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

AGENDA

Tuesday 5th March 2025

7:00pm

Springfield Centre, Springfield Boulevard, Springfield

Committee Members:

Cllr B Barton (Chair)

Cllr K Kent

Cllr R Golding

Cllr F Mangan

Cllr D Kendrick

Cllr D Pafford

Cllr K Kavarana

AGENDA

- 1. To Receive**
Apologies for Absence
Declarations of Interest
Members of the Public Present
- 2. Minutes of the Previous Meeting – page 5**
The Committee are invited to approve the minutes of the meeting held on 3 December 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. Year End Accounts, Annual Return and Internal Audit Report**
Committee is invited to note that subject to being completed, the Year End Accounts, Annual Return and Internal Audit Report will go directly to the May main meeting of Council, this will allow the Annual Return to be completed in a timely fashion.
- 5. Earmarked Reserve – Springfield Centre Disabled Parking**
Committee is invited to consider and make a recommendation to Council on the reallocation of funds in the cancelled Springfield Centre Disable Parking earmarked reserve for 2026/27. The proposal is to move £20,000 to Play Area Maintenance earmarked reserve (to be used as MKCC CIF grant match funding) and for the remaining £8,000 to be returned to the General Reserve.
- 6. New Cannon Printers – page 7**
Committee is invited to consider and make a recommendation to Council on the proposed quote from Canon for the printers in the New Community Hub. The proposal is for the continuation of the lease arrangement with Canon, and would see 2 printers provided at a lower combined cost compared to that of the single printer they provide currently.
- 7. CCLA Bank Balance**
Committee is invited to note that the balance in the CCLA account, at the end of the financial year, is projected to be approximately the same as the Earmarked Reserve levels for 2025/26 (less Community Hub expenditure) - £339,000
- 8. Section 137 Increase 2025/26**
Committee is invited to note that the revised Section 137 expenditure limited is £11.10 (per elector) for 2025/26

- 9. Committee Terms of Reference Review – page 21**
Committee is invited to review its Terms of Reference prior to the Annual Meeting of Council in May 2025 – Amendments will be considered at the Annual Meeting.
- 10. Committee Policies Review**
Committee is invited to review the following policies prior the Annual Meeting of Council in May 2025 – Amendments will be considered at the Annual Meeting.
- i. Financial Regulation - page 23
 - ii. Investment Strategy – page 41
 - iii. Data Protection & Privacy Policy – page 45
 - iv. Freedom of Information – page 51
- 11. VAT change**
Committee is invited to note that the monthly VAT returns will continue until the Community Hub costs have all been paid. Upon completion we will return to quarterly returns inline with standard quarterly dates.
- 12. Parish Council Standing Order Review – page 57**
Committee is invite to review the Parish Council Standing Orders prior to the Annual Meeting of Council in May 2025.
- 13. Income & Expenditure Report to 31 January 2025 – page 83**
Committee is invited to note the Income and Expenditure report as at 31 January 2025.
- 14. Balance Sheet to 31 January 2025 – page 93**
Committee is invited to note the Balance Sheet as of 31 January 2025.
- 15. BACS and Direct Debit payments to 31 January 2025 – page 95**
Committee is invited to note the schedule of payments made to the 31 January 2025. This schedule is for information only.
- 16. Date of Next Meeting**
Tuesday 3 June 2025.

BY ORDER OF THE COUNCIL

L Bradley

Responsible Financial Officer

25 February 2025

**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.



Canon Proposal

Prepared on 16 January 2025 for

Campbell Park Parish Council

Canon

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Current Situation

For the attention of: Perri Sullivan

Campbell Park Parish Council

Hello Perri,

I hope you are well.

Please see below my recommended upgrades for your current devices.

I have included everything you require for this proposal and hopefully everything adheres to your current requirements.

Thank you.

Proposed Solution:

I would like to propose the following upgrades, please see below for individual accessories included:

Serial Number	Existing device	Proposed solution
XVD02919	imageRUNNER ADVANCE C5540i	imageRUNNER ADVANCE DX C5840i
		imageRUNNER ADVANCE DX C259i

Appendix A. Your Canon contract will come inclusive of:

1. 4 hour call out times in the event of a repair being needed.
2. All parts, labour and call out fees are included.
3. Your own dedicated account manager to work alongside you for the duration of the contract for any account related queries and to ensure that the solution is not just suitable now but also remains suitable in the future as your objectives/goals change.
4. All toner on an automatic toner order basis.
5. Any staples required for finishers which can be ordered as and when required via our dedicated 24 hour service desk on 0844 892 0844 (this number also relates to any repair logging/engineer visits required).
6. A quarterly review of your solution including an uptime report, usage report and to discuss any areas of concern, challenges or new requirements

Proposal Summary



Proven capability to deliver

For any service to function as intended, resilience and reliability are key to the programme's success. This is fundamental to any successful service design and is a key part of our design process. To manage this important area, we use tried and trusted methodologies, such as ITIL and PRINCE2 to ensure we follow best practice. We build proven experience and capability into every part of our service, whether it is hardware, software, helpdesk support, on-site support, processes or people.



Continual cost saving; enabling you to invest in what really matters

We understand that cost savings are important to Campbell Park Parish Council and we will ensure an efficient service is designed and delivered to support this. Savings will be achieved through optimisation and rationalisation of the fleet and reduction of printed volumes, by eliminating wastage and enabling appropriate re-direction of print to your central print department. We will provide a reduced spend on both the visible and hidden costs of print including power consumption, toner, paper, maintenance, management time and wasted prints. Canon will work proactively with you to reduce spend by providing visibility and management of who is printing what, when, and how much it is costing to identify any areas where additional cost and business efficiencies can be delivered.



Helping you meet your environmental responsibilities

Managing your social and environmental impact can bring significant long-term benefits for your business. Canon designs, manufactures and supplies products and services with disposal, recycling, and sustainability in mind.

By choosing Canon, Campbell Park Parish Council will be working with a company that maintains a global ISO14001 accredited Environmental Management System. It will also enable you to use energy more efficiently, reduce consumption of toner/ink and avoid waste whilst complying with applicable regulations and standards such as REACH, RoHS, ErP and WEEE.




Enhanced productivity making your users more efficient

Your users will have a consistent experience at any Canon device, due to the common user interface on each of our proposed models. This means that they will be familiar with any device which they can access using the uniFLOW My Print Anywhere solution at any device across the MFD fleet, as they are operated in the same way. This common user interface, together with the My Print Anywhere secure release module, means users can print on any device on the network with a proximity card or PIN in the same fashion – and delivering 100% print availability for Campbell Park Parish Council. This award-winning print management software will integrate into your print environment to provide a single print and scanning faxing platform that connects all your output requirements. The automated common processes of single platform print management software simplifies printing, and powerful scanning capabilities will assist with streamlining your business processes and integrating into important applications, such as Google Drive and SharePoint, further increasing staff productivity.


Proposed Solution

imageRUNNER ADVANCE DX C5840i

Machine Configuration	Specification
	<p style="text-align: center;">Overview</p> <p>This smart user-friendly colour A3 multifunctional device provides high quality colour communication and streamlines document workflows. Seamlessly integrating into any working environment, its security and cost control features add true value to busy workgroups.</p> <hr/> <p style="text-align: center;">Key Features</p> <ul style="list-style-type: none"> • Colour and B&W output at 40 ppm • Customisable 10.1 inch (25.6cm) colour WVGA smartphone like touch screen • Print, copy, scan, send, store and optional fax functionality <ul style="list-style-type: none"> • Up to 6,350 sheet capacity • Powerful in-house publishing and finishing capabilities <ul style="list-style-type: none"> • Advanced security capabilities • Easy device and fleet management • Class leading energy efficiency

Mercury Code	Product name	Net component size			Size with tray open			Weight Kg	Additional power supply
		W	D	H	W	D	H		
		mm	mm	mm	mm	mm	mm		
	imageRUNNER ADVANCE DX C5840i	620	722	937	860	722	937	106	
4031C003	High Capacity Cassette Feeding Unit-C1	620	660	251	620	660	251	29	None
4000C002	Inner Finisher-L1	625	741	224	625	-	-	9.1	None
	Total	620	741	1188	860	722	1188	-	

imageRUNNER ADVANCE DX C259i

Machine Configuration	Specification
 <p style="text-align: center;">638</p> <p style="text-align: center;">519</p> <p style="text-align: center;">519(852)</p>	<p style="text-align: center;">Overview</p> <p>Versatile A4 colour multifunction with a large colour touchscreen, fast scanning and flexible connectivity all on the consistent imageRUNNER ADVANCE platform. Ideal for busy offices looking for a compact solution.</p>
	<p style="text-align: center;">Key Features</p> <ul style="list-style-type: none"> 25 ppm A4 colour printing 10.1" touchscreen WVGA colour panel Print, copy, scan Store, send & optional fax 2,300 sheets Max media capacity Trusted security- Keep documents safe Connectivity -Work with mobile devices Monitoring - Easy device & fleet management Output - Staple finishing

