



Open Access Summer Play Sessions









MKPA
Milton Keynes Play Association
50

MAKING PLAY MATTER

Open access play events

Every Year we offer open access play to thousands of children across Milton Keynes and the surrounding areas.

We can hold play sessions almost anywhere. Historically most events booked have taken place outdoors in local parks or any green space available but we are open to anywhere!

We can provide our play sessions in any of the school holidays, (not just summer) and you can ensure sessions are not affected by bad weather by booking us an indoor space, schools, village halls, church rooms, sports pavilions.
The sessions we provided for Shenley Church End and Two Mile Ash in October half term was a huge success and was fully booked within a few days of advertising it!

You could even make a day of it by adding a session onto an existing parish event you are holding.

Some parishes have also booked us for other types of sessions, like children's & adult crafting sessions. If you are interested in having a meeting to discuss what you want and what we can offer please call or email Jodi at play@mkpa.co.uk
01908263033

This is a very well-established programme that is incredibly popular amongst residents in the communities we serve.

Play is a critical part of any child's development, yet it is sometimes easy to overlook its importance. It can be hard to find safe opportunities where
children can have the freedom, space, or time that they need for play. Our role is to help overcome some of these challenges so that children have more opportunities for child-led play, this can help to develop social skills, build relationships, and promotes self-confidence.

MAKING PLAY MATTER

Sessions & Pricing

During the summer of 2024 we held 195 play events across Milton Keynes and the surrounding areas. During this time we were able to reach 13'165. We are pleased to be able to continue to offer these sessions going forward into 2025.

The play programme we provide to you often operates at a loss, with other areas of MKPA's business activities subsidising part of the cost.
We have seen and will see further significant increases in costs, particularly with the large rise in National Living Wage & National Minium Wage in 2024 and 2025 and the increase to Employer National Insurance contributions announced in the recent Budget. We strive very hard to keep increases to our Parish Partners to a minimum but with these additional costs to our overheads in mind we have assessed our prices for the Parish play sessions and events for the upcoming year. We trust that you will maintain your continuing support for our services for families within your own Parish Area.

Session prices for 2025

2 hour Morning session - 9.30am - 11.30am - £520.00
2 hour Afternoon session - 1.30pm - 3.30pm - £520.00
Five hour fun day session - 10.30am - 3.30pm - £1040.00
3 hour Teen / Pre-Teen session - 1.30pm - 4.30pm - £1040.00



These sessions are available to Parish Councils, Town Councils and Community Organisations. The sessions are run by our dedicated play work staff, so there is no work for you to do apart from advertising your events with the poster we will create for you.

This is just some of the lovely feedback received from your parishioners in summer 2024

Samantha Louise
Awesome!
Usually Nanny will drive us if these play sessions are out of reach (bus fare is getting insane 😅) but she's had a hip replacement recently so is out of action. Was just googling the Church one and that's not to far if the girl is up to walking/riding her bike 😁

MKPA to us is life during the half terms ❤️ we really appreciate all the work you put in and the fun you provide 🥰

Hi, I'd just like to give you some feedback from the session at Hanslope today involving a particularly a team member.

He was absolutely AMAZING!! My children were fully engrossed within the play with him, he adapted the game multiple times to accommodate my younger child, and to also make the games more challenging for them. He was so positive towards the children, both verbally and how he presented himself physically. He carried a smile on his face for the whole session, children were naturally drawn to him. He was so entertaining that my children (and other children) would go back to him after exploring the pther areas. This is so refreshing and made other parents smile too.

I really hope this feedback is passed back to him, our children had an amazing time today, and it was all down to him!

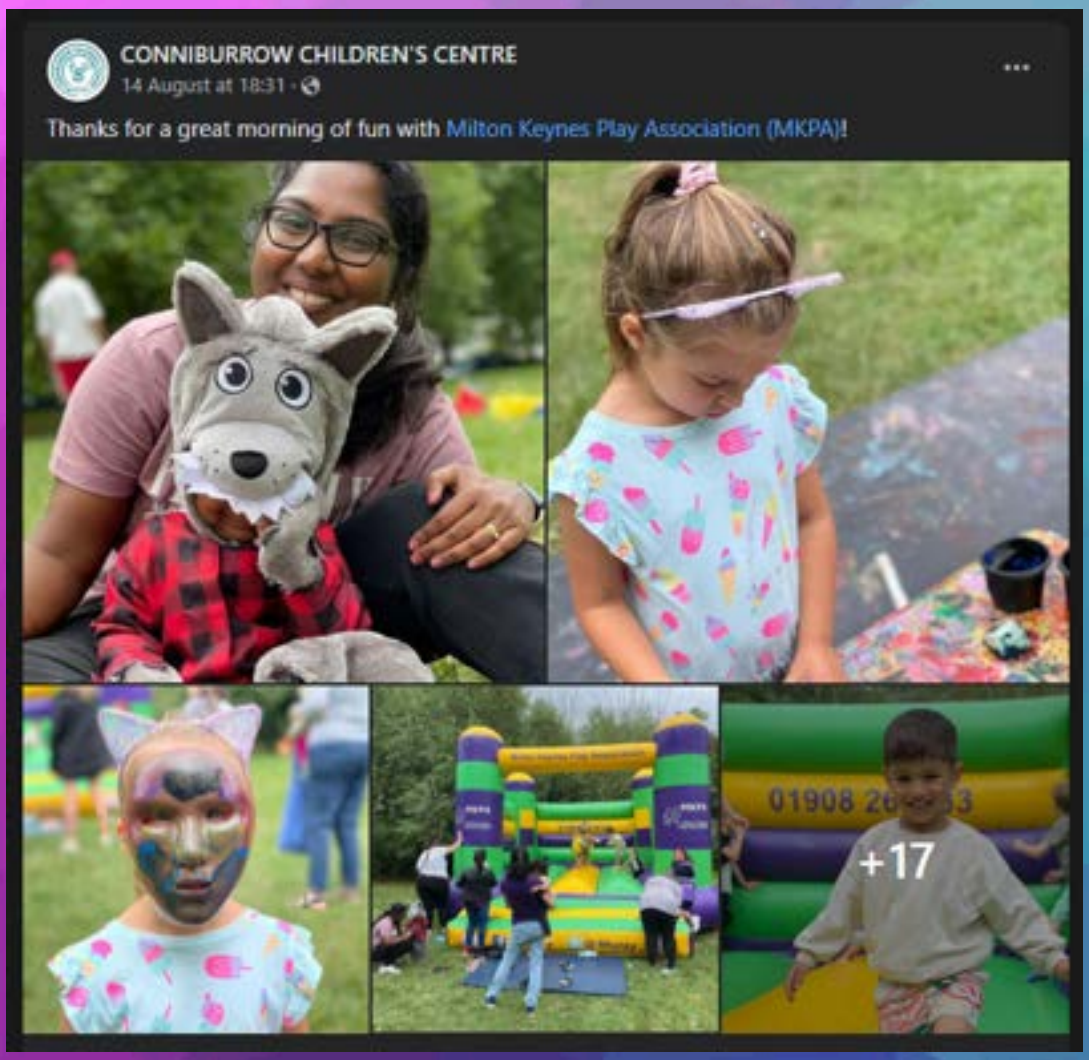
At Monkston Park, amazing day 💞



St Mark's Meals
We are so thankful for all the exciting activities you offer to provide children in MK with fun in the holidays! 🧡 Thanks so much for sharing 😊

1 h Like Reply Hide

This is just some of the lovely feedback received from your parishioners in summer 2024



I would just like to say a huge thank you for the session in Cheddington today. The staff were fantastic and we had such a lovely time! Thank you 😊💓



MKPA Play Sessions ...

Children can explore different types of play

Risky Play



Activities suitable for ages up to 12 years



Risky play

This session allows children to encounter risky experiences, to develop survival skills and conquer fears. Activities include climbing trees or using ropes to build and balance, lifting large objects, balancing on beams , using tools such as saws, hammers and drills, water slides, assault courses, and using and lighting a fire pit to cook. Some children discover strength they didn't know they had while engaging in these activities, which can develop their with self confidence.





This session also includes giant games & a bouncy castle.





Every location can experience ...

every type of play

Sports and Games

Activities suitable for ages up to 12 years



Sports & Games

This session allows children to interact and be sociable with each other and to work together for a common goal, through sports and playing games. These include football, cricket, rounders, archery, badminton, volleyball, tag, parachute games, tennis, golf and many more.

This session also includes giant games and a bouncy castle.













Bring spare clothes!!!

Imaginative & Messy Mixed Play





Messy play

Through fun experiments, this session will allow children to discover textures and and the effect some ingredients have on one another. We provide painting, foam play, slime play, sand and water play and all types of arts and crafts using materials from our scrap store.





Imaginative play

This session allows a child's imagination to run wild, using objects and actions to represent other things. It includes loose parts play (with small and large objects), face paint, dressing up, small world toys, and den building.





Mixed

This session also includes sports, giant games and a bouncy castle.





Activities suitable for ages up to 12 years

Something for the older ones!!

