ACORN (MK) NURSERIES LTD
NEWTON ROAD
EMBERTON , OLNEY
BUCKS
MK46 5JW

Tel: 01234 713469. VAT No: 212 9211 46. Email: sales@acorn-mk-nurseries.co.uk

Invoice To: New Bradwell Parish Council

Deliver To:

Tel: 01908 252832 Fax: 01908 252329

Page: 1 of 1, Invoice Ref: sb/ New Bradwell Parish Council

Invoice No.: 093921

Customer A/C: MKBC

INVOICE

Invoice Date: 11/03/2026

Description			Qty	Price	Sub-Total	Vat		Total
Order: 049555	**Delivery Note: 089246**	**Your Ref: sb/ New Bradwell Parish Council**						
Prunus cerasifera 'Nigra'	12/14	C65	1	135.000	135.00	27.00	T1	162.00
Prunus 'Kanzan'	12/14	H.std	8	150.000	1200.00	240.00	T1	1440.00
Pass: GB-4061. Totals, Currency (British Pounds GBP)			**9**		**1335.00**	**267.00**		**1602.00**

VAT Analysis:

Code	Rate	Nett	VAT
T1	20.00	1335.00	267.00

(GBP)	**Total exc. VAT:**	**1335.00**
(GBP)	**VAT:**	**267.00**
(GBP)	**Total payable:**	**1602.00**

SORT CODE 40-34-29 ACCOUNT NUMBER 71498819

INVOICE

Bucks and Milton Keynes Association of Local Councils
County Hall, Walton Street
Aylesbury, BK Hp20 1UA

balc@bucksalc.gov.uk
+44 1296383154
www.bucksalc.gov.uk

Bill to
Ms Germaine Newnham
New Bradwell Parish Council
New Bradwell Work Space, Unit 10
St James St
New Bradwell
MK13 0BL

Ship to
Ms Germaine Newnham
New Bradwell Parish Council
New Bradwell Work Space, Unit 10
St James St
New Bradwell
MK13 0BL

Invoice details
Invoice no.: 6726
Invoice date: 18/03/2026
Due date: 18/04/2026

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.	04/03/2026	**New! Taking the GRRR out of AGAR For Officers – March 4th at 11am – Online**		Delegate: Germaine Newnham, Booking Ref: EVF96067	1	£50.00	£50.00

Total **£50.00**

British Gas

Mrs Germaine Newnham
New Bradwell Parish Council
Unit 10
Saint James Street
Milton Keynes
MK13 0BL

Account number

BGB421238

Bill number: 14205888
Bill date: 12 Mar 2026
This is a VAT invoice
VAT registration number 684 9667 62

A helping hand

You've signed up for an online only product. You can find answers to your questions and chat to us on our help and support page.

Help & support

Your final gas bill

ESTIMATED READINGS

New Bradwell Parish Council, Unit 10, Saint James Street, Milton Keynes, MK13 0BL

Bill period 18 Jun 2023 to 17 Jun 2024

Balance brought forward from your last bill	£360.51
Gas charges exc VAT	£289.74
Payment	£360.51 CR
Goodwill Payment	£50.00 CR
Credit note	£360.51 CR
VAT at 5%	£14.49

Total charges (inc VAT) £106.28 CR

Your account balance is in credit and this will be refunded to your bank account within 10 working days

About your plan

British Gas Lite - our online only option

Plan name: Fixed Price Plan

Plan end date: 17 Jun 2024

To renew your plan: Log in to view your options

Gas charges

ESTIMATED READINGS

Meter point reference: 9342671907
Meter serial G4A50056051501

Previous reading	Current reading	Calorific Value	Units	kWh	Rate	Charges
Gas						
2,625.0 READ 18 Jun 2023	**2,801.0** ESTIMATED 1 Apr 2024	39.6	176 m^3	1,979.8	10.05p	£198.97
Gas						
2,801.0 ESTIMATED 1 Apr 2024	**2,848.0** READ 17 Jun 2024	39.4	47 m^3	526.0	10.05p	£52.87
Gas						
2,848.0 READ 17 Jun 2024	**2,848.2** ESTIMATED 18 Jun 2024	39.0	0.2 m^3	2.2	10.05p	£0.22

Gas charges		**£252.06**
Backbilling		-£53.82
Standing charge	366 days at 25 p/day	£91.50
Gas charges exc VAT		**£289.74**

How much gas did you use?

Your average gas usage during this bill period was **6.853 kWh/day** or **£0.69/day**

Useful information

Gas Emergency

Call 0800 111 999

If you smell gas or suspect a gas leak, please call the National Gas Emergency Service immediately. This line is available 24/7.

A helping hand

You've signed up for an online only product. You can find answers to your questions and chat to us on our help and support page.

Help & support

We're available Monday to Friday, 8am to 6pm.
britishgas.co.uk/business/help-and-support

Your gas usage explained

Your bill is based on your energy consumption and is calculated using the below formula, which converts gas units to kWh.

Imperial meters (cubic feet or ft^3) start at step 1.

Metric meters (cubic meter or m^3) start at step 2.

① Convert the units into cubic meters - multiplying by 2.83

② Multiply the cubic meters by the Correction Factor 1.022640 (may vary per meter point)

③ Multiply this by the Calorific Value

④ Divide this by 3.6 to convert to kWh

Any concerns?

You can access details of our complaints handling procedure by visiting britishgas.co.uk/business/complaints

We'll do all we can to sort things out quickly for you. If your complaint is about the agreement between you and your broker, please contact them directly.

If you're based in England or Wales.
Citizens Advice Consumer Service provides free, unbiased advice on consumer issues at www.citizensadvice.org.uk/energy or call the helpline on 03454 04 05 06.

If you're based in Scotland.
Advice Direct Scotland provides free, unbiased advice on consumer issues at www.energyadvice.scot or call the helpline on 0808 196 8660.

