

YOU ARE HEREBY SUMMONED TO A MEETING OF COUNCIL

to be held at the

Oldbrook Centre, Oldbrook Boulevard, Oldbrook

Tuesday 20 May 2025 at 7.30pm

(or as soon thereafter as the Annual Meeting of Council convened for 6.30pm on the same day and at the same place shall have been completed)

AGENDA

Members

Cllr L Adura
Cllr B Barton
Cllr O Cole
Cllr V Dixon
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 B Macharia
Cllr F Mangan
Cllr R McCafferty
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. **Public Involvement – Deputations, Petitions and Questions**
Members of the public may make representations in respect of the business on the agenda.
3. **Chair’s Report**
Council is invited to receive a verbal report from the Chair.
4. **Clerk’s Report**
Council is invited to receive a verbal report from the Clerk.
5. **Community Council Financial Accounts 2024-2025 Year End** *Page 7*
Council is invited to receive and consider the accounts detailing the financial position of the Community Council as at 31 March 2025.
6. **Community Council Internal Audit Report 2024-2025** *Page 19*
Council is invited to receive the internal audit report for the financial year 2024-2025 as presented by Auditing Solutions Ltd.
7. **Community Council Annual Return 2024-2025** *Page 27*
Council is invited to consider, populate where applicable, and approve the Community Council Annual Return for 2024-2025, including:
 - i. Annual Governance Statement 2024-2025 (Section 1)
 - ii. Accounting Statement 2024-2025 (Section 2)
8. **Transfer of funds between Council Bank Accounts** (Council minute 216/24 April 2025)
Further to the associated decision to transfer funds from the Unity Trust deposit account to the CCLA public sector deposit fund to secure a more advantageous interest rate, Council is invited to consider the Responsible Financial Officer recommendation that £500,000 is transferred in the next month, with a further £150,000 transferred in September 2025. Both amounts to be transferred back to Unity Trust when they are needed to meet committed Council expenditure. Transfers will be in accordance with the associated bank mandates and countersigned by authorised Councillor signatories.
9. **Earmarking of Council Funds – Community Hub Completion**

Council determined in November 2024 that further earmarking would be required when the final construction and fit out cost of the Community Hub was established (Council minute 120/24). With the Community Hub project nearing completion, Council is invited to consider a recommendation from the Responsible Financial Officer that £250,000 is earmarked to meet the associated cost. If agreed, the earmarked funds will be transferred from the general reserve, with any surplus earmarked funds transferred back to the general reserve at the conclusion of the project. The proposed transfer will not increase Council Public Works Loan Board borrowing.

10. Milton Keynes City Council Proposed Constitutional Changes

Council is invited to receive a verbal update from the Clerk on the outcome of the proposal by Milton Keynes City Council to make changes to its constitution, specifically a change to procedural rules that would remove the ability of local councils to call-in Executive decisions.

11. Sport England Place Expansion Investment

Council is invited to receive a verbal update on the MK Place Based Expansion Programme, including its progression to the discovery phase and the appointment of an associated consultation and insight partner.

12. Community Hub – Working Group Update

Page 33

Council is invited to receive a verbal report from the Working Group on their progression of the Community Hub project, including the practical completion and handover of the building.

i. Financial Statement Nr 11 as provided by Currie & Brown

ii. Community Hub Café

Council is invited to receive a verbal update from the Clerk

13. 1 Pencarrow Place – End of Lease/Dilapidations

Council is invited to note that receipt of the end of lease dilapidation schedule is still awaited from Milton Keynes City Council, with a request made that they expedite it being issued. Once received the task of negotiating and agreeing the financial terms of the dilapidations to be completed by the Chair and Vice Chair of Council in conjunction with the Clerk to Council (Council minute 218/24).

14. Dates of Future Committee & Working Group Meetings

Community & Communications - 27 May at 6.30pm

Planning – 2 June 2024 at 6.30pm

Finance, Administration & Policy – 3 June 2024 at 7.00pm

Estates – 10 June 2024 at 6.30pm

15. Date of Next Meeting

Tuesday 17 June 2025 at 7.30pm

BY ORDER OF THE COUNCIL

Dominic Warner

**D Warner, Clerk to Council
15 May 2025**

Balance Sheet as at 31/03/2025

31st March 2024

31st March 2025

Current Assets

2,810	Debtors	2,508
21,328	Vat Refunds	52,884
14,073	Prepayments	10,374
0	Other Debtor	125
49,578	Unity Current Account T2	104,778
292,317	Unity Instant Access	466,525
957,456	CCLA Fund Deposit Acc	344,703
342	Petty Cash	242

1,337,904

982,140

1,337,904 Total Assets

982,140

Current Liabilities

53,636	Creditors Control	9,167
1,281	Miscellaneous Creditors	1,347
1,958	Accruals	1,530
17,945	Payroll Creditor	9,298
1,863	Allotment Deposits	2,135
1,650	Short Term Deposits	300
1,300	Hall Hire Deposits	1,150

79,632

24,927

1,258,271 Total Assets Less Current Liabilities

957,213

Represented By

572,743	General Reserves	287,087
685,528	Earmarked Reserves	670,126

1,258,271

957,213

The above statement represents fairly the financial position of the authority as at 31/03/2025 and reflects its Income and Expenditure during the year.

