

Annual Internal Audit Report 2022/23

Stoke Mandeville Parish Council

<https://www.stokemandevilleparishcouncil.org.uk/> WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			✓
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

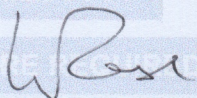
Date(s) internal audit undertaken

16/05/2022 22/03/2023 DD/MM/YYYY

Name of person who carried out the internal audit

Kevin Rose - IAC Audit & Consultancy Ltd

Signature of person who carried out the internal audit

SIGNATURE 

Date

20/04/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**



Tony Skeggs
Parish Clerk
Stoke Mandeville Parish Council
Community Centre
Eskdale Road
Stoke Mandeville
Aylesbury
HP22 5UJ

20th April 2023

Dear Tony,

Report on Internal Audit carried out on 22 March 2023

An audit was carried out by Kevin Rose on Wednesday 22 March 2023. Further testing was carried out after the 31st March to verify the asset register, the year end bank reconciliations and the computed numbers for the Accounting Statements.

The audit was undertaken using our standard IAC Audit Checklist, used for all Local Councils, which has 197 items. A total of 134 items were tested during this audit. During the audit a further 63 items on the standard Checklist were checked and confirmed as being Not Applicable to your Council. There were no items unchecked at the year end.

Areas subject to audit were;

the accounting system and records (Box A), the payment system (Box B), risk and insurance (Box C), budget and precept setting and monitoring (Box D), income billing, collection and VAT (Box E), payroll (Box G), assets and investments (Box H), bank reconciliations (Box I), accounting Statements (Box J), the Exercise of Public Rights (Box M), and the publication of the Annual Governance and Accountability Return (Box N).

Of the 134 items tested during this audit a Positive response was obtained in respect of 122 tests. There were 12 Negative responses identified, details of which are set out in the attached Year End Internal Audit Observations. A detailed breakdown of our audit testing and Responses is set out in the attached Year End Internal Audit Summary.

The records reviewed were found to be in good order and none of the Observations raised would give rise to a Negative response in the statutory year end Internal Audit Report.

I would like to express my thanks for the assistance provided to me during my audit.

Yours sincerely,

A handwritten signature in black ink, appearing to read "K. Rose". The signature is written in a cursive style with a large, looped initial "K" and a smaller "R" for "Rose".

Kevin Rose ACMA
Director

The Clerk
Stoke Mandeville Parish Council
The Community Centre
Eskdale Road
Stoke Mandeville
Aylesbury
Buckinghamshire
HP22 5UJ

20-Apr-23

Explanation of "Not Covered" responses

Further to our Internal Audit of your Council for the financial year 2022/23, I am pleased to submit the signed Internal Report for your Annual Return. We have completed our work and I can confirm that we have not given a Negative response for any of the Internal Control Objectives.

You will note that we have given 'Not Covered' responses in respect of Control Objectives F, K, L and O and we are required to explain why we have done this.

- *The reason for the Not Covered response for Objective F is that we understand that your Council does not maintain a Petty Cash.*
- *The reason for the "Not Covered" response for Objective K is that it is not applicable to your Council as the Council did not certify itself exempt from limited assurance review for 2021/22 financial year.*
- *The reason for the Not Covered response for Objective L as your 'annual turnover' exceeds £25,000 and you are therefore not subject to the publication requirements of the Transparency Code.*
- *The reason for the Not Covered response for Objective O as it is our understanding that the Council does not act as Trustee.*

The External Auditor may query why we have responded 'Not Covered' and, if so, you should provide them with a copy of this letter.

Yours sincerely,



Kevin Rose ACMA
Director

Stoke Mandeville Parish Council
Financial Year 2022-23



Audit date: 22 March 2023

Year End Internal Audit Observations

A Appropriate accounting records have been properly kept throughout the financial year.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Have Minutes been signed in accordance with the requirements of Schedule 12-paragraph 41 (2) the Local Government Act 1972 (this requires each page to be initialled and the final page signed)	No	<i>It was noted that a number of Minutes had not been signed in accordance with the requirements of the Local Government Act 1972. The Minutes have been signed, but have not been initialled on each page as required by legislation.</i>	The Council to ensure that Minutes of meetings are signed in accordance with the legislative requirements. In particular Minutes of meetings should be initialled on each page and signed and dated on the final page.	High	In future all pages of the minutes will be initialled.

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	If the Council is a tenant under leases, are the lease agreements current?	No	<i>The Council occupies office space at the Community Centre. There is no formal agreement in place for this.</i>	The Council should consider whether it should put in place a formal agreement in respect of its office space at the Community Centre.	Medium	This will be raised at the next Finance and Governance meeting for consideration.

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	A copy of the Financial Risk Register was provided to the auditor	Yes	<i>It was noted that the Risk Management Policy on the Council's website is dated July 2016.</i>	Council to review this document and, if appropriate, update the version on the website.	Medium	The Council's website has been updated to show the review date of October 2022.
2	Council has formally documented Internal Controls	No	<i>Council has not formally documented Internal Controls</i>	Council should formally document its Internal Controls.	Medium	An Internal Control document will be prepared for consideration at the next Finance and Governance Committee.

