

## Appendix B

<b>Title</b>	Other Councillor Responsibilities
<b>Authors</b>	Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

<b>Other responsibilities</b>	<b>Currently:</b>	
Finance	BU	
MIGGS Liaison	LR	
Police Liaison	JW	
Transport Issues	JW	
White Hill Burial Ground	JE	
TSB Bank Signatories (Recommend 5)	BU; LR; JE; SL  Plus Internet Banking Access for Clerk & Assistant Clerk	

<b>Title</b>	Clerk's Report
<b>Authors</b>	Clerk to the Council
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

**War Memorial**

Having reviewed a number of the historical volumes of minutes, it has been found that the War Memorial in the Church Graveyard belongs to and is the responsibility of the Parish Council. Approximately 11 years ago, remedial work was completed, and recommendation made to review and take further action in 10 years, approximately last year.

One quote for deep clean has been sought so far in excess of £1000.

Should the Council deem this to be a piece of work which needs to be completed, recommend approving further quotes for consideration.

<b>Title</b>	Facilities Report
<b>Authors</b>	Compiled by the Clerk, including report by Cllr Emerson
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

**10.1. To approve modification to the pedestrian access route, Whitehills Green to Sheepcot Recreation Ground to better support those with mobility issues.**

A number of complaints have been received about the offset gates and tree roots impeding access to the Sheepcot Recreation Ground from Whitehills Green.

Proposal to add paving slabs to make a smooth surface and remove offset fencing, budget not more than £400.

**10.2. To approve asking the Football Clubs to Commission a professional Health and Safety Sign to display during any works or spraying (COSHH) on the football pitches.**

Some concerns have been raised about when fertiliser is being put on the new pitches, how long it “lingers” and the high number of dogwalkers and children using the site. To approve requesting the Football clubs commission professional signs and a way of displaying letting users know, what is being sprayed, times and when it will be “safe” to walk on again.

**10.3. To receive a report on the hanging basket brackets on lamppost on the bridge, agree actions and budget.**

- To approve budget of £2,000 for professional advice from structural engineer.

Emergency structural advice has been received on the brackets at a cost of £300, to be retrospectively approved by the Council.

7-off pairs of brackets were commissioned by the Council with Purdy Gates, an image (provided by Bloom) was sent, along with request to ensure the brackets would support heavy 14” baskets and dimension to ensure they hung freely.

On installation the brackets where shown to bow, particularly when fully watered.

Approximately 2 weeks ago 1 bracket from one pair failed. Remedial works have been completed to additionally tie the brackets from the ladders as a temporary failsafe measure, using heavy duty cable ties and 2mm galvanised wire.

Professional opinion is that the ties are sufficient to take the load of the baskets should another fail, but the current brackets are not suitable for use.

Professional opinion continues to be that the ladders on the lamps are not suitable for hanging baskets, in part because they do not have a twist/curl on the end therefore there is no secondary method to prevent the basket falling off the end. In part also, because they are not designed for this purpose, as confirmed by a Cllr enquiry to a manufacturer of a similar lamp.

£2000 budget is sought to get further professional advice and commission replacement, appropriate brackets to be installed for the summer 2023 season.

**10.4. To receive a report on Himalayan Balsam at the Ferry Lane Space, and approve taking remedial action**

*Budget and quotes to be reviewed in a closed session at the end of this meeting.*

It has been reported, and professional confirmed there is a large growth of Himalayan Balsam at the Ferry Lane Space. Himalayan Balsam is an invasive, non-native species, it was added to Schedule 9 of the Wildlife and Countryside Act 1981 in April 2009 in Wales and England, and needs to be prevented from spreading further, it is not a notifiable species anymore.

All residents should be aware that Himalayan Balsam must not be removed from the sites it is grown in without the appropriate waste licences. Also, it must not be composted.

Professional advice includes: a 4 year strimming / cutting remediation programme for Himalayan Balsam with the option for additional paid visits at the end of the 4 year period. The use of strimming or cutting will help reduce the overall bio diversity loss instead of using professional grade, contact weed killers which may have a larger area of effect.

Taken from the Government website in regard to the restrictions on invasive alien plants

You must not do any of the following with them:

- import
- keep
- breed
- transport
- sell
- grow, cultivate or permit to reproduce

The Assistant Clerk contacted a number of insured companies who deal with HB and have received some valuable advice and met with a contractor last week on site to assess the scale of the growth and discuss a potential management plan. I have received a complete report from this company which is contained below.

Due to the HB being on the waterway the source of this growth could be coming both up and down stream of the area, due to the 7m seed spread from the parent plant, also transportation from the river itself.

The Assistant Clerk has contacted a number of companies who are licenced to deal with the removal of HB, whilst they have received one fully comprehensive plan and break down of costs, they have been able to also obtain one estimated quote. Most companies wish to have a paid for site visit to provide a report and survey the area, these are approx. £300 per survey.

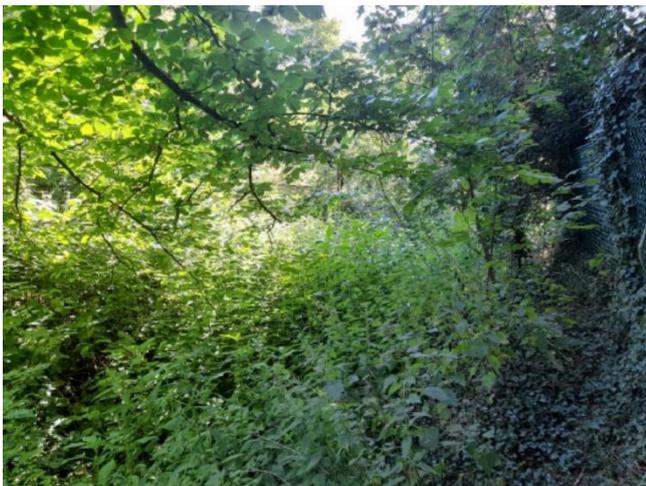
Invasive weed Management has also offered, if awarded the contract, to Parish Cllrs, clerks and volunteers if a free CPD style presentation where they can run through a list of invasive plants and how to identify them. This would be done in person and all attendees can ask myself any questions. All attendees will be welcome to Invasive weed Management's contact details where in future they would be able to WhatsApp or email photos of any plants which are a concern, which can be identified for free.

A more competitive rate is also offered for other areas from the treatment of HB, as we would already have teams working in the area on Ferry Lane.

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GiB was also asked to quote for the work, as advised by one company as hand pulling is an effective management plan. They have subsequently responded and said this is not within their remit and they would not want to undertake any removal.

This is a time sensitive matter as if the Cllrs wish to have this HB removed, work will need to start before the plants set to seed. The indication is that in order to get everything in place we would need to instruct a contractor by the end of the month.



**Recommendation** to take URGENT action, prior to flowering of the current crop, to review quotes as detailed in the confidential papers.

- 10.5. To receive a report on the future office for the Council, its staff, records, and other storage items, including consideration of the request from the Medical Practice to purchase wholly the site from the Council. [Cllr JE]

## Size Requirements

In October 2021 the Goring-on-Thames Parish Council (GPC) office at the Old Jubilee Fire Station was abandoned because the building was letting in water, and as a temporary measure the office was relocated to the Gardiner Pavilion. A permanent place for the office needs to be identified. Suggested requirements for the office are based on the information below and input from the current and 2 former Parish Clerks

### Physical space requirements

- **Office:** (with entrance lobby via counter?), 2 desks with shelving either side, 2 filing cupboards (LTF5D in Fig 1), photocopier/printer, access to kitchen space for small fridge/sink etc similar to photo (no door as in Figure. Was 20.6 m<sup>2</sup> (4.8mx4.3m) in Old Jubilee Fire Station (OJFS) <sup>1</sup>
- **Store room:** for two 1.9m long racks for keeping records, files, safe (0.7mx0.7m) etc etc. Was 9.9 m<sup>2</sup> (4.5mx2.2m) in OJFS
- **(access to) Toilet** suitable for disabled use 3.3 m<sup>2</sup> (2.2mx1.5m) see [www.moreability.co.uk/help-advice/2018/08/disabled-toilet-size](http://www.moreability.co.uk/help-advice/2018/08/disabled-toilet-size)

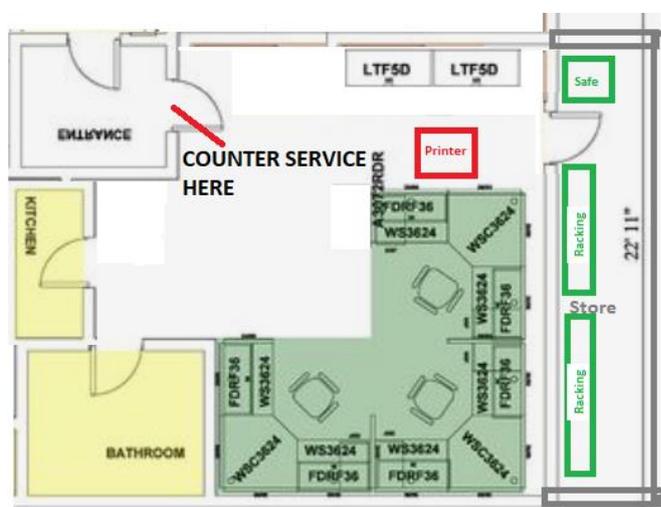


Figure 1 Possible layout -needs update- (door not needed to kitchen if as in Fig 1)

Notes: The internal area shown is 65 sq m but with standard size toilet and 2 desks reduces to 45 sq m.

<sup>1</sup> Gardiner Pavilion temporary Office is smaller 15.2m<sup>2</sup> (4.0mx3.8m),

- **Meeting room:** to fit the big pair of meeting desks (2.46mx2.01m together) and chairs at desk and around - 34.9 m<sup>2</sup> required (6.1mx4.3m in OJFS increased by 33% s as recommend by former Clerks<sup>2</sup>)
  - Electricity /water / gas / heating / phone /internet / wifi
  - Secure access for authorised personnel only.
- Total required floor area ~80m<sup>2</sup> (45 m<sup>2</sup> office + 35m<sup>2</sup> meeting room)

{As a rough cost estimate [www.checktrade.com/blog/cost-guides/building-cost-per-sq-m/](http://www.checktrade.com/blog/cost-guides/building-cost-per-sq-m/) gave (on 30/6/22) an average UK new build cost as £2,387/m<sup>2</sup> implying a build cost for 80m<sup>2</sup>, including 15% for architect fees etc, of ~£219,600.}

#### Other requirements

- 2 Parking spaces nearby
- Accessible access route

#### Recommendation

It is proposed that Council agree that any location for the new office should

- Be capable of providing a total area of approximately 80 square metres
- Have 2 parking spaces nearby
- Have an accessible access route

## Possible Locations

### Introduction

In October 2021 Goring-on-Thames Parish Council (GPC) office at the Old Jubilee Fire Station was abandoned because the building was letting in water, and as a temporary measure the office was relocated to the Gardiner Pavilion. A permanent place for the office needs to be identified and the related move implemented. This document aims to provide background facts and related information to help suggest a way forward.

### Thoughts on possible locations for Parish Office

Publicly owned buildings seem the obvious place to start and are listed below with notes on ownership and ability to host ~45m<sup>2</sup> of GPC office and ~35m<sup>2</sup> of meeting room.

Place	Ownership	Space to fit
Old Jubilee Fire Station	GPC	Building needs much work
Gardiner Pavilion	GPC	With new build
Sheepcot Pavilion	GPC	With new build
Community Centre	Oxford County Council	No
Village Hall	Village Hall trustees	No

<sup>2</sup> Gardiner Pavilion temporary Meeting room is larger 28.7m<sup>2</sup> (6.1mx4.7m)

### Factors on each in reverse order:

Neither the **Village Hall** nor the **Community Centre** are owned by GPC so a lease would be needed in either.

