

	Actuals 2022/23	Budget 2023/24	Actual To 30-09	Forecast 2023/24	Budget 2024/25	Budget 2025/26	Budget 2026/27	Comments / Notes for 2024/25 Budget Year
<b>AC INCOME</b>								
1000 Donations	0	0	1,938	1,940	0	0	0	
1005 Insurance Payout	250	0	3,116	3,120	0	0	0	
1010 Devolved Services	0	0	0	0	0	0	0	This is set as zero as money paid direct to Aylesbury TC
1020 Grants (SMOPC)	11,000	6,000	10,000	10,000	6,000	3,000	3,000	Allows for a reduction year on year
1021 Neighbourhood Plan Grant	0	0	0	0	0	0	0	
Community Board Grants	3,450	5,800	0	5,800	0	0	0	Contribution towards Village Gate signs
1050 Allotment Rents	1,358	1,400	1,270	1,400	1,400	1,400	1,400	Rents increased from September 2021/22. Consider increase in 2025/26
1060 Burial Ground Fees	700	500	550	550	500	0	0	
1077 Buckinghamshire Council - NHB Grant	33,951	85,000	14,111	25,000	60,000	0	0	Contribution towards burial ground project
HS2 - Contribution to Marsh Lane	0	0	0	0	0	0	0	Contribution towards construction costs based upon 20%
HS2 - Contribution to Marsh Lane	0	128,000	0	0	128,000	0	0	Loss of income from 73 plots based upon new agreed fees
HS2 - Contribution to Marsh Lane	0	88,000	0	0	88,000	0	0	Contribution towards future maintenance costs of memorial
1078 Playing Field Rental	180	0	660	660	0	0	0	
1079 S106 Income	21,929	0	167,247	167,250	0	0	0	Funding for new playarea
1090 Bank Interest	604	100	1,553	3,000	5,000	5,000	5,000	
115 VAT Refund	0	21,300	26,337	26,340	17,000	16,200	11,400	
<b>Total Receipts Before Precept</b>	<b>73,422</b>	<b>336,100</b>	<b>226,782</b>	<b>245,060</b>	<b>305,900</b>	<b>25,600</b>	<b>20,800</b>	
<b>Less Income Received in Advance</b>								
Loss of Burial Fee Income	0	128,000	0	0	128,000	0	0	
Future Maintenance Costs	0	88,000	0	0	88,000	0	0	
<b>Total Receipts Before Precept</b>	<b>73,422</b>	<b>120,100</b>	<b>226,782</b>	<b>245,060</b>	<b>89,900</b>	<b>25,600</b>	<b>20,800</b>	
<b>EXPENSES</b>								
<b>Clerk and Councillor Costs</b>								
4100 Employment Costs	39,944	42,000	19,998	42,000	43,500	45,000	47,500	Allows for a NALC pay award .
4101 Employee Mileage	79	150	0	150	150	150	150	
4102 Employment Pension Costs	2,992	3,000	1,481	3,000	3,500	3,600	3,700	
4105 Employment Payroll Costs	492	500	228	500	500	500	500	
4105 Training - Employees	170	1,000	55	500	1,000	1,000	1,000	
4110 Councillor Expenses	0	200	0	0	0	0	0	
4111 Training - Councillors	605	1,000	0	500	1,000	1,500	1,500	
4112 Councillor Allowances	135	1,600	0	0	1,300	3,900	3,900	£325 allowance. Four councillors can claim upto 2025/26.
4113 Chairman's Allowance	0	200	0	0	200	200	200	
<b>Administration and Office Costs</b>								
4115 Administration Expenses	826	1,000	248	1,000	1,000	1,000	1,000	ICO = £35, Rialtas = £124, Paper = £50
4116 Advertising	0	500	0	500	500	500	500	
4124 IT and Website	4,012	6,000	150	6,000	4,500	4,500	4,500	IT Support and Licences (paid Feb) plus cost of new site in 2022/23
4125 BALC & Other Subscriptions	1,771	1,100	1,183	1,200	1,250	1,250	1,250	BALC (£976), and Fields in Trust (£65).
4126 Telephone & Broadband	661	800	344	750	800	800	800	New 5 Year contract from 1 July 2022 to 30 June 2027
4127 Photocopying - Leasing & Copying	1,057	1,400	972	1,400	1,400	1,400	1,400	New 5 Year contract from 1 December 2021 to 30 November 2026
4130 Insurance	4,277	4,280	100	4,950	4,950	4,950	5,100	New three year agreement from October 2021