Teen / Pre-Teen session

Activities suitable for ages 10 to 15 years







Teen/Pre-Teen Session

Playtime isn't Just for preschoolers - teenagers need it, too! Play in the teen years provides opportunities for young people to take risks, practice decision-making and problem-solving skills, make mistakes (and learn from them), experience and accept defeat, build confidence, overcome fear, and mature in all manners of thinking and behaving!!









Want a little extra??

Additional (Bolt on) Play Activities



We offer a range of play activities which can be added onto the Open Access Play sessions, at an extra cost. All activities need trained staff to facilitate the riskier level of play involved. These activities attract higher staffing levels to ensure safety.





What can be added on to the sessions?

- Wickidizer equivalent
- Body Zorbs
- Zorb Balls
- Water Slide
- Large play equipment – e.g. Soft play sets, ball pools and much more



Community Bus project

Notes on meeting 13th March 2025

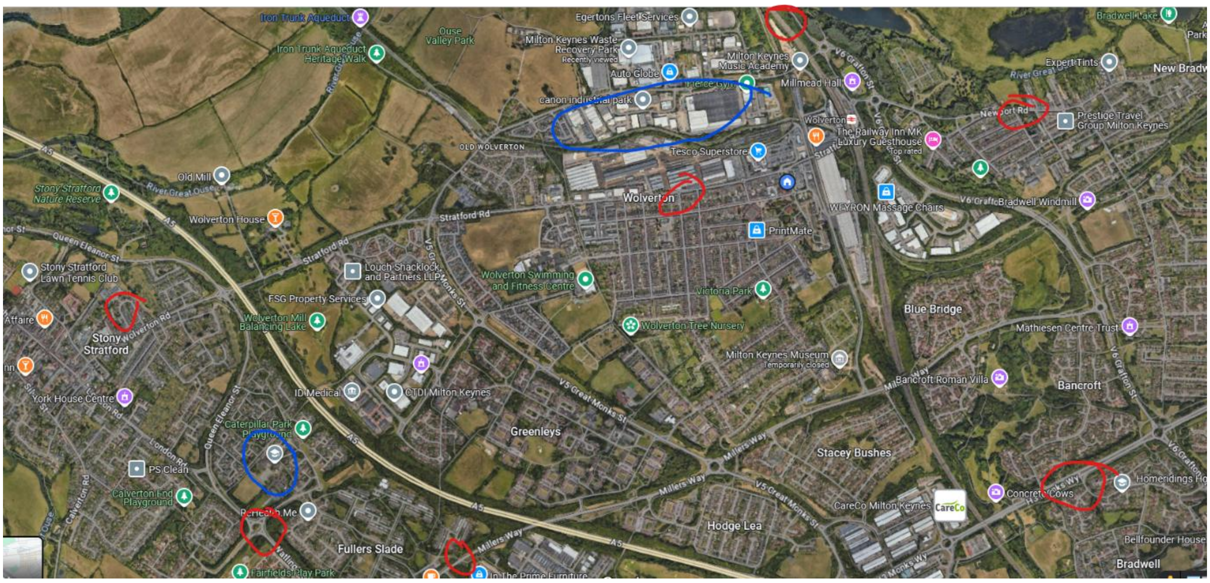
Adele MKCC has indicated that they can provide buses for parish use, but await an update on Meeting from MK Connect next week (w/c 18.03.25)

WGTC Have asked for public to provide feedback on routes in magazine, routes suggested so far to go through central spines on the estates and grid road – need to map this, rationale for this is the sheltered units and pin things on a map, and not just focus on a link with GPs due to different appointment times, may be include shops

Fairfield's PC have no view as to where they would use the route but will take back to council for ideas

Abbey Hill (two mile and 2 x industrial estates) engagement low, will follow up for Haversham.

Haversham PC has been approached by rural places (Hanslope/Castlethorpe) for them to be a part of a bus service with them – need to find a view from the residents what they want to use the service from



WGTC - Suggestion to map the areas of superstore/local centres and GP surgeries (see rough map) – Mandy to speak Alina MKCC re the GIS mapping service, create a map of better quality and for us to present this to all councils at their annual parish meeting

AV- Speak further with Adele at MKCC but agreed by all that they want it to be parish controlled/driven and get volunteers in to support this – not MKCC

Driverless tech not quite there yet and something to be looked at a later date

Maria will contact BUG and ask for an additional meeting

D & L Environmental

"Creating a cleaner environment "

Invoice: NBPC00315
Date: 31/03/2025
Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning	3rd March	2025	5hrs	@ £17.50 = £87.50
Week beginning	10th March	2025	5hrs	@ £17.50 = £87.50
Week beginning	17th March	2025	5hrs	@ £17.50 = £87.50
Week beginning	24th March	2025	5hrs	@ £17.50 = £87.50

Total costs £350

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

Outlook

Fwd.: Newport Road, New Bradwell

---------- Forwarded message ---------
From: [redacted]
Date: Thu, 13 Mar 2025, 10:09
Subject: Newport Road, New Bradwell
To: <contact@newbradwell-pc.gov.uk>

Dear sir or madam

I live at [redacted] Newport Road. I use the crossing once a day, close to my house and regularly have to stop halfway as cars don't always stop. On the 10th March I as always, I cautiously used the cross, with cars stopping to my right. Cars on the left slowed, but the one in front was exceeding the speed limit and only just missed me.
I have spoken to the Police on a number of occasions about cars not only exceeding the 30mph limit (doing around 60mph), but over taking on the crossing.
Only last week a car went out of control and demolished one of my neighbours wall.
The Police have advised this is a Parish Council issue in regard to speed limit signs.
Drivers either aren't aware of the speed limit or don't care. PLEASE
do something before someone gets killed.

Kind regards
[redacted]

NEW BRADWELL PARISH COUNCIL

Financial Risk Assessment

Updated 03.03.2025

FINANCIAL AND MANAGEMENT				
Subject	**Risks Identified**	**H/M/L**	**Management control of risks**	**Review/Assess/Revise**
Councillors	Losin□ Councillor mem□ership or ha□in□ more than □ □acancies at an□ one time	L	When a □acanc□ arises□there is a le□al process to □ollow□ I□not an election □ear□then the co□option process can □e□in□ The process □e□ins with an ad□ert□acceptance o□ applications□consideration o□applicants and co□option □ote at a Council meetin□ then appointment□	E□istin□ procedures ade□uate□
		L	I□there are more than □ □acancies the Council □ecomes in□uorate and the le□al process o□ Milton Ke□nes Cit□ □MKCC□Council appointin□ mem□ers takes place□	Procedures o□another □od□ are accurate□
Precept	□de□uac□ o□precept □e□uirement not su□mitted to MKCC on time □mount not recei□ed □□NBPC	L L L	□e□ular □ud□et re□iewed □□ □ull Council Precept should □e considered □□ Council □e□ore the deadline The Clerk in□orms the council when monies are recei□ed	E□istin□ procedure ade□uate
□inancial □ecords	Inade□uate □ecords □inancial irre□ularities	L L	The Council has □inancial □e□ulations which set out the re□uirements	E□istin□ procedure ade□uate□ □e□iew o□□inancial □e□ulations □nnuall□□
Bank and Bankin□	Inade□uate checks	L	The Council has □inancial □e□ulations which set out the re□uirements □or □ankin□□che□ues and reconciliation o□accounts□	E□istin□ procedure ade□uate
	Bank Mistakes Loss Char□es Loss o□Si□natories	L L L L	The Clerk reconciles the □ank account once a month when the statement arri□es □an□ issues□ irre□ularities are dealt with immediatel□ □□ in□ormin□ the □ank and awaitin□ their correction□ Monitor the □ank statements monthl□□	

			□s is re□uired □□ Standin□ orders the clerk will access internet □ankin□ sites directl□ and not throu□h a search en□ine□ □n□ transactions to □e carried out electronicall□ must □e a□reed □□ □ull council in ad□ance□	
Cash□Loss	Loss throu□h dishonest□ or the□t Cash□Che□ues are □anked within □ workin□ da□s□ There is no pett□ cash or □oat□ This is audited □□ the Internal auditor annuall□	L	The council has □inancial □e□ulations which set out the re□uirements	E□istin□ procedure ade□uate
Liti□ation	Potential risk o□le□al action □ein□ taken a□ainst the Council	M	Pu□lic lia□ilit□ insurance co□ers □eneral personal in□ur□ where claims that the Parish Council is □ound to □e at □ault□□ut not spurious or □ri□olous claims □these cannot □e insured a□ainst□	Insurance is ade□uate or re□uirements □ut there is still risk o□other claims□
□eportin□ and □uditin□	In□ormation Communication Compliance	L M	The a□enda includes a □inances sect□which states □ to note □ appro□e □□ □ull Council□ includes □ank reconciliation and a □reakdown o□receipts and pa□ments □alanced a□ainst the □ank□	E□istin□ procedure ade□uate
NBPC run acti□ities	□isk o□□inancial loss	L	□ll our acti□ities are □inanced □□ NBPC and there□ore there is no □inancial risk	E□istin□ procedure ade□uate□ Each acti□it□ needs to □e assessed on an indi□idual □asis
□rants and support pa□a□le	Power to pa□ □uthorisation o□council to pa□	L	□ll such e□penditure □oes throu□h the re□uired council process o□appro□al□minuted and listed accordin□l□ i□a pa□ment is made usin□ the S13□ power o□e□penditure□ □rant application □orms ha□e □een de□ised to keep up to date records o□applications□	E□istin□ procedure ade□uate Parish councillors re□uest S13□ rules i□re□uired□
Best □alue □ccounta□ilit□	Work awarded incorrectl□ O□erspend on ser□ices	L M	Normal PC practice would □e to seek□i□ possi□le□more than one □uotation □or an□ su□stantial work re□uired to □e undertaken or □oods□ □or ma□or contract ser□ices□□ormal competiti□e tenders would □e sou□ht□ I□a pro□lem is encountered with a contract the Clerk would in□esti□ate the situation check the □uotation□tender□research the pro□lem and repot to council□ This is co□ered in □inancial □e□ulations	E□istin□ procedures ade□uate□ Include when re□iewin□ □inancial □e□ulations annuall□□