NEW BRADWELL PARISH COUNCIL

Financial Risk Assessment

Updated 04.03.2026

FINANCIAL AND MANAGEMENT				
Subject	**Risks Identified**	**H/M/L**	**Management control of risks**	**Review/Assess/Revise**
Councillors	Losing Councillor membership or having more than 6 vacancies at any one time	L L	When a vacancy arises, there is a legal process to follow. If not an election year, then the co-option process can begin. The process begins with an advert, acceptance of applications, consideration of applicants and co-option vote at a Council meeting then appointment. If there are more than 6 vacancies the Council becomes inquorate and the legal process of Milton Keynes City (MKCC) Council appointing members takes place.	Existing procedures are adequate. Procedures of another body are accurate.
Precept	Adequacy of precept Requirement not submitted to MKCC on time Amount not received by NBPC	L L L	Regular budget reviewed by Full Council Precept should be considered by Council before the deadline The Clerk informs the council when monies are received	Existing procedure adequate
Financial Records	Inadequate Records Financial irregularities	L L	The Council has Financial Regulations which set out the requirements	Existing procedure is adequate. Review of Financial Regulations Annually.
Bank and Banking	Inadequate checks Bank Mistakes Loss Charges Loss of Signatories	L L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts. The Clerk reconciles the bank account once a month when the statement arrives, any issues, irregularities are dealt with immediately by informing the bank and awaiting their correction. Monitor the bank statements monthly.	Existing procedure adequate

			As is required by Standing orders the clerk will access internet banking sites directly and not through a search engine. Any transactions to be carried out electronically must be agreed by Full council in advance.	
Cash/Loss	Loss through dishonesty or theft Cash/Cheques are banked within 7 working days. There is no petty cash or float. This is audited by the Internal auditor annually	L	The council has Financial Regulations which set out the requirements	Existing procedure adequate
Litigation	Potential risk of legal action being taken against the Council	M	Public liability insurance covers general personal injury where claims that the Parish Council is found to be at fault, but not spurious or frivolous claims -these cannot be insured against.	Insurance is adequate for our requirements but there is still risk of other claims.
Reporting and Auditing	Information Communication Compliance	L M	The agenda includes a Finances sect, which states - to note & approve by Full Council. includes bank reconciliation and a breakdown of receipts and payments balanced against the bank.	Existing procedure adequate
NBPC run activities	Risk of Financial loss	L	All our activities are financed by NBPC and therefore there is no financial risk	Existing procedure is adequate. Each activity needs to be assessed on an individual basis
Grants and support payable	Power to pay Authorisation of council to pay	L	All such expenditure goes through the required council process of approval, minuted and listed accordingly if a payment is made using the S137 power of expenditure. Grant application forms have been devised to keep up to date records of applications.	Existing procedure adequate Parish councilor's request S137 rules if required.
Best Value Accountability	Work awarded incorrectly Overspend on services	L M	Normal PC practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation check the quotation/tender, research the problem and repot to council. This is covered in Financial Regulations	Existing procedures are adequate. Include when reviewing Financial Regulations annually.

Salaries and associated costs	Payment of salaries	L	The Council uses an outside salary accountancy. Any increase in salary is reported to them instantly.	Existing appointment adequate
Employees	Loss of clerk Fraud by the clerk Actions undertaken by the clerk Health and Safety	L L L L	Reference to a continuity plan should be made in case of loss of key personnel. The requirements of the insurance to be adhered to with regards to fraud. The Clerk should be provided with relevant training reference books, access to assistance and legal advice required to undertake the role. Health and Safety issues relating to the clerk are regarding lone working and driving to/from Council meetings. The clerk's own car insurance covers travel to and from a place of work.	We currently have no procedure in place for this. Membership of the SLCC Monitor working conditions, safety requirements and insurance regularly
Councillor Allowances	Councillors overpaid. Income tax deducted	Negative	No allowances are allocated to Parish councillors	No procedure required.
Election costs	Risk of an election cost	H	Risk is higher in an election year. When a scheduled election is due the Clerk will obtain an estimate of costs from MKCC. There are no measures which can be adopted to minimise the risk of having elections as this is a democratic process.	Council should consider saving each year to cover all costs.
VAT		L	The council has financial regulations which set out the requirements. VAT is claimed regularly	Existing procedures adequate
Employers annual return	Paying and accounting for NI and Tax of employees salaries	Negative	Outside payroll accountancy firm used	Existing procedures adequate
Audit – Internal	Audit. Completion within time limit	L	Internal auditor is appointed by the Council. Internal auditor is supplied with the relevant documents to audit and the form to complete and sign for the External auditor	Existing procedures adequate
	Completion/Submission within time limit	L	Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent to the External auditor within the time limit	Existing procedures adequate
Legal powers	Illegal activity or payments	L	All activity and payments within the power of the PC to be resolved and minuted at full Parish council meetings including a reference to the power used, as per the Financial regulations	Existing procedures adequate

Minutes/Agendas/ Notices/Statutory documents	Accuracy and legality Business conduct	L L	Minutes and agenda are produced in the prescribed method by the clerk and adhere to the legal requirements and best practice guidelines. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at council meetings should be managed by the Chair.	Existing procedures adequate Guidance/training to the chair should be given (if required). Members to adhere to Code of Conduct
Members interest	Conflict of Interest Register of Members interests	L M	Although not a requirement, the declaration of interests by members at a meeting should be an obvious process to remind councilor's of their duty and should remain on the agenda. Register of Members interest forms should be reviewed regularly by councilor's	Existing procedures adequate Members take responsibility to update their register
Insurance	Adequacy Cost Compliance	L L L	An annual review ie the time of renewal of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for. Ensure compliance measures are in place.	Existing procedures adequate Review insurance provision annually
Assets	Loss or damage Risk/damage to third party (ies) property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions	Asset register to be updated annually
Maintenance	Poor performance if assets or amenities Risk to third parties	L L	All assets owned by the Parish council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Parish council. All assets are insured and reviewed annually.	Existing procedure adequate
Meeting location	Adequacy Health and Safety	L	The Parish council meetings are held in the Parish Office or New Bradwell Community Centre if required.	Existing location(s) adequate
Council Records – electronic	Loss through: Theft, fire, damage corruption of computer	L M	Council electronic records are stored on Clerks computer & OneDrive.	Need to have back up in place