3	The Council, meeting as a whole, has reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015	No	<i>The Council has not reviewed the effectiveness of its internal control system as required by Regulation 6 of the Accounts and Audit Regulations 2015.</i>	Council to note the requirement for it to regularly review its internal control system.	High	It will be documented that the Internal Control document will be reviewed each March prior to the internal audit.
4	Assets included in the assets register are covered under the Councils insurance policy	Yes	<i>The Community Building is currently valued for insurance purposes at £1.3 million. The Council has not undertaken a recent revaluation of the building for insurance purposes.</i>	The Council should consider undertaking an updated valuation of the Community Building for insurance purposes.	Medium	An insurance valuation of the Community Centre building will be arranged in 2023.
5	The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings	No	<i>The value of the Councils Fidelity Insurance does not cover the value of the Councils cash & bank holdings. The value stated in the Insurance schedule is £200,000 compared to the Councils bank balances as at 31st March 2023 which stood at £322,962.</i>	The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held.	Medium	The Council's fidelity insurance value will be reviewed and updated to reflect the future levels of bank holdings.

D

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Does the budget recorded in the Councils accounting system agree to the budget set by Council?	Yes	<i>It was noted that the total expenditure budget and income budget had both increased by £50,000 from the original budget approved in January 2022. This was due to the increased in the cost of the playground (which was originally budgeted at £100,000) and increased S106 funding received to fund the project.</i>	Council to note.	Low	Noted.

E *Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	Has the Investment Strategy been published on the Councils website?	No	<i>The Council has not published its Investment Strategy on the Councils website as required by the Statutory Guidance on Local Council Investments.</i>	Council to ensure that its Investment Strategy is published on its website in accordance with statutory guidance.	Medium	The Investment Strategy has now been published on the website.
2	Is income due on investments subject to regular check and verification? (Is investment performance regularly reported to Council?)	No	<i>The Council currently holds its funds in a deposit account on which it is earning a relatively low rate of interest (the December 2022 statement states 0.6%). Interest rates have increased significantly in the last 12 month (for example the CCLA Public Sector Deposit Fund, used by many local Councils, is currently paying a rate of 3.9%)</i>	The Council to review the rate of interest it is earning on its deposits, subject to the requirements of Investment Policy.	High	The Finance and Governance committee in December 2022 agreed that other options other than the basic deposit account should be explored. This will be considered at future meetings.

G *Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The Council has published the details of Members Allowances paid in accordance with Regulation 15 (3) of Members Allowances Regulations 2003.	No	<i>The Council has not published the details of Members Allowances paid in accordance with Regulation 15 of Members Allowances Regulations 2003.</i>	The Council to note the publication requirements in respect of Members Allowances and to ensure that details of allowances paid are published in accordance with the Regulations.	High	The schedule of Members Allowances paid / not claimed for 2022/23 has been published on the Councils website.

H *Asset and investments registers were complete and accurate and properly maintained.*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The asset register has been subject to review by Council	No	<i>The asset register has not been subject to review by Council.</i>	The Council should formally review the asset register each year prior to the approval of the Accounting Statements	Medium	The asset register will be presented to Council at the May 2023 meeting.

2	Continuing existence and condition of assets is checked on a regular basis (when was last check?)	No	<i>Continuing existence and condition of assets is not checked on a regular basis.</i>	The Council should put in place a process for the regular review and verification of its assets. Assets of a high value or which may be particularly vulnerable should be subject to verification at more frequent intervals.	Medium	Informal review takes place everytime myself and my assistant are out and about. But I will suggest that the ward councillors undertake a physical check.
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M *The authority, during the previous year (2021/22) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).*

No.	Audit Test	Response	Observation	Recommendation	Priority	Comments
1	The period for the Exercise of Public Rights commenced the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015.	No	<i>The period for the Exercise of Public Rights did not commence the day after the Council published the Accounting Statements, the Annual Governance Statement and the Notice as set out in Regulation 15.3 of the Accounts and Audit Regulations 2015. The Announcement Date was 1st June but the Commencement Date was not until 13th June.</i>	The Council MUST comply with Regulation 15.3 of the Accounts and Audit Regulations 2015 in respect of the Period for the Exercise of Public Rights.	High	The Commencement date will take place the day after the Announcement date.

Stoke Mandeville Parish Council
Financial Year 2022-23



Audit date: 22 March 2023

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DRAFT
Stoke Mandeville Parish Council
Terms of Reference for the Charity Committee

1. Purpose of the Committee

1.1 The Parish Council is the sole charity trustee of the **Stoke Mandeville Village Community Association** (registered charity number: 277618) (the “**Charity**”) in accordance with the Charity’s governing document dated 12 December 1977 as amended on 27 October 1978, 26 January 1979, 14 October 2004 and 25th April 2023 (the “**Governing Document**”).

1.1 (the “**Governing Document**”).

1.2 As such the Parish Council has responsibility for general control and management of the Charity.

1.3 The Parish Council has resolved to delegate the exercise of its powers as sole charity trustee of the Charity to the Charity Committee.

