Highways and Transportation
Highways Liaison Team

Parish Clerk
New Bradwell Parish Council
Milton Keynes

14 April 2026

Dear Clerk,

Re: Community Infrastructure Fund (CIF) 2026-2027

I am pleased to inform you that your application to the CIF has been successful following the Delegated Decision on 24 March 2026.

The amount to be offered from the CIF is £1,554 (50% of the project total*) for your project to purchase 1 x Speed Indicator Device plus pole installation.

The remaining 50% will be your contribution. This must be from your own parish funding stream and not from another MKCC source.

*The CIF grant is made on the following conditions:

1. There are no ongoing maintenance costs to MK City Council.
2. Your project must be started and completed within the 2026-27 financial period otherwise you will not receive the MKCC funding.
3. There are no changes to the approved project as set out in the application form.
4. You agree to acknowledge the CIF contribution in any publicity about the project.
5. Your contribution is from parish funds and not another MKCC fund.
6. Any works on the public (adopted) highway will have to be carried out by the Council's highways team and we will arrange these works and invoice you for your 50% of the final costs.

What you need to do now

If you agree to the above terms and wish to proceed with the project as per your application form, please confirm in writing to: highways.liaison@milton-keynes.gov.uk
Please confirm by **Friday 1 May 2026**.

We will then provide you with further instructions depending on whether you are delivering the project yourself or the council.

Payment of the funds
Payments are only made after the project is fully completed and we have carried out an inspection to confirm the works are done as per the application.

If the parish is delivering the project:
You will need to send us an invoice for our 50% of the project. You should also provide any copies of the final total amount. We will only pay up to the maximum amount as stated in this offer letter*.

If MKCC are delivering the project:
Once all works are completed and you are satisfied with the delivery, we will invoice you for your 50% of the costs.

For SID projects:
If we are installing poles for your SIDs, we will arrange the works and will invoice you for 50% of the installation cost.
If you are purchasing the SID equipment, you will need to invoice us for our 50% of the final cost.

If you have any difficulties with the above process, please let us know as soon as possible.

The CIF Guidance and Criteria can be read in full on the Highways webpage at
www.milton-keynes.gov.uk

Thank you for your application and I hope that this project will benefit your local community now and in the future.

Kind regards,

Rachel Munday

Rachel Munday
Community and Engagement Manager
Highways and Transportation
MK City Council

New Bradwell Parish Council

Retention and Disposal Policy

The table below gives guidance on the retention of documents. Sections 1 & 2 are based on recommendations from the National Audit Office. Section 3 is specific to New Bradwell Parish Council.

To support our records management requirements and Freedom of Information we have expanded our records retention and disposal schedule. The schedule applies to both paper and electronic documents. Any documents with sensitive or personal information will be disposed of securely. If you have any queries, please contact the Parish Clerk on 01908-313602

Document	Minimum retention period	Reason for retention
Section 1 – Recommendations from the National Audit Office		
Audit Records	6 years	Audit
Bank paying-in books	6 years	Audit
Bank statements, including deposit/savings accounts	6 years	Audit
Cheque book stubs	6 years	Audit
Contractual records;		Limitation Act 1980/NAO
Draft specification	Destroy when specification agreed	NAO
Agreed specification	6 years from end of contract	NAO
Evaluation criteria	6 years from end of contract	NAO
Invitation to tender	6 years from end of contract	NAO
Unsuccessful tender documents	1 year after date of meeting decision made at	NAO
Successful tender document	6 years from award of contract	NAO
Signed contract	6 years from end of contract	NAO
Contract operation and monitoring	2 years from end of contract	NAO
Reports from contractors	2 years from end of contract	NAO
Schedules of works	2 years from end of contract	NAO
Bills of quantity	16 years	NAO
Records of complaints	6 years from end of contract	NAO
Payment e.g. dispute over payments and final accounts	6 years from end of contract	NAO
Changes to requirements	6 years from end of contract	NAO
Declaration of Acceptance of Office	Indefinite, *archive locally held records after 5 years	Archive
Employers Liability Insurance Certificate	Forty Years	Legal requirement
Freedom of Information &		

GDPR		
Document's on Parish Council's FOI/GDPR policy	Indefinite	Audit/Management
FOI/GDPR Requests: Individual transaction records and consideration of possible exemptions, not subject to an appeal. Information retained should include; record of correspondence; who handled the request; how the request was researched; how the request was resolved; was the information released or withheld	6 years	NAO (ICO no prescribed length of time)
Documents on the Council's FOI and GDPR policies	Indefinite	Management
Procedures for handling FOI Requests	Destroy when superseded	NAO
Records of complaints and appeals:	6 years	NAO (ICO no prescribed length of time)
Insurance policies	Indefinite	Management
Investments	Indefinite	Audit/management
Minute books	Indefinite, archive locally held records after 5 years	Archive/public inspection,
Paid invoices	6 years	VAT
Parish Historic Documents	Indefinite, Archive locally held records after 5 years	Management
Petty cash/postage books	6 years	Tax, VAT, Limitation Act
Project Records:		
Project Proposals	- Approved - Rejected	10 years after completion of project 5 years after completion of project
Project Initiation Documents including business cases	10 years after completion of project then check with Archives if they would like to retain, if not dispose	NAO
Feasibility studies		NAO
Reports	10 years after issue	NAO
Draft reports and working papers	2 years after date of last paper	NAO
correspondence	5 years after date of last meeting. Note: Records relating to major projects may be kept for 25 years	NAO
Maps, Plans & Drawings	10 years after completion of project	NAO
Receipt books of all kinds	6 years	VAT
Receipt/payment accounts	6 Years	Archive
Register/file of members' allowances	6 years	Income Tax, Limitation Act
Scales of fees/charges	5 years	Management
Staff employment records	Until age 100	NAO
Timesheets	Last completed audit year	Audit

Title deeds, leases, agreements,	Indefinite electronic & paper copy	Audit/management
VAT records	6 years	VAT
Salary records	6 years – *Employee pay histories NB the last 3 years records must be kept for leavers, in either the personnel or finance records system for the calculation of pension entitlement*	Superannuation
Section 2 - Recommendations specific to New Bradwell Parish Council		
Correspondence received by the Parish Council	Twelve Months	Reference
Allotments: Personal Information pertaining to allotment holders	Retain whilst still a tenant, then dispose	Management (GDPR)
Invoices relating to assets	For the life of the asset	Reference
New Bradwell Parish Council Newsletter	Indefinite and copy to be held at Archives	Reference
Other newsletters	Twelve months	Reference
Planning Applications	Twelve months	Reference

Note: References above to the Limitation Act are to the Limitation Act 1980 (as amended). The 1980 Act sets down time limits within which court action for breach of contract, to recover damages for tortious actions and to recover land (these are the main types of actioncovered by the Act which are likely to be of relevance to local councils) must be started. If not started within the relevant time limit (or during any extension the court might in its discretion grant), legal action is barred.

Document Control

Organisation	New Bradwell Parish Council
Title	DOCUMENT RETENTION AND DISPOSAL POLICY
Creator	G.Newnham Clerk
Distribution	Public
Filename	Document Retention and Disposal Policy
Owner	New Bradwell Parish Council
Subject	DOCUMENT RETENTION AND DISPOSAL POLICY

Document review.

Review Date	Minute reference	Chairperson signature
09.05.22	33/23	
08.05.24	19/24	
12.05.25		
11.05.26		

NEW BRADWELL PARISH COUNCIL

WEBSITE ACCESSIBILITY IMPROVEMENTS

The following steps have been made to https://newbradwell-pc.gov.uk/ to improve accessibility in line with Assertion 10 requirements:

- Text and link colours amended to improve contrast
- Addition of highlight boxes on drop down menu.
- Heading styles updated to improve screen reader navigation
- Layout of home page amended to improve screen reader navigation
- Frame removed from Calendar to improve screen reader navigation.
- JotForm removed from Allotments page and contact details added.
- Dropbox removed and the following given dedicated pages with direct links to viewable PDF documents:
    1. **Agendas and Minutes** *(Current & Previous years' minutes, agendas & agenda docs)*
    2. **Archive** *(Older agendas & minutes)*
    3. **Councillors' Register of Interests (ROI)**
    4. **Finance** *(AGAR and Asset Register)*
    5. **Policies and Guides** *(inc. documents sent to hirers)*

  Please note: Next newsletter will be added to NEWS page on website.
- Accessibility Statement text updated & added to bottom of all public pages.

The following was also checked to confirm compliance:

- Auto conversion of website for viewing on mobile devices.
- ALT text on images and / or accompanying information adjacent to image.
- Descriptive text on links.
- Community Centre Booking Form

N.B. Office working with LemonBooking to amend font colour of buttons (secondary branding) to remove contrast issue. Resolution deadline: 30th May 2026.

Outlook

Planning Enforcement Case ENF/2025/0324

From Enforcement <enforcement@be.milton-keynes.gov.uk>
Date Fri 17/04/2026 13:17
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>

Milton Keynes City Council

Reference: ENF/2025/0324
At: 20A High Street, New Bradwell, Milton Keynes, MK13 0BU

Further to undertaking our investigation in line with the Local Enforcement Plan (LEP), I write to inform you that we closed the case on 17/04/2026 for the following reason:

The alleged unauthorised development was reported to Planning Enforcement. Following initial investigations, a Planning Contravention Notice (PCN) was issued. A PCN was served on the registered landowners and occupiers of the dwellinghouse pursuant to section 171C of the Town and Country Planning Act 1990, requiring the submission of information in respect of the alleged breach of planning control.The information provided in response to the PCN, and further clarification obtained during a telephone conversation with the owner, has established the planning status and historical use of the outbuilding. The evidence confirms that the outbuilding has been used in connection with residential occupation for a continuous period exceeding four years.