Signed by: *Position:*

Reviewed 13.04.2026 Min ref: *Next review April 2026*

Microsoft

Billing Summary

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Summary

Billing Profile	New Bradwell Parish Council
Billing Number	G148007465
Document Date	21/03/2026

Total Amount GBP 41.47
Due on 21/03/2026

Questions on your bill? Visit https://aka.ms/invoice-billing

Invoice for activity on 20/03/2026

This invoice is for any subscription purchases, renewals, and recurring charges on the date indicated. The service period you are paying for is listed with each subscription below. Find more details about your bill at https://admin.microsoft.com/Adminportal/Home#/billoverview/invoice-list/G148007465

Billing Summary

Charges	34.56
Subtotal	34.56
Tax	6.91
Total (including Tax)	GBP 41.47

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Microsoft

Invoice

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Billing Profile	New Bradwell Parish Council
Tax Invoice Number	GB-TI2601402072
Tax Invoice Date	21/03/2026

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Invoice for activity on 20/03/2026

Section Summary

Section Name	Charges (GBP)	Total (GBP)
New Bradwell Parish Council	34.56	**34.56**
Total (excluding Tax)		**34.56**
Tax Amount		**6.91**
Total (including Tax)		**41.47**

Billing Details By Product

New Bradwell Parish Council

Microsoft 365 Business Standard - One-Month commitment for monthly billing

Purchases Charge Start Date - Charge End Date	Unit Price (GBP)	Qty	Charges/ Credits (GBP)	Tax Rate	Total (excluding Tax) (GBP)	Tax Line Indicator
20/03/2026-19/04/2026	11.52	3	34.56	20.00%	**34.56**	A

Tax Description	Sub-Total Amount (GBP)	Tax Amount (GBP)	Total (including Tax) (GBP)	Tax Line Indicator
Tax 20.00%	**34.56**	**6.91**	**41.47**	**A**

Subtotal	34.56
Azure Credit	0

Tax	6.91
Total	GBP 41.47

Microsoft

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Microsoft

Billing Summary

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Summary

Billing Profile	New Bradwell Parish Council
Billing Number	G144597523
Document Date	07/03/2026

Total Amount GBP 27.38
Due on 07/03/2026

Questions on your bill? Visit https://aka.ms/invoice-billing

Invoice for activity on 06/03/2026

This invoice is for any subscription purchases, renewals, and recurring charges on the date indicated. The service period you are paying for is listed with each subscription below. Find more details about your bill at https://admin.microsoft.com/Adminportal/Home#/billoverview/invoice-list/G144597523

Billing Summary

Charges	22.82
Subtotal	22.82
Tax	4.56
Total (including Tax)	GBP 27.38

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

Microsoft

Invoice

Microsoft Limited
Microsoft Campus
Thames Valley Park
Reading Berkshire RG6 1WG
UK
VAT Reg. No. GB724594615

Billing Profile	New Bradwell Parish Council
Tax Invoice Number	GB-TI2601117628
Tax Invoice Date	07/03/2026

Sold To
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
Milton Keynes
BUCKINGHAMSHIRE
MK13 0BL
GB

Bill To
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James St
Milton Keynes
MK13 0BJ
GB

Invoice for activity on 06/03/2026

Section Summary

Section Name	Charges (GBP)	Total (GBP)
New Bradwell Parish Council	22.82	**22.82**
Total (excluding Tax)		**22.82**
Tax Amount		**4.56**
Total (including Tax)		**27.38**

Billing Details By Product

New Bradwell Parish Council

Exchange Online (Plan 1) - One-Year commitment for monthly/yearly billing

Purchases Charge Start Date - Charge End Date	Unit Price (GBP)	Qty	Charges/ Credits (GBP)	Tax Rate	Total (excluding Tax) (GBP)	Tax Line Indicator
06/03/2026-05/04/2026	3.26	7	22.82	20.00%	**22.82**	A

Tax Description	Sub-Total Amount (GBP)	Tax Amount (GBP)	Total (including Tax) (GBP)	Tax Line Indicator
Tax 20.00%	**22.82**	**4.56**	**27.38**	**A**

Subtotal	22.82
Azure Credit	0

Tax	4.56
Total	GBP 27.38

Microsoft

Payment Instructions:

Your account has a credit card on file and there is no action for you to take. The card you have on file will be charged.

NEW BRADWELL PARISH COUNCIL
RESERVES POLICY

1. Introduction

New Bradwell Parish Council (hereafter 'the Council') is required to maintain adequate financial reserves to meet the needs of the organisation and to manage financial risk effectively. This policy sets out the principles by which the Council will determine, maintain and review the level of its reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no statutory minimum level prescribed; however, it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council on the appropriate level of reserves and to ensure that proper procedures exist for their establishment, use and review.

This policy should be read alongside the Council's annual budget and Financial Regulations. The specific balances held within each reserve are recorded in the Reserves Schedule, which is maintained by the RFO and reported to the Council in accordance with Section 5 of this policy.

2. Types of Reserves

2.1 General Reserves

General Reserves are unrestricted funds held to:

- Provide a buffer against unexpected expenditure or income shortfalls during the financial year;
- Smooth the impact of uneven cash flows throughout the year; and
- Ensure the Council can meet its financial obligations without the need for an emergency precept.

At all times, the Council must retain a minimum balance in General Reserves sufficient to cover at least one month's committed expenditure, including staff salaries and National Insurance contributions. If the General Reserve falls below this floor, the RFO must report to the Council immediately with a plan to restore it.

2.2 Earmarked Reserves

Earmarked Reserves are funds set aside for a specific, identified purpose. They are not available for general use unless the Council formally resolves to repurpose them. Earmarked reserves must not be used to fund ongoing, recurring revenue expenditure.

