



ASTON CLINTON PARISH COUNCIL

Minutes of the Council Meeting

held at 6.30pm on **15th November 2023** 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

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

23.76 Questions and Comments from the Public. None present.

23.77 To Receive Apologies for Non-Attendance. Received from Cllr M Collins & Cllr P Wyatt.

23.78 To Receive Declarations of Interest or Requests for Dispensation. Cllr Hughes declared an interest in agenda item 23.81ii as he had family connections with Aston Clinton Preschool.

23.79 To Approve the Minutes of the Council Meeting Held on 18th October 2023
The minutes of the meeting held on 18th October 2023 were approved as a true and accurate record and were signed by the Chair.

23.80 Council

- i. Reports from external bodies: *Community Board Meeting:* Cllr Mason & Cllr Ronson attended the recent meeting where the Village Society's white gates application for funding was discussed.
Gibb Lane Solar Fund: Cllr Mason & Cllr Ronson had not been able to attend the annual meeting with the fund manager as they had not received the meeting invitation due to an administrative error.

23.81 Finance & Staffing

- i. It was noted that the next meeting of the Finance & Staffing Committee would take place on 21st November 2023 to discuss the 2024/25 budget.
- ii. Aston Clinton Preschool grant application: An application for £3000 for the purchase of a shed, an outdoor water tray, an outdoor sand pit and other outdoor equipment was considered. **It was resolved that a grant of £3000 be provided to Aston Clinton Preschool for the purchase of outdoor equipment as identified in their application.** **ACTION:** Clerk
- iii. Financial reports: The balance sheet and income and expenditure reports at 31st October 2023 were noted. Income was £338,256 and expenditure £154,721. The earmarked reserves were noted.
- iv. Payments totaling £14,924.75 were approved and income of £4,197.80 was noted.

Payments over £500

Date	Company	For	Amount £	Vat £	Total £
18/09/2023	Clear Councils	Insurance renewal	£5,507.86	£0.00	£5,507.86
20/10/2023	Gartec	RKP Lift service/maintenance contract	£527.35	£105.47	£632.82
19/10/2023	Goldleaf Groundcare	Devolved services cut (hedges and weeds)	£1,475.00	£295.00	£1,770.00
01/11/2023	Goldleaf Groundcare	Park grounds maintenance Oct 23	£866.67	£173.33	£1,040.00
24/10/2023	Majestic trees	Final payment for 2 trees	£569.05	£113.81	£682.86
01/11/2023	Kenneth Workman	Park duties Oct 23	£696.00	£0.00	£696.00
01/11/2023	Kenneth Workman	Park duties Sept 23	£684.00	£0.00	£684.00
			£10,325.93	£687.61	£11,013.54

23.82 Facilities & Events

- i. The draft minutes of the 8th October 2023 Facilities Committee meeting were noted. Council considered the following recommendations from that meeting:
 - a. Grounds maintenance contract: It was resolved to instruct Buckland Landscapes to take on the ground's maintenance for the park from the beginning of the 2024/2025 season. ACTION: Clerk
 - b. Trim trail replacement: It was resolved to approve the proposal to replace the trim trail with metal outdoor fitness equipment in a workstation layout in three locations on wet pour or rubber mats.
 - c. ANPR. It was resolved to approve the proposal to install a no-barrier ANPR system with a revenue share model in the park. ACTION: Cllr Read/Clerk
- ii. Events update: Cllr Mason reported that the Remembrance Service had been well attended. Cllr Judge reported that Aston Clinton School Choir had confirmed that they would be singing carols during the Christmas tree lights event on 30th November at 4pm. Refreshments would be made available in the RKP.

23.83 Highways & Streetlights

- i. London Road streetlights: Cllr Hughes reported that a number of streetlights were not working along London Road; the Clerk confirmed that Bucks Council had been informed.
- ii. Aston Clinton Society bulb planting: A request from Aston Clinton Society to plant daffodil bulbs on the grass verge at the junction of London Road and Stablebridge Road was considered. Council supported the planting of the bulbs on condition the Society would ensure that the area around the bulbs was mowed and that a border was left around the bench and between the bulbs and footpath.

23.84 Planning Committee

The draft minutes of the 5th October 2023 Planning Committee meeting were noted. Cllr Mason reported that a second Bucks Council planning surgery meeting had been arranged for 28th November 2023 at which the inconsistencies of the planning decisions made regarding properties in Chivery would be raised.

23.85 It was resolved 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.

23.86 RKP Lease

It was resolved to provide a copy of the draft Schedule 3 detailing the tenant's and landlord's repairs and maintenance responsibilities to the RKP tenant. ACTION: Clerk

The meeting closed at 7.45pm

Signed.....Date

Agenda item – 23.91ii

To agree either astonclintonparishcouncil.gov.uk or astonclinton-pc.gov.uk as the Council's domain name registration

REPORT AUTHOR: MRS S PAYNE, CLERK/RFO

SUMMARY

To agree one of the two .gov.uk domain names for the Council's website & email addresses.

BACKGROUND

At the 18th October 2023 Council meeting a Finance & Staffing Committee recommendation to move the Council's website over to a .gov.uk domain name and email address was approved (minute 23.70ib)

There are two options for name registration:

www.astonclintonparishcouncil.gov.uk

or

www.astonclinton-pc.gov.uk

FINANCIAL & GOVERNANCE CONSIDERATIONS

none.

LEGAL & OTHER IMPLICATIONS

None

ACTION

- a. To agree which of the two options to register with .gov.uk.

Agenda item 23.91iii: Council Meeting 17 January 2023

To Consider & Agree a Course of Action in Relation to Council's Biodiversity Duty Under the 2021 Environment Act

REPORT AUTHOR: MRS S PAYNE, CLERK/RFO

BACKGROUND

Under the 2021 Environment Act, public authorities, including town and parish councils operating in England, must consider what they can do to conserve and enhance biodiversity.

Government guidance published 17th May 2023 clarified that all public authorities (including town and parish councils) must:

- consider what they can do to conserve and enhance biodiversity,
- agree policies and specific objectives based on their consideration;
- act to deliver their policies and achieve their objectives.

All public authorities must complete their first consideration of what action to take for biodiversity by 1st January 2024 and agree their policies and objectives as soon as possible after this date, with these objectives and actions being reconsidered within five years or more often if possible. Gov.uk has produced a very helpful guide to compliance with this duty, please go to [Complying with the biodiversity duty](#).

NALC advise that to comply with the new guidance town and parish councils could:

- review what biodiversity or nature recovery plans are already in place from other local authorities;
- make contact with local voluntary groups working on nature conservation;
- carry out a biodiversity audit of Council land and the whole Council area.
- Gather expert advice on possible actions in support of biodiversity, such as from Caring for God's Acre and the Eco Church initiative in respect of churchyards.
- draft an action plan that covers action that the Council will take itself, as well as support for actions of other local bodies.

Whatever action is agreed as a minimum, local councils could ensure they address biodiversity concerns, when commenting on planning applications.

NALC/SLCC have developed a Biodiversity Policy template and draft model action plan to aid parish and town councils meeting the new statutory requirement. These are attached below.

FINANCIAL & GOVERNANCE CONSIDERATIONS

Expenditure would come under the grounds maintenance budgets.

LEGAL & OTHER IMPLICATIONS

A biodiversity audit of all Council land will need to be carried out immediately and a biodiversity policy and action plan agreed as soon as possible to meet with this statutory duty.

RECOMMENDATION

- a. To carry out a biodiversity audit of Council land.
- b. To draft a biodiversity policy and action plan
- c. To consider establishing a Biodiversity Working Group to maintain and significantly improve biodiversity within the parish and co-ordinate the Parish's overall response to biodiversity and sustainability.

BIODIVERSITY POLICY TEMPLATE

BACKGROUND

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, **[insert council name]** (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

DEFINITION

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

AIMS AND OBJECTIVES

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the **parish / town** to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

ACTIONS

PLANNING APPLICATIONS

The Council will:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all

applications.

- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

LAND AND PROPERTY MANAGEMENT

The Council will:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's regulations for plant protection products.
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

LOCAL COMMUNITY

The Council will:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

PARTNERS

The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

MONITORING

This policy was adopted on **xx** (Minute reference **yy**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

DRAFT MODEL ACTION PLAN

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
Whole council area	Raise local awareness of biodiversity.	Gain local support for action.	Ongoing	Newsletter, social media, website
Protect and support biodiversity	Encourage suitable planting to support biodiversity.	Connect & diversify habitats to meet the needs of a variety of wildlife species	Ongoing	Mapping
Cemetery / churchyard	<p>Additional planting</p> <p>Maintain and renew bird boxes as required.</p> <p>Adopt a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.</p> <p>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.</p>	<p>Increased diversity of habitats and food sources</p> <p>Increased cover for invertebrates, reptiles, amphibians and small mammals.</p> <p>Encouraging insects particularly butterflies and bees.</p>		
Recreation ground	<p>Sympathetically maintain hedging.</p> <p>Leave some areas unmown.</p> <p>Only use environment friendly pesticides where absolutely necessary and only in ideal weather conditions.</p>	<p>Food sources and cover</p> <p>Encourages insects.</p> <p>Sustain and enhance natural habitats.</p>		
Common / other open spaces	<p>Adopt a management plan.</p> <p>Encourage residents to remove litter and pick up after their dogs.</p> <p>Work with the county council on verge management, favouring biodiversity but noting which areas may need cutting for highway safety.</p> <p>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost and no chemicals.</p>	<p>Sustain and enhance natural habitats.</p> <p>Protecting habitats</p> <p>Protecting/enhancing habitats</p> <p>Regular attention.</p>		

SITE / OBJECTIVE	ACTION	OUTCOME	TARGET (Years)	REPORTING / PUBLICITY
The Built Landscape	<p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>	<p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>	Ongoing	
Increase community awareness of biodiversity	<p>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish.</p> <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the parish magazine.</p> <p>Create a page on the parish council website for photographs / information / links</p> <p>Encourage local farmers to contribute.</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p>	<p>Engagement/ownership of biodiversity</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p>	Ongoing	Neighbourhood plan consultation
Support Community Projects	<p>Support hedge/tree planting in any appropriate areas.</p> <p>Work in partnership with the school to develop young people's awareness of the environment around them.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations.</p>	<p>Extending habitats. Promote biodiversity.</p> <p>Promote biodiversity.</p>		



ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting
held at 3.30pm on **21st November 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr M Mason (Acting Chair) Cllr C Read (from 7.30pm), Cllr D McCall, Cllr L Ronson & Cllr P Wyatt

IN ATTENDANCE: Mrs S Payne (Clerk/RFO)

FS23.25 Questions and Comments from the Public. No members of the public were present.

