

**All Councillors are summoned to a Council Meeting, to be held at
South Stoke Village Hall on Monday 29th October 2018 at 7.30pm**

Agenda – Meeting of South Stoke Parish Council

1. Apologies for absence.
2. Declaration of Interests by Councillors on any items on the Agenda.
3. To approve appointments of a new Clerk and Assistant.
4. 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.
5. To approve minutes of the meeting of 1st October 2018
6. Chairman's announcements
7. Planning Applications – to discuss and agree Council's response to the following planning applications:
 - 7.1. P18/S3371/HH - The Firs Ferry Road South Stoke: Alteration to detach dwelling from adjacent property and roof alterations to form first floor bedrooms.
 - 7.2. P18/S3297/HH - 13 Chapel Close South Stoke Oxfordshire RG8 OJW: Erection of first floor extension at front.
8. To note SODC planning decisions:
 - 8.1. P18/S2679/HH - Cleeve House Cross Keys Road South Stoke (SSPC Objected) **Granted**
9. To review status of CIL demands (AS)
10. To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.
11. Community Building Committee – (no approved minutes received for receipt by council). To consider a request by the Committee for an increase in budget for architect's fees by £4,250.00.
12. Housing Development Project Working Group – to receive an update on activities. To consider a budget for the printing of a Flyer – to be distributed by Project Group members to each SS household on 1st November, reminding Parishioners, of the Open Weekend Housing Development presentation and displays on 3rd & 4th November. To cost not more than 100 pounds and for a budget of £40 for refreshments at the event. (RM)
13. Amenities Charity – to receive an update on activities.
14. Finance
 - 14.1. To approve the payment's report and note receipts for September 2018
(Appendix A)
 - 14.2. To note the reconciled bank account and reserves balances as at 30 September 2018
(Appendix B)
 - 14.3. To review expenditure against budget as at 24th October 2018
(Appendix C)

- 14.4. To consider a further grant to the AC of £1,000.00 to assist with legal fees during the renewed lease for South Stoke Shop (£270 left in current budget) (BU)
- 14.5. To consider a S.137 grant to Be Free Young Carers of £50 (Appendix D)
- 14.6. To consider draft budget for 2019-20 and agree revised budget for current year (BU). (Appendix E)
15. To consider acquisition / registration of land at The Slipway (RM)
16. To receive a report on leasing part of The Park to South Stoke Primary School (RM/PW)
17. To consider a response to SODC's Housing Allocations Policy Consultation 2018 (RM)
18. To consider / approve a new version of Risk Assessment (Appendix F)
19. To consider / approve a Financial Risk Assessment (Appendix G)
20. To review Governance documents – documents numbered 1 to 21 (excluding 12- Risk Assessment subject to previous item) (all documents are on SSPC's website)
21. To consider Parish Council communication issues and use of social media (Facebook, twitter) (PW)
22. To consider purchase of luminous paint for speed humps on access road to the Rec (£50) and to provide to volunteers organised by the AC for painting (BU).
23. To review progress on actions from previous Parish Council meetings and agree any revision of actions on the action list.
24. To receive items of correspondence and agree actions arising
 - 24.1. To note emails regarding bell ringing and lighting of the beacon on 11th November (Correspondence 1)
25. Matters for future discussion
26. To confirm the date and time of the next Meeting: Monday 19th November 2018 at 7.30pm in South Stoke Village Hall



**MINUTES OF THE MEETING OF SOUTH STOKE PARISH COUNCIL
South Stoke Village Hall 19:30 Monday 1st October 2018**

Members Present:

Chairman Bryan Urbick (BU)
 Vice Chairman Roy McMillan (RM)
 Members Andrew Scrivener (AS)
 Gareth Dean (GD)
 Diana Hathaway (DH)
 Phil Wortley (PW) From 18/152

Officers Present:

Clerk Colin Ratcliff (CR)

Public and Press:

Chris Bertrand, Ian Haslam, Kevin Flynn, John Short, Nick Pye, Richard Staniforth

18/150 Apologies for absence
None

18/151 Declaration of Interests by Councillors on any items on the Agenda
DH family pecuniary declaration for item 18

18/152 To consider co-optation of Phil Wortley to the parish council
Resolved: That PW be co-opted. Declaration of Acceptance was signed.

18/153 Public Forum
Contributions taken at agenda items

18/154 Community Building Committee – to receive minutes of meeting held on 5 September 2018.
Items 10 and 23 brought forward
Kevin Flynn discussed the issues he had raised in his correspondence at item 23. He had been unaware he was appointed to the CBC and was concerned about effective communication. BU explained some of the protocols involved and publicity given and offered to reply in detail in writing if required. Chis Bertrand said the next meeting was planned for the evening. DH asked that councillors also be informed of the meetings and that they be advertised in the website diary. Nick Pye suggested using Facebook.
The minutes of 5 September were received.