If an earmarked reserve is drawn upon to bridge a short-term funding gap other than its stated purpose, it must be replenished in the following financial year. An earmarked reserve that has been fully applied to its intended purpose should be formally dissolved by Council resolution and does not require replenishment.

3. Level of General Reserves

The Council's target level for General Reserves is a minimum of six months' gross annual expenditure, equivalent to one half of the annual precept. This target — rather than the three-month minimum commonly cited for smaller, lower-risk councils — reflects the Council's current elevated risk profile, which arises principally from:

- The Council's position as tenant at will in respect of the community centre, under which either party may terminate the arrangement at relatively short notice;
- The ongoing and unresolved Community Asset Transfer negotiations with Milton Keynes City Council (MKCC) and the separate negotiations with St James Church regarding their 25% interest in the building, which have been in progress for approximately three years and involve complex Church governance and trust arrangements;
- The Grade II listed status of the community centre, which means any repair or improvement works may require listed building consent and are likely to carry a cost premium; and
- The Council's capital ambitions in relation to community centre acquisition, which require a stable and strong reserves position.

The Council may hold General Reserves above this target if the annual financial risk assessment identifies circumstances that justify a higher level. The RFO will advise the Council if the General Reserve falls below, or is forecast to fall below, the target and will present options for restoring the position.

If, in exceptional circumstances, General Reserves are exhausted, the Council may draw upon Earmarked Reserves to provide short-term resources, subject to a formal Council resolution and a commitment to replenish those reserves.

4. Earmarked Reserves

Any decision to create, adjust, repurpose or dissolve an earmarked reserve must be made by resolution of the full Council. Expenditure from any reserve may only be authorised by resolution of the full Council.

The Council currently maintains the following earmarked reserves. The specific balance held within each reserve is recorded in the Reserves Schedule maintained by the RFO.

Reserve Name	Purpose
Community Centre Acquisition Reserve	To fund the Council's contribution towards the acquisition of the community centre, comprising the MKCC 75% share (subject to Community Asset Transfer) and the St James Church 25%

	share (subject to ongoing negotiations). The building is Grade II listed and will require investment in refurbishment and modernisation upon transfer.
Legal Costs Reserve — CAT & Church Transfer	To meet legal and professional costs arising from the Community Asset Transfer negotiations with MKCC and the ongoing negotiations with St James Church. This reserve is specific to this project and will be dissolved by Council resolution once the transfers are concluded or formally abandoned.
Community Centre Repairs & Upgrades Reserve	To fund planned and reactive maintenance, repairs and improvements to the community centre. Given the Grade II listed status of the building, works may require listed building consent and carry a cost premium. This reserve allows the Council to plan and fund works without large unplanned budget variations.
Equipment & Asset Replacement Reserve	To fund the planned replacement of IT equipment and other assets in line with the Council's Asset Register, providing flexibility across all equipment categories.
Insurance / Risk Reserve	To meet insurance policy excesses or liabilities not covered by the Council's insurance arrangements.

5. Reserves Schedule and Reporting

The RFO will maintain a central Reserves Schedule recording, for each reserve:

- The name and stated purpose of the reserve;
- The opening balance at the start of the financial year;
- Any movements in year, with the authorising minute reference; and
- The closing balance at the end of the financial year.

The Reserves Schedule will be presented to the full Council at two points in each financial year: **at the mid-year point (ordinarily October or November)**, to allow the Council to review the reserve position and make any adjustments ahead of the budget-setting process; and **at year-end as part of the annual accounts.**

The specific balances and allocations within the Reserves Schedule will be agreed by the Council annually as part of the budget-setting process and are not reproduced within this policy, so that the policy remains a stable framework document that does not require amendment each time figures are updated.

6. Review of This Policy

This policy will be reviewed annually by the Council during the budget-setting process. The review will take into account:

- The Council's current and forecast financial position;
- The outcome of the annual financial risk assessment;
- Any material change in the community centre tenure or asset transfer negotiations; and

- Guidance issued by NALC, SLCC or the Buckinghamshire and Milton Keynes Association of Local Councils (BKALC).

The RFO is responsible for bringing this policy to the Council for review and for maintaining the Reserves Schedule throughout the year.

7. Adoption

This policy was adopted by New Bradwell Parish Council at a meeting of the full Council on 14 April 2025 (Minute Reference 5/25). It supersedes the Reserves Policy adopted on 3 March 2025 and all previous versions.

Document Control

Organisation	New Bradwell Parish Council
Title	Reserves Policy
Responsible Officer	Clerk / Responsible Financial Officer (RFO)
Distribution	Public
Owner	New Bradwell Parish Council
Subject	Finance
Review Frequency	Annually, during budget-setting
Supersedes	Reserves Policy adopted 3 March 2025

Document Review History

Review Date	Minute Reference	Chairperson Signature
14.04.2025	5/25	
13.04.2026		

Outlook

Parish Precept Payment Schedule 2026/27

From Corporate Finance <CorporateFinance@milton-keynes.gov.uk>
Date Thu 12/03/2026 11:04

1 attachment (24 KB)
Parish Precept Instalments 2026-27 - To Parishes.xlsx;

Dear All,

The first instalment of the 2026/27 Parish Precepts and Grant will be paid on **15 April 2026** with the second instalment being paid on **15 September 2026**.

Please find the Parish Payment Schedule attached.

Kind Regards
Jack

If one of our team has gone the extra mile to help you today, please click here to tell us about it.

Any personal data will be processed in line with the Data Protection legislation

This email and any attachments hereto are strictly confidential and intended solely for the addressee. It may contain information which is privileged. If you are not the intended addressee, you must not disclose, forward, copy or take any action in reliance of this email or attachments. If you have received this email in error, please delete it and notify us as soon as possible.