2. Membership of the Committee

2.1 There shall be at least three members of the Charity Committee.

2.2 Membership of the committee will be as decided at the Annual Parish Council meeting each year.

2.3 Any changes in the membership of the committee after the Annual Parish Council meeting shall be subject to approval at the next full council meeting.

2.4 The quorum of the Charity Committee shall be one-third of its members or two whichever is the greater.

2.5 The Parish Council shall use its reasonable endeavours to ensure that at least one-third of the members or two (whichever is the greater) are independent of the Parish Council (i.e., they are not Parish Councillors or otherwise connected to the Parish Council).

3. Chair

3.1 The chair of the Charity Committee will be elected by the Charity Committee at its first meeting after the Annual Parish Council meeting.

4. Conduct of Meetings

4.1 All meetings of the Committee will be convened following the Parish Council’s standing orders.

4.2 Minutes of the meetings will be taken by the Clerk to the Council, another member of staff or a member of the Charity Committee.

4.3 Meetings of the Charity Committee shall be kept separate from other meetings of the Parish Council (or other Parish Council committees).

4.4 Minutes of the Charity Committee shall record that the minutes are:

“Minutes of a meeting of the Charity Committee of Stoke Mandeville Parish Council in exercise of the Stoke Mandeville Parish Council’s powers as sole charity trustee of the Stoke Mandeville Village Community Association (registered charity number: 277618) held on [DATE] at [PLACE]”

5. Powers of the Charity Committee

5.1 The Charity Committee shall be empowered to:

5.1.1 Make decisions on behalf of the Parish Council (in its capacity as sole charity trustee of the Charity) concerning the operation and management of the Charity.

5.1.2 Prepare and approve the annual accounts and annual report for the Charity and ensure that annual Charity Commission filings are made on behalf of the Charity.

5.1.3 Make arrangements for the annual public meeting of the residents on behalf of the Charity (as required under the governing documents of the Charity).

5.1.4 Approve expenditure of up to [£XX] from the Charity’s bank account.

6. Matters reserved to the Parish Council

6.1 The following decisions cannot be taken by the Charity Committee and must be referred to the Parish Council (acting through its full council) in its capacity as sole charity trustee.

6.1.1 A decision to amend the Charity’s Governing Document.

6.1.2 Approval of expenditure of over [£XX].

6.1.3 A decision to dispose of the Charity’s interest in land/property.

7. Management of conflicts of interest

7.1 Members of the Charity Committee must act solely in the best interests of the Charity.

7.2 Whenever a member of the Charity Committee has a personal interest in a matter to be discussed at a Charity Committee meeting or has an interest in another organisation whose interests are reasonably likely to conflict with those of the Charity in relation to a matter to be discussed at a meeting, he or she must.

7.2.1 Declare an interest before discussion on the matter begins.

7.2.2 Withdraw from that part of the meeting unless expressly invited to remain.

7.2.3 Not be counted in the quorum for that part of the meeting; and

7.2.4 Withdraw during the vote and have no vote on the matter.

7.3 The matter can be discussed and voted on by the remaining members of the Charity Committee, provided that there are enough members of the Charity Committee who do not have a conflict of interest in relation to the matter, to form a quorum in accordance with paragraph **Error! Reference source not found..**

- 7.4 Subject to paragraph 7.5, these provisions apply where there is a conflict of interest between the Charity and the Parish Council in relation to a decision to be taken on behalf of the Charity. Parish Councillors (and members who are otherwise connected to the Parish Council) shall not vote or count towards the quorum in relation to such decisions.
- 7.5 Where there are insufficient members of the Charity Committee who are independent from the Parish Council to form a quorum in accordance with paragraph **Error! Reference source not found.** and a decision needs to be taken in relation to which there is a conflict of interest between the Charity and the Parish Council, the quorum shall be one or the total number of independent members of the Charity Committee (whichever is the higher).
- 7.6 If there are no members of the Charity Committee who are independent of the Parish Council, and a decision needs to be taken in relation to which there is a conflict of interest between the Charity and the Parish Council, the Parish Council must apply to the Charity Commission for an order under s105 Charities Act 2011 to authorise the conflict.



STOKE MANDEVILLE PARISH COUNCIL

COMMUNITIES COMMITTEE

TERMS OF REFERENCE

Review Date	Amendments Made
March 2020	Environment and Leisure committees combined.
September 2022	Additions and Deletions.

The Communities Committee is appointed by and responsible to Stoke Mandeville Parish Council. The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no less than **four** and no more than **eight** Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights. Other members of the Council may attend but shall not have voting rights.

The Council has the power to co-opt members of the public to the Communities Committee membership.

Regulation 3 of The Parish and Community Councils (Committees) Regulation 1990 confirms that non-councillor members of committees have voting rights in respect of the following:

- Being a member of an advisory committee. – Not applicable to Communities.
- The management of land owned or occupied by the council¹ – **Voting Rights.**
- The functions as a harbour authority – Not applicable to Communities.
- Any function relating to the promotion of tourism – Not applicable to Communities.
- Any function relating to the management of a festival² – **Voting Rights.**

The membership of the committee at April 2023 is:

- Councillor B Ezra
- Councillor D Field
- Councillor D Willmer
- Councillor P Wood
- Resident J Durden-Moore

Meetings

- The Committee will meet every two months on the second Tuesday of the month.
- Meeting dates for a year will be agreed by the committee in advance.

