Invoice

NEW BRADWELL PARISH COUNCIL
24 ST JAMES STREET NEW BRADWELL, NEW BRADWELL
MILTON KEYNES, BUCKINGHAMSHIRE, MK13 0BJ
GB

Paid

Payment reference ID 3psT9x7tG4tmasMapyTI
Sold by Wildflower Trading Ltd
VAT # GB273150521

Invoice date / Delivery date	27 May 2026
Invoice #	GB6023TMME05XI
Total payable	£12.13

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

New Bradwell Parish Council
24 ST JAMES STREET NEW BRADWELL, New Bradwell
MILTON KEYNES, Buckinghamshire, MK13 0BJ
GB

Delivery address

Germaine Newnham

GB

Sold by

Wildflower Trading Ltd
31
Walker Avenue, Wolverton Mill East
Milton Keynes, Buckinghamshire, MK12 5TW
GB
VAT # GB273150521

Order information

Order date	26 May 2026
Order #	203-3912545-5996346
Order placed by	New Bradwell CC

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Item subtotal (incl. VAT)
Easy Original Thick Bleach - Powerful 99.9% Bacteria Killer - Removes Stains & Destroys Odors - Ultimate Home Disinfectant Solution - Keep Your Home Clean and Hygienic - Pack of 12-750ml Bottles ASIN: B0C1TB7VMD	1	£10.11	20%	£12.13
Shipping Charges		£0.00		£0.00

Invoice total £12.13

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£10.11	£2.02
Total		£10.11	£2.02

Invoice

NEW BRADWELL PARISH COUNCIL
24 ST JAMES STREET NEW BRADWELL, NEW BRADWELL
MILTON KEYNES, BUCKINGHAMSHIRE, MK13 0BJ
GB

Paid

Payment reference ID 2vF2CeulFRYYe8NZYDfL
Sold by TissueWholesaler.com LTD
VAT # GB441149221

Invoice date / Delivery date	27 May 2026
Invoice #	GB6002IBJKIAJI
Total payable	£69.95

For questions about your order, visit www.amazon.co.uk/contact-us

Billing address

New Bradwell Parish Council
24 ST JAMES STREET NEW BRADWELL, New Bradwell
MILTON KEYNES, Buckinghamshire, MK13 0BJ
GB

Delivery address

Germaine Newnham

GB

Sold by

TissueWholesaler.com LTD
Unit 4
Audley Hall Mill, Dickens Street
BLACKBURN, LANCASHIRE, BB1 1RN
GB
VAT # GB441149221

Order information

Order date	26 May 2026
Order #	203-5908999-2983500
Order placed by	New Bradwell CC

Invoice details

Description	Qty	Unit price (excl. VAT)	VAT rate	Item subtotal (incl. VAT)
72 Rolls x Toilet Tissue Bulk Large Pack Quality White 2 ply Embossed Economical Tissue ASIN: B0818BJHM6	5	£11.66	20%	£69.95
Shipping Charges		£0.00		£0.00

Invoice total £69.95

	VAT rate	Item subtotal (excl. VAT)	VAT subtotal
	20%	£58.30	£11.65
Total		£58.30	£11.65

UPDATE: APRIL 2026 New Bradwell Parish Council

Cameras currently deployed:

- **Alice in Wonderland Play Park, New Bradwell**

April Findings:

Alice in Wonderland Play Park, New Bradwell:

Install date: 24th July 2025

Reason for install:

This camera is in place due to reports of anti-social behaviour issues.

Reports/Identified incidents:

There were no reported incidents during the month of April.

Outcomes:

There are no outstanding outcomes for this location.

Status:

We are continuing to review this camera regularly.

Redeploy?

N/A

New Bradwell Parish Council Reconciliation Summary

New Bradwell Parish Council
As at 30 April 2026
New Bradwell Parish Council

DATE	DESCRIPTION	REFERENCE	AMOUNT
Totals Summary			
30 Apr 2026	Balance in Xero		62,004.19
	Plus outstanding payments		-
	Less outstanding receipts		-
	Plus unreconciled statement lines		-
30 Apr 2026	Statement balance (calculated)		62,004.19
30 Apr 2026	Bank statement ending balance		62,004.19
30 Apr 2026	Calculated balance out by		-
Balance in Xero			
30 Apr 2026			62,004.19
Statement Balances			
30 Apr 2026	Statement balance (calculated)		62,004.19
30 Apr 2026	Bank statement ending balance		62,004.19
30 Apr 2026	Calculated balance out by		-

Bank Statement

New Bradwell Parish Council
For the period 1 April 2026 to 30 April 2026
New Bradwell Parish Council

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
Opening Balance							
1 Apr 2026						-	27,155.96
Statement Lines							
1 Apr 2026	MILTON KEYNES COUNCIL 69003304775 37171542 MILTON KEYNES COUNCIL NAT WEST BANK PLC CHATHAM SC601455 REF:69003304775	2 Apr 2026	Standing Order FT26091FHSR0	Yes	Bank Feed	(409.00)	26,746.96
1 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	2 Apr 2026	Inward Payment FT26091MYRRC	Yes	Bank Feed	317.24	27,064.20
2 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	7 Apr 2026	Inward Payment FT26092G5DV4	Yes	Bank Feed	131.96	27,196.16
7 Apr 2026	NEW BRADWELL WORKSPACE RENT 62499768 NEW BRADWELL WORKSPACE NA SC301553 REF:RENT	8 Apr 2026	Standing Order FT26097TVCPH	Yes	Bank Feed	(185.90)	27,010.26
7 Apr 2026	01 APR 26 TOILETS+ NORFOLK GBR 01 APR 26 TOILETS+ NORFOLK	8 Apr 2026	Card Transaction 00001787781-20260402-1521462	Yes	Bank Feed	(118.56)	26,891.70
8 Apr 2026	GOCARDLESS 248715	9 Apr 2026	Direct Debit DDIN-04-08-20262070505496 37	Yes	Bank Feed	(56.70)	26,835.00

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
8 Apr 2026	07 APR 26 MICROSOFT-G150479505 50122140607 MSBILL.INFO GBR 07 APR 26 MICROSOFT-G150479505 50122140607 MSBILL.INFO	9 Apr 2026	Card Transaction 00001787781-20260407-1520077	Yes	Bank Feed	(27.38)	26,807.62
8 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	9 Apr 2026	Inward Payment FT260983BNGX	Yes	Bank Feed	79.15	26,886.77
9 Apr 2026	MKCOUNCIL FINANCE 1150000798 NEW BRADWELL PARIS	10 Apr 2026	BACS Payment Received BACS-04-09-20260947904470 37	Yes	Bank Feed	42,165.66	69,052.43
13 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	14 Apr 2026	Inward Payment FT26103ZRSV6	Yes	Bank Feed	58.29	69,110.72
14 Apr 2026	XERO UK LTD 203141	15 Apr 2026	Direct Debit DDIN-04-14-20263402305297 00	Yes	Bank Feed	(45.60)	69,065.12
14 Apr 2026	10 APR 26 MICROSOFT PAYMENTS 50100629469 READING GBR 10 APR 26 MICROSOFT PAYMENTS 50100629469 READING	15 Apr 2026	Card Transaction 00001787781-20260413-1528382	Yes	Bank Feed	(10.22)	69,054.90
14 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	15 Apr 2026	Inward Payment FT261044VV2Y	Yes	Bank Feed	219.51	69,274.41