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	Parish	Instalment Due 15 April 2026 Precept £	Instalment Due 15 April 2026 Grant £
BRA	ABBEY HILL	52,662.50	0.00
AST	ASTWOOD and HARDMEAD	4,725.50	0.00
FSW	BLETCHLEY & FENNY STRATFORD	712,703.42	19,582.39
BOW	BOW BRICKHILL	29,492.26	0.00
BRW	BRADWELL	115,897.00	1,392.39
BRO	BROUGHTON and MILTON KEYNES	218,572.48	0.00
CAL	CALVERTON	0.00	0.00
WOO	CAMPBELL PARK	491,901.00	6,560.39
CAS	CASTLETHORPE	22,829.00	0.00
CEN	CENTRAL MILTON KEYNES	66,590.17	0.00
CHI	CHICHELEY	500.00	0.00
CLI	CLIFTON REYNES and NEWTON BLOSSOMVILLE	8,648.00	0.00
COL	COLD BRAYFIELD	0.00	0.00
EMB	EMBERTON	10,397.50	0.00
FAI	FAIRFIELDS	78,430.00	0.00
GAY	GAYHURST	1,000.00	0.00
GRE	GREAT LINFORD	422,271.76	1,598.74
HAN	HANSLOPE	70,171.50	0.00
HAV	HAVERSHAM cum LITTLE LINFORD	16,708.00	0.00
KMB	KENTS HILL, MONKSTON & BRINKLOW	102,468.50	0.00
LAT	LATHBURY	500.00	0.00
LAV	LAVENDON	22,500.00	0.00
LIT	LITTLE BRICKHILL	11,180.00	0.00
LOU	LOUGHTON & GREAT HOLM	54,742.50	0.00
MOU	MOULSOE	6,737.00	0.00
NEW	NEW BRADWELL	40,197.68	1,967.98
NWP	NEWPORT PAGNELL	662,827.50	0.00
NOR	NORTH CRAWLEY	13,226.00	0.00
OLN	OLNEY	204,931.50	0.00
OUZ	OLD WOUGHTON	8,500.00	0.00
RAV	RAVENSTONE	5,750.00	0.00
SHB	SHENLEY BROOK END	570,491.00	0.00
SHC	SHENLEY CHURCH END	217,665.50	0.00
SHE	SHERINGTON	23,400.00	0.00
SIM	SIMPSON & ASHLAND	21,000.00	0.00
STA	STANTONBURY	263,795.72	2,984.78
STK	STOKE GOLDINGTON	14,000.00	0.00
STO	STONY STRATFORD	159,280.50	2,175.02
TYR	TYRINGHAM & FILGRAVE	930.00	0.00
WAL	WALTON	237,500.00	0.00
WAR	WARRINGTON	0.00	0.00
WAV	WAVENDON	133,075.00	0.00
WBL	WEST BLETCHLEY	677,354.00	4,096.88
WES	WESTON UNDERWOOD	6,180.00	0.00
WHI	WHITEHOUSE	117,415.50	0.00
WOB	WOBURN SANDS	100,500.00	0.00
WOL	WOLVERTON	483,987.35	6,964.71
WOU	WOUGHTON	488,659.36	52,676.72
	Total	**6,972,294.70**	**100,000.00**



Instalment Due 15 April 2026 Total £	Instalment Due 15 September 2026 Precept £	Instalment Due 15 September 2026 Grant £	Instalment Due 15 September 2026 Total £
52,662.50	52,662.50	0.00	52,662.50
4,725.50	4,725.50	0.00	4,725.50
732,285.81	712,703.42	19,582.39	732,285.81
29,492.26	29,492.26	0.00	29,492.26
117,289.39	115,897.00	1,392.39	117,289.39
218,572.48	218,572.49	0.00	218,572.49
0.00	0.00	0.00	0.00
498,461.39	491,901.00	6,560.39	498,461.39
22,829.00	22,829.00	0.00	22,829.00
66,590.17	66,590.17	0.00	66,590.17
500.00	500.00	0.00	500.00
8,648.00	8,648.00	0.00	8,648.00
0.00	0.00	0.00	0.00
10,397.50	10,397.50	0.00	10,397.50
78,430.00	78,430.00	0.00	78,430.00
1,000.00	1,000.00	0.00	1,000.00
423,870.50	422,271.76	1,598.74	423,870.50
70,171.50	70,171.50	0.00	70,171.50
16,708.00	16,708.00	0.00	16,708.00
102,468.50	102,468.50	0.00	102,468.50
500.00	500.00	0.00	500.00
22,500.00	22,500.00	0.00	22,500.00
11,180.00	11,180.00	0.00	11,180.00
54,742.50	54,742.50	0.00	54,742.50
6,737.00	6,737.00	0.00	6,737.00
42,165.66	40,197.69	1,967.97	42,165.66
662,827.50	662,827.50	0.00	662,827.50
13,226.00	13,226.00	0.00	13,226.00
204,931.50	204,931.50	0.00	204,931.50
8,500.00	8,500.00	0.00	8,500.00
5,750.00	5,750.00	0.00	5,750.00
570,491.00	570,491.00	0.00	570,491.00
217,665.50	217,665.50	0.00	217,665.50
23,400.00	23,400.00	0.00	23,400.00
21,000.00	21,000.00	0.00	21,000.00
266,780.50	263,795.72	2,984.78	266,780.50
14,000.00	14,000.00	0.00	14,000.00
161,455.52	159,280.50	2,175.02	161,455.52
930.00	930.00	0.00	930.00
237,500.00	237,500.00	0.00	237,500.00
0.00	0.00	0.00	0.00
133,075.00	133,075.00	0.00	133,075.00
681,450.88	677,354.00	4,096.87	681,450.87
6,180.00	6,180.00	0.00	6,180.00
117,415.50	117,415.50	0.00	117,415.50
100,500.00	100,500.00	0.00	100,500.00
490,952.06	483,987.36	6,964.72	490,952.08
541,336.08	488,659.36	52,676.73	541,336.09
7,072,294.70	**6,972,294.73**	**100,000.00**	**7,072,294.73**

[redacted]

SCOTTISHPOWER

R

v6.6_01212026

24 hour emergency

Electricity Call free: 105 (24hrs)

scottishpower.co.uk
0345 058 0002
9am - 5pm weekdays

New Bradwell Parish Council
Old School
Unit 10 St James Street
New Bradwell Workspace
MILTON KEYNES
MK13 0BL

Find us on

Account number
1614 0010 409

Date **12 March 2026**
Page 1 of 3
Invoice number: **629003846792**
VAT number: **GB 659 3720 08**

Supply Address: NEW BRADWE, CHURCH STREET, MILTON KEYNES, MK13 0DA

Your electricity invoice, actual use

Invoice period **07 February 2026-12 March 2026. VAT on this invoice £213.93**
You are on our **RENEWABLE FOR BUSINESS VJ1 NOV 2026** product

Business account

- We'll collect your balance of £1283.58, on 26th Mar 2026. If you pay earlier, we'll only collect what's outstanding.
- Thank you for your custom.