- The committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business will be to nominate a chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council or the Assistant Clerk.
- Committee members are always expected to abide by Stoke Mandeville Parish Council's Code of Conduct.
- Councillors who are on the Charity (SMVCA) Management Group must declare this at the start of the first meeting after the Annual Council Meeting.

Delegated powers

The Committee makes recommendations to the Council regarding the matters in debates. The Committee is however given full delegated power with regards to the following activities:

- To approve inscriptions for memorial stones / tablets to be placed in burial ground.
- To approve applications for memorial tablets to be placed in the burial ground where no interment has taken place.
- To agree the eviction of a tenant from the allotments where the allotment agreement had been contravened.
- To authorise spend up to £5,000 on budgets delegated to the committee.
- ~~To consider and approve requests to rent the field for events.~~ To delegate the approval of requests to hire the field for events to the Clerk.

Responsibilities

The Committee's responsibilities are to consider and make recommendations to the Council on all matters relating to the following, including the impact of HS2:

- the maintenance of the Council's street furniture (streetlights, benches, litter bins, dog waste bins, and notice boards),
- the management and maintenance of the allotments, including the determination and collection of the annual rent.
- the management and maintenance of the Swallow Lane burial ground,
- the upkeep of footpaths and rights of way within the parish,
- the consideration of car parking, traffic, and road safety in the parish,
- the maintenance of trees on the Council's land,
- the upkeep of green spaces in the parish,
- other Communities matters, including public transport within the parish,
- to consider and recommend to the Council active and passive leisure opportunities and facilities,
- to be responsible for the strategic development and delivery of the Council's leisure services, including the community centre and Queen Elizabeth II Playing Field and any future leisure facilities which may be provided within the parish,
- to be responsible for identifying and seeking funding for leisure, sport and play equipment as may be agreed by the Council,
- to manage any special events and occasions which the Council may deem to provide,
- to manage and monitor maintenance contracts, including the Grounds Maintenance Contract and the Grass Cutting Contract (of the Queen Elizabeth II Playing Field) and other areas that may be taken on,
- to consider any devolved services agreements with primary authorities,
- to liaise with the Charity (Stoke Mandeville Village Community Association) Management Group concerning the management, upkeep, and maintenance of the community centre, attending any meetings as may be necessary and making recommendations to the Council,

- p) to be responsible for the monitoring and reporting to the Council on all aspects of leisure, play and sports equipment owned by the Parish Council and placed in the parish,
- q) to liaise with the Village Society, when appropriate.
- r) to consider any capital programme projects.

1. Community Centre, Playing Field, Swallow Lane & Marsh Lane Burial Grounds and Brudenell Drive Open Space.
2. Events such as Queen's Jubilee and King's Coronation.



STOKE MANDEVILLE PARISH COUNCIL
FINANCE AND GOVERNANCE COMMITTEE
TERMS OF REFERENCE

Review Date	Amendments Made
June 2020	Update of membership
September 2022	Standardise layout, update membership and delete ad hoc meetings.

The Finance and Governance Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no less than **four** and no more than **eight** Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights.

Non-Councillors are not permitted to be members of the Committee.

The membership of the committee at April 2023 is:

- Councillor Santosh Kirve
- Councillor John Robinson
- Councillor Gaurav Shrivastava
- Councillor Darren Smith
- Councillor Pat Wood

Meetings

- Meeting dates for a year will be agreed by the committee in advance.
- The Committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council.
- Committee members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.

Responsibilities

The purpose of the Finance and Governance Committee is to support the Parish Council in being a financially sound and efficient organisation making full and effective use of resources; and to advise the Council on the adequacy of risk, control, and governance processes.

To achieve this, the Committee will:

- Periodically review policies and procedures in place to ensure appropriate governance of the Parish Council's affairs and where necessary make recommendations to the Council for improvements in those policies and procedures.
- As part of their periodic review of policies and procedures, seek and assess proposals for improvements to corporate governance, including risk management and make recommendations to the Council.
- Work with the Clerk in drafting the financial statements prior to their submission to monthly Parish Council meeting and to the internal and external auditors.
- Review annually the Council's arrangements for use of internal auditors and report to the Council on the outcome.
- Consider the annual internal and external audit reports prior to these being reported to the Council and make recommendations thereon.
- Make recommendations to the Council on improved communication of financial awareness and compliance issues.
- Take advantage of any courses organised on financial issues or related subjects in connection with local councils [parish or town]

The Committee will set annual objectives for its work for the agreement of the Council and the outcomes of such will be recorded in Minutes of the Committee.

May 2023



STOKE MANDEVILLE PARISH COUNCIL

PLANNING COMMITTEE

TERMS OF REFERENCE

Review Date	Amendments Made
30 May 2019	Amendments made relating to membership and meeting frequency.

