

SHIPLAKE PARISH COUNCIL
Minutes of the meeting of SHIPLAKE PARISH COUNCIL
held on-line remotely on MONDAY JUNE 8th, 2020 AT 7.45 PM.

- 1.** Present: Cllr F Maroudas (Chairman) , Cllr D Pheasant , Cllr R Head, Cllr A Manning, Cllr R Curtis, Cllr J Stone and Cllr C Penrose , Cllr D Bartholomew(OCC), Cllr L Rawlins (DC) .There were no members of the public attending
- 2.** To receive any declarations of gifts & interests. None declared
- 3.** The minutes of the meeting of Shiplake Parish Council held on Monday May 11th 2020 were approved on a motion proposed by Cllr R Curtis and seconded by Cllr C Penrose.
- 4.** Matters arising from previous meetings not covered in meeting.
- 5.** Open Forum: no members of the public present
- 6.** To receive a report from Oxfordshire County Councillor D Bartholomew full report can be viewed [here](#).
- 7.** Highway matters. Cllr R Head update on highway safety issues b/f from April PC Council requested Cllr Head and Curtis to present a formal strategy and proposal at July mtg. Plough Lane project cost approved see below item 10.9
- 8.** To receive a report from South Oxfordshire District , Cllrs Bartholomew and Rawlins full report can be viewed [here](#) .
- 9.** Planning To receive report from Planning Group Meeting 27th May (circulated) New Applications c/f to planning meeting 15/6/20 approved on a motion proposed by Cllr C Penrose and seconded by Cllr F Maroudas
- 10.** Financial Matters
 1. To review and approve payments for June Appendix 1 approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 2. To review and approve May Bank Statement Appendix 2 approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 3. To review and approve May Bank reconciliation. Appendix 3 approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 4. To approve 2019 -20 statement of accounts Circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 5. To approve audit account and differences and explanations Circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 6. To approve AGAR submission Section 1 – Annual Governance Statement 2019/20 Part 1 Circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 7. To approve AGAR submission Section 2 – Accounting Statements 2019/20 Circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 8. To approve AGAR submission Annual Internal Audit Report 2019/20 Circulated approved on a motion proposed by Cllr F Maroudas and seconded by Cllr C Penrose.
 9. To review and if appropriate approve SPC Costs for Plough Lane Pavement project £12771.66 (Cllr D Bartholomew contribution £3450) Council approved on a motion proposed by Cllr C Penrose and seconded by Cllr R Head. Clerk requested to ascertain details of OCC procurement protocol. ACTION: Clerk
- 11.** Footpaths To receive report from Mr G Jones. (circulated) Cllr Penrose proposed a vote of thanks to Mr Jones for his excellent reports and support reviewing and addressing footpath issues Unanimously supported.
- 12.** Correspondence.
- 13.** Items of interest or for future discussion. Police report from Cllr Curtis reported 3 incidents
- 14.** Council expressed a vote of thanks to Debbie Sayer and Kate Aldridge for erecting the banners thanking key workers and Shiplake volunteers for their help with the pandemic.
There being no other items of business the Chairman closed the meeting at 9.50pm

