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A proposal to Stoke Mandeville Town Council for RIBA Stage 4-7 professional fees

Including fee partition for HS2 area (33.33%)

Date: 12th December 2023

Reference: 1656-CC-CDS

The CDS Group, Building 51, Wrest Park, Silsoe, Bedfordshire, MK45 4HS

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Methodology

Client Requirements:

Developing up the understanding of the client needs and aspirations at the very earliest opportunity are critical to the success of the project, it is understood the client wishes to engage services that would typically fall within the **RIBA Stages** of project management as abbreviated in the table below. The details of these elements are further described in our methodology detail below.

It is understood that the client wishes to consider the fiscal undertaking the RIBA 4-7 development works of the cemetery in two parts.

Part 1. The area of cemetery for the patronage of Stoke Mandeville

Part 2. The area under the administration of HS2

However, the two-part fiscal approach would be managed as a single project, but all invoicing and fees will be partitioned accordingly.

This approach does come with advantages and disadvantages.

The delivery method and principles will be the same for both parts of work.

Table 3

Works Stages	Summary Description of Work
RIBA 4	Develop architectural and engineering technical design to enable tender/s to be obtained Prepare and coordinate construction information from manufacturers/specialists Prepare and integrate specialist subcontractor information Prepare stage Design Programme Prepare a schedule of works Prepare Construction Information Prepare Specifications Advise on an appropriate form of Building / Construction Contract, its conditions and the responsibilities of the client, the design team and the contractor Identify extent of design work by contractor Advise on potential contractors to be invited to tender for the work Invite, appraise and report on tenders and prepare the Building Contract and arrange for it to be signed Provide the contractor with information required for construction Review design work produced by contractor's specialist subcontractors Implement and monitor all risks and provide works as required of PD.
RIBA 5	Discuss Site Logistics with main contractor Monitor progress against Construction Programme Inspect Construction Quality Resolve Site Queries as required Produce Practical Completion certificate including Defects List Facilitate Asset Information hand-over by main contractor Maintain PD and CDM protocol
RIBA 6	Make final inspections and advise on resolution of defects Agree final account and issue a final certificate Hand over building Undertake review of Project Performance with design team and project team Ensure seasonal Commissioning is undertaken by main contractor

Methodology detail

We understand that the client wishes to develop the site up in two distinct financial packages

Phase 1 is the cemetery and basic infrastructure. Phase 2 which is the building.

We have therefore based the fees on two separate work portions, with the landscape being tendered out to landscape design companies and a separate tender for the building contract.

Whilst the principle of the activities below remains the same we will ensure that the project is developed in two distinct tender packs.

The information below highlights the detail of some of the elements of work summarised in the table above for the RIBA Stages. Fees are on the basis that works are undertaken in accordance with JCT Intermediate Contract with Contractors Design.

RIBA Stage 4

RIBA Stage 4 is the stage where the developed design used for planning, is worked up into a detailed design. The level of detail in the design is also determined by whether the client wishes the contract to be a traditional contract or a design and build contract.

To produce Stage 4 design drawings and assemble the planning pack can take between 4 and 6 weeks depending on the complexity.

CDS would recommend the JCT Intermediate Building Contract with Contractors Design Portion. This approach ensures that quality and needs of the client are in the design contract provided by the client lead designer who then monitors the works during the construction phase to ensure they meet the client's requirements. Those elements that are less important visually such as drainage and M&E can be given to the contractor's design control.

CDS design team would undertake the following responsibilities for Stage 4 based on the JCT with Contractors Design.

