



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Council Meeting**  
held at 6.30pm on **20<sup>th</sup> March 2024** at the  
Parish Council Office, Aston Clinton Park, London Road HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr P Birchley, Cllr K Hickson, Cllr J Hughes, Cllr C Judge, Cllr M Mason, Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mr H Stephens, Assistant Clerk

**23.114 Public Participation (limited to 15 minutes)** None received

**23.115 To Receive Apologies for Non-Attendance** Received from Cllr M Collins

**23.116 To Receive Declarations of Interests or Requests for Dispensation** None Received

**23.117 To Receive & Approve the Minutes of the Council Meeting held on 21<sup>st</sup> February 2024**

The minutes of the meeting held on 21<sup>st</sup> February 2024 were approved as a true and accurate record and were signed by the Chair.

**23.118 Council**

- i. Reports from external bodies: Nothing to report
- ii. Health & Safety Policy review: Council considered the proposed amendments to the Health & Safety Policy. **It was resolved to add 6.2iii and 21.4 and section 25 to the Health and Safety Policy.**

**23.119 Finance & Staffing**

- i. To receive the draft minutes of the Finance & Staffing Committee meeting held on 11 March 2024 and note their recommendations:
  - a) Debit Card Use Policy: It was agreed that sections 2.5 to 2.7 would be redrafted by the Finance and Staffing Committee, in liaison with the Clerk. **ACTION: F&S Committee**
  - b) Disciplinary Policy: **It was resolved to adopt the Disciplinary Policy.**
  - c) Grievance Policy: **It was resolved to adopt the Grievance Policy.**
  - d) Dignity at Work: Bullying & Harassment Policy: **It was resolved to adopt the Dignity at Work: Bullying & Harassment Policy.**
- ii. Grant application from Aston Clinton Baptist Church for £500: An application for £500 for the purchase of an AED defibrillator was considered. **It was resolved to approve the grant application from Aston Clinton Baptist Church for £500.00 for the purchase of an AED Defibrillator.** **ACTION: Clerk**
- iii. Financial reports: The balance sheet and income and expenditure reports for February 2024 were noted. Income was £365,598 and expenditure £245,628.
- iv. The March 2024 payments totaling £19,170.11 were approved and income of £5,080.04 noted.

Date	Company	For	Amount £	Vat £	Total £
11/03/2024	Aylesbury Town Council	Devolved services additional grass cutting	£2,310.00	£462.00	£2,772.00
04/03/2024	Your Café in the Park Buckinghamshire	Cleaning Feb 24	£580.00	£0.00	£580.00
27/02/2024	Council Buckinghamshire	Dog bins emptying 2023/24	£1,532.44	£306.49	£1,838.93
24/01/2024	Council	SL Electricity Dec22-Jan 23 & March23	£10,729.25	£2,145.85	£12,875.10
14/03/2024	DRAX	SL Electricity Feb 2024	£1,642.32	£328.47	£1,970.79

**23.120 Facilities & Events**

- i. The draft minutes of the 14<sup>th</sup> February 2024 Facilities Committee were not available and would be considered at the next meeting of Council. **ACTION: Clerk**

**23.121 Highways & Streetlights**

- i. Highways: Cllr Hughes reported that the provisional start date for the Traffic Calming installation would be the 2<sup>nd</sup> April 2024.
- ii. Devolved Services Agreement: **It was resolved to approve the Local Council Highways Devolution Scheme Agreement 2024-25.** **ACTION: Clerk**

**23.122 Planning Committee**

- i. The draft minutes of the 14<sup>th</sup> March 2024 Planning Committee were not available. They would be considered at the next Council meeting. **ACTION: Clerk**
- ii. Planning application 23/03063/APP for additional merging space on the westbound exit from the A41 Woodlands Roundabout improvement scheme was considered.  
**RESOLVED: NO OBJECTION**

**23.123 To resolve that under Section 1 of the Public Bodies (Admissions to meetings) Act 1960, the public and representatives of the press and broadcast media are excluded from the meeting during the consideration of the following items of business on the grounds that they include the likely disclosure of exempt information, stated to be confidential.**

**23.124 Traffic Calming Grant Agreement:**

**It was resolved to approve the Grant Agreement for Traffic Calming in Aston Clinton, Buckinghamshire.** **ACTION: Clerk/Cllr Hughes**

**23.125 RKP Lease:**

Cllr Read reported that the tenant had not received contact from the consultant for due to unforeseen circumstances. **It was agreed that Cllr Read and Cllr Mason meet with the tenant on behalf of Council.** **ACTION: Cllr Read/Cllr Mason**

The meeting closed at 8.12pm

Signed.....Date .....



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting  
held at 2.00pm on **8<sup>th</sup> April 2024** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr C Read (Chair), Cllr M Mason, Cllr D McCall & Cllr L Ronson

**FS23.44 Questions and Comments from the Public.** No members of the public were present.

**FS23.45 To Receive Apologies for Non-Attendance.** None received.

**FS23.46 To Receive Declarations of Interest or Requests for Dispensation.** None declared.

**FS23.47 To Approve the Minutes of the Meeting Held on 11<sup>th</sup> March 2024**

The minutes of the meeting held on 11<sup>th</sup> March 2024 were approved as a true and accurate record and were signed by the Chair.

**FS23.48 To Review the Financial Regulations**

It was agreed that the following sentence be added to point 2.5 “the Finance & Staffing Committee will endeavour to appoint a different internal auditor every 3-5 years”. Point 4.11 would be added to read “All requests for donations or grants are made using the Council’s grants application form and are assessed by Council”. The figures in points 11.2 and 11.8 would be updated in line with current regulations. **It was resolved to recommend the adoption of the updated Financial Regulations to Council.**

**FS23.49 To Review the Risk Management Register**

The Committee reviewed and amended the Risk Management Register. **It was resolved to recommend the updated Risk Management Register for adoption by Council.**

**FS23.50 To Review the Asset Register at 31<sup>st</sup> March 2024**

The allotment Grow to Give box would be added with a value of £200. It was agreed that existing items with a value under £100 would be moved to a separate section on the asset register and future items with a value under £100 would not be added to the register.. **It was resolved to approve the asset register at 31<sup>st</sup> March 2024 with the amendments above with a total asset value of £3,109,585.68.**

**FS23.51 To Review the Grant Awarding Policy**

The Committee reviewed the Grant Awarding Policy. **It was resolved to recommend to Council that no changes are required.**

**FS23.52 To Reconsider the Draft Debit Card Use Policy**

The draft Debit Card Use Policy was considered following Council’s request that points 2.5 to 2.7 were reviewed. **It was resolved to remove point 2.5 and recommend to Council that the Debit Card Use Policy be adopted.**

**FS23.53 To Review the Financial Reports for the Year Ending 31<sup>st</sup> March 2024**

The Clerk reported that the reports were not available and would be considered at the next meeting of Council.

**FS23.54 To Receive an Update on the Move to astonclinton-pc.gov.uk Domain Name & Email Addresses**

The Clerk reported that Cloud Next had been instructed as Council’s registrar and had submitted an application for the [www.astonclinton-pc.gov.uk](http://www.astonclinton-pc.gov.uk) domain name. The migration of emails and link to the existing website would commence once the application had been processed.

The meeting closed at 2.55pm

Signed.....Date .....

# Aston Clinton Parish Council

## Financial Regulations

### CONTENTS

1.	GENERAL.....	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL) .....	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING .....	5
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND .....	5
5.	BANKING ARRANGEMENTS .....	6
6.	PAYMENT OF ACCOUNTS.....	7
7.	PAYMENT OF SALARIES.....	9
8.	LOANS AND INVESTMENTS.....	10
9.	INCOME .....	10
10.	ORDERS FOR WORK, GOODS AND SERVICES .....	11
11.	CONTRACTS.....	11
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS).....	12
13.	ASSETS, PROPERTIES AND ESTATES.....	13
14.	INSURANCE .....	13
15.	RISK MANAGEMENT .....	14
16.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS .....	14

#### Review Record

Date adopted	25 May 2016
Last review date	19 April 2023
Next review	April 2024

## **1. GENERAL**

- 1.1. These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the Council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of Officers.
- 1.4. These financial regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council shall engage an internal auditor to conduct a review of the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of Councillor into disrepute.
- 1.8. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9. 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 accounting control systems;
  - ensures the accounting control systems are observed;
  - maintains the accounting records of the Council up to date in accordance with proper practices;
  - assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
  - produces financial management information as required by the Council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time comply with the Accounts and Audit Regulations.

- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
  - a record of the assets and liabilities of the Council; and
  - wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
  - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
  - identification of the duties of Officers dealing with financial transactions and division of responsibilities of those Officers in relation to significant transactions;
  - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
  - measures to ensure that risk is properly managed.
- 1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (Council tax requirement);
  - approving accounting statements;
  - approving an annual governance statement;
  - borrowing;
  - writing off bad debts;
  - declaring eligibility for the General Power of Competence; and
  - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.
- 1.14. In addition, the Council must:
- determine and keep under regular review the bank mandate for all Council bank accounts;
  - approve any grant or a single commitment in excess of £5,000; and
  - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations, the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a

## **2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)**

- 2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a Member other than the Chairman, or bank signatory, shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The Member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any Officer or Member of the Council shall make available such documents and records as appear to the Council to be 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 for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices. **The Finance & Staffing Committee will endeavour to appoint a different internal auditor every 3-5 years.**
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the Council;
  - report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the Council;
  - initiate or approve accounting 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.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

- 2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

### **3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING**

- 3.1. Each Committee shall formulate and submit proposals to the Council in respect of revenue and capital costs for the following financial year not later than the end of November each year.
- 3.2. The RFO must each year, by no later than the end of December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council.
- 3.3. The Council shall consider the annual budget proposals including recommendations for the use of reserves not later than the end of January each year and shall fix the precept to be levied for the ensuing financial year.
- 3.4. The RFO shall issue the precept to the billing authority and shall supply each Member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.6. The Council shall prepare and have regard to a three-year forecast of precept and major capital expenditure which shall be prepared at the same time as the annual budget or estimates.

### **4. BUDGETARY CONTROL AND AUTHORITY TO SPEND**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £7,500
  - a duly delegated committee of the council for items over £1,000 or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council or duly delegated committee. During the budget year and with the approval of Council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').



- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year. Unless specifically identified and approved by Council and held in an earmarked reserve.
- 4.4. The salary budgets are to be reviewed at least annually in October for the following financial year. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1000. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 4.9. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations for material variances. For this purpose "material" shall be in excess of 15% of the budget.
- 4.10. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process.
- 4.11. All requests for donations or grants are made using the Council's grants application form and are assessed by Council.

## **5. BANKING ARRANGEMENTS**

- 5.1. 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 a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council.
- 5.3. To indicate agreement of the details shown on the cheque or online order of payment, the invoice, or similar documentation, two members of Council, who are authorised signatories on the Bank Mandate, shall initial the invoices and accompanying paperwork. If a member who is also a bank signatory has declared

a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, should not, under normal circumstances, be a signatory to the payment in question

- 5.4. A detailed list of all payments over £500 shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

## **6. PAYMENT OF ACCOUNTS**

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council.
- 6.3. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.
- 6.4. All payments shall be effected by cheque or other instructions (including online banking) drawn on the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.5. In order to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1988, payments will be made at regular intervals not exceeding 30 days.
- 6.6. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the RFO shall give instruction that a payment shall be made.
- 6.7. Cheques or orders for payment shall not normally be presented for signature other than at a Council or Committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the Council at the next convenient meeting.
- 6.8. The 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 due date for payment is before the next scheduled Meeting of council, where the RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council;
  - b) An expenditure item authorised under 6.9 below (continuing contract and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the Council.
  - c) Fund transfers within the councils banking arrangements up to the sum of £10,000 provided that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 6.9. For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council or delegated committee.
- 6.10 A record of regular payments made under 6.9 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 6.11 Payment for utility supplies and other regular payments may be made by variable direct debit provided the originating instructions are signed by two members and payments are reported to the Council as made.
- 6.12. If thought appropriate by the Council, payment of certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.13 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 6.14. The Council will aim to rotate the duties of Members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 6.15. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.16. No employee or councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person not authorised in writing by the Council or a duly delegated committee.
- 6.17. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.18. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.19. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate, approved by the Council, shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts

of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.20. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these Regulations.
- 6.21. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the RFO and two members. A programme of regular checks of standing data with suppliers will be followed.
- 6.22. 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/RFO shall be refunded on a regular basis, at least quarterly.
- 6.23. Any Debit Card issues for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum of £1000 unless authorised by Council or the Finance Committee in writing before any order is placed.

## **7. PAYMENT OF SALARIES**

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to and ratified by the next available Council meeting after prior scrutiny by two members of the Council.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or delegated committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
  - a) by any councillor who can demonstrate a need to know;
  - b) by the internal auditor;
  - c) by the external auditor; or
  - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

- 7.6 An effective system of personal performance management should be maintained for Officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff, the Council must consider a full business case.

## **8. LOANS AND INVESTMENTS**

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the Council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the Council at the same time as one is issued to the Clerk/RFO.
- 8.4. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.5. The Council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.
- 8.6. All investments of money under the control of the Council shall be in the name of the Council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 6 (Payment of Accounts).

## **9. INCOME**

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO. The RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.

- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. ORDERS FOR WORK, GOODS AND SERVICES**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. When issuing an official order, the RFO shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. CONTRACTS**

- 11.1. Every contract, except those which relate to items (i) to (vi) below, shall comply with these financial regulations, other than in an emergency:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services, such as are provided by solicitors, accountants, surveyors and planning consultants;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and

- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.2. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at ~~£25,000~~ £30,000 or more, the Council shall comply with the relevant requirements of the Regulations.
- 11.3. The full requirements of the Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in the Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- 11.4. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council and recorded in the Minutes.
- 11.5. Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- 11.6. 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.
- 11.7. Any invitation to tender issued under this Regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 11.8. When it is to enter into a contract of less than ~~£25,000~~ £30,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1 the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1000 the Clerk shall strive to obtain a minimum of 2 quotations. Otherwise, Regulation 10.3 above shall apply.
- 11.9. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10. Should it occur that the Council, or duly delegated Committee or Working Group, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, 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.

