

**All Councillors are summoned to a Council Meeting, to be held at
South Stoke Village Hall on Monday 18 June 2018 at 7.30pm**

Agenda – Meeting of South Stoke Parish Council

1. Apologies for absence.
2. To consider the appointment of Diana Hathaway as a co-opted member of council.
3. To receive declaration of member's acceptance of office
4. Declaration of Interests by Councillors on any items on the Agenda.
5. Public Forum - an opportunity for members of the public to express their point of view on any item on the agenda. With the Chairman's permission, a member of the public may express their point of view on specific items of business. Ten minutes are reserved for this.
6. To approve minutes of the meeting of 21 May 2018
7. Chairman's announcements
8. To review status of CIL demands (AS)
9. To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council. (Appendix A)
10. Community Hall Project Working Group – to receive an update on activities.
11. Housing Development Project Working Group – to receive an update on activities and to consider agreement to the following note "The Parish Council has considered the proposals for a joint planning application to develop a new village hall/shop on the Recreation Ground and 25 homes [mixed tenure and house sizes as per previous consultations] on the Glebe Field. It is agreed that the Parish Council via the South Stoke Housing Development Working Group will continue to work collaboratively with the Diocese of Oxford, leading to the submission of a single planning application over both sites to help link the development of the new village hall/shop to the provision of additional housing for the village." (RM)
12. Amenities Charity – to receive an update on activities.
13. Finance
 - 13.1. To approve the payments report and note receipts for May 2018 (Appendix B)
 - 13.2. To note the reconciled bank account and reserves balances as at 31 May 2018 (Appendix C)
 - 13.3. To review expenditure against budget as at 12 June 2018 (Appendix D)
14. To consider individual councillor's responsibilities (deferred from last meeting) (Appendix E)
15. To consider proposals to amend procurement levels (BU) (Appendix F)
16. To consider request to SODC regarding ACV application on Perch and Pike (discussed at last meeting) (RM)
17. To consider the question of responsibility for/ownership of the immediate Slipway area (RM)

18. To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.
19. To receive items of correspondence and agree actions arising
20. Matters for future discussion
21. To confirm the date and time of the next Meeting: Monday 16 July 2018 at 7.30pm in South Stoke Village Hall

MINUTES OF THE ANNUAL MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 21 May 2018

Members Present:

Chairman Roy McMillan (RM)
Vice Chairman Bryan Urbick (BU)
Members Andrew Scrivener (AS)
Gareth Dean (GD)

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press: David Kennedy (DK), Geoff Ward (GW) and Diana Hathaway (DH)

- 18/75 To elect the Chairman for the year ahead**
Cllr. Bryan Urbick was nominated unopposed and duly elected
- 18/76 To receive declaration of Chairman's acceptance of office.**
Received
- 18/77 Apologies for absence**
None
- 18/78 To elect a Vice-Chairman for the year ahead.**
Cllr. Roy McMillan was nominated unopposed and duly elected
- 18/79 To receive declaration of Vice-Chairman's acceptance of office.**
Received
- 18/80 Councillors to confirm their registrations of interests are up to date on the SODC website.**
Confirmed
- 18/81 Declaration of Interests by Councillors on any items on the Agenda**
None
- 18/82 Public Forum**
See specific items of business
- 18/83 Planning Applications – to discuss and agree Council's response to the following planning applications: (item brought forward)**
P18/S0991/FUL - South Stoke Primary School The Street South Stoke RG8 0JS: Removal of defective playground equipment and erection of replacement equipment.
Resolved: That there were no objections to the application
- 18/84 To note SODC planning decisions: P18/S0297/HH - Manor House, The Street: (SSPC App)**
Granted (item brought forward)
Noted
- 18/85 To review status of CIL demands (item brought forward)**
AS noted Ramsbury House had started work but had applied for an exemption. The first tranche of CIL money had been received.