Although the owner advised that the outbuilding was previously used as an office, this use is considered to have been ancillary to the enjoyment of the main dwellinghouse. The office use did not constitute a separate or independent planning unit, nor did it amount to a material change of use away from residential use in planning terms. The outbuilding remained functionally and planning-wise associated with the primary residential use of the site. As such, the ancillary office use does not interrupt the continuity of residential use for the purposes of enforcement time limits.

On the basis of the evidence available, it is concluded that the outbuilding has formed part of the residential planning unit for a continuous period exceeding four years. In accordance with section 171B(1) of the Town and Country Planning Act 1990, any breach of planning control relating to the residential use of the outbuilding is now immune from enforcement action. The Local Planning Authority is therefore legally precluded from taking enforcement action in this matter.

Kind regards

Zehn Sajid

Milton Keynes City Council

[ref:a0jWS000002cZejYAE;a58a3afef27ae5766d1b459a86857284:ref]

Outlook

Notification of application PLN/2026/0632

From Planning <planning@be.milton-keynes.gov.uk>
Date Fri 10/04/2026 12:43
To Germaine Newnham <clerk@newbradwell-pc.gov.uk>

Milton Keynes City Council

Application Ref:	PLN/2026/0632
Proposal:	The erection of a detached rear ancillary annex with roof lights **at** 14 NIGHTINGALE CRESCENT, BRADVILLE, MILTON KEYNES, MK13 7UE
Make any comments by:	08/05/2026

I am writing to inform you of this application which is in or affects your area.

The application can be viewed on our online planning register via this link: https://www.be.milton-keynes.gov.uk/pr/s/detail/a0lWS000003zhpV or by searching under the above reference number at www.milton-keynes.gov.uk/planning-register

Getting involved

Any comments you wish to make should be submitted through the planning register. Any comments or concerns must be material planning considerations

Further guidance on how applications are handled and what can be considered under specific types of application is available at the above website. If you need to clarify any matters around this process, please contact the case officer by replying to this email. The email address you reply to is bespoke to this case and will take the following format: 'planning@[bespoke case code]apex.salesforce.com'. Please be assured this email is genuine and has been sent from Milton Keynes City Council.

All comments should be received by the date specified above to ensure they are considered. In the event of an appeal, any representations made about this application will be passed to the Secretary of State and there may be no further opportunity to make comments.

Should you wish for the application to be referred to the Planning Committee/Panel for a decision, an explicit request must be made in line with our Scheme of Delegation .

Keeping up to date

The case officer will make an assessment of the proposal which will be published alongside the

decision notice on our online planning register. A weekly list of applications decided is also available at www.milton-keynes.gov.uk/planning-register .

Luke Alexander
Planning Services

Application Ref:	PLN/2026/0632
Proposal:	The erection of a detached rear ancillary annex with roof lights **at** 14 NIGHTINGALE CRESCENT, BRADVILLE, MILTON KEYNES, MK13 7UE
Scale and type of application:	Other - Householder planning permission
Make any comments by:	08/05/2026

The above application has been received. The application can be viewed and comments made on the planning register via this link:https://www.be.milton-keynes.gov.uk/pr/s/detail/a0IWS000003zhpV or by searching under the above reference number at www.milton-keynes.gov.uk/planning-register.

You have been consulted as you are either a statutory consultee who is required to provide a substantive response, or a service or organisation who can inform the assessment being made.

How and where to send a response

I must receive your full comments promptly and no later than by the date specified above. If a reply is not possible by this date and you wish to make comments, please contact me in advance otherwise it will be assumed that you have no comments to make.

Comments must be provided through the planning register accessible though above link.

Form and scope of response

Please clearly specify your stance on the proposal, the reasons for your position, and what conditions and/or obligations you would wish to see attached to any grant of permission.

The case officer will balance competing interests and ensure other relevant matters are adequately considered, so please provide comments in so far as it affects your interests only.

Conditions will only be attached where they fulfil the tests for imposing conditions. Conditions requiring the approval of information before any works can commence (pre-commencement conditions) will only be imposed in exceptional circumstances. We must also be able to circulate any pre-commencement conditions to the applicant no less than 10 days before a decision is due.

If concerns cannot be addressed by conditions or obligations and you object to the proposal as currently presented, please outline your full reasons. Amendments or further information may not be requested or received. You will be expected to defend any objection if an appeal is lodged. If you consider amendments or further information could overcome your objection, these must be provided as advisory notes only.

A copy of your response will be published on our planning register.

Informing you of the decision

The officer's assessment and decision will be published on our online planning register. If the application is decided by the Planning Committee/Panel, your attendance at the meeting may be required.

Should you need to discuss this application please do so by replying to this email. The email address you reply to is bespoke to this case and will take the following format: 'planning@[bespoke case code]apex.salesforce.com'. Please be assured this email is genuine and has been sent from Milton Keynes City Council.

Luke Alexander
Planning Services

[ref:a0IWS000003zhpVYAQ;a639519a203fde8b4fb101b87240a905:ref]

New Bradwell Parish Council – Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

Contact Details

Address:
Unit 10, New Bradwell Workspace Ltd, St. James Street, New Bradwell, Milton Keynes, Buckinghamshire, MK13 0BJ

Telephone: 01908 313602
Email: clerk@newbradwell-pc.gov.uk

What Information We Collect, Use, and Why

Community Grants

When you apply for a community grant, we collect and process your name, contact details, the organisation you represent (if applicable), financial information, and project details. This is used to assess your application, award funding, and meet our reporting and audit requirements.

Allotment Enquiries and Tenancies

If you enquire about or apply for an allotment plot, we collect your name, address, phone number, email address and any preferences you provide. This is used to manage allotment allocations and tenancies, including waiting lists and plot inspections.

Public Meetings and Correspondence

If you contact us or participate in a parish council meeting (e.g., submitting a question or attending), we may process your name and any contact details or correspondence you provide. This is recorded in line with transparency and governance requirements (e.g., inclusion in minutes, which are publicly available).

Volunteering

If you volunteer with us (e.g., litter picking, community events,) we collect your contact details and relevant information needed to coordinate and support your involvement safely. We may also keep records related to safeguarding and insurance purposes.

Community Events and Coach Trips

For events such as coach trips, we collect attendee names, addresses, and contact numbers for booking and coordination. These details may be shared securely with third-party providers such as the coach company to manage bookings, health and safety, or emergencies.

Lawful Bases and Data Protection Rights

Under UK data protection law, we must have a “lawful basis” for collecting and using your personal information.

Your rights include:

- Right of access
- Right to rectification
- Right to erasure
- Right to restriction of processing
- Right to object
- Right to data portability
- Right to withdraw consent

Where We Get Personal Information From

- Directly from you
- Councils and other public sector organisations
- Publicly available sources
- Suppliers and service providers
- Online forms submitted via our website or through third-party platforms such as Mailchimp and Jotform

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International Data Transfers

Where personal data is transferred outside the United Kingdom, we ensure that appropriate safeguards are in place in accordance with UK data protection law. These may include the use of standard contractual clauses or other legally recognised transfer mechanisms to ensure your data remains protected.

How Long We Keep Information

For information on how long we keep personal information, see our retention schedule:
🔗 Document Retention and Disposal Policy

How to Request Information We Hold About You

You can make a request in writing to view your information that we hold:

By email: clerk@newbradwell-pc.gov.uk

By post: Mrs Germaine Newnham (Data Protection Officer), Unit 10, New Bradwell Workspace Ltd, St James Street, New Bradwell, MK13 0BJ

The Data Protection Officer will attempt to provide the relevant information within 30 days.

New Bradwell Parish Council as Data Controller will always verify the identity of anyone making a Subject Access Request before handing over any information.

If the Parish Council holds information about you it will:

- Give you a description of what is held
- Inform you why we hold it
- Inform you if it could be disclosed to a third party
- Give you a copy of the information held on request. You will need to complete a Subject Access request in order to make the request.

How to Complain

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details above.

You can also complain to the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Helpline: 0303 123 1113
Website: www.ico.org.uk/make-a-complaint

Appendix A: Service-Specific Privacy Information

This appendix provides more detailed information about how New Bradwell Parish Council collects and uses personal data for specific services and activities.

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1. Allotments

Purpose of processing:
To manage allotment waiting lists, tenancies, plot inspections, issue invoices and related correspondence.

Personal data collected:

- Name
- Address

- Telephone number
- Email address
- Plot preferences or special requirements

Lawful basis:

- Contract (allotment agreements)
- Public task (provision of public services)

Data sharing:
We do not routinely share this data unless legally required.

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2. Community Grants

Purpose of processing:
To receive, assess, award and monitor grants to individuals or organisations.

Personal data collected:

- Name and contact details
- Organisation name
- Project or funding details
- Bank details (if payment is made)

Lawful basis:

- Public task (statutory financial support)
- Legal obligation (accounting and audit)

Data sharing:
Shared with internal committees and may be included in financial reports or audit returns.

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3. Volunteering Activities

Purpose of processing:
To communicate with and coordinate volunteers for parish initiatives (e.g. litter picks, local events).

Personal data collected:

- Name
- Contact details
- Availability or preferences
- Emergency contact (if needed)

Lawful basis:

- Consent
- Public task (community engagement)

Data sharing:
Minimal sharing unless necessary for insurance, safeguarding, or supervision.

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4. Public Meetings & Correspondence

Purpose of processing:
To enable public engagement and ensure transparency in council proceedings.