## **12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as maybe agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of

work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

### **13. ASSETS, PROPERTIES AND ESTATES**

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the 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.
- 13.2. No tangible movable 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, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.
- 13.7. Assets will be recorded in the register at cost price and no depreciation will be applied. In the absence of actual cost information being available a reasonable estimate will be used.

### **14. INSURANCE**

- 14.1. Following the annual risk assessment (per Financial Regulation 15), the RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.



- 14.4. 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 or duly delegated committee.
- 14.5 The Council will ensure that it has the relevant insurance to cover staff and appropriate members for the type, and size of Council and type of activities

## **15. RISK MANAGEMENT**

- 15.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 15.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

## **16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS**

- 16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations.
- 16.2. The Council may, by resolution of the Council 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 drawn up and presented in advance to all members of Council.

## Aston Clinton Parish Council Risk Assessment Management (Last Review: May 2022 - Next Review May 2023)

This document has been produced to enable Aston Clinton Parish Council to assess the risks it faces and satisfy itself that it has taken adequate steps to minimise them.

### Financial

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
Precept	Adequacy of precept requirements	Medium	Council receive detailed budgets in late autumn. Precept derived directly from this. Expenditure against budget is reported to Council monthly.	Existing procedures are adequate
	Requirements not submitted to	Low	Precept to be considered by Council before the deadline.	
	Precept not received	Low	Clerk informs Council when the monies are received.	
Financial Records Bank & Banking	Banking/Financial Errors	Low	All items of income and expenditure are cross-referenced against bank statements and a monthly reconciliation report created for authorisation. Problems/irregularities are dealt with immediately by informing the bank and awaiting their correction.	Existing procedures are adequate
	Loss through theft & dishonesty	Low	Losses resulting from a bank error would be immediately reported to the bank. Possible losses from unauthorised access to the Council's bank accounts are minimal. Council is covered by a Fidelity Guarantee insurance.	
	Inadequate controls	Med	Reconciliations are prepared monthly by Clerk and reported to Council. Two Councillor signatures on all payments. Council debit card held only by the Clerk. Internal and external audits carried out.	
Cash	Loss through theft or dishonesty	Low	Cash is banked within 3 working days. No petty cash is held and sundry items are purchased using Council's debit card. Monthly reconciliation by two councillors.	Existing procedures are adequate
Debit Card	Incorrect Use	Med	Use of Council's debit card is <del>restricted to use by or with the permission of the Clerk</del> governed by Council's Debit Card Use Policy. All debit card purchases are added to accounts and reviewed and approved by council with all other expenditure.	Existing procedures are adequate
VAT	Compliance with Customs & Excise regulations	Med	VAT payments and claims calculated by Clerk and reclaimed quarterly. Internal and external auditor to provide double check.	Existing procedures are adequate
Reporting & Auditing	Insufficient Information	Low	All income and expenditure are presented at Council meetings along with bank balances. All accounts are available for public inspection.	Existing procedures are adequate
	Compliance	Low	The AGAR is published on the Council's website. Governance is reviewed by the Internal Auditor <del>bi</del> annually. Internal audits take place <del>twice a year</del> annually.	
	Inadequate Records	Low	The Clerk compiles all paperwork relating to monthly income and expenditure in hard copy. Electronic files are save to the cloud.	
Compliance	Not adhering to policy & procedures as set out in the Financial regulations	Low	The RFO & Council to follow Council's financial regulations which are reviewed annually.	Existing procedures are adequate
Direct Costs/Debts	Goods not supplied but billed	Low	The Clerk checks that goods have been received prior to preparing invoices for submission to Council for authorising payment.	
	Incorrect Invoicing	Low	<del>At a Council meeting any Councillor can query an invoice prior to payments approval.</del> Prior to each Council meeting invoices are checked by the Clerk. A payments schedule is circulated to Council and any Councillor can query an invoice with the Clerk. If satisfactory, the payment schedule is approved at a Council meeting.	

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
	Cheque payable incorrect	Low	The Clerk prepares cheques. After the Council meeting at which the payments are approved <b>two members of the Finance &amp; Staffing Committee</b> will sign the cheque and initial the cheque stub.	Existing procedures are adequate
	Electronic payment incorrect	Med	The Clerk uploads the online payments and provides a copy of the invoices together with the payment list. After the Council meeting at which the payments are approved <del>two Councillors</del> <b>members of the Finance &amp; Staffing Committee</b> sign the invoices and payment list then log in to the banking system and authorise the payments checking that the payments matched the approved payment list.	
	Loss of Stock	Low	Council has only minimal stocks and these are monitored by the Clerk.	
	Unpaid Invoices	Low	Unpaid invoices due to Council are pursued by the Clerk on a regular basis.	
<b>ACPC Run Activities</b>	Risk of financial loss	Low	A maximum exposure is ascertained and agreed prior to the event. If finance is not secured in advance there may be some financial risk which would need to be covered by Council's reserves.	Existing procedures are adequate
<b>Grants Awarded by Council</b>	Not following the grant claims procedure	Low	The Clerk ensures that the Grants Awarding Policy is adhered to. A grant application form has been devised to keep up to date records of applications.	Existing procedures are adequate
	Grant Payments		The Clerk ensures that all grants are budgeted for and a schedule of payments are kept for audit purposes. Payments are made in accordance with the Grants Awarding Policy.	
<b>Grants Awarded to Council</b>	Not receiving grant funding when successfully applied for	Low	The Clerk will ensure that all grant payments are made to Council according to the terms of the grant and at the correct time, following up if the are not.	Existing procedures are adequate
<b>Charges/Rental Receivable</b>	Receipts of charges, leases	Low	Invoices are issued in advance of rental period. A schedule is kept, updated and monitored by the Clerk.	Existing procedures are adequate
<b>Best Value/ Accountability</b>	Work awarded incorrectly	Med	Quotes for any work undertaking by contractors will be sought as per Council's Financial Regulations. All quotes are considered by Council or relevant committee.	Existing procedures are adequate
	Overspend on services	Med	If a problem is encountered with a contract the Clerk will investigate, check the quotation/tender, research the problem and report the matter to Council <b>or relevant committee</b> .	
<b>Salaries &amp; Associated Costs</b>	Salary/expenses paid incorrectly	Low	Payments of salaries <b>are in line with contract terms and</b> are made by BACS. The instruction for each payment is signed by two authorised bank signatories and are retained and any payments are reported to Council as made.	Existing procedures are adequate
	Wrong hours paid	Low	The Finance & Staffing Committee authorise timesheets prior to payroll being processed and then authorise payments.	
	Wrong rate paid	Low	Council assess salary rates annually. Salary analysis and payslips are produced by the Clerk on a monthly basis and are circulated to the Finance & Staffing committee available for inspection at Council meetings and signed.	
	False employee	Low	Council authorises the appointment of all employees.	
	Wrong deductions of NI or Tax	Low	Tax and NI is worked out by the external payroll administrators.	

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
	Unpaid Tax & NI Contributions to HMRC		Payments are made monthly to the HM Revenue by the Clerk . The external payroll administrators produce a monthly Inland Revenue Return which is checked by the Clerk. The Clerk checks directly on the HMRC account that all the payments have been received and are correct.	
Employees	Fraud by staff	Low	Financial risks are low as only the Clerk has access to Council's debit card. The requirements of Fidelity Guarantee insurance are adhered to with regards to fraud.	
	Misuse of Council debit card	Low	The debit card is kept securely in locked safe when not in use. If removed for use, the card is returned to the safe as soon as practicable once the transaction has been completed. Each transaction is reported to the next Council meeting.	Existing procedures are adequate
	Health & safety	Low	All employees to be provided with adequate direction and safety equipment needed to undertake their roles and are provided with a copy of Council's Health and Safety Policy. Regular risk assessment checks of workplace carried out.	
Election Costs	Risk of an election cost	Low	Risk is higher in an election year. Estimated costs to be obtained from Bucks Council and included in the budget if insufficient reserves in General Reserves	Existing procedures are adequate
Annual Returns	Annual Audit not completed within the set deadline	Low	The Clerk/RFO prepares the year end accounts statements and AGAR for the internal auditor to review in April. Once the internal audit has been completed the Clerk/RFO prepares the remainder of the AGAR for Council's approval in May/June. The Clerk/RFO then submits the AGAR with supporting papers to the External Auditor.	Existing procedures are adequate
	Annual Audit is not advertised	Low	The Clerk/RFO ensures the annual audit and the conclusion of the audit notices are displayed on the Council's noticeboard and website for the prescribed period of time.	
Contractors	Work inadequate / denial of responsibilities	Med	Clear brief given clarifying the nature of projects and timescales. Effective monitoring takes place	Existing procedures are adequate
	Health & safety	Low	All contractors to provide a copy of their public liability insurance and risk assessments prior to work being carried out.	

# Aston Clinton Parish Council Risk Assessment Management (Last Review: May 2022 - Next Review May 2023)

## BUSINESS CONTINUITY

Subject	Risk Identified	Impact	Control & Action	Review/Assess/Revise
Loss of key personnel	Inability to conduct Council business	Med	In the event of the Clerk being indisposed the Chairman is to contact the Buckinghamshire & Milton Keynes Association of Local Councils for advice. <b>A locum Clerk may be engaged.</b>	Existing procedures adequate. Member of NALC/SLCC
Council Records (Paper)	Loss through theft/fire/damage	Med	Council's records are stored at the Council office. The documents are stored in a lockable fireproof safe. Council has a records management policy which set out retention and destruction periods for council records.	Existing procedures are adequate
Council Records (Electronic)	Loss through theft/fire damage/Data Corruption	Med	Council's electronic records are stored in the <b>Microsoft Share Drive iCloud.</b> Minutes, agendas and policies are held on the Council's website. <b>All laptops are protected via adequate anti-malware products and are protected by adequate passwords.</b>	Existing procedures are adequate
Councillors	Failure to retain or secure the necessary number of members for the Council	Low	When a vacancy arises the Clerk is to follow correct legal processes and ensure appropriate actions is taken to try and co-opt members onto Council.	Existing procedures are adequate

## LEGAL

Subject	Risk Identified	Level	Management/Control of Risk	Review/Assess/Revise
Member's Interests	Register of Members interests	Medium	Completed register of members' interest forms are submitted to the Monitoring Officer. The register is updated when circumstances change and is reviewed annually. All registers are publishes on the Council's website.	Existing procedures are adequate
	Conflict of interest	Low	Councillors are required to declare an interest in any item of business and this is recorded in the minutes.	
Data Protection	Policy Provision	Low	Council is registered with the Information Commissioner. <b>The Council's Data Protection Policy is adhered to and a data breach log kept.</b>	Existing procedures are adequate
Freedom of Information Act	Non-compliance with Model Publication Scheme	Low	Council conforms to the Freedom of Information Act and responds to individual requests in accordance with it.	Existing procedures are adequate

# Aston Clinton Parish Council Risk Assessment Management (Last Review: May 2022 - Next Review May 2023)

## GOVERNANCE & MANAGEMENT

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
Compliance	Lack of knowledge of regulations and codes	Low	The Clerk ensures that all Councillors have available relevant Acts; that a Code of Conduct, Standing Orders and Financial Regulations are in place and training is provided where relevant.	
	Absence of Standing Orders	Low	Ensure that Standing Orders are produced and adopted by Council, understood by Councillors and reviewed annually.	Existing procedures are adequate
	Council acting outside its powers laid down by Parliament	Low	Clerk to monitor relevant legislation and report to Council. Legal advice to be sought where necessary.	
Agendas/Minutes/Notices/Statutory Documents	Accuracy and legality	Low	Agendas and minutes are produced in the prescribed method by the Clerk and adhere to the legal requirements. Agendas are displayed and minutes are available in accordance with the legal requirements. Minutes are approved and signed at the following meeting.	Existing procedures are adequate
	Business conduct	Low	Business conducted at Council meetings is managed by the Chair.	
Insurance	Adequacy	Low	An annual review is undertaken of all insurance arrangements prior to renewal.	
	Public Liability: risk to third party and/or property.	Medium	Insurance is in place for £10million. Risk assessments are regularly carried out to comply with requirements. The play equipment is inspected weekly and an annual ROSPA inspection takes place. <b>Trees are investigated when damage is reported and there is a rolling programme of tree safety Surveys. Burial Ground memorial safety tests are carried out. A safety survey of streetlights is carried out every 5 years. A safety survey of memorials in the burial ground and churchyard are carried out every 3 years.</b>	Existing procedures are adequate
	Employer Liability: non-compliance with employment law	Low	Employees and Council to undertake adequate training and seek advice from the Buckinghamshire and Milton Keynes Association of Local Councils.	
	Fidelity Guarantee	Low	The amount is reviewed annual to ensure insurance cover is sufficient for Council's needs.	
Litigation	Risk of legal action being taken against the Council	Medium	Public Liability Insurance covers general personal injury claims where Council is found to be at fault. The park, open spaces and burial ground are checked regularly. There is a rolling programme of tree reviews in accordance with specialist advice. Trees are investigated when damage reported. Risk Assessments carried out for all Council events. Burial Ground memorial tests are carried out.	Existing procedures are adequate

# Aston Clinton Parish Council Risk Assessment Management (Last Review: April 2023- Next Review April 2024)

## ASSETS & PROPERTY

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
<b>Assets</b>	Loss or damage to assets and third parties/properties	Low	A list of assets is kept and an annual review of assets is undertaken for insurance provision. Any significant changes are notified to the insurance provider.	
	Security of buildings	Low	CCTV coverage of buildings. RKP has a security alarm fitted. Council office is locked when not in use and equipment is stored in the safe.	
	Poor maintenance of assets or amenities	Low	All assets owned by Council are regularly reviewed and maintained. Maintenance agreements are in place where necessary.	Existing procedures are adequate
	Loss of income or performance. Risk to third parties	Low	All repairs and relevant expenditure for any repair is actioned/authorised in accordance with the correct procedures of the Council. Assets are insured. All public amenity land and playparks are inspected regularly by Council.	
	Taking responsibility for community assets without adequate business planning		All implications of transfer are considered before a decision is taken. These will include financial projections, legal processes, budlings or land surveys, staffing and management responsibilities.	
<b>Notice Boards</b>	Risk of damage	Low	Council currently has three noticeboards. No formal inspection procedure is in place but any report of damage and faults are reported to Council and dealt with in accordance with the correct procedures of the Council.	Existing procedures are adequate
<b>Street Lighting</b>	Risk/injury to third party	Low	Insurance is in place. All maintenance issues dealt with once Council notified. Structural survey to take place every 5 years.	Existing procedures are adequate
<b>Street Furniture</b>	Risk of damage, injury to third parties	Low	Council own waste, grit and dog bins, All are insured. Regular visual inspections take place. Faults are reported to the Clerk and repairs/replacements are undertaken as necessary.	Existing procedures are adequate
<b>Mobile Vehicle Activated Signs</b>	Risk of damage, injury to third parties	Low	Council currently owns 1 MVAS and solar panel. There is a Risk Assessment in place for the movement of the MVAS to different locations. The solar panel remains in one location. Insurance is in place.	Existing procedures are adequate

