

# HORLEY PARISH COUNCIL

## AGENDA

Dear Councillor,

You are summoned to attend a meeting of the Parish Council which will be held on line at 7.30 pm on Thursday 16 April 2020.

Clerk to Horley Parish Council

- 1) Apologies for absence
  - 2) Declaration of Interests
  - 3) Minutes of the Meeting held on 16 January 2020
  - 4) Matters arising
  - 5) Finance
- (a) 2019/20 budget monitoring report to 31 March 2020

The report annexed below shows the income and expenditure for the 2019/20 financial year ending 31 March, as compared to the annual budget. There are no material issues to highlight. It is **RECOMMENDED** that the budget monitoring report be approved.

**(b) Annual Audit**

The Council is no longer required to submit its annual accounts for external audit, and, as last year, can now certify that it is exempt as neither gross income or gross expenditure exceeded £25,000. Before making a decision as to whether such certification should be approved, the accounts will be submitted to the Council's internal auditor for review, together with the Asset Register, Risk Assessment and Bank Reconciliation. These documents are attached to the report at Appendix 1, and Members are requested to review and approve them. Once the Internal Auditor's report is available, Members will be asked to approve the relevant documentation for publication.

**6) Parking issues at Wroxton Lane**

Since the last meeting a public meeting was held, attended by some of the residents at the Old Council Houses, who indicated that, if off-street parking were to be provided opposite Brook Cottage, they would be prepared to use this as an alternative to parking on the verge at Wroxton Lane.

The Clerk has identified a qualified civil engineer, Mr Ashley Prior, who would be prepared to assist the Council with this project. He has proposed a fee of £650 plus out of pocket expenses to undertake a pre-application consultation with Cherwell District Council, submit a planning application, and undertake on site contract supervision. The Council's Constitution requires that a minimum of two quotations be obtained for contracts over £500, but the Clerk has not been able to find another civil engineer who could undertake this work. Members are recommended to approve the appointment of Mr Prior based on his quote alone.

There appear to be a number of ways this scheme could be progressed. Assuming the Council wishes to provide a grass parking area with some form of reinforcement, this could take a number of forms. The most robust would entail excavating to a depth of 300mm, importing 150mm of stone plus 50 mm of sharp sand, installing a concrete cellular grid which would be filled with 100mm of soil and seeded. The lower cost option would be to mow the existing meadow, and roll in a plastic reinforcing grid. In both cases a proper tarmac highway verge crossing is likely to be required by Oxfordshire County Council.

The cost of the first option is estimated to be £48,000 plus VAT assuming the excavated material could be disposed of on site or nearby. The cost of the second option is estimated to be £12,000 plus VAT. In both cases there would be additional costs in fencing, landscaping and any lighting required. A street light attached to the County highway lighting would cost approximately £12,000, or on site solar lamp columns could be provided at approximately £5,000 each. These costs do not include any allowance for providing a kerb to reinstate the verge in Wroxton Lane, and based on previous schemes, this is estimated to cost approximately £5,000.

The Council has approximately £27,000 in balances, and consequently could potentially look to finance the low cost option from reserves. In order to finance the higher cost option, if the work is to be carried out in the near future, a loan would be required. Currently Public Works Loan Board rates are 2.4% for a fixed rate loan over 20 years, and the repayments on such a loan of £30,000 are estimated to be approximately £165 per month.

Members are asked to consider these options carefully, and indicate their preferred approach, so that initial planning consultations can take place, and a detailed scheme be submitted for approval. In addition to planning consent, consents will be required from the Environment Agency and Highway Authority, and it will be necessary for some form of formal agreement with the landowner. Members will have the opportunity to consider the full costs of the scheme and funding arrangements, when a detailed design has been completed, and the necessary consents obtained.

#### **7) Applications for charitable and other donations**

An email has been received from Clean Slate requesting financial support. This is a charity which provides counselling and emotional support to survivors of abuse in Oxfordshire. Clean Slate has received a grant from the Council in the past, although not last year.