Signed:

Dated:

- 18/86 Community Hall Project – to receive an update on activities. (item brought forward)**
 GW reported the architect has two designs for discussion and outline pricing only. The quantity surveyor needed confirmation of engagement by SSPC. The group were working on funding and have additional volunteers to assist. Hoping to get some public feedback on 30 June.
- 18/87 Housing Development Project Working Group – to receive an update on activities. (item brought forward)**
 RM and AS had met the Diocese that morning; they and their advisors see the best way forward as a single planning application for the Glebe Development and the Community Hall. They have asked SSPC to confirm its agreement for them to move to a tendering process with developers and provide information on the Community Hall project and potential costs.
 GW noted an urgent decision is needed on who will be responsible for the Community Hall build which is dependent on how the AC may or may not be restructured. CR raised concerns about which organisation can lawfully come to an agreement with the Diocese / developers and advised that it can only be the AC; referring to the legal advice previously received that SSPC is merely a custodian trustee for the land and that all management responsibility rests with the AC.
 RM stated the AC is looking at their structure and have people available to progress the project. DK noted the issues over the AC only applied to building on the recreation ground and not, for instance, the Glebe Field.
 GD raised concerns over subsequent unilateral amendments to an initial agreed plan for the houses. BU said conditions can be imposed by SODC.
 DK also noted there will also be a considerable village contribution required in any case. It was agreed that actions required were a) for the AC to fully understand the current proposals so a meeting was needed in the next couple of weeks (RM) and b) for RM to ask the Diocese exactly what they are seeking from SSPC.
- 18/88 To approve minutes of the meeting of 26 April 2018.**
Resolved: That the minutes be approved and signed by the Chairman.
- 18/89 Chairman’s announcements**
 BU noted that an excellent meeting had been held with Tom Rice, SODC Planning Officer over planning issues in the village.
- 18/90 To appoint representatives to serve on other bodies: Amenities Charity Committee**
Resolved: That GD be appointed on a temporary basis pending potential co-option
- 18/91 To appoint working group members:**
- 1 Community Hall Project:**
Resolved: That the members remain unchanged; Geoff Ward, David Kennedy, Maurice Scarratt, Chris Bertrand (AC representative) and Bryan Urbick (SSPC representative).
 - 2 Housing Development Project**
Resolved: That the members remain unchanged; Roy McMillan (SSPC representative), Ian Haslam, Neil Proctor, Stuart McKay, Diana Hathaway, Phil Wortley, Michael Saunders.
- 18/92 To consider individual councillor’s responsibilities**
 It was agreed to defer pending potential co-option.
- 18/93 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**

Signed:

Dated:



Appendix B refers. Noted

- 18/94 Amenities Charity – to receive an update on activities.**
RM had attended the last meeting; the status of the charity is being looked at and their immediate driver is to enable the charity to offer a new lease to the shop.
- 18/95 Finance**
- 1 To approve the payments report and note receipts for April 2018**
Resolved: That the report be approved.
 - 2 To note the reconciled bank account and reserves balances as at 30 April 2018**
Resolved: Noted.
 - 3 To review expenditure against budget as at 16 May 2018**
Reviewed – no actions
 - 4 To approve direct debit mandate (Castle Water for The Park only)**
Resolved: That the mandate be approved
- 18/96 Financial Accounts for the year ending 31 March 2018**
- 1 To approve the accounts for the year ending 31 March 2018 (receipts and payments)**
Resolved: That the accounts be approved
 - 2 To approve the annual governance statement in section 1 of the statutory annual return**
Resolved: That the governance statement be approved
 - 3 To approve the statement of accounts in section 2 of the statutory annual return**
Resolved: That the statement be approved
 - 4 To approve a variances report to the external auditors**
Resolved: That the report be approved
 - 5 To note budget variations for 2017-18**
Noted
 - 6 To receive a report from the internal auditor for 2017-18**
Received, noting no issues were raised
 - 7 To note year end cash and investment reconciliation as at 31 March 2018**
Noted
- 18/97 To consider attendees (2) to the OCC Town and Parish Event at Didcot on 18 October 2018.**
RM and BU would attend.
- 18/98 To consider new / amended Privacy, Information and Retention policies**
Resolved: That the policies in Appendices M, M1, M2 be approved
- 18/99 To consider if any comments are required on the SODC consultation of the draft Goring Neighbourhood Plan (closing date 7 June)**
BU declared an interest.
No comments were required.

