



GORING-ON-THAMES PARISH COUNCIL

Minutes of the Virtual Annual Council Meeting of the Goring-On-Thames Parish Council Tuesday 04th May 2021 at 7:30pm

Public Session – Prior to the Start of the Meeting

MoP1: Asked for e-mail alerts for meetings and why not go back to monthly meetings, and encouraged the council to respond to the external auditor on outstanding matters from 2017/18 as a priority.

Representative of Football clubs: Spoke at the relevant item on the agenda.

Members Present:

| | |
|---------------|---------------------------|
| Chairman | Cllr K Bulmer (KB) |
| Vice Chairman | Cllr John Wills (JW) |
| Members | Cllr Laurie Reavill (LR) |
| | Cllr David Brooker (DB) |
| | Cllr Matthew Brown (MBr) |
| | Cllr Sonia Lofthouse (SL) |
| | Cllr Emma McCorkell (EM) |
| | Cllr Bryan Urbick (BU) |
| | Cllr Mary Bulmer (MBu) |

Officers Present:

| | |
|----------------------|------------------|
| Clerk | Laura White (LW) |
| Assistant Clerk | Mike Ward (MW) |
| Facilities Assistant | Roger Wood (RW) |

Public and Press: Cllr M Filipova-Rivers + at least 5

Meeting started 19:37

21.01.1. To elect a Chairman for the year ahead [LGA 1972 ss15(2) and 34(2)]

Resolved: Approved, the elect Cllr Kevin Bulmer, Unopposed.

21.01.2. To receive Chairman's declaration of acceptance of office [LGA 1972 s83(4)]

Due to the nature of virtual meetings, Clerk to collect Chairman's declaration on the next working day.

21.01.3. To elect a Vice-Chairman for the year ahead [LGA 1972 s 15(6) & 34(6)]

Resolved: Approved, the elect Cllr John Wills, Unopposed.

Kevin Bulmer: Chairman

04th October 2021

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

None Received; TVH Absent

21.01.5. Declarations of Interests [LA 2011 s31]

None

21.01.6. To consider requests for Dispensations [LA 2011 s33]

None

21.01.7. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

21.01.7.1. Meeting held on 08th March 2021

Resolved: Approved, By Majority.

21.01.7.2. Matters arising from the minutes not elsewhere on the agenda.

None

21.01.8. To receive Chairman's report and announcements

None

21.01.9. To reapprove Terms of Reference and appoint members and representatives to committees, Working Groups and other organisations.

21.01.9.1. To review delegation arrangements and reapprove as suitable for use the Terms of Reference for the following Committees and Working Groups.

- Staffing Committee ToR
- Traffic Management; Parking & Pedestrian Safety Committee ToR
- Media & Communications Committee ToR
- Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group ToR
- Public Spaces Strategy Working Group ToR

Resolved: Approved, Unanimous.

21.01.9.2. To appoint members to the Planning Committee

Resolved: Approved to appoint BU; DB; JW; LR; MBr; MBu; SL; Unanimous.

21.01.9.3. To appoint members to the Staffing Committee

Resolved: Approved to appoint KB; MBr; TVH, Unanimous.

21.01.9.4. To appoint members to the Traffic Management; Parking & Pedestrian Safety Committee

Resolved: Approved to appoint BU; DB; SL, Unanimous.

21.01.9.5. To appoint members to the Media & Communications Committee

Resolved: Approved to appoint BU; EM; MBr, Unanimous.

21.01.9.6. To appoint members to the Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working Group

Resolved: Approved to appoint BU; LR, Unanimous.

21.01.9.7. To appoint members to the Public Spaces Strategy Working Group

Previously: BU, LR; SL; EM

Resolved: Approved to appoint BU; EM; LR, SL Unanimous.

21.01.9.8. To appoint one member to the Gap Festival Committee

Vacant – to decide at a subsequent meeting.

21.01.9.9. To appoint members to the Goring Poor Allotment Charity

Resolved: Approved to appoint KB; MBr; MBu, Unanimous.

21.01.9.10. To appoint one member to the Goring Volunteer Trust

Resolved: Approved to appoint DB, Unanimous.

21.01.9.11. To appoint one member to Streatley with Goring Dementia Action Forum

Resolved: Approved to appoint MBr, Unanimous.

21.01.9.12. To appoint members to the Twinning Association.

Resolved: Approved to appoint JW; KB; MBu, Unanimous.

