

CHOLSEY PARISH COUNCIL

To all members of the Council, you are hereby summoned to attend the meeting of Cholsey Parish Council on Wednesday 16th October 2024 at 7.15pm to be held at The Pavilion, Cholsey for the purpose of transacting the following business.

Members of the public and press are invited to attend all Council meetings.

10th October 2024,
Claire Bird, Clerk to the Council

AGENDA

1. To receive apologies for absence
2. Public participation session: to hear questions or comments from members of the public (max. 15 mins)
3. To receive Declarations of Personal or Pecuniary Interest for any agenda items (*note, this does not preclude later declarations*)
4. To approve the Minutes of the meeting held on 18th September 2024 (Appendix A) and receive update on any Minute items
5. To receive any reports from County and/or District Councillors
6. To note Clerk's report (verbal), in particular:
 - a) To approve and adopt a General Risk Policy and Register (Appendix B)
 - b) To approve and adopt an Internal Controls Policy (Appendix C)
 - c) To approve and adopt a Training and Development policy (Appendix D)
 - d) To discuss and approve the Oxfordshire Councils Charter
7. To note Estate Manager's report (Appendix E), in particular:
 - a) To discuss quotes for grass-tile surfacing for the Recreation ground goal wall and skate park bunds and agree expenditure for this work
 - b) To agree next step in management of the Millennium Wood, including expenditure involved
8. To discuss and agree how to proceed with the transfer of the Cholsey Meadows Play Space together with the "Play Space Maintenance and Replacement Contribution" (under the Section 106 Agreement related to land at former Fairmile Hospital Cholsey) from the developer Vistry to the Parish Council, via South Oxfordshire District Council, in light of new information received from SODC 2nd October 2024
9. To discuss a draft Action Plan in response to the Strategic Plan 2024-2029
10. To receive update from the Transport Committee (Cllr Collins)
11. To discuss concerns regarding footpath accessibility in the village (Cllr Pomlett, Cllr Collins)
12. To receive update on Rural Housing Needs Survey (Cllr Pomlett)
13. Finance
 - a) To agree response to donation request from Citizen's Advice Oxfordshire South and Vale
 - b) To agree response to 2024/2025 S137 grant request for Cholsey Bonfire night
 - c) To approve bank account reconciliations (Appendix F)
 - d) To approve new payments and note payments received (Appendix G)
14. To consider new planning applications and planning amendments as at 10th October 2024

P24/S2895/HH	Variation of Condition 2 to move access to the site, 75 Honey Lane
P24/S2588/HH	Amendment to reduce width of single storey rear extension, 43 Rotherfield Road
15. To note South Oxfordshire District Council planning decisions as at 10th October 2024

P24/S1858/HH	Two storey side and rear extension, 8 Rowland Road, Granted by SODC
P24/S2259/HH	Single storey extension, 33 Station Road, Granted by SODC
P24/S2602/HH	Two storey front extension and ground floor side extension, 29 Papist Way, Granted by SODC
16. Items for report or inclusion on next agenda
17. To confirm the date of next Full Council meeting – Wednesday 20th November, 7.15pm, The Great Hall, Cholsey Meadows

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Minutes of the meeting of Cholsey Parish Council duly convened and held on Wednesday 18th September 2024 at 7.15pm at The Pavilion, Cholsey

Present were Cllr V. Bolt, Cllr. J. Collins, Cllr J. Finch (Chair), Cllr G. Herbert, Cllr J. Hope-Smith, Cllr P. Jenkins, Cllr K. Ofield (from 7.35pm), Cllr K. Pomlett, Cllr S. Schäfer

Also present were C. Bird (Clerk), V. Beardall Richards (Environment Coordinator; until 8pm)

Start time: 7.20pm

End time: 9.45pm

75. To receive apologies for absence

Apologies were accepted from Cllr D. Bamford, Cllr L. Nixon and Cllr M. Smith

76. Public participation session: to hear questions or comments from members of the public (max. 15 mins)

There were none.

77. To receive Declarations of Personal or Pecuniary Interest for any agenda items (note, this does not preclude later declarations)

Cllr Bolt declared a personal interest in item 7b (Streets of Light display)

78. To approve the Minutes of the meeting held on 17th July 2024 (Appendix A) and receive update on any Minute items

It was **resolved** to approve the Minutes of the meeting held on 17th July and they were signed by Cllr Finch.

79. To receive any reports from County and/or District Councillors

A report from the District Councillors was noted.

80. Transport (Cllr Collins), in particular:

a) To approve Councillor members to serve on the Transport Committee

It was **resolved** that Cllrs Collins, Finch and Schäfer will serve on the newly formed Transport Committee. The Committee's first meeting is scheduled for 8th October 2024 and will include the co-option of non-Councillor members.

b) To discuss and agree whether to participate in Oxfordshire County Council (OCC) Public EV Microhubs Scheme (Appendix B)

It was **resolved** (with 7 votes for; one vote against and one abstention) to participate in Oxfordshire County Council's Public EV Microhubs Scheme pilot. The Environment Coordinator and Clerk will progress this with OCC.

The Council thanked the Environment Coordinator for her detailed report.

c) To receive update from the OCC Highways Engagement team visit, 21st Aug '24

The update from Cllrs Finch, Collins and the Environment Coordinator was noted. Points discussed will continue to be followed up with the OCC Engagement team by the Transport Committee and Officers.

81. To note Clerk's report (verbal), in particular:

a) To receive update on meeting with Chair of Tennis Club, 2nd Sep '24, and note instruction of the Council's solicitor to prepare a new lease between the Council and Club

It was **resolved** to instruct a solicitor to prepare a new lease between the Council and Club. The Clerk will progress this. It was agreed that improving awareness of and access to the public court as outlined in the 1994 lease will be important for lease renewal.

b) To discuss Streets of Light display in Forty memorial shelter (correspondence 23rd Aug '24)

It was **resolved** to approve the proposal for a temporary Streets of Light display in the Forty memorial shelter.

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c) To agree response to OALC subscription vote (correspondence 20th Aug '24)

It was **resolved** to support the proposed OALC subscription structure and rates for 2025/2026. The Clerk will submit a postal vote on the Council's behalf.

d) To discuss and agree plan for applying to District Councillor Community Grant Scheme

It was **resolved** to prepare a grant application for Community allotment and related activities, including a produce sharing hut. The Clerk will work with the Estate Manager and Environment Coordinator to prepare an application.