The Planning Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote at any time to modify the Committee's powers.

Membership

Membership shall consist of no less than **four** and no more than **eight** members of the Council who shall be appointed by the Council at the Annual Meeting. Other members of the Council may attend but shall not have voting rights.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights.

The Chairman shall be elected at the first meeting of the Committee after the Annual Meeting.

Quorum

The Quorum shall consist of three members of the Committee.

Areas of Responsibility

The Planning Committee has the delegated authority from the Parish Council

- **Development Control**

1. To comment to the Local Planning Authorities on applications received for planning permission.
2. To make representation in respect of appeals against the refusal of planning permission.
3. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
4. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.
5. To deal with any other planning related matters that a meeting of the full Council considers appropriate to be referred to the Planning Committee.
6. To attend meetings of the Local Planning Authority's Development Control Committee when specific applications are being considered as and when this is deemed necessary.

- **Strategic Forward Planning**

To consider and make recommendations to the Council on any Strategic Planning matters on which the Council may be consulted, or which requires the Council's attention.

Meetings

Meetings shall take place on the fourth ~~Thursday~~ **Tuesday** of the month and if necessary additional meetings can be called after consultation between the Clerk and the Committee Chairman to meet the timescale for responding to planning applications.

In the absence of the Chairman the first order of business will be to nominate a Chairman for the meeting.

The Committee has a responsibility to ensure that comments received prior to the meeting from all relevant parties, applicants and objectors are considered at the meeting

Minutes will be recorded by the Clerk or any members nominated at the meeting to do so and will be circulated at the next meeting of the Parish Council.

Responses

The Clerk will communicate to the Local Planning Authority the Committee's decision in respect of applications for development control in time to meet the required date. In the Clerk's absence, the Committee Chairman will submit the decision.

Publicity

A notice shall be displayed on Council notice boards and the website giving details of times and dates of meetings of the Planning Committee to include details of any applications to be considered.

These Terms of Reference will be reviewed annually.



STOKE MANDEVILLE PARISH COUNCIL
NEIGHBOURHOOD PLAN STEERING GROUP
TERMS OF REFERENCE

Review Date	Amendments Made
March 2017	General review.
December 2017	General review.
September 2022	Standardise layout, general review and update to unitary status.

The Neighbourhood Plan Steering Group is appointed by and responsible to Stoke Mandeville Parish Council. The Steering Group's duties are defined and agreed by the Council who may vote, at any time, to modify the Steering Group's powers.

The Steering Group will oversee the process of producing a draft plan to be put to a public referendum. Stoke Mandeville Parish Council (SMPC) has advised Buckinghamshire Council (BC) of the intent of the residents of Stoke Mandeville Parish, in consultation with other stakeholders, to produce a Neighbourhood Plan and the Parish Council will be the body that formally submits the Neighbourhood Plan to Buckinghamshire Council.

The Plan will seek to:

- a) Identify all the important aspects of life in the Parish which are to be considered in planning for the future.
- b) Bring forward proposals which will enhance the quality of life in the Parish in the years to come.
- c) Provide a framework for future land usage within the Parish. Accordingly, it is deemed appropriate that the Steering Group are provided with and accept the following Terms of Reference.

Membership

The membership of the Steering Group will be reviewed at the Annual Council Meeting but will consist of no less than **four** and no more than **ten** members.

The membership of the Steering Group will be formed from Parish Councillors, residents, and the local business community.

A quorum at the Steering Group shall consist of a minimum of three members (at least 2 to be Councillors)

The Council has the power to co-opt members of the public to the Steering Group. Any person wishing to become a member of the Steering Group after the commencement of the Neighbourhood Planning process shall apply to the Steering Group who shall resolve whether they shall be admitted to the Steering Group. If it is resolved that the individual shall be admitted to the Steering Group, the Parish Council shall ratify as it sees fit the individual's membership at the next Full Council meeting.

The Steering Group may form Working Groups or 'task and finish' groups to undertake various aspects of the work involved in producing the Neighbourhood Plan. These working groups will report to the Steering Group and act under its instructions, adhering to the same terms of reference.

The Steering Group shall continue until the Neighbourhood Plan has been assessed and approved by the Independent Examiner. The Steering Group shall pass the draft Neighbourhood Plan to SMPC for approval prior to independent examination. If the Steering Group is holding any funds at this time or if the Steering Group is disbanded prior to the Neighbourhood Plan being approved and is holding funds, such funds shall be paid to the Parish Council unless otherwise directed by an organisation from which the funds were obtained.

Steering Group members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.

The membership of the Steering Group as of April 2023 is:

- Parish Councillors - J Magill, L Prestage, D Smith, and K Shanahan.
- Non-Councillors - R Butler, M Duncan, J Durden-Moore, and A Mahmood.
- Contracted Administrative Support - A Bamford.

Steering Group Officers

The Steering Group shall nominate a Chair to conduct meetings as required. The Committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.

The Steering Group shall work with the Clerk & RFO of SMPC to account for monies received by the Steering Group and report on a regular basis to the Clerk & RFO of SMPC on compliance with set budgets.

