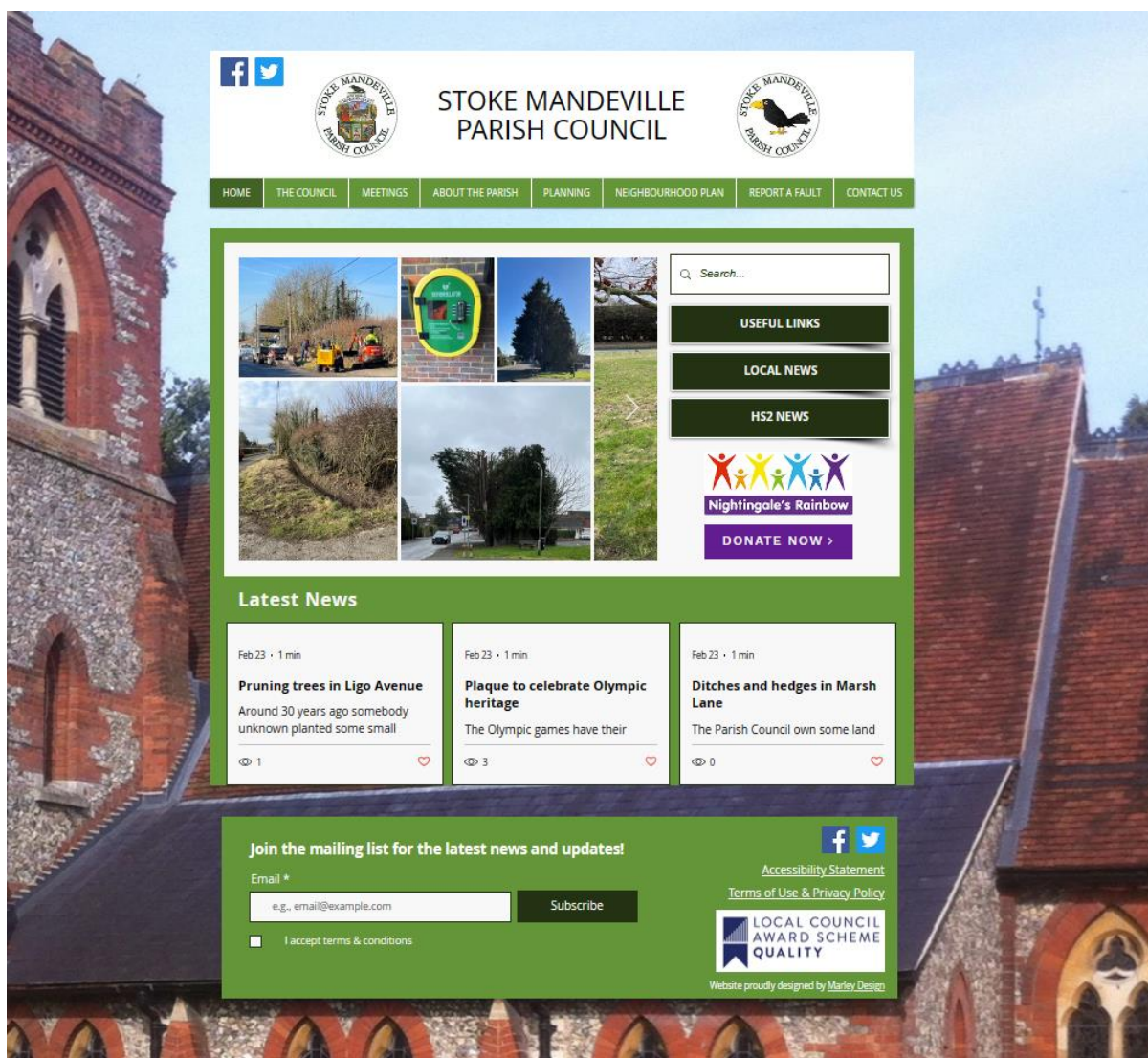


Stoke Mandeville Parish Council Draft Website

This document shows the look of the new website and a selection of pages. The design is based upon the existing SMPC website and Wendover PC. The whole look is neater and there is a more consistent approach.

The page below is the **HOME** page. It isn't finished yet as I have asked that it shows the names of Chairman and Vice-Chair plus I want to be able to show when the next parish council will be.

This layout shows the latest news more clearly than the current site and allows for the photographs to be in one place.



Mobiles and Tablets

The draft website has yet to be optimised for use on a mobile or tablet. This will be done once the design has been completed, signed off, and it is set to go live.

The following three screen shots show the sub-menus, where they exist, under the main menu.

The Council






Meetings – Same layout as existing




About the Parish – Same layout as existing



Council Structure – Committees – Now has a diagram to show the committees.