82. To note Estate Manager's report (Appendix C) in particular:

a) To discuss quotes for allotment plumbing and agree expenditure for this work

It was **resolved** to proceed with the quote of £2080 (plus VAT) received from Contractor B for the required allotment plumbing improvements. It was **resolved** to use CIL funds for this infrastructure work.

b) To receive update on safety surfacing for play area swings, skatepark bunds, football practice wall

An update from the Estate Manager and Cllr Finch was noted. Quotes will follow for decision at a future meeting.

c) To note timeline for renewal of the lease between the Council and the Pavilion Trust

It was noted that the lease is due for renewal in March 2025.

d) To note anticipated expenditure required to maintain the Pavilion building in 2024 and 2025

The areas currently requiring attention outlined in the Estate Manager's report were noted. The Clerk and Estate Manager will continue investigations and discussions with John Wheeler for the Pavilion Trust.

83. To discuss and agree whether to proceed with the transfer of the Cholsey Meadows Play Space together with the "Play Space Maintenance and Replacement Contribution" (under the Section 106 Agreement related to land at former Fairmile Hospital Cholsey) from the developer Vistry to Cholsey Parish Council, via South Oxfordshire District Council

It was **resolved** to proceed with the transfer of the Cholsey Meadows Play Space from the developer Vistry to the Parish Council, via South Oxfordshire District Council, subject to it being clarified that the area to be transferred will consist solely of the current Play Space within the area defined by wooden fencing.

84. To discuss and adopt revised Burial Regulations (Appendix D)

It was **resolved** to adopt the revised Burial Regulations.

85. To agree to reconvene the Cholsey Neighbourhood Plan Working Group (Cllr Pomlett)

It was **resolved** to reconvene the Cholsey Neighbourhood Plan Working Group to be chaired by Cllr Pomlett.

86. To discuss and agree how to proceed with a Rural Housing Needs Survey (Cllr Pomlett)

It was **resolved** to proceed with the Rural Housing Needs Survey, subject to any costs to the Parish Council being confirmed.

87. Finance

a) To note conclusion of external audit and External Auditor's report 2023/2024 (Appendix E)

The successful conclusion of the external audit and External Auditor's report was noted.

b) To receive Fun in the Park 2024 report from Cholsey Village CIC

The Fun in the Park report was noted with thanks.

c) To approve new payments and note payments received (Appendix F)

The payments were approved and signed by Cllrs Ofield and Herbert.

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88. To consider new planning applications and planning amendments as at 12th September 2024

P24/S2588/HH	Single storey rear extension, 43 Rotherfield Road It was resolved to make no comment on this application.
P24/S2602/HH	Two storey front extension and ground floor side extension, 29 Papist Way It was resolved to comment that in line with policy CNP H7, the application should retain two car parking spaces.
P24/S1858/HH	Two storey side and rear extension, decked area and garage, 8 Rowland Road Amended plans It was resolved to comment that the application has been amended to reduce the footprint in comparison to the original dwelling. The proposed larger garage will need to be built to specification to ensure sufficient parking is maintained in line with policy CNP H7.

89. To note planning application comments submitted under Scheme of Delegation process August 2024

P24/S1881/FUL	Vehicular access and field gate, Land at Caps Lane – No comment
P24/S2270/HH	Single storey rear extension, 40 Papist Way – No comment
P24/S2173/LB	Replacement of sash windows, 10 Hermitage Court – Support
P24/S2259/HH	Single storey extension, 33 Station Road – No comment

90. To note South Oxfordshire District Council planning decisions as at 12th September 2024

P24/S1844/HH	New entrance porch, 19 Downside Granted by SODC
P24/S2173/LB	Replacement of sash windows, 10 Hermitage Court Granted by SODC

91. To note Oxfordshire County Council planning decisions as at 12th September 2024

MW.0115/21	Extraction and processing of sand/gravel, White Cross Farm Refused by OCC
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The Council thanked the Environment Coordinator and Clerk for their work preparing and presenting the Parish Council's objection to this application.

92. Items for report or inclusion on next agenda

Apple Day on Sunday October 5th – a Growing Better Together initiative
Cholsey Meadows Residents meeting September 26th
Recreation Ground dog mess issues
Station Road entrance work – project required
Telephone kiosk project – Cllr Jenkins to contact Clive Miners
Verge cutting plans, in preparation for budgeting

93. To confirm the date of next Full Council meeting – Wednesday 16th October, 7.15pm, The Pavilion

Cholsey Parish Council

Risk Policy and Register

Risk Policy Statement

Cholsey Parish Council (CPC) recognises that it has a responsibility to manage risks effectively to protect its Councillors, employees, assets, liabilities and the community against potential losses, to minimise uncertainty in achieving its objectives and to maximise its opportunities.

CPC is aware that some risks can never be fully eliminated; we will take all practical and necessary steps to reduce or eliminate risks, insofar as is practically possible. CPC is aware that its employees and members will have limited knowledge and expertise in some areas and professional support will be sought for specialist areas of responsibility.

Approach to Risk Management

CPC's approach to risk management is that we should try to identify and manage risks in the most cost-effective manner within overall resources available.

In conducting risk assessment, the following steps are taken:

- Identify the area to be reviewed
- Identify what the risks may be
- Evaluate the management and control of the risk and record all findings
- Review, assess and revise as required

Responsibility for Risk Management

CPC recognises that it is the responsibility of all councillors and employees to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to service provision and to meeting CPC's objectives and community needs. This policy has the full support of CPC which recognises that any reduction in the risk of injury, illness, loss or damage benefits the whole community. CPC is responsible for ensuring that this policy and procedure is adhered to.

This Risk Management Policy and Risk Assessment will be reviewed annually by the Finance Committee.

1. FINANCE

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Audit and annual return	<ul style="list-style-type: none"> ▪ Not submitted within time limit ▪ Non-compliance with Accounts and Audit Regulations 	(1 x 1) = 1	<p>Qualified, independent Internal Auditor appointed.</p> <p>External Audit Annual Governance and Accountability Return (AGAR) completed and signed by the Internal Auditor and then completed by Council and Officers as required before sending to the External Auditor within the given deadline.</p> <p>Audit documents published on the Council website and on public noticeboards in accordance with legislation.</p> <p>Notice of Public Rights published online and on Council noticeboards and arrangements made for public inspection of Council documents by appointment (two officers or an officer/Councillor to be present).</p> <p>Internal and external audit process and conclusions to be reviewed by Finance Committee and Council as appropriate following completion of audits.</p>	Existing procedure adequate.
Bank and Banking	<ul style="list-style-type: none"> ▪ Inadequate checks ▪ Bank mistakes ▪ Payment mistakes ▪ Unavailability of signatories ▪ Bank charges ▪ Internet hacking ▪ FSCS limits exceeded 	(1 x 2) = 2	<p>The Council has Financial Regulations that set out banking requirements. Banking arrangements and procedures are regularly reviewed.</p> <p>The RFO reconciles the bank accounts monthly when statements are received. Any errors are investigated immediately. Quarterly reconciliation reports are signed by a Councillor who is not a signatory or Finance Committee member.</p> <p>The RFO provides hard copies of all invoices together with a payment schedule for Council meetings. These are checked and signed by two councillors who are not a signatory or Finance Committee member.</p> <p>Bank signatories and electronic banking authorisers are kept up to date. There should be at least two Councillors capable of</p>	<p>Existing procedure adequate.</p> <p>Financial Regulations reviewed annually.</p> <p>Bank statements and reconciliation approved by Council quarterly.</p> <p>Bank signatories reviewed annually</p>

