

## **YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL**

**to be held at the**

**Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

**Tuesday 17 September 2024  
at 7.30pm**

### **AGENDA**

#### **Members**

Cllr L Adura  
Cllr B Barton  
Cllr O Cole  
Cllr V Dixon  
Cllr T Fraser  
Cllr R Golding (Vice Chair)  
Cllr B Greenwood (Chair)  
Cllr P Halton-Davis  
Cllr J Hearnshaw

Cllr J Howard  
Cllr H Kakei  
Cllr K Kavarana  
Cllr D Kendrick  
Cllr K Kent  
Cllr C Odunewu  
Cllr D Pafford  
Cllr M Petchey

## **MEETING PROTOCOL**

**In order to facilitate the smooth running of meetings, members are asked to respect the following protocol:**

- If a member arrives once the meeting has started, they will enter as quietly as possible and take a seat within the public area until invited forward by the Chair. This is to avoid disruption during the discussion of agenda items.
- All those present are asked to turn their mobile devices off or place into silent mode.
- Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted. A person may not orally report or comment about a meeting as it takes place if they are present at the meeting of a community council or its committees but otherwise may:
  - a) Film, photograph or make an audio recording of a meeting;
  - b) use any other means for enabling persons not present to see or hear proceedings at a meeting of CPCC as it takes place or later.
  - c) Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

The Chairman may stop the meeting and ask the person to leave the meeting if they feel there has been a breach of the above protocol.

## AGENDA

1. **To receive:**  
Apologies for Absence  
Declarations of Interest
2. **Minutes of the Meeting of Council held on the 16 July 2024** *Page 7*  
To approve the minutes of the meeting of Council held on 16 July 2024, previously circulated and therefore taken as read.
3. **Public Involvement – Deputations, Petitions and Questions**  
Members of the public may make representations in respect of the business on the agenda.
4. **Chair’s Report**  
Council is invited to receive a verbal report from the Chair.
5. **Clerk’s Report**  
Council is invited to receive a verbal report from the Clerk.
6. **Conclusion of Audit 2023/24** *Page 13*  
Council is invited to formally receive the Notice of Conclusion of Audit 2023/24 as prepared by PKF Littlejohn. Council is further invited to note that no action or follow up is required resulting from the audit.
7. **Ward Member Reports**
  - i. Council is invited to receive any verbal Ward Member Reports.
  - ii. Council is invited to note that no written reports have been received.
8. **To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**
  - a. **Minutes of the Community & Communications Committee** *Page 15*  
**Chair: Cllr K Kavarana**  
Council is invited to receive the minutes.
  - b. **Minutes of the Planning, Infrastructure & Transport Committee**  
**Chair: Cllr B Greenwood** *Pages 19 & 27*  
Council is invited to receive the minutes (12 August and 9 September) with 1 (i) item to note
    - i. **Draft minute 25/24 (i) General Consultations  
MK City Plan 2050**

Consultation in relation to the new MK City Plan 2050, will run for 12 weeks until 9<sup>th</sup> October. The consultation documents are on the MKCC website: [www.milton-keynes.gov.uk/city-plan](http://www.milton-keynes.gov.uk/city-plan).

**Committee resolved that this consultation should be drawn to the attention of Council, with all Councillors encouraged to attend the drop-in session and/or submit comments to MK City Council.**

There is a drop in at MK Christian Centre, Oldbrook on Wednesday 18 September, 9:30am-4:30pm

- c. Minutes of the Personnel Committee – see agenda item no. 15**  
Council is invited to receive the minutes with 1(i) item to ratify
- d. Minutes of the Finance, Administration & Policy Committee Page 31**  
Council is invited to receive the minutes with 3 (i, ii, iii) items to ratify

  - i. Draft Minute 20/24 Review Code of Conduct Page 33**  
Committee reviewed the Code of Conduct and resolved to make a recommendation to adopt the reviewed policy to Council.
  - ii. Draft Minute 21/24 Review of Financial Regulations Page 51**  
Committee reviewed the Financial Regulations and resolved to make a recommendation to Council to adopt the revised Financial Regulations.
  - iii. Draft Minute 25/24 Increase of Earmarked Reserve for New Hub**  
Committee received a recommendation from the Responsible Financial Officer and resolved to recommend to Council, increasing the earmarking for the new hub by £500,000.00 to cover the agreed expenditure on the hub.
- e. Minutes of the Estates Committee Page 69**  
**Chair: Cllr R Golding**  
Council is invited to receive the minutes with 2 (i & ii) items to ratify

  - i. Draft Minute 36/24 (i) Council Allotments Annual Rent Review – 2025/26**  
The Committee reviewed the allotment rent levels for 2025/26. Based on the most recent Consumer Prices Index rate of 2.2% (published 14 August 2024), Committee resolved to recommend to Council that rents for 2025/26 be increased from 52.0 pence to 53.0 pence per metre (rounded down figure).
  - ii. Draft Minute 43/24 Springfield Centre Disabled Parking Bay Provision – see agenda item no. 16**

**9. Community Council Annual Insurance Policy Renewal**

Council is invited to note that the Community Council general insurance policy with Zurich expires on 30 September 2024.

Council is invited to receive quotations from Clear Councils (Aviva), Gallaghers and Zurich for the provision of the Community Council general Insurance Policy – to include both single- and three-year arrangements.

With the required quotations not being available at the point of agenda publication, Council is invited to consider if there is a need to make delegation arrangements to ensure appropriate insurance cover is in place for 1 October 2024.

**10. Community Hub – Working Group Update**

**Page 73**

Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project including:

- Post Contract Working Group minutes 04, 05 & 06
- Contractors Report no. 6 & 7
- Updated Project Programme
- Financial Statement Nr 2, and if available, Financial Statement Nr 3 as provided by Currie & Brown

**i. Community Hub Café – Expression of Interest: Café Operator –**

Council is invited to receive an update – Expression of Interest deadline 11.09.2024

**ii. Charitable Trust Creation**

Council is invited to consider a fee proposal of £400 + VAT from Wellers Hedley Solicitors for initial professional advice pertaining to the creation of a charitable trust associated with the management of the Community Hub. A full fee proposal to be submitted dependant on the outcome of the initial session.

**11. Local Council Tax Reduction Scheme (LCTRS) 2025/26**

Council is invited to note and consider the anticipated reduction (-38%) in LCTRS levels for 2025/26. The reduction (which is subject to confirmation from Milton Keynes City Council) would see the 2025/26 level drop to £13,321 compared to £21,321 in 2024/25.

**12. Appointments to Committees**

Council is invited to consider the appointment of Cllr John Hearnshaw to the Planning and Estates Committees.

**13. Councillor Vacancies**

Council is invited to note that there are currently two vacancies, in Willen and in Fishermead. All vacancies are advertised on the website and will be featured in the next edition of Homeground. If members are aware of any interested parties, please ask them to contact the Clerk by email.

- 14. County Association Facilitated Training and Future Visioning Session**  
Council is invited to note that the confirmed date for the session is Saturday 16 November. If you have not responded to the earlier email from the Deputy Clerk, please can you confirm your attendance as soon as possible.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following items\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Items 15 & 16.**

- 15. Draft Minute 16/24 Staff Review**  
Committee progressed the staff review by considering draft updated job descriptions for the Senior Caretaker, Caretaker and Landscape Operative, resolving to recommend them to Council for acceptance.
- 16. Draft Minute 43/24 Springfield Centre Disabled Parking Bay Provision – Report EO6/24**  
Committee received and considered quotations for the provision of disabled parking bays at the Springfield Centre. Noting that the associated planning permission would expire in June 2025, and with all the quotations being more than the allocated budget, Committee resolved to recommend to Council that the project is not pursued based on it being unfeasible. The project to potentially be revisited at a later date.
- 17. Dates of Future Committee & Working Group Meetings**  
Planning – 7 October at 6.30pm  
Estates – 8 October at 6.30pm  
FSG Working Group – 15 October at 6.30pm
- 18. Date of Next Meeting**  
Tuesday 15 October 2024 at 7.30pm

**BY ORDER OF THE COUNCIL**

**Dominic Warner**

**D Warner, Clerk to Council**  
**11 September 2024**

**Minutes of the meeting of Council held on  
Tuesday 16 July 2024, 7.30pm  
at the  
Oldbrook Centre, Oldbrook Boulevard, Oldbrook**

**This meeting was open to the public**

**Members Present**

Cllr L Adura	Cllr P Halton-Davis
Cllr B Barton	Cllr J Howard
Cllr O Cole	Cllr K Kavarana
Cllr V Dixon	Cllr D Kendrick
Cllr R Golding (Vice Chair)	Cllr K Kent
Cllr B Greenwood (Chair)	Cllr M Petchey

**In Attendance**

D Warner, Clerk to Council  
P Sullivan, Deputy Clerk

**56/24**

**Apologies for Absence**

Cllr H Kakei - unwell  
Cllr C Odunewu – personal commitment  
Cllr D Pafford - unwell

**57/24**

**Declarations of Interest**

None

**58/24**

**To approve the minutes of the meeting of Council held on 18 June 2024,  
previously circulated and therefore taken as read.**

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

**59/24**

**Public Involvement – Deputations, Petitions and Questions**

Members of the public may make representations in respect of the business on the agenda.

One member of the public was present.

60/24

**Chair's Report**

The Chair updated Members on the recently discussed traffic issues in Fishermead and reported some improvement. It appears that more consideration is being given to the area designated for users of Fishermead Medical Centre, making it more accessible. The Chair will keep a watching brief and update as necessary.

61/24

**Clerk's Report**

The Clerk reported that, ●as agreed by Council, Fishermead Medical Centre had started using the front office at Pencarrow Place today (16 July).

●The landscape team welcomed two new members this week, one on work experience and one is a temporary member of staff to provide cover for a member of staff who had recently resigned. The recruitment process for a permanent member of staff has begun and Council will be updated in due course. ●An insurance claim is being pursued for the burglary reported at June Council.

62/24

**Ward Member Reports**

- i. Council is invited to receive any verbal Ward Member Reports.

Cllr Barton had recently attended a session on Finance Training for Councillors and had circulated the presentation slides as part of the agenda pack. He felt that it was very useful and a good beginners guide to the council finance process. Would recommend that interested Members take up the session.

Cllr Kavarana reported that residents are interested in establishing a seated exercise class in Springfield following on from the successful sessions already taking place in Willen. He also reported social media posts on the estate relating to the introduction of a 20mph zone.

Cllr Cole reported that the community litter picks in Fishermead and Springfield are going well and urged other Members to join in. Cllr Cole will circulate dates of when the next picks will be taking place.

- ii. Council is invited to note that no written reports have been received.

