

Title	Matters pertaining to staffing
Authors	Locum Clerk & RFO
Meeting	East Challow Parish Council Meeting – 21 st June 2023

5.1. To approve splitting the Role of Clerk and Responsible Financial Officer (RFO)

Chairman to give verbal report.

5.2. To approve using the NALC model contract for both positions, updated for 3 months' notice period and 6 months' probation period.

The recommended updates are to endeavour to prevent situations where the Council is without either a Clerk or RFO. Three month notice gives time for the role to be advertised, conduct interviews and complete a handover before the end of the employment where possible. The extended probationary period is due to the limited hours of the role and to allow long enough to both parties to adequately assess the probationary period.

5.3. To approve Clerk Job Description, scale point, hours and advert.

ADVERT

STAFF VACANCY

Clerk to the Council

The Parish of East Challow is located in the District of Vale of White Horse, on the western boundary of Wantage with an Electoral Roll circa 930.

Applications are invited for the post of Clerk to the Council. This is a home-based, part time, permanent vacancy for 6 hours per week, with up to 6 additional hours per month overtime for the first 3 months for training and handover. The role involves some evening meetings, generally held in the Village Hall. A parish council laptop and mobile phone will be provided, in addition to other Council equipment such as a printer. These items, and some council files will need to be stored at your home.

Salary offered is pro rata to the national scale LC2 (18-23) of between £27,344 and £30,151 a year for a full time (37 hrs a week) equivalent. Starting scale point will be depend on experience, with progression through the pay scale dependant on training and performance. Parish Council employees are engaged on the NALC model contact.

The successful candidate will play an integral role in serving the parishioners of the Civil Parish of East Challow as it grows over the coming years including facilitating the exciting project of a new sports pavilion and the responsibility of managing 2 cemeteries. The Clerk will be responsible to the parish council as a corporate body.

For further information, or to apply with a covering letter and CV, please contact the Chairman of the Council, Cllr V Bosley (Also known as V Lawson) by emailing vanessa.lawson.ecpc@gmail.com.

Closing date for applications: **4.00pm on Monday 03rd July 2023.**

JOB DESCRIPTION

Job Title: Clerk to the Council (Proper Officer)

Job Purpose: To carrying out all the functions required by law of Council's Proper Officer.

Responsible to: The Parish Council.

Principal Duties and Responsibilities:

1. The Clerk to the Council is the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions of a council's Proper Officer, and in particular to serve or issue all the notifications required by law.
2. The Clerk is responsible for ensuring that the instructions of the Council in connection with its function as a parish council are carried out.
3. The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the council's activities, and in particular, to produce all the information required for making effective decisions and to implement constructively all decisions.
4. The Clerk is accountable to the Council for the effective management of all its resources and will report to them as and when required.
5. The Clerk will understand the issues facing Parish Councils and the environment within which our Council operates, and will commit themselves and the Council to an ethos of public service.

Ensuring compliance with legal duties:

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 ensure that the council discharges properly its obligations regarding health and safety and risk assessments.
3. To ensure that the council's obligations in respect of insurance are properly met.
4. To prepare, in consultation with appropriate members, agendas for meetings of the council and committees.
5. To attend meetings of the Council or Committees as required and prepare minutes for approval.
6. 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.
7. To manage the ordering of goods and services supplied to the council and ensure they are properly paid for.
8. 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.
9. 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.
10. 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.
11. To monitor the implemented policies of the council to ensure they are achieving the desired result and, where appropriate, suggest modifications.

12. 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.
13. 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.
14. To manage the council's cemeteries.
15. 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.
16. To comply with the Freedom of Information and Data Protection Acts.
17. 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 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.

PERSON SPECIFICATION

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Local Government knowledge	Some knowledge of Local Government organisation and operation
Skills	
Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email etc (
Staff Management	Some staff management experience
Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law etc.
Local Knowledge	Knowledge of the main issues affecting the area
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media
Creative ability	Able to contribute to the design of newsletters / posters etc
Presentation skills	Able to use equipment and speak confidently in public

5.4. To approve Responsible Financial Officer Job Description, scale point and hours.

Annualised 2 hours per week, to include the increased hours in December and April for budgeting and end of year accounts, likely to be taken as 6-7 hours per month with 15-20 hours in each of April and December, scale point 19 in the Range SCP 18-23

JOB DESCRIPTION

Job Title: Responsible Financial Officer

Job Purpose: To carrying out all the functions required by law of Council's Responsible Financial Officer.

Responsible to: The Clerk to the Council.

Principal Duties and Responsibilities:

1. To provide day-to-day financial management of the Parish Council under the direction of the Parish Clerk. To manage the Parish Council's financial affairs within the legal framework for local authorities and to comply with current legislation, statements of recommended practice and accounting codes of practice. To ensure that the Parish Council complies with the Financial Regulations as approved from time to time by councillors.
2. To act as the Parish Council's "Responsible Finance Officer" (RFO) described in the Accounts and Audit Regulations 2003, section 2(2)(a) as: "the person who, by virtue of section 151 of the Local Government Act 1972, is responsible for the administration of the financial affairs of a relevant body or, if no person is so responsible, the person who is responsible for keeping the accounts of such a body". The Regulations impose specific duties on the RFO to
 - i. establish a sound system of internal control and arrangements for the management of risk (section 4(1));
 - ii. carry out an annual review of the system of internal control and to prepare and publish an annual statement of internal control (section 4(2));
 - iii. determine the accounting records and ensure they are maintained in accordance with proper procedures and are kept up to date (section 5); and
 - iv. determine the accounting control systems and ensure that they are observed (also section 5).

Duties and Responsibilities:

1. **Year-end financial statements:** Prepare the Parish Council's annual Financial Statements in accordance with applicable legislation and guidelines. Within applicable time constraints, make the Financial Statements available to Parish Council's auditors and to provide such working papers, explanations and information as the auditors may require to carry out the annual audit. Prepare the annual Statement of Internal Control and to seek the Council's approval of such statement every year.
2. **Management Accounts:** Prepare monthly management accounts for presentation to Council, together with explanations of major variances and investigate discrepancies.
3. **Annual Estimates:** Prepare payments and receipts estimates for the council and to make recommendations to the council for the amount to be precepted in the following year. To prepare forecasts for subsequent years on a three year rolling basis.

4. **Internal Control:** Review and monitor the Parish Council's systems and ensure that proper checks and controls are in place. To liaise with the Parish Council's internal auditor. Carry out investigations and prepare reports on an ad hoc basis.
5. **Risk Management:** Devise and implement a system of risk management covering all aspects of the Parish Council's activities. Carry out an annual review of the Council's risk management strategy.
6. **VAT:** Review the Council's VAT exemption status and, to prepare quarterly VAT Form 126 claims. Deal with HM Customs and Excise as required.
7. **Investments:** Review periodically the reserves and make recommendations to Council if thought fit.
8. **Payroll:** Be up to date with payroll legislation. Be able to prepare monthly. Check annual Inland Revenue returns. Check annual pay award calculations. Prepare monthly statement of staff working hours for comparison with budget.
9. **Utilities & Services:** Regularly carry out reviews of provision of service ensuring most cost-effective suppliers are in place, bearing in mind the opportunity to purchase on behalf of all council facilities.
10. **Meetings:** Attend appropriate meetings (normally evening) to provide financial advice.
11. **Budget:** Monitor and ensure implementation of all necessary procedures and documentation to ensure appropriate financial management of the Council Budget.
12. **Asset Register:** Ensure that the Council's Asset Register is maintained in a suitable manner to meet auditor's requirements.
13. **Leases and Licences:** Ensure that a record of all of the Council's Leases and Licences are maintained in a suitable manner to meet auditor's requirement and are reviewed at appropriate times (rent reviews etc.).
14. **Insurance:** Responsibility for insurance contracts.
15. **General:** To assist as a member of the Council's team with its overall performance management. This could involve undertaking different tasks at the request of the Parish Clerk.
16. **GDPR:** Being aware and compliant with General Data Protection Regulations.

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 Responsible Financial Officer 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.

PERSON SPECIFICATION

These criteria will be used to short-list candidates for interview. Experience may have been gained in a paid or voluntary capacity. Please demonstrate how you meet the person specification in your application.

ESSENTIAL

Knowledge and Qualifications	
Good standard of English & Maths	GCE 'O' Level/GCSE grade C or equivalent as a minimum
Local Government knowledge	Some knowledge of Local Government organisation and operation
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Ability to complete necessary training	e.g. the Certificate in Local Council Administration (CILCA)
Computer skills	Word-processing, spreadsheets, internet, email, finance software.
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Excellent written communication	Experience of servicing meetings, writing reports, letters and minutes
Oral communication skills	Excellent public facing and telephone manner
People skills	Experience of dealing with the public
Customer service skills	Experience of providing excellent customer services
Problem-solving skills	Initiative to solve problems
Attitudes	
Positive, can-do attitude	Seeks solutions, responds positively, deals with negativity
Can work on own initiative	Undertake research, provide advice, contribute to ideas
Able to work under pressure	Organised and able to meet deadlines
Flexibility	Able to service evening meetings / weekend functions
Team player	Able to work well with others

DESIRABLE

Knowledge and Qualifications	
Parish Council knowledge	Has worked for a Parish Council
Holds a relevant qualification	e.g. CILCA, Cert HE in Community Governance
Local Government knowledge	Knowledge of Local Government Acts, GDPR, Freedom of Information, Employment Law, JPAG etc.
Skills	
Community Engagement	Experience of supporting communities, undertaking surveys
Computer Skills	Use of databases, website management, social media, SCRIBE
Presentation skills	Able to use equipment and speak confidently in public

5.5. To consider a proposal to appoint L White as RFO, effective 22nd June 2023 or advertise the position.

The Chairman will give a verbal report.

- 5.6. Subject to the decision regarding item 4.4, to consider approving additional hours for the RFO to support the Chairman in completing the duties of the Clerk until such time as one is appointed, maximum 10 hours per week, including RFO duties.**

The Chairman will give a verbal report.

- 5.7. To approve uplift to the salary of the Litter Picker to Nation Living Wage.**

The council must approve increasing the salary to minimum wage, £10.42 and back pay to 1st April 2023 to be compliant with the law.

It is proposed to increase the salary to national living wage of £10.90.

See <https://www.livingwage.org.uk/what-real-living-wage> for more information.

- 5.8. To approve purchase of 2-off laptops, maximum budget £650 per machine for Clerk and RFO**

The 2021-2022 Audit flagged up that the PAYE records were not being held on a parish council device, which is must be. Splitting the two roles requires two devices, so a 2nd must be bought. The current Clerk laptop was bought in 2016 and is painfully slow and has lots of errors etc.

As shown in the budget later in this meeting, the Locum RFO has shown how these two assets can be bought from existing reserves. Proposal to purchase 2-off 14 or 15" windows 11 assets from Dell Scratch and Dented Outlet. More details can be given verbally in the meeting if required.

- 5.9. To approve purchase of 1-off smart phone for the Clerk, maximum budget £250**

The parish has a registered telephone number with Vodafone which requires a minimum of £10 top up every quarter to keep it active. The previous clerk did not have a phone, they had the sim card in a personal device. Additionally, there are a number of programmes and websites which require secure authentication, this should be completed on a parish asset, not a personal asset.

Having a separate parish asset allows hand-off of phone number during periods of annual leave as well.

As shown in the budget later in this meeting, the Locum RFO has shown how these two assets can be bought from existing reserves.

- 5.10. To approve purchase of Microsoft Office 365, £80 per year, ongoing cost.**

A family licence can be used on both assets.

- 5.11. To approve SLCC membership for the Clerk on appointment, maximum budget £100.**

A verbal report will be given.



CONTRACT OF EMPLOYMENT

This contract of employment (“the contract”) contains the main terms and conditions of your employment with East Challow Parish Council (“the Council”). It includes all the written particulars required by the Employment Rights Act 1996.

THE EMPLOYER:: East Challow Parish Council

THE EMPLOYEE: _____

DATE OF ISSUE: [] 2023

1. COMMENCEMENT DATE

- 1.1 Your employment with East Challow Parish Council began on.....
("the commencement date").

2. CONTINUOUS SERVICE

- 2.1 Subject to 2.2 below, no period of employment before the commencement date counts as part of your period of continuous service.
- 2.2 For the purposes of entitlements to annual leave, sick pay arrangements, and maternity arrangements, continuous service includes continuous previous service with any public authority to which the Redundancy Payments (Continuity of Employment in Local Government etc.) (Modification) Order 1999 applies.

3. CONDITIONS OF SERVICE

- 3.1 The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to your employment save as amended by this contract.

4. PROBATION

- 4.1 Your appointment is subject to satisfactory completion of a probationary period of not less than 26 weeks.

5. JOB TITLE

- 5.1 You are employed as [].

6. JOB DUTIES

- 6.1 You are expected to perform all duties which may be required of you as set out in the attached job description.
- 6.2 The Council may from time to time wish to amend your job description. You may be required to undertake other duties to meet the requirements of the job.

7. DECLARATION OF OTHER EMPLOYMENT

- 7.1 You shall not undertake other employment without the Council's written consent. Such consent shall not be unreasonably withheld.

8. PLACE OF WORK

Working from home

- 8.1 Your usual places of work are:

Home address

Address of the venue for the Council's meetings, normally East Challow Village Hall

Address of the venue for meeting the public, normally East Challow Village Hall.

9. SALARY

- 9.1 Your salary is £[] per annum being the current salary point [] within the LC2 range in scale 18-23 as set out in the 2004 National Agreement on Salaries and Conditions of Service of Local Council Clerks in England and Wales.
- 9.2 Subject to satisfactory performance, you will progress automatically

through the range LC2 in salary scale 18-23 by annual increments until you reach the maximum salary in the range. Your first increment will be payable on 1st April 2024 and thereafter on the 1st April each year until you reach the maximum of the scale. The Council may withhold an increment if it is considered that performance fell below the level expected, following an annual appraisal, or award an additional increment for exemplary performance if it chooses to do so.

9.2 One salary point will be added to your salary, up to a maximum of four points, for success in obtaining or already holding any of the following relevant qualifications:

- The Certificate in Local Council Administration
- Certificate of Higher Education in Community Engagement and Governance - Level 1 or equivalent qualification previously awarded by the University of Gloucestershire
- the Certificate of Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- the Diploma in Higher Education in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire
- BA (Hons) Degree in Community Engagement and Governance or equivalent qualification previously awarded by the University of Gloucestershire.

- 9.3 Your salary will be paid to you by cheque or bank transfer to your bank or Building Society prior to the end of each month, after the approval of the Full Council

10. EXPENSES

- 10.1 The Council shall reimburse you at NJC rates in force at the time for mileage incurred in the performance of Council business (“mileage expenses”) provided that mileage expenses have been approved by the Council.
- 10.2 The Council shall reimburse you for other expenses which may include overnight accommodation, meals and fares incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
- 10.3 You will be provided with a copy of the Council’s expenses policy.

For employees working at home

- 10.4 Expenses may include any of the following:
- 10.4.1 Purchase or use of office equipment
 - 10.4.2 Purchase of office consumables
 - 10.4.3 Connection, rental or use of telephone line and Internet/broad band
 - 10.4.4 A sum to take into account the use of space, lighting, heating and electricity due to working from your home.

11. WORKING AT HOME – INSURANCE

11.1 You shall notify your insurers that your home is your main place of work and that in the course of your employment members of the public may attend at your home.

11.2. You shall provide the Council with evidence that you have the correct insurance cover for the circumstances set out in clause 11.1.

The Council shall pay for any additional insurance premiums arising from the arrangements for working at home set out in clause 11.2.

12. APPRAISAL

12.1 You will receive an annual appraisal.

13. HOURS OF WORK

13.1 You are required to work [] hours per week during the normal operating times of the council, with the exception of evening meetings between 8am and 6pm.

14. ADDITIONAL HOURS

For employees who are paid at or below salary point 28

14.1 If you work more than your normal working hours, then subject to the Council's approval, you will be reimbursed at the appropriate NJC rate for these .

15. ANNUAL LEAVE

- 15.1 Subject to clause 2.2 of the contract, the calculation of your annual leave commences from the first day of your employment. You are entitled, in addition to the normal bank and public holidays, to 23 working days' leave in each leave year (pro rata for part time employees).
- 15.2 In addition to normal bank and public holidays, you will be entitled to two extra statutory days.
- 15.3 Your leave entitlement will increase to 26 working days per year (pro rata for part time employees) when you have five years' continuous service immediately prior to the commencement of the leave year.
- 15.4 If your employment commenced or terminates part way through the leave year, your leave entitlement will be calculated on a pro rata basis. Deductions from your final salary payment will be made for any leave taken in excess of your entitlement.
- 15.5 Annual leave must be taken at times agreed with the Council. You may carry forward up to 5 days' leave into the following leave year, subject to the approval of the Council.

16. SICKNESS ABSENCE

- 16.1 If you are absent from work on account of sickness or injury, it is your responsibility to inform the Council of the reason for your absence as soon as possible, but no later than the end of the working day on which the absence first occurs.

16.2 You will be provided with a copy of the Council's sickness absence policy.

16.3 The Council shall have the right at any time to require you to submit to examination by an independent medical practitioner selected by the Council, to obtain a confidential report on your condition from such practitioner and to discuss with such practitioner the findings of his/her examination and his/her prognosis of your likely recovery and or fitness to resume work and any recommended treatment.

17. SICK PAY

17.1 Provided that you comply with the Council's sickness absence policy, you will receive sick pay when you are absent from work because of sickness, as follows:

- | | |
|--|--|
| during 1st year of service | • one month's full pay and (after completing 4 months' service) 2 months' half pay |
| during 2 nd year of service | • 2 months' full pay and 2 months' half pay |
| during 3 rd year of service | • 4 months' full pay and 4 months' half pay |
| during 4 th & 5th - year of service | • 5 months' full pay and 5 months' half pay |
| after 5 years' service | • 6 months' full pay and 6 months' half pay |

18. MATERNITY /PATERNITY /ADOPTION LEAVE

18.1 Your entitlement to maternity/paternity/adoption leave is as set out in the relevant legislation.

19. INJURY OR ASSAULT

19.1 In the event of death or permanent disablement arising from a violent or criminal assault suffered in the course of employment then all insurance payments will be made in accordance with paragraph 7 of Part 3 of the Green Book.

20. PENSIONS

20.1 The Council does not currently operate a pension scheme, as employees generally do not meet the threshold for automatic enrolment.

20.21 The Council will consider requests to join a pension after successful completion of the probationary period and approval by full council.

21. NOTICE OF TERMINATION OF EMPLOYMENT

During probationary period

21.1 Either party may terminate the contract by giving one week's notice in writing.

After completion of probationary period

21.2 The length of notice which you are obliged to give to the Council to terminate your employment is three months (13 weeks) in writing.

21.3 The length of notice which you are entitled to receive from the Council to terminate your employment is four weeks in writing until you have been continuously employed for four years and thereafter such notice

entitlement increases by one week for each year of continuous service until you have completed twelve years of continuous employment after which time you will be entitled to twelve weeks' notice.

- 21.4 Within one week of the termination of your employment you are required to surrender to the Council all Council property including computers and other electronic devices and any documents and other materials, including copies that you have been holding on behalf of the Council. You shall irretrievably delete from all your personal electronic devices all property of the Council and shall produce evidence of such as the Council may require.

22. DISPUTE RESOLUTION

- 22.1 You have been provided with a copy of the Council's grievance and disciplinary procedures.
- 22.2 If you have a grievance arising from your employment, you should raise it with the Chairman of the Council, or the Chairman of Staffing Committee, if one is appointed. If you are dissatisfied with any disciplinary decision made against you, you should raise it with Chairman of the Council, or the Chairman of Staffing Committee, if one is appointed

23. HEALTH AND SAFETY

- 23.1 You have a duty to ensure the health and safety of yourself and others. You must also co-operate with the Council so that it can comply with its Health and safety obligations.
- 23.2 You will be given a copy of the Council's Health and Safety Policy.