Burial Ground	Interments; risk of damage, injury to third parties.	Low	A Sexton is present at all interments and identifies and informed mourners/funeral directors of any hazards.	
	Memorials: Risk of damage, injury to third parties	Low	The Clerk has been trained to carry out memorial safety checks. Memorials failing the safety checks are temporarily secured and the owners notified that remedial works is required.	Existing procedures are adequate



ACPC Asset Register from 31 March 2024

Overall Total Cost
£3,109,585.68

## ACPC Asset Register from 31 March 2024

Item	Date Purchased	Original Cost	invoice	Total Cost:			
Council room chairs x 30	01/10/2009	£1,552.50		£12,670.50			
Council room tables x 7	01/10/2009	£571.55					
Office three Draw Desk Pedestal x 1	09/10/2015	£159.00	y				
Office under desk drawer unit x 1	01/10/2009	£142.60					
Office Fire Safe	13/10/2021	£1,115.00	y				
Office Bisley tall filing cabinet with 3 shelves and rollout frame	01/10/2009	£800.00					
Office Tall lockable Annandale cabinet x 2	01/12/2010	£383.05					
Office KALLAX shelving unit & 4 boxes	13/02/2024	£109.00					
Office window blinds	01/12/2009	£450.00					
Office Carpet and flooring	01/09/2009	£1,415.36					
Office kitchen cupboard and sink, wall cupboard and larder	01/10/2009	£182.68					
Water heater	22/05/2017	£150.00					
3Kw Curtain Heater (WC)	04/02/2014	£320.00	y				
Office computer	03/05/2012	£563.33	y				
laptop	01/02/2017	£375.00	y				
Printer	22/03/2019	£147.50					
Laptop - HP250 G7 15.6" screen	25/06/2019	£429.00					
Office HP 242 Computer Monitor	05/10/2021	£119.99					
Office HP 250 G7 Notebook	07/09/2021	£619.00					
speaker	01/08/2016	£181.23	y				
Fenton FT15LED Active Speaker 15" 800w	15/12/2023	£132.50	y				
Scanner	07/07/2017	£339.00					
Shredder	01/04/2018	£157.00					
chain of office	01/08/2016	£165.00	y				
20 x black mourning armbands	23/05/2022	£111.21	y				
Electrical termination cabinet	01/12/2013	£1,980.00	y				
<b>DISPOSAL LIST</b>					<b>Removed</b>	<b>Date</b>	<b>Notes</b>
Office public address system	28/06/2015				£1,000.00	16/03/2021	(Agreed as part of Insurance review)
Office Extinguisher water spray eco 6 Ltr	01/01/2010				£118.97	Apr-21	Disposed and replaced with new
Office Extinguisher CO2 2 Kg	01/01/2010				£116.33	Apr-21	Disposed and replaced with new
Office Stand Double and Insert	01/01/2010				£89.89	16/03/2021	(Agreed as part of Insurance review)
Office laptop					£1,000.00	16/03/2021	(Agreed as part of Insurance review)
Office kitchen water heater					£50.00	16/03/2021	(Agreed as part of Insurance review)
Office tables 1800 rectangular cantilever	01/10/2009				£152.95	16/03/2021	(Agreed as part of Insurance review)
TP-Link 4G Router	05/11/2012				£83.33	01/04/2022	no longer required

Item	Date Purchase	Original Cost	Invoice	Total Cost:
Park wooden bridge No 1		£1,500.00		<b>£119,577.07</b>
Park wooden bridge No 2		£1,500.00		
Park shelter green x 1		£1,500.00		
Car park lighting columns	06/12/2012	£1,200.00	y	
new car park lightis	02/05/2013	£427.00	y	
Car Park height barriers x 2	05/12/2012	£1,160.00	y	
Park low metal hoop barriers	10/12/2012	£4,865.00	y	
33m knee rail fencing to car park	21/02/2016	£750.00	y	*
Car park fencing and sleepers for brook	31/05/2011	£156.88	y	
Metal Gates x 2 (Stream& churchyard)	19/05/2011	£299.02	y	
Green hooped perimeter barrier 150cm at park entrance	28/09/2023	£122.48	y	*
5m Single Leaf Access Gate (Allotment Gate)	21/09/2022	£1,352.90	y	
allotment fencing	01/03/2017	£5,415.00	y	
Allotment water tank installation	01/07/2011	£6,428.00	y	
Grow to Give Box	made 2023	£200.00	na	
Park bin store	01/09/2016	£1,500.00	y	
Allotment Shed	22/10/2017	£2,329.00	y	
Defibrillator	31/03/2016	£1,995.00	y	
Point to Point network equipment	25/10/2019	£300.00	y	
Memorial Bench (Ben)	27/10/2015	£569.17	y	
Picnic benches x 8	01/01/2016	£3,600.00	y	
Park metal picnic tables x 4 @ £642.50		£2,570.00	y	
Park dog bins 9 @£350 each		£3,150.00	y	
Bin for rough area of park	01/06/2011	£448.25	y	
Park Cardiff Lidded bin x 2	01/01/2011	£718.00	y	
4 x park bins	01/01/2016	£1,600.00	y	
Park Litter Bins x3	21/04/2016	£1,007.00	y	
Park litter bins x 7 @ £350		£2,450.00	y	
Dual Litter/recycling Bin 160l (Middlesborough)	28/10/2023	£661.29	y	
Park metal benches x 6 @ £500		£3,000.00	y	
Signs: Churchill Hall	19/05/2016	£186.50	y	
Signs: Aston Clinton Park entrance Sign x 2	01/10/2015	£2,537.00	y	
Signs: Danger deep water	01/05/2016	£152.28	y	
signs: 20 x empty liquids take rubbish home	18/06/2021	£152.64	y	
Signs: Park entrance noticeboard and disabled parking signage	15/11/2011	£157.75	y	
Signs: RKP Official Opening internal sign	11/04/2023	£114.62	y	*
CCTV: ANPR Camera & Turret Camera	14/10/2022	£5,462.00	y	
CCTV: PTZ Camera	14/10/2021	£1,000.00	y	
CCTV: Extension to Additional Pole and Camera	24/08/2022	£7,450.00	y	
RKP Double Boot Wiper near changing room external door	24/09/2021	£292.99	y	
RKP Internal Signage x 34	04/08/2021	£1,035.18	y	
Red Kite Pavilion Name Lettering	11/05/2021	£1,892.22	y	
RKP 6l Foam Fire Extinguishers x 6	30/04/2021	£209.94	y	
RKP Powerx Co2 Fire Extinguishers x 7	30/04/2021	£279.93	y	
RKP Acoustic Panels Main Hall and upstairs room	02/09/2021	£9,000.00	y	
RKP Audio Visual Equipment	11/12/2020	£35,921.00	y	
RKP Bike Racks 'Sheffield Cycle Hoop x 4	08/08/2022	£460.00	y	
RKP Bike Racks 'Sheffield Cycle Hoopwith tapping bar x 2	03/08/2022	£308.00	y	
Compact Boot Scraper Brush & Wiper x 2 @ £95.51	07/04/2023	£191.03	y	*

## DISPOSAL LIST

	Removed	Date	Notes
Churchyard/allotment gates	£358.82	16/03/2021	(Agreed as part of Insurance review)
CCTV equipment	£2,760.00	Oct-21	Disposed and replaced with new
Pavilion fire extinguisher	£117.99	Apr-21	Disposed and replaced with new
Pavilion Fire extinguisher	£91.01	Apr-21	Disposed and replaced with new
park bins	£1,208.00	16/03/2021	Duplicate item
bike racks	£336.00	16/03/2021	
Park Kick Wall	£5,000.00	16/03/2021	(AGREED as part of insurance review)
Park yellow gate	£2,500.00	16/03/2021	AGREED March F&S
Football Security fence and gate	£1,466.40	16/03/2021	(AGREED as part of insurance review)
			(AGREED as part of insurance review 4 x
Park dog bins x 4 @£350	£1,400.00	16/03/2021	bins removed)
Park litter bins x 4 @ £350	£1,400.00	16/03/2021	4 x removed
			(AGREED as part of insurance review 6 x
Park metal benches x 6 @ £500	£3,000.00	16/03/2021	benches removed)
Water Pump for allotment tank	£300.00		No longer servicable

Item	Date Purchased	Original Cost	Total Cost:
Trim Trail equipment	29/10/2012	£22,795.00 y	£391,316.24
Play equipment - puss in boots (Play-Ground Supplies)	03/05/2011	£11,972.00 y	
Playground swings (fenland leisure)	20/07/2012	£351.40 y	
Park swings	01/07/2013	£996.00	
Boat Seat (SutcliffePlay)	15/12/2020	£524.10 y	
Streetscape cone climber & Sturdy Tricky Stick	11/01/2021	£17,720.00 y	
Wicksteed Roundabout		£450.00	
SeaSaw		£350.00	
Inclusive play park equipment (Caloo manddala roundabout; wheelchair straps; single point basket swing; inclusive swing)	31/05/2016	£39,097.39 y	
Skate Park spine	17/07/2012	£6,404.89 y	
Skate Park Mini Ramp	22/01/2018	£11,280.00 y	
Park skateboard area and equipment		£30,000.00	
MUGA	22/12/2015	£86,995.00 y	
All Weather Pitch	18/12/2017	£73,104.00 y	
AWP: Locinox Free Lock & Handle	05/08/2022	£249.99 y	
Flood light heads - AWP	30/11/2020	£9,310.64 y	
Park football post sockets	01/07/2009	£241.50	
PlayPark Aug22Caloo Upgrade Incl (Quali Cite Discovery Play zone; Agility Multiplay Climber; Vinci Spring Horse, Vinci Street Play Panel Playhouse, Vinci Swings (cradle seats) , 1.5m slide, Vinci Jeep, Quali cite Dome Climbing Wall)	25/07/2022	£79,315.30 y	
Forza Basketball Heavy Duty Hoop x 2	16/08/2022	£159.03 y	

DISPOSAL LIST	Removed	Date	Notes
Hogs-back play equipment	£780.87		removed July 2022 and replace with new Caloo equipment
Playground - various play items	£126,700.00	16/03/2021	(AGREED as part of insurance review)
Playground Honeycombe whirl seat	£228.34		
Tennis club lighting	£21,995.00	20/02/2023	Tennis club removed and have installed their own lights

## ACPC Asset Register from 31 March 2024

Item	Date Purchased	Original Cost	Invoice	Total Cost:
Compound security fencing		£1,500.00		£16,961.86
Compound security fence and gate	01/01/2011	£1,332.00		
Compound fencing	01/01/2017	£680.00		
Compound Goalpost racking	03/09/2011	£420.00 y		
1965 lawn flite tractor	17/03/2023	£1,250.00 Y		
Easy 125 small trailer	12/03/2023	£250.00 y		
Explore GT Electric Quad Bike	20/07/2023	£4,458.25 y	*	
Boss 5 Shelf Racking	04/11/2022	£299.98 y		
TransBank Hazardous Storage chest	24/04/2014	£226.35 y		
Compound chainsaw Stihl 029		£300.00		
Compound strimmer/trimmer Stihl KM130R		£400.00		
Compound STIHL BG56 C-E Blower	11/11/2020	£165.83		
Compound compressor Concin	17/05/2013	£130.00 y		
Compound Generator	10/12/2015	£179.99		
Compound washer Draper PPW540		£1,700.00		
2.4m 3 leg tripod ladder	09/06/2023	£249.99 y	*	
TR2.36H Petrol dirty water pump	08/08/2022	£429.99 y		
Powered Yellow Cart	29/06/2020	£2,209.90		
50m static warm white outdoor string lights	18/11/2022	£149.58 Y		
Adept GRP Electric Kiosk	08/07/2022	£630.00 y		

DISPOSAL LIST	Removed	Date	Note	
Compound security fencing for football	£1,744.35	16/03/2021	(AGREED as part of insurance review)	
Compound blower Echo ES1000	£250.00	17/03/2021	Replaced by new one	
Compound ballast roller Twose (Olivers)	£500.00	16/03/2021	(AGREED as part of insurance review)	Sold
Compound Jupiter (Olivers)	£500.00	16/03/2021	(AGREED as part of insurance review)	Sold

Land & Buildings	Date Purchased	Purchase Price	Invoice	Total Cost	
Red Kite Pavillion	29/01/2021	£2,052,490.43	n/a	<b>£2,317,843.10</b>	Build and development costs
Office building	01/07/2009	£39,893.50	n/a		
Youth club building		£180,000.00	n/a		
Compound Steel Garage	01/08/2022	£13,430.00	y		Cement floor base and Lifelong Steel Garage installed
Tennis Club Clubhouse/WC	21/07/2020	£32,029.17	y		

**DISPOSAL LIST**

	Removed	Date	Note
Compound garage building	£15,000.00	01/05/2021	Building condemned and demolished