21.01.10. To receive any reports from representatives of external bodies.

None



GORING-ON-THAMES PARISH COUNCIL

21.01.11. To consider Councillors Responsibilities

| | | | | | | |
|---|---|-----------------------|--------------------------|----------------|-------------|-------------------|
| Working Groups | | | | | | |
| Conservation Area Appraisal | John Wills | | Ned Worsley | Janet Hurst | | |
| Events | | Bryan Urbick | Mary Bulmer | | | |
| LED Street Lighting Replacement | Kevin Bulmer | Bryan Urbick | Matthew Brown | | | |
| NP Strategic Project – High Street | David Brooker | John Wills | Matthew Brown | | | |
| NP Strategic Project - School | Bryan Urbick | | | | | |
| Playground Equipment | Lawrie Reavill | John Wills | Mary Bulmer | Bryan Urbick | | |
| Public Spaces Review | Bryan Urbick | Lawrie Reavill | Sonia Lofthouse | Emma McCorkell | | |
| Recreation Grounds & Sports Clubs | Lawrie Reavill | John Wills | Bryan Urbick | Matthew Brown | Mary Bulmer | DB (Sheepcot Pav) |
| Village Audit Group | All Councillors + | David Brooker | Sonia Lofthouse | Lawrie Reavill | | |
| | | | | | | |
| | | | | | | |
| Other responsibilities | | | | | | |
| Finance | Bryan Urbick | | | | | |
| Litter Picking | Delegated to Clerk with liaison with Chairman and Vice-Chairman | | | | | |
| MIGGS Liaison | David Brooker | Lawrie Reavill | | | | |
| Police Liaison | John Wills | | | | | |
| Transport Issues | Kevin Bulmer | John Wills | | | | |
| White Hill Burial Ground | Mary Bulmer | | | | | |

It was noted LR would no longer produce the summary minutes for GGN.

Approved, Unanimous



GORING-ON-THAMES PARISH COUNCIL

21.01.12. To receive Clerk's Report

21.01.12.1. To note Clerk's Resignation from South Stoke Parish Council and therefore the shared use of SSPC's assets will no longer be possible.

Noted

21.01.12.2. To approve purchase of a smart phone for the Clerk, Budget £250

Resolved: Approved to purchase, maximum budget £250, Unanimous.

21.01.12.3. To approve purchase of a laptop for the Clerk, Budget £1100 or approve to replace the Clerk's personal computer if it is seized by any authorised authority due to any actions relating the Clerk's work as Clerk and RFO to Goring-on-Thames Parish Council.

Resolved: Approved to purchase a parish asset, maximum budget £1100, Unanimous.

21.01.12.4. To approve purchase of label printer and associated consumables, Budget £80

Resolved: Approved to purchase, maximum budget £80, Unanimous.

21.01.12.5. To approve Streatley Preschool to use the Gardiner Rec and offer use of the Pavilion for no cost, for 2 hours on 9th July.

Resolved: Approved, Unanimous.

21.01.13. To receive Facilities' Report

21.01.13.1. Quotes to be requested to replace valves at pavilions in line with Legionnaires testing report. To approve budget up to £350 to complete the works.

Since the agenda was published, a quote has been received from the company who normally does these works for us, total for both Pavilions £400.

Resolved: Approved to instruct the works, budget £400, Unanimous.

21.01.13.2. Approve budget up to £250 to complete remedial works from Electrical inspections.

Resolved: Approved to instruct the works, Unanimous.

21.01.13.3. To approve purchase of 3 water filled fire extinguishers at an *estimated* cost of £45.00 each and additional yearly service charge of £5.00, approve budget of £150 for immediate cost and additional £15 yearly cost for inspections.

Resolved: Approved to purchase 3 new fire extinguishers to be compliant with the relevant standards, Unanimous.

21.01.13.4. To approve purchase a replacement gate for Rectory Garden of simple design estimated £180.00, plus installation, maximum Budget, £250

Resolved: Approved to purchase and reinstate a gate, Unanimous.

21.01.13.5. To approve purchase of 2 new black Glasdon Bollards with 2 white reflective band and fixings that will use the existing sockets in the ground. Budget: 2 bollards £370.00

Resolved: Approved to purchase and reinstate 2 bollards, if after reinstating the current ones, they are lost again at the entrance to the Ferry Lane Space, Unanimous.

21.01.13.6. To approve deep cleaning both pavilions Pavilion, budget £750

Resolved: Approved, Unanimous.

21.01.13.7. To approve Clerk & Facilities Assistant to contact all users of the pavilions and if necessary, meeting on site to be held with support of Councillors, to discuss the order in which the pavilions much be kept.

Resolved: Approved with support of DB, Unanimous.

21.01.13.8. To approve an additional line item to the parish fees and charges sheet for cleaning if the facilities are not left in good order after use, council to decide level of that fee.

Resolved: Approved to instigate a standard fee of £100 for users who do not ensure the facilities are left to an appropriate standard, Unanimous.

21.01.13.9. Subsequent to resolution at the last meeting to survey the parish office. To approve budget of £675, to complete the works – cost of the preferred quote.

Resolved: Approved, Unanimous.

21.01.13.10. To approve cleaning of defaced signs around the village, not the responsibility of GPC, with purchase of a suitable cleaning agent (not more than £20), care to be taken to not damage signs and advise further action if necessary.

Resolved: Approved, Unanimous.

21.01.13.11. To approve reinstating a bin on the Gardiner Recreation Ground, to be ordered at the same time as the bollards, Approve Budget for £130 for an Elipsa Bin, in Black from Glasdon, plus installation cost, not more than £30.

Resolved: Approved, Unanimous.

21.01.13.12. To approve purchase of the Inspection App 3 Year Fixed cost: £295 per year

Resolved: Approved, subject to verifying the data can be downloaded and stored for historical records, Unanimous.

