ASTON CLINTON PARISH COUNCIL

Minutes of the **Finance and Staffing Committee** meeting held at 1.15pm on **24th February 2025** at the Parish Council Office, Aston Clinton Park, HP22 5HL

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

IN ATTENDANCE: Mrs S Payne (Clerk)

FS24.39 Questions and Comments from the Public. No members of the public were present.

FS24.40 To Receive Apologies for Non-Attendance. Received and accepted from Cllr Mason.

FS24.41 To Receive Declarations of Interest or Requests for Dispensation. None declared.

FS24.42 To Approve the Minutes of the Meeting Held on 11th November 2024
The minutes of the meeting held on 11th November 2024 were approved as a true and accurate record and were signed by the Chair.

FS24.43 To Receive an Update on the CCLA Public Sector Deposit Fund
The committee had been circulated with the fund statement of account dated 5th February 2025, confirming the valuation of the fund at £280,000 as of 31st January 2025. The Clerk reported that a further £20,000 was to be transferred. It had originally been agreed that this transfer would be made from the Unity Trust Bank account; however, the current balance was below £25,000. **It was resolved that £20,000 be transferred from the Council's Barclay's Bank accounts to the CCLA PSDF instead of the Unity Trust Bank account**. **ACTION: Clerk**

FS24.44 To Consider the Draft Scheme of Delegation
The committee reviewed the draft Scheme of Delegation. **It was resolved to recommend to Council that the draft Scheme of Delegation be adopted with the addition of a clause in section 4.2 allowing the Clerk to solely authorise expenditure of up to £250 on behalf of Council.** **ACTION: Clerk**

FS24.45 To Review the Staff Appraisal Policy and Agree Arrangements for Staff Appraisals
The committee reviewed the Staff Appraisal Policy and agreed that no amendments were necessary. It was agreed that the Clerk's appraisal would take place in March and would be conducted by Cllr Mason as Chair of the Council. The Clerk would carry out the appraisals of the Assistant Clerk and Admin Assistant. **ACTION: Cllr Mason/Clerk**

The meeting closed at 1.36pm

Signed……Date ……

DRAFT

Aston Clinton Parish Council
Financial Regulations

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These Financial Regulations were adopted by Council at its meeting held on 19th June 2024

CHANGES ARE IN RED

1. General

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

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

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

1.4. In these Financial Regulations:

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

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

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

1.6. **The council must not delegate any decision regarding:**

- **setting the final budget or the precept (council tax requirement);**
- **the outcome of a review of the effectiveness of its internal controls**
- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**

- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or single commitment in excess of £7,500; and

2. Risk management and internal control

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

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

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

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

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

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

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

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

3. Accounts and audit

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

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

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

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

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

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

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

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

3.8. The council shall ensure that the internal auditor:

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

3.9. Internal or external auditors may not under any circumstances:

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

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

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

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

4. Budget and precept

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

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Finance & Staffing Committee at least annually in November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council

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

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year.

4.5. The draft budget, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance & Staffing Committee and a recommendation made to the council.

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

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

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

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

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

5. Procurement

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

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

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

5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of ~~The Public Contracts Regulations 2015~~ The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the**

Legislation"), must be followed in respect of the tendering, award and notification of that contract.

5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.11) obtain prices as follows:

5.6. ~~For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation[1] regarding the advertising of contract opportunities and the publication of notices about the award of contracts~~. For contracts estimated to exceed £60,000 including VAT, the Clerk shall advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.

5.7. ~~For contracts greater than estimated to exceed £30,000 excluding i VAT the Clerk shall seek at least 3 fixed-price quotes~~; **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**

5.8. For contracts greater than £5,000 excluding VAT the Clerk shall seek at least 3 quotes.

5.9. where the value is between £500 and ~~£3,000~~ £5,000 excluding VAT, the Clerk shall try to obtain 3 estimates.