The **Village Hall** does not have space available that seems suitable for a secure office and meeting room.

The **Community Centre** has a 41.65sq m space available that seems suitable for a secure office, together with separate toilet and kitchen facilities, and access to a large meeting room. The Community centre trustees would welcome a let to the Parish Council and are be happy to discuss details, including any works required, cost of lease etc in due course.

All three of the Parish Council owned properties were passed to the PC under certain conditions. Complying with these is not likely to prove onerous.

The **Sheepcot Pavilion** could presumably be extended to host the office etc. Whilst it is not as centrally located as the OJFS and Gardiner Pavilion sites the pavilion is (it is assumed) going to be worked on anyway, and modifications will have less visual impact than they would at Gardiner. It is understood that Sheepcot is owned outright by GPC.

The **Gardiner Pavilion** could presumably be extended to host the office etc - as the current depth of the Gardiner pavilion south side is 8.62m a 9.3m extension to the South (right, as seen from Cleeve Road) would provide the 80 m<sup>2</sup>. Modifications will impact the view across the Gardiner from Cleeve Rd taking quite a chunk of the space to south.

The **Old Jubilee Fire station** (OJFS) space is bigger than the 80m<sup>2</sup> required as there is a large unused store room at the back, and there is unused land beside and behind. The OJFS could be refurbished, or demolished and rebuilt as the Council Office, however the site would then be under used. The June 2021 surveyor's reported estimated it would cost £55,000 +VAT just to repair the existing damage.

The 2019 *Goring Neighbourhood Plan* (GNP) included (in Appendix 1 Objectives, Policies and Actions Chapter 11

*“Objective11.12: Medical practice facilities.*

*To enable the medical practice to improve and extend its facilities so as to offer a wider range of services than is possible at present.*

*Action11.05: Considering the space needed for the medical practice.*

*It is not within the scope of the Plan to propose a policy for the Medical Centre but availability of additional space for the Medical Centre resulting from potential relocation of the Council Offices should be considered in the strategic project for the rejuvenation of the Arcade area in the village centre.”*

The Medical Centre have approached GPC saying they would like to acquire the OJFS site to enable them to expand the medical services available to Goring residents, so that they can access more services locally rather than having to travel to Wallingford or further. This is in line with the GNP Action 11.05 above.

Whilst the Parish Council is not responsible for Medical Services it can be argued that it would be serving the Parish well by facilitating improved local medical services.

**Recommendations** (By the Author of the Report, Cllr JE)

- a) The preferred option to explore in detail is an extension to the **Sheepcot Pavilion**
- b) Council move from **Gardiner Pavilion** to the **Community Centre** until the **Sheepcot Pavilion** works are completed. This would free up the **Gardiner Pavilion** for its intended sport usage.



## **Minutes of a Meeting of the Planning Committee of the Goring-on-Thames Parish Council**

**Tuesday 28<sup>th</sup> June 2022 at 19:30, Gardiner Pavilion**

### **Public Participation:**

**MoP1:** GNP3, it is to note that there is a condensed review on the application and wondered why the drainage scheme is not listed, there was history of the developers sitting on a historical data regarding drainage data, from Thames water dating back 20 years – which undermined their development. As a statutory body, GPC needs to fully review this section of the application, there is a letter drafted for Solicitors and this may go to court and demands reviewing by GPC.

**MoP2:** GNP3 The two drainage engineers after review removed their objections regarding the scheme, these were removed in March. On behalf of the applicant, I am here to answer questions and disputed allegations of any historical data was withheld.

### Members Present:

<b>Chairman</b>	<b>Cllr S Lofthouse (SL)</b>
<b>Vice-Chairman</b>	<b>Cllr D Brooker (DB)</b>
	<b>Cllr J Emerson (JE)</b>

### Officers Present:

<b>Assistant Clerk</b>	<b>Mrs S Archer (SA)</b>
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Members of the Public and Press: 5

**The meeting started: 19:37**

**22.06.1. To elect a Chairman of the Committee for the year ahead.**

**Resolved:** Unanimously approved to elect Cllr S Lofthouse.

**22.06.1.1. To receive declaration of acceptance of office.**

**Resolved:** The declaration was signed and received.

**22.06.2. In accordance with the decision made on the 16<sup>th</sup> of May, Chairman to confirm if they wish to be called: Chairman, Chairwoman, Chairperson, Chair.**

Cllr Lofthouse confirmed they wished to be known as the Chair of the committee going forward.



**22.06.3. To receive apologies for absence and to approve the reasons given. [LGA 1972 s85(1)]**

Apologies were received from Cllr J Wills and Cllr L Reavil

**Resolved:** The reasons for absence were approved.

**22.06.3.1. To Record Councillor Substitutions, allowed under the Terms of Reference of this Committee.**

None

**22.06.4. Declarations of Interests [LA 2011 s31]**

None

**22.06.5. To consider requests for Dispensations [LA 2011 s33]**

None

**22.06.6. To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]**

**22.06.6.1. Meeting held on 26<sup>th</sup> April 2022**

**Resolved:** It was agreed unanimously the minutes were an accurate record of the meeting and they were duly signed.

**22.06.6.2. Matters arising from the minutes not elsewhere on the agenda.**

None

**22.06.7. To elect a Vice-Chair of the Committee for the year ahead.**

**Resolved:** Unanimously Approved to elect Cllr D Brooker.



**22.06.8. To consider applications and approve response to planning authority.**

**22.06.8.1. P22/S0003/RM – Land to the east of Manor Road to the south of Little Croft Manor Road  
Goring RG8 9EJ - *AMENDED***

*Reserved Matters application for Appearance, Layout, Landscaping and Scale following Outline approval P19/S2923/O. Outline application was not subject to an environment impact assessment. (Erection of 20 dwellings and associated works).*

*Amendments to consider:*

- *Minor Highway and Footpath Changes, including but not limited to*
  - *Removal of Lighting Bollard*
  - *Levels information for embankment and footpaths*
  - *Drawings showing refuse vehicle safely passing a large car within the site*
  - *Subsequential Tree Protection drawing changes.*
  - *Cycle parking information*
  - *Area of highway to be adopted*
  - *carriageway, footway and parking space dimensions*
- *Inclusion of additional windows to some plots*
- *Environmental Changes, including but not limited to:*
  - *Southern boundary treatment*
  - *Parkland trees added to tree belt along Manor Road and within meadow area*
  - *Shade tolerant grass mix*
- *Additional drawing showing vertical alignment of site*
  - *Additional drawings showing vertical alignment to show changes in landscaping*
- *Police holding objection*

This application has been reviewed by planning a number of times, the Chair of the Committee has spoken to the planning officer regarding some of the concerns raised by residents in Goring, the chair also received advice from the neighbourhood plan consultants. There were no changes to the drainage scheme which is why it is not included in this review. Police and Crime objection still stands, and some technical changes are required in order to mitigate these, all other objections have been removed.

**Resolved:** Approved Unanimously to support and submit the response: We recommend that GPC should continue to support this Reserved Matters application subject to its previous statement that “the 34 conditions in the SODC Decision Notice being met and a document plan to prevent construction traffic parking anywhere in Manor Road or Neighbouring roads” and attach the General Planning Informative.

**22.06.8.2. P22/S2128/HH – 28 Elvendon Road, Goring, RG8 0DU**

*Erection of part single part two storey extension*

**Resolved:** Unanimously approved to submit the response: No Objections and attach the General Planning Informative.

**22.06.8.3. P22/S2251/HH and P22/S2253/LB - The Old Farmhouse, Station Road, Goring, RG8 9HD**

*Replacement conservatory and kitchen extension, alterations to outbuilding, alterations to the ground floor.*



They are building on their own footprint, there is no comments yet from the conservation officer, the conservatory looks too modern and looks out of plan.

**Resolved:** Unanimously approved to submit the response: No Objections, providing the listed building conservation officer is happy with the form and style of the build, and attach the General Planning Informative.

**22.06.9. To approve responses to planning authority, decided in absence of a meeting as it was not quorate, Submitted in May**

**Resolved:** All below were noted and approved unanimously

**22.06.9.1. P22/S1651/HH – 94 Elvendon Road, Goring, RG8 0DR**

*Variation of conditions 1 (plans) and 2(materials) on planning application P22/S0057/HH to improve the aesthetic external appearance and to be more in-keeping with neighbouring property P22//S0057/HH - Variation of condition 2(plans) on application P20/S3006/HH - materials to be used for the external walls of the development to be rendered in K Rend Scraped Polar White Silicone Scraped Texture. (Part single, part double storey rear extension, Part garage conversion. Additional window to ground floor shower room).*

**GPC Response:** The Parish Council has No Objections to this planning application

**22.06.9.2. P22/S1521/FUL – Grove Farmhouse, Grove Road, Goring, RG8 0LT**

*Erection of 24 ground mounted solar panels in two parallel rows in paddock to the rear of Grove Farmhouse. Solar panels for the domestic use by Grove Farmhouse. Each row will be 12m long and 1.8m deep tilted towards the sun at approximately 30 degrees*

**GPC Response:** The Parish Council has No Objections to this planning application subject to the solar panels being restricted to the 24 panels proposed, that they are screened by fast growing native species of hedging to protect the view in the AONB

**22.06.9.3. P22/S1492/HH - Wey Cottage, 2 Manor Road, Goring, RG8 9DP**

*Demolition of existing pre-fabricated garage. Replacement with an oak timber frame garage*

**GPC Response:** The Parish Council has No Objections to this planning application

**22.06.9.4. P22/S1657/HH – Thorpeland, Elmhurst Road, Goring, RG8 9BN**

*Conversion of existing detached garage to habitable space. Application of horizontal cladding & rendering to some walls & chimney.*

**GPC Response:** The Parish Council has No Objections to this planning application

**22.06.9.5. P22/S1813/HH - Spring Hill, 70 Wallingford Road, Goring, RG8 0HN**

*Single storey rear extension*

**GPC Response:** The Parish Council has No Objections to this planning application



**22.06.10. To note planning authority decisions on applications.**

All the below were noted.

