

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2023/24 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward			<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies			<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts			<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs			<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments			<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments			<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward			<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments			<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets			<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)				<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

A. Skeggs **REQUIRED**

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved



Stoke Mandeville Parish Council

Community Centre • Eskdale Road • Stoke Mandeville • Bucks HP22 5UJ

Clerk: Tony Skeggs

Telephone: (01296) 613888

E-mail: clerk@stokemandeville-pc.gov.uk



16 May 2024

Buckinghamshire Council
Fao Simon Gallacher
Principal Licensing Officer
Walton Street
Aylesbury

Dear Mr Gallacher

Street Trading Policy Consultation.

Please find a response to the consultation from Stoke Mandeville Parish Council.

Firstly, the whole tone of the policy makes you think that this only really applies to those traders who permanently trade on a street or in a pedestrian zone. There should be some terminology that recognises the difference between regular traders and those who just pitch up at a fete or community event.

Page 4 – 1.4 – You say that there is no legal requirement for this policy. Whilst I understand wanting to have a consistent approach over the County, why introduce a bureaucratic policy that is going to be administered by whom?

Page 5 – 1.4 – You say that there has been wide consultation on the policy. Not once has this been mentioned by the ward councillors at a Parish Council meeting and nothing has been received from Buckinghamshire Council in the past.

Page 6 – 2.0 – The Parish Council believes that there should have been some consultation before the blanket designation of 'consent' streets, and it is concerning that there would be "*no statutory right of appeal*" and that the consent "*may be revoked at any time*".

Page 8 – 2.3 – This seems to apply that so long as the income goes to a charity no consent is required but if you retain the income in the business then consent is required. This adds an additional administrative burden on those organising a community event so does the possibility of submitting income & expenditure statements especially where the sums involved could be negligible.

Page 9 – 2.5 – Why ask for individual consent for each location, which is going to generate more paperwork for completion and checking by Buckinghamshire Council staff? Surely, a multi-location template can be devised on a single consent application.



Stoke Mandeville Parish Council

Community Centre • Eskdale Road • Stoke Mandeville • Bucks HP22 5UJ

Clerk: Tony Skeggs

Telephone: (01296) 613888

E-mail: clerk@stokemandeville-pc.gov.uk

Page 10 – 2.7 – “*In order to simplify the procedure*”. It might be simpler for Buckinghamshire Council, but Parish Councils are run by part timers adding this additional burden will lead to resourcing problems.

Page 12 – 3.1 – If this policy was to be introduced it would see a great number of traders having to apply for consent and would require information, which some traders may think is just a burden too far and so may cease trading. For those who continue, a PL insurance limit of £10m seems excessive if you are a small crafter selling your wares at a fete.

Page 17 – 4.0 – The draft policy states that a 28-day notice is required to be displayed before the event with photographic proof that it has been displayed over that time. Does this mean that daily photographic proof has to be submitted along with the location of the notice?

Page 18 – 5.1 – This goes back to my first point where there is a difference between a kebab van on the street all evening, every evening and a trader having a stall at a fete.

Page 20 – 5.3 – Could you explain how this policy would encourage and allow a variety of street trading activities?

Page 28 – 9.3 - How is this policy going to be enforced? It will be a costly exercise to employ new enforcement officers.

Yours sincerely.

Anthony Skeggs
Clerk and RFO to the Council
Stoke Mandeville Parish Council

**STOKE MANDEVILLE PARISH COUNCIL
MEMBERSHIP OF COMMITTEES
AS AT 16 MAY 2024**

COMMUNITIES - 7

Membership – B Ezra (Chair), D Field, C Jenkins, L Prestage, J Theobald, D Willmer, and P Wood.

FINANCE AND GOVERNANCE - 5

Membership – S Kirve (Chair), J Hudson, G Shrivastava, D Smith, and P Wood.

PLANNING - 5

Membership – K Shanahan (Chair), B Ezra, D Field, J Hudson, and D Willmer.

STAFFING - 4

Membership – B Ezra, S Kirve, G Shrivastava, and P Wood.

NEIGHBOURHOOD PLAN STEERING GROUP - 3

Membership:

Parish Councillors: L Prestage (Chair), D Smith, and K Shanahan.

Residents: R Butler, M Duncan, and A Mahmood.

BUCKS CC SPORTS & SOCIAL TASK & FINISH GROUP - 5

Membership:

Parish Councillors: D Field (Chair), S Kirve, D Smith, G Shrivastava, D Willmer.

Residents: M Duncan.

MARSH LANE BURIAL GROUND DEVELOPMENT WORKING GROUP - 2

Membership – D Field, and P Wood.

STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION CHARITY GROUP (TRUSTEES) - 5

Membership – G Shrivastava (Chair), B Ezra, D Field, C Jenkins, and P Wood.

STOKE MANDEVILLE PARISH COUNCIL
BANK STANDING ORDERS AND DIRECT DEBITS
AS AT MAY 2024

STANDING ORDERS

Roselyn Haynes - £666.67 monthly for grounds maintenance.