The final level of detail will depend on the final contract so the data below would represent a typical JCT Contract with Contractors Design. The scope of works includes all elements delivered from the CDS Group project team for Stage 4

Table 4

1.0 Design	
1.1	Agree approvals required from the Design Team under the Design Contract
1.2	Provide detailed design of landscape hard and soft for both cemetery and allotments
1.3	Provide detailed designs of drainage and surface water management
1.4	Provide detailed specifications for landscape hard and soft with plant details and schedules
1.5	Provide detailed specification of drainage
1.6	Produce designers risk assessment for PCIP information for H&S file for landscape
1.7	Ensure that the Employers Requirements design are fully articulated in the tender pack

1.8	Provide technical support during services tender stage. Comment upon Contractors tender returns.
1.9	Receive and comment upon Contractors/Specialist design drawings and details.
1.10	Attend Tender Interviews as required
2.0 Project Management	
2.1	Prepare a risk management strategy. Prepare and maintain a risk advise on tendering and contractual procurement options.
2.2	Advise on suitable tenderers.
2.3	Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval.
2.4	Liaise with the Design Team and prepare a pre-construction report summarising the project design, cost, programme and risk register.
2.5	Obtain tender drawings and specifications from the Client and the Professional Team.
2.6	Attend pre-tender interviews.
2.7	Monitor and report to the Client on the procurement process.
2.8	Advise on the tenderer's design and construction programmes and method statements.
2.9	Liaise with the Design Team and prepare a tender report. Prepare recommendations for the Client's approval.
2.10	Obtain tender drawings and specifications from the Client and the Professional Team.
2.11	Liaise with the Client and the Professional Team and prepare tender documentation.
2.12	Prepare pricing documents for inclusion in tender documents (excluding bills of quantities).
2.13	Investigate prospective tenderers and advise the Client on their financial status and technical competence. Prepare recommendations for the Client's approval.
2.14	Attend post tender interviews.
2.15	Arrange delivery of tender documents to selected tenderers.
2.16	Check tender submissions for errors, omissions, exclusions, qualifications, inconsistencies, etc.
2.17	Liaise with the Professional Team and advise on errors, omissions, exclusions, qualifications and inconsistencies between the tender documents and the tenders received. Prepare recommendations for the Client's approval.
2.18	Advise on the tenderers' design and construction programmes and method statements.
2.19	Liaise with the Professional Team and prepare a tender report.
2.20	Conduct negotiations with tenderers. Prepare documentation to confirm adjustments to the tender sums
2.21	Prepare recommendations for the Client's approval.
2.22	Liaise with the Client and the Professional Team and advise on methods of progressing design and/or construction works prior to the execution of the Building Contract.
2.23	Obtain confirmation that required insurances are in place prior to commencement of works on the Site.
2.24	Maintain and develop the cost plan and the cash flow forecast.
3.0 Cost Management	
3.1	Assist to implement a change control process, gaining approval for any change from the construction project manager
3.2	Agree tender list
3.3	Undertake all necessary activities to procure the works
3.4	Agree level of main contractor spend and obtain approval from the Client
3.5	Agree with the construction project manager when procurement should commence and level of expenditure required
3.6	Prepare the tender documentation for pricing by the main contractor
3.7	Prepare and agree project cost plan with Client

3.8	Attend meetings through the design development stage
3.9	Liaise with the Client legal team to obtain contract amendments/requirements
3.10	Undertake tender assessment, negotiate the contractors proposals and agree the contract sum with the main contractor and gain approval from the Client
3.11	Facilitate any Value Engineering exercises as required
3.12	Attend the pre-start meeting
3.13	Prepare the contract documentation and gain both parties signatures prior to start on site
4.0 Principal Designer and CDMC	
4.1	Assist with the collation and circulation of the pre-construction information
4.2	Review and assess the adequacy of the available pre-construction information
4.3	Assist with the preparation of the client brief
4.4	Review time and resource allocation at each stage of the project and the proposed communication, cooperation and coordination methods
4.5	Analyse the design teams skills, knowledge, experience, training and organisational capabilities
4.6	Analyse the tendering principal contractor's skills, knowledge, experience, training and organisational
4.7	capabilities
4.8	Attend meetings as necessary to discuss health and safety related design risks
4.9	Review the designers' risk assessments and application of the general principles of prevention
4.10	Develop a risk register to record coordinated design matters relating to health and safety with the design team
4.11	Submit and circulate the F10, plus any required updates
4.12	Review the appointed principal contractor's construction phase plan incl. welfare facility proposals and health and safety matters relating to design
4.13	Attend pre-construction design team meetings and pre-start meeting
5.0 Site Investigations	
5.1	Undertake site investigations for structural elements of building and roadways, to include; CBR, BRE 365 percolation, shear tests etc
5.2	Undertake foundation soil analysis for footings depth calculations
6.0 Planning	
6.1	Discharge conditions
6.2	Advise development team and procurement team of any conditions that may affect budgets and delivery programmes

