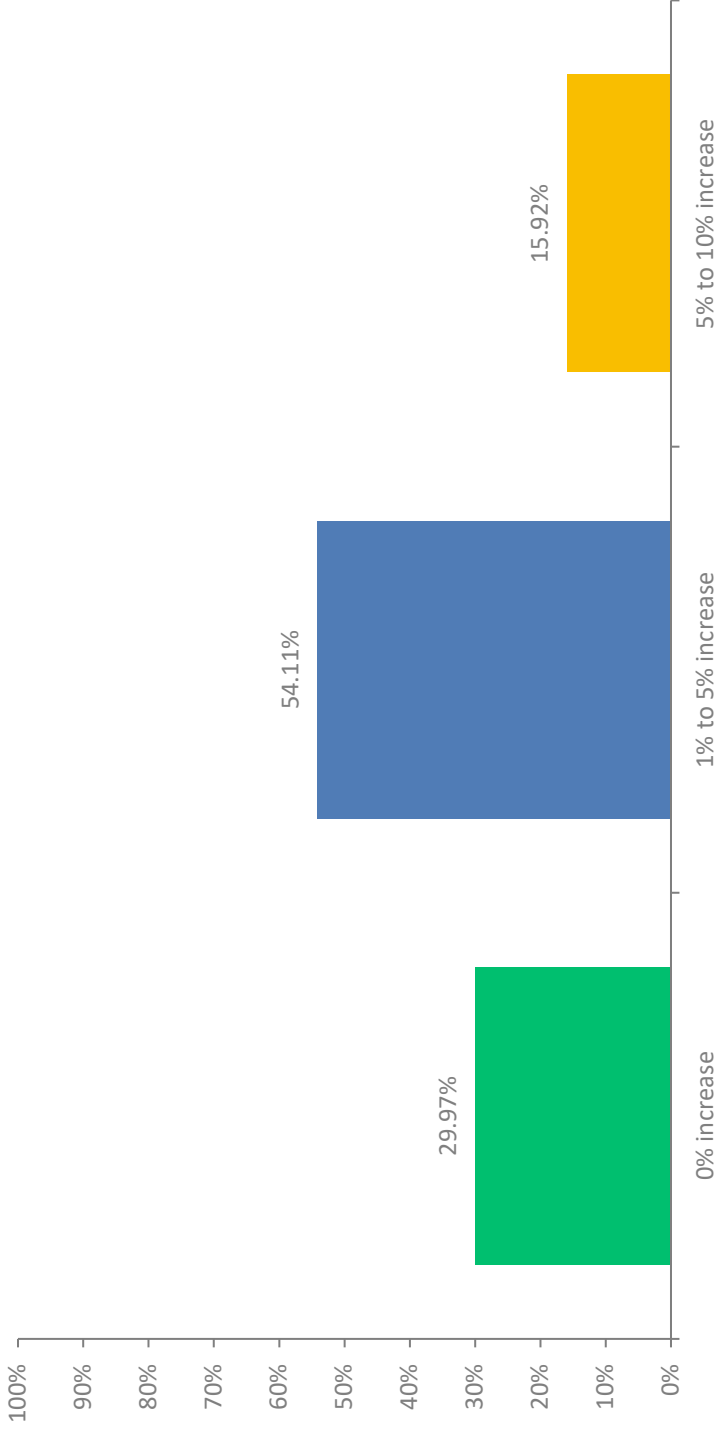
Q1: Please let us know which estate you live in

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



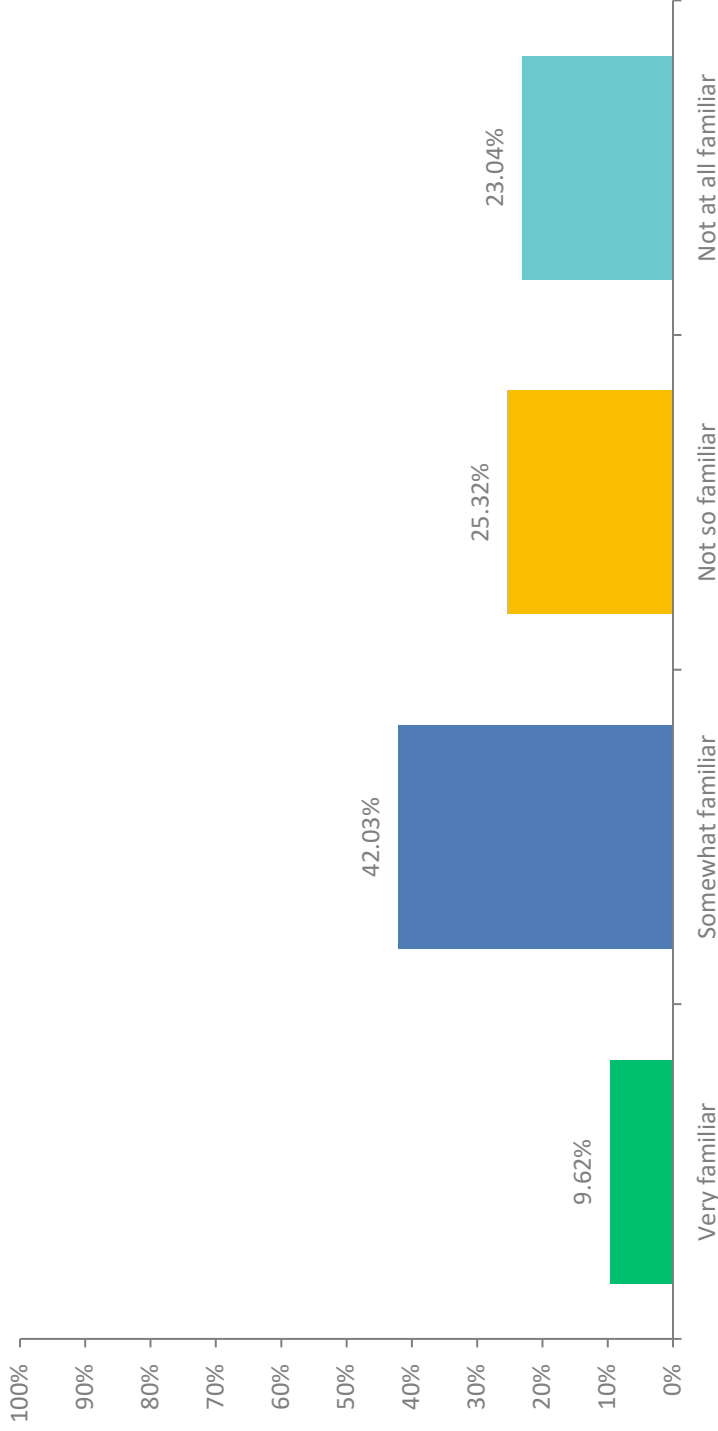
Q2: Please select what you think would be an appropriate increase % for 2025/26

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



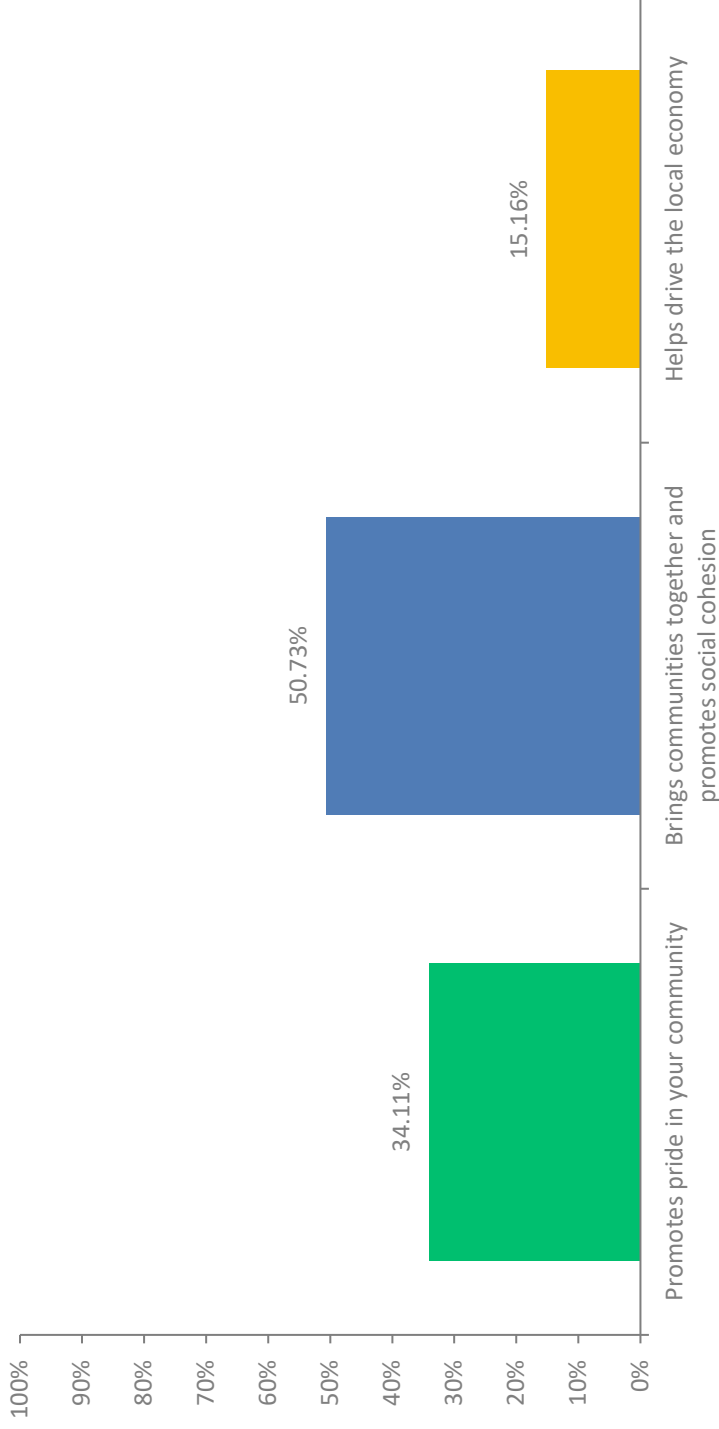
Q3: How familiar are you with the local heritage, culture and arts scene in your community?

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



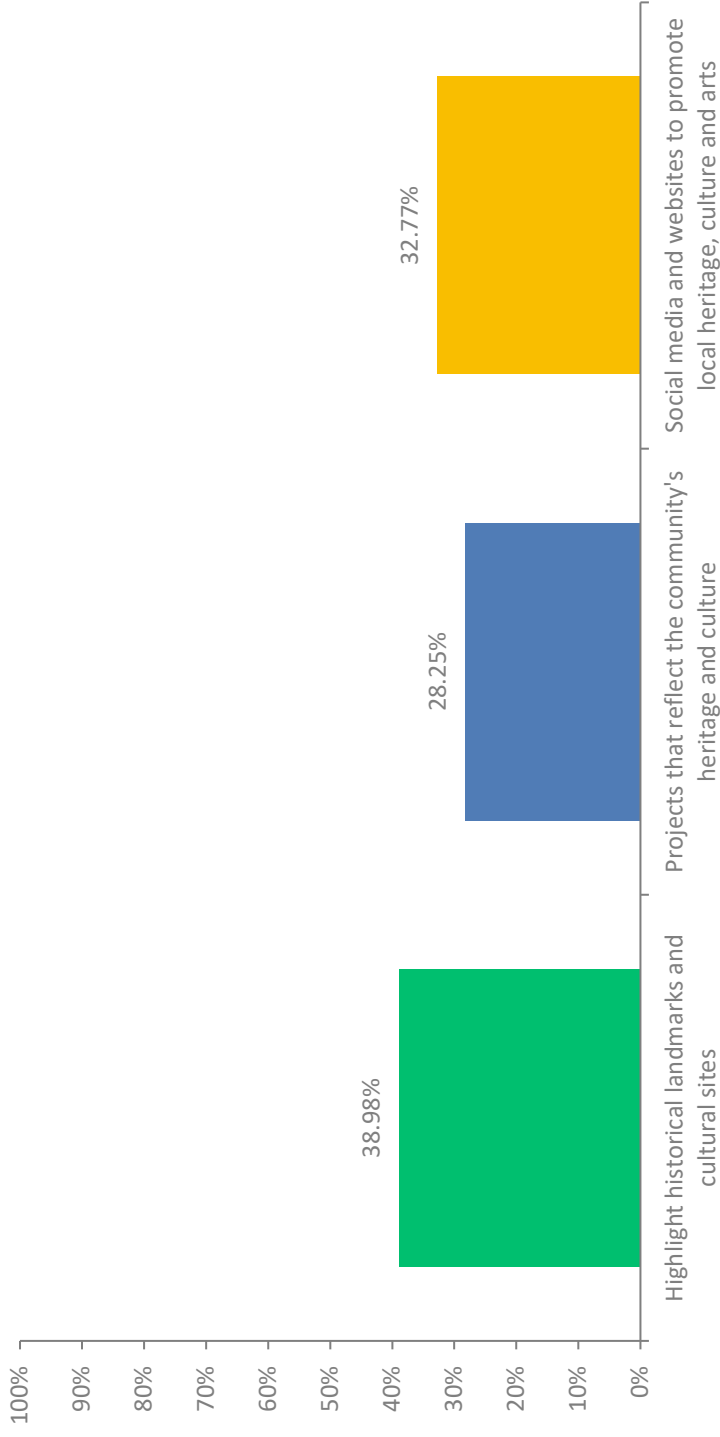
Q4: How do you think local heritage, culture and arts contribute to the community's identity?

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



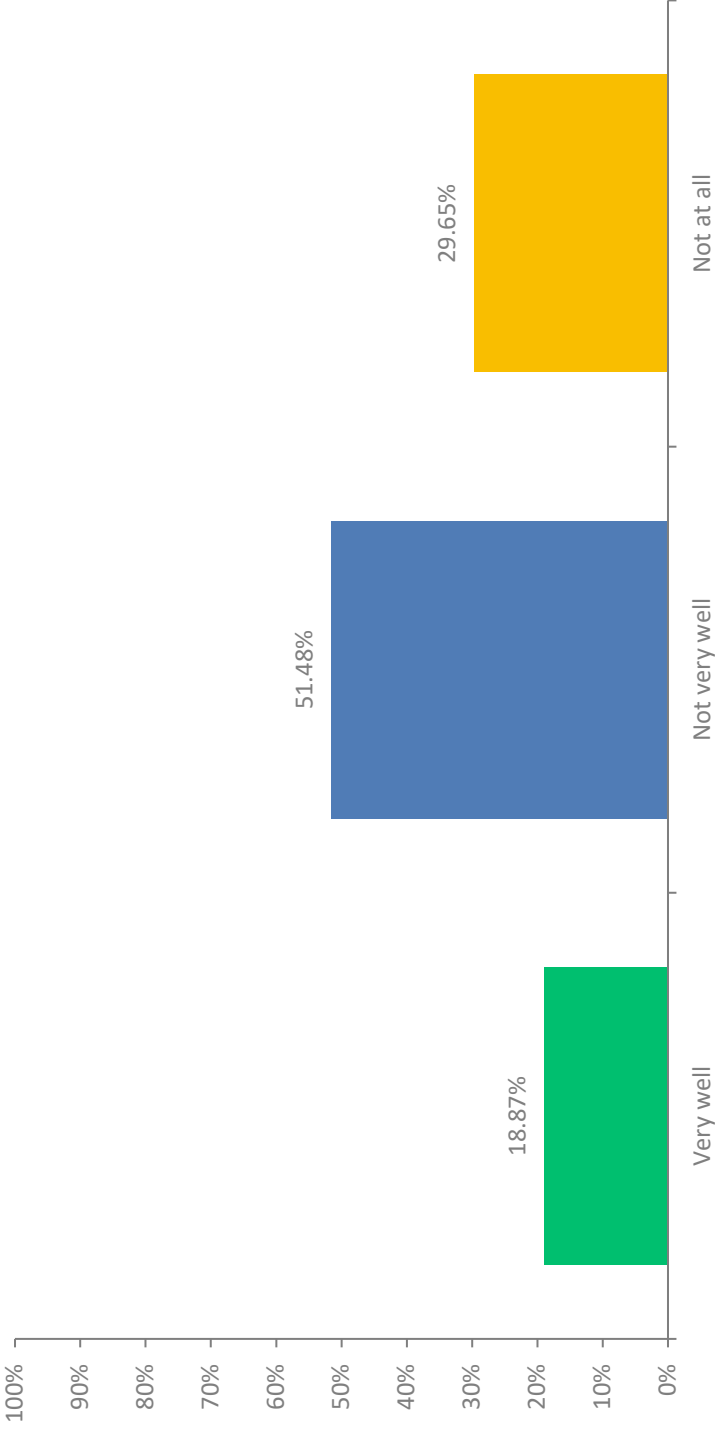
Q5: How do you think local heritage, culture and arts can be better promoted in the community?