Personal data collected:

- Name
- Contact information
- Any correspondence, representations, or questions submitted

Lawful basis:

- Public task (statutory governance functions)

Data sharing:
Meeting minutes may include names or summaries of submissions and are published online.

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5. Community Events & Coach Trips

Purpose of processing:
To organise and manage attendance at council-run events including day trips.

Personal data collected:

- Name
- Address
- Contact number
- Any relevant medical/access information (if provided)

Lawful basis:

- Consent
- Public task (provision of community engagement services)

Data sharing:
Shared securely with third-party service providers (e.g. coach operator) for booking and safety purposes.

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6. Mailing Lists (e.g. e-newsletters via Mailchimp)

Purpose of processing:
To send updates, news, and community information to residents.

Personal data collected:

- Name
- Email address
- Subscription preferences

Lawful basis:

- Consent (opt-in only)

Data sharing:
Managed securely using Mailchimp. Data may be transferred outside the UK with appropriate safeguards in place.

Your Rights

For all the above, you retain your full UK GDPR rights, including the right to access, rectify or erase your data, and to withdraw consent where applicable.

To exercise your rights, please contact:
📧 **clerk@newbradwell-pc.gov.uk**
📞 **01908 313602**

Document Control

Organisation	New Bradwell Parish Council
Title	PRIVACY POLICY 2025
Creator	NBPC
Distribution	Public
Filename	PRIVACY POLICY 2025
Owner	New Bradwell Parish Council
Subject	Privacy for public
Date Adopted	28.05.2025
Minute reference	18/25
Next Review date	May 2026

Document Review History

Review Date	***Minute Reference***	***Chairperson Signature***
28.05.2025	*18/25*	*S. Clawson*
11.05.2026		

Signed *S. Clawson*

Position: Chairperson

Oliver Anderson Ltd

Plumbing & Heating Services

QUOTE

New Bradwell Parish Council

Date
24 Feb 2026

Expiry

Account Number

Quote Number
QU-0856

Reference

VAT Registration Number
GB 451 411 235

Description	Quantity	Unit Price	Amount GBP
Supply and fit troughs Water box and vakve Pipework	3.00	289.00	867.00
		Subtotal	867.00
		Total VAT 20%	173.40
		TOTAL GBP	**1,040.40**

Payment Terms: 7 days

43 Kingshill Drive | Deanshanger | Milton Keynes | MK19 6GH

Mobile: 07762 339814

DISCIPLINARY POLICY

Introduction

1 This policy is based on and complies with the 2015 ACAS Code of Practice (http://www.acas.org.uk/index.aspx?articleid=2174). It also takes account of the ACAS guide on discipline and grievances at work.

https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf

The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.

2 The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

3 This policy confirms:

- informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance
- the Council will fully investigate the facts of each case
- the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at https://www.acas.org.uk/index.aspx?articleid=6608
- employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
- employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing
- employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case

- the Council will give employees reasonable notice of any meetings in this procedure. Employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
- if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date
- any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
- information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the Council is confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- employees have the right to appeal against any disciplinary decision. The appeal decision is final
- if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure
- disciplinary action taken by the Council can include a written warning, final written warning or dismissal
- this procedure may be implemented at any stage if the employee's alleged misconduct warrants this
- except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct
- if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it,
- the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties

Examples of misconduct

4 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.

- unauthorised absence
- poor timekeeping
- misuse of the Council's resources and facilities including telephone, email and internet
- inappropriate behaviour
- refusal to follow reasonable instructions
- breach of health and safety rules.

Examples of gross misconduct

5 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive

- bullying, discrimination and harassment
- incapacity at work because of alcohol or drugs
- violent behaviour
- fraud or theft
- gross negligence
- gross insubordination
- serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
- serious and deliberate damage to property
- use of the internet or email to access pornographic, obscene or offensive material
- disclosure of confidential information.

Suspension

6 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.

7 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.

8 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

Examples of unsatisfactory work performance

9 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

The Procedure

10 Preliminary enquiries. The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.

If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.

11 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.

Disciplinary investigation

12 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.

13 If a formal disciplinary investigation is required, the Council's staffing committee will appoint an Investigator who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the staffing committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The staffing committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:

- the allegations or events that the investigation is required to examine
- whether a recommendation is required
- how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report

- who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

14 The Investigator will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting (see paragraph 22).

15 The staffing committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator, he/she will have the opportunity to comment on the allegations of misconduct.

16 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.

17 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.

18 The Investigator has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the staffing committee whether or not disciplinary action should be considered under the policy.

19 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:

- the employee has no case to answer and there should no further action under the Council's disciplinary procedure
- the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.

20 The Investigator will submit the report to the staffing committee which will decide whether further action will be taken.

21 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

The disciplinary meeting

22 If the staffing committee decides that there is a case to answer, it will appoint a staffing sub-committee of three councillors, to formally hear the allegations. The staffing sub-committee will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

23 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub–committee's letter will confirm the following:

- the names of its Chairman and other two members
- details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
- a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
- the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it
- that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
- that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official

The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:

- the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
- the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
- the Chairman will invite the employee to present their account
- the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
- any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
- the employee (or companion) will have the opportunity to sum up

24 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.

25 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

Disciplinary action

26 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

First written warning

If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal
- that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Final written warning

If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- the employee's right of appeal
- that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

Dismissal

The Council may dismiss:

- for gross misconduct
- if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning
- if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

27 The Council will consider very carefully a decision to dismiss. If an employee is dismissed, he/she will receive a written statement of the reasons for his/her dismissal, the date on which the employment will end and details of his/her right of appeal. If the

sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file. Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal.

The appeal

28 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

29 The grounds for appeal include;

- a failure by the Council to follow its disciplinary policy
- the sub-committee's disciplinary decision was not supported by the evidence
- the disciplinary action was too severe in the circumstances of the case
- new evidence has come to light since the disciplinary meeting.

30 Where possible, the appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the staff committee. The appeal panel will appoint a Chairman from one of its members.

31 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

32 At the appeal meeting, the Chairman will:

- introduce the panel members to the employee
- explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision
- explain the action that the appeal panel may take.

33 The employee (or companion) will be asked to explain the grounds for appeal.

34 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

35 The appeal panel may decide to uphold the disciplinary decision of the staffing committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

36 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

37 The appeal panel's decision is final.

New Bradwell Parish Council

Joshua Ziegler 9th May 2022

Document Control

Organisation	New Bradwell Parish Council
Title	STAFF DISCIPLINARY POLICY
Creator	ACAS/G.Newnham Clerk
Distribution	Public
Filename	Staff Disciplinary policy
Owner	New Bradwell Parish Council
Subject	Staff Disciplinary policy
Date Adopted	09.05.2022
/Minute reference	32/23

Document review.

Review Date	Minute reference	Chairperson signature
08.05.24	19/24	
12.05.25		
11.05.26		

GRIEVANCE POLICY

Introduction

1. This policy is based on and complies with the 2015 ACAS Code of Practice (http://www.acas.org.uk/index.aspx?articleid=2174. It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems, or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.

2. Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.

3. This policy confirms:

• employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.

• the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

• any changes to specified time limits must be agreed by the employee and the Council

• an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final

• information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)

• audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition

• if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure

• if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith

• the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties

• Employees can use all stages of the grievance procedure If the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of [[ ] council] who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern

the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5)

• If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination.

• If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

Informal grievance procedure

4. The Council and its employees benefit if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairperson of the staffing committee or, if appropriate, another member of the staffing committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

Formal grievance procedure

5. If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chairperson of the staffing committee.

6. The staffing committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chairperson from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

Investigation

7. If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

8. The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

Notification

9. Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

• the names of its Chairperson and other members

• the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance.

• the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official

• a copy of the Council's grievance policy

• confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting

• confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least two days' notice

• findings of the investigation if there has been an investigation

• an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

The grievance meeting

10. At the grievance meeting:

• the Chairperson will introduce the members of the sub-committee to the employee

• the employee (or companion) will set out the grievance and present the evidence

• the Chairperson will ask the employee questions about the information presented and will want to understand what action does he/she wants the Council to take

• any member of the sub-committee and the employee (or the companion) may question any witness

• the employee (or companion) will have the opportunity to sum up the case

• a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.

11. The Chairperson will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.

The appeal

12. If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the staffing committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.

13. Appeals may be raised on a number of grounds, e.g.:

• a failure by the Council to follow its grievance policy

• the decision was not supported by the evidence

• the action proposed by the sub-committee was inadequate/inappropriate

• new evidence has come to light since the grievance meeting.

14. The appeal will be heard by a panel of three members of the staffing committee who have not previously been involved in the case. There may be insufficient members of the staffing committee who have not previously been involved. If so, the appeal panel will be a committee of three Council members who may include members of the staffing committee. The appeal panel will appoint a Chairperson from one of its members.

15. The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.

16. At the appeal meeting, the Chairperson will:

• introduce the panel members to the employee

• explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the staffing sub-committee

• explain the action that the appeal panel may take.

17. The employee (or companion) will be asked to explain the grounds of appeal.

18. The Chairperson will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.

19. The appeal panel may decide to uphold the decision of the staffing committee or substitute its own decision.

20. The decision of the appeal panel is final.

New Bradwell Parish Council

Document Control

Organisation	New Bradwell Parish Council
Title	GRIEVANCE POLICY
Creator	ACAS/G.Newnham Clerk
Distribution	Public
Filename	STAFF GRIEVANCE POLICY
Owner	New Bradwell Parish Council
Subject	Grievance policy
Date Adopted	09.05.2022
/Minute reference	32/23

Document review.