			<p>authorising payments. Internet Banking procedure established requiring dual authorisation for every transaction. Petty cash is not kept or used. Antivirus software on employees' and signatories' computers to be kept updated. FSCS (financial services compensation scheme) covers deposits to £85k; where funds held near this limit, accounts are reviewed and money moved as agreed by Council, with consideration of interest rates.</p>	
Best Value Accountability	<ul style="list-style-type: none"> ▪ Work awarded incorrectly ▪ Overspend on services 	(1 x 2) = 2	<p>As per Financial Regulations, normal practice would be to seek whenever possible at least three quotations for work over £2500. For major contracts formal competitive tenders will be sought for consideration by the full Council.</p> <p>As per Financial Regulations, authorisation of expenditure may be given by:</p> <ul style="list-style-type: none"> - the council for all items over £5,000; - a duly delegated committee of the council for items over £2500 - the Clerk, in conjunction with the Chair or Council or Chair of the Finance Committee for any items over £500 - the Clerk for any items below £500. <p>If a problem is encountered with a contract the relevant Officer would investigate, check quote/tender, research problem and report to Council.</p>	Existing procedure adequate.
Budget provision and reserves	<ul style="list-style-type: none"> ▪ Insufficient funds available for services or projects 	(1 x 2) = 2	<p>A full budget is submitted to the Finance Committee and Council prior to the annual Precept request. This includes funds placed in reserve for future projects and contingencies. A minimum of 3-12 months of net revenue is kept in General Reserves. Use of budget is monitored regularly by the RFO and Clerk with quarterly reports to the Finance Committee and Council.</p>	Existing procedures adequate. Review General Reserves during budgeting process.

Charges receivable	<ul style="list-style-type: none"> Rents and fees due not received 	(1 x 1) = 1	<p>The RFO ensures that annual invoices are sent out in a timely manner for ground rents (e.g. Football Club Pavilion, Tennis Club) and allotment rental fees.</p> <p>More frequent regular payments (e.g. fish/chip van) are received by standing order.</p> <p>Burial fees are requested to be paid at least five working days before the burial date.</p> <p>Unpaid invoices are chased.</p>	Existing procedures adequate.
Contracts and contractors	<ul style="list-style-type: none"> Arrangements with contractors do not deliver service required 	(2 x 2) = 4	<p>Where contracts are delivering a good service, invoices are paid in a timely manner to maintain strong relationship.</p> <p>Problems with services are communicated to contractors and changes requested in a timely manner.</p> <p>Initial contracts awarded for 12 months; subject to satisfactory performance, subsequent contracts can be for 3 years if appropriate.</p>	Report on performance and review where appropriate.
Councillor allowances / expenses	<ul style="list-style-type: none"> Councillor allowances exceeded 	(1 x 1) = 1	<p>A £200 allowance is budgeted for Chair's expenses.</p> <p>Any expenses are claimed by presenting the relevant receipt to the Clerk for approval/payment in the same manner as other payments.</p> <p>Expenses are monitored to ensure the budget is not exceeded and expenditure reported monthly to the Council.</p>	Existing procedure adequate.
Election costs	<ul style="list-style-type: none"> Unexpected election cost 	(1 x 1) = 1	<p>Sufficient monies in reserve are budgeted to be available should the need arise.</p>	Reviewed in budget.

Financial Records	<ul style="list-style-type: none"> ▪ Inadequate records ▪ Financial irregularities 	(1 x 2) = 2	<p>The Council's Financial Regulations and Internal Controls Policy set out requirements.</p> <p>The RFO receives training to ensure knowledge is up to date.</p> <p>The accounts system includes reconciliations to reduce arithmetical mistakes.</p> <p>Bank statements and reconciliation reports are provided quarterly to full Council to check and sign.</p> <p>The Internal Auditor checks all records.</p>	<p>Existing procedure adequate.</p> <p>Review internal control processes regularly.</p>
Grants payable	<ul style="list-style-type: none"> ▪ No power to pay ▪ No authorisation of Council to pay 	(1 x 1) = 1	<p>The Council has a Grants Policy that sets out the requirements.</p> <p>All grants go through Council approval process and are minuted.</p> <p>The Clerk ensures that grant requests are within the Council's budget and legal powers (e.g. LGA S137, if no other power is available).</p>	Existing procedure adequate.
Grants receivable	<ul style="list-style-type: none"> ▪ Incorrect amount received or paid in ▪ Lack of knowledge of grant income sources 	(1 x 1) = 1	<p>Grants due to be received are checked by RFO and chased if necessary.</p> <p>All receipts are reported to the Council on the Payments Report and recorded in the minutes.</p> <p>Appoint an Officer and a Councillor as grants leads to gain experience of grant application processes and research funding opportunities.</p>	<p>Existing procedure adequate.</p> <p>Increase Council skills base in grant applications</p>
Insurance	<ul style="list-style-type: none"> ▪ Inadequate cover ▪ Expensive policy ▪ Lack of compliance ▪ Fidelity guarantee compromised 	(1 x 2) = 2	<p>An annual review is undertaken, before policy renewal, of all insurance arrangements in place, reviewing risk and adequacy of cover [loss/damage, public liability (statutory), employers liability (statutory), fidelity guarantee, volunteer activities].</p> <p>Ensure asset register is up to date.</p> <p>Ensure compliance measures are in place. Ensure fidelity checks are in place.</p>	<p>Existing procedure adequate.</p> <p>Volunteer processes to be reviewed.</p> <p>Asset register to be fully reviewed.</p>
Invoices	<ul style="list-style-type: none"> ▪ Goods not supplied but billed 	(1 x 1) = 1	<p>The Council's Financial Regulations set out the requirements.</p> <p>Invoices are only submitted for approval once the relevant Officer has inspected the goods/services received.</p>	Existing procedure adequate.