DIRECT DEBITS

ONECOM – Phone and broadband (monthly)

HMRC – Employee Tax and NI (monthly)

CASTLE WATER – Allotments Water Supply (monthly)

DRAX - Street lights (monthly)

PEOPLES PENSION – Pension (monthly)

BAS ASSOCIATES – Payroll (quarterly)

PEAC LEASING – Photocopy Lease (quarterly)

ICO – Information Commissioner’s Office Data Protection (annual)

LAND REGISTRY – land details (ad hoc)

BANK SIGNATORIES

CHEQUE SIGNATORIES

Barbara Ezra, and Pat Wood.

ONLINE AUTHORISERS

Barbara Ezra, Santosh Kirve, Gaurav Shrivastava, and Pat Wood.

Reviewed at Parish Council May 2024

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 21st MAY 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>	
18/04/2024	EKFB (HS2)	donation	200.00	-	200.00	Donation towards Party in the Park Event
19/04/2024	Buckinghamshire Council	NHB-2024-001	9,312.00	-	9,312.00	Twelfth NHB Burial Ground Payment
22/04/2024	Aylesbury Town Corinthians FC	field hire	175.00	-	175.00	Field Hire - 28th April 2024
24/04/2024	M Sebastain	field hire	250.00	-	250.00	Field Hire - 13th July 2024
25/04/2024	HMRC	VAT126	46,886.46	-	46,886.46	Reclaimed VAT from 2023/24 Year
16/05/2024	Stoke Man & Other Parishes	grant	8,000.00	-	8,000.00	Grant
Total Receipts			64,823.46	-	64,823.46	

PAYMENTS - From Current Account

			<u>Gross</u>	<u>VAT</u>	<u>Net</u>	<u>Transaction Detail</u>
Direct Debits						
29/04/2024	Onecom Ltd	7044910	58.27	9.71	48.56	Office Phone - 31 March 2024
16/05/2024	Castle Water	10002110388	40.39	-	40.39	Allotments Water 1 April to 30 April 2024
16/05/2024	Drax	1107859425	41.37	6.89	34.48	Street Lighting for April 2024
16/05/2024	Drax	1107859426	468.82	78.13	390.69	Street Lighting for April 2024
19/05/2024	Peoples Pension	april	260.87	-	260.87	Pension Costs April 2024
22/05/2024	HMRC	22/05/2024	1,798.53	-	1,798.53	PAYE & NIC for month 1 (5 May 2023)
			2,668.25	94.73	2,573.52	
Standing Orders						
28/05/2024	R Haines	may	666.67	-	666.67	Grounds Maintenance for May 2024
			666.67	-	666.67	

Online Bank Transfer - Paid 29th April

29/04/2024	Clerk	april	1,916.67	-	1,916.67	Salary for April 2024
29/04/2024	Assistant Clerk	april	791.05	-	791.05	Salary for April 2024
29/04/2024	Assistant Clerk	expenses	33.79	-	33.79	Brackets and screws for installing benches
29/04/2024	DJ Dan Blaze	3895	100.00	-	100.00	D-Day 80th Anniversary compere
29/04/2024	Aylesbury Town Corinthians	refund	100.00	-	100.00	Refund of playing field hire deposit
29/04/2024	Bianco Developments	benches	790.00	-	790.00	Lay concrete bases for new benches
			3,731.51	-	3,731.51	

Online Bank Transfer - Paid 9th May

09/05/2024	Cllr D Field	137398430	174.98	29.16	145.82	Walkie Talkies (10) for Community event
09/05/2024	Tulu Toilet Hire	40765	128.57	21.43	107.14	Portable Toilet for Playing Field - April
09/05/2024	The Cloudy Group	3610	7.06	1.18	5.88	NPSG Email address
09/05/2024	The Cloudy Group	6653	164.40	27.40	137.00	Supply & fit new battery to Clerk's laptop
09/05/2024	Enterprise Skiphire	10226	648.00	108.00	540.00	Nine portable toilets for Party in the Park
09/05/2024	CDS	74883	6,460.80	1,076.80	5,384.00	Landscape, Design & Engineering Work
09/05/2024	Truvelo (UK) Ltd	19238	5,128.80	854.80	4,274.00	TruSign 36CR Speed Indicator Sign
09/05/2024	Kimbletech Ltd	20761	5,000.00	833.33	4,166.67	Deposit for Solar Panel Installation
09/05/2024	IAC Audit & Consultancy	1798	474.00	79.00	395.00	Internal Audit of 2023/24 Annual Return
			18,186.61	3,031.10	14,760.51	