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 Employment Costs							
4000 Basic Salaries	20,912	252,939	266,589	13,650		13,650	94.9%
4001 Employers NI	1,959	22,028	22,032	4		4	100.0%
4002 Employer Pension	4,798	58,407	57,930	(477)		(477)	100.8%
4089 Corporate Clothing	0	0	300	300		300	0.0%
4091 Staff Health	0	139	780	641		641	17.8%
4460 Subscriptions	0	416	816	400		400	51.0%
Employment Costs :- Indirect Expenditure	27,669	333,928	348,447	14,519	0	14,519	95.8%
Net Expenditure	(27,669)	(333,928)	(348,447)	(14,519)			
105 Democratic Costs							
4089 Corporate Clothing	0	0	200	200		200	0.0%
4500 Councillors Allowances	3,068	13,673	17,245	3,572		3,572	79.3%
4501 Chairs Additional Allowance	232	930	958	28		28	97.0%
Democratic Costs :- Indirect Expenditure	3,300	14,603	18,403	3,800	0	3,800	79.4%
Net Expenditure	(3,300)	(14,603)	(18,403)	(3,800)			
201 Central Costs							
566 Advertising Income	60	60	0	(60)			0.0%
1870 Bank/Bond Interest Received	5,092	48,806	15,000	(33,806)			325.4%
1900 Precept	0	893,964	893,963	(1)			100.0%
1901 Precept Grant	0	21,321	21,321	0			100.0%
Central Costs :- Income	5,152	964,150	930,284	(33,866)			103.6%
4030 Training/Conferences	390	5,354	8,000	2,646	260	2,386	70.2%
4050 IT Support Contract	0	16,666	20,000	3,334		3,334	83.3%
4051 IT Equipment	0	1,636	5,000	3,364		3,364	32.7%
4052 Digital Mapping	371	399	500	101		101	79.8%
4053 Online Presence	0	387	3,600	3,213		3,213	10.7%
4068 Landscape Equipment Maintenan	56	0	0	0		0	0.0%
4080 Health & Safety	0	10	2,000	1,990		1,990	0.5%
4081 HR Service Contract	478	5,732	7,000	1,268		1,268	81.9%
4082 Emergency Response	0	0	500	500		500	0.0%
4083 Defibrillator costs	0	60	500	440		440	12.0%
4090 Welfare	0	169	150	(19)		(19)	112.7%
4130 Insurance (not vehicle)	(2,923)	7,635	8,500	865		865	89.8%
4184 Street furniture new/renewal	0	0	1,020	1,020		1,020	0.0%
4186 Small Sundry Purchases	81	267	250	(17)		(17)	106.8%
4300 Vehicle Costs	216	2,607	3,850	1,243		1,243	67.7%

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4303 Vehicle mileage	143	698	400	(298)		(298)	174.4%
4400 Stationery	90	821	1,500	679	10	669	55.4%
4402 Consultation Costs	0	2,971	3,300	329		329	90.0%
4403 Planning Consultant Fees	0	0	1,000	1,000		1,000	0.0%
4404 Subsistence	0	1	0	(1)		(1)	0.0%
4405 Publicity/Marketing	0	349	1,000	651		651	34.9%
4410 Photocopying Costs	(65)	1,509	1,500	(9)		(9)	100.6%
4440 Telephone	0	2,385	2,200	(185)		(185)	108.4%
4445 Mobile Phones	52	645	1,600	955		955	40.3%
4455 Postage	0	11	300	289		289	3.8%
4460 Subscriptions	0	2,754	3,000	246		246	91.8%
4490 Website Costs	0	321	3,000	2,679		2,679	10.7%
4530 Hospitality	0	308	300	(8)		(8)	102.6%
4584 Recruitment	0	0	1,000	1,000		1,000	0.0%
4585 Legal Fees	0	0	10,000	10,000		10,000	0.0%
4587 Audit/Accounts	0	5,790	4,500	(1,290)		(1,290)	128.7%
4588 VAT Fees	0	0	250	250		250	0.0%
4589 Payroll Fees	0	475	550	75		75	86.4%
4600 Bank Charges	98	1,723	1,400	(323)		(323)	123.0%
4875 Misc Neighborhood Plan	0	0	2,000	2,000		2,000	0.0%

Central Costs :- Indirect Expenditure **(1,015)** **61,682** **99,670** **37,988** **270** **37,718** **62.2%**

Net Income over Expenditure **6,167** **902,468** **830,614** **(71,854)**

204 Community Hub

1800 Miscellaneous Income	0	20,000	20,000	0			100.0%
1802 PWLB Loan	394,362	1,394,012	2,000,000	605,988			69.7%

Community Hub :- Income **394,362** **1,414,012** **2,020,000** **605,988** **70.0%**

4111 PWLB Loan	0	0	125,000	125,000		125,000	0.0%
9022 Earmarked New Office HQ	259,207	2,156,829	2,156,829	(0)	64,389	(64,389)	103.0%

Community Hub :- Indirect Expenditure **259,207** **2,156,829** **2,281,829** **125,000** **64,389** **60,611** **97.3%**

Net Income over Expenditure **135,155** **(742,817)** **(261,829)** **480,988**

205 Parish Office

4085 Fire Protection	0	164	326	162		162	50.3%
4100 Rent	(146)	7,756	8,000	244		244	96.9%
4110 Business Rates	0	1,009	1,000	(9)		(9)	100.9%
4115 Water & Sewerage	26	344	350	6		6	98.2%
4120 Gas	458	1,317	2,500	1,183		1,183	52.7%

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4122 Electricity	333	2,025	2,200	175		175	92.1%
4150 Cleaning Costs	32	946	1,000	54		54	94.6%
4155 Refuse Disposal	178	2,202	2,000	(202)		(202)	110.1%
4160 Window Cleaning	25	322	350	28		28	92.1%
4170 Repair/Maintenance	72	1,500	2,550	1,050		1,050	58.8%
4186 Small Sundry Purchases	0	107	100	(7)		(7)	106.7%
4187 Furniture	0	110	200	90		90	55.1%
4404 Subsistence	31	267	225	(42)		(42)	118.5%
Parish Office :- Indirect Expenditure	1,010	18,067	20,801	2,734	0	2,734	86.9%
Net Expenditure	(1,010)	(18,067)	(20,801)	(2,734)			
210 Communications							
4420 HomeGround Magazine	0	8,976	10,000	1,024		1,024	89.8%
4421 Homeground Mag Distribution	765	3,060	3,000	(60)		(60)	102.0%
Communications :- Indirect Expenditure	765	12,036	13,000	964	0	964	92.6%
Net Expenditure	(765)	(12,036)	(13,000)	(964)			
301 Oldbrook Centre							
1000 Hirings	3,890	38,997	30,000	(8,997)			130.0%
1001 Retained Hall Hire Deposit	100	0	0	0			0.0%
Oldbrook Centre :- Income	3,990	38,997	30,000	(8,997)			130.0%
4085 Fire Protection	111	945	600	(345)		(345)	157.5%
4110 Business Rates	0	1,960	1,900	(60)		(60)	103.1%
4115 Water & Sewerage	87	1,088	612	(476)		(476)	177.8%
4120 Gas	295	1,048	2,000	952		952	52.4%
4122 Electricity	311	1,885	2,000	115		115	94.3%
4150 Cleaning Costs	15	1,499	1,530	31		31	98.0%
4155 Refuse Disposal	88	1,374	1,400	26		26	98.1%
4160 Window Cleaning	60	820	850	30		30	96.5%
4170 Repair/Maintenance	45	1,585	3,000	1,415		1,415	52.8%
4175 Building Contracts	0	0	2,000	2,000		2,000	0.0%
4187 Furniture	0	141	400	259		259	35.4%
4590 Licenses	(57)	111	150	39		39	73.9%
9001 Earmarked Oldbrook Centre	0	850	850	0		0	100.0%
Oldbrook Centre :- Indirect Expenditure	955	13,306	17,292	3,986	0	3,986	77.0%
Net Income over Expenditure	3,035	25,691	12,708	(12,983)			