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
15 Apr 2026	12 APR 26 SMARTY CO UK 50121042799 MAIDENHEAD GBR 12 APR 26 SMARTY CO UK 50121042799 MAIDENHEAD	16 Apr 2026	Card Transaction 00001787781-20260414-1521151	Yes	Bank Feed	(8.00)	69,266.41
15 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	16 Apr 2026	Inward Payment FT26105Y2Q7K	Yes	Bank Feed	559.55	69,825.96
17 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	20 Apr 2026	Inward Payment FT26107GNM6C	Yes	Bank Feed	94.61	69,920.57
20 Apr 2026	ANGLIAN WATER BUSI 211314	21 Apr 2026	Direct Debit DDIN-04-20-2026636980654326	Yes	Bank Feed	(64.00)	69,856.57
21 Apr 2026	19 APR 26 AMZNMKTPLACE NZ9GB9FD4 LONDON GBR 19 APR 26 AMZNMKTPLACE NZ9GB9FD4 LONDON	22 Apr 2026	Card Transaction 00001787781-20260420-1528528	Yes	Bank Feed	(45.93)	69,810.64
21 Apr 2026	19 APR 26 ADOBE ADOBE DUBLIN IRL 19 APR 26 ADOBE ADOBE DUBLIN	22 Apr 2026	Card Transaction 00001787781-20260420-1528518	Yes	Bank Feed	(203.90)	69,606.74
21 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	22 Apr 2026	Inward Payment FT26111J9VLT	Yes	Bank Feed	614.50	70,221.24
22 Apr 2026	EDF ENERGY 219536	23 Apr 2026	Direct Debit DDIN-04-22-2026701160521916	Yes	Bank Feed	(42.91)	70,178.33

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
22 Apr 2026	EDF ENERGY 219535	23 Apr 2026	Direct Debit DDIN-04-22-20267011605219 15	Yes	Bank Feed	(63.76)	70,114.57
22 Apr 2026	21 APR 26 MICROSOFT-G153906688 50122140607 MSBILL.INFO GBR 21 APR 26 MICROSOFT-G153906688 50122140607 MSBILL.INFO	23 Apr 2026	Card Transaction 00001787781-20260421-1520404	Yes	Bank Feed	(41.47)	70,073.10
22 Apr 2026	INV-11356 MILTON KEYNES INV-11356 REF-INV-11356 MILTON KEYNES INV-11356	23 Apr 2026	Inward Payment FT26112NRBTN	Yes	Bank Feed	45.00	70,118.10
23 Apr 2026	BT GROUP PLC 209472	24 Apr 2026	Direct Debit DDIN-04-23-2026002460565447	Yes	Bank Feed	(75.61)	70,042.49
23 Apr 2026	HIPPEY ACCOUNTANCY SERVICES NBPC PAYROLL 53680231 HIPPEY ACCOUNTANCY SERVICES HSBC UK BANK PLC BUCKINGHAMSHIRE SC403333 REF:NBPC PAYROLL	24 Apr 2026	Standing Order FT2611349F37	Yes	Bank Feed	(4,500.00)	65,542.49
23 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	24 Apr 2026	Inward Payment FT26113S2D5C	Yes	Bank Feed	245.01	65,787.50
23 Apr 2026	NIXON CLEANING SERVICES LTD NEW BRADWELL 33322971 NIXON CLEANING SERVICES LTD BARCLAYS BANK UK PLC LEICESTER SC205744 REF:NEW BRADWELL	24 Apr 2026	Outward Faster Payment FT26113SM2JQ	Yes	Bank Feed	(417.00)	65,370.50
23 Apr 2026	NIXON CLEANING SERVICES LTD INV 67282 33322971 NIXON CLEANING SERVICES LTD	24 Apr 2026	Outward Faster Payment FT26113P0NWR	Yes	Bank Feed	(417.00)	64,953.50

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
	BARCLAYS BANK UK PLC LEICESTER SC205744 REF:INV 67282						
23 Apr 2026	B KENT ELECTRICALS LTD IV 5571 63654753 B KENT ELECTRICALS LTD BARCLAYS BANK UK PLC LEICESTER SC200318 REF:IV 5571	24 Apr 2026	Outward Faster Payment FT26112CNG6Z	Yes	Bank Feed	(126.00)	64,827.50
23 Apr 2026	ACORN MK NURSERIES LTD INV 093921 71498819 ACORN MK NURSERIES LTD HSBC UK BANK PLC MILTON KEYNES SC403429 REF:INV 093921	24 Apr 2026	Outward Faster Payment FT26112QTRNP	Yes	Bank Feed	(1,602.00)	63,225.50
23 Apr 2026	AJGILB RE INV 542084134 19511668 AJGILB LLOYDS BANK PLC SC308012 REF:RE INV 542084134	24 Apr 2026	Outward Faster Payment FT26112BRFK5	Yes	Bank Feed	(8.77)	63,216.73
23 Apr 2026	TECTONIC SOFTWARE INV 4022 83621280 TECTONIC SOFTWARE WISE PAYMENTS LTD LONDON SC231470 REF:INV 4022	24 Apr 2026	Outward Faster Payment FT26112M5FVZ	Yes	Bank Feed	(555.00)	62,661.73
23 Apr 2026	BALC INV 6726 00207360 BALC NA SC121750 REF:INV 6726	24 Apr 2026	Outward Faster Payment FT26112JZN6L	Yes	Bank Feed	(50.00)	62,611.73
27 Apr 2026	SCOTTISHPOWER 242409	28 Apr 2026	Direct Debit DDIN-04-27-2026032280916927	Yes	Bank Feed	(853.19)	61,758.54
28 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	29 Apr 2026	Inward Payment FT26118FCWMP	Yes	Bank Feed	78.06	61,836.60
28 Apr 2026		29 Apr 2026	Account Maintenance Fee 26980364.20260428.CHG.20260331	Yes	Bank Feed	(3.00)	61,833.60