Signed:

Dated:

18/100 To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.

See list below - new comments being in bold.

18/101 To receive items of correspondence and agree actions arising

1 Email re notice board

Appendix C1 refers. It was noted the board is open to the public, BU will speak to the enquirer regarding appropriate content.

2 RM had received a letter from SODC Community Services removing the Perch and Pike from their list of Assets of Community Value (ACV). It was felt that it should stay on and that RM should request that. (For next agenda to ratify)

3 RM had received an invitation to the Community First Oxfordshire Community Led Housing Conference on 13 June. He would attend, BU may also be able to go.

18/102 Matters for future discussion

None

18/103 Next Meeting – confirmed as Monday 18 June 2018 at 19:30 in South Stoke Village Hall, a list of future meetings was agreed.

The Chairman declared the meeting closed at 21:31

Abbreviations (where used):

AC	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
AONB	Area of Outstanding Natural Beauty
CIL	Community Infrastructure Levy
OCC	Oxfordshire County Council
PCSO	Police Community Support Officer
SODC	South Oxfordshire District Council
SSPC	South Stoke Parish Council
TPO	Tree Protection Order

Signed:

Dated:



Minute	Item	Action/Progress	Action By	Review date	Status
18/87	Housing Development Project Working Group	<p>Standing Agenda Item</p> <p>21/5/18 a) for the AC to fully understand the current proposals a meeting needed in the next couple of weeks (RM) and b) for RM to ask the Diocese exactly what they are seeking from SSPC.</p>	RM	June 2018	Open
	Network Rail & Electrification Infrastructure	<p>The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted]</p> <p>20/11/17 Meeting held with NWR –public consultation potentially Spring 2018.</p> <p>26/4/18 BU expected an update at the next meeting</p> <p>21/5/18 RAG have asked for confirmation funds are still available for retro-fitting</p>			Open
	Better Road Safety	<p>Summary – SSPC are seeking to improve road safety through the village in discussion with OCC. [previous completed actions deleted]</p> <p>20/11/17 Larger signs outstanding, MW has asked OCC about speed check area signs. Will be assisting PCSO in Community Speed Check. Lines have been repainted at the crossroads “on the prairie”, but OCC Highways had advised that a staggered junction would not be possible.</p> <p>21/5/18 Chris Bertrand is taking over speed check coordination, Larger signs still outstanding RM to check with MW</p>	RM	June 2018	Open
	Parish Tree Management	<p>The number of location of trees on public land to be identified. RM agreed to continue his work mapping all trees within public areas of the greater part of the Village.</p> <p>26/4/18 amended to The Park only with a view to a Tree Condition Survey. GD would obtain a quote from local arborist and CR from the Woodland Trust.</p> <p>21/5/18 Woodland Trust quote approved</p>	CR	July 2018	Open
17/598	Community Hall Project	<p>Standing Agenda Item</p>			Open

Signed:

Dated:



