

'ONE OFF' EVENTS

Name of Smaller Authority: Millbrook Parish Council

If you answer is Yes to any of the questions 1 to 4, please provide the following information:

- Did the smaller authority take out a new PWLB or other loan in the year? No
 - Copy of minutes approving the loan
 - Copy of minutes approving the purpose of the loan
 - Copy of Secretary of State approval
 - Copy of letter confirming loan from PWLB or loan provider

- Did the smaller authority sell any land or buildings in the year? No
 - Copy of minutes confirming decision to sell land
 - Copy of remittance document for the sale proceeds
 - Copy of bank statements showing proceeds banked
 - Copy of contract of sale
 - Confirmation of what the proceeds will be used for
 - Copy of independent valuation
 - If undersold, copy of Secretary of State approval

- Did the smaller authority purchase any land or buildings in the year? No
 - Copy of minutes confirming intention to purchase land or building
 - Copy of completion statement of purchase

- Did the smaller authority undertake a capital build project over £100k in the year Yes
 - Copies of invoices/latest valuation of build project costs to date
 - Copy of minutes where capital build was agreed by council
 - Copy of tenders and minutes where tenders were discussed