21.01.13.13. To approve purchase of a smart phone for the Facilities Assistant, to run the App, complete the inspections in real time, and to be able to access the parish council email system. Budget £250

Resolved: Approved, Unanimous.

21.01.13.14. To approve a not to be exceeded budget without consultation with the Full Council for making safe the area of council responsibility adjacent to the school on the Bourdillon Field, subject to receiving appropriate quotes, decision delegated to the Clerk to appoint contractor.

Resolved: Approved budget up to £1000; but to seek the most economical solution [RW to write to Councillors to seek recommended contractors], Unanimous.

21.01.14. Planning

To receive minutes of the planning committee meetings of:

21.01.14.1. 23rd February 2021

Received, Unanimous.

21.01.14.2. 23rd March 2021

Received, Unanimous.

21.01.15. To receive Items of Correspondence and agree actions arising.

21.01.15.1. Update from the GAP Festival and Request to block book Gardiner Recreation Ground

Resolved: Approved to all the GAP Festival to block book both the Rectory Garden and Southern half of the Gardiner Recreation Ground for the 2nd – 12th June 2022, Unanimous

The GAP Festival were reminded that the Rectory Garden must still be open for any members of the public to come through without charge.

21.01.15.2. Proposal from Goring in Bloom Regarding updating the village welcome signs, including considering whether to accept a donation to allow GPC to purchase the signs directly themselves.

It was confirmed that the full funding for the signs had been secured, with the final monies coming from matched funding from OCC Parish Support Fund, subject to GPC support / advertising of the initiative. The signs, once installed, would then be adopted by OCC Highways.

The cost includes the removal of the old signs and poles, and installation of the new signs and poles / pole extensions.

Resolved: Approved subject to confirming if the sign should read “Goring” or “Goring-on-Thames”, Unanimous

Thanks were offered by the Chairman to those who had worked on this project and the efforts they had put in.

21.01.15.3. Request to Comment on Woodcote Neighbourhood Plan update

Resolved: Delegated to the Planning Committee; Unanimous

21.01.15.4. Request from CPRE to comment on Sewage, Flooding & Water issues in your parish

There have been problems recently on [Grange Road - Check]; also Thames Water are allowing raw sewage to flow in to the Thames.

Resolved: To delegate with the Clerk to respond, SL and MBr to draft, Unanimous

21.01.15.5. Request to “Partner” in a venture to secure the future of Streatley Youth Hostel

Resolved: To ask for further information on what exactly partnering means, before making a decision – what is it expected from GPC, to invite to the next meeting, Unanimous

21.01.16. To receive reports and consider actions arising from Working Groups and Committees

21.01.16.1. NP Strategic Project – Goring CofE Primary School WG

No Update

21.01.16.2. Conservation Area Appraisal WG

This month we can report that we have completed the first draft of text for the three character areas. This is a substantial part of the final product but will need a lot more work before its complete.

21.01.16.3. Traffic Management, Parking & Pedestrian Safety Committee

High Street improvement works, good feedback is being received. Ongoing issue of lorries parking directly outside McColls. Once Civil Parking Enforcement Powers have been brought in to ensure this area is reported as being an area of issue.

21.01.16.4. Station Road Sub-Committee

OCC Highways representative, plus DB, plus MIGGS representative to walk Station Road and Highstreet this week.

21.01.16.5. Communications Committee

To arrange first meeting and discuss options regarding potential newsletter; engagement with GGN on how better to communicate with the parish.

21.01.16.6. Staffing Committee

- To receive minutes of the meeting of 22nd March 2021
Received, Unanimous

21.01.17. Public Spaces Review

21.01.17.1. To receive an update on activities of the working group since the last meeting and agree actions.

The footballers have asked for a service level agreement, and permission to complete pitch improvements. It was highlighted that the current lease of the pitches is only on a 1 year lease. It was asked of the footballers “what would happen if the council did not renew the lease for example after 2 years”

The football representatives confirmed that there would be no costs to the parish council, even if the council did not renew the football club licences mid-way through the 10y agreement.

The council discussed that they agreed in principle to the idea, subject to confirming answers to a number of questions being answered including but not limited to.

- Verification there will be no financial impact on the Parish Council
- Types of Weedkiller and Fertilisers

21.01.17.2. To consider a request from the Working Group pursue the Goring Summer of Play 2021 and employ a co-ordinator to manage and deliver the process to a Budget of £10,000

Resolved: Approved a £10,000 do not exceed budget; Unanimous

21.01.17.3. To Approve Summer of Play 2021 Scope, and Budget

Resolved: Approved; Unanimous

21.01.17.4. To Approve Job Description for Summer of Play Co-ordinator

Resolved: Approved; Unanimous

21.01.18. Finance – Financial Year 2020-2021**21.01.18.1. To approve finalised payment schedule for March 2021****Payments – Current Account**

| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
|------------|--------------------------------|------------|-------------|--------------------------------|
| 01/03/2021 | SODC | DD_20_419 | £ 69.00 | Rates - Hall & Premises |
| 04/03/2021 | Get Support IT Services Ltd | DD_20_420 | £ 43.44 | 365 & Back-ups |
| 05/03/2021 | TSB Bank plc | DD_20_424 | £ 5.00 | Bank Charges March |
| 05/03/2021 | Castle Water | DD_20_423 | £ 52.51 | Water - Sheepcot |
| 05/03/2021 | Castle Water | DD_20_422 | £ 11.10 | Water - Gardiner |
| 05/03/2021 | Castle Water | DD_20_421 | £ 10.50 | Water - OJFS |
| 08/03/2021 | Google ireland Ltd | DD_20_425 | £ 9.20 | G Suite Basic - Feb 2021 |
| 15/03/2021 | OALC | BAC_20_428 | £ 701.25 | OALC Membership 2021-2022 |
| 15/03/2021 | SSE | BAC_20_429 | £ 425.90 | High St Col 6; LED Lantern |
| 15/03/2021 | BGG Garden & Tree Care | BAC_20_430 | £ 470.40 | Litter Picking - February |
| 15/03/2021 | Rialtas Business Solutions | BAC_20_431 | £ 231.60 | Cemetery Software |
| 15/03/2021 | Oxfordshire Playing Fields Ass | BAC_20_432 | £ 32.00 | Membership 2021-2022 |
| 15/03/2021 | HMRC | BAC_20_433 | £ 436.93 | PAYE - February |
| 15/03/2021 | Streatley Parish Council | BAC_20_434 | £ 99.79 | COVID Village Phonenumber |
| 15/03/2021 | Streatley Parish Council | BAC_20_435 | £ 100.80 | DBS Checks Village Helpline |
| 16/03/2021 | TSB Reserve Account | Journal136 | £ 16,856.46 | Journal136; EMR Balancing |
| 19/03/2021 | SSE | DD_20_438 | £ 1,057.23 | Unmetered Supply |
| 22/03/2021 | Grundon Waste Magt. | DD_20_440 | £ 9.48 | Feb - General Waste |
| 22/03/2021 | Grundon Waste Magt. | DD_20_441 | £ 6.56 | Skip WTN Feb |
| 31/03/2021 | Get Support IT Services Ltd | DD_20_443 | £ 48.68 | Back-ups & Office 365 |
| 31/03/2021 | Complete Weed Control | BAC_20_444 | £ 192.00 | Area 1 & 2 Mar/April |
| 31/03/2021 | Harry Denison | BAC_20_445 | £ 156.00 | Gas Safety Pavilions x2 |
| 31/03/2021 | SSE | BAC_20_446 | £ 885.06 | Lighting Maintenance |
| 31/03/2021 | Goring Hardware | BAC_20_447 | £ 7.01 | Key Tags |
| 31/03/2021 | GiffGaff Ltd | BAC_20_448 | £ 12.00 | SIMS - Refund L White |
| 31/03/2021 | Amazon EU S.a.r.l | BAC_20_449 | £ 30.22 | Carbon Monoxide Alarms, Sheepc |
| 31/03/2021 | Amazon Services Europe | BAC_20_450 | £ 8.99 | Expanding File - Refud L White |
| 31/03/2021 | L White | BAC_20_451 | £ 6.99 | Mourning Ribbon |
| 31/03/2021 | L White | BAC_20_452 | | March Salary & WFH Allow |
| 31/03/2021 | R Wood | BAC_20_453 | | March Salary |
| 31/03/2021 | M Ward | BAC_20_454 | | March Salary & WFH Allow |
| 31/03/2021 | J S Merrill | BAC_20_455 | | March Salary |
| | | | £ 23,977.26 | |

Payments – Reserve Account

None

Resolved: Approved; Unanimous

21.01.18.2. To note receipts for March 2021**Receipts – Current Account**

| Date | Cash Received from | Receipt No | Receipt Description | Receipt Total |
|------------|-------------------------|------------|--------------------------------|---------------|
| 11/03/2021 | AB Walker & Son Ltd | R_20_427 | Interment CECR2-L12 | £ 383.09 |
| 19/03/2021 | AB Walker & Son Ltd | R_20_439 | Memorial CECR2 12L | £ 122.57 |
| 18/03/2021 | Kent | R_20_437 | Wayleave | £ 1.00 |
| 17/03/2021 | Reeves Memorial Co. Ltd | R_20_436 | 2nd Inscription RC1-C5 Inv1320 | £ 66.61 |
| 08/03/2021 | RGR Memorials | R_20_426 | Inv 1313; 2nd Inscript G114 | £ 206.53 |
| 29/03/2021 | Tomalin & Son | R_20_442 | 2nd Inscription E122 | £ 66.61 |
| | | | Total Receipts | £ 846.41 |

Receipts – Reserve Account

| Date | Cash Received from | Receipt No | Receipt Description | Receipt Total |
|------------|--------------------|------------|---------------------------|---------------|
| 10/03/2021 | TSB Bank plc | Interest | Interest - March 2021 | £ 40.70 |
| 16/03/2021 | TSB Current | Journal136 | Journal136; EMR Balancing | £ 16,856.46 |
| | | | Total Receipts | £ 16,897.16 |

Noted; Unanimous.