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>302 Oldbrook Pavilion</u>							
4085 Fire Protection	0	59	150	91		91	39.3%
4110 Business Rates	0	(2,321)	1,250	3,571		3,571	(185.6%)
4122 Electricity	46	283	350	67		67	80.8%
4170 Repair/Maintenance	0	0	600	600		600	0.0%
Oldbrook Pavilion :- Indirect Expenditure	46	(1,979)	2,350	4,329	0	4,329	(84.2%)
Net Expenditure	(46)	1,979	(2,350)	(4,329)			
<u>303 Oldbrook Green</u>							
4170 Repair/Maintenance	0	30	300	270		270	10.0%
4205 Tree Works	0	200	650	450		450	30.8%
Oldbrook Green :- Indirect Expenditure	0	230	950	720	0	720	24.2%
Net Expenditure	0	(230)	(950)	(720)			
<u>304 Landscape Service</u>							
1902 Landscape Grant	0	180,626	170,719	(9,907)			105.8%
Landscape Service :- Income	0	180,626	170,719	(9,907)			105.8%
4000 Basic Salaries	13,942	159,799	171,752	11,953		11,953	93.0%
4001 Employers NI	1,349	14,033	14,366	333		333	97.7%
4002 Employer Pension	3,304	36,529	31,690	(4,839)		(4,839)	115.3%
4010 Casual/Temp Staff	0	8,097	0	(8,097)		(8,097)	0.0%
4064 Landscape Grant Refund	2,067	2,067	0	(2,067)		(2,067)	0.0%
4066 Equipment Hire	0	1,496	3,500	2,004		2,004	42.8%
4067 Landscape Equipment	1,275	14,052	13,000	(1,052)	223	(1,275)	109.8%
4068 Landscape Equipment Maintenanc	324	8,410	10,000	1,590	408	1,182	88.2%
4069 Personal Protection Equipment	36	2,057	2,000	(57)	260	(317)	115.9%
4070 Landscape Consumables	963	5,250	7,000	1,750	34	1,715	75.5%
4085 Fire Protection	0	65	150	85		85	43.3%
4089 Corporate Clothing	1,029	1,418	1,500	82		82	94.6%
4110 Business Rates	0	1,239	1,200	(39)		(39)	103.3%
4115 Water & Sewerage	35	469	400	(69)		(69)	117.3%
4122 Electricity	366	1,739	1,400	(339)		(339)	124.2%
4130 Insurance (not vehicle)	(676)	81	900	819		819	9.0%
4150 Cleaning Costs	2	558	500	(58)		(58)	111.6%
4155 Refuse Disposal	38	1,328	1,300	(28)		(28)	102.1%
4170 Repair/Maintenance	0	1,810	750	(1,060)		(1,060)	241.4%
4175 Building Contracts	(17)	1,042	1,000	(42)		(42)	104.2%
4301 Landscape Vehicle Costs	(1,281)	7,629	8,000	371		371	95.4%

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4302 Landscape Fuel	1,203	7,865	10,000	2,135		2,135	78.7%
9050 Earmarked L/scape Equipment Re	0	13,619	13,619	(0)		(0)	100.0%
Landscape Service :- Indirect Expenditure	23,958	290,654	294,027	3,373	926	2,447	99.2%
Net Income over Expenditure	(23,958)	(110,028)	(123,308)	(13,280)			
305 Springfield Centre							
1000 Hirings	1,333	35,483	13,000	(22,483)			272.9%
Springfield Centre :- Income	1,333	35,483	13,000	(22,483)			272.9%
4085 Fire Protection	0	669	300	(369)		(369)	223.0%
4110 Business Rates	0	2,824	2,800	(24)		(24)	100.9%
4115 Water & Sewerage	109	980	1,000	20		20	98.0%
4120 Gas	559	1,588	2,500	912		912	63.5%
4122 Electricity	296	1,645	2,000	355		355	82.2%
4150 Cleaning Costs	0	1,770	1,530	(240)		(240)	115.7%
4155 Refuse Disposal	83	1,083	1,200	117		117	90.3%
4160 Window Cleaning	50	600	700	100		100	85.7%
4170 Repair/Maintenance	198	1,525	3,000	1,475		1,475	50.8%
4175 Building Contracts	0	0	1,000	1,000		1,000	0.0%
4187 Furniture	0	409	400	(9)		(9)	102.3%
4590 Licenses	(56)	111	150	39		39	73.9%
9048 Earmarked SFC Disabled Parking	0	1,320	1,320	0		0	100.0%
Springfield Centre :- Indirect Expenditure	1,239	14,525	17,900	3,375	0	3,375	81.1%
Net Income over Expenditure	94	20,959	(4,900)	(25,859)			
306 Woolstone Pond							
4205 Tree Works	0	300	500	200		200	60.0%
Woolstone Pond :- Indirect Expenditure	0	300	500	200	0	200	60.0%
Net Expenditure	0	(300)	(500)	(200)			
307 Dog/Waste Bin Provision							
4201 Bin Emptying	1,424	10,422	11,000	578		578	94.7%
4204 New Bin Purchase/Installation	0	0	500	500		500	0.0%
Dog/Waste Bin Provision :- Indirect Expenditure	1,424	10,422	11,500	1,078	0	1,078	90.6%
Net Expenditure	(1,424)	(10,422)	(11,500)	(1,078)			