63/24

**To receive draft minutes (including recommendations) from Committees. Any Member questions arising from matters detailed in the minutes to be raised under the relevant Committee**

- a. **Minutes of the Planning, Infrastructure & Transport Committee**  
**Chair: Cllr B Greenwood**  
Council received the minutes.
- b. **Minutes of the Personnel Committee**  
**Chair: Cllr K Kent**



Council received the minutes with 1 item (i) for ratification

**i. Draft Minute 07/24 – Staff Review**

This was discussed as a confidential item - see Minute No.71/24

**c. Minutes of the Estates Committee**

**Chair: Cllr R Golding**

Council received the minutes.

**64/24 Health & Safety Policy – Annual Review**

Having been circulated the relevant documents, Council considered and approved the updated Council Health & Safety policy produced in conjunction with Peninsula Business Services Limited.

**65/24 Planning Applications**

**Town and Country Planning Act 1990 (As Amended)**

**Town and Country Planning (Development Management Procedure) Order 2015 Application no: 24/00709/FUL**

Proposal: Erection of three storey residential development consisting of 15x affordable apartments

with associated car parking, landscaping and associated works (Regulation 3 application under the Town and Country Planning General Regulations 1992)

At: Site West of Kellan Drive Fishermead Milton Keynes

With Milton Keynes City Council making the above application and another similar one at the north end of Kellan Drive (24/00708/FUL), Council agreed to submit the following comments in response -

The sites have been identified as areas for development in the CPCC Neighbourhood Plan so CPCC do not have an objection to them. However, with the combined applications resulting in an additional 25 families residing in the locality, Council resolved that contributions to increase capacity in local infrastructure should be sought from the developer in the form of a formal planning obligation to mitigate the impact of the developments, with contributions being used for the following purposes:

- To support the inevitable increase in patient numbers at Fishermead Medical Centre.
- To facilitate new play areas or increased capacity at existing play areas on Kellan Drive and Kernow Crescent (CPCC) including improvements to the necessary access routes to these.
- To support the increased demand for places Jubilee Wood Primary School and The Willows School & Early Years Centre
- To support local sports facilities and, in particular, the proposed development of a pavilion on Fishermead Sports Ground
- To facilitate a programme of tree replacement in partnership with CPCC, to ensure that at least the same number of trees lost through these developments are replaced on site or in close proximity of the developments.

**66/24 Landscape Equipment Procurement – Report C01/24**

Council discussed and agreed the recommendation of Report C01/24 for purchase of a flail mower (Kilworth Dragone, Supplier A) and further approved the purchase of the previously agreed Ferris Ride-On Mower, setting aside the Financial Regulation requirement to obtain three quotations.

**67/24 Milton Keynes Ward Boundary Review – Initial Consultation**

Council acknowledged the importance of submitting a response to the review. After some discussion the conclusion was that Council was in favour of retaining the status quo in terms of the existing ward boundaries whilst as a Council remaining open to further discussions, recognising the importance of retaining a sense of place and avoiding splitting established communities.

**68/24 Introduction of 20mph Zones**

Council agreed that a question on the introduction of 20mph zones be included in the CPCC Annual Budget/Precept Consultation, with the results then identifiable on an estate-by-estate basis.

**69/24 Community Hub – Working Group Update**

Council received a verbal report from the Working Group on their progression of the Community Hub project including:

- Contractors Report no.5
- Progress Photos
- Updated Project Programme

Council then received and considered Financial Statement Nr 1 from Currie & Brown which detailed the current financial position of the project including the projected additional cost of it beyond the budgeted contingency provision. Council noted that some aspects of the statement was based on estimated cost which would be confirmed and formalised in due course.

i. **Community Hub Café – Expression of Interest: Café Operator – Report C02/24**

Council received and considered the report from the Community Hub Working Group and agreed to ratify the following recommendations:

- Council ratify the decision of the CHWG to take forward the 4 selected operators to stage 3 of the process in which they will submit their formal proposal, including a business plan.
- Council agree to the CHWG progressing development of a draft Heads of Terms, to be supplied to prospective operators as part of stage 3 once Council has had the opportunity to scrutinise and agree the document (copy of draft HOT document circulated with Council agenda pack).
- Council agree that, once the selection process is completed and using the same approach adopted for the appointment of the construction contractor

for the Community Hub, the CHWG will recommend one preferred operator to Council for ratification.

ii. **Charitable Trust Creation**

Council noted that the information is not currently available and an update will be on the agenda of the next meeting.

**70/24 County Association Facilitated Training and Future Visioning Session**

Council is invited to note that the proposed date for the session has been changed to Saturday 28 September. Members will be emailed as to their availability and a date confirmed in due course.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Item 15**

**71/24 Personnel Committee - Draft Minute 07/24 Staff Review**

Council received and ratified the associated Committee recommendation.

**72/24 Consideration of Candidate for Co-option as a Community Councillor**

Council agreed to co-opt John Hearnshaw as a Community Councillor for Oldbrook ward.

**73/24 Dates of Future Committee & Working Group Meetings**

Community & Communications – 23 July at 6.30pm

Planning – 12 August at 6.30pm

ECM – 20 August at 7.30pm\*

Personnel – 3 September at 6.00pm

F&A – 3 September at 7.00pm

Planning – 9 September at 6.30pm

Estates – 10 September at 6.30pm

**74/24 Date of Next Meeting**

Tuesday 17 September 2024 at 7.30pm

\*An Extraordinary Meeting of Council (ECM) will only be held on 20 August if deemed necessary



## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **CAMPBELL PARK COMMUNITY COUNCIL-BU0033**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature

 SIGNATURE REQUIRED

Date

05/08/2024



**Minutes of the Community & Communications Committee  
held on Tuesday 23 July 2024  
commencing at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura

Cllr O Cole

Cllr P Halton-Davis

Cllr K Kavarana (Chair)

Cllr B Barton

Cllr V Dixon

Cllr J Howard

Cllr M Petchey

**In attendance**

T Jones, Community Officer/Committee Clerk

**14/24**

**Apologies for Absence**

Cllr C Odunewu – personal commitment

**15/24**

**Declarations of Interest**

None

**16/24**

**Members of the Public Present**

None

**17/24**

**Minutes of the previous meeting**

The minutes of the meeting on 29 May 2024, having been previously circulated were approved as a correct record and signed by the Chair.

**18/24**

**Public Involvement – Deputations, Petitions and Questions**

Members of the public may make representations in respect of the business on the agenda.

**19/24**

**Grants**

None

## **20/24            Communications - Programme & Priorities 2024/25**

### **i.    Communications Strategy**

#### **a.    Social media reach data**

Committee noted that our engagement on Facebook and Instagram is improving, driven by an increased number of posts and raising of our profile. The data for last 90 days vs 90 days prior shows an increase of reach on Facebook up 98% and 20.4% on Instagram.

In the last month, although visits to our Facebook page were down 8.1%, visits to our Instagram profile were up 447.1% with a 133.3% increase in follows. Our Facebook page also increased 100% in follows in the same period.

Committee requested that numbers, in addition to percentages, be provided with future updates.

### **ii.    New website**

Committee noted that the new CPCC website was successfully launched on 30 May. Officers are continuing to carry out edits and add new content where necessary. The functionality of the website, from an admin perspective, is much improved and the website providers are very responsive to any requests submitted.

## **21/24            Community Projects - Programme & Priorities 2024/25**

### **i.    Donation towards the Summer Play Sessions**

Committee noted that a donation of £338 has been received from the Cricketers pub, from their community fundraising, towards the cost of one of the summer play sessions on Oldbrook Green. The donation will be acknowledged in the August edition of Homeground and on social media.

### **ii.    Play Area Improvements – MKCC Community Infrastructure Fund (CIF) 2025-26 (min 131/23)**

Further to the Committees resolution to make an application to the CIF fund for play area improvements, Committee noted that the Committee Clerk and Estates Manager have met with the MKCC Officer responsible for play areas to discuss a proposal and that any applications for improving MKCC owned play areas must have prior involvement and approval of this MKCC Officer.

Committee considered a report from MK City Council on the condition of the Fishermead play areas. This report making recommendations on play areas requiring improvements as well as proposing the removal of some play areas where the equipment is in poor condition and offers little play value. The content of this report would form the basis of the application to the Community Infrastructure Fund 2025/26, with funding used to support improvements should the application be successful.

Committee resolved to accept the report and its recommendations, apart from Play Area ref: FISH14 (behind 192 Fishermead Blvd), which Committee considered still offered play value and once re-painted would be in reasonable condition. Committee also resolved that the provision of '20-Slow Children Playing' road signs near all play areas should be incorporated into the CIF application.



iii. **Fancy Dress Tea Party** (min. C&C 83/23)

Committee received a verbal report on the arrangements for the Children's Fancy Dress Tea Party on 26 October at the Springfield Centre, with activities including the reptile roadshow, face painting, crafts, pizza making (TBC), apple bobbing (TBC) with the following Committee members confirming their availability to support the running of the event: Cllrs Dixon, Halton-Davis, Kavarana with Cllrs Petchey, Cole and Adura to confirm nearer the time.

**22/24 Homeground**

- i. Committee considered and approved the proof of the August edition of Homeground magazine, with some minor amendments noted by the Committee Clerk.
- ii. Committee considered items for inclusion in the November edition of Homeground resolving that, in addition to the regular items, the following items be included; Springfield Picnic (front cover), a reminder of what goes in which bin, Spotlight on Fishermead to include our review of play areas & a What's on in Trinity Centre, Christmas Party advert, report on summer activities, report on work carried out on Fishermead Community Garden and any news on Warm Spaces.

**23/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\***

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

\*\*Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

**24/24 Date of Next Meeting**

Tuesday 22 October 2024.



**Minutes of the Planning, Infrastructure & Transport Committee of**

**Campbell Park Community Council held on**

**Monday 12 August 2024**

**at the Springfield Centre, Springfield Boulevard, Springfield**

**commencing at 6.30pm**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura

Cllr R Golding

Cllr P Halton-Davis

Cllr B Greenwood (Chair)

Cllr K Kavarana

**In attendance**

T Jones, Community Officer/Committee Clerk

A minute's silence was observed to honour the victims of the horrific Southport attack

**19/24 Apologies for Absence**

Cllr V Dixon - unwell

**20/24 Declarations of Interest**

Cllr Golding – declared a conflict of interest in 24/01468/COU as his relative lives in a neighbouring property. The Chair confirmed that Cllr Golding may contribute to this item, should he wish.

**21/24 Members of the Public Present**

None

**22/24 Minutes of the Previous Meeting**

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

**24/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.**

**a. Planning Applications**

**i. 24/01339/HOU**

Proposal: The demolition of existing conservatory and erection of a single storey rear extension and first floor side extension over the garage, replacement of first floor bay window to the front with matching casements, and enlargement of first floor existing rear windows

At: 8 Aldrich Drive Willen Milton Keynes MK15 9JH

Deadline:      15 August

Planning Officer: Suleman Uddin

Committee resolved to make no comment.