18/155 Housing Development Project Working Group – to receive an update on activities
Item 11 brought forward
RM said a working group meeting had taken place and they had met with the Diocese and associates on 30 August; including Rectory Homes, their preferred developer. A schematic layout and other information will be presented at open days on 3-4 November. A meeting had also been held with a senior officer of SODC Planning to discuss the potential for simultaneous applications with the Community Building.
BU noted that a week or two later a similar event would be held regarding the Community Building Project

18/156 Railway Action Group – to receive an update on activities
Item 12 brought forward

Signed:

Dated:

Ian Haslam said the group had met with NWR and the Design Advisory Group the previous week. The second phase of plans had been done, next stage is a cost analysis and public consultation. A change in policy for new project works means funding would not be secured.

- 18/157 Amenities Charity – to receive an update on activities**
Item 13 brought forward
Chris Bertrand confirmed the AC were taking back control of the grass cutting contract and hoped the humps would be painted by November (GD dealing). The Village Hall had been redecorated and he requested nothing be stuck on the walls.
- 18/158 To receive a report on the Speedwatch initiative and consider any future action required.**
Item 19 brought forward
CB said he had nothing to add to an email previously circulated to councillors. He suggested something more permanent for the future such as a flashing 30mph sign (for next agenda).
- 18/159 To approve minutes of the meetings of 20th and 30th August 2018**
Resolved: That the minutes be approved and signed by the Chairman.
- 18/160 Chairman’s announcements**
BU noted that no replacement had yet been found for the Clerk who was continuing to work well past the expiry of his notice period.
- 18/161 Planning Applications – to discuss and agree Council’s response to the following planning applications:**
P18/S2679/HH - Cleeve House Cross Keys Road South Stoke: Erection of car port/garden store (Amended Plans)
BU had had discussions with the Planning Officer who noted SSPC’s previous comments re planting and turning issues, he had visited the site and found it tight but acceptable. AS couldn’t see space for a second vehicle and was concerned about the changes being made piecemeal to this new development. GD was concerned about the plans being for a much larger building than first envisaged and about the loss of screening / planting.
Resolved: That SSPC **Objects** to the application on the same grounds as previously; including the likelihood of reversing onto the road and concerns for planting / screening, and that AS would reply on behalf of SSPC.
- 18/162 To note SODC planning decisions:**
P18/S0991/FUL South Stoke Primary School The Street South Stoke. (SSPC No Obj) **Granted**
Noted
- 18/163 To review status of CIL demands**
None
- 18/164 To receive reports from the representative of Oxfordshire County Council and South Oxfordshire District Council.**
Noted. RM suggested he could ask for support from OCC for changing the existing footpath - across the fields from South Stoke to Little Stoke – into a bridleway, to thereby provide a mostly off-road cycleway between South Stoke and both Goring and Wallingford.
- 18/165 Finance**
1 To approve the payments’ report and note receipts for August 2018
Resolved: That the report be approved.

Signed:

Dated:



- 2 To note the reconciled bank account and reserves balances as at 31st August 2018
Resolved: Noted.
- 3 To review expenditure against budget as at 26th September 2018
Resolved: Reviewed, no changes.
- 4 To consider renewal insurance cover is appropriate (year 3 of a 3-year agreement) as detailed in the attached schedule.
Resolved: That cover in Appendix E was appropriate
- 5 To consider appointment of an Internal Auditor for 2018-19
Resolved: That Arrow Accounting be appointed
- 6 To receive and approve audited accounts for 2017-18
Resolved: That the accounts at Appendix G be approved.

- 18/166 **Special motion to reconsider adoption of BT telephone Kiosk**
Resolved: To overturn the previous decision and for DH to continue with adoption of the kiosk
- 18/167 **To consider nominating the Village/Community shop as a community asset**
RM had discussed this with SODC a while ago and felt it would be useful if there were planning or other issues in the future.
Resolved: That RM progress an application after discussing with the shop first.
- 18/168 **To consider actions taken and required to prevent future flooding problems at Ferry Road**
DH declared an interest and took no part in this item.
BU explained that Ferry Road and Cross Keys Road issues were technically the responsibility of OCC who had not acted. Cllr Kevin Bulmer will continue to put pressure on OCC Officers. Thanks were given for Mark Hathaway who dug out the ditches. There was discussion about seeding of the spoil on verges.
Resolved: That PW ask the AC if they would help with seeding the spoil.
- 18/169 **To consider a proposal to support a request for steps leading onto The Glebe Field**
RM had received a request from residents to place steps in the bank onto The Glebe Field. It was noted that if development takes place that would be a logical extension to the works. BU suggested an AC working party was due soon and might help.
Resolved: That PW would ask the AC if they would consider it.
- 18/170 **To consider accepting the limited offer of a memorial tree from OCC or to purchase a more suitable one should theirs be unsuitable and to identify a planting location**
It was noted that some potential locations put forward were unsuitable.
Resolved: That DH approach Jamie Turner regarding options for a specimen tree and advice on a potential location.
- 18/171 **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.
- 18/172 **To receive items of correspondence and agree actions arising**
- 1 **To consider email regarding times of committee meetings**

Signed:

Dated:



See above at minute 18/154

18/173 Matters for future discussion

PW requested that official communication, including the use of social media, be on the next agenda.