Review Date	Minute reference	Chairperson signature
08.05.24	19/24	
12.05.25		
11.05.26		

Oliver Anderson Ltd

Plumbing & Heating Services

QUOTE

New Bradwell Parish Council

Date
24 Feb 2026

Expiry

Account Number

Quote Number
QU-0856

Reference

VAT Registration Number
GB 451 411 235

Description	Quantity	Unit Price	Amount GBP
Supply and fit troughs Water box and vakve Pipework	3.00	289.00	867.00
		Subtotal	867.00
		Total VAT 20%	173.40
		TOTAL GBP	**1,040.40**

Payment Terms: 7 days

43 Kingshill Drive | Deanshanger | Milton Keynes | MK19 6GH

Mobile: 07762 339814

New Bradwell Parish Council Transactions

New Bradwell Parish Council

For the period 13 April 2026 to 11 May 2026

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
New Bradwell Parish Council							
Opening Balance			**69,052.43**	**-**	**69,052.43**	**-**	**-**
13 Apr 2026	Payable Payment	INV-11236	-	100.00	68,952.43	(100.00)	-
13 Apr 2026	Payable Payment	INV-11222	-	100.00	68,852.43	(100.00)	-
13 Apr 2026	Receivable Payment	INV-11352	200.00	-	69,052.43	200.00	-
13 Apr 2026	Payable Payment	INV-11255	-	100.00	68,952.43	(100.00)	-
13 Apr 2026	Payable Payment	INV-11309	-	100.00	68,852.43	(100.00)	-
13 Apr 2026	Spend Money		-	3.96	68,848.47	(3.96)	-
13 Apr 2026	Receivable Payment	INV-11325	16.00	-	68,864.47	16.00	-
13 Apr 2026	Receivable Payment	INV-11290	50.00	-	68,914.47	50.00	-
13 Apr 2026	Receivable Payment	INV-11347	70.00	-	68,984.47	70.00	-
13 Apr 2026	Receivable Payment	INV-11327	226.25	-	69,210.72	226.25	-
13 Apr 2026	Payable Payment	INV-11117	-	100.00	69,110.72	(100.00)	-
14 Apr 2026	Spend Money		-	0.99	69,109.73	(0.99)	-
14 Apr 2026	Receivable Payment	INV-11326	120.50	-	69,230.23	120.50	-
14 Apr 2026	Spend Money		-	45.60	69,184.63	(45.60)	-
14 Apr 2026	Receivable Payment	INV-11324	100.00	-	69,284.63	100.00	-
14 Apr 2026	Spend Money	Card Transaction	-	10.22	69,274.41	(10.22)	-
15 Apr 2026	Spend Money		-	6.45	69,267.96	(6.45)	-
15 Apr 2026	Receivable Payment	INV-11350	50.00	-	69,317.96	50.00	-
15 Apr 2026	Receivable Payment	INV-11334	158.00	-	69,475.96	158.00	-
15 Apr 2026	Receivable Payment	INV-11336	120.00	-	69,595.96	120.00	-
15 Apr 2026	Receivable Payment	INV-11349	18.00	-	69,613.96	18.00	-
15 Apr 2026	Receivable Payment	INV-11323	220.00	-	69,833.96	220.00	-
15 Apr 2026	Spend Money	Card Transaction	-	8.00	69,825.96	(8.00)	-
17 Apr 2026	Spend Money		-	0.79	69,825.17	(0.79)	-
17 Apr 2026	Receivable Overpayment Refund		-	54.60	69,770.57	(54.60)	-
17 Apr 2026	Receivable Payment	INV-11335	80.00	-	69,850.57	80.00	-
17 Apr 2026	Receivable Payment	INV-11351	42.00	-	69,892.57	42.00	-
17 Apr 2026	Receivable Payment	INV-11344	28.00	-	69,920.57	28.00	-
20 Apr 2026	Spend Money	Direct Debit	-	64.00	69,856.57	(64.00)	-
21 Apr 2026	Spend Money		-	2.50	69,854.07	(2.50)	-
21 Apr 2026	Receivable Payment	INV-11348	29.00	-	69,883.07	29.00	-
21 Apr 2026	Receivable Payment	INV-11339	588.00	-	70,471.07	588.00	-
21 Apr 2026	Spend Money		-	45.93	70,425.14	(45.93)	-

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
21 Apr 2026	Spend Money		-	203.90	70,221.24	(203.90)	-
22 Apr 2026	Receivable Payment	INV-11356	45.00	-	70,266.24	45.00	-
22 Apr 2026	Spend Money		-	42.91	70,223.33	(42.91)	-
22 Apr 2026	Spend Money		-	63.76	70,159.57	(63.76)	-
22 Apr 2026	Spend Money		-	41.47	70,118.10	(41.47)	-
23 Apr 2026	Spend Money		-	75.61	70,042.49	(75.61)	-
23 Apr 2026	Spend Money		-	4,500.00	65,542.49	(4,500.00)	-
23 Apr 2026	Spend Money		-	50.00	65,492.49	(50.00)	-
23 Apr 2026	Spend Money		-	555.00	64,937.49	(555.00)	-
23 Apr 2026	Spend Money		-	126.00	64,811.49	(126.00)	-
23 Apr 2026	Spend Money		-	2.99	64,808.50	(2.99)	-
23 Apr 2026	Receivable Payment	INV-11338	2.00	-	64,810.50	2.00	-
23 Apr 2026	Receivable Payment	INV-11300	4.00	-	64,814.50	4.00	-
23 Apr 2026	Receivable Payment	INV-11198	37.00	-	64,851.50	37.00	-
23 Apr 2026	Receivable Payment	INV-11174	23.00	-	64,874.50	23.00	-
23 Apr 2026	Receivable Payment	INV-11343	27.00	-	64,901.50	27.00	-
23 Apr 2026	Receivable Payment	INV-11346	152.00	-	65,053.50	152.00	-
23 Apr 2026	Receivable Credit Note Refund	CN-0702	-	100.00	64,953.50	(100.00)	-
23 Apr 2026	Receivable Credit Note Refund	CN-0703	-	100.00	64,853.50	(100.00)	-
23 Apr 2026	Receivable Payment	INV-11138	23.00	-	64,876.50	23.00	-
23 Apr 2026	Receivable Payment	INV-11345	180.00	-	65,056.50	180.00	-
23 Apr 2026	Spend Money		-	417.00	64,639.50	(417.00)	-
23 Apr 2026	Spend Money		-	417.00	64,222.50	(417.00)	-
23 Apr 2026	Spend Money		-	1,602.00	62,620.50	(1,602.00)	-
23 Apr 2026	Spend Money		-	8.77	62,611.73	(8.77)	-
27 Apr 2026	Spend Money		-	853.19	61,758.54	(853.19)	-
28 Apr 2026	Spend Money		-	20.00	61,738.54	(20.00)	-
28 Apr 2026	Spend Money		-	3.00	61,735.54	(3.00)	-
28 Apr 2026	Spend Money		-	0.44	61,735.10	(0.44)	-
28 Apr 2026	Receivable Payment	INV-11353	56.00	-	61,791.10	56.00	-
28 Apr 2026	Receivable Payment	INV-11340	22.50	-	61,813.60	22.50	-
30 Apr 2026	Spend Money		-	1.41	61,812.19	(1.41)	-
30 Apr 2026	Receivable Credit Note Refund	CN-0704	-	120.00	61,692.19	(120.00)	-
30 Apr 2026	Receivable Payment	INV-11364	27.00	-	61,719.19	27.00	-
30 Apr 2026	Receivable Payment	INV-11362	185.00	-	61,904.19	185.00	-
30 Apr 2026	Receivable Payment	INV-11328	100.00	-	62,004.19	100.00	-
1 May 2026	Receivable Payment	INV-11363	204.00	-	62,208.19	204.00	-
1 May 2026	Spend Money		-	409.00	61,799.19	(409.00)	-

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
5 May 2026	Spend Money		-	204.49	61,594.70	(204.49)	-
7 May 2026	Spend Money		-	4.00	61,590.70	(4.00)	-
7 May 2026	Receivable Payment	INV-11376	47.00	-	61,637.70	47.00	-
7 May 2026	Receivable Credit Note Refund	CN-0705	-	100.00	61,537.70	(100.00)	-
7 May 2026	Receivable Payment	INV-11382	18.00	-	61,555.70	18.00	-
7 May 2026	Receivable Payment	INV-11379	100.00	-	61,655.70	100.00	-
7 May 2026	Receivable Payment	INV-11361	100.00	-	61,755.70	100.00	-
7 May 2026	Receivable Credit Note Refund	CN-0706	-	100.00	61,655.70	(100.00)	-
7 May 2026	Receivable Payment	INV-11370	100.00	-	61,755.70	100.00	-
7 May 2026	Receivable Payment	INV-11383	56.00	-	61,811.70	56.00	-
7 May 2026	Receivable Payment	INV-11371	70.00	-	61,881.70	70.00	-
7 May 2026	Receivable Payment	INV-11380	52.00	-	61,933.70	52.00	-
7 May 2026	Receivable Payment	INV-11342	33.00	-	61,966.70	33.00	-
Total New Bradwell Parish Council			**3,779.25**	**10,864.98**	**61,966.70**	**(7,085.73)**	**-**
Closing Balance			**61,966.70**	**-**	**61,966.70**	**-**	**-**
Total			**3,779.25**	**10,864.98**	**(7,085.73)**	**(7,085.73)**	**-**

CREDIT NOTE

Germaine Newnham
unit 10, New Bradwell Workspace, St James St, New Bradwell
Milton Keynes
MK13 0BJ
UNITED KINGDOM

Date
20 Apr 2026

Credit Note Number
CN-28914982

Reference
-

VAT Number
GB891621118

Xero (UK) Ltd
5th Floor 100 Avebury Boulevard
Milton Keynes
MK9 1FH
-
All Billing Enquiries
central.xero.com

Description	Amount GBP
INV-9328601 - 10 Aug 2021	0.13
CX0017964272 - Approved Credit	
This document serves as a formal Adjustment/Credit Note for the Customer referenced above and includes an amount of tax at the applicable rate of tax in your jurisdiction as referenced on this document as at the date of the original invoices	

Subtotal	0.13
TOTAL VAT 20%	0.03
TOTAL GBP	**0.16**

Bill's Minibus and Coach Hire

1 Hollin Lane
Stacey Bushes
Milton Keynes
MK12 6HT

Tel: 01908 613000
Email: info@billscoachhire.co.uk
Website: billscoachhire.co.uk

Ms Campbell
Office Administration Assistan
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
MK13 0BL

Date: 05/05/2026

Our Ref 18426

Dear Ms Tahnee Campbell

Quotation for Vehicle Requirements

Thank you for inviting us to quote for the hire of vehicles for the journey or journey's you require, and confirmation of your requirements are shown on the enclosed Movement Details.