## ACPC Asset Register from 31 March 2024

Item	Date Purchase	Original Cost	Invoice	Total Cost:	Removed	Date	Note
Street lampposts x 198 @ £750		£147,750.00		£247,812.85			
new LED streetlights	01/03/2017	£10,919.51					
new LED streetlights	17-18	£10,919.51					
War Memorial		£40,000.00	n/a				
Molique Aubrey Fountain (Restored March 22)		£7,050.00	y				was £1 now revalued following restoration
York stone patio at Molique Aubrey Fountain		£7,000.00	y				invoice includes removal of old patio
Street bus shelter 1 by War Memorial		£1,500.00					
Street bus shelter 2 by The Bell		£1,500.00					
Street bus shelter 3 by Rising Sun roundabout		£1,350.00					
Street bus shelter bin London Road	01/02/2012	£299.95	y				
New bus shelter - Mela	13/06/2019	£7,324.00					
Bus shelter bench	31/07/2019	£199.00					
Sign: Burial Ground aluminum sign	10/03/2016	£146.36	y				
village bin	01/09/2016	£285.14					
Bin on Upper Icknield Way	22/11/2012	£249.00	y				
1 dog bin (red)	05/06/2015	£289.48	y				
3 dog bins (red)	13/07/2015	£777.33	y	*			
On-street notice boards	01/07/2010	£1,400.00					
Defibrillator	31/03/2016	£1,995.00	y				
ElanCity MVAS	01/12/2021	£1,952.37	y				
Elan City 80w Solar panel	23/07/2023	£398.88	y	*			
Lest we forget Bench by War Memorial	01/07/2022	£1,117.00	y				
Wildlife Bench by Mela on London road	01/07/2022	£1,117.00	y				
NHS Breathing Space Bench Stablebridge Junction	20/09/2022	£1,312.00	y				
4ft Oak benches x 2 at Fountain	06/06/2022	£704.17	y				
Green bus Stop Bin (o/s 128 London Road)	30/08/2023	£257.15	y	*			
<b>DISPOSAL LIST</b>					<b>Removed</b>	<b>Date</b>	<b>Note</b>
1 x streetlight o/s 30 Beechwood way					£ 750.00	17/03/2023	base corroded and unsafe - removed

# ACPC Asset Register from 31 March 2024

Item	Date Purchased	Original Cost	Total Cost:
			£0.00

## DISPOSAL LIST

Anthony Hall Tables and chairs	01/11/2010
Anthony Hall Tables	01/11/2010

Removed	Date	Notes
£3,252.40	31/03/2023	items no longer used by Council
£975.25	31/03/2023	items no longer used by Council



Item	Date Purchased	Original Cost	Invoice	Location	Total Cost:
Office Chair	01/09/2015	£50.00		Office	<b>£3,404.06</b>
Office chairs x 2	01/06/2011	£109.25		Office	
Office Desk	23/11/2015	£25.00		Office	
Office Desk (assistant clerk)	11/10/2021	£15.00 y		Office	
Office Maple 3 drawer pedestal	09/03/2022	£38.00 y		Office	
Printer Table	17/10/2021	£5.00 y		Office	
Office computer display	20/04/2012	£89.00		Office	
Office HP 24 FHD Computer Monitor	04/04/2022	£99.99 y		Office	
Office wireless keyboard x 2	23/11/2021	£41.23 y		Office	
Office backup computer drive	20/03/2012	£85.00 y		Office	
Boyata laptop Stand	01/04/2022	£22.49 y		Office	
Qwerty wireless keyboard and mouse	01/04/2022	£21.95 y		Office	
Huanuo monitor stand	01/04/2022	£9.91 y		Office	
Arteck Wireless Keyboard	25/04/2022	£24.69 y		Office	
Office Green Noticeboard	05/04/2022	£27.92 y		Office	
Toshiba 800w Microwave Oven	15/07/2023	£55.82 y		Office	*
Office Desk Fan	22/07/2013	£11.67 y		Office	
Seville Tower Fan	12/06/2024	£69.99 y		Office	
Label Printer	20/10/2011	£29.99 y		Office	
Projector	25/10/2023	£67.99		Office	
Office key cabinet	01/08/2010	£45.83		Office	
Office Green Noticeboard	16/02/2022	£27.92 y		Office	
Office 6l Foam Fire Extinguisher	30/04/2021	£34.99 y		Office	
Office Powerx Co2 Fire Extinguisher	30/04/2021	£39.99 y		Office	
New Allotment Holders cup	20/06/2022	£11.50 y		Office	
Sum Up Air Card Readers x 2	24/11/2022	£78.00		Office	
Yellow ACPC Hiz Vests x 20	13/05/2022	£98.80 y		Office	
Accessible Swing Additional Handicap Sign	26/04/2023	£73.00 y		Office	
Signs: Barrier will be closed 7 days	24/04/2015	£150.16 y		Park	
Signs: No through road/no access	21/01/2013	£65.05 y		Park	
Signs Muga 780mmx600mm : 100mm	10/02/2016	£70.08 y		Park	
Signs: Using your skatepark 5	17/07/2015	£111.62 y		Park	
Signs: 1 x harness for swing	19/10/2022	£17.10 y		Park	
Signs: No dogs allowed in play area	17/06/2021	£79.75 y		Park	
Signs: Annual Festival Dog Control	11/04/2023	£89.61 y		Park	
noticeboard		£93.98		Park	
Post boxes for pc and park club	01/07/2012	£82.80		Park	
Youth Club/Office wall mounted	26/01/2022	£31.67 y		Park	
RKP Wet Chemical 6l Fire Extinguisher	30/04/2021	£59.00 y		Park	
RKP Cigarette Ash Bin x 1	03/02/2023	£39.99 Y		Park	
Compound Road Closed Signs	01/11/2009	£154.51		Compound	
Compound inverter Draper MMA TIG 80 Amp		£86.00		Compound	
drill	01/07/2016	£90.90		Compound	
2-section ladder 3.6m	11/07/2022	£99.07 y		Compound	
DeWalt DCS355N Cordless Blower	19/03/2023	£83.33 y		Compound	
50m Hose Reel x 2	25/06/2021	£77.00 y		Compound	
Hydro Sure Two Wheel Hose	28/04/2021	£92.00 y		Compound	
wheel barrow	01/06/2016	£99.99		Compound	
85l silverhouse Wheelbarrow	01/11/2022	£46.66 y		Compound	

Hillbrush Litter Picker	18/05/2021	£16.62	Compound
Compound Long handled Dus	07/10/2020	£22.46	Compound
5 x 80l black plastic bins	06/02/2022	£90.00 y	Compound
Oregon forestry Helmet	16/09/2022	£34.99 y	Compound
White Surface Mounted elect	16/03/2022	£39.35 y	Compound
Hi-Vis Yellow Parka EL	21/10/2022	£26.99 y	Compound
Union Jack 2y flag	01/10/2023	£65.95	war memorial
St Georges flag 2 yard	03/10/2023	£77.51 Y	war memorial



# **Aston Clinton Parish Council**

## **Grant Awarding Policy and Application Form**

Adopted: April 2022   Next Review: April 2024

### **Policy Statement**

Aston Clinton Parish Council (hereby referred to as ACPC) has the power to make a grant or gift to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by ACPC.

Grants will be considered to organisations who can demonstrate that the funds will be spent in the interests of or direct benefit of the area or its inhabitants, or of part of it, or some of it and the direct benefit should be commensurate with expenditure.

Nothing contained herein shall prevent ACPC from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

### **Guidelines for Grant Applications**

1. Grant applications will only be considered from groups and organisations whose activity or service benefits residents of the Parish.
2. ACPC awards grants at its absolute discretion to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish.
3. Grant applications cannot be made retrospectively.
4. ACPC will NOT award grants to: -
  - Individuals;
  - Commercial organisations;
  - Purposes for which there is a statutory duty upon other local or central government departments to fund or provide;
  - “Upward funders” i.e. local groups where fund-raising is sent to a central HQ for redistribution.
  - Political parties;

This list is not exclusive and may be added to at ACPC's discretion.

5. Applications from religious groups will be considered where a clear benefit to the wider community can be demonstrated irrespective of their religious beliefs. Compliance with this requirement will need to be demonstrated throughout the project.
6. Schools will only be grant aided for environmental purposes or if, in the opinion of ACPC, their application is for the benefit of the wider community.
7. Applications from education, health or social service establishments will be considered where the organisation can demonstrate that it is working in partnership with other groups and where there are benefits to the wider community within the parish.
8. Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

9. The size of any grant awarded is at the sole discretion of ACPC.
10. ACPC may make the award of any grant or subsidy subject to such additional conditions and requirements, as it considers appropriate.
11. ACPC reserves the right to refuse any grant application which is considered to be inappropriate or does not fall within the objectives of ACPC.
12. Funding will be considered for up to three years, and any subsequent funding will be at the discretion of the Council. Applicants should show that they have sought funding from other sources and the outcomes/feedback received.
13. Normally organisations can apply no more than once each financial year, however exceptional circumstances will be considered.
14. ACPC will consider applications at least two times in each financial year.
15. Retrospective grants will not be considered.
16. This policy may be amended at any meeting of ACPC following a motion having been published on the agenda for that meeting beforehand.

## **Application Procedure**

17. All applicants must complete a Grant Application form and provide supporting information. Grant application forms are available from the Clerk or from ACPC's website
18. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, the current balance sheet, bank statements and details of any loans or funding from other sources.
19. For projects costing over £3,000 ACPC will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. ACPC reserves the right to request proof of the tender process.

## **Successful Applications**

20. Grants must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to ACPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
21. If the grant is to purchase a capital item ACPC must be provided with a copy of the invoice before the grant payment is made.
22. Applicants must acknowledge ACPC in any publicity relating to the grant and agree to ACPC publicising details of any grants it makes. Where appropriate ACPC may require a notice to be affixed.
23. ACPC will not increase the grant if applicants spend more than the agreed budget.
24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

# GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group
Type of organisation/group – If applicable give charity/company registration number.
Contact's name
Position within the organisation/group
Contact's address
Contact's telephone number
Contact's e-mail address
What services, facilities and activities does your organisation/group provide?
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.
Number of members in the organisation/group
Number of members resident in Aston Clinton
Total spent by the organisation/group in the last twelve months
Total received by the organisation/group in the last twelve months
Main income sources – please itemise
Current bank balance (please state date)

Project Details
Name of Project
When will the project start and end or take place?
Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.
Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit
How will you know if your project has been successful? What will you be measuring and how will you measure it?
Will the project continue after this grant is spent? If so, how will it be funded?
Financial Details
What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.
How much money is this grant application for?
Where will the difference between the project cost and the grant application come from?
Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?
If you do not receive funding from ACPC will the project, still go ahead?
Bank details for the organisation/group

### Declaration

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts ☐

Balance Sheet ☐

Bank Statement ☐

Constitution ☐

Project Budget ☐

Signature 1:  
Contact person

Signature 2:  
Chair or senior representative of organisation/group

Date:

Please return your completed application form and supporting documents to:

The Clerk  
Aston Clinton Parish Council  
Council Office, Aston Clinton Park  
London Road, Aston Clinton  
HP22 5HL  
Email: [clerk@astonclinton.org](mailto:clerk@astonclinton.org)



# Aston Clinton Parish Council

## Debit Card Use Policy

Adopted: 2024 Next Review: March 2026

### 1. Introduction

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

### 2. Procedure

#### Issuing

1. A debit card may only be issued with prior authorisation from the Parish Council.
2. Only one (1) debit card may be held by the Council at any time, in relation to its current account.
3. Use of the Council's debit card is limited to occasions when it is not possible or practical to pay by BACS, or where suppliers are unable to offer a credit account.
4. The Clerk or any member of the Finance & Staffing Committee, with the Clerk's authorisation, may use the debit card and make payments.
5. The Clerk is solely responsible for the safe keeping of the debit card.
6. The PIN will remain the knowledge of the Clerk only and must be kept confidential, as must the card security number.
7. If the debit card becomes lost or stolen, it must be reported to the issuing bank immediately upon discovery and the Chair of the Parish Council. The Council will provide the bank with all the information in its possession as to the circumstances of the theft, misuse, loss of the card or disclosure of the PIN number and take all steps deemed necessary by the bank to assist in the recovery of the missing card.
8. The issuing bank must be told to cancel the debit card to prevent any unauthorised usage. A card that is reported as lost, stolen or liable to misuse will not be subsequently used, but will be destroyed by cutting it up into pieces. Written confirmation of its destruction will be forwarded to the bank and notified to the Council.
9. In the event of the Clerk's termination of employment, the Clerk must return any issued debit card to the Chair of the Parish Council and the card will be destroyed by cutting it up into pieces. Written confirmation of its destruction will be forwarded to the bank and notified to the Council.

#### Usage

10. The Clerk shall be permitted to use the debit card for making online and/or telephone payments only. For online purchases, only secure websites must be used.
11. Cash withdrawals are not permitted on the card.
12. Purchases on the debit card must comply with the Council's Financial Regulations.
13. Each transaction is limited to £750 at any time, unless pre-authorised by the Council in advance.

**Reconciliation & Inspection**

14. Receipts of debit card transactions must be kept, and all card payments must be included on the payments listing for presentation to Council for noting and public scrutiny.
15. If any purchases contain any charges for VAT, a proper VAT receipt or invoice should be obtained.
16. The Clerk will check receipts against the debit card statements and will investigate any discrepancies and report them to the Finance & Staffing Committee

**Fraudulent Use or Misuse**

17. The debit card cannot be used for non-Council or personal expenditure. Any misuse or fraudulent uses may result in disciplinary action being taken.
18. This document and guidance should be read in conjunction with adopted Financial Regulations and Standing Orders.

# **Aston Clinton Parish Council**

## **Grant Awarding Policy and Application Form**

Adopted: April 2022   Next Review: April 2024

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16. This policy may be amended at any meeting of ACPC following a motion having been published on the agenda for that meeting beforehand.

## **Application Procedure**


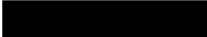

17. All applicants must complete a Grant Application form and provide supporting information. Grant application forms are available from the Clerk or from ACPC's website
18. Applicants are expected to provide full financial information including the latest annual accounts which have been checked and signed by a person independent of the group, the current balance sheet, bank statements and details of any loans or funding from other sources.
19. For projects costing over £3,000 ACPC will require that the organisation has robust tendering regulations, e.g. obtaining a minimum of three tenders. ACPC reserves the right to request proof of the tender process.

## **Successful Applications**

20. Grants must only be used for the purpose for which it was awarded and any unspent portion of the grant must be returned to ACPC by the end of the financial year in which it was awarded unless a firm financial commitment has been entered into which will be met within the following year.
21. If the grant is to purchase a capital item ACPC must be provided with a copy of the invoice before the grant payment is made.
22. Applicants must acknowledge ACPC in any publicity relating to the grant and agree to ACPC publicising details of any grants it makes. Where appropriate ACPC may require a notice to be affixed.
23. ACPC will not increase the grant if applicants spend more than the agreed budget.
24. Within one month of the completion of the project completion the applicant will provide ACPC with a report on the project and its impact on the community within Aston Clinton.

# GRANT APPLICATION FORM

This form will be submitted to Aston Clinton Parish Council to assist in their decision making. Any financial figures should be for the last financial year.