Your account

Last invoice	£1,709.42 (in debit)
Payments For full details of payments see over ->	-£1,709.42
Opening balance	£0.00
Charges this period	
Energy charges	**£1,044.38**
Government support	**Not applicable**
Total climate change levy	**£25.27**
Sub total (before VAT)	**£1,069.65**
VAT at 20.00% On £1,069.65	**£213.93**
Invoice total	**£1,283.58**
Current balance	**£1,283.58**

- Why not use our online service? You can get a new or copy bill, update your meter readings or manage and view your payments. Just register at scottishpower.co.uk/smallbusiness.
- Our interactive phone service has the answers to the questions our business customers most often ask, such as CCL payments or VAT calculations. Just call us on 0345 058 0002.
- We can help you to keep your energy costs down. Simply go to **scottishpower.co.uk/small-business/saving-energy** for Energy Efficiency tips.

Important Contract Information

Fixed term period end date: 30th November 2026*

For Business tariffs include both fixed and variable cost elements within the standing charge and unit rates. You should keep in mind that the variable costs can rise or fall quarterly. If these variable costs change, your prices will be updated accordingly each quarter on the 1st January, 1st April, 1st July and 1st October. For information on the variable costs included in your prices, as well as details on the latest changes, please visit **scottishpower.co.uk/forbusiness**

*At ScottishPower we do not require customers to give us written notice of termination. For customers on a fixed term tariff, your contract will end on the day after your current contract end date unless you choose another contract with ScottishPower. If you do not choose another contract with ScottishPower or move supplier, we will move you to a default tariff.

S	04	0326	N13
	11	0001 5039	498

Energy charges this period

Electricity		
Evening & Weekend E7 :Day Charge	**Meter number 22M0016819**	
Start Reading End Reading	**16034 Actual** 06 Feb 26 **17933 Actual** 12 Mar 26	
Units used	**1899 = 1899 KWh (kilowatt-hrs) used**	
07/02/26 to 12/03/26 07/02/26 to 12/03/26	Consumption charge, **1899 kWh x 32.840p** = Standing charge, **34 days x 78.940p** =	£623.63 £26.84
Evening & Weekend E7 :Evening & Weekend Charge	**Meter number 22M0016819**	
Start Reading End Reading	**9291 Actual** 06 Feb 26 **10631 Actual** 12 Mar 26	
Units used	**1340 = 1340 KWh (kilowatt-hrs) used**	
07/02/26 to 12/03/26	Consumption charge, **1340 kWh x 28.970p** =	£388.20
Evening & Weekend E7 :Night Charge	**Meter number 22M0016819**	
Start Reading End Reading	**834 Actual** 06 Feb 26 **856 Actual** 12 Mar 26	
Units used	**22 = 22 KWh (kilowatt-hrs) used**	
07/02/26 to 12/03/26	Consumption charge, **22 kWh x 25.950p** =	£5.71
	Total electricity charges	**£1044.38**
	Total energy charges this period	**£1044.38**

Government support

Not applicable

Levies

Climate change levy

Units Used	Non-exempt %	Chargeable KWh	P per unit	
3261.00	100 %	3261.00	0.775	£25.27
			Total Levies	**£25.27**

Payments received

Payment	23 Feb 26	-£1709.42
	Total payments received	**-£1709.42**

VAT

Vat at 20.00% on £1069.65		£213.93
	Total VAT	**£213.93**

Important update to your payment method
Thanks for choosing to pay by Direct Debit. Please be aware that from now on, if we're unable to collect your payment on the date it's due, we may apply a £5 administration fee as per our terms and conditions.

Other important information

Complaints
We are confident we will resolve your query satisfactorily. If after contacting us you remain unhappy, please phone **0345 058 0002** and ask for our dedicated Customer Care Team. If your complaint is not resolved within 8 weeks, or you receive our Final Offer letter, you can take your complaint to the Energy Ombudsman. They are an independent service specialising in resolving customer complaints in an impartial way. You can contact them on 0330 440 1624 or enquiries@os-energy.org

Your supply
Your Electricity is delivered by **Western Power Distribution - East Midlands**. If there's a problem with **Western Power Distribution - East Midlands** equipment, call free on **105** (24 hours) or write to **Western Power Distribution - East Midlands, Information Centre, Western Power Distribution, Avonbank, Feeder Road, Bristol, BS2 0TB**.

Special Needs
If you have special needs, register with us. Call 0800 027 1122. For example we can provide bills in large print, Braille or on audio tape.