RIBA Stage 5

This stage of work takes the project into contract and construction. There is still engagement from the design and planning team who will provide information and detail to the appointed contractor and ensure that the delivery and quality is in line with the clients' expectations.

The PM and PD roles become more focused on the delivery and ensure that the construction is safe and kept to programme and budget.

The designer will remain client side and will not be novated.

Table 5

1.0 Project Management and Cost Management	
1.1	Agree approvals required from the Design Team under the Building Contract.
1.2	Visit the Site periodically and assess the progress of the Project for interim payment purposes.
1.3	Prepare recommendations for interim payments to the Contractor.
1.4	Advise on the cost of variations prior to the issue of instructions under the Building Contract.
1.5	Obtain authorisation from the Client for additional costs where the Consultant's limit of authority is exceeded.
1.6	Undertake regular Site inspections. Obtain progress and quality reports from site staff representing the Client, the Design Team and the Contractor.
1.7	Agree all test certificates and statutory and non-statutory approvals required from the Design Team and the Contractor. Prepare recommendations for the Client's approval.
1.8	Liaise with the Client, the Design Team and the Contractor and prepare and maintain a handover plan, or similar management tool, identifying the roles and responsibilities of the Client, the Design Team and the Contractor. Establish review, approval, variation and reporting procedures. Prepare recommendations for the Client's approval.
2.0 Principal Designer and CDMC	
2.1	Attendance at construction-phase client / progress meetings to monitor and facilitate the ongoing client and principal designer duties (limited to 5 Nr)
2.2	Liaison and communication with the design team to review health and safety related design risks
2.3	Liaison with the principal contractor to share information relevant to the planning, management and monitoring of the construction phase
2.4	Monitor the principal designer's coordination of health and safety matters during the construction phase
2.5	Monitor the principal contractor's health and safety performance during the construction phase via site inspections
2.6	Review the principal contractor's health & safety file and assist with development as necessary.
3.0 Design team	
3.1	The design team will remain client side to advise on Design intent, design quality, material choices are in keeping with the ER's and design intent.
3.2	Support the PM and CM team during the construction to sign off completed works for valuations on the basis they have achieved a satisfactory standard of material quality and workmanship
3.3	Landscape team to sign off all plants and approve before planting.
3.4	Landscape architect to visit site from time to time to check on progress of work
4.0 Planning	
4.1	Planning to finalise and discharge any outlying conditions and work with statutory authorities to implement and finalise any consultee requirements

RIBA Stage 6

This stage is the end of the contractor's main element of work, it doesn't preclude the contractor for warranties and final defects periods.

Table 6

1.0 Project Management and Cost Management	
1.1	Attend site prior to the proposed practical completion date to snag the works in conjunction with the main contractor
1.2	Attend site on practical completion to handover the site, reporting on completion of snags
1.3	Attend site to confirm all snags have been completed
1.4	Confirm with H&S file is completed in full and copy handed over to the Client
1.5	Assist in verifying planning, development and/or lease conditions are complete
1.6	Production of handover pack for the Client
1.7	Final Account
1.8	Chair post project review and prepare KPI feedback form to be submitted to the Client's Project Manager.
2.0 Landscape and architect	
2.1	Carry out final site inspection and review all elements of landscape and building as being of quality and process in keeping with design and client requirements. Provide report.
2.2	Attend hand over of the services installation to the Client and provide technical support and comment.
2.3	Carry out defects inspection and prepare sign off/defects report for M&E services as appropriate and issue.
2.4	Receive and comment on operation and maintenance manuals.
2.5	Provide technical support in relation to settlement of Contractors final account.
3.0 Planning	
3.1	Finalise planning report for OEM manual

Projects usually terminate at RIBA 7 which is the final handover this would be charged at a day rate.