Mercury Code	Product name	Net component size			Size with tray open			Weight Kg	Additional power supply
		W	D	H	W	D	H		
		mm	mm	mm	mm	mm	mm		
5847C005	imageRUNNER ADVANCE DX C259i	519	658	638	852	658	638	47.0	
	Total	519	658	638	852	658	638	-	

Pricing

Current Situation

What you're currently paying in rental and click charges:

Device & Accessories	Lease per Quarter	Mono Vol	Col Vol	Mono CPC	Colour CPC	Mono £	Colour £
imageRUNNER ADVANCE C5540i	£195.57	11770	6454	0.004734	0.023810	£55.72	£153.67
	£195.57					£55.72	£153.67

Current Cost Per Quarter - Service & Lease

£404.96

CANON Proposed Solution – 5 Year Operating Lease

What you will be paying in new rental and click charges:

Device & Accessories	Lease per Quarter	Mono Vol	Col Vol	Mono CPC	Colour CPC	Mono £	Colour £
imageRUNNER ADVANCE DX C5840i	£118.81	11770	6454	0.001900	0.015000	£22.36	£96.81
imageRUNNER ADVANCE DX C259i	£53.99			0.004000	0.01900		
<i>Uniflow Implementation</i>	£50.41	-	-	-	-	-	-
<i>Uniflow Monthly Subscription</i>	£26.34	-	-	-	-	-	-
	£249.55					£22.36	£96.81

Total Proposed Cost Per Quarter Service & Lease

£368.72

Total Savings per Quarter

+ £36.24

Total Savings per Year

+ £144.94

Why Canon?

Outstanding Service & Support

All Canon equipment will be maintained by our directly employed, qualified service engineers, with over 450 supporting our customers in the field throughout the UK. They pride themselves on providing our customers with a strong follow-up to all service queries, each carrying significant stocks of spare parts and working to ISO9001 standards.

Our current average service response time is four hours across the whole Canon fleet, with a targeted two hour fix rate to keep your equipment in excellent working order. This outstanding service and support delivers an average machine uptime of 99.29% and an average first time fix rate of over 96% across all our UK client base.



Canon will provide support and maintenance as standard during Monday to Friday 08:30 -17:30 hours, excluding Bank Holidays. If you require regular support outside these times, we can extend these for an additional charge.

Ensuring outstanding service is the responsibility of me as your Account Manager, and I will be accountable for both the operational and business performance of the service and will be your first point of contact for any service related issues.

This includes organising and leading regular review meetings, ensuring that the agreed contract SLAs are followed and improvements to your service are continually looked for. This will include the provision of detailed Management Information and Reporting in support of the reviews for:

Service & Performance

Contract & Commercial

Executive Review

Canon Helpdesk

The helpdesk will support you to maximise the business benefits and uptime of your Canon solution with a highly experienced team including:

Monitoring and management of your print solution

Consumables management with eMaintenance for your Multifunctional Devices

Fleet capacity management services - to ensure that devices operate optimally throughout the life of the service

Problem and Incident Management

Installs Moves Adds and Changes (IMACs)

Software Solutions Support – experienced software expertise based in Reigate

Telephone Assistance Group

Supporting the Helpdesk is the Canon Telephone Assistance Group (TAG) - experienced Senior Engineers, specially trained to identify and action telephone clearable calls, identifying support calls which may need parts to ensure the engineer dispatched to the repair has the required parts, ensuring maximum productivity.

Customer Liaison Officer

You will also benefit from a Customer Liaison Office (CLO) who will work with me, acting as a coordinating/facilitating resource both pre and post sales. They will provide support with projects, as well as day to day enquiries to help with the seamless running of your account and ensure that a high level of communication is kept between you and us giving confidence and satisfaction that we are looking after you throughout the term of your contract.

Device Monitoring: eMaintenance

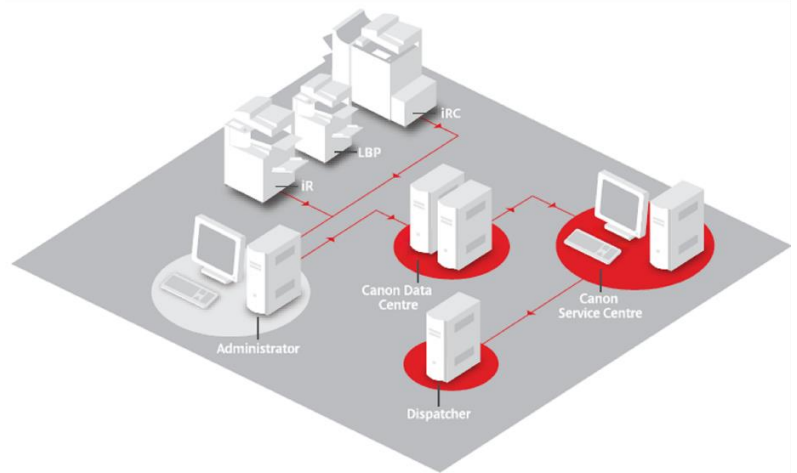
eMaintenance is a Canon software element that is embedded within each MFD, enabling proactive device monitoring for Campbell Park Parish Council. Each MFD sends information to us that enable the following additions to our service offering:

Minimises the need for employees to spend any time collecting meter readings - they are sent automatically to us.

Smart technology allows the devices to request preventative maintenance.

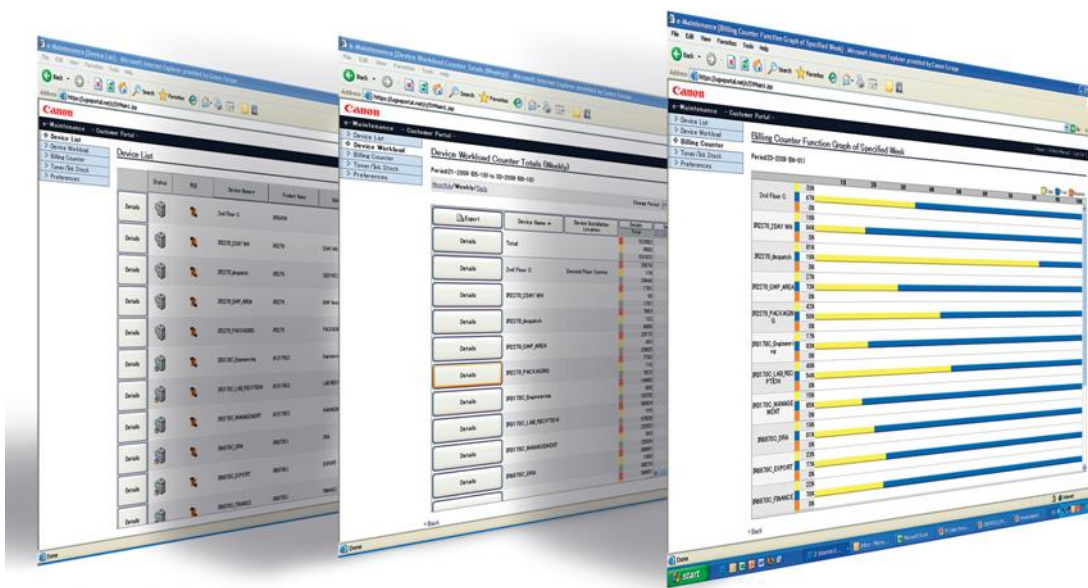
Proactive consumables management to minimise the occurrence of out of toner issues.

A clear asset database identifying what device is where helping you keep control of your costs.



eMaintenance will enable Campbell Park Parish Council a level of service provision that will improve the availability of all your Canon devices. This solution will provide you with a faster and more proactive service through automated machine information transmission directly to our support centre.

The information also provides our engineers with accurate information about the status of Campbell Park Parish Council's device prior to a service visit.



eMaintenance automates many of the time-consuming tasks needed to administer network devices. As a result, Campbell Park Parish Council can focus on other more pressing activities.

Next Steps

I will give you a call this week to discuss this in more detail.

If you have any questions regarding the above, feel free to call or email me.

I look forward to hearing from you.