24. EQUAL OPPORTUNITY POLICIES

- 24.1 You must comply with the Council's Equal Opportunity Policies. You will be given a copy of these Policies.

25. TRAINING AND DEVELOPMENT

- 25.1 The Council shall be responsible for the costs associated with any training and development that it considers necessary. This may include the cost of training and development courses or examinations, and payment of mileage expenses and other expenses in accordance with the Council's expenses policy. Where the Council considers it necessary, it shall give you reasonable paid time off for study.
- 25.2 The Council reserves the right to put in place training agreements for training courses valued £100 or above.

26. INDEMNITY

26.1 The Council undertakes to indemnify you against any actions of commission or omission that are authorised by the Council.

Signed:

Dated:

Name:

Signed for and on behalf of East Challow Parish Council

Signed:

Dated:

Name:

EAST CHALLOW PARISH COUNCIL

STANDING ORDERS

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EAST CHALLOW PARISH COUNCIL

Introduction

Generally, these standing orders do not duplicate the content of legislation. Where direct references are used, they are referenced. This document has been compiled using the NALC *Model Standing Orders 2018 for England (revised April 2022)*. Items that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

1. Rules of Debate at Meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.

EAST CHALLOW PARISH COUNCIL

- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - vi. to amend the motion;
 - vii. to proceed to the next business;
 - viii. to adjourn the debate;
 - ix. to put the motion to a vote;
 - x. to ask a person to be no longer heard or to leave the meeting;
 - xi. to refer a motion to a committee or sub-committee for consideration;
 - xii. to exclude the public and press;
 - xiii. to adjourn the meeting; or
 - xiv. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting

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shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting

2. Disorderly Conduct at Meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings Generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

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- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council**

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(if there is one).

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of**

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- conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
- x A meeting shall not exceed a period of 2 hours.

4. Committees and Sub-Committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 4 days before the meeting that they are

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unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary Council Meetings

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a**

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member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. he/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii Receipt of the minutes of the last meeting of a committee;
 - iv Consideration of the recommendations made by a committee;
 - v Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi Review of the terms of reference for committees;
 - vii Appointment of members to existing committees;
 - viii Appointment of any new committees in accordance with standing order 4;
 - ix Review and adoption of appropriate standing orders and financial regulations;
 - x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi Review of representation on or work with external bodies and arrangements for reporting back;
 - xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii Review of inventory of land and other assets including buildings and office equipment;
 - xiv Confirmation of arrangements for insurance cover in respect of all insurable

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risks;

- xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k Additional council meetings shall be held in each year on such dates and times and at such place as the council may direct.
- l To delegate the power to cancel meetings to the clerk in consultation with the chair of the relevant meeting.
- m To delegate the power to the clerk in consultation with the chair of the relevant meeting to prepare agenda and summons for additional ordinary meetings.

6. Extraordinary meetings of the council, committees and sub-committees

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

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7. Previous Resolutions

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on Appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. Motions of a Meeting that Require Written Notice to be Given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

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- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a Meeting that do not Require Written Notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

11. Management of Information

See also standing order 20.

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- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft Minutes

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were correct

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record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
 - a. The draft minutes for this Council shall be published not more than one calendar month after the meeting.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13.Code of Conduct and Dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.**
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by the Monitoring Officer OR a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:

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- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Monitoring Officer prior to the meeting or, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of Conduct Complaints

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;

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- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her/their withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

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- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee (Planning Applications may also be entered on the Agenda of Council Meetings to reduce the need for extra Planning Committee meetings);
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. *(see also standing order 23).*

16. Responsibility of the Financial Officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and Accountability Statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's income and expenditure for each quarter;

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- ii. the Council's aggregate income and expenditure for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial Controls and Procurement

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of

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purpose.

- c **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper, the council website and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. Handling Staff Matters

- a A matter personal to a member of staff that is being considered by a meeting of the

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council (or of the Staffing Committee if there is one) is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if he/she/they is not available, the Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chair of the Staffing Committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in his/her/their absence, the vice-chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by The Clerk relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to Provide Information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

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21. Responsibilities Under Data Protection Legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The Council shall maintain a written record of its processing activities.**

22. Interactions with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and Sealing of Legal Deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24. Communicating with District and County or Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

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25. Restrictions on Councillor Activities

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. Standing Orders Generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

27. Urgent Business

- a To delegate the power to deal with urgent matters which could not go before the council, a committee or a sub-committee to the Clerk in consultation with the council or Committee chair or vice chair, and where possible a quorum of other councillors.

28. Review

These Standing Order were approved for use at the meeting of the Parish Council on 21st June 2023, and supersedes all previous versions, it shall be reviewed every other year at the Annual Council meeting as in 5 j ix above.

Signed:

Dated: 21st June 2023

_____ Chair of the Council

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FINANCIAL REGULATIONS 2023

1. General

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council.

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1.9. 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 accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time, comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's payments and receipts in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

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1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in

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proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be 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 for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
 - perform any operational duties for the council;
 - initiate or approve accounting 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.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. 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 statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

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3. Annual estimates (budget) and forward planning

- 3.1. If applicable, not later than October each working group chair will consult with their working group to identify their anticipated income and expenditure for the following financial year. This will be provided to the RFO/Finance Committee for the basis of producing the following year's draft budget.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments, should there be one, including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - the council for all items over £5,000;
 - any other duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated finance committee. During the budget year and with the approval of the finance committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

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- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in the month following release of revised pay scales for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The clerk shall report such action to the chairman and chairman of the Finance Committee as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

5. Banking arrangements and authorisation of payments

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

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- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order by the date they become due.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the finance committee or 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 the finance committee.
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee; or
 - c) 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 or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members of the council on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and

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shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the finance committee in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or record in the accounting software.
- 6.6. Cheques or orders for payment may be presented for signature other than at a council or committee meeting but any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the finance committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to the finance committee as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

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- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the finance committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard

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copy authority for change signed by both the Clerk and a member of the finance committee. A programme of regular checks of standing data with suppliers will be followed.

- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk or RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk or RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk or RFO (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. Payment of salaries

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in the accounting software used by the council but this confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know such as those on the finance committee for authorisation purposes;

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- b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

8. Loans and investments

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the council.
- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

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- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the RFO.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to 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 such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for work, goods and services

- 10.1. 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.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that

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the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman of Council and of the Finance Committee); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service

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contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such 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. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. 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.
- f) 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.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders [section 18] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)

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- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate
- j) Should it occur that 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, provided that the specification does not change, 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.

12. Payments under contracts for building or other construction works

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Assets, properties and estates

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the 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.
- 13.2. 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, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing 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).

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- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing 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).
- 13.5. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. 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.

14. Insurance

- 14.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. 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 by the council, or duly delegated committee.

15. Charities

- 15.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. Risk Management

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

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

17.Suspension and revision of Financial Regulations

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk and RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council 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 drawn up and presented in advance to all members of council.

18. Notes

These Regulations were based on the NALC Model Financial Regulations 2019 template. The template was produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.]

These Regulations still contain EU specific legislation requirements. This Council awaits the much-anticipated updated Model Financial regulations from NALC, at which point this document will be updated and re-approved as suitable for use.

19.Approval

These regulations were approved at the council meeting on 21st June 2023 as applicable for the FY 2023-24, and supersede all previous versions. They will be reviewed annually, or when legislation dictates.

Signed

Dated: 21st June 2023

_____ Chair of the Council

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CODE OF CONDUCT

1. Adoption of the Vale of White Horse & South Oxfordshire District Council Model Code of Conduct

The Oxfordshire Secretaries and Monitoring Officers Group recently agreed a model Code of Conduct Appendix 1 to this document to be applied on a countywide basis and which is intended to provide consistency across all tiers of local government.

At their respective annual meetings in 2022, both the Vale of White Horse and South Oxfordshire district councils adopted the Code with immediate effect. VoWHDC then formally commended the Code to this Council for adoption at the earliest possible opportunity. This will ensure that all Oxfordshire councillors are covered by the same Code.

East Challow Parish Council therefore adopts the Code of Conduct as per Appendix 1 to this document.

2. Review

The Code of Conduct was approved for use at the meeting of the Parish Council on 21st June 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 21st June 2023

_____, Chair of the Council

Appendix 1 follows.

Oxfordshire Councils' Councillor Code of Conduct 2022

1.0 Introduction

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

2.0 Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

3.0 Definitions

For the purposes of this Code of Conduct, a "Councillor" means a member or co-opted member of the local authority. A "co-opted member" is defined in the *Localism Act 2011 Section 27(4)* as "a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee".

4.0 General Principles of Councillor Conduct

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully

- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

5.0 Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

6.0 Standards of Councillor Conduct

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

6.1 Respect

A Councillor:

- 6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.**
- 6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

6.2 Bullying, Harassment and Discrimination

A Councillor:

- 6.2.1 Shall not bully any person.**
- 6.2.2 Shall not harass any person.**
- 6.2.3 Shall promote equalities and not discriminate against any person.**

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as; conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause

distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

6.3 Impartiality of Officers of the Council

A Councillor:

6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

6.4 Confidentiality and access to information

A Councillor:

6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release.**

6.4.2 Shall not improperly use knowledge gained solely as a result of their role

as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.

6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.

6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.

6.5 Disrepute

A Councillor:

6.5.1 Shall not bring their role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

6.6 Use of position

A Councillor:

6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

6.7 Local authority Resources and Facilities

A Councillor:

6.7.1 Shall not misuse council resources.

6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support,

stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

6.8 Compliance with the Code of Conduct

A Councillor:

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint, you should raise this with the Monitoring Officer.

7.0 Registering and Declaring Interests

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

7.1 Disclosable Pecuniary Interests

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary

interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

7.2 Other Registerable Interests

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing and does not fall under disclosable pecuniary interests at 7.1 above, or the financial interest or wellbeing of a relative or close associate, you must disclose the interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being

considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

8.0 Gifts and Hospitality

A Councillor:

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B: Disclosable Pecuniary Interests

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>

<p>Contracts</p>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<p>Land and Property</p>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<p>Licenses</p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p>Corporate tenancies</p>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

<p>Securities</p>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>
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* ‘Director’ includes a member of the committee of management of an industrial and provident society.

* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

Detail of Review / Amendment / Addition	Person Completing Review / Amendment / Addition	Reviewed and approved for issue by	Date
	L Hooper	PC Meeting	February 2023 meeting approval

Assessment Completed by	L Hooper
Location	East Challow
Date	
Adopted by East Challow Parish Council on	
Date for Review	

Record of Review, Amendment and Additions

Key:

LIKELIHOOD (L) = Frequent (5), Probable (4), Occasional (3),
Improbable (2), Remote (1)

SEVERITY(S) = Catastrophic (5), Major (4), Reportable (3), Serious
(2), Minor (1)

DEGREE OF RISK (DR) = LIKELIHOOD x SEVERITY

RESIDUAL RISK * is the level of risk that remains after suitable and sufficient control measures are introduced and is deemed to be acceptable.

This risk assessment covers General matters; separate risk assessments will be carried out as required for events.

INSURANCE: The level of employee and public liability insurance cover to be reviewed by the Council at renewal each year.

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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	ITEM	PERSONS AT RISK	SIGNIFICANT HAZARDS	RISK			RISK CONTROL MEASURES	RESIDUAL RISK*		
				L	S	DR		L	S	DR
	Section 1	Physical risks to people								
1	Bus Shelters. Telephone Box	Public	1. Tripping on uneven surfaces 2. Injury from damaged structure	3 1	2 3	6 3	Council inspections carried out every 3 months Damage to be reported to the Clerk Maintenance / repair undertaken quickly Annual check by competent person Notices maintained Included on Council insurance policy Telephone box houses defibrillator	2 1	2 2	4 2
2	Notice Boards	Public	1. Injury from damaged/falling notice board(s) 2. Roadside safety - boards falling into road	1 1	1 2	1 2	Regular inspections Damage or injury to be reported to the Clerk promptly; Clerk to take necessary action to make notice boards safe.	1 1	1 1	1 1
3	Dog Bins	Public	1. Injury from damaged dog bin 2. Handling of contaminated waste 3. Handling of contaminated waste - children	2 3 3	1 2 3	2 6 9	Inspections to be carried out every 3 months. Damage or injury to be reported to the Clerk promptly	1 2 2	1 1 1	1 2 2

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							<ul style="list-style-type: none"> . Clerk to take necessary action to make dog bin safe. . Only employ approved contractors to empty bins, and ensure regular emptying. . Ensure that the bins have lids and that lids are not damaged 			
4	Footpaths, bridleways and other PROW	Public	1. Injury from tripping or falling	3	1	3	<ul style="list-style-type: none"> . Public to be reminded to report damage or obstructions on footpaths, bridle ways and PROW to the Council. . Council to arrange clearance by notifying the land owner or OCC Countryside team. 	1	1	1
5	Street furniture	Public	1. Risk of injury to third parties due to damaged or unsafe street furniture	1	2	2	<ul style="list-style-type: none"> . Regular inspections . Damage reported to the Clerk . Repairs actioned promptly 	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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6	Risk of damage to third party individuals or property	Public	1. Loss, damage or injury, as a result of the Council providing amenities	1	4	4	<ul style="list-style-type: none"> . Council insurance policy provides public liability cover of £10M . Contractor's PL cover to be minimum of £10M, except in cases where risks to the public are lower 	1	3	3
7	Assets owned by the Council	Council and public	1. Damage, accident or injury to users	1	2	2	<ul style="list-style-type: none"> . Regular checking and maintenance . Annual inspection . Annual review of risk and adequate insurance cover . Maintain an up-to-date register of assets 	1	1	1
7b	Infection control (pandemic) - Play area	Public & Staff	<ul style="list-style-type: none"> 1. Risk to staff maintaining equipment 2. Lack of social distancing or other guidelines ignored Contamination of surfaces & equipmet 1. Slips and trips 2. Security/stability of memorials 	2	2	6	<ul style="list-style-type: none"> . Maintenance staff to wear appropriate PPE and ensure social distancing from other users . Notices installed informing users tht they do so at their own risk and that they should follow social distancing regulations As above 	1	5	5
8	Burial Grounds	General public, including elderly and disabled Contractors	3. Injury during grave digging, mowing or hedge/tree pruning	2	2	4	<ul style="list-style-type: none"> . Regular checking and maintenance . Ensure gate free of obstacles 	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Parish Council public liability cover in place			
							Annual topple test			
							Contractors to have own insurance including £10m public liability cover			
							Open graves to be made safe			
9	Allotments	Public Allotment holders and	1. Injury when accessing site, or on site, or when passing through on footpath.	2	2	4	Regular checks Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site • Public to be reminded to remain on the footpath	1	2	2
	Section 2	Risks to Assets and Council Property								
10	Burial Grounds	Council property	1. Vandalism 2. Loss/theft or damage to gates & fences 3. Trees/hedges	2 1 2	2 1 2	4 1 4	Regular checking and maintenance Ensure gate free of obstacles Up to date Asset register and insurance policy Regular check of trees and hedges Maintenance programme in place	1 1 1	2 1 2	2 1 2
11	Burial Grounds	Parish Council	1. Claims relating to conduct of burial ground	1 2	4 2	4 4	Relevant regulations, fees, layout plan etc to be up to date	1 1	2 2	2 2

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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			2. Failure to maintain proper records				Proper registers to be kept and audited Regular audit of records by competent person Parish Council public liability cover in place			
12	Burial Grounds	Public	1. Failure of water supply 2. Vandalism of memorials 3. Dog Fouling	2 2 4	1 2 1	2 4 4	• Regular checking and maintenance	1 1 2	1 2 1	1 2 2
		Public and Allotment holders	1. Poor grounds maintenance resulting in damage to assets 2. Accumulation of rubbish risk of fire and disease 3 Security of site 4. Bonfires – risk of getting out of control 5. Failure of Water supply	1 1 1 2 1	1 1 1 2 1	1 1 1 4 1	Allotment holders to be reminded to carry mobile phones to summon assistance if injured on site Tenants notified that Parish Council public liability insurance does not cover plots which are the subject of a tenancy agreement with the Parish Council Parish Council to maintain public liability cover for allotment holders via membership of National Allotments Society All equipment to be kept and stored in a safe condition for the public Regular inspection of plots	1 1 1 1 1	1 1 1 1 1	1 1 1 1 1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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Allotments

13	Allotments		6. Vermin – risk of disease	3	2	6	Tenancy agreement to be regularly updated and to include rules pertaining to all significant hazards All plot holders to sign tenancy agreement annually (on take-up or renewal of plot)	1	2	2
			7. Vandalism	3	1	3		1	1	1
			8. Unoccupied plots – risk of Injury, fire, disease, nuisance	3	1	3		1	1	1
			9. Untidy plots – risk of injury, fire, disease, nuisance	3	1	3		1	1	1
			10. Uncontrolled equipment – risk of injury	1	2	2		1	1	1
			11. Hazardous substances – risk of injury, illness	3	2	6				
14	Trees	Public	1. Risk of injury from falling limbs on trees	2	4	8	Survey of all trees to be completed Repeat survey every 5 years Follow-up action as required. Parish Council public liability cover in place Regular inspection for damage Damage reported to the Clerk & prompt action taken to repair	1	2	2
15	Bus Shelters	Parish Council General public	1. Provision of adequate insurance cover	1	3	3	Regular review of insurance Regular inspections Regular cleaning programme Repairs actioned promptly	1	1	1
			2. Design and position of shelters	1	1	1		1	1	1
			3. Cleaning of shelters	1	1	1		1	1	1
			4. Maintenance of shelters	1	1	1		1	1	1
			5. Vandalism	2	1	2		1	1	1
16	Street furniture	Parish Council	1. Risk of damage	3	1	3	Regular inspections Damage reported to the Clerk	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Repairs actioned promptly			
17	Assets owned by the Council	Parish Council	1. Loss or damage to assets	3	1	3	Maintain an up-to-date register of assets Regular checking and maintenance Annual inspection Annual review of risk and adequate insurance cover	1	1	1
18	Defibrillator	Public, including passers-by (non-residents)	1. Loss or theft of defib, 2. public unable to access defib when required 3. mis-use of defib. 4. Defib not working when needed	2	2	4	Defib in locked cabinet so not accessible without contacting emergency services, who will provide unlocking code Defib provides comprehensive instructions to untrained users and will not shock unless medically required Guardian appointed for defib, with responsibility for checking and simple maintenance Extensive programme of awareness / training sessions for all residents Public liability insurance. South Central Ambulance Service state PL insurance not required, but defib covered by Cardiac Science indemnity and Parish Council insurance	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							To be Installed by qualified electrician; next inspection April 2024			
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	Section 3	Financial and Business								
19	Precept	Councillors, Clerk and public	1. Consequential loss of income or overspend	1	2	2	Monthly review against expenditure and budget (Clerk, RFO and nominated Councillors) Reserves held to cover min 6 to max 18 month's expenditure	1	1	1
			2. Precept inadequate	1	3	3		1	1	1
			3. Precept requirements not submitted to VWHDC in time	1	1	1		1	1	1
20	Financial Accounting	Councillors, Clerk and public	1. Inconsistency in accounts	1	3	3	Bank accounts reconciled monthly by Assistant RFO Accounts reviewed quarterly nominated Councillors Mandatory annual Audits Interim internal audits	1	1	1
21	Cash / Cheques	Councillors, Clerk and public	1. Loss through theft	1	3	3	Fidelity Insurance for loss Minimise use of cash Reviewed quarterly (Clerk, RFO and nominated Councillors)	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Reduce the use of cheques through electronic banking			
22	Financial control and records	Councillors, Clerk and public	Financial irregularities:				Quarterly review of financial records (Clerk, RFO, and nominated Councillors)			
			Accounts not up to date	1	1	1	Maintain paper bank statements	1	1	1
			Payments not supported by invoices, authorised and minuted	1	2	2	Monthly statement of bank position by RFO	1	1	1
			VAT checked, recorded and reclaimed	1	2	2	Annual Internal and External audit	1	1	1
			S.137 expenditure not separately recorded & in limit.	1	2	2	Financial Regulations to be implemented by RFO and checked	1	1	1
			Income not properly recorded and banked	1	2	2	Debtors chased monthly	1	1	1
			Inadequate security over cash	1	2	2	Annual audit of accounts	1	1	1
			Inadequate records of debit card payments	2	2	4	Parish Council Fidelity insurance	1	1	1
			Regular bank reconciliations not regularly completed	1	1	1	Proper financial controls in place	1	1	1
										Annual Review of rents and charges
23	Burial Ground Income	Parish Council	1. Fraud regarding burial fees and payments	1	1	1	Proper Financial Controls in place	1	1	1
			2. Failure to bank income	1	2	2	Allotment Management system to be implemented and kept up to date	1	1	1
			3. Failure to collect fees	1	2	2				
			4. Failure to review charges	2	1	2				
24	Allotment income	Parish Council	1. Failure to review rents and charges	2	1	2				
			2. Failure to collect rents and charges	3	1	3				
			3. Failure to maintain accurate records	4	2	8				