**22.06.10.1. P22/S1109/HH – 9 Springhill Road, Goring, RG8 0BY– GRANTED**

*Proposed ground and first floor side and rear extensions*

**GPC Planning Previous Response:** *To submit a holding OBJECTION subject to the planning officer addressing the concerns raised by the immediate neighbour.*

**22.06.10.2. P21/S5260/FUL – Bromsgrove, Croft Road, Goring, RG8 9ES– GRANTED**

*Variation of condition 2 (Approved Plans) - partially convert the approved garage to a utility room; include two new rooflights at ground floor level, solar panels on the north elevation and minor changes to the approved landscaping on the landscaped boundaries on P19/S0540/FUL (As amended by plans and accompanying email from agent received 17 March (elevations) and 3 May 2022) Demolition of existing attached triple garage and replacement with a detached triple garage, proposed railings to the front of the existing dwelling. Erection of a new 5-bed dwelling with linked garage on land to the rear.*

**GPC Planning Previous Response:** *No objections to the variation of condition 2 amendments.*

**22.06.10.3. P22/S1651/HH – 94 Elvendon Road, Goring, RG8 0DR– GRANTED**

*Variation of conditions 1 (plans) and 2(materials) on planning application P20/S3006/HH (Part single, part double storey rear extension, Part garage conversion. Additional window to ground floor shower room), to improve the aesthetic external appearance and to be more in-keeping with neighbouring property.*

**GPC Planning Previous Response:** *No objections.*

**22.06.10.4. P21/S5344/HH – Icknield Lodge, Icknield Road, Goring, RG8 0DG– GRANTED**

*Single storey rear garden room extension. (Amended plans received 3 May 2022 regarding Forestry concerns).*

**GPC Planning Previous Response:** *No objections, subject to the Tree Officer's satisfaction the updated plans address the issued previous raised on this application*

**22.06.10.5. P22/S1426/HH - 35 Springhill Road, Goring, RG8 0BY– GRANTED**

*Installation of a heat pump.*

**GPC Planning Previous Response:** *No objections*

**22.06.11. To note Discharge of Conditions (DIS), Modifications of Planning Obligations (MPO), Change of Use (N5B), Tree Preservation Orders (TPO), Screening Opinion (SCR) and Certificates of Lawful Development (LDP)**

All the below were noted

**22.06.11.1. P22/S2073/DIS – 7 Summerfield Rise, Goring, RG8 0DS**

*Discharge of conditions 3 (Surface water), 4 (Foul water), 5 (Boundary treatments) & 6 (Landscaping scheme) in application P21/S2821/FUL. Erection of new dwelling on land adjacent to 7 Summerfield Rise.*



**22.06.12. To review Community Infrastructure Levy (CIL) status / payments**

*Next payment due April 2022, the Clerk will continue to monitor the CIL register on the SODC website.*

*Expected Values: April 2022: £23,837.31; October 2022: £11,854.30; April 2023: £3,451.09*

**22.06.13. To consider correspondence received**

None

**22.06.14. Matters for future discussion**

None

**22.06.15. To confirm the date of the next meeting – Tuesday 12<sup>th</sup> July 2022 (2<sup>nd</sup> Tuesday of the Month) The following meeting is scheduled for June 26<sup>th</sup>.**

Confirmed.

It was discussed that the July 26<sup>th</sup> Planning Committee meeting may be combined with the full council meeting on the 25<sup>th</sup> July, subject to there being only a small number of simple applications. List of applications to be circulated to committee members prior to deciding whether to combine the meetings.

**The Meeting Closed at 20:03**



**Minutes of a Meeting of the Traffic Management, Parking & Pedestrian Safety  
Committee of the Goring Parish Council**

**Tuesday 31<sup>st</sup> May 2022 at 10:30 am, Gardiner Pavilion**

**Public Forum (prior to the start of the meeting)**

None as there were no members of the public in attendance.

**Members Present:**

Chairman	Cllr Sonia Lofthouse (SL)
Members	Cllr David Brooker (DB)
	Cllr Bryan Urbick (BU)

**Member Station Road Sub-Committee Present:**

Briony Cooke (BC)

**Officers Present:**

None

**Public and Press:** 0

**Meeting started 10:30am**

**22.04.1. To elect a Chairman of the Committee**

**Resolved:** Approved to elect Cllr S Lofthouse, Unanimous.

**22.04.2. To receive Chairman's acceptance of Office**

*In the absence of an officer of the Council at the meeting, this will be received at the earliest opportunity after the meeting.*

Cllr Lofthouse signed the acceptance of office before the committee, and will present to the Clerk at the earliest opportunity.

**22.04.3. In accordance with the decision made on the 16<sup>th</sup> of May, Chairman to confirm if they wish to be called: Chairman, Chairwoman, Chairperson, Chair.**

Cllr Lofthouse confirmed they wished to be known as the Chair of the committee going forward.

**22.04.4. To receive apologies for absence and to approve the reasons given. (LGA 1972 s85(1))**

None



**22.04.5. Declarations of Interests (LA 2011 s31)**

None

**22.04.6. To consider requests for Dispensations [LA 2011 s33]**

None

**22.04.7. To approve the minutes of previous committee meetings [LA 1972 Sch 12. Para 41(1)]**

**22.04.7.1. Meeting held on 07<sup>th</sup> April 2022**

**Resolved:** It was unanimously agreed the minutes were an accurate record of the meeting and they were duly signed.

**22.04.7.2. Matters arising from the minutes not elsewhere on the agenda.**

None

**COMMITTEE PROJECTS**

**22.04.8. To receive Appendix A, notes of a meeting with Oxfordshire County Council Highways (OCCH)**

Appendix A was unanimously received by the Committee as an accurate record of the meeting.

**22.04.9. Station Road**

**22.04.9.1. To approve the current Terms of Reference for the Station Road Sub-Committee are still suitable for use.**

**Resolved:** The Terms of Reference were unanimously approved as being suitable for use.

**22.04.9.2. To appoint members to the Station Road Sub-Committee**

*Previously; BU; SL; DB; BC*

**Resolved:** Unanimously approved to appoint: S Lofthouse; D Brooker; B Urbick & B Cooke to the Sub-Committee.



**22.04.9.3. Subject to verifying this Committee has the delegated budget, approve commissioning OCCH to complete formal consultation, budget £3000. If delegation is not in place; approve asking full council to commissioning OCCH to complete formal consultation, budget £3000.**

**Resolved:** Approved Unanimously to ask OCCH to proceed with the formal consultation into the temporary removal of parking spaces on Station Road for the purpose of installing a trial Pedestrian Priority Lane. Should delegated budget not be in place; approved unanimously to ask the Council to approve formal consultation and budget of £3000.

**22.04.9.4. To approve asking OCCH to consider a bollard on the corner of Station Road and Red Cross Road to prevent cars mounting the pavement to avoid oncoming vehicles.**

**Resolved:** Approved Unanimously to ask OCCH to consider a 'bell bollard' (a robust bollard is deemed to be important) installation on the corner of Station Road and Red Cross Road. The Clerk to action and to remind OCCH to renew, as previously promised, the 3 damaged bollards (one at Glebe Ride and Cleeve Rd and two on the High St).

**22.04.10. High Street**

**22.04.10.1. To consider a request from OCCH to rod through the surface water drains on each side of the existing ramp / speed hump.**

**Resolved:** Approved Unanimously to ask OCCH to complete these works, as drains on highways are the responsibility of OCCH, not the Parish Council. Clerk to action.

**22.04.10.2. To reconsider previous decision to pursue box hedging on the Rectory Garden verge, on OCCH advice.**

**Resolved:** Approved Unanimously to look at planter options (including maintenance issues of each) and to consider the need of a gardener/contractor to water, weed and maintain.

**22.04.10.3. To consider introduction of flashing speed indicator signs, agree actions and proposal to the Council.**

**Resolved:** Approved Unanimously to seek option for flashing speed indicator signs., including the following actions: consider Conservation Area implications, include options for fixed/permanent speed indicators, and aim to plan this after 20mph speed limit is formalised.



- 22.04.10.4. Subject to verifying this Committee has the delegated budget, approve commissioning OCCH to complete speed survey at the junction of Red Cross Road and High Street, budget £300 for 2 speed surveys, one on Red Cross Road, the other on the High Street adjacent. If no delegated budget, to approve asking the Council to approve speed survey and budget.**

**Resolved:** Approved Unanimously to proceed with speed surveys in this location in order to consider possibilities for speed ramp/s in this area. Should delegated budget not be in place; approved unanimously to ask the Council to approve speed survey and budget of £300.

- 22.04.10.5. Subject to verifying this Committee has the delegated budget, approve commissioning OCCH to complete speed survey at the junction of Manor Road and High Street, budget £450 for 3 speed surveys, on the High Street above and below the Manor Road Junction, and on Manor Road. If no delegated budget, to approve asking the Council to approve speed survey and budget.**

**Resolved:** Approved Unanimously NOT to proceed with speed surveys in this location, at this time.

**22.04.11. Yew Tree Court**

- 22.04.11.1. Noting the Wall on either side of the entrance to Yew Tree Court belongs to GPC; to approve recommending to the Council they grant permission to mount an OCCH commissioned sign to the wall to reduce the number of drivers entering Yew Tree Court in error.**

**Resolved:** Approved Unanimously to make a recommendation at the next council meeting, and subsequently ask OCCH to commission and install the sign.

**22.04.12. Dropped Kerbs & Yellow Lines**

- 22.04.12.1. To consider actions to progress this matter.**

It was Unanimously agreed that the Committee will consider dropped kerbs in the Yellow Lines review. DB to circulate map of yellow lines and BC to review centre of village and make suggestions for dropped kerbs. To be reviewed at the next meeting.

**22.04.13. To discuss and agree actions regarding Civil Parking Enforcement throughout the Parish.**

- 22.04.13.1. To consider any verbal reports on the diary of reported incidents.**

All members expressed concern that the promise of parking enforcement had not realised and that the current procedures were not working. It was Unanimously agreed to send a letter to OCC Parking Enforcement to express concerns and to reiterate the suggestion that the Parish Council should be



delegated powers to be part of the enforcement. The letter submission is delegated to the Clerk, though DB will draft, seek suggestions from SL and BU, and then send to Clerk for final review before sending.

**22.04.14. To consider further items this Committee would like to pursue, and agree actions and requests to put forward to the Full Council.**

Complaints about overgrown hedges that impede use of pavements, paths and roads were discussed. It was Unanimously agreed for the Committee members to obtain the draft hedge letter from the Clerk to review the details and consider any additions/amendments. It was also unanimously agreed to recommend that the Facilities manager establish a regular review of the different areas in the village so that the situation would be proactively managed rather than reactions to complaints. A regular update to the Committee is requested as to letters sent, any follow-up and referral to OCC.

**22.04.15. Receive Correspondence and Agree Actions.**

**22.04.15.1. London Plane Tree at Bridge House is damaging the pavement, resident has requested the Council considers commissioning a dropped curb in this location.**

**Resolved:** Approved Unanimously to seek advice from a Conservation Arborist and then consider next actions.

**22.04.16. Matters for future discussion.**

None.

**22.04.17. To confirm that the date of the next meeting**

*Previous meeting: resolved to meet Monthly, 2<sup>nd</sup> Tuesday of the Month; Next meeting: 12<sup>th</sup> July 2022*

As it was difficult to schedule because of prior commitments, it was unanimously agreed to change the next meeting to 18<sup>th</sup> July 2022, and then to meet every six weeks or so on a Monday.

**Meeting Closed: 11:35am**

<b>Title</b>	Correspondence Received
<b>Authors</b>	Various Members of Public
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

**Tree to the North of the Sheepcot Pavilion**

11.5.2022

There is an evergreen tree to the northwest corner of the playing field which recently suffered storm damage but is also a popular source of shade in the summer months.

It is a magnet for young people to sit under but also to climb into because some of the branches are low enough, even allowing children as young as seven to scramble up.

Teenagers often congregate under and in the tree, and occasionally with some drinking.

There is an obvious danger of bodies falling out of the tree and perhaps this raises the question of health and safety in the event of an accident. Would the council be responsible for harm without providing some warning against climbing?.

An obvious solution would be to remove the low slung branches so that getting into the tree would be more difficult. A secure warning notice would also seem to make sense.

Attached to the email are photos of recent activity in the tree.

I look forward to hearing if action is planned to reduce the risk of accident to the public as it would be a shame to spoil the reputation of such a wonderful facility as the Sheepcot playing fields.

yours sincerely

ps. While writing this, would it be possible to provide an additional waste bin by the tennis courts to cope with the increasing use of the fields and the consumption of food and drink. Thank you.