Kind Regards,

Irvine Mubare

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TERMS OF REFERENCE

FINANCE, ADMINISTRATION & POLICY COMMITTEE May 2021

General Purpose: The Finance, Administration & Policy Committee (FA&P) manages the Council's financial affairs, oversees the internal administrative affairs of the Council and Emergency Response Planning and in particular

1. To prepare by end of October, Finance, Administration & Policy draft budget covering all project expenditure for the coming financial year and the following 5 financial year(s).
2. To review annually, at the beginning of each financial year, the Financial Risk Assessment document; and to minute and impose any action taken to manage risk.
3. To review annually, at the beginning of each financial year, the insurance needs and requirements of the Parish
4. To receive a monthly report on the Council's finances; to ensure that all expenditure remains in line with agreed budget, where applicable after consultation and agreement of the relevant Committee making virement of up to £5,000.00 between cost centres/codes.
5. All virements to be reported to Council, with figures in excess of £5,000 requiring the approval of Council.
6. To prepare in June, a budget consultation questionnaire to be forwarded to all households within the Parish and delivered with the autumn edition of Homeground.
 - To prepare annually, for submission to Council by December of that financial year, a draft Council budget for the following financial year, which takes into account budgetary requirements received from all CPCC Committees and considers the opinions of residents of the Parish as recorded in the budget consultation questionnaire.
 - To recommend to December Council, for approval, the precept requirement for the following financial year.
 - To inform residents via the precept letter of the outcome of the budget questionnaire consultation
 - an extra ordinary Committee meeting to source outside funding for projects to be held annually in June
7. To ensure all Committees periodically monitor their budget expenditure throughout the year.
8. To have overall responsibility for scrutinising Committee funding requests for projects not budgeted for at the beginning of the new financial year by Campbell Park Community Committees; with all non-budgeted expenditure above £5000 requiring Council approval"
9. External funding must be sought for all projects before applying for internal funding.

10. To scrutinise the financial management of all the Council's properties and to ensure correct financial and administrative processes are in place. These to include invoicing and collection of funds appertaining to the lettings of all Council's properties, including sports grounds and any future additions to Council's asset portfolio.
11. To direct the financial management of all repairs/alterations to all Council's property portfolio (if not budgeted for at the beginning of financial year), whether freehold, leasehold or rented.
12. To set the precept and include budgetary requirements for the following 5 financial years where necessary.
13. To finalise at the December meeting the precept recommendation to go before Council's December Committee.
14. To prepare in October each year a detailed draft budget covering all project expenditure for the coming financial year and the following 5 financial years.
15. To review annually the Terms of Reference prior to the Annual Meeting of Council.
16. To review annually the Freedom of Information Act prior to the Annual General Meeting.
17. To review annually the Data Protection Policy prior to the Annual General Meeting.
18. To assume sole responsibility of the Business Plan Strategy.
19. To respond to financial consultations from outside bodies.
20. To be responsible for Democratic services and councillor training.
21. To be responsible for the continuous professional development and welfare of Councillors.
22. To prepare Campbell Park Community Council, for the event of any Emergency in particular:
 - To list all possible emergencies.
 - To prioritise emergencies.
 - To list and engage partners.
 - To undertake any necessary research.
 - To ensure plan is regularly revisited and updated.



Financial Regulations

Adopted by Council at the Meeting of Council on the
17 September 2024

CAMPBELL PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 17 September 2024.

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts)

produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Administration & Policy Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
 - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
 - is competent and independent of the financial operations of the council;

- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO and Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be

carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, Administration & Policy Committee not later than the end of October each year.
- 4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Administration & Policy committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and four-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council . Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk or RFO, under delegated authority, for any items below [£500] excluding VAT.
 - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order, or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance, Administration & Policy committee may authorise in advance.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of Finance, Administration & Policy Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £500 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance, Administration & Policy committee.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance, Administration & Policy committee.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting of the Finance, Administration & Policy committee. The Finance, Administration & Policy committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator the clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance, Administration & Policy committee meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities ,other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

8. Cheque payments

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the Finance, Administration & Policy committee at the next convenient meeting.

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and RFO, and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance, Administration & Policy Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, Deputy Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £500. Any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses up to £250 including VAT, incurred in accordance with council policy.

10. Petty Cash

10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Finance, Administration & Policy committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually and may delegate the task to another member of staff.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible movable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

18. [Charities]

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

19. Suspension and revision of Financial Regulations

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.



ANNUAL INVESTMENT STRATEGY

Adopted by Council at the Annual Meeting of Council on
16th May 2023

Investment Strategy

Under section 15(1)(a) of the Local Government Act 2003, the Secretary of State Secretary of State for Local Government has issued "Statutory Guidance on Local Government Investments". Parish councils are required to "have regard" to the guidance and for each financial year Parish Councils with investments over £100,000 are required to prepare an Investment Strategy ("the Strategy"). This Parish Council Investment Strategy complies (as appropriate) with the revised requirements set out in the revised Guidance on Local Government investments issued by Secretary of State Secretary of State for Local Government in 2018. When making investments over £100,000, the Council is required to adopt the Guidance in full and to put an investment strategy into place.

Campbell Park Community Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. All investments will be made in line with the Council's financial procedures and observations or advice received from the Council's internal and external auditors, supported as necessary by advice from the Council's financial advisors.

The Council will ensure it has adequate, though not excessive, cash resources, overdraft or standby facilities to enable it at all times to have the level of funds available which are necessary for the achievement of its service objectives. For treasury management and other financial investments, the council is required to prioritise **SECURITY, LIQUIDITY** and **YIELD** in that order of importance

Investment Objectives

1. The Council's investment priorities are the security of reserves and adequate liquidity of its investments.
2. The Council will then aim to maximise income from its investments commensurate with proper levels of security and liquidity.
3. The Council will seek to ensure that investment income is consistent one year to the next.
4. Where external investment managers are used, they will be contractually required to comply with this Strategy.
5. In balancing risk against return, this Council is more concerned with avoiding risks than maximising returns.
6. All investments will be in sterling.
7. The council does not make any loans.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and maturation of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Campbell Park Community Council will use:

- Deposits with banks, building societies, local authorities or other public authorities.
- Other recognised funds specifically targeted at the Public Sector.
- The choice of institution and length of deposit will be subject to approval by the Finance Administration & Policy Committee.

Non-Specified Investments

These investments have greater potential risk such as investments in the money market, stocks and shares. The Council will use the services of an appointed FSA accredited financial advisor on the investment of these funds. The choice of investment company will be reviewed within the first year of every new administration following an election or more frequently if the performance of the investments is not meeting the required objectives

Long term investments, defined as greater than 36 months, will, if considered appropriate, be used to support the 3-5 year Capital Programme which will be reviewed and agreed annually. Capital growth of the fund should be maximised but at least equal to RPI whilst being consistent with the required level of security and all other public investment criteria.

The Council will expect the investment to be in a balanced portfolio that will yield a consistent income/growth year on year whilst having regard to the Council's objectives and security of its investments. When considering any investments, this Council will be encouraged to consider social, ethical and/or environmental factors or criteria when selecting, retaining or disposing of assets.

End of Year Investment Report

At the end of each financial year the Responsible Financial Officer will present a report on the Investment activity to Full Council.

Review and Amendment of Regulations

This Strategy will be reviewed annually by the Finance, Administration & Policy Committee. The Committee reserves the right to make variations to the Strategy at any time, subject to the approval of the Full Council.

Campbell Park Community Council Investments

The Council invests in a number of low risk cash deposit accounts. At 31 March 2020 the council held the following investments.

Parish Councils deposits are normally covered by the Financial Services Compensations Scheme which pays out a maximum of £85,000 for each or banking group. However, cover under the scheme is restricted to those Councils whose income is less than 500,000 Euros which means that CPPC deposits are not eligible.

Investment	Amount	Security	Liquidity	Yield
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HSBC Current A/C	£117K	High	High - no Notice	Low – 0%
HSBC Money Manager A/C	£618K	High	High – no notice	Low – 0.2%
Public Sector Deposit Fund A/C	£406K	High	High – no notice	Low – 0.1%
Metro Bank A/C	£31K	High	High – no notice	Low – 0%

Subsequent to 2020 the following banking changes took place:-

Both HSBC bank accounts were closed down and the funds were moved to Unity Trust Bank.

Metro Bank will be closed down in the current financial year

Options for Consideration

The Local Authorities Property Fund

For longer term investments, the Council could consider investing in The Local Authorities Property Fund managed by the CCLA. The fund is exclusively for local authorities and other public sector organisations to invest in commercial and industrial property on a collective basis so as to obtain a spread of risk with constant expert property management. The fund aims to provide investors with a high level of income and long-term capital appreciation.