The total price of this quotation is between £995.00 & £995.00 depending on the Vehicle Variation you choose. If you accept the quotation, then we will require payment in accordance with our usual payment terms.

If any of the details of the journey incorrect, then please advise us as soon as possible. Should the amendments alter the total mileage, period of time the vehicle is required or the specification of the vehicle, then it is more than likely that the price will need to be adjusted. In those circumstances a revised quotation will be sent to you within three working days.

To accept our quotation please return, by email or post, the enclosed 'Acceptance Form', duly signed and dated. Upon receipt of this document a confirmation of the booking will then be sent to you.

Although we endeavour to offer the most competitive prices for the hire of coaches, they do reflect the quality of our vehicles, staff and the service that we provide, all of which we regularly monitor to ensure our level of service is maintained.

Yours sincerely

Dylan Carey
Sales Administrator
Bill's Minibus and Coach Hire

Acceptance

Bill's Minibus and Coach Hire

Client ID		Quotation ID	18426
Client	Ms T Campbell	Movement ID	22854
Company	New Bradwell Parish Council		
Client Ref 1		Passengers	53
Client Ref 2		Distance	244.4

First Pick-up	New Bradwell Community Centre	Destination	Brighton
Pick-up Date	Sat 15/08/2026 Time 07:30	Arrival Date	Sat 15/08/2026 Time 10:20
Single Journey	No	Leave Date	Sat 15/08/2026 Time 17:00
Vehicle To Stay	No	Back Date	Sat 15/08/2026 Time 19:55

First Pick-up Instructions	Destination Instructions
New Bradwell Community Centre Church St New Bradwell Milton Keynes MK13 0DA Tahnee 01908 313602	Brighton Beach 4 Madeira Dr Brighton BN2 1ET

Quantity	Seats	Vehicle Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£970.00	£970.00	0	£0.00	£970.00

Quantity	Description	Unit Price	Price	VAT %	VAT	Total
1	Coach Parking	£25.00	£25.00	0	£0.00	£25.00
Movement Totals			£995.00		£0.00	£995.00

Route	Further Requirements
Comfort break offered on the way down 15/20 minutes not offered on the way back as clients usually want to get home	

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price.

Signature		Print Name		Date	

Bill's Minibus and Coach Hire

1 Hollin Lane
Stacey Bushes
Milton Keynes
MK12 6HT

Tel: 01908 613000
Email: info@billscoachhire.co.uk
Website: billscoachhire.co.uk

Ms Campbell
Office Administration Assistan
New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
MK13 0BL

Date: 05/05/2026

Our Ref 18427

Dear Ms Tahnee Campbell

Quotation for Vehicle Requirements

Thank you for inviting us to quote for the hire of vehicles for the journey or journey's you require, and confirmation of your requirements are shown on the enclosed Movement Details.

The total price of this quotation is between £995.00 & £995.00 depending on the Vehicle Variation you choose. If you accept the quotation, then we will require payment in accordance with our usual payment terms.

If any of the details of the journey incorrect, then please advise us as soon as possible. Should the amendments alter the total mileage, period of time the vehicle is required or the specification of the vehicle, then it is more than likely that the price will need to be adjusted. In those circumstances a revised quotation will be sent to you within three working days.

To accept our quotation please return, by email or post, the enclosed 'Acceptance Form', duly signed and dated. Upon receipt of this document a confirmation of the booking will then be sent to you.

Although we endeavour to offer the most competitive prices for the hire of coaches, they do reflect the quality of our vehicles, staff and the service that we provide, all of which we regularly monitor to ensure our level of service is maintained.

Yours sincerely

Dylan Carey
Sales Administrator
Bill's Minibus and Coach Hire

Acceptance

Bill's Minibus and Coach Hire

Client ID		Quotation ID	18427
Client	Ms T Campbell	Movement ID	22855
Company	New Bradwell Parish Council		
Client Ref 1		Passengers	53
Client Ref 2		Distance	268.6

First Pick-up	New Bradwell Community Centre	Destination	Great Yarmouth
Pick-up Date	Sat 29/08/2026 Time 07:30	Arrival Date	Sat 29/08/2026 Time 10:50
Single Journey	No	Leave Date	Sat 29/08/2026 Time 17:00
Vehicle To Stay	No	Back Date	Sat 29/08/2026 Time 20:20

First Pick-up Instructions	Destination Instructions
New Bradwell Community Centre Church St New Bradwell Milton Keynes MK13 0DA Tahnee 01908 313602	Great Yarmouth Beach 47 Collingwood Rd Great Yarmouth NR30 4LR

Quantity	Seats	Vehicle Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£970.00	£970.00	0	£0.00	£970.00

Quantity	Description	Unit Price	Price	VAT %	VAT	Total
1	Coach Parking	£25.00	£25.00	0	£0.00	£25.00
Movement Totals			£995.00		£0.00	£995.00

Route	Further Requirements
Comfort break offerd on the way down 15/20 miniutes not offerd on the way back as clients usaly want to get home	

I have checked all the details above and agree that they are correct. I confirm that I would like to make a firm booking and I accept the above price.

Signature		Print Name		Date	

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00367
Date: 04/5/2026
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	30th March	2026	5hrs	@ £17.50 = £87.50
Week beginning	6th April	2026	0hrs	@ £18.50 = £00
Week beginning	13th April	2026	5hrs	@ £18.50 = £92.50
Week beginning	20th April	2026	5hrs	@ £18.50 = £92.50
Week beginning	20th April	2026	5hrs	@ £18.50 = £92.50

Total costs £365

Payment details
Natwest Bank
Account number: 85655996
Sort code: 60-04-09

Financial Summary

New Bradwell Parish Council
For the period 13 April 2026 to 11 May 2026

	13 APR-11 MAY 2026	15 MAR-12 APR 2026
Turnover		
DHA Income	-	99.60
Community Centre Sales	3,059.25	1,956.75
Total Turnover	**3,059.25**	**2,056.35**
Cost of Sales		
DHA Expenses	-	98.80
Community Events - Expenses	-	114.00
Office	38.00	(5,107.10)
Total Cost of Sales	**38.00**	**(4,894.30)**
Gross Profit	**3,021.25**	**6,950.65**
Administrative Costs		
Bank Fees	46.53	59.78
Insurance	8.77	-
IT Software and Consumables	768.00	57.38
NBPC - Light, Power, Heating	101.59	(61.94)
Rent	204.49	-
Salaries	4,500.00	4,500.00
Staff Training	50.00	-
Telephone & Internet	63.01	67.18
Bio-diversity projects	1,335.00	-
Community Centre Expenses - Utilities	812.56	-
Audit & Accountancy Fees	-	47.25
Community Centre Expenses - CCTV Sim Card Smarty	6.67	6.67
Community Centre Expenses - Misc	511.28	1,605.39
Community Centre Expenses - Maintenance costs - unplanned	105.00	-
Community Centre Expense - Cleaning	695.00	-
Total Administrative Costs	**9,207.90**	**6,281.71**
Operating Profit	**(6,186.65)**	**668.94**
Other Income		
Precept	-	42,165.66
Grants Income (Immediate use)	-	500.00
Total Other Income	**-**	**42,665.66**
Profit on Ordinary Activities Before Taxation	**(6,186.65)**	**43,334.60**
Profit after Taxation	**(6,186.65)**	**43,334.60**

INVOICE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street, New Bradwell
New Bradwell
Milton Keynes
MK13 0BL
UNITED KINGDOM

Invoice Date
1 May 2026

Invoice Number
INV-22774

Reference
Proposal #HAS2133

VAT Number
284665071

Hippey Accountancy Services Limited
13 Swanwick Walk
Broughton
Milton Keynes
MK10 9LJ

Description	Amount GBP
Payroll: Variable Salary Employees	32.25
Paying Staff Salaries & Expenses	15.00
Subtotal	47.25
TOTAL VAT 20%	9.45
TOTAL GBP	**56.70**

Due Date: 8 May 2026
Payment by BACs Welcome :-
Sort Code 40-33-33
Account No. 52617846
Please use your Company Name and Invoice number as reference

Thank you for your business



View and pay online now

Vicky Mote (CiCLA/PIALC qualified)
19 Dartmouth Drive, Broughton, Milton Keynes, MK10 9WH
Contact: vj.mote@btinternet.com
Tel: 07990898156

INVOICE

New Bradwell Parish Council
Church Street
Milton Keynes
MK13 0DA

Invoice No: NB/PC-01
Invoice Date:06/05/2026
Invoice Terms: 30 Days
Invoice Due:05/06/2026

Description	Qty	Unit Price	VAT	Total
Internal Audit 2025/2026	1	£250	£0	£250
		Total amount due		**£250**

Thank you for your business.