5.10. For smaller purchases, the Clerk shall seek to achieve value for money.

5.11. **Contracts must not be split i~~nto smaller lots~~ to avoid compliance with these rules.**

5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:

i. specialist services, such as legal professionals acting in disputes;

ii. repairs to, or parts for, existing machinery or equipment;

iii. works, goods or services that constitute an extension of an existing contract;

iv. goods or services that are only available from one supplier or are sold at a fixed price.

5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

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

5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate committee, for any items below £1,500 excluding VAT.
- a duly delegated committee of the council for all items of expenditure within their delegated budgets for items under £7,500 excluding VAT}
- the council for all items over £7,500;

[1] The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council, or make any contract on behalf of the council.

5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council, or a duly delegated committee acting within its Terms of Reference, except in an emergency.

5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £1,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.

5.20. 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, along with evidence of receipt of goods.

6. Banking and payments

6.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Unity Trust Bank and Barclays Bank. The arrangements shall be reviewed annually for security and efficiency.

6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.

6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO.

6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.

6.5. All payments shall be made by online banking/cheque, in accordance with a resolution of the council, unless the council resolves to use a different payment method.

6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.

6.7. A list of such payments shall be reported to the next appropriate meeting of the council or Finance Committee for information only.

6.8. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:

i. payments up to £250 on behalf of council

ii. payments of up to £1,500 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.

iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of the council, where the Clerk and 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.

iv. 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. The RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, together with the relevant invoices, to the council. The council shall review the schedule for compliance and, having satisfied itself, shall authorise payment by resolution. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

7. Electronic payments

7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.

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

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

7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to all authorised signatories.

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

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

7.7. Evidence shall be retained showing which members approved the payment online.

7.8. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable

direct debit, provided that the instructions are approved by the council. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.

7.9. Payment may be made by BACS or CHAPS by resolution of the council provided that each payment is approved online by two authorised bank signatories, evidence is retained. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

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

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

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

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

8. Cheque payments

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

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

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

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

9. Payment cards

9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will be used as detailed in the council's Debit Card Use Policy.

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

10. Petty Cash

10.1. The council will not maintain any form of cash float. All cash received must be banked intact.

11. Payment of salaries and allowances

11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
11.3. Salary rates shall be agreed by the council, or a duly delegated committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council.
11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by the Finance & Staffing Committee to ensure that the correct payments have been made.
11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council, after obtaining any necessary approval.
12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
12.3. The council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must written be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
12.4. All investment of money under the control of the council shall be in the name of the council.
12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

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

of the Clerk. The RFO shall be responsible for the collection of all amounts due to the council.

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

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

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

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

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

14. Payments under contracts for building or other construction works

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

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

15. Stores and equipment

15.1. The RFO shall be responsible for the care and custody of stores and equipment.

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

15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

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

16. Assets, properties and estates

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

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

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

16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).

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

17. Insurance

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

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

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

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

18. Suspension and revision of Financial Regulations

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

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

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

Appendix 1 - Tender process

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

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

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

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

5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.

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

Aston Clinton Parish Council Risk Assessment Management (Last Review: April 2024 - Next Review April 2025)

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	Mediun	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 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 annually. Internal audits take place 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	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 two members of the Finance & Staffing Committee 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 two members of the Finance & Staffing Committee 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.	
ACPC Run Activities	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
Grants Awarded by Council	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.	
Grants Awarded to Council	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
Charges/Rental Receivable	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
Best Value/ Accountability	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 or relevant committee.	
Salaries & Associated Costs	Salary/expenses paid incorrectly	Low	Payments of salaries are in line with contract terms and 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.	Existing procedures are adequate
	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.	
	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: April 2024 - Next Review April 2025)

BUSINESS CONTINUITY

Subject	Risk Identified	Impact	Control & Action	Review/Assess/Revise
Loss of key personne	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. A locum Clerk may be engaged.	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 Microsoft Share Drive. Minutes, agendas and policies are held on the Council's website. All laptops are protected via adequate anti-malware products and are protected by adequate passwords.	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. The Council's Data Protection Policy is adhered to and a data breach log kept.	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: April 2024 - Next Review April 2025)