18/174 Next Meeting –Monday 29th October 2018 at 19:30 in South Stoke Village Hall.

The Chairman declared the meeting closed at 9:11 pm

Abbreviations (where used):

AC	Amenities Charity (South Stoke Village Hall and Recreation Ground Charity)
AONB	Area of Outstanding Natural Beauty
CBC	Community Building Committee
CIL	Community Infrastructure Levy
NWR	Network Rail
OCC	Oxfordshire County Council
PCSO	Police Community Support Officer
SODC	South Oxfordshire District Council
SSPC	South Stoke Parish Council

DRAFT

Signed:

Dated:

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
	Housing Development Project Working Group	Standing Agenda Item			Open
	Network Rail & Electrification Infrastructure	The line between Didcot and Reading is now electrified. Gantry consultation: [previous completed actions deleted] 20/11/17 Meeting held with NWR –public consultation potentially Spring 2018. 21/5/18 RAG have asked for confirmation funds are still available for retro-fitting 20/8/18 Meeting to be confirmed soon 1/10/18 see minute 18/156			Open
17/599	Dovecot Manor Farm	Repairs to Dovecot [previous completed actions deleted] 19/3/18 RM has written to Historic England – awaits a reply 1/10/18 RM has received more forms to complete	Historic England RM	Nov 2018	Open
17/596	Footpaths	Evidence Gathering for designated footpaths [previous completed actions deleted] 21/5/18 RM still collating information 1/10/18 Ongoing	RM	Dec 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 1/10/18 RM had met with the Head Teacher in July, and the School had responded with the identification of a suggested area – for next agenda to consider in detail. In the meantime PW to discuss further with the school.	PW	Nov 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			

Signed:

Dated:

Minute	Item	Action/Progress	Action By	Complete/ review date	Status
		<p>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.</p> <p>21/5/18 details sent, BU set up - awaits completion by others.</p> <p>18/6/18 RM also set up – others to be done asap.</p> <p>20/8/18 DH set up – others still to be done asap.</p> <p>1/10/18 Action required by GD, AS and PW to set up email accounts</p>	GD/AS/PW	Oct 2018	Open
18/50	Provision of posts at The Slipway	<p>19/3/18 approved – GD to liaise with Chris Bertrand</p> <p>26/4/18 Quote obtained – ongoing</p> <p>21/5/18 Three quotes needed due to value</p> <p>18/6/18 Check quote in line with new financial regs.</p> <p>1/10/18 Ongoing</p>	GD	Oct 2018	Open
18/108	Planning Question	<p>7 The Gardens. Question on structure built.</p> <p>18/6/18 Awaits reply from Sovereign Homes</p> <p>20/8/18 – ongoing</p> <p>1/10/18 – reply given to complainant - closed</p>			Closed
18/120	Slipway	<p>Application for Title to the Slipway</p> <p>20/8/18 Search of Land Registry suggests owned by Christ Church – AS to make further enquiries</p> <p>1/10/18 AS believes the land is unregistered – for next agenda to consider application</p>		Oct 2018	Open
18/122	School	<p>Letter regarding Events</p> <p>18/6/18 BU to write letter to Governors</p> <p>20/8/18 Ongoing</p>	BU	Oct 2018	Open
18/134	Recreation Ground Access	<p>20/8/18 GD to pass details regarding painting of the access road bumps to BU</p> <p>1/10/18 Ongoing</p>	GD	Oct 2018	Open
18/135	Ditch Ferry Road	<p>Maintenance responsibility</p> <p>20/8/18 BU to draw up plan of responsibility and discuss with OCC</p> <p>1/10/18 – Part of Work done, and OCC have promised to dig out the ditch – outside November Cottage - before the end of the year. RM to monitor progress.</p>	RM	Dec 2018	Open

Signed:

Dated:



Minute	Item	Action/Progress	Action By	Complete/ review date	Status
18/136	Housing Needs Survey	20/8/18 RM / CR to assess quotes and allocate supplier 1/10/18 RM awaiting further quotes	RM	Oct 2018	Open
18/139	Bank Signatory	20/8/18 DH to be added as a signatory 1/10/18 Ongoing	BU	Nov 2018	Open
18/143	WW1 Tree	Identify site and order tree 1/10/18 See minute 18/170	DH	Oct 2018	Open
18/167	Community Shop	RM to register shop as a Community Asset after discussing with the Shop	RM	Nov 2018	Open
18/168	Reseeding Spoil	PW to ask the AC if they would help with seeding the spoil following ditch digging.	PW	Nov 2018	Open
18/169	Steps into The Glebe Field	PW to ask the AC if they would consider as part of a working party.	PW	Nov 2018	Open

Signed:

Dated:

South Stoke Parish Council

Payments and Receipts September 2018

Payments

Payee	Description	Amount	Date	Ref
C Ratcliff	Salary September	4000	£210.25	28/09/2018 BACS 60/18
Came & Company	Insurance	4070	£1,280.50	21/09/2018 BACS 59/18
Goring Press	Newsletter Printing September	4080	£165.00	21/09/2018 BACS 58/18
HMRC	Tax & NI August	4000	£140.00	07/09/2018 BACS 56/18
Swift Office Stuff	Paper & Ink etc	4010	£25.65	21/09/2018 BACS 57/18

Total

£1,821.40

Receipts

From	Description	Amount	Date	Ref
Diamond Business Ltd	Newsletter advert	1000	£24.00	21/09/2018 Inv 073
Marvellous Hair Co	Newsletter advert	1000	£60.00	25/09/2018 Inv 067
SODC	Precept	1076	£11,174.00	06/09/2018 DC
Sue Allen	Park grazing	1005	£20.00	19/09/2018 Inv 071
Andresa Aesthetics	Newsletter advert	1000	£60.00	30/09/2018 Inv 065
Mortimer Burnett Ltd	Newsletter advert	1000	£32.50	27/09/2018 Inv 069
TSB	Bank Interest	1090	£1.86	10/09/2018 DC

Total

£11,372.36

South Stoke Parish Council
Monthly Report Bank Account and Reserves Balances

As at: **30 September 2018**

Reconciled Bank Account Balances

Current TSB		£17,983.41
TSB Deposit		£27,610.19
Unpresented Payments		£0.00
Unpresented Receipts		£0.00
VAT Control Account		£557.53
Total		£46,151.13

Earmarked Reserves (Capital and Contingency)

Operating Reserve Account	R	£11,251.67
Community Hall Project	R	£13,485.00
Community Infrastructure Levy	C	£2,873.52

Total Revenue Reserves £24,736.67

Total Capital Reserves £2,873.52

Total Reserves **£27,610.19**

General Funds Available **£18,540.94**

Detailed Receipts & Payments by Budget Heading 24/10/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income							
1000 Newsletter Advertising	938	2,400	1,462			39.1%	
1005 The Park	140	240	100			58.3%	
1015 CIL Receipts	2,874	0	(2,874)			0.0%	2,874
1020 Contribution, Donation & Grant	768	765	(3)			100.4%	
1076 Precept	22,348	22,348	0			100.0%	
1090 Bank Interest	10	4	(6)			261.3%	
	27,078	25,757	(1,321)			105.1%	2,874
Income :- Receipts							
6001 plus Transfer to EMR	2,874						
6001 less Transfer to EMR	2,874						
Movement to/(from) Gen Reserve	24,205						
200 Administration							
4000 Clerk Salary	2,102	3,952	1,851		1,851	53.2%	
4005 Clerk Allowance & Expenses	16	100	84		84	16.2%	
4010 Office supplies	100	200	100		100	49.8%	
4050 Clerk's Training	0	100	100		100	0.0%	
4055 Councillor's Allowance & Exp	86	200	114		114	43.0%	
4060 Councillor Training	0	150	150		150	0.0%	
4065 Audit Costs	380	400	20		20	95.0%	
4070 Insurance	1,281	1,280	(1)		(1)	100.0%	
4075 Web Hosting Costs áé	0	75	75		75	0.0%	
4076 IT and software	169	200	31		31	84.5%	
4080 Printing Inc newsletter	1,483	3,600	2,118		2,118	41.2%	
4085 Legal Fees	3	600	597		597	0.5%	
4100 Utilities	0	200	200		200	0.0%	
	5,618	11,057	5,439	0	5,439	50.8%	0
Administration :- Indirect Payments							
Movement to/(from) Gen Reserve	(5,618)						
250 Membership, Rents & Licences							
4250 Membership	268	275	7		7	97.3%	
4255 Bus Shelter Land Rental	10	10	0		0	100.0%	
4260 Slipway Licence	72	75	3		3	95.9%	
4265 Village Hall Use	150	350	200		200	42.9%	
4270 Bank Charges	0	15	15		15	0.0%	
	499	725	226	0	226	68.9%	0
Membership, Rents & Licences :- Indirect Payments							
Movement to/(from) Gen Reserve	(499)						