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>308 Kernow Crescent</u>							
4197 Play Equipment Maintenance	0	373	500	127		127	74.6%
9044 Earmarked Play Area Maint. Res	0	1,708	1,708	0		0	100.0%
Kernow Crescent :- Indirect Expenditure	<u>0</u>	<u>2,081</u>	<u>2,208</u>	<u>127</u>	<u>0</u>	<u>127</u>	<u>94.2%</u>
Net Expenditure	<u>0</u>	<u>(2,081)</u>	<u>(2,208)</u>	<u>(127)</u>			
<u>350 Open Spaces</u>							
4170 Repair/Maintenance	0	155	250	95		95	61.9%
4206 Woodland Management Programme	0	0	4,000	4,000		4,000	0.0%
Open Spaces :- Indirect Expenditure	<u>0</u>	<u>155</u>	<u>4,250</u>	<u>4,095</u>	<u>0</u>	<u>4,095</u>	<u>3.6%</u>
Net Expenditure	<u>0</u>	<u>(155)</u>	<u>(4,250)</u>	<u>(4,095)</u>			
<u>361 Fishermead Sports Ground</u>							
4205 Tree Works	0	0	1,000	1,000		1,000	0.0%
Fishermead Sports Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
<u>362 Willen Allotments</u>							
1080 Allotments Rentals	0	1,654	1,500	(154)			110.3%
1082 Retained allotment deposits	0	28	0	(28)			0.0%
Willen Allotments :- Income	<u>0</u>	<u>1,682</u>	<u>1,500</u>	<u>(182)</u>			<u>112.1%</u>
4115 Water & Sewerage	24	648	600	(48)		(48)	107.9%
4170 Repair/Maintenance	0	8	250	243		243	3.0%
4205 Tree Works	0	0	350	350		350	0.0%
Willen Allotments :- Indirect Expenditure	<u>24</u>	<u>655</u>	<u>1,200</u>	<u>545</u>	<u>0</u>	<u>545</u>	<u>54.6%</u>
Net Income over Expenditure	<u>(24)</u>	<u>1,027</u>	<u>300</u>	<u>(727)</u>			
<u>363 Woolstone Allotments</u>							
1080 Allotments Rentals	68	2,157	1,900	(257)			113.5%
1082 Retained allotment deposits	0	100	0	(100)			0.0%
Woolstone Allotments :- Income	<u>68</u>	<u>2,257</u>	<u>1,900</u>	<u>(357)</u>			<u>118.8%</u>
4115 Water & Sewerage	49	804	900	96		96	89.4%
4170 Repair/Maintenance	0	239	250	11		11	95.6%
4205 Tree Works	0	0	350	350		350	0.0%
Woolstone Allotments :- Indirect Expenditure	<u>49</u>	<u>1,043</u>	<u>1,500</u>	<u>457</u>	<u>0</u>	<u>457</u>	<u>69.6%</u>
Net Income over Expenditure	<u>19</u>	<u>1,213</u>	<u>400</u>	<u>(813)</u>			

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>370 Woolstone Sports Ground</u>							
4205 Tree Works	0	0	500	500		500	0.0%
Woolstone Sports Ground :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>			
<u>390 Grants</u>							
1700 Grant Income	0	0	1,000	1,000			0.0%
Grants :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>
4800 General Grants	0	0	5,000	5,000		5,000	0.0%
4801 Section 137	0	7,799	7,000	(799)		(799)	111.4%
4806 Youth Provision Budget	0	0	2,000	2,000		2,000	0.0%
4807 Education Trust Grants	0	0	5,000	5,000		5,000	0.0%
Grants :- Indirect Expenditure	<u>0</u>	<u>7,799</u>	<u>19,000</u>	<u>11,201</u>	<u>0</u>	<u>11,201</u>	<u>41.0%</u>
Net Income over Expenditure	<u>0</u>	<u>(7,799)</u>	<u>(18,000)</u>	<u>(10,201)</u>			
<u>399 Community</u>							
1800 Miscellaneous Income	0	6,204	0	(6,204)			0.0%
Community :- Income	<u>0</u>	<u>6,204</u>	<u>0</u>	<u>(6,204)</u>			
4192 Social Cohesion	(2,825)	5,135	12,000	6,865	330	6,535	45.5%
4195 Visit to MK Safety Centre	0	2,980	3,570	590		590	83.5%
4198 Warm Space Grant Spend	0	18	0	(18)		(18)	0.0%
Community :- Indirect Expenditure	<u>(2,825)</u>	<u>8,132</u>	<u>15,570</u>	<u>7,438</u>	<u>330</u>	<u>7,108</u>	<u>54.4%</u>
Net Income over Expenditure	<u>2,825</u>	<u>(1,929)</u>	<u>(15,570)</u>	<u>(13,641)</u>			
<u>901 Earmarked Reserves</u>							
9001 Earmarked Oldbrook Centre	0	0	80,000	80,000		80,000	0.0%
9006 Earmarked 3 month running cost	0	0	183,600	183,600		183,600	0.0%
9022 Earmarked New Office HQ	0	0	343,171	343,171		343,171	0.0%
9027 Earmarked Roof Rplcmt/Rep Fund	0	0	5,000	5,000		5,000	0.0%
9044 Earmarked Play Area Maint. Res	0	0	23,292	23,292		23,292	0.0%
9048 Earmarked SFC Disabled Parking	0	0	18,680	18,680		18,680	0.0%
9050 Earmarked L/scape Equipment Re	0	0	6,381	6,381		6,381	0.0%
9051 Earmarked Pavilion Gable End R	0	0	10,000	10,000		10,000	0.0%
Earmarked Reserves :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>670,124</u>	<u>670,124</u>	<u>0</u>	<u>670,124</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(670,124)</u>	<u>(670,124)</u>			

Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	404,905	2,643,411	3,168,403	524,992			83.4%
Expenditure	315,806	2,944,469	3,842,021	897,552	65,915	831,636	78.4%
Net Income over Expenditure	89,099	(301,058)	(673,618)	(372,560)			
Movement to/(from) Gen Reserve	89,099	(301,058)	(673,618)	(372,560)			