FS23.26 To Receive Apologies for Non-Attendance. None received.

FS23.27 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS23.28 To Approve the Minutes of the Meeting Held on 4th October 2023

The minutes of the meeting held on 4th October 2023 were approved as a true and accurate record and were signed by the Acting Chair.

FS23.29 To Consider the Draft 2024/2025 Budget

The figures for the draft 2024/25 budget were considered. As a no-barrier revenue share ANPR model had been agreed; £30,000 of the ANPR earmarked reserves could be reappropriated to earmarked reserves for the improvements to the beach area, traffic calming and playground equipment. Allowing the project funding to be removed from the budget figures.

It was resolved to recommend to Council that £30,000 be reappropriated from the ANPR earmarked reserves: £10,000 to a newly formed EMR for the improvements to the beach area, £10,000 to the traffic calming EMR and £10,000 to the playground equipment EMR.

ACTION: Clerk

It was resolved to recommend to Council the updated 2024/25 budget with a precept of £317,326 representing a 1% increase.

ACTION: Clerk

FS23.30 Resolved 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.

FS23.31 To Note the Updated Pay Scales Following the 2022/2023 Local Government Pay Agreement 2023

The updated pay scales following the 2022/2023 Local Government Pay Agreement 2023 were noted and the pay award and backdated pay would be implemented in the November 2023 payroll.

It was agreed that the Clerk carry out a review of the payroll banding for the Clerk/RFO role.

ACTION: Clerk

The meeting closed at 8.37pm

Signed.....Date

2019/20 Actual	2021/22 Actual	2022/23 Actual	DRAFT 2024/25 BUDGET for January 2024 Council Meeting	17	2023/24 Budget	Current @ 31/10/23	Estimated Year End	Proposed 2024/25 Budget	Notes
			INCOME						
	£ 260,550	£ 276,497	Precept		£ 314,134	£ 314,134	£ 314,134	£ 317,326	
£ 739	£ 913	£ 863	Allotment Rent		£ 950	£ 153	£ 1,077	£ 990	
£ 3,150	£ 6,042	£ 7,517	Burial Ground Fees		£ 5,000	£ 3,550	£ 6,050	£ 6,000	
£ 11,333	£ 9,167	£ 10,000	RKP Rent		£ 10,000	£ -	£ 10,000	£ 25,000	
£ 19,404	£ 30,302	£ 30,884	RKP: Turnover Rent		£ 30,000	£ -	£ 30,000	£ 20,000	
£ 140	£ 18	£ 313	Bank Interest		£ 100	£ 648	£ 1,348	£ 1,000	Aston Clinton Parish Clerk: Community Board & Village Society Funding towards White Gates
£ 6,121	£ 5,381	£ 3,758	Sponsorship & Donations		£ 3,500	£ -	£ 6,295	£ 3,500	
	£ 6,471	£ 4,154	Grants			£ 5,795	£ 5,795		
		£ 5,687	Devolved Services		£ 5,688	£ 6,198	£ 6,198	£ 6,198	Aston Clinton Parish Clerk: Add £345 Goldleaf new glass
£ 468	£ 246	£ 733	Misc. Income		£ 4	£ 1,588	£ 1,933	£ 5	
£ 3,822	£ 2,858	£ 3,632	Football Permits		£ 3,500	£ 4,940	£ 5,030	£ 5,500	
£ -	£ 1,031	£ 1,450	All Weather Pitch Income		£ 1,000	£ -	£ 1,300	£ 1,300	
£ 1,263	£ 2,745	£ 2,403	Park Permits		£ 2,500	£ 1,249	£ 2,766	£ 2,500	
			Car Parking Income		£ -	£ -	£ -	£ 4,500	
	£ 30,256		General S106 Funds						
	£ 16,378	£ 158,448	CC S106 Funds						
			Total Income		£ 376,376	£ 338,255	£ 391,926	£ 393,819	
			EXPENDITURE						
			Admin & Governance						
£ 65,732	£ 57,842	£ 70,403	Salaries		£ 65,860	£ 42,528	£ 75,669	£ 76,500	Aston Clinton Parish Clerk: 2024/25 reduciton in employers % contribution
		£ 17,966	Pensions		£ 18,155	£ 10,302	£ 18,620	£ 18,300	
		£ 6,103	Employers NI		£ 9,000	£ 3,802	£ 6,802	£ 7,500	
	£ 23,345	£ 10,327	Contract Staff		£ 13,000	£ 5,588	£ 10,588	£ 13,000	
	£ 58	£ 34	Members Expenses		£ 100	£ -	£ 20	£ 75	
£ 849	£ 1,940	£ 1,601	Training		£ 2,000	£ 1,072	£ 1,472	£ 1,500	
£ 2,181	£ 3,381		Utilities						
		£ 2,875	Office Electricity		£ 4,800	£ 1,017	£ 2,417	£ 2,700	
		£ -	Office Water		£ 500	£ 93	£ 393	£ 450	
£ 1,169	£ 778	£ 1,031	Office Phone/Broadband		£ 1,100	£ 608	£ 1,143	£ 1,200	
£ 720	£ 627	£ 594	Office Cleaning		£ 800	-£ 33	£ 637	£ 800	
		£ 554	Office Maintenance/H&S		£ 2,500	£ 352	£ 952	£ 1,000	
£ 3,306	£ 4,637	£ 5,288	Insurance		£ 5,300	£ 5,508		£ 5,508	
£ 3,981	£ 3,981	£ 3,981	PWLB Mortgage Repayment		£ 3,981	£ 1,991	£ 3,981	£ 3,981	
	£ 152,304		PWLB CC Loan £150 from EMR						
£ 100	£ 634	£ 1,564	Stationery & Office Supplies		£ 1,500	£ 1,149	£ 1,500	£ 750	Aston Clinton Parish Clerk: reduction as ink inlcuded in office equipment
£ 1,208	£ 1,449	£ 2,468	IT Support & Software Subs		£ 2,200	£ 1,564	£ 2,234	£ 2,500	
		£ 166	Computers & Office Equipment		£ 200	£ 194	£ 194	£ 1,400	Aston Clinton Parish Clerk: Includes printer which includes ink supplies
£ -	£ 6	£ 2	Postage		£ 50	£ 43	£ 50	£ 50	
£ 1,512	£ 484	£ 1,096	Membership Subscriptions		£ 1,500	£ 880	£ 1,300	£ 1,500	Aston Clinton Parish Clerk: Awaiting Annual Parish Meeting costs £100 & potential NHP consultation £500
£ 2,169	£ 9,837	£ 122	APM/Elections/Public Meetings		£ 1,000	£ -	£ 600	£ 500	
£ 702	£ 486	£ 2,489	Payroll and Audit Services		£ 2,600	£ 2,092	£ 2,278	£ 2,400	

2019/20 Actual	2021/22 Actual	2022/23 Actual	DRAFT 2024/25 BUDGET for January 2024 Council Meeting 17	2023/24 Budget	Current @ 31/10/23	Estimated Year End	Proposed 2024/25 Budget	Notes
£ 9,893		£ 9,067	Professional Fees & Bank Charges	£ 20,000	£ 7,205	£ 13,305	£ 20,000	Aston Clinton Parish Clerk: added Bank charges assumed £2000 RKP Lease & £4k other
£ 746	£ 3,498	£ 1,586	Contingency	£ 1,500	£ 594	£ 700	£ 1,000	
£ 1,496	£ 1,316		Misc. Admin (merged into contingency)					
				£ 157,646	£ 86,549	£ 144,855	£ 162,614	
			Communication					
		£ 358	Website	£ 500	£ 212	£ 452	£ 1,300	Aston Clinton Parish Clerk: Includes .org.uk domain & email costs of £840
		£ -	Noticeboards	£ 100	£ -	£ 100	£ 100	
		£ -	Newsletters/Annual Review	£ 250	£ -	£ -	£ -	
				£ 850	£ 212	£ 552	£ 1,400	
			Facilities					Aston Clinton Parish Clerk: 3467 Grds Maint; 1974 path;350 gardening;5000 misc
£ 15,625	£ 17,315	£ 20,663	Grounds Maintenance	£ 32,000	£ 19,675	£ 30,466	£ 42,800	
£ 11,887	£ 10,691		Ad Hoc Grds Maint/Footpaths(merged into Grds Maint)					Aston Clinton Parish Clerk: 6600 extra for buckland ; 5728 extra for footpaths if Buckland
		£ 3,610	Tree Work	£ 10,000	£ -	£ 5,340	£ 7,500	
		£ 1,845	Equipment & Tree Safety Surveys	£ 1,500	£ 310	£ 760	£ 1,000	
		£ 870	Allotments	£ 1,000	£ 583	£ 750	£ 1,000	Aston Clinton Parish Clerk: new noticeboard
£ 17,092	£ 20,361	£ 23,250	Equipment Maintenance/Repair	£ 30,000	£ 10,660	£ 26,036	£ 30,000	
£ 2,014		£ 2,147	Dog Bins	£ 3,000	-£ 316	£ 1,984	£ 2,300	Aston Clinton Parish Clerk: inlcudes new dog bin collections
£ 2,283		£ 3,384	Waste Bins	£ 4,560	£ 2,926	£ 4,976	£ 5,300	
		£ 441	Car Park Elec	£ 960	£ 137	£ 412	£ 550	Aston Clinton Parish Clerk: maintenance cover £295 - assume remaining for call outs labour & IP rental etc
		£ 21	CCTV & MVAS Maintenance	£ 1,000	£ 704	£ 1,000	£ 2,000	
		£ 263	Street Furniture: Bus Shelters/Bins/Ben	£ 1,000	£ 390	£ 647	£ 1,000	
				£ 85,020	£ 35,069	£ 72,371	£ 93,450	Aston Clinton Parish Clerk: new bin requet in front of school & ad hoc repairs
£ -			Red Kite Pavilion/Churchill Hall					
		£ 11,516	Maintenance Contracts/Health & Safety	£ 12,000	£ 4,193	£ 14,384	£ 20,000	Aston Clinton Parish Clerk: outstanding service agreemetns total 5871 fire shutter repair 1160 and adhoc repairs 2000
£ 2,673	£ 4,982	£ 5,753	Cleaning	£ 5,500	£ 3,040	£ 6,700	£ 7,500	
				£ 17,500	£ 7,233	£ 21,084	£ 27,500	
			Burial Ground					
		£ 4,318	Grounds Maintenance & Tree work	£ 6,000	£ 2,280	£ 5,820	£ 6,000	Aston Clinton Parish Clerk: 1440=treework; 1350 remaining grds matin and 750 ad hoc
		£ 50	BG Waste Charges	£ 60	£ -	£ 60	£ 55	
		£ -	Memorial Inspections	£ 300	£ -	£ 300	£ 300	
				£ 6,360	£ 2,280	£ 6,180	£ 6,355	
	£ 2,000	£ 7,787	Devolved Services	£ 8,000	£ 1,475	£ 9,262	£ 15,000	Aston Clinton Parish Clerk: increased to cover siding out footways
			Streetlighting					
£ 7,835	£ 9,597	£ 20,456	Streetlight Electricity	£ 32,000	£ 2,277	£ 37,327	£ 37,500	Aston Clinton Parish Clerk: 12050 from 22/23 23000 future invoices
£ 2,458	£ 3,791	£ 1,675	Streetlight Maintenance	£ 4,000	£ 637	£ 3,037	£ 4,000	
		£ -	Streetlight Surveys	£ -	£ -	£ -	£ 2,000	Aston Clinton Parish Clerk: 8 o/s faults + estimate 2 pm (Dec-Mar) at £150 per repair
		£ 10,000	Capital Item: Streetlight Renewal	£ 5,000	£ 5,000	£ 5,000	£ 5,000	
				£ 41,000	£ 7,914	£ 45,364	£ 48,500	