DATE	DESCRIPTION	DATE IMPORTED INTO XERO	REFERENCE	RECONCILED	SOURCE	AMOUNT	BALANCE
28 Apr 2026		29 Apr 2026	Online Banking Mthly Fee 26980364.20260428.CHG.20260331	Yes	Bank Feed	(20.00)	61,813.60
30 Apr 2026	COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO REF-COMMUNITY CNTR BOO STRIPE PAYMENTS UK LTD COMMUNITY CNTR BOO	1 May 2026	Inward Payment FT26120RCGXK	Yes	Bank Feed	190.59	62,004.19
Closing Balance							
30 Apr 2026						-	62,004.19

Statement Exceptions

New Bradwell Parish Council
For the period 1 April 2026 to 30 April 2026
New Bradwell Parish Council

Movement Details

Bill's Minibus and Coach Hire

Client ID	NBPCTC01	Private Hire ID	10629
Client	Ms Campbell	Movement ID	19657
Company	New Bradwell Parish Council	Status	Firm
Client Ref 1		Passengers	53
Client Ref 2		Distance	244.4

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

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

Seats	Vehicle Description	Vehicle No	Price	VAT %	VAT	Total
53	Executive Coach	1	£970.00	0	£0.00	£970.00

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

Driver Description	Vehicle No	Driver Description	Vehicle No
Driver	1		

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

Invoice

Bill's Minibus and Coach Hire

1 Hollin Lane
Stacey Bushes
Milton Keynes
MK12 6HT

Tel No: 01908 613000

E-mail: info@billscoachhire.co.uk
Website: billscoachhire.co.uk

VAT No: GB 919 3481 04
Company No: 8241271

Invoice No	19532
Invoice Date	14/05/2026
Terms of Trade	Payment Upfront
Client ID	NBPCTC01

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

Private Hire ID	Pick-up Date/Time	First Pick-up	Destination	Client Ref 1	Client Ref 2
10629/19657	15/08/2026 07:30	New Bradwell Community Centre	Brighton		

Quantity	Seats	Description	Unit Price	Price	VAT %	VAT	Total
1	53	Executive Coach	£970.00	£970.00	0	£0.00	£970.00
1		Coach Parking	£25.00	£25.00	0	£0.00	£25.00
Invoice Totals				£995.00		£0.00	£995.00

Lloyds Bank
Account number:57874560

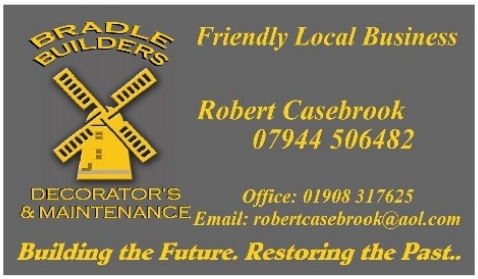
Sort code:301553

IBAN:GB67LOYD30155357874560

PLEASE STATE INVOICE NUMBER WHEN MAKING PAYMENT VIA BACS
Please state invoice number on all payments.

SWIFT:LOYDGB21052

Invoice



Bradle Builders., 15 bridgway, Milton keynes mk130es, United Kingdom

BILL TO

germaine newham
New bradwell parish Council Unit st James Street new bradwell milton keynes mk130bj, For attention of New Bradwell Workspace Ltd.

United Kingdom

Invoice No.:	**106**
Issue date:	**14/05/2026**
Due date:	**12/08/2026**
Payment method:	**Transfer**

Account No.	Sort code	Due date	Total due (GBP)
70190160	205740	12/08/2026	£600.00

Description	**Amount (£)**
Caledonian Road Allotments	600.00
Cut all road facing shrubbery from fence line leaving trees room to grow.	
Total (GBP):	**£600.00**

Issued by, signature:

Robert
07944506482
robertcasebrook@aol.com

Bradle Builders.
15 bridgway
Milton keynes
mk130es
United Kingdom

Account holder: **R I casebrook** Bank: **Barclays**
Sort code: **205740** Account No.: **70190160**

Joe Woolf
13 North Street
New Bradwell
MILTON KEYNES
MK13 0EE

Grass Cutting Invoice

26/05/2026

New Bradwell Community Centre
Church Street
New Bradwell
Milton Keynes
MK13 0DA

Work carried out

- cut grass round side and front of community centre
- cut grass along footpath at rear of building
- strim around shrubs and signage at front of building
- strim round edge of building
- put all cuttings in green bin

Labour: £60.00

Invoice for work completed on 15/05/2026

Bank details

Sort code: 20-57-40

Account number: 13682943

Joe Woolf 07511 614467
joe.woolf@hotmail.co.uk

NEW BRADWELL PARISH COUNCIL

AGENDA BACKING PAPER

Subject:	CIF Funding Application – Removal of Bump outs and Planters to Create Additional Car Parking capacity
Meeting Date:	1st June 2026
Prepared by:	Parish Clerk
Status:	For Discussion and Decision

1. Purpose

This paper seeks approval from Parish Councillors to progress initial investigations into the viability and cost of removing bump outs and planters in three streets within St Marys, with a view to submitting a Capital Infrastructure Fund (CIF) application. The removal of these features would create additional on-streetcar parking spaces.

2. Background

At the Milton Keynes City Council (MKCC) Highways drop-in session held on Thursday 22 May 2026, a discussion took place regarding the potential removal of bump outs and planters currently occupying carriageway space in St Marys. A MKCC Highways officer indicated that this type of project could represent a viable CIF application.

The officer provided the following indicative cost estimates on a per-unit basis:

- Bump outs: approximately £1,000 each to remove
- Planters: approximately £2,000 each to remove (reflecting their larger size and the associated works required)

It was further suggested that a phased approach be taken, tackling one street at a time, which would allow the project to be managed in stages and spread financial commitments accordingly.

3. Case for Investment

- Victorian street layout — built before vehicle ownership existed; no off-street provision was ever made
- Street is the only option — residents have no alternative, and with most households now owning more than one vehicle, demand has grown far beyond what these streets were ever designed to absorb
- Kerb mounting and verge damage — a direct consequence of insufficient spaces, causing ongoing harm to the public highway
- Junction and visibility hazards — cars are forced into unsafe positions due to lack of available space
- Parking enforcement — scarcity of spaces contributes to illegal parking and penalty charge notices for residents; increasing available spaces would help alleviate, though not eliminate, this issue

- Resident safety — those who are elderly or have mobility difficulties are particularly affected when unable to park near their home
- A practical, deliverable step — this is not a complete solution to the parking deficit but represents a realistic way to create what additional capacity these streets can provide, and may help reduce some of the pressures.

4. Proposed Streets and Estimated Parking Gain

The following streets have been identified as suitable candidates, with an indicative number of additional car parking spaces that removal of the features could deliver:

Street	Est. Additional Car Parking Spaces	Notes
St Marys	12	
St Giles	9	
King Edward Street	8	
Total	**29**	

Note: The figures above are indicative at this stage and will require formal assessment by MKCC's Road Safety Officer before any works can be specified or costed with certainty.