	<ul style="list-style-type: none"> ▪ Incorrect invoicing ▪ Errors in authorisation ▪ Unpaid invoices 		<p>The RFO checks invoice totals with the relevant officer before paying. Signatories are provided with copies of invoices and receipts when approving payments.</p> <p>Schedule of payments is produced for approval at each Council meeting and minuted accordingly.</p>	
Precept	<ul style="list-style-type: none"> ▪ Adequacy of precept ▪ Requirements not submitted to District Council ▪ Amount not received from District Council 	(1 x 2) = 2	<p>The Council commences the review of the Precept requirement annually in October/November when the Finance Committee considers a first draft based on known income and expenditure for specific budget lines, and reserve levels. The presented budget will include actual position and projected position to year end and estimated figures for the next financial year. The budget is revised as needed following Finance Committee discussions and then presented at the December full Council Meeting. The Council then resolves to agree the Precept amount required based on the budget at the January full Council Meeting. This figure is submitted by the Clerk/RFO in writing to the District Council for collection through Council Tax. RFO informs the Council when precept is received.</p>	<p>Existing procedure and timeline adequate.</p> <p>Confirm Precept requirement in January.</p>
Reporting	<ul style="list-style-type: none"> ▪ Information communication 	(1 x 1) = 1	<p>Expenditure above budget is reported to Council. Budget monitoring statement is produced quarterly and provided to the Finance Committee and Council.</p> <p>A list of receipts and payments is provided at each full Council meeting. Bank reconciliation reports are checked against bank statements by two councillors quarterly.</p>	<p>Existing communication procedures adequate.</p>

Salaries and associated costs	<ul style="list-style-type: none"> ▪ Inappropriate rates of pay ▪ Salary paid incorrectly ▪ Wrong deductions of NI or Tax ▪ Unpaid Tax & NI contributions to HMRC. ▪ Incorrect time or holiday paid. ▪ Pension ▪ Expenses paid incorrectly 	(1 x 1) = 1	<p>Council authorises the appointment of all employees through a recruitment process. All officers have a contract of employment and a job description. Officers monitor the number of hours worked.</p> <p>Pay rates are considered annually by the Staffing Committee and are informed by NALC/SLCC national pay scales.</p> <p>Salaries and pension contributions are paid by BACS. Payroll is completed by an external payroll provider, checked and overseen by the RFO. All payments are dual authorised by signatories and reported to full Council meetings.</p> <p>The payroll provider submits reports to HMRC monthly (as per RTI requirements) and PAYE payments are taken quarterly by HMRC by standing order.</p> <p>Officers' expenses are accompanied by appropriate receipts and approved by Finance Committee.</p>	Existing procedures adequate.
VAT	<ul style="list-style-type: none"> ▪ Failure to reclaim ▪ Charging. 	(1 x 1) = 1	<p>Financial Regulations set out the requirements.</p> <p>RFO adopts a system to diarise reminders.</p> <p>Reclaims are reconciled with cash book.</p> <p>The Council is not currently registered for VAT.</p>	Existing procedure to be reviewed.

2. MANAGEMENT

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
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Business continuity	<p>Risk of Council not being able to continue its business due to unexpected circumstances</p> <ul style="list-style-type: none"> ▪ Loss of equipment ▪ Loss of records ▪ Loss of key personnel ▪ Loss of Councillors leading to Council becoming inquorate ▪ Unavailability of meeting room 	(2 x 2) = 4	<p>Insurance of assets is in place. The Councils working files are kept online by way of a remote cloud system. Necessary paper records are retained in accordance with the Council's retention policy as well as on the website. Clerk has copy of all access passwords. In the event of the Clerk or RFO being indisposed a locum may be arranged. Council has membership of OALC for advice. Officers maintain 'How to' guides e.g. for accounts/banking, holding PC meetings, publishing documents online. Clerk is trained to use accounting software Where a Councillor vacancy arises the Clerk follows the correct legal process which leads to either a by-election or co-option process. Councillor vacancies are advertised as widely as possible. If there are fewer than 5 Councillors, the Council becomes inquorate and the District Council will take over the running of the Council (at the Parish's expense). Alternative meeting rooms are available in the village.</p>	<p>Review procedures annually</p> <p>Review and develop internal guides. Ensure accounting training current. Existing procedures for Councillor vacancies adequate.</p>
Council records – electronic	<p>Loss through</p> <ul style="list-style-type: none"> ▪ theft ▪ fire ▪ damage corruption or loss of laptop 	(1 x 2) = 1	<p>Council electronic records are stored on password-protected council owned laptops at the Parish Office or at Officer's homes when working from home. The data is stored and backed up by way of a remote cloud system. Antivirus software is kept up to date. New laptop/updated software to be secured at least five-yearly.</p>	Existing procedure adequate.
Council records - paper	<p>Loss through</p> <ul style="list-style-type: none"> ▪ theft ▪ fire ▪ damage 	(1 x 2) = 1	<p>Necessary documents are retained in accordance with the Council's retention policy and on the Council website. Paper documents are stored in a fire-proof locked safe in the Parish Office, in a locked storage cupboard at the Pavilion building, or at the Oxfordshire Records Office as appropriate.</p>	A review of the Council's retention policy and stored documents is necessary.

Data protection GDPR	<ul style="list-style-type: none"> ▪ Policy provision ▪ Data Protection Officer ▪ Non-compliance with GDPR 	(1 x 2) = 2	<p>Data protection policies have been adopted and published. Ensure Employees and Councillors receive training and are aware of their responsibilities.</p> <p>Annual registration with Information Commissioner's Office maintained.</p> <p>A Data Protection Officer is not currently necessary.</p>	Existing policies adequate. Provide training where necessary.
Employees	<ul style="list-style-type: none"> ▪ Unanticipated loss of key personnel ▪ Fraud by staff ▪ Unlawful action taken by staff ▪ Breach of Health & Safety 	(1 x 2) = 2	<p>Proactive management to ensure employees are well motivated and respected. Contingency arrangements and funding in place to provide adequate cover in the event of employee absence. Policies in place to address staff grievances. Annual appraisals taking place.</p> <p>Council employees to be included in a suitable fidelity guarantee insurance in accordance with the Financial Regulations.</p> <p>Officers provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. Regular contact with the Chair.</p> <p>All activity and payments within the powers of the Council to be resolved and minuted at Full Parish Council meetings.</p> <p>Employer's Liability insurance in place.</p> <p>Employees are made aware of their responsibilities for health and safety and the Council's H&S policy, and training is provided as required.</p> <p>Up-to-date risk assessments maintained.</p> <p>Work station assessments carried out.</p> <p>Personal protective equipment provided as necessary.</p>	<p>Existing procedure adequate</p> <p>Review contingency plans and budget in place for loss of key personnel.</p> <p>Chair to maintain regular contact with all employees.</p> <p>Review working condition safety requirements regularly. Ensure all necessary risk assessments in place and reviewed regularly. Provide further training where necessary.</p>
Freedom of information Act	<ul style="list-style-type: none"> ▪ Failure to recognize requests and/or comply adequately 	(1 x 2) = 1	<p>The Council has a model publication scheme in place.</p> <p>Officers to receive training on FOI requests.</p> <p>Provide support to Clerk in provision of information if FOI request received. The Council is aware that if a substantial request came in it could create a number of additional hours' work.</p>	<p>Officers to receive guidance and training on recognizing FOI requests.</p> <p>Monitor and report any impacts of request made under the FOI Act</p>