Payment Details
First Direct
Sort: 40-47-77
Acc No: 71106848

Please use your Invoice number as a reference.

Annual Internal Audit Report 2025/26

NEW BRADWELL PARISH COUNCIL

WWW.NEWBRADWELL-PC.GOV.UK

During the financial year ended 31 March 2026, 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 2025/26 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. Cash payments were properly supported by receipts, all 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 2024/25, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a limited assurance review of its 2024/25 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 2025/26 AGAR period, were public rights in relation to the 2024-25 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 2024/25 AGAR *(see AGAR Page 1 Guidance Notes).*	✔		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✔		
P. **(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 — Name of person who carried out the internal audit

05/05/2026 06/05/2026

Signature of person who carried out the internal audit V. Mote Date 06/05/2026

***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).

New Bradwell Parish Council
Church Street
Milton Keynes
MK13 0DA

INTERNAL AUDIT REPORT FOR NEW BRADWELL PARISH COUNCIL 2025/26

BASIS OF REPORT

This report sets out the work undertaken in relation to the 2025/26 fiscal year. Statute requires all town and parish councils to arrange 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 Return (AGAR).

This internal audit has been conducted both electronically and in person, utilising requested documents provided by the Clerk, as well as those present on the website of New Bradwell Parish Council. In addition. I met with the Clerk/RFO, Germaine Newnham on 5 May 26.

My audit has been conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines.

The scope of this internal audit is focused on assessing the effectiveness of the Council's internal controls and was outlined in my original Letter of Engagement. Where any such controls are found to be deficient, the internal audit will help lead to improvement in those processes. The basis of my checks are structured around the Practitioners' Guide 2025.

By applying the principles of internal auditing, outlined in the current Accounts and Audit Regulations and applying the approach to internal audit testing outlined above, every effort is made to ensure that all internal audits are conducted with due professional care, integrity and independence. All conclusions derived from this audit are based upon objective and traceable evidence.

Please note it would be incorrect to view an internal audit as the detailed inspection of all records and transactions of the Council to detect error or fraud. It is the periodic independent review of a Council's internal controls resulting in an assurance report designed to improve effectiveness and efficiency of the activities and operating procedures under the Council's control. Managing the Council's internal controls should be a day-to-day function of both the Office and Councillors and not left for internal audit. (Source: Governance and Accountability for Smaller Councils - A Practitioners' Guide 2025 - Section 4.

In accordance with guidelines contained in the 2025 Practitioners' Guide (SAPPP) paragraphs 4.6-4.12, I can confirm that I am independent of the Parish Council and

its members, as well as being both a CiLCA and PIALC qualified Clerk with over 13 years' experience.

I have reviewed all the Council's minutes for the year, to determine whether any issues exist that may have either a legal or financial impact on the Council and its future financial stability, also considering whether any actions have been taken or are proposed that might result in ultra vires action or expense.

INTERNAL CONTROL OBJECTIVES

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

1. The Clerk is appointed as RFO.
2. The Council uses Xero as its accounting system, based on receipts and payments.
3. The Council does not have the General Power of Competence (GoPC), I recommend as good practice and for transparency, that the spending powers are listed within the financial report. This is a control highlighted within the Councils' Financial Risk Assessment.
4. Finance report is presented to Council each month, bank statements presented to Council for authorisation and balances noted.
5. All minutes are signed on the last page, I recommend that all pages are initialled; sample tested.
6. The Council has two bank accounts: Metro Bank for day to day and Skipton instant access savings account.
7. The Clerk holds a Council debit card, I recommend a card policy is put in place.

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

1. Standing Orders were reviewed and adopted at a meeting of the Parish Council on 14/04/25, minute 6/25.
2. Based on the 2024 Model published by NALC, Financial Regulations were reviewed and adopted at a meeting on 02/06/25, minute 33/25.
3. I spot checked 32 transactions and these were processed correctly.
4. Bank mandate, the Council reviewed and updated this at a meeting on 01/09/25, minute 52/25.
5. The Council has a dual signatory mandate for electronic payments. The Council has four signatories set up; Chair, Vice, Clerk and Office administrator. The Clerk usually sets up the payments as the first signatory and a councillor countersigns.
6. VAT was appropriately accounted for and received.
7. All Councillor register of interests are accessible through the website.

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

1. Council reviewed their Financial Risk Assessment and adopted at a meeting of the Parish Council on 14/04/25, minute 5/25; next review is Apr 26.
2. I note that there isn't currently a business continuity plan in place, I recommend this is put in place in the event that the Clerk is suddenly indisposed for any reason.

3. The Clerk carries out a backup on her laptop as well as OneDrive. I note that in the Councils' Financial Risk Assessment there is further action to be taken on an additional back up, I recommend that this is done.
4. Insurance Renewal: Council noted their insurance renewal in a meeting on 5/1/26, minute 82/25; schedule provided.
5. I recommend that Council devises an Allotment Risk Assessment, which is carried out at least once a year or when inspections are carried out. This will satisfy your insurers, should a public liability claim be brought against the Council.
6. I recommend that Council carries out an annual risk assessment on all assets to satisfy the insurers, should any public liability claim be brought against the Council.

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

1. The 2025/26 budget was considered and agreed by Council at a meeting on 27/01/25, minute 109/24.
2. A financial summary is presented at each meeting.
3. Reserve Policy: Council approved in a meeting on 14/04/25, minute 5/25.
4. The Council does not have any short or long-term investments.
5. The year end Bank Reconciliation figures match the Bank account balances, totalling £197,487.
6. I recommend that the Council puts their agreed budget online for transparency.

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

1. The precept received £80,395 matched the amount requested by the Council.
2. The precept received matched the public record of precepted amounts.
3. VAT 126 claim for 2024/25 confirmed at £9,837.01 was received on 11/07/25 and noted in a meeting on 01/09/25, minute 52/25. NOTE that the minute amount was £9,9837.01.
4. Allotment rents were received.
5. Community Centre and all other income that was expected, was received.

F: Cash payments were properly supported by receipts; all cash expenditure was approved and VAT appropriately accounted for

1. Not applicable as the Council do not hold petty cash.

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

1. The council has two employees: the Clerk/RFO and the Office Administration assistant.
2. Both employees have a contract of employment.
3. Payroll is outsourced to Hippey Accounting Services.
4. Tax and NI(ER) contributions paid according to payroll.
5. The Council is registered and has complied with its Pensions Regulator duties.
6. I have advised the Clerk to contact Buckinghamshire Council for more details regarding a Pension Discretionary Policy, which is required.
7. Both Chair and Councillors do not draw an allowance.

8. I note that the Clerks' last annual appraisal was carried out in 2024. The Council has a duty to comply with employee contractual terms, therefore, I recommend that the Council and Clerk set a date for the next appraisal. This was raised in the last internal audit report.

H: Asset and investment registers were complete and accurate and properly maintained.

1. The 2024/25 Asset Register was reviewed and confirmed at a meeting on 14/04/25, minute 5/25 at the value of £44,942, next review in 2026.
2. The Council does not have any long or short-term loans.

I: Periodic bank account reconciliations were properly carried out during the year.

1. Whilst the Council is presented with and signs off the bank statements and their reconciliation in monthly meetings, it is in breached of its Financial Regulations *2.6.* Having looked at the Councils controls, I am happy that the processes are followed and a hard copy kept on file. However, I recommend that to comply with your Financial Regulations 2.6, Council should implement this step.
2. The year-end bank reconciliation; Metro Bank £27,155.96 and Skipton instant savings £170,331.95 matches box 8 of the Accounting Statement.

J: Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments), agreed to the cashbook, supported by an adequate audit trail from underlying records.

1. The totals shown on the AGAR Accounting Statements match the cashbook and last years' brought forward restated figures.
2. The agreed precept of £80,395, received 12/05/25 (50%) and 06/10/95 (50%) is correct in box 2.
3. Total other receipts in box 3, matches that of the cash book.
4. Staff costs only include the payroll costs, which is correct.
5. The council does not have any loan interest/capital payments.
6. Total other payments in box 6, matches that of the cash book.
7. The correct balance is carried forward for 2026/27.
8. The asset register value shown in line 9, matches that of the asset register.

K: If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. ***(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered").***

1. The Council did not certify itself as exempt as it exceeded the threshold criteria.

L: The authority published the required information on a website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.

1. The Council has 5-years of information on their website.
2. The council publishes:
    - Its agenda, backing documents and minutes.
    - Its financial regulations and standing orders.
    - Privacy policy.
    - Complaints policy, reviewed 12/05/25, minute 18/25.
    - Councillor Code of Conduct, reviewed 07/07/25, minute 40/25.

As the Council is in transition with regard to making its website compliant, I have marked a 'yes' however, please ensures that by the next internal audit, all the required information and documents are published on the website in line with legislation.