Detailed Receipts & Payments by Budget Heading 24/10/2018

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	207	550	343		343	37.6%	
4305 General Repairs	0	750	750		750	0.0%	
4310 Dog Waste Bins	32	50	18		18	64.6%	
4315 Salt Bins	0	100	100		100	0.0%	
Regular Maintenance :- Indirect Payments	239	1,450	1,211	0	1,211	16.5%	0
Movement to/(from) Gen Reserve	(239)						
350 Grants							
4350 Amenity Charity Grants	7,230	7,500	270		270	96.4%	
4352 Churchyard / PCC	750	750	0		0	100.0%	
4355 Section 137	0	1,025	1,025		1,025	0.0%	
Grants :- Indirect Payments	7,980	9,275	1,295	0	1,295	86.0%	0
Movement to/(from) Gen Reserve	(7,980)						
400 Additional Items							
4405 Shop / Hall project	2,515	16,000	13,485		13,485	15.7%	2,515
4406 Other Projects	150	3,750	3,600		3,600	4.0%	
Additional Items :- Indirect Payments	2,665	19,750	17,085	0	17,085	13.5%	2,515
6000 plus Transfer from EMR	2,515						
Movement to/(from) Gen Reserve	(150)						
Grand Totals:- Receipts	27,078	25,757	(1,321)			105.1%	
Payments	17,002	42,257	25,255	0	25,255	40.2%	
Net Receipts over Payments	10,076	(16,500)	(26,576)				
plus Transfer from EMR	2,515						
less Transfer to EMR	2,874						
Movement to/(from) Gen Reserve	9,718						

Mr C Ratcliff
Parish Clerk
South Stoke Parish Council
Thrift Cottage
High Street
Goring
Reading
RG8 9AX



Harwell Innovation Centre,
173 Curie Avenue, Didcot OX11 0QG

T | 01235 838 554
E | carers@befreeyc.org.uk
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5 October 2018

Dear Mr Ratcliff

Request for Grant Aid

I would be very grateful if South Stoke Parish Council would consider making a donation to support our work with young carers. Enclosed is a copy of our latest accounts and young carers leaflet for your information. The accounts have been agreed by Trustees and recommended for adoption at our AGM in November.

Our Work with Young Carers

Be Free Young Carers is a local Oxfordshire charity, based in Didcot, that works with young carers aged 8 to 25 across the South Oxfordshire and Vale area. We have been supporting young carers for over 20 years with emotional and practical advice they need to manage the stresses and responsibilities of being a young carer, balancing their caring role with school and with the developmental needs of a child.

Be Free Young Carers addresses these needs by providing young carers with:

- **emotional support** - meeting with young carers to talk through their concerns, working with schools and families to help to alleviate isolation, anxiety and stress that so many young carers experience;
- **social activities** - time for themselves away from their caring roles, to make friends, and have fun;
- **young carers leisure card** - discounted pay and play activities at local leisure centres;
- **training** - in key skills such as first aid, relaxation and cookery/nutrition to improve their self-confidence and ability to cope in their caring roles.

Our independence as a charity is a real advantage in gaining the confidence of young carers to talk openly about the issues affecting them. Be Free Young Carers is the only specialist charity in Oxfordshire supporting young carers.

Our social activities, trips and training help sustain young carers in their caring roles; they give young carers time for themselves, time to socialise, relax, make friends and have some fun in a safe environment away from their caring role. The trips and activities are very popular; we arrange over 22 trips a year with 25 - 30 young carers on each trip.

Many of the trips are local but on occasion we travel further afield, for example to Cotswold Wildlife Park, Harry Potter World, Cadbury's World and Thorpe Park. Annually in August we arrange a hugely popular day trip to Bournemouth for young carers with their families; for some this is their annual 'holiday'.

Our first aid, relaxation and cookery training improve the skills of young carers in their daily routines, increasing their confidence and ability to cope.

2017/18 saw a significant 30% increase in the number of young carers we are supporting. Be Free Young Carers now supports 556 young carers. **Currently there is 1 young carer from South Stoke registered and supported with Be Free YC.** In the South Oxfordshire and Vale area it is estimated there are 3,000 young carers, on average, 2 in every classroom; it is highly likely therefore that there are other young carers living in the parish yet to be identified.

Respite, relaxation and social interaction are vital for young carers to improve their self-esteem and confidence. Many young carers find caring for a family member very stressful and often experience:

- Worries about their parent's health and future wellbeing
- Great feelings of responsibility
- Physical tiredness, due to lifting or helping their relative or doing lots of housework
- Regularly giving medication or helping with personal care, such as washing and dressing
- Guilt at wanting time for themselves
- Having limited or no time for school work or relaxation
- Needing to feed and care for siblings/other family members
- Pressure to bring income into the family
- Communicating with services or authorities on behalf of their parent
- Coping with a parent's changes in mood, unpredictability or difficulties in parenting
- Feelings of embarrassment or shame at having a relative with problems

Young carers often describe their lives as isolated, alone, with few or no friends. They are more likely to be bullied at school, more likely to suffer from depression, are at risk of self-harming, and are vulnerable to substance abuse, grooming and sexual exploitation. Many fail to achieve academically, struggling to balance school work and their caring responsibilities.