4132 Audit Fees	950	1,150	1,025	1,030	1,100	1,100	1,100	
4135 Legal & Professional Fees	3,293	3,000	0	3,000	3,000	3,000	3,000	
4170 Public Involvement	0	1,760	0	0	1,760	1,760	1,760	Public consultation exercise subject to Council agreement
4172 Kings Coronation Event / Annual Event	1,668	1,500	3,084	3,100	5,000	5,000	5,000	Annual Event
	<b>62,932</b>	<b>72,140</b>	<b>28,868</b>	<b>69,580</b>	<b>76,410</b>	<b>81,110</b>	<b>88,860</b>	
<b>Community Centre</b>								
4220 Hawkslade - Grant	4,000	4,000	0	4,000	4,000	4,000	4,000	Assumes no change to agreement despite new Unitary Council
4230 Eskdale Road Community Centre	413	10,000	0	10,000	10,000	10,000	10,000	Potential increase in maintenance issues - Doors, Windows, Boilers
	<b>4,413</b>	<b>14,000</b>	<b>0</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	<b>14,000</b>	
<b>Open Spaces</b>								
4240 Contract Ground Maintenance	8,071	10,000	4,000	8,000	10,000	10,000	10,000	Contract in place until 31 March 2024. Review needed in year.
4241 Grass Cutting of Playing Field - BC	1,192	5,500	0	5,500	5,500	5,750	6,000	Assumed no change despite new Unitary Authority
4242 Devolved Services	2,630	5,000	410	5,000	5,000	5,000	5,000	Issues not covered by Buckinghamshire Council
4243 Raised Bed Maintenance - Lower Road opp School	850	1,200	468	1,200	1,200	1,200	1,200	
4244 Christmas Trees and Lights	7,558	5,000	61	250	500	500	500	
4245 Dog Bins	4,878	3,300	278	3,300	3,300	3,300	3,300	Increase due to increased provision as new estates finished.
4246 MVAS	38	260	0	200	260	260	260	
4281 Playing Field Maintenance	2,752	2,500	1,188	2,500	2,500	2,500	2,500	
4285 Outdoor Gym	195	1,000	0	500	1,000	1,000	1,000	
4282 Footpath Around the Playing Field	11,147	10,000	0	0	10,000	10,000	10,000	Repairs to footpath
	<b>39,311</b>	<b>43,760</b>	<b>6,405</b>	<b>26,450</b>	<b>39,260</b>	<b>39,510</b>	<b>39,760</b>	
<b>Burial Ground</b>								
4210 Swallow Lane	510	510	1,135	1,140	1,000	400	400	Business rates, Compost Heap Clearance & Fencing
4215 Marsh Lane Maintenance	44,227	10,000	4,315	10,000	10,000	10,000	10,000	Meeting Pre-ConstructionPlanning Requirements
Marsh Lane Project Management	0	14,000	0	14,000	14,000	0	0	External project managers
4216 Marsh Lane Construction	0	81,000	0	81,000	81,000	0	0	Construction Costs
	<b>44,737</b>	<b>105,510</b>	<b>5,450</b>	<b>106,140</b>	<b>106,000</b>	<b>10,400</b>	<b>10,400</b>	
<b>Allotments</b>								
4200 Allotment Expenses	2,930	2,000	263	2,000	2,000	2,000	2,000	Covers water, trough repairs etc
	<b>2,930</b>	<b>2,000</b>	<b>263</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	
<b>Street Lighting</b>								
4260 Street Lights - Electricity	5,375	7,000	1,435	7,000	7,000	7,100	7,200	New 5 Year contract with Drax Energy from 1 April 2021 to 31 March 2026
4261 Street Lights - Maintenance	735	3,000	1,528	3,000	3,000	3,000	3,000	Allows for 10 bulb repairs a year
4262 Street Lights - Testing	0	5,000	0	0	5,000	0	0	Testing of all lanterns and columns is now due
4263 Street Lights - Replacements	3,850	1,000	2,634	3,230	2,000	0	0	Few in Lower Road / Old Risborough Road still to do.
	<b>9,960</b>	<b>16,000</b>	<b>5,597</b>	<b>13,230</b>	<b>17,000</b>	<b>10,100</b>	<b>10,200</b>	
<b>Street Furniture</b>								
4297 Defibrillators	2,052	8,000	7,801	8,000	0	0	0	
4299 Street Furniture - Bins, Bus Shelters & Benches	2,916	12,000	0	12,000	7,000	7,000	7,000	Parish entrance gates project £5,800.