Appendix 1

<u>SHIPLAKE PARISH COUNCIL</u>		<u>STATEMENT OF ACCOUNTS</u>			1	June	2020	
					<u>cashed</u>			
	Paid Out in	May	2020	Cheque nos	v/n			
R V Hudson – salary April	9.20			BACS	v	469.10	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance April	10.20			BACS	v	71.25	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax April	11.20			BACS	v	117.20	s111	1972 Local Government Act
Robin Head (Grasscutting)	12.20			102791	n	26.00	s111	1972 Local Government Act
Bluestone Planning Inv 798	13.20			BACS	v	2095.20	s111	1972 Local Government Act
Bluestone Planning Inv 858	14.20			BACS	v	168.00	s111	1972 Local Government Act
Broadband	15.20			DD	v	32.35	s111	1972 Local Government Act
Oxford It Solutions (Website development)	16.20			BACS	v	360.00	s111	1973 Local Government Act
TOTAL						3,339.10		
<u>Transfer to Current Account from Deposit account</u>								
<u>Income since last meeting</u>								
untaxed interest Business account								
untaxed interest N S & I account								
CIL								
Precept								
Total						<u>0.00</u>		
Statement Balances at 1st June 2020								
Co-operative Bank Current account						23,050.75		
Co-operative Bank Deposit account						72,874.41		
National Savings High Interest account						24,340.88		
TOTAL						120,266.04		
Uncleared /Cancelled cheques at 1 June 2020								
Robin Head (Grasscutting)	12.20			102791	n	26.00	s111	1972 Local Government Act
Total						26.00		
Revised Balance Bank Current Account 1 June 2020						23,024.75		
	Payments due to be made in June 2020							approved under section
					cheque no /online			
R V Hudson – salary May	17.20			BACS		469.10	s 5	1963 Local Government (Financial provisions) Act
R V Hudson – expenses, office allowance May	18.20			BACS		113.05	s112(2)	1972 Local Government Act
Inland Revenue – clerk's tax May	19.20			BACS		117.20	s111	1972 Local Government Act
Robin Head (Grasscutting)	20.20			BACS		26.00	s111	1972 Local Government Act
R V Hudson Reimbursement purchase of Computer	21.20			BACS		688.49	s111	1972 Local Government Act
Staples Office Account)	22.20			BACS		54.33	s111	1972 Local Government Act
Oxford It Solns (Domain)	23.20			BACS		28.80	s111	1972 Local Government Act
Chiltern Society	24.20			102793		30.00	s111	1972 Local Government Act
Mr G Jones reimbursement jotform subscr	25.20			102792		74.70	s111	1972 Local Government Act
Broadband	26.20			DD		33.64	s111	1972 Local Government Act
TOTAL						1,635.31		
Anticipated Income								
						0.00		
Transfer to Deposit Account from current account						0.00		
Transfer to Current Account from Deposit account						0.00		
Projected Financial Position as at 30th June 2020								
Co-operative Bank Current account						21,389.44		
Co-operative Bank Deposit account						72,874.41		
National Savings account						24,340.88		
TOTAL						118,604.73		
R V Hudson Clerk to the Council.								
1 June 2020								

MR R V HUDSON
66 Makins Road
Henley-On-Thames
Oxfordshire
RG9 1PR

M4791/1011005000

29800

Community Directplus Account

Summary	Date	Description	Money out	Money in	Balance
Account title SHILAKE PARISH COUNCIL	1 MAY 20	OPENING BALANCE			26,363.85
	7 MAY 20	DD EE BROADBAND F9604960401X045	32.35		26,331.50
	13 MAY 20	R HUDSON clerk expenses	71.25		
	13 MAY 20	HMRC CUMBERNAULD clerk tax	117.20		
	13 MAY 20	BLUESTONE PLANNING Invoice 858	168.00		
	13 MAY 20	OXFORD IT SOLUTION Invoice 18519	360.00		
	13 MAY 20	R HUDSON clerk salary	489.10		
	13 MAY 20	BLUESTONE PLANNING Invoice 798	2,095.20		23,050.75
	Statement closing balance				23,050.75

Abbreviations: **S** Sub Total (Intermediate Balance) **OD** Overdrawn Balance **ODIS** Overdrawn Immediate Balance **NSTF** Non Sterling Transaction Fee. Details of overdraft interest rates are shown overleaf. Details of calculations of interest charged are available on request.

Statement opening balance
26,363.85

Money out
3,313.10

Money in
0.00

Statement closing balance
23,050.75

International Bank
Account Number

GB29 CPBK 0697 1661 0303 02

Bank Identification Code
CPBK GB29

Deposits* into this account are eligible for the Financial Services Compensation Scheme (FSCS). More information can be found overleaf.

*For more information on eligible deposits please refer to www.FSCS.org.uk

SHIPLAKE PARISH COUNCIL

Prepared by:

Date:

Name and Role (Clerk/RFO etc)

Approved by:

Date:

*Name and Role (RFO/Chair of Finance etc)***Bank Reconciliation at 01/06/2020**

Cash in Hand 01/04/2020	101,126.28
-------------------------	------------

ADD

Receipts 01/04/2020 - 01/06/2020	27,036.35
----------------------------------	-----------

128,162.63

SUBTRACT

Payments 01/04/2020 - 01/06/2020	7,922.59
----------------------------------	----------

A	Cash in Hand 01/06/2020	120,240.04
	(per Cash Book)	

Cash in hand per Bank Statements

Cash	01/05/2020	0.00
Cooperative Bank Current Acco	31/05/2020	23,050.75
Cooperative Bank Business Sel	31/05/2020	72,874.41
National Savings and Investmer	31/05/2020	24,340.88

120,266.04

Less unrepresented payments	26.00
-----------------------------	-------

120,240.04

Plus unrepresented receipts	0.00
-----------------------------	------

B	Adjusted Bank Balance	120,240.04
----------	------------------------------	-------------------

A = B Checks out OK