STOKE MANDEVILLE PARISH COUNCIL



[HOME](#) | [THE COUNCIL](#) | [MEETINGS](#) | [ABOUT THE PARISH](#) | [PLANNING](#) | [NEIGHBOURHOOD PLAN](#) | [REPORT A FAULT](#) | [CONTACT US](#)

COUNCIL STRUCTURE




```

graph TD
    PC[Parish Council] --> SC[Staffing Committee]
    PC --> BWG[Burial Ground Working Group]
    SC --> CC[Communities Committee]
    SC --> PL[Planning Committee]
    SC --> FGC[Finance & Governance Committee]
    PL --> NPSG[Neighbourhood Plan Steering Group]
    
```


The Council has 4 committees and 2 working groups. Each year, at its Annual Meeting in May, membership of the committees is reviewed. At the first committee meeting after that the Chairman of the Committee is elected for the year.

FINANCE AND GOVERNANCE COMMITTEE - [Terms of Reference](#)
 Membership – Cllrs S Kirve (Chair), J Robinson, G Shrivastava, D Smith, and P Wood.
 Remit – To be responsible for the finances of the council, setting the annual budget, the precept, reviewing the

Financial Information



STOKE MANDEVILLE PARISH COUNCIL



[HOME](#) | [THE COUNCIL](#) | [MEETINGS](#) | [ABOUT THE PARISH](#) | [PLANNING](#) | [NEIGHBOURHOOD PLAN](#) | [REPORT A FAULT](#) | [CONTACT US](#)

FINANCE AND GRANTS

Precept – Funding of the Parish Council

The work of Parish Councils is funded by the precept which is collected by the new Buckinghamshire Council through the Council Tax levy.

For 2023/24, Stoke Mandeville Parish Council's precept will be £208,140 (2022/23 – £198,500). This will represent no change to an average Band D household of £71.48 per annum. The parish council was able to keep the council tax the same as 2022/23 due to the increase in tax base (number of residents liable to pay). The additional precept will enable the parish council to continue with the following projects:

- completion of a Neighbourhood Plan to help to manage the future growth and development of our Parish
- continued delivery of services devolved from Buckinghamshire Council with reducing subsidy
- development of a new burial ground in Marsh Lane for the Parish
- improving the appearance and upkeep of the Parish

Budget	Exercise of Public Rights	Annual Return
2023-2024	2021-22	2021-22
2022-2023	2020-21	2020-21
2021-2022	2019-20	2019-20
2020-2021	2018-19	2018-19
2019-2020		2017-18
2018-2019		

Council Policies

[HOME](#) | [THE COUNCIL](#) | [MEETINGS](#) | [ABOUT THE PARISH](#) | [PLANNING](#) | [NEIGHBOURHOOD PLAN](#) | [REPORT A FAULT](#) | [CONTACT US](#)

POLICIES

Please click the links below to view the Council's policies. The date refers to the last time the policy was reviewed.


- [**Standing Orders**](#) – July 2021
- [**Financial Regulations**](#) – July 2021
- [**Code of Conduct**](#) – September 2021
- [**Additional Hours Worked**](#) – December 2020
- [**Apologies for Absence**](#) – October 2020
- [**Co-option Policy**](#) – September 2020
- [**Complaints Procedure**](#) – September 2020
- [**Community Engagement Policy**](#)
- [**Equality and Diversity**](#) – October 2021
- [**Grant Awarding**](#) – October 2020 and [**Grant Application Form**](#)
- [**Health and Safety**](#) – December 2021
- [**Publication Scheme**](#) – September 2020
- [**Pre-application Meetings with Developers**](#) – June 2021
- [**Remote Meetings Code of Conduct**](#) – September 2020
- [**Reserves**](#) – December 2020
- [**Risk management policy**](#) and [**Risk Register**](#) – September 2020
- [**Scheme of Delegation**](#) – May 2018
- [**Safeguarding**](#) – October 2019
- [**Social Media**](#) – June 2021
- [**Training Policy**](#) – October 2020
- [**Travel Expenses Policy**](#) – June 2020

If you wish to hire the playing field, please complete the application form and return to clerk@stokemandeville-pc.gov.uk

[**Application form to hire the QEII Playing Field**](#)

Meet You Councillors


HAWKSLADE WARD



Cllr Pat Wood

Committees:
Finance & Governance,
Communities and Staffing


[Read More](#)



Cllr Dean Field

Committees:
Communities and Planning

[Read More](#)