Fees

Fees below are for a design and build, with contractors design portion.

The fees are broken down into professional fees allocated to Stoke Mandeville Town Council (Table 7) and Fees associated with the management of the HS2 (Table 8) element.

The fees have been split 66.66% SMTC and 33.33% HS2, as previously discussed with SMTC.

Table 7 (SMTC):

Task	RIBA 4	RIBA 5	RIBA 6	Total
Landscape	£ 4,333.33	£ 2,433.33	£ 1,666.67	£ 8,433.33
Planning Management	£ 1,000.00	£ 800.00	£ 800.00	£ 2,600.00
Project management	£ 4,800.00	£ 5,666.67	£ 1,466.67	£ 11,933.33
Cost Management	£ 3,266.67	£ 3,466.67	£ 724.67	£ 7,458.00
Civil Engineer	£ 4,733.33	£ 1,666.67	£ 1,200.00	£ 7,600.00
Principal designer and CDMC	£ 2,633.33	£ 1,200.00	£ 800.00	£ 4,633.33
TOTAL	£ 20,766.67	£ 15,233.33	£ 6,658.00	£ 42,658.00

Table 8 (HS2):

Task	RIBA 4	RIBA 5	RIBA 6	Total
Landscape	£ 2,166.67	£ 1,216.67	£ 833.33	£ 4,216.67
Planning Management	£ 500.00	£ 400.00	£ 400.00	£ 1,300.00
Project management	£ 2,400.00	£ 2,833.33	£ 733.33	£ 5,966.67
Cost Management	£ 1,633.33	£ 1,733.33	£ 362.33	£ 3,729.00
Civil Engineer	£ 2,366.67	£ 833.33	£ 600.00	£ 3,800.00
Principal designer and CDMC	£ 1,316.67	£ 600.00	£ 400.00	£ 2,316.67
TOTAL	£ 10,383.33	£ 7,616.67	£ 3,329.00	£ 21,329.00

To proceed with the tender technical pack only to avoid any delays, the following works are required to be undertake (excludes any tender process, design and management only):

Task	RIBA 4
Landscape	£ 6,500.00
Project management	£ 2,800.00
Cost Management	£ 1,500.00
Civil Engineer	£ 7,100.00
Principal designer and CDMC	£ £3,950.00
TOTAL	£ 17,900.00

The works listed above would be directly invoiced to SMTC to avoid any delays of the project, due to ongoing contractual negotiations with HS2. SMTC would then be liable for reclaiming the 33.3% of these works long term. If these are to be undertaken, these fees will be taken off the overall fee proposal going forward.

All fees exc VAT.

The CDS Group would provide a total service from almost entirely in-house resources in GIS, planning, cost management and engineering expertise, with over 78 years combined experience in the cemetery and crematorium development sector. We trust that we have understood your requirements, however if you require any alterations or considerations, please do not hesitate to contact us. Once a PO has been received, or the agreement to progress signed below, then works shall commence in the timescales proposed.