Campbell Park Community Council

Income and Expenditure Account for Year Ended 31st March 2025

31st March 2024		31st March 2025
	Operating Income	
923,345	Central Costs	964,150
0	Community Hub	1,414,012
37,582	Oldbrook Centre	38,997
157,126	Landscape Service	180,626
26,927	Springfield Centre	35,483
1,713	Willen Allotments	1,682
1,916	Woolstone Allotments	2,257
814	Grants	0
11,400	Community	6,204
1,160,824	Total Income	2,643,411
	Running Costs	
344,728	Employment Costs	333,928
12,823	Democratic Costs	14,603
58,684	Central Costs	61,682
147,154	Community Hub	2,156,829
18,660	Parish Office	18,067
11,896	Communications	12,036
11,645	Oldbrook Centre	13,306
3,970	Oldbrook Pavilion	(1,979)
265	Oldbrook Green	230
286,148	Landscape Service	290,654
17,494	Springfield Centre	14,525
450	Woolstone Pond	300
8,774	Dog/Waste Bin Provision	10,422
12,264	Kernow Crescent	2,081
1,213	Open Spaces	155
823	Willen Allotments	655
1,132	Woolstone Allotments	1,043
8,580	Grants	7,799
21,683	Community	8,132
968,384	Total Expenditure	2,944,469
	General Fund Analysis	
259,365	Opening Balance	572,743
1,160,824	Plus : Income for Year	2,643,411
1,420,189		3,216,155
968,384	Less : Expenditure for Year	2,944,469
451,805		271,685
(120,938)	Transfers TO / FROM Reserves	(15,402)
572,743	Closing Balance	287,087

Campbell Park Community Council

Internal Audit Report 2024-25: Final

Adrian Shepherd-Roberts

*For and on behalf of
Auditing Solutions Ltd*

Background

All town and parish/community councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR). Auditing Solutions Ltd has provided this service to Campbell Park Community Council since 2006-07.

This report sets out the work undertaken in relation to the 2024-25 financial year, during our reviews of the Council, which were completed on 24th October 2024 and 6th May 2025. In completing our reviews we wish to thank the Clerk and Responsible Finance Officer in assisting the process which has enabled us to sign off of the Internal Audit Certificate for the end of the financial year. As part of this process we have ensured that governance and financial controls remain effective.

Internal Audit Approach

In undertaking our reviews for the year, we have had regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts/AGAR. We have employed a combination of selective sampling techniques (where appropriate) and 100% detailed checks in a number of key areas in order to gain sufficient assurance that the Council's financial and regulatory systems and controls are appropriate and fit for the purposes intended.

Our programme of cover has been designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Annual Internal Audit Report' in the Council's AGAR, which requires independent assurance over a number of internal control objectives.

Overall Conclusion

We have concluded that, on the basis of the programme of work we have undertaken, the Council has maintained adequate and effective internal control arrangements during the year.

We ask that members consider the content of this report and acknowledge that the report has been reviewed by Council.

We have completed and signed the 'Annual Internal Audit Report' in the year's Annual Governance and Accountability Return, having concluded that, in all significant respects, the control objectives set out in that report were being achieved throughout the financial year to a standard adequate to meet the needs of the Council.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council has now implemented the Rialtas Omega accounting software and continues to operate two primary bank accounts with Unity Bank for its day-to-day transactions, together with the placement of surplus funds in a separate account with the CCLA.

Our objective in this area is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Verified that an appropriate cost centre and nominal ledger structure remains in place;
- Checked and agreed the opening Trial Balance for 2024-25 to the closing Financial Statements for 2023-24 to ensure that all the detailed balances have been accurately rolled forward;
- Checked and agreed all transactions for April, September 2024 and March 2025. Also verified the accuracy of bank reconciliations for the current, deposit and CCLA accounts to March 2025.

Conclusions

We are pleased to report that no issues have been identified in this area of our review.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust regulatory framework in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation. We have: -

- Noted that the Standing Orders and Financial Regulations have been reviewed and re-adopted by the Council in May 2024 and October 2024 respectively;
- Also noted that the Code of Conduct was reviewed on 6th May 2024 by Full Council.
- Completed our examination of the minutes of Full Council and its Standing Committees (with the exception of Planning) to March 2025.

Conclusions

We are pleased to record that no issues arise in this area.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budget;

- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All potential prompt payment discounts have been identified and taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned in a timely manner.

We have completed our review of payments for compliance with the above criteria, selecting a sample of payments processed to March 2025 including a sample of those individually in excess of £4500, excluding salaries.

We are pleased to record that sound control continues over the authorisation and approval of payments to trade creditors and other similar expenditure with appropriate consideration being given to the monthly payment schedules for approval and the establishment of appropriate signatories and authorisations.

We have ensured the appropriate submission of periodic VAT return and have verified the accurate disclosure of the VAT return to March 2025.

Conclusions

There are no issues in this area of our review.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

- We note that a Corporate and Financial Risk Assessment was reviewed and subsequently approved on 4th December 2024;
- We have examined the Council's insurance policy schedule with Zurich and consider that the key levels of cover afforded therein, namely Public Liability at £12 million and Employer's Liability at £10 million with Fidelity Guarantee at £2 million, are more than adequate to meet the current needs of the Council.

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Precept, Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and

that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We note that the Council, at its December 2024 meeting, approved a precept of £939,755 for 2025-26.

We are pleased to note that members continue to receive regular budget monitoring reports with over/under-spends and the level of earmarked reserves the subject of regular review.

Noted that, as at 31st March 2025, Total Reserves stood at £957,213 comprising specific Earmarked items totalling £670,126 with a residual General Fund balance of £287,087, which equates to 2.7 month's expenditure (This excludes the one-off expenditure relating to the Council Community Hub development of £2,156,829).

Conclusions

No issues have been identified in this area warranting formal comment or recommendation.

Review of Income

We aim in this area of our review process to ensure that all income due to the Council is identified, recovered and banked within a reasonable time period, although only relatively limited sources of income over and above the precept exist currently, namely, allotment rentals, Oldbrook Centre and Springfield Centre hire fees and bank interest. Consequently: -

- At this interim visit we reviewed the controls in place over the identification and recovery of income from allotments together with the management controls and the receipt of the fees; and We also note that members have increased the fees for the allotments for 2024-25.
- We have also reviewed the accounting controls for both the Oldbrook and Springfield Centres. We have reviewed the invoicing and ensured that the appropriate fees have been charged and that they are correctly posted to the nominal ledgers.
- We have also reviewed the Sales ledger to ensure that there are no long outstanding debtors of which the Council are unaware.