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Annual review of rents and charges by Council			
25	Allotment Insurance	Council/Plot holders - insurance	1. Adequate insurance cover – public areas	1	3	3	Parish Council Insurance reviewed annually. £10m Public Liability cover held Parish Council to take out Allotment Insurance and recharge to plot holders in rent	1	1	1
			2. Adequate insurance cover – plot holders	4	3	12		1	1	1
26	Rents and leases	Parish Council and tenants	1. Rents due not paid on time (both rental income and rents to be paid)	1	1	1	Contracts and Leases Register maintained and regularly reviewed Financial controls ensure rents paid and received on time	1	1	1
			2. Leases not up to date or inaccurate	1	2	2		1	1	1
27	Costs, overheads, expenses and debits	Parish Council	1. Goods not supplied but billed	1	2	2	Invoices regularly checked and reviewed Payments regularly checked and reviewed Regular stock-take	1	1	1
			2. Incorrect invoicing	1	1	1		1	1	1
			3. Payments incorrect	1	1	1		1	1	1
			4. Loss of stock	1	1	1		1	1	1
			5. Unpaid invoices	1	1	1		1	1	1
28	Best Value & Accountability	Parish Council	1. Work awarded incorrectly	2	2	4	Councillors must adhere to Financial Regulations All work must be awarded by the Clerk or RFO	1	1	1
			2. Overspend on services	2	1	2		1	1	1
29	Budgetary Control	Parish Council and public	1. Annual budget inadequate	1	1	1	Budget based on last three years expenditure plus known future spend	1	1	1
			2. Budgetary control inadequate	1	1	1		1	1	1
				1	2	2		1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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			<ol style="list-style-type: none"> 3. General and Ear marked reserves not held at reasonable levels 				<ul style="list-style-type: none"> · Expenditure against budget reviewed monthly · Level of reserves reviewed monthly 			
30	Payroll	Parish Council, staff	<ol style="list-style-type: none"> 1. Salaries paid incorrectly <ul style="list-style-type: none"> · Wrong hours · Wrong rate • Wrong deductions 2. False employee <ul style="list-style-type: none"> 3. Unpaid Tax/NI 4. Unpaid Pension contributions 5. Expenses not appropriately approved 	1	3	3	<ul style="list-style-type: none"> · Payroll cross-check by RFO · Payments approved by Council monthly • Interim internal audits • RFO to approve all expenses within spending limit. Expense claims above RFO's limit not permitted (expenditure will require prior authorisation by Council) 	1	1	1
31	Annual Return	Parish Council	<ol style="list-style-type: none"> 1. Late or incomplete return 	1	2	2	<ul style="list-style-type: none"> · RFO to prepare and submit to Council on time, per external auditor timetable · Council to approve on time, per external auditor timetable · Recommendations implemented 	1	1	1
32	Banking	Parish Council, suppliers, public	<ol style="list-style-type: none"> 1. Inadequate bank checks 2. Bank mistakes, including loss and charges 3. Loss of account signatories 4. Inadequate data security 	1	1	1	<ul style="list-style-type: none"> · Regular reconciliation/checking of receipts against bank statements · All Councillors, Clerk and RFO are signatories 	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							<ul style="list-style-type: none"> · Procedures for the protection of passwords and management of online banking set out in Financial Regulations 			
33	Business Continuity	Parish Council	<ol style="list-style-type: none"> 1. Computer failure 2. Loss of key staff 3. Loss of premises 	2 1 1	4 3 4	8 3 4	<ul style="list-style-type: none"> · Keep proper financial records · Computers to be properly backed-up and back-up kept off-site · Meet statutory requirements, including under employment and tax law · Arrange timely annual staff appraisals · Arrange timely annual audits · Develop Business Continuity Policy · Develop Disaster Recovery Plan · Ensure all activities are within legal powers applicable to the Council 	2 1 1	2 2 2	4 2 2
34	Legal Risks to Parish Council	Parish Council	<ol style="list-style-type: none"> 1. Legal challenges on Council procedures, expenditure and activities 2. Legal challenges on Councillor activities 	2 2	3 3	6 6	<ul style="list-style-type: none"> · Councillors and employees declare interests as appropriate · Expenditure to be within legal powers of Council, and properly authorised · Complaints policy in place 	1 1	2 2	2 2

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							<ul style="list-style-type: none"> . Minutes published initially on website as drafts and replaced when formally approved . Compliance with Transparency Code . Annual review of insurance level . Annual review of Council policies and procedures 			
35	Risks to Council as landowner / Trustee, etc.	Council and other bodies involved	1. Financial, legal, public liability	2	3	6	<ul style="list-style-type: none"> • Ensure all relevant bodies carry adequate and appropriate insurance 	1	2	2
36	Election costs	Parish Council	1. Risk of unexpected election cost	1	2	2	<ul style="list-style-type: none"> . Budget each year for regular elections . Ensure sufficient level of reserves to cover the costs of unexpected election 	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

Section 3A Data protection / GDPR

37	Handling of information (GDPR & FOI)	The Council, general public and contractors	1. Loss (or misuse) of data ('data breach') could lead to a fine by the ICO, compensation to individuals and reputational damage	1	4	4	<ul style="list-style-type: none"> • Information audit carried out on electronic and hard copy data; all unnecessary data has been cleansed and the data held by Councillors will be limited • All data (electronic and paper) is kept securely, with locked cabinets, personal log-ins and encryption of sensitive documents where necessary • An information audit carried out annually • A revised Data Protection policy has been approved, including a policy and safeguards on IT matters and guidance on handling subject access and FOI requests, and for handling data breaches. Privacy Notices for the general public and contractors have been made available, stating what data is held and for what purpose • An Information Security policy to be created • ICO Registration • Publication scheme in place 	1	2	2
			2. Risk of investigation by ICO if unable to fulfill a Freedom of Information request	2	1	2		1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Privacy notices maintained covering use of personal data by the Council			
	Section 3b	Governance								
38	Standing Orders and Financial Regulations	Councillors, Clerk and public	1. Lack of Formally adopted Standing Orders and Financial regulations 2. De Minimis amount not set for purchases	1 1	1 2	1 2	· Standing orders and financial regulations reviewed annually · De Minimus amount set in Financial Regulations	1 1	1 1	1 1
39	Risk Assessment	Councillors, Clerk and public	1. Risk assessment not in place or out of date 2. Regular review of risks not carried out	1 2	1 2	1 4	· Risk assessment to be reviewed at least annually or upon identification of new risk · Councillor to be appointed to carry out regular environmental risk assessments	1 1	1 1	1 1
40	Insurance	Councillors, Staff and public	1. Insurance cover inadequate or inappropriate 2. Insurance valuations do not agree with asset register 3. Cost of insurance does not offer value for money 4. Fidelity Guarantee cover not in place 5. Inadequate Public liability cover	1 2 2 1 1	4 2 2 3 2	4 4 4 3 2	· Annual review of insurance cover · Broker to provide three quotes · Only use accredited brokers that provide Parish Council cover · Asset register regularly reviewed	1 1 1 1 1	1 2 1 1 1	1 2 1 1 1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							<ul style="list-style-type: none"> Parish Council Insurance MUST now include Fidelity Guarantee cover Ensure £10m public liability cover 			
41	Financial Controls	Councillors and Staff	1. Financial controls not relevant or up to date	1	1	1	<ul style="list-style-type: none"> Financial Regulations reviewed at least annually 	1	1	1
42	Audit	Councillors	1. Lack of information and communication	1	2	2	<ul style="list-style-type: none"> Interim audit reviews carried out Audit recommendations implemented 	1	1	1
			2. Lack of compliance	1	2	2		1	1	1
43	Asset Management	Parish Council	1. Asset register out of date - risk of inaccurate value of assets	3	1	3	<ul style="list-style-type: none"> Regular review of Asset register Full asset review annually; interim checks quarterly 	1	1	1
			2. Regular asset reviews not carried out - risk of loss/damage etc	3	2	6		1	2	2
44	Councillors	Parish Council	1. Council membership falls below 3	1	3	3	<ul style="list-style-type: none"> New Councillors to be co-opted as soon as possible following loss 	1	2	2
45	Litigation	Parish Council	1. Potential risk of legal action being taken against the council	1	4	4	<ul style="list-style-type: none"> Council follows the advice of the Proper Officer to ensure it's activities are within the law 	1	2	2
			2. Illegal activity or payments	1	2	2		1	1	1
46	Grants	Parish Council	1. Council does not have the power to pay e.g. grant to Churches	1	2	2	<ul style="list-style-type: none"> Council follows the advice of the Proper Officer to ensure it's activities are within the law Clerk to regularly review the terms of grants received to ensure they are met 	1	1	1
			2. Terms and conditions of grants received not met	2	1	2		1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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47	Members interests	Councillors	1. Members interests inaccurate or incomplete 2. Conflicts of interests not declared	2 2	2 2	4 4	<ul style="list-style-type: none"> · All members interests must be declared upon accepting office · Members to declare interests at meetings if there is a potential conflict · Members to be reminded of what constitutes a conflict of interest · Clerk to regularly review members interests 	1 1	2 2	2 2
48	Council Records	Parish Council	<ol style="list-style-type: none"> 1. Loss through theft, fire and damage 2. Loss of electronic records through damage or corruption 3. Loss or corruption through malicious activity (e.g. Hacking, computer viruses or malware) 	2 1 1	4 3 4	8 3 4	<ul style="list-style-type: none"> · Paper records to be archived to a secure environment e.g. Oxfordshire History Centre · Regular computer back-up · Adequate and up to date computer security in place at all times 	1 1 1	2 2 2	2 2 2
	Section 4	Personnel								
49	Employees	All staff	1. Accident or injury	1	3	3	<ul style="list-style-type: none"> · Annual review of health & safety policy and associated requirements · Annual review of adequate employee liability insurance cover (£10M) · Regular Health & Safety reviews Where applicable: · Provision of safety equipment and training in its use 	1	1	1

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

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							Regular inspection and servicing of equipment used			
							Use of warning cones/signs on roads			
50	Employees	All staff	1. No contract of employment	1	2	2	Contracts to be in place and reviewed regularly	1	1	1
			2. Salaries not to appropriate scale for the job (eg NJC pay scale for administrative staff) or below legal minimum wage	1	2	2		Salary and other payments in line with national scales and reviewed annually	1	1
51	Employees	All staff	1. Loss of key staff	3	3	9	Ensure up to date grievance procedure Conduct annual appraisals Strict financial controls Adequate staff training Regular Health & Safety monitoring	1	2	2
			2. Fraud by staff	1	4	4		1	1	1
			3. Inappropriate actions undertaken by staff	1	2	2		1	1	1
			4. Breach of H&S regulations	3	2	6		2	1	2
52	Employees – Lone Working	Staff and Public	1. Lone working.	4	1	4	Implement lone working policy Clerk to notify Council of any issues within the working environment requiring action, to comply with employment regulations.(e.g., DSE)	2	1	2
53	Risks to Parish Councillors	Councillors	1. Councillors expenses incorrect	1	1	1	Strict financial controls	1	1	1

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54	Risks to Parish Councillors	Councillors	1. Accident or injury on Council business	1	2	2	<ul style="list-style-type: none"> . Councillor activities limited to acceptable low risk levels; check with the Clerk if in doubt . Annual review of public liability insurance level (£10M) Where applicable: <ul style="list-style-type: none"> . Provision of safety equipment and training in its use . Regular inspection and servicing of equipment used . Use of warning cones/signs on roads 	1	1	1
55	Risks to volunteers	Public / volunteers	1. Accident or injury on Council business	2	2	4	<ul style="list-style-type: none"> . Volunteer names and activities to be understood and agreed by Council . Annual review of public liability insurance level (£10M) Where applicable: <ul style="list-style-type: none"> . Provision of safety equipment and training in its use . Regular inspection and servicing of equipment used . Use of warning cones/signs on roads 	1	2	2

EAST CHALLOW COUNCIL GENERAL RISK ASSESSMENT

Appendix E

56	Meetings	Councillors, Clerk and public	<p>Health & Safety: Failing to escape in event of fire.</p> <p>1. Access around doors, entrances and toilets. Risk of trip hazards and obstruction.</p> <p>2.</p> <p>3. Failure to meet statutory duty 5. Access</p> <p>6. Security</p> <p>7. Security</p> <p>8. Personal injury</p> <p>9. Accessibility</p>	1	5	5	<p>· Fire instructions and exits checked at the beginning of each meeting – Chair/Clerk</p> <p>· Public informed of action in the event of a fire at the beginning of each meeting - Chair</p> <p>· Meeting room, toilets and accesses checked prior to the meeting – Chair/Clerk</p> <p>□• Meeting room to be accessible to all ages and abilities</p> <p>· Regular Health & Safety checks</p> <p>· Regular Fire Safety checks</p>			
				2	2	4				
				2	2	4				
				2	2	4				
				4	1	4				
				1	1	1				
				1	1	1				
				2	3	6				

EAST CHALLOW PARISH COUNCIL

COMMUNICATION & MEDIA POLICY

1. Introduction

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Civil Parish of East Challow.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

2. Aims

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and the media, and vice versa.

To provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.

3. Parish Council Meetings

The Parish Council meets 11 times per year, starting in May normally on the 2nd Wednesday of every month except August. Additional meetings may be scheduled as necessary.

The Parish Council will normally meet in a room at the East Challow Village Hall, in the Civil Parish of East Challow from 7.30pm.

Public participation will generally start at 7:30pm to enable discussion on agenda items, 10 minutes is reserved for this, with the meeting starting immediately after.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their wish before the meeting starts.

The media are encouraged to attend Council meetings and seating and workspace will be made available. The Press may record meetings in accordance with the Openness of Local

EAST CHALLOW PARISH COUNCIL

Government Regulations 2014. This is set out in more detail in Standing Orders (section 3. L, m and n), and the Recording of Meetings Policy.

The Council's Committees are also open to the public. See www.eastchallowpc.co.uk for details of meeting locations and meeting times.

4. Notice Boards

The following items will be displayed on the Parish Council noticeboards

- Parish Council meeting dates for the year
- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 clear days in advance of each meeting.
- Agenda of other committee meetings of the Parish Council - which will be posted at least 3 clear days in advance of each meeting.
- The information displayed on the Parish Notice Board will be kept up-to-date.

5. Correspondence

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at eastchallowclerk@gamil.com or via post to East Challow Parish Council, Village Hall, Main Street, East Challow, OX12 9SR. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses (details available on website).

The Clerk is responsible for dealing with email received and passing on anything relevant to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and, if otherwise, will always be copied to the Clerk. All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements.

These procedures will ensure that a complete and proper record of all correspondence is kept.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if possible. If email is used, then an acknowledgment will be sent via email.

EAST CHALLOW PARISH COUNCIL

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.

Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails, and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately in line with the known policies of the council, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

6. Website

The Parish Clerk or RFO if requested will arrange for the agenda and associated papers to be posted on the Parish Council website (www.eastchallowpc.co.uk) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible, and no later than one month, after the meeting. The final Minutes will be posted as soon as possible after being confirmed by Council or the relevant committee.

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor or member responsibilities
- f) the details of public land and building assets
- g) Minutes, agendas, and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website. The Parish Clerk will ensure that the Parish Council email address is publicised.

7. Social Media

The use of social media by the Clerk Team, including Facebook, Twitter and Instagram, does not replace existing forms of communication but is used to enhance interaction with a wider range of the population.

EAST CHALLOW PARISH COUNCIL

8. Annual Parish Meeting

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.

9. Related Policies and Procedures

Councillor Code of Conduct

Complaints Policy

Retention Policy

Policy on Requests for Information

Recording of Meetings Policy

10. Contact With the Media

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media. Data Protection is of the highest priority. There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

Confidential documents, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's Solicitor before any response is made.

All formal requests for comment regarding policies on any matter should be directed to the Clerk in the first instance. If unavailable, the Chairman should be contacted. When responding to approaches from the media, the Clerk or Chairman are authorised to interact with the media.

All written responses to the Press should be drafted by the Clerk with the assistance of the Chairman, or may be delegated to the Clerk with the assistance of another Councillor for accuracy and lawfulness. In this instance, the Chairman should be made fully aware of the response and agree to its contents. Statements made by the Clerk, or other officer, should reflect the formal Council's opinion, if one has been established.

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If a member is contacted directly by the Press, Councillors are at liberty to communicate with the Press in their own right but must ensure that they always make it clear that they speak as individuals and not on behalf of the Parish Council. As stated above only the Clerk, can speak formally on behalf of the Council.

Members who wish to initiate contact with the media on Council related matters may only do so with the prior agreement of the Clerk.

There are occasions when it is appropriate for the Council to submit a letter, for example, to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

11. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial. The Clerk or any Member may draft a press release, however it must be issued by the Clerk, or by a member explicitly authorised by the Clerk to do so on their behalf. This is to ensure that the principles outlined above are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

12. Review

This document was approved for use at the meeting of the Parish Council on 21st June 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 21st June 2023

_____ Chair of the Council

EAST CHALLOW PARISH COUNCIL

GRANTS POLICY

1. Introduction

East Challow Parish Council has a limited budget for the award of grants, which is funded by the residents of the parish. The Council can only award grants using certain legal powers and must be confident that any grant awarded will directly benefit those who live or work in Goring.

Subject to funding being available, grants will be considered as and when they are received by the Parish Council Clerk and must meet the Council's grant criteria set out below.

This policy sets out the general principles and approach that the Parish Council will follow in respect of grants in the Parish.

2. Grant Philosophy

The Council is aware that it does not have the financial resource to fund every request and must often make difficult decisions as to which projects and organisations to prioritise to provide grant funding.

Rather than provide a large number of small grants across a wider number of projects and organisations, in order to have the greatest impact in the Civil Parish of East Challow, the Council will choose fewer projects and provide larger grants.

Generally, grants should be awarded for infrastructure projects, such as the purchase of equipment, works to community buildings or facilities and improvements to premises or similar. Grants towards running costs, salaries or consumables, may be considered under exceptional circumstances.