	<b>4,968</b>	<b>20,000</b>	<b>7,801</b>	<b>20,000</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	
<b>Parish Improvement Project</b>								
4250 Parish Improvement Project	0	10,000	1,135	10,000	10,000	10,000	10,000	New Heritage Information Board
4252 Neighbourhood Plan (Grant Funded)	0	0	0	0	0	0	0	
4253 Neighbourhood Plan (Council Funded)	13,881	10,000	5,197	10,000	10,000	0	0	Assumes Neighbourhood Plan completed in 24/25
4253 Neighbourhood Plan (Project Feasibility)	0	30,000	0	20,000	20,000	0	0	
	<b>13,881</b>	<b>50,000</b>	<b>6,332</b>	<b>20,000</b>	<b>40,000</b>	<b>10,000</b>	<b>10,000</b>	
<b>Play Related Expenditure</b>								
4171 Play around the Parishes	856	1,000	1,300	1,300	1,500	1,500	1,500	
4280 Playground Maintenance	597	2,000	0	0	2,000	2,000	2,000	New equipment from 2023/24. First year under warranty.
New playarea	278	0	168,868	168,900	0	0	0	Funded from s.106 funds.
	<b>1,731</b>	<b>3,000</b>	<b>170,168</b>	<b>170,200</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	
<b>Section 137 Expenditure</b>								
4302 Grants / Donations	2,725	3,000	1,060	1,500	1,500	1,500	1,500	
	<b>2,725</b>	<b>3,000</b>	<b>1,060</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	
<b>VAT Incurred On Expenditure</b>								
515 VAT on expenses	0	17,370	0	16,996	16,160	11,430	11,500	
<b>Total Expenditure</b>	<b>187,588</b>	<b>346,780</b>	<b>231,944</b>	<b>460,096</b>	<b>322,830</b>	<b>190,550</b>	<b>198,720</b>	
<b>Net Expenditure for the Year</b>	<b>114,166</b>	<b>226,680</b>	<b>5,162</b>	<b>215,036</b>	<b>232,930</b>	<b>164,950</b>	<b>177,920</b>	
<b>Precept Requirement</b>	<b>198,500</b>	<b>208,140</b>	<b>208,140</b>	<b>208,140</b>	<b>208,140</b>	<b>208,140</b>	<b>208,140</b>	
<b>Surplus / - Deficit for the Year</b>	<b>84,334</b>	<b>-18,540</b>	<b>202,978</b>	<b>-6,896</b>	<b>-24,790</b>	<b>43,190</b>	<b>30,220</b>	
<b>Reserves</b>								
<b>Opening Cash Balance - 1st April</b>								
Add surplus / deduct deficit	275,380	281,270	275,380	359,714	352,800	328,000	371,200	
<b>Closing Cash Balance at Year End - 31st March</b>	<b>84,334</b>	<b>-18,540</b>	<b>202,978</b>	<b>-6,896</b>	<b>-24,790</b>	<b>43,190</b>	<b>30,220</b>	
	<b>359,714</b>	<b>262,730</b>	<b>478,358</b>	<b>352,818</b>	<b>328,010</b>	<b>371,190</b>	<b>401,420</b>	
<b>Reserves</b>								
	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	<b>Balance</b>	
	31/03/2023	31/03/2024	30/09/2024	31/03/2024	31/03/2025	31/03/2026	31/03/2027	
Statutory - % precept	99,250	104,070	104,070	104,070	104,070	104,070	104,070	
Parish Election Costs	0	0	0	0	0	0	5,000	
Community Centre	10,000	20,000	10,000	20,000	20,000	20,000	20,000	
General Reserve (See Below)	250,464	138,660	364,288	228,748	203,940	247,120	272,350	
	<b>359,714</b>	<b>262,730</b>	<b>478,358</b>	<b>352,818</b>	<b>328,010</b>	<b>371,190</b>	<b>401,420</b>	
<b>General Reserves Allocated to the Following:</b>								
Neighbourhood Plan	10,000	10,000	10,000	10,000	10,000	0	0	
Solar Panels for the Community Centre	0	15,000	15,000	15,000	15,000	0	0	
Extra Car Parking Provision	10,000	0	0	0	0	0	0	
Marsh Lane Burial Ground Construction	230,464	113,660	339,288	203,748	178,940	247,120	272,350	
<b>Total General Reserves</b>	<b>250,464</b>	<b>138,660</b>	<b>364,288</b>	<b>228,748</b>	<b>203,940</b>	<b>247,120</b>	<b>272,350</b>	