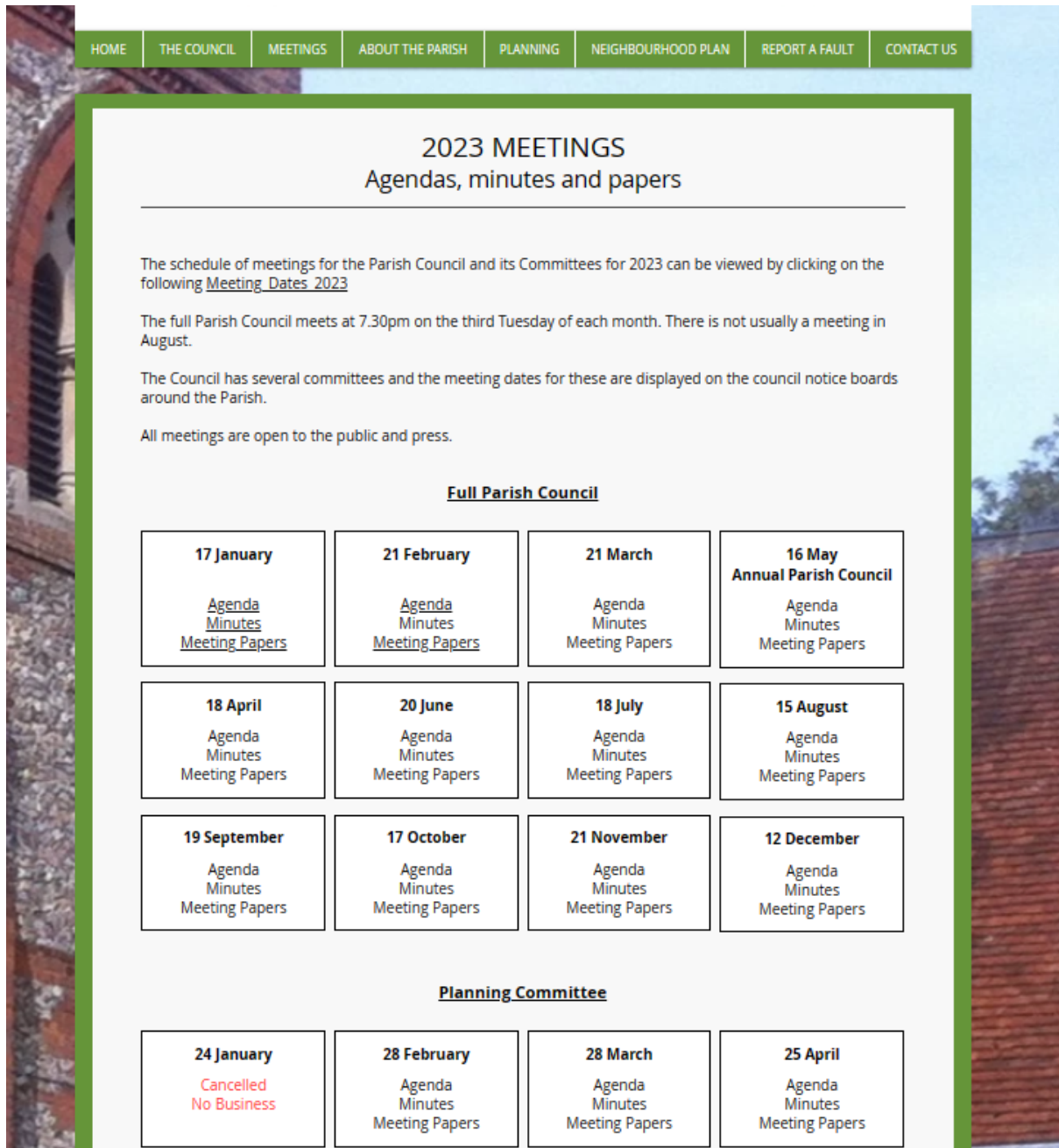
Cllr Darren Smith

Committees:
Finance & Governance and
Neighbourhood Plan

[Read More](#)

Council Meetings

The Meetings page now separates all the Council and Committees. So, if you want to find a specific Communities meeting you just scroll down to the Communities section rather than as at present when you must scroll down all the meetings in date order.



HOME THE COUNCIL MEETINGS ABOUT THE PARISH PLANNING NEIGHBOURHOOD PLAN REPORT A FAULT CONTACT US

2023 MEETINGS

Agendas, minutes and papers

The schedule of meetings for the Parish Council and its Committees for 2023 can be viewed by clicking on the following [Meeting Dates 2023](#)

The full Parish Council meets at 7.30pm on the third Tuesday of each month. There is not usually a meeting in August.

The Council has several committees and the meeting dates for these are displayed on the council notice boards around the Parish.

All meetings are open to the public and press.