Conclusions

No issues arise from work undertaken in this area.

Petty Cash Account and Debit Cards

The Internal Audit Report in the AGAR requires us to form an opinion on the soundness of controls in relation to the operation of the Council's petty cash account. Our aim, consequently, is to ensure that appropriate controls are in place, that expenditure incurred is supported by appropriate trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque encashments from the main cashbooks to retain a maximum float of £250 are properly recorded. From the information that we have been provided we consider that it continues to operate effectively.

The Council also operates four credit cards for various purchases in order to obtain best value, a combined monthly maximum expenditure limit of £4,000 being in place for the four cards. Again, we aim to ensure that only appropriate expenditure is incurred and that all such expenditure is monitored and approved accordingly, albeit retrospectively.

Conclusions

We are pleased to record that no issues arise in this review area.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further revised from 1st April 2023 in relation to employee percentage bandings. We have: -

- Reviewed the payment of salaries for September 2024 against the approved staff establishment and grade detail:
- Noted that the Council now completes the payment of salaries directly to staff together with the settlement of Tax, National Insurance and pensions payable to HMRC and Bucks CC respectively;
- Checked and agreed for all staff, by reference to copy payslips for September 2024, the appropriate payment and deduction respectively of all gross salaries, PAYE, NIC and LGPS deduction rates; and

Conclusions

There are no matters requiring formal comment or recommendation in this area of our review process.

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned. We have checked and agreed the principles used in the detail, as recorded in the Council's Asset Register, noting that it has been prepared using purchase cost values or where that value is unknown at the previous year's Return level or uplifted or decreased to reflect the acquisition or disposal of assets.

Conclusion

No issues require formal comment or recommendation.

Investments and Loans

We are pleased to note the continuation and adoption of a formal “Investment Strategy”. Notwithstanding this, the Council currently has no long-term investments requiring separate disclosure, some “surplus” funds being held in a Unity Instant Access account and the CCLA deposit. We have examined the relevant supporting documentation relating to the deposits for the current year confirming the value of such “investments” and the appropriate recording of interest earned.

We noted that the Council reviewed its Investment Strategy in May 2023 at the Annual meeting.

We also note that the Council still retains an Endowment fund initially of £163,000, which is held in reserve. This was transferred to the Council when it assumed responsibility in 2003 for managing the Oldbrook Centre: this has approximately 33years remaining of a 59-year term lease, from Milton Keynes Parks Trust Limited.

The Council have an approved PWLB loan which has now been drawn down and the money used for the Campbell Park Council Community Hub.

Conclusions

No significant matters have been identified in this area.

Annual Governance and Accountability Return

The Accounts and Audit Regulations required that all Councils prepare a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council’s financial affairs.

We have examined the Council’s procedures in relation to the preparation of the year-end detailed Annual Governance and Accountability Return data, also reviewing the arrangements for the identification of year-end debtors and creditors with no issues arising.

Conclusions

No issues have arisen in the review areas and on the basis of work undertaken, during the year, we have duly signed off the Internal Audit Report of the Annual Governance and Accountability Return, assigning positive assurances in each relevant area.

Annual Governance and Accountability Return 2024/25 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2024/25

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2025**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2025**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2025
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2024/25

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2025 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2024/25**, approved and signed, page 4
- **Section 2 - Accounting Statements 2024/25**, approved and signed, page 5

Not later than 30 September 2025 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2024/25

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2025.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2024) equals the balance brought forward in the current year (Box 1 of 2025).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2025**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2025 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	N/A	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2024/25

CAMPBELL PARK COMMUNITY COUNCIL
WWW.CAMPBELL-PARK.GOV.UK

During the financial year ended 31 March 2025, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2024/25 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2023/24, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2023/24 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2024-25 AGAR period, were public rights in relation to the 2023-24 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2023/24 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

Date(s) internal audit undertaken

24/10/2024 06/05/2025

Name of person who carried out the internal audit

A Shepherd-Roberts
Auditing Solutions Ltd

Signature of person who carried out the internal audit

Date

06/05/2025

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

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

Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

CAMPBELL PARK COMMUNITY COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

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

and recorded as minute reference:

Chair

Clerk

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Section 2 – Accounting Statements 2024/25 for

CAMPBELL PARK COMMUNITY COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	1,065,831	1,258,271	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	846,134	893,964	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	314,690	1,749,448	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	554,931	543,734	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	413,453	2,400,736	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,258,271	957,213	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,299,692	916,248	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	842,176	2,814,357	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	1,394,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

[Redacted Signature]

Date

6.5.2025

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

as recorded in minute reference:

[Redacted Minute Reference]

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

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

CAMPBELL PARK COMMUNITY COUNCIL

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 2025; 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 2024/25

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return 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. (*delete as appropriate).

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2024/25

We certify/do not 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 2025.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date



Campbell Park Community Council

CPCC Community Hub

Financial Statement Nr 11

13 May 2025

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
3	Financial Statement Nr.3	12/09/2024	CPCC	VB	AF
4	Financial Statement Nr.4	16/10/2024	CPCC	AF	AI
5	Financial Statement Nr.5	13/11/2024	CPCC	AF	AI
6	Financial Statement Nr.6	13/12/2024	CPCC	AF	AI
7	Financial Statement Nr.7	14/01/2025	CPCC	AF	AI
8	Financial Statement Nr.8	12/02/2025	CPCC	AF	AI
9	Financial Statement Nr.9	12/03/2025	CPCC	AF	AI
10	Financial Statement Nr.10	16/04/2025	CPCC	AF	AI
11	Financial Statement Nr.11	13/05/2025	CPCC	AF	AI

Authorised By (Director):	Date
AF	13/05/2025

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

1.0 Introduction

1. The following report is Financial Statement Nr.11 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 and roof have been completed. The internal finishes and the M&E works have been substantially completed. The external works are nearing completion External works have commenced.
4. To date there have been 45 Architects Instructions issued (as of 13 May 2025).
5. 15 valuations have been processed in the gross sum of £2,481,290.
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 Nr 10 total cost changes : £ 112,139.71

	OMIT		ADD	
Architects Instructions	£	202,723.40	£	168,857.48
Variations Submitted by S&B	£	-	£	68,460.63
Expected Variations	£	19,000.00	£	170,895.00
Contingency	£	74,100.00		
<hr/>				
Sub-total	£	295,823.40	£	408,213.11
				£ 112,389.71
<hr/>				
Total value of cost changes in Financial Statement Nr.11				
				<u>£ 250.00</u>

2. Reasons for cost changes:

Architects Instructions:

Forty five 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 £28,099.00 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 A further £25,000.00 for three sums has been omitted.