	Working Group	No outstanding actions			
17/599	Dovecot Manor Farm	Repairs to Dovecot [previous completed actions deleted] 19/3/18 RM has written to Historic England – awaits a reply	Historic England	Unknown	Open
17/606	Grass cutting Quotes	Ad-Hoc grass cutting 21/8/17 GD to obtain quotes 18/9/17 GD getting further contacts 20/11/17 GD meeting Graham Ambler soon 18/12/17 Ongoing 21/5/18 – not yet done. Procurement levels for discussion at next meeting	CR	June 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths Three paths to be researched. [previous completed actions deleted] 21/5/18 RM still collating information	RM	Sept 2018	Open
17/624	The Park	Meeting with the School to discuss options for the Park. [previous completed actions deleted] 26/4/18 Defer tennis courts due to JV resignation. GD to progress school use potential 21/5/18 ongoing	GD	June 2018	Open
17/684	Electric vehicle charging points	18/12/17 – GD to draft letter for SODC 19/2/18 Ongoing 26/4/18 SODC replied but GD has further questions, No reply from OCC 21/5/18 further questions sent, no reply yet	GD	Sept 2018	Open
18/13/5	General Data Protection Regs.	15/1/18 Commence use of dedicated SSPC email accounts by all councillors before May 19/2/18 Ongoing 26/4/18 CR to set passwords and circulate instructions. BU to arrange opt in for email list via Mailchimp only. Any other email lists to be deleted. 21/5/18 details sent, BU set up - awaits completion by others	RM/GD/AS	June 2018	Open
18/34	Rubbish Bin	19/2/18 CR to check with SODC re putting lidded bin in place 19/3/18 Awaits reply from SODC 21/5/18 Agreed no further action			Closed

Signed:

Dated:



18/50	Provision of posts at The Slipway	19/3/18 approved – GD to liaise with Chris Bertrand 26/4/18 Quote obtained – ongoing 21/5/18 Three quotes needed due to value	GD	June 2018	Open
18/69	Resilience Fund Grant Application	26/4/18 GD to progress specifications for pumps 21/5/18 Agreed no further action			Closed
18/70	Telephone Kiosk	26/4/18 RM to submit photograph and BU to include newsletter article on potential for taking on responsibility 21/5/18 2 responses, one for but no offer to manage, one against. Agreed no further action			Closed
18/72/2	Deep Clean by Biffa	26/4/18 GD to liaise with CB, and submit areas for cleaning before any SODC deadline 21/5/18 RM will contact SODC asap	RM	May 2018	Open
18/101/1	Notice Board	21/5/18 BU to contact enquirer about poems	BU	June 2018	Open

DRAFT

Signed:

Dated:

Appendix A

Will follow if it
becomes available

South Stoke Parish Council

Payments and Receipts May 2018

Payments

Payee	Description	Amount	Date	Ref
Ashburton Ltd	Grass cutting April	4350	£168.00	23/05/2018 BACS 24/18
Ashburton Ltd	Grass cutting May	4350	£168.00	24/05/2018 BACS 25/18
C Ratcliff	Salary May	4000	£217.09	31/05/2018 BACS 28/18
Goring Press	Newsletter Printing May	4080	£360.00	23/05/2018 BACS 26/18
HMRC	Tax & NI	4000	£135.60	07/05/2018 BACS 22/18
Oxford Geospatial	Survey re Community Hall	4405	£960.00	03/05/2018 BACS 21/18
RJS (IA) Ltd	Internal Audit	4065	£180.00	21/05/2018 001268
Swift Office Stuff	Office supplies	4010	£42.26	23/05/2018 BACS 23/18

Total

£2,230.95

Receipts

From	Description	Amount	Date	Ref
Mortimer Burnett	Newsletter advert	1000	£32.50	09/05/2018 Inv 048
Boathouse Dental	Newsletter advert	1000	£60.00	14/05/2018 Inv 047
SODC	CIL Receipts	1015	£2,873.52	11/05/2018 DC
Sue Allen	Park grazing	1005	£20.00	14/05/2018 Inv 052
TSB	Bank Interest	1090	£0.92	10/05/2018 DC
Longpine Roofing	Newsletter advert	1000	£60.00	30/05/2018 Inv 054
Diamond Business Ltd	Newsletter advert	1000	£24.00	24/05/2018 Inv 053

Total

£3,070.94

South Stoke Parish Council**Monthly Report Bank Account and Reserves Balances**As at: **31 May 2018****Reconciled Bank Account Balances**

