

**SLIPWAY COMMITTEE TERMS OF REFERENCE – proposed updates from  
Slipway Committee *in RED***

**1. Remit**

The Committee is responsible for the management for the Slipway including *access* repair & maintenance and application of the Slipway Policy

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Slipway Committee, but not less than once per year.

**3. Appointment of members**

The Committee will be comprised of five members appointed annually at the Annual Council Meeting, with a quorum of three and not less than 1 member of the Parish Council.

**4. Chairman**

The Chairman is to be elected annually by the Committee at their first meeting, before proceeding to any other business. The office shall be held for one year.

**5. Voting**

Only members appointed to the committee may vote and participate at the meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

**6. Standing Orders**

The Slipway Committee must adhere to all sections of the Standing Orders, where variations are available in the Standing Orders, those applicable to “Committees” will apply.

**7. Specific Delegated Powers**

- To develop plans pertaining to
  - *Risk Assessment*, Repair & Maintenance
  - Future use & development of the slipway area as a village amenity
- To bring all proposals, and in particular those pertaining to any expenditure *or risk*, to the full council for approval.
- To pursue and finalise the submission to Land Registry to document the ownership of the slipway area to the Parish Council.

**8. Review**

This updated Terms of Reference document was approved for use at the meeting of the Parish Council on 30<sup>th</sup> June 2021, and will be reviewed periodically, but not less than once per council term (nominally 4 years).

Signed:

Dated: 30<sup>th</sup> June 2021

B Urbick, Chairman

30 June 2021

SlipwayCommittee TOR - Update proposal Oct 2021

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## HAVE YOUR SAY: Draft Joint Statement of Community Involvement

South Oxfordshire and Vale of White Horse district councils are preparing a joint Statement of Community Involvement (SCI), that sets out how we will consult on planning applications and planning policy, including the joint Local Plan.

We want to make it as easy as possible for people to get involved in the planning process. That's why we're asking you about our draft SCI. It contains details of how we plan to work positively and proactively with our communities to ensure their voices are heard.

The SCI also sets out how we plan to make sure you can access the right information as easily and early as possible to help you come to your own conclusions.

We're committed to ensuring you know what we're doing – we strive to be clear and transparent in our processes – and the SCI reflects this too.

We'll take on board your comments on the draft SCI before bringing a final version before our councils to be adopted. Once adopted the joint SCI will replace the existing South Oxfordshire SCI and the Vale of White Horse SCI. We will comply with the new SCI when preparing plan-making documents and when determining planning applications.

You can give your comments on the draft Statement of Community Involvement from **Wednesday 8 September until midnight on Wednesday 20 October 2021**.

### How to comment

The quickest and easiest way to comment is to use our online comment form which is available here: <https://survey.southandvale.gov.uk/s/JointStatementOfCommunityInvolvement2021/?m=56336769ogbdl>

*Note that this is a unique link just for you and is tied to your email address. If you would like to forward this message to anybody else, please refer them to the [public link to the survey](#).*

You can also view electronic copies of the documents on our [South](#) or [Vale](#) websites.

If you are unable to comment online, you can also:

- Email: [planning.policy@southandvale.gov.uk](mailto:planning.policy@southandvale.gov.uk)
- Write to Planning Policy, South Oxfordshire and Vale of White Horse District Councils and post to 'Freepost SOUTH AND VALE CONSULTATIONS' (no other address information or stamp is needed). Our preference is electronic submissions and there is no need to post a hard copy as well.

### What happens next

After the consultation period ends, we will consider your comments and make appropriate changes to the SCI before we adopt it. Once adopted, which we expect to happen in December 2021, the revised SCI, along with a consultation statement and a consultation summary report, will be published on our South and Vale websites shortly afterwards.

### Adrian Duffield

Head of Planning

South Oxfordshire and Vale of White Horse District Councils



**Job Title:** Assistant Clerk

**Job Purpose:** To provide support to the Parish Clerk / Responsible Financial Officer in carrying out all the functions required by law of local authority's Proper Officer.