5. CIF Funding Arrangements

CIF funding operates on a 50% match-funding basis. This means that the Parish Council would be required to fund half of the total project cost, with MKCC meeting the remaining 50%. The Parish Council's contribution would need to be identified and confirmed as part of any formal application.

Given the match-funded nature of CIF, a phased street-by-street approach is considered prudent. This would:

- Allow the Parish Council to manage its financial commitment incrementally
- Enable learnings from the first street to inform subsequent phases
- Reduce the upfront financial risk to the council
- Provide an opportunity to assess community response before committing to the full programme

6. Next Steps Required

Before a formal CIF application can be prepared and submitted, the following actions are required:

- MKCC Road Safety Officer to carry out a survey of the three streets to assess the suitability and safety implications of removing the bump outs and planters
- Subject to a satisfactory road safety assessment, Ringway (MKCC's highways contractor) to be invited to provide a formal quotation for the removal works, street by street

- The Parish Council to consider the survey findings and quotations before committing to a CIF application
- Parish Clerk to liaise with MKCC Highways to initiate the survey process if approval is given

7. Financial Implications

No expenditure is being committed at this stage. The request is solely for approval to progress initial investigations. Any financial commitment would be brought back to Full Council for approval once formal quotations, and the road safety assessment have been received.

For indicative planning purposes only, and based on the officer's estimates, a broad cost range might be anticipated as follows (actual costs to be confirmed by Ringway quotation):

- St Marys: subject to the number and mix of bump outs versus planters
- St Giles: subject to the number and mix of bump outs versus planters
- King Edward Street: subject to the number and mix of bump outs versus planters

The Parish Council's 50% match contribution across all three streets would be determined once formal quotations are in hand.

8. Recommendation

That Full Council resolves to approve the commencement of preliminary investigations into the feasibility and cost of removing bump outs and planters in St Marys, St Giles, and King Edward Street; and authorises the Parish Clerk to request that MKCC Highways arrange for the Road Safety Officer to undertake the necessary survey, and thereafter, if appropriate, to seek a formal quotation from Ringway for the removal works, beginning with St Marys. No financial commitment is authorised at this stage.

D & L
ENVIRONMENTAL
"Creating a cleaner environment"

Invoice: NBPC00371
Date: 01/6/2026

Email: dlenvironmental168@gmail.com
Tel: 07909520793

Week beginning 4th May 2026 5hrs @ £18.50 = £92.50

Week beginning 11th May 2026 5hrs @ £18.50 = £92.50

Week beginning 18th May 2026 5hrs @ £18.50 = £92.50

Week beginning 25th May 2026 5hrs @ £18.50 = £92.50

Total costs £370

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

NEW BRADWELL PARISH COUNCIL

Debit Card Use Policy

Introduction In view of the increase of Internet purchasing due to the potential savings that online purchasing may offer, New Bradwell Parish Council may authorise the issue of debit cards to employees for business use. This policy refers only to the issue and use of Council debit cards.

Policy Statement.

Issuing: The issue of a Council debit card to an employee must be authorised by the Council and the card issued to a named employee (the Clerk) for their use only; no other individual may use the debit card.

The Clerk is solely responsible for its safe keeping and usage and for ensuring that the card is not used by others. In particular, the PIN will only be issued to the card holder and must be kept confidential, as must the card security (CSC/CVN) number. Lost or stolen cards must be reported to the issuing bank and the Council immediately upon discovery that the card is missing. In the event of termination of employment, the Clerk must return any issued debit card to the Council, and the card will be destroyed. The issuing bank must be advised to cancel the debit card to prevent any unauthorised usage.

Usage: Cash withdrawals are not permitted. A debit card issued to the Clerk shall be used for business purposes only and in conjunction with the role. It shall not be used for any non-business transactions nor for any personal purchases.

Reconciliation and Inspection: Every debit card transaction must be entered by the cardholder in the annual Accounts Spreadsheet and noted in the monthly Finance Report. Receipts / invoices for all purchases must be included. The transaction receipts / invoices shall be reconciled monthly with the bank statement. In the event of any discrepancy, the RFO must notify the Council and an investigation initiated. The cardholder is responsible for obtaining and submitting receipts / invoices for all transactions. Failure to produce transaction receipts may result in the cardholder being held liable for the sum of said transaction(s).

Fraudulent Use or Misuse of a Debit Card: If the cardholder misuses the debit card or fraudulently uses the card, this may result in disciplinary action being taken against the cardholder. This document and guidance should be read in conjunction with adopted Financial Regulations and Standing Orders.

Document Control	
Organisation	New Bradwell Parish Council
Title	Debit Card Use Policy
Creator	NALC (model) / adapted by NBPC
Distribution	Public
Owner	New Bradwell Parish Council
Date Adopted	1st June 2026
Minute reference (adoption)	38/26
Reviewed	
Revised	
Next Review	June 2027
Adoption signature	Chair: _____ Date:01.06.2026 Clerk: _____

Aaron Fencing
Laurel Tree Barn
Lynn Road, Walpole Highway
NF
PE14 7QX
+44 01582665779
VAT Registration No.: 786211029

ADDRESS
Ms Tahnee Campbell
New Bradwell Parish Council
Unit 10 New Bradwell Workspace
St James Street
Milton Keynes
Bucks
MK13 0BL

Estimate 4708

DATE 13/05/2026

DESCRIPTION	QUANTITY	RATE	VAT	AMOUNT
Service To Supply and Install 7m x 2m high Aaron profile security mesh panels in ppc green complete with all posts and fittings. To Supply and Install 1 x 1.5m wide x 1.5m high single leaf metal field gate complete with all posts and fittings. To Supply and Install approximately 200m x galvanised line wire to existing post and wire fence.	1	2,195.00	20.0% S	2,195.00