M: In the year covered by this AGAR, the authority correctly provided for a period of the exercise of public rights as required by the Accounts and Audit Regulations *(during the 2025/26 AGAR period, were public rights in relation to the 2024/25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).*

1. 2024/25 Notice of Public Rights and publication of unaudited Annual Governance & Accountability Return (AGAR) was published on the website, allowing 30 working days review and including the first 10 working days in July (3 June-14 July 25) with an announcement date of 3 June 25. NOTE that the announcement date cannot be on the same date as the start of the 30-days. These dates were approved at a meeting on 02/06/25, minute 33/25 however, it is good practice to record the dates approved, within the minutes.

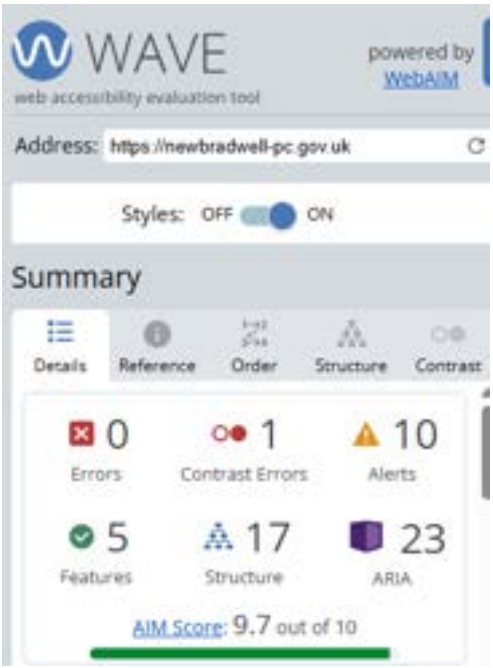
N: The authority has complied with the publication requirements for 2024/25 AGAR *(see AGAR Page 1 Guidance Notes)*.

1. Yes, the Council has complied.

O: The authority has complied with laws, regulations & proper practices relating to digital and data compliance.

1. The Council manages their IT in-house and has adopted an IT Policy at a meeting of the Parish Council on 02/03/26, minute 91/25.
2. Councillors use their own devices; the IT policy includes a section on Bring Your Own Devices (BOYD) and states what is required of Councillors.
3. The Clerk and Office Administration administrator have been issued with Council owned devices.
4. The Council adopted an Accessibility Statement however, as the website is currently being updated, I am not able to state the date the old statement was adopted.

   In the main, the Council complies with WCAG2.2AA. I carried out a test on your website, using the WAVE tool and it came back with a Score of 9.7/10. There are some minor Accessibility issues which will need to be looked at.



5. Regarding training and development for both councillors and staff, the Council notes any training that takes place and Councillors are issue with The Good Councillor guide when they start. All Councillors are aware of the newly adopted IT Policy.
6. The Council has their own domain name: newbradwell-pc.gov.uk and the Council has a dedicated address: office@newbradwell-pc.gov.uk
7. Councillors are issued with Council email addresses.

8. The Council has adopted an ICO Model Publication Scheme at a meeting on 02/02/26, minute 90/25.
9. The Council adopted a Document Retention & Disposal Policy at a meeting on 12/05/25, minute 18/25.
10. The Council has adopted an Information and Data Protection Policy at a meeting on 16 Jan 25, minute 191 16/1/25 8. c. i.).

P: (For local councils only) Trust Funds (including charitable) – The council met its responsibilities as a trustee.

1. Not applicable.

CONCLUSION:

Having completed a comprehensive examination of Council records made available to me by the Clerk/RFO, I would like to thank both Germaine and Tahnee for their cooperation and assistance in facilitating this internal audit.

Overall, the standard of management and governance processes are very good. The above observations and recommendations are there to help the Council make further improvements where necessary.

This report should be submitted, along with the Annual Internal Audit Report 2025/26, to the full council for review and consideration, prior to completing the Annual Governance Statement.

It has been a pleasure getting to know and understand the makeup of New Bradwell Parish Council. I hope that this report is of help to the Council, if you would like any further assistance or clarification, please do not hesitate to contact me.

Vicky Mote

Internal Auditor

cc Cllr Simon Clawson (Chair)
Electronic copy: simon@newbradwell-pc.gov.uk

INVOICE

Bucks and Milton Keynes Association of Local Councils
County Hall, Walton Street
Aylesbury, Buckinghamshire 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.: 6907
Invoice date: 05/04/2026
Due date: 31/05/2026

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.		**BMKALC Subs 26/27**		Annual BMKALC Subscription for 2026 -27	2326	£0.154	£358.20
2.		**NALC Fees 26/27**		Annual NALC Affiliation Fees for 2026 -27	2326	£0.086	£200.04

Total **£558.24**

INVOICE

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

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

BMKALC

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.: 7016
Invoice date: 22/04/2026
Due date: 21/05/2026

#	Date	Product or service	SKU	Description	Qty	Rate	Amount
1.	20/04/2026	**Clerks Seminar 2026**		Delegate: Germaine Newnham, Booking Ref: JHD11250	1	£25.00	£25.00

Total **£25.00**

Invoice

L WELLS Locksmith Services

5 Roman Way, Irchester, Northamptonshire NN29 7EG

Date: 05/03/2026

Invoice No: 1040

Contact: Tahnee Campbell
Customer: New Bradwell Parish Council

Unit 10, New Bradwell Workspace, St James Street
New Bradwell, Milton Keynes, Bucks MK13 0BL
Tel: 01908 313602

PO:
Site Address:
New Bradwell Community Centre,
Church Street, New Bradwell,

DETAILS	AMOUNT
1 X 8" Padbolt in black	£12.00
1 X Squire CP40 40mm Combination Padlock	£24.00
1 X Lockey 2435 14 Button Heavy Duty Digital Door Lock	£163.00
Locksmith Charge to install padbolt, Padlock and digital door lock.	£90.00
TOTAL	£289.00

TERMS STRICTLEY 30 DAYS

Bank Account Details
Account Number: 17059666
Sort Code: 54-10-44
Account Name: Mr LG Wells

Please Include Invoice Number In Notes When Paying Invoice. Thank you.

If you have any questions concerning this invoice, please use the following contact information:

Lee Wells, 07985 208967, l.wellslocksmith@gmail.com

THANK YOU FOR YOUR BUSINESS

DETAILS	AMOUNT

INVOICE

Lockfast Northampton Ltd
16 Milton Grove
Milton Keynes MK3 5BH
VAT Registration No. 920146069

neil@lockfast-locksmiths.com

LOCKFAST

Bill to
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James Street
MK13 0BL

Ship to
New Bradwell Parish Council

Invoice details
Invoice no.: LF102
Terms: Net 30
Invoice date: 25/04/2026
Due date: 25/05/2026

#	Date	Product or service	Description	Qty	Rate	Amount	VAT
1.		Labour		1	£85.00	£85.00	20.0% S

Subtotal	£85.00
VAT @ 20% on £85.00	£17.00
Total	**£102.00**

Barclays Bank
Sort code 205740
Account No 70001821

Note to customer

Gain entry to kitchen door

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-TI2602163773
Tax Invoice Date	07/05/2026

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 06/05/2026

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
06/05/2026-05/06/2026	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

TAX INVOICE

New Bradwell Parish Council Office
Unit 10
New Bradwell Workshops
St. James Street
New Bradwell, Unit 10
Milton Keynes
Milton Keynes
MK13 0BL
GBR

Invoice Date
6 May 2026

Invoice Number
INV-67315

VAT Number
323314150

Nixon Cleaning Services
(Milton Keynes) Ltd
1 Gisburn Close
MK13 7QQ

Description	Quantity	Unit Price	VAT	Amount GBP
Community centre and office clean for the month of April	1.00	347.50	20%	347.50
			Subtotal	347.50
			TOTAL VAT 20%	69.50
			TOTAL GBP	417.00
			Less Amount Paid	417.00
			AMOUNT DUE GBP	**0.00**

Due Date: 28 May 2026
TO PAY BY BACS, PLEASE USE THE FOLLOWING DETAILS:

Please include your invoice number for payment reference

ACCOUNT NAME: Nixon Cleaning services (Milton Keynes) Ltd
BANK NAME: BARCLAYS BANK PLC
ACCOUNT NUMBER: 33322971
SORT CODE: 20-57-44

PAYMENT ADVICE

To: Nixon Cleaning Services (Milton Keynes) Ltd
1 Gisburn Close
MK13 7QQ

Customer	New Bradwell Parish Council Office
Invoice Number	INV-67315
Amount Due	**0.00**
Due Date	28 May 2026
Amount Enclosed	

Enter the amount you are paying above

Trial Balance

New Bradwell Parish Council

As at 31 March 2026

ACCOUNT CODE	ACCOUNT	ACCOUNT TYPE	DEBIT - YEAR TO DATE	CREDIT - YEAR TO DATE	31 MAR 2
200	Sales	Revenue		-	
2000	Community Centre Sales	Sales		31,453.00	(24,597.
2002	Community Centre Income	Other Income		3,005.00	
201	Newsletter Income	Revenue		80.00	(20.
202	Donations	Other Income		-	
2022	Warm Hub	Other Income		-	
2025	Household Support Fund (7)	Other Income		5,100.00	
218	Community Events - Sales	Revenue		450.00	(245.
224	CRA Income	Revenue		1,642.78	(1,348.
225	DHA Income	Revenue		5,238.02	(4,223.
250	Precept	Other Income		80,395.37	(80,212.
251	Precept Grant element	Other Income		3,935.95	(6,395.
260	Other Revenue	Revenue		3,500.00	
261	Grants Income (Immediate use)	Other Income		500.00	
280	Bank Interest Paid	Revenue		9,915.34	
SQ-200000	Square Sales	Revenue		-	(100.
270	Community Budget	Direct Costs	16,597.56		13,133
310	Training	Direct Costs	-		
320	Wages	Direct Costs	-		43,998
321	Bio-diversity projects	Expense	3,482.00		1,839
325	Office	Direct Costs		2,624.41	8,087
400	Dog Bins	Direct Costs	3,359.20		6,582
4000	Community Centre Expenses - Misc	Expense	26,406.42		28,390
4001	Community Centre Expense - Cleaning	Expense	-		19