Meetings

- The Steering Group will meet monthly in person at The Community Centre (unless otherwise stated) adhering to the standing orders set out by the Parish Council for committee meetings
- The Steering Group shall keep minutes of meetings which will be open to public scrutiny. These will be published on the Stoke Mandeville Parish Council website.
- Notices, agendas, minutes, and associated papers will be made available on TEAMS or emailed to all Steering Group members.
- Steering Group meetings will be minuted by the Clerk of the Council or in their absence the Assistant Clerk of the Council.
- The Steering Group will update each month and report its progress to the Clerk of the Parish Council ensuring that they, as the Responsible Financial Officer for the Council, is aware of the on-going budgetary implications associated with the project.
- The Steering Group to spend the budget provided. Individual items up to £5,000. Amounts greater than £5,000 to be recommended to Full Council for approval.
- Informal 'working meetings' will be set when required by the contracted administrator, there will be no decisions made in these meetings and there will be no quorum required

Responsibilities

The Steering Group's responsibilities are:

- To promote the process of the Neighbourhood Plan and participate and provide their views and opinions on the specific topics which are covered in the preparation of the Plan.
- To arrange meetings and appoint subgroups to gather views and consult as appropriate on emerging policies which are considered for incorporation into the Plan.

- Assess existing evidence about the needs and aspirations of the Parish.
- Liaise with relevant organisations and stakeholders to secure their input in the process.
- Analyse the results of questionnaires or other evidence received during the planning process and use them to prepare the Plan.
- Inform the Parish Council of progress on a monthly basis in order that Steering Group minutes can be noted.
- Support the local planning authority and SMPC during the referendum process.
- Ensure that all recommendations to SMPC are to the best of their knowledge and ability are legal, factual and non-opinion based.
- Take regular direction from the Parish Council as to how to manage the project and associated expenditure.

The Parish Council will:

- Support the preparation of the Neighbourhood Plan, providing sufficient assistance and financial resources to ensure the plan is prepared expeditiously, providing that overall expenditure falls within the budget allocated by the Council.
- Facilitate, if required, contact with the relevant statutory bodies or parties who must be consulted during the plan making process.
- Carry out all statutory duties contained with the Neighbourhood Planning (General) regulation 2012 and engage with Buckinghamshire Council during the referendum process of the plan for which the principal authority is responsible.
- Following the preparation of the draft Plan, and with the agreement of the Group, submit the Plan to the Local Planning Authority for inspection and independent examination.

All Members of the Steering Group and any subgroups formed will

- Declare any personal interest that may be perceived as being relevant to any decisions or recommendations made by the Steering Group. This may include membership of an organisation, ownership of interest in land (directly or indirectly) or a business or indeed any other matter likely to be relevant to the work undertaken by the Steering Group.
- Ensure that there is no discrimination in the Plan making process and that it is a wholly inclusive, open, and transparent process to all groups in the parish and to those wishing to undertake development or be involved in the Plan making process.
- Work together for the benefit of the communities established within the Parish.
- Treat other members of the Steering Group with respect and dignity, allowing members to express their views without prejudice and interruption. Any decisions taken by the Steering Group, other than those delegated to appointed officers, will be carried if the majority (more than 50%) are in favour at any given meeting. The Chair of the meeting shall have the casting vote where the vote is equal.

Application of Terms of Reference

These Terms of Reference will be reviewed regularly throughout the project. Any amendments that are required by the Steering Group will be presented to the Parish Council.

The Local Planning Authority is obliged to help under the statutory provision of the Localism Act 2011.



STOKE MANDEVILLE PARISH COUNCIL

STAFFING COMMITTEE

TERMS OF REFERENCE

Review Date	Amendments Made
June 2020	Update of membership
September 2022	Standardise layout, update membership and delete ad hoc meetings.

The Staffing Committee is appointed by and responsible to Stoke Mandeville Parish Council.

The Committee's duties are defined and agreed by the Council who may vote, at any time, to modify the Committee's powers.

Membership

The membership of the committee will be reviewed at the Annual Council Meeting but will consist of no less than **four** and no more than **six** Councillors. A quorum at the Committee shall consist of three or more Councillors.

The Chairman of the Council will be an ex officio member of the Committee with full voting rights.

Non-Councillors are not permitted to be members of the Committee.

The membership of the committee at April 2023 is:

- Councillor Barbara Ezra
- Councillor Gaurav Shrivastava
- Councillor Pat Wood

Meetings

- The Committee will meet on an ad hoc basis.
- The Committee will elect a chairman for the year at the first meeting after the Annual Council Meeting. In the absence of the Committee Chairman, the first order of business shall be to nominate a Chairman to preside at the meeting.
- Committee meetings will be minuted by the Clerk of the Council.
- Committee members are expected to abide by Stoke Mandeville Parish Council's Code of Conduct at all times.

Responsibilities

The purpose of the Staffing Committee is to support the Parish Council in the following areas:

- Development and review of HR policies and procedures.
- Staffing levels and structure.
- Job descriptions and person specifications.
- Staff vetting.
- Staff recruitment and selection.
- Staff retention.
- Determining or reviewing staff conditions of service and general terms of employment.