Expected Variations:

There are still approximately £151,895in for expected variations which have not yet been quoted/instructed however are expected to come forward. This includes £26,250 for a potential EoT claim.

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:	25 April 2025	4
Revised completion date:	TBC	
Gross valuation to date (subject to agreement:	£2,481,290.00	
Percentage of Contract Sum:	103.05%	
Retention %:	1.5%	
Retention held:	£37,219.35	
Rate of Liquidated Damages: Per day	£300.00	

3.1 Financial Summary

Contract Sum:				£2,407,797.92
		OMIT	ADD	
Architects Instructions	£	202,723.40	£	168,857.48
Variations Submitted by S&B	£	-	£	68,460.63
	£	202,723.40	£	237,318.11
			£	34,594.71
SUB TOTAL				£2,442,392.63
<i>Variations to be agreed</i>				
Expected Variations	£	19,000.00	£	170,895.00
	£	19,000.00	£	170,895.00
			£	151,895.00
ANTICIPATED CONSTRUCTION COST				£ 2,594,287.63
Contingencies				
Contract Included Contingencies	£	41,300.00		
Client Held Contingency	£	32,800.00		
	£	74,100.00	£	-
			-£	74,100.00
TOTAL ANTICIPATED CONSTRUCTION COST				£2,520,187.63

3.2 Change Summary

Tender Figure

	Omit	Add	Comments
Tender Figure		£ 2,304,660.00	
To Summary	£ -	£ 2,304,660.00	

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	£ -	£ 2,407,797.92
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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	Agreed
9	Architects Instruction 09- Issued 17/04/24- Removal of Kerbs	£	-	£	2,701.13	Agreed
9	Architects Instruction 09- Issued 17/04/24- EO Breakout of Concrete (below Tarmac)	£	40,000.00	£	23,584.89	Agreed
10	No Cost Impact	£	-			
11	Architects Instruction 11- Issued 02/05/24- Incorrect Level to Bottom of B&B Void	£	-	£	952.69	Agreed
11	Architects Instruction 11- Issued 02/05/24- Remove & Dispose of Tree Stumps, Laurel & Green Waste	£	-	£	6,111.37	Agreed
12	Architects Instruction 12- Issued 08/05/24- Trial Holes to Gas Main	£	-	£	570.68	Agreed
12	Architects Instruction 12- Issued 08/05/24- Foul Drainage Investigation to Unidentified MH's	£	-	£	296.89	Agreed
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	Being Reviewed by C&B
14	Issued 17/05/24/ No cost Impact	£	-	£	-	
15	Issued 24/05/24 Instrument Paint Change	£	8,240.00	£	-	Agreed
15	Issued 24/05/24- ESP Dwg 201 Mech. Schedule- Air Con. & Ventilation Equipment Update			£	8,891.40	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	Agreed
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	Agreed
19	Concrete Obstruction in Ground	£	-	£	269.57	Agreed
19	Wraptite Tape to Cavity Wall Insulation	£	-	£	4,543.35	Agreed
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	£	27,000.00	TBC
21	Drawing Issue ESP	£	-	£	4,600.00	TBC

22	Drawing issue STA	£	-	£	-	
22	Special bricks	£	-	£	3,000.00	TBC
23	Drawing Issue ESP	£	-	£	-	
24	SOA Drawing Issue	£	-	£	-	
25	SOA Drawing Issue	£	-	£	-	
25	Drawing Issue ESP	£	-	£	-	
26	SOA Drawing Issue	£	-	£	-	
26	Omission of Provisional Sums	£	25,000.00	£	-	
26	Omission of cubcle lockers	£	4,395.95	£	-	
26	Omission of landscape maintenace	£	765.45	£	-	
26	STA bending schedules	£	-	£	-	TBC
26	Armrests to benches	£	-	£	350.00	
26	Variation to screeds	£	2,000.00	£	-	
26	Café servery	£	-	£	5,497.00	
26	Omission of cylinders	£	1,200.00	£	-	TBC
26	Omission of link to FA	£	2,000.00	£	-	TBC
27	Drawing issue STA	£	-	£	-	TBC
28	SOA Drawing Issue					
28	Drawing issue STA					
28	Drawing Issue ESP					
28	External balustrade	£	-	£	-	
28	Paving	£	6,365.00	£	-	
28	Omission of Provisional Sums	£	759.00	£	-	
29	Tile splashback	£	-	£	300.00	TBC
29	Wall hung basin	£	-	£	706.00	
30	Door restraint hoops	£	-	£	750.00	TBC
30	Stiarcase details	£	-	£	750.00	TBC
31	SOA Drawing Issue	£	-	£	-	
31	Omission of Provisional Sums	£	14,500.00	£	-	
32	Drawing issue STA	£	-	£	2,000.00	TBC
33	SOA Drawing Issue	£	-	£	-	
33	Ceiling tile specification	£	-	£	-	
34	New reatining wall	£	-	£	-	See below
	Column casing	£	-	£	-	See below
	Site hoarding	£	-	£	-	See below
	EDPM seals	£	-	£	-	See AI 13
	Patio rebuild	£	-	£	-	See below
	Site hoarding	£	-	£	-	See AI 18
	Roof	£	-	£	-	See below
	Roof lights	£	-	£	-	See below
	Mechanical changes	£	-	£	-	See AI 27
35	SOA Drawing Issue	£	-	£	-	
36	SOA Drawing Issue	£	-	£	-	
	Drawing issue STA	£	-	£	-	
37	SOA Drawing Issue	£	-	£	-	
38	Drawing issue STA	£	-	£	-	
39	SOA Drawing Issue	£	5,000.00	£	-	
40	SOA Drawing Issue	£	-	£	750.00	TBC
	Balustrade	£	4,698.00	£	-	
41	SOA Drawing Issue	£	-	£	750.00	TBC
42	SOA Drawing Issue	£	-	£	500.00	
43	Omission of Provisional Sums	£	7,500.00	£	-	
44	Drip tray to servery	£	-	£	500.00	