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



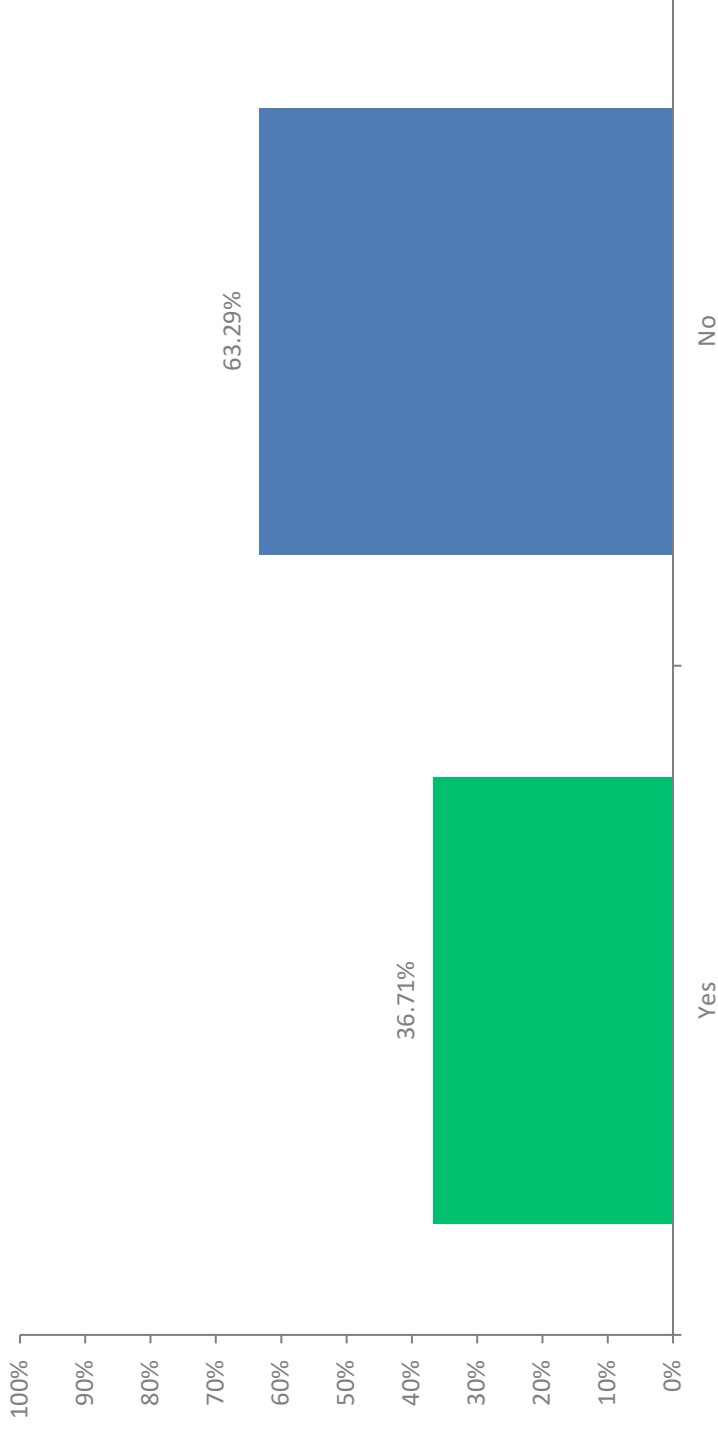
Q7: How well do you feel your voice is represented?

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



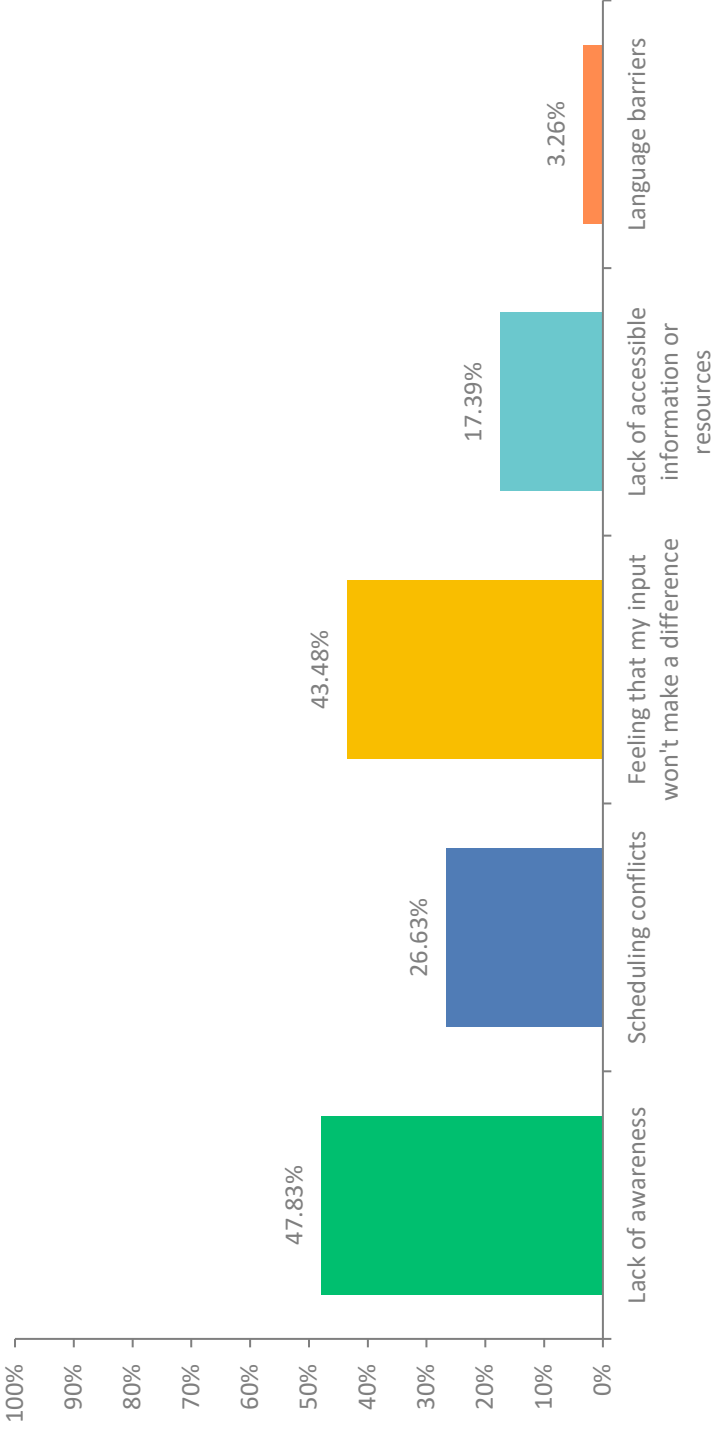
Q8: Have you ever participated in any community meetings or consultations regarding any issues that affect your community?

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



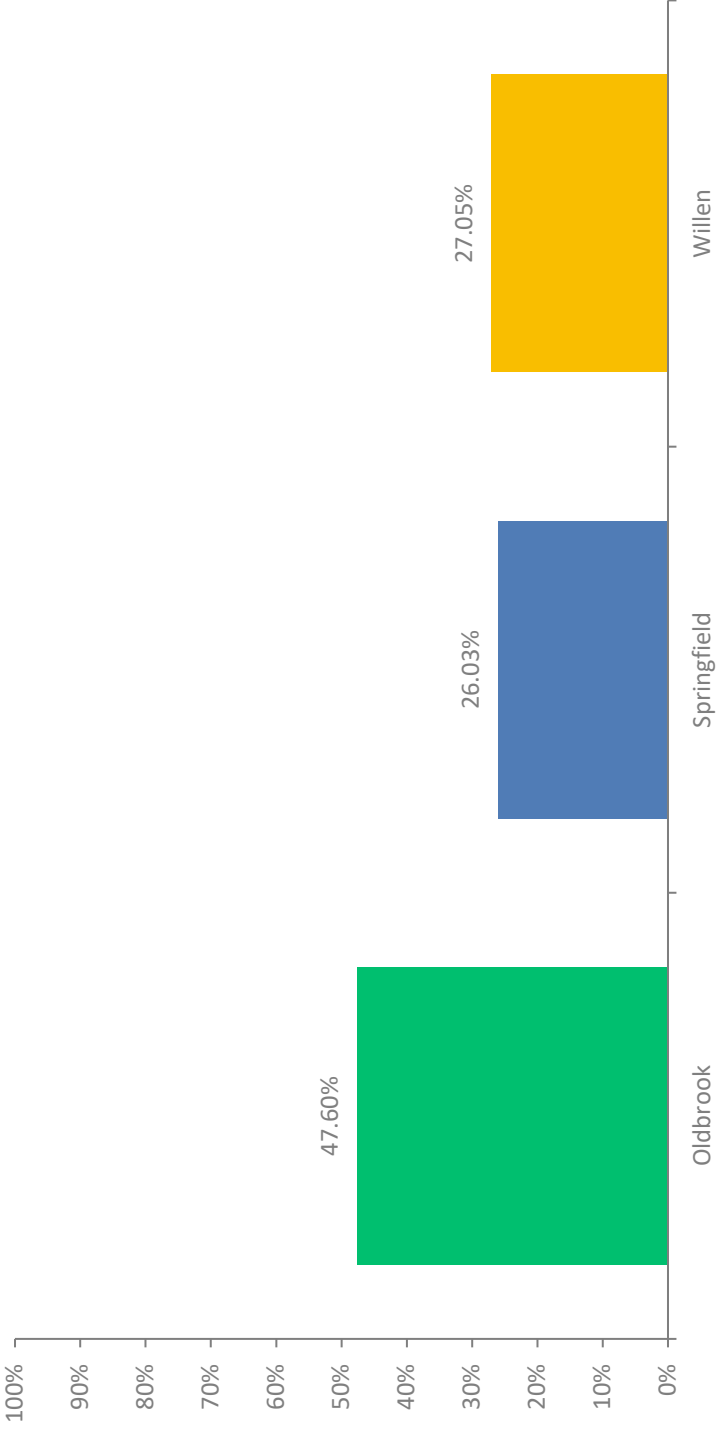
Q9: What barriers, if any, prevent you from participating

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



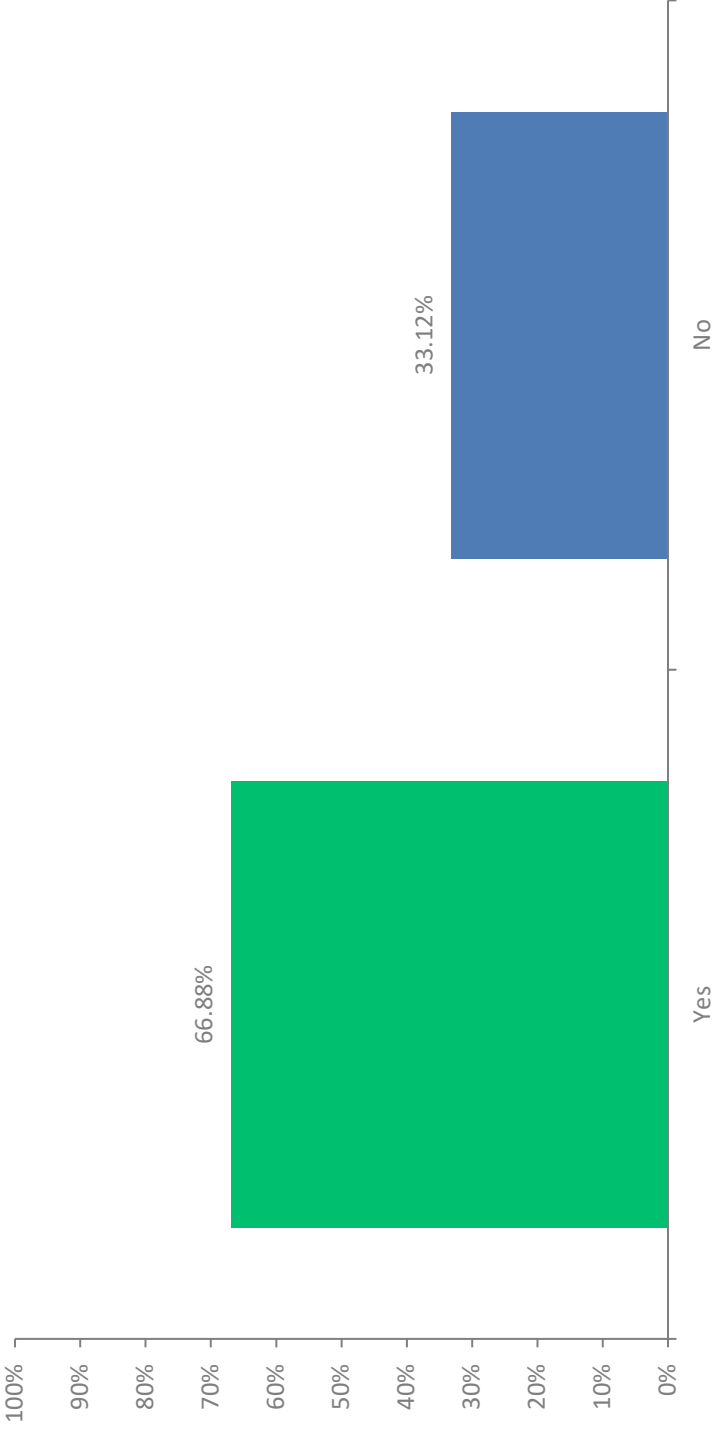
Q10: Please place a cross in the box to show which estate you live in

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



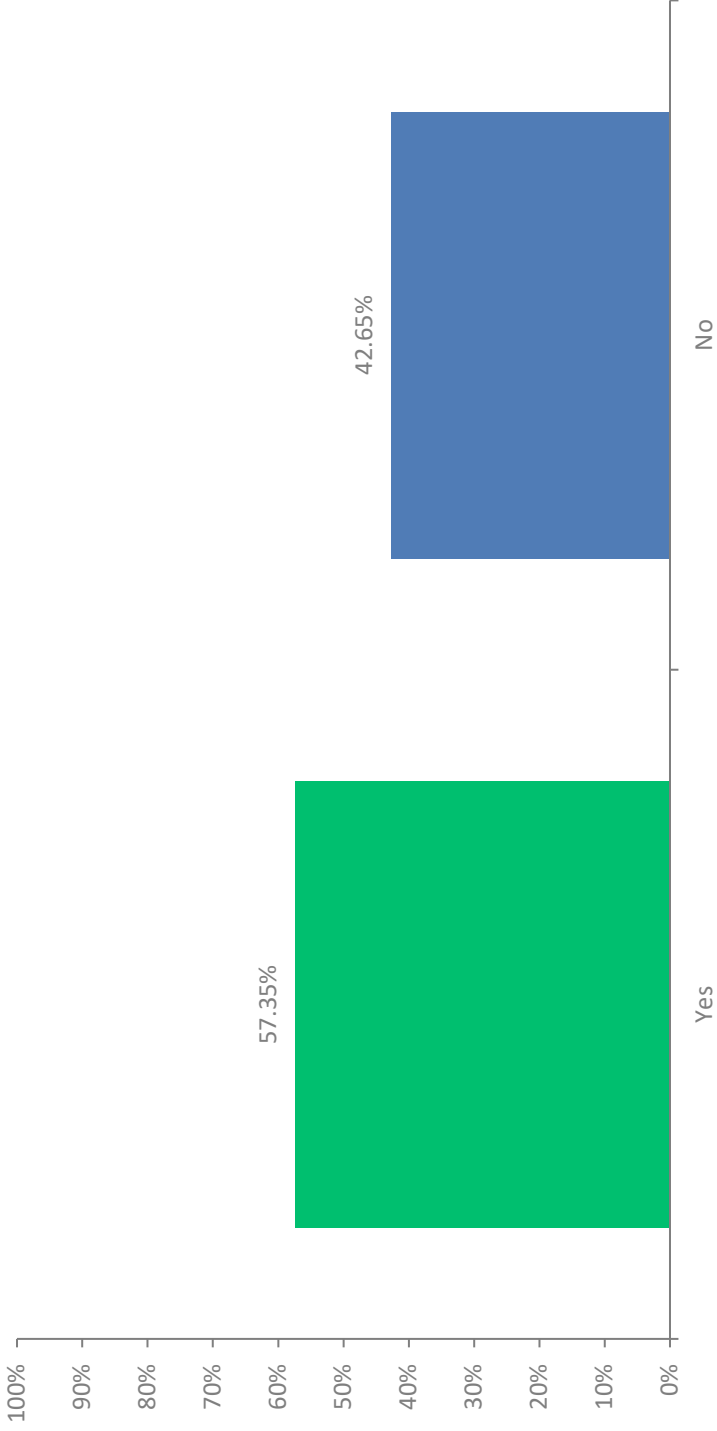
Q11: Are you in favour of the introduction of a 20mph traffic scheme