Organisation/Group Details
Name of organisation/group <b>Village Life</b>
Type of organisation/group – If applicable give charity/company registration number. <b>Community News Magazine</b>
Contact's name <b>Rod King</b>
Position within the organisation/group <b>Treasurer</b>
Contact's address 
Contact's telephone number 
Contact's e-mail address 
What services, facilities and activities does your organisation/group provide? <b>The preparation, production and distribution of a bi-monthly community news magazine, provided free of charge to all homes in Aston Clinton, Buckland and Drayton Beauchamp, with further additional copies provided to community groups and businesses.</b>
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton. <b>All residents of Aston Clinton, Buckland and Drayton Beauchamp receive a free hard copy of the magazine which provides articles regarding the activities of a range of local community groups and details of upcoming events. It also includes adverts for local businesses, which are provided at very competitive rates in order to help to support local businesses. There is also a website where electronic copies of the magazine are available to anyone with internet access.</b>

<p>Number of members in the organisation/group</p> <p><b>The production team comprises eight members, with approximately forty distributors, all of whom are volunteers.</b></p>
<p>Number of members resident in Aston Clinton</p> <p><b>Of the production team, there are currently five who live in Aston Clinton and of the distributors over thirty also live in Aston Clinton.</b></p>
<p>Total spent by the organisation/group in the last twelve months</p> <p><b>The final figures for 2023/24 are not yet available, but approximate expenditure is expected to be in the order of £10,000.</b></p>
<p>Total received by the organisation/group in the last twelve months</p> <p><b>The final figures for 2023/24 are not yet available, but receipts are expected to amount to approximately £10,000, including the £2,000 grant received from ACPC in October 2023.</b></p>
<p>Main income sources – please itemise</p> <p><b>Advertising revenue: Approximately £8,000</b> <b>ACPC grant: £2,000</b></p>
<p>Current bank balance (please state date)</p> <p><b>The current bank balance is £10,396.88, however most of this money is owed to the printers (£1,571.39), or is advance payments received from advertisers (£3,890.39), who are charged in advance on an annual basis. The net value is approximate reserves of £4,935.10, which worst case, if there was no further new income, would only cover the production of four more editions and would mean closing within the next twelve months. At best, with the ongoing shortfalls the reserves will be exhausted within 12 – 18 months.</b></p>
<b>Project Details</b>
<p>Name of Project</p> <p><b>The ongoing production of Village Life in its current established format, for the next twelve months.</b></p>
<p>When will the project start and end or take place?</p> <p><b>April 2024 – March 2025</b></p>
<p>Description of the Project – Describe your project in detail. Who will do what, when and why? You may attach other documents to aid your explanation.</p> <p><b>The objective is to be able to prepare, produce and distribute six editions of Village Life in the period April 2024 to March 2025. The first of these (Edition 74) has already been issued, covering April and May 2024.</b> <b>However, it currently costs almost £2,000 per edition for graphic design and publishing, whereas the advertising revenue currently equates to approximately £1,500 per edition. Therefore, there is currently a shortfall of approximately £500 per edition.</b></p>

Who will benefit from the Project? How many people will benefit and how many of them are residents of Aston Clinton. Describe what category of people will benefit

**The objective is the ongoing production of the magazine in its current format, which is considered to be of a very good standard and of considerable benefit to all Aston Clinton residents and the community groups and businesses that are included. If we cannot establish how the ongoing production of the magazine will be funded, then it cannot continue in its current form and would likely need to be wound up in the next few months. This would mean Aston Clinton losing its only such publication.**

How will you know if your project has been successful? What will you be measuring and how will you measure it?

**At present, the magazine is the best that it has ever been when measured by quality, quantity and variety of content and its presentation, but funding is the main issue. We are constantly monitoring the advertising revenue and trying to identify new advertisers and other potential sources of revenue, whilst also maintaining editorial independence and integrity. Going forward we shall prepare a financial forecast for the year as well as Advertising Manager's reports for each edition.**

Will the project continue after this grant is spent? If so, how will it be funded?

**The intention is that the magazine will once again become self-financing through advertising revenue. We have considered other sources of income, such as sponsorship, grants from other sources, even crowdfunding, but each alternative has downsides, therefore we believe the most appropriate solution is for an ACPC grant to cover the anticipated shortfall this year, which will allow the time to either improve advertising revenues or develop alternative funding arrangements.**

#### **Financial Details**

What is the total cost of this project? – Provide details of how this figure is built up. You may wish to use a separate sheet.

**The costs for each edition are two-fold:**

**Graphic Design - £350**

**Printing - £1,650**

**Total - £2,000**

**6 editions = £12,000**

**The current advertising revenue is:**

**25 pages @ average £400/page/year = £10,000**

**Shortfall = £2,000**

**Note, the costs include allowance for inflation, the income is based on 2024 charges**

How much money is this grant application for?

**£2,000**

Where will the difference between the project cost and the grant application come from?

**Advertising revenue, a lot of which is already secured as advertisers generally commit to 12 months and pay in advance.**

Have you applied, been promised or received Grants/Donations from any other sources for this project? If so, who?



**No, we have not applied for other grants or donations as we consider ACPC the most appropriate.**

If you do not receive funding from ACPC will the project, still go ahead?

**It would depend on whether funds could quickly be secured from elsewhere, otherwise we would need to plan an orderly closure, where all bills are settled and advance payments reimbursed.**

Bank details for the organisation/group

**Barclays Bank Aylesbury  
Aston Clinton PCC – Village Life Acc  
Sort Code 20-03-18, A/C No 43377806**

### **Declaration**

We confirm that all the information contained within this Application is true and accurate to the best of our knowledge and belief, and that we are authorised to submit this application on behalf of the organisation/group.

We understand that any grant received from Aston Clinton Parish Council (ACPC) resulting from this Grant Application will be spent in accordance with the Application and any grant conditions made to it.

We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.

We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

We undertake to report the ACPC at the end of the project on its success.

We have provided copies of the following documents to support the application. Please tick as appropriate

Accounts ☐

Balance Sheet ☐

Bank Statement ☐

Constitution ☐

Project Budget ☐

Signature 1:  
Contact person – **Rod King, Treasurer**

Signature 2:  
Chair or senior representative of organisation/group – **Barbara Muston, Editor**

Date: **6<sup>th</sup> April 2024**



MG 006938 F1VI552A 709F305SC00036 35800 B 14627

**THE OFFICIALS**  
**ASTON CLINTON P.C.C - VILLAGE LIFE**


# Your Community Account

## At a glance

### 17 Feb - 18 Mar 2024

Date	Description	Money out £	Money in £	Balance £
17 Feb	Start Balance			11,248.27
26 Feb				11,343.27
				11,443.27
4 Mar				9,871.88
14 Mar				9,976.88
18 Mar				10,186.88
18 Mar	Balance carried forward			10,186.88
	Total Payments/Receipts	1,571.39	510.00	

Start balance	£11,248.27
Money out	£1,571.39
▶ Commission charges	£0.00
Money in	£510.00
▶ Gross interest earned	£0.00
End balance	£10,186.88

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Anything wrong?** If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Invoices to be approved at 17th April 2024 Council Meeting							
Date	Company	Invoice #	For	Amount £	Vat £	Total £	Clerks Comments
01/02/2024	Aylesbury Fire Systems Ltd	1321	RKP minor fire alarm service	£ 145.00	£ 29.00	£ 174.00	
12/04/2024	Aylesbury Town Council	112278	Coffee grounds recycling bags	£ 403.50	£ 80.70	£ 484.20	
03/04/2024	Bee Happy Gardens	Mar-24	RKP Gardening March 2024	£ 198.92	£ -	£ 198.92	
05/04/2024	BMKALC	5189	BMKALC/NALC Annual Subs	£ 791.49	£ -	£ 791.49	
01/03/2024	Buckland & AC Cricket Club	Grant	Grant payment for lawn tractor	£ 1,799.00	£ -	£ 1,799.00	
02/04/2024	Buckland Landscapes	51210	Park Grounds Maintenance March 24	£ 1,380.36	£ 276.07	£ 1,656.43	
17/03/2024	Combined Playground Svs	437	Playground RoSPA inspection	£ 400.00	£ -	£ 400.00	
15/02/2024	Community Heartbeat	20197	Maintenance cover for 2 Defibrillators	£ 850.00	£ 170.00	£ 1,020.00	
02/04/2024	Creative Solutions	39957/2	Allotment 8xA4 wall mounted noticeboard	£ 516.40	£ 103.28	£ 619.68	
20/03/2024	DCK Payroll Solutions	P5068	March 24 Payroll Admin	£ 30.90	£ 6.18	£ 37.08	
17/04/2024	DCK Payroll Solutions	24006	Payroll year end 2023/24	£ 30.90	£ 6.18	£ 37.08	
21/03/2024	Fitzpatrick Woolmer	56092	Fountain info board	£ 1,690.00	£ 338.00	£ 2,028.00	
28/03/2024	Gardens by Gathercole	SG931	BG grounds maintenance	£ 270.00	£ -	£ 270.00	
01/04/2024	Goldleaf Groundcare	13877	Footpath/Hedges grounds maintenance	£ 534.67	£ 106.93	£ 641.60	
01/04/2024	Hutchison Flooring	24240	RKP main hall flooring remedial work	£ 4,788.00	£ 957.60	£ 5,745.60	
22/03/2024	London Hearts	3227	C1a Defibrillator & external heated cabinet	£ 750.00	£ 150.00	£ 900.00	paid on 26/03/24
31/03/2024	M&J Welding	240303	Repair main height barrier pin	£ 225.00	£ 45.00	£ 270.00	
03/04/2024	OALC	W3242	Council Assets Training SP	£ 40.00	£ 8.00	£ 48.00	
04/04/2024	Reactive Doors	RD16359	RKP callout/repair to main entrance door	£ 355.00	£ 71.00	£ 426.00	
22/03/2024	Clir R Read	Expenses	Refuse Sacks	£ 25.16	£ -	£ 25.16	
01/04/2024	Rialtas	SM28682	Omega Cashbook Subs/Maintenance	£ 741.00	£ 148.20	£ 889.20	
03/04/2024	Clir L Ronson	Expenses	Flowers/get well card	£ 22.50	£ -	£ 22.50	
04/04/2004	Rothschild Foundation	Refund	Refund of £1000 paid to ACPC in error	£ 1,000.00	£ -	£ 1,000.00	
08/04/2024	Ms C Shear	Email	Office Cleaning Dec 2023 - March 2024	£ 187.00	£ -	£ 187.00	
11/04/2024	Sign Wizzard	38059	Replacement height barrier signs x 2	£ 106.56	£ 21.31	£ 127.87	
06/04/2024	Tree Monkey Tree Care	5341	Tree Safety tree work in Park and Churchyard	£ 3,640.00	£ 728.00	£ 4,368.00	
02/04/2024	Viking	4019004	Lever arch files/stapler	£ 27.41	£ 5.48	£ 32.89	
08/04/2024	K Workman	43	Park Keeper duties March 2024	£ 777.50	£ -	£ 777.50	
04/04/2024	Your Café in the Park	757	RKP Cleaning March 2024	£ 620.00	£ -	£ 620.00	
<b>Direct Debits:</b>							
03/04/2024	British Gas	838485796	car park SL electricity March 2024	£ 34.68	£ 1.73	£ 36.41	
03/04/2024	Buckinghamshire Council	2205079239	Waste March 24	£ 379.00	£ -	£ 379.00	
03/04/2024	Castle Water	10001894610	Office water/waste March 2024	£ 20.11	£ 1.80	£ 21.91	
16/04/2024	Drax	1107844521	Streetlight Electricity March 24	£ 1,755.60	£ 351.12	£ 2,106.72	
16/04/2024	Drax	1107844520	additional Streetlight Electricity March 24	£ 125.29	£ 6.26	£ 131.55	
28/03/2024	Hugo Fox	4733	Website hosting	£ 19.99	£ 4.00	£ 23.99	
15/04/2024	Tanswell Technology	12453	Office365 software and IT support	£ 49.50	£ 9.90	£ 59.40	
<b>Debit Card</b>							
12/03/2024	Amazon	1306109055	key tags	£ 7.12	£ 1.43	£ 8.55	
12/03/2024	Amazon	411828795	20 key tags	£ 10.67	£ 2.14	£ 12.81	
13/03/2024	Amazon	180825601	Cork noticeboard	£ 7.49	£ 1.50	£ 8.99	
14/03/2024	Amazon	GB41R1BH0A8	First Aid Kit refill kit	£ 39.65	£ 7.93	£ 47.58	
31/03/2024	Amazon	1533487665	6 walkie talkies	£ 74.12	£ 14.83	£ 88.95	
02/04/2024	Amazon	146700411	Raffle drum	£ 70.82	£ 14.17	£ 84.99	
02/04/2024	Cloud Next Ltd	218835	.gov.uk domain name registration	£ 10.00	£ 2.00	£ 12.00	
02/04/2024	Cloud Next Ltd	218836	astonclinton-pc.gov.uk annual domain hosting	£ 49.99	£ 9.99	£ 59.98	
03/04/2024	Co-op	Receipt	milk, washing up liquid, bleach	£ 4.15	£ -	£ 4.15	
23/03/2024	Just Host	303663946	3 month website domain name hosting	£ 58.93	£ -	£ 58.93	
25/03/2024	Shell Budgens Aston Clinton	Receipt	milk	£ 1.45	£ -	£ 1.45	
26/03/2024	Sweeneys Budgens	Receipt	bleach, cleaning spray	£ 4.38	£ -	£ 4.38	
08/04/2024	Tesco	Receipt	milk	£ 0.90	£ -	£ 0.90	
				<b>£ 25,070.11</b>	<b>£ 3,679.73</b>	<b>£ 28,749.84</b>	
<b>INCOME February 2024</b>							
Date	Company	Invoice Numb	For	Amount £			
04/03/2024	Aston Clinton Football Club	PPACFC23/02	AWP 2024 Rent & AWP 2023 turnover rent	£1,754.31			
01/03/2024	GS Fitness	PPGSF/23/03	Hire of Fitness area March 2024	£308.40			
14/03/2024	GS Fitness	PPGSF/23/03	Hire of Fitness area Feb 2024	£308.40			
05/03/2024	Your café in the park	S/0	monthly RKP rental payment	£ 1,800.00			
15/03/2024	Tanswell Technology		Refund of overpayment	£51.80			
various	Allotment holders		Allotment tenancies/deposits	£88.00			
28/03/2024	Barclays Bank		Bank interest	£512.57			
				<b>£4,823.48</b>			



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting  
held at 6.30pm on **27<sup>th</sup> March 2024** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr D McCall (Chair), Cllr J Judge, Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk)

**F23.64 Public Participation** No members of the public were present.

**F23.65 To Receive Apologies for Non-Attendance** None received.

**F23.66 To Receive Declarations of Interest or Requests for Dispensation** None received.

**F23.67 To Approve the Minutes of the Meeting Held on 14<sup>th</sup> February 2024**

The minutes of the meeting held on 14<sup>th</sup> February 2024 were approved as a true and accurate record and were signed by the Chair.