Current TSB		£21,043.42
TSB Deposit		£22,252.59
Unpresented Payments		£0.00
Unpresented Receipts		£0.00
VAT Control Account		£191.63
Total		£43,487.64

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£11,251.67
Community Hall Project	R	£15,200.00
Community Infrastructure Levy	C	£2,873.52

Total Revenue Reserves £26,451.67**Total Capital Reserves** £2,873.52**Total Reserves** **£29,325.19****General Funds Available** **£14,162.45**

Detailed Receipts & Payments by Budget Heading 12/06/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100</u> <u>Income</u>							
1000 Newsletter Advertising	209	2,400	2,191			8.7%	
1005 The Park	60	240	180			25.0%	
1015 CIL Receipts	2,874	0	(2,874)			0.0%	2,874
1020 Contribution, Donation & Grant	0	765	765			0.0%	
1076 Precept	11,174	22,348	11,174			50.0%	
1090 Bank Interest	2	4	2			46.5%	
	<u>14,318</u>	<u>25,757</u>	<u>11,439</u>			<u>55.6%</u>	<u>2,874</u>
Income :- Receipts							
6001 plus Transfer to EMR	2,874						
6001 less Transfer to EMR	2,874						
Movement to/(from) Gen Reserve	<u>11,445</u>						
<u>200</u> <u>Administration</u>							
4000 Clerk Salary	701	3,952	3,252		3,252	17.7%	
4005 Clerk Allowance & Expenses	0	100	100		100	0.0%	
4010 Office supplies	35	200	165		165	17.6%	
4050 Clerk's Training	0	100	100		100	0.0%	
4055 Councillor's Allowance & Exp	0	200	200		200	0.0%	
4060 Councillor Training	0	150	150		150	0.0%	
4065 Audit Costs	180	400	220		220	45.0%	
4070 Insurance	0	1,280	1,280		1,280	0.0%	
4075 Web Hosting Costs áé	0	75	75		75	0.0%	
4076 IT and software	0	200	200		200	0.0%	
4080 Printing Inc newsletter	525	3,600	3,075		3,075	14.6%	
4085 Legal Fees	0	600	600		600	0.0%	
4100 Utilities	0	200	200		200	0.0%	
	<u>1,441</u>	<u>11,057</u>	<u>9,616</u>	<u>0</u>	<u>9,616</u>	<u>13.0%</u>	<u>0</u>
Administration :- Indirect Payments							
Movement to/(from) Gen Reserve	<u>(1,441)</u>						
<u>250</u> <u>Membership, Rents & Licences</u>							
4250 Membership	168	275	107		107	60.9%	
4255 Bus Shelter Land Rental	0	10	10		10	0.0%	
4260 Slipway Licence	0	75	75		75	0.0%	
4265 Village Hall Use	0	350	350		350	0.0%	
4270 Bank Charges	0	15	15		15	0.0%	
	<u>168</u>	<u>725</u>	<u>557</u>	<u>0</u>	<u>557</u>	<u>23.1%</u>	<u>0</u>
Membership, Rents & Licences :- Indirect Payments							
Movement to/(from) Gen Reserve	<u>(168)</u>						