**ii. 24/01589/HOU**

Proposal: Removal of existing study, archive room and carport. Erection of one and a half storey side extensions and two storey front porch; one and a half storey front/side extension connecting to the main house (west wing), one and a half storey side extension connecting to the main house (east wing), replacement and increase in height of main dwelling roof including addition of dormers; installation of roof mounted PV panels, reconfiguration of driveway and installation of sliding access gate with associated landscaping. (In principle re-submission of 22/01429/HOU)

At: Fox Covert 1 Linford Lane Willen Milton Keynes MK15 9DL

Deadline:      22 August

Planning Officer: Sonia James

Committee resolved to make no comment.

**iii. 24/01546/HOU**

Proposal: The erection of a two-storey side and rear extension. Single storey front, rear and side extension including a new front porch and roof light. The conversion of the garage into living accommodation, including associated alterations

At: 80 Century Avenue Oldbrook Milton Keynes MK6 2UH

Deadline:      28 August

Planning Officer: Sonia James

Committee resolved to make no comment.

iv. **24/01613/FUL**

Proposal: The erection of a front extension to part infill under the existing roof overhang, modification to openings onto the internal courtyards, erection of new access control gates, erection of new facade features to the front elevation, erection of a bin store enclosure

At: 1 - 6 Mill Lane Woolstone Milton Keynes MK15 0AJ

Deadline: 29 August

Planning Officer: Nathan Makwana

Committee shared the concerns raised by Highways, regarding the increased traffic and congestion, however, the Committee noted that there is some public parking nearby. There were no further comments on this proposal.

v. **24/01621/HOU**

Proposal: Erection of single-storey side extension

At: 1 Padstow Avenue Fishermead Milton Keynes MK6 2EP

Deadline: 30 August

Planning Officer: Suleman Uddin

Committee resolved to make no comment.

vi. **24/01634/HOU**

Proposal: The construction of a single storey outbuilding

At: 5 Cloebury Paddock Woolstone Milton Keynes MK15 0HP

Deadline: 3 September

Planning Officer: Suleman Uddin

Committee resolved to make no comment.

The following proposal/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

vii. **24/01468/COU**

Proposal: Change of use from dwelling class (use class C3) to 5 bedroom HMO (use class C4)

At: 63 Ulyett Place Oldbrook Milton Keynes MK6 2SD

Deadline: 06/09/2024

Planning Officer: Natalie Shafiroff

Committee resolved to make no comment on the proposal, however, the Committee did note that the Supporting Statement states that the nearest dwelling is 20m away. This is incorrect.

**Notifications:**

viii. **24/01414/DISCON**

Proposal: Approval of details required by conditions 4 (finished floor levels) and 19 (surface water drainage) of permission ref. 23/02877/FULM

At: Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

Deadline: n/a (received 2 July)

Planning Officer: Suleman Uddin

Committee resolved to note this proposal

ix. **24/01467/DISCON**

Proposal: Approval of details required by conditions 50 (landscaping scheme in relation to highways infrastructure) and 55 (Landscape Management and Maintenance Plan (LMMP) for the highway infrastructure corridors) of permission ref. 21/00999/OUTEIS

At: Mk East Development London Road Newport Pagnell

Deadline: n/a (received 8 July)

Planning Officer: Lauren Bradwell

Committee resolved to note this proposal

x. **24/01429/CLUP**

Proposal: Certificate of Lawfulness for the proposed erection of a summer house

At: 2 Douglas Place Oldbrook Milton Keynes MK6 2RL

Deadline: n/a (received 9 July)

Planning Officer: YuLing Wong

Committee resolved to note this proposal

xi. **24/01563/DISCON**

Proposal: Approval of details required by conditions 22 (Highways infrastructure) and 59 (Surface water drainage scheme) of permission ref. 21/00999/OUTEIS At: Mk East Development London Road Newport Pagnell

Deadline: n/a (received 25 July)

Planning Officer: Lauren Bradwell

Committee resolved to note this proposal

xii. **24/01475/NMA**

Proposal: Non-material amendment seeking to increase the proportion of ancillary spaces, create five walk-up storage units directly accessible from the car park through additional roller shutter doors, relocate fire exit, changes and additions to windows and doors, changes to cladding materials and colour, addition of entrance canopy, changes to roof including the location of solar PV panels, fall protection and overruns, alterations to hard and soft landscaping and parking layout and removal of vehicle and pedestrian gates (relating to permission ref. 23/01961/FUL for Demolition of existing office building and erection of self-storage building (Use Class B8), alongside car parking and landscaping, access and associated engineering operations.)

At: Charlestown House Snowdon Drive Winterhill Milton Keynes MK6 1BU

Deadline: n/a (received 25 July)

Planning Officer: Tamlin Barton

Committee resolved to note this proposal

xiii. **24/01607/CLUP**

Proposal: Certificate of lawfulness for the creation of additional parking space by the installation of new porous hardstanding and flower beds to the principal elevation of the property

At: 12 St Brides Close Springfield Milton Keynes MK6 3EY

Deadline: n/a (received 29 July)

Planning Officer: Suleman Uddin

Committee resolved to note this proposal

xiv. **24/01676/DISCON**

Proposal: Approval of details required by condition 24 (Ground and site levels) of permission ref. 23/01961/FUL

At: Charlestown House Snowdon Drive Winterhill Milton Keynes MK6 1BU

Deadline: n/a (received 6 August)

Planning Officer: Suleman Uddin

Committee resolved to note this proposal

b. **Licensing**

i. **New Premise Licence Application**

**Zimbabwe Heritage Festival Campbell Park Amphitheatre, 1300 Silbury Boulevard, Campbell Park, Milton Keynes, MK9 4AD**

The above application for a premise in your area was received by Milton Keynes Licensing Authority on 25/07/2024. Brief details of the application are as follows:

Application Details

The application requests authorisation for the following licensable activities:

Provision of outdoor Regulated Entertainment involving Live and or Recorded Music and Performance of Dance for one day on Saturday 7<sup>th</sup> September between 10am and 9pm with opening hours between 8am and 10pm.

Full details of the application can be viewed via the Licensing Register at the Civic Offices of the Council. This is accessible Mondays to Thursdays between the hours of 9.00 am to 5.00 pm, and Fridays 9.00 am to 4.00 pm (excluding Bank Holidays).

A copy of the application is also available to view online at:- <https://elicensing.milton-keynes.gov.uk/elr/start.aspx>

Please note that any representation must relate to one or more of the Licensing Objectives and will be sent to the applicant.

Committee resolved to note this proposal

Committee noted the following licensing application/s was responded to with a response of 'no comment', through the delegated powers given to the Committee Clerk:

ii. **Boroughwide Street Trading Consent – Renewal - Ref 159272**

MK Ices (Reg R99 FLK) for 1 ice cream van to trade Boroughwide for the following times:  
Monday to Sunday 16:00 to 19:00

**c. Update on Past Consultations**

The Committee noted the outcome of the following applications.

**Permitted:**

- i. 24/01170/ADV - Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA
- ii. 24/01064/DISCON - Charlestown House Snowdon Drive Winterhill MK6 1BU
- iii. 24/01109/DISCON (split decision) Condition 5 and 6 - Warbler On The Wharf Campbell Wharf Marina Frobisher Gate Newlands Milton Keynes
- iv. 24/01131/HOU - 82 The Boundary Oldbrook Milton Keynes MK6 2HW
- v. 24/01234/CLUE - 179 Fishermead Boulevard Fishermead Milton Keynes, MK6 2AA
- vi. 24/00639/FULM - Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

**Refused:**

- vii. 24/01109/DISCON (split decision) Condition 3 and 4 - Warbler On The Wharf Campbell Wharf Marina Frobisher Gate Newlands Milton Keynes
- viii. 24/01004/CLUP - 5 Cloebury Paddock Woolstone Milton Keynes MK15 0HP

**d. Appeals**

- i. Appeal Ref: APP/Y0435/D/24/3341679  
Application ref. 24/00142/HOU 80 Century Avenue Oldbrook Milton Keynes MK6 2UH  
Erection of two-storey side and rear extension, conversion of garage, single storey front, rear and side extension and extension of dropped kerb  
Decision: The appeal is dismissed.

**e. Planning Enforcement**

The Committee received reports relating to Planning Enforcement.

**25/24 General Consultations**

**i. MK City Plan 2050**

Consultation in relation to the new MK City Plan 2050, will run for 12 weeks until 9<sup>th</sup> October.

MKCC are inviting local people and organisations to provide feedback about the draft Regulation 18 MK City Plan 2050 as part of a 12-week consultation. The new plan, the MK City Plan 2050, is an important planning document that sets out how Milton Keynes will change and grow in the years ahead.

MKCC's aim is to get the right type of development in the right places to meet the growing needs of local people and businesses, while protecting our green spaces and rural areas. MKCC want to make sure:

- Infrastructure is put first (such as health facilities, schools and shops).
- Developers provide what communities need to benefit local people.
- Milton Keynes grows sustainably, tackling and reducing the impact of climate change.

The Regulation 18 consultation on the draft plan is open from 17 July 2024 until 5pm on 9 October 2024. MKCC have prepared a series of Topic Papers to give more information about the key themes of the Plan. As well as commenting on the draft Plan, you can also



tell MKCC what you think about any of the supporting documents. These include the Sustainability Appraisal and comprehensive suite of evidence documents which have informed the Plan, and the policies maps MKCC have produced.

The consultation documents are on the MKCC website: [www.milton-keynes.gov.uk/city-plan](http://www.milton-keynes.gov.uk/city-plan).

Alternatively, copies of the response form, draft MK City Plan 2050, policies maps and Topic Papers are all available in the Central Library at 555 Silbury Boulevard, as well as other public libraries across Milton Keynes ([www.milton-keynes.gov.uk/libraries/library-info/library-hours](http://www.milton-keynes.gov.uk/libraries/library-info/library-hours)). Alternatively, you can contact MKCC if you wish to make an appointment to view the documents in the Civic office.

You can submit your comments online by following the link above which is the easiest way for you to submit your views.

Once the consultation is complete, MKCC will consider the feedback and adjust the plan accordingly. Everyone will have a further opportunity to comment before it is submitted to the Secretary of State next year.

There are a series of drop-in public exhibitions where colleagues from MK City Council will be available to explain the draft plan and answer your questions. There is no need to book or pre-register for these.