At 30th September 2018 the fund size was £1.048 Billion and the total annual return was 7.61%

Investment	Security	Liquidity	Yield
Local Authorities' Property Fund	Medium to High	High	High – 7.61%

RECOMMENDATION: That the council:

- Consider investing in The Local Authorities' Property Fund for long term deposits



Data Protection & Privacy Policy

Adopted by Council at the Annual Meeting of Council on
21 May 2024

Introduction

The Data Protection Directive 95/46/EC has been in force in UK law since 2000. The directive and resulting UK law will be replaced by Regulation (EU) 2016/679 in 2018, known as GDPR.

The Privacy and Electronic Communications Regulation, known as PECR, has been in place since 2003 and became enforceable by the ICO in the UK in 2011. The ICO can enforce punitive monetary penalties for breaches of PECR, GDPR regulations or the UK DPA.

Campbell Park Community Council is fully committed to comply with the requirements of the Data Protection Act 1998 (“the Act”), which came into force on the 1st March 2000. This UK law is superseded by the EU General Data Protection Regulation on May 25, 2018. Furthermore, the EU Privacy in Electronic Communication Regulations have been in force in the UK since 2003. The two pieces of legislation combined give protection to all living EU citizens on how their personal data is processed, shared and used by public organisations, charities, local government and businesses.

The Council will therefore follow policy and procedures that aim to ensure that all employees, elected or co-opted members, contractors, agents, consultants, partners or other servants of the council who have access to any personal data held by or on behalf of the Council, are fully aware of and abide by their duties and responsibilities under the data protection and privacy legislation that is currently in force.

Statement of policy

In order to operate efficiently, The Community Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government. This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it be on paper, in computer records or recorded by any other means there are safeguards within the legislation to ensure this.

The Community Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business. The Council will ensure that it treats personal information lawfully, fairly and correctly. To this end the Council fully endorses and adheres to the Principles of Data Protection as set out in the current legislation.

The principles of data protection

The legislation stipulates that anyone processing personal data must comply with **Eight Principles** of data protection law. These principles are legally enforceable and may in some cases attract monetary penalty or criminal proceedings if ignored or not followed.

In the UK, enforcement is the responsibility of the Information Commissioners Office. This UK government agency also provides all the documentation and advice required to enable organisations such as Community Councils to fully comply.

The principles require that personal information:

1. Shall be processed fairly and lawfully and in particular, shall not be processed unless specific conditions are met;
2. Shall be obtained only for one or more specified and lawful purposes and shall not be further processed in any manner incompatible with that purpose or those purposes;
3. Shall be adequate, relevant and not excessive in relation to the purpose or purposes for which it is processed;
4. Shall be accurate and where necessary, kept up to date;
5. Shall not be kept for longer than is necessary for that purpose or those purposes;
6. Shall be processed in accordance with the rights of data subjects under the Act;
7. Shall be kept secure i.e. protected by an appropriate degree of security;
8. Shall not be transferred to a country or territory outside the European Economic Area, unless that country or territory ensures an adequate level of data protection.

The legislation provides conditions for the control and processing of any personal data. It also makes a distinction between personal data and “sensitive” personal data.

Campbell Park Community Council is both a Data Controller and a Data Processor, as defined by the legislation.

Personal data is defined as, data relating to a living individual who is an EU citizen and who can be identified from:

- That data;
- That data and other information which is in the possession of, or is likely to come into the possession of the Data Controller and includes an expression of opinion about the individual and any indication of the intentions of the Data Controller, or any other person in respect of the individual.

Sensitive personal data is defined as personal data consisting of information as to:

- Racial or ethnic origin;
- Political opinion;
- Religious or other beliefs;
- Trade union membership;
- Physical or mental health or condition;
- Sexual life;
- Criminal proceedings or convictions;
- Data that may be used for identity theft or fraud.

In summary, sensitive personal data is that which may cause harm to an individual if disclosed, stolen or otherwise misused, accidentally or otherwise.

Handling of personal/sensitive information

The Community Council will, through appropriate management and the use of criteria and controls:

- Observe fully conditions regarding the fair collection and use of personal information;
- Meet its legal obligations to specify the purpose for which information is used;
- Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- Ensure the quality and accuracy of information used;
- Apply checks to determine the length of time information is held;
- Take appropriate measures to safeguard personal information;
- Ensure that the rights of people about whom the information is held can be fully exercised under the legislation.

These include:

- The right to be informed that processing is being undertaken;
- The right of access to one's personal information within the statutory limit (40 days until 24 May 2018, thereafter 30 days);
- The right to correct, rectify, block or erase information regarded as wrong information;
- The right to forget individual personal data upon request after 25 May 2018.

Implementation

The Clerk of Campbell Park Community Council is responsible for ensuring adherence with the Data Protection legislation, with the assistance and support of the Lead Member for data.

Privacy by design

All projects and routine activities that involve processing personal data shall follow the Privacy by Design methodology as defined by the Information Commissioners Office. This includes, but is not limited to, the website, all emails both inbound and outbound, staff employment and health details, all resident data, all incoming enquires residents or otherwise, and all printed material such as the newsletter. A large element of this requirement is the correct and secure handling of data stored in Information Systems, however hard copy records must also be physically protected in secure areas.

Training

All staff and councillors must consent to undergo data protection and privacy awareness training within one month of employment or joining Council. A training record will be signed upon completion of the training and kept as long as the person remains in employment or a member of Council. Failure to undergo training may lead to email and other communication services being suspended until training is completed.

Online service providers

All online service providers must have a two-party Standard Clause Contract (SCC) in place where data storage location is either unknown or outside of the EU. This includes all email services, IT services, web services, cloud storage and data backup services. Failure to provide and execute an SCC will disqualify a service provider from use for any Council business. Councillors and staff will be trained not to use such disqualified services for any purpose, while conducting CPCC business. A list of qualified services will be maintained by the Clerk.

Reportable data breaches

A Data Protection Officer is appointed to make determinations regarding data breaches and to ensure that a comprehensive Privacy Impact Assessment is performed and kept up to date.

Data breaches may include staff or councillor activity that fails to follow this policy.

Data breaches must be reported to the Information Commissioners Office within 72 hours of detection. This is solely a DPO responsibility and may not be influenced by staff or councillors in any way.

Subject access requests

Any staff member or councillor who receives a subject access request from an EU citizen, whether written or verbally communicated, must refer the request without delay to the Clerk. The EU citizen does not have to state “I am making a subject access request”, so training given to all staff and councillors must include recognition of the various forms that such a request may take.

Right to forget

From 25 May 2018, any staff member or councillor who receives a “right to forget” request from an EU citizen, whether written or verbally communicated, must refer the request without delay to the Clerk. The training given to all staff and councillors must include recognition of the various forms that such a request may take.

Personal data accuracy and retention

Personal data may not be retained indefinitely. The data retention policy is stated in the CPCC IT Policy.

Personal data stored on mobile devices or portable storage

Personal data under the control of CPCC may only be stored on mobile devices or portable storage that are the property of CPCC and which have encryption and other security measures to fully protect it from accidental loss or theft. Security measures are explained more fully in the CPCC IT Policy. Failure to follow this policy may result in

a reportable data breach, whether accidental loss or theft occurs or not, if personal data is placed at risk, intentionally or otherwise.

Registration with the Information Commissioner

The UK Information Commissioner maintains a public register of Data Controllers. The Community Council is registered as such.

The Data Protection legislation requires every Data Controller that is storing and processing personal data, to notify and renew their registration, on an annual basis. Failure to do so is an enforceable matter.

The Data Protection Officer will review the Data Protection Register annually, prior to notification to the Information Commissioner.

Any changes to the register must be notified to the Information Commissioner, within 28 days.

To this end, any changes made between reviews will be brought to the attention of the Data Protection Officer immediately.

Adopted:

Appendix 1 – Website and Cookies

The Community Council will

1. Fully comply with the PECR for cookie notification and management on the CPCC website and any other websites that CPCC may become responsible for providing as a service.
2. Provide a comprehensive Privacy Policy on the website detailing all data collection, storage and processing activity for residents, staff and councillors. This will be based on the ICO example.
3. Seek the *consent of each visitor to their website before a cookie is saved to the visitor's computer or mobile device, at the first visit.
4. Each cookie will be identified in the website Privacy Policy and its purpose explained.
5. Visitors, having previously accepted cookies, will be able to withdraw that consent at any time.

*It should be noted that cookies that are essential in order to make a site work are exempt from consent but not from being detailed in the Privacy Policy.