2019/20 Actual	2021/22 Actual	2022/23 Actual	DRAFT 2024/25 BUDGET for January 2024 Council Meeting 17	2023/24 Budget	Current @ 31/10/23	Estimated Year End	Proposed 2024/25 Budget	Notes
£ 15,119	£ 12,879	£ 7,812	Events	£ 10,000	£ 10,516		£ 12,000	
			Projects & Grants					
		£ 9,173	Grants	£ 10,000	£ 5,000	£ 10,000	£ 25,000	
£ 203	£ 20		S137					
		£ 2,328	Playground Renewal	£ 5,000	£ -		£ -	£10k use from reallocated ANPR emarked reserved
		£ 986	Traffic Calming		-£ 986		£ -	£10k use from reallocated ANPR emarked reserved
		£ 3,750	CCTV Extension					
			Defibrillator				£ 2,000	
	£ 7,050	£ 33,824	Spend from General Reserves		£ 4,458			Aston Clinton Parish Clerk: potential costs for informing residents of need to register their cars
		£ 30,000	ANPR	£ 35,000	£ -	£ 800	£ -	
			Burial Ground Digital Mapping				£ 1,500	
			AWP Additional Security Fencing				£ 14,000	
		£ 45,688	S106 Expenditure CC			£ -		
	£ 42,955	£ 88,065	S106 Expenditure					
				£ 50,000		£ 10,800	£ 42,500	
			Total Expenditure	£ 376,376	£ 151,248	£ 310,468	£ 409,319	
			Surplus / - deficit for the year	£ -	£ 187,007	£ 81,458	-£ 15,500	

Reserve Detail	Opening Balance at 1 April 2022		2022/2023 Expenditure	Closing Balance at 31 March 2023		Approved 2023/2024 Reserves	Proposed Amendments from 21 Nov 2023 Finance & Staffing Committee Meeting
General Reserves	£	84,182.23	£ 33,823.77	£	182,302.00	£ 87,434.77	£ 87,434.77
RKP Build Reserves	£	31,132.77		£	31,132.77	£ -	£ -
Streetlights Reserve	£	30,000.00	£ -	£	30,000.00	£ 40,000.00	£ 40,000.00
Playpark Equipment Reserve	£	10,000.00	£ -	£	10,000.00	£ 30,000.00	£ 40,000.00
Street Furniture Reserve	£	10,000.00	£ -	£	10,000.00	£ 15,000.00	£ 15,000.00
Burial Ground Reserve	£	20,000.00	£ -	£	20,000.00	£ 30,000.00	£ 30,000.00
Major Asset Repair Reserve	£	5,000.00	£ -	£	5,000.00	£ 10,000.00	£ 10,000.00
Allotment Reserve	£	2,000.00	£ -	£	2,000.00	£ 3,000.00	£ 3,000.00
Defibrillator Reserve	£	500.00	£ -	£	500.00	£ 2,000.00	£ 2,000.00
Woodland Management Reserve	£	2,500.00	£ -	£	2,500.00	£ 5,000.00	£ 5,000.00
Pond Renovation Reserve	£	10,000.00	£ -	£	10,000.00	£ 10,000.00	£ 10,000.00
ANPR						£ 60,000.00	£ 30,000.00
Resurfacing of Park View						£ 11,000.00	£ 11,000.00
Traffic Calming							£ 10,000.00
Beach Area Improvements							£ 10,000.00
Total Reserves	£	205,315.00	£ 33,823.77	£	303,434.77	£ 303,434.77	£ 303,434.77

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 Rhubarb Cafe
Type of organisation/group – If applicable give charity/company registration number. Community Cafe
Contact's name : Natalie Fieldhouse
Position within the organisation/group: Café Manager
Contact's address: 23 New Road, Aston Clinton, Bucks
Contact's telephone number: 01296 632488
Contact's e-mail address: rhubarbcafe1@gmail.com
What services, facilities and activities does your organisation/group provide? We run a weekly community café within St Michael's church. We provide coffee, tea, homemade cakes and soup to people living in and around Aston Clinton.
Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton. We are open for everyone and our clientele mainly consists of retired, elderly and mums with young children.
Number of members in the organisation/group: I am the only paid staff at Rhubarb Café (plus the vicar) but I have over 40 volunteers who bake or serve within the café.
Number of members resident in Aston Clinton: 1 – Rev'd Sally Bottomer
Total spent by the organisation/group in the last twelve months: £6600.00
Total received by the organisation/group in the last twelve months: £10,400
Main income sources – please itemise Income from selling coffee, cake and tea Raffle held twice a year Donations from customers

Current bank balance (please state date)
16th November 2023: £1380.42

Project Details

Name of Project
Updating the Rhubarb Café Kitchen

When will the project start and end or take place?
When grant has been approved

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.

I would like to purchase a new fridge for Rhubarb Café. Our current one is over 10 years old and I don't feel that it works properly. There is a slight bad smell when you open the door and I think that the milk doesn't last as long as it should.
We use the fridge for storage of milk and butter as well as cakes if they are dropped off before the café opens.

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

Everyone who attends Rhubarb Cafe

How will you know if your project has been successful? What will you be measuring and how will you measure it?
The milk won't go off and the slight smell in the kitchen will be gone.

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

N/A

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.

£250.00 – new under counter fridge including delivery
£100.00 – payment for removal & disposal of old fridge and installation of new fridge (this is an estimation)

How much money is this grant application for?
£350.00

Where will the difference between the project cost and the grant application come from?
No difference

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

N/A											
<p>If you do not receive funding from ACPC will the project, still go ahead?</p> <p>I would need to raise the money from somewhere to buy the fridge</p>											
<p>Bank details for the organisation/group</p> <p>Rhubarb Café Sort Code: 20.03.18 Account: 33830152</p>											
Declaration											
<p>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.</p> <p>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.</p> <p>We undertake to repay to ACPC any grant funds not spent or not spent in accordance with the Application and ACPC's grant conditions.</p> <p>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.</p> <p>We undertake to report the ACPC at the end of the project on its success.</p>											
<p>We have provided copies of the following documents to support the application. Please tick as appropriate</p> <table border="0"> <tr> <td>Accounts</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Balance Sheet</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Bank Statement</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Constitution</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Project Budget</td> <td><input type="checkbox"/></td> </tr> </table>		Accounts	<input type="checkbox"/>	Balance Sheet	<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>	Constitution	<input type="checkbox"/>	Project Budget	<input type="checkbox"/>
Accounts	<input type="checkbox"/>										
Balance Sheet	<input type="checkbox"/>										
Bank Statement	<input type="checkbox"/>										
Constitution	<input type="checkbox"/>										
Project Budget	<input type="checkbox"/>										
<p>Signature 1: Natalie Fieldhouse – Café Manager Contact person </p> <p>Signature 2: Rev'd Sally Bottomer Chair or senior representative of organisation/group </p> <p>Date: 13th December 2023 </p>											



MG 007694 F1V1850A 709F307PL00040 35800 B 94038

MRS NATALIE FIELDHOUSE
THE RHUBARB CAFE AT ST MICHAELS &
23 NEW ROAD
ASTON CLINTON
AYLESBURY
HP22 5JD



THE RHUBARB CAFE AT ST
MICHAELS AND ALL ANGELS
ASTON CLINTON

Sort Code 20-03-18

Account No 33830152

SWIFT BIC BLUKGB22

IBAN GB67 BLUK 2003 1833 8301 52

Issued on 18 December 2023

Your Community Account

At a glance

17 Nov - 15 Dec 2023

Start balance £1,380.42

Money out £636.24

► Commission charges £0.00

Money in £615.00

► Gross interest earned £0.00

End balance £1,359.18

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

Date	Description	Money out £	Money in £	Balance £
17 Nov	Start Balance			1,380.42
22 Nov	Card Payment to Print World On 21 Nov	26.75		1,353.67
	Online Banker Bill Payment to [REDACTED] Ref: Rhubarb Cafe	6.00		1,347.67
	Deposit at Barclays 90 London Road Ref: 13.5422Novkpb000		140.00	1,487.67
28 Nov	Deposit at Barclays 90 London Road Ref: 15.2828Novkpb000		140.00	1,627.67
30 Nov	Standing Order to Aston Clinton Pcc Ref: Rhubarb Cafe	385.00		1,242.67
6 Dec	[REDACTED] Ref: Christmas Tree	15.00		1,227.67
7 Dec	Deposit at Barclays 31 35 Parton Road Ref: 10.5167Deckpb000		150.00	1,377.67
12 Dec	[REDACTED] Ref: Christmas Tree	75.00		1,302.67
	Deposit at Barclays 90 London Road Ref: 14.2012Deckpb000		185.00	1,487.67
14 Dec	Card Payment to Amznmktpace On 13 Dec	119.91		1,367.76
	Card Payment to Tesco Stores 2041 On 13 Dec	3.50		1,364.26

Continued

The Rhubarb Cafe At St Michaels And All Angels Aston Clinton • Sort Code 20-03-18 • Account No 33830152

Date	Description	Money out £	Money in £	Balance £
	Balance brought forward from previous page			1,364.26
14 Dec	Card Payment to Card Factory On 13 Dec	5.08		1,359.18
15 Dec	Balance carried forward			1,359.18
	Total Payments/Receipts	636.24	615.00	