**There is a drop in at MK Christian Centre, Oldbrook on Wednesday 18 September, 9:30am-4:30pm**

Details of other sessions being held can be found at [www.milton-keynes.gov.uk/planning-and-building/planning-policy/mk-city-plan-2050/come-talk-us-drop-sessions](http://www.milton-keynes.gov.uk/planning-and-building/planning-policy/mk-city-plan-2050/come-talk-us-drop-sessions)

Committee resolved that this consultation should be drawn to the attention of Council, with all Councillors encouraged to attend the drop-in session and/or submit comments to MK City Council.

**26/24 Concerns regarding the safety of H7 Chaffron Way Junctions - Oldbrook & Leadenhall**

Following the concerns previously raised by the Committee and subsequent discussions and meeting with Highways Officers at Milton Keynes City Council, Committee noted the draft Traffic Monitoring report which has been commissioned by MKCC for the Phoenix Drive junction on the H7.

Committee further noted that MKCC have indicated that the only viable option to make this junction safer would be to signalise it. However, the next step MKCC are going to undertake is to look at the feasibility of such an option which will include traffic modelling and a safety impact assessment, and we await the outcome of this.

**27/24 Date of Next Meeting**

Monday 9 September 2024 at 6:30pm



**The minutes of the Planning, Infrastructure Transport Committee of  
Campbell Park Community Council held on Monday 9 September 2024  
at the Springfield Centre, Springfield Boulevard, Springfield  
commencing at 6.30pm**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura (arrived at 18:32)  
Cllr R Golding (Chair)  
Cllr K Kavarana

Cllr V Dixon  
Cllr P Halton-Davis

**In attendance**

T Jones, Community Officer/Committee Clerk

**28/24**

**Apologies for Absence**

Cllr B Greenwood – personal commitment

**29/24**

**Declarations of Interest**

None

**30/24**

**Members of the Public Present**

None

**31/24**

**Minutes of the Previous Meeting**

The minutes of the meeting, having been previously circulated, were approved as a correct record and signed by the Chair.

**32/24**

**Public Involvement – Deputations, Petitions and Questions**

Cllr Dixon reported that residents in Willen are unhappy about the withdrawal of the number 2 bus service. Cllr Dixon has contacted MKC Ward Councillors on the matter.

**33/24 Consultations – including any applications or consultations received after the publication of the Agenda that must be considered before the date of the next meeting. Any additional items that will be considered will be published on the day of the meeting on the Campbell Park Community Council website.**

**a. Planning Applications**

*The following consultation/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.*

**i. 24/01710/HOU**

Proposal: Demolition of existing garage, erection of two storey side extension, and alterations to front and rear elevations to include raised ridge height and alterations to the roof of the dwelling

At: 22 Christian Court Willen Milton Keynes MK15 9HX

*Deadline: 3 October*

*Planning Officer: Sonia James*

CLlr Adura arrived during the course of this item.  
Committee resolved to make no comment.

**Notifications:**

**ii. 24/01775/CLUE**

Proposal: Certificate of Lawfulness for existing use as C4 House in Multiple Occupation

At: 189 Fishermead Boulevard Fishermead Milton Keynes MK6 2AA

*Deadline: n/a (received 21 August)*

*Planning Officer: Suleman Uddin*

Committee resolved to make no comment.

**iii. 24/01839/DISCON**

Proposal: Approval of details required by conditions 4 (finished floor levels) and 18 (surface water drainage scheme) of permission ref. 24/00639/FULM

At: Lidl Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

*Deadline: n/a (received 28 August)*

*Planning Officer: Sonia James*

Committee noted the proposal.

**iv. 24/01869/DISCON**

Proposal: Approval of details required by condition 40 (Arboricultural Method Statement) of permission ref. 21/00999/OUTEIS

At: Mk East Development London Road Newport Pagnell

*Deadline: n/a (received 3 September)*

*Planning Officer: Lauren Bradwell*

Committee noted the proposal.

The following notification/s were tabled having been received after the publication of the agenda but requiring a decision before the next meeting.

v. **24/01910/DISCON**

Proposal: Approval of details required by conditions 8 (Boundaries) and 10 (Landscaping) of permission ref. 24/01910/DISCON

At: Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

Deadline: n/a (received 3 September)

Planning Officer: Sonia James

Committee noted the proposal.

vi. **24/01920/CLUE**

Proposal: Certificate of Lawfulness for the existing use of two C3 Dwellinghouses following the garage conversion into a habitable space

At: 43 Mullion Place Fishermead Milton Keynes MK6 2DN

Deadline: n/a (received 4 September)

Planning Officer: Sonia James

Committee resolved to make no comment.

b. **Licensing**

None

c. **Update on Past Consultations**

The Committee noted the outcome of the following applications.

**Permitted:**

- i. 24/01475/NMA - Charlestown House Snowdon Drive Winterhill Milton Keynes MK6 1BU
- ii. 24/01429/CLUP - 2 Douglas Place Oldbrook Milton Keynes, MK6 2RL

**Refused:**

- iii. 24/01404/CLUE - 43 Mullion Place Fishermead Milton Keynes MK6 2DN
- iv. 24/01414/DISCON - Lidl Uk Gmbh Oldbrook Boulevard Oldbrook Milton Keynes MK6 2YA

d. **Appeals**

- i. 23/01573/LBC - 20 Cowdray Close Woolstone Milton Keynes MK15 0AP  
Listed Building Consent to replace windows on part of the building, and to replace exterior cladding Appeal ref. APP/Y0435/Y/24/3337685

Committee noted that the Planning Inspectorate has issued their decision in respect of the above appeal and noted the decision report. The appeal was dismissed.

e. **Planning Enforcement**

The Committee received a verbal report from the Committee Clerk relating to Planning Enforcement.

### **34/24 General Consultations**

None

### **35/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\***

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

**\*\*Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.**

### **36/24 Date of Next Meeting**

Monday 7 October 2024 at 6:30pm

DRAFT

**Minutes of the Finance, Administration & Policy Committee  
held on  
Tuesday 3 September 2024  
commencing at 7.00pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the Public**

**Members Present**

Cllr L Adura  
Cllr T Fraser  
Cllr D Kendrick  
Cllr D Pafford  
Cllr B Barton (Chair)  
Cllr R Golding  
Cllr K Kent

**In Attendance**

L Bradley, Responsible Financial Officer

**15/24 Apologies for Absence**

None

**16/24 Declarations of Interest**

None

**17/24 Members of the Public Present**

None

**18/24 Minutes of the previous meeting**

The minutes of the meeting held on 4 June 2024, having been previously circulated, were approved as a correct record and signed by the Chair.

**19/24 Public Involvement – Deputations, Petitions and Questions**

No members of the public made any representations in respect of the business on the agenda.

**20/24 Review Code of Conduct**

Committee reviewed the Code of Conduct and resolved to make a recommendation to adopt the reviewed policy to Council.

**21/24 Review of Financial Regulations**

Committee reviewed the Financial Regulations and resolved to make a recommendation to Council to adopt the revised Financial Regulations.

**22/24 Agricultural Vehicle Insurance Renewal**

Committee noted that the agricultural vehicle insurance was renewed in July 2024 at a cost of £4593.80.

**23/24 Community Council Risk Assessment Review 2024-25**

Committee noted that the Risk Assessment Review will be added to the December agenda.

**24/24 Finance Agreement Update**

Committee noted that the larger of the two finance agreements for landscape equipment has now been settled. The settlement figure was £4903.47. The final agreement will conclude in March 2025.

**25/24 Increase of Earmarked Reserve for New Hub**

Committee received a recommendation from the Responsible Financial Officer and resolved to recommend to Council, increasing the earmarking for the new hub by £500,000.00 to cover the agreed expenditure on the hub.

**26/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 029/30\*\***

The Committee noted that project proposals for the next five years need to be submitted in October 2024. All project proposals must comply with the Project Policy, be detailed on a Project Request Form **(including full costings and breakdown of expenditure)**.

Completed project proposals will be considered at the October Committee meeting, where projects will be prioritised.

\*\*Project Proposals are not required if there is an existing budget cost code – all cost codes will be reviewed as part of the annual Council budget process.

**27/24 VAT Monthly Update**

Committee noted that we are now receiving regular monthly VAT payments from HMRC which is assisting with cashflow as planned.

**28/24 Income & Expenditure Report to 31 July 2024**

Committee noted the Income and Expenditure report as at 31 July 2024.

**29/24 Balance Sheet to 31 July 2024**

Committee noted the Balance Sheet as of 31 July 2024.

**30/24 BACS and Direct Debit payments to 31 July 2024**

Committee noted the schedule of payments made to the 31 July 2024.

**31/24 Date of Next Meeting**

Tuesday 3 December 2024.





## **Councillor Code of Conduct**

Adopted by Council at the Annual Meeting of Council on the  
21 May 2024

## **The Code of Conduct for Councillors and Co-Opted Councillors**

### **Joint statement**

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviours and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to put themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

### **Introduction**

All councils are required to have a local Councillor Code of Conduct.

This Code of Conduct shall be reviewed by Council on an annual basis and/or, in response to any review undertaken by the Local Government Association.

### **Definitions**

For the purposes of this Code of Conduct, a "councillor" means a member of Campbell Park Community Council or a co-opted member of a committee or sub-committee.

A "co-opted member" is defined in the Localism Act 2011 Section 27(4) as "a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

## **Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of councillor and local government.

## **General principles of councillor conduct**

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

## **Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a councillor.

This Code of Conduct applies to you when you are acting in your capacity as a councillor which may include when:

- you misuse your position as a councillor; or
- your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a councillor.

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

Milton Keynes City Council Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from the Monitoring Officer on any matters that may relate to the Code of Conduct. Town, Community and Parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **Standards of councillor conduct**

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

### **General Conduct**

#### **1. Respect**

##### **As a councillor:**

- 1.1 I treat other councillors and members of the public with respect.**
- 1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and inform the local authority and the relevant social media provider and / or, if appropriate, make a report to the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

#### **2. Bullying, harassment and discrimination**

##### **As a councillor:**

- 2.1 I do not bully any person.**
- 2.2 I do not harass any person.**
- 2.3 I promote equalities and do not discriminate unlawfully against any person.**

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **3. Impartiality of officers of the council**

#### **As a councillor:**

#### **3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

#### **4. Confidentiality and access to information**

**As a councillor:**

##### **4.1 I do not disclose information:**

- a) given to me in confidence by anyone**
- b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless**
  - i) I have received the consent of a person authorised to give it;**
  - ii) I am required by law to do so;**
  - iii) the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
  - iv) the disclosure is:**
    - reasonable and in the public interest; and**
    - made in good faith and in compliance with the reasonable requirements of the local authority; and**
    - I have consulted the Monitoring Officer prior to its release.**

**4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.**

**4.3 I do not prevent anyone from getting information that they are entitled to by law.**

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

## **5. Disrepute**

### **As a councillor:**

#### **5.1 I do not bring my role or local authority into disrepute.**

As a councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in you or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

## **6. Use of position**

### **As a councillor:**

#### **6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.**

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

## **7. Use of local authority resources and facilities**

### **As a councillor:**

#### **7.1 I do not misuse council resources.**

#### **7.2 I will, when using the resources of the local authority or authorising their use by others:**

- a) act in accordance with the local authority's requirements; and**
- b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.



Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

## **8. Complying with the Code of Conduct**

**As a councillor:**

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

It is extremely important for you as a councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

## **Protecting your reputation and the reputation of the local authority**

### **9. Interests**

**As a councillor:**

#### **9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest.

The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

**Appendix B sets** out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

## **10. Gifts and hospitality**

### **As a councillor:**

- 10.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 10.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 10.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.**

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner.

Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B - Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“**Partner**” means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

### Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest.

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### **Disclosure of Other Registerable Interests (Personal Interests)**

6. Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

### **Disclosure of Non-Registerable Interests**

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
  - a) your own financial interest or well-being;
  - b) a financial interest or well-being of a relative or close associate; or
  - c) a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
  - a) to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
  - b) a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

10. [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

### Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Category	Explanation
1. Employment, office, trade, profession or vocation.	Any employment, office, trade, profession or vocation carried on for profit or gain.
2. Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12- month period for expenses incurred by them in carrying out their duties as a councillor, or towards their election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
3. Contracts	Any contract made between the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.
4. Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
5. Licences	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.

6. Corporate tenancies	Any tenancy where (to the councillor’s knowledge)—  (a) the landlord is the council; and  (b) the tenant is a body that the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
7. Securities	Any beneficial interest in securities* of a body where—  (a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and  (b) either—  (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or  (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or their spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\*‘director’ includes a member of the committee of management of an industrial and provident society.

\*‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



## Table 2: Other Registrable Interests (Personal Interests)

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which you are a member or in a position of general control or management.



# MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS

This Model Financial Regulations template was produced by the National Association of Local Councils (NALC) in April 2024 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

Notes to assist in the use of this template:

- 1) This document is a model for councils of all sizes to use to develop their own financial regulations, suitable for the size of the council and the activities it undertakes.
- 2) Bold text indicates legal requirements, which a council cannot change or suspend.
- 3) For the rest, each council needs to adapt the model to suit its size and structure. For example, some councils have both a clerk and RFO, possibly with several more staff, while others have a single employee as clerk/RFO. Some councils have committees, some have a high level of delegation, and some make all decisions at full council meetings. Many now use online payment methods, but others still rely on cheques.
- 4) Curly brackets indicate words, sentences or sections that can be removed if not applicable or amended to fit the council's circumstances. An example of this is the phrase {or duly delegated committee}, which can be deleted if there are no committees.
- 5) Specific areas that may need adapting:
  - a) In 1.5 – is the Clerk the RFO?
  - b) In 3.3 and 3.4, the words "Governance and Accountability" do not apply in Wales
  - c) In section 4, does the council have committees and how many years are forecast?
  - d) In 5.6, does the council issue an open invitation to tender, or invite specific firms?
  - e) In 5.9, are online prices acceptable evidence?
  - f) In 5.13, 5.15 and 5.17, does the council have committees?
  - g) In 5.16, will a councillor ever be instructed to place an order?
  - h) In 5.20, is there a minimum level for official orders?
  - i) Section 6 includes several alternatives to cover delegation to committees or to officers, approval of invoices individually or in batches, or for approval of regular contractual payments at the beginning of the year.
  - j) Sections 7, 8 and 9 also includes several alternatives, including wording for where the clerk is a signatory. These are intended to allow a council's financial regulations to fit what they actually do, not to force any council to change what they do.
  - k) Section 10 gives two alternatives, with or without petty cash.
  - l) 13.6 has alternatives for VAT-registered and unregistered councils – only use one.
  - m) 13.7 and 13.8 are removable if they don't apply to the council.
  - n) Much of Section 16 can be deleted if not applicable.
  - o) 17.3, is the Clerk the RFO or will the RFO consult the Clerk?
- 6) Square brackets indicate where the council needs to specify who, or how much, or what the timescale is. For example [£500] might need to be £100, or [October] might need to be November, or [the council] might need to say the Policy and Resources Committee.
  - a) In 4.1 and 4.7, select the wording for England or Wales, based on your location.
  - b) In Section 4, the council needs to determine the timescale for its budget setting.

- 7) It is challenging to try to offer guidance on setting financial limits. A council spending £1,000 a year is unlikely to delegate authority to spend £500 to its proper officer, but one spending £5 million a year might regard £5,000 as a reasonable limit. Each council needs to determine its own limits, that help, rather than hinder, its operations.
- 8) Key limits to set:
  - a) In 5.6, at what limit will the council require a formal tender process to ensure fair competition, rather than just asking for quotes? If this is set too low, it may discourage suppliers. Many small councils might only use formal tenders once every few years.
  - b) In 5.8, at what limit will the council require fixed-price quotes rather than estimates?
  - c) In 5.9, at what level can smaller purchases be made without competition?
  - d) In 5.15, at what level can purchases be made under delegated authority (having complied with the rules about obtaining prices)?
  - e) In 5.18, how much can the clerk commit to spending in an emergency?
  - f) In 6.9, can payment of invoices (for purchases that have already been authorised) be authorised by an officer under delegated authority as a general principle, or only to avoid problems?
  - g) In Section 9, what are the limits for card payments?
  - h) In 16.5, what value of assets can be bought or disposed of, without seeking council approval?
- 9) The contents list is a table that extracts section headings from the document. It can be updated by clicking on the contents list, whereupon a tab saying "update table" appears at the top of the list.
- 10) Once this model has been tailored to fit the council's needs, the resulting Financial Regulations (with the insertion of the council's name at the top) should be adopted at a meeting of the full council. The date of adoption should be inserted below the Contents. Any subsequent proposal for amendment should also be made to the full council.
- 11) The council should keep abreast of developments in legislation that affect the local council sector and should review and update its Financial Regulations annually.
- 12) Please ensure that the latest approved version is published on the council's website.

## CAMPBELL PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on [enter date].

## 1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
  - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The RFO;
  - acts under the policy direction of the council;
  - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of council resources; and
  - produces financial management information as required by the council.

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £5,000;

## **2. Risk management and internal control**

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk with the RFO shall prepare, for approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts)

produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Administration & Policy Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

### 3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
  - **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
  - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by the council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
  - is competent and independent of the financial operations of the council;



- reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

4.1. **Before setting a precept, the council must calculate its council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually in December for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council. The RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than November each year, the RFO and Clerk shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following four financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be

carried forward by placing them in an earmarked reserve with the formal approval of the full council.

- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, Administration & Policy Committee not later than the end of October each year.
- 4.6. The draft budget with any committee proposals and four-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Administration & Policy committee and a recommendation made to the council.
- 4.7. Having considered the proposed budget and four-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council or advertise an open invitation for tenders in compliance with any relevant provisions of the legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation<sup>1</sup> regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk or RFO shall seek at least [3] fixed-price quotes;
- 5.9. where the value is between £500 and £3,000 excluding VAT, the Clerk or RFO shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the Clerk or RFO shall seek to achieve value for money.
- 5.11. Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council . Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk or RFO, under delegated authority, for any items below [£500] excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £2,000 excluding VAT.

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<sup>1</sup> The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

- A duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £5,000 excluding VAT.
- in respect of grants, a duly authorised committee within any limits set by council and in accordance with any policy statement agreed by the council.
- the council for all items over £5,000;

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order, or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT, unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and CCLA. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking, in accordance with a resolution of the council or a delegated decision by an officer, unless the council resolves to use a different payment method.
- 6.6. For each year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Finance, Administration & Policy committee may authorise in advance.
- 6.7. A list of such payments shall be reported to the next appropriate meeting of Finance, Administration & Policy Committee for information only.
- 6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. any payments of up to £500 excluding VAT, within an agreed budget.
  - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
  - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998, or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance, Administration & Policy committee.
  - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance, Administration & Policy committee.
- 6.9. The RFO shall present a schedule of payments, forming part of the agenda for the meeting of the Finance, Administration & Policy committee. The Finance, Administration & Policy committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, shall be sent to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator the clerk shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Finance, Administration & Policy committee meeting and appended to the minutes.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and the RFO or a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities ,other than secure password stores requiring separate identity verification, should not be used on any computer used for council banking.

## **8. Cheque payments**

8.1. Cheques or orders for payment in accordance in accordance with a resolution or delegated decision shall be signed by two members.

8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.

8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council meeting. Any signatures obtained away from council meetings shall be reported to the Finance, Administration & Policy committee at the next convenient meeting.

## **9. Payment cards**

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and RFO, and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Finance, Administration & Policy Committee in writing before any order is placed.

9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.

9.3. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk, RFO, Deputy Clerk and Estates Manager and will also be restricted to a single transaction maximum value of £500. Any balance shall be paid in full each month.

9.4. Personal credit or debit cards of members or staff shall not be used except for expenses up to £250 including VAT, incurred in accordance with council policy.

## **10. Petty Cash**

10.1. The RFO shall maintain a petty cash float of £250 and may provide petty cash to officers for the purpose of defraying operational and other expenses.

- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
- b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by Finance, Administration & Policy committee to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

## **12. Loans and investments**

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.



12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

### **13. Income**

13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Any income that is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting.

### **14. Payments under contracts for building or other construction works**

14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

### **15. Stores and equipment**

15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually and may delegate the task to another member of staff.

## **16. Assets, properties and estates**

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

No tangible movable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

## **17. Insurance**

17.1. The RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.

17.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The RFO shall negotiate all claims on the council's insurers in consultation with the Clerk.

17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

## **18. [Charities]**

18.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

## **19. Suspension and revision of Financial Regulations**

19.1. The council shall review these Financial Regulations annually and following any change of clerk or RFO. The Clerk and RFO shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.

19.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

19.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

**Minutes of the meeting of the Estates Committee  
held on Tuesday 10 September 2024 at 6.30pm  
at the Springfield Centre, Springfield Boulevard, Springfield**

**This meeting was open to the public**

**Members Present**

Cllr L Adura

Cllr V Dixon

Cllr R Golding (Chair)

Cllr J Howard

Cllr K Kavarana

Cllr K Kent

Cllr D Pafford

**In Attendance**

D Warner, Clerk to Council

**30/24 Apologies for Absence**

Cllr B Barton – personal commitment

Cllr B Greenwood – personal commitment

Cllr M Petchey – personal circumstances

**31/24 Declarations of Interest**

None

**32/24 Members of the Public Present**

None

**33/24 Minutes of the Meeting held on 9 July 2024**

The minutes of the meeting, having been previously circulated were approved as a correct record and signed by the Chair.