**F23.68 To Consider Setting Up a Programme which Recycles Coffee Grounds from Local Businesses**

The Committee considered starting a coffee grounds recycling programme with local businesses following the Aylesbury Town Council (ATC) model which started in 2022.. Local businesses would be provided with biodegradable pouches to be filled with used coffee grounds, which residents/employees could take free of charge for use as a fertilizer in their gardens. The minimum order would be for 500 bags with each bag, which will include a sticker explaining the programme, costing 0.82p. It is estimated that 500 bags would be enough for 2-3 years. **It was resolved to introduce a coffee grounds recycling scheme to local businesses in Aston Clinton and purchase 500 bags at an estimated cost of £410.**

**ACTION:** Clerk

**F23.69 Grounds Maintenance**

- i. Football pitches: Cllr McCall reported that a meeting had been arranged with AC Football Club to discuss a number of points including the current drainage issues on the main pitch, the possibility of re-siting of the main pitch and flooding issues around the AWP.

**F23.70 Sports & Recreation**

- i. RoSPA playparks inspection report: Cllr Judge reported that the report following the inspection conducted on 6<sup>th</sup> March 2024 had been received. Quotes were being sought for remedial work. **ACTION: Cllr Judge**
- ii. Dylan memorial zip wire: Cllr Judge reported that Kompan would provide a quote and details on location and design for the next meeting of Council. **ACTION: Cllr Judge**
- iii. Trim trail removal: Cllr Judge reported that the RoSPA inspection had identified urgent safety concerns regarding 4 pieces of the trim trail due to severe rot. The 4 items which include the sit-up station, the hurdles, the pull-up station and the frame climber were fenced off. The report stated that the remaining trim trail items would need to be removed in the coming months. Given the result of the inspection report it was agreed that the removal of all trim trail items should take place immediately. Quotes were considered. **It was resolved to accept quote 1 for £1,200 from AC Waste Clearance to remove all trim trail stations.** **ACTION: Cllr Judge**
- iv. 2024/25 Football pitch hire permits & fees: The Committee reviewed the terms of the football pitch hire permits for the 2024/25 season. It was noted that the pitches could not be used during the Aston Hill Centenary event on 17<sup>th</sup> May 2025. **It was resolved that the**

closed period would be extended to 8 weeks, the pitches could not be used on 17<sup>th</sup> May 2025. the charge for the use of pitches outside of the hire period would increase to £50 per session. The permit fee for Aston Clinton Football Club would be £1750 and the permit fee for Aston Clinton Colts would be £2950. It was agreed that the clubs be contacted for their permit dates. **ACTION: Assistant Clerk**

- v. Allotment noticeboard. Quotes for a wall mounted top hung noticeboard for the allotment site were considered. The noticeboard would be mounted on the allotment shed next to the door. It was resolved to accept the quote from supplier 1, Creative Solutions, for a 8 x A4, top hung, Horizon premium magnetic noticeboard with a green frame at a cost of £502. **ACTION: Clerk**

#### **F23.71 Events**

- i. Family Festival: Cllr Mason reported that a grant application had been submitted to the Wendover Community Board. Quotes for marshalling were being sought and walkie talkies would be purchased. Arla had agreed to donate milk to the event, the RKP would be informed. **ACTION: Event WG**
- ii. Family Festival charity partner. It was resolved to appoint Kirby's Herd as the charity partner for the 2024 Family Festival. It was agreed that other charities would be offered stalls free of charge. **ACTION: Assistant Clerk**
- iii. Teenager Play in the Park. Cllr Judge reported that a Teenager Play in the Park event would be organised through Oxford Play Association. The event would run for 3 hours and would include a number of activities aimed at 10-14 year olds at a cost of £990. Funding would be sought from Hearts of Bucks. It was noted that Council do not currently organise events for this age group. It was resolved to book a Teenager Play in the Park event on Friday 23<sup>rd</sup> August 2024 at a cost of £990. **ACTION: Events WG**
- iv. Scarecrow event 2024: Cllr Mason reported that the proposed event would coincide with the harvest festival and would be held in conjunction with St Michael's Church and Aston Clinton Baptist Church. Community groups would be asked to create a scarecrow with prizes being awarded. The scarecrows would be displayed in the park where judging would take place. Cllr Mason would provide more detail on logistics once the interested parties had been contacted. **ACTION: Events WG**
- v. Astonbury 2024. An application to host Astonbury 2024 in the park on Saturday 10<sup>th</sup> August was considered. It was resolved to approve the application for Astonbury 2024 to be held in the park on Saturday 10<sup>th</sup> August 2024 with set up on Friday 9<sup>th</sup> August.
- vi. Bucks Council's Love Exploring project: A request from Bucks Council to add Aston Clinton Park to the 'Love Exploring' project which aims to encourage young families to explore local parks using an interactive app was approved.

#### **F23.72 Red Kite Pavilion & Churchill Hall**

- i. RKP flooring: Remedial work was currently being carried out on the RKP main hall flooring.

#### **F23.73 Burial Ground**

- i. Burial records & mapping: The Clerk reported that the burial records and memorial photos had been transferred to the cemetery management software. The first draft of the digital map had been received for checking. **ACTION: Clerk**

The meeting closed at 8.35pm

Signed.....Date .....



# ASTON CLINTON PARISH COUNCIL

Minutes of the **Extraordinary Facilities Committee** meeting

held at 1.30pm on **8<sup>th</sup> April 2024** at the  
Parish Council Office, Aston Clinton Park, HP22 5HL

**PRESENT:** Cllr D McCall (Chair), Cllr M Mason, Cllr C Read, Cllr L Ronson & Cllr P Wyatt

**IN ATTENDANCE:** Mrs S Payne (Clerk)

**F23.74 Public Participation** No members of the public were present.

**F23.75 To Receive Apologies for Non-Attendance** Received from Cllr J Judge.

**F23.76 To Receive Declarations of Interest or Requests for Dispensation** None received.

**F23.77 To Approve the Design & Location of the Dylan Memorial Zip Wire in the Park**

Following a site visit the Committee considered the design and location of the 25m double cable zip wire.

The proposal to locate the zip wire behind the playpark with the start off ramps positioned at the end furthest from the path with grass matting running the full length of the track was agreed.

The memorial plaque would be affixed to the green panels on the two ramps. The plaque jigsaw border would be in black and white and the inscription would be "This zip wire is dedicated to the memory of Dylan Gwyn Mitchell. The building of this zip wire was made possible by the kind donations of the local community and the Turpin Charity and the support of Aston Clinton Parish Council".

To have the zip wire installed prior to the summer holidays the order would need to be place with the contractor within the next few days.

**It was resolved to approve the design of the zip wire and memorial plaque as described above and the location behind the playpark.**

Cllr Judge would inform the family who would arrange for the transfer of funds to cover the costs of the installation and RoSPA inspection.

**ACTION: Cllr Judge**

The meeting closed at 2.00pm

Signed.....Date .....

## Agenda Item: 23.132ii

### To Consider the Outdoor Fitness Workstations & Layout

REPORT AUTHOR: CLLR CORRINE JUDGE

#### SUMMARY

To consider the proposed amendments to the layout and location of the outdoor fitness workstations.

#### BACKGROUND

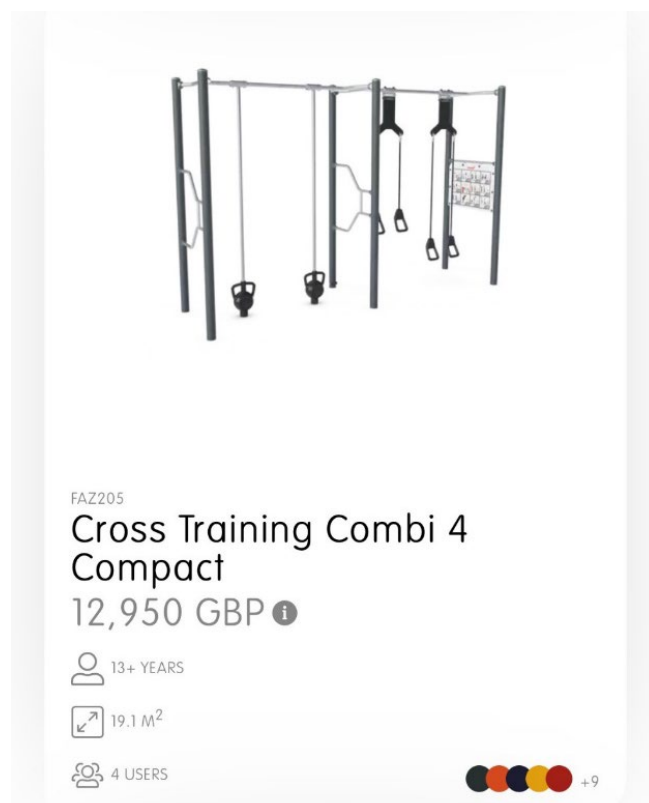
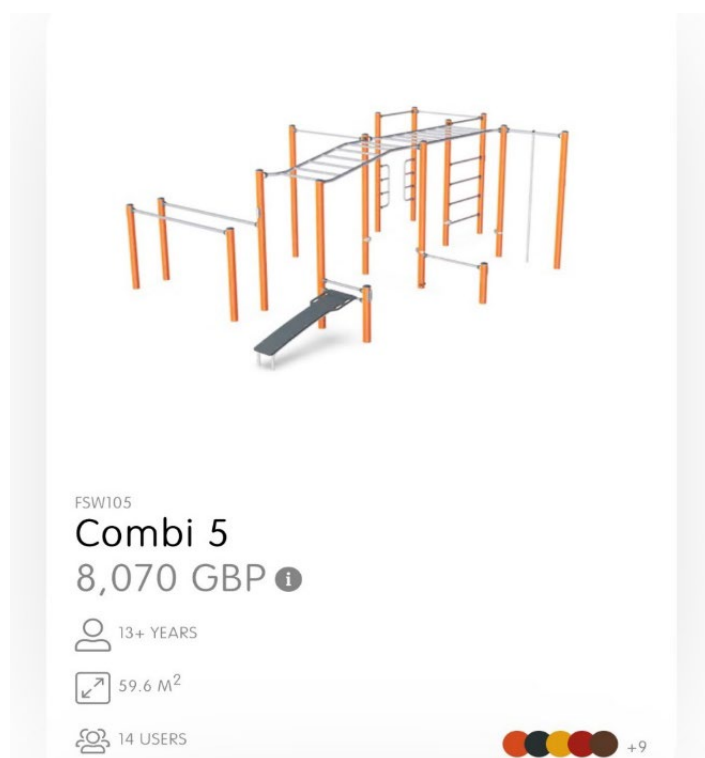
At the 8<sup>th</sup> November 2023 Facilities Committee meeting it was resolved to replace the trim trail with outdoor fitness equipment. At the November meeting the proposal included three workstations near the allotments. The proposal to be considered at this meeting is for two workstations; one a cross trainer the other a combination trainer. The workstations are to be installed near the path where the current pull-up bars and log lift are located.

Once the workstations and their location have been approved by Council the request for S106 funding and as the installation is expected to be in excess of £30,000 the tender will need to be uploaded to the Government's Contracts Finder. (An initial quote is for £31,979.31)

#### Proposed Equipment

The **CROSS TRAINER** comes in a choice of colours (orange, red, brown, yellow or grey).  
Size: 443cm L / 119 cm w / 291 cm h.

The **COMBINATION TRAINER** comes in the same colour choices as above.  
Size: 691cm L / 444cm w / 240cm h





### **Proposed Location**

The proposed location is where the current trim trail pull-up bars and log lift are located. Please refer to the photos below.



### **FINANCIAL & GOVERNANCE CONSIDERATIONS**

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S106 funding will be sought and the procurement process via the Government's Contracts Finder will commence as the estimated quotes are in excess of £30,000.

If the work is carried out by the same contractor as the Dylan Memorial zip wire there is scope for further discount regarding the use of fencing and storage.

If S106 funding is not approved then Council will need to reconsider financing.

### **RECOMMENDATION**

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To agree the layout, location and colour of the outdoor fitness equipment so that S106 funding can be sought and the tender process can commence.



## Agenda Item: 23.132iv

### To Agree a Response to the Bucks Council Street Trading Policy Consultation

REPORT AUTHOR: MRS S PAYNE, CLERK/RFO

#### SUMMARY

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To agree a response to the Bucks Council consultation on the new draft Street Trading Policy

#### BACKGROUND

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On 15<sup>th</sup> March 2024 the licensing team at Bucks Council emailed all Bucks town and parish councils informing them that a consultation had opened regarding their draft Street Trading Policy. Their email stated that:

*Street trading is the sale or offering for sale of any article (including a living thing) in a street. A street includes any road, footway, or other area to which the public have access without payment. The definition is not limited to the public highway and can include the public realm and privately owned, but freely and publicly accessible areas such as open spaces and retail shopping centre car parks.*

*The draft policy is based on the recommendation that all streets in Buckinghamshire are designated as 'consent' streets, meaning that all street traders will need to obtain authorisation to trade, unless they are exempt by law or local dispensation. The draft policy provides details of these legal exemptions and suggested local dispensations.*

*We will use the responses from the public survey to develop the final Buckinghamshire Street Trading Policy. The policy will then be considered at Licensing Committee before it is presented for approval and adoption at Full Council in late 2024. The survey response deadline is **28<sup>th</sup> April 2024**.*

On 15<sup>th</sup> April the Bucks branch of the SLCC, along with members of the BMKALC, met the Principal Licensing Officer regarding concerns raised by the proposed policy changes which will significantly affect community events, local businesses and the voluntary section within each community. They stated that the proposals were considered to be an over-regulation with no real understanding of the impact on communities. It was agreed that a Parish Liaison Team meeting be called just for this topic and Council's are encouraged to have representatives attend.