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. 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 our every 5 years. A safety survey of memorials in the burial ground and churchyard are carried out every 3 years.	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 2024- Next Review April 2025)

ASSETS & PROPERTY

Subject	Risk Identified	Risk	Control & Action	Review/Assess/Revise
Assets	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.	Existing procedures are adequate
	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.	
	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.	
Notice Boards	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
Street Lighting	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
Street Furniture	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
Mobile Vehicle Activated Signs	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

Overal Total Cost
£3,185,400.74

Item	Date Purchase	Original Cost	Invoice	Total Cost:				
Park wooden bridge No 1		£1,500.00		**£127,512.71**				
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				£20,121.28	bridges & Fences
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	*				
22 metres of steel palisade fencing betweem AWP & Compound	10/09/2023	£3,000.00	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						
Memorial Bench (Ben)	27/10/2015	£569.17	y					
Picnic benches x 8	01/01/2016	£3,600.00						
Park metal picnic tables x 4 @ £642.50		£2,570.00	y					
Picnic Table (meadow field)	13/05/2024	£485.00	Y					
Green Ranger steel Benches 3000mm kibg x 2	05/11/2024	£1,393.24	y					
Park dog bins 9 @£350 each		£3,150.00						
Bin for rough area of park	01/06/2011	£448.25	y					
Park Cardiff Lidded bin x 2	01/01/2011	£718.00						
4 x park bins	01/01/2016	£1,600.00						
Park Litter Bins x3	21/04/2016	£1,007.00	y					
Park litter bins x 7 @ £350		£2,450.00	some					
Dual Litter/recycing Bin 160l (Middlesborough)	28/10/2023	£661.29					41006	street furniture
Park metal benches x 6 @ £500		£3,000.00						
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				£39,333.87	Contents
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 & Turrett 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						

RKP Internal Signage x 34	04/08/2021	£1,035.18	y					
Red Kite Pavilion Name Lettering	11/05/2021	£1,892.22						
RKP 6l Foam Fire Extinquishers x 6	30/04/2021	£209.94	y					
RKP Powerx Co2 Fire Extinquishers 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	£29,844.00	y					
RKP AV Extron XPA U2008FX 8 Channel Amplifier	31/03/2025	£2,771.00	y					
RKP AV Crestron 1070BS 10" Touch Panel Controller	31/03/2024	£1,847.00	y					
RKP AV 4 x Creston bluetooth plates	31/03/2025	£4,000.00	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					
Allotment Noticboard 8xA4	02/04/2024	£516.40	Y					
DISPOSAL LIST						**Removed**	**Date**	**Notes**
Churchyard/allotment gates	01/07/2011					£358.82	16/03/2021	(Agreed as part of Insurance review)
CCTV equipment	01/10/2015					£2,760.00	Oct-21	Disposed and replaced with new
Pavilion fire extinguisher	01/07/2009					£117.99	Apr-21	Disposed and replaced with new
Pavilion Fire extinguisher	01/11/2010					£91.01	Apr-21	Disposed and replaced with new
park bins	01/05/2017					£1,208.00	16/03/2021	Duplicate item
bike racks	01/09/2016					£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	01/12/2010					£1,466.40	16/03/2021	(AGREED as part of insurance review)
Park dog bins x 4 @£350						£1,400.00	16/03/2021	(AGREED as part of insurance review 4 x bins removed)
Park litter bins x 4 @ £350						£1,400.00	16/03/2021	4 x removed
Park metal benches x 6 @ £500						£3,000.00	16/03/2021	(AGREED as part of insurance review 6 x benches removed)
Water Pump for allotment tank	04/07/2015					£300.00		No longer servicable
Park litter bins						£350.00	02/10/2023	bin near bus shelter broken beyond repair
Yamaha 8 channel Amplifier						£1,761.00	31/03/2025	not working and replaced
AV apple Touchpad						£296.00	31/03/2025	not working and replaced
4 x bluetooth input plates						£4,020.00	31/03/2025	not working and replaced