#### **8) Date of next meeting**

To be discussed

#### **9) Any other urgent business**

**Annex**  
**2019/20 budget monitoring report to 31/03/20**  
**Approved budget 2020/21**

|    | Category Description.    | Budget           | Spent to         | Under/overspend  | 2020/21         |
|----|--------------------------|------------------|------------------|------------------|-----------------|
|    |                          | 2019/2020        | 31.03.20         |                  |                 |
| 1  | Clerk's Salary           | £0.00            | £0               | £0               | £0              |
| 2  | Clerk's Expenses         | £150.00          | £88.92           | £61.08           | £150            |
| 3  | Churchyard Maintenance   | £450.00          | £450.00          | £0               | £150            |
| 4  | Insurance                | £320.00          | £300.39          | £19.61           | £320.00         |
| 5  | Election Expenses        | £0.00            | £0               | £0               | £0              |
| 6  | School Room Hire         | £150.00          | £150.00          | £0               | £150.00         |
| 7  | Subscriptions            |                  |                  |                  |                 |
|    | OALC                     | £140.00          | £140.42          | £0.42            | £140.00         |
|    | SLCC                     | £50.00           | £44.00           | £6.00            | £50.00          |
|    | Community First Oxon     | £35.00           | £35.00           | £0               | £35.00          |
| 9  | Audit Fee                | £0.00            | £0               | £0               | £0              |
| 10 | Horley Views website     | £36.00           | £51.00           | £15.00           | £50.00          |
| 11 | S137 Expenditure         |                  |                  |                  |                 |
|    | Charitable contributions | £150.00          |                  | £0               | £150.00         |
|    | Oxon Assoc for the blind |                  | £50.00           |                  |                 |
|    | Katherine Hs             |                  | £50.00           |                  |                 |
|    | Citizens Advice          |                  | £50.00           |                  |                 |
|    | Defibrillator            | £150.00          | £126.00          | £24.00           | £130.00         |
| 12 | Dog Bins Servicing       | £385.00          | £432.43          | £47.43           | £480.48         |
| 13 | Hedges                   | £300.00          | £60.00           | £240.00          | £300.00         |
| 14 | Verge maintenance        | £600.00          | £540.00          | £60.00           | £600.00         |
| 15 | Contingency              | £3,844.00        | £7200.00         | £3,356.00        | 4,244.52        |
|    | <b>TOTAL</b>             | <b>£6,750.00</b> | <b>£9,768.16</b> | <b>£3,018.16</b> | <b>7,250.00</b> |

## Balances and income to 31.03.20

|   |                   |
|---|-------------------|
| Business saver account<br>balance 31.3.19 | £29,245.82        |
| Community account balance<br>31.3.19      | £84.00            |
|   | <u>£29,329.82</u> |
| less expenditure relating to<br>2018/19   | £125.00           |
|   | <u>£29,204.82</u> |
| Income                                    |                   |
| CDC precept                               | £3,375.00         |
| CDC supplementary grant                   | £4.87             |
| VAT recovery                              | £1,452.76         |
| Interest                                  | £15.40            |
| Interest                                  | £13.01            |
| CDC precept                               | £3,375.00         |
| Interest                                  | £14.12            |
| Interest                                  | £9.84             |
| Total income                              | £8,260.00         |
|   | <u>£37,464.82</u> |
| Less expenditure                          | <u>£9,768.16</u>  |
| Balance                                   | <b>£27,696.66</b> |

## Horley Parish Council

### Asset Register 2019/20

Assets are defined as land, buildings, vehicles, plant and equipment with a value in excess of £1,000. As at 31.3.20 The Council owned no land or buildings.

The Council owns a number of items of street furniture which are listed below with their insured value:-

| Quantity | Item                | Value     |
|----------|---------------------|-----------|
| 1        | Litter bin          | £66.82    |
| 1        | Public seat         | £405.68   |
| 3        | Road signs          | £1,140.68 |
| 1        | Parish notice board | £539.42   |
| 4        | Dog Bins            | £444.52   |
| 3        | Gates               | £3,324.20 |
| Total    |                     | £5,921.32 |

NB It should be noted that the defibrillator, which the Council has procured, remains, at this time, the property of Community Heartbeat, although the Council has the right to acquire it at no cost. While the Council continues to employ Community Heartbeat to maintain the defibrillator, there is no reason to transfer its ownership.

D F Marriott  
Clerk to the Council

## RISK ASSESSMENT 2019/20

### 1. Introduction

1.1 The Council is expected to carry out an annual assessment of the financial and other risks it is exposed to and identify any actions it considers necessary to minimise those risks.

1.2 The following table attempts to identify the risks involved and recommends the necessary actions.

1.3 Individual risk assessments may be appropriate before commencing new activities.

| Activity       | Risk                            | Comment  | Recommendation                                       |
|----------------|---------------------------------|--|--|
| Financial loss | Public Liability (statutory)    | Insurance cover in place   | Continue existing cover (£12m)                       |
|                | Employers Liability (statutory) | Insurance cover in place   | Continue existing cover (£10m)                       |
|                | Money                           | Insurance cover in place. All funds are held by the Council's bank, and cheques can only be drawn if signed by two authorised signatories. | Continue existing cover (£250K)                      |
|                | Fidelity Guarantee              | Insurance cover in place   | Continue existing cover (£250k)                      |
|                | Property                        | Insurance cover in place for all risks relating to various items of street furniture owned by the Council.                                 | Continue with existing cover based on historic cost. |