Kind Regards,

Justin Smith,

Managing Director

Telephone: 01525 864387

	Actuals	Budget	Actual	Forecast	Budget
	2022/23	2023/24	To 30-11	2023/24	2024/25
INCOME					
Donations	0	0	1,938	1,940	0
Insurance Payout	250	0	3,116	3,120	0
Devolved Services	0	0	0	0	0
Grants (SMOPC)	11,000	6,000	10,000	10,000	8,000
Neighbourhood Plan Grant	0	0	0	0	0
Community Board Grants	3,450	5,800	0	5,800	0
Allotment Rents	1,358	1,400	1,430	1,430	1,400
Burial Ground Fees	700	500	800	550	500
Buckinghamshire Council - NHB Grant	33,951	85,000	14,111	25,000	60,000
HS2 - Contribution to Marsh Lane	0	0	0	0	0
HS2 - Contribution to Marsh Lane	0	128,000	0	0	128,000
HS2 - Contribution to Marsh Lane	0	88,000	0	0	88,000
Playing Field Rental	180	0	810	660	0
S106 Income	21,929	0	167,247	167,250	0
Bank Interest	604	100	2,491	3,000	5,000
VAT Refund	0	21,300	26,337	26,340	17,200
Total Receipts Before Precept	73,422	336,100	228,280	245,090	308,100
Less Income Received in Advance					
Loss of Burial Fee Income	0	128,000	0	0	128,000
Future Maintenance Costs	0	88,000	0	0	88,000
Total Receipts Before Precept	73,422	120,100	228,280	245,090	92,100
EXPENSES					
Clerk and Councillor Costs					
Employment Costs	39,944	42,000	28,389	44,000	45,750
Employee Mileage	79	150	16	150	150
Employment Pension Costs	2,992	3,000	1,975	3,000	3,500
Employment Payroll Costs	492	500	342	500	500
Training - Employees	170	1,000	115	500	1,000
Councillor Expenses	0	200	0	0	0
Training - Councillors	605	1,000	0	500	1,000
Councillor Allowances	135	1,600	0	0	1,300
Chairman's Allowance	0	200	0	0	200
Administration and Office Costs					
Administration Expenses	826	1,000	300	750	1,000
Advertising	0	500	0	500	500
IT and Website	4,012	6,000	150	6,000	4,500
BALC & Other Subscriptions	1,771	1,100	1,781	1,800	1,800
Telephone & Broadband	661	800	459	750	800
Photocopying - Leasing & Copying	1,057	1,400	1,858	2,500	2,500
Insurance	4,277	4,280	4,939	4,950	4,950
Audit Fees	950	1,150	1,025	1,030	1,100
Legal & Professional Fees	3,293	3,000	0	3,000	3,000
Public Involvement	0	1,760	0	0	1,760
Annual Community Event	1,668	1,500	3,084	3,100	5,000
D-Day 80th Celebrations	0	0	0	0	2,000
	62,932	72,140	44,433	73,030	82,310
Community Centre					
Hawkslade - Grant	4,000	4,000	4,000	4,000	4,000
Eskdale Road Community Centre	413	10,000	0	10,000	20,000
	4,413	14,000	4,000	14,000	24,000
Open Spaces					
Contract Ground Maintenance	8,071	10,000	5,333	8,000	10,000
Grass Cutting of Playing Field - BC	1,192	5,500	0	5,500	5,500
Devolved Services	2,630	5,000	900	5,000	5,000
Raised Bed Maintenance - Lower Road opp School	850	1,200	468	1,200	1,200
Christmas Trees and Lights	7,558	5,000	361	500	500
Dog Bins	4,878	3,300	441	3,300	3,300
MVAS	38	260	0	200	5,000
Playing Field Maintenance	2,752	2,500	1,489	2,500	2,500
Outdoor Gym	195	1,000	0	500	1,000
Footpath Around the Playing Field	11,147	10,000	0	0	10,000
	39,311	43,760	8,992	26,700	44,000
Burial Ground					
Swallow Lane	510	510	1,135	1,140	1,000
Marsh Lane Maintenance	44,227	10,000	4,315	10,000	10,000
Marsh Lane Project Management	0	14,000	0	14,000	14,000
Marsh Lane Construction	0	81,000	0	81,000	81,000
	44,737	105,510	5,450	106,140	106,000
Allotments					
Allotment Expenses	2,930	2,000	964	2,000	2,000
	2,930	2,000	964	2,000	2,000
Street Lighting					
Street Lights - Electricity	5,375	7,000	2,300	7,000	7,000
Street Lights - Maintenance	735	3,000	1,528	3,000	3,000