Meeting location	<ul style="list-style-type: none"> ▪ Inadequate ▪ Breach of H&S 	(1 x 1) = 1	Council meetings are held at the Cholsey Pavilion or at the Great Hall, Cholsey Meadows. Premises and facilities are considered to be adequate for the Clerk, Councillors and Public who attend from H&S and comfort aspects. The venues are managed by the Pavilion Trust and the CCDT who are responsible for insurance and risk assessments.	Existing locations adequate.
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3. ASSETS AND ESTATE

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Management of assets	<ul style="list-style-type: none"> ▪ Poor performance of assets or amenities ▪ Lack of knowledge of Council assets 	(2 x 2) = 4	An asset register is kept up-to-date and insurance is held at the appropriate level for all items. All assets owned by the Council are regularly reviewed and maintained. Repairs are carried out promptly subject to budget being approved by Council if necessary.	Existing procedure adequate. Conduct full review of asset register.
Physical assets: - Noticeboards - Bus shelter - War Memorial - Benches - Planters - Walls - Waste bins - Defibrillators	<ul style="list-style-type: none"> ▪ Damage or expiry of assets requiring repair or replacement ▪ Injury to third parties 	(2 x 2) = 4	Insurance for loss/damage and public liability in place. The Estate Manager is responsible for safety and maintenance of estate and physical assets. Regular recorded inspections by employees, including in response to reports of problems by members of public. Repairs are carried out promptly subject to budget being approved by Council if necessary. Defibrillators are checked monthly and components replaced in accordance with expiry dates. Benches are secured to the ground wherever possible. Waste bins are emptied by independent contractor with own insurance.	Existing procedure adequate.

<p>Estate:</p> <ul style="list-style-type: none"> - Allotment sites - Recreation Grounds - Play areas - The Forty - Burial ground - Verges (delegated function) 	<ul style="list-style-type: none"> ▪ Damage to estate/assets requiring repair or replacement ▪ Injury to third parties 	<p>(2 x 2) = 4</p>	<p>Insurance for loss/damage and public liability in place. The Estate Manager is responsible for safety and maintenance of estate and physical assets. Regular inspections by employees, including in response to reports of problems by members of public. Specific risk assessments in place for allotment sites and Recreation grounds. Weekly inspections of play area and gym equipment carried out by Officers; annual play area inspections by RoSPA registered company. Any defects highlighted actioned accordingly. Tree survey conducted every 28 months by qualified arboriculturalist and actions taken accordingly. Access to Recreation Ground managed through gated locks at Station Road and Church Road entrances. Hedge management and Recreation Ground management plans in place. Memorial stones identified as requiring action for safety reasons are made safe and the memorial owner contacted. Memorial stone testing carried out by trained officers every 5 years.</p>	
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4. LIABILITY

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Employer Liability	<ul style="list-style-type: none"> ▪ Non-compliance with employment law 	<p>(1 x 1) = 1</p>	<p>Insurance in place. HR consultant retained; annual review of employer contracts and handbook by consultant. Staffing Committee and Clerk seek specialist support as required. Undertake adequate training and seek advice from NALC/SLCC as appropriate.</p>	<p>Existing procedures adequate.</p>

Legal liability	<ul style="list-style-type: none"> ▪ Lack of clarity of legality of activities ▪ Inaccurate reporting via Minutes ▪ Lack of document control 	(1 x 2) = 2	<p>Clerk to clarify legal position on proposals and to seek advice if necessary.</p> <p>Parish Council receives and approves Minutes at monthly meetings.</p> <p>Document retention policy in place.</p> <p>Seek professional support for specialist areas where necessary.</p>	Existing procedures adequate.
Legal powers	<ul style="list-style-type: none"> ▪ Illegal activity or payments ▪ Working groups taking decisions 	(1 x 2) = 2	<p>All activity and payments made within the powers of the Council to be resolved and minuted at full Council meetings.</p> <p>Ensure all Officers are sufficiently trained to advise Council, including CiLCA qualified where possible.</p> <p>Ensure Standing Orders and Financial Regulations are up to date, reviewed at least annually, and that Councillors understand these core documents.</p> <p>Ensure all Councillors understand how powers work and the key legislation the Council uses for its activities.</p> <p>Ensure Committees, Working Groups and Officers understand the extent of delegated powers for decision making.</p> <p>Scheme of delegation in place.</p>	<p>Existing procedures adequate.</p> <p>Circulate guidance to Councillors regarding Council powers.</p>
Minutes/Agenda/ Notices/Statutory documents	<ul style="list-style-type: none"> ▪ Inaccurate minutes ▪ Unlawful actions ▪ Public not given sufficient notice ▪ Missing documents ▪ Business not conducted correctly 	(1 x 1) = 1	<p>Minutes and agenda are produced in the prescribed manner by the Clerk according to legal requirements. Minutes are approved and signed at the following Council meeting. Minutes and agenda are displayed according to legal requirements, on noticeboards and Council website. Business conducted at Council meetings is managed by the Chair and advised by the Clerk.</p> <p>Statutory documents including Standing Orders, Financial Regulations and Code of Conduct are reviewed annually and as legislation requires.</p>	<p>Continue to ensure Agenda and Minutes posted on Council website.</p> <p>Members adhere to Code of Conduct.</p>

Public liability	Risk to third party, property or individuals	(1 x 2) = 2	Insurance is in place. Specific risk assessments for activities, projects and events are carried out as required.	Existing procedures adequate.
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5. COUNCILLORS' PROPRIETY