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



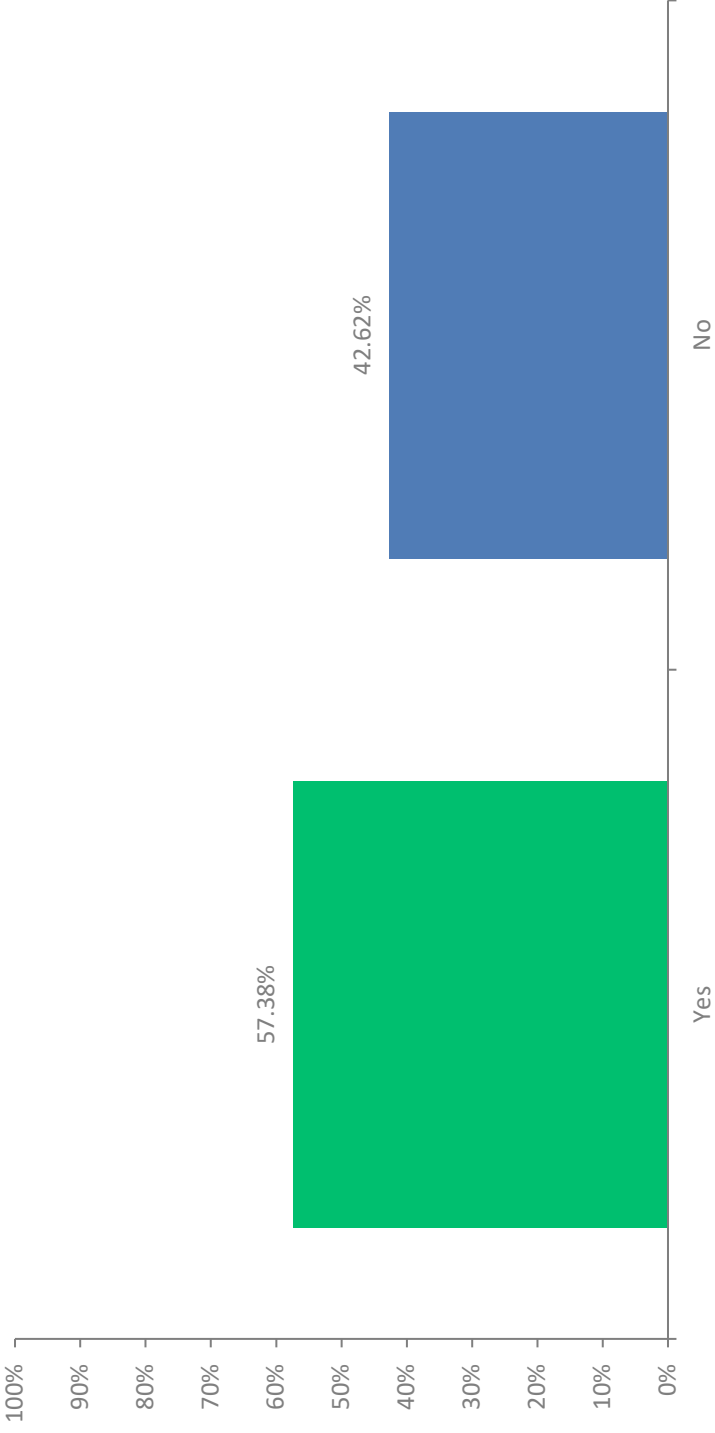
Q13: Is the local play area provision important to you?

Answered: 340 Skipped: 77

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

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

Answered: 298 Skipped: 119



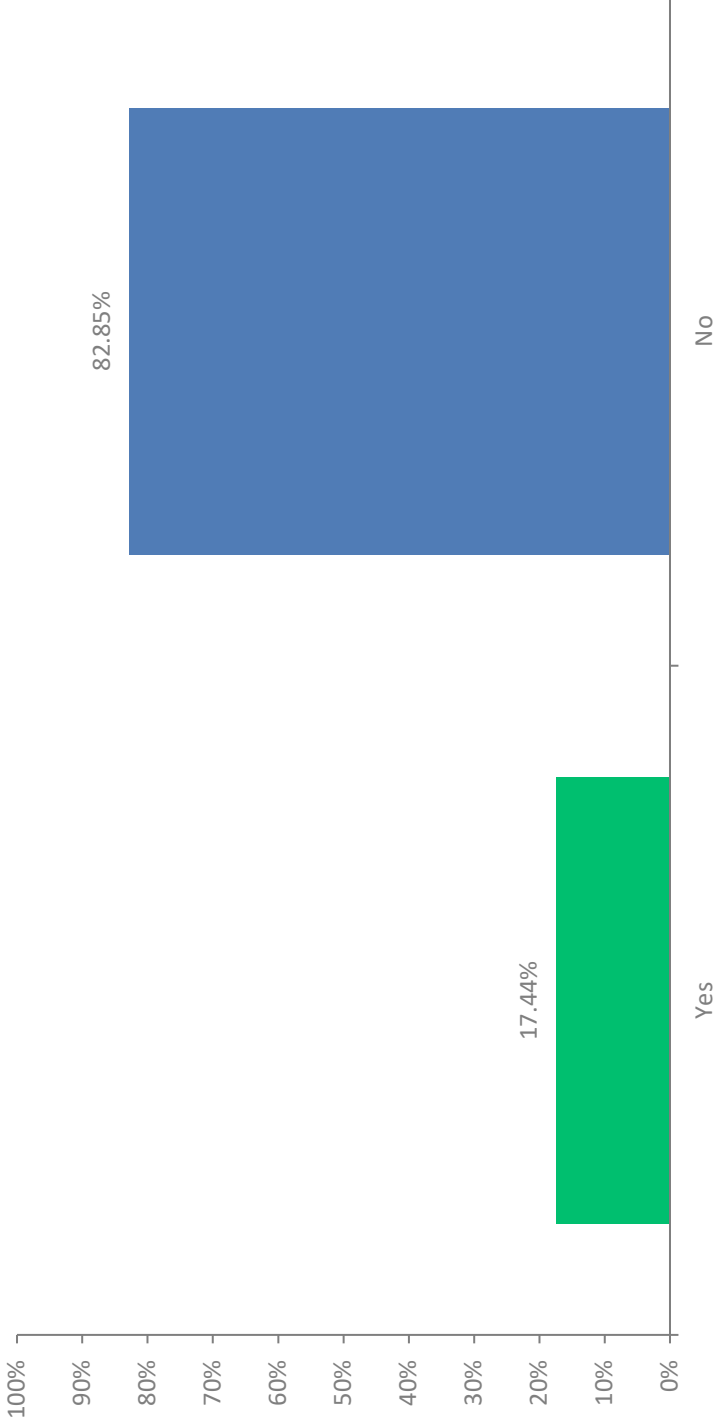
Q14: Do you think improvements to local play areas is needed?

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



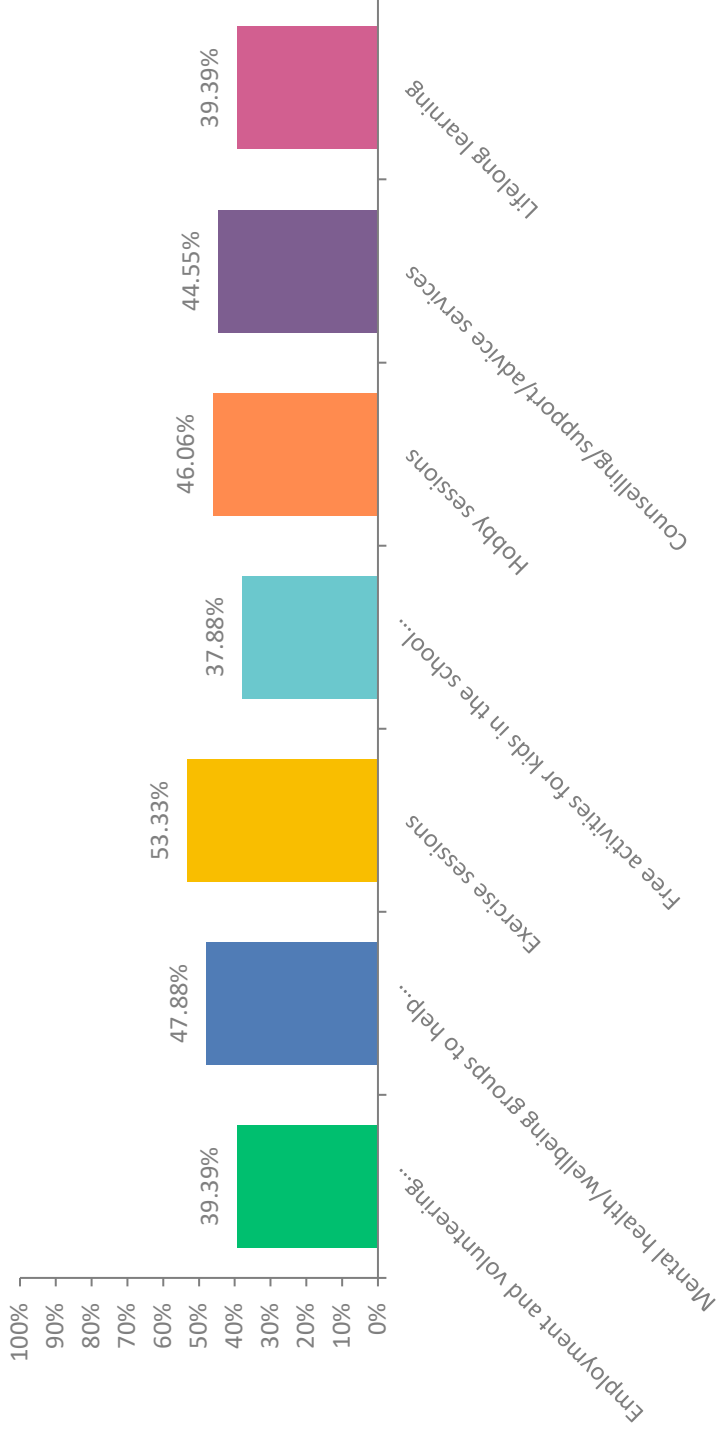
Q15: Do you have children within your household?

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



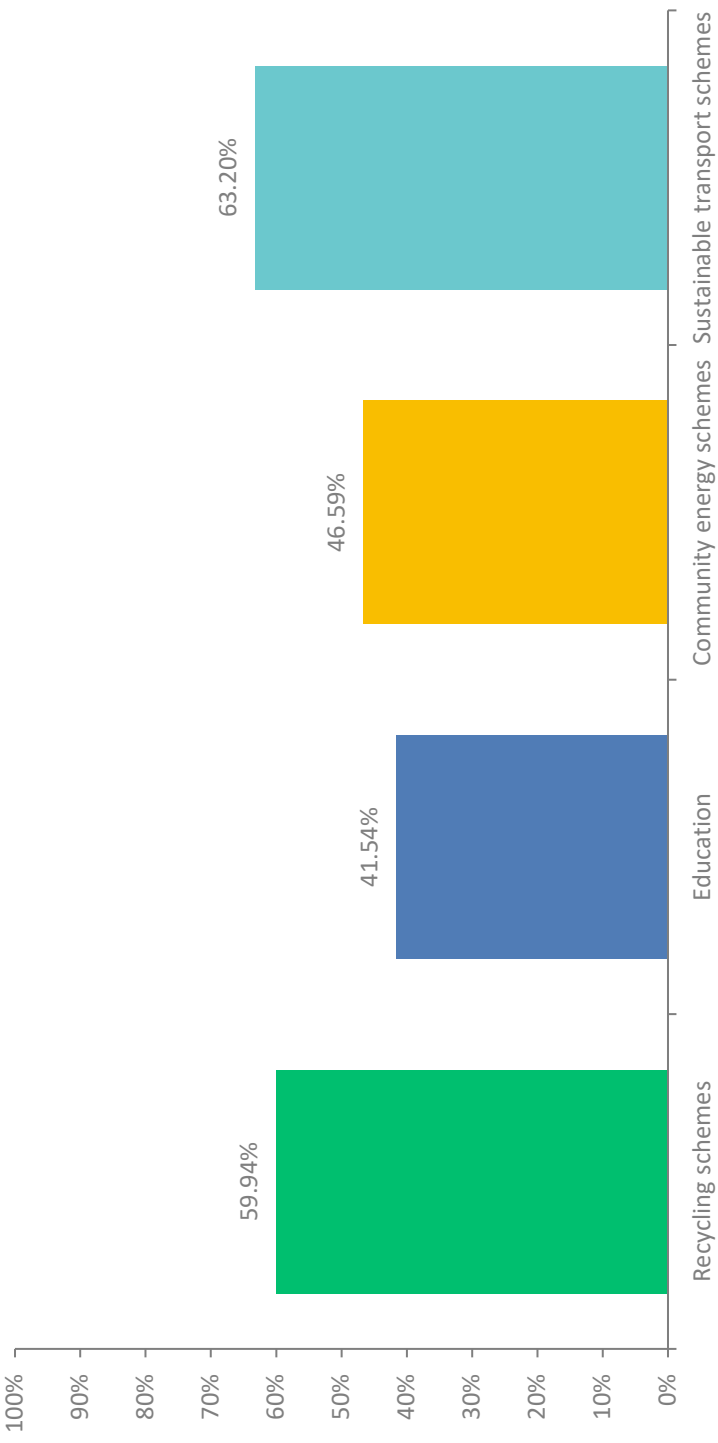
Q17: Community Hub: Below are some examples of the services which may be on offer, please mark those you would be interested in

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
TOTAL	1018

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	13,120	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	960,375	0	0
4030 Training/Conferences	8,000	3,257	8,000	3,177	0	140	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	3,821	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	1,741	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	429	0	0	1,100	0	0

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
4455 Postage	600	10	300	11	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	5,790	0	54	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	1,035	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	55,006	0	222	103,880	0	0
Movement to/(from) Gen Reserve	768,871	864,662	830,614	892,223	0		856,495		
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)**

08:07

	<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	1,070,579	1,070,578	0	47,107	0	0	0
Overhead Expenditure	226,213	147,154	1,195,579	1,070,578	0	47,107	150,800	0	0
Movement to/(from) Gen Reserve	(206,213)	(147,154)	824,421	(1,050,578)	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	222	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	1,226	0	0	550	0	0
4150 Cleaning Materials	1,000	1,147	1,000	612	0	0	100	0	0
4155 Refuse Disposal	2,000	1,984	2,000	1,508	0	0	500	0	0
4160 Window Cleaning	300	298	350	223	0	0	100	0	0
4170 Repair/Maintenance	2,500	803	2,550	1,252	0	0	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	12,931	0	0	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									
210 Communications									
4420 HomeGround Magazine	9,000	8,976	10,000	6,732	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	8,262	0	0	13,200	0	0
Movement to/(from) Gen Reserve	<u>(12,000)</u>	<u>(11,896)</u>	<u>(13,000)</u>	<u>(8,262)</u>	<u>0</u>		<u>(13,200)</u>		
301 Oldbrook Centre									
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	734	0	0	1,000	0	0
4120 Gas	2,500	1,865	2,000	406	0	0	2,000	0	0
4122 Electricity	2,500	1,891	2,000	1,091	0	0	2,000	0	0
4150 Cleaning Materials	1,200	1,158	1,530	940	0	0	1,600	0	0
4155 Refuse Disposal	1,500	1,356	1,400	931	0	0	1,400	0	0
4160 Window Cleaning	800	720	850	580	0	0	1,050	0	0
4170 Repair/Maintenance	3,000	1,065	3,000	1,538	0	0	3,000	0	0
4175 Building Contracts	2,000	0	2,000	0	0	0	2,000	0	0
4187 Furniture	500	562	400	141	0	0	400	0	0

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

08:07

	<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	<u>17,150</u>	<u>11,645</u>	<u>17,292</u>	<u>9,949</u>	<u>0</u>	<u>0</u>	<u>17,450</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>7,850</u>	<u>25,938</u>	<u>12,708</u>	<u>13,536</u>	<u>0</u>		<u>12,550</u>		
<u>302 Oldbrook Pavilion</u>									
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	164	0	0	300	0	0
4170 Repair/Maintenance	600	78	600	0	0	0	600	0	0
Overhead Expenditure	<u>2,250</u>	<u>3,970</u>	<u>2,350</u>	<u>-2,097</u>	<u>0</u>	<u>0</u>	<u>1,050</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(2,250)</u>	<u>(3,970)</u>	<u>(2,350)</u>	<u>2,097</u>	<u>0</u>		<u>(1,050)</u>		
<u>303 Oldbrook Green</u>									
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	<u>950</u>	<u>265</u>	<u>950</u>	<u>230</u>	<u>0</u>	<u>0</u>	<u>950</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(950)</u>	<u>(265)</u>	<u>(950)</u>	<u>(230)</u>	<u>0</u>		<u>(950)</u>		
<u>304 Landscape Service</u>									
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	<u>115,000</u>	<u>157,126</u>	<u>170,719</u>	<u>180,626</u>	<u>0</u>	<u>0</u>	<u>170,000</u>	<u>0</u>	<u>0</u>

Continued on next page

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

08:07

	<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	1,496	0	0	3,500	0	0
4067 Landscape Equipment	10,000	9,862	13,000	11,114	0	13	10,000	0	0
4068 Landscape Equipment Maintenan	13,500	11,028	10,000	5,722	0	187	10,500	0	0
4069 Personal Protection Equipment	2,000	1,512	2,000	1,255	0	65	2,000	0	0
4070 Landscape Consumables	7,000	3,195	7,000	2,875	0	339	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	341	0	0	500	0	0
4122 Electricity	1,500	1,628	1,400	903	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	946	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	5,671	0	0	9,000	0	0
9050 Earmarked L/scape Equipment Re	20,790	20,790	13,619	13,619	0	0	0	0	0
Overhead Expenditure	302,993	286,148	294,027	179,763	0	911	306,230	0	0
Movement to/(from) Gen Reserve	<u>(187,993)</u>	<u>(129,022)</u>	<u>(123,308)</u>	<u>863</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	680	0	0	800	0	0
4120 Gas	3,000	2,957	2,500	245	0	0	2,500	0	0
4122 Electricity	2,500	1,866	2,000	938	0	0	2,000	0	0
4150 Cleaning Materials	1,500	1,492	1,530	1,450	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	400	0	0	750	0	0
4170 Repair/Maintenance	2,400	4,653	3,000	1,310	0	0	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>10,817</u>	<u>0</u>	<u>0</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>12,772</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>

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

08:07

	<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	627	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>635</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>1,047</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	697	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>768</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>1,598</u>	<u>0</u>		<u>700</u>		
<u>Woolstone Sports Ground</u>									

Continued on next page

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

08:07

	<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>		
<u>390 Grants</u>									
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>		
<u>399 Community</u>									
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	3,752	0	1,156	12,000	0	0
4195 Visit to MK Safety Centre	3,500	3,125	3,570	2,980	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

Continued on next page

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

08:07

	<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	6,750	0	1,156	28,176	0	0
Movement to/(from) Gen Reserve	<u>(15,500)</u>	<u>(10,283)</u>	<u>(15,570)</u>	<u>(546)</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	1,199,275	0	0
Expenditure	1,128,009	968,384	2,085,647	1,563,693	0	49,395	1,089,782	0	0
Movement to/(from) Gen Reserve	<u>(71,625)</u>	<u>192,440</u>	<u>1,082,756</u>	<u>(358,512)</u>	<u>0</u>		<u>109,493</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 MKCC, 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 - £1,199,275

Net Expenditure - £109,493

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 MKCC 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 MKCC)**
- **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 Community Council.**

**Minutes of the meeting of the Estates Committee
held on Tuesday 12 November 2024 at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the public

Members Present

Cllr B Barton

Cllr R Golding (Chair)

Cllr B Greenwood

Cllr J Hearnshaw

Cllr K Kavarana

Cllr D Pafford

Cllr M Petchey

In Attendance

D Warner, Clerk to Council

54/24

Apologies for Absence

Cllr V Dixon - unwell

Cllr J Howard – personal commitment

Cllr K Kent - unwell

55/24

Declarations of Interest

None

56/24

Members of the Public Present

None

57/24

Minutes of the Meeting held on 8 October 2024

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

58/24

Public Involvement – Deputations, Petitions and Questions

None.