**Responsible to:** Parish Clerk

**Principal Duties and Responsibilities:**

1. To work with and as directed by the Clerk to gain an understanding and knowledge of the work undertaken by the Council as needed to execute the duties of the role.
2. To work in accordance with the Council's health and safety policy and to ensure that its obligations for Risk Assessment are met.

**To assist the Parish Clerk:**

1. To ensure that statutory and other provisions governing or affecting the running of the council are observed, including advising the council as to the requirements of existing and new legislation.
2. To prepare, in cooperation with the chairman of the council estimates of income and expenditure for each coming financial year, such estimates to form the basis for the annual budget, when approved by the council, and the basis for the precept to be submitted to the district council.
3. To prepare financial reports on all relevant matters, monitor and balance the council's accounts and prepare records for audit and value added tax purposes.
4. To ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
5. To ensure that the council's obligations in respect of insurance are properly met.
6. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
7. To attend meetings of the Council or Committees as required and prepare minutes for approval.
8. To receive correspondence and documents on behalf of the council and to deal with the correspondence or documents or bring such items to the attention of the council. To issue correspondence as a result of instructions or the known policy of the council.
9. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for. To issue invoices for goods and services supplied by the council and ensure proper payment is received. To prepare reports for the council on payments and receipts.

10. To study reports and other data on activities of the council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation to and discussion by the council.
11. To draw up both on his or her own initiative and as a result of suggestions by councillors proposals for consideration by the council and to advise on practicability and likely effects of specific courses of action.
12. To supervise any members of staff as their line manager in keeping with the policies of the council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.
13. To monitor the implemented policies of the council to ensure they are achieving the desired result and, where appropriate, suggest modifications.
14. To issue notices and prepare agendas and minutes for the parish meeting (an annual event): if required, to attend the assemblies of the parish meeting and to implement the decisions made at the assemblies that are agreed by the council.
15. To manage the council's website, ensuring that its content is kept fully up to date and in compliance with the requirements of freedom of information legislation and data protection; and to ensure that it remains technically suitable to the needs of the council.
16. To prepare, in accordance with the appropriate rules agreed by the council, news releases about the activities and decisions of the council and to respond to media enquiries in accordance with the same rules.
17. To comply with the Freedom of Information and Data Protection Acts.
18. To continue to acquire the professional knowledge necessary for the efficient management of the affairs of the council, including attendance at training courses and seminars on the work and role of the clerk/assistant clerk, as required by the council.

**Other duties:**

To undertake additional duties as required, commensurate with the level of responsibility of the post.

**Note:**

This job description outlines the main duties and responsibilities of the position of Assistant Clerk at the date written. It is prepared for the benefit of both the post holder and the council in understanding the prime functions of the post as currently defined. It should not be regarded as exclusive or exhaustive as there may be other duties and responsibilities created by legislation or taken on by the council in response to the changing needs of the village. Some of these duties may be executed by other employees of the council.



**GORING-ON-THAMES  
PARISH COUNCIL**



Goring-on-Thames Parish Council  
Old Jubilee Fire Station, Red Cross Road, Goring, Reading, RG8 9HG  
Clerk@GoringParishCouncil.gov.uk

**Jointly with**

South Stoke Parish Council  
13 Wallingford Road, South Stoke, Reading, RG8 0JD  
Clerk@SouthStoke.org.uk

**STAFF VACANCY**

**Assistant Clerk**

The Civil Parishes of Goring-on-Thames and South Stoke are located in the District of South Oxfordshire, within the Chilterns Area of Outstanding Natural Beauty (AONB) with an Electoral Role circa 2750 & 400 respectively.

Applications are invited for the post of Assistant Clerk to both councils, responsible to the Parish Clerk for each Council. This is an office and home based, part time, permanent vacancy for 5 hours per week, per council, 10 hours total. Goring-on-Thames Parish Council has office space which can be used in the execution of both roles, however by arrangement some hours can be completed from your home. It is not possible to fulfil the requirements of this role solely from home.

Salary offered is pro rata to the national scale LC1 points 7 to 12 of between £20,092 and £22,183 a year for a full time (37 hrs a week) equivalent.