Site Address: Caledonian Rd Allotments

Many Thanks
Rob Finn

SUBTOTAL	2,195.00
VAT TOTAL	439.00
TOTAL	£2,634.00

TAX SUMMARY

RATE	TAX	NET
VAT @ 20%	439.00	2,195.00

Accepted By

Accepted Date

Financial Summary

New Bradwell Parish Council
For the period 11 May 2026 to 1 June 2026

	11 MAY-1 JUN 2026	19 APR-10 MAY 2026
Turnover		
DHA Income	25.00	-
Community Centre Sales	2,530.75	1,860.50
CRA Income	62.80	-
Total Turnover	**2,618.55**	**1,860.50**
Cost of Sales		
Community Budget	365.00	-
DHA Expenses	-	98.80
Office	29.12	-
Total Cost of Sales	**394.12**	**98.80**
Gross Profit	**2,224.43**	**1,761.70**
Administrative Costs		
Bank Fees	41.16	34.34
Insurance	-	8.77
IT Software and Consumables	72.43	782.30
NBPC - Light, Power, Heating	75.29	101.59
Rent	-	204.49
Salaries	4,371.50	4,500.00
Staff Training	25.00	50.00
Subscriptions	558.24	-
Telephone & Internet	61.34	63.01
Bio-diversity projects	-	1,335.00
Community Centre Expenses - Utilities	353.47	812.56
Audit & Accountancy Fees	1,060.00	47.25
Community Centre Expenses - CCTV Sim Card Smarty	6.67	-
Community Centre Expenses - Misc	64.00	511.28
Community Centre Expenses - Maintenance Events planned	240.83	-
Community Centre Expenses - Maintenance costs - unplanned	85.00	105.00
Community Centre Expense - Cleaning	68.40	695.00
Total Administrative Costs	**7,083.33**	**9,250.59**
Operating Profit	**(4,858.90)**	**(7,488.89)**
Profit on Ordinary Activities Before Taxation	**(4,858.90)**	**(7,488.89)**
Profit after Taxation	**(4,858.90)**	**(7,488.89)**

INVOICE

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

Invoice Date
1 Jun 2026

Invoice Number
INV-22824

Reference
Proposal #HAS2133

VAT Number
284665071

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

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

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

Thank you for your business

View and pay online now

KICK OFF ACADEMY YOUTH PROVISION PROPOSAL

TOTS FOOTBALL SESSIONS

About the sessions:

- To begin in September 2026 and held during term time only.
- **Main Hall:** 10:30am-11:15am on Fridays OR **Gym / Small Hall:** Session 1: 10:30am-11:15am, Session 2:11:30am-12:15pm on Fridays.
- An opportunity for new parents to get their child engaged into a sport early whilst also providing a social setting for them to meet other parents and allow them to engage with other people within the local area.
- Sessions will be split into different age groups (6-18months and 2-3years). Given the age range of the children, Kick Off Academy would ask parents to stay and interact within the sessions.
- If sessions are in the large hall, the age groups will share the space, meaning that 2 coaches will be present on site. If the small hall is used, the session will be split into 2 separate groups with 1 coach on site.

Cost:

- £25/hour per coach. Would equal up to £50/hour if two coaches used (see above).
- All Coaches are DBS checked and have relevant First Aid and Safeguarding qualifications.
- VAT is not payable on these costs.

PLEASE NOTE: Kick Off Academy are willing to run these sessions as a regular booking separate to New Bradwell Parish Council. In this scenario, a monthly subscription of approximately £35/month, paid via direct debit, would be charged to parents to cover the cost of the coaches and space hire, etc.

[Continued on next page]

YOUTH CLUB

About the sessions:

- To begin in September 2026 and held during term time only.
- 3:30pm-5:30pm on Fridays *(either in Main Hall only or both halls)* for children up to the age of 14.
- Run a range of sports including Football, Basketball, Tennis, Hockey.
- Kick Off Academy would potentially look at having 2 groups running simultaneously with different sports happening at the same time.
- Kick Off Academy want to try and keep the children within the community as active as possible through the power of sport to help keep them engaged and avoid becoming involved in anti-social behaviour.
- Session can be a turn up and play session similar to the Summer Sessions OR Kick Off Academy can record who is attending the sessions to track the number of New Bradwell residents to report back to NBPC.
- Parents would be required to drop off and pick up for safeguarding reasons.

Equipment:

- Kick Off Academy to provide equipment for the sessions. Soft balls will be used where possible for some sports.

Storage:

- Kick Off Academy would bring / take away equipment to each session.
- Would like option of using / hiring storage at NBCC if / when it becomes available.

Cost:

- 2 coaches will be present at every session at cost of £25/hour per coach, totaling £100 per session.
- All Coaches are DBS checked and have relevant First Aid and Safeguarding qualifications.
- VAT is not payable on these costs.

PLEASE NOTE: Kick Off Academy proposes to run these youth club sessions in partnership with New Bradwell Parish Council. Therefore, Kick Off Academy would not consider running it as a regular booking separate to New Bradwell Parish Council.

Briefing Note: Community Centre Asset Transfer

This note provides a brief update for councillors on the proposed transfer of two-thirds of the Community Centre from the charity trustees to the Parish Council.

Key issue: A long-standing concern has been whether the transfer can align with the charity's original purposes in the 1858 deed, which state that the building is to be used for the education of the local community. It has not been clearly established how around two-thirds of the building was previously transferred to the Council without this being a condition.

Current position: Under provisions introduced by the Charities Act 2022, and in force from March 2024, charities may apply to the Charity Commission to amend their charitable purposes so they better reflect current needs. The trustees are exploring this route.

Supporting Context offered to the trustees by the Parish Council Clerk

The building is currently used by a wide range of community groups and organisations, many of which have a clear educational or developmental element. These include Scouts, Brownies, MK Arts Centre, a Mums & Toddlers group, the NHS Trust, and the Community Led Initiatives scheme, which supports skills development and access to employment.

This suggests that the spirit of the original charitable purpose continues to be reflected in the building's present-day use and may help support the case to the Charity Commission.

Suggested takeaway for the meeting: Councillors are asked to note that the trustees are pursuing advice and a potential application to the Charity Commission, and that there is a reasonable case that the Community Centre's current use remains consistent with the original educational intent of the charity.

NEW BRADWELL PARISH COUNCIL

Financial Regulations

Last reviewed: 2 June 2025 (Min ref: 33/25) | Revised: 1st June 2026 — numbering restored, FR2.6 reinstated

Contents

1. General
2. Risk management and internal control
3. Accounts and audit
4. Budget and precept
5. Procurement
6. Banking and payments
7. Electronic payments
8. Cheque payments
9. Payment cards
10. Petty Cash
11. Payment of salaries and allowances
12. Loans and investments
13. Income
14. Payments under contracts for building or other construction works
15. Stores and equipment
16. Assets, properties and estates
17. Insurance
18. Charities
19. Suspension and revision of Financial Regulations
App 1. Tender process

These Financial Regulations were adopted by the council at its meeting held on 1st June 2026

Key Highlights

- Key decisions such as the budget, precept, borrowing, AGAR approval and auditor recommendations must remain with full council.
- The council must maintain sound internal control arrangements and review their effectiveness every year.
- Bank reconciliations must be checked at least quarterly by a member who is not the Chair or a cheque signatory.
- Procurement thresholds apply: formal tenders over £60,000 incl. VAT; advertising requirements over £30,000 incl. VAT; at least 3 fixed-price quotes over £3,000 excl. VAT; and 3 estimates where possible for £500–£3,000 excl. VAT.
- Contracts must not be split to avoid procurement rules.
- Payments are made mainly through online banking with at least two authorised people involved in approvals.
- Supplier bank detail changes must be verified carefully because they are a fraud risk.
- The council will not maintain petty cash.
- Borrowing, investments, assets, insurance and charitable funds must all be properly authorised, recorded and reviewed.
- The Financial Regulations must be reviewed annually and after any change of Clerk or RFO.