Salaries and associated costs	Pa□ment o□salaries	L	The Council uses an outside salar□ accountanc□□ □n□increase in salar□is reported to them instantl□□	E□istin□appointment ade□uate
Emplo□ees	Loss o□clerk □raud □□the clerk □ctions undertaken □□the clerk □ealth and Sa□et□	L L L L	□e□erence to a continuit□plan should □e made in case o□loss o□ke□personnel□ The re□uirements o□the insurance to □e adhered to with re□ards to □raud□ The Clerk should □e pro□ided with rele□ant trainin□re□erence □ooks□access to assistance and le□al ad□ice re□uired to undertake the role□ □ealth and Sa□et□issues relatin□to the clerk are re□ardin□lone workin□and dri□in□to□rom Council meetings. The clerk's own car insurance co□ers tra□el to and □rom a place o□ work□	We currentl□ha□e no procedure in place □or this□ Mem□ership o□the SLCC Monitor workin□conditions sa□et□ re□uirements and insurance re□ularl□
Councillor □llowances	Councillors o□erpaid□ Income ta□deducted	Ne□ati□e	No allowances are allocated to Parish councillors	No procedure re□uired□
Election costs	□isk o□an election cost	□	□isk is hi□her in an election □ear□When a scheduled election is due the Clerk will o□tain an estimate o□costs □rom MKCC□There are no measures which can □e adopted to minimise the risk o□ha□in□elections as this is a democratic process□	Council should consider sa□in□ each □ear to co□er all costs□
□□T		L	The council has □inancial re□ulations which set out the re□uirements□ □□T is claimed re□ularl□	E□istin□procedures ade□uate
Emplo□ers annual return	Pa□in□and accountin□ □or NI and Ta□ o□emplo□ees salaries	Ne□ati□e	Outside pa□roll accountanc□ □□rm used	E□istin□procedures ade□uate
□udit – Internal	□udit□Completion within time limit	L	Internal auditor is appointed □□the Council□ Internal auditor is supplied with the rele□ant documents to audit and the □orm to complete and si□n □or the E□ternal auditor	E□istin□procedures ade□uate
	Completion□Su□mission within time limit	L	□nnual □eturn is completed and si□ned □□the Council□su□mitted to the internal auditor □or completion and si□nin□then checked and sent to the E□ternal auditor within the time limit	E□istin□procedures ade□uate
Le□al powers	Ille□al acti□it□or pa□ments	L	□ll acti□it□and pa□ments within the power o□ the PC to □e resol□ed and minuted at □ull Parish council meetin□s includin□a re□erence to the power used□as per the □inancial re□ulations	E□istin□procedures ade□uate

Minutes□□□endas□ Notices□Statutor□ documents	□ccurac□ and le□alit□	L	Minutes and a□enda are produced in the prescri□ed method □□the clerk and adhere to the le□al re□uirements and □est practice □uidelines□ Minutes are appro□ed and si□ned at the □ollowin□ Council meetin□□	E□istin□ procedures ade□uate □uidance□trainin□ to the chair should □e □i□en i□re□uired□□
	Business conduct	L	Minutes and a□enda are displa□ed accordin□ to the le□al re□uirements□ Business conducted at council meetin□s should □e mana□ed □□the Chair□	Mem□ers to adhere to Code o□ Conduct
Mem□ers interest	Con□lict o□Interest	L	□lthou□h not a re□uirement□the declarin□ o□ interests □□mem□ers at a meetin□ should □e an o□□ious process to remind councillors o□ their dut□ and should remain on the a□enda□	E□istin□ procedures ade□uate
	□e□ister o□Mem□ers interests	M	□e□ister o□Mem□ers interest □orms should □e re□iewed re□ularl□ □□councillors	Mem□ers take responsi□ilit□ to update their re□ister
Insurance	□de□uac□ Cost Compliance	L L L	□n annual re□iew ie the time o□renewal o□all insurance arran□ements in place□ Emplo□ers and Emplo□ee lia□ilit□ insurance is a necessit□ and must □e paid □or□ Ensure compliance measures are in place□	E□istin□ procedures ade□uate □e□iew insurance pro□ision annuall□
□ssets	Loss or dama□e □isk□dama□e to third part□ □ies□ propert□	L L	□n annual re□iew o□assets is undertaken □or insurance pro□ision□stora□e and maintenance pro□isions	□sset re□ister to □e updated annuall□
Maintenance	Poor per□ormance i□assets or amenities □isk to third parties	L L	□ll assets owned □□the Parish council are re□ularl□re□iewed and maintained□ □ll repairs and rele□ant e□penditure □or these repairs are actioned□authorised in accordance with the correct procedures o□the Parish council□ □ll assets are insured and re□iewed annuall□□	E□istin□ procedure ade□uate
Meetin□ location	□de□uac□ □ealth and Sa□et□	L	The Parish council meetin□s are held in the Parish O□i□ce or New Bradwell Communit□ Centre i□re□uired□	E□istin□ location□s□ade□uate
Council □ecords – electronic	Loss throu□h□The□t□□ire□dama□e corruption o□computer	L M	Council electronic records are stored on Clerks computer □ One□ri□e□	Need to ha□e □ack up in place

Signed by: *Position:*

Reviewed 14.04.2025 Min ref: *Next review April 2026*

Gallagher

Insurance | Risk Management | Consulting

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

IF PAYING BY **DIRECT BANK TRANSFER** PLEASE CHECK BANK DETAILS BELOW AS THEY MAY HAVE CHANGED SINCE YOUR LAST INVOICE

Pro-Forma Invoice

Client Ref:	1510803
Policy Ref:	145244117
Invoice Date:	06 February 2025

			Amounts (£)	Cost (£)
AJG Community Schemes	Hiscox Insurance Company Limited	Premium	1,086.21	1,266.56
	Contract No.: 8187891	Insurance Premium Tax	130.35	
	Term: 13/03/25 - 12/03/26	Total Fees	50.00	
	TOTAL			**1,266.56**

Payment due on or before effective date.

If you would like to pay by credit/debit card please contact us on .
Payments by **direct bank transfer** should be made to the following account, using reference - 1510803.

Bank: Lloyds Bank Plc
Account Name: AJGIBL GBP CLIENT NST ACCOUNT
Account Number: 19511668
Sort Code: 30-80-12
Swift BIC: LOYDGB21F09
IBAN Number: GB30 LOYD 3080 1219 5116 68
COMMENTS :

FOR BANK TRANSFER PLEASE QUOTE REFERENCE ON YOUR PAYMENT AND EMAIL REMITTANCE DETAILS TO UK.Glasgow.AJGIBL.Remittances_@ajg.com

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The Financial Conduct Authority does not regulate all forms of the products we provide

Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
t: 01483 462 860 f: w: www.ajg.com/uk

Registered in Scotland: Registration No. SC108909
Registered Office: Spectrum Building, 55 Blythswood Street, Glasgow G2 7AT
VAT Registration No: GB 484 7462 09

INVOICE

Customer:
New Bradwell Parish Council

Unit 10
New Bradwell Workspace Ltd
St James Street
New Bradwell
MK13 0BJ

01908 313602

Purchase Order No: GERMAINE

Customer No: 12294

Payment Address:
Glendale Countryside Limited
The Stables, Duxbury Hall Road
Duxbury Park, Chorley
PR7 4AT
Telephone: 01257 460461
PLEASE NOTE OUR NEW BANK DETAILS:
Account No: 01574191 Sort Code: 09-07-20

Branch Address:
Glendale Countryside Ltd
Milton Keynes
Ryder Building
Colts Holm Road
Wolverton
Milton Keynes
MK12 5QD
Tel:
VAT Reg No: 203 3249 52

Page: 1 of 1

Date: 28/02/2025

Invoice No: GC129-0082

DESCRIPTION	QUANTITY	UNIT PRICE	NET	VAT	VAT	SUB TOTAL
Prepare Ground - Edible Avenue PlantinG	1.00	3,194.00	3,194.00	20.00 STD	638.80	3,832.80

Terms
Payment is due within 30 days from the date of invoice.
Bank details: Santander, Account No: 01574191, Sort Code: 09-07-20
If paying by BACS please email your remittance advice to **CreditControl@glendale-services.co.uk**
Please send cheque payments to the above payment address.
The Company reserves the right to charge daily interest on any outstanding balance at UK clearing bank base lending plus 2% on overdue invoices.
Payments can also be made by debit card by telephone to the above number.