---

**Recommendation in Response, in discussion with the Facilities Assistant.**

All of the trees were checked for storm damage after the storms and remedial action taken where required. Play needs to include a level of danger and risk in order for young people to grow, develop and learn to manage risk. It is not advised to remove all risk. For example, it is known young people climb the basketball frame at the Bourdillon. Professional, qualified, advice on this matter is not to remove the basketball net, but rather leave it to encourage young people to learn from their play. The concerns of those writing should be noted, but it is not recommended by the Clerk or Facilities Assistant to take any further remedial action in this situation.

**Comments Received on the Bowls Green – most refer to a letter in the GGN.**

**Received: 18<sup>th</sup> July 2022**

Dear Chairman of the Goring on Thames Parish Council,

I want to make sure that you are aware of the large-scale opposition among residents of Goring to the concept of destroying the bowling green/croquet court at Gardiners Field in favour of cricket nets.

I understand that a full review of Goring's public spaces is under way and that a report is expected within the next two months.

Would you please confirm to me that no decision will be taken concerning the bowling green/croquet court until a full public consultation has taken place and the residents of Goring have been given ample opportunity to comment on the proposals.

Yours faithfully,

---

**Received: 28 June 2022**

Dear Madam/Sir,

I am horrified by the proposed plan to dig up the bowling green and cover it with AstroTurf so that it can be used by the cricket club for nets. Once we lose such a facility we will never get it back and although the bowls club are not using it at present it makes a perfect place to play croquet, another game that requires a perfect lawn. Fashions change and bowls could become the latest craze and our generation will be blamed for shortsightedly removing the loved bowling green.

There is plenty of other areas in Gardiner Rec that can be used for cricket nets.

---

**Received: 08 July 2022**

I write regarding the proposed destruction of Goring Bowling Green in order to provide cricket nets.

I think this would be irresponsible, and I agree with [ ] that if it is not to be used for bowling converting it for use as a croquet lawn would be an admirable alternative and far better than destroying it to provide cricket nets, for which an alternative site could surely be found.

Thank you for your attention, and I hope that the parish will not be deprived of this valuable asset.

---

**Received: 15 July 2022**

We are writing to express our opposition to the potential destruction of the bowling green on the Gardiner Recreation Ground. As the recent letter in the Goring Gap News points out, once it's gone, it's gone, and there is plenty of space on other areas of the Rec that could accommodate cricket practice nets, in addition to the two that are already in use. We wholeheartedly support the cricket club, but not to the detriment of the bowling green.

If bowling is no longer going to be played there, we would support the green being used as a croquet facility.

---

**Received: 22 June 2022**

I read with interest in the Goring Gap News of the suggestion to turn the Goring Bowling Green into a croquet lawn.

Quite honestly it's a preposterous idea. We are not living in an early edition of a Famous Five adventure. This is 2022! What the village needs is adequate play and recreation facilities. A croquet lawn would only serve an 'entitled' few who quite honestly probably have them in their own gardens already.

I hope that this suggestion will not be considered by the Parish Council and instead they will keep their attention on what the general population need.

<b>Title</b>	Oxfordshire County Council Councillor Report – June 2022
<b>Authors</b>	OCC Cllr K Bulmer
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

### **CONSERVATIVES CALL FOR GREATER FOCUS ON TOWNS & VILLAGES**

The Conservative Opposition remains concerned that the LibDem/Green/Labour ruling administration is being heavily distracted by matters over which it has little control, or are beyond its remit. It remains to be seen if the £millions being spent on climate change will bear any fruit, while the imposition of a vegan diet at council meetings continues to generate a lot of debate, wasting councillors' and officers' time. Costs are still awaited for the transgender measures. Additionally, much of the council's effort is focused on the city of Oxford, where anti-car measures are generating much concern and some civic unrest. As previously reported, mundane matters – which are nevertheless of vital importance to residents – such as roads and drains in towns and villages, do not feature in the administration's list of priorities.

### **UNAUTHORISED VEGAN MEALS BEING SERVED**

The original, highly controversial, plan to serve only vegan meals at all council-catered events was scaled back in the report approved by OCC Cabinet in March, and it was agreed that the vegan diet was only to be imposed on councillors at Full Council meetings six or seven times a year and on the general public at civic events, with officers entirely exempt. However, complaints have been received that exclusively vegan meals are being served at other council meetings. The matter is currently being investigated.

### **NEW CHAIRMAN TO PRIORITISE VISITING TRAVELLER SITES**

Labour councillor Susanna Pressel, who represents the Jericho and Osney division of Oxford city at OCC, has been elected as the new Chair of OCC. She has lived in Oxford for most of her life since being a student. She was Lord Mayor of Oxford between 2008 and 2009. She is to visit Traveller sites as one of her first acts in her new role as she believes they are the most underrepresented communities in our society. She is also to visit farmers where she may experience a frosty reception in view of the council's anti meat & dairy (vegan) policy. Press report here: <https://www.oxfordmail.co.uk/news/20160536.traveller-sites-top-priority-new-no-nonsense-council-chair/>

### **RESIDENT FURY OVER ANTI-CAR MEASURES IN OXFORD**

Roadblocks that were set up by OCC as part of a new low traffic neighbourhood (LTN) scheme in East Oxford have been smashed down as fury against the measures continues. Residents are concerned that LTNs benefit one area at the expense of another, simply shifting traffic and pollution, rather than reducing it. There have been widespread reports of huge traffic delays and incidents of road rage. Royal Mail has been forced to close some postboxes. Reports here: <https://www.thisisoxfordshire.co.uk/news/20158184.east-oxford-ltn-smashed/>

<https://www.oxfordmail.co.uk/news/20158812.oxfordshires-ltns-may-increasing-pollution-nearby-roads/>

The public consultation is now open seeking residents' views on the measures. Anyone can provide feedback on the proposals before 30 November 2022. Details here: [letstalk.oxfordshire.gov.uk/east-oxford-ltns-2022](http://letstalk.oxfordshire.gov.uk/east-oxford-ltns-2022)

## **PLANS TO ATTEMPT TO DRIVE DOWN CARBON EMISSIONS APPROVED**

OCC's Cabinet has approved plans which they hope will see OCC corporate carbon emissions cut over the next three years. The OCC Capital & Revenue budgets for this period feature over £15m on climate change measures – only time will tell if this is money well spent.

## **£10.4 MILLION AWARDED FOR ACTIVE TRAVEL IMPROVEMENTS**

OCC has been awarded funding from the third phase of the government's active travel fund. The grant will support infrastructure investment including the delivery of improvements to:

- Bicester, A41/London Road
- Bicester, Middleton Stoney Road and Shakespeare Drive
- Witney High Street
- Oxford, Garsington Road
- Oxford, School Streets programme

## **ADULT SOCIAL CARE PLANS**

OCC has an annual budget of £212 million for adult social care which represents 40 per cent of its overall budget. It is responsible for funding care for more than 6,200 adults – made up of older people, people with learning, physical and mental health disabilities. Despite a swingeing 5% Council Tax increase, including an adult social care supplement, the council is calling on central government for additional funding.

## **PROPOSALS FOR CHILDREN WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES**

Detailed plans are being developed by OCC and its partners in line with the following objectives:

- Improving outcomes for children with special educational needs and disabilities.
- Developing a continuum of local provision to meet the requirements of these children and young people.
- Good physical and mental health and wellbeing.
- Improving post-16 education, learning, employment and training opportunities.
- Facilitating a positive move into adulthood for young people with special educational needs and disabilities.

## **WHITCHURCH ON THAMES 20mph**

Had the pleasure of recently attending the Parish Council formal opening of the new 20mph zone on the main high street.



**STANDING ORDERS**

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## **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 2020)*. 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 chairman 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 chairman 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 chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his 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 chairman 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman 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.



- 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 chairman 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 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 considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his 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 chairman of the



meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his 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 chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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 unless the meeting is convened at shorter notice**
- 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.**

- 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 chairman 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 chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman 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 comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman 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 Chairman of the Council may in his**



absence be done by, to or before the Vice-Chairman of the Council (if there is one).

- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman 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 chairman 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 casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman 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 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
- conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his 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 unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chairman 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 Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as**



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



- xiii. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xiv. Review of the Council's and/or staff subscriptions to other bodies;
  - xv. Review of the Council's complaints procedure;
  - xvi. 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*);
  - xvii. Review of the Council's policy for dealing with the press/media;
  - xviii. Review of the Council's employment policies and procedures;
  - xix. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xx. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- l Additional council meetings shall be held in each year on such dates and times and at such place as the council may direct.
- m To delegate the power to cancel meetings to the clerk in consultation with the chairman of the relevant meeting

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

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chairman 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 chairman 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 chairman 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].



## **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 chairman 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 chairman 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.



- 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.

- 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were correct record but his 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.**
- 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 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 has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.**
- c Unless he 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 has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he 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:
  - 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 Chairman of Council of this fact, and the Chairman 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;
- 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 withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his 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;
- 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;
- xiii. *(see also standing order 23)*;
- xiv. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xvi. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman 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);
- xvii. manage access to information about the Council via the publication scheme; and
- xviii. 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 receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or 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 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 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity 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 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 A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an**



estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

## **19. Handling Staff Matters**

- a A matter personal to a member of staff that is being considered by a meeting of the Staffing Committee 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 chairman of the Staffing Committee or, if he is not available, the Chairman 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 chairman of the Staffing Committee or in his absence, the vice-chairman 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 chairman of the Staffing Committee or in his absence, the vice-chairman 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 chairman or vice-chairman 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.

## **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 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.

## **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 chairman 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 chairman or vice chairman, 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 25 July 2021, and supersedes all previous versions, it shall be reviewed at the Annual Council meeting as in 5 j viii above.

Signed:

Dated: 25 July 2022

B Urbick, Chairman



## **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. SODC 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.

Goring-on-Thames 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 25<sup>th</sup> July 2022, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, 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
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<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><b>Contracts</b></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><b>Land and Property</b></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><b>Licenses</b></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><b>Corporate tenancies</b></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><b>Securities</b></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



# GORING-ON-THAMES PARISH COUNCIL

Appendix K

Gardiner Pavilion • Upper Red Cross Road • Goring • Reading RG8 9BD

Phone: 01491 874444 • Clerk@goringparishcouncil.gov.uk • www.goringparishcouncil.gov.uk

## Loan Approval Report

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Title / Subject Matter

Agreed at the Meeting of:

---

Summary of the Request

---

The Council Resolved to:

---

---

# Unsecured Loan Agreement

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The Borrower

[Empty light blue box for borrower details]

The Lender

Goring-on-Thames Parish Council

Date of Agreement

[Empty light blue box for date of agreement]

Value of the Borrowing

[Empty light blue box for value of borrowing]

For the Purpose of:

[Empty light blue box for purpose of loan]

Conditions of the Loan

- [Empty light blue box for conditions of the loan]

Interest Rate

[Empty light blue box for interest rate]

Failure to Repay the Loan in Full:

- [Empty light blue box for failure to repay consequences]

## The Agreement

The loan agreement is signed as per the Terms Detailed above by:

Signed on Behalf of the Gap Festival Committee  
(Borrower)

Signed on Behalf of Goring-on-Thames Parish  
Council (Lender)

Name  
Chairman of the

Cllr Name  
Chair of the Council

Date:

Date:

Signed on Behalf of the Gap Festival Committee  
(Borrower)

Signed on Behalf of Goring-on-Thames Parish  
Council (Lender)

Name  
Treasurer of the

Name  
Clerk to the Council

Date:

Date:

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**Finance Committee  
TERMS OF REFERENCE**

**1. Remit**

To work with the Responsible Financial Officer in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances and property.

**2. Meetings**

Meetings will be held monthly for the purpose of approving payments and noting receipts for each month. Meetings shall be held on the last Monday of the month at 10:30am.