21.01.18.3. To review and confirm the asset register as at 31st March 2021



GORING-ON-THAMES PARISH COUNCIL

| Assets 2020-2021 | | | | |
|------------------------------------|---|----------|--------------------------|---|
| Date of Purchase or Disposal | Equipment | Value | Total Land and Buildings | Notes |
| | Land and Buildings | | | |
| | Old Jubilee Fire Station | £143,250 | | Title Deed ON69842 |
| | Sports Pavilion, Gardiner Recreation Ground | £224,903 | | Title Deed ON290269. Increase in value from refurbishment finished April 2018 |
| | Land at Gardiner Recreation Ground | £1 | | Community asset, nominal value. Title Deed ON290269 |
| | Sports Pavilion, Sheepcot Recreation Ground | £143,346 | | Title Deed ON193715 |
| | Land at Sheepcot Recreation Ground | £1 | | Community asset, nominal value. Title Deed ON193715 and ON157506 |
| | Office at Burial Ground | £28,683 | | Title Deed ON252566 |
| | Garage at Burial Ground | £2,868 | | Title Deed ON252566 |
| | Land at Yew Tree Court | £1 | | Community asset, nominal value. Title Deed ON116931 |
| | Land at Burial Ground | £1 | | Community asset, nominal value. Title Deed ON252566 |
| 03/07/1978 | Land at The Birches | £1 | | Community asset, nominal value. Title Deed ON55084 |
| | Bourdillon Field | £1 | | Community asset, nominal value. Title Deed ON350859 |
| | The Rectory Garden | £1 | | Community asset, nominal value. Title Deed ON350858 |

| | | | | |
|------------|---------------------------------------|---------|----------|--|
| 28/04/1964 | Ferry Lane Open Space | £1 | | Community asset, nominal value. Title Deed ON11860 |
| 29/04/1983 | Goring Village Hall | £1 | | Goring Parish Council are custodial trustees, holding the deeds for Goring Village Hall Charity as management trustees. Title Deed ON78409 |
| | 2020-2021 changes: | | | |
| | None | | | |
| | Sub Total Land and Buildings | | £543,059 | |
| | | | | |
| | Gates and Fences etc | | | |
| | Gate to White Hill Burial Ground | £3,579 | | |
| | Gate to Sheepcot field | £4,302 | | |
| | Gates to Rectory Garden | £2,380 | | |
| | 2 Sets of Gates to Sheepcot Field | £1,434 | | |
| | Sign at Rectory Garden | £626 | | |
| | 2020-2021 changes: | | | |
| | 2 Gates Gardiner - Donated | £0 | | Insurance Value £3000 |
| | Sub Total Gates and Fences etc | | £12,321 | |
| | | | | |
| | Playground Equipment | | | |
| | Gardiner Recreation Ground | £14,178 | | |
| | Bourdillon Field | £14,342 | | |
| | 2020-2021 changes: | | | |
| | Remove Nest Swing Bourdillon | -£850 | | |
| | Sub Total Playground Equipment | | £27,670 | |
| | | | | |
| | Other | | | |
| | Leases | £490 | | |
| | Public Address System | £760 | | |
| | Orientation Plaque Rail Station | £2,337 | | |
| | Regalia (Chairman's chain of office) | £1,000 | | |

| | | | | |
|------------|--|-----------|---------|--|
| | Contents of Gardiner Pavilion | £515 | | |
| | Contents of Sheepcot Pavilion | £515 | | |
| 2015 | Defibrillator Village Hall | £1,382 | | |
| 08/09/2017 | School Warning Signs | £1,767 | | |
| 25/10/2018 | Defibrillator Railway Station | £1,500 | | |
| 01/03/2019 | Memorial Bench & Fixings | £557 | | |
| | Memorial & Other Benches across parish | | | To be valued |
| | Street Lamps across parish | | | To be valued |
| | Salt & Grit Bins | | | To be valued |
| | High Street Planter | £500 | | |
| | | | | |
| | 2020-2021 changes: | | | |
| July 2020 | Memorial Bench & Fixings | £0 | | Donated to the Council |
| | Sub Total Other | | £11,323 | |
| | | | | |
| | Office Equipment | | | |
| | No Register located prior to 2012 | | | Original value for record & disposal purposes only - included in previous accounts |
| 13/01/2012 | keyboard, screen | | | (including old desktop pc value) 888 |
| 21/11/2013 | Fridge | | | £145.00 |
| | Pre 2014-15 Contents as listed in 2014-15 accounts brought forward, less disposals 2015-19 | £5,709.05 | | To adjust annually less disposals |
| 02/11/2015 | Brother Colour printer | £91.20 | | |
| 13/06/2016 | Office Chair (Black fabric) #1 | £211.50 | | |
| 22/09/2016 | Swordfish Shredder | £145.00 | | |
| 22/10/2017 | Battery for PA system | £69.00 | | |
| 12/06/2018 | Office Chair (black fabric) #2 | £211.50 | | |
| 08/10/2018 | External Hard Drive | £61.95 | | |
| 17/02/2020 | Dell Latitude Laptop 5400 (Assistant Clerk) | £995.00 | | |

| | | | | |
|---|--|---------|-----------------|-------------------------------------|
| 17/02/2020 | Dell Optiplex 5080 (office Desktop) | £565.00 | | |
| | Sub Total Office Equipment | | £8,059.20 | |
| | | | | |
| | 2020-2021 changes: | | | |
| | | | | |
| Apr 2020 | Dell Latitude Laptop 5400 (Facilities Assistant) | £995.00 | | |
| July 2020 | Webcam; Office PC | £50.34 | | |
| Nov 2018 | Charles Arnold Baker, on Local Council Administration Book | £110.99 | | (Previously no considered an asset) |
| | | | | |
| | | | | |
| | Sub Total Changes | | £ 1,156.33 | |
| | | | | |
| | Grand Total | | £603,588 | |
| NOTE: Non-land assets above £50 purchase price recorded only. | | | | |