Subject	Risk(s) Identified	Risk Level (Likelihood x Impact)	Management /Control of Risk	Review/Assess/Revise
Members' Interests	<ul style="list-style-type: none"> ▪ Conflict of interest not declared ▪ Register of Members interests not completed ▪ Code of Conduct not followed 	(1 x 1) = 1	<p>Councillors are solely responsible for the completion and submission of their Register of Members Interests – this is a legal requirement; it is not the Council's responsibility. Councillors have a duty to declare any interests at the start of the meeting and to withdraw from discussion if necessary; regular Declaration of Interests reminder on the agenda.</p> <p>It is not the responsibility of members or the Clerk to cajole a member with a potential interest to actually declare it; it is the responsibility of the councillor concerned.</p> <p>Register of Members Interest forms to be reviewed regularly by Councillors.</p> <p>Code of Conduct to be reviewed annually by full Council.</p> <p>Code of Conduct issued to new Councillors as part of Councillor Induction Pack.</p> <p>Councillor training provided as necessary.</p>	<p>Check understanding of requirements as new councillors are appointed, and arrange training as required.</p> <p>Members to take responsibility themselves for updating the Register of Members Interests.</p> <p>Ensure Councillor Induction Pack circulated and kept up to date.</p>

Risk Prioritisation

The table below is recommended in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide

Risk prioritisation is an assessment of the severity of impact if something were to happen and how likely it is to happen:

Likelihood x Impact = Risk Priority

How Likely	Highly likely	3	6	9
	Possible	2	4	6
	Unlikely	1	2	3
		Negligible	Moderate	Severe
	Impact			

Taken from the JPAG 2021 from Section 5.97

Addressing risks:

Risk is unavoidable, and every organisation needs to take action to manage risk in a way which it can justify to a level which is tolerable. The response to risk, which is initiated within the organisation, is called 'internal control' and may involve one or more of the following standard responses:

- Tolerate the risk - for risks where the downside is containable with appropriate contingency plans; for some where the possible controls cannot be justified (e.g. because they would be disproportionate); and for unavoidable risks, e.g. terrorism.
- Treat the risk - a common response which can mean imposing controls so that the organisation can continue to operate; or setting up prevention techniques.
- Transfer the risk – buying in a service from a specialist external body or taking out insurance. Some risks cannot be transferred, especially reputational risk.
- Terminate the activity giving rise to the risk - it may be best to stop (or not to start) activities which involve intolerable risks or those where no response can bring the risk to a tolerable level.

	Date	Minute ref
Reviewed: Finance Committee		
Reviewed: Full Council		

Cholsey Parish Council

INTERNAL CONTROLS POLICY

1. Scope of Responsibility

Cholsey Parish Council (the Council) is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Council is also responsible for ensuring that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and which includes arrangements for the management of risk.

2. The Purpose of Internal Control

The Council's internal control procedures are designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise risks, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them effectively.

3. The Internal Control Environment

3.1. The Council

- 3.1.1. The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawful, and in accordance with the Council's Standing Orders and Financial Regulations.
- 3.1.2. The Council reviews its obligations and objectives prior to approving the budget for the following year at its December meeting. The January meeting of the Council approves Precept for the following financial year.
- 3.1.3. The Council has appointed a Finance Committee to monitor financial matters including budgets, risk assessments, financial systems and procedures, and to report to full Council.
- 3.1.4. The Council maintains a Scheme of Delegation.
- 3.1.5. The full Council normally meets monthly and monitors progress against its aims and objectives at each meeting by receiving relevant reports from Officers and Councillor Leads.
- 3.1.6. The Council carries out regular reviews of its internal controls, systems and procedures.

3.2. The Proper Officer/Clerk and the Responsible Financial Officer

- 3.2.1. The Council has appointed a Proper Officer/Clerk to the Council who acts as the Council's advisor and administrator. The Council has also appointed a Responsible Financial Officer (RFO) who is responsible for administering the

Council's finances. The Clerk is responsible for the day-to-day compliance with laws and regulations that the Council is subject to and for managing risks. The Clerk and the RFO ensure that the Council's financial procedures, control systems and polices are adhered to.

3.2.2. The duties of the Clerk and the RFO are laid out in job descriptions which are reviewed from time to time by the Staffing Committee.

3.2.3. All Council employees report to and work under the direction and authority of the Clerk.

3.3. Risk Assessments and Risk Management

3.3.1. The Council carries out regular risk assessments of its activities, assets and estate, and regularly reviews its procedures and controls.

3.4. Internal Audit

3.4.1. The Council appoints a qualified independent Internal Auditor for the financial year who will report to the Council on the adequacy of its records, procedures, systems, internal controls and risk management. An interim internal audit is conducted in the autumn to help prepare for the year-end internal audit. The effectiveness of the internal audit is reviewed annually.

3.5. External Audit

3.5.1. The Council has been appointed the External Auditor Moore until further notice. Following completion of the External Audit the annual Certificate of Audit is provided, which is presented to the Council.

4. Financial and Accounting Procedures

4.1. Payments: All payments are reported to the Finance Committee for approval. A member of the Committee must authorise all payments. All payments are listed in a Payments report and approved at each meeting of the full Council. The Payments report is included in the meeting minutes.

4.2. Internet Banking: Payments are raised by the RFO or Clerk and authorised by one Councillor signatory.

4.3. Invoicing: Invoices are raised based on the approved fees and charges in effect at the time. The Parish Council will review these annually before the start of the next financial year. All invoices have payment terms of not more than 30 days. All income received is reported to the next meeting of full Council.

4.4. Cash and cheque handling/security: The RFO will receive all income. Cash is not handled. All cheques are kept safely in a locked place and are periodically banked.

4.5. Salaries and other staff payments: Salaries and other staff payments are made by no later than the 25th of each month by BACS. Payments are made on the basis of information agreed and reviewed from time to time by the Parish Council. Supplementary payments for additional hours worked by staff must be agreed in advance with the Clerk and Chair as appropriate. Mileage and any other expenses are reimbursed in accordance with rates approved by the Finance Committee from time to time and subject to receiving appropriate receipts.

- 4.6. VAT: The accounting software separates VAT amounts for relevant invoices. VAT is reclaimed quarterly by the RFO.
- 4.7. Budgetary Control: Each month the RFO reconciles statements of the Parish Council's cash book with copies of the relevant bank statements. All invoices for payment are printed and filed. Quarterly bank reconciliation reports are signed by two Councillors who are not a signatory or Finance Committee member. The Finance Committee receives a budget report at each quarterly meeting. The Finance Committee meets in November to review the year's accounts to date and a draft budget for the next financial year for presentation to the December full Council meeting. At that meeting, the Council discusses the draft budget, and a final budget is then prepared so that the Precept for the next financial year can be approved at the January full Council meeting.
- 4.8. Procurement: Financial Regulations provide a framework and set procedures for dealing with contracts of certain values. The Clerk is authorised to approve payments up to a value of £500 for the day-to-day operational work of the Council within agreed budgets. The Clerk may incur expenditure on behalf of the Council which is necessary for the purposes of any repair, replacement or other work of an urgent nature, whether or not budgetary provision exists for such expenditure, up to a limit of £500. The Clerk shall report the action to Council or the appropriate Committee at the next available meeting.