ACPC Asset Register at 31 March 2025

Item	Date Purchased	Original Cost	invoice	Total Cost:				
Council room chairs x 30	01/10/2009	£1,552.50		£12,974.49				
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				£9,566.45	contents
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					£3,408.04	building
Office KALLAX shelving unit & 4 boxes	13/02/2024	£109.00						
Office oak side filer	16/12/2024	£104.00	y					
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					
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						
CCTV Recorder Dell 24" Monitor (white)	02/10/2024	£103.33	y					
speaker	01/08/2016	£181.23	y					
Fenton FT15LED Active Speaker 15" 800w	15/12/2023	£132.50	y					
Panasonic Bluetooth Megasound HI-FI system	31/03/2025	£124.17	y					
Scanner	07/07/2017	£339.00						
Shredder	01/04/2018	£157.00						
Compact boot scraper	14/02/2025	£119.99	y					
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					
DISPOSAL LIST					**Removed**	**Date**	**Notes**	
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	
Printer	22/03/2019				£147.50	01/04/2024	No longer fit for purpose sold on ebay for £40	

Item	Date Purchased	Original Cost		Total Cost:				
Net Ladder Climb	10/09/2021	£3,525.00	y	**£452,656.24**				
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			£270,231.08	play	
Streetscape cone cllimber & 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					
PlayPark Aug22Caloo Upgrade Incld (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			£182,425.16	sports	
Kompan Double Cableway Zip wire	27/08/2024	£37,975.00	y					
Kompan Combi 5 & Combi 4 Gym equipment	27/08/2024	£30,270.00	y					
AWP Security Fencing	20/06/2024	£12,365.00	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						
Forza Basketball Heavy Duty Hoop x 2	16/08/2022	£159.03	y					

DISPOSAL LIST		**Removed**	**Date**	**Notes**
Hogs-back play equipment	01/12/2011	£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	01/06/2009	£228.34		
Tennis club lighting	22/01/2013	£21,995.00	20/02/2023	Tennis club removed and have installed their own lights
Trim Trail equipment	29/10/2012	£19,270.00	06/07/2024	Equipment at end of life and removed just net ladder climb remains

Item	Date Purchased	Original Cost	Invoice	Total Cost:				
Compound security fencing		£1,500.00		**£16,932.52**				
Compound security fence and gate	01/01/2011	£1,332.00						
Compound fencing	01/01/2017	£680.00					£3,512.00	fences
Compound Goalpost racking	03/09/2011	£420.00	y					
Garage guttering	12/06/2024	£460.00	y					
Easy 125 small trailer	12/03/2023	£250.00	y				£11,473.96	mowers machinery
Explore GT Electric Quad Bike	20/07/2023	£4,458.25	y	*				
Boss 5 Shelf Racking	04/11/2022	£299.98	y				£2,796.72	contents
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					
Handle-It 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					
ACPC Gazebo 3x4.5m	15/05/2024	£360.82	y					
Road Closed Signs x 8	21/10/2024	£399.84	y					
DISPOSAL LIST					**Removed**	**Date removed**	**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
1965 lawn flite tractor	17/03/2023		Y		£1,250.00	18/10/2024	Not fit for purpose for health and safety reasons	Sold

Land & Buildings	Date Purchased	Purchase Price	Invoice	Total Cost	
Red Kite Pavillion	29/01/2021	£2,052,490.43	n/a	**£2,317,843.10**	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 condemed and demolised

Item	Date Purchase	Original Cost	Invoice	Total Cost:		Removed	Date	Note
Street lampposts x 198 @ £750		£147,750.00		**£253,685.01**				
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
Interpretation Board at Fountain	21/03/2024	£1,690.00	y					
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				£213,685.01		street furniture
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					
2 dog bins £289.60 each College Rd Sth/Chapel Drive	19/04/2024	£579.20	y					
Green post 50L Bin (bus stop o/s 128 London Road)	30/08/2023	£257.15	y					
Green post 50L Bin (Twitchell Road)	08/05/2024	£254.08	y					
On-street notice boards	01/07/2010	£1,400.00						
Defibrillator	31/03/2016	£1,995.00	y					
London Hearts Defibrillator at Gudie Hut		£750.00	y					
ElanCity MVAS	01/12/2021	£1,952.37	y					
Elan City 80w Solar panel	23/07/2023	£398.88	y					
ElanCity Evolis Vision Solar MVAS	19/05/2024	£2,200.00	Y					
Elan City 80w Solar panel	23/05/2024	£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					
DISPOSAL LIST						**Removed**	**Date**	**Note**
1 x streetlight o/s 30 Beechwood way						£ 750.00	17/03/2023	base corroded and unsafe - removed