Full Parish Council

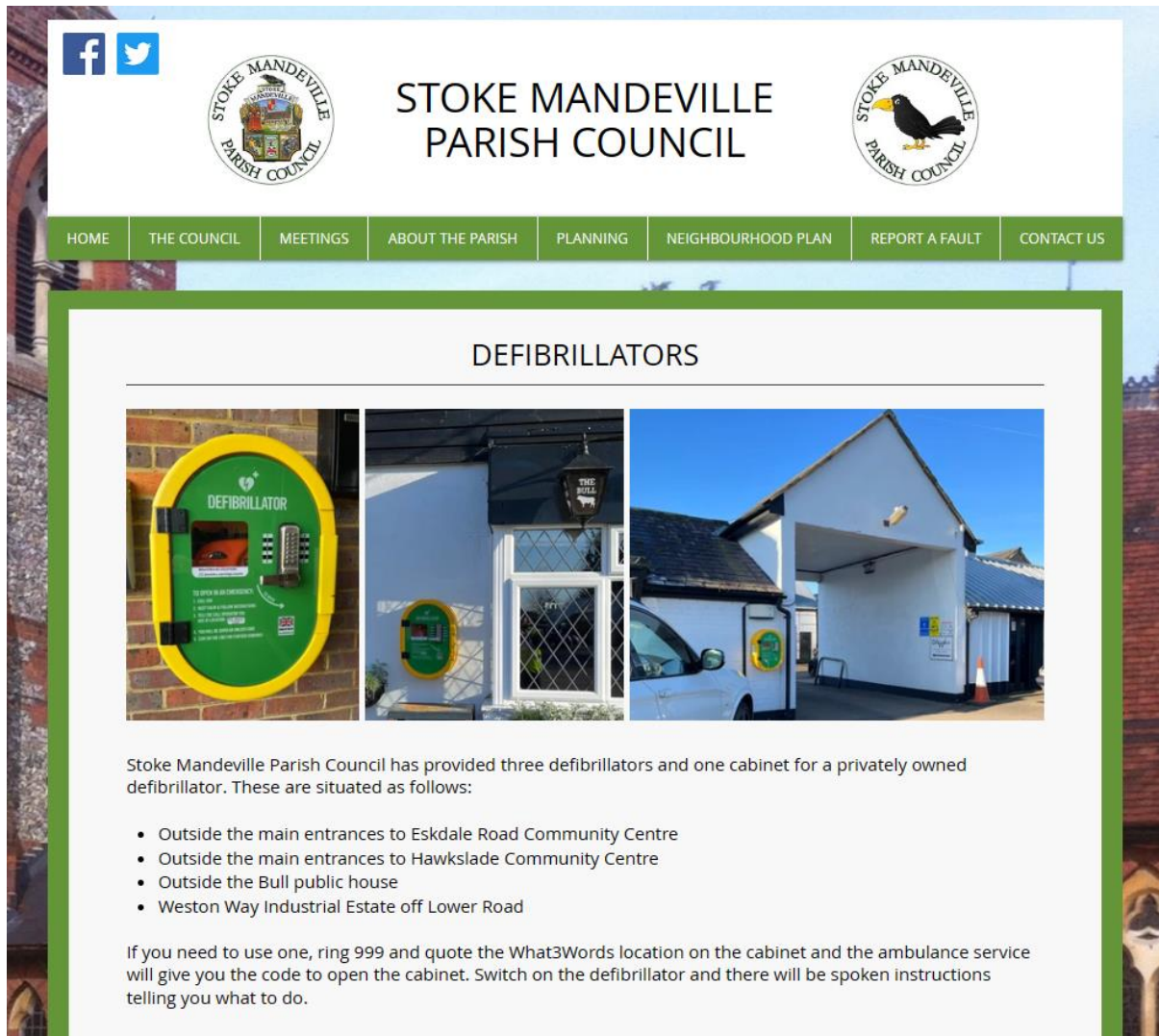
17 January Agenda Minutes Meeting Papers	21 February Agenda Minutes Meeting Papers	21 March Agenda Minutes Meeting Papers	16 May Annual Parish Council Agenda Minutes Meeting Papers
18 April Agenda Minutes Meeting Papers	20 June Agenda Minutes Meeting Papers	18 July Agenda Minutes Meeting Papers	15 August Agenda Minutes Meeting Papers
19 September Agenda Minutes Meeting Papers	17 October Agenda Minutes Meeting Papers	21 November Agenda Minutes Meeting Papers	12 December Agenda Minutes Meeting Papers

Planning Committee

24 January Cancelled No Business	28 February Agenda Minutes Meeting Papers	28 March Agenda Minutes Meeting Papers	25 April Agenda Minutes Meeting Papers
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About The Parish Menu

This shows an example of a pages under the “About the Parish” menu.



The screenshot shows the website header for Stoke Mandeville Parish Council. It includes social media icons for Facebook and Twitter, the council's coat of arms and a logo featuring a crow. The main navigation menu contains links for HOME, THE COUNCIL, MEETINGS, ABOUT THE PARISH, PLANNING, NEIGHBOURHOOD PLAN, REPORT A FAULT, and CONTACT US. The main content area is titled 'DEFIBRILLATORS' and features three photographs: a close-up of a yellow and green defibrillator cabinet on a brick wall, a defibrillator mounted on a white wall next to a window, and a defibrillator mounted on the side of a white building. Below the images, the text states that the council has provided three defibrillators and one cabinet for a privately owned defibrillator, and lists their locations. It also provides instructions on how to use the defibrillators.