The quality and impact of our service is monitored through our client feedback questionnaire. This evaluation indicates the significant positive impact the service has on the lives of young carers. Here are some examples of what young carers and their families have said about our social activities and training:

- *'It makes me feel free to get a break from my two autistic brothers.'*
- *'I feel less alone.'*
- *'I feel really happy because I made best friends and met new people.'*
- *'It made me feel proud of myself because I've looked after my mum for so long.'*
- *'It makes me feel relaxed and it is good to know there are others going through what I am.'*
- *Ice skating trip - 'I had so much fun and I made a new friend. I loved skating'*
- *'what your charity does for our son helps to relieve pressure across the whole family'*

In June this year Be Free Young Carers came close to closing due to a lack of funding. As a result of media reports and a huge community campaign to keep the organisation running and a number of donations Be Free YC has been able to stabilise, keep open, keep supporting young carers and plan for the future.

Be Free Young Carers is entirely reliant on our own fundraising efforts and donations to continue supporting young carers, we receive no statutory funding. Our service costs £160,000 per year. We are very grateful and proud of the continuing financial support of Parishes and Towns in the area; local contributions say so much about how our services are valued locally and can give other funders confidence to support our work.

Please contact me if you would like any further information about the services we provide.

Thank you very much for your consideration.

Yours sincerely,



John Tabor
Director

Enc.

Current Year at 03-09-2018 South Stoke
Annual Budget - By Centre

	Last Year		Current Year		Est Budget	Next Year Budget
	Budget	Actual	Budget	Actual YTD		
100 Income						
1000 Newsletter Advertising	2250	2087	2400	729	2000	2400
1005 The Park	240	305	240	100	240	240
1015 CIL Receipts	0	0	0	2874	2874	5000
1020 Contribution, Donation & Grant	1074	3429	765	0	2300	2500
1076 Precept	20503	20503	22348	11174	22348	22348
1090 Bank Interest	2	7	4	5	10	10
6001	24069	26331	25757	14882	29772	32498
Total Income			0	2874	2874	5000
Transfer to EMR						
Total Income	24069	26331	25757	12008	26898	27498
200 Administration						
4000 Clerk Salary	3800	3846	3952	1751	4500	4750
4005 Clerk Allowance & Expenses	100	43	100	16	100	100
4010 Office supplies	250	127	200	61	150	150
4050 Clerk's Training	0	0	100	0	1125	500
4055 Councillor's Allowance & Exp	100	0	200	86	200	200
4060 Councillor Training	200	0	150	0	150	150
4065 Audit Costs	380	380	400	380	380	450
4070 Insurance	1231	1231	1280	0	1280	1350
4075 Web Hosting Costs á	50	50	75	0	75	100
4076 IT and software	850	662	200	119	200	200
4080 Printing Inc newsletter	3600	3365	3600	1153	3000	3000
4085 Legal Fees	500	0	600	3	1000	1000
4100 Utilities	150	90	200	0	200	200

Overhead Expenditure 11211 9794 11057 3569 12360 12150

250 Membership, Rents & Licences

4250 Membership	250	146	275	268	275
4255 Bus Shelter Land Rental	10	10	10	10	10
4260 Slipway Licence	68	68	75	0	75
4265 Village Hall Use	345	228	350	0	400
4270 Bank Charges	15	8	15	0	13
Overhead Expenditure	688	460	725	278	773

Regular Maintenance

4300 General clearing & grass cuts	550	252	550	207	600
4305 General Repairs	750	0	750	0	100
4310 Dog Waste Bins	45	42	50	21	75
4315 Salt Bins	100	0	100	0	100
Overhead Expenditure	1445	294	1450	228	875

350 Grants

4350 Amenity Charity Grants	7000	5000	5500	3306	6000
4352 Churchyard / PCC	700	700	750	750	750
4355 Section 137	525	300	1025	0	1950
Overhead Expenditure	8225	6000	7275	4056	8700

400 Additional Items

4405 Shop / Hall project	1500	183	16000	2515	3000
4406 Other Projects	1000	690	3750	150	2000
Overhead Expenditure	2500	873	19750	2665	5000

APPENDIX E

Total Budget Income	24069	27973	25757	12008	26898	27498
Expenditure	24069	18222	40257	10796	44728	27498
Net Income over Expei	0	9751	-14500	1212	-17830	0

trsf from EMR

Risk assessment during the financial year 2018-19

RISK IDENTIFICATION – INSURANCE COVER

- a) Council assets are fully insured and all insurances are re-assessed annually on receipt of insurance policy renewal.
- b) Adequately covered by £10m public and £10m employer's liability.
- c) Adequately covered by £500,000 fidelity guarantee.
- d) Risks to the council's and Amenities Charity buildings and contents property are covered by current insurance.