The RFO shall attend and minute all meetings of the Finance Committee.

**3. Appointment of members**

The Committee will be comprised 4 core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Finance Committee at its first meeting after the Annual Council meeting, the Committee may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 4 members are present at all finance committee meetings.

**4. Delegated Authority**

The Committee has delegated powers to

- Approve monthly payment schedules on behalf of the Council within the scope of the budget and approved expenditure.
- To note receipts.
- To note monthly reconciled bank accounts.
- To conduct quarterly budget reviews, make adjustments to the annual budget.

To note: the setting of the precept and the budget for the forthcoming year can only be approved by the Full Council. This committee will prepare a draft budget for the following year and make recommendation to the Council for approval only.

**5. Scope**

- a) To consider the annual and supplementary estimates of budget and make appropriate recommendations to the Council.
- b) To monitor income and expenditure within the approved budget at least quarterly to report to the council on the current position as compared with expectations



when the budget was set.

- c) To ensure adequate financial controls are in place, and operated, to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of appropriate valuations in the asset register.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e) To examine annually the current financial policies and procedures, identify opportunities for improvement and make proposals to the council for changes where appropriate.
- f) To monitor the Council's financial risk assessments and recommend changes where necessary.
- g) To recommend the annual accounts to the Council.
- h) To recommend the precept requirement to Council.
- i) To make recommendations to the council regarding the investment of the council's funds to ensure the optimisation of financial returns.
- j) All powers shall be exercised in accordance with any Standing Orders, policy adopted or directions given by the Council.

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 25 July 2022

B Urbick, Chair of the Council



- Job Title:** Clerk Mentor – Retiring Clerk change over role (RC)
- Job Purpose:** To advise the Clerk and Responsible Financial Officer as requested.
- Responsible to:** The Clerk – Generally Managed by the Staffing Committee.

**Principal Duties and Responsibilities:**

The aim of the post is to enable efficient exchange of knowledge related to Goring-on-Thames Parish Council between the new Clerk and the RC.

The RC will assist by providing information and knowledge, but will not actually carry out any of the new Clerk's functions.

Specifically the RC will assist the Clerk & RFO as requested

- By advising on legal matters including points of legislation, where to find them and how to apply them.
- By providing background knowledge of all Council matters as requested
- By suggesting strategies to resolve issues that arise, for the Clerk to consider.
- By reviewing and commenting on documents created by the Clerk, for the Clerk to consider.
- By helping the Clerk become fully familiar with all Council related matters including use of specialist software within the period of six months (though may be extended subject to mutual agreement).
- To support the Clerk in the attainment of the CiLCA qualifications, if requested.
- To assist in the creation of a searchable reference document summarising current and historical issues; projects and pertinent resolutions of the Council.
- By assisting with any other matters as requested by the Clerk or the staffing committee.

**Note:**

This job description outlines the duties and responsibilities of the position of RC 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.



**Co-Option Advisory Working Group  
TERMS OF REFERENCE**

**1. Remit**

To review applications, interview candidates, and make recommendation to the council on co-option candidates for vacancies arising.

**2. Frequency of Meetings**

To meet as required to support co-opting councillors in a timely manner.

**3. Appointment of members**

The Committee will be comprised three members with a quorum of three. Membership of the Co-option advisory working group will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The Co-option Advisory Working group has no delegated authority, co-option of the candidates to be decided at the next available full council meeting.

**5. Scope**

To review applications, verifying the applicants are meet the legal requirements to be a councillor.

To interview all eligible candidates with respect to the NALC Co-option Person Specification. Advise the council which candidates are recommended to be co-opted to Goring Parish Council.

NOTE: New Legal topic note from NALC (June 2020) states, if the number of candidates equals the number of vacancies or less and those candidates are eligible to be councillors, they should be co-opted. In this case the Advisory Group could choose not to conduct meetings.

**6. Review**

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair of the Council



**Community “Play” Events Working Group  
TERMS OF REFERENCE**

**1. Remit**

- To plan, manage and deliver community play events to the budgets set by the council.
- To engage outside organisations to deliver specific parts of the play programme.
- To advertise to and engage with all members of the community, to emphasise the “it’s not just for children” message.
- To seek other sources of funding to supplement budgets and engage other organisation in the aims and goals of the play events.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Community “Play” Events Working Group.

**3. Appointment of Members**

The working group will be comprised of not less than four members with a quorum of three. Membership of the working group will be agreed as needed at a full council meeting, and shall comprise not less than 3 council members, plus up to 3 members of the community.

**4. Delegated Authority**

The Working Group has delegated authority, to decide how the budget as decided by the full council will be spent, in delivering the events.

**5. Scope**

- To provide a range of informal outdoor play and community activities for all parishioners, including, local children, families and adults with or without children on their doorstep.
- To create further opportunity for community engagement to help us understand better our village and those who live in it.
- To show that Goring is a welcoming place for all and that we want to improve facilities for them.
- To test ideas and review locations for future provision of activities.
- To raise awareness of the public open spaces in the village.
- Encourage residents to stay within the area for play, social activities, and community togetherness, rather than travelling outside the area.
- To use all forms of media communication to ensure villagers know about the events and that they are open to all members of our community.



**6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically, at least once per council term.

Signed:

B Urbick, Chair of the Council

Dated: 25<sup>th</sup> July 2022



**Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working  
Group**

**TERMS OF REFERENCE**

**1. Remit**

- To provide support to the School and Governors in their plans to develop the site.
- To report to the council progress of the plans and requests for funding.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the NPSP-Goring CofE School Working Group.

**3. Appointment of members**

The Working Group will be comprised of a minimum of two members with a quorum of two. Membership of the NPSP-Goring CofE School Working Group will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The NPSP-Goring CofE School Working Group has no delegated authority, decisions regarding any funding to be provided by the council to the project to be decided by the Parish Council

**5. Scope**

- To liaise with the school on their plans
- Aid with any grant applications
- Review any requests for funding from GPC for the project
- Provide advice where consulted

Noting: the Parish Council Standard Practice of not offering planning advice prior to a planning application being submitted.

**6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair of the Council



**Neighbourhood Plan, Strategic Project**

**Traffic Management, Parking & Pedestrian Safety Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To support the aims and objectives of the Neighbourhood Strategic Project titled **Traffic and Parking**
  - “A full review of traffic management, pedestrian safety and parking in the village, especially in the village centre.”
- Where applicable, to work with the other stakeholders, to facilitate individual project.
- Projects to include:
  - 4 Actions from the Neighbourhood plan:
    - Action.06: Improving the Village Centre Congestion and Safety
      - Monitoring the progress and long-term effect of the High Street Improvements to be completed in Spring 2021
    - Action.07: Improving Wallingford Road Access and Safety
      - Including: Double Yellow Lines at the Junction of Lockstile Way / Wallingford Road
    - Action.08: Stopping Illegal Use of The High Street by Heavy Goods Vehicles
    - Action.09: Sustainable Village Centre Parking
  - Pedestrian Safety Improvements in Station Road
  - Other projects relating to Traffic and Safety as decided by the Parish Council, list at the time of approval of this ToR
    - No Loading / No Waiting zone with respect to the High Street
    - Speed bumps at the end of Elvendon Road (Woodcote end)
    - Road lines at the junction of Station Road; Yew Tree Court; Red Cross Road

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee. If legislation is in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of 3 members with a quorum of two. Membership of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee will be agreed as needed at a full council meeting.

A chairman shall be appointed at the first meeting of the Committee.

## 4 Delegated Authority

The NPSP – Traffic Management, Parking & Pedestrian Safety Committee has delegated authority to:

- Prioritise projects as listed in this ToR and any future items as directed by the Full Council
- Pursue a matter and conduct any appropriate consultations and investigations in the process of forming a final recommendation on any project within the budget set for the Committee (Budget Code 6060 – Pedestrian Safety Projects)
  - Formal proposals and budgets for any remedial action to be approved by Full Council.

## 5 Scope

- To investigate and progress any projects as deemed by the council to be the responsibility of the Committee
  - Where appropriate form a Sub-Committee with another organisation to do this.
- Where required to define the brief for and commission on behalf of the Council a professional, expert report from a suitably qualified highways consultant
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the highway authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of the 4 items above to recommend to the Council the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.

## 6 Sub-Committees

When appropriate to form a Sub-Committee, a separate ToR will be written for each sub-committee, formed to complete a single project. Sub-Committees will generally only be formed where a non-council member is being co-opted to join the Committee, for example when a project is in partnership with another organisation.

### 6.1 Appointment of Members

Sub-Committees shall consist of three councillors plus one or two non-council members.

In the absence of an officer of the council being present, a recording of the meeting will be taken solely for the purpose of writing the minutes (after which, it will be destroyed) and provided to the Clerk promptly after the meeting.

## **6.2 Quorum & Voting**

The quorum for the Sub-Committee is three, including a minimum of two representatives of the Council.

## **6.3 Dissolution of Sub-Committees**

Unless the Traffic Management, Parking and Pedestrian Safety Committee decides otherwise Sub-Committees will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

## **7 Review**

This Terms of Reference document in its updated form was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair of the Council



## **Planning Committee TERMS OF REFERENCE**

### **1. Remit**

To review all planning applications, and respond on behalf of the council to planning consultations, and when considered appropriate send a representative of the Goring-on-Thames Parish Council to any relevant planning committee meetings of the planning authority.

### **2. Meetings**

To meet twice per month, nominally the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, unless there is a Full Council meeting in the same week, which applications can be decided at instead.

If an application is particularly complex, at the agreement of the Chairmen of both the Council and the Planning Committee, a planning Committee Meeting and a Full Council Meeting may both be held in the same week.

The Clerk will minute all meetings of the Planning Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

The Clerk is responsible for submitting the responses to the Planning Authority.

### **3. Appointment of members**

The Committee will be comprised five core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Planning Committee at its first meeting after the Annual Council meeting, they may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 5 members are present at all planning committee meetings.

### **4. Delegated Authority**

The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

### **5. Scope**

To consider all planning applications.

To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.



To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

To endeavour to ensure that any objections or recommendations are based solely on planning criteria.

To consider environmental aspects when considering planning applications.

To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.

To respond on behalf of the Parish Council to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation or to elect a member to attend the hearings of the SODC Planning Committee

When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.

To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

When appropriate, seek expert opinion and guidance from other parties, for example applications relating the Neighbourhood Plan, to seek recommendations from former members of the Neighbourhood Plan team.

## **6. Review**

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair of the Council



**Public Spaces Strategy Working Group  
TERMS OF REFERENCE**

**1. Remit**

- To review minimum of 3 bids for the Public Spaces Strategy work, interview all 3 landscape architects and advise the council on preferred bid.
- To liaise with the chosen landscape architect, throughout the design and consultation phase (including public consultation)
- To advise the council on preferred projects and phasing.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Public Spaces Strategy Working Group.

**3. Appointment of members**

The Committee will be comprised three members with a quorum of three. Membership of the Public Spaces Strategy working group will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The Public Spaces Strategy Working group has no delegated authority, decision regarding chosen landscape architect, design to go to consultation, and chosen projects & timescales to be decided at the next available full council meeting.

**5. Scope**

- To provide the same specification to all bidding landscape architects
- Meet with all bidding architects, with site visits.
- Review bids.
- Advise the council on the preferred bid.
- Engage with the successful Landscape Architect to review the design, providing any additional information required.
- Liaising with the Landscape Architect through working Group review of the designs, Parish Council review of the designs and submission to public consultation.
- Management of the Public Consultation and analysis of the results.
- Liaising with Landscape Architect for modifications post-consultation.
- Advising the council on the preferred projects and order of completion.