59/24

Community Hub, Working Group Update and Recommendations

Committee received an update from the Working Group. Committee also received and considered the following:

- Contractors Report no. 9 (confirming project currently 7 weeks behind schedule – a 4-week extension of time has been granted to the contractor based on extreme weather conditions since the beginning of the construction period)
- Progress Photos
- Updated Project Programme
- Café Operator Expression of Interest process verbal update from the Clerk

60/24 Tree Council Grant Funding

Committee noted that a Tree Council grant of £599 has been awarded towards the cost of tree replanting on Oldbrook Green. The replanting will be completed within the next 6-months.

61/24 Additional Dog Waste Bin Location Suggestions

- i. Further to feedback from the annual resident consultation for additional provision in Springfield, Committee considered and agreed to the officer suggestion that an additional dog waste bin is installed in the vicinity of the Springfield Centre.
- ii. Committee considered a resident suggestion that a dog waste bin be installed in Newlands adjacent to the Grand Union Canal/the Warbler Public House. Subject to further investigation to establish land ownership and gain permission, and the practicality of the waste contractor being able to service a bin, the Committee agreed to the suggestion.

62/24 The Terrorism (Protection of Premises) Bill, also known as Martyn’s Law

Committee noted that the Terrorism (Protection of Premises) Bill, also known as Martyn’s Law, was included in the King’s Speech on 17 July 2024 as part of the programme of legislation of the current Parliamentary session and introduced to Parliament on 12 September 2024. Committee further noted that a key development of the proposed legislation is that the lower limit for standard tier venues has been increased from 100 to 200 - whilst this development potentially removes the Council from needing to comply with the legislation, Council should be mindful of adopting all best practices to protect the safety of Council venue staff and users – a further update to be made in due course.

63/24 Willen Hospice Tree Chipping

Committee agreed to the request for the landscape team to support the annual Willen Hospice Christmas tree collection and recycling scheme. Support will involve chipping collected trees at the Well in Willen for up to 1 day in the New Year.

64/24 Date of Next Meetings

Tuesday 10 December 2024 at 6.30pm – only to be convened in the event of any urgent business

Tuesday 14 January 2025 at 6.30pm

**Minutes of the Community & Communications Committee
held on Tuesday 26 November 2024
commencing at 6.30pm
at the Springfield Centre, Springfield Boulevard, Springfield**

This meeting was open to the Public

Members Present

Cllr L Adura
Cllr V Dixon
Cllr K Kavarana (Chair)
Cllr B Barton (arrived at 18:32)
Cllr J Howard
Cllr D Kendrick (arrived at 18:32)

In attendance

T Jones, Community Officer/Committee Clerk

36/24

Apologies for Absence

Cllr O Cole – personal commitment
Cllr P Halton-Davis – unwell
Cllr M Petchey – personal commitment

37/24

Declarations of Interest

None

38/24

Members of the Public Present

1 member of the public

39/24

Minutes of the previous meeting

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

40/24

Public Involvement – Deputations, Petitions and Questions

None

41/24

Grants

- i. Committee noted the Grant Evaluation received from Fishermead Trinity Centre following the grant award of £1000 in May 2024 towards the refurbishment of the patio area at the Centre for community use.

Cllrs Barton and Kendrick arrived on the conclusion of this item.

42/24 Communications - Programme & Priorities 2024/25

No updates

43/24 Community Projects - Programme & Priorities 2024/25

i. **Review of Fancy Dress Tea Party**

Committee considered feedback received and learning points from the event on Saturday 26 October, noting that the event had been successful and some positive feedback and thanks had been received from attendees.

ii. **Childrens Christmas Party – Saturday 7 December**

Committee received an update on the plans for the event.

As confirmed at the last meeting and at Council, the following Councillors will support the running of the event; Cllrs Halton-Davis, Dixon, Barton, Kavarana (TBC), Kendrick, Kent, Fraser & Adura

44/24 Homeground

i. Committee considered feedback received following the publication of the November edition of the magazine, noting the positive feedback received from a Woolstone resident.

ii. Committee considered and contributed to the draft content list for the February edition of Homeground magazine. Cllr Howard to confirm if he will provide a report on Woolstone Community Centre for inclusion.

45/24 Date of Next Meeting

Tuesday 28 January 2025.

The minutes of the Planning, Infrastructure & Transport Committee of

Campbell Park Community Council held on

Monday 2 December 2024

at the Springfield Centre, Springfield Boulevard, Springfield

commencing at 6.30pm

This meeting was open to the Public

Members Present

Cllr V Dixon

Cllr B Greenwood (Chair)

Cllr K Kavarana

Cllr R Golding

Cllr P Halton-Davis

In attendance

T Jones, Community Officer/Committee Clerk

54/24 Apologies for Absence
None

55/24 Declarations of Interest
None

56/24 Members of the Public Present
None

57/24 Minutes of the Previous Meeting
The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

58/24 Public Involvement – Deputations, Petitions and Questions
None

59/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items considered were published on the day of the meeting on the Campbell Park Community Council website.

a. Planning Applications

i. 24/02032/FUL

Conversion of loft space into additional bedroom to include rear dormer, rear ground floor extension, front first floor extension to convert existing balcony area
33 POLRUAN PLACE, FISHERMEAD, MILTON KEYNES, MK6 2ED

Deadline: 4 December

Planning Officer: Sonia James

Committee resolved to raise concern that the proposal does not identify any parking provision, and therefore, the necessary parking standards have not been met.

ii. PLN/2024/2315

Removal of the existing conservatory and porch. The erection of a new front porch with roof light. The erection of a single storey rear extension with roof lights. Internal alterations and replacement windows and doors
3 TALBOT COURT, WOOLSTONE, MILTON KEYNES, MK15 0HD

Deadline: 9 December

Planning Officer: Sonia James

Committee resolved to make no comment.

iii. PLN/2024/2272

The demolition of existing side garage and erection of two storey side extension
23 TRUEMAN PLACE, OLDBROOK, MILTON KEYNES, MK6 2HR

Deadline: 10 December

Planning Officer: Yu Ling Wong

Committee resolved to make no comment.

iv. PLN/2024/2384

Prior approval for the change of use from offices to 83 dwellings
MERCURY HOUSE, BRICKHILL STREET, WILLEN LAKE, MILTON KEYNES, MK15 0DJ

Deadline: 10 December

Planning Officer: Tamlin Barton

Committee resolved to make no comment.

v. PLN/2024/2502

Proposed single storey rear extension
65 WILLIAM SMITH CLOSE, WOOLSTONE, MILTON KEYNES, MK15 0AN

Deadline: 18 December

Planning Officer: Yu Ling Wong

Committee resolved to make no comment

The following application/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

vi. **PLN/2024/2493**

The erection of a micro-energy storage facility
Verge at Duckworth Court, Oldbrook Boulevard, Oldbrook , Milton Keynes

Deadline: 30 December Planning Officer: Nathan Makwana

Committee resolved to make no comment.

Notifications:

vii. **PLN/2024/2397**

Approval of details required by condition 11 (Landscape management plan) of permission ref. 24/00639/FULM
LIDL AND UNITS 1-6, OLDBROOK BOULEVARD, OLDBROOK, MILTON KEYNES, MK6 2YA

Comments by (25 November) Planning Officer: Sonia James

Committee noted the application.

viii. **PLN/ 2024/2396**

Approval of details required by condition 12 (BNG) of permission ref. 24/00639/FULM
LIDL AND UNITS 1-6, OLDBROOK BOULEVARD, OLDBROOK, MILTON KEYNES, MK6 2YA

Comments by (26 November) Planning Officer: Sonia James

Committee noted the application.

ix. **PLN/2024/2450**

Approval of details required by conditions 4 (Finished Floor Levels) and 18 (Surface Water Drainage) of permission ref. 24/00639/FULM
LIDL AND UNITS 1-6, OLDBROOK BOULEVARD, OLDBROOK, MILTON KEYNES, MK6 2YA

Comments by (29 November) Planning Officer: Sonia James

Committee noted the application.

x. **PLN/2024/2451**

Approval of details required by conditions 8 (Boundaries) and 10 (Landscaping) of permission ref. 24/00639/FULM
LIDL AND UNITS 1-6, OLDBROOK BOULEVARD, OLDBROOK, MILTON KEYNES, MK6 2YA

Comments by (29 November) Planning Officer: Sonia James

Committee noted the application.

xi. **PLN/2024/2159**

Approval of details required by condition 17 (Landscape and Ecological Management Plan (LEMP)) of permission ref. 23/01961/FUL as amended by 24/01475/NMA
CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by (3 December)

Planning Officer: Madison Graham

Committee noted the application.

xii. **PLN/2024/2108**

Approval of details required by conditions 7 (EV Charging Points) and 15 (Lighting) of permission ref. 23/01961/FUL as amended by 24/01475/NMA
CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by (3 December)

Planning Officer: Madison Graham

Committee noted the application.

xiii. **PLN/2024/2117**

Approval of details required by condition 4 (Boundary Treatments) of permission ref. 23/01961/FUL as amended by 24/01475/NMA
CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by (3 December)

Planning Officer: Madison Graham

Committee noted the application.

xiv. **PLN/2024/2109**

Approval of details required by condition 14 (Tree pits/guards) of permission ref. 23/01961/FUL, as amended by 24/01475/NMA
CHARLESTOWN HOUSE, SNOWDON DRIVE, WINTERHILL, MILTON KEYNES, MK6 1BU

Comments by (3 December)

Planning Officer: Madison Graham

Committee noted the application.

b. Licensing

Committee noted the following licensing application/s was responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

i. **Street Trading Consent – Renewal Best Kebab, Fishermead Boulevard, Ref 132410**

To sell: Hot takeaway food

Monday - Sunday 17:00 – 23:00

The existing conditions on the consent are: To provide a parking marshal between the hours of 17.30 to 20.30 Fridays and Saturdays. To provide a parking sign that states “no parking on residents driveways, do not block residents driveways.”

To provide a litter bin for customers during trading hours.

c. Update on Past Consultations

Committee noted that no decision notices have been received.

d. Appeals

None

e. Planning Enforcement

The Committee received reports relating to Planning Enforcement.

60/24 General Consultations

The following consultation/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

i. Road safety scheme at the H7 Chaffron Way/Phoenix Drive junction

Committee received an update and report on the recent MK City Council consultation for the road safety scheme at the H7 Chaffron Way/Phoenix Drive junction.

Consultation Result:

Due to the high number of objections for the proposed signalised junction, MKCC will no longer be going forward with this proposal. Instead MKCC will be looking at alternative options to improve road safety at this junction, which will include the following:

- Reducing the speed limit on the H7
- Signing and lining improvements
- New vehicle activated junction warning signs on both approaches.

Committee were disappointed with the outcome of the consultation and the conclusion of the report. Committee resolved to raise concerns with MK City Council about the proposed next steps, which Committee considered were inadequate for the issues in this location. Cllr Greenwood proposed, which was supported by the Committee, that he would write to MKCC on the matter, including MKCC Ward Councillors, seeking further consideration of the option to implement left turn only restrictions at the junctions on this stretch of the H7.

61/24 Date of Next Meeting

Monday 6 January 2025 at 6:30pm. Cllr Kavarana put forward his apologies for this meeting.

Any consultations requiring a response before the January meeting will be considered by Council on 10 December 2024.

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

This meeting was open to the Public

Members Present

Cllr B Barton (Chair)	Cllr R Golding
Cllr T Fraser (arrived at 7.23pm)	Cllr D Kendrick
Cllr K Kavarana	Cllr K Kent
Cllr D Pafford	

In Attendance

L Bradley, Responsible Financial Officer

32/24 Apologies for Absence

None

33/24 Declarations of Interest

None

34/24 Members of the Public Present

1 member of the public was present

35/24 Minutes of the Previous Meeting

The minutes of the meeting held on 3 September 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

36/24 Public Involvement – Deputations, Petitions and Questions

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

37/24 2025/26 Annual Community Council Budget/Precept Consultation Report

Committee received the 2025/26 Annual Community Council Budget/Precept Consultation Report, then resolved to make a recommendation of acceptance by Council.

38/24 Community Council Draft Budget 2025/26

The Committee reviewed the draft budget on a 'line by line' basis. Having assessed the impact of the proposed draft budget for 2025/26 on the Community Councils financial reserves (balance sheet), the Committee then resolved to recommend the draft budget for consideration by Council.

39/24 Community Council Precept Level 2025/26

The Committee considered an appropriate Precept Level for 2025/26, resolving to recommend to Council that the Precept level for 2025/26 be increased by 5%.

With a confirmed tax base of 4106.28, a 5% rise to the 2025/26 Precept will increase the amount payable by Band D equivalent property from £217.96 to £228.86, this will result in an increase of income from the 2024/25 level of £895,005 to £939,755.

40/24 Community Council Risk Assessment Review 2024/25

Committee reviewed the updated Risk Assessment for 2024/25 and recommend that the completed assessment to be forwarded to Council for ratification.

41/24 Credit Card Limit Increase

Committee considered increasing the level of one of the credit cards to £1000.00 (currently £500.00) this being the one held by the Estates Manager. Committee resolved to make a recommendation to Council.

42/24 Income & Expenditure Report to 31 October 2024

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

43/24 Balance Sheet to 31 October 2024

Committee noted the Balance Sheet as of 31 October 2024.

44/24 BACS and Direct Debit payments to 31 October 2024

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

45/24 Date of Next Meeting

Tuesday 4 March 2025.



LCRS 5. Risks report

Allotments

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure that the council is fully protected against

Aim = Annual insurance review.

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

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
467	Administration/ 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	
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. (Admin Assistant) Define responsibility of allotment society where appropriate. (N/A)	Monthly	Low	Low	1	
415	Administration/ 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	
219	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 Community Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To control and minimize impact

Aim =

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

Review timing Likelihood of occurrence Impact on Council Risk Value Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. (Tenants /Admin Assistant) Enforce conditions of tenancy agreement. (Admin Assistant) Carry out periodical physical inspection. (Admin Assistant) Instigate appropriate action to deal with any identified problems (Admin Assistant) 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)	Monthly	Medium	Low	2	
448	Environmental	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
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. (Council's responsibility) Enforce tenancy agreement. (Admin Assistant) Carry out periodical site inspection. (Admin Assistant) Provide proper facilities for control and removal of waste. (To be discussed) Liaise with police/other authority where necessary. (Admin Assistant)	Weekly	Low	Low	1	
214	Environmental	Untidy Plots	Define responsibility (Responsibility of tenant and Admin Assistant to check) Carry out periodical site visits. (Admin Assistant) Enforce requirements of tenancy agreement. (Admin Assistant) Notify Allotment holder of problem & serve notice where necessary. (Admin Assistant) Liaise where appropriate with allotment society. (N/A)	Weekly	Medium	Low	2	



LCRS 5. Risks report

Allotments

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To maintain adequate water supply and minimise

Aim = As necessary to maintain water supply and eliminate waste.