In advance of this meeting the Bucks branch of the SLCC sent a letter outlining the main concerns, a copy is attached. Also attached are the draft policy together with a hard copy of the survey questions.

#### FINANCIAL & GOVERNANCE CONSIDERATIONS

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There will be extra costs and administrative burdens but these are not set out in the current policy

#### ACTION

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- a. To note the current consultation.
- b. To agree who will attend the Parish Liaison Team meeting on this topic.
- c. To agree a course of action to submit a Council response.





**Keith Gray JP, CiLCA, FSLCC**

**C/o Aylesbury Town Council, Town Hall,  
5 Church Street, Aylesbury, Buckinghamshire HP20 2QP**

Simon Gallacher  
Principal Licensing Officer  
Buckinghamshire Council

11<sup>th</sup> April 2024

cc: M Woof BMKALC  
R Barker, Bucks Council  
Cllr A Hussein, Bucks Council

Dear Simon

**Consultation with Parish Councils - Street Trader Licensing Policy Changes**

Before we meet on 15<sup>th</sup> April, 2024 at 3.30pm, I thought it would be beneficial to write to you in reference to your email to me on 4/4/24 as well as to a number of concerns many Parish Clerks and Parish Councils have about the lack of engagement and consultation with us on the proposed Street Trader policy changes. We have also been contacted by local businesses who also feel that proper consultation has not taken place as they were not made aware or drawn to this consultation, feeling that the way this has been done is mis-leading in terms of who these proposed changes will affect.

It is important to parish councils that the Parish Charter is considered when making decisions that affect parish councils and the need to proactively engage with parish councils directly to ensure information is shared with and views obtained from parish councils in Buckinghamshire.

We also have BMKALC as well as specific parish council community officers working at Buckinghamshire Council to ensure better engagement with us and we are concerned to note that neither of the above were aware of the proposed changes to the Street Trader licensing consultation requirements that would directly affect our councils and communities. The newsletter you refer to as “engagement with parish councils” actually refers to and uses the wording which indicates trading on streets, not parks and private areas so even if clerks had read this they would not have picked up on it. We do not consider this to be the correct way to engage and consult with parish councils.

“Firstly, in terms of impact on community events, for activities that are considered low risk the policy proposal contains a number of suggested dispensations where street trading consent would not be required, this includes non-commercial community events such as village fetes and local fundraising events. For community events which involve an element of commercial trading it is proposed that a single consent be required to cover all traders to reduce the administrative burden and cost. We can explore the latter and the implications for town/parish councils when we meet. There are also statutory exemptions which includes market traders, trading from shop fronts, and pavement licence holders.”

This is an important issue for many parish councils. For many, all our events include some form of commercial trading. It's not practicable for us to buy and run a food truck or operate a bouncy castle so we bring in commercial partners. We have received some feedback from community event organisers and they state that their reading of the consultation (which we drew their attention to as they were not aware of it) will have a significant negative impact on their specific events as they also work with commercial partners.

At small events many parish councils get the local Women's Institute members to do tea, but the public like to have a professional food truck or coffee van. We also often have people who set up stalls selling local goods and crafts for a very small amount of money. They will all be affected. It isn't practicable to jump through all these hoops so a local beekeeper can sell a dozen jars of honey.

The proposed policy talks about a single consent for an event and lists some paperwork that would be required by Buckinghamshire Council, including any other information considered relevant. What does that mean? Who decides what part of the mountain of paperwork listed in that document is relevant. The list of paperwork required is quite shocking and even if you did a blanket cover consent for parish councils to manage all stalls – where will we get the resources needed to obtain all this evidence gathering paperwork for every stall holder?

“Secondly, in terms of engagement please be assured that parish and town councils were engaged with last year prior to the drafting of the policy. A pre-policy engagement exercise took place between 8th August and 1st October 2023 with key stakeholders, please see the attached parish council newsletter and a copy of the pre-policy survey (see question 4 which specifically refers to parish councils).

A number of Clerks and BMKALC have looked at this consultation which ran for nearly 2 months and involved two workshops. The report attached to the minutes shows you had six responses, two of which are Buckinghamshire Council employees! Is this correct?

Help shape the Street Trading Policy for Buckinghamshire: Summary report.  
This report was created on Thursday 08 February 2024 at 11:55 and includes 6 responses. The activity ran from 03/08/2023 to 01/10/2023.

Was there only 6 responses to your consultation? If so, why was this not highlighted to Bucks Council Members instead of the way it was presented which gives the impression you have consulted with many people and organisations.

The breakdown of responses at the end is: (You could tick more than one)

I represent or own a business in Buckinghamshire	1	16.67%
I represent a community or voluntary group in Buckinghamshire	1	16.67%
I am an elected representative in Buckinghamshire	1	16.67%
I represent a Parish / Town Council or Town Committee in Buckinghamshire	2	33.33%
I work for Buckinghamshire Council	2	33.33%
Other (please give details below):	1	16.67%

We have reasonable grounds to suspect at least one of the two Parish/Town Council or Town Committee responses was from High Wycombe, which is actually Bucks Council internal and not a parish council in its own right.

We are concerned to note a report to Bucks Council as evidence to make major changes when it only contained six responses. Many people, including all those people you state are stakeholders, were not aware of the significance of this consultation, so we conclude there has been no real attempt to proactively engage anyone outside of Bucks Council. Parish Clerks would not necessarily be drawn to “Street Trading” detailed, in the manner it was, in the newsletter from Cllr Arif Hussain.

In relation to the article in the Town and Parish newsletter it is listed as:

“We want to hear how and where you think street trading should be regulated, or not regulated, to help us develop a Street Trading Policy for Buckinghamshire. Street trading is the sale or offering for sale of anything on a street. Under legislation, we can choose how to regulate street trading.”

Some people consider this to be deliberately deceptive about the scope of this consultation, and it is very easy to see why most of us at first glance thought it wasn’t relevant. It refers to “Street Trading” not impacting on parish council owned land or other privately owned land.

We have also been made aware that Bucks Council Members were told in an email that the draft policy was the result of consulting a range of stakeholders:

“We wish to inform you that we are consulting on the content of a new Street Trading Consent Policy for Buckinghamshire Council. **The feedback we received from a range of stakeholders, such as traders, businesses, residents, councillors, and responsible authorities / agencies has helped to shape the draft version of the policy.** The draft policy was approved for public consultation by Licensing Committee on 27 February 2024.”

Again, this appears to refer to the six responses detailed above, which again causes us some concern especially after speaking to many businesses and traders in our towns and villages, who knew nothing about this consultation. It appears to us that Bucks Councillors are being told otherwise.

“Please also be assured that the matter is still very much at the consultation stage, and we would encourage any party with an interest in this matter to complete the online survey so their views can be considered before any further decisions are made. As you are aware the deadline for responses is 28th April 2024. I would also reiterate Mel’s comment that it is important that concerned parties do read the draft policy to fully understand the rationale and implications. We will also be hosting various in person sessions as advertised on the consultation web page to answer queries and discuss concerns about the proposals.”

It will be interesting to see how many people attend the in person sessions as advertised on the consultation web page. It will be interesting to see how many people do become aware of these proposed changes, before it is too late to change anything and it then affects their business. We are currently encouraging as many people affected to contact you and comment.

The minutes of the meeting of the licencing committee record –

A vote was then taken on the second recommendation which was proposed by Cllr Gomm and seconded by Cllr Towns and:

**RESOLVED that following consultation on the Policy, the Licensing Committee recommend that Full Council pass a resolution to designate all streets in Buckinghamshire as ‘consent streets’ for the purposes of street trading.**

So, before this consultation has even begun, the Licensing Committee have already decided the need to designate every publicly accessible place in the County as a consent street. Is this correct?

And this is one of the main concerns we have as parish council clerks. This appears to us as a huge sweeping power grab, with no evidence having been presented to show that it is required. Why do you need to do this? Parish Councils do not have issues in our parks or land we own that we cannot manage professionally ourselves as land owners but also as statutory Local Authorities in our own right with specific powers and responsibilities as a Parish Council.

If this just covered the actual highways and Bucks Council owned land it could be slightly more justifiable, but this covers all manner of privately owned land. Why should landowners need consent from Bucks Council to sell some tea and coffee? Event Organisers and Parish Council event officers already comply with environmental health, planning, produce certificates etc for SAG, prepare Risk Assessments and Management Plans working with our local businesses and local police contacts etc. What evidence is there that this is in anyway needed and not just, as many of us are now thinking, as a money-making power grab? These are the comments now being directed at SLCC Bucks Branch for Clerks as well as Parish Councillors. Local businesses and traders who are now being made aware of the proposed changes are saying the same and there is a real danger that these proposed changes will damage local businesses as well as kill-off some community activity. This is significant over-regulation and is not needed.

Parish Councils are extremely unhappy that we will need to apply to Bucks Council for consent to hold our events, on our land and Bucks Council Officers will consider permitting us to go about our lawful business as directed by our democratically elected and mandated Members. What gives Bucks Council the right to think they should be doing this?

These proposals are now being made aware to many organisations and the feedback we are receiving is that people are of the opinion that this is income generation and over-regulation, is unenforceable, and could put honest traders out of business.

We ask that you discuss further with us the concerns we have and that you raise these concerns with your colleagues, senior officers as well as all Members of Buckinghamshire Council and particularly with your Chief Executive and Senior Management Team.

We also have some initial questions in relation to the proposed changes and we are aware that parish clerks are putting together further questions. This is why it would have been better to have a meeting/presentation with all clerks before this was made public so these questions could be answered and we, as Parish Clerks, could also help explain this to those we work with in our events management and communities.

**Page 6** – “*There is no statutory right of appeal..... granted for up to 12 months and may be revoked at any time.*” Both of these are concerning for obvious reasons.

Page 8, 2.3a) basically, as we read this, as soon as money is taken at a small event that is retained by any individual / company, rather than given to a charity, then it needs the license. So, the Scouts having a bake sale at a firework display would be fine, but if there was also a coffee van in attendance then license would be required.

**Page 9, 2.4** – Aylesbury Town Council currently pays Bucks Council a license fee to use the parks, circa £250 per day for up to 1000 people. We have been told that this would be a separate and additional license. Surely it would make sense to include within this?

**Page 9, 2.5** – multiple fixed sites – “*however a reduced fee **may** be charged for those seeking consent for multiple sites*” This ‘may’ seems very unfair.

**Page 10, 2.7** – surely if the trader already has a Street Trading License from Bucks Council (for a different location) then we wouldn’t have to obtain all the additional documentation, simply request to have confirmation they have been issued with a Street Trading License in the past 12 months. This is a lot of information to obtain – to be honest we collect most of it already.

To note the list of information required to be collected by an event organiser does not include all the documents as requested on page 13-15 for a new application (including PLI, MOT, V5, photo ID, DBS, driving license, right to work, environmental impact statement) – why is it different?

Why is DBS requested, as the trader would never be alone with a minor in an enclosed space? There is no need for DBS checks.

**Page 13, 3.1f** - £10m PLI is high. Most of our food traders start at £5m, however a small jewelry trader or homemade hair bobbles would only have £1m. This along with other costs for “evidence information” will be significant for traders.

**Page 17, 4** advertising of the application in the location. The terms for this seem extreme “*The applicant must provide photographic evidence to the satisfaction of the council that the notice has been displayed for the entire period*” - Why is this necessary?

Will that require daily pictures?

What if suitable street furniture isn’t available to display the signage in the exact location?

How close to the pitch does the notice have to be?

**Page 18** – “the council will consult with the following agencies or persons.....” including town and parish councils. Does this mean we will have to consult on each application received into Bucks Council? Concerned that they will become a mountain of applications

and take up a lot of officer time to review appropriately. Licensing Team cannot always manage the work they currently have on time – this is our experience!

## **Page 32 - 34**

2. .... So last minute changes of staff would not be possible, this is extreme.

7. .... if the approved pitch isn't accessible for a wide number of reasons, moving slightly away would not be permitted.

28. .... so a price board can't be pitched on the ground beside the van?

Annual Fee structures are a big element of this, current Aylesbury fees stand at £6,775 a year for day trading and per year for evening trading is £4,246. [Find out about street trading consent in the former Aylesbury Vale district area | Buckinghamshire Council](#)

What are the intended fees?

When individuals hold a license, and events then get an additional license, in essence this is paid for twice.

What are the problems this proposed policy is trying to fix/address, if any?

We have a lot of other questions that need answering and which may lead you to make relevant changes to this policy.

We look forward to meeting with you and to continue discussing the concerns we have so we can inform the membership of the Buckinghamshire Branch of the SLCC, all Parish Clerks representing Parish Councils in Buckinghamshire, BMKALC Officer colleagues as well as our connections with local charities and businesses in our towns and villages that these proposed changes will significantly affect.

Yours sincerely,

*Keith Gray*

**Chairman of the Buckinghamshire Branch, Society of Local Council Clerks  
SLCC National Forum Representative for Buckinghamshire**



## **Title: Buckinghamshire Council Street Trading Policy consultation**

**Open date: 15 March 2024**

**Close date: 28 April 2024**

**Name:** Licensing Team

**Phone:** 01296 585605

**Email:** [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)

## **Overview**

**We want to hear your views on our draft Street Trading Policy for Buckinghamshire Council.**

Street trading is the sale or offering for sale of items in a street.

A 'street' includes any road, footway, or other area to which the public have access without payment (including service stations).

It is not only the public highway – it can include publicly accessible areas that are privately owned, such as shopping centre car parks and open spaces.

## **Draft Buckinghamshire Council Street Trading Policy**

The draft policy sets out:

- our role in the regulation of street trading
- application types and process
- the advertising and consultation process
- decision making criteria and the decision making process
- how to appeal a refusal or a consent being revoked
- the duration of consents and fees
- our approach to enforcement

The draft policy aims to ensure that there is a clear and consistent framework for regulating street trading in Buckinghamshire.



We are proposing that:

- all street traders will require consent to trade in accessible public areas, unless exempt by law or by local dispensation
- street traders will need to meet set criteria to gain consent
- street trading will be appropriate to the environment and in line with our corporate plan and health and wellbeing strategy

The policy will cover the Buckinghamshire Council area. It will replace any street trading policies from the previous district councils.

### **How the draft policy has been developed**

Feedback has been sought from a range of stakeholders, such as traders, businesses, residents, councillors, and responsible authorities/agencies through workshops and an online survey.