FREEDOM OF INFORMATION

(this form is also available on our website www.campbell-park.gov.uk)

Adopted by Council at the Annual Meeting of Council on
16th May 2023

Information available from Campbell Park Community Council in accordance with the Freedom of Information Act under the model publication scheme

Information to be published	How the information can be Obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	The Parish Magazine published quarterly and distributed to every house in the Parish.	Nil for single
This will be current information only	On the Parish’s website www.campbell-park.gov.uk	Nil
Who’s who on the Council and its Committees	-do-	-do-
Contact details for Clerk to Council and Council Members (named contacts where possible with telephone number and email address (if used)	-do-	-do-
Location of main Council office and accessibility details	-do-	-do-
Staffing structure	-do-	-do-
Class 2 – What we spend and how we spend It (Financial information relating to projected and Actual income and expenditure, procurement, Contracts and financial audit) Current and previous financial year as a minimum	The annual accounts published in the July magazine and on the website.	-do-
Annual return form and report by auditor	By application to the Clerk to Council and on the website	-do-
Finalised budget	By application to the Clerk to Council and on the website	-do-
Precept	-do-	-do-
Borrowing Approval letter	Not applicable	-do-
Financial Standing Orders and Regulations	By application to the Clerk to Council and on the website	-do-
Grants given and received	-do-	-do-
List of current contracts awarded and value of Contract	-do-	-do-
Members’ allowances and expenses	Published annually and by application to the Clerk to Council	-do-

Class 3 – What our priorities are and how we are doing.

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a Minimum)

Annual Report to Parish or Community Meeting (current and previous year as a minimum	By application to the Clerk to Council	-do-
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Local charters drawn up in accordance with DLUHC’s guidelines		-do-
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Class 4 – How we make decisions

(Decision making processes and records of Decisions)

Timetable of meetings (Council any Committee/sub-Committee meetings and Parish meetings)	By application to the Clerk to Council On the website On Parish notice boards	-do-
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Agendas of meetings (as above)	-do-	-do-
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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	-do-	-do-
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Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	-do-	-do-
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Responses to consultation papers	-do-	-do-
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Bye-laws	None issued	
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Class 5 – Our policies and procedures

(Current written protocols, policies and Procedures for delivering our services and Responsibilities)

Current information only

Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	By application to the Clerk to Council	-do-
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Policies and procedures for the provision of Services and about the employment of staff:	-do-	-do-
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Internal policies relating to the delivery of Services		
Equality and diversity policy		
Health and Safety Policy		
Recruitment Policies (including current Vacancies)		
Policies and procedures for handling requests for information		
Complaints procedures (including those Covering requests for information and operating the publication scheme)		
Information security Policy	-do-	-do-
Records management policies (records Retention, destruction and archive)	-do-	-do-
Data Protection Policy	-do-	-do-
Schedule of charges (for the publication of information)	By application to the Clerk to Council	-do-

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are Held this should be publicised; in most circumstances existing access provisions will suffice)	By application to the Clerk to Council	-do-
Assets Register	-do-	-do-
Register of Members' Interests	-do-	-do-
Register of gifts and hospitality	-do-	-do-

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)
Current information only

	Third party information available in the Parish Office	-do-
Allotments	By Application to the Clerk to Council	-do-
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	By application on the Clerk of Council	-do-
Parks, playing fields and village halls	By application on the Clerk of Council	-do-
Seating, litter bins, clocks, memorials and	Not applicable	

Lighting

Bus shelters Not applicable

Markets Not applicable

Public conveniences Not applicable

Agency Agreements Not applicable

A summary of services for which the Council
Is entitled to recover a fee, together with those
Fees (eg burial fees) By application to the Clerk to Council -do-

Additional Information

This will provide Councils with the opportunity to
Publish information that is no itemised in the lists
Above

Contact details:

Clerk to Council 01908 608559
admin@campbell-park.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per (black & white)	Actual cost*
	Photocopying @ 20p per (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee In accordance with the relevant legislation
(quote the actual statute)

Other

* the actual cost incurred by the public authority



Standing Orders

(Based on 2018 NALC Model Standing Orders – version 2 April 2022)

Adopted by Council at the Annual Meeting of Council on
21 May 2024

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chair of the meeting, is expressed in writing to the Chair.
- h A Councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.
- k One or more amendments may be discussed together if the Chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A Councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another Councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the Chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or

speeches by a councillor shall relate only to the motion under discussion and shall not exceed (3) minutes.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps, without further discussion, to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- A **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- B **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- C **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice.**
- D **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- E Members of the public may make representations, answer questions and give

evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

- F The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed (20) minutes unless directed by the Chair of the meeting.
- G Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- H In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
- I A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chair of the meeting may at any time permit a person to be seated when speaking.
- J A person who speaks at a meeting shall direct his comments to the Chair of the meeting.
- K Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.
- L **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- M **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- N **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- O **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- P **The Chair of the Council, if present, shall preside at a meeting. If the Chair is**

absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- Q Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- R The Chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- S Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

T The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of Councillors who are present and the names of Councillors who are absent;
- iii. interests that have been declared by Councillors and non-Councillors with voting rights;
- iv. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights;
- v. whether a Councillor or non-Councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- U A Councillor or a non-Councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- V **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting

- W **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

- X A meeting shall not exceed a period of 2 hours but maybe extended by agreement of the meeting.

4 COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a Committee may appoint a sub-committee whose terms of reference and members shall be determined by the Committee.**
- b **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory Committee and a sub-Committee of the advisory Committee may be non-Councillors.**
- d The Council may appoint standing Committees or other Committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a Committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a Committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a Committee, whose role is to replace the ordinary members at a meeting of a Committee if the ordinary members of the Committee confirm to the Clerk to Council (2) days before the meeting that they are unable to attend;

- vi. shall, after it has appointed the members of a standing Committee, appoint the Chair of the standing Committee;
- vii. shall permit a Committee other than a standing Committee, to appoint its own Chair at the first meeting of the Committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a Committee and a sub-Committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a Committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-Committee and also the advance public notice requirements, if any, required for the meetings of a sub-Committee;
- xi. shall determine if the public may participate at a meeting of a sub-Committee that they are permitted to attend; and
- xii. may dissolve a Committee or a sub-Committee.
- xiii. such that any Member, including substitute Members, appointed to the Planning, Infrastructure & Transport Committee must undertake to complete appropriate planning training as soon as it is available unless already completed within the previous two years and any Member appointed to the Finance, Administration & Policy Committee must undertake to complete appropriate finance training as soon as it is available unless already completed within the previous two years.
- xiv. to restrict any Member to sit on a maximum of four of the Standing Committees of Council and that the membership of said Committees be restricted to a maximum of 7 Councillors, with the exception of both the Community and Communications Committee and the Estates Committee, with the membership of said Committees being expanded to a maximum of eleven Councillors.
- xv. Council or Committees shall annually appoint lead members and confirm their responsibilities as necessary to progress the business of Council.

5 ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chair of the Council has been elected. He may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and Councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a Committee;
 - iv. Consideration of the recommendations made by a Committee;

- v. Review of delegation arrangements to Committees, sub-Committees, staff and other local authorities;
- vi. Review of the terms of reference for Committees;
- vii. Appointment of Members to existing Committees;
- viii. Appointment of any new Committees in accordance with standing order 4;
- ix. Review and adoption of appropriate Standing Orders and Financial Regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6 EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two Councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two Councillors.**
- c The Chair of a Committee [or a sub-Committee] may convene an extraordinary meeting of the Committee [or the sub-Committee] at any time.
- d If the Chair of a Committee [or a sub-Committee] does not call an extraordinary meeting within (7) days of having been requested to do so by (2) members of the Committee [or the sub-Committee], any (2) members of the Committee [or the sub-Committee] may convene an extraordinary meeting of the Committee [or a sub-Committee].

7 PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 Councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a Committee or a sub-Committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8 VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chair of the meeting.

9 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected. The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- e Motions received shall be recorded and numbered in the order that they are received.
- f Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11 MANAGEMENT OF INFORMATION

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**
- e All confidential information shall be printed on pink paper, individually referenced, and handed back by Members at the end of the meeting.

12 DRAFT MINUTES

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- A If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- B There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- C The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- D If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The Chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- ● ● E If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- F Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in

which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.