NET	3,194.00
VAT	638.80
TOTAL	3,832.80

INVOICE

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

Invoice Date
1 Apr 2025

Invoice Number
INV-22085

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: 15 Apr 2025
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

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-TI2501291233
Tax Invoice Date	07/04/2025

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 06/04/2025

Section Summary

Section Name	Charges (GBP)	Total (GBP)
New Bradwell Parish Council	21.70	**21.70**
Total (excluding Tax)		**21.70**
Tax Amount		**4.34**
Total (including Tax)		**26.04**

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
06/04/2025-05/05/2025	3.10	7	21.70	20.00%	**21.70**	A

Tax Description	Sub-Total Amount (GBP)	Tax Amount (GBP)	Total (including Tax) (GBP)	Tax Line Indicator
Tax 20.00%	**21.70**	**4.34**	**26.04**	**A**

Subtotal	21.70
Azure Credit	0

New Bradwell Parish Council

NEW BRADWELL PARISH COUNCIL MODEL STANDING ORDERS.

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RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairperson of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chairperson of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairperson of the meeting, is expressed in writing to the Chairperson.

h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairperson of the meeting.

j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairperson of the meeting.

k One or more amendments may be discussed together if the Chairperson of the meeting considers this expedient but each amendment shall be voted upon separately.

l A councillor may not move more than one amendment to an original or substantive motion.

m The mover of an amendment has no right of reply at the end of debate on it.

n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

o Unless permitted by the Chairperson of the meeting, a councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another councillor;

ii. to move or speak on another amendment if the motion has been amended since he last spoke;

iii. to make a point of order;

iv. to give a personal explanation; or

v. to exercise a right of reply.

p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

q A point of order shall be decided by the Chairperson of the meeting and his decision shall be final.

r When a motion is under debate, no other motion shall be moved except:

i. to amend the motion;

ii. to proceed to the next business;

iii. to adjourn the debate;

iv. to put the motion to a vote;

v. to ask a person to be no longer heard or to leave the meeting;

vi. to refer a motion to a committee or sub-committee for consideration;

vii. to exclude the public and press;

viii. to adjourn the meeting; or

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

s Before an original or substantive motion is put to the vote, the Chairperson of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed **5** minutes without the consent of the Chairperson of the meeting.

1. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairperson of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chairperson of the meeting to moderate or improve their conduct, any councillor or the Chairperson of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chairperson of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

2. MEETINGS GENERALLY

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice** OR [The

minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed **5** minutes unless directed by the Chairperson of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than **5** minutes.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chairperson of the meeting may direct that a written or oral response be given.

i [A person shall stand when requesting to speak and when speaking (except when a person has a disability or is likely to suffer discomfort)] OR [A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The Chairperson of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct his comments to the Chairperson of the meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairperson of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report**

or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairperson of the Council may in his absence be done by, to or before the Vice-Chairperson of the Council (if there is one).**

p **The Chairperson of the Council, if present, shall preside at a meeting. If the Chairperson is absent from a meeting, the Vice-Chairperson of the Council (if there is one) if present, shall preside. If both the Chairperson and the Vice-Chairperson are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The Chairperson of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairperson of the Council at the annual meeting of the Council.

s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

i. the time and place of the meeting;

ii. the names of councillors who are present and the names of councillors who are absent;

iii. interests that have been declared by councillors and non-councillors with voting rights;

iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;

v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;

vi. if there was a public participation session; and

vii. the resolutions made.

u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of **2** hours.

3. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**

d The Council may appoint standing committees or other committees as may be necessary, and:

i. shall determine their terms of reference;

ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;

iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;

v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;

vi. shall, after it has appointed the members of a standing committee, appoint the Chairperson of the standing committee;

vii. shall permit a committee other than a standing committee, to appoint its own Chairperson at the first meeting of the committee;

viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;

ix. shall determine if the public may participate at a meeting of a committee;

x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;

xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and

xii. may dissolve a committee or a sub-committee.

4. ORDINARY COUNCIL MEETINGS

a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 7.15pm.**

d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chairperson and Vice-Chairperson (if there is one) of the Council.**

f **The Chairperson of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**

g **The Vice-Chairperson of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairperson of the Council at the next annual meeting of the Council.**

h **In an election year, if the current Chairperson of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairperson of the Council has been elected. The current Chairperson of the Council shall not have an original vote in respect of the election of the new Chairperson of the Council but shall give a casting vote in the case of an equality of votes.

i **In an election year, if the current Chairperson of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairperson of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairperson of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chairperson of the Council and Vice-Chairperson (if there is one) of the Council at the annual meeting, the business shall include:

i. **In an election year, delivery by the Chairperson of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairperson of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and other assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

xv. Review of the Council's and/or staff subscriptions to other bodies;

xvi. Review of the Council's complaints procedure;

xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);

xviii. Review of the Council's policy for dealing with the press/media;

xix. Review of the Council's employment policies and procedures;

xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

5. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

a **The Chairperson of the Council may convene an extraordinary meeting of the Council at any time.**

b **If the Chairperson of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**

c The Chairperson of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.

d If the Chairperson of a committee [or a sub-committee] does not call an extraordinary meeting within ( ) days of having been requested to do so by ( )

members of the committee [or the sub-committee], any ( ) members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

6. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least (4) councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

7. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairperson of the meeting.

8. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least (7) clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least (7) clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairperson of the forthcoming meeting or,

as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

9. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

a The following motions may be moved at a meeting without written notice to the Proper Officer:

i. to correct an inaccuracy in the draft minutes of a meeting;

ii. to move to a vote;

iii. to defer consideration of a motion;

iv. to refer a motion to a particular committee or sub-committee;

v. to appoint a person to preside at a meeting;

vi. to change the order of business on the agenda;

vii. to proceed to the next business on the agenda;

viii. to require a written report;

ix. to appoint a committee or sub-committee and their members;

x. to extend the time limits for speaking;

xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;

xii. to not hear further from a councillor or a member of the public;

xiii. to exclude a councillor or member of the public for disorderly conduct;

xiv. to temporarily suspend the meeting;

xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);

xvi. to adjourn the meeting; or

xvii. to close the meeting.

10. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

11. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the

draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairperson of the meeting and stand as an accurate record of the meeting to which the minutes relate.

d If the Chairperson of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The Chairperson of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

12. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct.

He may return to the meeting after it has considered the matter in which he had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;

ii. granting the dispensation is in the interests of persons living in the Council's area; or

iii. it is otherwise appropriate to grant a dispensation.

13. CODE OF CONDUCT COMPLAINTS

a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by

the Proper Officer, the Proper Officer shall notify the Chairperson of Council of this fact, and the Chairperson shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

14. PROPER OFFICER

a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the council, a committee** or a sub-committee**,**

- **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming his withdrawal of it;

iii. **convene a meeting of the Council for the election of a new Chairperson of the Council, occasioned by a casual vacancy in his office;**

iv. **facilitate inspection of the minute book by local government electors;**

v. **receive and retain copies of byelaws made by other local authorities;**

vi. hold acceptance of office forms from councillors;

vii. hold a copy of every councillor's register of interests;

viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);

x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed;
(*see also standing order 23);*

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;

xiv. manage access to information about the Council via the publication scheme; and

xv. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(s*ee also standing order 23).*

15. RESPONSIBLE FINANCIAL OFFICER

a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

16. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for

each quarter;

ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

17. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**

d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

   i. a specification for the goods, materials, services or the execution of works shall be drawn up;

   ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;

   iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

   iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

   v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

   vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.

e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the**

Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.

18. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of New Bradwell Parish Council is subject to standing order 11.

b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Chairperson if he is not available, the vice-Chairperson (if there is one) of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.

c The Chairperson of council or in his absence, the vice-Chairperson shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the council.

d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairperson of [the council or in his absence, the vice-Chairperson of the council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.

e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the Chairperson or vice-Chairperson of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.

f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

19. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. [*If gross annual income or expenditure (whichever is higher) does not exceed*

£25,000] **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[*If gross annual income or expenditure (whichever is the higher) exceeds £200,000*] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015**.

20. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

21. RELATIONS WITH THE PRESS/MEDIA

a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

23. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.

b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

24. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

25. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least ( ) councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.