Resolved: confirmed £603,588; Unanimous

21.01.18.4. To approve the annual accounts for 2020/2021, including:

- variances report

Goring-On-Thames Parish Council

Explanation of Significant Variances 2020/2021

| Box No. | This Year (£) | Last Year (£) | Diff. (£) | Diff. (%) | Explain If > 15% and > £500 | Explanation |
|----------------------------|------------------|------------------|--------------|--------------|-----------------------------------|--|
| 1 Balances Brought Forward | £ 142,388 | £ 109,098 | £ 33,290 | 30.51% | Y | Significant variances: N/A Starting Balance |
| 2 Precept | £ 150,768 | £ 134,614 | £ 16,154 | 12.00% | N | |
| 3 Receipts | £ 61,656 | £ 42,479 | £ 19,177 | 45.14% | Y | Donations for Village Security; COVID Grant & Donations; More Income from Burial Ground than previous years. |
| 4 Staff costs | £ 31,813 | £ 37,021 | -£ 5,208 | -14.07% | N | |
| 5 Loans etc | £ - | £ - | £ - | | | |
| 6 Other Payments | £ 118,272 | £ 106,782 | £ 11,490 | 10.76% | N | |
| (1+2+3)-(4+5+6) | £ 204,727 | £ 142,388 | | | | |
| 7 Balances | £ 204,727 | £ 142,388 | £ 62,339 | 43.78% | N/A | Agrees (1+2+3) - (4+5+6) |
| 8 Totals | £ 201,350 | £ 137,222 | £ 64,128 | 46.73% | N/A | Different to Box 7, due to Rialtas VAT Control A/c, £3377 |
| 9 Assets | £ 607,071 | £ 602,720 | £ 4,351 | 0.72% | N | |



GORING-ON-THAMES PARISH COUNCIL

- budget variations

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|--------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| INCOME | | | | | | |
| 180 Income | | | | | | |
| 1130 White Hill Burial Ground | 15,695 | 15,500 | (195) | | | 101.3% |
| 1132 Grants and Donations | 28,255 | 28,255 | 0 | | | 100.0% |
| 1134 Miscellaneous Income Other | 1 | 0 | (1) | | | 0.0% |
| 1135 Community Car Park | 416 | 2,500 | 2,084 | | | 16.6% |
| 1140 Miscellaneous Property Income | 82 | 82 | (0) | | | 100.2% |
| 1141 Gardiner Ground and Pavilion | 1,945 | 1,945 | (0) | | | 100.0% |
| 1143 Sheepcot Ground and Pavilion | 2,515 | 2,515 | 0 | | | 100.0% |
| 1149 CIL Receipts | 11,798 | 11,798 | (0) | | | 100.0% |
| 1176 Precept | 150,768 | 150,768 | 0 | | | 100.0% |
| 1190 Interest Received | 949 | 985 | 36 | | | 96.4% |
| TOTAL INCOME | 212,424 | 214,348 | 1,924 | 0 | 0 | 99.1% |
| EXPENDITURE | | | | | | |
| 101 Allowances & Expenses | | | | | | |
| 2110 Allowances Expenses Training | 603 | 650 | 47 | | 47 | 92.8% |
| 102 Administration | | | | | | |
| 2200 Security, Fire & Safety | 310 | 310 | 0 | | 0 | 100.0% |
| 2210 Postage, copies and printing | 365 | 400 | 35 | | 35 | 91.1% |
| 2240 Telephone & Internet | 626 | 700 | 74 | | 74 | 89.4% |
| 2245 Website | 15 | 15 | 0 | | 0 | 100.0% |
| 2250 Software and Back Ups etc | 1,256 | 1,050 | (206) | | (206) | 119.8% |
| 2255 Office Equipment | 1,575 | 1,575 | 0 | | 0 | 100.0% |
| 2270 Insurance | 1,756 | 1,756 | 0 | | 0 | 100.0% |
| 2290 Rates & Taxes | 1,497 | 1,600 | 103 | | 103 | 93.6% |
| 2300 Miscellaneous Expenditure | 1,873 | 1,900 | 27 | | 27 | 98.6% |
| 2500 COVID-19 Response (not Staff) | 1,131 | 1,100 | (31) | | (31) | 102.8% |
| 2510 Audit & Accountancy Fees | 250 | 250 | 0 | | 0 | 100.0% |
| 2520 Legal Fees | 35 | 1,000 | 965 | | 965 | 3.5% |
| 2550 Publications | 42 | 200 | 158 | | 158 | 20.9% |
| 2590 Awards and Honours | 466 | 466 | 1 | | 1 | 99.9% |
| 103 Staff | | | | | | |
| 2310 Staff Costs | 31,813 | 34,000 | 2,187 | | 2,187 | 93.6% |
| 104 Subscriptions | | | | | | |
| 2410 Subscriptions | 792 | 850 | 58 | | 58 | 93.2% |
| 105 Miscellaneous Finance | | | | | | |
| 2580 Bank Charges | 60 | 60 | 0 | | 0 | 100.0% |
| 202 Village Maintenance | | | | | | |
| 2260 Utilities - Gas, Water, Electr | 6,286 | 9,500 | 3,214 | | 3,214 | 66.2% |
| 2295 Inspections Surveys & Reports | 3,717 | 4,000 | 283 | | 283 | 92.9% |
| 2570 OJFS Sundries & Maintenance | 173 | 200 | 27 | | 27 | 86.7% |
| 2600 Vandalism | 0 | 500 | 500 | | 500 | 0.0% |
| 2610 Traveller Eviction & Cleanup | 4,525 | 6,025 | 1,500 | | 1,500 | 75.1% |
| 3100 Misc Burial Ground Costs | 1,629 | 2,000 | 371 | | 371 | 81.4% |
| 3110 Grass Weeding Strimming Fertil | 12,799 | 14,000 | 1,201 | | 1,201 | 91.4% |
| 3120 Hedges/Fences/Paddocks/Gates | 2,550 | 3,000 | 450 | | 450 | 85.0% |