INTERNAL CONTROLS

- a) Updated and complete register of assets contained within the accounts package each year.
- b) Regular inspection by the clerk of any council owned property would be carried out and recorded. If any concerns were found they would be reported to the Council.
- c) Review of risks and cover carried out annually
- d) Insurance provided through Came & Company Insurance Brokers, specialist providers of cover for Town and Parish councils

INTERNAL AUDIT ASSURANCE

- a) All necessary reviews completed by the internal auditor including a written report to council.
- b) The advice of the council's internal auditor will be formally considered by full Council.
- c) The effectiveness of the internal audit is reviewed annually by the council, in accordance with the requirements of the current Accounts and Audit Regulations.

RISK IDENTIFICATION – SERVICES PROVIDED BY EXTERNAL PROVIDERS

- a) Any agency agreements held with Oxfordshire County Council and South Oxfordshire District Council would be dealt with on an annual basis; also performance against contracts with grounds maintenance companies would be regularly checked and contracts re-tendered every three years if active.
- b) Banking arrangements are strictly managed. No borrowing or lending applies at this time.

INTERNAL CONTROLS

- a) Standing orders and direct debits are reviewed on a regular basis.
- b) Performance of major suppliers is monitored and if any issues arise these are reported to the Council.
- c) Contracts are reviewed and re-tendered at regular intervals.

- d) Expenditure and income are monitored continually against budget and performance reported quarterly to council.
- e) All procurements / investments are dealt with as prescribed by standing orders.
- f) Detection / fraud prevention / corruption prevention are in place i.e. all payments are authorised, and receipts monitored by council.
- g) All bank accounts are reconciled on a monthly basis.

RISK IDENTIFICATION – BUSINESS ACTIVITIES

- a) Approved accounting package is used.
- b) All activities carried out are within legal powers and responsibilities.
- c) All payroll transactions comply with HMRC (Inland Revenue) regulations and calculations are made using computer software supplied by HMRC. Annual returns are made online.
- d) All Vat payments and reclaims comply with HMRC (Customs & Excise) regulations and are scrutinised by internal auditor.
- e) The annual precept is controlled by strict budgeting.
- f) All minutes are timely and accurate in reporting council business.
- g) The council complies with current Freedom of Information legislation and the Data Protection Act by following the guide lines issued.
- h) All complaints and enquiries are responded to as soon as possible.
- i) Adequate document control is provided by safely storing information in locked cabinets and strict controls over the computer.
- j) The council's obligations to conform to disabled access and health and safety legislation with regard to its properties and plans will be prepared with professional advice to comply with the legislation.
- k) Playground equipment is inspected annually by suitably qualified consultants and repairs carried out as necessary.
- l) Measures have been implemented to minimise the risks and costs of criminal damage to the council's properties.
- n) The clerk continually reviews the council's obligations under trust deeds and covenants taking into account the following:-
 - occupier's liability legislation and the
 - duty of care under common law

INTERNAL CONTROLS

Internal controls are carried out on a regular basis, either monthly or quarterly or semi-annually and reports are presented to the Council.

Master copies of all Full Council minutes are stored in locked cabinets. Additionally, all minutes since May 2015 are stored on the website server, which is held remote from the council office. Electronic copies are backed up regularly.

All deeds of land owned or controlled by the council, and all leases, are stored in locked cabinets.

Members' declarations of interest etc. are filed and updated when necessary and Adoption of codes etc. are dealt with as a matter of course.

CONCLUSION

The clerk to the council has examined the above items in detail. There appears to be no additional risks to the council compared with earlier assessments apart from the identification that street lamps are not insured.

Colin Ratcliff
16 October 2018

Income

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Precept	Not submitted	L	Full PC Minute - RFO follow up	Diary	12 months
	Not paid by DC	L	Check & Report To PC.	Diary	12 months
	Adequacy of precept	H	Monthly review of budget to actual	Diary	12 months
Grants - Lottery	Claims procedure	M	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to PC.	Diary	12 months
Grants - District	Claims procedure	L	Clerk/RFO check quarterly		12 months
	Receipt of grant when due	M	Check & Report to PC.	Diary	12 months
T I C - Grant	Claims procedure	M	Clerk/RFO check quarterly	Diary	12 months
	Receipt of grant when due	M	Check & Report to PC.		12 months
Investment Income	Receipt when due	L		Diary	12 months
	Investment Policy	L	Review policy annually	Diary	12 months
	Surplus funds	L	Review policy annually		12 months