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

Review timing As and When
Likelihood of occurrence Low
Impact on Council Value Medium
Risk Value 2
Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
301	Environmental	Loss / Damage to water supply	<p>Define responsibility for maintenance of water supply. (Councils responsibility)</p> <p>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)</p> <p>Maintain such arrangements as necessary with local contractor. (N/A)</p>	As and When	Low	Medium	2	
311	Environmental	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>	Quarterly	Medium	Medium	4	Yes
215	Environmental	Build up of non-compostable rubbish	<p>Enforce controls in tenancy agreement. (Admin Assistant - Weekly)</p> <p>Make arrangements for removal. (Admin Assistant - Weekly)</p> <p>Consider provision of skip facility. (N/A)</p> <p>In tenancy agreement that ploholders remove their rubbish</p>	Weekly	Low	Medium	2	
52	Environmental	Accumulation of rubbish	<p>Ensure responsibility for site maintenance defined. (Admin Assistant)</p> <p>Enforce conditions of tenancy agreement. (Admin Assistant)</p> <p>Maintain liaison with allotment society. (N/A)</p> <p>In Tenancy Agreement that ploholders remove thir rubbish</p>	Monthly	Medium	Medium	4	Yes



LCRS 5. Risks report

Allotments

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure that all income due to the council is properly

Aim =

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

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
449	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	
447	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	
212	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	
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	



LCRS 5. Risks report

Allotments

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Powers to provide allotments

Requirement = To ensure security of site and equipment.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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	
445	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	
310	Physical	Unoccupied Plots	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) Enforce provisions of of tenancy agreement. (Admin Assistant) Review position by regular visits to sites. (Admin Assistant) Liaise with allotment society. (N/A)	Weekly	Low	Low	1	
58	Physical	Uncontrolled equipment.		As and When	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

20

Average score:

1.7



LCRS 5. Risks report

Code of Conduct

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

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

Review timing Likelihood of occurrence Impact on Council Risk Value Your action required (> 3)

Ref **Risk** **Hazard** **Control**

356 Administration/ 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

Completed by:

Date:

Position:

No of risks scored

1

Average score: 3.0



LCRS 5. Risks report

Computing

Campbell Park Community 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 Value	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	
365	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:				Date:		Position:		
				No of risks scored		Average score:		
				3		2.3		



LCRS 5. Risks report

Council Meetings

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

Completed by: 4 **Date:** 1.5

Position: Average score:

No of risks scored 4



LCRS 5. Risks report

Council Property and Documents

Campbell Park Community 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	Impact on Council	Likelihood of occurrence	Review frequency	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Low	Annually	Low	1	
307	Physical	Loss of assets	Low	Annually	Medium	2	
313	Professional	Failure to effectively process documents	Low	Daily	Medium	2	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.7



LCRS 5. Risks report

Data Protection

Campbell Park Community 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

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (> 3)

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

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

No of risks scored **Average score:**



LCRS 5. Risks report

Drainage

Campbell Park Community 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 Value	Your action required (> 3)
148	Environmental	Vermin	Allocate responsibility for dealing with vermin. Where appropriate ensure proper contract in place.	Annually	Low	Low	1	
146	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	
157	Financial	Inadequate budget provision	Review service provision as integral part of Budget process	Annually	Low	Low	1	
430	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	
160	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	
159	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	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.0



LCRS 5. Risks report

Employment of Staff

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills its responsibilities.

Aim =

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

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ 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)	Annually	Low	Medium	2	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented. (To be reviewed to ensure that all areas and job roles are covered - Job descriptions)	Quarterly	Low	Medium	2	
362	Professional	Lack of Training	Determine a policy for training. (Induction & Training Policy in place) Arrange annual review. (To be reviewed) Regular Staff Appraisals to highlight any training needs. (To be reviewed) Take advantage of any localised training through local associations, SLCC etc.. (In place) Encourage staff to network with other Clerks in the area. (N/A) Maintain appropriate training records. (Kept on personal files)	Annually	Low	Medium	2	



LCRS 5. Risks report

Employment of Staff

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Duty to Appoint

Requirement = To protect staff.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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352	Professional	Attacks on Personnel	<p>Ensure that an effective security system is in operation. (CCTV in place)</p> <p>Ensure appropriate insurance cover held.</p> <p>Appropriate insurance held)</p> <p>Ensure other workers in building are aware of staff working alone.</p> <p>(Lone Working Policy in place. Minimum of 2 staff members maintained when office is open, office closes if this is not possible)</p> <p>Ensure staff have telephone access at all times during their work.</p> <p>(In place)</p> <p>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.</p> <p>(Staff authorised to refuse admittance if they feel inappropriate)</p> <p>Review recruitment policy.</p>	Monthly	Low	High	3	
361	Professional	Inability to recruit	Regular Staff Appraisals (To be reviewed)	As and when	Low	Medium	2	
38	Professional	Inability to retain staff	Complete exit questionnaire. (N/A as no one left yet)	Annually	Low	Medium	2	



LCRS 5. Risks report

Employment of Staff

Campbell Park Community 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 Value	Your action required (> 3)
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. (In place) Arrange regular staff appraisals. (To be reviewed) Maintain appropriate staff records. (Maintained in Clerk's office) Defined training policy in operation. (Training on need basis)	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

2.1



LCRS 5. Risks report

Financial Management

Campbell Park Community 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 Value	Your action required (> 3)
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. (Checked annually by Accounting Solutions) Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. (Completed quarterly) Reconcile claims to cashbook. (In place) 6 monthly independent internal audit examination by Auditing Solutions Ltd VAT checked annually by Accounting Solutions	Quarterly	Low	High	3	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	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) Regular returns to Inland Revenue; prepared by a bureau provider (Accountancy Payroll Services) and checked by the Clerk and RFO 6 monthly independent internal audit examination by Auditing Solutions Ltd)examination by an independent external auditor Arrange prompt payment of all sums due. (Completed within one month of receipt)	Quarterly	Low	Medium	2	



LCRS 5. Risks report

Financial Management

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure all expenditure is intra vires

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved. Pre-purchase orders approved before expenditure occurs (Expenditure over £2,000 approved by Council and minuted As per the Financial Regulations the Clerk and Deputy Clerk may incur expenditure up to £2,000) 6 monthly independent internal audit examination by Auditing Solutions Ltd	Annually	Low	Medium	2	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Installation of Sigma Asset Inventory Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry our periodical inventory checks. 6 monthly independent internal audit examination by Auditing Solutions Ltd	Annually	Low	Low	1	



LCRS 5. Risks report

Financial Management

Campbell Park Community 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 Value	Your action required (> 3)
360	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	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force. (Reviewed annually)	Annually	Low	Low	1	



LCRS 5. Risks report

Financial Management

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

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

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



LCRS 5. Risks report

Financial Management

Campbell Park Community 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 Value	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------------	----------------------------

306	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	
347	Financial	Poor Financial Management	<p>Determine responsibility for the management of the financial affairs of the council. (RFO and Clerk)</p> <p>Maintain and review Standing Orders/Financial regulations. (Updated annually)</p> <p>Maintain an effective budgetary control/financial reporting system. (Income & Expenditure Report to Finance Committee monthly)</p> <p>Maintain an effective internal audit.</p> <p>6 monthly independent internal audit examination by Auditing Solutions Ltd)</p>	Annually	Low	High	3	



LCRS 5. Risks report

Financial Management

Campbell Park Community 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 Value	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	Monthly	Low	High	3	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

2.2



LCRS 5. Risks report

Investments

Campbell Park Community 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

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register. (Determined by Committee/Council) Maintain effective internal audit. (Determined by Committee)	Annually	Low	Low	1	
377	Financial	Financial Loss i.e. theft	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	
199	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	
198	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 Community Council Assessment for year 2024 To 2025

Your Duty = Power to participate in schemes of collective investment

Requirement = To ensure integrity of investment.

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk required (> 3)	Your action required (> 3)
<p>No of risks scored: <input type="text" value="4"/> Average score: <input type="text" value="1.5"/></p>								

Completed by:

Date:

Position:



LCRS 5. Risks report

Land

Campbell Park Community Council Assessment for year 2024 To 2025

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

Requirement = To ensure security of records.

Aim =

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

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

27	Administration/ 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	
25	Administration/ 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	
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis (Estates Manager) Maintain liaison with law enforcement agencies. (Estates Manager) 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. (Estates Manager) Provide proper facilities for control and removal of waste. (Council/Estates Manager) Liaise with police/other authority where necessary. (Environment Officer Land)	Weekly	Low	High	3	



LCRS 5. Risks report

Land

Campbell Park Community Council Assessment for year 2024 To 2025

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

Requirement = To ensure that council assets are properly maintained

Aim =

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

Review timing
Likelihood of occurrence
Impact on Council
Risk Value
Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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>	Annually	Low	Low	1	
23	Financial	Inadequate budget provision	<p>Ensure that all anticipated income/costs are provided for in Budgetary process. (Council/RFO)</p>	Annually	Low	Medium	2	
414	Physical	Unauthorised access/trespass	<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. (Estates Manager)</p> <p>Instigate appropriate action against offenders. (TVP)</p>	Annually	High	High	9	Yes
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	<p>Define responsibility for maintenance and ensure that a planned programme is in place. (To be discussed)</p> <p>Ensure that any service contracts are properly signed and sealed. (Council)</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. (N/A)</p>	Weekly	Low	Low	1	



LCRS 5. Risks report

Land

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of
Requirement = To ensure that proper security arrangements 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 Value	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------------	----------------------------

230 Physical Security of equipment

Define policy for security of premises and equipment. (No policy, Security cameras on 3 properties)
Determine responsibility for security/control of equipment. (To be discussed)
Ensure effective security arrangements in place. (To be discussed)
Maintain asset register. (Finance Office)

Annually

Medium

High

6

Yes

428 Physical Maintenance of furniture

Determine responsibility for maintenance and ensure that planned programme is in place. (Estates Manager)
Arrange regular inspection of seats etc and maintain adequate records of inspection. (Estates Manager)
Arrange for prompt repairs to damage. (Estates Manager)
Ensure that any service contracts are properly signed and sealed. (Clerk)
Enforce penalties for non performance.

Monthly

Low

Low

1

239 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/Estates Manager)
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. (Estates Manager)
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



LCRS 5. Risks report

Land

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to acquire by agreement, to appropriate, to dispose of
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 Value	Your action required (> 3)
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Completed by:				Date:		Position:	
				No of risks scored		Average score:	
				11		3.4	



LCRS 5. Risks report

Litter

Campbell Park Community Council Assessment for year 2024 To 2025

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

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 Value	Your action required (> 3)
225	Administration/ 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 + CPCC 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>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>	Monthly	Low	Low	1	
3	Environmental	Unauthorised Fly posting/nuisance.	<p>Review security and monitor all areas on a regular basis. (Done weekly)</p> <p>Maintain liaison with local enforcement agencies. (Estates Manager)</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>	Annually	Low	Low	1	
7	Environmental	Vandalism/theft/damage	<p>Define council policy and plan for location of bins. (Policy to place where required on CPCC land only)</p> <p>(Committee decision)</p> <p>Carry out periodical review. (Done weekly when emptied)</p>	Annually	Low	Medium	2	
7	Environmental	Inappropriate location of litter bins		Annually	Low	Low	1	



LCRS 5. Risks report

Litter

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to provide receptacles; Duty to empty & cleanse those
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 Value	Your action required (> 3)
437	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	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process. (Finance included in budgetary process)	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 Community 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

Review timing Likelihood of occurrence Impact on Council Risk Value Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, (In place) All Councillors are notified of Meetings by way of a summons and agenda, (In place) Minutes of all meetings are taken and kept. (In place) Maintain attendance records. (In place)	Monthly	Low	Medium	2	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	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	Medium	2	
0	Administration/ 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)	Annually	Low	High	3	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. (In place) Ensure that all minutes are signed and paginated. (In place) Maintain security of master copy. (In place, backed up on server)	Quarterly	Low	Medium	2	



LCRS 5. Risks report

Meetings of the Council

Campbell Park Community 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 Value	Your action required (> 3)
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. (Shown on agendas) Continue in membership of appropriate local/national associations. (In place BALC/NALC members) Continue to subscribe to appropriate publications. (Ongoing) Encourage staff networking. (Limited)	Monthly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

2.2



LCRS 5. Risks report

Newsletters

Campbell Park Community 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 Value	Your action required (> 3)
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. (Communications Committee sign off copy) Arrange for professional examination of any sensitive material. (Bucks Legal consulted if required) Ensure that adequate insurance cover is held. (In place)	As and when	Low	Low	1	
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met. (Communications Committee sign off copy)	As and when	Low	Low	1	
0	Environmental	Failure to deliver and litter	Determine policy for distribution. (Outsourced to external contractor) Prepare written conditions for service providers. (To be reviewed) Test distribution arrangements. (Tracker device used)	Quarterly	Low	Medium	2	
0	Financial	Inadequate budget provision	Take appropriate action against offenders. (Terminate and use different contractor if required) Ensure that service requirements are included in budgetary process. (In place)	Annually	Low	Low	1	



LCRS 5. Risks report

Newsletters

Campbell Park Community 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 Value	Your action required (> 3)
0	Financial	Failure to collect income from advertising etc	Define responsibility for collection of income (To be reviewed) Determine advertising policy and allocate responsibility. (To be reviewed) Ensure that all income due to the council and received is properly recorded. (To be reviewed) Issue receipts for all income received. (To be reviewed) Arrange prompt banking of all income. (To be reviewed) Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.2



LCRS 5. Risks report

Open spaces

Campbell Park Community 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 Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are place where necessary. (Events policy in place + SLA with MK Gallaticos) Maintain a register of users. (Only MK Gallaticps) (Risks chosen because of unauthorised users)	Annually	Low	High	3	
0	Environmental	Vandalism	Maintain liaison with local enforcement agencies. (Estates Manager) Take action as appropriate against offenders. (Not applicable apart from contacting relevant agencies)	Monthly	Low	High	3	
433	Environmental	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)	Weekly	High	High	9	Yes
320	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. (Estates Manager	Monthly	Low	High	3	



LCRS 5. Risks report

Open spaces

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement =

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
324	Environmental	Vandalism	<p>Take reasonable action to maintain security of sites. (Weekly inspections)</p> <p>Arrange for regular site visits. (Weekly)</p> <p>Consider use of professional security service where necessary. (Not required)</p> <p>Maintain liaison with local enforcement agencies. (Estates Manager)</p> <p>Define policy for dealing with offenders. (No policy available. Contact with external bodies)</p> <p>Ensure that service income/expenditure is detailed in budgetary process. (Appropriate budgets in place)</p>	Daily	Medium	High	6	Yes
0	Financial	Inadequate budget provision	<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>	Annually	Low	Low	1	
315	Physical	Property Maintenance	<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	



LCRS 5. Risks report

Open spaces

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to acquire land and maintain

Requirement = To minimize the risk of personal injury to persons using

Aim =

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

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
441	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)	Annually	Low	High	3	

Ensure that, where necessary, appropriate signage is in place.
Maintain detailed records.
Ensure appropriate insurance cover in place.

Completed by:

Date:

Position:

No of risks scored

Average score:

8

3.9



LCRS 5. Risks report

Planning & Development Control

Campbell Park Community 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

Review timing Annually
Likelihood of occurrence Low
Impact on Council Medium
Risk Value 2
Your action required (> 3)

Ref	Risk	Issue	Control
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning & Environment Cttee 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 Community Council Assessment for year 2024 To 2025

*Your Duty = Power to provide buildings for offices and for public meetings
Requirement = To provide effective control of facility bookings etc Council*

Aim =

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

Ref	Risk	Requirement	Review frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
11	Administration/ Legal	Maintenance of diary of events etc.	Determine responsibility for maintenance of events diary. Estates Manager Completed booking/application for a prerequisite to facility hire. Completed	Low	Medium	2	
411	Administration/ Legal	Failure to obtain necessary licences.	All applications to be cross referenced to account/receipt number and filed. Estates Manager Determine responsibility for obtaining licences. Licences obtained by the Estates Manager Maintain adequate records of licence application, renewal etc.	Low	Low	1	
29	Administration/ Legal	Inadequate representation on management committee	Records updated and filed appropriately 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	Low	Low	1	
400	Administration/ Legal	Failure to complete user agreements	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.	Low	Low	1	
266	Environmental	Noise etc pollution	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.	Medium	Medium	4	Yes
272	Financial	Failure to set/review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Low	Low	1	



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Community Council Assessment for year 2024 To 2025

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

Requirement = To collect and bank all income due.

Aim =

Ref	Risk	Impact on Council	Likelihood of occurrence	Review timescale	Your action required (> 3)
439	Financial	Failure to collect income would affect Council income. Cash payments mislaid/stolen	Low	Weekly	2
267	Financial	Inadequate budget provision	Low	Monthly	1
275	Physical	Stock control	Low	Monthly	1

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

- 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
- Ensure that service/facility requirements are detailed in Budget process.
- 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)



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Community Council Assessment for year 2024 To 2025

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

Requirement = To minimize risk associated with the use of hazardous

Aim =

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

Ref	Risk	Hazard	Review frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
271	Physical	Hazardous substances	Annually	Low	Low	1	
269	Physical	Vandalism	Annually	High	High	9	Yes
262	Physical	Security of premises and contents	Annually	Medium	High	6	Yes

- Define responsibility for use and control. (Care takers)
- 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)



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public meetings
Requirement = To ensure proper maintenance of premises and minimize risk

Aim =

263 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 Value 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)
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.