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

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
<p>Name of organisation/group</p> <ul style="list-style-type: none"> Wendover Canal Trust
<p>Type of organisation/group – If applicable give charity/company registration number.</p> <ul style="list-style-type: none"> Charity – number 801190, Company number 02353392
<p>Contact's name</p> <ul style="list-style-type: none"> Peter Elwin
<p>Position within the organisation/group</p> <ul style="list-style-type: none"> Partnerships Director and Vice-Chair
<p>Contact's address</p> <ul style="list-style-type: none"> The Old Plough, Peggs Lane, Buckland, Aylesbury HP22 5HX
<p>Contact's telephone number</p> <ul style="list-style-type: none"> 07776 181248
<p>Contact's e-mail address</p> <ul style="list-style-type: none"> peter.elwin@wendovercanal.org.uk
<p>What services, facilities and activities does your organisation/group provide?</p> <ul style="list-style-type: none"> Canal restoration and its funding; towpath upgrade funding
<p>Who benefits from these services, facilities and activities with particular reference to the residents of Aston Clinton.</p> <ul style="list-style-type: none"> A wide range of existing and potential users Schoolchildren in Aston Clinton wishing to cycle to Halton or Wendover, or vice-versa Walkers, runners, cyclists, the mobility-impaired
<p>Number of members in the organisation/group</p> <ul style="list-style-type: none"> 12 Trustee-Directors, 550 members
<p>Number of members resident in Aston Clinton</p> <ul style="list-style-type: none"> We have 59 members in HP22 including a small proportion in A/Clinton

<p>Total spent by the organisation/group in the last twelve months</p> <ul style="list-style-type: none"> • £70K
<p>Total received by the organisation/group in the last twelve months</p> <ul style="list-style-type: none"> • £100K
<p>Main income sources – please itemise</p> <ul style="list-style-type: none"> • Grants (65%) • Membership subscriptions and donations (35%) • Periodic legacies
<p>Current bank balance (please state date)</p> <ul style="list-style-type: none"> • £4,179 in our CAF account as at 6th October for Wendover Canal Trust • £14,413 in our HSBC account as at 12th October for Wendover Canal Restoration Limited (fully-owned subsidiary)
<p style="text-align: center;">Project Details</p>
<p>Name of Project</p> <ul style="list-style-type: none"> • Halton to Aston Clinton towpath upgrade
<p>When will the project start and end or take place?</p> <ul style="list-style-type: none"> • Approx. May to September 2024
<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> <ul style="list-style-type: none"> • This project is for the upgrade of the Wendover Canal towpath between Halton and Aston Clinton. The stretch from Wendover to Halton will have been completed by December 2023, with construction by Kier plc and The Rothen Group under the direction of Canal & River Trust, and with funding of £747.5K by the HS2 Chiltern AONB Review Group, Wendover Parish Council, Wendover Community Board, Halton Parish Council and the Lionel Abel-Smith Trust, based in Wendover. • The project covered by this application is for the upgrade of 690m of the 2km stretch from Halton to Aston Clinton; achieving this will mean that the entire 2km is usable in all weathers, as only three stretches totalling 700m are in a particularly poor condition. • The contractor will either be The Rothen Group or Kier plc, who have together carried out the Wendover to Halton (Perch Bridge) towpath upgrade this year, and who have also been the contractor used by Canal & River Trust for the recently-upgraded stretch of the Aylesbury Arm in the Broughton area • Photos of the upgraded towpath between Wendover and Halton and current path between Halton and Aston Clinton are attached.

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 entire upgrade will give local communities and visitors a safe, all-weather route down the canal, for use by a range of people, from schoolchildren to families, those with mobility problems, the elderly, runners, walkers and cyclists.

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

- By significantly increased usage of the towpath, we would estimate an increase of at least 100%

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

- No, other than routine maintenance of the towpath by Canal & River Trust's contractors

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.

- We have received a quote from £149K from The Rothen Group and will potentially also be receiving one from Kier plc
- Rothen Group's breakdown of their quote is: £29,800 plant, £61,750 materials and £57,450 labour.

How much money is this grant application for?

- £15,000 – which we recognise is a high sum for ACPC but we feel is justified on the grounds of benefit to the residents of Aston Clinton, the off-road, all-weather linkage that this provides to Halton and Wendover and the need to reach the total cost of £149K
- We would normally provide quotes from several suppliers but Canal & River Trust has a monopoly on canal towpath upgrades and in this area have used only Kier plc and The Rothen Group, almost exclusively the latter
- The Rothen Group and Kier plc are highly regarded and have acted as sub-contractor to Canal & River Trust on the Wendover to Halton stretch, as well as the Aylesbury Arm earlier this year
- The quality of workmanship on the upgrade carried out this year on the Aylesbury Arm and Wendover Canal
- Kier plc and The Rothen Group carry out all work to CRT specification
- Wendover Canal Trust has Principal Contractor status and would contract directly with Kier plc or The Rothen Group

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

- Other applications:
 - HS2 Chilterns AP Review Group (£120K – Chilterns Conservation Board encouraging our application)
 - Wendover Community Board (£15K – Cllr Steve Bowles is happy to be quoted as being in favour of approval)
 - Halton PC - our application for £1K has just been approved
 - Wendover Canal Trust - £4K (approved)
- The project will only go ahead if significant total funding is received.

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

- See above
- RAF Halton have also offered to clear vegetation in February, at nil cost
- Wendover Canal Trust's volunteers will provide additional labour for vegetation clearance if required

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

- We shall consider next steps, depending on the total funding received

Bank details for the organisation/group – for VAT purposes we receive grants and pay suppliers via our wholly owned subsidiary Wendover Canal Restoration Limited

- HSBC
Wendover Canal Restoration Ltd
Sort code 40-38-04
Account number 95243394

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.

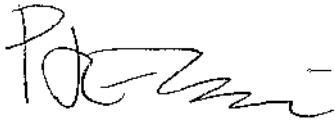
We understand that we alone are responsible for managing the project and have no claim on ACPC in the event of any unanticipated costs or liabilities.

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	<input checked="" type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>
Bank Statement	<input checked="" type="checkbox"/>
Constitution	<input checked="" type="checkbox"/>
Project Budget	<input checked="" type="checkbox"/>

Signature 1:
Contact person



Signature 2:
Chair or senior representative of organisation/group



Mike Beckley – Honorary Secretary and Head of Finance

Date: 14th November 2023

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

Detailed Balance Sheet - Excluding Stock Movement

Month 8 Date 30/11/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	(6,434)	
105	VAT Control	1,207	
110	Prepayments	275	
200	Barclays Current A/c	108,036	
205	Barclays Tracker A/C	136,584	
215	Unity Trust Current A/C	161,709	
220	Nationwide BS	85,000	
Total Current Assets			486,377
<u>Current Liabilities</u>			
500	Creditors	4,511	
520	Allotment Key Deposits	100	
525	Allotment Deposits	66	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
Total Current Liabilities			5,924
Net Current Assets			480,453
Total Assets less Current Liabilities			480,453
<u>Represented by :-</u>			
300	Current Year Fund	82,151	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	30,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	60,000	
332	EMR Park View Resurfacing	11,000	
Total Equity			480,453

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
4000 Salaries	51,730	65,860	14,130		14,130	78.5%	
4001 Pension Ers	12,483	18,155	5,672		5,672	68.8%	
4002 Employers NI	4,758	9,000	4,242		4,242	52.9%	
4010 Contract Staff	6,284	13,000	6,716		6,716	48.3%	
4070 Member's Expenses	10	100	90		90	10.0%	
4090 Insurance	5,508	5,300	(208)		(208)	103.9%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	1,342	1,500	158		158	89.4%	
4120 Postage	43	50	7		7	85.8%	
4130 IT Support and Software Subs	1,703	2,200	497		497	77.4%	
4131 Computers and Office Equip	194	200	6		6	96.9%	
4140 Phone/Broadband	922	1,100	178		178	83.8%	
4145 Office Electricity	1,270	4,800	3,530		3,530	26.5%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	397	2,500	2,103		2,103	15.9%	
4150 Payroll and Audit Services	2,123	2,600	477		477	81.7%	
4155 Professional Fees/Bank Charges	7,205	20,000	12,795		12,795	36.0%	
4170 Training	1,102	2,000	898		898	55.1%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	598	1,500	902		902	39.9%	
4200 Membership Subscription	880	1,500	620		620	58.7%	
4330 Office Cleaner	(33)	800	833		833	(4.1%)	
Administration :- Indirect Expenditure	100,602	157,646	57,044	0	57,044	63.8%	0
Net Expenditure	(100,602)	(157,646)	(57,044)				
<u>101 Communication</u>							
4195 Website	232	500	268		268	46.5%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	232	850	618	0	618	27.3%	0
Net Expenditure	(232)	(850)	(618)				
<u>120 Street Lighting</u>							
4315 Streetlight Maintenance	1,468	4,000	2,532		2,532	36.7%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	6,973	32,000	25,027		25,027	21.8%	
Street Lighting :- Indirect Expenditure	8,442	41,000	32,558	0	32,558	20.6%	0
Net Expenditure	(8,442)	(41,000)	(32,558)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Facilities							
1140 Football Permits	4,940	3,500	(1,440)			141.1%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	1,763	2,500	737			70.5%	
Facilities :- Income	6,703	7,000	297			95.8%	0
4220 Car Park Electric	160	960	800		800	16.7%	
4221 CCTV Maintenance	824	1,000	176		176	82.4%	
4225 Street Furniture Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	3,325	4,560	1,235		1,235	72.9%	
4300 Repairs & Maintenance	11,773	30,000	18,227		18,227	39.2%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
Facilities :- Indirect Expenditure	20,615	40,520	19,905	0	19,905	50.9%	0
Net Income over Expenditure	(13,912)	(33,520)	(19,608)				
160 Buildings							
1115 Churchill Hall Rent	20	0	(20)			0.0%	
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	13,877	30,000	16,123			46.3%	
1135 Buildings Misc Income	479	0	(479)			0.0%	
Buildings :- Income	14,376	40,000	25,624			35.9%	0
4300 Repairs & Maintenance	5,770	12,000	6,230		6,230	48.1%	
4345 RKP Cleaning	3,660	5,500	1,840		1,840	66.5%	
Buildings :- Indirect Expenditure	9,430	17,500	8,070	0	8,070	53.9%	0
Net Income over Expenditure	4,946	22,500	17,554				
180 Grounds Maintenance							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
Grounds Maintenance :- Income	6,198	5,688	(510)			109.0%	0
4360 Park/Footpaths Grds Maint	21,035	32,000	10,965		10,965	65.7%	
4363 Devolved Services	1,475	8,000	6,525		6,525	18.4%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
Grounds Maintenance :- Indirect Expenditure	22,820	51,500	28,680	0	28,680	44.3%	0
Net Income over Expenditure	(16,622)	(45,812)	(29,190)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	1,033	950	(83)			108.7%	
Allotments :- Income	<u>1,033</u>	<u>950</u>	<u>(83)</u>			<u>108.7%</u>	<u>0</u>
4380 Allotments	583	1,000	417		417	58.3%	
Allotments :- Indirect Expenditure	<u>583</u>	<u>1,000</u>	<u>417</u>	<u>0</u>	<u>417</u>	<u>58.3%</u>	<u>0</u>
Net Income over Expenditure	<u>450</u>	<u>(50)</u>	<u>(500)</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	6,300	5,000	(1,300)			126.0%	
Churchyard :- Income	<u>6,300</u>	<u>5,000</u>	<u>(1,300)</u>			<u>126.0%</u>	<u>0</u>
4270 Churchyard Waste Charges	0	60	60		60	0.0%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	2,280	6,000	3,720		3,720	38.0%	
Churchyard :- Indirect Expenditure	<u>2,280</u>	<u>6,360</u>	<u>4,080</u>	<u>0</u>	<u>4,080</u>	<u>35.8%</u>	<u>0</u>
Net Income over Expenditure	<u>4,020</u>	<u>(1,360)</u>	<u>(5,380)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				<u>0</u>
4310 Annual Events	11,049	10,000	(1,049)		(1,049)	110.5%	
Events :- Indirect Expenditure	<u>11,049</u>	<u>10,000</u>	<u>(1,049)</u>	<u>0</u>	<u>(1,049)</u>	<u>110.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,254)</u>	<u>(10,000)</u>	<u>(4,746)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	5,437	10,000	4,563		4,563	54.4%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>4,452</u>	<u>50,000</u>	<u>45,548</u>	<u>0</u>	<u>45,548</u>	<u>8.9%</u>	<u>0</u>
Net Expenditure	<u>(4,452)</u>	<u>(50,000)</u>	<u>(45,548)</u>				
<u>280 Income</u>							
1076 Precept	314,134	314,134	0			100.0%	
1080 Sponsorship & Donations	0	3,500	3,500			0.0%	
1090 Interest Received	648	100	(548)			648.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	2,336	5	(2,331)			46720.0	
Income :- Income	<u>317,118</u>	<u>317,739</u>	<u>621</u>			<u>99.8%</u>	<u>0</u>
Net Income	<u>317,118</u>	<u>317,739</u>	<u>621</u>				
Grand Totals:- Income	357,524	376,377	18,853			95.0%	
Expenditure	180,505	376,376	195,871	0	195,871	48.0%	
Net Income over Expenditure	<u>177,019</u>	<u>1</u>	<u>(177,018)</u>				
Movement to/(from) Gen Reserve	<u>177,019</u>						