The decision of the Chairperson of a meeting as to the application of standing orders at the meeting shall be final. OBJ

Document Control

Organisation	New Bradwell Parish Council
Title	MODEL STANDING ORDERS
Creator	NALC
Distribution	Public
Filename	
Owner	New Bradwell Parish Council
Subject	MODEL STANDING ORDERS
Date Adopted	09.05.2022
Minute reference	17/23

Review date	Minute reference	Signature	Position
08.05.2024	19/24	S.Clawson	Chairperson
14.04.2025			

NBPC MONTHLY PAYMENTS 11th March 2025

Active Direct Debits

Payee name	Reference	Last Payment Date	Last Payment Amount	Office/NBCC
XERO UK	207224	14 FEB 2025	£40.80	NBCC
ANGLIAN WATER BUSINESS NATIONAL	1055474	19 FEB 2025	£43.00	OFFICE
ANGLIAN WATER BUSINESS NATIONAL	1069927	20 DEC 2024	£2,529.78	Drill hall Allotments
BRITISH TELECOMMUNICATIONS PLC	GP01210653	21 FEB 2025	£44.26	OFFICE
British Gas Trading Ltd	BGL0421238-0403331	27 AUG 2024	£360.51	NBCC
British Gas Trading Ltd	BGL0421236-0403333	12 JUL 2024	£22.68	OFFICE
EDF Energy Customers Limited (gas)	A-770DEA93-001	20 FEB 2025	£58.08	OFFICE
EDF Energy Customers Limited (Elec)	A-9584B517-001	20 FEB 2025	£31.85	OFFICE
GoCardless Ltd	HIPPEYACCOUN-TJBGP/SALARIES	NEW PAYEE		OFFICE
Metro Bank monthly acct fee	Banking	28 FEB 2025	£20.00	OFFICE

STANDING ORDERS

Payee name	Reference	Last Payment Amount	Office/NBCC
APS Ltd	Admin of salary	£50.00	Office
MKCC	Rates	£409.00	NBCC
Accountancy Payroll Services Ltd	Salaries	£4,220.11	Office
Tectonic Software	Lemon Booking	£47.00	NBCC
New Bradwell Workspace	Office rent	£169.40	Office

CARD PAYMENTS

Payee name	Reference	Last Payment Amount	Office/NBCC
Toilets +	WC	£118.56	Drill Hall Allotments
Microsoft	Microsoft office	£27.72	Office
Microsoft	Microsoft .Gov emails	£41.40	Office
Smarty .co.uk	Sim card re wifi	£8.00	NBCC

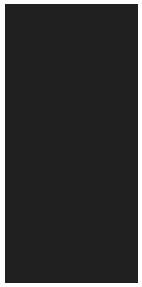
Signed (Clerk) *G.Newnham*
DATE 11th March 2025
Signed
DATE 14th April 2025

Financial Summary

New Bradwell Parish Council
For the period 3 March 2025 to 14 April 2025

	3 MAR-14 APR 2025	19 JAN-2 MAR 2025
Turnover		
Community Centre Sales	3,408.00	5,208.50
Total Turnover	**3,408.00**	**5,208.50**
Cost of Sales		
Community Budget	350.00	1,419.60
CRA	(25.20)	-
DHA	(314.40)	(238.80)
Dog Bins	-	3,519.20
Community Events	(20.00)	-
Grants LGA Sect 137	300.00	-
Newsletter	-	(20.00)
Office	5,915.80	203.40
Wages	4,270.11	9,209.29
Total Cost of Sales	**10,476.31**	**14,092.69**
Gross Profit	**(7,068.31)**	**(8,884.19)**
Administrative Costs		
Bank Fees	46.79	70.85
Light, Power, Heating	75.86	165.73
Subscriptions	40.00	-
Telephone & Internet	54.77	85.41
Bio-diversity projects	-	952.00
Community Centre Expenses	2,097.88	3,275.58
Total Administrative Costs	**2,315.30**	**4,549.57**
Operating Profit	**(9,383.61)**	**(13,433.76)**
Profit on Ordinary Activities Before Taxation	**(9,383.61)**	**(13,433.76)**
Profit after Taxation	**(9,383.61)**	**(13,433.76)**

Parish	Instalment Due 15 April 2025 Precept £	Instalment Due 15 April 2025 Grant £	Instalment Due 15 April 2025 Total £	Instalment Due 15 September 2025 Precept £	Instalment Due 15 September 2025 Grant £	Instalment Due 15 September 2025 Total £
NEW BRADWELL	40,197.69	1,967.98	42,165.67	40,197.68	1,967.97	42,165.65



Reserves Policy

Introduction
New Bradwell Parish Council is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.

Types of Reserves
Reserves can be categorised as general or earmarked.

Earmarked reserves can be held for several reasons:

- Renewals – to enable services to plan and finance an effective programme of vehicle, equipment and infrastructure replacement and planned property maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets.

- Carry forward of underspend - some services commit expenditure to projects but cannot spend the budget in year. Reserves are used as a mechanism to carry forward these resources.

- Insurance reserve – to enable the Council to meet the excesses of claims not covered by insurance.

- Other earmarked reserves may be set up from time to time to meet known or predicted liabilities.

General Reserves are funds which do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset the budget requirement if necessary or can be held in case of unexpected events or emergencies.

Earmarked Reserves
Earmarked reserves will be established on a “needs” basis, in line with anticipated requirements.

Any decision to set up a reserve must be made by the Council.

Expenditure from reserves can only be authorised by the Council.

Reserves should not be held to fund on-going expenditure. This would be unsustainable as, at some point, the reserves would be exhausted. To the extent that reserves are used to meet short term funding gaps, they must be replenished in the following year. However, earmarked

reserves that have been used to meet a specific liability would not need to be replenished, having served the purpose for which they were originally established
All Earmarked Reserves are recorded on a central schedule held by the Responsible Financial Officer which lists the various Earmarked Reserves and the purpose for which they are held.

Reviewing the Council's Financial Risk Assessment is part of the budgeting and year end accounting procedures and identifies planned and unplanned expenditure items and thereby indicates an appropriate level of Reserves.

General Reserves
The level of General Reserves is a matter of judgement and so this policy does not attempt to prescribe a blanket level. The primary means of building general reserves will be through an allocation from the annual budget. This will be in addition to any amounts needed to replenish reserves that have been consumed in the previous year.

Setting the level of General Reserves is one of several related decisions in the formulation of the medium-term financial strategy and the annual budget. The Council must build and maintain sufficient working balances to cover the key risks it faces, as expressed in its financial risk assessment.

If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its earmarked reserves to provide short term resources.

Even at times when extreme pressure is put on the Council's finances the Council must keep a minimum balance sufficient to pay one month's salaries to staff in General Reserves at all times.

Current level of financial reserves
The level of financial reserves held by the council will be agreed by the Parish Council during the discussions held regarding the setting of the budget for the next financial year.

The current level of general reserves to be held by the Council is three twelfths of the annual precepted figure, i.e. to fully cover three months' expenditure. The figure of three twelfths of the precept is to be held rather than three months' expenditure costs is suggested.

This figure **is £21,651.94** for the total precept of possibly **£84,331.32** in the **financial year 2025/26.**The Council agreed to the following levels of reserves:

3 months' running costs	**£21,082.83 (three twelfths of the £84,331.32 precept)**
Laptop replacement	**£799.00 + £449.00 = £1,248.00 (as per the asset register)**

The above levels of reserves were agreed and this document adopted by the Parish Council at a meeting of the Parish Council on the 14th of April 2025, to be reviewed again in a year's time when setting the budget for the financial year 2026/27.

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Reviewed 17.04.2025 Min ref:
Next review March 2026

Signed

New Bradwell Parish Council

Position

SCOTTISHPOWER

R

v6.6_02252025

24 hour emergency

Electricity Call free: 105 (24hrs)

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

Find us on

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

Account number
1614 0010 409

Date **17 March 2025**
Page 1 of 3
Invoice number: **612004392054**
VAT number: **GB 659 3720 08L**

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

Your electricity invoice, actual use

Invoice period **11 February 2025-17 March 2025. VAT on this invoice £181.25**
You are on our **RENEWABLE FOR BUSINESS VJ1 NOV 2026** product

Business account

- We'll collect your balance of £1087.48, on 31st Mar 2025. If you pay earlier, we'll only collect what's outstanding.
- Thank you for your custom.

Your account

Last invoice	£1,679.44 (in debit)
Payments For full details of payments see over ->	-£1,679.44
Opening balance	£0.00
Charges this period	
Energy charges	**£884.13**
Government support	**Not applicable**
Total climate change levy	**£22.10**
Sub total (before VAT)	**£906.23**
VAT at 20.00% On £906.23	**£181.25**
Invoice total	**£1,087.48**
Current balance	**£1,087.48**

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

Important Contract Information

Fixed term period end date: 30th November 2026*

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

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

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	11	0001 5039	498

Energy charges this period

Electricity		
Day Charge	**Meter number 22M0016819**	
Start Reading End Reading	**3065 Actual** 10 Feb 25 **4722 Actual** 17 Mar 25	
Units used	**1657** = **1657 KWh (kilowatt-hrs) used**	
11/02/25 to 17/03/25 11/02/25 to 17/03/25	Consumption charge, **1657 kWh x 31.050p** = Standing charge, **35 days x 117.600p** =	£514.50 £41.16
Evening & Weekend Charge	**Meter number 22M0016819**	
Start Reading End Reading	**2170 Actual** 10 Feb 25 **3297 Actual** 17 Mar 25	
Units used	**1127** = **1127 KWh (kilowatt-hrs) used**	
11/02/25 to 17/03/25	Consumption charge, **1127 kWh x 27.680p** =	£311.95
Night Charge	**Meter number 22M0016819**	
Start Reading End Reading	**275 Actual** 10 Feb 25 **342 Actual** 17 Mar 25	
Units used	**67** = **67 KWh (kilowatt-hrs) used**	
11/02/25 to 17/03/25	Consumption charge, **67 kWh x 24.660p** =	£16.52
	Total electricity charges	**£884.13**

Total energy charges this period	£884.13

Government support

Not applicable

Levies

Climate change levy

Chargeable KWh	P per unit		
2851.00	0.775		£22.10
		Total Levies	**£22.10**

Payments received

Payment	25 Feb 25	-£1679.44
	Total payments received	**-£1679.44**

VAT

Vat at 20.00% on £906.23		£181.25
	Total VAT	**£181.25**

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

Other important information

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

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

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

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

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

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

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

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

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

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

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

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

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

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



Milton Keynes City Council

Together we can.

