

## Clerks Report – Jan 2019

### Financial

#### Cheques

Rolled over from Dec 2018 meeting:

Clerk expenses Nov £34.80 (home office, printing)

OALC – courses - £366

Kidlington Parish Council - £260 – Meeting room hire for 2019

Kidlington Parish Council £20 – recharge for remembrance Sunday wreath

RFO charges Nov and Dec 2018 - £200

New cheques:

Oxfordshire CC – Rental for recreational area at Cromwell way – Oct 16 to 30/9/19 (arrears and advance) - £2,100

Moore Stephens – audit charges - £288

Playground Supplies – park checks Dec - £60.00

Clerk expenses Dec - £33 (home office, printing)

Ady Podbury – grass cutting £117

Zurich Annual insurance - £1215.44

### Recreation Areas

Recreational meeting required. Cllr Emilie Walton to confirm dates (clerk has proposed a date in diary below). Additional two quotes required to support loan application. Clerk is working on this.

Clerk has contacted Playground supplies to request quote for new surface at Bramley Close park. They will send quote when do next inspection.

### Insurance

Our insurance renewal came in from Zurich. After discussing with them we have the premium set at £1,215.44. Last years was £1,133.28 so a small increase (still cheaper than the year prior).

### Planning

No applications advised to us.

**Cherwell Local Plan Examination** - Cherwell District Council's Local Plan (Part 1) Partial Review. The Planning Inspector; Mr Paul Griffiths BSc (Hons) BArch IHBC will reconvene Hearing Sessions at 09.30am on Tuesday 5<sup>th</sup> February 2019 within the Council Chamber of Cherwell District Council Offices, Bodicote House, White Post Road, Bodicote, Banbury, OX15 4AA.

### Correspondence

Mr Makepeace sent another letter to the Parish regarding parking of cars and lack of action from TVP. The clerk has forwarded this to Steve Hookham at TVP Headquarters.

### Website

The clerk has asked for web stats from Vision ICT. This will be circulated to councillors via email.

Dates for diary

Finance committee meeting 22<sup>nd</sup> Jan – 7pm Exeter Hall (Precept plan) – confirmed

*Proposed dates (not confirmed and rooms not booked):*

Recreation Comm meeting – 23 / 29<sup>th</sup> January 7pm

Placeholders – 19 Feb, 19 Mar, 16 April

Placeholder for Annual Parish Meeting: 14<sup>th</sup> May

Council monthly regular meetings – confirmed dates / rooms booked (Exeter Hall – 7pm)

5<sup>th</sup> Feb, 5<sup>th</sup> March, 2<sup>nd</sup> April, 7<sup>th</sup> May, 4<sup>th</sup> June, 2<sup>nd</sup> July, 6<sup>th</sup> August (if need), 3<sup>rd</sup> Sept, 1<sup>st</sup> Oct, 5<sup>th</sup> Nov, 3<sup>rd</sup> Dec

Councillors

Jan 2019 – Cllr Billington report has been circulated to Councillors via email.

OALC courses coming up – Councillors to advise clerk if wish to book on to any that would support them.

Understanding Internal Audit

Date

Thursday 10th of January 2019

Location

Warwick Hall, Church Green, Burford OX18 4RY

Price per Delegate

Member Council: £45.00 + VAT

Non-Member Council: £45.00 + VAT

So you want to be an Internal Auditor?

Date

Thursday 10th of January 2019

Location

Warwick Hall, Church Green, Burford OX18 4RY

Price per Delegate

Member Council: £45.00 + VAT

Non-Member Council: £45.00 + VAT

Preparing for Year End and Audit for parish councils

Date

Thursday 24th of January 2019

Location

Warwick Hall, Church Green, Burford OX18 4RY

Price per Delegate

Member Council: £85.00 + VAT

Non-Member Council: £170.00 + VAT

The RFO tasks on a month by month basis

Date

Wednesday 27th of February 2019

Location

Cherwell Room, Begbroke Science Park, Oxford OX5 1PF

Price per Delegate

Member Council: £85.00 + VAT  
Non-Member Council: £170.00 + VAT

#### MINUTES AND AGENDAS: A GUIDE TO GOOD PRACTICE

[Date](#)

Wednesday 13th of March 2019

[Location](#)

Woodgreen Offices, West Oxfordshire District Council, Witney, OX28 1NB

[Price per Delegate](#)

Member Council: £45.00 + VAT

Non-Member Council: £90.00 + VAT

#### THE PARISH CLERKS YEAR - What to do and when...

[Date](#)

Thursday 21st of March 2019

[Location](#)

Warwick Hall, Church Green, Burford OX18 4RY

[Price per Delegate](#)

Member Council: £85.00 + VAT

Non-Member Council: £170.00 + VAT

#### Strategic planning for parish councils

[Date](#)

Wednesday 17th of April 2019

[Location](#)

Civic Hall, Britwell Road, Didcot OX11 7JN

[Price per Delegate](#)

Member Council: £45.00 + VAT

Non-Member Council: £90.00 + VAT

#### ROLES AND RESPONSIBILITIES - WORKING ON YOUR COUNCIL

[Date](#)

Wednesday 19th of June 2019

[Location](#)

Civic Hall, Britwell Road, Didcot OX11 7JN

[Price per Delegate](#)

Member Council: £85.00 + VAT

Non-Member Council: £170.00 + VAT

Roles and responsibilities for new parish councillors and clerks

[Date](#)

Saturday 6th of July 2019

[Location](#)

Didcot Civic Hall, Britwell Road, Didcot, OX11 7JN

[Price per Delegate](#)

Member Council: £100.00 + VAT

Non-Member Council: £200.00 + VAT

CHAIRMANSHIP SKILLS

[Date](#)

Wednesday 17th of July 2019

[Location](#)

Civic Hall, Britwell Road, Didcot OX11 7JN

[Price per Delegate](#)

Member Council: £85.00 + VAT

Non-Member Council: £170.00 + VAT

Roles and responsibilities for new councillors and clerks

[Date](#)

Wednesday 18th of September 2019

[Location](#)

Civic Hall, Britwell Road, Didcot OX11 7JN

[Price per Delegate](#)

Member Council: £85.00 + VAT

Non-Member Council: £170.00 + VAT

Budgeting and financial management for councillors

[Date](#)

Wednesday 2nd of October 2019

[Location](#)

Cherwell Room, Begbroke Science Park, Oxford OX5 1PF

[Price per Delegate](#)

Member Council: £45.00 + VAT

Non-Member Council: £90.00 + VAT

VAT for clerks (and councillors)

[Date](#)

Wednesday 2nd of October 2019

[Location](#)

Cherwell Room, Begbroke Science Park, Oxford OX5 1PF

[Price per Delegate](#)

Member Council: £45.00 + VAT

Non-Member Council: £90.00 + VAT