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	(9,086)	
105	VAT Control	2,177	
110	Prepayments	275	
200	Barclays Current A/c	112,769	
205	Barclays Tracker A/C	137,060	
215	Unity Trust Current A/C	142,277	
220	Nationwide BS	85,000	
	Total Current Assets		470,472
	<u>Current Liabilities</u>		
500	Creditors	814	
520	Allotment Key Deposits	100	
525	Allotment Deposits	88	
530	COVID Support Grant Fund	1,247	
547	Pension Fund	0	
	Total Current Liabilities		2,249
	Net Current Assets		468,223
	Total Assets less Current Liabilities		468,223
	<u>Represented by :-</u>		
300	Current Year Fund	69,921	
310	General Reserves	182,302	
320	EMR Streetlights	40,000	
321	EMR Playpark Equipment	30,000	
322	EMR Street Furniture	15,000	
323	EMR Churchyard	30,000	
324	EMR Major Asset Repair	10,000	
326	EMR Allotments	3,000	
327	EMR Defibrillators	2,000	
328	EMR Woodland Management	5,000	
329	EMR Pond Renovation	10,000	
331	EMR Park ANPR	60,000	
332	EMR Park View Resurfacing	11,000	
	Total Equity		468,223

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
4000 Salaries	57,798	65,860	8,062		8,062	87.8%	
4001 Pension Ers	13,921	18,155	4,234		4,234	76.7%	
4002 Employers NI	5,281	9,000	3,719		3,719	58.7%	
4010 Contract Staff	6,944	13,000	6,056		6,056	53.4%	
4070 Member's Expenses	10	100	90		90	10.0%	
4090 Insurance	5,508	5,300	(208)		(208)	103.9%	
4100 Mortgage Payments	1,991	3,981	1,990		1,990	50.0%	
4110 Stationery&Office Supplies	1,549	1,500	(49)		(49)	103.2%	
4120 Postage	43	50	7		7	85.8%	
4130 IT Support and Software Subs	1,986	2,200	214		214	90.3%	
4131 Computers and Office Equip	194	200	6		6	96.9%	
4140 Phone/Broadband	922	1,100	178		178	83.8%	
4145 Office Electricity	1,665	4,800	3,135		3,135	34.7%	
4146 Office Water	93	500	407		407	18.6%	
4148 Office Maintenance/H&S	397	2,500	2,103		2,103	15.9%	
4150 Payroll and Audit Services	2,154	2,600	446		446	82.8%	
4155 Professional Fees/Bank Charges	7,239	20,000	12,761		12,761	36.2%	
4170 Training	1,222	2,000	778		778	61.1%	
4180 Election/APM/Public Meetings	0	1,000	1,000		1,000	0.0%	
4190 Contingency	624	1,500	876		876	41.6%	
4200 Membership Subscription	1,228	1,500	272		272	81.9%	
4330 Office Cleaner	352	800	448		448	44.0%	
Administration :- Indirect Expenditure	111,120	157,646	46,526	0	46,526	70.5%	0
Net Expenditure	(111,120)	(157,646)	(46,526)				
<u>101 Communication</u>							
4195 Website	311	500	189		189	62.3%	
4196 Noticeboards	0	100	100		100	0.0%	
4197 Newsletters/Annual Review	0	250	250		250	0.0%	
Communication :- Indirect Expenditure	311	850	539	0	539	36.6%	0
Net Expenditure	(311)	(850)	(539)				
<u>120 Street Lighting</u>							
4315 Streetlight Maintenance	1,745	4,000	2,255		2,255	43.6%	
4400 Capital- Streetlight Renewal	0	5,000	5,000		5,000	0.0%	
4410 Streetlight Electricity	8,793	32,000	23,207		23,207	27.5%	
Street Lighting :- Indirect Expenditure	10,539	41,000	30,461	0	30,461	25.7%	0
Net Expenditure	(10,539)	(41,000)	(30,461)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>140 Facilities</u>							
1140 Football Permits	4,940	3,500	(1,440)			141.1%	
1145 All Weather Pitch Income	0	1,000	1,000			0.0%	
1150 Other Park Permits	1,763	2,500	737			70.5%	
Facilities :- Income	6,703	7,000	297			95.8%	0
4220 Car Park Electric	185	960	775		775	19.3%	
4221 CCTV Maintenance	824	1,000	176		176	82.4%	
4225 Street Furniture Maintenance	390	1,000	610		610	39.0%	
4230 Dog Bins Emptying	(316)	3,000	3,316		3,316	(10.5%)	
4250 Waste Bins	3,632	4,560	928		928	79.7%	
4300 Repairs & Maintenance	11,826	30,000	18,174		18,174	39.4%	
4800 Spend from General Reserves	4,458	0	(4,458)		(4,458)	0.0%	
Facilities :- Indirect Expenditure	21,000	40,520	19,520	0	19,520	51.8%	0
Net Income over Expenditure	(14,297)	(33,520)	(19,223)				
<u>160 Buildings</u>							
1115 Churchill Hall Rent	20	0	(20)			0.0%	
1120 RKP Base Rent	0	10,000	10,000			0.0%	
1130 RKP Turnover Rent	13,877	30,000	16,123			46.3%	
1135 Buildings Misc Income	479	0	(479)			0.0%	
Buildings :- Income	14,376	40,000	25,624			35.9%	0
4300 Repairs & Maintenance	6,148	12,000	5,852		5,852	51.2%	
4345 RKP Cleaning	4,260	5,500	1,240		1,240	77.5%	
Buildings :- Indirect Expenditure	10,408	17,500	7,092	0	7,092	59.5%	0
Net Income over Expenditure	3,968	22,500	18,532				
<u>180 Grounds Maintenance</u>							
1085 Devolved Services Income	6,198	5,688	(510)			109.0%	
Grounds Maintenance :- Income	6,198	5,688	(510)			109.0%	0
4360 Park/Footpaths Grds Maint	22,417	32,000	9,584		9,584	70.1%	
4363 Devolved Services	1,475	8,000	6,525		6,525	18.4%	
4370 Tree Work	0	10,000	10,000		10,000	0.0%	
4371 Equipment & Tree Safety Survey	310	1,500	1,190		1,190	20.7%	
Grounds Maintenance :- Indirect Expenditure	24,202	51,500	27,299	0	27,299	47.0%	0
Net Income over Expenditure	(18,003)	(45,812)	(27,809)				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>185 Allotments</u>							
1170 Allotments Income	1,055	950	(105)			111.0%	
Allotments :- Income	<u>1,055</u>	<u>950</u>	<u>(105)</u>			<u>111.0%</u>	<u>0</u>
4380 Allotments	583	1,000	417		417	58.3%	
Allotments :- Indirect Expenditure	<u>583</u>	<u>1,000</u>	<u>417</u>	<u>0</u>	<u>417</u>	<u>58.3%</u>	<u>0</u>
Net Income over Expenditure	<u>472</u>	<u>(50)</u>	<u>(522)</u>				
<u>190 Churchyard</u>							
1160 Churchyard Income	7,700	5,000	(2,700)			154.0%	
Churchyard :- Income	<u>7,700</u>	<u>5,000</u>	<u>(2,700)</u>			<u>154.0%</u>	<u>0</u>
4270 Churchyard Waste Charges	0	60	60		60	0.0%	
4271 Memorial Inspections	0	300	300		300	0.0%	
4367 Churchyard Maintenance	2,550	6,000	3,450		3,450	42.5%	
Churchyard :- Indirect Expenditure	<u>2,550</u>	<u>6,360</u>	<u>3,810</u>	<u>0</u>	<u>3,810</u>	<u>40.1%</u>	<u>0</u>
Net Income over Expenditure	<u>5,150</u>	<u>(1,360)</u>	<u>(6,510)</u>				
<u>230 Events</u>							
1110 Event Grants/Income	5,795	0	(5,795)			0.0%	
Events :- Income	<u>5,795</u>	<u>0</u>	<u>(5,795)</u>				<u>0</u>
4310 Annual Events	11,144	10,000	(1,144)		(1,144)	111.4%	
Events :- Indirect Expenditure	<u>11,144</u>	<u>10,000</u>	<u>(1,144)</u>	<u>0</u>	<u>(1,144)</u>	<u>111.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,349)</u>	<u>(10,000)</u>	<u>(4,651)</u>				
<u>240 Projects and Grants</u>							
4391 Grants	5,437	10,000	4,563		4,563	54.4%	
4392 Playground Renewal	0	5,000	5,000		5,000	0.0%	
4393 Traffic Calming	(986)	0	986		986	0.0%	
4395 ANPR	0	35,000	35,000		35,000	0.0%	
Projects and Grants :- Indirect Expenditure	<u>4,452</u>	<u>50,000</u>	<u>45,548</u>	<u>0</u>	<u>45,548</u>	<u>8.9%</u>	<u>0</u>
Net Expenditure	<u>(4,452)</u>	<u>(50,000)</u>	<u>(45,548)</u>				
<u>280 Income</u>							
1076 Precept	314,134	314,134	0			100.0%	
1080 Sponsorship & Donations	1,674	3,500	1,826			47.8%	
1090 Interest Received	1,124	100	(1,024)			1124.0%	