44	Electrical changes	£	-	£	3,000.00
45	Onit grass seeding	£	300.00	£	-
To Summary		£	202,723.40	£	168,857.48

Variations Submitted by S&B

		Omit	Add	Comments
1	Remove Hording to South Boundary & Erect Heras	£	-	£ 648.35 Not Agreed
2	Colum Casement Re-measure	£	-	£ 6,573.22 Not Agreed
3	Remove/ Dispose Remaining Hoarding & Erect Heras to Western Boundary	£	-	£ 5,670.00 Not Agreed
4	IHR-B Head Restraint Re-Measure	-	£	999.24 Not Agreed
5	Retaining Wall Infill & Works to SW Embankment		£	25,262.55 Not Agreed
6	Rebuilding the Patio Structure		£	29,307.27 Not Agreed
To Summary		£	-	£ 68,460.63

Expected Variation

		Omit	Add	Comments
1	Expected Extra for Demolition of Existing Patio Structure		£	- No Longer Required
2	Rebuilding the Patio Structure		£	- Superseded by SB06
3	Retaining Wall Infill & Works to SW Embankment		£	- Superseded by SB05
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		£	1,150.00 C&B Estimate
7	Adjustment to Intumescent Paint			Superseded by AI15
8	RL Dig & Cart Re-Measure	£	5,000.00	£ 12,500.00 S&B Estimate
9	CWI to Subs Incorrect BQ Description (Described as 50mm not 90mm)		£	600.00 S&B Estimate
10	Roller Shutter to Community Larder		£	3,200.00 S&B Estimate
11	Trespa Cladding Remeasure		£	3,945.00 S&B Estimate
12	Non-Hazardous Muck uplift		£	5,000.00 S&B Estimate
13	Water Barrier Pipe		£	1,500.00 S&B Estimate
14	Clearing Stairway		£	1,500.00 S&B Estimate
15	Unidentified Obstruction/Groundworks Standing Time		£	2,500.00 S&B Estimate
16	Concrete Obstruction to Retaining Walls E&P		£	750.00 S&B Estimate
17	Formwork to Retain Screed		£	500.00 S&B Estimate

18	Additional Steel Missed from Steel Elevation Drawing	£	4,000.00	S&B Estimate
19	Roof flashings/remmeasure	£	4,500.00	S&B Estimate
30	Incoming seervices and BWIC (BT and Elec)	£	7,500.00	Estimate
31	Floor finishes	£	4,000.00	Estimate
32	Temporary electrics to the building	£	2,000.00	Estimate
33	DPM/latex	£	4,000.00	Estimate
34	Facing brick specials	£	1,250.00	Estimate
35	Draw pits	£	3,500.00	Estimate
36	Basement repairs	£	7,000.00	Estimate
37	Chasing for electrical installation	£	4,600.00	Estimate
38	Addiitonal fire stopping	£	11,500.00	S&B Estimate
39	Pattressing	£	1,500.00	S&B Estimate
40	Bulkhead to roller shutter	£	2,000.00	S&B Estimate
41	Under stair wall	£	2,750.00	S&B Estimate
42	Amendments to ACO	£	1,000.00	S&B Estimate
43	Addiitonal kerbs	£	1,500.00	S&B Estimate
44	Addiitonal fill in car park	£	2,000.00	S&B Estimate
45	Self closing gates	£	2,500.00	S&B Estimate
46	Omit pointing to paving	£	1,000.00	£ - S&B Estimate
47	Chamber ceiling height	£	-	£ 600.00 S&B Estimate
48	Additional drainage	£	-	£ 1,250.00 S&B Estimate
49	Lift partition	£	-	£ 3,000.00 S&B Estimate
50	Addiitonal roof timbers	£	-	£ 2,500.00 S&B Estimate
51	Addiitonal services	£	-	£ 5,500.00 S&B Estimate
52	Undercroft roof	£	-	£ 3,000.00 S&B Estimate
53	Add block/omit brickwork to foundations	£	3,500.00	£ - S&B Estimate
54	Add block/omit brickwork to retn walls	£	2,000.00	£ - S&B Estimate
55	Final PS to omit	£	7,500.00	
56	MH S7 level change	£	-	£ 1,000.00 S&B Estimate
57	Alterations to service apertures	£	-	£ 750.00 S&B Estimate
58	Bulkhead to café ceiling	£	-	£ 1,000.00 S&B Estimate
59	Pipe boxings	£	-	£ 800.00
60	Potential Extension of time - 7 weeks	£	26,250.00	Estimate

To Summary	£	19,000.00	£	170,895.00
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Cumulative value	AI issued in Period	Valuation number	Monthly Valuation total	Net Monthly Valuation total	Actual Valuation gross	Net Valuation
40,000.00	5,164.00	1	45,164.00	43,809	41,237	40,000
221,687.77	5,164.00	2	181,687.77	176,237	239,415	232,232
488,327.47	5,164.00	3	271,803.70	263,650	360,131	349,327
586,508.88	5,164.00	4	103,345.41	100,245	460,642	446,823
670,974.95	5,164.00	5	89,630.07	86,941	575,810	558,536
851,564.44	5,164.00	6	185,753.49	180,181	629,916	611,018
954,742.31	5,164.00	7	108,341.87	105,092	737,575	715,448
1,259,984.31	5,164.00	8	310,406.00	301,094	900,272	873,265
1,618,001.79	5,164.00	9	363,181.48	352,286	1,089,688	1,056,914
2,044,221.35	5,164.00	10	431,383.56	418,442	1,348,435	1,307,982
2,304,660.00	5,164.00	11	265,602.65	257,635	1,656,816	1,607,112
		12			1,899,869	1,842,873
		13			2,144,794	2,080,449
		14			2,304,780	2,235,637
		15			2,481,290	2,444,071