Street Lights - Testing	0	5,000	0	0	5,000
Street Lights - Replacements	3,850	1,000	2,634	3,230	2,000
	9,960	16,000	6,462	13,230	17,000
Street Furniture					
Defibrillators	2,052	8,000	5,354	6,000	2,000
Street Furniture - Bins, Bus Shelters & Benches	2,916	12,000	4,921	12,000	7,000
	4,968	20,000	10,275	18,000	9,000
Parish Improvement Project					
Parish Improvement Project	0	10,000	1,135	10,000	10,000
Parking Review Project	0	0	11,848	11,850	8,150
Neighbourhood Plan (Council Funded)	13,881	10,000	7,378	10,000	15,000
Neighbourhood Plan (Project Feasibility)	0	30,000	0	0	0
	13,881	50,000	20,361	31,850	33,150
Play Related Expenditure					
Play around the Parishes	856	1,000	1,300	1,300	3,000
Playground Maintenance	597	2,000	0	0	2,000
New Playarea	278	0	168,868	168,900	0
	1,731	3,000	170,168	170,200	5,000
Section 137 Expenditure					
Grants / Donations	2,725	3,000	1,110	1,500	1,500
	2,725	3,000	1,110	1,500	1,500
VAT Incurred On Expenditure					
VAT on expenses	0	17,370	0	17,166	19,680
Total Expenditure	187,588	346,780	272,215	473,816	343,640
Net Expenditure for the Year	114,166	226,680	43,935	228,726	251,540
Precept Requirement	198,500	208,140	208,140	208,140	209,390
Surplus / - Deficit for the Year	84,334	-18,540	164,205	-20,586	-42,150
Reserves					
Opening Cash Balance - 1st April	275,380	281,270	275,380	359,714	339,100
Add surplus / deduct deficit	84,334	-18,540	164,205	-20,586	-42,150
Closing Cash Balance at Year End - 31st March	359,714	262,730	439,585	339,128	296,950

Reserves	Balance 31/03/2023	Balance 31/03/2024	Balance 30/11/2023	Balance 31/03/2024	Balance 31/03/2025
Statutory - 50% precept	99,250	104,070	104,070	104,070	104,695
Parish Election Costs	0	0	0	0	0
Community Centre	10,000	20,000	10,000	20,000	20,000
General Reserve (See Below)	250,464	138,660	325,515	215,058	172,255
	359,714	262,730	439,585	339,128	296,950

General Reserves Allocated to the Following:

Neighbourhood Plan	10,000	10,000	10,000	10,000	10,000
Solar Panels for the Community Centre	0	15,000	15,000	0	35,000
Extra Car Parking Provision	10,000	0	0	0	0
Marsh Lane Burial Ground Construction	230,464	113,660	300,515	205,058	127,255
Total General Reserves	250,464	138,660	325,515	215,058	172,255

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th JANUARY 2024

RECEIPTS

<u>Date Received</u>	<u>Received from</u>	<u>Reference</u>	<u>Amount Received</u>			<u>Details</u>
			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	
09/12/2023	Lloyds Bank	december	497.99	-	497.99	Interest for December
18/12/2023	J Peters	Plot 6b	20.00	-	20.00	Allotment Rent
09/01/2024	Lloyds Bank	january	444.07	-	444.07	Interest for January
Total Receipts			962.06	-	962.06	