This position will play an important role in supporting and deputising for the Parish Clerk. Successful candidates will either be CiLCA qualified, or willing to study for CiLCA at the earliest opportunity. The 10 hours per week for the role is split equally between the two parishes, and includes 2 hours training, until CiLCA is completed. Hours of work will then be renegotiated.

The role of Assistant Clerk is hands-on, requiring travel across both parishes to complete statutory inspections, meet contractors or attend meetings of the councils and committees.

The ideal candidate would have a long-term goal to become a Clerk and training will be given.

Closing date for applications: **4.00pm on Friday 29<sup>th</sup> October 2021**. Applicants are requested to submit a completed application form (available directly from the clerk, or download from the website), and will also include a C.V. and covering letter. For more information or to discuss the role in more detail, contact the Parish Clerk (contact details above). Applications should be marked confidential and for the attention of the Parish Clerk. A single interview will be conducted by one panel with representatives from both Parishes.

**List of Payments made between 30/07/2021 and 10/09/2021**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/07/2021	C H Lamb SSPC	BAC_21_030	372.58		Clerk
30/07/2021	C H Lamb	CLERK	372.58		Salary
30/07/2021	C H Lamb	CLERK	-372.58		CORRECTION
03/08/2021	L E A White SSPC	BAC_21_029	108.67		L E A White SSPC
03/08/2021	L E A White	CLERK	108.67		work hours & handover
03/08/2021	L E A White	CLERK	-108.67		CORRECTION
25/08/2021	G Ambler Inv 25	BACS	126.00		Grass Cutting & Strimming
01/09/2021	LEA White	BACS	79.99		reimburse for MS 365 subscrip.
06/09/2021	C H Lamb	BACS	310.48		Salary
06/09/2021	G Ambler	BACS	126.00		Grass cutting & strimming
08/09/2021	Zurich Munciple	BACS	847.74		Annual premium

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**Total Payments**      1,971.46

**List of Payments made between 20/09/2021 and 01/10/2021**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/09/2021	Prettys	BACS	714.00		RoW Newtown Cott
20/09/2021	Rialtas Business Solutions Ltd	BACS	148.80		Supp. & Mtce Licence
20/09/2021	Moore Stephens	BACS	240.00		Moore Stephens
21/09/2021	Goring Press	BACS	200.00		Sept SSPN
22/09/2021	SS Parochial Church Council	SSPC GRANT	425.00		SSPC Grant
01/10/2021	L E A White	BACS	252.27		Worked Hours
01/10/2021	C H Lamb	BACS	419.15		Salary
<b>Total Payments</b>			<u>2,399.22</u>		

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**Current Bank A/c**

**Cash Received between 20/09/2021 and 01/10/2021**

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<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/10/2021	Jarvis & H Sweetnam	PARK	The Park - rental	20.00
<b>Total Receipts</b>				<b><u>20.00</u></b>



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## Current Bank A/c

## Cash Received between 30/07/2021 and 10/09/2021

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<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
02/09/2021	Allen	Inv 181	The Park - rental	20.00
02/08/2021	Jarvis & H Sweetnam	Inv 178	The Park - rental	20.00
01/09/2021	Jarvis & H Sweetnam	Inv 182	The Park - rental	20.00
08/09/2021	SODC	PRECEPT	Precept 2021/22 2N	12,273.50
			<b>Total Receipts</b>	<b><u>12,333.50</u></b>

**Bank Reconciliation Statement as at 12/10/2021  
for Cashbook 1 - Current Bank A/c**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	01/10/2021	0	14,019.09
			<hr/> 14,019.09
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14,019.09
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			14,019.09
		<b>Balance per Cash Book is :-</b>	<b>14,019.09</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 12/10/2021  
for Cashbook 2 - Reserve Account**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Deposit Account	10/09/2021	0	54,006.77
			<hr/> 54,006.77
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54,006.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			54,006.77
		<b>Balance per Cash Book is :-</b>	<b>54,006.77</b>
		<b>Difference is :-</b>	<b>0.00</b>