## FINANCIAL REGULATIONS

BASED UPON NALC MODEL FINANCIAL REGULATIONS 2019

DATE	VERSION	AMENDMENT
10 <sup>th</sup> October 2023	23.01	<p>5.2. – Delete “together with the relevant invoices”.</p> <p>5.4. – Delete “council Meeting” and replace with “opportunity”.</p> <p>5.6. – Replace “Superannuation” with “Pension”.</p> <p>6.3. – Add “Bank Transfer”.</p> <p>6.4. – Add “Bank Transfer” and delete “signed” replace with “authorised”.</p> <p>6.7. – Add “pension and photocopier rental”.</p> <p>11.1.b - <del>£25,000</del> - <b>£30,000 (includes VAT)</b> SI2022/1390</p> <p>11.1.h - <del>£25,000</del> - <b>£30,000 (includes VAT)</b> SI2022/1390</p> <p>11.1.h – Add <b><i>If less than 3 quotations / estimates are received the council may accept one from the ones received.</i></b></p>

## 1. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 1.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be reviewed annually for safety and efficiency.
- 1.2. The RFO shall prepare a schedule of payments requiring approval, forming part of the Agenda for the Meeting and, ~~together with the relevant invoices,~~ present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall approve payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 1.3. The monthly schedule of payments to the Parish Council meeting will include a sign off by the RFO to indicate that all invoices for payment have been examined, and verified to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 1.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available ~~council Meeting opportunity~~.
- 1.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of 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 council ;
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ; or
  - c) fund transfers within the councils banking arrangements up to the sum of £100,000, provided that a list of such transfers shall be submitted to the next appropriate meeting of council.
- 1.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, ~~Superannuation Pension~~ Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 1.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

- 1.8. In respect of grants the Council shall approve all expenditure in accordance with any Policy statement approved by council.
- 1.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 1.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 1.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## 2. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 2.1. The council will make safe and efficient arrangements for the making of its payments.
- 2.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 2.3. All payments shall be affected by **bank transfer**, cheque, or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Council.
- 2.4. **Bank transfers**, cheques, or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be **authorised signed** by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 2.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 2.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 2.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates, **pension contributions and photocopier rental** may be made by variable Direct Debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable Direct Debit mandate shall be renewed by resolution of the council at least every two years.

## 3. CONTRACTS

- 3.1. Procedures as to contracts are laid down as follows:
  - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
    - i. for the supply of gas, electricity, water, sewerage and telephone services.

- ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
  - v. for additional audit work of the external Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council).
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at **£30,000** or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>.
  - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>.
  - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
  - e. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
  - f. 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.
  - g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d and shall refer to the terms of the Bribery Act 2010.
  - h. When it is to enter into a contract of less than **£30,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>2</sup> Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000.
- b. For public works contracts 5,225,000.

£3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply. *If less than 3 quotations / estimates are received the council may accept one from the ones received.*

- i. The council shall not be obliged to accept the lowest or any tender, quote, or estimate.
- j. Should it occur that 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, provided that the specification does not change, 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.
- k. The ~~European Union Procurement Directive shall apply and the~~ terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.