Item	Date Purchased	Original Cost	Total Cost:
			£0.00

DISPOSAL LIST			Removed	Date	Notes
Anthony Hall Tables and chairs	01/11/2010		£3,252.40	31/03/2023	items no longer used by Council
Anthony Hall Tables	01/11/2010		£975.25	31/03/2023	items no longer used by Council

ACPC Asset Register at 31 March 2025

Item	Date Purchased	Original Cost	Invoice	Location	Total Cost:				
Office Chair	01/09/2015	£50.00		Office	**£3,796.67**				
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					
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					
Office key cabinet	01/08/2010	£45.83		Office					
Office Green Noticeboard	16/02/2022	£27.92	y	Office					
Office 6l Foam Fire Extinguishers	30/04/2021	£34.99	y	Office					
Office Powerx Co2 Fire Extinguishers	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 Harness (held in RKP)	26/04/2023	£73.00	y	Office					
Raffle Tombola Drum	02/04/2024	£84.99	y	office					
eSynic 6Pack Walkie Talkie	01/04/2024	£88.95		office					
Signs: Barrier will be closed 780mmx600mm x 2	24/04/2015	£150.16	y	Park					
Signs: No through road/no access to park	21/01/2013	£65.05	y	Park					
Signs Muga 780mmx600mm sign	10/02/2016	£70.08	y	Park					
Signs: Using your skatepark 570mmx660mm x 2	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 signs x 3	17/06/2021	£79.75	y	Park					
Signs: Annual Festival Dog Competition Banner	11/04/2023	£89.61	y	Park					
noticeboard		£93.98		Park					
Post boxes for pc and park clubs	01/07/2012	£82.80		Park					
Youth Club/Office wall mounted cigarette station	26/01/2022	£31.67	y	Park					
RKP Wet Chemical 6l Fire Extinguishers	30/04/2021	£59.00	y	Park					
RKP Cigarette Ash Bin x 1	03/02/2023	£39.99	Y	Park					
Compound inverter Draper MMA TIG 80 Amp		£86.00		Compound					
drill	01/07/2016	£90.90		Compound					

Assets under £100

2-section ladder 3.6m	11/07/2022	£99.07	y	Compound					
DeWalt DCS355N Cordless Brushless Multi-Tool	19/03/2023	£83.33	y	Compound					
50m Hose Reel x 2	25/06/2021	£77.00	y	Compound					
Hydro Sure Two Wheel Hose Cart	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 Dustpan and Brish set	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 electric metre box	16/03/2022	£39.35	y	Compound					
Hi-Vis Yellow Parka EL	21/10/2022	£26.99	y	Compound					
Gardenbruk 100l Wheelbarrow	19/04/2024	£59.95	y	Compound					
Oregon Safety Helmet & Ear Muff	15/07/2024	£19.38	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					
Santa's Float 11 sets of lights and cables & black curtains	06/01/2025	£0.00		Park Keepers Office				gifted	
Road Closed Signs x 8	21/10/2024	£399.84	y	Compound					
DISPOSAL LIST						**Removed**	**Date removed**	**Note**	
Compound Road Closed Signs x 4	01/11/2009					£154.51	12/09/2024	No longer fit for purpose sold for scrap	
Projector	25/10/2023			Office		£67.99		Did not meet requirements. Returned Fully refunded	
Office Maple 3 drawer pedestal	09/03/2022		y	Office		£38.00	06/01/2025	No longer locked so not fit for purpose. Sold one eBay	