Citizens Advice and Advice Direct Scotland
If you are struggling to pay your energy bill or have a problem with your account, Citizens Advice can offer independent help and support. For free and impartial advice, you can visit their website at **citizensadvice.org.uk/energy**. In England and Wales, you can contact Citizens Advice via their consumer helpline on **0808 223 1133**. For the Welsh speaking line, the number is **0808 223 1144**. In Scotland, you can contact Advice Direct Scotland on **0808 196 8660** or at **energyadvice.scot**

Energy Efficiency
We're committed to helping your business become more energy efficient - to help lower your costs and protect the planet. For energy saving tips for your business including advice tailored to your industry visit **scottishpower.co.uk/small-business/saving-energy**

Moving premises?
If you're moving premises, please contact us on **0345 058 0002** within 28 days of your move with the following information:

- Your move date
- Your future contact details
- Your final meter read
- Name and contact details for the future owner / occupier

You can also complete your move online by speaking to one of our agents online at **scottishpower.co.uk/getintouch-sme**

Explanation of VAT and Climate Change Levy .
ScottishPower collect Climate Change Levy or CCL together with VAT from businesses on behalf of the Government. Climate Change Levy or VAT is charged depending on your average daily consumption.
If you are an electricity customer and you consume more than 33 units per day then you will be charged CCL or VAT at the full rate.
If your average daily consumption is below 33 units per day then CCL will not be charged in this period, however, VAT will be charged but at the lower rate.
Remember - Although CCL is charged on the basis of kWh consumed per day, this is averaged over the period of the bill. A business can be charged CCL for one bill and not for the next, should your consumption change etc.

For further details, why not ask your Accountant for more information.

Making the most of your smart meter data
Your smart meter sends us automated meter readings, improving accuracy and saving time.

To help you make the most of your smart meter data, we provide you with your energy consumption information in your online account. To access your energy consumption data, visit your online account or the ScottishPower app.

With this information, you can monitor your energy usage, which may help you consider how to reduce or optimise your energy consumption.

The more often we receive automated readings from your smart meter, the more detail we can provide on your energy usage. Half-hourly readings are the most regular frequency. If you have yet to opt in to half-hourly readings, you can do so from your online account.

Invoice

INVOICE NO: 515996

TOILETS+
Portable Toilet Hire Specialists

INVOICE ADDRESS

NEW BRADWELL PARISH COUNCIL
UNIT 10, NEW BRADWELL WORK SPACE
ST JAMES STREET
NEW BRADWELL
MILTON KEYNES
MK13 0BJ

HEAD OFFICE

Toilets+ Ltd
32 London Road
Wymondham
Norfolk
NR18 9JD

Tel: 01953 601345

E-Mail: info@toilets.co.uk

INVOICE DETAILS

Date of Invoice:	16-Mar-26
Contract No:	110938
Contract Status:	Continuing
Account Ref:	NEWB01
Customer Order No:	.
Last Invoice No:	510428
Last Invoice Date:	16-Feb-26

SITE ADDRESS

DRILL HALL ALLOTMENTS
OFF NEWPORT RD, NEW BRADWELL, MK
LAST SVC TUES. #A028
KEY IN BOOK, COMBI LOCK C2349
MK13 0DY

Contact: JERMAINE - 01908 313602

QTY	CODE	DESCRIPTION	FROM	TO	RATE	PER	M/W/D	VAT	VALUE
		TOILET(S) ON HIRE UNTIL TERMINATED BY PHONE CALL							
1	1000	8759 - STANDARD CHEMICAL PORTABLE TOILET WITH HAND SANITISER & TOILET ROLLS, INCLUDES WEEKLY SERVICE. MINIMUM HIRE CHARGES APPLY.	16-Feb-26	15-Mar-26	£24.70	WK	0/4/0	STD	£98.80

E.W.C. 20.03.99 Toilets+ S.I.C. 84.12 DUTY OF CARE CONTROLLED WASTE TRANSFER

Section(A) Description of waste: Effluent in tanker up to 250lts per unit. Carrier: Toilets+ Ltd. Registered waste carrier Reg No. CBDU125753 issued by Environment Agency,

Section(B) Current holder of waste: as delivery address below, producer of waste exempt from requirement to register as waste carrier.

Section(C) Details of transfer: weekly transfer of effluent as described from contractors/customers address from contract commencement date

We declare the waste hierarchy has been adhered to.

To see our full updated Terms and Conditions visit www.toilets.co.uk

ANY OBJECTIONS TO THIS INVOICE OR ITS TERMS MUST BE REPORTED WITHIN 10 DAYS OF RECEIPT, OTHERWISE IT SHALL BE DEEMED TO BE ACCEPTED BY YOU

VAT ANALYSIS **V.A.T. No: 571 5719 25**

CODE	RATE %	TAXABLE	AMOUNT
STD	20	£98.80	£19.76

PAYMENT TERMS

STRICTLY NET BY

13-Apr-2026

GOODS VALUE	**£98.80**
TOTAL VAT	**£19.76**
INVOICE TOTAL	**£118.56**

Please E mail your Remittance Advice to: **accounts@toilets.co.uk**

BAC'S Payment Details SORT CODE **60-24-52** A/C: **15178684** Please Quote Your Account Ref.

PORTABLE SANITATION PSE EUROPE LTD

Outlook

Your Xero Invoice for Germaine Newnham

From subscription.notifications@post.xero.com <subscription.notifications@post.xero.com>
Date Tue 10/03/2026 04:51
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>

Hi Germaine Newnham

Here's your latest Xero subscription invoice. The amount will be debited from your account on or after 10 Mar 2026

View your online invoice here

The amount to be debited is £45.60

The payment details we have are follows
Bank account number: 230580******0364
Reference: mandate_1QuqaYLzMRiEwG7aNlRzCEqy

The charge will show on your bank statement as Xero (UK) Ltd. You can view the Direct Debit Guarantee here

If you have any queries about your invoice amount, please see the support article at Xero Central.

Regards,
The Xero Billing Team

Note: we have recently seen fake Xero subscription invoice emails being sent out by scammers. A genuine Xero subscription invoice email:

- Will be addressed to your billing contact name, not to “Dear Client” or another generic greeting.
- Will be sent from subscription.notifications@post.xero.com.
- Will only link you to pages on xero.com (in.xero.com, help.xero.com etc).

NEW BRADWELL PARISH COUNCIL
RESERVES POLICY

1. Introduction

New Bradwell Parish Council (hereafter 'the Council') is required to maintain adequate financial reserves to meet the needs of the organisation and to manage financial risk effectively. This policy sets out the principles by which the Council will determine, maintain and review the level of its reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. There is no statutory minimum level prescribed; however, it is the responsibility of the Responsible Financial Officer (RFO) to advise the Council on the appropriate level of reserves and to ensure that proper procedures exist for their establishment, use and review.