DEFIBRILLATORS

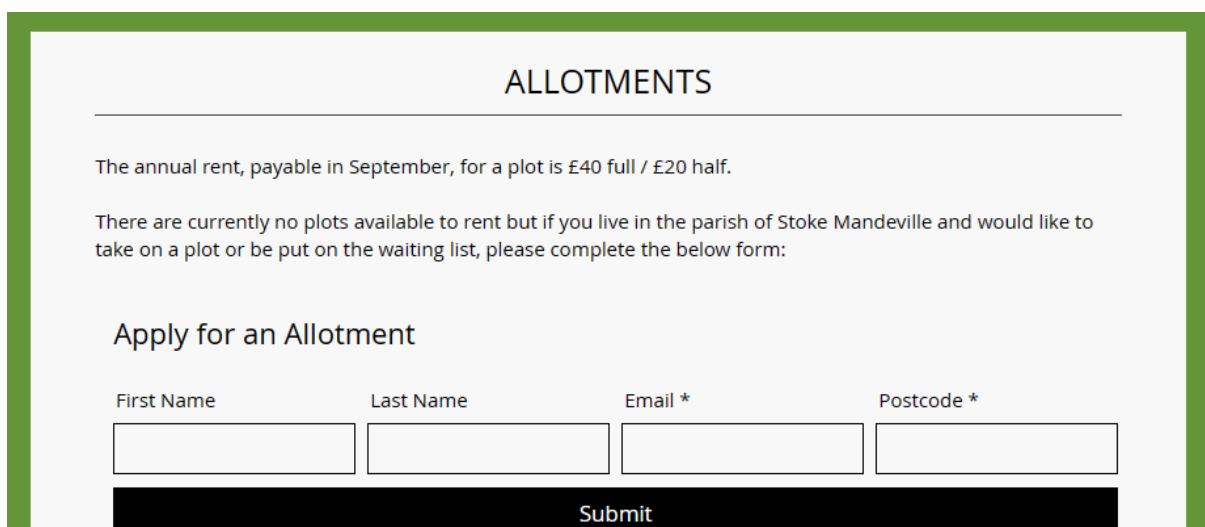
Stoke Mandeville Parish Council has provided three defibrillators and one cabinet for a privately owned defibrillator. These are situated as follows:

- Outside the main entrances to Eskdale Road Community Centre
- Outside the main entrances to Hawkslade Community Centre
- Outside the Bull public house
- Weston Way Industrial Estate off Lower Road

If you need to use one, ring 999 and quote the What3Words location on the cabinet and the ambulance service will give you the code to open the cabinet. Switch on the defibrillator and there will be spoken instructions telling you what to do.

Allotments

There is now a form where a resident can apply for an allotment / go on the waiting list.



The screenshot shows the 'ALLOTMENTS' page on the website. It features a heading 'ALLOTMENTS' and a paragraph explaining the annual rent for a plot. Below this, there is a form to apply for an allotment, with fields for First Name, Last Name, Email, and Postcode. A 'Submit' button is located at the bottom of the form.

ALLOTMENTS

The annual rent, payable in September, for a plot is £40 full / £20 half.

There are currently no plots available to rent but if you live in the parish of Stoke Mandeville and would like to take on a plot or be put on the waiting list, please complete the below form:

Apply for an Allotment

First Name	Last Name	Email *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Submit

Report a Menu

This page gives the resident various options to report an issue. As it says some functions will only work via a mobile phone.

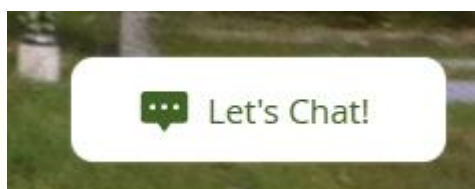
The email function will either direct you to the clerk or to Buckinghamshire Council.

The Contact Us Form directs you to the Contact Us page on the website.

Category	Contact Options
Illegally parked cars or anti social behaviour: Call Thames Valley Police on 101	Call Now (mobile only)
Roads, pavements, verges, on street parking: Call Transport for Bucks on 0845 230 2882	Call Now (mobile only)
Refuse collections and dog bins: Contact Buckinghamshire Council.	Call Now (mobile only) Email
Street furniture through the parish (bins, benches, notice boards): Contact Stoke Mandeville Parish Council	Call Now (mobile only) Email Contact Us Form
Faulty streetlights located in the Hawkslade or Stoke Grange: Call Transport for Bucks on 0845 230 2882	Call Now (mobile only)
Faulty streetlights located in Stoke Leys or Stoke Mandeville Village: Contact Stoke Mandeville Parish Council	Call Now (mobile only)

Let's Chat

There is also a "Let's Chat" facility. If the "Let's Chat" facility is offline, then the request will come through as an email. The frequency of use will be monitored to see if it is a popular method of contacting the parish council.