BARCLAYS

Business Banking

Barclays
Leicester
LE87 2BB

0345 605 2345*

005039 BBMU195A 709C8002B00015 35800 B 73867

Aston Clinton Parish Council
Aston Clinton Park
London Road
Aston Clinton
HP22 5HL

26 February 2025

Our Ref: BR3/20250226180016050298

We're reducing the interest rate on your business account

We regularly review the interest rates across our business savings accounts and from **13 May 2025**, we'll be reducing them. Here's what's changing on your account:

Business Premium Account

Balance	Standard rates 11 March 2025 to 12 May 2025	Rates from 13 May 2025	Change in rates
£1+	1.35%	**1.25%**	Reduced by 0.10%
£1 million+	1.60%	**1.55%**	Reduced by 0.05%
£10 million+	1.80%	**1.75%**	Reduced by 0.05%

These interest rates aren't directly linked to the Bank of England base rate. We'll always give you two months' notice before we lower your interest rates.

We calculate interest daily, in line with your account terms and conditions. If you'd like a copy of them, please visit **barclays.co.uk/business-banking/manage/terms-and-conditions**

What happens next

You don't need to do anything. The changes will happen automatically on **13 May 2025**. To find out more, please visit **barclays.co.uk/business-banking/accounts/compare-accounts**

If you're unhappy with these changes, you always have the option to close your account free of charge before the changes take place – although we hope you'll continue to bank with us.

Yours sincerely

Your Barclays Business team

005039 005039 BBMU195A

You can request this in Braille, large print or audio. For information about all of our accessibility services or ways to contact us, visit barclays.co.uk/accessibility

*Call charges may apply. Please check with your service provider. To maintain a quality service, we may monitor or record phone calls.

Barclays Business is a trading name of Barclays Bank UK PLC. Barclays Bank UK PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register No. 759676). Registered in England. Registered No. 9740322. Registered Office: 1 Churchill Place, London E14 5HP.

HPBBR003 02/25
CSID/1740016918

Nationwide Building Society
Kings Park Road
Moulton Park
Northampton
NN3 6NW

nationwide.co.uk/business
BusinessSavingsOperations@nationwide.co.uk

0800 66 55 11 (option 2)

Attn of Samantha Payne
Aston Clinton Parish Council
Council Office
Aston Clinton Park
London Road
Aston Clinton
United Kingdom
HP22 5HL

28 March 2025

Your Business Instant Saver Issue 10 - Annual interest rate will be going down

Dear Mrs. Payne,

From **16 April 2025,** the variable interest rate on your Business Instant Saver Issue 10 - Annual, account number ending 2615 will go down. This follows the decision by the Bank of England to reduce the base rate from 5.00% to 4.50%.

How this affects your account

Product name	**Your interest rate payable yearly**	
	Currently	**From 16 April 2025**
Business Instant Saver Issue 10 - Annual	**2.00%** AER/gross a year (variable)	**1.80%** AER/gross a year (variable)

You can check all our current savings rates at **nationwide.co.uk/business/business-savings**

- **If you would like to continue saving in your Business Instant Saver Issue 10 - Annual account**, you don't need to do anything.
- **If you would like to close or switch your account to another provider,** please get in touch with us. You can do this at any time. Please note that we are not currently accepting new applications for our range of Business Savings accounts.

Let us know if you need help

If you would like to talk through your options or have any questions, please call us on **0800 66 55 11** (option 2). We're here Monday to Friday from 9am to 5pm, except on bank holidays.

We look forward to helping you continue making the most of your savings.

Yours sincerely,

Your Nationwide Business Savings Team
Nationwide Business Savings

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 106078. You can confirm our registration on the FCA's website fca.org.uk

Most Business and Corporate Saver accounts are not regulated. Some businesses and charities may be eligible for protection under the Financial Services Compensation Scheme (FSCS). Nationwide is not responsible for the content of external websites.

Nationwide's head office is at Nationwide House, Pipers Way, Swindon, SN38 1NW.
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