Detailed Receipts & Payments by Budget Heading 12/06/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Regular Maintenance							
4300 General clearing & grass cuts	0	550	550		550	0.0%	
4305 General Repairs	0	750	750		750	0.0%	
4310 Dog Waste Bins	10	50	40		40	20.9%	
4315 Salt Bins	0	100	100		100	0.0%	
Regular Maintenance :- Indirect Payments	10	1,450	1,440	0	1,440	0.7%	0
Movement to/(from) Gen Reserve	(10)						
350 Grants							
4350 Amenity Charity Grants	396	5,500	5,104		5,104	7.2%	
4352 Churchyard / PCC	750	750	0		0	100.0%	
4355 Section 137	0	1,025	1,025		1,025	0.0%	
Grants :- Indirect Payments	1,146	7,275	6,129	0	6,129	15.8%	0
Movement to/(from) Gen Reserve	(1,146)						
400 Additional Items							
4405 Shop / Hall project	800	16,000	15,200		15,200	5.0%	800
4406 Other Projects	0	3,750	3,750		3,750	0.0%	
Additional Items :- Indirect Payments	800	19,750	18,950	0	18,950	4.1%	800
6000 plus Transfer from EMR	800						
Movement to/(from) Gen Reserve	0						
Grand Totals:- Receipts	14,318	25,757	11,439			55.6%	
Payments	3,565	40,257	36,692	0	36,692	8.9%	
Net Receipts over Payments	10,754	(14,500)	(25,254)				
plus Transfer from EMR	800						
less Transfer to EMR	2,874						
Movement to/(from) Gen Reserve	8,680						

Roles and Responsibilities

The purpose of the Parish Council (PC) is to ensure that the local environment is maintained and developed to satisfy, as far as possible, the wishes of the electorate, and to ensure that community facilities meet the needs of the Parish.

	Role	Duties	Responsibility
1	Chairman, Governance & Development	<ol style="list-style-type: none"> 1. Leadership of the PC and its business. 2. Governance of the PC, to ensure that it meets all legal requirements as further defined in the document Role of Chairman. 3. Manage relationship with Network Rail.. 4. Responsible for Parish Council action relating to: <ol style="list-style-type: none"> a. Police, crime prevention and neighbourhood watch b. Bus service, bus shelters and bus-stops 5. Review the village plan and drive this forward for the medium and long term benefit of the parishioners. 6. Act as the PC's representative on any Neighbourhood Plan Committee within the Parish. 7. Liaise with local village organisations and businesses including St Andrews PCC, the Primary School and the Perch & Pike Public House in order to gain their support for Parish Council initiatives and to understand where the Parish Council can assist them. 8. Liaise with other local Parish Councils, ORCC, SODC, OCC and the local MP where a joint approach to common issues or help from higher authority might be beneficial. 9. Deliver the external funding strategy by: <ol style="list-style-type: none"> a. Forging links with external funding bodies b. Advising and assisting project teams and other village organisations in canvassing for funds c. Reviewing and assisting with funding applications and fund raising activities. 10. Ensure that the PC meets all conditions required by any external funding gained. 11. To co-ordinate the Annual Parish Meeting leaflet. 	Roy McMillan Chairman

2	Environment	<ol style="list-style-type: none"> 1. Responsible for Parish Council action relating to: <ol style="list-style-type: none"> a. Countryside and Footpaths including Rights of Way b. Riverbank and slipway matters c. Ridgeway matters d. Tree Conservation e. Health matters f. Wildlife matters g. Litter and dog waste bins 2. Act as PC's representative on the Amenities Committee. 3. Liaise with Amenities Committee in regard to the SS quarry site and plantation. 4. Manage the interface with the Village Hall and Recreation Ground Charity (Amenities Committee) and act as the Parish Council's representative on the committee. 5. Storm water drainage, ditch clearance. 6. Manage contractors and volunteers to get best value in routine and exceptional maintenance duties in accordance with the maintenance strategy. 7. Monitor environmental issues in the Parish. 8. Liaise with land owners and tenant farmers of opens spaces and fields in the Parish and where required with the Withymeade Nature Reserve 	Gareth Dean
3	Legal and land	<ol style="list-style-type: none"> 1. Act as the PC's point of contact on the various project committees appointed by the PC. 2. Assist the committees to resolve issues and make appropriate progress. 3. Undertake a review of the title and use of land owned or used in common by the Parish. 4. Manage the acquisition of the new parcels of land or rights as proposed by the PC. 5. Guide and assist the Parish Council in all legal related matters 	John Verrill