April 2025

Introduction

A partnership of Milton Keynes City Council and Local Councils

Local Councils (Town, Parish, and Community Councils, which we shall refer to 'parish councils' throughout this document) are working hard to benefit their communities and residents. In partnership with Milton Keynes City Council (MKCC), they innovate solutions to fast moving challenges, creating a powerful alliance and building a stronger Milton Keynes.

Here we set out the parameters of the dynamic working relationship that exists between parish councils and MKCC. It is a strong partnership that that is essential to meet the expectations of our residents, even in the face of challenges. It grows stronger when we all embrace the premise that, '**together we can**'.

Parish councils are key in supporting communities and improving local areas. Milton Keynes is unique - the first unitary local authority to be fully parished in England. This unique democratic model is one to be celebrated and must continue to benefit residents and communities.

Parish councils and MKCC can be proud of the relationships we have - much has been achieved. But these continue to be difficult times for local government. Increased demand, restraints on budgets, and a reliance on willing volunteers presents continued challenges. As a result, it is necessary to address the framework of how we work together to achieve the best results and affect real change at a local level.

The MKCC Plan (2022-2026) recognises the importance of this partnership and the vital role that parish councils have in shaping their own local areas and Milton Keynes as a whole.

Our structures

- MKCC is recognised as the Principal Authority for the area.
- Policy is set by a combination of democratically elected ward councillors and national legislation and administered by MKCC Officers.
- Parish councils (48 within Milton Keynes) are the first tier of local government and have a unique and in-depth knowledge of their local communities and places. Parish Councils are autonomous and independent and are corporate bodies constrained by statute. They have a number of statutory powers and broader powers can be acquired through a General Power of Competence.
- Policy is set by parish councillors and administered by parish council officers, usually (but not exclusively), the clerk.

- MKCC Ward Councillors and parish councillors recognise the great value in having good relationships across the different parish councils and MKCC. Good communication and engagement are central to being effective. Parish councillors understand the role that ward councillors play at the MKCC wide level. Equally, ward councillors understand the role that parish councillors play at local area level. Whilst each are different types of councillors (be they ward councillors or parish councillors), all are committed to ensuring the best outcomes for their areas and for Milton Keynes as whole.

Working together

- **'Together We Can'** embodies the true ethos of partnership working, involving all partners contributing to a common goal, communicating, and working effectively with each other.
- By pooling knowledge, experience and tools, all councillors and council officers (both local and principal) can build a better understanding of what works at the very local level. They identify the needs and views of residents and communities and represent and act upon them.
- Success is dependent on all partners treating each other equally and with respect and understanding of the statutory landscape within which each partner operates.
- Collaborative relationships are mutually beneficial for all and involve both officers and councillors at every level.
- The non-statutory Milton Keynes Association of Local Councils (MKALC) gives voice to issues affecting parish councils across Milton Keynes and liaises with MKCC on their behalf (although of course individual parish councils also raise specific issues). MKALC is supported by a County Association (BMKALC) and National Association (NALC) which provide advice, training and literature to parish councils.

Challenges that local communities are facing are sometimes very difficult to solve but **together we can** work towards positive solutions, ensuring all parties feel valued. It is vital that we treat each other with respect, dignity and politeness (even when we might not always see things the same way).

We strive to behave fairly and constructively towards each other when we disagree, we will listen and be respectful in our exchanges of views. Disagreements will arise sometimes and that's okay because everyone can express their opinion and be heard. Debate may even be robust but aims to make Milton Keynes a better place for our residents and communities.

What this means in reality is that parish councils and MKCC will:

- Respond in a timely manner to ensure a regular flow of information, particularly where issues remain outstanding or unresolved. We recognise the importance of communication and will respond with acknowledgements and regular / periodic updates.
- Provide inductions to new key officers, as well as existing officers, on the role of parish councils and MKCC.
- Within MKCC, have parish council champions that work with ward councillors, council officers and cabinet members to highlight the key role that parish councils have.
- Support closer working between ward and parish councillors.
- Recognise that one size does not fit all given parish councils vary greatly is size, capacity, staffing, finances, etc and appreciate that sometimes, parish councillors of smaller parishes, will take on some functions to support the clerk / officer roles Strive to continuously work together and improve engagement.
- Not work in silos and ensure the words within this document translate into actions.
- Ensure that the Parish Partnership Team continue to be a point of contact, information and advice and provide issue resolution for parish council difficulties.

Consultation and engagement

MKCC and parish councils recognise that consultation and engagement can be challenging. However, it is key in ensuring that parish council and resident voices are heard on issues impacting both them and Milton Keynes more generally.

As the principal authority, it is MKCC that runs formal consultations on both local and national issues. More informal engagement with parish councils can also be used to help form the development of policy and practice of the Council.

MKCC will:

- Consult and engage positively with parish councils on matters which impact them and their communities. Matters that will be of importance to some may be less to others, so a bespoke approach can be taken.
- **Start conversations early**, where it will impact parish councils. Formal consultation may follow but engaging parish councils early can have a beneficial impact on success.
- **Publish formal consultations** on https://www.milton-keynes.gov.uk/consultations enabling parish councils to respond accordingly and highlighting, in advance, (through the parish clerks), the consultations that are coming up.
- **Engage with parish councils** using the Parishes Forum (PF), the Parishes Advisory Group (PAG) and other meetings to enable consultation, engagement and dialogue to take place. This can be both formal, but also can be informal through discussions with parish councillors / officers and local resident and other groups.
- **Attend parish council meetings**, where appropriate, to discuss the impact on the parish council and its parish area.

- **Ensure that formal consultations**, other than those governed by statutory regulations such as planning matters, will be for a minimum of six weeks excluding the Christmas/New Year holiday period and giving some extra allowance in August when many parish councils do not have formal meetings. (In reality consultations are often longer than the minimum)
- **Understand that community engagement and consultations** is about listening and learning and having meaningful dialogue with the community and is an opportunity to find out what is important to them, their neighbourhoods and local areas.
- **Use the most effective method** to consult and engage, including digital methods.
- **Consult in plain English** to be clear and concise.

And for **parish councils**, they will:

- **Respond and engage** with formal consultations and provide contributions to shape policies that matter to residents and communities.
- **Provide officer / clerk contributions** and support where the nature of the consultation or engagement is more about operational processes.
- **Engage with MKCC officers in the development of policy or initiatives** respecting the uncertainty and confidentiality which comes in the early stages of development but recognising early influence of these decisions can lead to successful results for residents.

Over recent years the nature of consultation has evolved as there has been an increase in delegated decision making as MKCC has responded to national government directive.

We need to ensure that, going forward, the primacy of both formal and informal consultation is maintained by MKCC and the MKCC Cabinet is committed to ensuring this.

Useful documents:

- *Cabinet Guidance on Consultation* https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/691383/Consultation_Principles__1_.pdf
- *Statement of Community Involvement* setting out how MKCC engages and consults with local communities and stakeholders on planning policy documents and planning applications

  Statement of Community Involvement (SCI)

Asset and service devolution

We recognise that parish councils are all different in their makeup, capacity and size and will require different solutions and responses. As they have different needs – one size simply does not fit all. Assets and services are for the benefit of residents and parish councils can be best placed to deliver this.

MKCC will support those parish councils with an appetite to become more involved in service and asset devolution and work across the parish council community to ensure that the involvement is at a level that suits individual parish councils and the communities and residents they serve. Parish councils taking on devolved services are supported by service specific officers and regular meetings take place between such officers and the devolved parishes.

Parish councils are welcome to make use of the past experiences and expertise accumulated by MKCC in relation to devolution projects in which they choose to engage. For example, this could include shared ambitions for healthy and active communities, to be the Greenest City, promote biodiversity and combat climate change.