264 Physical Fire

(To be considered. To consider caretakers & documentation)
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)

268 Physical Theft

Annualy
Medium
Medium
4
Yes



LCRS 5. Risks report

Public buildings and Village hall

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty = Power to provide buildings for offices and for public meetings
Requirement = To minimize the risk of loss through theft/misappropriation

Aim =

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

Review
Likelihood of
Impact on
Council Value
Your
action
required
(S3)

Ref

Completed by:

Date:

Position:

No of risks scored

15

Average
score:

2.5



LCRS 5. Risks report

Seats

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty =

Requirement = To safeguard against fire risk.

Aim =

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

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

Review timing Likelihood of occurrence Impact on Council Value Risk Value Your action required (> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
0	Administration/ 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. (Estates Manager)	Annually	Low	Medium	2	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. (Estates Manager) Determine policy for dealing with offenders. (No policy)	Annually	Medium	Medium	4	Yes
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. (Estates Manager) Arrange regular inspection and cleaning. (Inspected weekly) Arrange repairs and maintenance as per programme or as required. (Estates Manager) Have arrangement in place to remove/replace dangerous equipment. (Estates Manager) Maintain records of repairs and maintenance. (To be discussed)	Annually	Low	Medium	2	

Completed by: _____ **Date:** _____ **Position:** _____ **No of risks scored** **Average score:**



LCRS 5. Risks report

Town and Country Planning

Campbell Park Community 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 Value	Your action required (> 3)
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Annually	Low	Low	1	
204	Administration/ 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	
207	Physical	Security of records	Allocate responsibility for records. Provide for secure storage facilities.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

Average score:

3

1.3



LCRS 5. Risks report

Web Sites

Campbell Park Community Council Assessment for year 2024 To 2025

Your Duty =

Requirement = To minimise risk

Aim =

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

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ 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. 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.	Quarterly	Medium	Medium	4	Yes
0	Administration/ Legal	Non compliance with Freedom of Information Act	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.	Annually	Low	Medium	2	
0	Administration/ Legal	Non conformance with GDPR	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.	As and when	Low	Medium	2	
0	Administration/ Legal	Lack of visibility of visitor numbers.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.		Annually	Low	Low	1	



LCRS 5. Risks report

Web Sites

Campbell Park Community 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 Value	Your action required (> 3)
0	Administration/ 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	
457	Administration/ Legal	Content	Ensure that all content is specifically approved by council.		Low	Low	1	
0	Administration/ 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	
464	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.		Low	Low	1	
0	Administration/ 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.	As and when	Low	Low	1	
0	Administration/ 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	Administration/ 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	
0	Administration/ 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	



LCRS 5. Risks report

Web Sites

Campbell Park Community 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 Value	Risk Value	Your action required (> 3)
0	Administration/ 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	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	
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.	Annually	Low	Low	1	
0	Technical	Risk arising from poor design / appearance of web site	Maintain dialogue with site visitors where appropriate. 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	

Completed by:

Date:

Position:

No of risks scored

18

Average score:

1.4



MK Milton Keynes
City Council

Together we can.



November 2024

Introduction

A partnership of Milton Keynes City Council and Local Councils

Local Councils (Town, Parish, and Community) are working hard to benefit their communities and residents. In partnership with Milton Keynes City Council (MKCC), they innovate solutions to fast moving challenges, creating a powerful alliance and building a stronger Milton Keynes.

Here we set out the parameters of the dynamic working relationship that exists between Local Councils and MKCC. It is a strong partnership that that is essential to meet the expectations of our residents, even in the face of challenges. It grows stronger when we all embrace the premise that, **'together we can'**.

Local Councils are key in supporting communities and improving local areas. Milton Keynes is unique - the first unitary local authority to be fully parished in England. This unique democratic model is one to be celebrated and must continue to benefit residents and communities.

Local Councils and MKCC can be proud of the relationships we have - much has been achieved. But these continue to be difficult times for local government. Increased demand, restraints on budgets, and a reliance on willing volunteers presents continued challenges. As a result, it is necessary to address the framework of how we work together to achieve the best results and affect real change at a local level.

The MKCC Plan (2022-2026) recognises the importance of this partnership and the vital role that Local Councils have in shaping their own local areas and Milton Keynes as a whole.

Our structures

- MKCC is recognised as the Principal Authority for the area.
- Policy is set by a combination of democratically elected ward councillors and national legislation and administered by MKCC Officers.
- Local Councils (48 within Milton Keynes) are the first tier of local government and have a unique and in-depth knowledge of their local communities and places. Local Councils are autonomous and independent and are corporate bodies constrained by statute. They have a number of statutory powers and broader powers can be acquired through a General Power of Competence.
- Policy is set by local council councillors and administered by local council officers, usually (but not exclusively), the clerk.
- MKCC Ward Councillors and local councillors recognise the great value in having good relationships across the different Local Councils and MKCC. Good communication and

engagement are central to being effective. Local council councillors understand the role that ward councillors play at the MKCC wide level. Equally, ward councillors understand the role that local council councillors play at local area level. Whilst each are different types of councillors (be they ward councillors or local councillors), all are committed to ensuring the best outcomes for their areas and for Milton Keynes as whole.

Working together

- **‘Together We Can’** embodies the true ethos of partnership working, involving all partners contributing to a common goal, communicating, and working effectively with each other.
- By pooling knowledge, experience and tools, all councillors and council officers (both local and principal) can build a better understanding of what works at the very local level. They identify the needs and views of residents and communities and represent and act upon them.
- Success is dependent on all partners treating each other equally and with respect and understanding of the statutory landscape within which each partner operates.
- Collaborative relationships are mutually beneficial for all and involve both officers and councillors at every level.
- The non-statutory Milton Keynes Association of Local Councils (MKALC) gives voice to issues affecting Local Councils across Milton Keynes and liaises with MKCC on their behalf (although of course individual Local Councils also raise specific issues). MKALC is supported by a County Association (BMKALC) and National Association (NALC) which provide advice, training and literature to Local Councils.

Challenges that local communities are facing are sometimes very difficult to solve but **together we can** work towards positive solutions, ensuring all parties feel valued. It is vital that we treat each other with respect, dignity and politeness (even when we might not always see things the same way).

We strive to behave fairly and constructively towards each other when we disagree, we will listen, and be respectful in our exchanges of views. Disagreements will arise sometimes and that’s okay because everyone can express their opinion and be heard. Debate may even be robust but aims to make Milton Keynes a better place for our residents and communities.

What this means in reality is that Local Councils and MKCC will:

- Respond in a timely manner to ensure a regular flow of information, particularly where issues remain outstanding or unresolved. We recognise the importance of communication and will respond with acknowledgements and regular / periodic updates.
- Provide inductions to new key officers on the role of Local Councils and MKCC.

- Within MKCC, have Local Council champions that work with ward councillors, council officers and cabinet members to highlight the key role that Local Councils have.
- Support closer working between ward and local council councillors.
- Strive to continuously work together and improve engagement.
- Not work in silos and ensure the words within this document translate into actions.
- Ensure that the Parish Partnership Team continue to be a point of contact, information and advice and provide issue resolution for Local Council difficulties.

Consultation and engagement

MKCC and Local Councils recognise that consultation and engagement can be challenging. However, it is key in ensuring that local council and resident voices are heard on issues impacting both them and Milton Keynes more generally.

As the principal authority, it is MKCC that runs formal consultations on both local and national issues. More informal engagement with Local Councils can also be used to help form the development of policy and practice of the Council.

MKCC will:

- Consult and engage positively with Local Councils on matters which impact them and their communities. Matters that will be of importance to some may be less to others, so a bespoke approach can be taken.
- **Start conversations early**, where it will impact Local Councils. Formal consultation may follow but engaging Local Councils early can have a beneficial impact on success.
- **Publish formal consultations** on <https://www.milton-keynes.gov.uk/consultations> enabling Local Councils to respond accordingly and highlighting, in advance, (through the parish clerks), the consultations that are coming up.
- **Engage with Local Councils** using the Parishes Forum (PF), the Parishes Advisory Group (PAG) and other meetings to enable consultation, engagement and dialogue to take place. This can be both formal, but also can be informal through discussions with Local Council members / officers and local resident and other groups.
- **Attend Local Council meetings**, where appropriate, to discuss the impact on the local council and its parish area.
- **Ensure that formal consultations**, other than those governed by statutory regulations such as planning matters, will be for a minimum of six weeks excluding the Christmas/New Year holiday period and giving some extra allowance in August when many Local Councils do not have formal meetings. (In reality consultations are often longer than the minimum)
- **Understand that community engagement and consultations** is about listening and learning and having meaningful dialogue with the community and is an opportunity to find out what is important to them, their neighbourhoods and local areas.
- **Use the most effective method** to consult and engage, including digital methods.

- **Consult in plain English** to be clear and concise.

And for Local Councils, they will:

- **Respond and engage** with formal consultations and provide contributions to shape policies that matter to residents and communities.
- **Provide officer / clerk contributions** and support where the nature of the consultation or engagement is more about operational processes.
- **Engage with MKCC officers in the development of policy or initiatives** respecting the uncertainty and confidentiality which comes in the early stages of development but recognising early influence of these decisions can lead to successful results for residents.

Over recent years the nature of consultation has evolved as there has been an increase in delegated decision making as MKCC has responded to national government directive.

We need to ensure that, going forward, the primacy of both formal and informal consultation is maintained by MKCC and the MKCC cabinet is committed to ensuring this.

Useful documents:

- *Cabinet Guidance on Consultation*
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles_1_.pdf
- *Statement of Community Involvement* setting out how MKCC engages and consults with local communities and stakeholders on planning policy documents and planning applications
[Statement of Community Involvement \(SCI\)](#)

Asset and service devolution

We recognise that Local Councils are all different in their makeup, capacity and size and will require different solutions and responses, As they have different needs – one size simply does not fit all. Assets and services are for the benefit of residents and Local Councils can be best placed to deliver this.

MKCC will support those Local Councils with an appetite to become more involved in service and asset devolution and work across the Local Council community to ensure that the involvement is at a level that suits individual Local Councils and the communities and residents they serve. Local Councils taking on devolved services are supported by service specific officers and regular meetings take place between such officers and the devolved parishes.

Local Councils are welcome to make use of the past experiences and expertise accumulated by MKCC in relation to devolution projects in which they choose to engage. For example, this could

include shared ambitions for healthy and active communities, to be the Greenest City, promote biodiversity and combat climate change.

Section 106/Planning Obligations

Under planning legislation and regulations, MKCC can require a developer to contribute towards providing infrastructure or taking steps to offset the impact of a development; obligations of this nature are set out in what are often known as S106 Agreements. Organisations that apply for funding are encouraged to engage with Local Councils for the area, given that Local Councils have a good understanding of local community needs. Local Councils also have the opportunity to apply for funding themselves, particularly in relation to certain categories. **Appendix A** provides officer contact details for Local Councils to have initial discussions relating to particular categories of funding. Details of the available S106 funding can be found on [EXACOM](#) and it is advised that anyone considering applying for funds also contacts the MKCC Planning Obligations Team (planning.obligations@milton-keynes.gov.uk) as part of initial considerations.

Joint working arrangements

Parishes Forum (PF) - We ensure we meet regularly to discuss issues that are important to each other. The PF currently meets four times a year to achieve this. PF meetings can be held physically or virtually. Physical meetings take place in various locations, e.g. MKCC offices, Local Council offices, other appropriate venues, etc.

Each Local Council nominates two representatives annually. Local Councils share the details of their representatives with MKCC (usually following their Annual General Meetings).

The Cabinet Member with responsibility for Parish Partnerships chairs the PF. A vice chair is elected by the Local Councils and serves for two years. Election is undertaken by ballot. The PF provides an opportunity for influencing, bringing fresh ideas and new outlooks, etc, as well as providing and sharing information.

MKC officers from the Parishes Partnership Team support the PF.

Parishes Advisory Group (PAG) - Is a small group of committed and enthusiastic Local Council councillors, and a ward councillor from each of the political parties who work co-operatively for the greater good of all Local Councils across the MK area. The PAG has no decision-making powers and nor is it a constituted group. It is purely an advisory group. The Cabinet Member and vice chair of the PF also hold the same roles on the PAG.

The PAG:

- advises the Cabinet Member with responsibility for Local Councils on matters of mutual interest to MKCC and Local Councils; making any appropriate and relevant

recommendations to MKCC; holds consultations with / seek views of Local Councils on areas of particular interest.

- shapes and agree approaches on key issues and pieces of work before wider circulation to all Local Councils. Can set up Sub Working/Task Groups to focus on the identified areas of concern or progress. Working / Task Groups to be chaired by a PAG representative and opportunities to attend will be issued to all Local Councils. This could be Local Council clerks, Local Council councillors or a combination.
- determines the way forward for the devolution agenda, ensuring services and assets rest with the level of local government that can best maximise the opportunity of particular assets and services for the wider community.
- considers agenda items, discussion topics, and show casing for the PF, and agree the agenda for the PF each quarter.
- fosters close co-operation and engagement between each local council, stakeholders, and partners to ensure the best possible outcomes for the communities that we all work to serve.

The PAG membership consists of

- A ward councillor from each of the main political parties
- Three representatives from the **Milton Keynes Association of Local Councils (MKALC)**
- Three further parish councillors invited by the Chair

MKCC officers from the Parishes Partnership Team support the PAG (See **Appendix A**).

Local Area Forums (LAFs) -meetings for groups of Local Councils who share common interests / are connected by physical locality (usually ward). LAFs are attended by the Ward Councillors (who ordinarily take the role of chair). Support for LAFs is discussed and agreed with MKCC Officers and each individual LAF.

Access to Systems

Where MKCC is able, it will provide access to systems that benefit joint working – for example the Geographical Information System (GIS).

Reporting issues

MKCC encourage Local Councils to report issues through the [Report It](#) function. Escalation of issues should be directed to [Ward Councillors](#). The Parish Partnership Team is also available to assist (See **Appendix A**).

Future challenges

Working together and respecting our different roles, we know that we can make a real difference to our residents as challenges and opportunities present. There will be a likely rise in demand when budgets will be under considerable pressure. When difficult times arise, but with an open and honest dialogue between us (for example, around respective future financial and funding positions) we will be able to deliver for residents.

Together we can....

Through a dynamic partnership, clear and timely communication, sharing best practice, and innovating together, we can improve our communities.

Collaboration will:

- bring a range of resources and talent to creating innovative solutions.
- use available resources more efficiently and effectively.
- help tackle the complexity of the challenges.

This document is a living document; edited, updated, and revised over time to encourage collaboration and avoid stagnation. To be circulated for review annually, giving partners the opportunity to say what has worked well, what has not, and what, if anything, needs changing.

Our framework is deliberately not focused on specific measurements or sanctions for parties, but rather meant to act as a document that sets out the parameters for mature, constructive, and productive relationships between all councils in MK.

Appendix A

The main contact for the Parishes Partnership Team is Kay Pettit who can be contacted at Kay.Pettit@milton-keynes.gov.uk or Local.Councils.Liaison@milton-keynes.gov.uk

Local Councils can contact the following officers for initial discussions about S106 Funding

- Community Safety – Joanne Smart Joanne.Smart@milton-keynes.gov.uk
- Leisure – Janette Murphy Janette.Murphy@milton-keynes.gov.uk
- Voluntary and Social infrastructure - Kay Pettit Kay.Pettit@milton-keynes.gov.uk
- Biodiversity, play areas and parks - Phillip Snell Phillip.Snell@Milton-keynes.gov.uk



CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 02/12/2024

Contract No: 2464

Report No: 10

by: C Spencer

1 Progress for works up to and including the 05/12/24 against our updated programme with the revised completion date of the 14/02/2025.

Brief outline below: -

- **Construction period –**
- Remaining areas of ground floor have now been screeded.
- Insulation installed to all roof areas.
- All external windows and doors installed.
- Ceiling and Perimeter walls to first floor plaster boarded.
- First floor internal partitions complete and ready for skim coat.
- Ground floor partitions erected & boarded.
- Dot and dabbed plaster boarding commenced to ground floor.
- First fix carpentry works are complete.
- First fix mechanical and electrical works are around 80% complete.
- Final foundations poured to the masonry retaining walls
- High level fascia and soffits installed, 80% of low level also installed.
- Incoming power installed and is now energised to the head.
- Insitu section of concrete retaining wall poured.

Works due to commence in next reporting period

- External works & drainage to continue.
- Masonry to continue to retaining walls and existing basement.
- First fix mechanical and electrical to complete.
- Skim coat plastering to commence.
- Canopy roofs to complete.
- Second fix operations to commence.
- Mist coat decorations to commence.

2 Summary

Reporting against the updated construction programme to the 14/02/2024, revised to reflect the 4-week extension of time awarded.

The main building is currently around 4.5 weeks behind the updated programme which is attributed to the actual completion date of the external windows and doors and the start date of the mechanical and electrical fitouts, with the building now secure and the internal works underway the risks to programme should now be minimised.