The Council may consider supporting a community event, festival or other special event.

In order to make the greatest difference across a range of settings, the Council does not support year on year applications from the same organisations, with preference being given to start-ups, new ideas and expansion projects.

3. Grant Requests & Application Process

All grant requests must be made in writing and submitted by hand to The Clerk. The application form can be found in Appendix A to this Policy. For groups who need assistance in completing the form, they should council the Clerk to the Council in the first instance.

The request must clearly indicate the purpose of the grant, details of the organisation or group, other sources of funding for the group or project that have either been or applied for, the amount requested from ECPC, and how that grant will specifically benefit those who live or work in the Civil Parish of East Challow. If all information is not provided, the request will be rejected by the Clerk, though the request can be resubmitted with all the necessary information.

EAST CHALLOW PARISH COUNCIL

When the Clerk to the Council determines the request meets the grant criteria, they will then present the qualifying grant request for consideration at a full Parish Council meeting for consideration.

4. Grant Assessment

Grants will be awarded to voluntary groups and societies, clubs, not-for-profit organisations, service or charities operating in the East Challow Parish area where the benefit will be specifically for this area. This list is not exclusive and may be amended at the Council's discretion to the specific needs of the Grant being considered.

The Council will determine the request by considering:

- Whether the group/project has followed our grants process and meets the requirements.
- How well the grant will meet the needs of the community, providing positive, impactful benefit to those who live and work in the Parish.
- Evidence of a well-managed group including previous experience and track record.
- Financial stability and viability of the group/project.
- How effectively the group will use the grant.
- Whether costs are appropriate and realistic.
- What the level of contributions has been, or will be, raised and supported locally
- Evidence that funding has been sought from other sources and the level of match funding available
- Evidence of compliance with previous grant award conditions.

The Parish Council will take into account any previous grant made to an organisation or group when considering a new application.

Organisations should not make a presumption that funding will continue on a year on year basis, where possible organisations should wait 3 years after receiving a grant before applying again.

5. Applications Which Will Not Be Considered

East Challow Parish Council will not consider funding applications relating to or from the following:

- Organisations that do not provide a service to the community in the Civil Parish of East Challow.
- Individuals or appeals supporting an individual.
- General appeals.
- Statutory organisations or the direct replacement of statutory funding.
- Political groups or activities promoting political beliefs.
- Religious groups where funding is to be used to promote religious beliefs.
- Arts & sports projects with no community or charitable element.
- Medical research, equipment, or treatment.

EAST CHALLOW PARISH COUNCIL

- Animal welfare.
- Projects that may take place before an application can be decided.
- Organisations that have a closed or restricted membership.
- Retrospective applications where the expenditure has been made, the project has been carried out or the event has taken place.
- Any commercial venture or for private gain.

Grants will not be awarded to individuals or to regional or national charities unless it is for a specific project in the Parish or where there will be obvious, specific benefit to the Council's area. Groups from outside the Parish who can demonstrate direct benefit to the area may request a grant, though priority will be given to local groups and organisations.

6. Decisions

All grants and their amounts are awarded at the Parish Council's discretion. East Challow Parish Council's decision is final and there is no right of appeal.

Only one request for a grant will be considered from any group or organisation in any 12 month period.

All applicants will be notified of the Council's decision.

7. Payments

Grant payment will be made by Bank Transfer or Cheque, to a bank account in the name of the organisation only. The Council reserves the right to request a copy of a recent bank statement as proof of the bank account details.

Cheques will only be made out in the name of the named organisation.

In no circumstances will a payment, be that BACS or cheque, be made to an individual.

8. Monitoring and Reporting Requirements

As a condition of receiving a grant from East Challow Parish Council you are required to complete a short evaluation form, Appendix B to this Policy.

Groups are expected to provide East Challow Parish Council with written evidence of what the money has been spent on and the benefit it has brought to the people of the Parish. Such evidence of how the money has been spent should include copies of invoices and receipts, plus attendance numbers, photos, press clippings, etc. where applicable. This information should be submitted within 1 month of the event/project end or by the end of February each year whichever is sooner, so that it can be reported at the Annual Meeting of the Council.

EAST CHALLOW PARISH COUNCIL

9. General Grant Conditions

- The grant can only be used for the purpose stated in the application and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application. However, if a group wishes to change the purpose of the grant, they must seek approval by writing to the Council who will consider whether or not to approve the change.
- Applications for projects where the work has already been completed will not be considered.
- We will not support grants for the repayment of loans or cost of services, equipment, or provisions in anticipation of a grant.
- Small grants must be spent within 1 year of award. Any unspent monies left after this time must be returned.
- Organisations are responsible for ensuring that they are in compliance with all applicable legal and statutory requirements (including those relating to health and safety and equalities).
- Should for any reason the organisation disbands or the project is not completed the Council may ask for all or part of the monies to be paid back.
- Acknowledgement of the financial support received from the Council is required on documentation and any promotional material, including websites.
- In order to receive payment organisations/groups must have a bank account into which grants can be paid; payments will not be made to private individuals.
- Only one application per year will be accepted from any organisation.

Additional grant conditions may also be attached to any funding from East Challow Parish Council and these will be set out in the award confirmation letter. Failure to comply with any conditions attached to a grant may result in the grant being required to be repaid or affect future grant assistance.

10. Review

This document was approved for use at the meeting of the Parish Council on 21st June 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 21st June 2023

Chairman of the Council

EAST CHALLOW PARISH COUNCIL

GRANT APPLICATION FORM

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Organisation

Name of Organisation

Main Contact Name

Contact e-mail Address

Contact Phone Number

Contact Address

Are you a newly formed group (less than 1 year)?

Yes No

How long has your group been operating?

Do you have a voluntary management committee?

Yes No

Do you have a formal constitution?

Yes No

Do you have an equal opportunities policy/statment?

Yes No

Do you have an annual record of accounts?

Yes No

Please describe your group's main activities:

Please attach copy of most recent accounts and latest bank statement to your application.

Section B: The Grant

What is the Grant For?

Who will benefit from the grant if approved?

How will the Civil Parish of East Challow benefit from the monies if the grant is awarded?

EAST CHALLOW PARISH COUNCIL

How much are you applying for?

How many people will benefit from the monies?

£

Have any other bodies been approached for grant funding in relation to this application / Project?

Yes No

If Yes, please provide details.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

If successful your grant will be paid directly in to the bank account detailed on the bank statement given in support of Section A of this form, cheques will be provided in the name of the organisation on the bank statement only in exceptional circumstances. If you require a cheque, please detail why below.

Please provide a full breakdown of the project costs and how they will be funded:

Item	Cost	Funded From
Total Project Cost:		

EAST CHALLOW PARISH COUNCIL

Section C: The Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with East Challow Parish Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of East Challow Parish Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide East Challow Parish Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide East Challow Parish Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Position in Organisation

Signature

Date

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Attention: The Clerk, East Challow Parish Council

EAST CHALLOW PARISH COUNCIL**GRANT EVALUATION FORM**

Complete all sections. Contact the Clerk to the Council if you have any questions

Section A: The Grant

Name of Organisation

Year of Award

How much funding did you receive?

£

Did you spend the entire amount awarded?

Yes No

If No, please explain why the full amount was not spent and detail how much remains?

What did you use the grant monies for?

Section B: Evaluation

What difference has the funding made in the locality/community?

Please include information about the number of people in Goring who participated and/or benefited from the grant.

How did your group measure these benefits?

Did you come across any problems in the delivery of your projects, and give reasons.

Please use this space to make any other comments which will help us improve the grants process/programme

EAST CHALLOW PARISH COUNCIL**Section C: The Terms and Conditions**

It was a condition of your grant to fill in this evaluation form. Failure to do so will affect any future grant funding applications.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

Position in Organisation

Signature

Date

This completed evaluation forms, and any other supporting documents should be returned to:

Attention: The Clerk, East Challow Parish Council.

NOTE: If you received money for equipment or capital works please include proof/copies of relevant receipts to this evaluation form.

Title	Finance 2021-2022
Authors	Locum Clerk & RFO
Meeting	East Challow Parish Council Meeting – 21 st June 2023

Prior to the 30th November each year, there is a requirement for the Council to publish the External Audit report and post a notice of conclusion of Audit. Consultation of the minutes for FY 2022-2023 shows this was not done and as such it is being completed now to go some way toward meeting the statutory requirements. Whilst acknowledging it is being completed later than it should be, it is better to complete it now, rather than not at all.

The notice of Conclusion of Audit is below, followed by the external audit report.

<p>Smaller Authority Name: East Challow Parish Council</p> <p align="center">NOTICE OF CONCLUSION OF ANNUAL AUDIT</p> <p align="center">ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2022</p> <p align="center">Accounts and Audit Regulations 2015</p> <p>1 The audit of accounts for East Challow Parish Council for the year ended 31 March 2022 has been completed and the accounts have been published.</p> <p>2 The Annual Return is available for inspection by any local government elector in the area of East Challow Parish Council application to</p> <p>(a) Clerk to the Council East Challow Parish Council Village Hall Main Street East Challow OX12 9SR</p> <p>(b) (Telephone/email, and hours and arrangements to view) Direct: 07774 405472 EastChallowClerk@gmail.com By arrangement with the Clerk during July and August 2023.</p> <p>Copies will be provided to any person on payment of £1 for each copy of the Annual Return</p> <p>Announcement made by Mrs L White, RFO</p> <p>Date of Announcement 22 June 2023</p>

Section 3 - External Auditor Report and Certificate 2021/22

In respect of

East Challow Parish Council

1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2021/22

Except for the matters reported below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 12 of the Audit and Accounts Regulations 2015 requires the RFO to complete Section 2 of the Annual Governance and Accountability Return prior to passing it to the Council for its approval. This year, the Council approved Section 2 of the AGAR on 11 May, before the RFO approval on 20 July which is a breach of this regulation. In future the Council should ensure the form is duly completed prior to it considering it for approval.

The Council approved Section 1 of the Annual Governance and Accountability Return on 15 June which was after Section 2 was completed (11 May) and also after the commencement of the public rights period. This is in breach of Sections 6(4)(a) and 12(3) of the Accounts and Audit Regulations 2015 that requires the AGAR sections to be completed in a specific order and prior to the commencement of the public rights period.

Due to the above errors being identified on resubmission of the AGAR, we checked the Parish Council's website to consider whether an earlier signed version had been published. The Council's website does not currently have an accessible version of Section 2 of the AGAR despite being required to show this information on their website. Other pages of the AGAR are currently available.

Other matters not affecting our opinion which we draw to the attention of the authority:

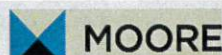
On initial submission of the AGAR, Section 2 did not include the RFO's signature or date of approval and also excluded the signature of the Chair. This was queried and resubmitted with the information completed.

3 External auditor certificate 2021/22

We certify/~~do not certify~~* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

*We do not certify completion because:

External Auditor Name



External Auditor Signature

MOORE

Date

22/09/2022

Title	Finance 2022-2023
Authors	Locum Clerk & RFO
Meeting	East Challow Parish Council Meeting – 21 st June 2023

8.1. To re-approve the Payments and Receipts Lists for the entire FY 2022/23, after corrections by the Locum Clerk & RFO in preparing the Accounts for Audit

In preparation of the annual accounts a number of errors were found, including incorrectly allocating payments and receipts to incorrect budget codes and incorrectly describing all transactions as deposit.

NOTE: VAT rules require a “short description of goods received” as part of the Form 126 reclaim. Also, some VAT was being recorded incorrectly and therefore cannot be reclaimed.

In order to ensure all changes have been appropriately approved by the council, all Payments and Receipts for the 2022-2023 financial year are being presented to the Council for re-approval.

In addition, 3 cashbook corrections were made, one for an uncleared cheque from 2021-2022, and two for expenses paid to the former Clerk incorrectly recorded, the net position of the parish council is in the favour of the Parish Council, not the former Clerk.

Due to GDPR the Total Salaries for the year have been recorded separately as below.

FY 2022-2023 Box 4 Items		
P1 Payroll Deductions	HM Revenue & Customs	£75.06
P1 Total Salary April	Sum of All Staff	£429.95
P2 Payroll Deductions	HM Revenue & Customs	£106.54
P2 Total Salary May	Sum of All Staff	£483.60
P3 Payroll Deductions	HM Revenue & Customs	£119.80
P3 Total Salary June	Sum of All Staff	£434.75
P4 Payroll Deductions	HM Revenue & Customs	£107.60
P4 Total Salary July	Sum of All Staff	£438.17
P5 Payroll Deductions	HM Revenue & Customs	£108.60
P5 Total Salary August	Sum of All Staff	£322.33
P6 Payroll Deductions	HM Revenue & Customs	£29.60
P6 Total Salary September	Sum of All Staff	£738.16
P7 Payroll Deductions	HM Revenue & Customs	
P7 Total Salary October	Sum of All Staff	£479.21
P8 Payroll Deductions	HM Revenue & Customs	£70.20
P8 Total Salary November	Sum of All Staff	£604.22
P9 Payroll Deductions	HM Revenue & Customs	
P9 Total Salary December	Sum of All Staff	£450.95
P10 Payroll Deductions	HM Revenue & Customs	£56.52
P10 Total Salary January	Sum of All Staff	£312.69
P11 Payroll Deductions	HM Revenue & Customs	
P11 Total Salary February	Sum of All Staff	£229.42
P12 Payroll Deductions	HM Revenue & Customs	£57.08
P12 Total Salary March	Sum of All Staff	£130.43
BOX 4:	Total Staff Costs	£5,784.88
	(rounded) or	5785

East Challow Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Subscriptions	15/04/2022		Cooperative	402648	OALC Membership	OALC	S	167.32	33.47	200.79
4	Hall Hire	15/04/2022	April 2022	Cooperative	402653	Village Hall Hire	East Challow Village Hall	E	65.00		65.00
5	Cemetery Maintenance	14/04/2022	April 2022	Cooperative	402654	Deposit	Wise Garden Maintenance	E	400.00		400.00
6	Neighbourhood Plan	14/04/2022	April 2022	Cooperative	402655	Neighbourhood Plan - Planning	Bluestone Planning	S	1,989.25	397.85	2,387.10
7	Grounds Maintenance	14/04/2022	April 2022	Cooperative	402656	Deposit	Jeremy Hanham	E	422.50		422.50
8	Training	14/04/2022	April 2022	Cooperative	402649	TrainingCourse	OALC	S	55.00	11.00	66.00
9	Training	14/04/2022	April 2022	Cooperative	402650	TrainingCourse	OALC	S	55.00	11.00	66.00
10	Audit	14/04/2022	April 2022	Cooperative	402658	Deposit	Do The Numbers Ltd	E	400.00		400.00
11	Website	01/04/2022	May 2022	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
12	Grounds Maintenance	11/05/2022	May 2022	Cooperative	402659	Deposit	Jeremy Hanham	E	170.00		170.00
12	Grounds Maintenance	11/05/2022	May 2022	Cooperative	402659	Deposit	Jeremy Hanham	E	25.00		25.00
12	Cemetery Maintenance	11/05/2022	May 2022	Cooperative	402659	Deposit	Jeremy Hanham	E	500.00		500.00
12	Cemetery Improvements	11/05/2022	May 2022	Cooperative	402659	Deposit	Jeremy Hanham	E	100.00		100.00
13	Hall Hire	12/05/2022	May 2022	Cooperative	402660	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
17	Consultants	11/05/2022	May 2022	Cooperative	402664	Direct debit	Julia Evans Photography	E	237.50		237.50
18	IT Support	11/05/2022	May 2022	Cooperative	402655	Deposit	Grove Geeks	S	45.83	9.17	55.00
19	Administration	11/05/2022	May 2022	Cooperative	402666	Expenses - Various	Linda Hooper	X	117.00		117.00
19	Miscellaneous Receipts	11/05/2022	May 2022	Cooperative	402666	Expenses - Various	Linda Hooper	X	29.73		29.73
19	Miscellaneous Receipts	11/05/2022	May 2022	Cooperative	402666	Expenses - Various	Linda Hooper	X	27.88		27.88
19	Miscellaneous Receipts	11/05/2022	May 2022	Cooperative	402666	Expenses - Various	Linda Hooper	X	-9.93		-9.93
19	Miscellaneous Receipts	11/05/2022	May 2022	Cooperative	402666	Expenses - Various	Linda Hooper	X	0.95		0.95
20	IT Support	11/05/2022	May 2022	Cooperative	402667	Deposit	Grove Geeks	S	91.67	18.33	110.00
21	Grounds Maintenance	30/04/2022	May 2022	Cooperative	402668	Deposit	Wise Garden Maintenance	E	1,200.00		1,200.00
21	Recreation Maintenance	30/04/2022	May 2022	Cooperative	402668	Deposit	Wise Garden Maintenance	E	720.00		720.00
22	Website	21/04/2022	May 2022	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
23	Miscellaneous Receipts	15/04/2022	April 2022	Cooperative	402657	Expenses - Various	Linda Hooper	X	43.16		43.16
23	Miscellaneous Receipts	15/04/2022	April 2022	Cooperative	402657	Expenses - Various	Linda Hooper	Z	20.00		20.00
24	Grounds Maintenance	01/06/2022	June 2022	Cooperative	402669	Deposit	Jeremy Hanham	E	255.00		255.00
24	Grounds Maintenance	01/06/2022	June 2022	Cooperative	402669	Deposit	Jeremy Hanham	E	37.50		37.50
24	Recreation Maintenance	01/06/2022	June 2022	Cooperative	402669	Deposit	Jeremy Hanham	E	225.00		225.00
24	Cemetery Maintenance	01/06/2022	June 2022	Cooperative	402669	Deposit	Jeremy Hanham	E	600.00		600.00
25	Hall Hire	15/06/2022	June 2022	Cooperative	402670	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
28	Administration	08/06/2022	June 2022	Cooperative	402673	Expenses - Various	Linda Hooper	X	20.69		20.69
28	Miscellaneous Receipts	08/06/2022	June 2022	Cooperative	402673	Expenses - Various	Linda Hooper	X	20.80		20.80