1. General

1.1 These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.

1.2 Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.

1.3 Wilful breach of these regulations by an employee may result in disciplinary proceedings.

1.4 In these Financial Regulations:

- 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
- "Approve" refers to an online action, allowing an electronic transaction to take place.
- "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
- 'Proper practices' means those set out in The Practitioners' Guide.
- 'Practitioners' Guide' refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England.
- 'Must' and bold text refer to a statutory obligation the council cannot change.
- 'Shall' refers to a non-statutory instruction by the council to its members and staff.

1.5 The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO:

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and control systems;
- ensures the accounting control systems are observed;
- ensures the accounting records are kept up to date;
- seeks economy, efficiency and effectiveness in the use of council resources; and
- produces financial management information as required by the council.

1.6 The council must not delegate any decision regarding:

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

1.7 In addition, the council shall:

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

2. Risk management and internal control

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

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

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

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

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

- **ensure that risk is appropriately managed;**

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

2.6 At least once in each quarter, and at each financial year end, a member other than the Chair or a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council.

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

3. Accounts and audit

3.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.

3.2 The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:

- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
- **a record of the assets and liabilities of the council.**

3.3 The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.

3.4 The RFO shall complete and certify the annual Accounting Statements of the council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.

3.5 The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.

3.6 Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.

3.7 The internal auditor shall be appointed by New Bradwell Parish Council and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.

3.8 The council shall ensure that the internal auditor:

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

3.9 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;

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

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

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

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

4. Budget and precept

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

4.2 Budgets for salaries and wages, including employer contributions, shall be reviewed by New Bradwell Parish Council at least annually in October for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.

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

4.4 Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full council.

4.5 Each committee (if any) shall review its draft budget and submit any proposed amendments to the council not later than the end of November each year.

4.6 The draft budget forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the full council.

4.7 Having considered the proposed budget; the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.

4.8 Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must disclose at the start of the meeting that Section 106 applies to them.

4.9 The RFO shall issue the precept to the billing authority no later than the end of February and supply each member with a copy of the agreed annual budget.

4.10 The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.

4.11 Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the council.

5. Procurement

5.1 Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

5.2 The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

5.3 Every contract shall comply with the council's Standing Orders and these Financial Regulations, and no exceptions shall be made, except in an emergency.

5.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation must be followed in respect of the tendering, award and notification of that contract.

5.5 Where the estimated value is below the Government threshold, the council shall obtain prices as follows:

5.6 For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by New Bradwell Parish Council or advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

5.8 For contracts greater than £3,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes.

5.9 Where the value is between £500 and £3,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.

5.10 For smaller purchases, the Clerk shall seek to achieve value for money by obtaining at least 2 prices from different suppliers, unless it is impracticable to do so.

5.11 Contracts must not be split to avoid compliance with these regulations.

5.12 The requirement to obtain competitive prices in these regulations does not apply to the following:

- payments made under statutory powers;
- utility costs and other items where a sole supplier is available;
- emergency purchases not exceeding £500;
- purchases from established contracts.

5.13 When applications are made to waive this financial regulation to allow for a direct award, the Clerk should report to council the reasons why the regulations cannot be observed and the council shall, wherever possible, seek additional assurance of value for money.

5.14 The council shall not be obliged to accept the lowest or any tender, quote or estimate.

5.15 Individual purchases within an agreed budget for that type of expenditure may be authorised by the Clerk up to a limit of £500.

6. Banking and payments

6.1 The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to the Clerk. They shall be regularly reviewed for safety and efficiency.

6.2 The council must have safe and efficient arrangements for making payments. All payments made by the council shall be made in accordance with these Financial Regulations.

6.3 All invoices for payment should be examined for arithmetical accuracy and checked against the order, delivery note and specification where applicable. Where any corrections are made to amounts, these shall be initialled by the Clerk.

6.4 Personal payments (including salaries, wages, expenses and any payment in respect of a contract) shall not be made to an officer or councillor without prior approval of the council or duly delegated committee.

6.5 All payments shall be made by online banking, in accordance with a resolution to that effect.

6.6 For each financial year the RFO may draw up a schedule of regular payments of fixed sums, listing each regular payment due, its payment date, payment method and, in the case of an online payment, banking details. This schedule shall be approved by resolution of the council.

6.7 A copy of this schedule of regular payments shall be signed by two members as evidence that the council has approved such payments.

6.8 A list of such payments shall be reported to the next appropriate council meeting.

6.9 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances: a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the Clerk and RFO have successfully chased a councillor for authorisation, the Clerk and RFO may authorise payment. b) An expenditure item which is contained in the approved budget for the current year and is of a type which would normally be authorised at council, but where it is not convenient or cost-effective to wait for a meeting. c) Out of scope payments which may be authorised by a councillor only under a resolution allowing such payments. d) Payments to contractors and suppliers in accordance with a contract.

6.10 The RFO shall present a schedule of payments requiring council approval to each council or committee meeting. The council or committee shall approve all payments, and a list shall be recorded in the minutes. The approved schedule shall be signed by the Chair of the meeting.

7. Electronic payments

7.1 Where internet banking arrangements are made with any bank, the Service Administrator shall be appointed by the council. The bank mandate agreed by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

7.2 All authorised signatories shall have access to view the council's bank accounts online.

7.3 No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

7.4 In the prolonged absence of the Service Administrator, an authorised signatory shall set up any payments due before the return of the Service Administrator.

7.5 Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system.

7.6 Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.

7.7 A full list of all payments made in a month shall be provided to the next council meeting and appended to the minutes.

7.8 With the approval of New Bradwell Parish Council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are approved online by two authorised members. The approval of the use of each variable direct debit shall be reviewed by New Bradwell Parish Council at least every two years.

7.9 Payment may be made by BACS or CHAPS by resolution of New Bradwell Parish Council provided that each payment is approved online by two authorised bank signatories, evidence is retained and any payments are reported to New Bradwell Parish Council at the next meeting.

The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

7.10 If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved online by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by New Bradwell Parish Council at least every two years.

7.11 Account details for suppliers may only be changed upon written notification by the supplier verified by two of the Clerk and a member. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.

7.12 Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

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

8. Cheque payments

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

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

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

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

9. Payment cards

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

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

9.3 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and any balance shall be paid in full each month.

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

10. Petty Cash

10.1 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

11. Payment of salaries and allowances

11.1 As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.

11.2 Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.

11.3 Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.

11.4 Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

11.5 Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.

11.6 Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed to ensure that the correct payments have been made.

11.7 Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.

11.8 Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1 Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.