Detailed Income & Expenditure by Budget Heading 01/12/2023

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1100 Miscellaneous Income	2,336	5	(2,331)			46720.0	
Income :- Income	<u>319,268</u>	<u>317,739</u>	<u>(1,529)</u>			<u>100.5%</u>	<u>0</u>
Net Income	<u>319,268</u>	<u>317,739</u>	<u>(1,529)</u>				
Grand Totals:- Income	361,096	376,377	15,281			95.9%	
Expenditure	196,308	376,376	180,068	0	180,068	52.2%	
Net Income over Expenditure	<u>164,788</u>	<u>1</u>	<u>(164,787)</u>				
Movement to/(from) Gen Reserve	<u>164,788</u>						

December 2023 Invoices to be approved by Council Meeting						
Date	Company	Invoice Number	For	Amount £	Vat £	Total £
07/11/2023	Arrow Security Shutters Limited	18825	Aborted call out fee	£ 250.00	£ 50.00	£ 300.00
22/11/2023	DKC Payroll Solutions	P4658	November 23 Payroll	£ 30.90	£ 6.18	£ 37.08
12/12/2023	DKC Payroll Solutions	P4764	December 23 Payroll	£ 30.90	£ 6.18	£ 37.08
03/12/2023	Gardens by Gathercole	SG825	Burial Grounds Maintenance	£ 270.00	£ -	£ 270.00
01/12/2023	Goldleaf Groundcare	13623	Park Grounds Maintenance Dec 23	£ 866.67	£ 173.33	£ 1,040.00
01/12/2023	Goldleaf Groundcare	13622	Footpath and Hedges Dec 23	£ 493.33	£ 98.67	£ 592.00
16/11/2023	Jewson	0417/00199217	Type 1	£ 100.81	£ 20.16	£ 120.97
08/12/2023	Jewson	0382/00145868	Gravel for tree base	£ 10.80	£ 2.16	£ 12.96
16/11/2023	Lock & Key	14832	Main barrier lock and keys	£ 123.93	£ 24.79	£ 148.72
16/11/2023	Lock & Key	14865	reissue main barrier lock & keys	£ 123.93	£ 24.79	£ 148.72
21/11/2023	Parish Online	11UB006-0002	Digital mapping subscription (includes credit note)	£ 94.08	£ 18.82	£ 112.90
15/12/2023	Cllr Colin Read	Expenses	Bin bags & generator petrol	£ 52.65	£ -	£ 52.65
15/12/2023	Cllr Lesley Ronson	Expenses	Petrol for keys/dump/tree stakes	£ 31.80	£ -	£ 31.80
02/10/2023	Royal British Legion		Mr Disbreds Remembrance Wreath	£ 25.00	£ -	£ 25.00
21/11/2023	E.Sharp (Electrical) Ltd	INV-4000	SL repair Chapel Dr, Tompkins Cl, Twitchell Lane, Long Plough, Garland Way, Rosebery Road	£ 831.09	£ 166.22	£ 997.31
30/11/2023	E.Sharp (Electrical) Ltd	INV-1404	Repair to office socket	£ 45.00	£ 9.00	£ 54.00
04/12/2023	E.Sharp (Electrical) Ltd	INV-1408	Streetlight repairs two lights Dean Way	£ 160.39	£ 32.08	£ 192.47
05/12/2023	Cheryl Shear		Office cleaning April-November 2023	£ 385.00	£ -	£ 385.00
14/11/2023	SLCC Enterprises Ltd	BK213457-1	Disciplinary & Grievance Procedures SP	£ 30.00	£ 6.00	£ 36.00
06/12/2023	SLCC Enterprises Ltd	BK213781-1	Microsoft Excel Intermediate SP	£ 120.00	£ 24.00	£ 144.00
08/12/2023	SLCC Enterprises Ltd	MEM247313-1	Membership fee	£ 348.00	£ -	£ 348.00
15/12/2023	Mr Haydn Stephens	Expenses	petrol to collect item from Screwfix	£ 4.95	£ -	£ 4.95
27/11/2023	TWC services Ltd	76343	RKP water chlorinate survey	£ 1,327.00	£ 265.40	£ 1,592.40
20/11/2023	Viking	3357080	Paper and ink supplies	£ 44.34	£ 9.86	£ 54.20
11/11/2023	Viking	3473381	ink	£ 140.76	£ 28.15	£ 168.91
14/12/2023	Viking	3495257	badges and lamination pouches	£ 29.43	£ 5.89	£ 35.32
11/12/2023	Kenneth Workman	39	Park duties Nov 23	£ 659.99	£ -	£ 659.99
16/11/2023	Your Café in the Park	598	Red Kite Pavilion cleaning Oct 23	£ 620.00	£ -	£ 620.00
16/11/2023	Your Café in the Park	597	Magic Show Refreshments	£ 78.00	£ 15.60	£ 93.60
04/12/2023	Your Café in the Park	623	Xmas Carols and Lights refreshments	£ 70.50	£ 14.10	£ 84.60
04/12/2023	Your Café in the Park	622	RKP cleaning Nov 23	£ 600.00	£ -	£ 600.00
Direct Debits:						
14/11/2023	British Gas	6092874	Office Electricity Oct 23	£ 252.95	£ 12.65	£ 265.60
04/12/2023	British Gas	878432710	Car Park Electricity Nov 23	£ 24.46	£ 1.22	£ 25.68
14/12/2023	British Gas	6346288	Office Electricity Nov 23	£ 395.04	£ 79.01	£ 474.05
01/12/2023	Buckinghamshire Council	2205070113	Waste Collection Nov 23	£ 307.30	£ -	£ 307.30
12/10/2023	Buckinghamshire Council	2205066171	Streetlight Elec April 2023	£ 2,814.97	£ 562.99	£ 3,377.96
16/11/2023	drax	1107480092	Streetlight Electricity Oct 23	£ 1,755.60	£ 351.12	£ 2,106.72
16/11/2023	drax	1107480091	Additional Streetlight Electricity Oct 23	£ 125.29	£ 6.26	£ 131.55
16/11/2023	drax	1107549621	Streetlight Electricity Nov 23	£ 1,698.95	£ 339.78	£ 2,038.73
16/11/2023	drax	1107549620	Additional Streetlight Electricity Nov 23	£ 121.25	£ 6.07	£ 127.32
28/11/2023	HugoFox	3621	Website hosting	£ 19.99	£ 4.00	£ 23.99
15/11/2023	Tanswell Technology Ltd	11641	IT software support	£ 45.00	£ 9.00	£ 54.00
15/12/2023	Tanswell Technology Ltd	11818	IT software support	£ 45.00	£ 9.00	£ 54.00
Debit Card						
13/11/2023	Amazon	1562280405	Angle brackets	£ 12.49	£ 2.50	£ 14.99
13/11/2023	Amazon	1332699865	3 boxes of vinyl XL gloves	£ 20.89	£ 4.20	£ 25.09
13/11/2023	Amazon	1475391105	Paint brush kit	£ 22.40	£ 4.48	£ 26.88
13/11/2023	Amazon	835263215	Expansion bolts	£ 5.37	£ 1.07	£ 6.44
13/11/2023	Amazon	1508040	Angle brackets	£ 12.48	£ 2.50	£ 14.98
13/11/2023	Amazon	37D1WX7AEUI	Drill & Screwdriver Set	£ 16.79	£ 3.36	£ 20.15
13/11/2023	Amazon	37DMVOJAEUI	Stanley screddriver set	£ 14.33	£ 2.87	£ 17.20
13/11/2023	Amazon	1332699865	Nitrile Gloves	£ 20.89	£ 4.20	£ 25.09
13/11/2023	Amazon	1989120905	Woodstain & Metal paint	£ 47.62	£ 9.53	£ 57.15
22/11/2023	Aston Clinton Stores	receipt	milk / poster advert	£ 2.60		£ 2.60
09/11/2023	B&Q	1036011942	woodstain & postcrete	£ 42.80		£ 42.80
15/11/2023	Coop	receipt	milk / anti bac wipes	£ 4.15		£ 4.15
06/12/2023	Coop	receipt	milk/kitchen towel / bleach	£ 6.50		£ 6.50
15/11/2023	Shell Budgens	receipt	washing up liquid	£ 1.40		£ 1.40
30/11/2023	Shell Budgens	receipt	milk	£ 1.35		£ 1.35
15/12/2023	Shell Budgens	receipt	milk / community board refreshments	£ 2.50		£ 2.50
15/11/2023	The Sign Shed	760888	No fouling signs	£ 38.67	£ 7.73	£ 46.40
14/12/2023	Tesco	receipt	hoover bags / payback team refreshments	£ 18.09		£ 18.09
				£ 15,896.37	£ 2,424.92	£18,321.29
INCOME November 2023						
Date	Company	Invoice Number	For	Amount £		
various	Allotment Tenancies			£154.00		
02/11/2023	Your Café in the Park	Your Café in the Park	monthly RKP rental payment	£1,800.00		
06/11/2023	Your Café in the Park	YCIP23701	Contribtuion toward installatinon of RKP magnetic door stops	£300.00		
10/11/2023	B&Q	credit	Refund for returned items	£15.00		
16/11/2023	HMRC	VAT Return	2023/24 Q2 Vat return	£5,552.18		
22/11/2023	Amazon	Refund	Refund for returned helmet	£46.98		
23/11/2023	Co-Operative Funeralcare	B23/14	Full Burial EROB/Interment Plot O264	£900.00		
23/11/2023	Resident	B23/12	Ashes EROB/Interment plot 6o	£450.00		
22/11/2023	Creative Memorials	B23/16	Memorial Permit 6h	£200.00		
22/11/2023	Resident	B23/18	Full Burial EROB O263	£600.00		
22/11/2023	Your Café in the Park	Your Café in the Park	RKP rental Top Up April - June 2023	£11,252.49		
23/11/2023	Memorial of Distinction	B23/17	Memorial Permit O261	£200.00		
27/11/2023	Aston Clinton Colts	ACPC23/11	Damage to mower blade	£550.00		
30/11/2023	Resident	BC/23/22	Memorial Permit M235 (overpayment)	£400.00		
				£22,420.65		