East Challow Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
28	Miscellaneous Receipts	08/06/2022	June 2022	Cooperative	402673	Expenses - Various	Linda Hooper	X	30.98		30.98
28	Miscellaneous Receipts	08/06/2022	June 2022	Cooperative	402673	Expenses - Various	Linda Hooper	X	16.19		16.19
28	Miscellaneous Receipts	08/06/2022	June 2022	Cooperative	402673	Expenses - Various	Linda Hooper	X	4.16		4.16
29	Grounds Maintenance	08/06/2022	June 2022	Cooperative	402674	Deposit	Wise Garden Maintenance	E	75.00		75.00
29	Maintenance	08/06/2022	June 2022	Cooperative	402674	Deposit	Wise Garden Maintenance	E	150.00		150.00
29	Recreation Maintenance	08/06/2022	June 2022	Cooperative	402674	Deposit	Wise Garden Maintenance	E	660.00		660.00
30	Website	08/06/2022	June 2022	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
32	Consultants	08/06/2022	June 2022	Cooperative	402676	Deposit	Julia Evans Photography	E	143.75		143.75
33	Grounds Maintenance	13/07/2022	July 2022	Cooperative	402684	Deposit	Jeremy Hanham	E	170.00		170.00
33	Grounds Maintenance	13/07/2022	July 2022	Cooperative	402684	Deposit	Jeremy Hanham	E	25.00		25.00
33	Recreation Maintenance	13/07/2022	July 2022	Cooperative	402684	Deposit	Jeremy Hanham	E	150.00		150.00
33	Cemetery Maintenance	13/07/2022	July 2022	Cooperative	402684	Deposit	Jeremy Hanham	E	450.00		450.00
34	Hall Hire	20/07/2022	July 2022	Cooperative	402679	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
37	Administration	13/07/2022	July 2022	Cooperative	402682	Expenses - Various	Linda Hooper	X	26.00		26.00
37	Miscellaneous Receipts	13/07/2022	July 2022	Cooperative	402682	Expenses - Various	Linda Hooper	X	38.04		38.04
39	Insurance	24/06/2022	July 2022	Cooperative	402677	Deposit	BHIB Councils Insurance	Z	903.11		903.11
40	Website	13/07/2022	July 2022	Cooperative		Website	Ionos	S	15.00	3.00	18.00
41	Grounds Maintenance	20/07/2022	July 2022	Cooperative	402683	Deposit	Wise Garden Maintenance	E	320.00		320.00
41	Maintenance	20/07/2022	July 2022	Cooperative	402683	Deposit	Wise Garden Maintenance	E	130.00		130.00
41	Recreation Maintenance	20/07/2022	July 2022	Cooperative	402683	Deposit	Wise Garden Maintenance	E	630.00		630.00
42	Miscellaneous Receipts	20/07/2022	July 2022	Cooperative	402685	Expenses - S Parker	Executive Retail Ltd	S	20.82	4.17	24.99
43	Neighbourhood Plan	20/07/2022	July 2022	Cooperative	402686	Neighbourhood Plan - Planning	Bluestone Planning	S	894.25	178.85	1,073.10
44	Neighbourhood Plan	20/07/2022	July 2022	Cooperative	402687	Neighbourhood Plan - Planning	Bluestone Planning	S	219.00	43.80	262.80
45	IT Support	20/07/2022	July 2022	Cooperative	402688	Deposit	Grove Geeks	S	62.50	12.50	75.00
46	Pavilion Electricity	20/07/2022	July 2022	Cooperative	402689	Deposit	SSE Southern electric	L	89.49	4.47	93.96
47	Pavilion Electricity	20/07/2022	July 2022	Cooperative	402690	Deposit	SSE Southern electric	L	68.08	3.40	71.48
48	Vanessa ?	20/07/2022	July 2022	Cooperative	402691	Expenses - V Bosley	BuildBase Building & Timber	S	112.61	22.52	135.13
49	Website	08/02/2023	Feb 23	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
51	Village Hall	08/02/2023	Feb 23	Cooperative	403001	void	East Challow Village Hall	E			
52	Cemetery Maintenance	12/10/2022		Cooperative	void	void	Jeremy Hanham	E			
53	Miscellaneous Receipts	08/02/2023	Feb 23	Cooperative	402949	Deposit	Nigel Langford	E	35.54		35.54
54	Hall Hire	08/02/2023	Feb 23	Cooperative	402950	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
55	Grants (not S137)	12/10/2022	Oct 22	Cooperative	Duplicate 402697	void	East Challow PCC	E			
56	Website	14/12/2022	Dec22	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
58	Grounds Maintenance	08/02/2023	Feb 23	Cooperative	402947	Deposit	Jeremy Hanham	E	115.00		115.00
60	Website	08/03/2023	Mar23	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00

East Challow Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
62	Subscriptions	11/01/2023	Jan 23	Cooperative	402943	Challow News - Advertising	East Challow PCC	E	250.00		250.00
63	Grounds Maintenance	08/02/2023	Feb 23	Cooperative	402948	Deposit	Webb and Son	S	475.00	95.00	570.00
65	Website	08/08/2022	Oct 22	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
67	Grounds Maintenance	08/08/2022	Oct 22	Cooperative	402693	Deposit	Wise Garden Maintenance	E	520.00		520.00
67	Recreation Maintenance	08/08/2022	Oct 22	Cooperative	402693	Deposit	Wise Garden Maintenance	E	480.00		480.00
68	Grounds Maintenance	08/08/2022	Oct 22	Cooperative	402694	Deposit	Jeremy Hanham	E	85.00		85.00
68	Grounds Maintenance	08/08/2022	Oct 22	Cooperative	402694	Deposit	Jeremy Hanham	E	25.00		25.00
68	Cemetery Maintenance	08/08/2022	Oct 22	Cooperative	402694	Deposit	Jeremy Hanham	E	675.00		675.00
68	Recreation Maintenance	08/08/2022	Oct 22	Cooperative	402694	Deposit	Jeremy Hanham	E	75.00		75.00
70	Miscellaneous Receipts	08/08/2022	Oct 22	Cooperative	402696	Expenses - Various	Linda Hooper	E	48.58		48.58
71	Grants (not S137)	08/08/2022	October 2022	Cooperative	402697	Clock Donation	East Challow PCC	X	250.00		250.00
72	Website	01/09/2022	Oct 22	Cooperative	void not claimed	void	Ionos	S			
73	Grounds Maintenance	14/09/2022	Oct 22	Cooperative	402699	Deposit	Wise Garden Maintenance	E	180.00		180.00
73	Recreation Maintenance	14/09/2022	Oct 22	Cooperative	402699	Deposit	Wise Garden Maintenance	E	240.00		240.00
74	Grounds Maintenance	17/09/2022	Oct 22	Cooperative	402698	Deposit	Jeremy Hanham	E	85.00		85.00
74	Grounds Maintenance	17/09/2022	Oct 22	Cooperative	402698	Deposit	Jeremy Hanham	E	25.00		25.00
74	Cemetery Maintenance	17/09/2022	Oct 22	Cooperative	402698	Deposit	Jeremy Hanham	E	250.00		250.00
74	Recreation Maintenance	17/09/2022	Oct 22	Cooperative	402698	Deposit	Jeremy Hanham	E	75.00		75.00
76	Administration	17/09/2022	Oct 22	Cooperative	402901	Expenses - Various	Linda Hooper	E	52.00		52.00
76	Miscellaneous Receipts	17/09/2022	Oct 22	Cooperative	402901	Expenses - Various	Linda Hooper	X	3.53		3.53
79	Inspection	17/09/2022	Oct 22	Cooperative	402904	Deposit	Playsafety Limited	S	133.00	26.60	159.60
81	Website	25/11/2022	Nov 22	Cooperative	DD	Website	Ionos	S	30.00	6.00	36.00
82	IT Support	12/10/2022	Oct 22	Cooperative	402906	Deposit	Grove Geeks	S	25.00	5.00	30.00
83	Audit	12/10/2022	Oct 22	Cooperative	402907	Deposit	Moore	S	300.00	60.00	360.00
84	Neighbourhood Plan	12/10/2022	Oct 22	Cooperative	402908	Neighbourhood Plan - Planning	Bluestone Planning	S	1,602.50	320.50	1,923.00
85	Grounds Maintenance	12/10/2022	Oct 22	Cooperative	402909	Deposit	Jeremy Hanham	E	200.00		200.00
85	Grounds Maintenance	12/10/2022	Oct 22	Cooperative	402909	Deposit	Jeremy Hanham	E	25.00		25.00
85	Cemetery Maintenance	12/10/2022	Oct 22	Cooperative	402909	Deposit	Jeremy Hanham	E	550.00		550.00
85	Recreation Maintenance	12/10/2022	Oct 22	Cooperative	402909	Deposit	Jeremy Hanham	E	170.00		170.00
86	Hall Hire	12/10/2022	Oct 22	Cooperative	402910	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
87	Administration	14/10/2022	Oct 22	Cooperative	DD	Deposit	Information Commissioners (E	35.00		35.00
90	Miscellaneous Receipts	12/10/2022	Oct 22	Cooperative	402914	Expenses - Various	Linda Hooper	E	26.00		26.00
90	Miscellaneous Receipts	12/10/2022	Oct 22	Cooperative	402914	Expenses - Various	Linda Hooper	X	1.36		1.36
90	Miscellaneous Receipts	12/10/2022	Oct 22	Cooperative	402914	Expenses - Various	Linda Hooper	X	28.48		28.48
91	Grounds Maintenance	12/10/2022	Oct 22	Cooperative	402915	Deposit	Wise Garden Maintenance	E	750.00		750.00
91	Recreation Maintenance	12/10/2022	Oct 22	Cooperative	402915	Deposit	Wise Garden Maintenance	E	480.00		480.00

East Challow Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
93	Queen's Platinum Jubilee Cel	12/10/2022	Oct 22	Cooperative	402917	Expenses - Trevor Parker	ORNAMENTAL TREES LTD	S	86.94	17.39	104.33
94	Audit	09/11/2022	Nov 22	Cooperative	402918	Deposit	Moore	S	40.00	8.00	48.00
95	Water	06/10/2022	Nov 22	Cooperative	DD	Deposit	Castle Water	S	606.80	121.36	728.16
96	Training	09/11/2022	Nov 22	Cooperative	402919	TrainingCourse	OALC	S	55.00	11.00	66.00
97	IT Support	09/11/2022	Nov 22	Cooperative	402920	Deposit	Grove Geeks	S	25.00	5.00	30.00
98	Grounds Maintenance	09/11/2022	Nov 22	Cooperative	402921	Deposit	Jeremy Hanham	E	280.00		280.00
98	Grounds Maintenance	09/11/2022	Nov 22	Cooperative	402921	Deposit	Jeremy Hanham	E	25.00		25.00
98	Cemetery Maintenance	09/11/2022	Nov 22	Cooperative	402921	Deposit	Jeremy Hanham	E	450.00		450.00
98	Recreation Maintenance	09/11/2022	Nov 22	Cooperative	402921	Deposit	Jeremy Hanham	E	170.00		170.00
99	Grounds Maintenance	09/11/2022	Nov 22	Cooperative	402922	Deposit	Wise Garden Maintenance	E	1,485.00		1,485.00
99	Maintenance	09/11/2022	Nov 22	Cooperative	402922	Deposit	Wise Garden Maintenance	E	130.00		130.00
99	Cemetery Maintenance	09/11/2022	Nov 22	Cooperative	402922	Deposit	Wise Garden Maintenance	E	400.00		400.00
99	Recreation Maintenance	09/11/2022	Nov 22	Cooperative	402922	Deposit	Wise Garden Maintenance	E	630.00		630.00
102	Administration	09/11/2022	Nov 22	Cooperative	402925	Expenses - Various	Linda Hooper	X	26.00		26.00
102	Miscellaneous Receipts	09/11/2022	Nov 22	Cooperative	402925	Expenses - Various	Linda Hooper	E	25.50		25.50
102	Miscellaneous Receipts	09/11/2022	Nov 22	Cooperative	402925	Expenses - Various	Linda Hooper	X	6.47		6.47
102	Miscellaneous Receipts	09/11/2022	Nov 22	Cooperative	402925	Expenses - Various	Linda Hooper	X	43.17		43.17
103	Website	09/11/2022	Nov 22	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
104	Miscellaneous Receipts	09/11/2022	Nov 22	Cooperative	402926	Expenses - Frances Webb	Oxford Fencing Supplies	S	27.68	5.54	33.22
105	Administration	09/11/2022	Nov 22	Cooperative	402927	Deposit	Scribe Starboard systems ltd	S	485.00	97.00	582.00
106	Subscriptions	09/11/2022	Nov 22	Cooperative	402928	Deposit	OPFA Oxfordshire Playingfiel	E	45.00		45.00
107	Miscellaneous Receipts	09/11/2022	Nov 22	Cooperative	402929	Expenses - Nigel Langford	VistaPrint	X	40.48		40.48
108	Training	14/12/2022	Dec22	Cooperative	402930	Deposit	SLCC Society for Local Coun	S	35.00	7.00	42.00
109	Hall Hire	14/12/2022	Dec22	Cooperative	402931	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
110	Pavilion Electricity	14/12/2022	Dec22	Cooperative	402932	Deposit	SSE Southern electric	Z	277.46	6.96	284.42
111	Grounds Maintenance	14/12/2022	Dec22	Cooperative	402933	Deposit	Jeremy Hanham	E	25.00		25.00
115	Grounds Maintenance	11/01/2023	Jan 23	Cooperative	402938	Deposit	Jeremy Hanham	E	90.00		90.00
115	Grounds Maintenance	11/01/2023	Jan 23	Cooperative	402938	Deposit	Jeremy Hanham	E	25.00		25.00
115	Cemetery Maintenance	11/01/2023	Jan 23	Cooperative	402938	Deposit	Jeremy Hanham	E	90.00		90.00
116	Cemetery Maintenance	11/01/2023	Jan 23	Cooperative	402939	Deposit	Wise Garden Maintenance	E	300.00		300.00
117	Website	11/01/2023	Jan 23	Cooperative	DD	Website	Ionos	S	15.00	3.00	18.00
118	Hall Hire	11/01/2023	Jan 23	Cooperative	402940	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
121	Water	15/11/2022	Apr 23	Cooperative	DD	Deposit	Castle Water	S	387.87	77.57	465.44
122	Chairman's Allowance	09/01/2023	Jan 23	Cooperative	402937	Deposit	Vanessa Bosley	E	350.00		350.00
123	Bank charges	11/01/2023	Apr 23	Cooperative	Bank fee	Deposit	Cooperative Bank	E	5.00		5.00
124	Cemetery Maintenance	08/03/2023	Mar23	Cooperative	403002	Deposit	Wise Garden Maintenance	E	1,500.00		1,500.00

East Challow Parish Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
125	Grounds Maintenance	08/03/2023	Mar23	Cooperative	403003	Deposit	Jeremy Hanham	E	338.00		338.00
125	Grounds Maintenance	08/03/2023	Mar23	Cooperative	403003	Deposit	Jeremy Hanham	E	30.00		30.00
126	Subscriptions	08/03/2023	Mar23	Cooperative	403004	OALC Membership	OALC	S	197.55	39.51	237.06
127	Neighbourhood Plan	08/03/2023	Mar23	Cooperative	403005	Neighbourhood Plan - Planning	Bluestone Planning	S	182.50	36.50	219.00
128	Hall Hire	08/03/2023	Mar23	Cooperative	403006	Village Hall Hire	East Challow Village Hall	E	10.00		10.00
131	Maintenance	08/03/2023	Mar23	Cooperative	403009	Expenses - S Terry	AutoPower	S	15.62	3.13	18.75
131	Maintenance	08/03/2023	Mar23	Cooperative	403009	Expenses - S Terry	AutoPower	E	16.90		16.90
131	Maintenance	08/03/2023	Mar23	Cooperative	403009	Expenses - S Terry	AutoPower	S	9.99	2.00	11.99
132	Training	31/03/2023	Apr 23	Cooperative	Void duplicate	void	OALC	S			
133	Miscellaneous Receipts	31/03/2023	Apr 23	Cooperative	void duplicate	void	Linda Hooper	S			
134	Neighbourhood Plan	31/03/2023	Apr 23	Cooperative	403011	Neighbourhood Plan - Planning	Bluestone Planning	S	1,423.50	284.70	1,708.20
135	Grounds Maintenance	31/03/2023	Apr 23	Cooperative	403012	Grounds Maintenance	Wise Garden Maintenance	E	260.00		260.00
135	Cemetery Maintenance	31/03/2023	Apr 23	Cooperative	403012	Grounds Maintenance	Wise Garden Maintenance	E	345.00		345.00
135	Recreation Maintenance	31/03/2023	Apr 23	Cooperative	403012	Grounds Maintenance	Wise Garden Maintenance	E	240.00		240.00
136	Grounds Maintenance	31/03/2023	Apr 23	Cooperative	403013	Grass Cutting	Jeremy Hanham	E	190.00		190.00
136	Grounds Maintenance	31/03/2023	Apr 23	Cooperative	403013	Grass Cutting	Jeremy Hanham	E	30.00		30.00
136	Recreation Maintenance	31/03/2023	Apr 23	Cooperative	403013	Grass Cutting	Jeremy Hanham	E	170.00		170.00
136	Cemetery Maintenance	31/03/2023	Apr 23	Cooperative	403013	Grass Cutting	Jeremy Hanham	E	380.00		380.00
137	Training	31/03/2023	Apr 23	Cooperative	403014	TrainingCourse	OALC	S	30.00	6.00	36.00
138	Miscellaneous Receipts	31/03/2023	Apr 23	Cooperative	403016	Weedkiller	Lewis Broyd	X	4.00		4.00
139	Administration	31/03/2023	Apr 23	Cooperative	403018	Expenses - Various	Linda Hooper	X	26.00		26.00
139	Miscellaneous Receipts	31/03/2023	Apr 23	Cooperative	403018	Expenses - Various	Linda Hooper	X	21.98		21.98
141	Village Hall	31/03/2023	February 2023	Cooperative	403023	Annual Stipend	East Challow Village Hall	X	2,000.00		2,000.00
142	Subscriptions	31/03/2023	April 2023	Cooperative	403020	Open Spaces Membership	Open Spaces	X	45.00		45.00
143	Recreation Maintenance	31/03/2023	April	Cooperative	403021	Front Door Boarding Up	Calber Facilities Management	S	312.00	62.40	374.40
144	Grounds Maintenance	08/03/2023		Cooperative		Hedgerow Reinstatement	West Challow Parish Council	X	500.00		500.00
Total									36,888.23	2,084.69	38,972.92

East Challow Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1	Precept	08/04/2022		Cooperative	Precept	Precept	Vale Of White Horse District	Z	17,947.50		17,947.50
2	Precept	14/09/2022		Cooperative	Precept	Precept	Vale Of White Horse District	Z	17,947.50		17,947.50
3	Grounds Maintenance	14/04/2022		Cooperative		Grass Cutting - OCC Contributi	Oxfordshire County Council	Z	1,161.53		1,161.53
4	CIL	27/04/2022		Cooperative		CIL Funds	Vale Of White Horse District	Z	7,542.33		7,542.33
5	Burial/Memorial Fees	24/05/2022		Barclays	100051	Burial / Memorial Fees	Knapp Dignity Funerals	E	120.00		120.00
6	Administration	06/06/2022		Barclays	village hall	Village Hall	Freebairn EK	X	85.00		85.00
7	Burial/Memorial Fees	01/07/2022	July 2022	Barclays	100051	Burial / Memorial Fees	Co op funeral	Z	90.00		90.00
8	VAT	09/08/2022		Cooperative		VAT Refund	HMRC	X		2,191.77	2,191.77
9	Pavilion Electricity	01/08/2022	Aug22	Barclays	SSE	Utilities - Electric	SSE Southern electric	X	58.94		58.94
10	Burial/Memorial Fees	12/08/2022		Barclays		Burial / Memorial Fees	Dignity Funeral directors	Z	90.00		90.00
11	Queen's Platinum Jubilee Cel	12/08/2022	Oct 22	Barclays	100056	Fundraising	Fundraising	Z	86.81		86.81
12	CIL	28/10/2022		Cooperative	CIL	CIL Funds	Vale Of White Horse District	E	16,749.67		16,749.67
13	Grants (not S137)	18/11/2022		Cooperative		S106 Funds	Vale Of White Horse District	E	2,000.00		2,000.00
14	Rents	10/10/2022		Barclays	plot 9A	Allotment Fees	Izzy Berger	E	5.00		5.00
15	Rents	10/10/2022		Barclays	Allotment 6A	Allotment Fees	Caroline Dunstan	E	10.00		10.00
16	Rents	10/10/2022		Barclays	Plot 5B	Allotment Fees	Kathy Warden	E	10.00		10.00
17	Rents	10/10/2022		Barclays	Plot 2A & B	Allotment Fees	Judith Prior	E	20.00		20.00
18	Rents	10/10/2022		Barclays	Plot 8B	Allotment Fees	Karen Malcolm	E	10.00		10.00
19	Rents	11/10/2022		Barclays	Plot 3B 1	Allotment Fees	Gustavo Ramirez	E	5.00		5.00
20	Rents	12/10/2022		Barclays	6B	Allotment Fees	Glenn Smith	E	10.00		10.00
21	Rents	13/10/2022		Barclays	9A1	Allotment Fees	Rachel Hughes	E	5.00		5.00
22	Rents	18/10/2022		Barclays	7B	Allotment Fees	Bernadet Jones	E	10.00		10.00
23	Rents	18/10/2022		Barclays	3A	Allotment Fees	Brian Nobes	E	10.00		10.00
24	Rents	18/10/2022		Barclays	5A1	Allotment Fees	Darren Hill	E	5.00		5.00
25	Rents	19/10/2022		Barclays	5A	Allotment Fees	Vicky Pullinger	E	5.00		5.00
26	Rents	21/10/2022		Barclays	10B2	Allotment Fees	Melanie Butler	E	5.00		5.00
27	Rents	24/10/2022		Barclays	11B2	Allotment Fees	Mary Brookfield	E	5.00		5.00
28	Burial/Memorial Fees	25/10/2022		Barclays	100057	Burial / Memorial Fees	A alder	E	25.00		25.00
29	Rents	31/10/2022		Barclays	10A	Allotment Fees	Sarah Hare	E	10.00		10.00
30	Rents	31/10/2022		Barclays	4B	Allotment Fees	Emma Amor	E	10.00		10.00
31	Burial/Memorial Fees	08/11/2022		Barclays	100058	Allotment Fees	John London	E	25.00		25.00
32	Rents	14/11/2022		Barclays	Mark Kay	Allotment Fees	Mark Kay	E	20.00		20.00