12.2 Any financial arrangement which does not require formal borrowing approval (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.

12.3 The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

12.4 All investment of money under the control of the council shall be in the name of the council.

12.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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

13. Income

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

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

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

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

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

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

13.7 Where significant sums of cash are regularly received by the council, the Clerk shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

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

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

15. Stores and equipment

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

15.2 The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

16. Assets, properties and estates

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

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

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

16.4 No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property together with a proper business case.

16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500.

17. Insurance

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

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

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

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

18. Charities

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

19. Suspension and revision of Financial Regulations

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

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

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

App 1. Tender process

A1.1 Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.

A1.2 The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.

A1.3 Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

A1.4 Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.

A1.5 Any invitation to tender issued under this regulation shall be subject to the relevant Standing Order and shall refer to the terms of the Bribery Act 2010.

A1.6 Where the council does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

Document Control	
Organisation	New Bradwell Parish Council
Title	Financial Regulations
Creator	NALC (model) / adapted by NBPC
Distribution	Public

Owner	New Bradwell Parish Council
Date Adopted	1 July 2024
Minute reference (adoption)	41/24
Reviewed	2 June 2025 — Min ref: 33/25
Revised	1st June 2026 — numbering restored, FR2.6 reinstated
Next Review	May 2027
Adoption signature	Chair: _____ Date:01.06.2026 Clerk: _____ Minute ref: 38/26

WEBSITE ACCESSIBILITY UPDATE: JUNE 2026

RESOLVED ISSUES:

1. **MAKE BOOKING BUTTON:** Font colour darkened. Contrast issue remedied.

2. **CALENDAR:** Additional testing uncovered low contrast issues on the font colour of the space (Gym or Hall) under each booking slot. Font colour darkened by Lemon Booking. Contrast issues remedied.

3. **NEWS:** Additional testing uncovered low contrast issues on the font colour of the "Share on Facebook" and "Read more" options beside each news item. Font size of these options has been increased by Lemon Booking. Contrast issues remedied.

Accessibility Statement on website has been amended to remove the contrast issues as these have been remedied and our deadline of 30th May 2026 met. Last testing date has also been updated to 26th May 2026.

OUTSTANDING ISSUE:

1. **NEWS:** Skipped heading level on the titles of each news item. Lemon Booking has been asked to adjust the coding so these titles are Heading 2.

TAX INVOICE

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

Invoice Date
1 Jun 2026

Invoice Number
INV- 67347

VAT Number
323314150

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

Description	Quantity	Unit Price	VAT	Amount GBP
Community centre and office clean for the month of May	1.00	347.50	20%	347.50
			Subtotal	347.50
			TOTAL VAT 20%	69.50
			TOTAL GBP	**417.00**

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

Please include your invoice number for payment reference

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

PAYMENT ADVICE

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

Customer	New Bradwell Parish Council Office
Invoice Number	INV- 67347
Amount Due	**417.00**
Due Date	28 Jun 2026
Amount Enclosed	

Enter the amount you are paying above

Outlook

Planning Enforcement Case ENF/2025/0324

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

Milton Keynes City Council

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

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

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

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

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

Kind regards

Zehn Sajid

Milton Keynes City Council

[ref:a0jWS000002cZejYAE;a58a3afef27ae5766d1b459a86857284:ref]

New Bradwell Parish Council Transactions

New Bradwell Parish Council

For the period 11 May 2026 to 1 June 2026

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
New Bradwell Parish Council							
Opening Balance			**61,764.06**	-	**61,764.06**	-	-
11 May 2026	Receivable Payment	INV-11387	210.00	-	61,974.06	210.00	-
11 May 2026	Receivable Credit Note Refund	CN-0707	-	100.00	61,874.06	(100.00)	-
11 May 2026	Spend Money		-	1.85	61,872.21	(1.85)	-
11 May 2026	Receivable Payment	INV-11389	220.00	-	62,092.21	220.00	-
12 May 2026	Receivable Payment	INV-11377	18.00	-	62,110.21	18.00	-
12 May 2026	Spend Money		-	289.00	61,821.21	(289.00)	-
12 May 2026	Spend Money		-	0.98	61,820.23	(0.98)	-
12 May 2026	Receivable Payment	INV-11390	175.00	-	61,995.23	175.00	-
12 May 2026	Spend Money		-	558.24	61,436.99	(558.24)	-
12 May 2026	Spend Money		-	25.00	61,411.99	(25.00)	-
12 May 2026	Spend Money		-	365.00	61,046.99	(365.00)	-
12 May 2026	Spend Money		-	102.00	60,944.99	(102.00)	-
12 May 2026	Spend Money		-	810.00	60,134.99	(810.00)	-
12 May 2026	Spend Money		-	250.00	59,884.99	(250.00)	-
13 May 2026	Spend Money		-	1.33	59,883.66	(1.33)	-
13 May 2026	Receivable Credit Note Refund	CN-0709	-	100.00	59,783.66	(100.00)	-
13 May 2026	Receivable Payment	INV-11337	282.00	-	60,065.66	282.00	-
13 May 2026	Receivable Credit Note Refund	CN-0708	-	100.00	59,965.66	(100.00)	-
13 May 2026	Receivable Payment	INV-11378	28.00	-	59,993.66	28.00	-
13 May 2026	Spend Money		-	45.44	59,948.22	(45.44)	-
14 May 2026	Spend Money		-	1.03	59,947.19	(1.03)	-
14 May 2026	Receivable Payment	INV-11394	100.00	-	60,047.19	100.00	-
15 May 2026	Spend Money		-	8.00	60,039.19	(8.00)	-
15 May 2026	Spend Money		-	1.03	60,038.16	(1.03)	-
15 May 2026	Receivable Payment	INV-11385	100.00	-	60,138.16	100.00	-
18 May 2026	Spend Money		-	0.45	60,137.71	(0.45)	-
18 May 2026	Receivable Payment	INV-11391	100.00	-	60,237.71	100.00	-
19 May 2026	Spend Money		-	1.33	60,236.38	(1.33)	-
19 May 2026	Receivable Payment	INV-11358	207.50	-	60,443.88	207.50	-
19 May 2026	Receivable Payment	INV-11381	29.00	-	60,472.88	29.00	-
19 May 2026	Receivable Payment	INV-11341	55.00	-	60,527.88	55.00	-
20 May 2026	Receivable Payment	INV-11397	180.00	-	60,707.88	180.00	-
20 May 2026	Spend Money		-	64.00	60,643.88	(64.00)	-