LIST OF RECEIPTS AND PAYMENTS FOR PARISH COUNCIL MEETING ON 21st MARCH 2023

RECEIPTS

Date Received	Received from	Reference	Amount Received			Details
			Gross	VAT	Net	
24/02/2023	Buckinghamshire Council	nbb-2023-001	2,657.50	-	2,657.50	Eighth NHB Burial Ground Payment
Total Receipts			2,657.50	-	2,657.50	

PAYMENTS - From Current Account

Direct Debits			Gross	VAT	Net	Transaction Detail
28/02/2023	Onecom	748127	49.74	8.29	41.45	Office Phone to 31st January 2023
15/03/2023	Castle Water	8592992	57.29	-	57.29	Allotment Water - 1 January to 30 June
17/03/2023	PEAC Finance (Current)	24/0001493	390.94	65.16	325.78	Photocopier Rental 17/03/23 to 16/06/2023
19/03/2023	Peoples Partnership	february	246.83	-	246.83	Pension Costs February 2023
			744.80	73.45	671.35	

Online Transfer - Paid 24th February

24/02/2023	Buckinghamshire Council	2205051887	121.25	20.21	101.04	Emptying of above bins to 31 March 2023
24/02/2023	Buckinghamshire Council	2205051663	3,009.55	501.59	2,507.96	Dog Waste Collection for 2022/23
24/02/2023	SM Village Society	grant	1,040.00	-	1,040.00	Grant (£900)/2021 Xmas Decorations (£140)
24/02/2023	A.Bamford	NPSG-237	200.00	-	200.00	NPSG Administration - 24 February
24/02/2023	A.Bamford	NPSG-238	200.00	-	200.00	NPSG Administration - 3 March
24/02/2023	HMRC	february	814.33	-	814.33	PAYE & NIC for month 11 (6 March 2023)
			5,385.13	521.80	4,863.33	

Online Transfer - Paid 15 March 2023

15/03/2023	Buckinghamshire Council	2205052187	1,720.80	286.80	1,434.00	Five dog bins - Mandeville Park / Eynesford
15/03/2023	Buckinghamshire Council	2205052105	1,430.36	238.39	1,191.97	Grass Cutting of Playing Field for 2022/23
15/03/2023	BALC	4422	90.00	-	90.00	Planning Application Responses - Shan/Field
15/03/2023	BALC	4344	5.00	-	5.00	Underpayment on invoice 4344
15/03/2023	Tulu Toilet Hire	34359	120.00	20.00	100.00	Portable Toilet for Playing Field - February
15/03/2023	CloudyIT	3819	32.40	5.40	27.00	Email addresses for NPSG members
15/03/2023	Chesham Town Council	1203	132.00	22.00	110.00	Emergency Repair to Roundabout Surface
15/03/2023	Bates Wells	2225436	2,092.40	348.73	1,743.67	Brudenell Drive Search / Legal Fees
15/03/2023	A.Bamford	NPSG-239	200.00	-	200.00	NPSG Administration - 10 March
15/03/2023	A.Bamford	NPSG-240	200.00	-	200.00	NPSG Administration - 17 March
15/03/2023	Socotec	6957	11,755.20	1,959.20	9,796.00	Marsh Lane - Asbestos Investigation
			17,778.16	2,880.52	14,897.64	

Standing Orders

28/03/2023	R Haines	march	666.67	-	666.67	Grounds Maintenance for March 2023
28/03/2023	Clerk	march	1,779.81	-	1,779.81	Salary for March 2023
28/03/2023	Assistant Clerk	march	738.85	-	738.85	Salary for March 2023
			3,185.33	-	3,185.33	

From Clerks Debit Card Account

17/02/2023	Kingfisher Direct	1464638	9.71	1.62	8.09	Compression Value for Water Trough
17/02/2023	Amazon	118890191	8.49	1.42	7.07	100 Window Self Seal Envelopes
24/02/2023	Westfield Fasteners	477115	35.12	5.85	29.27	12 MVAS Plate Screws
08/03/2023	Amazon	92558481	9.98	1.67	8.31	Screwdriver Bits for Above Screws
			63.30	10.56	52.74	

Total Payments	27,156.72	3,486.33	23,670.39
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This list of payments has been checked by the clerk and verified for payment.

Signed A. Skeggs (Clerk)

Date 16th March 2023

The above list of payments was approved by the Parish Council at its meeting on 21st March 2023.