- d **Dispensation requests shall be in writing and submitted to the Clerk to Council** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or Committee or sub-Committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14 CODE OF CONDUCT COMPLAINTS

- a Upon notification by Milton Keynes City Council that it is dealing with a complaint

that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the City Council that a Councillor or non-Councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent – The Clerk to Council is the Proper Officer.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the Council, a Committee or a sub-Committee,**
 - **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full

Council and Standing Order 3(c) for the meaning of clear days for a meeting of a Committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least (2) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from Councillors;
- vii. hold a copy of every Councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures; shall inform the appropriate Committee of any such requests.
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair (if there is one) of the Planning, Infrastructure & Transport Committee within two working days of receipt to facilitate an

extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning, Infrastructure & Transport Committee;

- xvi. manage access to information about the Council via the publication scheme.

16 RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 ACCOUNTS AND ACCOUNTING STATEMENTS

- a “Proper practices” in standing orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
- c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council’s receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each Councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18 FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£30,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £30,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works

- shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance provided in Legal Topic Note 87 (LTN 87) (March 2022) contains further details.**

19 HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel and Finance, Administration & Policy Committees is subject to standing order 11.
- b Clerk to Council shall report to the Chair of the Personnel Committee any staff absences.
- c Staff Appraisals shall be conducted annually in September. The appraisal of the Clerk to Council will be conducted by 2 Members, with the remaining staff appraised by the Clerk to Council, with the exception of the Cleaner/Caretakers, and the Landscape Team who will be appraised by the Estates Manager.
- d Subject to the Council's policy regarding the handling of grievance matters, the

Clerk to Council shall contact the Chair of the Personnel Committee or in their absence, the Vice-Chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed in line with the Council's grievance policy.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by an employee relates to the Chair or Vice-Chair of the Personnel Committee the matter shall be reported back and progressed by resolution of the Personnel Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20 RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed £25,000]* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21 RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**
- g Bcc option to be used at all times when e-mailing data subjects for whom the Community Council holds and processes personal data for.
- h Officers and Members to be reminded of the necessity for the above on a periodic basis.
- i All new Officers and Members joining the Community Council to receive suitable data protection training as part of their induction process.
- j A one-hour compulsory training session per officer and member to take place annually.

22 RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

The above is applicable to a Council without a common seal.

24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no Councillor shall:

- i. inspect any land and/or premises which the Council has a right or duty to inspect; or
- ii. issue orders, instructions or directions.

25 SAFEGUARDING

Enhanced DBS checks enabling Councillors to work on behalf of the Community Council will be funded by the organisation. All checks to be registered for updates.

26 STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least (3) Councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible.
- d The decision of the Chair of a meeting as to the application of standing orders at the meeting shall be final.

Campbell Park Community Council

Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Operating Income	
923,345	Central Costs	957,628
0	Community Hub	1,019,650
37,582	Oldbrook Centre	31,309
157,126	Landscape Service	180,626
26,927	Springfield Centre	33,775
1,713	Willen Allotments	1,682
1,916	Woolstone Allotments	2,406
814	Grants	0
11,400	Community	6,204
1,160,824	Total Income	2,233,280
	Running Costs	
344,728	Employment Costs	278,622
12,823	Democratic Costs	11,303
58,684	Central Costs	60,017
147,154	Community Hub	1,656,811
18,660	Parish Office	16,606
11,896	Communications	9,027
11,645	Oldbrook Centre	11,726
3,970	Oldbrook Pavilion	(2,049)
265	Oldbrook Green	230
286,148	Landscape Service	242,928
17,494	Springfield Centre	12,271
450	Woolstone Pond	300
8,774	Dog/Waste Bin Provision	8,998
12,264	Kernow Crescent	2,081
1,213	Open Spaces	155
823	Willen Allotments	663
1,132	Woolstone Allotments	798
8,580	Grants	6,522
21,683	Community	7,668
968,384	Total Expenditure	2,324,677
	General Fund Analysis	
259,365	Opening Balance	572,743
1,160,824	Plus : Income for Year	2,233,280
1,420,189		2,806,023
968,384	Less : Expenditure for Year	2,324,677
451,805		481,347
(120,938)	Transfers TO / FROM Reserves	484,615
572,743	Closing Balance	(3,268)

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>101 Employment Costs</u>							
4000 Basic Salaries	21,110	211,281	266,589	55,308		55,308	79.3%
4001 Employers NI	2,024	18,094	22,032	3,938		3,938	82.1%
4002 Employer Pension	5,003	48,692	57,930	9,238		9,238	84.1%
4089 Corporate Clothing	0	0	300	300		300	0.0%
4091 Staff Health	22	139	780	641		641	17.8%
4460 Subscriptions	0	416	816	400		400	51.0%
Employment Costs :- Indirect Expenditure	28,158	278,622	348,447	69,825	0	69,825	80.0%
Net Expenditure	(28,158)	(278,622)	(348,447)	(69,825)			
<u>105 Democratic Costs</u>							
4089 Corporate Clothing	0	0	200	200		200	0.0%
4500 Councillors Allowances	0	10,605	17,245	6,640		6,640	61.5%
4501 Chairs Additional Allowance	0	697	958	261		261	72.8%
Democratic Costs :- Indirect Expenditure	0	11,303	18,403	7,100	0	7,100	61.4%
Net Expenditure	0	(11,303)	(18,403)	(7,100)			
<u>201 Central Costs</u>							
1870 Bank/Bond Interest Received	1,517	42,344	15,000	(27,344)			282.3%
1900 Precept	0	893,964	893,963	(1)			100.0%
1901 Precept Grant	0	21,321	21,321	0			100.0%
Central Costs :- Income	1,517	957,628	930,284	(27,344)			102.9%
4030 Training/Conferences	305	4,941	8,000	3,059		3,059	61.8%
4050 IT Support Contract	0	16,666	20,000	3,334		3,334	83.3%
4051 IT Equipment	0	1,636	5,000	3,364		3,364	32.7%
4052 Digital Mapping	0	28	500	472		472	5.5%
4053 Online Presence	0	387	3,600	3,213		3,213	10.7%
4068 Landscape Equipment Maintenanc	0	(56)	0	56		56	0.0%
4080 Health & Safety	0	10	2,000	1,990		1,990	0.5%
4081 HR Service Contract	478	4,777	7,000	2,224		2,224	68.2%
4082 Emergency Response	0	0	500	500		500	0.0%
4083 Defibrillator costs	0	60	500	440		440	12.0%
4090 Welfare	0	169	150	(19)		(19)	112.7%
4130 Insurance (not vehicle)	0	10,559	8,500	(2,059)		(2,059)	124.2%
4184 Street furniture new/renewal	0	0	1,020	1,020		1,020	0.0%
4186 Small Sundry Purchases	179	187	250	63		63	74.6%
4300 Vehicle Costs	217	2,175	3,850	1,675		1,675	56.5%
4303 Vehicle mileage	77	554	400	(154)		(154)	138.6%

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4400 Stationery	4	732	1,500	768		768	48.8%
4402 Consultation Costs	0	2,971	3,300	329		329	90.0%
4403 Planning Consultant Fees	0	0	1,000	1,000		1,000	0.0%
4404 Subsistence	0	1	0	(1)		(1)	0.0%
4405 Publicity/Marketing	0	349	1,000	651		651	34.9%
4410 Photocopying Costs	0	1,072	1,500	428		428	71.4%
4440 Telephone	0	1,785	2,200	415		415	81.1%
4445 Mobile Phones	52	565	1,600	1,035		1,035	35.3%
4455 Postage	0	11	300	289		289	3.8%
4460 Subscriptions	282	2,446	3,000	554		554	81.5%
4490 Website Costs	0	321	3,000	2,679		2,679	10.7%
4530 Hospitality	0	308	300	(8)		(8)	102.6%
4584 Recruitment	0	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	0	0	10,000	10,000		10,000	0.0%
4587 Audit/Accounts	0	5,790	4,500	(1,290)		(1,290)	128.7%
4588 VAT Fees	0	0	250	250		250	0.0%
4589 Payroll Fees	0	475	550	75		75	86.4%
4600 Bank Charges	(37)	1,103	1,400	297		297	78.8%
4875 Misc Neighbourhood Plan	0	0	2,000	2,000		2,000	0.0%
Central Costs :- Indirect Expenditure	1,556	60,017	99,670	39,653	0	39,653	60.2%
Net Income over Expenditure	(39)	897,610	830,614	(66,996)			
<u>204 Community Hub</u>							
1800 Miscellaneous Income	0	20,000	20,000	0			100.0%
1802 PWLB Loan	0	999,650	2,000,000	1,000,350			50.0%
Community Hub :- Income	0	1,019,650	2,020,000	1,000,350			50.5%
4111 PWLB Loan	0	0	125,000	125,000		125,000	0.0%
9022 Earmarked New Office HQ	330,015	1,656,811	1,656,812	1	19,844	(19,843)	101.2%
Community Hub :- Indirect Expenditure	330,015	1,656,811	1,781,812	125,001	19,844	105,157	94.1%
Net Income over Expenditure	(330,015)	(637,161)	238,188	875,349			
<u>205 Parish Office</u>							
4085 Fire Protection	0	164	326	162		162	50.3%
4100 Rent	0	7,901	8,000	99		99	98.8%
4110 Business Rates	0	1,009	1,000	(9)		(9)	100.9%
4115 Water & Sewerage	32	285	350	65		65	81.5%
4120 Gas	412	858	2,500	1,642		1,642	34.3%
4122 Electricity	140	1,524	2,200	676		676	69.3%