Externally, works are significantly behind with the biggest effect to the existing basement & retaining walls, were currently reviewing these elements with the contractors to see if there is any scope to mitigate any lost time. Its worth noting that as we enter the winter period there are several elements that are at risk of further delays due to weather – mainly the brick retaining walls that are key to the completion of other works.

During the next reporting period we will formalise and issue an extension of time request.

3 Contract completion date and Forecast Completion date

Revised completion date – 14th February 2025

Forecast Completion date – Initial analysis of the external works element is indicating anticipated completion early April.

4 Weather

We have lost the following: -

- No significant weather delays encountered in reporting period.

Total to date = 20 days (report compiled to 04/11/24)

5 Architects Instructions and RFI's Logged

AI's. 29 no issued to date

6 Subcontractors Appointed to Date

<i>Groundworks</i>	<i>MBH Construction</i>
<i>Steel Frame</i>	<i>CovCon</i>
<i>Masonry</i>	<i>JDW Brickwork</i>
<i>Block & beam</i>	<i>Floorspan</i>
<i>PC floor & stairs</i>	<i>F P McCann</i>
<i>Lift</i>	<i>Gartec</i>
<i>Scaffolding</i>	<i>Apex</i>
<i>Mechanical</i>	<i>Ambivent</i>
<i>Basement Roller Shutter</i>	<i>HAG</i>
<i>Electrical</i>	<i>P&W</i>
<i>Roller shutter</i>	<i>Roller Shutters UK</i>
<i>Roof Coverings</i>	<i>JAK Roofing</i>
<i>Carpentry</i>	<i>Old Station Joinery</i>
<i>External Windows & Doors</i>	<i>Glass Northampton</i>
<i>Basement Shutter</i>	<i>HAG</i>
<i>Roofline Aluminium</i>	<i>Roweaver</i>
<i>Render</i>	<i>Rendserve</i>
<i>Screed</i>	<i>ALD Group</i>
<i>Plastering & Partitions</i>	<i>Ace Drylining</i>
<i>Movable Partition</i>	<i>Style</i>
<i>Café Roller Shutter</i>	<i>UK Roller Shutters</i>
<i>IPS</i>	<i>Formwise Laminates</i>
<i>Servery Counter</i>	<i>Top Class Designs</i>
<i>Tarmac</i>	<i>Charmac</i>
<i>Fencing and Gates</i>	<i>East Midlands Fencing</i>
<i>External Glass Balustrading</i>	<i>Neaco</i>
<i>IPS</i>	<i>Formwise</i>
<i>Internal Glass Balustrading</i>	<i>Lloyd Worrall</i>
<i>Floor Finishes</i>	<i>Hillside Flooring</i>
<i>Reception Hatch and Fire Curtain</i>	<i>Avon Armour</i>
<i>Servery Shutter</i>	<i>System</i>

7 Building Control

Building control have visited site and undertaken the inspection of the roof structure.

8 Quality control

No issues encountered in reporting period

9 Information Required

Electric meter installation date.

10 Health & Safety

Site inspection by SSUK undertaken – report attached

11 Progress Photos

As attached at end of report.

12 Services

- Electrical services – Supply now energised and ready for metering.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – alternative route agreed.

First fix complete and all closed off ready for skim coat.



First fix electrical works to café.

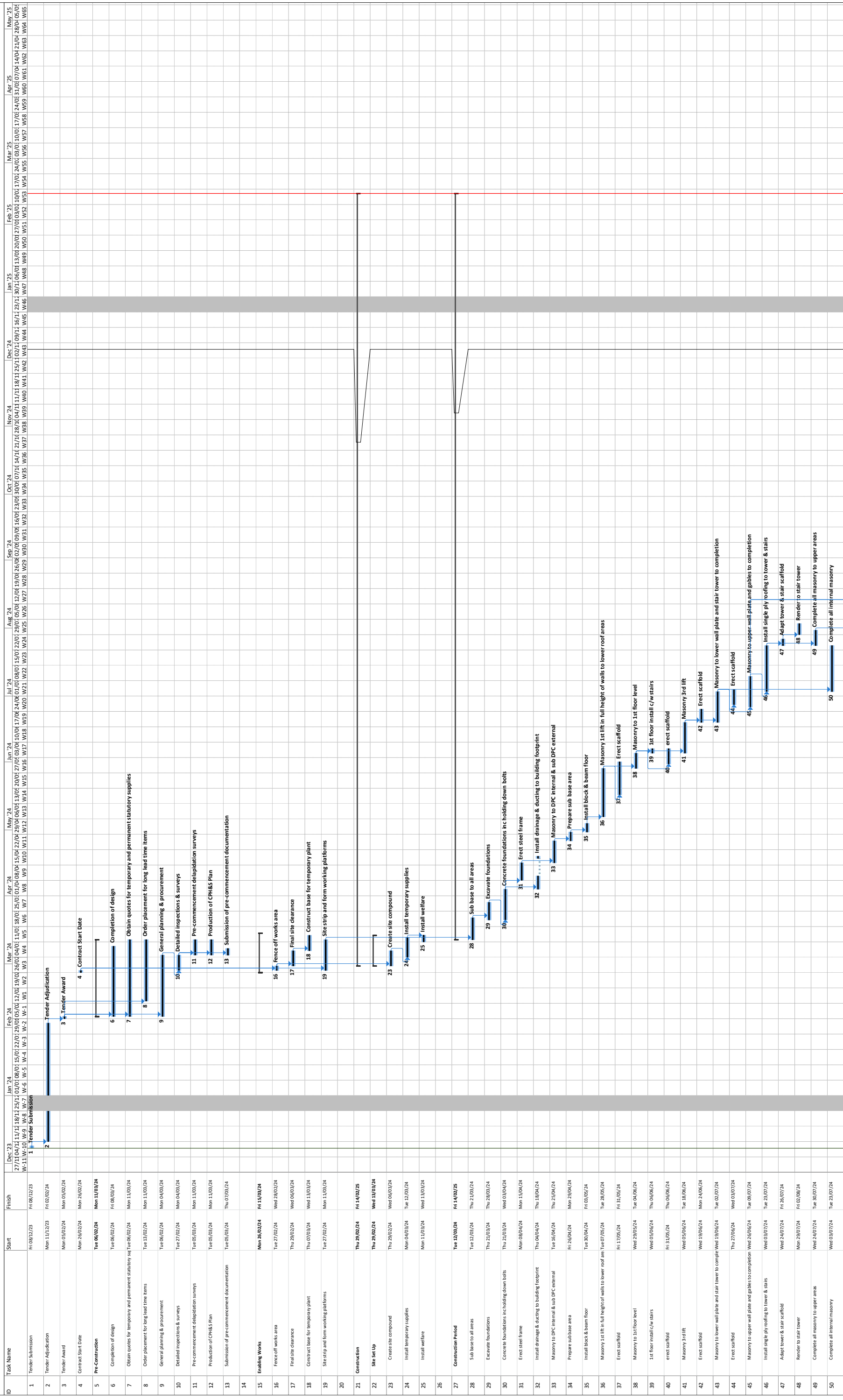


Main containment installed to ground floor.

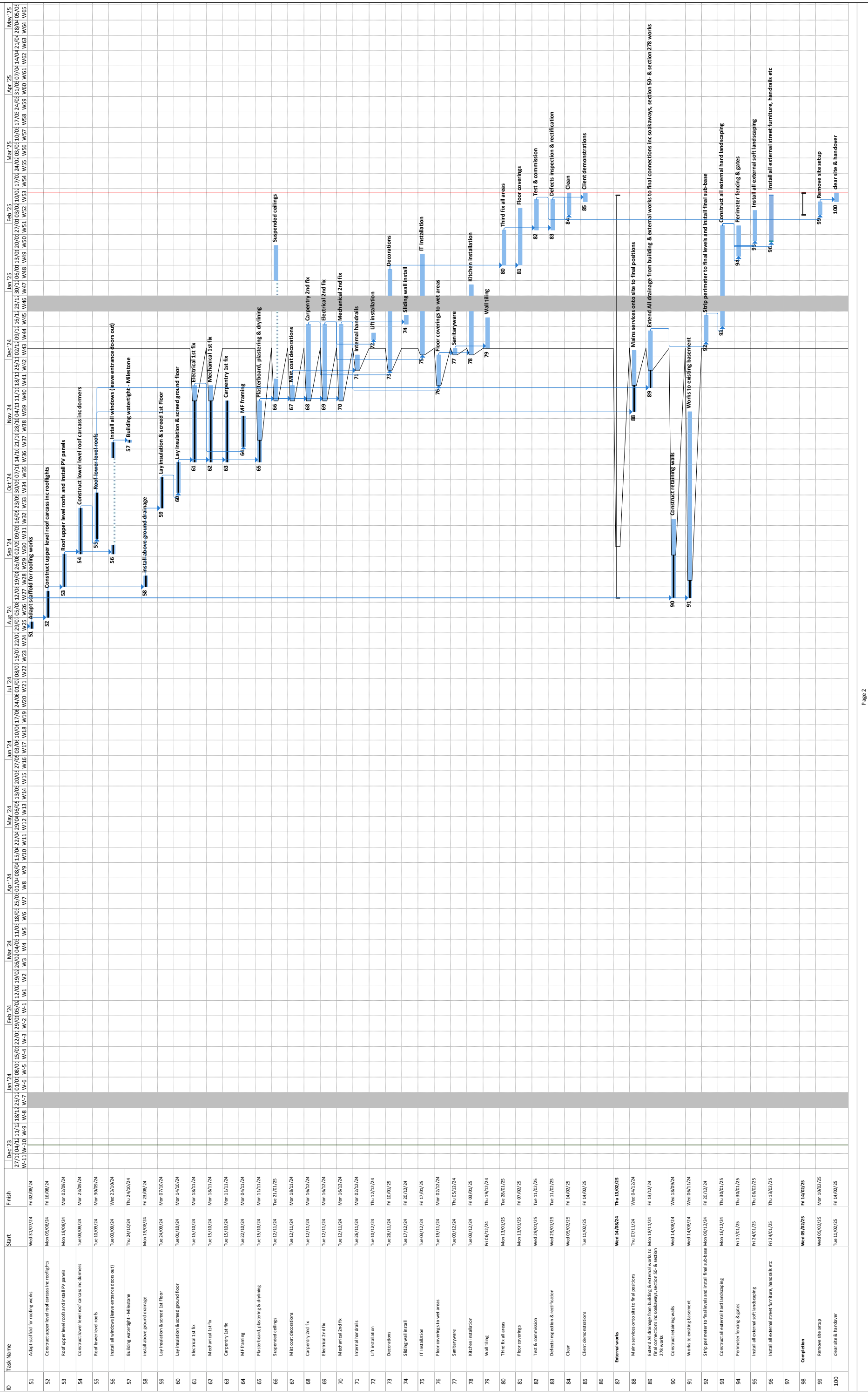




Campbell Park Community Hub Project



Campbell Park Community Hub Project





Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 5

13 November 2024

Document Issue Sheet

Issue Nr	Document	Issue Date	Issued To	Prepared By	Reviewed By
1	Financial Statement Nr.1	10/07/2024	CPCC	VB	AF
2	Financial Statement Nr.2	08/08/2024	CPCC	VB	AF
3	Financial Statement Nr.3	12/09/2024	CPCC	VB	AF
4	Financial Statement Nr.4	16/10/2024	CPCC	AF	AI
5	Financial Statement Nr.5	13/11/2024	CPCC	AF	AI

Authorised By (Director):	Date
AF	13/11/2024

Contents

- 1.0 Introduction**
 - 1.1 Cost Changes in the Interim
- 2.0 Contract Particulars**
- 3.0 Contract Summary**
 - 3.1 Financial Summary
 - 3.2 Instructions
- 4.0 Cash Flow Forecast**

1.0 Introduction

1. The following report is Financial Statement Nr.5 for CPCC Community Hub
2. The contract works comprise construction of a new Community Hub over a demolished pub
3. The Frame has been installed, the external brick work and roof have been completed. M&E works have commenced.
4. To date there have been 27 Architects Instructions issued (as of 13 November 2024).
5. 9 valuations have been processed in the gross sum of £1,089,688.
6. We are working in accordance with the JCT Standard Building Contract With Quantities, 2016 Edition. Utilising the Bill of Quantities

1.1 Cost Changes in the Interim

1. Cost changes in the interim period are as follows:

Previous Financial Statement Nr 4 total cost changes :			£	47,505.71
	OMIT		ADD	
Architects Instructions	£ 163,601.40	£	151,851.48	
Variations Submitted by S&B	£ -	£	68,460.63	
Expected Variations	£ 5,000.00	£	82,995.00	
Contingency	£ 74,100.00			
	<hr/>			
Sub-total	£ 242,701.40	£ 303,307.11	£	60,605.71
	<hr/>			
Total value of cost changes in Financial Statement Nr.5			£	<u>13,100.00</u>

2. Reasons for cost changes:

Architects Instructions:

Twenty-Seven Architects Instructions have been issued to date.

Variations Submitted by S&B

There are still a few items which have not been agreed, these are all items in the Variations Submitted by S&B.

Adjustment to Provisional Sums:

There has been a omission of £40k for the non-hazardous Soil taken out and instructed.

There has been a omission of £5k for the window seals

There has been a omission of £50k for Kitchen Fit out Including M&E and added back £28,099.00 which has been quoted for however there will be additional work which needs to take place thus Estimates have been added to that quoted figure.

There has been a omission of £25K for Café Fit out Including M&E there has been some costs A further £25,000.00 for three sums has been omitted.

Expected Variations:

There are still approximately £77,995 in for expected variations which have not yet been quoted/instructed however are expected to come forward.

2.0 Contract Particulars

Form of Contract:	JCT Standard Form Contract 2016
Contract sum:	£2,407,797.92
Contract dated:	13th February 2024
Employer:	Campbell Park Community Council
Main Contractor:	Steele & Bray
Contract commencement date:	26th February 2024
Contract completion date (all sections):	17th January 2025
Anticipated completion date:	01 March 2025
Revised completion date:	TBC
Gross valuation to date (subject to agreement):	£1,089,601.97
Percentage of Contract Sum:	45.25%
Retention %:	3%
Retention held:	£32,688.06
Rate of Liquidated Damages: Per day	£300.00

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	163,601.40	£	151,851.48
Variations Submitted by S&B	£	-	£	68,460.63
		<u>£ 163,601.40</u>	<u>£ 220,312.11</u>	<u>£ 56,710.71</u>
SUB TOTAL				£2,464,508.63
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	82,995.00
		<u>£ 5,000.00</u>	<u>£ 82,995.00</u>	<u>£ 77,995.00</u>
ANTICIPATED CONSTRUCTION COST				£ 2,542,503.63
Contingencies				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	<u>74,100.00</u>	£	<u>-</u>
			-£	<u>74,100.00</u>
TOTAL ANTICIPATED CONSTRUCTION COST				£2,468,403.63

3.2 Change Summary

Tender Figure

	Omit	Add	Comments
Tender Figure		£ 2,304,660.00	
To Summary	<u>£ -</u>	<u>£ 2,304,660.00</u>	

Build Up to Contract Sum

1	EDPM Seals - Windows	£	5,000.00	PS
2	Water Mains	£	6,791.00	
3	Additional tarmac removal	£	3,086.60	
4	Additional lead flashings	£	2,000.00	PS
5	Stop ends to copings	£	300.00	
6	RWP adaptors	£	250.00	
7	Lift shaft/under stair walls	£	2,500.00	PS
8	White capping to skirting	£	51.80	
9	lift optional extras	£	1,271.00	
10	Soil Disposal	£	40,000.00	PS
	OHP	£	587.52	
	Contingency	£	33,000.00	
	Day works	£	8,300.00	

Contract Sum to Summary	<u>£ -</u>	<u>£ 2,407,797.92</u>
-------------------------	------------	-----------------------

Architect's Instructions

	Omit	Add	Comments
1	CONSTRUCTION ISSUE - ARCHITECTURAL INFORMATION CONSTRUCTION ISSUE – STRUCTURAL & CIVIL ENGINEERING DRAWINGS CONSTRUCTION ISSUE – STEEL FRAME CONNECTIONS CONSTRUCTION ISSUE – M&E INFORMATION	£ -	£ -
2	CONFIRMATION: EPDM SEALS CONFIRMATION - EARLY SITE POSSESSION CONSTRUCTION ISSUE – BENDING SCHEDULES	£ -	£ -
3	No Cost Impact	£ -	£ -
4	No Cost Impact	£ -	£ -
5	CONFIRMATION: TENDER CLARIFICATIONS DRAWING ISSUE: STENTON OBHI ARCHITECTS	£ -	£ -