Section 106/Planning Obligations

Under planning legislation and regulations, MKCC can require a developer to contribute towards providing infrastructure or taking steps to offset the impact of a development; obligations of this nature are set out in what are often known as S106 Agreements. Organisations that apply for funding are encouraged to engage with parish councils for the area, given that parish councils have a good understanding of local community needs. Parish councils also have the opportunity to apply for funding themselves, particularly in relation to certain categories. **Appendix A** provides officer contact details for parish councils to have initial discussions relating to particular categories of funding. Details of the available S106 funding can be found on EXACOM and it is advised that anyone considering applying for funds also contacts the MKCC Planning Obligations Team (planning.obligations@milton-keynes.gov.uk) as part of initial considerations.

Joint working arrangements

Parishes Forum (PF) - We ensure we meet regularly to discuss issues that are important to each other. The PF currently meets four times a year to achieve this. PF meetings can be held physically or virtually. Physical meetings take place in various locations, e.g. MKCC offices, parish council offices, other appropriate venues, etc.

Each parish council nominates two representatives annually. Parish councils share the details of their representatives with MKCC (usually following their Annual General Meetings).

The Cabinet Member with responsibility for Parish Partnerships chairs the PF. A vice chair is elected by the parish councils and serves for two years. Election is undertaken by ballot. The PF provides an opportunity for influencing, bringing fresh ideas and new outlooks, etc, as well as providing and sharing information.

MKC officers from the Parishes Partnership Team support the PF.

Parishes Advisory Group (PAG) - Is a small group of committed and enthusiastic parish councillors, and a ward councillor from each of the political parties who work co-operatively for the greater good of all parish councils across the MK area. The PAG has no decision-making powers and nor is it a constituted group. It is purely an advisory group. The Cabinet Member and vice chair of the PF also hold the same roles on the PAG.

The PAG:

- advises the Cabinet Member with responsibility for parish partnerships on matters of mutual interest to MKCC and parish councils; making any appropriate and relevant recommendations to MKCC; holds consultations with / seek views of parish councils on areas of particular interest.

- shapes and agree approaches on key issues and pieces of work before wider circulation to all parish councils. Can set up Sub Working/Task Groups to focus on the identified areas of concern or progress. Working / Task Groups to be chaired by a PAG representative and opportunities to attend will be issued to all parish councils. This could be parish council clerks, parish councillors or a combination.

- determines the way forward for the devolution agenda, ensuring services and assets rest with the level of local government that can best maximise the opportunity of particular assets and services for the wider community.

- considers agenda items, discussion topics, and show casing for the PF, and agree the agenda for the PF each quarter.

- fosters close co-operation and engagement between each parish council, stakeholders, and partners to ensure the best possible outcomes for the communities that we all work to serve.

The PAG membership consists of

- A ward councillor from each of the main political parties
- Three representatives from the **Milton Keynes Association of Local Councils** (MKALC)
- Three further parish councillors invited by the Chair

MKCC officers from the Parishes Partnership Team support the PAG (See **Appendix A**).

Local Area Forums (LAFs) -meetings for groups of parish councils who share common interests / are connected by physical locality (usually ward). LAFs are attended by the Ward Councillors (who ordinarily take the role of chair). Support for LAFs is discussed and agreed with MKCC Officers and each individual LAF.

Access to Systems

Where MKCC is able, it will provide access to systems that benefit joint working – for example the Geographical Information System (GIS).

Reporting issues

MKCC encourage parish councils to report issues through the Report It function. Escalation of issues should be directed to Ward Councillors. The Parish Partnership Team is also available to assist (See **Appendix A**).

Future challenges

Working together and respecting our different roles, we know that we can make a real difference to our residents as challenges and opportunities present. There will be a likely rise in demand when budgets will be under considerable pressure. When difficult times arise, but with an open and honest dialogue between us (for example, around respective future financial and funding positions) we will be able to deliver for residents.

Together we can....

Through a dynamic partnership, clear and timely communication, sharing best practice, and innovating together, we can improve our communities.

Collaboration will:

- bring a range of resources and talent to creating innovative solutions.
- use available resources more efficiently and effectively.
- help tackle the complexity of the challenges.

This document is a living document; edited, updated, and revised over time to encourage collaboration and avoid stagnation. To be circulated for review annually, giving partners the opportunity to say what has worked well, what has not, and what, if anything, needs changing.

Our framework is deliberately not focused on specific measurements or sanctions for parties, but rather meant to act as a document that sets out the parameters for mature, constructive, and productive relationships between all councils in MK.

Appendix A

The main contact for the Parishes Partnership Team is Kay Pettit who can be contacted at Kay.Pettit@milton-keynes.gov.uk or Local.Councils.Liaison@milton-keynes.gov.uk

Parish councils can contact the following officers for initial discussions about S106 Funding

- Community Safety – Joanne Smart Joanne.Smart@milton-keynes.gov.uk
- Leisure – Janette Murphy Janette.Murphy@milton-keynes.gov.uk
- Voluntary and Social infrastructure - Kay Pettit Kay.Pettit@milton-keynes.gov.uk
- Biodiversity, play areas and parks - Phillip Snell Phillip.Snell@Milton-keynes.gov.uk


Milton Keynes
City Council

Water Billing Issue Report: Drill Hall Allotments

Summary

Following unusually high-water consumption charges from Wave Water in June and November 2024, we have received two substantial credit notes in March 2025, effectively resolving the billing error.

Background

- June 2024: Received bill of £1,836.43
- November 2024: Received "high consumption alert" bill of £2,528.78
- Water supply was turned off at Wave's insistence
- Regular meter readings were provided to Wave Water
- Parish Council promptly undertook remedial works to troughs and taps to prevent unnecessary leaks on the allotment site
- A contractor employed by NBPC conducted an overground inspection and determined that a leak inspection was unnecessary, as any leak would be visible on the surface due to shallow pipe placement (as was evident in a previous incident when a plot holder was digging)
- Notably, the water company conducted ground works in the area where the water meter is located in mid-2024, potentially relevant to the billing issues
- Wave Water unable to provide explanation for the high consumption readings

Current Status

- March 7, 2025: Two credit notes received:
    - Credit note 1: £2,420.71
    - Credit note 2: £2,402.51

Outstanding Issues

- Our request to escalate the complaint remains unanswered
- No explanation has been provided for the incorrect high consumption readings despite our proactive measures

Recommendation

Council to note the correction of Wave Water's billing error and our compliance with their requirements but consider whether to pursue further clarification from Wave Water regarding the cause of the incorrect readings, particularly considering the ground works near the meter in mid-2024.

wave

New Bradwell Parish Council
Unit10 ST. JAMES STREET,NEW
BRADWELL WORKSPACE
NEW BRADWELL
MILTON KEYNES
MK13 0BL

Customer reference
394361401
Bill number 14776388
Invoice/Tax point 07 Mar 2025

Get in touch
Call 0333 207 9283
Email hello@wave-utilities.co.uk
Message us: facebook.com/WaveUtilities
Visit and chat to us at wave-utilities.co.uk

In an emergency
find your wholesaler at
wave-utilities.co.uk/mywholesaler

How to reduce your usage
Visit **wave-utilities.co.uk/lesswater** for tips on how to use less water and reduce your next bill

Your water bill CR £2,402.51

£0.00 will be taken on or around 22 March according to your payment arrangement.

Charges
From 06 Mar 2025 to 06 Mar 2025 for Drillhall/Alotments, Newport Road, MK13 0AA

Balance brought forward	CR £2,402.71
Water charges	£0.20
Total charges (ex VAT)	£0.20
Total charges (inc VAT)	£0.20
Payments received	£0.00
Your New Account Balance	CR £2,402.51

How your charges are split



• Wholesale charges	£0.02
• Retail charges	£0.18



We can help you control your costs – giving regular meter reads makes your bill more accurate. Submit a read today at wave-utilities.co.uk/myread.

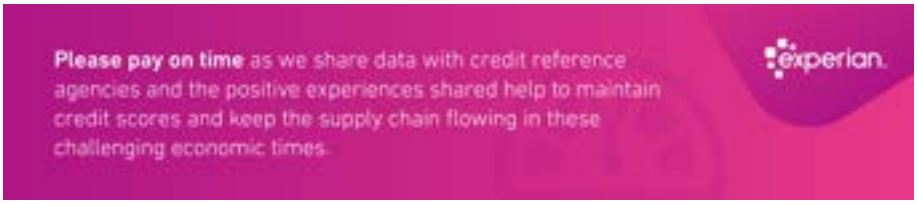
Ways to pay

Direct Debit - the convenient way to pay
Call us on 0333 207 9283 to get set up or go to **wave-utilities.co.uk/mydd**

Credit/Debit Card
Pay online at **wave-utilities.co.uk/pay**
Or call 0333 207 9283
Please quote your customer reference

Cheque
Include customer reference on the back of your cheque to:
Anglian Water Business (National) Ltd
PO Box 745
HUNTINGDON
PE29 9PW
Allow 5 work days for payment to reach us

BACS or bank transfer
Sort Code 20-43-71
Account Number 33298760
Account Name Anglian Water Business (National)
Please use your Customer reference as your payment reference
Send your payment slip to bacs@wave-utilities.co.uk with the payment value in the subject line. For advice visit wave-utilities.co.uk/bankpayments



Account in credit/paying in advance? Visit wave-utilities.co.uk/advancepayments

Having trouble paying your bills? Visit wave-utilities.co.uk/financial-difficulty

Water charges for AW Meter Potable Water Streamline Green

SPID: 3021198414W11

Readings

Meter number 19M106107F

Chargeable Meter size 015 mm

Previous	Current	Units
11168 A 06 Mar 2025	11168 E 07 Mar 2025	0 m^3
Total units used		0 m^3

Water charges

Type	Units	Rate	VAT	Charge
Water	0 m^3	£1.93340	Z	£0.00
Potable Water Fixed	1 days	£0.20115 (£73.42 PA)	Z	£0.20
Total water charges (ex VAT)				£0.20

Useful Information

VAT
S = Standard VAT @ 20%
Z = Zero VAT

Meter Readings
C = Customer Read
A = Cyclic/Actual Read
E = Estimated Read - Estimated readings are calculated based on previous actual consumption.