Invoices to be approved at 17th January 2024 Council Meeting							
Date	Company	Invoice Number	For	Amount £	Vat £	Total £	Clerks Comments
05/01/2024	1st Aston Clinton Scout Group	Donation	Removal of Christmas Tree	£ 15.00	£ -	£ 15.00	
15/01/2024	1st Aston Clinton Scout Group	Donation	Santa's Float 2023 donation	£ 559.47	£ -	£ 559.47	
05/01/2024	Ark Animal Encounters	50124	Family festival deposit: farm	£ 50.00	£ -	£ 50.00	prepayment
14/12/2023	Aylesbury Fire Systems	37884	RKP Fire Alarm faults	£ 243.40	£ 48.68	£ 292.08	
05/01/2024	Castle Water	2261308	Office water & waste	£ 17.18	£ 1.42	£ 18.60	account in credit
15/01/2024	Chilterns Neuro Centre	Donation	Santa's Float 2023 donation	£ 559.45	£ -	£ 559.45	
02/01/2024	Gardens by Gathercole	SG856	Burial Ground Maintenance	£ 270.00	£ -	£ 270.00	
01/01/2024	Goldleaf Groundcare	13691	Footpath and hedges	£ 493.33	£ 98.67	£ 592.00	
06/01/2024	Corrine Judge	Expenses	Santas Float/playground caps/Xmas Tree Festival	£ 50.66		£ 50.66	
06/01/2024	Corrine Judge	Expenses	Santas Float	£ 85.20		£ 85.20	
12/01/2024	KSG Party Equipment	112	Family festival deposit: candyfloss	£ 50.00		£ 50.00	prepayment
15/01/2024	Marion Mason	Expenses	xmas tree festival/Sound system/mileage	£ 201.00		£ 201.00	
15/01/2024	MJ Prodcutions	8F7811-0289	Family Festival deposit - stilt walker	£ 26.00		£ 26.00	prepayment
15/01/2024	Rennie Grove Hospice Care	Donation	Santa's Float 2023 donation	£ 559.45	£ -	£ 559.45	
28/12/2023	E Sharp (Electricals Ltd)	1412	Streetlight repairs Colledge Road South, Weston Road	£ 116.45	£ 23.29	£ 139.74	
04/01/2024	SLCC	BK214021-1	Engaging the community SP	£ 65.00	£ 13.00	£ 78.00	
22/12/2023	Tanswell Technology Lts	INV-011477	Moving to sharepoint and updating folders	£ 238.00	£ 47.60	£ 285.60	
15/01/2024	K Workman	40	Park Keeper Duties December 2023	£ 663.00	£ -	£ 663.00	
03/01/2024	Your Café in the Park	INV-0648	RKP cleaning	£ 580.00	£ -	£ 580.00	
Direct Debits:							
03/11/2023	British Gas	843248568	Car Park Electric Oct 23	£ 23.53	£ 1.17	£ 24.70	
02/01/2024	Brtish Gas	819288858	Car Park Elec Dec 23	£ 26.20	£ 1.31	£ 27.51	
02/01/2024	Brtish Gas	6601563	Office Electricity Dec 2023	£ 384.41	£ 76.88	£ 461.29	
02/01/2024	Buckinghamshire Council	2205072064	Waste Dec 23	£ 307.25	£ -	£ 307.25	
28/12/2023	Hugo Fox	INV-3904	Website hosting	£ 19.99	£ 4.00	£ 23.99	
01/01/2024	Sum up	MCUUDYX2-202312	Santa float donations	£ 1.13	£ -	£ 1.13	
15/01/2024	Tanswell Technology	11966	Office IT/Software support	£ 45.00	£ 9.00	£ 54.00	
08/01/2024	UK Debt Management Office		PWLB: Repayment notice	£ 1,900.54	£ -	£ 1,900.54	
Debit Card							
07/01/2024	Amazon	1546615875	hazzard barrier tape x 2	21.64	£ 4.32	£ 25.96	
04/01/2024	Co-op	Receipt	milk	£ 1.25	£ -	£ 1.25	
12/01/2024	Co-op	Receipt	milk	£ 1.25	£ -	£ 1.25	
12/01/2024	Metcalfes Home Hardware	Receipt	roller frame/filling knife/ready mix fill	£ 35.07	£ -	£ 35.07	
23/12/2023	Just Host	303589054	astonclinton.org domain name hosting	£ 58.93	£ -	£ 58.93	
20/12/2023	Sainsburys	Receipt	Office calanders x 3	£ 8.70	£ -	£ 8.70	
07/12/2023	Screwfix	A1223A15322658037	paint and brushes	£ 160.94	£ -	£ 160.94	
				£ 7,838.42	£ 329.34	£ 8,167.76	
INCOME December 2023							
Date	Company	Invoice Number	For	Amount £			
various	allotment holders	variuos	allotment tenancies	£ 220.00			
04/12/2023	Barclays Bank		Bank Interest	£ 475.61			
05/12/2023	Your Café in the Park	Your Café in the Park	monthly RKP rental payment	£ 1,800.00			
21/12/2023	Santa's Float collections	collections	2023 Santa's Float door to door collections	£ 1,596.49			
22/11/2023	KY Green Funeral Directors	B23/19	EROB/Interment O265	£ 900.00			
22/12/2023	KY Green Funeral Directors	B23/20	Ashes interment (non resident)	£ 500.00			
06/12/2023	Aston Clinton Football Club	ACPC23/08	Replacement front gate lock	£ 152.00			
18/12/2023	Sum up		Santa's float debit card collections (less fee)	£ 67.88			
19/12/2023	Goldleaf Groundcare	ACPC23/07	RKP Glass/Noticeboard boarding	£ 179.17			
19/12/2023	Goldleaf Groundcare	ACPC23/10	RKP Glass/Noticeboard reglasing	£ 345.00			
19/12/2023	C Judge		Santa's float BACS collection	£ 10.00			
				£ 6,246.15			



ASTON CLINTON PARISH COUNCIL

Minutes of the **Facilities Committee** meeting
held at 6.30pm on **6th December 2023** at the
Parish Council Office, Aston Clinton Park, HP22 5HL

PRESENT: Cllr D McCall (Chair), Cllr C Judge, Cllr C Read, Cllr L Ronson & Cllr P Wyatt (for agenda items F23.49, F23.52ii & F23.53)

IN ATTENDANCE: Mrs S Payne (Clerk)

F23.44 Public Participation None present.

F23.45 To Receive Apologies for Non-Attendance Received from Cllr M Mason.

F23.46 To Receive Declarations of Interest or Requests for Dispensation None received.

F23.47 To Approve the Minutes of the Meeting Held on 8th November 2023

The minutes of the meeting held on 8th November 2023 were approved as a true and accurate record and were signed by the Chair.

F23.48 Grounds Maintenance

- i. Football pitch condition: Due to recent wet weather it was noted that the football pitches were becoming unplayable. It was agreed that the football clubs be informed that they may be the possibility that the pitches would not be available to play on at the weekend. The Grounds Maintenance Working Group would inspect the condition of the pitches on Friday morning and make a final decision. **ACTION: Grounds Maintenance WG**
- ii. Park grounds maintenance contractor: The Clerk reported that the grounds maintenance contractor had been issued the three months written notice on 30th November 2023 and were asked to carry out any outstanding works. The contractor confirmed that the cutting of the rough areas was outstanding. The contract states that arisings were to be removed. Given the current weather conditions this could lead to damage to the park as it would require numerous return runs. It was suggested by the contractor that once there were a few dry days the rough areas be cut and arisings left. The Committee agreed with this proposal. **ACTION: Clerk**
- iii. Tree in front of RKP: It was noted that the gumball tree in front of the RKP was not growing straight. It was agreed that larger stakes be installed either side of the tree to aid straightening. **ACTION: Grounds Maintenance WG**

F23.49 Sports & Recreation

AWP additional security fencing quotes: Four types of additional security fencing were considered: rotary spikes, mesh panels on cranked posts, roller barriers and spiked strips. It was agreed that mesh panels on cranked posts would be the preferred choice. One of the quotes was a guide price prior to a site visit. It was agreed that a site visit be organised and final quotes be considered at the next meeting of the committee. **ACTION: Clerk**

F23.50 Events

Cllr Judge reported that the arrangements for Santa's float were progressing. It was agreed that the possibility of taking the float as far as Wenwell Close/Bishops Field be explored.

F23.51 Park Keeper & Compound

Sale of tractor: The replacement of one of the tractor tyres needs to be organised and checks made to ensure that the engine is running. Once these have been completed the tractor will be listed on eBay. **ACTION: Asst Clerk**

F23.52 Red Kite Pavilion & Churchill Hall

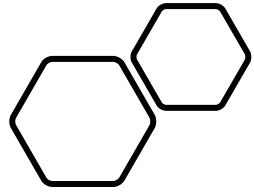
- i. RKP fire shutter repair: Cllr Read reported that the contractor had aborted their visit to repair the shutter as the kitchen was being used which raised a health and safety issue. The contractor raised an invoice for an abortive call out charge. The Clerk had spoken with the contractor and disputed the charge as the engineer had not reported directly to the Council that there was a problem on the day and given the Council the opportunity to resolve the issue prior to the decision to abort the visit. The contractor states that they will not reschedule for the works until the abortive charge has been paid. Cllr McCall agreed to speak with the contractors. **ACTION: Cllr McCall**
- ii. YCITP signage: Your Café in the Park wish to replace their existing signage at the entrance to the park. The proofs for the new signage were considered and it was agreed that 'free parking' be removed from the sign. **It was resolved that the new signage be approved with the removal of free parking.** **ACTION: Clerk**

F23.53 Burial Ground

Burial records & mapping: The Clerk reported that the burial records database had been completed. Companies would be contacted to quote for digitally mapping the burial ground which would be linked to the database and would provide an accurate map and help predict when the burial ground would be at capacity. **ACTION: Clerk**

The meeting closed at 7.28pm

Signed.....Date



June 29 & 30 2024

Summer Tournament



Meet the Committee

Liam Hickey – Chairman

Kevin Keane – Vice Chair

Jenifer Rhodus – Vice Chair

Antonia Lloyd – Treasurer

Event Committee Lead - Rob Morris

Di Waller – Club Secretary

Development Office – Liam Hickey

Colts Tournament Introduction

The Aston Clinton Colts Summer Tournament has been running since the Club first began and takes pride of place as being our number 1 fundraising event. In the past, it has been known for being a lovely day out for families, locals and the football community & the new committee want to bring that feeling back. The club and the kids have enjoyed them being back again after covid for the last 2 summers and we even had our celebrity footballer of the village pop in last year.