**6. Specification for the Landscape Architects**

**Gardiner Recreation Ground and Pavilion** - the Pavilion has been refurbished about 3 years ago, but we are looking to have advice on how we might best use this space for some play equipment and gym-trail (for older children 10+), a refurbishment of the toddler playground (this was gifted as a memorial for a child who died about 20 years ago and is in need of refurbishment and upgrading, but still retaining its memorial status) and possibly/ideally some outdoor exercise equipment. This is also our cricket ground, our Goring FA football Pitch, and there is a bowling green at the far end. There is also a very small 'community



garden' in the corner, but we are open, if needed, to move that elsewhere, but ideally work around it.

**Sheepcot Field/Recreation Ground and Pavilion** - the pavilion is in great need of refurbishment, and we will be working to do this, but after we better understand how the open space can be used. This is a VERY large field, with flat 'plateaux' and steeply sloping aspects as well. There is a tennis court on site, but this has a long-term lease to the Club so we would work around that - though part of the lease is that one court is for public use/first come first served basis, and we may want to make a 'feature' of that. This probably would be a good space for larger play equipment, and we may want to make a special feature of that?

**Bourdillon Field/Playground** - this currently has some play equipment, basketball court and open field - and needs to be re-thought and refurbished. There is a potential that the school (behind it) may need to expend, so we might need/want to give some of this land to the school, but at least half would reserved for an open space/play area.

**Rectory Garden** - this is a piece of land donated early 1900s to be used for 'exercise and recreation', though we have kept it to be a more 'memorial garden'. There are some specific covenants of lime trees, a path and a wall - though it would be nice to formalise the space to be more inviting and better used. We have some ideas, but in the main are currently thinking this could be some kind of Edwardian style garden (to be more in keeping with the time it was donated), and to invite people to sit and enjoy or to have low-key exercise?

**Ferry Road** - this is a river access area that is currently some green grass, a dilapidated bench, and some reinforced river edge repaired after the last floods. We would like to make this a nice 'river place' for the public to enjoy, maybe moorings, but more about people relaxing/picnic-ing, etc.

Deliverables - working through a process to help us with outline ideas first, feedback from the small working group, then some rough drawings for full Council, then feedback from the full Council then final drawings with enough detail (though can also be 'mood board' style if you feel best) so that we then can meaningfully consult with the village. We would then try to consolidate feedback and seek any further comments/ideas from the chosen landscape architect based on what the local folks said.

## **7. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair to the Council



**Staffing Committee  
TERMS OF REFERENCE**

**1. Remit**

The Committee is responsible for the employment and welfare of all employees

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Staffing Committee.

**3. Appointment of members**

The Committee will be comprised of three members appointed annually at the Annual Council Meeting, with a quorum of three.

**4. Chairman**

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

**5. Voting**

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

**6. Minutes**

All minutes shall be open for inspection by a Member of the Parish Council, if appropriate.

**7. Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as

“In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

**8. Meeting Duration**

The Staffing Committee may meet for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members

**9. Specific Delegated Powers**

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- To review staff salaries and terms of conditions and make recommendations to Council.
- To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include all three members in the case of appointment plus the Clerk.
- To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.



- To appoint members to hear any formal grievance.
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

### **10. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 25<sup>th</sup> July 2022, it shall be reviewed periodically, at least once per council term, nominally 4 years.

Signed:

Dated: 25<sup>th</sup> July 2022

B Urbick, Chair of the Council

<b>Title</b>	Finance
<b>Authors</b>	Responsible Financial Officer & Clerk Designate
<b>Meeting</b>	Goring-on-Thames Parish Council Meeting – 25 <sup>th</sup> July 2022

### 17.1. To approve finalised payment list 1<sup>st</sup> April 2022 – 30<sup>th</sup> June 2022

Voucher	Date	Description	Supplier	Net	VAT	Total
4	01/04/2022	Printer Quarterly Maintenance	Xerox	£ 34.87	£ 6.97	£ 41.84
1	01/04/2022	Bank Fees	TSB Bank plc	£ 5.00	£ -	£ 5.00
2	01/04/2022	Rates 5136641	South Oxfordshire District Council	£ 53.90	£ -	£ 53.90
3	01/04/2022	Rates 5350540	South Oxfordshire District Council	£ 93.10	£ -	£ 93.10
5	08/04/2022	GNP Website Hosting	Google ireland Ltd	£ 9.20	£ -	£ 9.20
6	18/04/2022	Payroll Deductions	HM Revenue & Customs	£ 1,135.92	£ -	£ 1,135.92
7	20/04/2022	WHBG Waste	Grundon Waste Management	£ 5.47	£ 1.09	£ 6.56
8	20/04/2022	Bins & Litter	Grundon Waste Management	£ 7.90	£ 1.58	£ 9.48
11	21/04/2022	Electricity - Sheepcot	SSE	£ 1,201.77	£ 240.35	£ 1,442.12
9	21/04/2022	Electric - Gardiner	SSE	£ 213.15	£ 10.66	£ 223.81
10	21/04/2022	Electric - OJFS	SSE	£ 54.16	£ 2.70	£ 56.86
12	28/04/2022	Water - OJFS	Castle Water	£ 7.56	£ -	£ 7.56
13	28/04/2022	Water - Sheepcot	Castle Water	£ 50.00	£ -	£ 50.00
14	28/04/2022	Water - Gardiner	Castle Water	£ 12.40	£ -	£ 12.40
19	30/04/2022	Jubilee Garden	Julia Charles Design	£ 6,952.20	£ -	£ 6,952.20
20	30/04/2022	Jubilee Garden	Julia Charles Design	£ 1,096.29	£ -	£ 1,096.29
22	30/04/2022	Salary	J Wood			
28	30/04/2022	Salary	L White			
29	30/04/2022	Salary	R Wood			
30	30/04/2022	Salary	S Archer			
31	30/04/2022	Mileage	R Wood			
33	30/04/2022	Salary	J Merrill			
34	30/04/2022	Pension	LGPS Oxfordshire	£ 221.20	£ -	£ 221.20
15	30/04/2022	Bins & Litter	Sheild Maintenance Ltd	£ 121.33	£ 24.27	£ 145.60
16	30/04/2022	Bins & Litter	Sheild Maintenance Ltd	£ 130.00	£ 26.00	£ 156.00
17	30/04/2022	Bins & Litter	BGG Garden & Tree Care	£ 500.00	£ 100.00	£ 600.00
18	30/04/2022	Street Light Maintenance	Enerveo	£ 836.85	£ 167.37	£ 1,004.22
21	30/04/2022	Freepost	Royal Mail Group Limited	£ 1.92	£ 0.38	£ 2.30
23	30/04/2022	Property Sundries Refund R Wood	Amazon.co.uk	£ 44.96	£ 8.99	£ 53.95

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Voucher	Date	Description	Supplier	Net	VAT	Total
24	30/04/2022	Property Sundries Refund R Wood	Amazon Svc Eur SarL	£ 20.83	£ 4.17	£ 25.00
25	30/04/2022	Mobile Hotspot - Refund L White	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
26	30/04/2022	Mobile Hotspot - Refund L White	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
27	30/04/2022	VoIP refund L White	YayYay Limited	£ 4.99	£ 1.00	£ 5.99
32	30/04/2022	Maintenance / Installation	Amazon.co.uk	£ 7.80	£ 1.56	£ 9.36
35	01/05/2022	Bank Fees	TSB Bank plc	£ 5.00	£ -	£ 5.00
47	03/05/2022	Office 365 & Back-ups	Get Support IT Services Ltd	£ 36.45	£ 7.29	£ 43.74
36	03/05/2022	Rates 5136641	South Oxfordshire District Council	£ 55.00	£ -	£ 55.00
54	03/05/2022	Pavilion Cleaning	J Hatton	£ 120.00	£ -	£ 120.00
61	03/05/2022	Rates 5350540	South Oxfordshire District Council	£ 95.00	£ -	£ 95.00
53	06/05/2022	Printer Quarterly Maintenance	Xerox	£ 19.72	£ 3.94	£ 23.66
37	09/05/2022	GNP Website Hosting	Google ireland Ltd	£ 9.20	£ -	£ 9.20
62	10/05/2022	Payroll Deductions	HM Revenue & Customs	£ 106.77	£ -	£ 106.77
60	10/05/2022	Cleaning Supplies - Refund J Hatton	Lidl	£ 41.66	£ 8.33	£ 49.99
55	11/05/2022	GoTSoP - Refund B Clapson	BG Clapson	£ 2,000.00	£ -	£ 2,000.00
73	20/05/2022	Jubilee Fun & Games	Solopress	£ 65.74	£ -	£ 65.74
38	20/05/2022	Bins & Litter	Grundon Waste Management	£ 7.90	£ 1.58	£ 9.48
39	20/05/2022	WHBG Waste	Grundon Waste Management	£ 343.52	£ 68.70	£ 412.22
51	23/05/2022	Gas - Gardiner	SSE	£ 40.79	£ 2.03	£ 42.82
50	23/05/2022	Unmetered Electricity - Streetlamps	SSE	£ 1,239.87	£ 247.97	£ 1,487.84
52	26/05/2022	OCC Traffic urveys	Oxfordshire County Council	£ 250.00	£ 50.00	£ 300.00
48	30/05/2022	Gas - OJFS	SSE	£ 100.94	£ 5.04	£ 105.98
49	30/05/2022	Gas - Sheepcot	SSE	£ 66.47	£ 3.32	£ 69.79
56	31/05/2022	Office 365 & Back-ups	Get Support IT Services Ltd	£ 36.45	£ 7.29	£ 43.74
40	31/05/2022	Salary	R Wood			
41	31/05/2022	Mileage	R Wood	£ 20.00	£ -	£ 20.00
42	31/05/2022	Salary	J Merrill			
43	31/05/2022	Salary	S Archer			
44	31/05/2022	Salary	L White			
45	31/05/2022	Pension	LGPS Oxfordshire	£ 497.65	£ -	£ 497.65
46	31/05/2022	Mileage	L White	£ 20.00	£ -	£ 20.00
57	31/05/2022	Water - Gardiner	Castle Water	£ 12.40	£ -	£ 12.40
58	31/05/2022	Water - OJFS	Castle Water	£ 7.56	£ -	£ 7.56
59	31/05/2022	Water - Sheepcot	Castle Water	£ 50.00	£ -	£ 50.00
65	01/06/2022	Bank Fees	TSB Bank plc	£ 5.00	£ -	£ 5.00