Charges on your bill

Our services are provided in accordance with our terms and conditions. If you have any questions about the charges on your bill and how they are calculated, including questions about VAT codes, please visit our website at wave-utilities.co.uk or contact us on 0333 207 9283.

Deaf or Hard of Hearing

We offer a web chat service or email support. Alternatively, you can nominate someone to discuss the bill with us on your behalf.

Call Costs

Calls to 03 numbers cost no more than a national rate call to an 01 or 02 number and count as inclusive minutes in the same way. Call charges can vary. For more information please contact your phone service provider.

Complaints

Unhappy about our service?

We try to get everything right first time but appreciate this isn't always the case. If you're unhappy with any element of our service, please talk to us and we'll do what we can to resolve your concerns as swiftly as possible. Contact us on 0333 207 9283 or email customerservices@wave-utilities.co.uk.
If your complaint is not resolved to your satisfaction and you would like the decision to be reviewed by a Director, please contact us on 0333 207 9283 or email directors@wave-utilities.co.uk.
If you follow our complaints process and are still unhappy, you can get some advice from one of the organisations below: For England and Wales - The Consumer Council for Water ccwater.org.uk or Ofwat ofwat.gov.uk
For Scotland - The Scottish Public Services Ombudsman spso.org.uk or Water Industry Commission for Scotland watercommission.co.uk.

Registered office address

Anglian Water Business (National) Ltd, Northumbria House, Abbey Road, Pity Me, Durham, DH1 5FJ
Company Number: 03017251
Company VAT number: GB277633960
All billing correspondence should be sent to Wave, PO BOX 745, HUNTINGDON, PE29 9PW





wave

New Bradwell Parish Council
Unit10 ST. JAMES STREET,NEW
BRADWELL WORKSPACE
NEW BRADWELL
MILTON KEYNES
MK13 0BL

Customer reference
394361401
Bill number 14776387
Invoice/Tax point 07 Mar 2025

Get in touch
Call 0333 207 9283
Email hello@wave-utilities.co.uk
Message us: facebook.com/WaveUtilities
Visit and chat to us at wave-utilities.co.uk

In an emergency
find your wholesaler at
wave-utilities.co.uk/mywholesaler

How to reduce your usage
Visit **wave-utilities.co.uk/lesswater** for tips on how to use less water and reduce your next bill

Your water bill CR £2,402.71

£0.00 will be taken on or around 22 March according to your payment arrangement.

Charges
From 07 Dec 2024 to 05 Mar 2025 for Drillhall/Alotments, Newport Road, MK13 0AA

Balance brought forward	£2,529.78
Water charges	-£2,402.71
Total charges (ex VAT)	-£2,402.71
Total charges (inc VAT)	-£2,402.71
Payments received	-£2,529.78
Your New Account Balance	CR £2,402.71

How your charges are split



• Wholesale charges	-£2,311.09
• Retail charges	-£91.62

Save time and money

Pay by Direct Debit
Easy, convenient and secure payments. Sign up at wave-utilities.co.uk/mydd

Get an online account
Your bills, payments and readings all in one place, 24/7: wave-utilities.co.uk/myaccount

Submit a meter reading
Meter readings make bills more accurate. You can submit a read in a few ways:

- Log in to My Account or go to wave-utilities.co.uk/myread
- Email submitmyread@wave-utilities.co.uk
- Text 07860 019830

We can help you control your costs – giving regular meter reads makes your bill more accurate. Submit a read today at wave-utilities.co.uk/myread.

Ways to pay

Direct Debit - the convenient way to pay
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Credit/Debit Card
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PO Box 745
HUNTINGDON
PE29 9PW
Allow 5 work days for payment to reach us

BACS or bank transfer
Sort Code 20-43-71
Account Number 33298760
Account Name Anglian Water Business (National)
Please use your Customer reference as your payment reference
Send your payment slip to bacs@wave-utilities.co.uk with the payment value in the subject line. For advice visit wave-utilities.co.uk/bankpayments

Please pay on time as we share data with credit reference agencies and the positive experiences shared help to maintain credit scores and keep the supply chain flowing in these challenging economic times.

experian.

Account in credit/paying in advance? Visit wave-utilities.co.uk/advancepayments

Having trouble paying your bills? Visit wave-utilities.co.uk/financial-difficulty

Water charges for AW Meter Potable Water Streamline Green

SPID: 3021198414W11

Readings

Meter number 19M106107F

Chargeable Meter size 015 mm

Previous	Current	Units
12420 E 07 Dec 2024	11168 A 06 Mar 2025	-1252 m^3
Total units used		-1252 m^3

Water charges

Type	Units	Rate	VAT	Charge
Water	-1252 m^3	£1.93340	Z	-£2,420.61
Potable Water Fixed	89 days	£0.20115 (£73.42 PA)	Z	£17.90
Total water charges (ex VAT)				-£2,402.71

Useful Information

VAT
S = Standard VAT @ 20%
Z = Zero VAT

Meter Readings
C = Customer Read
A = Cyclic/Actual Read
E = Estimated Read - Estimated readings are calculated based on previous actual consumption.

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If your complaint is not resolved to your satisfaction and you would like the decision to be reviewed by a Director, please contact us on 0333 207 9283 or email directors@wave-utilities.co.uk.
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For Scotland - The Scottish Public Services Ombudsman spso.org.uk or Water Industry Commission for Scotland watercommission.co.uk.

Registered office address

Anglian Water Business (National) Ltd, Northumbria House, Abbey Road, Pity Me, Durham, DH1 5FJ
Company Number: 03017251
Company VAT number: GB277633960
All billing correspondence should be sent to Wave, PO BOX 745, HUNTINGDON, PE29 9PW





INVOICE

Customer:
New Bradwell Parish Council

Unit 10
New Bradwell Workspace Ltd
St James Street
New Bradwell
MK13 0BJ

01908 313602

Purchase Order No: GERMAINE

Customer No: 12294

Payment Address:
Glendale Countryside Limited
The Stables, Duxbury Hall Road
Duxbury Park, Chorley
PR7 4AT
Telephone: 01257 460461
PLEASE NOTE OUR NEW BANK DETAILS:
Account No: 01574191 Sort Code: 09-07-20

Branch Address:
Glendale Countryside Ltd
Milton Keynes
Ryder Building
Colts Holm Road
Wolverton
Milton Keynes
MK12 5QD
Tel:
VAT Reg No: 203 3249 52

Page: 1 of 1

Date: 28/02/2025

Invoice No: GC129-0082

DESCRIPTION	QUANTITY	UNIT PRICE	NET	VAT	VAT	SUB TOTAL
Prepare Ground - Edible Avenue PlantinG	1.00	3,194.00	3,194.00	20.00 STD	638.80	3,832.80

Terms
Payment is due within 30 days from the date of invoice.
Bank details: Santander, Account No: 01574191, Sort Code: 09-07-20
If paying by BACS please email your remittance advice to **CreditControl@glendale-services.co.uk**
Please send cheque payments to the above payment address.
The Company reserves the right to charge daily interest on any outstanding balance at UK clearing bank base lending plus 2% on overdue invoices.
Payments can also be made by debit card by telephone to the above number.

NET	3,194.00
VAT	638.80
TOTAL	3,832.80

Outlook

APPROVED: Payment transaction for order VT-09e58a90-60d0-4986-aa9e-db16332d4e40

From do-not-reply@ipg-online.com <do-not-reply@ipg-online.com>
Date Mon 2025-03-03 15:40
To Accounts <accounts@rubbish2go.net>

Internet Payment Gateway Payment Transaction Notification for Store ID 2206334366

Order: VT-09e58a90-60d0-4986-aa9e-db16332d4e40

Payment transaction result:
APPROVED

Invoice No.: INV-29165
Billing name: MRS G NEWHAM
Date and Time: 03-Mar-2025 15:40:41
Amount: **148.00 GBP**
Total amount to Cardholder: **148.00 GBP**
Payment method: Payment Card
Card number: ...9194
Mastercard

Payment transaction details:
Transaction type: Sale
Transaction reference: 564410
Receipt no.: 2984
Terminal ID: 35271111
Approval code Internet Payment Gateway: Y:564410:8817893671:PPXM:2984
Approval code authorisation process: 564410