4004	Community Centre Expenses - CCTV Sim Card Smarty	Expense	73.37	13
401	Newsletter	Direct Costs	2,188.33	2,363
4022	Warm Hub Expenses	Expense	500.00	
4025	Household Support Fund (7) - Expenses	Expense	4,580.00	
403	Audit & Accountancy Fees	Overhead	576.45	600
404	Bank Fees	Overhead	579.44	534
408	NBPC - Cleaning	Overhead	-	3
412	Consulting	Overhead	620.00	3,132
416	Grants LGA Sect 137	Direct Costs	1,338.99	19,354
418	Community Events - Expenses	Direct Costs	1,155.12	6,671
420	IMB	Direct Costs	-	
424	CRA Expenses	Direct Costs	-	
425	DHA Expenses	Direct Costs	10,215.27	8,337
429	General Expenses	Overhead	-	70
433	Insurance	Overhead	2,533.12	
437	Interest Paid	Overhead	-	
445	NBPC - Light, Power, Heating	Overhead	1,312.85	456
461	Printing & Stationery	Overhead	54.87	
463	IT Software and Consumables	Overhead	1,228.79	992
469	Rent	Overhead	-	15
473	Repairs & Maintenance	Overhead	-	
477	Salaries	Overhead	53,739.29	
480	Staff Training	Overhead	626.67	12
485	Subscriptions	Overhead	802.46	805
489	Telephone & Internet	Overhead	704.21	527
493	Travel - National	Overhead	89.82	
SQ-300000	Square Fees	Expense	8.60	8

	New Bradwell Parish Council	Bank	27,155.96		20,830
	Skipton Community Saver Issue 5 Annual	Bank	170,331.95		160,416
610	Accounts Receivable	Current Asset	1,176.49		575
710	Office Equipment	Fixed Asset	466.99		466
720	Computer Equipment	Fixed Asset	625.83		625
SQ-000000	Square Balance	Bank	-		
SQ-600000	Square Cash Clearing	Current Asset	73.50		73
SQ-600002	Square Other Payment Clearing	Current Asset	128.05		128
2001	Community Centre - Damage Deposits Received	Current Liability		6,420.50	(4,645.
800	Accounts Payable	Current Liability	638.00		188
820	VAT	Current Liability	9,478.29		9,927
840	Historical Adjustment	Current Liability		127,300.57	(127,300.
860	Rounding	Current Liability	5.76		6
960	Retained Earnings	Equity		61,292.71	(90,101.
Total			**342,853.65**	**342,853.65**	

New Bradwell Parish Council Reconciliation Summary

New Bradwell Parish Council
As at 31 March 2026
New Bradwell Parish Council

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
31 Mar 2026	Balance in Xero		27,155.96
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
31 Mar 2026	Statement balance (calculated)		27,155.96
30 Mar 2026	Imported statement balance		27,155.96
31 Mar 2026	Calculated balance out by		-
Balance in Xero			
31 Mar 2026			27,155.96
Statement Balances			
31 Mar 2026	Statement balance (calculated)		27,155.96
30 Mar 2026	Imported statement balance		27,155.96
31 Mar 2026	Calculated balance out by		-

Skipton Community Saver Issue 5 Annual Reconciliation Summary

New Bradwell Parish Council
As at 31 March 2026
Skipton Community Saver Issue 5 Annual

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
31 Mar 2026	Balance in Xero		170,331.95
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
31 Mar 2026	Statement balance (calculated)		170,331.95
	No imported statement balance available		-
Balance in Xero			
31 Mar 2026			170,331.95
Statement Balances			
31 Mar 2026	Statement balance (calculated)		170,331.95
	No imported statement balance available		-

Square Balance Reconciliation Summary

New Bradwell Parish Council
As at 31 March 2026
Square Balance

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
31 Mar 2026	Balance in Xero		-
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
31 Mar 2026	Statement balance (calculated)		-
	No imported statement balance available		-
Balance in Xero			
31 Mar 2026			-
Statement Balances			
31 Mar 2026	Statement balance (calculated)		-
	No imported statement balance available		-

Fixed Asset Reconciliation

New Bradwell Parish Council

For the year ended 31 March 2026

SOURCE	COST ACCOUNT	OPENING COST	OPENING ACCUM DEP	OPENING BOOK VALUE	CLOSING COST	CLOSING ACCUM DEP	CLOSING BOOK VALUE
Office Equipment							
Balance Sheet	Office Equipment	466.99	-	466.99	466.99	-	466.99
Asset Register	Office Equipment	-	-	-	-	-	-
Difference		466.99	-	466.99	466.99	-	466.99
Computer Equipment							
Balance Sheet	Computer Equipment	625.83	-	625.83	625.83	-	625.83
Asset Register	Computer Equipment	-	-	-	-	-	-
Difference		625.83	-	625.83	625.83	-	625.83
Total Difference		**1,092.82**	**-**	**1,092.82**	**1,092.82**	**-**	**1,092.82**

Journal Report

New Bradwell Parish Council

For the period 1 April 2025 to 31 March 2026

DATE	JOURNAL ID	ACCOUNT CODE	ACCOUNT	DEBIT	CREDIT	POSTED DATE	POSTED BY
ID 11416 2025/2026 Precept split out grant element - Manual							
15 Apr 2025	11416	250	Precept	3,935.95	-	27 Apr 2026	Sarah Glavin
15 Apr 2025	11416	251	Precept Grant element	-	3,935.95	27 Apr 2026	Sarah Glavin
Total				**3,935.95**	**3,935.95**		
ID 11210 Community Centre Damage money taken from deposits - Zara Matthingly - Manual							
17 Dec 2025	11210	2001	Community Centre - Damage Deposits Received	20.00	-	23 Apr 2026	Sarah Glavin
17 Dec 2025	11210	2000	Community Centre Sales	-	20.00	23 Apr 2026	Sarah Glavin
Total				**20.00**	**20.00**		

S Glavin Bookkeeping

TAX INVOICE

New Bradwell Parish Council
Unit 10, New Bradwell Workspace
St James Street
New Bradwell
Milton Keynes
Buckinghamshire
MK13 0BL
UNITED KINGDOM

Invoice Date
07 May 2026

Account Number

Invoice Number
INV-0117

Reference
AGAR 2025/2026

S Glavin Bookkeeping
22 Bromley
Long Marston
Tring
Hertfordshire
England
HP23 4QU
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
HOURLY, Hourly Rate	32.40	25.00	No VAT	810.00
			Subtotal	810.00
			Total No VAT	0.00
			Invoice Total GBP	810.00
			Total Net Payments GBP	0.00
			Amount Due GBP	**810.00**

Due Date: 14 May 2026

BANK DETAILS

Account Name: Sarah Glavin
Bank Revolut Limited
Account No.: 95589244
Sort Code: 04-29-09

Invoice

INVOICE NO: 521738

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:	13-Apr-26
Contract No:	110938
Contract Status:	Continuing
Account Ref:	NEWB01
Customer Order No:	.
Last Invoice No:	515996
Last Invoice Date:	16-Mar-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-Mar-26	12-Apr-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

11-May-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.

PSE PORTABLE SANITATION EUROPE LTD

Invoice

INVOICE NO: 527635

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:	11-May-26
Contract No:	110938
Contract Status:	Continuing
Account Ref:	NEWB01
Customer Order No:	.
Last Invoice No:	521738
Last Invoice Date:	13-Apr-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.	13-Apr-26	10-May-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

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

CODE	RATE %	TAXABLE	AMOUNT
STD	20	£98.80	£19.76

PAYMENT TERMS

STRICTLY NET BY

08-Jun-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.

PSE PORTABLE SANITATION EUROPE LTD

TAX INVOICE

Germaine Newnham
unit 10, New Bradwell Workspace, St James St, New Bradwell
Milton Keynes
MK13 0BJ
UNITED KINGDOM

Invoice Date
10 May 2026

Invoice Number
INV-29289168

VAT Number
GB891621118

Xero (UK) Ltd
5th Floor 100 Avebury Boulevard
Milton Keynes
MK9 1FH
-
All Billing Enquiries
central.xero.com

Description	Amount GBP
*** Charges receiving no discount ***	
New Bradwell Parish Council. Monthly fee, Bank Feeds - Metro Bank United Kingdom, 10 Apr 2026 to 09 May 2026.	1.00
*** Charges receiving subscriber discounts ***	
New Bradwell Parish Council. Monthly Subscription, Grow, 10 May 2026 to 09 Jun 2026.	37.00
Subtotal	38.00
TOTAL VAT 20%	7.60
TOTAL GBP	45.60
Less Amount Credited	0.16
AMOUNT DUE GBP	**45.44**

Due Date: 10 May 2026
The amount due will be debited from the payment details you have provided to us on or after the due date stated above

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00367
Date: 04/5/2026
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	30th March	2026	5hrs	@ £17.50 = £87.50
Week beginning	6th April	2026	0hrs	@ £18.50 = £00
Week beginning	13th April	2026	5hrs	@ £18.50 = £92.50
Week beginning	20th April	2026	5hrs	@ £18.50 = £92.50
Week beginning	20th April	2026	5hrs	@ £18.50 = £92.50

Total costs £365

Payment details
Natwest Bank
Account number: 85655996
Sort code: 60-04-09