East Challow Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
33	Burial/Memorial Fees	28/11/2022		Barclays	1000059	Burial / Memorial Fees	James Herbert	E	120.00		120.00
34	Rents	11/01/2023		Barclays	100061	Allotment Fees	G Hockley	E	10.00		10.00
35	Rents	11/01/2023		Barclays	100061	Allotment Fees	C Chickwana	E	5.00		5.00
36	Rents	11/01/2023		Barclays	100060	Allotment Fees	D Lovegrove	E	10.00		10.00
37	Rents	11/01/2023		Barclays	100060	Allotment Fees	S Terry	E	10.00		10.00
38	Rents	11/01/2023		Barclays	100060	Allotment Fees	S Webb	E	10.00		10.00
39	Rents	11/01/2023		Barclays	10060	Allotment Fees	M Ellis	E	10.00		10.00
40	Rents	11/01/2023		Barclays	100060	Allotment Fees	D Howe	E	10.00		10.00
41	Maintenance	26/01/2023		Barclays	BACS	Allotment Grant	Oxfordshire County Council	E	1,000.00		1,000.00
42	Maintenance	15/03/2023		Cooperative	P22/2662/106	S106 Funds	Vale Of White Horse District	X	1,117.31		1,117.31
43	Burial/Memorial Fees	27/03/2023		Barclays	100062	Burial / Memorial Fees	Edward Carter Funeral Direct	E	100.00		100.00
44	Miscellaneous Receipts	31/03/2023		Cooperative	Void Cheque 402632	Cashbook Correction	Castle Water	X	64.90		64.90
Total									66,551.49	2,191.77	68,743.26

8.2. To approve transfer from general reserves to earmarked reserves to remove negative reserves.

- **Transfer £190.29 to “IT Support” and £6215.90 to “Neighbourhood Plan”**

All costs had been allocated to the EMR for the year and therefore both were in negative values, rather than accounting for any in year budget allocation.

8.3. To note the reconciled bank accounts as of 31st March 2023.

	Bank Reconciliation at 31/03/2023		
	Cash in Hand 01/04/2022		53,477.39
	ADD Receipts 01/04/2022 - 31/03/2023		68,743.26
			122,220.65
	SUBTRACT Payments 01/04/2022 - 31/03/2023		44,757.80
A	Cash in Hand 31/03/2023 (per Cash Book)		77,462.85
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2023	0.00	
	Cooperative 31/03/2023	57,861.38	
	Barclays 31/03/2023	25,765.77	
			83,627.15
	Less unrepresented payments		6,164.30
			77,462.85
	Plus unrepresented receipts		
B	Adjusted Bank Balance		77,462.85
	A = B Checks out OK		

8.4. To review and approve the Asset Register as of 31st March 2023.

8.5. To approve the annual accounts for 2022/2023, including:

- **variances report**
- **reserves balances**
- **budget variations**
- **cash and investment reconciliation – Balance Sheet**

East Challow Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
999 - Assets							
Bench - Main Street		200.00		Benches			
Bench - Village Green		200.00		Benches			
Bench - Plaque #1		50.00		Benches			
Bench - A417		526.00		Benches			
Bench - Village Hall		200.00		Benches			
Bench - Plaque #2		50.00		Benches			
Bench - Plaque #3				Benches			
Bench - Goodlake		200.00		Benches			
Bench - Cemetery		50.00		Benches			
Bench - Wildflower Meadow		389.00		Benches			
Bench - Recreation Ground		200.00		Benches			
Gates - Vicarage Hill Cemetery		500.00		Cemeteries			
Gates - Canal Way Cemetery		500.00		Cemeteries			
Hedges - Vicarage Hill Cemetery		600.00		Cemeteries			
Hedges - Canal Way Cemetery		600.00		Cemeteries			
Signs		50.00		Cemeteries			
Recreation Ground		1.00		Land Assets			
Village Hall Land		1.00		Land Assets			
Canal Way Cemetery		1.00		Land Assets			
Recreation Ground Car Park		1.00		Land Assets			
Football Car Park		1.00		Land Assets			
Village Green		1.00		Land Assets			
Overflow Car Park		1.00		Land Assets			
Vicarage Hill Cemetery		1.00		Land Assets			
Bin - Recreation Ground		50.00		Litter and Dog Bins			
Bin - Childrey Bridlepath		50.00		Litter and Dog Bins			

East Challow Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Bin - Cemetery		50.00		Litter and Dog Bins			
Bin - Main Street		50.00		Litter and Dog Bins			
Bin - Play Area		50.00		Litter and Dog Bins			
Bin - A417	March 2015	220.00		Litter and Dog Bins			
Bin - Old School Lane		50.00		Litter and Dog Bins			
Laptop - Chairman	December 2016	380.00		Office/Website			
Lenovo Android Tablet #4	October 2018	59.99		Office/Website			
Lenovo Android Tablet #5	October 2018	59.99		Office/Website			
Laptop - Clerk	December 2016	380.00		Office/Website			
Printer - Clerk	October 2020	59.99		Office/Website			
Microsoft Office Software - Clerk	December 2016	90.00		Office/Website			
Microsoft Office Software - Chairman	December 2016	90.00		Office/Website			
Microsoft Outlook Software - Clerk	February 2017	110.00		Office/Website			
Lenovo Android Tablet #1	October 2018	59.99		Office/Website			
Lenovo Android Tablet #2	October 2018	59.99		Office/Website			
Lenovo Android Tablet #3	October 2018	59.99		Office/Website			
Bollards - Reynolds Way	June 2014	545.00		Other Items			
Bollard - Old School Way	March 2015	134.00		Other Items			
Bollards - Top Car Park	December 2015			Other Items			
Posts - Overflow Car Park	February 2016	90.00		Other Items			
Defibrillator and Cabinet	August 2016	1,775.00		Other Items			
Neighbourhood Plan Banners	June 2017	250.00		Other Items			
Sign - Old School Lane	February 2019	191.19		Other Items			
Steel Gate	March 2019	126.80		Other Items			
Salt Bin #2		200.00		Other Items			
Salt Bin #4		200.00		Other Items			
Windmill Place Notice Board		500.00		Other Items			
Bunting	June 2016	103.00		Other Items			

East Challow Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Light	October 2019	2,266.00		Other Items			
Concrete Posts - Overflow & Village Hall Car P		300.00		Other Items			
Salt Bin #1		200.00		Other Items			
Salt Bin #3		200.00		Other Items			
Salt Bin #5		200.00		Other Items			
Leaf Blower	November 2019	199.99		Other Items			
Notice Board (Stored at Cllr Home)	April 2020	874.00		Other Items			
Pavilion Contents		1,000.00		Pavilion			
Pavilion Building		57,512.00		Pavilion			
Fencing		1,000.00		Playground			
Gate #1		200.00		Playground			
Single Rocker #2		300.00		Playground			
Signs		50.00		Playground			
Bench & Plinth		350.00		Playground			
Swings - Infant		800.00		Playground			
Picnic Bench		500.00		Playground			
Safety Matting		3,000.00		Playground			
Stepping Pads - Small		300.00		Playground			
Stepping Pads - Large #1		500.00		Playground			
Roller		300.00		Playground			
Mushrooms		200.00		Playground			
Gate #2		200.00		Playground			
Single Rocker #1		300.00		Playground			
Double Rocker		500.00		Playground			
Climbing Frame	April 2015	19,625.00		Playground			
Signs & Posts	February 2017	300.00		Playground			
Swings - Junior		800.00		Playground			
Slide		1,000.00		Playground			

East Challow Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Stepping Pads - Large #2		500.00		Playground			
Rope Bridge - Purple		500.00		Playground			
Rope Climbing Frame		500.00		Playground			
Roundabout		750.00		Playground			
Rope Bridge - Yellow		500.00		Playground			
Disclaimer Sign	November 2018	75.15		Playground			
Disclaimer Sign #2	August 2019	162.80		Playground			
Gate & Padlock - Top Car Park	January 2021	1,119.00		Recreation Ground			
Goals, Main Pitch		500.00		Recreation Ground			
Old Flood Lights & Posts		800.00		Recreation Ground			
Gate Sign - Top Car Park	April 2021	43.00		Recreation Ground			
Trees - Wild Flower Meadow		100.00		Recreation Ground			
Gates and Posts (Football Car Park)		300.00		Recreation Ground			
Goals, Junior Pitch		500.00		Recreation Ground			
Flood Lights	Dec 2014	600.00		Recreation Ground			
Allotment Trough #1	Nov 2016	221.00		Recreation Ground			
Allotment Trough #2	Nov 2016	221.00		Recreation Ground			
Gates and Posts (Top Car Park)		500.00		Recreation Ground			
Court Surface				Tennis Court			
Basketball Nets, Poles & Boards		500.00		Tennis Court			
Tennis Posts		100.00		Tennis Court			
Gate #1		200.00		Tennis Court			
Gate #3		200.00		Tennis Court			
Tennis Nets		113.00		Tennis Court			
Fencing		800.00		Tennis Court			
Gate #2		200.00		Tennis Court			
Notice Board		750.00		Village Green			
Telephone Kiosk		1.00		Village Green			

East Challow Parish Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Posts		420.00		Village Green			
Sign		50.00		Village Green			
Water Pump				Village Green			
		<hr/>					
		114,570.87					
Grand Total:		114,570.87					

East Challow Parish Council
ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	Last Year £	31/03/2023 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	39959	53477				BALANCE B/F AGREES
2	Annual precept	32119	35895	3776	12%	No	N/A
3	Total other receipts	18216	32848	14632	80%	Yes	See attached Explanation
4	Staff Costs	4231	5785	1554	37%	Yes	See attached Explanation
5	Loan interest/capital repayments	0	0	0	0%	No	N/A
6	Total other payments	32586	38973	6387	20%	Yes	See attached Explanation
7	Balances carried forward	53477	77463	23985	45%	Yes	N/A
8	Total Cash and Short Term Investments	53477	77463	23985	45%	Yes	N/A
9	Total Fixed Assets and Long Term Investments	114333	114571	238	0%	No	N/A
10	Total Borrowings	0	0	0	0%	No	N/A

This report is intended as a guide to the variances you may need to explain. The specific requirements vary between external auditors so please check the requirements shown on the pro forma provided to your council

Please note a breakdown of approved reserves will also be required if the total reserves (Box 7) figure is more than twice the annual precept value (Box 2)

Variance in Box 3

Variance Calculation		
£	18,216	FY 2021-2022
£	32,848	FY 2022-2023
£	14,632	Variance
	80%	As a %age

Explanation

In 2022-2023 there was an increase in:

- Significant increase in CIL receipts.
- S106 Receipts
- Other Grants
- Cemetery Activity

For full details of the figures, see tables below.

FY 2021-2022 Box 3 Items		
Name of Payer	Transaction Detail	£ Amount
Oxfordshire County Council	Grass Cutting Contribution	£ 1,161.53
Vale Of White Horse District Council	CIL Funds	£ 4,569.96
Ackrill	Burial / Memorial Fees	£ 29.00
Various - Total	Allotment Fees	£ 216.00
Vale Of White Horse District Council	CIL Funds	£ 7,542.33
	Burial Fees?	£ 55.00
HMRC	VAT Refund	£ 4,642.66

BOX 3	Total Receipts	£18,216.48
	(rounded) or	18216

FY 2022-2023 Box 3 Items		
Name of Payer	Transaction Detail	£ Amount
Castle Water	Cashbook Correction (Uncashed 2021-22)	£ 64.90
Edward Carter Funeral Directors	Burial / Memorial Fees	£ 100.00
Vale Of White Horse District Council	S106 Funds	£ 1,117.31
Oxfordshire County Council	Allotment Grant	£ 1,000.00
Various - Total	Allotment Fees	£ 245.00
James Herbert	Burial / Memorial Fees	£ 120.00
A alder	Burial / Memorial Fees	£ 25.00
Vale Of White Horse District Council	S106 Funds	£ 2,000.00
Vale Of White Horse District Council	CIL Funds	£ 16,749.67
Fundraising	Fundraising	£ 86.81
Dignity Funeral directors	Burial / Memorial Fees	£ 90.00
SSE Southern electric	Utilities - Electric	£ 58.94
HMRC	VAT Refund	£ 2,191.77
Co op funeral	Burial / Memorial Fees	£ 90.00
Freebairn EK	Village Hall	£ 85.00
N Clements (Knapp Dignity Funerals)	Burial / Memorial Fees	£ 120.00
Vale Of White Horse District Council	CIL Funds	£ 7,542.33
Oxfordshire County Council	Grass Cutting - OCC Contribution	£ 1,161.53
BOX 3:	Total Receipts	£ 32,848.26

(rounded) or 32848

Variance in Box 6

Calculation as AGAR 2021-2022 Originally Presented			
£	32,586	FY 2021-2022	
£	38,973	FY 2022-2023	
£	6,387	Variance	
	20%	As a %age	

Calculation as AGAR 2021-2022 Corrected			
£	31,901	FY 2021-2022	
£	38,973	FY 2022-2023	
£	7,072	Variance	
	22%	As a %age	

Explanation

In 2021-2022

- Errors, £685.252 made up of:

- £136.80 incorrectly allocated to Box 6 rather than Box 4 - March HMRC Deductions
- £36.62 incorrectly allocated to Box 6 rather than Box 4 - March Leavers Back Pay
- £512.83 incorrectly allocated to Box 6 rather than Box 4 - March Staff Salary

In 2022-2023 there was an actual increase of direct other payments by 22% predominately due to the Neighbourhood Plan Costs Circa £7573.

For full details of the figures, see tables below.

FY 2021-2022 Box 6 Items		
OPFA	Membership	£ 42.00
Paul Barrow	NP Expenses	£ 200.00
Falcon Signs	Sign for car park barrier	£ 51.10
J Hanham	Grounds Maintenance	£ 631.17
Adam Wise	Grounds Maintenance	£ 285.00
SSE	Pavilion Electricity	£ 157.38
SSE	Pavilion Electricity	£ 106.60
S Sanders	P1 Expenses	£ 26.00
J Evans	P1 Expenses	£ 5.60
1&1 Ionos	Website	£ 18.00
J Hanham	Grounds Maintenance	£ 631.17
Lightatouch	Internal Audit	£ 93.75
S Sanders	P2 expenses	£ 26.00
J Evans	P2 expenses	£ 9.63
Adam Wise	Grounds Maintenance	£ 955.00
1&1 Ionos	Website	£ 18.00
Castle Water	Allotment Water	£ 318.53
Community Heartbeat Trust	Defib pads & Battery	£ 273.60
J Hanham	Grounds Maintenance	£ 818.60
Falcon Signs	2 x No Cycling Signs	£ 79.96
BHIB	Insurance	£ 815.67
Adam Wise	Grounds Maintenance	£ 510.00
S Sanders	Expenses	£ 26.00
J Evans	Expenses	£ 4.60
1&1 Ionos	Website	£ 18.00
J Hanham	Grounds Maintenance	£ 631.17
Adam Wise	Grounds Maintenance	£ 875.00
L Broyd	Expenses	£ 26.99
J Evans	Expenses	£ 5.10
S Sanders	Expenses	£ 26.00
1&1 Ionos	Website	£ 18.00
Playsafety Ltd	RoSPA Inspection	£ 107.40
J Hanham	Grounds Maintenance	£ 1,023.10
East Challow PCC	Church Clock Maintenance	£ 250.00
Adam Wise	Grounds Maintenance	£ 570.00
S Sanders	Expenses	£ 26.00
J Evans	Expenses	£ 4.40
1&1 Ionos	Website	£ 18.00
Bluestone Planning	NP	£ 3,635.40
Lightatouch	Audit Advice (Ext Audit query)	£ 50.00
TVE	Digger hire	£ 144.44
V Bosely	Chairmans Allowance	£ 300.00
J Hanham	Grounds Maintenance	£ 1,132.54
V Bosely	Expenses	£ 60.31
SATR Ltd	Digger Driver	£ 200.00
GeoXsphere	Parish Online subscription	£ 42.00
S Sanders	Expenses	£ 57.00
J Evans	Expenses	£ 5.50
Moore	External Audit	£ 360.00
1&1 Ionos	Website	£ 18.00
CDS Group	water Evaluation & groundwater monitoring	£ 4,020.00
J Hanham	Grounds Maintenance	£ 818.60
Adam Wise	Grounds Maintenance	£ 1,010.00
R Bedford	Administrative Support	£ 456.00
A Bishop	Replace damaged padlocks	£ 10.00
Bluestone Planning	NP	£ 1,207.80
ICO	Reigstration	£ 35.00
1&1 Ionos	Website	£ 41.98
R Bedford	Administration Support	£ 132.00
Hobbs Reprographics	NP conultation	£ 145.98
J Hanham	Grounds Maintenance	£ 631.17
Adam Wise	Grounds Maintenance	£ 1,930.00
V Bosley	Expenses	£ 7.99
East Challow PCC	Donation for Challow News	£ 250.00
Grove Geeks	Laptop Repair	£ 235.00
Castle Water	Allotment Water	£ 64.90
SSE	Pavilion Electricity	£ 156.96
1&1 Ionos	Website	£ 18.00
Adam Wise	Grounds	£ 570.00
East Challow Village Hall	Hall Hire	£ 10.00
S Parker	Expenses	£ 61.26
N Langford	Flyers	£ 24.55
East Challow Village Hall	Grant	£ 1,000.00
1&1 Ionos	Website	£ 18.00
Bluestone Planning	Neighbourhood Plan	£ 2,036.70
East Challow Village Hall	Hall Hire	£ 10.00
Castle Water	Pavilion Water	£ 64.90
V Bosley	Expenses	£ 49.71
SSE	Pavilion Electricity	£ 79.05
Bluestone Planning	Land Registry Search	£ 29.10
R Bedford	Administrative Support	£ 138.00
1&1 Ionos	Website	£ 18.00
1&1 Ionos	Website	£ 18.00
J Hanham	Grounds Maintenance	£ 81.44
Adam Wise	Grounds Maintenance	£ 615.00
HMRC	P12 PAYE	£ 136.80
J Evans	Back Pay	£ 16.59
S Sanders	Back Pay	£ 19.03
L Hooper	P11 & P12 Salary	£ 512.83
J Evans	RFO Support Jan/feb	£ 143.75
CPRE	Membership	£ 36.00
1&1 Ionos	Website	£ 18.00
Total, Box 6, Reported on 2021/2022 AGAR		£32,585.80
Remove HMRC	P12 PAYE	-£ 136.80
Remove J Evans	Back Pay	-£ 16.59
Remove S Sanders	Back Pay	-£ 19.03
Remove L Hooper	P11 & P12 Salary	-£ 512.83
BOX 6 (Should have been)	Total Other Payments	31900.55
	(rounded) or	31901