4	Planning, Health & Safety	<ol style="list-style-type: none"> 1. Review all planning applications affecting the parish and co-ordinate the Parish Council's response to South Oxfordshire District Council. 2. Keep abreast of all Government and local authority legislation concerning housing development 3. Ensure appropriate response to request for consultation, action or support from external agencies and higher government. 	Andrew Scrivener
5	Assets, Insurance Risk, Finance & Communication	<ol style="list-style-type: none"> 1. Produce the Parish Newsletter and other forms of communication within the Parish. 2. Budget and precept preparation and co-ordination. 3. Assist the Clerk in the production of timely and accurate financial records. 4. Assist the Clerk with the development and updating of the PC's website. 5. Make recommendations on the annual PC maintenance cost budget. 6. Produce an external funding strategy with the aim of augmenting the precept with external funds to help enable village projects. 7. Make recommendations on annual external income budget. 	Bryan Urbick Vice Chairman
6	Assets, Insurance Risk	<ol style="list-style-type: none"> 1. Undertake risk assessment and risk management in respect of the workings of the PC and its sub-committees. 2. Make recommendations on budget and insurance provision against risk. 3. Establish a maintenance strategy for the assets managed by the PC. 4. Manage the PC's asset, insurance policies and contracts. 5. Advise on compliance with Health, Safety and Environmental legislation in respect of the PC. Monitor health and safety issues in the Parish. 6. Ensure appropriate liaison for those committees with budget setting, risk management, external funding, and on-going maintenance requirements. 7. Highways, Pavements, and road safety 	Mick Walsh
7	Clerk	<ol style="list-style-type: none"> 1. As defined in the Clerk's Job Description 2. Governance of PC operations, including sub-groups and committees. 3. Arrange and record Parish Council meetings - issue agendas & minutes 	Colin Ratcliff

		<ol style="list-style-type: none"> 4. Obtain legal advice and ensure that legal duties are discharged by the PC. 5. Accounting for the parish 6. Arrange audits of parish accounts. 7. Maintain parish records and the Asset Register 8. Monitor parochial charities accounts. 9. Administer the PC and Village notice board 10. Ensure that the PC website is maintained and kept up to date 11. Receive – and distribute as appropriate – incoming communications to the PC 12. Write and send letters- and other types of communication – as directed by the PC 13. Arrange appropriate training for Cllrs and Clerk 	
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Proposed Financial Regulations Amendment: Procurement Levels

For many years, in our Financial Regulations, there have been limits established for the Clerk to manage the day-to-day activities (and budget!) of the Parish. These are:

- Less than £200 – it is the Clerk’s discretion, of course seeking value for money, but within specific budget.
- £200-£999 – strive to get three quotes, and then Council approval
- £1,000 - £49,999 – three quotes required
- Greater than £50,000 – invitation to tender

(There are some exceptions – for example, professional/specialist work does not necessarily need to have three quotes.)

These limits have been the same for many years, and the requirement for three quotes/to strive for three quotes at the lower levels are at best cumbersome and often unworkable. In actuality, this means the Clerk needs to at least attempt to get three quotes for most of the work we need to have done.

It is proposed that these limits could be raised to a more workable figures given inflation and the reality of the cost of relatively small works.

We have considered the model financial regulations from the National Association of Local Councils (NALC, of which we are members) for consideration by Council. Even in this, the values are to be set by the Council when adopting Financial Regulations as their own.

I therefore propose to amend the para 11.1(b) to the following levels:

- £2,000 - Clerk’s discretion, of course, seeking value for money within budget
- £2,000-£4,999 – Clerk to strive to obtain at least three quotes and then Council approval
- £5,000-£49,999 – Clerk must obtain at least three quotes and then Council approval
- £50,000+ - Full tender process

(Exceptions – professional/specialist advice (ie legal fees, architects, etc). For this, we should continue to use Council’s discretion.)

All discussion and suggestions welcome!

Cllr. Bryan Urbick
12th June 2018