DATE	SOURCE	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	VAT
21 May 2026	Spend Money		-	37.75	60,606.13	(37.75)	-
21 May 2026	Spend Money		-	41.31	60,564.82	(41.31)	-
21 May 2026	Spend Money		-	29.12	60,535.70	(29.12)	-
22 May 2026	Spend Money		-	41.47	60,494.23	(41.47)	-
22 May 2026	Spend Money		-	0.62	60,493.61	(0.62)	-
22 May 2026	Receivable Credit Note Refund	CN-0715	-	100.00	60,393.61	(100.00)	-
22 May 2026	Receivable Payment	INV-11393	100.00	-	60,493.61	100.00	-
22 May 2026	Receivable Payment	INV-0714	25.00	-	60,518.61	25.00	-
26 May 2026	Spend Money		-	371.14	60,147.47	(371.14)	-
26 May 2026	Spend Money		-	73.61	60,073.86	(73.61)	-
26 May 2026	Spend Money		-	9.05	60,064.81	(9.05)	-
26 May 2026	Receivable Payment	INV-11401	329.00	-	60,393.81	329.00	-
26 May 2026	Receivable Payment	INV-11366	686.00	-	61,079.81	686.00	-
26 May 2026	Receivable Payment	INV/025	37.80	-	61,117.61	37.80	-
26 May 2026	Receivable Payment	INV-0713	25.00	-	61,142.61	25.00	-
26 May 2026	Receivable Payment	INV-11405	151.75	-	61,294.36	151.75	-
26 May 2026	Receivable Payment	INV-11357	13.50	-	61,307.86	13.50	-
26 May 2026	Spend Money		-	4,500.00	56,807.86	(4,500.00)	-
26 May 2026	Receive Money		128.50	-	56,936.36	128.50	-
28 May 2026	Receivable Payment	INV-11240	646.00	-	57,582.36	646.00	-
28 May 2026	Spend Money		-	0.49	57,581.87	(0.49)	-
28 May 2026	Receivable Payment	INV-11400	100.00	-	57,681.87	100.00	-
28 May 2026	Spend Money		-	3.00	57,678.87	(3.00)	-
28 May 2026	Spend Money		-	20.00	57,658.87	(20.00)	-
29 May 2026	Spend Money		-	69.95	57,588.92	(69.95)	-
29 May 2026	Spend Money		-	12.13	57,576.79	(12.13)	-
Total New Bradwell Parish Council			**3,947.05**	**8,134.32**	**57,576.79**	**(4,187.27)**	**-**
Closing Balance			**57,576.79**	**-**	**57,576.79**	**-**	**-**
Total			**3,947.05**	**8,134.32**	**(4,187.27)**	**(4,187.27)**	**-**

SCOTTISHPOWER

R

v6.6_01212026

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 **12 May 2026**
Page 1 of 3
Invoice number: **635003699565**
VAT number: **GB 659 3720 08**

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

Your electricity invoice, actual use

Invoice period **12 April 2026-11 May 2026. VAT on this invoice £17.67**
You are on our **RENEWABLE FOR BUSINESS VJ1 NOV 2026** product

Business account

- We'll collect your balance of £371.14, on 26th May 2026. If you pay earlier, we'll only collect what's outstanding.
- This is a Climate Change Levy accounting document.
- Thank you for your custom.

Your account

Last invoice	£853.19 (in debit)
Payments For full details of payments see over ->	-£853.19
Opening balance	£0.00
Charges this period	
Energy charges	**£353.47**
Government support	**Not applicable**
Total climate change levy	**£0.00**
Sub total (before VAT)	**£353.47**
VAT at 5.00% On £353.47	**£17.67**
Invoice total	**£371.14**
Current balance	**£371.14**

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

Important Contract Information

Fixed term period end date: 30th November 2026*

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

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

S	04	0326	N13
	11	0001 5039	498

Energy charges this period

Electricity		
Evening & Weekend E7 :Day Charge	**Meter number 22M0016819**	
Start Reading End Reading	**19014 Actual** 11 Apr 26 **19598 Actual** 11 May 26	
Units used	**584** = **584 KWh (kilowatt-hrs) used**	
12/04/26 to 11/05/26 12/04/26 to 11/05/26	Consumption charge, **584 kWh x 34.560p** = Standing charge, **30 days x 126.750p** =	£201.83 £38.03
Evening & Weekend E7 :Evening & Weekend Charge	**Meter number 22M0016819**	
Start Reading End Reading	**11639 Actual** 11 Apr 26 **11934 Actual** 11 May 26	
Units used	**295** = **295 KWh (kilowatt-hrs) used**	
12/04/26 to 11/05/26	Consumption charge, **295 kWh x 28.870p** =	£85.17
Evening & Weekend E7 :Night Charge	**Meter number 22M0016819**	
Start Reading End Reading	**903 Actual** 11 Apr 26 **1013 Actual** 11 May 26	
Units used	**110** = **110 KWh (kilowatt-hrs) used**	
12/04/26 to 11/05/26	Consumption charge, **110 kWh x 25.850p** =	£28.44
	Total electricity charges	**£353.47**
	Total energy charges this period	**£353.47**

Government support

Not applicable

Levies		
Climate change levy		
CCL Not applicable. Supply is small (deminimis).		
	Total Levies	**£0.00**

Payments received		
Payment	27 Apr 26	-£853.19
	Total payments received	**-£853.19**

VAT		
Vat at 5.00% on £353.47		£17.67
	Total VAT	**£17.67**

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.

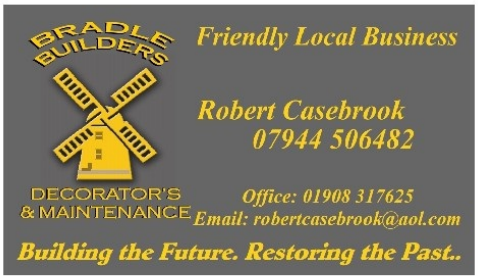
With this information, you can monitor your energy usage, which may help you consider how to reduce or optimise your energy consumption.

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.



Imagery ©2026 Airbus, Maxar Technologies, Map data ©2026 Google 20 m

Invoice



Bradle Builders., 15 bridgway, Milton keynes mk130es, United Kingdom

BILL TO

germaine newham
New bradwell parish Council Unit st James Street new bradwell milton keynes mk130bj, For attention of New Bradwell Workspace Ltd.

United Kingdom

Invoice No.:	**106**
Issue date:	**14/05/2026**
Due date:	**12/08/2026**
Payment method:	**Transfer**

Account No.	Sort code	Due date	Total due (GBP)
70190160	205740	12/08/2026	£600.00

Description	**Amount (£)**
Caledonian Road Allotments	600.00
Cut all road facing shrubbery from fence line leaving trees room to grow.	
Total (GBP):	**£600.00**

Issued by, signature:

Robert
07944506482
robertcasebrook@aol.com

Bradle Builders.
15 bridgway
Milton keynes
mk130es
United Kingdom

Account holder: **R I casebrook** Bank: **Barclays**
Sort code: **205740** Account No.: **70190160**