**34/24 Public Involvement – Deputations, Petitions and Questions**

None

**35/24 Fishermead Sports Ground Working Group**

Committee received and noted the minutes of the meeting of the FSG Working Group held on 16 July.

The next meeting will be held on 15 October at 6.30pm.

## **36/24 Council Allotments**

### **i. Annual Rent Review – 2025/26**

The Committee reviewed the allotment rent levels for 2025/26. Based on the most recent Consumer Prices Index rate of 2.2% (published 14 August 2024), Committee resolved to recommend to Council that rents for 2025/26 be increased from 52.0 pence to 53.0 pence per metre (rounded down figure).

### **ii. Site Update**

The Committee received a verbal site update from the Chair (Lead Member for the allotments and landscape service) in which he summarised the outcome of the most recent inspections at the allotment sites. He went on to confirm the occupancy levels of the site as well as details of plots requiring improvement. Lastly, he confirmed the process that would be used later in the month for annual plot renewals.

Responding to comments from Cllr Pafford, the Chair asked Cllr Pafford to email him the details of any concerns conveyed to him by plot holders, he requested that the details include the plot number so that himself or the Estates Manager could respond the plot holders directly regarding their concerns.

## **37/24 Projects – Committee Budget 2025/26, 2026/27, 2027/28, 2028/29 & 2029/30\*\***

The Committee noted that project proposals for the next five years need to be submitted ahead of the October 2024 meeting. All project proposals must comply with the Project Policy, be detailed on a Project Request Form (**including full costings and breakdown of expenditure**).

## **38/24 Community Hub, Working Group Update and Recommendations**

Committee received an update from the Working Group, including reports from Cllrs Golding and Howard on their recent site visits. Committee also received and considered the following:

- Contractors Report no's 6 & 7
- Progress Photos
- Updated Project Programme

The Clerk confirmed that Currie & Brown's most recent financial statement (Nr 2) had previously been circulated by email to all Councillors and would be included in the September Council pack for consideration, with financial statement (Nr 3) also being included if available. The Clerk went on to confirm that the increased cost of utility connections would be reported in due course.

## **39/24 Intruder Alarm Control Panel Upgrades – Depot and Oldbrook Centre**

Committee noted that the intruder alarm panels at the Depot and Oldbrook Centre have been upgraded in line with recent similar work at the Springfield

Centre. The cost of the upgrades is £195 and £840 respectively and will deliver the same improved functionality as the Springfield Centre.

**40/24 Community Defibrillator Replacement Programme – Report E05/24**

Committee received and noted a report detailing the need to adopt a replacement programme for Council owned community defibrillators. Most Council owned defibrillators were purchased within a 24-month period and are approaching the end of their warranty periods. Adopting the replacement programme will ensure that all defibrillators remain within warranty, with the associated replacement budget spread across several years.

**41/24 Springfield Centre Solar Panels – Carbon Offset Fund Grant**

Committee noted that Milton Keynes City Council has currently paused applications to the Carbon Offset Fund. The application process will be revisited in 2025, in the meantime Officers will investigate potential alternative funding streams.

**42/24 Kernow Crescent Play Park Annual Inspection Report**

Committee noted that all high and medium risk tasks identified when the independent report was carried out have now been completed. In-house monitoring of the site is ongoing, with the Estates Officer carrying out regular inspections throughout the year.

**Confidential Item**

**In view of the terms of Schedule 12A Local Government Act 1972, the following item\* will be likely to disclose exempt information relating to establishment and contractual matters and Council is therefore invited to resolve that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 Section 1(2) the public and press be excluded.**

**\*Item 12.**

**43/24 Springfield Centre Disabled Parking Bay Provision**

Committee received and considered quotations for the provision of disabled parking bays at the Springfield Centre. Noting that the associated planning permission would expire in June 2025, and with all the quotations being more than the allocated budget, Committee resolved to recommend to Council that the project is not pursued based on it being unfeasible. The project to potentially be revisited at a later date.

**44/24 Date of Next Meeting**

Tuesday 8 October 2024 at 6.30pm





## CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 01/08/2024

Contract No: 2464

Report No: 6

by: C Spencer

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### **1 Progress for works up to and including the 01/08/2024**

Brief outline below: -

- **Construction period –**
- Block & beam floor Installation 100%
- Perimeter retaining walls 20% complete
- Super structure masonry from DPC to 1<sup>st</sup> floor 100%
- Erect Scaffold first lift 100%
- Masonry from 1<sup>st</sup> floor to Roof 90%
- First floor planks & stairs 100%
- Internal Masonry Complete
- Masonry to low level roof areas complete.
- Low level roof – scaffold adapted for roof
- **External works –**
- Retaining walls – 20% complete
- Building perimeter civilised ready for scaffold

Works due to commence in next reporting period

- Substructures to basement rebuild – Subject to confirmation from contractor.
- Roof Structure

### **2 Summary**

*Reporting against the draft construction programme*

Works remain around 2 weeks behind, mainly due to prevailing weather patterns encountered in previous reporting periods, the masonry to the upper levels has also been negatively impacted by the discovery of the requirement for a fixed steel to opening 1W.05. The early commencement of the patio rebuild substructure was not possible due to the ground workers commitments to other projects & a revised start date has been requested.

### 3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme

Forecast Completion date – January 2025

### 4 Weather

We have lost the following: -

- 1.5 days lost in reporting period

**Total to date = 9 days (report compiled to 29/07/24)**

### 5 Architects Instructions and RFI's Logged

AI's. 19 no issued to date

### 6 Subcontractors Appointed to Date

*Groundworks*

*Steel Frame*

*Masonry*

*Block & beam*

*PC floor & stairs*

*Lift*

*Scaffolding*

*Mechanical*

*Basement Roller Shutter*

*Electrical*

*Roller shutter*

*Roof Coverings*

*Carpentry*

*External Windows & Doors*

*MBH Construction*

*CovCon*

*JDW Brickwork*

*Floorspan*

*F P McCann*

*Gartec*

*Apex*

*Ambivent*

*HAG*

*P&W*

*Roller Shutters UK*

*JAK Roofing*

*Old Station Joinery*

*Glass Northampton*

## **7 Building Control**

Building control have visited site and inspected foundation dig and concrete pour. Drainage, block & beam and DPC have been inspected

## **8 Quality control**

Issues encountered with the supply of the ready-mix mortar which for numerous deliveries was unusable due to contamination – stones/gravel. This situation appears to have been resolved.

## **9 Information Required**

- Electrical & mechanical Drawing Comments.

## **10 Health & Safety**

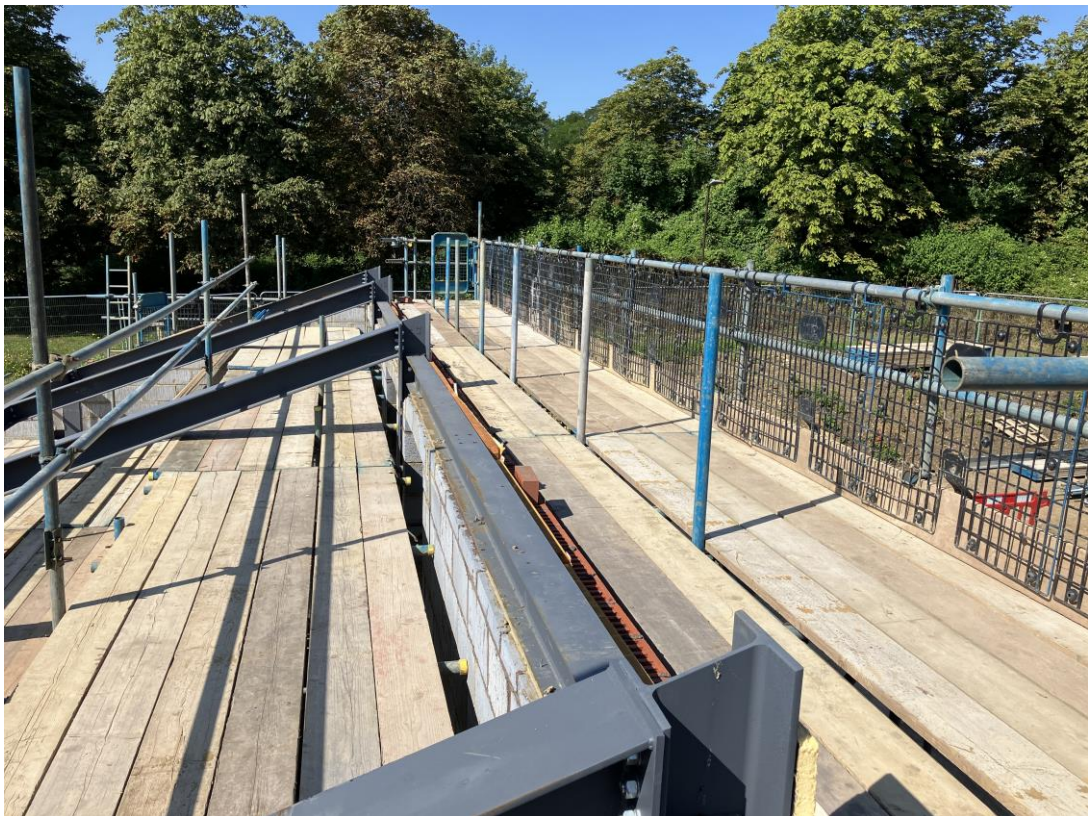
Site inspection by SSUK anticipated early next week.

## **11 Progress Photos**

As attached at end of report.

## **12 Services**

- Electrical services – Temporary site power is now live following the meter installation. Mains service requires wayleaves to be sorted.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- BT Openreach – Scheme registered, and drawing issued. The drawing needs amending, and this has been requested. They will duct up to the site boundary and we will install on site ducting to final position.







## CONTRACTOR'S REPORT

Site: Campbell Park Community Hub

Date: 05/09/2024

Contract No: 2464

Report No: 7

by: C Spencer

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### 1 Progress for works up to and including the 05/09/24

Brief outline below: -

- **Construction period –**
- Masonry to roof level is complete to the high- and low-level areas.
- Roof structure to the high-level roof 100% complete.
- Roof structure to the low-level roof is around 60% complete.
- Scaffold has been adapted for roofing works.
- Roof coverings (felt & battening) have commenced to both the high- and low-level roofs.

#### Works due to commence in next reporting period

- Roof coverings to continue.
- Lightening protection to commence
- Solar Panel installation to commence.
- Scaffold to be dismantled to allow low level rooves to be constructed.
- Redundant birdcage scaffolds to be removed.
- Subject to deliveries external doors and window installation to commence.
- Patio rebuild - masonry to commence.
- Block and beam to patio rebuild – delivery scheduled for the 23/09/24.