Signed _____ (Chairman)

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

Date 21st March 2023

RECONCILED BANK BALANCES AS AT 28 FEBRUARY 2023

Treasurers Account	£ 75,890.48
Deposit Account	£ 306,626.65
Debit Card Account	£ 300.00
	<u>£ 382,817.13</u>

Stoke Mandeville Parish Council
Council Detail Report 16/03/2023

	Annual Budget	Forecast	Budget To Date	Actual Year to Date	Variance To Date	Monthly Budget	Monthly Actual	Monthly Variance	Comments
RECEIPTS									
Miscellaneous	-	250	-	250	250	-	-	-	Insurance Excess
Grants	6,000	11,000	6,000	11,000	5,000	-	-	-	SM&OPC Grant
Community Board Grants	-	3,450	-	3,450	3,450	-	1,500	- 1,500	For Defibrillators
Allotment Rents	1,400	1,400	1,400	1,358	- 42	-	-	-	
Burial Ground Fees	-	700	-	700	700	-	-	-	
Precept	198,500	198,500	198,500	198,500	-	-	-	-	
BC (AVDC) NHB Grant	135,000	50,000	34,000	33,951	- 49	2,700	2,657	43	For Marsh Lane Burial Ground
S.106	150,000	22,000	22,000	21,929	- 71	-	-	-	For Additional Car Parking
Playing Field Rental Fees	-	200	200	180	- 20	-	-	-	
HS2 Contribution to Burial Grd	39,500	-	-	-	-	-	-	-	
Bank Interest	-	530	-	443	443	-	160	- 160	
	530,400	288,030	262,100	271,761	9,661	2,700	4,317	- 1,617	
VAT Refund	15,900	15,900	-	-	-	-	-	-	
	15,900	15,900	-	-	-	-	-	-	
TOTAL RECEIPTS	546,300	303,930	262,100	271,761	9,661	2,700	4,317	- 1,617	
PAYMENTS									
Core Costs									
Employee Salary and on-costs	40,500	40,500	40,500	39,130	1,370	3,375	3,326	49	Tax & NI for March to pay.
Employee Mileage	150	150	150	79	71	-	-	-	
Employee Pension Costs	2,900	2,900	2,900	2,992	- 92	242	252	- 10	
Employee Payroll Costs	500	500	500	492	8	120	-	120	
Training - Staff	1,000	1,000	1,000	170	830	-	75	- 75	
Clrs Expenses	200	-	200	-	200	-	-	-	
Training - Councillors	1,000	1,000	1,000	605	395	-	90	- 90	Planning Response
Councillor Allowances	2,600	140	2,600	135	2,465	-	-	-	Cllr A Clark
Chairmans Allowance	200	-	200	-	200	-	-	-	
Administration Costs	1,000	1,000	1,000	826	174	250	33	217	
Advertising	-	-	-	-	-	-	-	-	
IT Related and Website	6,000	6,000	6,000	3,385	2,615	3,500	3,325	175	
Licenses and Subscriptions	1,100	1,480	1,100	1,771	- 671	-	-	-	BALC, Fields in Trust & P.Online
Phone & Broadband	1,500	750	1,500	661	839	130	41	89	
Photocopies	1,500	1,400	1,500	1,057	443	350	326	24	

	Annual Budget	Forecast	Budget To Date	Actual Year to Date	Variance To Date	Monthly Budget	Monthly Actual	Monthly Variance	Comments
Insurance	4,250	4,280	4,250	4,277	- 27	-	-	-	
Audit Fees	1,150	950	1,150	950	200	-	-	-	
Legal Costs	3,000	3,000	3,000	3,293	- 293	-	1,744	- 1,744	Brudenell Drive
Public Consultation	1,760	1,760	1,760	-	1,760	-	-	-	
Picnic on the Playing Field	-	1,590	-	1,588	- 1,588	-	-	-	Platinum Jubilee
	70,310	68,400	70,310	61,411	8,899	7,967	9,212	- 1,245	
Community Centre									
Com Centre Hawkslade	4,000	4,000	4,000	4,000	-	4,000	4,000	-	
Com Centre Stoke Mandeville	10,000	5,000	10,000	413	9,587	417	-	417	
	14,000	9,000	14,000	4,413	9,587	4,417	4,000	417	
Open Spaces									
Contract Ground Maintenance	8,000	8,000	8,000	8,071	- 71	667	667	- 0	
Grass Cutting Playing Field	2,000	2,000	2,000	1,192	808	2,000	1,192	808	
Devolved Services Costs	5,000	5,000	5,000	2,630	2,370	500	-	500	Ex-VAHT Grass Verges
Raised Flower Bed	900	1,200	900	850	50	-	-	-	
Christmas Lights & Trees	3,500	8,500	3,500	7,558	- 4,058	-	-	-	Christmas Lights for Tree
Dog Bins	2,000	3,300	2,000	4,878	- 2,878	2,000	4,878	- 2,878	Additional for New Estates
MVAS	260	-	260	38	222	60	38	22	
Playing Field Maintenance	2,500	2,500	2,500	2,453	47	350	244	106	Salting of Car Park / Footpath
Playing Field Footpath	10,000	11,000	10,000	11,147	- 1,147	-	11,147	- 11,147	Work Completed
Outdoor Gym	1,000	1,000	500	195	305	200	-	200	
	35,160	42,500	34,660	39,012	- 4,352	5,777	18,166	- 12,389	
Allotments									
Allotments expenses	1,000	3,000	1,000	2,930	- 1,930	-	66	- 66	
	1,000	3,000	1,000	2,930	- 1,930	-	66	- 66	
Burial Grounds									
Swallow Lane Burial Ground	300	510	300	510	- 210	-	-	-	Annual Rates Bill
Marsh Lane Land	50,000	44,000	50,000	44,227	5,773	-	10,591	- 10,591	Socotec Fees
Marsh Lane Burial Ground Works	145,000	-	-	-	-	-	-	-	
	195,300	44,510	50,300	44,737	5,563	-	10,591	- 10,591	
Street Lighting									
Street Lights - Electricity	7,000	7,000	7,000	5,343	1,657	3,500	3,213	287	
Street Lights - Maintenance	2,150	2,150	1,500	735	765	500	-	500	Carters Ride
Street Lighting - Replacements	3,850	3,850	3,000	3,850	- 850	-	-	-	Old Risborough Road 2 LEDs
	13,000	13,000	11,500	9,928	1,572	4,000	3,213	787	