| | Actual Year to Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % of Budget |
|---------------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|
| 3170 General Maintenance & Repair | 2,901 | 3,000 | 99 | | 99 | 96.7% |
| 3210 Grave Digging | 3,417 | 4,000 | 583 | | 583 | 85.4% |
| 3280 Defibrillator | 299 | 400 | 101 | | 101 | 74.7% |
| 3420 Street Lighting | 20,247 | 19,500 | (747) | | (747) | 103.8% |
| 3525 Trees | 5,535 | 5,535 | 0 | | 0 | 100.0% |
| 3580 Waste / Litter / Street Cleani | 7,058 | 7,100 | 42 | | 42 | 99.4% |
| 3582 Winter & Flooding | 0 | 600 | 600 | | 600 | 0.0% |
| 3650 Car Park | 2,400 | 2,400 | 0 | | 0 | 100.0% |
| 3910 Street Furniture & Seats | 0 | 500 | 500 | | 500 | 0.0% |
| 4211 Playground Equipment Maintenan | 471 | 500 | 29 | | 29 | 94.2% |
| 203 Grants | | | | | | |
| 3350 Transport S26-29 LGR Act 1997 | 350 | 1,100 | 750 | | 750 | 31.8% |
| 205 Environment | | | | | | |
| 6330 High Street Strategic Project | 29,865 | 0 | (29,865) | | (29,865) | 0.0% |
| 400 Neighbourhood Plan | | | | | | |
| 4908 Misc Expenses/ purchases NP | 87 | 100 | 13 | | 13 | 87.3% |
| 501 Capital and Reserves | | | | | | |
| 6320 Street Light Replacements | 1,313 | 1,313 | (0) | | (0) | 100.0% |
| 6333 Public Spaces Review | 0 | 10,000 | 10,000 | | 10,000 | 0.0% |
| TOTAL EXPENDITURE | 150,085 | 143,155 | (6,930) | 0 | (6,930) | 104.8% |
| Total Income | 212,424 | 214,348 | 1,924 | | | 99.1% |
| Total Expenditure | 150,085 | 143,155 | (6,930) | 0 | (6,930) | 104.8% |
| Net Income over Expenditure | 62,339 | 71,193 | 8,854 | | | |
| plus Transfer from EMR | 44,900 | | | | | |
| less Transfer to EMR | 38,640 | | | | | |
| Movement to/(from) Gen Reserve | 68,599 | 71,193 | 2,594 | | | |

- cash and investment reconciliation

Goring-on-Thames Parish Council 2020/2021

Bank - Cash and Investment Reconciliation as at 31 March 2021

| <u>Confirmed Bank & Investment Balances</u> | | |
|---|---------------------------------------|-------------------|
| <u>Bank Statement Balances</u> | | |
| 31/03/2017 | Current A/c | 0.00 |
| 31/08/2008 | Clerk's Account | 0.00 |
| 31/03/2017 | Capital Account | 0.00 |
| 31/03/2017 | Support Account | 0.00 |
| 31/03/2017 | Reserve Account | 0.00 |
| 31/03/2021 | TSB Current | 7,397.87 |
| 13/03/2021 | TSB Reserve Account | 193,952.43 |
| | | 201,350.30 |
| <u>Other Cash & Bank Balances</u> | | |
| | | 0.00 |
| | | 201,350.30 |
| <u>All Cash & Bank Accounts</u> | | |
| 6 | TSB Current Account | 7,397.87 |
| 7 | TSB Reserve Account | 193,952.43 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 201,350.30 |

Resolved: All Approved; Unanimous

21.01.18.5. To receive the Internal Audit report, consider recommendations and agree actions

In addition to the report appended to the meeting papers, the Internal Auditor has submitted a further letter as an addendum.