This policy should be read alongside the Council's annual budget and Financial Regulations. The specific balances held within each reserve are recorded in the Reserves Schedule, which is maintained by the RFO and reported to the Council in accordance with Section 5 of this policy.

2. Types of Reserves

2.1 General Reserves

General Reserves are unrestricted funds held to:

- Provide a buffer against unexpected expenditure or income shortfalls during the financial year;
- Smooth the impact of uneven cash flows throughout the year; and
- Ensure the Council can meet its financial obligations without the need for an emergency precept.

At all times, the Council must retain a minimum balance in General Reserves sufficient to cover at least one month's committed expenditure, including staff salaries and National Insurance contributions. If the General Reserve falls below this floor, the RFO must report to the Council immediately with a plan to restore it.

2.2 Earmarked Reserves

Earmarked Reserves are funds set aside for a specific, identified purpose. They are not available for general use unless the Council formally resolves to repurpose them. Earmarked reserves must not be used to fund ongoing, recurring revenue expenditure.

If an earmarked reserve is drawn upon to bridge a short-term funding gap other than its stated purpose, it must be replenished in the following financial year. An earmarked reserve that has been fully applied to its intended purpose should be formally dissolved by Council resolution and does not require replenishment.

3. Level of General Reserves

The Council's target level for General Reserves is a minimum of six months' gross annual expenditure, equivalent to one half of the annual precept. This target — rather than the three-month minimum commonly cited for smaller, lower-risk councils — reflects the Council's current elevated risk profile, which arises principally from:

- The Council's position as tenant at will in respect of the community centre, under which either party may terminate the arrangement at relatively short notice;
- The ongoing and unresolved Community Asset Transfer negotiations with Milton Keynes City Council (MKCC) and the separate negotiations with St James Church regarding their 25% interest in the building, which have been in progress for approximately three years and involve complex Church governance and trust arrangements;
- The Grade II listed status of the community centre, which means any repair or improvement works may require listed building consent and are likely to carry a cost premium; and
- The Council's capital ambitions in relation to community centre acquisition, which require a stable and strong reserves position.

The Council may hold General Reserves above this target if the annual financial risk assessment identifies circumstances that justify a higher level. The RFO will advise the Council if the General Reserve falls below, or is forecast to fall below, the target and will present options for restoring the position.

If, in exceptional circumstances, General Reserves are exhausted, the Council may draw upon Earmarked Reserves to provide short-term resources, subject to a formal Council resolution and a commitment to replenish those reserves.

4. Earmarked Reserves

Any decision to create, adjust, repurpose or dissolve an earmarked reserve must be made by resolution of the full Council. Expenditure from any reserve may only be authorised by resolution of the full Council.

The Council currently maintains the following earmarked reserves. The specific balance held within each reserve is recorded in the Reserves Schedule maintained by the RFO.

Reserve Name	Purpose
Community Centre Acquisition Reserve	To fund the Council's contribution towards the acquisition of the community centre, comprising the MKCC 75% share (subject to Community Asset Transfer) and the St James Church 25%

	share (subject to ongoing negotiations). The building is Grade II listed and will require investment in refurbishment and modernisation upon transfer.
Legal Costs Reserve — CAT & Church Transfer	To meet legal and professional costs arising from the Community Asset Transfer negotiations with MKCC and the ongoing negotiations with St James Church. This reserve is specific to this project and will be dissolved by Council resolution once the transfers are concluded or formally abandoned.
Community Centre Repairs & Upgrades Reserve	To fund planned and reactive maintenance, repairs and improvements to the community centre. Given the Grade II listed status of the building, works may require listed building consent and carry a cost premium. This reserve allows the Council to plan and fund works without large unplanned budget variations.
Equipment & Asset Replacement Reserve	To fund the planned replacement of IT equipment and other assets in line with the Council's Asset Register, providing flexibility across all equipment categories.
Insurance / Risk Reserve	To meet insurance policy excesses or liabilities not covered by the Council's insurance arrangements.

5. Reserves Schedule and Reporting

The RFO will maintain a central Reserves Schedule recording, for each reserve:

- The name and stated purpose of the reserve;
- The opening balance at the start of the financial year;
- Any movements in year, with the authorising minute reference; and
- The closing balance at the end of the financial year.

The Reserves Schedule will be presented to the full Council at two points in each financial year: **at the mid-year point (ordinarily October or November)**, to allow the Council to review the reserve position and make any adjustments ahead of the budget-setting process; and **at year-end as part of the annual accounts.**

The specific balances and allocations within the Reserves Schedule will be agreed by the Council annually as part of the budget-setting process and are not reproduced within this policy, so that the policy remains a stable framework document that does not require amendment each time figures are updated.

6. Review of This Policy

This policy will be reviewed annually by the Council during the budget-setting process. The review will take into account:

- The Council's current and forecast financial position;
- The outcome of the annual financial risk assessment;
- Any material change in the community centre tenure or asset transfer negotiations; and

- Guidance issued by NALC, SLCC or the Buckinghamshire and Milton Keynes Association of Local Councils (BKALC).

The RFO is responsible for bringing this policy to the Council for review and for maintaining the Reserves Schedule throughout the year.

7. Adoption

This policy was adopted by New Bradwell Parish Council at a meeting of the full Council on 14 April 2025 (Minute Reference 5/25). It supersedes the Reserves Policy adopted on 3 March 2025 and all previous versions.

Document Control

Organisation	New Bradwell Parish Council
Title	Reserves Policy
Responsible Officer	Clerk / Responsible Financial Officer (RFO)
Distribution	Public
Owner	New Bradwell Parish Council
Subject	Finance
Review Frequency	Annually, during budget-setting
Supersedes	Reserves Policy adopted 3 March 2025

Document Review History

Review Date	Minute Reference	Chairperson Signature
14.04.2025	5/25	
13.04.2026		