### 2 Summary

#### *Reporting against the draft construction programme*

Works are currently 3 weeks behind, partly due to prevailing weather patterns encountered in previous reporting periods along with the requirement for an additional steel at first floor level which impacted our progress to the high-level roof. Its now unlikely that the lost time can be mitigated due to complexities of sequencing the completion of the lower roof sections.

### 3 Contract completion date and Forecast Completion date

Original completion date – January 2025 as per programme  
Forecast Completion date – **February 2025.**

### 4 Weather

We have lost the following: -

- No time lost to weather in reporting period.

**Total to date = 9 days (report compiled to 02/09/2024)**

### 5 Architects Instructions and RFI's Logged

AI's. 24 no issued to date

### 6 Subcontractors Appointed to Date

<i>Groundworks</i>	<i>MBH Construction</i>
<i>Steel Frame</i>	<i>CovCon</i>
<i>Masonry</i>	<i>JDW Brickwork</i>
<i>Block &amp; beam</i>	<i>Floorspan</i>
<i>PC floor &amp; stairs</i>	<i>F P McCann</i>
<i>Lift</i>	<i>Gartec</i>
<i>Scaffolding</i>	<i>Apex</i>
<i>Mechanical</i>	<i>Ambivent</i>
<i>Basement Roller Shutter</i>	<i>HAG</i>
<i>Electrical</i>	<i>P&amp;W</i>
<i>Roller shutter</i>	<i>Roller Shutters UK</i>
<i>Roof Coverings</i>	<i>JAK Roofing</i>
<i>Carpentry</i>	<i>Old Station Joinery</i>
<i>External Windows &amp; Doors</i>	<i>Glass Northampton</i>
<i>Basement Shutter</i>	<i>HAG</i>
<i>Roofline Aluminium</i>	<i>Roweaver</i>
<i>Render</i>	<i>Rendserve</i>



## **7 Building Control**

Building control have visited site and inspected foundation dig and concrete pour. Drainage, block & beam and DPC have been inspected  
Next visit – roof structure.

## **8 Quality control**

Issues encountered with the supply of the ready-mix mortar which for numerous deliveries was unusable due to contamination – stones/gravel.  
This situation appears to have been resolved.

## **9 Information Required**

- Door threshold details – external doors.

## **10 Health & Safety**

Site inspection by SSUK anticipated early next week.

## **11 Progress Photos**

As attached at end of report.

## **12 Services**

- Electrical services – Temporary site power is now live following the meter installation. Mains service requires wayleaves to be sorted.
- Water services – Temporary supply installed. This can be converted to permanent later in the project.
- Revised costs awaited to extend route to avoid any wayleaves/easements.
- BT Openreach – Scheme registered, and drawing issued. The drawing needs amending, and this has been requested. They will duct up to the site boundary and we will install on site ducting to final position.







# Campbell Park Community Hub

ID	Task Name	Start	Finish	% Complete	Dependencies
1	Tender Submission	Fri 08/12/23	Fri 08/12/23	100%	
2	Tender Advertisement	Mon 05/12/23	05/02/24	100%	
3	Tender Advice	Mon 05/12/23	05/02/24	100%	
4	Contract Start Date	Mon 05/02/24	05/02/24	100%	
5	Pre-Construction	Tue 06/02/24	Mon 11/03/24	100%	
6	Order quotes for temporary and permanent statutory supplies	Tue 06/02/24	08/03/24	100%	
7	Order placement for long lead time items	Tue 13/02/24	11/03/24	100%	
8	General planning & procurement	Tue 06/02/24	04/03/24	100%	
9	Detailed inspections & surveys	Tue 27/02/24	04/03/24	100%	
10	Pre-commencement delineation surveys	Tue 05/03/24	11/03/24	100%	
11	Production of CHMS Plan	Tue 05/03/24	11/03/24	100%	
12	Submission of pre-commencement documentation	Tue 05/03/24	07/03/24	100%	
13	Enabling Works	Mon 26/02/24	15/03/24	100%	
14	Fence off works area	Tue 27/02/24	28/02/24	100%	
15	Final site clearance	Tue 29/02/24	04/03/24	100%	
16	Construct base for temporary plant	Tue 07/03/24	13/03/24	100%	
17	Site rig and form working platforms	Tue 27/02/24	11/03/24	100%	
18	Construction	Thu 28/02/24	Fri 13/03/24	100%	
19	Site Set Up	Thu 28/02/24	Wed 13/03/24	100%	
20	Creates the compound	Thu 28/02/24	Wed 06/03/24	100%	
21	Install temporary supplies	Mon 04/03/24	Tue 12/03/24	100%	
22	Install welfare	Mon 11/03/24	Wed 13/03/24	100%	
23	Construction Period	Tue 12/03/24	Fri 17/03/24	22%	
24	Sub base to all areas	Tue 12/03/24	21/03/24	100%	
25	Excavate foundations	Thu 21/03/24	28/03/24	100%	
26	Concrete foundations inc holding down bolts	Thu 21/03/24	28/03/24	100%	
27	Erect steel frame	Mon 04/04/24	15/04/24	100%	
28	Install drainage & ducting to building footprint	Thu 04/04/24	18/04/24	100%	
29	Masonry to DPC internal & sub DPC external	Tue 16/04/24	25/04/24	100%	
30	Prepare sub base area	Fri 26/04/24	Mon 29/04/24	100%	
31	Install brick & beam floor	Tue 30/04/24	03/05/24	100%	
32	Masonry 1st lift in full height of walls to tower roof area	Tue 07/05/24	28/05/24	100%	
33	Erect scaffold	Fri 11/05/24	Fri 13/05/24	100%	
34	Masonry to 1st floor level	Wed 29/05/24	06/06/24	100%	
35	1st floor internal C/W stairs	Wed 06/06/24	13/06/24	100%	
36	Erect scaffold	Fri 13/05/24	Thu 08/06/24	100%	
37	Masonry 2nd lift	Wed 05/06/24	Tue 18/06/24	100%	
38	Erect scaffold	Wed 05/06/24	Tue 18/06/24	100%	
39	Masonry to tower wall plate and steel tower to complete	Thu 27/06/24	Wed 03/07/24	100%	
40	Masonry to upper wall plate and gables to completion	Wed 03/07/24	Thu 21/07/24	0%	
41	Install single ply roofing to tower & stairs	Wed 24/07/24	02/08/24	0%	
42	Render to steel tower	Mon 29/07/24	02/08/24	0%	
43	Render to steel tower	Wed 24/07/24	30/07/24	50%	
44	Complete all internal masonry	Wed 03/07/24	21/07/24	100%	
45	Complete all internal masonry	Wed 31/07/24	02/08/24	0%	
46	Construct upper level roof concrete inc roof lights	Mon 05/08/24	18/08/24	0%	
47	Construct lower level roof concrete inc domes	Mon 29/08/24	02/09/24	0%	
48	Construct lower level roof concrete inc domes	Tue 03/09/24	20/09/24	0%	
49	Install all windows (leave entrance doors out)	Tue 03/09/24	Wed 21/02/24	0%	
50	Building waterproofing - membrane	Mon 26/02/24	13/08/24	0%	
51	Install above ground drainage	Tue 27/08/24	09/09/24	0%	
52	Lay insulation & screed 1st floor	Mon 03/09/24	18/09/24	0%	
53	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
54	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
55	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
56	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
57	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
58	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
59	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
60	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
61	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
62	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
63	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
64	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
65	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
66	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
67	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
68	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
69	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
70	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
71	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
72	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
73	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
74	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
75	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
76	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
77	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
78	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
79	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
80	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
81	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
82	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
83	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
84	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
85	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
86	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
87	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
88	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
89	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
90	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
91	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
92	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
93	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
94	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
95	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
96	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
97	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
98	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
99	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
100	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
101	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
102	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
103	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
104	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	
105	Mechanical lift fix	Tue 17/09/24	21/02/24	0%	





# Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 2

08 August 2024

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## Document Issue Sheet

Issue Nr	Document	Issue Date	Issued To	Prepared By	Reviewed By
1	Financial Statement Nr.1	10/07/2024	CPCC	VB	AF
2	Financial Statement Nr.2	08/08/2024	CPCC	VB	AF

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Authorised By (Director):	Date
AF	08/08/2024



## Contents

- 1.0 Introduction**
  - 1.1 Cost Changes in the Interim
- 2.0 Contract Particulars**
- 3.0 Contract Summary**
  - 3.1 Financial Summary
  - 3.2 Instructions
- 4.0 Cash Flow Forecast**

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## 1.0 Introduction

1. The following report is Financial Statement Nr.2 for CPCC Community Hub
2. The contract works comprise construction of a new Community Hub over a demolished pub
3. The Frame has been installed, the external brick work has been laid for the first floor and are working on the second floor at the moment.
4. To date there have been 20 Architects Instructions issued (as of 08 August 2024).
5. 6 valuations have been processed in the gross sum of £629,915.60
6. We are working in accordance with the JCT Standard Building Contract With Quantities, 2016 Edition. Utilising the Bill of Quantities

## 1.1 Cost Changes in the Interim

1. Cost changes in the interim period are as follows:

Previous Financial Statement Nr1 total cost changes : £ 16,493.03

	OMIT		ADD		
Architects Instructions	£	128,240.00	£	133,404.48	
Variations Submitted by S&B	£	-	£	13,890.81	
Expected Variations	£	5,000.00	£	88,300.00	
Contingency	£	74,100.00			
<hr/>					
Sub-total	£	207,340.00	£	235,595.29	£ 28,255.29
<hr/>					
Total value of cost changes in Financial Statement Nr.2				£	<u>11,762.26</u>

2. Reasons for cost changes:

Architects Instructions:

Twenty Architects Instructions have been issued to date.

Variations Submitted by S&B

There are still a few items which have not been agreed, these are all items in the Variations Submitted by S&B.

Adjustment to Provisional Sums:

There has been a omission of £40k for the non-hazardous Soil taken out and instructed.

There has been a omission of £5k for the window seals

There has been a omission of £50k for Kitchen Fit out Including M&E and added back £28099.00 which has been quoted for however there will be additional work which needs to take place thus Estimates have been added to that quoted figure.

There has been a omission of £25K for Café Fit out Including M&E there has been some costs added back in which need to be confirmed

Expected Variations:

There are still approximately £103,300 in for expected variations which have not yet been quoted however are expected to come forward.