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4150 Cleaning Costs	220	870	1,000	130		130	87.0%
4155 Refuse Disposal	188	1,848	2,000	152		152	92.4%
4160 Window Cleaning	25	273	350	77		77	77.9%
4170 Repair/Maintenance	170	1,428	2,550	1,122		1,122	56.0%
4186 Small Sundry Purchases	0	107	100	(7)		(7)	106.7%
4187 Furniture	5	110	200	90		90	55.1%
4404 Subsistence	49	228	225	(3)		(3)	101.2%
Parish Office :- Indirect Expenditure	1,240	16,606	20,801	4,195	0	4,195	79.8%
Net Expenditure	(1,240)	(16,606)	(20,801)	(4,195)			
210 Communications							
4420 HomeGround Magazine	0	6,732	10,000	3,268		3,268	67.3%
4421 Homeground Mag Distribution	0	2,295	3,000	705		705	76.5%
Communications :- Indirect Expenditure	0	9,027	13,000	3,973	0	3,973	69.4%
Net Expenditure	0	(9,027)	(13,000)	(3,973)			
301 Oldbrook Centre							
1000 Hirings	3,654	31,409	30,000	(1,409)			104.7%
1001 Retained Hall Hire Deposit	(150)	(100)	0	100			0.0%
Oldbrook Centre :- Income	3,504	31,309	30,000	(1,309)			104.4%
4085 Fire Protection	0	834	600	(234)		(234)	139.0%
4110 Business Rates	0	1,960	1,900	(60)		(60)	103.1%
4115 Water & Sewerage	96	905	612	(293)		(293)	147.9%
4120 Gas	112	622	2,000	1,378		1,378	31.1%
4122 Electricity	144	1,407	2,000	593		593	70.3%
4150 Cleaning Costs	451	1,437	1,530	93		93	93.9%
4155 Refuse Disposal	136	1,163	1,400	237		237	83.0%
4160 Window Cleaning	60	700	850	150		150	82.4%
4170 Repair/Maintenance	2	1,540	3,000	1,460		1,460	51.3%
4175 Building Contracts	0	0	2,000	2,000		2,000	0.0%
4187 Furniture	0	141	400	259		259	35.4%
4590 Licenses	0	167	150	(17)		(17)	111.6%
9001 Earmarked Oldbrook Centre	0	850	850	0		0	100.0%
Oldbrook Centre :- Indirect Expenditure	1,001	11,726	17,292	5,566	0	5,566	67.8%
Net Income over Expenditure	2,503	19,583	12,708	(6,875)			

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>302 Oldbrook Pavilion</u>							
4085 Fire Protection	0	59	150	91		91	39.3%
4110 Business Rates	0	(2,321)	1,250	3,571		3,571	(185.6%)
4122 Electricity	24	212	350	138		138	60.7%
4170 Repair/Maintenance	0	0	600	600		600	0.0%
Oldbrook Pavilion :- Indirect Expenditure	24	(2,049)	2,350	4,399	0	4,399	(87.2%)
Net Expenditure	(24)	2,049	(2,350)	(4,399)			
<u>303 Oldbrook Green</u>							
4170 Repair/Maintenance	0	30	300	270		270	10.0%
4205 Tree Works	0	200	650	450		450	30.8%
Oldbrook Green :- Indirect Expenditure	0	230	950	720	0	720	24.2%
Net Expenditure	0	(230)	(950)	(720)			
<u>304 Landscape Service</u>							
1902 Landscape Grant	0	180,626	170,719	(9,907)			105.8%
Landscape Service :- Income	0	180,626	170,719	(9,907)			105.8%
4000 Basic Salaries	13,942	131,915	171,752	39,837		39,837	76.8%
4001 Employers NI	1,349	11,336	14,366	3,030		3,030	78.9%
4002 Employer Pension	3,304	29,921	31,690	1,769		1,769	94.4%
4010 Casual/Temp Staff	0	8,097	0	(8,097)		(8,097)	0.0%
4066 Equipment Hire	0	1,496	3,500	2,004		2,004	42.8%
4067 Landscape Equipment	421	11,535	13,000	1,465	1,112	353	97.3%
4068 Landscape Equipment Maintenanc	324	6,046	10,000	3,954		3,954	60.5%
4069 Personal Protection Equipment	711	1,966	2,000	34	315	(281)	114.0%
4070 Landscape Consumables	1,129	4,288	7,000	2,712		2,712	61.3%
4085 Fire Protection	0	65	150	85		85	43.3%
4089 Corporate Clothing	49	390	1,500	1,110		1,110	26.0%
4110 Business Rates	0	1,239	1,200	(39)		(39)	103.3%
4115 Water & Sewerage	31	403	400	(3)		(3)	100.7%
4122 Electricity	127	1,162	1,400	238		238	83.0%
4130 Insurance (not vehicle)	0	0	900	900		900	0.0%
4150 Cleaning Costs	0	556	500	(56)		(56)	111.2%
4155 Refuse Disposal	133	1,170	1,300	130		130	90.0%
4170 Repair/Maintenance	0	1,810	750	(1,060)		(1,060)	241.4%
4175 Building Contracts	420	659	1,000	341		341	65.9%
4301 Landscape Vehicle Costs	0	8,910	8,000	(910)		(910)	111.4%
4302 Landscape Fuel	143	6,345	10,000	3,655		3,655	63.4%

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9050 Earmarked L/scape Equipment Re	0	13,619	13,619	(0)		(0)	100.0%
Landscape Service :- Indirect Expenditure	22,082	242,928	294,027	51,099	1,427	49,671	83.1%
Net Income over Expenditure	(22,082)	(62,302)	(123,308)	(61,006)			
305 Springfield Centre							
1000 Hirings	8,160	33,775	13,000	(20,775)			259.8%
Springfield Centre :- Income	8,160	33,775	13,000	(20,775)			259.8%
4085 Fire Protection	180	669	300	(369)		(369)	223.0%
4110 Business Rates	0	2,824	2,800	(24)		(24)	100.9%
4115 Water & Sewerage	65	807	1,000	193		193	80.7%
4120 Gas	262	699	2,500	1,801		1,801	28.0%
4122 Electricity	131	1,201	2,000	799		799	60.1%
4150 Cleaning Costs	0	1,450	1,530	80		80	94.8%
4155 Refuse Disposal	117	897	1,200	303		303	74.7%
4160 Window Cleaning	50	500	700	200		200	71.4%
4170 Repair/Maintenance	17	1,327	3,000	1,673		1,673	44.2%
4175 Building Contracts	0	0	1,000	1,000		1,000	0.0%
4187 Furniture	0	409	400	(9)		(9)	102.3%
4590 Licenses	0	167	150	(17)		(17)	111.6%
9048 Earmarked SFC Disabled Parking	0	1,320	1,320	0		0	100.0%
Springfield Centre :- Indirect Expenditure	821	12,271	17,900	5,629	0	5,629	68.6%
Net Income over Expenditure	7,339	21,505	(4,900)	(26,405)			
306 Woolstone Pond							
4205 Tree Works	0	300	500	200		200	60.0%
Woolstone Pond :- Indirect Expenditure	0	300	500	200	0	200	60.0%
Net Expenditure	0	(300)	(500)	(200)			
307 Dog/Waste Bin Provision							
4201 Bin Emptying	1,602	8,998	11,000	2,002		2,002	81.8%
4204 New Bin Purchase/Installation	0	0	500	500		500	0.0%
Dog/Waste Bin Provision :- Indirect Expenditure	1,602	8,998	11,500	2,502	0	2,502	78.2%
Net Expenditure	(1,602)	(8,998)	(11,500)	(2,502)			
308 Kernow Crescent							
4197 Play Equipment Maintenance	78	373	500	127		127	74.6%