|                |   |  |   |
|----------------|---|--|---|
|                | Personal accident   | Insurance cover in place for Councillors and Officers up to 90 years of age.   | Continue with existing cover (£500k per person or £2m per incident)   |
|                | Libel & Slander   | Insurance cover in place   | Continue with existing cover (£250K)  |
|                | Legal expenses  | Insurance cover in place   | Continue with existing cover (£100k)  |
| Administrative | Budget overspent  | Budget monitored at each Council meeting.  | Continue budget monitoring  |
|                | Annual accounts challenged  | End of year accounts agreed by Council and subject to independent internal audit   | Ensure audit timetable is observed.   |
|                | Ombudsman referral or legal challenge to the Council's activities | Up to date Constitution and Financial Regulations are in place which reflect constitutional powers and best practice   | Clerk to ensure all activities are in accordance with the Council's Constitution and legal powers.  |
|                | IT breakdown  | The Council is now required to publish certain information on a publicly accessible website. It does this by using the Horley Views website, although that is procured from Wordpress via Di Marriott, and is not under the Council's direct control. All the Council's records and documents are held on the Clerk's personal laptop, and consequently are vulnerable to theft or other loss such as in a fire. Records are backed up from time to time onto a hard drive although this is kept in the same property. Email records are held on the cloud through BT, the email provider, but are also backed up on the hard drive. It is a legal requirement that the Council's website complies with the Web Content Accessibility Guidelines (WCAG). | All statutory documents to be backed up and retained, so they can be reproduced in the event that the Wordpress site is no longer accessible. Important emails which need to be retained to be copied to a folder on the Clerk's laptop, and backed up periodically. It is understood that the Horley Views website, which carries the Parish Council's information, does satisfy the WCAG standards. |
|                | Service breakdown   | If for any reason the Clerk/Responsible Financial Officer were not available to undertake his duties, the day to day running of the Council could be at risk.  | There are few activities which are genuinely urgent, but it is important that deadlines for approving the annual accounts and setting the annual precept are met. If necessary any Member   |

|                             |  |  |   |
|-----------------------------|--|--|---|
|                             |  |  | could act as Clerk on a temporary basis.  |
| Operational - Defibrillator | Reputational risk to the Council and risk to the health of potential users if the defibrillator which the Council has procured is not available when required  | Access to the defibrillator is strictly controlled by the ambulance service, and it is maintained by Community Heartbeat. Weekly checks are undertaken by the Clerk to ensure the defibrillator is in place and ready for use.   | Continue annual maintenance contract with Community Heartbeat, and weekly checks by the Clerk.  |
| Operational - verge cutting | The Council has employed a contractor to undertake a number of cuts to highway verges within the parish. The Council could be held responsible in the event that any accidents or damage arose as a result of this work        | The contractor employed is competent and experienced, works extensively for the highway authority, uses modern mowing equipment, and carries £10m in public liability insurance.   | Ensure that the contractor employed continues to carry the necessary public liability insurance.  |
| Coronavirus pandemic        | The coronavirus pandemic comprises a major public health emergency. The principal responsibility for addressing this lies elsewhere, although the Council could incur reputational damage if it did not respond appropriately. | The Council has made arrangements for a Coronavirus Support Group to be formed within the community and led by Cllr Kyle. The group are disseminating information, and coordinating volunteers who will assist anyone who needs help during the crisis. A budget of £250 has been approved to cover out of pocket expenses incurred by the group in undertaking this work. | The Council should comply with any regulations and guidance issued by the Government as to how it should conduct its own business, and continue to fund any necessary publicity produced by the Horley Coronavirus Support Group. |

## Smaller authorities audit guidance

### Bank reconciliation template

31 March 2020

|                               |               | £      | £                |
|-------------------------------|---------------|--------|------------------|
| Balance per bank statement at | 31 March 2020 |        | 27,846.66        |
| Add: outstanding receipts     |               |        | -                |
|                               |               |        |                  |
|                               |               |        |                  |
|                               |               |        |                  |
| Less: outstanding payments    |               |        |                  |
| Michael Hardinge Trust        |               | 150.00 |                  |
|                               |               |        |                  |
|                               |               |        |                  |
|                               |               |        | 150.00           |
| Balance per cashbook at       | 31 March 2020 |        | <u>27,696.66</u> |

#### Outstanding receipts

This should include any amounts received which have been recorded in the cashbook as being received in the period to 31 March 2020, but which appear on the bank statement after 31 March 2020

#### Outstanding payments

This should include any amounts paid which have been recorded in the cashbook as being paid in the period to 31 March 2020, but which appear on the bank statement after 31 March 2020