Goring on Thames Parish Council
Clerk and Councillors

Dear Clerk and Councillors,

I noted in my Internal Audit Report (on page 4) that the Council had not received Conclusion of Audit Reports from the External Auditor for both 2018/19 and 2019/20.

I have just been made aware that the 2017/18 Report has also not been received and that the question which the External Auditor had submitted in August 2020 was with regard to the 2017/18 submission not, as previously mentioned, the 2018/19 submission.

I apologise for this omission which should be corrected on my report.

Yours sincerely,

Resolved: Received and Clerk to action all recommendations; Unanimous

21.01.18.6. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2020/2021

Resolved: Approved to submit "Yes" for all boxes, plus for box 7, hand-write on the form, "one non report matter from 2017/18 outstanding"; Unanimous

21.01.18.7. To approve the Annual Governance and Accountability Return (AGAR) Section 2 "Accounting Statements" 2020/2021

Resolved: Approved; Unanimous

21.01.18.8. To approve the dates for the public rights of inspection: 3rd June – 14th July 2021, being 30 working days including the first 10 working days of July.

Resolved: Approved; Unanimous

21.01.18.9. To confirm the arrangements for insurance cover in respect of all insurable risks

Resolved: Confirmed; Unanimous

21.01.18.10. Motion Without Notice [21:30]: To suspend the 2hr meeting time limit, standing order 3x to extend the meeting until all items on the agenda are completed:

Resolved: Approved, Unanimous.

21.01.19. Finance – Financial Year 2021-2022

21.01.19.1. To consider and approve list of standard or recurring payments for FY 2021/2022

| Item | Power | Value | Payment Method | Frequency |
|---|---------------------------------|--|----------------|--|
| Staff Wages | LGA 1972 s.112(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 |
| Litter Picking & Bin Emptying | LA 1983 s.5 | £100 per week | BACS | Monthly |
| Newsletter Printing | LGA 1972 s.142 (1A) | As agreed by Comms Committee, within year Budget | BACS | As invoiced, not more than 12 editions per year. |
| Castle Water – The Park | | As invoiced | 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 | | £760.72 (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 | BACS | As invoiced; each organisation once per year |

| | | | | |
|--|------------------------------|---|------|--|
| | | Note: pro rata for Staff SLCC membership in conjunction with Clerk's other employer | | |
| 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"> • Norton Anti Virus; • Web hosting and domain | 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 | Phone & ADSL £21.50; £13.50 Microsoft 365 3 x £9.40 SaaS Back-ups 3 x £2.75 Remote Login Office PC £2.50 | DD | 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 | | 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) | BACS | As required / When Full Monthly Monthly Monthly |

| | | | | |
|---|--------------------|--|------|---------------------------------|
| Pavilions Planned Preventative Maintenance – Water systems | LGA 1894 s.8(1)(i) | Various, including. System - TEMP Expansion Vessel Flush System - SHOWER 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 £2200 total per year | BACS | As invoiced, generally monthly. |
| Pavilions - Planned Preventative Maintenance – Electrical Systems | LGA 1894 s.8(1)(i) | Various £480 | BACS | Quarterly |

Resolved: Approved; Unanimous

21.01.19.2. To approve list of councillors to be Bank Signatories and approve updating the mandate to reflect this.

| | | | | |
|--------------|-------------|--------------|----------------|---------------|
| Kevin Bulmer | Mary Bulmer | Bryan Urbick | Lawrie Reavill | Matthew Brown |
|--------------|-------------|--------------|----------------|---------------|

21.01.20. Governing Documents

To approve updated versions of the following for the Financial Year 2021-2022

- To approve that the Standing Orders and Financial Regulations as approved in the March 2021 meeting are suitable for use for the year ahead.
- To approve new policy: Reserves Policy
- To approve new policy: Cash Receipts Policy
- To approve Financial Risk Assessment Policy
- To approve the Internal Controls Statement
- To approve effectiveness of Internal Audit document

Resolved: To approve all of the documents listed, Unanimous.

21.01.21. Matters for future discussion.

Bins – to continue to pursue supported village walk around with SODC to review the waste issues across the parish.

21.01.22. To confirm the time and date of the next meeting

21.01.22.1. In light of the ongoing COVID-19 pandemic to approve implementing a scheme of delegation to the Proper Officer.

Edits to the document: substitute “Planning Committee” for “Council” and remove the line regarding High Court Judgement, as this has now been received.

Resolved: Approved, with the inclusion of the edits detailed above, Unanimous.

21.01.22.2. If the Council does not approve a scheme of delegation, to consider how to proceed with in person meetings and agree actions.

Not Required [See 21.01.22.1]

21.01.22.3. To agree meeting dates for the year ahead for either virtual or in person meetings if no scheme of delegation is in place.

Once meetings can recommence, 2nd Monday of the month, 6 times per year, to be reviewed September 2021, plus extra meetings as required to discuss any urgent matters which cannot wait until the next meeting.

Meeting Closed 21:51