5. Review

This document was approved for use at the meeting of the Parish Council on 16th October 2024, and shall be reviewed annually.

Signed:

L. Nixon, Chair, Cholsey Parish Council

Dated:

Cholsey Parish Council

TRAINING AND DEVELOPMENT POLICY

1. Introduction

Cholsey Parish Council is committed to the training and development of its councillors, employees and volunteers to assist the Council in achieving its goals and objectives, and to ensure that the Council acts in accordance with the law and proper standards.

The Council recognises that its councillors, employees and volunteers are its most important resource and supports any relevant training and continuous professional development that they may wish to undertake. This helps ensure that councillors and employees feel valued and able to carry out their role with confidence.

Funds are therefore allocated to a training budget annually. This policy sets out the general approach that the Council will follow in respect of training and development.

2. Training and development activity

2.1. Councillors

Training and development for each Councillor will include as a minimum:

- a) Attendance at introductory training (usually provided by the Oxfordshire Association of Local Councils) explaining the role of the council, councillors and officers
- b) Provision of a Councillor Induction Pack which includes: an overview of the Parish Council's responsibilities, email/website details, officer contact details, meetings calendar, *The Good Councillor's Guide (2024)*, *The Good Councillor's Guide to Finance and Transparency (2018)*, core Council documents including Standing Orders, Financial Regulations, Councillor Code of Conduct, Strategic Plan and the Current Annual budget
- c) Access to any other training relevant to the proficient discharge of their duties, e.g. information technology, legal powers, the planning system, finance, Chair's training, being a good employer, the planning system. Requests should be made to the Staffing Committee or to the Clerk. Additional training is essential where a Councillor has taken on a specialist role as a Councillor Lead, on a Committee or as a Chair.
- d) Expenses for attending training and other meetings for councillors in the local area.
- e) Circulation of briefings and newsletters.

2.2. Employees

Training and development for each employee will include as a minimum:

- a) Induction sessions explaining the role, including for the Clerk attendance at a 'New Clerk's training course or similar, within three months of their date of employment
- b) Provision of the Staff Handbook, Health and Safety policies, GDPR policies, and Councillor Induction pack
- c) Access to other training relevant to the proficient discharge of their role as identified through regular training needs discussions. In particular: council finance training for the RFO and the Clerk; health and safety training for all employees; specialist health and safety training where appropriate for the Estate Manager and Maintenance person; cemetery management training for the Burials Clerk. Requests should be made to the Staffing Committee or to the Clerk.
- d) Training and enrolment on the Certificate of Local Council Administration (CiLCA) qualification for the Clerk within twenty four months of appointment (unless already CiLCA qualified) with the required approval from Council.
- e) Attendance at relevant training courses and/or local meetings of external bodies such as Society of Local Council Clerks (SLCC)

- f) Provision of relevant subscriptions as approved by Council, including SLCC membership for the Clerk.
- g) Provision of Local Council Administration by Arnold-Baker, and other relevant publications, which will remain the property of the council
- h) Provision of suitable mentoring if required

The Council will meet the costs of all pre-approved training undertaken or meetings attended, including mileage and parking costs involved.

2.3. Volunteers

Training for volunteers (e.g. station gardening team, community litter picking) will depend on the nature of the voluntary work and will include necessary health and safety training or briefings provided by the relevant officer or a qualified third party.

3. Review of training and development needs

Training needs for councillors will be ongoing but will usually be identified by the councillors, the Staffing Committee and/or the Clerk with opportunities to attend courses being investigated by the Clerk and brought to the attention of full Council.

Employees will be encouraged to be proactive in identifying their own training and development needs to assist the Council in fulfilling its objectives and obligations. Employee development should include the provision of an annual appraisal and half year review where personal development and training needs can be discussed.

In particular, additional training needs will be considered when embarking on a new activity or project.

4. Training budget

An allocation will be made in the budget each year as required to enable necessary training and development. The Council will also consider an allocation in the budget for the payment of a subscription to the Society of Local Council Clerks and Oxfordshire County Association of Local Councils to enable the Clerk and Councillors to take advantage of their training courses and conferences. Purchase of relevant resources such as publications will be considered on an ongoing basis.

5. Evaluation and review

All training undertaken will be subsequently evaluated by the Council to gauge its relevance and effectiveness. Any additional training needs highlighted as a result will be brought into the training review process outlined in section 3 above. Training will be reviewed in the light of: changes to legislation relevant to the Council; requirements for new qualifications; new Council services, activities or equipment; complaints received; incidents which highlight training needs; or requests from Councillors, employees or volunteers.

The Clerk will maintain a record of training attended by themselves and Councillors.

6. Review

This document was approved for use at the meeting of the Parish Council on **16th October 2024**, and shall be reviewed annually.

Signed:

Dated:

L. Nixon, Chair, Cholsey Parish Council

Estate Manager's Report to Parish Council October 2024

Allotments

A tap had to be replaced at the Ilges Lane allotment site as it was continually running. I am awaiting dates to be confirmed from the plumber for work to replace the damaged trough at Ilges Lane and the additional trough and taps at Cholsey Meadows

Recreation Grounds and Play Areas.

Recreation Ground

I have contacted several grass cutting companies to supply quotes for a contract for next year and am currently meeting with representatives. I aim to have quotes available for the November council meeting.

Playgrounds

Cholsey Meadows Play Area

No update

Station Road Play Area.

I have received 4 quotes for resurfacing the goal area by the wall and the erosion around the end of the skate park. The hole in front of the wall has been filled in. Both areas will need some re-seeding before grass tiles are installed in the area.

The quotes are as follows:

	Skatepark	Goal	Total
Contractor A	£3553.00 + vat	£1496.00 + vat	£5049.00 + vat
Contractor B			£5537.46 + vat
Contractor C	£3970.00 + vat	£1200.00 + vat	£5170.00 + vat
Contractor D	£1601.31 + vat	£1978.50 + vat	£3579.81 + vat

The subject of the silver birch trees, in the toddler play area, was discussed at the last Council meeting and the feeling was to leave them in situ.

This means that a new single bay swing and a repositioning of this swing will be needed for this play area as the roots from the silver birch will continue to lift any safety surface.

I have only received 2 quotes at this time, for the supply and installation of a single bay (2 flat seat swings) and a safety surface of grass tiles in a new position. The quotes are as follow:

Contractor B	£7874.01 + vat
Contractor C	£5660.00 + vat

I will be contacting the other contractors to ask for their quotes to be for the same specifications.