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9044 Earmarked Play Area Maint. Res	0	1,708	1,708	0		0	100.0%
Kernow Crescent :- Indirect Expenditure	78	2,081	2,208	127	0	127	94.2%
Net Expenditure	(78)	(2,081)	(2,208)	(127)			
<u>350 Open Spaces</u>							
4170 Repair/Maintenance	20	155	250	95		95	61.9%
4206 Woodland Management Programme	0	0	4,000	4,000		4,000	0.0%
Open Spaces :- Indirect Expenditure	20	155	4,250	4,095	0	4,095	3.6%
Net Expenditure	(20)	(155)	(4,250)	(4,095)			
<u>361 Fishermead Sports Ground</u>							
4205 Tree Works	0	0	1,000	1,000		1,000	0.0%
Fishermead Sports Ground :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0.0%
Net Expenditure	0	0	(1,000)	(1,000)			
<u>362 Willen Allotments</u>							
1080 Allotments Rentals	0	1,654	1,500	(154)			110.3%
1082 Retained allotment deposits	0	28	0	(28)			0.0%
Willen Allotments :- Income	0	1,682	1,500	(182)			112.1%
4115 Water & Sewerage	28	655	600	(55)		(55)	109.2%
4170 Repair/Maintenance	0	8	250	243		243	3.0%
4205 Tree Works	0	0	350	350		350	0.0%
Willen Allotments :- Indirect Expenditure	28	663	1,200	537	0	537	55.2%
Net Income over Expenditure	(28)	1,019	300	(719)			
<u>363 Woolstone Allotments</u>							
1080 Allotments Rentals	44	2,306	1,900	(406)			121.3%
1082 Retained allotment deposits	0	100	0	(100)			0.0%
Woolstone Allotments :- Income	44	2,406	1,900	(506)			126.6%
4115 Water & Sewerage	28	727	900	173		173	80.8%
4170 Repair/Maintenance	0	71	250	179		179	28.4%
4205 Tree Works	0	0	350	350		350	0.0%
Woolstone Allotments :- Indirect Expenditure	28	798	1,500	702	0	702	53.2%
Net Income over Expenditure	15	1,608	400	(1,208)			

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>370 Woolstone Sports Ground</u>							
4205 Tree Works	0	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>			
<u>390 Grants</u>							
1700 Grant Income	0	0	1,000	1,000			0.0%
Grants :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>
4800 General Grants	0	0	5,000	5,000		5,000	0.0%
4801 Section 137	0	6,522	7,000	478		478	93.2%
4806 Youth Provision Budget	0	0	2,000	2,000		2,000	0.0%
4807 Education Trust Grants	0	0	5,000	5,000		5,000	0.0%
Grants :- Indirect Expenditure	<u>0</u>	<u>6,522</u>	<u>19,000</u>	<u>12,478</u>	<u>0</u>	<u>12,478</u>	<u>34.3%</u>
Net Income over Expenditure	<u>0</u>	<u>(6,522)</u>	<u>(18,000)</u>	<u>(11,478)</u>			
<u>399 Community</u>							
1800 Miscellaneous Income	0	6,204	0	(6,204)			0.0%
Community :- Income	<u>0</u>	<u>6,204</u>	<u>0</u>	<u>(6,204)</u>			
4192 Social Cohesion	511	4,670	12,000	7,330	938	6,392	46.7%
4195 Visit to MK Safety Centre	0	2,980	3,570	590		590	83.5%
4198 Warm Space Grant Spend	0	18	0	(18)		(18)	0.0%
Community :- Indirect Expenditure	<u>511</u>	<u>7,668</u>	<u>15,570</u>	<u>7,902</u>	<u>938</u>	<u>6,964</u>	<u>55.3%</u>
Net Income over Expenditure	<u>(511)</u>	<u>(1,464)</u>	<u>(15,570)</u>	<u>(14,106)</u>			
<u>901 Earmarked Reserves</u>							
9001 Earmarked Oldbrook Centre	0	0	80,000	80,000		80,000	0.0%
9006 Earmarked 3 month running cost	0	0	183,600	183,600		183,600	0.0%
9022 Earmarked New Office HQ	0	0	843,188	843,188		843,188	0.0%
9027 Earmarked Roof Rplcmt/Rep Fund	0	0	5,000	5,000		5,000	0.0%
9044 Earmarked Play Area Maint. Res	0	0	23,292	23,292		23,292	0.0%
9048 Earmarked SFC Disabled Parking	0	0	18,680	18,680		18,680	0.0%
9050 Earmarked L/scape Equipment Re	0	0	6,381	6,381		6,381	0.0%
9051 Earmarked Pavilion Gable End R	0	0	10,000	10,000		10,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,170,141</u>	<u>1,170,141</u>	<u>0</u>	<u>1,170,141</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,170,141)</u>	<u>(1,170,141)</u>			

Detailed Income & Expenditure by Budget Heading 31/01/2025

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	13,224	2,233,280	3,168,403	935,123			70.5%
Expenditure	387,165	2,324,677	3,842,021	1,517,344	22,209	1,495,135	61.1%
Net Income over Expenditure	<u>(373,940)</u>	<u>(91,397)</u>	<u>(673,618)</u>	<u>(582,221)</u>			
Movement to/(from) Gen Reserve	<u>(373,940)</u>	<u>(91,397)</u>	<u>(673,618)</u>	<u>(582,221)</u>			

Balance Sheet as at 31/01/2025

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
2,810	Debtors	3,595	
21,328	Vat Refunds	65,154	
14,073	Prepayments	0	
49,578	Unity Current Account T2	102,952	
292,317	Unity Instant Access	712,636	
957,456	CCLA Fund Deposit Acc	342,130	
342	Petty Cash	203	
0	Cash Book Suspense	39	
1,337,904			1,226,709
1,337,904	Total Assets		1,226,709
Current Liabilities			
0	Multipay Credit Card	1,955	
53,636	Creditors Control	45,248	
1,281	Miscellaneous Creditors	0	
1,958	Accruals	0	
17,945	Payroll Creditor	8,821	
1,863	Allotment Deposits	2,160	
1,650	Short Term Deposits	350	
1,300	Hall Hire Deposits	1,300	
79,632			59,835
1,258,271	Total Assets Less Current Liabilities		1,166,874
Represented By			
572,743	General Reserves		(3,268)
685,528	Earmarked Reserves		1,170,143
1,258,271			1,166,874

The above statement represents fairly the financial position of the authority as at 31/01/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

BACS Direct Debit payments
1/1/2025 to 31/1/2025

	Name	Description	Amount
	<u>BACS Payments</u>		
B1	A G Gonye	Refund of hall hire deposit	150.00
B2	Currie Brown	New Hub	840.00
B3	Milton Keynes Council	Parish Office rent	1892.50
B4	Stenton Obhi	New Hub	4680.00
B5	C C Ndulue	Refund of hall hire deposit	150.00
B6	Tracey Jones	Mileage	76.50
B7	Barrington Mews	Refund of hall hire deposit	150.00
B8	Maggie Savill	Seated aerobics	90.00
B9	BALC	Training	1250.00
B10	HMRC	PAYE	9464.89
B11	Payroll January	Staff salaries	27310.73
B12	Steele & Bray	New Hub	358956.05
B13	Bucks Pension Fund	Pension	10599.28
	Total BACS payments		415,609.95
	<u>DD Payments</u>		
DD1	Direct 365	Hygiene services	99.03
DD2	Renault	Lease of electric van	259.43
DD3	Water Plus	Water PO	31.34
DD4	Restore Datashred	Onsite destruciton of paper	83.44
DD5	Water Plus	Water OBC	75.44
DD6	Total Energies	Gas SFI	201.75
DD7	Total Energies	Gas OBC	108.25
DD8	Total Energies	Gas PO	143.59
DD9	Water Plus	Water Willen	28.04
DD10	Npower	Electricity Willen	166.12
DD11	Npower	Electricity OBC	181.02
DD12	Npower	Electricity Pavilion	24.98
DD13	Npower	Electricity SFC	139.08
DD14	Npower	Electricity Depot	139.03
DD15	BT	Broadband	720.39
DD16	Lloyds Banks	Credit card	2068.41
DD17	De Landen	HP of landscape equipment	213.00
DD18	Peninsula	HR costs	568.25
DD19	The Fuel Card Co	Landscape fuel	381.54
DD20	Water Plus	Water SFC	48.21
DD21	Water Plus	Water Woolstone	28.41
DD22	Water Plus	Water SFC	16.41
DD23	EE	Mobile phone	62.14
	Total Direct Debits		5,787.30