Online Bank Transfer - To Be Paid 17th May

17/05/2024	Future Digital Systems	307101	30.16	5.02	25.14	Photocopying 03/04/24 to 02/05/24
17/05/2024	Amelia Marquees	32/2024	699.75	-	699.75	Balance for Marquees - Community Event
17/05/2024	Bianco Developments	brudenell	725.00	-	725.00	Installing wooden posts Brudenell Drive
17/05/2024	ENC Ltd	822	955.20	159.20	796.00	Repairs to nos 4 & 11 Carters Ride
17/05/2024	ENC Ltd	823	132.00	22.00	110.00	Call out / test nos 2 & 7 Orchard Close
17/05/2024	Cllr P Wood	gift	52.50	-	52.50	Leaving Present for Lollipop Lady
17/05/2024	Playsafety Limited	79088	292.80	48.80	244.00	Annual Inspection of Play and Gym Equipment
			2,887.41	235.02	2,652.39	

From Clerks Debit Card Account

10/04/2024	Commemorative Coin Company	2024-5054	269.70	45.00	224.70	30 D-Day Landings Gold Coins
10/04/2024	Wickes		18.00	3.00	15.00	Cement for skatepark repairs
24/04/2024	Solopress	3831692	49.20	-	49.20	Flyers for D-Day Landings Event
24/04/2024	Mutts Butts	4073406	82.68	13.78	68.90	Dispenser Refill Bags
29/04/2024	Royal British Legion	97375	21.95	3.17	18.78	D-Day 80th Lamp Post Signs
03/05/2024	Aims Sales Ltd	36202	7.99	1.33	6.66	Lamp Oil for D-Day Lamp
15/05/2024	Rock Awnings	19422	412.99	68.83	344.16	Branded Parish Council 3m x 3m Gazebo
			862.51	135.11	727.40	

Total Payments			29,002.96	3,495.96	25,112.00	
-----------------------	--	--	------------------	-----------------	------------------	--

This list of payments has been checked by the clerk and verified for payment.

RECONCILED BANK BALANCES AS AT 30 APRIL 2024

Signed	<u>A. Skeggs</u>	(Clerk)	£ 70,393.48	Treasurers Account
			£ 385,438.33	Deposit Account
			£ 300.00	Debit Card Account
			£ 85,346.60	NatWest 95 Day Liquidity Account
Date	<u>16th May 2024</u>		£ 541,478.41	

The above list of payments was approved by the Parish Council at its meeting on 21st May 2024.

Signed _____ (Chair)
This is an electronic signature - a hard copy with a wet signature is available.

Date 21st May 2024

PARISH COUNCIL MEETING – 21st MAY 2024

FORMAL APPROVAL OF PLAY EQUIPMENT FINAL COST

Following the recent 2023/24 internal audit the auditor picked up that the final cost of the new play area equipment had not been formally approved and signed off by the Full Council.

Although, the initial budget of £150,000 had been approved by Full Council (minute 22/76) and then a subsequent increase of £11,070 had been approved (minute 22/88a), the final cost was higher due to an increase in material costs brought about by the six-month delay caused by not obtaining planning permission as quickly as expected. This increase was not formally reported to Full Council, the final cost was only highlighted on the payment schedule where the invoice was shown for payment.

This meant that the final cost of the project was £167,247, with approvals to date of £161,070, a difference of £6,177.

For Decision

That the Full Council formally approves the final cost of the play area play equipment of £167,247 and to note that the same figure was received by way of s.106 funds held by Buckinghamshire Council.

Chair of the Meeting:

Date: 21st May 2024

Parish Council Meeting – 21st May 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

- Carters Ride – Lights nos. 4 and 11 have been repaired and are now working.
- Orchard Close – UKPN have been out and streetlights nos.1 & 2 are now working

Community Centre / Playing Field

- Ramp – A ramp has been placed over the ditch by persons unknown to enable better access to the playing field from the Hawthorns estate.
- Fallen Tree – A tree at the back of 21 Irvine Drive was partially blocking the footpath. This has been cleared by the Assistant Clerk.

Environmental Issues – Calls from Residents

- Station Road – The Clerk has met with a member of Gigaclear and their contractors. Gigaclear agreed to make good the grass verges.
- Benches on Stoke Leys – A number of complaints on the location of the benches. Residents disappointed that they were not consulted. See Communities Committee minutes.
- Ravensbourne Avenue – Complaint of foliage from no.34 blocking the footpath and alleyway. Letter was sent to the resident and the resident has cut back all the overhanging foliage which now allows access to the alleyway.

Environmental Issues -

- Brudenell Drive – The ropes and posts have gone up on the edge of the verges at the entrance to Brudenell Drive. Positive feedback has been received from residents.

Allotments –

- As the waiting list continues to increase, it has been decided not to add anyone to the list. Once the list starts to decrease the waiting list will be opened up again.

Burials –

- There is an interment planned for Thursday 30th May.
- There is a placing of a tablet planned for some time in May.

Other -

- Parish Council e-Newsletter – The Spring newsletter was issued at the beginning of April. There are now currently 146 resident subscribers. Sign up is via the Parish Council website.
- The Ark – At the last visit to the Ark details of the upcoming community events were given as well as a copy of the newsletter.