Hedges and Verges

Hedges

Our Maintenance Person will begin cutting back the hedges over the winter period.

Verges

There is a need for a management plan for the grass verges. We are waiting for OCC to respond for our requests for a digital version of the mapping for Cholsey Parish Urban and Rural verges. This will then enable us to obtain quotes from contractors and progress with the verge management plan.

Trees

I have received the Tree Survey report from the arboriculturist and there is quite a lot of work needed to some of the trees.

The very urgent matters are;

- a) One of the horse chestnuts, near the Church Road entrance, along the bank of the brook, has a bracket fungus (Ganoderma decay fungi) and is recommended that we carry out a decay test to ascertain extent of sound wood around the Ganoderma brackets and undergo management dependent on findings.
- b) The Walnut on the Forty, sound base and stem. Multiple limbs from 2m with numerous decay pockets from historic limb loss. Utility wire within crown. Crown historically reduced with typical regrowth. Inonutus hispidus decay fungus noted on limb to the east (over Station Road pavement) with cracking and distorted wood fibres just below. Will need a major limb reduction at this point.
Reduce to previous pruning points and ensure a clearance away from the utility wire.
Significantly reduce limb to east with Inonutus hispidus to prevent catastrophic failure at this point.
- c) The Horse Chestnut on the Forty, Sound base and stem, with multiple large limbs from 2m, good unions. Phone line within crown. Large spreading form, some limbs becoming over extended, one surrounding nearby street light.
Reduce crown by 3m (or back to any previous pruning points where obvious).
- d) The Silver Maple, near the bridge into Jubilee Field, Sound base and stem, growing adjacent to stream, ivy on stem. Stem bifurcates at 4m with good union, though limb towards bridge

becoming over extended. Crown is thinning with moderate deadwood. There is a dead lower branch with a hazard beam on the park side – over the adjacent ivy clad stump.
Sever ivy.
Crown clean to remove cracked branch

I have now employed a company to carry out both a PiCUS (sonic tomogram) and a resistograph test for the decay on the horse chestnut, as recommended by the arboriculturist.

I have also sent emails to 4 tree surgeons asking requesting quotes for the work needed to be completed on the above trees. I have mentioned that a Remembrance Service is held on the Forty on November 10th.

The arboriculturist was unable to inspect a number of trees because of nettles and undergrowth. I have tasked the maintenance person to clear a path to each of the trees, this will take about 20-30 hours, and will then contact the arboriculturist to re-visit. This will be at no extra cost.

Once all the trees have been inspected and reported on, we will need to employ a tree surgeon to carry out any more work needed.

Millennium Wood

I have also discussed with the arboriculturist maintenance for the Millennium Wood. The cost for them to walk through the wood, with a tree surgeon, marking which trees needed work, would be £95.00 + vat per hour. I will ask the arboriculturist for an estimate of the time this will take.

The Forty

The Forty has now been cut back and the grass collected according to the maintenance plan. The maintenance person will now cut as necessary and ready the area for Remembrance Sunday.

Burial Ground

The assistant clerk and I have completed the headstone ‘wobble test’ on the Parish Council burial grounds.

Several have been marked and staked, as needing attention by the owners of the headstones and the condition of all the headstones in this area has been logged.

Date:10/10/2024

Cholsey Parish Council

Page 1

Time: 12:12

**Bank Reconciliation Statement as at 30/09/2024
for Cashbook 1 - Current Bank Account**

User: SOPHIE

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account No 60108094 00	30/09/2024	629	109,225.05
			<u>109,225.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
04/09/2024 BAVS	Projects Account	1.00	
			<u>1.00</u>
			109,224.05
<u>Unpresented Receipts (Plus)</u>			
04/09/2024 BACS		1.00	
			<u>1.00</u>
			109,225.05
		Balance per Cash Book is :-	109,225.05
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 10/10/2024
for Cashbook 2 - Projects Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Projects Account 60108094 50	10/10/2024		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 10/10/2024
for Cashbook 7 - Unity 12 month term**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity 12 month term	23/09/2024	1	256,217.22
			<hr/> 256,217.22
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			256,217.22
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			256,217.22
		Balance per Cash Book is :-	256,217.22
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 15/10/2024
for Cashbook 6 - Unity Current Acc**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity current Acc	15/10/2024	1	100,000.00
			100,000.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			100,000.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			0.00
			100,000.00
		Balance per Cash Book is :-	100,000.00
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date of meeting....16/10/2024....

Signatures of authorising councillors:

Payments made between meetings			
Amazon	New office tech - USB docking stations	£59.97	Authorised by Full Council - office refit cost. Inc VAT.
Amazon	New office tech - wireless keyboards and mice	£100.80	Authorised by Full Council - office refit cost. Inc VAT.
Amazon	New office tech - PC screens	£306.80	Authorised by Full Council - office refit cost. Inc VAT.
J.Drewe	Monthly grass cutting	£1,916.02	Authorised by Finance Committee via email on 07.10.2024. Inc VAT.
ASAP	Monthly IT support & provision	£227.52	Authorised by Finance Committee via email on 07.10.2024. Inc VAT.
Hawthorn	Monthly pest control	£168.00	Authorised by Finance Committee via email on 07.10.2024. Inc VAT.
Shield	Monthly dog & general waste collections	£265.19	Authorised by Finance Committee via email on 07.10.2024. Inc VAT.
Mellers Productions	Volunteer t-shirts for community events	£120.00	Authorised by Finance Committee via email on 09.10.2024. Inc VAT.
Nisa Local	Petrol for maintenance equipment	£13.41	Authorised by Finance Committee via email on 09.10.2024. Inc VAT.
Venners Arboriculture	Tree survey & report	£1,200.00	Authorised by Finance Committee via email on 09.10.2024. Inc VAT.
Power Team	Monthly payroll	£59.40	Authorised by Finance Committee via email on 09.10.2024. Inc VAT.
LB plumbing	Allotment tap maintenance work	£90.00	Authorised by Finance Committee via email on 10.10.2024. Inc VAT.
		£4,527.11	
Automatic payments			
Grundon	Monthly waste collection at the Burial Ground	£65.10	
Nest	Staff pensions	£143.04	
Gap HR	Monthly HR support	£56.40	
Staff wages	Sep-24	£4,615.88	
	TOTAL	£4,880.42	
Payments for agreement			
	TOTAL	£0.00	
<u>Income received</u>			
Moulsford Parish Council	Verge cutting costs	£345.00	
Tiagos	Vendor hire	£43.00	
Burial/memorial fees	Deed amendment	£50.00	
	TOTAL	£438.00	
<u>Income expected</u>			
	TOTAL	£0.00	