	Annual Budget	Forecast	Budget To Date	Actual Year to Date	Variance To Date	Monthly Budget	Monthly Actual	Monthly Variance	Comments
Street Furniture									
Defibrillators - new / maintain	2,060	2,060	2,060	2,052	8		-	-	
Street furniture- new / maintain	4,940	4,940	5,000	2,916	2,084	2,780	429	3,209	Village Sign Painting
	7,000	7,000	7,060	4,968	2,092	2,780	429	3,209	
Parish Improvement Plan									
Parish Improvement Plan	-	-	-	-	-	-	-	-	
Neighbourhood Plan (Other)	60,000	30,000	60,000	13,481	46,519	2,500	4,289	1,789	Bell Cornwell / Administrator
	60,000	30,000	60,000	13,481	46,519	2,500	4,289	1,789	
Section 137									
Grants / Donations	1,500	2,700	-	2,725	2,725	-	1,040	1,040	Village Society
	1,500	2,700	-	2,725	2,725	-	1,040	1,040	
Play Related									
Play Around the Parishes	1,000	900	1,000	856	144	-	-	-	
Playground Maintenance	500	500	500	597	97	-	110	110	
Playground Refurbishment	150,000	-	-	278	278	-	-	-	Work Started
	151,500	1,400	1,500	1,731	231	-	110	110	
VAT on Payments	15,210	21,300	15,210	-	15,210	1,268	-	1,268	
	15,210	21,300	15,210	-	15,210	1,268	-	1,268	
TOTAL PAYMENTS	563,980	242,810	265,540	185,336	80,204	28,708	50,258	21,551	

Total Receipts 546,300 303,930 262,100 271,761 9,661 2,700 4,317 - 1,617

Total Payments 563,980 242,810 265,540 185,336 80,204 28,708 50,258 - 21,551

Increase in / (Decrease in)

General Reserve - 17,680 61,120 - 3,440 86,425 89,865 - 26,008 - 45,941 19,934

	Budgetted	Forecast	Current
Current Account	13,736		
Deposit Account	261,344		
Debit Card Account	300		
Balance 1st April 2022	275,380	275,380	275,380
Budgeted Movement	- 17,680		
Forecast Movement		61,120	86,425
Balance 16 March 2023	257,700	336,500	361,805

Parish Council Meeting – 21st March 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 –

- Playing Field Car Park – The light at the far end of the car park is yet to be repaired.

Community Centre / Playing Field –

- Tennis Courts Fencing – A small section of fencing has been repaired.

Environmental Issues – Calls from Residents

- Alleyway Anns Close – Overhanging tree branches from properties, 13 and 15 Evans Close. Letters sent to both. Both residents have carried out the work.

Environmental Issues -

- Parking Reviews – A second consultation showing to options was completed on the 17th March. Results to be fed back to Buckinghamshire Council.

Allotments –

- Leaking Water Tank – One of the water tanks was leaking and that has been repaired by the assistant clerk.
- Manure – Two deliveries have been received and have already disappeared on to the plots.

Other

- Internal Audit – The 22nd March is the date for the on-site internal audit for 2022/23.
- HS2 Publicity Bus – The publicity bus will be visiting the Hawkslade Community Centre car park on 11th May 2023 between 2pm and 6pm.