FY 2022-2023 Box 6 Items		
West Challow Parish Council	Hedgerow Reinstatement	£ 500.00
Webb and Son	Deposit	£ 570.00
VistaPrint	Expenses - Nigel Langford	£ 40.48
Vanessa Bosley	Deposit	£ 350.00
SSE Southern electric	Deposit	£ 93.96
SSE Southern electric	Deposit	£ 71.48
SSE Southern electric	Deposit	£ 284.42
SLCC Society for Local Council Clerks	Deposit	£ 42.00
Scribe Starboard systems Ltd	Deposit	£ 582.00
Playsafety Limited	Deposit	£ 159.60
Oxfordshire Association of Local Councils (O	OALC Membership	£ 200.79
Oxfordshire Association of Local Councils (O	TrainingCourse	£ 66.00
Oxfordshire Association of Local Councils (O	TrainingCourse	£ 66.00
Oxfordshire Association of Local Councils (O	TrainingCourse	£ 66.00
Oxfordshire Association of Local Councils (O	OALC Membership	£ 237.06
Oxfordshire Association of Local Councils (O	TrainingCourse	£ 36.00
Oxford Fencing Supplies	Expenses - Frances Webb	£ 33.22
ORNAMENTAL TREES LTD	Expenses - Trevor Parker	£ 104.33
OPFA Oxfordshire Playingfields association	Deposit	£ 45.00
Open Spaces	Open Spaces Membership	£ 45.00
Nigel Langford	Deposit	£ 35.54
Moore	Deposit	£ 360.00
Moore	Deposit	£ 48.00
Linda Hooper	Expenses - Various	£ 165.63
Linda Hooper	Expenses - Various	£ 63.16
Linda Hooper	Expenses - Various	£ 92.82
Linda Hooper	Expenses - Various	£ 64.04
Linda Hooper	Expenses - Various	£ 48.58
Linda Hooper	Expenses - Various	£ 55.53
Linda Hooper	Expenses - Various	£ 55.84
Linda Hooper	Expenses - Various	£ 101.14
Linda Hooper	Expenses - Various	£ 47.98
Lewis Broyd	Weedkiller	£ 4.00
Julian (Grove Geeks)	Deposit	£ 55.00
Julian (Grove Geeks)	Deposit	£ 110.00
Julian (Grove Geeks)	Deposit	£ 75.00
Julian (Grove Geeks)	Deposit	£ 30.00
Julian (Grove Geeks)	Deposit	£ 30.00
Julia Evans (Julia Evans Photography)	Direct debit	£ 237.50
Julia Evans (Julia Evans Photography)	Deposit	£ 143.75
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 422.50
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 795.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 1,117.50
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 795.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 115.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 860.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 435.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 945.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 925.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 25.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 205.00
Jeremy Hanham (Jeremy Hanham)	Deposit	£ 368.00
Jeremy Hanham (Jeremy Hanham)	Grass Cutting	£ 770.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Ionos	Website	£ 18.00
Information Commissioners Office	Deposit	£ 35.00
Executive Retail Ltd	Expenses - S Parker	£ 24.99
Eleanore Greene (Do The Numbers Ltd)	Deposit	£ 400.00
East Challow PCC	Deposit	£ 250.00
East Challow PCC	Deposit	£ 250.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 65.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Village Hall Hire	£ 10.00
Denise Knight (East Challow Village Hall)	Annual Stipend	£ 2,000.00
Cooperative Bank	Deposit	£ 5.00
Castle Water	Deposit	£ 728.16
Castle Water	Deposit	£ 465.44
Calber Facilities Management Ltd	Front Door Boarding Up	£ 374.40
BuildBase Building & Timber Supplies	Expenses - V Bosley	£ 135.13
Bluestone Planning	Neighbourhood Plan - Planning	£ 2,387.10
Bluestone Planning	Neighbourhood Plan - Planning	£ 1,073.10
Bluestone Planning	Neighbourhood Plan - Planning	£ 262.80
Bluestone Planning	Neighbourhood Plan - Planning	£ 1,923.00
Bluestone Planning	Neighbourhood Plan - Planning	£ 219.00
Bluestone Planning	Neighbourhood Plan - Planning	£ 1,708.20
BHIB Councils Insurance	Deposit	£ 903.11
AutoPower	Expenses - S Terry	£ 47.64
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 400.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 1,920.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 885.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 1,080.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 1,000.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 420.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 1,230.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 2,645.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 300.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 1,500.00
Adam Wise (Wise Garden Maintenance)	Grounds Maintenance	£ 845.00
BOX 6:	Total Other Payments	38972.92
	(rounded) or	38973

East Challow Parish Council
Reserves Balance
2022 - 2023

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Football Pitch & Pavilion Repair	3,921.00				3,921.00
Allotment Maintenance	150.00		260.00	2,117.31	2,007.31
Allotment Grant	469.00		250.00	2,000.00	2,219.00
Recreation Improvements	1,009.00				1,009.00
IT Support	59.71	190.29	250.00		0.00
Cemetery improvements	2,676.06		100.00		2,576.06
Neighbourhood Plan	95.10	6,215.90	6,311.00		0.00
Election Costs	1,650.00				1,650.00
CIL Grant	7,748.29			24,292.00	32,040.29
Total Earmarked	17,778.16	6,406.19	7,171.00	28,409.31	45,422.66
TOTAL RESERVE	17,778.16	6,406.19	7,171.00	28,409.31	45,422.66
GENERAL FUND					32,040.19
TOTAL FUNDS					77,462.85

East Challow Parish Council

Summary of Receipts and Payments

10 June 2023 (2022 - 2023)

All Cost Centres and Codes

01 - Village Maintenance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Litter Picker				1,440.00	816.00	624.00	624.00 (43%)
11	Handyman Expenses				100.00		100.00	100.00 (100%)
12	Car Park							(N/A)
13	Football Pitch & Pavilion Repairs							(N/A)
14	Grounds Maintenance	1,161.00	1,161.53	0.53	19,000.00	8,463.00	10,537.00	10,537.53 (52%)
15	Defibrillator Maintenance							(N/A)
16	Pavilion Electricity	60.00	58.94	-1.06	200.00	435.03	-235.03	-236.09 (-90%)
SUB TOTAL		1,221.00	1,220.47	-0.53	20,740.00	9,714.03	11,025.97	11,025.44 (50%)

02 - Play Area

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Maintenance				525.00	192.51	332.49	332.49 (63%)
21	Inspection				160.00	133.00	27.00	27.00 (16%)
SUB TOTAL					685.00	325.51	359.49	359.49 (52%)

03 - General Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30	Salaries				5,300.00	4,968.88	331.12	331.12 (6%)
31	Administration		85.00	85.00	500.00	787.69	-287.69	-202.69 (-40%)
32	Website				160.00	180.00	-20.00	-20.00 (-12%)
33	Hall Hire				1,200.00	145.00	1,055.00	1,055.00 (87%)
34	Miscellaneous Receipts		64.90	64.90		555.55	-555.55	-490.65 (N/A)
35	VAT							(N/A)
SUB TOTAL			149.90	149.90	7,160.00	6,637.12	522.88	672.78 (9%)

04 - Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Subscriptions				400.00	704.87	-304.87	-304.87 (-76%)
41	Consultants				200.00	381.25	-181.25	-181.25 (-90%)
42	Audit				500.00	740.00	-240.00	-240.00 (-48%)
43	Training				200.00	230.00	-30.00	-30.00 (-15%)
44	Insurance				1,260.00	903.11	356.89	356.89 (28%)
45	Election Charges				400.00		400.00	400.00 (100%)
46	IT Support				200.00	250.00	-50.00	-50.00 (-25%)
101	Bank charges					5.00	-5.00	-5.00 (N/A)
SUB TOTAL					3,160.00	3,214.23	-54.23	-54.23 (-1%)

East Challow Parish Council

Summary of Receipts and Payments

10 June 2023 (2022 - 2023)

All Cost Centres and Codes

05 - Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
50	Grants (not S137)		2,000.00	2,000.00	1,000.00	250.00	750.00	2,750.00 (275%)
51	Village Hall				2,000.00	2,000.00		(0%)
52	S137 Grants				200.00		200.00	200.00 (100%)
53	Precept	35,895.00	35,895.00					(0%)
54	CIL	24,292.00	24,292.00					(0%)
SUB TOTAL		60,187.00	62,187.00	2,000.00	3,200.00	2,250.00	950.00	2,950.00 (4%)

06 - Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	Water				200.00	994.67	-794.67	-794.67 (-397%)
61	Maintenance		2,117.31	2,117.31	200.00	260.00	-60.00	2,057.31 (1028%)
62	Rents	170.00	220.00	50.00				50.00 (29%)
SUB TOTAL		170.00	2,337.31	2,167.31	400.00	1,254.67	-854.67	1,312.64 (230%)

07 - Recreation & Cemetery

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Recreation Maintenance				250.00	5,427.00	-5,177.00	-5,177.00 (-2070%)
71	Recreation Improvements							(N/A)
72	Cemetery Maintenance				250.00	6,890.00	-6,640.00	-6,640.00 (-2656%)
73	Cemetery Improvements					100.00	-100.00	-100.00 (N/A)
74	Burial/Memorial Fees	400.00	570.00	170.00				170.00 (42%)
SUB TOTAL		400.00	570.00	170.00	500.00	12,417.00	-11,917.00	-11,747.00 (-1305%)

08 - Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
80	Vanessa ?					112.61	-112.61	-112.61 (N/A)
81	Queen's Platinum Jubilee Celebr		86.81	86.81	1,000.00	86.94	913.06	999.87 (99%)
SUB TOTAL			86.81	86.81	1,000.00	199.55	800.45	887.26 (88%)

09 - Chairman's Allowance

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90	Chairman's Allowance				350.00	350.00		(0%)
SUB TOTAL					350.00	350.00		(0%)

East Challow Parish Council
Summary of Receipts and Payments

10 June 2023 (2022 - 2023)

All Cost Centres and Codes

10 - Neighbourhood Plan

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Neighbourhood Plan				4,000.00	6,311.00	-2,311.00	-2,311.00 (-57%)
	SUB TOTAL				4,000.00	6,311.00	-2,311.00	-2,311.00 (-57%)

Summary

NET TOTAL	61,978.00	66,551.49	4,573.49	41,195.00	42,673.11	-1,478.11	3,095.38 (3%)
V.A.T.		2,191.77			2,084.69		
GROSS TOTAL		68,743.26			44,757.80		

East Challow Parish Council
BANK ACCOUNTS

Barclays	£25,765.77
Cooperative	£51,697.08
Total in Banks	77,462.85
<hr/>	
Cash	
<hr/>	
GRAND TOTAL (Banks and Cash)	£77,462.85

- 8.6. To receive the Internal Audit report, consider recommendations and agree actions.
- 8.7. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 “Annual Governance Statement” 2022/2023
- 8.8. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2022/2023
- 8.9. To approve the dates for the public rights of inspection: 23rd June – 03rd August 2023, being 30 working days including the first 10 working days of July.

Do the Numbers Limited

13th June 2023

Laura White, Locum Clerk
East Challow Parish Council

Dear Laura,

Subject: Review of matters arising from Internal Audit for 31 March 2023

Following my visit today, please find below the list of matters arising. This report includes those matters not yet resolved from last year.

The report should be reviewed at every meeting until the list is cleared.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2023](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Invoice and correspondence addressing	During the year, on several occasions, members have made purchases or incurred expenses that were addressed to them personally and then expected reimbursement from the council. This is not permitted.	All purchases should be arranged by and addressed to the proper officer. Expense incurred can only be reimbursed if it is for a valid council expense that has been minuted in advance. Grants can never be retrospective.
Payment approval	The council is still using cheques to pay bills and bank statements are addressed to the home of the Chair.	Once a new clerk is in post, a proper address for the council should be agreed.
Grant Applications	The council has again made 'donations' to a narrow group of bodies, rather than operating a transparent and fair grant making process. <i>(also raised last year)</i>	All grants (donations) to external bodies should be based upon a proper grant application form (example here) and a transparent policy published on the website
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute amendments	On several occasions, manual adjustments to were made to the signed minutes. It is unclear why these adjustments were not notified before the meeting and the Web minute set not corrected to match what was signed.	Minutes are a legal document that forms the permanent record of the council. They should be properly formatted and filed.
Non council business	The minutes have included updates regarding non council bodies and organisations on which no decision could be made.	Parish Council minutes should record the decisions of the council, not general community news.
Standard	The Financial Regulations and	This should be done in advance of

eleanorgreene@thedunnefamily.co.uk

Registered in England No. 7871759

Director: Eleanor S Greene

Documents	Standing Orders were not reviewed during the year.	approval of the AGAR and repeated each year.
Meeting attendance	The clerk was not named in the minutes as present.	All officers and members should be clearly minuted as present.
Audit report	The 2022 Internal Audit report was not addressed by the council until after the completion of the External Audit.	All audit reports should be addressed and actioned in a timely manner.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Risk assessment	The council deferred approval of the Risk assessment for many months leaving it potentially exposed in an adverse event had occurred.	Documents should be approved promptly and then reviewed and revised if required. All documents should be based on best practice templates.
Burial Ground	It is unclear whether the prior expenditure on this project has progressed.	The incoming clerk will be able to review the cost effectiveness of the project.
Policy reviews	The council does not appear to have updated and approved its Data and HR policies in the year.	These should be brought to each meeting until all are up to date and correct.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget approval	The budget was not produced using Scribe and did not appear to have a proper basis.	Please ensure that the budget setting starts in October and is completed in a proper and timely manner.
Budget monitoring	The council does not appear to have reviewed its budgeted figures against what was actually spent in the year. With Scribe in place this is a simple process.	Regular monitoring and review of expenditure to ensure it is approved in advance should be carried out.
Reserves	The reserves of the council are higher than best practice and EMRs do not meet the requirements of PG 2023	In advance of budget setting, all reserve levels and earmarks should be critically assessed.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council now	Comply with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
	Not applicable to this council	
G	<i>Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Staff changes	The council does not appear to have reviewed pay rates and hours in the year.	Professional advice should be sought on benchmarking the new clerk pay and terms.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
Purchase authorisation	Councillors do not have the individual power to commit the council to expenditure.	Only spending agreed at a meeting and billed to the Parish council should be paid by the council.
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank	It is good practice to minute the	The minute template should be

Reconciliation	reconciled bank balance on both accounts at each meeting. <i>(also raised last year)</i>	updated accordingly.
Bank statements	It is good practice for the members of the council., in rotation, to initial that they have seen the original bank statement that supports the reconciliation. <i>(also raised last year)</i>	When all statements are being received by the council in a timely manner this can be achieved.
Payment listing	The council approves payments, but there is no evidence of what has been paid to whom or that members have seen the list.	The list of paymentss must be included in the minute file as part of the permanent record.
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council now	Comply with this test
K	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
L	<i>Transparency Code</i>	
Website publication	The locum RFO has brought much of the FOIA publication list up to date.	Over the coming months, officer time should be made available to ensure that the website contains all required information.
M	<i>Public Rights</i>	
	The records of the council comply	with this test
N	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
O	<i>Trust funds</i>	
	Not applicable to this council	
P	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
 - **Sections 1 and 2 must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

East Challow Parish Council

www.eastchallowpc.co.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY

13/06/2023

DD/MM/YYYY

ELEANOR S GREENE ICPA AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

13/06/2023

***If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).**

****Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).**

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

East Challow Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

20/06/2023

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

www.eastchallowpc.co.uk

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

East Challow Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	39,959	53,477	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	32,119	35,895	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	18,216	32,848	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	4,231	5,785	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	32,586	38,973	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	53,477	77,463	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	53,477	77,463	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	114,333	114,571	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

07/06/2023

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2023

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of

East Challow Parish Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

East Challow Parish Council

NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2023

Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)

NOTICE

1. Date of announcement **Thursday 22nd June 2023**

2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.

Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:

The Clerk to the Council
East Challow Parish Council
Village Hall
Main Street
East Challow, OX12 9SR

Direct: 07774 405 472

e-mail: EastChallowClerk@Gmail.com

commencing on **Friday 23rd June 2023**
and ending on **Thursday 03rd August 2023** [the 30th working day after commencement date above]

3. Local government electors and their representatives also have:

- The opportunity to question the appointed auditor about the accounting records; and
- The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:

Moore (Ref RD/hd)
Rutland House,
Minerva Business Park,
Lynch Wood,
Peterborough
PE2 6PZ



5. This announcement is made by **Mrs L White**
Locum Clerk to the Council &
Responsible Financial Officer for the purposes of Audit 2022/23 only.

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

By law, any interested person has the right to inspect the accounting records of smaller authorities. If you are a local government elector or registered to vote in the local councils' elections, then you are able to ask questions about the accounts and object to them.

The right to inspect the accounting records

When your council has finalised its accounts for the previous financial year, they must advertise that they are available for people to inspect. You must then provide the council with reasonable notice of your intentions. Following this, by arrangement you will then have 30 working days to inspect and make copies of the accounting records and supporting documents. You may be required to pay a copying charge.

The right to ask the auditor questions about the accounting records

If you have any questions regarding the accounting records, you should first ask your smaller authority. This must be done during the 30-day period for the exercise of public rights. You may also ask the appointed auditor questions about an item in the accounting records. However, the auditor can only answer 'what' questions, not 'why' questions so is limited with their response. To avoid any confusion, it is advised that you put your questions in writing.

The right to make objections

Should you view something as unlawful or believe there are matters of wider concern in the accounts, you may wish to object. If you are a local government elector, you have the right to ask the external auditor to apply to the courts for a declaration that an item is contrary to the law and should be reported as a matter of public interest. This must be done by telling the appointed auditor which specific item in the accounts you object to and why you believe it to be unlawful or think a public interest report should be made about it. You must provide clear evidence to support your objection, and this should be done in writing and the copied to the council.

You should not use the 'right to object' to make a personal complaint or claim against your smaller authority. Complaints of this nature should be taken to your local Citizens' Advice Bureau, local Law Centre or to your solicitor.

A final word

Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, the auditor must consider the cost that will be involved. They will only continue with the objection if it is in the public interest to do so. If you appeal to the courts against an auditor's decision, you may have to pay for the action yourself.

8.10. To approve the CIL Report

East Challow Parish Council
 Vilalge Hall, Main Street, East Challow, Wantage, OX12 9SR
 EastChallowClerk@gmail.com

Regulation 62A Monitoring Report for Parish and Town Councils

The Community Infrastructure Levy (CIL) imposes a charge on certain new developments, based on the size of the properties being built. This is designated to underwrite the cost of improving the infrastructure within the District. East Challow Parish Council received 15% of this Levy for developments carried out within its own Parish, as there was no Neighbourhood Plan in effect during FY 2022/2023. This report is required by Regulation 62A of the CIL Regulations 2010 (as amended). It must be published by 31 December each year and made available on the Parish Council website and forwarded to Vale of White Horse District Council (VoWHDC).

