

## **Clerks Report – May 2019**

### **Financial**

#### **Cheques**

Kidlington Fencing – repair of fence at Oxford Road, £460.00 –cheque number 102356  
Cherwell District Council – recharges landscaping Feb and Mar 19 - £1419.04 – cheque number 102357  
Ady Podbery – litter pick of play areas Dec to end Mar £126.00 – cheque number 102358  
Cherwell District Council – empty dog bins winter - £96.10 – cheque number 102359  
RFO salary April and May 19 - £250.00 – cheque number 102360  
Clerk salary including backpay owed £1733.82 – cheque number 102361  
HMRC PAYE – April 19 - £407.88 – cheque number 102362  
Clerk expenses April 19 – wifi, home office, printing £34.60 – cheque number 102363

Playground Supplies Ltd (recreational area upgrade costs) - £16,995 + VAT (£20,394) – to be approved

The clerk can confirm a grant from Cllr Billington OCC fund has been approved for the sum of 5,635.00 – we should receive the monies in May 2019. This money is to be used to purchase a piece of equipment in the Cromwell Way park. Two councillors need to sign an acceptance form at this meeting.

The RFO is continuing to deal with payroll and is currently still sorting the pension side which is taking longer than anticipated. She has calculated an underpayment of PAYE and salary from when the salary was recharged through KPC and the adjustment is made in this month's payments.

Cllr Matheson is working towards updating signatories on the council bank account. This is still ongoing.

The clerk reminds councilors that it is imperative to have signatories at each meeting. HMRC and payroll needs to be signed each month.

### **Recreation Areas**

Playground supplies are supplying a revised Cromwell Way park cost as are Discovery Play. This is based on an expenditure of £16,000 as per last months approval. The quote has come in at £16,995 + vat (£20,394 gross). The clerk has pushed back and this is the lowest cost.

The Bramley Close repair works should be completed by 10<sup>th</sup> May, the surface work has been done already.

### **Highways**

The clerk instructed Kidlington Fencing to fix the fence on the Oxford Road, opposite the patisserie – this is complete.

The clerk has asked Highways to cut back the plants blocking the GWEPC sign as you enter the parish on the Gosford link road.

### **Planning**

Nothing to report

### **Correspondence**

The clerk has sent Kidlington News information from the April minutes to publish in the Kidlington news including website information. The clerk will continue to do this monthly to encourage people to visit the website and keep up with the GWEPC news and what's happening in the parish.

Parking near TVP – No update on this. The clerk has asked TVP for a report for the APM but at the moment we do not have this. Inspector Hookham is no longer our area so we have a generic email to use.

### Website

Minutes have been added to the website from last month. (Copies have also been placed in Kidlington library) ee.

### APM Date

The APM meeting will be held at Edward Feild school on 15<sup>th</sup> May 2019 evening. The leaflets are ready for distribution.

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

### 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