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## 2.0 Contract Particulars

Form of Contract:	JCT Standard Form Contract 2016
Contract sum:	£2,407,797.92
Contract dated:	13th February 2024
Employer:	Campbell Park Community Council
Main Contractor:	Steele & Bray
Contract commencement date:	26th February 2024
Contract completion date (all sections):	17th January 2025
Anticipated completion date:	TBC
Revised completion date:	TBC
Gross valuation to date (subject to agreement):	£629,915.60
Percentage of Contract Sum:	26.16%
Retention %:	3%
Retention held:	£18,897.47
Rate of Liquidated Damages: Per day	£300.00

### 3.1 Financial Summary

Contract Sum:				£2,407,797.92
		<b>OMIT</b>	<b>ADD</b>	
Architects Instructions	£	128,240.00	£	133,404.48
Variations Submitted by S&B	£	-	£	13,890.81
		<u>£ 128,240.00</u>	<u>£ 147,295.29</u>	<u>£ 19,055.29</u>
<b>SUB TOTAL</b>				<b>£2,426,853.21</b>
<i>Variations to be agreed</i>				
Expected Variations	£	5,000.00	£	88,300.00
		<u>£ 5,000.00</u>	<u>£ 88,300.00</u>	<u>£ 83,300.00</u>
<b>ANTICIPATED CONSTRUCTION COST</b>				<b>£ 2,510,153.21</b>
<b>Contingencies</b>				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	<u>74,100.00</u>	£	<u>-</u>
			-£	<u>74,100.00</u>
<b>TOTAL ANTICIPATED CONSTRUCTION COST</b>				<b>£2,436,053.21</b>

### 3.2 Change Summary

#### Tender Figure

	Omit	Add	Comments
Tender Figure		£ 2,304,660.00	
To Summary	<u>£ -</u>	<u>£ 2,304,660.00</u>	

#### Build Up to Contract Sum

1 EDPM Seals - Windows	£	5,000.00	PS
2 Water Mains	£	6,791.00	
3 Additional tarmac removal	£	3,086.60	
4 Additional lead flashings	£	2,000.00	PS
5 Stop ends to copings	£	300.00	
6 RWP adaptors	£	250.00	
7 Lift shaft/under stair walls	£	2,500.00	PS
8 White capping to skirting	£	51.80	
9 lift optional extras	£	1,271.00	
10 Soil Disposal	£	40,000.00	PS
OHP	£	587.52	
Contingency	£	33,000.00	
Day works	£	8,300.00	
Contract Sum to Summary	<u>£ -</u>	<u>£ 2,407,797.92</u>	

#### Architect's Instructions

	Omit	Add	Comments
1 CONSTRUCTION ISSUE - ARCHITECTURAL INFORMATION CONSTRUCTION ISSUE – STRUCTURAL & CIVIL ENGINEERING DRAWINGS CONSTRUCTION ISSUE – STEEL FRAME CONNECTIONS CONSTRUCTION ISSUE – M&E INFORMATION	£ -	£ -	
2 CONFIRMATION: EPDM SEALS CONFIRMATION - EARLY SITE POSSESSION CONSTRUCTION ISSUE – BENDING SCHEDULES	£ -	£ -	
3 No Cost Impact	£ -	£ -	
4 No Cost Impact	£ -	£ -	
5 CONFIRMATION: TENDER CLARIFICATIONS DRAWING ISSUE: STENTON OBHI ARCHITECTS	£ -	£ -	
6 DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£ -	£ -	

7	DRAWING ISSUE: STENTON OBHI ARCHITECTS DRAWING ISSUE: STUART THOMAS ASSOCIATES	£	-	£	-	
8	Architects Instruction 08- Issued 16/04/24- Demolition of Patio Structure	£	-	£	5,034.75	
9	Architects Instruction 09- Issued 17/04/24- Removal of Kerbs	£	-	£	2,701.13	
9	Architects Instruction 09- Issued 17/04/24- EO Breakout of Concrete (below Tarmac)	£	40,000.00	£	23,584.89	
10	No Cost Impact	£	-			
11	Architects Instruction 11- Issued 02/05/24- Incorrect Level to Bottom of B&B Void	£	-	£	952.69	
11	Architects Instruction 11- Issued 02/05/24- Remove & Dispose of Tree Stumps, Laurel & Green Waste	£	-	£	6,111.37	
12	Architects Instruction 12- Issued 08/05/24- Trial Holes to Gas Main	£	-	£	570.68	
12	Architects Instruction 12- Issued 08/05/24- Foul Drainage Investigation to Unidentified MH's	£	-	£	296.89	
13	Issued 15/05/24 - omission of Provisional Sum for EPDM External Windows & Doors	£	5,000.00	£	-	
13	Issued 15/05/24- Expend/ Add EPDM to External Doors & Windows			£	7,211.86	Costs being Reviewed by C&B
14	Issued 17/05/24/ No cost Impact	£	-	£	-	
15	Issued 24/05/24 Instrument Paint Change	£	8,240.00	£	-	
15	Issued 24/05/24- ESP Dwg 201 Mech. Schedule- Air Con. & Ventilation Equipment Update			£	8,891.40	Costs being Reviewed by C&B
16	Issued 30/05/24- Setting out BWIC- Grilles & Bat/ Bird Boxes	£	-	£	-	
16	Wraptite Tape to Cavity Wall Insulation	£	-	£	-	
16	Remove & Dispose of Pub Sign	£	-	£	-	
17	Removal of Dwarf Walls, Steps, Paving Slabs & Concrete Bases	£	-	£	7,458.66	
17	SOA Drawing Issue	£	-	£	-	
17	STA Drawing Issue	£	-	£	-	
18	Issued 18/06/24 / No cost change	£	-	£	-	
19	Concrete Blinding to Retaining Wall Foundation	£	-	£	2,678.24	
19	Concrete Obstruction in Ground	£	-	£	269.57	
19	Wraptite Tape to Cavity Wall Insulation	£	-	£	4,543.35	
20	Kitchen Fit out, including M&E	£	50,000.00	£	48,099.00	TBC
20	Café Fit out Cost Including M&E	£	25,000.00	£	15,000.00	TBC
	To Summary	£	128,240.00	£	133,404.48	

### Variations Submitted by S&B

Omit	Add	Comments
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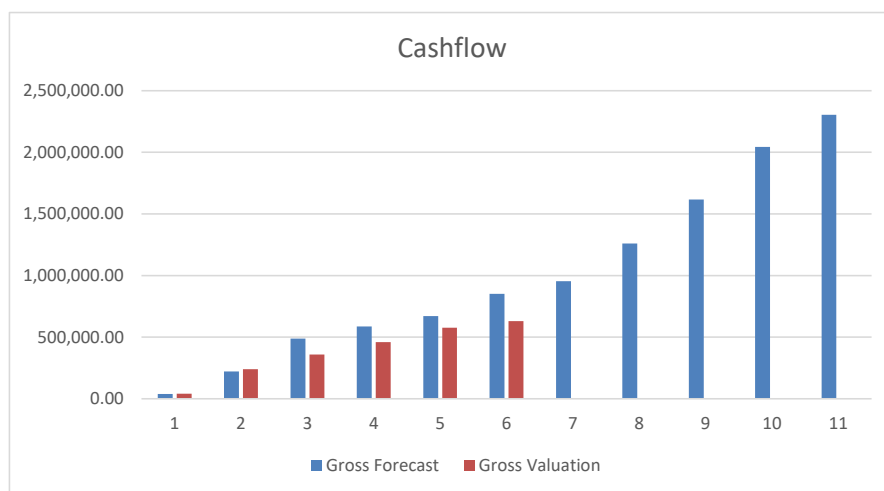
1	Remove Hording to South Boundary & Erect Heras	£	-	£	648.35
2	Colum Casement Re-measure	£	-	£	6,573.22
3	Remove/ Dispose Remaining Hoarding & Erect Heras to Western Boundary	£	-	£	5,670.00
4	IHR-B Head Restraint Re-Measure		-	£	999.24
	To Summary	£	-	£	13,890.81

### Expected Variation

	Omit	Add	Comments		
1	Expected Extra for Demolition of Existing Patio Structure	£	-	No Longer Required	
2	Rebuilding the Patio Structure	£	15,000.00	C&B Estimate	
3	Retaining Wall Infill & Works to SW Embankment	£	25,000.00	C&B Estimate	
4	Works to the lose wall behind the basement, Demolish Rebuild and tie into existing	£	20,000.00	C&B Estimate	
5	Additional SDB, SPB & SAH Ties	£	5,000.00	C&B Estimate	
6	3nr Electric Blinds to Rooflights/ M&E	£	1,500.00	C&B Estimate	
7	Adjustment to Intumescent Paint			Superseded by A15	
8	RL Dig & Cart Re-Measure	£	5,000.00	£	12,500.00
9	CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)			£	600.00
10	Roller Shutter to Community Larder			£	3,200.00
11	Trespa Cladding Remeasure			£	3,500.00
12	Non-Hazardous Muck uplift			£	2,000.00
	To Summary	£	5,000.00	£	88,300.00



Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
<b>40,000.00</b>	5,164.00	1	45,164.00	43,809	41,237	40,000
<b>221,687.77</b>	5,164.00	2	181,687.77	176,237	239,415	232,232
<b>488,327.47</b>	5,164.00	3	271,803.70	263,650	360,131	349,327
<b>586,508.88</b>	5,164.00	4	103,345.41	100,245	460,642	446,823
<b>670,974.95</b>	5,164.00	5	89,630.07	86,941	575,810	558,536
<b>851,564.44</b>	5,164.00	6	185,753.49	180,181	629,916	611,018
<b>954,742.31</b>	5,164.00	7	108,341.87	105,092		
<b>1,259,984.31</b>	5,164.00	8	310,406.00	301,094		
<b>1,618,001.79</b>	5,164.00	9	363,181.48	352,286		
<b>2,044,221.35</b>	5,164.00	10	431,383.56	418,442		
<b>2,304,660.00</b>	5,164.00	11	265,602.65	257,635		





**From:** [Dominic Warner](#)  
**To:** [Councillors](#)  
**Cc:** [Perri Sullivan](#); [Lisa Bradley MAAT](#); [Tracey Jones](#); [Chris Hindson](#)  
**Subject:** Currie Brown Financial Statement Nr 2  
**Date:** 18 August 2024 14:08:00  
**Attachments:** [Financial Statement Nr 2 060824.pdf](#)  
[Community Hub - Currie Brown Financial Statement Nr 1 - Council Agenda Item No.13.msg](#)

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Members

Please find the attached financial statement from Currie Brown which is reflective of the most recent project valuation. The statement follows on from the previous statement that I sent you (also attached).

Section 1.1. details a cost change increase of £11,762.26 compared to the first statement, making a total figure of £28,255.29. Including the use of all contingencies, and as detailed in section 3.2, the cost change figure puts us £28,255.29 ahead of the anticipated construction cost of £2.510,153.21, or 1.2%

This picture at the Hub is evolving, with further updates in due course.

Regards