CIL Declaration Report for Financial Year 2022/2023 Ended 31st March 2023

Regulation 62A Reference	Description	Response (amount)
2 (a)	CIL Receipts – Total amount received in financial year 2022/2023	£ 24,292.00
2 (b)	CIL Expenditure – Total amount spent in financial year 2022/2023	£ 0.00
2 (c)	Summary of CIL expenditure during the reported year including: i) The items to which CIL has been applied ii) The amount of CIL expenditure on each item	
		NIL
2 (d) (i)	the total value of CIL receipts subject to notices served in accordance with regulation 59E during the reported year	NIL
2 (d) (ii)	the total value of CIL receipts subject to a notice served in accordance with regulation 59E in any year that has not been paid to the relevant charging authority by the end of the reported year.	NIL
2 (e) (i)	CIL receipts for the reported year retained at the end of the reported year	£ 7,748.29
2 (e) (ii)	CIL receipts from previous years retained at the end of the reported year	£ 32,040.29

Title	Finance 2023-2024
Authors	Locum Clerk & RFO
Meeting	East Challow Parish Council Meeting – 21 st June 2023

9.1. To approve the payments lists for April, May & June 2023

In addition to the payments list on the following page, staff costs were also incurred

April Total: £321.17

May Total: £70.00

June Total: £931.84

East Challow Parish Council
PAYMENTS LIST

April & May 2023 (Less Staff Costs)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Hall Hire	01/04/2023	April Meeting	Cooperative	403022	Village Hall Hire	East Challow Village Hall	X	10.00		10.00
2 Hall Hire	17/05/2023	April Meeting	Cooperative	403022	Village Hall Hire	East Challow Village Hall	X	20.00		20.00
6 Website	21/04/2023		Cooperative		Website	Ionos	S	15.00	3.00	18.00
7 Website	21/05/2023		Cooperative		Website	Ionos	S	15.00	3.00	18.00
9 Water	16/05/2023	May Meeting	Cooperative		Water - Allotments	Castle Water	S	115.90	23.18	139.08
10 Projects	17/05/2023	May Meeting	Cooperative	403024	Expenses - Nigel Langford	VistaPrint	S	28.78	5.76	34.54
11 Election Charges	17/05/2023	May Meeting	Cooperative	403026	Election Expenses	Vale Of White Horse District	X	200.00		200.00
12 Recreation Maintenance	17/05/2023	May Meeting	Cooperative	403027	Grounds Maintenance	Jeremy Hanham	X	390.00		390.00
12 Cemetery Maintenance	17/05/2023	May Meeting	Cooperative	403027	Grounds Maintenance	Jeremy Hanham	X	490.00		490.00
13 Grounds Maintenance	17/05/2023	May Meeting	Cooperative	403028	Grounds Maintenance	Wise Garden Maintenance	X	1,020.00		1,020.00
14 Recreation Maintenance	17/05/2023	May Meeting	Cooperative	403029	Hedge Trimming	Westwood Trees	X	280.00		280.00
15 Maintenance	17/05/2023	May Meeting	Cooperative	403030	Allotment Fencing	Pepler Fencing	S	5,500.00	1,100.00	6,600.00
16 Pavilion Electricity	17/05/2023	May Meeting	Cooperative	403031	Electricity - Pavilion	SSE Southern electric	L	281.94	14.10	296.04
17 Insurance	17/05/2023	May Meeting	Cooperative	403032	Insurance	BHIB Councils Insurance	X	914.63		914.63
Total								9,281.25	1,149.04	10,430.29

East Challow Parish Council
June PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
3 Hall Hire	21/06/2023	April Meeting	Cooperative	403034	Village Hall Hire	East Challow Village Hall	X	20.00		20.00
8 Website	21/06/2023	June Meeting	Cooperative	Direct Debit	Website	Ionos	S	15.00	3.00	18.00
22 Administration	21/06/2023	June Meeting	Cooperative	403038	Expenses - Various	Laura White	X	40.03		40.03
23 Administration	21/06/2023	June Meeting	Cooperative	403039	Expenses - Various	Vanessa Bosley	X	17.55		17.55
24 Administration	21/06/2023	June Meeting	Cooperative	403040	Expenses - Various	Frances Webb	X	36.73		36.73
25 S137 Grants	21/06/2023	June Meeting	Cooperative	403041	Annual Stipend	East Challow Village Hall	X	1,000.00		1,000.00
26 Audit	21/06/2023	June Meeting	Cooperative	403042	Audit Fees	Do The Numbers Ltd	X	400.00		400.00
27 Recreation Maintenance	21/06/2023	June Meeting	Cooperative	403043	Grass Cutting	Jeremy Hanham	X	413.00		413.00
27 Cemetery Maintenance	21/06/2023	June Meeting	Cooperative	403043	Grass Cutting	Jeremy Hanham	X	540.00		540.00
28 Recreation Maintenance	21/06/2023	June Meeting	Cooperative	403044	Grounds Maintenance	Wise Garden Maintenance	X	1,560.00		1,560.00
Total								4,042.31	3.00	4,045.31

9.2. To note the receipts for 1st April – 23rd May 2023.

05/04/2023	Precept	Vale of White Horse	£20,000.00
13/04/2023	Grass Gutting	Oxfordshire County Council	£1,161.53

END

9.3. To note the reconciled bank accounts for 30th April and 23rd May 2023 (latest bank statement)

30th April 2023

	Bank Reconciliation at 30/04/2023			
	Cash in Hand 01/04/2023			77,462.85
	ADD Receipts 01/04/2023 - 30/04/2023			21,161.53
				98,624.38
	SUBTRACT Payments 01/04/2023 - 30/04/2023			349.17
A	Cash in Hand 30/04/2023 (per Cash Book)			98,275.21
	Cash in hand per Bank Statements			
	Petty Cash	30/04/2023	0.00	
	Cooperative	30/04/2023	75,478.44	
	Barclays	30/04/2023	25,765.77	
				101,244.21
	Less unrepresented payments			2,969.00
				98,275.21
	Plus unrepresented receipts			
B	Adjusted Bank Balance			98,275.21
	A = B Checks out OK			

23rd May 2023

	Bank Reconciliation at 23/05/2023		
	Cash in Hand 01/04/2023		77,462.85
	ADD		
	Receipts 01/04/2023 - 23/05/2023		21,161.53
			98,624.38
	SUBTRACT		
	Payments 01/04/2023 - 23/05/2023		10,821.46
A	Cash in Hand 23/05/2023 (per Cash Book)		87,802.92
	Cash in hand per Bank Statements		
	Petty Cash 30/04/2023	0.00	
	Cooperative 23/05/2023	72,152.36	
	Barclays 23/05/2023	25,765.77	
			97,918.13
	Less unrepresented payments		10,115.21
			87,802.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		87,802.92
	A = B Checks out OK		

9.4. To consider spend to date, and if thought fit approve the fully updated Budget for FY 2023/2024, including lines for income and updated cost codes.

Code	Title	FY 2022-2023					CURRENT FY 2023-2024					PROPOSED FY 2023-2024				
		Receipts		Payments		Current Balance	Receipts		Payments		Current Balance	Receipts		Payments		Current Balance
		Budget	Actual	Budget	Actual	Budget	Budget	Actual	Budget	Actual	Budget	Budget	Actual	Budget	Actual	Budget
	01 - Village Maintenance															
10	Litter Picker	0.00	0.00	1,440.00	816.00	624.00	0.00	0.00	1,000.00	212.30	787.70					
11	Handyman Expenses	0.00	0.00	100.00	0.00	100.00	0.00	0.00	100.00	0.00	100.00					
12	Car Park	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
13	Football Pitch & Pavilion Repairs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
14	Grounds Maintenance	1,161.00	1,161.53	19,000.00	8,463.00	10,537.53	0.00	1,161.53	20,900.00	1,020.00	21,041.53					
15	Defibrillator Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
16	Pavilion Electricity	60.00	58.94	200.00	435.03	-236.09	0.00	0.00	50.00	281.94	-231.94					
103	Green Oak Posts						0.00	0.00	750.00	0.00	750.00					
		£ 1,221.00	£ 1,220.47	£ 20,740.00	£ 9,714.03	£ 11,025.44	£ -	£ 1,161.53	£ 22,800.00	£ 1,514.24	£ 22,447.29					
	02 - Play Area															
20	Maintenance	0.00	0.00	525.00	192.51	332.49	0.00	0.00	525.00	0.00	525.00					
21	Inspection	0.00	0.00	160.00	133.00	27.00	0.00	0.00	150.00	0.00	150.00					
		£ -	£ -	£ 685.00	£ 325.51	£ 359.49	£ -	£ -	£ 675.00	£ -	£ 675.00					
	03 - General Administration															
30	Salaries	0.00	0.00	5,300.00	4,968.88	331.12	0.00	0.00	5,830.00	1,110.71	4,719.29					
31	Administration	0.00	85.00	500.00	787.69	-202.69	0.00	0.00	550.00	94.31	455.69					
32	Website	0.00	0.00	160.00	180.00	-20.00	0.00	0.00	250.00	45.00	205.00					
33	Hall Hire	0.00	0.00	1,200.00	145.00	1,055.00	0.00	0.00	200.00	50.00	150.00					
34	Miscellaneous Receipts	0.00	64.90	0.00	555.55	-490.65	0.00	0.00	0.00	0.00	0.00					
35	VAT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
		£ -	£ 149.90	£ 7,160.00	£ 6,637.12	£ 672.78	£ -	£ -	£ 6,830.00	£ 1,300.02	£ 5,529.98					
	04 - Fees															
40	Subscriptions	0.00	0.00	400.00	704.87	-304.87	0.00	0.00	480.00	0.00	480.00					
41	Consultants	0.00	0.00	200.00	381.25	-181.25	0.00	0.00	220.00	0.00	220.00					
42	Audit	0.00	0.00	500.00	740.00	-240.00	0.00	0.00	814.00	400.00	414.00					
43	Training	0.00	0.00	200.00	230.00	-30.00	0.00	0.00	200.00	0.00	200.00					
44	Insurance	0.00	0.00	1,260.00	903.11	356.89	0.00	0.00	1,260.00	914.63	345.37					
45	Election Charges	0.00	0.00	400.00	0.00	400.00	0.00	0.00	500.00	200.00	300.00					
46	IT Support	0.00	0.00	200.00	250.00	-50.00	0.00	0.00	220.00	0.00	220.00					
101	Bank charges	0.00	0.00	0.00	5.00	-5.00	0.00	0.00	0.00	0.00	0.00					
		£ -	£ -	£ 3,160.00	£ 3,214.23	£ -54.23	£ -	£ -	£ 3,694.00	£ 1,514.63	£ 2,179.37					
	05 - Grants															
50	Grants (not S137)	0.00	2,000.00	1,000.00	250.00	2,750.00	0.00	0.00	500.00	0.00	500.00					
51	Village Hall	0.00	0.00	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	1,000.00	1,000.00					
52	S137 Grants	0.00	0.00	200.00	0.00	200.00	0.00	0.00	200.00	0.00	200.00					
53	Precept	35,895.00	35,895.00	0.00	0.00	0.00	40,000.00	20,000.00	0.00	0.00	-20,000.00					
54	CIL	24,292.00	24,292.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
		£ 60,187.00	£ 62,187.00	£ 3,200.00	£ 2,250.00	£ 2,950.00	£ 40,000.00	£ 20,000.00	£ 2,700.00	£ 1,000.00	£ -18,300.00					
	06 - Allotments															
61	Maintenance	0.00	2,117.31	200.00	260.00	2,057.31	0.00	0.00	200.00	5,500.00	-5,300.00					
62	Rents	170.00	220.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00					
		£ 170.00	£ 2,337.31	£ 200.00	£ 260.00	£ 2,107.31	£ -	£ -	£ 200.00	£ 5,500.00	£ -5,300.00					
	07 - Recreation & Cemetery															
70	Recreation Maintenance	0.00	0.00	250.00	5,427.00	-5,177.00	0.00	0.00	200.00	2,643.00	-2,443.00					
71	Recreation Improvements	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00					
72	Cemetery Maintenance	0.00	0.00	250.00	6,890.00	-6,640.00	0.00	0.00	200.00	1,030.00	-830.00					
73	Cemetery Improvements	0.00	0.00	0.00	100.00	-100.00	0.00	0.00	0.00	0.00	0.00					
74	Burial/Memorial Fees	400.00	570.00	0.00	0.00	170.00	0.00	0.00	0.00	0.00	0.00					
		£ 400.00	£ 570.00	£ 500.00	£ 12,417.00	£ -11,747.00	£ -	£ -	£ 400.00	£ 3,673.00	£ -3,273.00					
	08 - Projects															
80	Vanessa?	0	0	0	112.61	-112.61										
81	Queens Platinum Jubilee Celebration	0	86.81	1000	86.94	999.87										
102	Projects						0.00	0.00	800.00	28.78	771.22					
		£ -	£ 86.81	£ 1,000.00	£ 199.55	£ 887.26	£ -	£ -	£ 800.00	£ 28.78	£ 771.22					
	09 - Chairman's Allowance															
90	Chairman's Allowance	0.00	0.00	350.00	350.00	0.00	0.00	0.00	350.00	0.00	350.00					
		£ -	£ -	£ 350.00	£ 350.00	£ -	£ -	£ -	£ 350.00	£ -	£ 350.00					
	10 - Neighbourhood Plan															
100	Neighbourhood Plan	0.00	0.00	4,000.00	6,311.00	-2,311.00	0.00	0.00	1,000.00	0.00	1,000.00					
		£ -	£ -	£ 4,000.00	£ 6,311.00	£ -2,311.00	£ -	£ -	£ 1,000.00	£ -	£ 1,000.00					
	NET TOTAL	£ 61,978.00	£ 66,551.49	£ 40,995.00	£ 41,678.44	£ 3,890.05	£ 40,000.00	£ 21,161.53	£ 39,449.00	£ 14,530.67	£ 6,079.86					
	Total Bank Balance End of 2022-2023	83627.15														
	Total Allocated Spend (uncashed Cheques)	6164.3														
	Total VAT Owed	2084.69														
	Monies to allocate	79547.54														
	LESS CIL RESERVE	£ 45,422.66														
	--> EMRS	£34,124.88														
	Reserves	Start of Year	Transfer	Spend	Receipts	End of Year	Start of Year	Transfer	Spend	Receipts	End of Q1	Start of Year	Transfer	Planned Spend	Receipts	End of Year
											£ -	£ -	£ 15,000.00			£ 15,000.00
											£ -	£ -	£ 2,500.00			£ 2,500.00
											£ -	£ -	£ 3,500.00	£ 2,508.47		£ 991.53
												£ -	£ 3,077.25			£ 3,077.25
												£ -	£ 5,000.00	£ 2,000.00		£ 3,000.00
	Football Pitch and Pavilion Repair	£ 3,921.00				£ 3,921.00	£ 3,921.00				£ 3,921.00					£ -
	Allotment Maintenance	£ 150.00		£ 260.00	£ 2,117.31	£ 2,007.31	£ 2,007.31		£ 2,007.31		£ -		£ 2,007.31	£ 1,273.69		£ 3,281.00
	Allotment Grant	£ 469.00		£ 250.00	£ 2,000.00	£ 2,219.00	£ 2,219.00		£ 2,219.00		£ -		£ 2,219.00			£ 2,219.00
	Recreation Improvements	£ 1,009.00			£ 1,009.00	£ 1,009.00	£ 1,009.00				£ 1,009.00					£ 1,009.00
	IT Support	£ 59.71	£ 190.29	£ 250.00	£ -	£ -	£ -				£ -					£ -
	Cemetery Improvements	£ 2,676.06		£ 100.00	£ 2,576.06	£ 2,576.06	£ 2,576.06				£ 2,576.06		£ 2,423.94			£ 5,000.00
	Neighbourhood Plan	£ 95.10	£ 6,215.90	£ 6,311.00	£ -	£ -	£ -				£ -		£ 1,000.00			£ 1,000.00
	Election Costs	£ 1,650.00			£ 1,650.00	£ 1,650.00	£ 1,650.00				£ 1,650.00		£ 350.00			£ 2,000.00
	CIL	£ 7,748.29			£ 24,292.00	£ 32,040.29	£ 32,040.29				£ 32,040.29					£ 33,499.33
	TOTAL	£ 17,778.16	£ 6,406.19	£ 7,171.00	£ 28,409.31	£ 45,422.66	£ 45,422.66	£								

9.5. To approve updates to the bank mandate, and consider approving to use online banking for transactions, with two Councillor authentication.

Proposal

Subject to the splitting of the Clerk and RFO Roles earlier in the meeting, to add both Clerk (when appointed) and RFO (Either L White or other person when appointed) to the bank mandate and approve online banking access for both bank accounts.

To approve updating the address on both bank accounts to the home of the RFO if they wish, or a Councillor who is happy to use their own address.

To approve the Clerk (when appointed) may be a signature on the accounts, only for the purpose of emergency payments (Clerk + 1 councillor)

To approve online bank payments (rather than cheque) can be activated, subject to activation of 2 councillor approval, cheques shall continue to be used until this is set-up

To approve appointing at least 3 councillors to be signatories on the bank and approve online access for the purpose of approving payments only.

REPORT TO PARISH COUNCILS JUNE 2023

FROM CLLR **Yvonne Constance**

GENERAL OCC REPORT

COUNCILLOR FELIX BLOOMFIELD BECOMES NEW CHAIR OF OCC

Cllr Felix Bloomfield (Conservative) who represents the Benson and Cholsey division at OCC has been elected as the new Chair of OCC. As the ceremonial head of the council, the chair must be a serving county councillor but must remain politically impartial. A new chair is elected each May at the annual general meeting of the county council. Born in Oxford, and educated locally before attending university in London, Cllr Bloomfield has lived and worked in Oxfordshire most of his life. He was an SODC councillor for 20 years. He was also a professional photojournalist for many years, specialising in motorsport and the music industry.

NEW CABINET MEMBER

Councillor Liz Leffman, Leader of OCC has appointed philosophy student Michael O'Connor as the new Cabinet Member for Public Health and Equalities. His details can be found here: <https://mycouncil.oxfordshire.gov.uk/mgUserInfo.aspx?UID=12002>

RATIONALISATION OF PROPERTY PORTFOLIO

There is a surfeit of council-owned properties across the county, with some buildings moth-balled and others having very low occupancy rates since 'Working From Home' became widespread. OCC set up a cross-party advisory group recognising that cross-party consensus is required on this matter which could take several terms of office to resolve. The first (provisional) recommendation is that the council moves its Oxford headquarters from County Hall to a reimagined Speedwell House campus in two to three years' time. It is envisaged that the Speedwell Street offices would be an exemplar for carbon-neutral green offices. The sale or lease of New County Hall would potentially generate significant income, some of which would be invested in the refurbishment of Speedwell House, which is already owned by OCC. Regrettably, South Oxfordshire District Council is not following this lead and plans to spend £25million on a brand-new council HQ.

OCC CELEBRATES BECOMING A CARBON LITERATE ORGANISATION

OCC has received a bronze Carbon Literacy Organisation Award. I am advised a Carbon Literate organisation is an organisation that has been accredited by The Carbon Literacy Project as being 'culturally Carbon Literate'; maintaining a substantial proportion of its workforce as Carbon Literate and demonstrating its Carbon Literacy through its organisational behaviour. Councillor Liz Leffman, Leader of OCC, said: *"We are proud to receive this award, which highlights the importance we place on climate action."*

OXFORD LTNS AND POLLUTION: 'SUFFERING' RESIDENTS FEEL 'TRAPPED'

According to a recent Oxford Mail report, householders living near Low Traffic Neighbourhoods (LTNs) fear for their health as they bemoan "suffering" from breathing problems from idling cars. Householders have told the paper the traffic reduction measures have contributed towards "breaking the communal spirit", as "some are suffering from increased pollution whilst others are not". Oxford City Councillor Linda Smith (Labour) is quoted as saying householders' concerns about traffic being funnelled down a few roads due to the LTNs "comes as no surprise", as she previously warned OCC about her constituents "tasting fumes".