- Salary grading and pay.
- Leave entitlements including annual holiday, sickness, statutory entitlements and special leave.
- Salary reviews.
- Special conditions relating to a specific post or individual.
- Allowances, expenses, and subsistence.
- Working hours.
- Sickness absence management.
- Staff performance review / appraisals.
- Operation of the Parish Council disciplinary, grievance, grading, and appeal procedures.
- Operation and review of the equality and equal opportunities policy.
- Operation and review of the Health & Safety policy.
- Any other matters delegated to the Committee or deemed relevant to these Terms of Reference.

May 2023

**STOKE MANDEVILLE PARISH COUNCIL
MEMBERSHIP OF COMMITTEES
AS AT MAY 2023**

COMMUNITIES

Membership – B Ezra (Chair), D Field, D Willmer, and P Wood, plus J Durden-Moore.

FINANCE AND GOVERNANCE

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

PLANNING

Membership – J Robinson (Chair), B Ezra, D Field, K Shanahan, and D Wilmer.

STAFFING

Membership – Vacant (Chair), B Ezra, G Shrivastava, and P Wood.

NEIGHBOURHOOD PLAN STEERING GROUP

Membership:

Parish Councillors: J Magill, L Prestage, D Smith, and K Shanahan.

Residents: R Butler, M Duncan, Durden-Moore, and A Mahmood.

NEIGHBOURHOOD PLAN STEERING GROUP TASK & FINISH GROUP

Membership:

Parish Councillors: D Field, S Kirve, and K Shanahan.

NPSG: A Mahmood.

Residents: R Beel, M Duncan, and D Wilding.

MARSH LANE BURIAL GROUND DEVELOPMENT WORKING GROUP

Membership – D Field, and P Wood.

STOKE MANDEVILLE VILLAGE COMMUNITY ASSOCIATION MANAGEMENT GROUP (TRUSTEES)

Membership – Vacant (Chair), B Ezra, G Shrivastava, and P Wood.

STOKE MANDEVILLE PARISH COUNCIL
STANDING ORDERS AND DIRECT DEBITS
AS AT MAY 2023

STANDING ORDERS

Roselyn Haynes - £666.67 monthly for grounds maintenance.

Anthony Skeggs - £1,780 monthly salary.

Peter Rayner - £739 monthly salary.

DIRECT DEBITS

ONECOM – Phone and broadband (monthly)

CASTLE WATER – Allotments Water Supply (quarterly)

DRAX - Street lights (monthly)

BAS ASSOCIATES – Payroll (quarterly)

PEOPLES PENSION – Pension (monthly)

PEAC LEASING – Photocopy Lease (quarterly)

LAND REGISTRY – land details (ad hoc)

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

BANK SIGNATORIES

CHEQUE SIGNATORIES

Barbara Ezra, and Pat Wood.

ONLINE AUTHORISERS

Barbara Ezra, Jonathan Magill, and Pat Wood.

A further cheque signatory is required to give more cover and two online authorisers.

Reviewed at Parish Council May 2023

LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 16th MAY 2023

RECEIPTS

Date Received	Received from	Reference	Amount Received		Details	
			Gross	VAT	Net	
17/04/2023	N Miller	field hire	40.00	-	40.00	Field Hire - 13th May 2023
24/04/2023	S Martin	field hire	220.00	-	220.00	Field Hire & Deposit - 15th July 2023
25/04/2023	HMRC	VAT126	26,336.95	-	26,336.95	Reclaimed VAT from 2022/23 Year
	Stoke Man & Other Parishes	grant	5,000.00	-	5,000.00	Grant - First instalment
03/05/2023	EKFB (HS2)	donation	1,000.00	-	1,000.00	Donation towards Kings Coronation Event
05/05/2023	Dignity Funeral Directors	rayner	350.00	-	350.00	Plot 258-Interment & Exclusive Right of Burial
10/05/2023	Buckinghamshire Council	3300511642	167,246.77	-	167,246.77	S106 Payment for New Play Area
Total Receipts			200,193.72	-	200,193.72	