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Voucher	Date	Description	Supplier	Net	VAT	Total
63	01/06/2022	Rates 5350540	South Oxfordshire District Council	£ 95.00	£ -	£ 95.00
64	01/06/2022	Rates 5136641	South Oxfordshire District Council	£ 55.00	£ -	£ 55.00
68	06/06/2022	Pavilion Cleaning	J Hatton	£ 240.00	£ -	£ 240.00
90	07/06/2022	Burial Ground Maintenance	M&C Landscapes	£ 395.00	£ 79.00	£ 474.00
91	07/06/2022	Grass Cutting	M&C Landscapes	£ 1,454.50	£ 290.90	£ 1,745.40
66	10/06/2022	GNP Website Hosting	Google ireland Ltd	£ 9.20	£ -	£ 9.20
71	13/06/2022	Henley Standard	Westholm Stores	£ 18.60	£ -	£ 18.60
72	13/06/2022	Jubilee Garden	Julia Charles Design	£ 650.00	£ -	£ 650.00
67	13/06/2022	Payroll Deductions	HM Revenue & Customs	£ 512.49	£ -	£ 512.49
75	13/06/2022	Maintenance / Installation	Paul Carter	£ 310.00	£ -	£ 310.00
86	13/06/2022	Burial Ground Maintenance	J Wilkins	£ 40.97	£ -	£ 40.97
89	13/06/2022	Readibus	Readibus	£ 350.00	£ -	£ 350.00
103	13/06/2022	Bins & Litter	L White	£ 10.98	£ -	£ 10.98
106	13/06/2022	Jubilee Fun & Games	BG Clapson	£ 525.00	£ -	£ 525.00
107	13/06/2022	Jubilee Fun & Games	BG Clapson	£ 182.87	£ -	£ 182.87
119	13/06/2022	Internal Audit	Jane Olds - Internal Auditor	£ 315.00	£ -	£ 315.00
92	13/06/2022	Grass Cutting	M&C Landscapes	£ 125.00	£ 25.00	£ 150.00
93	13/06/2022	Grass Cutting	M&C Landscapes	£ 1,491.00	£ 298.20	£ 1,789.20
94	13/06/2022	Burial Ground Maintenance	M&C Landscapes	£ 300.00	£ 60.00	£ 360.00
95	13/06/2022	Burial Ground Maintenance	M&C Landscapes	£ 135.00	£ 27.00	£ 162.00
96	13/06/2022	Burial Ground Maintenance	M&C Landscapes	£ 845.00	£ 169.00	£ 1,014.00
97	13/06/2022	Fire Extinguisher Inspection	RES Systems Limited	£ 26.50	£ 5.30	£ 31.80
98	13/06/2022	Fire Extinguisher Inspection	RES Systems Limited	£ 23.20	£ 4.64	£ 27.84
99	13/06/2022	Fire Extinguisher Inspection	RES Systems Limited	£ 25.00	£ 5.00	£ 30.00
100	13/06/2022	Annual Parish Meeting costs (not room hire)	CostCo Wholesale	£ 152.69	£ 17.12	£ 169.81
101	13/06/2022	Annual Parish Meeting costs (not room hire)	L White - Reimb	£ 24.65	£ 4.93	£ 29.58
102	13/06/2022	Jubilee Fun & Games	L White - Reimb	£ 8.12	£ 1.63	£ 9.75
104	13/06/2022	Jubilee Fun & Games	L White - Reimb	£ 8.32	£ 1.67	£ 9.99
105	13/06/2022	Jubilee Fun & Games	L White - Reimb	£ 7.07	£ 1.42	£ 8.49
108	13/06/2022	Maintenance / Installation	Goring Hardware	£ 227.38	£ 45.47	£ 272.85
109	13/06/2022	Assistant Clerk Phone	L White - Reimb	£ 207.50	£ 41.50	£ 249.00
110	13/06/2022	Property Sundries - Refund L White	L White - Reimb	£ 55.42	£ 11.08	£ 66.50
111	13/06/2022	Sim Costs	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
112	13/06/2022	Sim Costs	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
113	13/06/2022	VoIP refund L White	YayYay Limited	£ 4.99	£ 1.00	£ 5.99

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Voucher	Date	Description	Supplier	Net	VAT	Total
114	13/06/2022	Sim Costs	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
115	13/06/2022	Sim Costs	GiffGaff Ltd	£ 6.67	£ 1.33	£ 8.00
116	13/06/2022	Sim Costs	GiffGaff Ltd	£ 5.00	£ 1.00	£ 6.00
117	13/06/2022	Sim Costs	GiffGaff Ltd	£ 5.00	£ 1.00	£ 6.00
69	13/06/2022	Maintenance / Installation	Henley Glazing & Window Centre	£ 122.93	£ 24.59	£ 147.52
70	13/06/2022	Hanging Baskets	Purdy Gates	£ 504.00	£ 100.80	£ 604.80
74	13/06/2022	Jubilee Fun & Games	Dor2Dor Oxford	£ 110.00	£ 22.00	£ 132.00
76	13/06/2022	Scribe Software	Scribe Accounts	£ 1,812.00	£ 362.40	£ 2,174.40
77	13/06/2022	East Cottage Drive Access	Prettys Solicitors LLP	£ 240.00	£ 48.00	£ 288.00
78	13/06/2022	Quarterly Electrical PPMs	Smartway Electrical Services	£ 238.09	£ 47.62	£ 285.71
79	13/06/2022	Street Light Maintenance	Enerveo	£ 836.85	£ 167.37	£ 1,004.22
80	13/06/2022	Street Light Maintenance	Enerveo	£ 714.60	£ 142.92	£ 857.52
81	13/06/2022	Street Light Maintenance	Enerveo	£ 357.20	£ 71.44	£ 428.64
82	13/06/2022	Street Light Maintenance	Enerveo	£ 777.39	£ 155.48	£ 932.87
83	13/06/2022	Bins & Litter	Sheild Maintenance Ltd	£ 121.33	£ 24.27	£ 145.60
84	13/06/2022	Street Light Maintenance	Enerveo	£ 423.06	£ 84.61	£ 507.67
85	13/06/2022	Dog Waste	Sheild Maintenance Ltd	£ 130.00	£ 26.00	£ 156.00
87	13/06/2022	Training	Oxfordshire Association of Local Councils	£ 55.00	£ 11.00	£ 66.00
88	13/06/2022	Training	Oxfordshire Association of Local Councils	£ 110.00	£ 22.00	£ 132.00
118	20/06/2022	Unmetered Electricity - Streetlamps	SSE	£ 1,125.39	£ 225.07	£ 1,350.46
120	24/06/2022	SLCC Clerk Membership	SLCC Enterprises Ltd	£ 120.00	£ 24.00	£ 144.00
121	24/06/2022	Jubilee Fun & Games	JM Entertainment & Fun	£ 995.00	£ 199.00	£ 1,194.00
122	24/06/2022	Water - WHBG	Castle Water	£ 56.59	£ -	£ 56.59
125	27/06/2022	WHBG Waste	Grundon Waste Management	£ 5.47	£ 1.09	£ 6.56
126	27/06/2022	Bins & Litter	Grundon Waste Management	£ 7.98	£ 1.60	£ 9.58
127	28/06/2022	Water - Gardiner	Castle Water	£ 158.48	£ -	£ 158.48
128	28/06/2022	Water - OJFS	Castle Water	£ 7.56	£ -	£ 7.56
129	28/06/2022	Water - Sheepecot	Castle Water	£ 50.00	£ -	£ 50.00
131	30/06/2022	Salary	L White			
132	30/06/2022	Mileage	L White	£ 20.00	£ -	£ 20.00
133	30/06/2022	Salary	R Wood			
134	30/06/2022	Mileage	R Wood	£ 20.00	£ -	£ 20.00
135	30/06/2022	Salary	S Archer			
136	30/06/2022	Salary	J Merrill			
137	30/06/2022	Pavilion Cleaning	J Hatton	£ 240.00	£ -	£ 240.00

## Appendix W

Voucher	Date	Description	Supplier	Net	VAT	Total
139	30/06/2022	Pension	LGPS Oxfordshire	£ 624.83	£ -	£ 624.83
130	30/06/2022	Office 365 & Back-ups	Get Support IT Services Ltd	£ 36.45	£ 7.29	£ 43.74
138	30/06/2022	Street Light Maintenance	Enerveo	£ 836.85	£ 167.37	£ 1,004.22
140	30/06/2022	VoIP refund L White	YayYay Limited	£ 4.99	£ 1.00	£ 5.99
141	30/06/2022	Stationery - Refund L White	L White - Reimb	£ 16.64	£ 3.34	£ 19.98
142	30/06/2022	Stationery - Refund L White	L White - Reimb	£ 19.15	£ 3.83	£ 22.98
143	30/06/2022	Street Light Maintenance	Enerveo	£ 66.05	£ 13.21	£ 79.26
				£44,783.01	£4,059.72	£48,842.73

17.2. To note receipts 1<sup>st</sup> April 2022 – 30<sup>th</sup> June 2022

Voucher	Date	Description	Supplier	Net	VAT	Total
3	06/04/2022	Goring Robins Fees	Goring Robins Football Club	£ 778.67	£ 155.73	£ 934.40
4	07/04/2022	Plot & Interment	Co-op Funeral Care Tilehurst	£ 1,147.02	£ -	£ 1,147.02
1	08/04/2022	Precept	South Oxfordshire District Council	£ 80,032.50	£ -	£ 80,032.50
6	10/04/2022	Bank Interest	TSB Bank plc	£ 55.48	£ -	£ 55.48
2	27/04/2022	CIL Receipts	South Oxfordshire District Council	£ 23,837.31	£ -	£ 23,837.31
5	29/04/2022	Interment and Plot Preparation	A B Walker	£ 828.00	£ -	£ 828.00
7	03/05/2022	Car Park	Royal Mail Group Limited	£ 1,551.60	£ 310.32	£ 1,861.92
8	03/05/2022	Car Park	Royal Mail Group Limited	£ 1,510.70	£ 302.14	£ 1,812.84
10	09/05/2022	Jubilee Garden	Goring Gap News	£ 500.00	£ -	£ 500.00
9	10/05/2022	Bank Interest	TSB Bank plc	£ 63.90	£ -	£ 63.90
11	19/05/2022	VAT Refund	HM Revenue & Customs	£ 4,024.62	£ -	£ 4,024.62
12	01/06/2022	Jubilee Garden	Davis Tate	£ 1,000.00	£ -	£ 1,000.00
18	06/06/2022	Jubilee Fun & Games	SQUARE	£ 22.11	£ 4.57	£ 26.68
32	10/06/2022	Bank Interest	TSB Bank plc	£ 66.04	£ -	£ 66.04
14	15/06/2022	Defib Contribution	Cricket Club	£ 79.90	£ -	£ 79.90
13	15/06/2022	Cricket Club Fees	Cricket Club	£ 1,708.93	£ 341.79	£ 2,050.72
15	16/06/2022	Car Park	J Franklin	£ 788.00	£ 157.60	£ 945.60
19	16/06/2022	Grass Cutting	Environment and Economy, Oxfordshire County Council	£ 1,743.00	£ -	£ 1,743.00
16	18/06/2022	Car Park	B Evans	£ 356.22	£ 71.24	£ 427.46
20	20/06/2022	Memorial Permit	ET Sheppard / AF Jones	£ 120.83	£ 24.17	£ 145.00
17	21/06/2022	Car Park	Warmingham Estate Agents	£ 600.18	£ 120.04	£ 720.22
21	27/06/2022	Tennis Club Fees	Tennis Club	£ 645.11	£ 129.02	£ 774.13
22	27/06/2022	Tennis Club Fees	Tennis Club	£ 582.62	£ 116.52	£ 699.14
23	28/06/2022	Plot	TOMALIN & SON	£ 840.00	£ -	£ 840.00
24	28/06/2022	Interment and Plot Preparation	TOMALIN & SON	£ 500.00	£ -	£ 500.00
25	29/06/2022	Interment and Plot Preparation	Rowland MONK	£ 350.00	£ -	£ 350.00
				£123,732.74	£1,733.14	£125,465.88

17.3. To note the reconciled bank account and reserves balances as at 30<sup>th</sup> June 2022

## Goring-on-Thames Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/06/2022</b>		
	Cash in Hand 01/04/2022		265,390.54
	<b>ADD</b> Receipts 01/04/2022 - 30/06/2022		125,465.88
			390,856.42
	<b>SUBTRACT</b> Payments 01/04/2022 - 30/06/2022		48,842.73
<b>A</b>	<b>Cash in Hand 30/06/2022</b> (per Cash Book)		<b>342,013.69</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2022	0.00	
	TSB Reserve Account 30/06/2022	259,600.58	
	TSB Current Account 30/06/2022	82,413.11	
			<b>342,013.69</b>
	Less unrepresented payments		
			342,013.69
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>342,013.69</b>
	<b>A = B Checks out OK</b>		