The Tournament will be set up with 120 Teams that will play on 10 pitches in a knockout style tournament. We will have 10 teams per age group and 4 age groups per session across the 9 pitches with 1 pitch being spare for emergencies/injuries. We plan on the tournament running on June 29th & 30th from 900 am – 4:30 PM. Based on each team bringing 10 kids, those kids bringing both parents & a sibling on average this will create a footfall of 800 people total for the weekend. This will be split between the days and sessions evenly throughout the weekend.

We will pay for professional referees to free up volunteers time towards parking, safety & basic infrastructure to the weekend. We will also be paying to bring in St John's first Aiders to make sure we above par on our Health & Safety protocol. We also plan to source & pay for additional portaloos and trash collection to make sure the park is kept and maintained to the usual high standard.

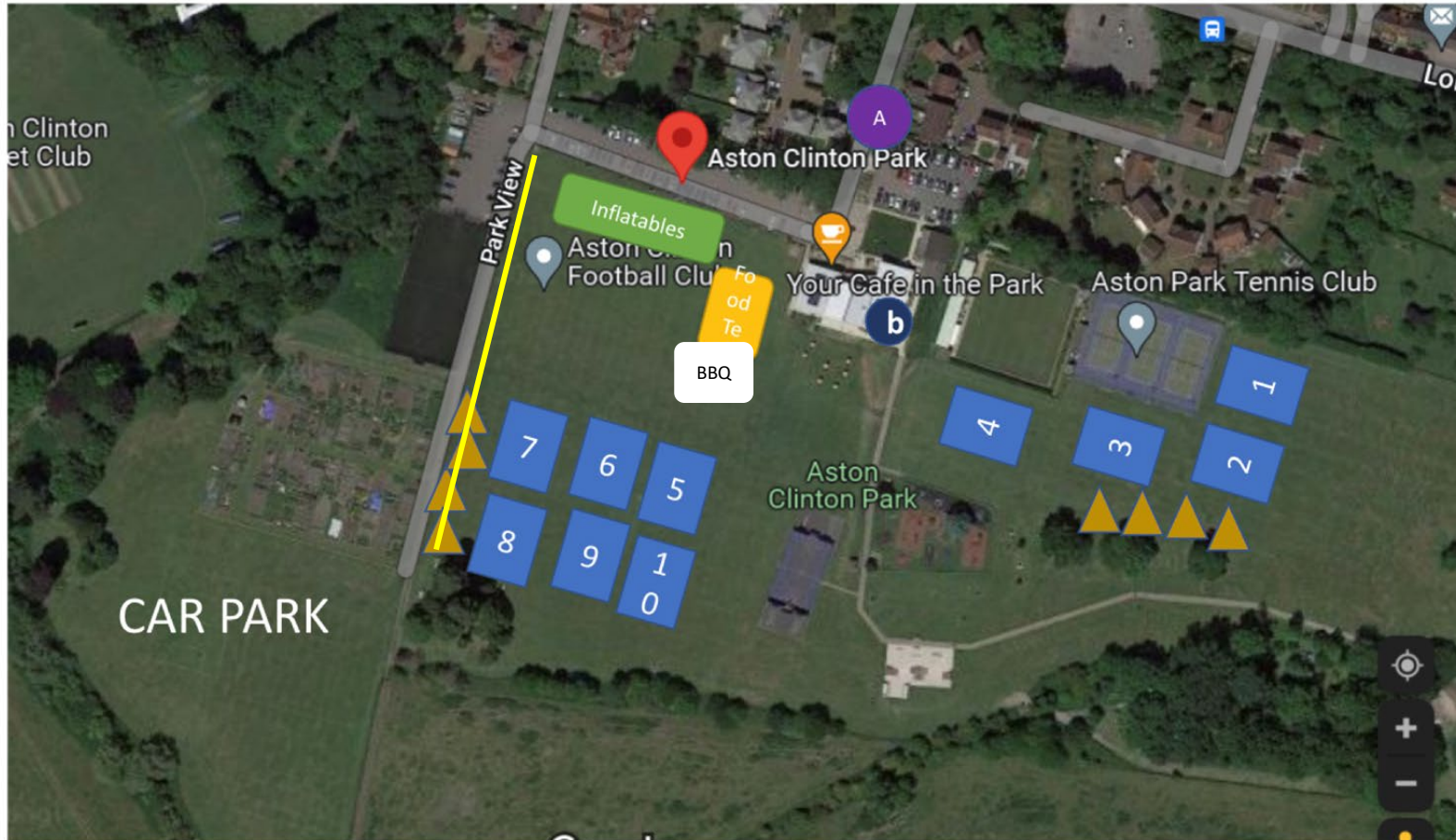
We are working with the School and have a template in place for parking through utilisation of the AC School for 320 cars estimate over the weekend but we really urge the PC to let out use of the Meadow as it is far safer and easier to manage/control the safety of the kids ourselves in the Meadow than the very dangerous London Road. We will pay to use the Parking Attendants from the entrance of London Road, before the first car park, at the corner, by the gate to the Meadow, by the Astro, by the Tree's and 2 in the parking lot. Paul will be set up at the school for any overflow that is required too. Each session will have 80 cars for the teams, 6 for the booths, 11 for the referees, 6 for the Cafe, 5 for the Colts Committee plus public use if we can have use of the Meadow.

In the past one of the biggest fundraising items was our Colts BBQ. We have an open line of communication with Nick and will work him on a mutual beneficial plan. We also plan to sell some soft drinks, sport drinks & juices near our BBQ as well which was done in the past events.

As well as food & drink we would like to increase the revenue through the use of stalls. We hope other families in the village come to the park on the day to enjoy the atmosphere and would like to have a few stalls for the kids as well as some musical entertainment starting at 900 am - 400 pm.

Through this event we estimate to bring in roughly £4k - £5k of revenue to our little club. This amount is huge for us and will allow to pay for usage of the Colet 3G pitch more, newer equipment , kids end of season party (which has been missed a few years) and go towards the future sustainability of our Club.

Pitch Detail & Map



- A - Entrance
- B - First Aid
- C - BBQ on edge of the pitch
- D - Fenced off area along Park View Road down to the Meadow

Parking Plan

The Colts propose using the Meadow area for parking to help alleviate the Village concerns around health & safety. We are looking at employing parking assistance for the day as assurance for the PC for their H&S concerns. The group we have approached, priced up are the Bucks Search & Rescue Organisation who volunteer their team of up to 8 people for a donation to their charity. We see this option as a win - win for everyone, including now the Bucks S&R too.

The use of the 130 spaces at the park, added to this, we would still use the School as overflow, if needed, and Mr Paul Arnold has committed this use to us again. Based on the formula given, average car requires 45 sq ft, we feel the Meadow can hold up to 100 cars comfortably. This combined with the park car park would mean for a more controlled, secure, safer parking system for the kids, the villagers and park goers.

With 10 teams of 10 kids per Age Group and 3 Age Groups per session, this would see a total of 300 cars maximum. We have a lot of locals in the village attending that will walk and we see a lot of car sharing from away teams. We will have a barrier lined along Park View Lane.

UPDATE - Now with the new proposed parking charges, will this impact the Colts Tournament as well?



Health & Safety Procedure

The Colts would provide the PC with the necessary Health & Safety documents, risk assessments as last year and the vendors would be the same as well.

The BBQ would be held on the Grass as last year and we would use the Cafe's BBQ again. Our Event Team has a food safety qualified person on their team to handle the food.

Our Family would again provide the same inflatables as last and the same as the PC offer when they hold their Village Events.

Parking safety would be outsourced to Bucks S&R for everyone's safety plus the proposed parking in the Meadow would eliminate the risk across London Road. Equally no football on the Meadow would mean no broken Tomato & Sunflower Plants in the allotment.

We would have 2 x First Aiders this year again this year who will have use of the RKP's back room on the Ground Floor.

Food, Drink & Entertainment

The Colts have agreed again with Nick that this year we will offer the BBQ to raise funds as it has proven the largest fundraiser for the Colts. We will offer bacon sandwiches in the morning but offer sausages & burgers for lunch. We have aligned with Nick on the drink offers too so we don't overlap and undercut each other. In exchange, we will use the kindness of Arla and donate 80 Lts of milk again this year along with Sponsorship.

Our Entertainment will be the Inflatables in the Family area as described on the Pitch Map. They will offer the large slide and the zorbs plus a smaller bouncy castle for the little ones. We will open up to other charities as we have done last year which have also raised much needed funds for their organisation; Ducklings Trust, Dylan's Trust and now Bucks S&R will have an information booth as well. This year we will have a fruit stand too for a healthy option for kids to buy.

Infrastructure

The Colts will hire Enterprise again for the Skip, which is sit next to the compound again this year and we will use them to rent 10 Portaloos for this year. In our site map you can see we will split the portaloos between the Tennis Court pitches and down by the allotment. We would have them delivered on the Friday afternoon before the weekend and positioned. We would require access to the height restrictions and the gate. Each coach of each team is given a bin bag to put their rubbish in that they can take to the skip or at least leave by the pitch for us to collect to keep the park tidy for the weekend. Collection would be on the Monday which we would again coordinate with the Clerk and last year went a lot quicker and more smoothly then the year before.

The stalls would set up by 830 AM on the Saturday ready for the teams by 900 and this would be the same for the Sunday too.

First Aiders will be onsite by 830 AM on both days and have their marked area as detailed on the site map.

The BBQ is already at the Park for ease of set up. The non-refrigerated food can be stored in the changing rooms while the cold food would be stored at a Committee's house and transported each morning.

Pitch Set Up will be done by volunteers and we can start with placement on the Friday evening and Saturday would be set up. We would store the equipment in the Astro for a faster turnaround each day while still being secure.