6	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
7	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
8	Architects Instruction 08- Issued 16/04/24- Demolition of Patio Structure	£	-	£	5,034.75	Agreed
9	Architects Instruction 09- Issued 17/04/24- Removal of Kerbs	£	-	£	2,701.13	Agreed
9	Architects Instruction 09- Issued 17/04/24- EO Breakout of Concrete (below Tarmac)	£	40,000.00	£	23,584.89	Agreed
10	No Cost Impact	£	-			
11	Architects Instruction 11- Issued 02/05/24- Incorrect Level to Bottom of B&B Void	£	-	£	952.69	Agreed
11	Architects Instruction 11- Issued 02/05/24- Remove & Dispose of Tree Stumps, Laurel & Green Waste	£	-	£	6,111.37	Agreed
12	Architects Instruction 12- Issued 08/05/24- Trial Holes to Gas Main	£	-	£	570.68	Agreed
12	Architects Instruction 12- Issued 08/05/24- Foul Drainage Investigation to Unidentified MH's	£	-	£	296.89	Agreed
13	Issued 15/05/24 - omission of Provisional Sum for EPDM External Windows & Doors	£	5,000.00	£	-	
13	Issued 15/05/24- Expend/ Add EPDM to External Doors & Windows			£	7,211.86	Being Reviewed by C&B
14	Issued 17/05/24/ No cost Impact	£	-	£	-	
15	Issued 24/05/24 Instrument Paint Change	£	8,240.00	£	-	Agreed
15	Issued 24/05/24- ESP Dwg 201 Mech. Schedule- Air Con. & Ventilation Equipment Update			£	8,891.40	Being Reviewed by C&B
16	Issued 30/05/24- Setting out BWIC- Grilles & Bat/ Bird Boxes	£	-	£	-	
16	Wraptite Tape to Cavity Wall Insulation	£	-	£	-	
16	Remove & Dispose of Pub Sign	£	-	£	-	
17	Removal of Dwarf Walls, Steps, Paving Slabs & Concrete Bases	£	-	£	7,458.66	Agreed
17	SOA Drawing Issue	£	-	£	-	
17	STA Drawing Issue	£	-	£	-	
18	Issued 18/06/24 / No cost change	£	-	£	-	
19	Concrete Blinding to Retaining Wall Foundation	£	-	£	2,678.24	Agreed
19	Concrete Obstruction in Ground	£	-	£	269.57	Agreed
19	Wraptite Tape to Cavity Wall Insulation	£	-	£	4,543.35	Agreed
20	Kitchen Fit out, including M&E	£	50,000.00	£	48,099.00	TBC
20	Café Fit out Cost Including M&E	£	25,000.00	£	20,000.00	TBC
21	Drawing Issue ESP	£	-	£	4,600.00	TBC

22	Drawing issue STA	£	-	£	-	
22	Special bricks	£	-	£	3,000.00	TBC
23	Drawing Issue ESP	£	-	£	-	
24	SOA Drawing Issue	£	-	£	-	
25	SOA Drawing Issue	£	-	£	-	
25	Drawing Issue ESP	£	-	£	-	
26	SOA Drawing Issue	£	-	£	-	
26	Omission of Provisional Sums	£	25,000.00	£	-	
26	Omission of cucle lockers	£	4,395.95	£	-	
26	Omission of landscape maintenace	£	765.45	£	-	
26	STA bending schedules	£	-	£	-	TBC
26	Armrests to benches	£	-	£	350.00	
26	Variation to screeds	£	2,000.00	£	-	
26	Café servery	£	-	£	5,497.00	
26	Omission of cylinders	£	1,200.00	£	-	TBC
26	Omission of link to FA	£	2,000.00	£	-	TBC
27	Drawing issue STA	£	-	£	-	TBC
To Summary		£	<u>163,601.40</u>	£	<u>151,851.48</u>	

Variations Submitted by S&B

		Omit	Add	Comments	
1	Remove Hording to South Boundary & Erect Heras	£	-	£ 648.35	Not Agreed
2	Colum Casement Re-measure	£	-	£ 6,573.22	Not Agreed
3	Remove/ Dispose Remaining Hoarding & Erect Heras to Western Boundary	£	-	£ 5,670.00	Not Agreed
4	IHR-B Head Restraint Re-Measure	-	£	999.24	Not Agreed
5	Retaining Wall Infill & Works to SW Embankment		£	25,262.55	Not Agreed
6	Rebuilding the Patio Structure		£	29,307.27	Not Agreed
To Summary		£	<u>-</u>	£ <u>68,460.63</u>	

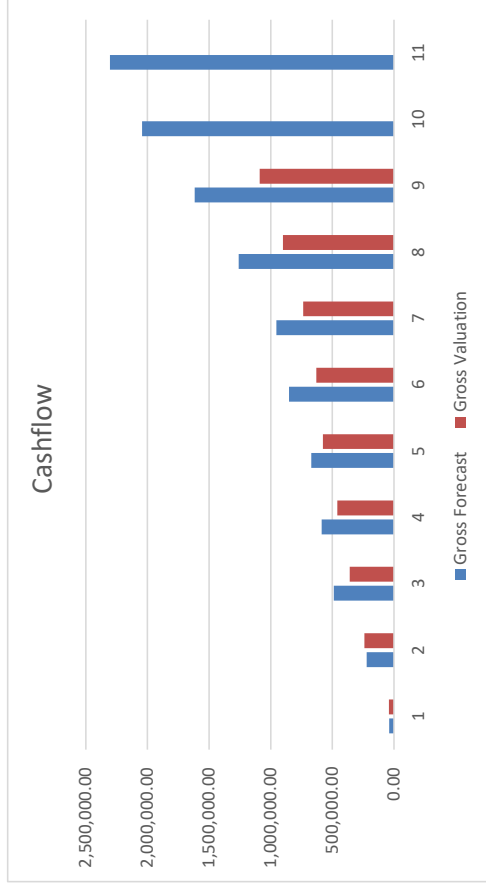
Expected Variation

	Omit	Add	Comments	
1	Expected Extra for Demolition of Existing Patio Structure	£	-	No Longer Required
2	Rebuilding the Patio Structure	£	-	Superseded by SB06
3	Retaining Wall Infill & Works to SW Embankment	£	-	Superseded by SB05
4	Works to the lose wall behind the basement, Demolish Rebuild and tie into existing	£	20,000.00	C&B Estimate
5	Additional SDB, SPB & SAH Ties	£	5,000.00	C&B Estimate
6	3nr Electric Blinds to Rooflights/ M&E	£	1,500.00	C&B Estimate
7	Adjustment to Intumescent Paint			Superseded by AI15

8	RL Dig & Cart Re-Measure	£	5,000.00	£	12,500.00	S&B Estimate
9	CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)			£	600.00	S&B Estimate
10	Roller Shutter to Community Larder			£	3,200.00	S&B Estimate
11	Trespa Cladding Remeasure			£	3,945.00	S&B Estimate
12	Non-Hazardous Muck uplift			£	2,000.00	S&B Estimate
13	Water Barrier Pipe			£	1,500.00	S&B Estimate
14	Clearing Stirway			£	1,500.00	S&B Estimate
15	Unidentified Obstruction/Groundworks Standing Time			£	2,500.00	S&B Estimate
16	Concrete Obstruction to Retaining Walls E&P			£	750.00	S&B Estimate
17	Formwork to Retain Screed			£	500.00	S&B Estimate
18	Additional Steel Missed from Steel Elevation Drawing			£	4,000.00	S&B Estimate
19	Roof flashings/remmeasure			£	4,500.00	S&B Estimate
30	Incoming seervices and BWIC (BT and Elec)			£	7,500.00	Estimate
31	Incoming power quote			£	7,500.00	Estimate
32	Floor finishes			£	4,000.00	Estimate

To Summary	£	5,000.00	£	82,995.00
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Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
40,000.00	5,164.00	1	45,164.00	43,809	41,237	40,000
221,687.77	5,164.00	2	181,687.77	176,237	239,415	232,232
488,327.47	5,164.00	3	271,803.70	263,650	360,131	349,327
586,508.88	5,164.00	4	103,345.41	100,245	460,642	446,823
670,974.95	5,164.00	5	89,630.07	86,941	575,810	558,536
851,564.44	5,164.00	6	185,753.49	180,181	629,916	611,018
954,742.31	5,164.00	7	108,341.87	105,092	737,575	715,448
1,259,984.31	5,164.00	8	310,406.00	301,094	900,272	873,265
1,618,001.79	5,164.00	9	363,181.48	352,286	1,089,688	1,056,914
2,044,221.35	5,164.00	10	431,383.56	418,442		
2,304,660.00	5,164.00	11	265,602.65	257,635		





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08 - CPCC COMMUNITY HUB: POST CONTRACT WORKING GROUP MEETING MINUTES

Project: CPCC Community Hub, Springfield, Milton Keynes	
Project No: 06325	
Meeting Location: Springfield Centre, Springfield, Milton Keynes MK6 3NA	Date: 08.11.2024
Client: Campbell Park Community Council	Time: 1pm

Present:	Dominic Warner (CPCC)	- DW
	Chris Hindson (CPCC)	- CH
	Tracey Jones (CPCC)	- TJ
	Ray Golding (CPCC)	- RG
	Brian Greenwood (CPCC)	- BG
	John Howard (CPCC)	- JH
	Nick Stenton (SOa)	- NS

Apologies:	Perri Sullivan (CPCC)	- PS
	Sophie Gibbens (CPCC)	- SG

Item		Actions
1.0	Introductions	
1.01	No formal introductions required, apologies as above.	
2.0	Minutes of Last Meeting/Matters Arising	
2.01	<p>Mtg 07 / 2.01 – Voids in the basement (former stairwell) that were infilled with rubble during the pub demolition.</p> <p>NS confirmed that MT of STA has inspected the void and recommended that the rubble needs to be removed. Price has been requested from S&B for removal work. STA to provide detail for permanently blocking up the door openings. STA provided revised drawings on 12th June. Cost info from S&B still pending.</p> <p>As an update NS confirmed that an initial cost for the clearance work, in the sum of £1500.00, had been advised by S&B and included in the final account cost projection</p> <p><i>NS to advise CPCC once final cost has been agreed between S&B and C&B</i></p>	NS (Ongoing Item)
2.02	<p>Mtg 07 / 2.02 - Tiling to splashback in the Staff Room</p> <p>The requirement was discussed, and it was agreed that CPCC would procure and store their preferred tiling (3m2 approx.) until required. S&B to install only</p> <p>NS asked where we were with the supply of the tiles. CPCC to action before end of December 2024</p>	CPCC (Ongoing Item)

2.03	<p>Mtg 07 / 2.05 – Patio rebuilt (Costings)</p> <p>With reference to Patio rebuilt, DW noted that the latest design omitted the requirement for substructure work and wanted to ensure that element was excluded from the revised costings from S&B. NS to advise C&B to check this</p>	(Ongoing Item)
2.04	<p>Mtg 07 / 2.06 – Kitchen</p> <p>NS highlighted the importance of the coordination for junction between the steel cladding behind the cooking area and the PVC wall cladding to the rest of the walls.</p> <p>NS noted that CH has spoken to Countywide about the extractor splashback and hygienic wall cladding installation and sequencing. The stainless steel fabricator has recommended that they install the canopy and associated splashback to the wall first, with a joining strip on the edge of their installation for the hygienic cladding, as this will give a clean and tidy junction between the two elements. The key to ensure that the installation runs smoothly is for the stainless steel fabricator to survey the site as early as possible.</p> <p>NS confirmed that the site visit for the steel fabricator had been undertaken and that CH was continuing to coordinate as required</p>	
2.05	<p>Mtg 07 / 2.07 – Establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p>With reference to CPCC planning for deliveries to and occupation of the completed building whilst maintaining continuity of service, BG asked when S&B would be in a position to provide a more definitive completion date. NS advised that based on the current contract dates and the two week delay reported by S&B that the completion date would be 31st January 2025. However, NS noted that once the building was weather tight a more realistic timescale for completion should be able to be established and suggest the programme reported by S&B at the progress meeting on 7th November would provide a good, but not guaranteed indication of the actual completion date.</p> <p>The CPCC team agreed to commence the establishment of a plan / programme for the occupation and the move into the new Community Hub facility</p> <p>JH asked for an update on progress and DW confirmed that everything was in hand and noted the following –</p> <ul style="list-style-type: none"> - An equipment audit has commenced - The transition period following completion would allow a phased move between the buildings - That the lease position with MKCC was under review and it was on a three month rolling notice period. Contract completion needs to be established prior to formally giving notice - New furniture is to be ordered for new building due to condition and suitability of current furniture 	CPCC (Ongoing Item)
2.06	<p>Mtg 07 / 2.09 – AOB - Updated 3D image for café - With reference to the change of direction on the design aesthetic for the café, JH requested updated visual to illustrate the current design intentions. NS advised that new visualisation will be provided once the Servery design has been finalised. With servery design now finalised SOA are to produce an update 3D image for the café</p> <p>NS confirmed that revised servery images had been circulated on 11th October</p>	

2.07	<p>Mtg 07 / 4.02 – AOB - JH asked about the slope bank and retaining wall at the top end of the site, and whether there were any concerns regarding water run off from the slope. NS to refer to Stuart Thomas associates (STA) for a response</p> <p>NS confirmed that STA had been consulted, with their response circulated on 11th October</p>	
2.08	<p>Mtg 07 / 4.03 – AOB - NS confirmed that it had been agreed that the £10,000.00 Provisional Sum for the 2no additional batteries link to the PV system was to be omitted form the contract. Until the building is in operation we don't know if the additional batteries will be required. Following monitoring for 12 months the installation of additional batteries could be considered. Separate funding may be available. Electrical infrastructure installed during the contract will allow for the battery provision to be extended if required</p> <p>RG requested that funding for the retrospective battery addition should be included in the CPCC 26/27 budget</p>	<p>CPCC (Ongoing Item)</p>
2.09	<p>Mtg 07 / 4.04 – AOB - NS asked CH if he had reviewed that costs within the contract for seeding and turfing, thus allowing us to establish if its omission could represent a viable value engineering item for CPCC. CH confirmed that he would review and advise accordingly</p> <p>NS confirmed that that CH had reviewed and advised that the omission would represent a viable value engineering option for CPCC. Therefore, the works are to be retained within the contract</p>	
3.0	Ongoing Issues	
3.01	<p>Progress</p> <p>NS advised that S&B were now reporting a 7 week delay to progress, with a completion date in March 2025</p> <p>The additional delays have been attributed to (i) the supply and installation of the windows and external doors, (ii) Security issues with 3 break-ins within the period, (iii) not being able to commence internal fit out works (copper pipework, wiring, etc), and (iv) weather, with 8 days lost in the period to inclement weather. This particularly relates to the render drying time, where a 3 day operation took 10 days to complete</p> <p>All of the above items have had a significant effect on the critical path, with follow on activities delayed. The reasons for the delays for the delays, the affect on the critical path and the potential cost implications in terms of damages and additional prelim costs were discussed at some length</p> <p>S&B have installed monitored CCTV to try a deter the break-ins and thefts and the building envelope should be secure within a few days with the completion of the window and door installation imminent</p> <p>NS confirmed the following –</p> <ul style="list-style-type: none"> - Based on the 7 week delay reported the contract completion date would be Friday 7th March 2024 - An Extension of Time (EOT) had been issue on Architects Instruction 27 for the 20 days of time lost to exceptionally adverse weather. The adjusted contract completion date is therefore now Friday 14th February 2025 	

3.02	With reference to the ongoing cost items still to be agreed, NS noted that he had a meeting with AF from C&B on Tuesday 4 th November to try and finalise our position in relation to the S&B costs on all of the contract variations received to date. NS advised that most of the actual construction costs were ok and it was mainly the S&B management costs that, in the opinion of AF & NS, were unreasonably inflating the figures. AF is undertaking a final review of a number of the items and we are looking to formally instruct the costs associated with the variation, by Architects Instruction, before the end of November	
3.03	NS noted that currently the only outstanding design variations were – <ul style="list-style-type: none"> - Changes to steps at front of building, which S&B have advised should be cost neutral at worst, but may offer a saving. Drawings are due to be completed and issued by the Structural Engineer on Wednesday 13th November - Change to paving slab and step riser/tread unit specification. S&B have advised that the change should generate a saving. We are currently waiting for S&B to confirm the cost information 	
4.0	Any other business	
4.01	Due to the delay in the contract completion, it was agreed that additional Working Group Meetings were to be programmed. Meetings to be on 10 th January and 7 th February 2025 PS to send meeting invitations accordingly	PS
4.02	With reference to the utility connects – Electrical – DW noted a discrepancy between the connection date (14 th November) that he had been advised by National Grid and the date advised by S&B in the progress meeting (28 th). DW to check with his contact at National Grid Openreach – DW confirmed that the route through the site has been agreed	DW
4.03	DW noted that there had been a very productive initial meeting between S&B, P&W (Electrical Subcontractor), Cloudy IT, Gordon Morris (Hearing Loop supplier) and CPCC	
4.04	With reference to the site security DW suggested that a concrete block solution, as pre-contract, could be employed in front of the gates during the Christmas shutdown. It was agreed to monitor if the closing in the building envelope and the introduction of the CCTV surveillance resolved the security issues, before proposed the block solution. NS noted that ultimately the site security was the responsibility of S&B	
5.0	Dates of Next Meetings	
5.01	Friday 6 th December 2024 (1pm) Friday 10 th January 2025 (1pm) Friday 7 th February 2025 (1pm) All meeting to be held at the Springfield Centre	
	NOTE Any dissents from the Meeting Minutes to be notified in writing to SOA within 7 working days from the date of issue. Otherwise, these shall be deemed to be a true and accurate record of the meeting.	