**17.4. To complete quarterly budget review and approve proposed updates relating to Council decisions.**

Goring-on-Thames Parish Council

2022-2023

**INCOME**

		Year To 30th June 2022	Previously Approved	Proposed
<b>100</b>	<b>General Income</b>			
1010	Bank Interest	267	560	560
1020	CIL Receipts	23837		23837
1030	Community Car Park	6383	2400	2400
1040	Events Income	22		
1050	Grants/S106/Donations	1500	1500	1500
1060	Insurance			
1070	Miscellaneous Income / Other	964	200	200
1080	Precept	80033	160065	160065
1090	Property Income	5458	8500	8500
1100	Loan Repayments		7000	7000
<b>Total</b>	<b>General Income</b>	<b>118463</b>	<b>180225</b>	<b>204062</b>
<b>200</b>	<b>Burial Ground Income</b>			
2010	Grazing & Miscellaneous		60	60
2020	Interments and Plots	3665	14000	14000
2030	Memorials; Including Bench Donations	291	6000	6000
<b>Total</b>	<b>Burial Ground Income</b>	<b>3956</b>	<b>20060</b>	<b>20060</b>
<b>Total</b>	<b>All Income</b>	<b>122419</b>	<b>200285</b>	<b>224122</b>

## EXPENDITURE

			Previously Approved	Proposed
<b>300</b>	<b>Administration</b>			
3010	Allowances Expenses Training	385	2000	3500
3020	Awards and honours		1000	1000
3030	COVID-19 Response (not Staff)			
3040	Election fees	8054	17000	16185
3050	Hire of Meeting Room		500	500
3060	Postage, copies and printing	70	2000	2000
3070	Publications	19	700	700
3080	Subscriptions		1000	1000
3090	Legal Fees	240	2500	2500
3100	Rates and Taxes	597	1500	1500
3110	Website		100	100
3120	Annual Meeting of the Parish	117		1000
<b>Total</b>	<b>Administration</b>	<b>9364</b>	<b>28300</b>	<b>29985</b>
<b>400</b>	<b>General Finance &amp; Grants</b>			
4010	Audit and Accountancy	315	1000	1515
4020	Bank Charges	20	100	100
4030	Churches S214(6) LG Act 1972			
4040	Miscellaneous Expenditure			
4050	S137 and Other (Non-Grant) Payments			
4060	Staff Costs	9941	45000	45000
4070	Transport S26-29 LGR Act 1997	350	700	700
4080	Loans to Local Organisations		7000	7000
4090	Grants Under GPoC		7000	7000
<b>Total</b>	<b>General Finance &amp; Grants</b>	<b>10626</b>	<b>46800</b>	<b>61315</b>

## Appendix W

500	Burial Ground			
5010	General Maintenance	41	1000	1000
5020	Mowing & Hedges	695	3500	3500
5030	Plot Preparation	980	3000	3000
5040	WHBG Waste	354	1200	1200
<b>Total</b>	<b>Burial Ground</b>	<b>2070</b>	<b>8700</b>	<b>8700</b>

600	Facilities			
6010	Car Park		3000	3000
6020	Defibrillator		1000	1000
6030	General Maintenance & Repair	904	4000	4000
6040	Grass Weeding Strimming Fertil	3071	14500	14500
6050	Hedges/Fences/Paddocks/Gates		1000	1000
6060	Pedestrian Safety Projects	250	3000	3000
6070	Inspections Surveys & Reports	238	5000	5000
6080	Insurance		1749	1749
6090	Office Equipment	243	2000	2000
6100	Playground Equipment Maintenance		2500	2500
6110	Property Sundries	732	4000	4000
6120	Public Spaces Review		3000	3000
6130	Security, Fire & Safety	75	450	450
6140	Software and back-ups	1921	4000	4000
6150	Street Furniture & Seats	310	500	500
6160	Street Lighting	6142	22000	22000
6170	Street Light Replacements	1072		
6180	Summer of Play	2000	22000	22000
6190	Telephone & Internet	65	500	500
6210	Trees		1500	1500
6220	Utilities - Gas, Water, Electr	2090	4000	4000

Cleaning Now Outsourced

All Spend from EMR

£15000 Approved + £7k grant; empty EMR

**Appendix W**

6230	Vandalism		500	500	
6240	Waste / Litter / Street Cleaning	1026	5000	5000	
6250	Winter & Flooding		0	0	
6255	Jubilee 2022	10667	13500	13500	£9.5k Jubilee Garden, less 1000 donation, plus £5000 for games
6260	Village Planting		4000	5500	To include hanging basket brackets work
<b>Total</b>	<b>Facilities</b>	<b>30806</b>	<b>122699</b>	<b>124199</b>	
700	Neighbourhood Plan				
7040	Misc Expenses/ purchases NP	28	120	120	
<b>Total</b>	<b>Neighbourhood Plan</b>	<b>28</b>	<b>120</b>	<b>120</b>	
<b>Total</b>	<b>All Expenditure</b>	<b>52894</b>	<b>206619</b>	<b>224319</b>	
TOTAL	INCOME		200285	224122	
TOTAL	EXPENDITURE		206619	224319	
SURPLUS	--> EMR		-6334	-197	

## EARMARKED RESERVES

Account	End Last Year	In Year Ammendment	Proposed End of Year
320 EMR Operating Reserve	71464		71464
325 EMR Tree Felling & Replacement	12000		12000
330 EMR Playground Equipment	20500		20500
335 EMR MIGGS Pavement Widening	5000		5000
340 EMR Car Park Reserves	12000		12000
345 EMR CIL	31415	23837	55252
350 EMR High Street Strategic Project	0		0
355 EMR Street Lighting Replacement	42489	1146	43635
360 EMR Covid-19 Response	4555		4555
365 EMR Security	3249		3249
370 EMR Public Spaces Strategy	11007		11007
375 EMR GGBN Reserved Monies	1031		1031
380 EMR External Audit Costs	3700	-3700	0
385 EMR WHBG Reserved Plots	5500		5500
390 EMR Summer of Play	12303	-12303	0
395 EMR Winter of Play	0		0
400 EMR Jubilee 2022	4803	-4803	0
410 EMR WHBG - 99y Maintenance	5000		5000
415 EMR Public Buildings		8000	8000
420 EMR Election Costs	8000	-8000	0
425 EMR Freedom of Goring	1000		1000
430 EMR Previous Financial Year Commitments	4374	-4374	0
<b>TOTAL RESERVES</b>	<b>259390</b>	<b>-197</b>	<b>259193</b>

17.5. To receive the External Audit Report for the financial year 2020-2021 and agree actions.

Section 3 - External Auditor Report and Certificate 2020/21

In respect of Goring on Thames 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 2021; and
• confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

2 External auditor report 2020/21

Except for the matter 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.
The Council has answered 'Yes' to Box 4 of Section 1 of the Annual Governance and Accountability Return which relates to how the Notice of Public Rights was advertised within the financial year 2020-21. Therefore, it relates to the Notice announcing the public right to review the 2019-20 return which was published during 2020-21. This notice was not correctly advertised therefore this question should have been answered 'No'.

Other matters not affecting our opinion which we draw to the attention of the authority:
The Internal Auditor has answered 'Yes' to Box M of their report despite the council not satisfying Regulations 12-15 of the Audit and Accounts Regulations 2015 in regards to order required to be followed when approving, announcing and publishing the Return and related documents in order to satisfy the Public Rights requirements. We would therefore have anticipated this response to have been 'No'.

3 External auditor certificate 2020/21

We 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 2021.

2We do not certify completion because:

External Auditor Name MOORE

External Auditor Signature Moore Date 28/06/2022

**17.6. To note the conclusion of Audit 2020-2021 has been posted, with rights of inspection during July and August 2022.**

**17.7. To approve the standard list of payments for financial year 2022-2023**

Item	Power	Value	Payment Method	Frequency
Staff Wages	LGA 1972 s112(2)	To the values as agreed by the staffing committee	BACS	Monthly
Grass Cutting	HA 1980 s.96	As invoiced, up to the Grass Cutting Budget	BACS	Not more than Monthly
Grave Digging	LGA 1972 s.214(2)	As Invoiced Clerk to verify against WHBG Bookings Not more than: £130 Interment of Ashes £330 Grave Reopen £375 Double Grave (All Ex VAT)	BACS	Not more than Monthly
Castle Water		As invoiced  WHBG – Yearly < £100 OJFS/Sheepcot/Gardiner < £100 combined.	DD	Monthly
SSE Gas & Electricity - Utilities		As Invoiced; verified against meter readings by Council Officer.	DD	As invoiced – generally not more than monthly.
Streetlamps	PCA 1957 ss.3(1), HA 1980 s.301			
Unmetered Supply		Not more than £1200 per month	BACS	Monthly
Monthly Maintenance		£836.85 (Ex VAT)	BACS	Monthly
Repairs		Any up to £1000 whilst monies remain in EMR.	BACS	As Required
SODC Rates		£95 & £55	DD	Monthly
TSB Service Charge		£5	DD	Monthly
Google Ireland Ltd (Neighbourhood Plan)	LGA 1972 s.111	£9.20	DD	Monthly
Subscriptions, OALC; SLCC	LGA 1972 s.143	As invoiced  Note: pro rata for Staff with joint employment	BACS	As invoiced; each organisation once per year

Appendix W

Insurance – Zurich	LGA 1972 s.111;113; 114 140;	As Invoiced – 3 year Long Term Agreement in effect	BACS	As invoiced; once per year – Expected September
Computer Software (yearly): <ul style="list-style-type: none"> <li>• Norton Anti Virus;</li> <li>• Web hosting and domain</li> </ul>	LGA 1972 s.111	As Invoiced  Hosting & Domains: £209 per year  SSL Cert £15 each	BACS	As invoiced; once per year per item
Computer Software & Telephone (Monthly):	LGA 1972 s.111	Microsoft 365 3 x £9.40  SaaS Back-ups 3 x £2.75  YayYay – VOIP £5.99 Three Hotspot - £30	DD   BACS BACS	Monthly   Monthly Monthly
SIMs for Parish Mobile Phones		2 x £8 1 x £6	BACS	Monthly Currently Refunded to L White
Waste  Burial Ground Skip   OJFS Waste   Dog Waste and General Village Bins		Empty of Skip £328.04  Monthly Waste Transfer Notice: £5.47  Monthly Waste Transfer Notice: £5.47 General Waste Sack £0.61 (13 per year) Recycling Sack £0.91 (26 per year)  < £400 per 4 weeks, in 2 invoices	BACS	As required / When Full  Monthly  Monthly  Monthly  4 weekly
Pavilions Planned	LGA 1894 s.8(1)(i)	Various, including.	BACS	As invoiced, generally monthly.

**Appendix W**

Preventative Maintenance – Water systems		Expansion Vessel Flush System - TMV Fail-Safe Check Expansion Vessel Flush Expansion Vessel Check Calorifier Inspection CWS Tank Inspection Risk Assessment (UKAS Accredited) System - TMV Maintenance  Not more than £1200 total per year		
Pavilions - Planned Preventative Maintenance – Electrical Systems	LGA 1894 s.8(1)(i)	Various £500	BACS	Quarterly
Xerox		Quarterly Maintenance £41.84  Consumables and prints < £100 as billed	DD	Quarterly
Pavilion Cleaning		£240 per month	BACS	Monthly
Milage		£20 per month, applicable staff.	BACS	Monthly