The feedback we received has helped to shape the draft version of the policy. The draft policy was approved for public consultation at Licensing Committee on 27 February 2024.

### **Related documents and links**

Before you respond to this activity, please have a look at the following documents at <https://yourvoicebucks.citizenspace.com/>

- Draft Buckinghamshire Street Trading Policy

### **Events to find out more**

We are hosting public drop-in events for you to find out more on:

- **Tuesday 9 April 2024 from 10am to 12pm**
  - at Buckingham Library, Verney Close, Buckingham, MK18 1JP
- **Tuesday 9 April 2024 from 2pm to 4pm**
  - at Aylesbury Library, Walton Street, Aylesbury, HP20 1UU
- **Tuesday 23 April 2024 from 10am to 12pm**
  - at High Wycombe Library, Eden Place, High Wycombe, HP11 2DH



- **Tuesday 23 April 2024 from 2pm to 4pm (to be confirmed)**
  - at Amersham Library, Chilterns Lifestyle Centre, Chiltern Avenue, Amersham, HP6 5AH

A licensing officer will be available to answer any questions.

## **How to have your say**

You can tell us your views in one of the following ways:

- complete the online survey at <https://yourvoicebucks.citizenspace.com/>
- complete, and return, a printed version of the survey below
- email us at [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)
- write to us at Street Trading Policy consultation, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF

If you have any questions about this activity, please email us at [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)

**Please tell us your views by 11:59pm on 28 April 2024.**

## **What happens next**

We will use your responses to develop the final Buckinghamshire Street Trading Policy.

The policy will then be considered at Licensing Committee before it is presented for approval and adoption at Full Council in late 2024.

We will review the policy every 5 years.

## **Privacy**

We will use the information you provide here only for this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details. For more information about data and privacy, please see our [Privacy Policy](#).

If you have questions about data and privacy, please email us on [dataprotection@buckinghamshire.gov.uk](mailto:dataprotection@buckinghamshire.gov.uk). Or write to our Data Protection

Officer at Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, HP19 8FF.

## **Draft Street Trading Policy consultation survey**

Street trading is selling or offering items for sale in an area freely accessible to the public. For example, any road or footway.

Consents may be issued for up to 12 months and renewed each year.

We are proposing to designate all streets in Buckinghamshire as 'consent' streets and so traders will need to obtain a consent to trade, unless exempt by law or local dispensation.

Activities not affected by street trading regulations:

- pedlar certificate holders (issued by the police)
- trading in an established market or fair
- trading in a trunk road picnic area
- newspaper vendors
- garage forecourts
- shopfronts
- a roundsman fulfilling orders, e.g. a milkman
- holders of highways licences, e.g. tables and chairs or pavement licences
- street collection permit holders

We are proposing to offer exemptions in the following areas:

- non-commercial events e.g. fetes and charity fund raising events
- public areas of covered shopping centres
- working farms
- residential properties e.g. garage sales, sale of homegrown produce
- used vehicles – domestic sale of second-hand car

**1. Do you agree or disagree with the proposal to introduce street trading controls for all freely publicly accessible areas?**

Please tick (✓) one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ I don't know

Please tell us the reasons for your answer:

**2. Are there publicly accessible areas where you think street trading should not be controlled?**

Please tick (✓) one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Strongly disagree
- ☐ I don't know

Please tell us the reasons for your answer:

**3. Do you think street trading hours should be different depending on where trading is taking place?**

Please tick (✓) one option

- ☐ Yes
- ☐ No
- ☐ I don't know

**If 'Yes', please tell us how different trading hours, including suggested start and end times, should apply:**

Consider town centres, town areas (non-residential) and residential areas in your answer.

**4. Do you agree or disagree with the proposal for the following to trade without needing consent?**

See section 2.3 in the draft policy for further details.

Please tick (✓) one for each option

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Non-commercial events e.g. fetes and charity fund raising events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public areas of covered shopping centres	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working farms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Residential properties e.g. garage sales, sale of homegrown produce	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used vehicles – domestic sale of second hand car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If there are any other areas you think trading should be allowed without needing consent, please tell us here:**

**5. Do you agree or disagree with the proposal to prohibit the sale of the following items?**

See section 3.1 in the draft policy for further information.

Please tick (✓) one for each option

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Tobacco or tobacco products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e-cigarettes/vapes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Energy drinks to children below 16 years old	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plastic and helium balloons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sky lanterns	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Single-use plastics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods/paraphernalia associated with illegal drug use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**If there are other articles you think should be prohibited from sale, please tell us here:**

**Peripatetic traders**

Traders that move from location to location and stay a short amount of time are known as peripatetic traders. For example, ice cream vans and coffee vans.

It is proposed that these traders apply for a peripatetic street trading consent based on the number of hours they wish to trade per day.

See section 2.6 in the draft policy for more information.

**6. Do you agree or disagree with the proposal to regulate peripatetic traders operating in the council's area?**

Please tick (✓) one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ I don't know

Please tell us the reasons for your answer:

--

**Event consents**

We are proposing to offer an event consent to organisers of local events for example, Christmas fayres. This will include commercial traders. The organiser will take responsibility for ensuring all trader information is passed to the council.

See section 2.7 in the draft policy for more information.

**7. Do you agree or disagree with the proposal to regulate commercial traders operating at local events under one consent?**

Please tick (✓) one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ I don't know

Please tell us the reasons for your answer:

--

## Application requirements

We are proposing traders applying for consent will have to provide supporting documents and have a basic Disclosure and Barring Service certificate (DBS).

See section 3.0 in the draft policy for further information.

**8. Do you agree with our proposal to require applicants for street trading consent to provide the following?**

Please tick (✓) one for each option

[illegible]

Confirmation that applicants  
understand their tax duties

☐☐☐☐☐☐

**Please tell us the reasons for your answer:**

**If there are other documents you think applicants should provide, please tell us here:**

### **Advertising and consultation process**

We are proposing to consult with relevant agencies and parties on applications for trading consent and will advertise it at the proposed location for 28 days.

See section 4.0 in the draft policy for further information.

#### **9. Do you agree or disagree that 28 days is an appropriate period to allow for responses to the application?**

Please tick (✓) one option

☐ Strongly agree

☐ Agree

☐ Neither agree nor disagree

☐ Disagree

☐ Strongly disagree

☐ I don't know

**Please tell us the reasons for your answer:**



We are proposing to consult with the following agencies or persons when an application is made:

- Thames Valley Police
- Buckinghamshire Fire and Rescue
- Highways (Buckinghamshire Council)
- Environmental Health (Buckinghamshire Council)
- Trading Standards (Buckinghamshire Council)
- Public Health (in relation to applications which may impact on children and young people's health)
- relevant Town and/or Parish Councils
- ward councillors
- organisations responsible for the management of town centres
- any other consultee or council department that officers consider appropriate

**10.If there are any other parties you think should be consulted when an application is made, please tell us here:**

--

### **Decision making**

We will look at each application individually and consider various factors including:

- suitability of location
- safeguarding children and vulnerable people
- preventing public nuisance
- supporting local small businesses
- public health and safety
- suitability of the trader and any assistant
- suitability of the van, cart, stall etc.

We are proposing:

- there will be no more than one trader within 250m, unless the activities are complementary, to prevent too many traders in one area
- additional consideration is given to traders located near schools, colleges, nurseries, especially if they wish to sell fast food (e.g. fried foods, chips, burgers and pizza)
- consents will not be granted to any trader directly next to a road with a speed limit of 30mph or above to help promote road safety
- any trading near to a road with a speed limit higher than 30mph will need to be sufficiently located away from the road, either in a substantive lay-by or service road

See sections 5.0, 5.1, 5.10 and 5.11 of the draft policy for further information.

**11.Do you agree or disagree with the following proposals?**

Please tick (✓) one for each option

[illegible]

Please tell us the reasons for your answer:

**12. Do you agree or disagree that the council should consider it relevant if applicants have unspent convictions for the following types of offences?**

See section 5.13 of the draft policy for further information.

Please tick (✓) one for each option

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex and indecency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply and possession of drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motoring offences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**13. Do you agree or disagree that the council should consider it relevant if applicant's assistants have unspent convictions for the following types of offences?**

See section 5.13 of the draft policy for further information.

Please tick (✓) one for each option

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree	I don't know
Violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex and indecency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supply and possession of drugs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Burglary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dishonesty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motoring offences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Refusal and right of appeal

We may refuse or revoke a street trading consent for various reasons. For example, non-compliance with the policy, breach of conditions, or negative impact on the policy objectives.

**14.If there are any grounds that you think should be considered relevant when considering whether or not to grant consent for street trading that are not referenced in the policy, please tell us here:**

See section 5 of the draft policy for further information.

There is no statutory right of appeal if an application for a consent is refused or a current consent is revoked. However, we are proposing that an applicant or consent holder can appeal the decision to a senior officer within 21 days of the notice.

See section 9.10 of the draft policy for further information.

**15. Do you agree or disagree with this proposal?**

Please tick (✓) one option

- ☐ Strongly agree
- ☐ Agree
- ☐ Neither agree nor disagree
- ☐ Disagree
- ☐ Strongly disagree
- ☐ I don't know

Please tell us the reasons for your answer:

**16. If you have any other comments on the draft Street Trading Policy for Buckinghamshire, please tell us here:**

**Standard questions**

**About you**

We will use the information you provide here only for the purpose of this activity. We will store the information securely in line with data protection laws and will not share or publish any personal details.

**17. Which of the following describe you?**

Please tick (✓) all that apply

- ☐ I am a street trader who holds a consent with Buckinghamshire Council
- ☐ I am a street trader in Buckinghamshire Council's area who trades in a public freely accessible area but doesn't currently require consent

- ☐ I am a peripatetic trader (ice cream van, coffee van or similar) in Buckinghamshire Council's area
- ☐ I am a mobile trader who trades in non-public Buckinghamshire Council areas (e.g. private events, ticketed festivals, home deliveries)
- ☐ I live in Buckinghamshire
- ☐ I represent or own a business in Buckinghamshire unconnected to street trading
- ☐ I represent a community or voluntary group in Buckinghamshire
- ☐ I am an elected representative in Buckinghamshire
- ☐ I represent a Parish / Town Council or Town Committee in Buckinghamshire
- ☐ I work for Buckinghamshire Council
- ☐ Other, for example statutory authorities and agencies (please give details below):

**18. How did you find out about this consultation?**

Please tick (✓) all that apply

- ☐ Local media (newspaper, radio or TV)
- ☐ Social media (e.g. Facebook, Twitter)
- ☐ Buckinghamshire Council website or Your Voice Bucks website
- ☐ Buckinghamshire Council newsletter
- ☐ From Buckinghamshire Council staff
- ☐ Through working at Buckinghamshire Council
- ☐ Poster
- ☐ Word of mouth
- ☐ Local Community Board
- ☐ Local Councillor
- ☐ Local Parish / Town Council
- ☐ Other (please give details below):

**19.Are you responding as an individual or on behalf of an organisation (e.g. a business or a voluntary group)?**

Please tick (✓) one option

- ☐ As an individual (go to question X)
- ☐ On behalf of an organisation

**On behalf of an organisation**

**20.Please provide the following details:**

Name of organisation:

Your job title:

**End of survey if responding on behalf of an organisation**

**More about you**

We want to hear from as many people as possible to understand the views and needs across Buckinghamshire. The following questions help us see if the communities we serve have had the opportunity to be heard through this activity.

All questions are optional. You can skip any questions you do not wish to answer.

**21.What is your postcode?**

We want to understand the views of people living in different areas. You don't have to provide your postcode, but it helps us plan and make considered decisions.

## 22.What is your age?

**Why we ask this:** We want to understand the experiences and views of different age groups.

Please tick (✓) one option

- ☐ Under 16
- ☐ 16 to 24
- ☐ 25 to 34
- ☐ 35 to 44
- ☐ 45 to 54
- ☐ 55 to 64
- ☐ 65 to 74
- ☐ 75 to 84
- ☐ Over 85
- ☐ Prefer not to say

## 23.Do you consider yourself to have a disability / disabilities, impairment(s) or long term health condition(s)?

**Why we ask this:** We want to understand the experiences and views of disabled people, people with impairments and people with long term health conditions.

Please tick (✓) all that apply

- ☐ Disability / disabilities
- ☐ Impairment(s)
- ☐ Long term health condition(s)
- ☐ No
- ☐ Prefer not to say

## 24.Are you:

**Why we ask this:** We want to understand the experiences and views of different sexes.

Please tick (✓) one option

- ☐ Female
- ☐ Male
- ☐ Prefer not to say



## 25. How would you describe your ethnicity?

**Why we ask this:** We want to understand the experiences and views of different ethnicities.

Please tick (✓) one option

- ☐ Asian - British
- ☐ Asian - Bangladeshi
- ☐ Asian - Chinese
- ☐ Asian - Indian
- ☐ Asian - Pakistani
- ☐ Any other Asian background - Please give details below
- ☐ Black - African
- ☐ Black - British
- ☐ Black - Caribbean
- ☐ Any other Black, African or Caribbean background - Please give details below
- ☐ Mixed or multiple ethnic groups - White and Asian
- ☐ Mixed or multiple ethnic groups - White and Black African
- ☐ Mixed or multiple ethnic groups - White and Black British
- ☐ Mixed or multiple ethnic groups - White and Black Caribbean
- ☐ Mixed or multiple ethnic groups - Mixed or Multiple Ethnic backgrounds British
- ☐ Any other Mixed or Multiple ethnic background - Please give details below
- ☐ White - English, Welsh, Scottish, Northern Irish or British
- ☐ White - Irish
- ☐ White - Gypsy or English traveller
- ☐ White - Irish Traveller
- ☐ White - European
- ☐ Any other White background - Please give details below
- ☐ Other ethnic group - Arab
- ☐ Other ethnic group - Arab British
- ☐ Other ethnic group - Please give details below
- ☐ Prefer not to say

Please give other details here:

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## **End of the survey**

**Thank you for taking the time to complete this survey.**

Please return your completed survey by 11:59pm on 28 April 2024.

You can:

- email it to us at [licensing@buckinghamshire.gov.uk](mailto:licensing@buckinghamshire.gov.uk)
- write to us at Street Trading Policy consultation, Buckinghamshire Council, The Gateway, Gatehouse Road, Aylesbury, Buckinghamshire, HP19 8FF