Expenditure

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff action	Internal Audit Checks (Every)
Salaries	Wrong salary paid	M	Check to minute	Member verify	12 months
	Wrong hours paid	M	Check to timesheet/contract	Member verify	12 months
	Wrong rate pay	M	Check to contract	Member verify	12 months
	False employee	L	Check to PAYE Records & lists	Member verify	12 months
	Wrong deductions - NI	M	Check to PAYE Calcs	Member verify	12 months
	Wrong deductions - Income tax	M	Check to PAYE Calcs	Member verify	12 months
	Self employed status challenged	M	Agree with Inland Revenue self employed status	Obtain letter from Inland Revenue and keep on file	12 months
Direct Costs and overhead expenses	Goods not supplied to TC	M	Order system	Approval check	12 months
	Invoice incorrectly calculated	L	Check arithmetic	Approval check	12 months
	Cheque payable is excessive	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Cheque payable to wrong party	M	Signatory initials etc Stub & Voucher	Member verify	6 months
	Stock loss	H	Point of sale info and control	Reconcile to Stock	6 months
	Cllr overpaid	M	Claim form & minute	RFO verify	6 months
Cllrs Allowances	Income tax deduction	M	Check to PAYE Records & lists	RFO verify	6 months
	Power to pay	M	Minute power	Member verify	12 months
	Agreement of Council to pay	L	Minute	Member verify	12 months
Grants & support	Conditions agreed	L	Use reasonable condition	RFO check	12 months
	Cheque & voucher	M	Signatory initials etc Stub & Voucher	Member verify	12 months
	Follow up verification	M	RFO check and consider budget	RFO verify	12 months
	Invoice at agreed rate	L	RFO check and consider budget	RFO verify	Whenever
Election Costs					

From: Cllr Roy McMillan

Sent: 01 October 2018 13:02

To: bryan.urbick@southstoke.org.uk; Andrew Scrivener; Gareth Dean;
diana.hathaway@southstoke.org.uk; SSPC <Clerk@southstoke.org.uk>; Chris Bertrand

Cc: Phil Wortley; Robert Small

Subject: Proposed lighting of the Beacon at 7pm on 11th November to mark the 100th anniversary of the ending of the 1st World War

Hello fellow PC members and Chris,

Please be advised that I will be bringing this Robert Small proposal up, under correspondence this evening.

This is primarily just for information to PC members, as I guess – and as I mentioned to Robert - it is more a matter for the Charity and no doubt he will bring this up at the next Charity meeting on 16th Oct.

His plan is that on Sunday 11th Nov there will be:

- A longer than usual ringing of St Andrews bells – muffled and starting at approx' 10.00 – to mark both the lead up to the 11th hour of the 11th day, and also the 1200 or so bell ringers who died in that conflict
- A second peeling of the bells at 19.05 on that day to coincide with the beacon being lit, as well as many other beacons around the UK*

Assuming that there is no objection to these plans, Robert will ask Paul Stevens to once again help with the supply and loading of wood etc for the Beacon, and we will have to find a volunteer to light it, as Robert will himself be busy with the Bells.

*NB – Colin, are you by any chance aware of any statement about Beacon lighting on the 11th having come out from Central Govt, or indeed anywhere else, recently?

Regards - Roy

From: Office <office@stevenson-oxford.co.uk>

Sent: 18 October 2018 14:21

Subject: Armistice: bells

I have been asked to pass on the following message. I think this is a very special idea and it would be excellent if you could find some way of meeting the Government's request.

"Her Majesty's Government's ambition is for bells to ring out at 12.30pm on 11th November to commemorate the centenary of the Armistice which signalled the end of the First World War. The Department for Digital, Culture, Media & Sport wants bells - of any sort and in any location - across the country and worldwide to join in, as is appropriate, to mark this historic occasion, and very much hopes that Lord-Lieutenants will help to encourage engagement with this initiative.

This will be a symbolic way to give thanks for the end of war 100 years ago and will replicate the national outpouring of relief that took place at the end of the war as news of the Armistice filtered through and bells which had long been silent rang out. Bells ringing out at 12.30 will help mark the shift in emphasis from Remembrance in the morning to thanksgiving in the afternoon for the end of war and for peace. This will coincide with the start of the People's Procession, as 10,000 members of the public march past the Cenotaph in a nation's thank you.

The DCMS would be interested in hearing about any bell ringing plans to mark this historic occasion and has developed a webmap so that people can very quickly and easily add their bell ringing and Armistice day events.

<https://armistice100.org.uk/events/> "

It would be particularly helpful if you could let me know of any plans to comply with this request.

TIM

Tim Stevenson