PAYMENTS - From Current Account

Direct Debits			Gross	VAT	Net	Transaction Detail
30/04/2023	Onecom Ltd	778197	68.89	11.48	57.41	Office Phone - 31 March 2023
09/05/2023	Drax	1106957906	41.37	6.89	34.48	Street Lighting for April 2023
19/05/2023	Peoples Pension	april	246.63	-	246.63	Pension Costs April 2023
			356.89	18.37	338.52	
Online Bank Transfer - Paid 28th April			Gross	VAT	Net	Transaction Detail
28/04/2023	A.Bamford	NPSG-245	200.00	-	200.00	NPSG Administration - to 21 April
28/04/2023	A.Bamford	NPSG-246	200.00	-	200.00	NPSG Administration - to 28 April
28/04/2023	Buckinghamshire Council	5001018266	698.60	-	698.60	Business Rates for Swallow Lane
28/04/2023	CDS Group	74132	600.00	100.00	500.00	Engineering Report and Review
28/04/2023	BALC	4667	1,123.27	-	1,123.27	2023/24 Annual BALC & NALC Membership
28/04/2023	BALC	4478	45.00	-	45.00	Practical CCTV Compliance Training
28/04/2023	Buckinghamshire Council	2205054409	334.16	55.69	278.47	New Dog Bin at Community Centre
28/04/2023	RBS Rialtas	SM27771	191.70	31.95	159.75	Annual Accounts Software Support - 23/24
28/04/2023	Bianco Developments	per quote	410.00	-	410.00	Hedge Reduction Rye Close
28/04/2023	IAC Audit & Consultancy	1615	474.00	79.00	395.00	Internal Audit of 2022/23 Annual Return
28/04/2023	Tulu Toilet Hire	112564	528.00	88.00	440.00	Toilet Hire for King Coronation Event
28/04/2023	Value Products Ltd	3717831	309.09	51.51	257.58	No Parking and Parking Signs
28/04/2023	HMRC	march	814.13	-	814.13	PAYE & NIC for month 1 (5 May 2023)
			5,927.95	406.15	5,521.80	
Online Bank Transfer - Paid 9th May			Gross	VAT	Net	Transaction Detail
09/05/2023	BALC	4737	10.00	-	10.00	How to Prepare a Cllr Induction Pack
09/05/2023	SM Village Society	grant	120.00	-	120.00	2022 Xmas Decorations. Agreed Chairman
09/05/2023	A.Bamford	NPSG-247	200.00	-	200.00	NPSG Administration - to 5 May
09/05/2023	A.Bamford	NPSG-248	200.00	-	200.00	NPSG Administration - to 12 May
09/05/2023	The Cloudy Group	4304	32.40	5.40	27.00	NPSG Email addresses
09/05/2023	Tulu Toilet Hire	35302	128.57	21.43	107.14	Portable Toilet for Playing Field - April
09/05/2023	Assistant Clerk	B&Q	46.14	-	46.14	Items for Kings Coronation
09/05/2023	Best Cellar Ltd	24	1,200.00	-	1,200.00	Musicians for Kings Coronation
09/05/2023	Sally Renshaw-Hubbard	284	350.00	-	350.00	Balloon Modelling at Kings Coronation
09/05/2023	Whitchurch Morris Men	fee	150.00	-	150.00	Morris Dancing at Kings Coronation
			2,437.11	26.83	2,410.28	
Online Bank Transfer - To Be Paid 17th May			Gross	VAT	Net	Transaction Detail
17/05/2023	Proludic	sin007288	200,696.13	33,449.36	167,246.77	Supply and Installation of New Play Area
17/05/2023	Cllr P Wood	expenses	10.62	-	10.62	Milk for Kings Coronation Event
			200,706.75	33,449.36	167,257.39	
Standing Orders			Gross	VAT	Net	Transaction Detail
28/05/2023	R Haines	may	666.67	-	666.67	Grounds Maintenance for May 2023
28/05/2023	Clerk	may	1,779.81	-	1,779.81	Salary for May 2023
28/05/2023	Assistant Clerk	may	738.85	-	738.85	Salary for May 2023
			3,185.33	-	3,185.33	
From Clerks Debit Card Account			Gross	VAT	Net	Transaction Detail
05/04/2023	Party Packs Ltd	1367277	74.34	12.39	61.95	Union Jack Crown Packs and Crayons
12/04/2023	Amazon	138510636	18.47	3.08	15.39	Pack of Work Gloves
14/04/2023	Amazon	13777	8.90	1.48	7.42	Red Hi Vis Waistcoat
27/04/2023	Land Registry		3.00	-	3.00	Land at Dorchester Close Query
28/04/2023	Post Office	83102	6.85	-	6.85	Recorded Delivery Letter to Bates Wells
			111.56	16.95	94.61	
Total Payments			212,725.59	33,917.66	178,807.93	

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

Signed A. Skeggs (Clerk)

Date 10th May 2023

The above list of payments was approved by the Parish Council at its meeting on 18th April 2023.

Signed _____ (Chair)

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

Date 16th May 2023

Parish Council Meeting – 16th May 2023

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 –

- Nothing to report.

Community Centre / Playing Field –

- Basketball – A request has been made for a second basketball hoop so that games can be played. This is being considered by the Communities Committee.

Environmental Issues – Calls from Residents

- Misbourne Close – Overgrown hedge problems. Being investigated.
- Dog Waste Bins – Request for dog waste bins on Harborne Manor Estate. Locations being identified.

Environmental Issues -

- Parking Review – Carters Ride / Dorchester Close. Buckinghamshire Council now to cost out a potential scheme.
- Parking Review - Hampden Road. Buckinghamshire Council has confirmed it is on the list for assessment.

Allotments –

- Water Tank – A water tank has been reported as it is not filling up. This will be repaired.
- Fencing – Query over who is responsible for the fencing around the allotment site.

Burials

- Two burials have taken place, 11th May and 15th May. Swallow Lane is now nearly at capacity.

Other

-