PAYMENTS - From Current Account

Direct Debits			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	<u>Transaction Detail</u>
19/12/2023	Drax	1107497617	41.37	6.89	34.48	Street Lighting for November 2023
19/12/2023	Drax	1107497618	468.82	78.13	390.69	Street Lighting for November 2023
31/12/2023	Onecom	902002	68.89	11.48	57.41	Office Phone to 30th November 2023
14/01/2024	BAS Associates	122381	136.80	22.80	114.00	Payroll Costs for Quarter Ending March 2024
18/01/2024	Drax	1107560503	42.77	7.13	35.64	Street Lighting for December 2023
18/01/2024	Drax	1107560504	484.46	80.74	403.72	Street Lighting for December 2023
19/01/2024	Peoples Partnership	december	260.87	-	260.87	Pension Costs December 2023

Standing Orders

28/12/2023	Rosalyn Haines	december	666.67	-	666.67	Grounds Maintenance for December 2023
28/12/2023	Clerk	december	1,861.97	-	1,861.97	Salary for December 2023
28/12/2023	Assistant Clerk	december	593.45	-	593.45	Salary for December 2023
			4,626.07	207.17	4,418.90	

Online Transfer - Paid 20 December

20/12/2023	HMRC	december	1,093.24	-	1,093.24	PAYE & NIC for month 9 (6 January 2024)
20/12/2023	Clerk	mileage	38.70	-	38.70	Mileage Claim 1 April to 31 December
20/12/2023	NatWest Bank	deposit	100.00	-	100.00	Opening 95 Day Liquidity Account
			1,231.94	-	1,231.94	

Online Transfer - Paid 8 January

08/01/2024	Alexander Associates	9854	1,680.00	280.00	1,400.00	Pathway Inspection and Report
08/01/2024	Tulu Toilet Hire	39200	132.85	22.14	110.71	Portable Toilet for Playing Field - December
08/01/2024	CloudyIT	6044	32.40	5.40	27.00	Email addresses for NPSG members
08/01/2024	Assistant Clerk	b&q	3.13	-	3.13	Gutter bracket for Community Centre
			1,848.38	307.54	1,540.84	

Online Transfer - Paid 11 January

11/01/2024	NatWest Bank	balance	84,500.00	-	84,500.00	Balance 95 Day Liquidity Account
			84,500.00	-	84,500.00	

From Clerks Debit Card Account

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Total Payments	92,206.39	514.71	91,691.68
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This list of payments has been checked by the clerk and verified for payment.

RECONCILED BANK BALANCES AS AT 31 DECEMBER 2023

Signed	<u><i>A. Skeggs</i></u> (Clerk)	£ 4,403.43	Treasurers Account
		£ 384,423.77	Deposit Account
		£ 300.00	Debit Card Account
		£ 84,600.00	NatWest 95 Day Liquidity Account
Date	<u>11th January 2024</u>	£ 473,727.20	

The above list of payments was approved by the Parish Council at its meeting on 16th January 2024.

Signed _____ (Chair)

This is an electronic signature - a hard copy with a wet signature is available.

Date 16th January 2024

Parish Council Meeting – 16th January 2024

Clerks Report (For Information Only)

Below are updates to the council on issues that are ongoing where no decision or minimal expenditure is required. The purpose of this update is to keep councillors and the public up to date on various issues and to save time at the meeting.

Streetlights / Lighting

- The light on Risborough Road outside no.33 has been repaired.

Community Centre / Playing Field –

- Dog Waste Bin – A new dog waste bin has been installed in the far corner of the playing field.

Environmental Issues – Calls from Residents

- Ravensbourne Way – UKPN has cut back the overhanging bush from their sub-station.
- Anton Way – Overhanging foliage alongside footpath has now been cleared, which has been acknowledged by the resident who reported it.

Environmental Issues -

- Harborne Estate – Crest Nicholson has requested that the two bins installed on the estate be removed. The one in Atlanta Way has been removed.

Allotments – Nothing to report.

Burials - No burials scheduled.

Other -

- Parish Council E-Newsletter – The second newsletter was issued just before Christmas. There are now currently 128 resident subscribers. Sign up is via the Parish Council website. Further advertising will take place in January.
- Digital Phone – The office phone will be switching to digital in the next couple of weeks.