

10 May 2023

## HORNTON PARISH COUNCIL

**Members of Hornton Parish Council are hereby summoned  
to attend the Annual Council Meeting to be held on  
Monday, 22 May at 7.30pm in the Methodist Church**

### AGENDA

1. Election of Chair
2. Apologies for absence
4. Co-option of new Councillors: Holly Busby and Martin Jones
5. Election of Vice-Chair
6. Members' declarations of interest for items on the Agenda
7. To approve the minutes of the Parish Council meeting held on Monday, 13 March
8. Outstanding matters/actions from previous meetings
9. Finance Report
  - 1. Annual Governance and Accountability Return 2022/23**
    - a) To receive the Internal Auditor's Report for 22/23 and agree any actions necessary in response to this.
    - b) To appoint an Internal Auditor for the 23/24 financial year.
    - c) To complete and approve for signature the AGAR Annual Governance Statement for 22/23.
    - d) To approve for signing the AGAR Accounting Statements for 22/23.
    - e) To confirm the dates for the Notice of Public Rights for the 22/23 Financial Year as Monday 5<sup>th</sup> June to Friday 14<sup>th</sup> July 2023.

#### **2. Payments and Receipts:**

- a) To approve the following payments already made using delegated powers:

<b>Date</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>	<b>Account</b>
22.03.23	Community First Oxfordshire	Annual subscription	£50.00	Pavilion
22.03.23	Fiona Donaldson	Salary & office March	£314.42	PC
22.03.23	Kirsty Buttle	Salary & office March	£198.82	PC
22.03.23	HMRC	Tax March	£115.40	PC
13.03.23	BT Group Ltd	Pavilion Phone/Broadband	£33.54	Pavilion
22.03.23	Green Energy	Annual heat pump service	£330.00	Pavilion

22.03.23	OALC	Annual membership	£156.00	PC
28.03.23	Statutory Nuisance Solutions	Legal advice re Motocross	£342.00	PC
28.03.23	Kevin Wain	Reimbursement re strimmer fuel	£25.30	Pavilion
28.03.23	Monika Cleaning Services	Pavilion cleaning March - 4 visits	£152.00	Pavilion
29.03.23	Impact China	Coronation souvenirs	£677.81	PC
31.03.23	Unity	Bank account fee	£18.00	PC
11.04.23	BT	Pavilion telephone	£33.54	Pavilion
24.04.23	GS & SA Walther	3 lawnmower blades	£119.85	Pavilion
24.04.23	CDC	Emptying 4 dog bins - 6 months	£253.97	PC
24.04.23	J.Walters Electrical	Various works on the pavilion	£885.00	Pavilion
24.04.23	Fiona Donaldson	Salary & office Apr	£314.42	PC
24.04.23	Kirsty Buttle	Salary & office Apr	£199.12	PC
24.04.23	HMRC	Tax Apr	£115.20	PC

b) To approve payment of the following invoices:

Payee	Description	Amount	Account
N J Chadwick Accounting	Internal Audit 2022-23	£65.00	PC
Monika Cleaning Services	Pavilion cleaning 3rd, 17th and 28th April	£114.00	Pavilion
Glen Walther Builders Ltd	Concrete base for shed	£200.00	Pavilion

c) To note the following receipts:

Date	Payment submitted by	Description	Amount	Account
15.03.23	S Knight	Allotment rent	£10.00	PC
17.03.23	A Hemmings	Allotment rent	£20.00	PC
20.03.23	J Furneaux	Allotment rent	£10.00	PC
23.03.23	William Jeffs	Allotment rent	£40.00	PC
31.03.23	Unity	Interest	£136.51	PC
31.03.23	Triforia	Keep fit	£36.00	Pavilion
22.03.23	Paul Burden	Allotment rent	£20.00	PC
03.04.23	Fenn	Allotment	£10.00	PC
03.04.23	Morris	Keep fit	£96.00	Pavilion
05.04.23	COIF	Interest	£101.49	Playground
14.04.23	CDC	Precept	£7,500.00	PC
17.04.23	HMRC	VAT reclaim	£588.62	Pavilion
17.04.23	HMRC	VAT reclaim	£597.49	PC
17.04.23	HMRC	VAT reclaim	£59.24	JUMPA
17.04.23	HMRC	VAT reclaim	£24.42	Playground
19.04.23	Girobank	Bingo income	£100.75	Pavilion
26.04.23	CDC	Coronation Grant	£300.00	PC

26.04.23	Triforia	Hall hire	£36.00	Pavilion
03.05.23	COIF	Interest	£96.20	Playground
03.05.23	Girobank	Show at the pavilion, and May Day raffle and cake stall.	£1,348.60	Pavilion

d) To note the bank balances as at 8<sup>th</sup> May 2023:

PC Current	£2,239.72
PC Savings	£36,723.61
CCLA fund (playground)	£30,000.00
<b>Total</b>	<b>£68,963.33</b>

e) To note the committee balances as at 8<sup>th</sup> May 2023:

	HPC	Jumpa	Pavilion	Playground	Grand Total
Balance b/f to 06/03/2023	£15,236.18	£8,028.66	£6,057.99	£32,843.67	£62,166.50
Total Payments	£2,705.26	£0.00	£1,629.23	£0.00	£4,334.49
Total Receipts	£8,644.00	£59.24	£2,205.97	£222.11	£11,131.32
<b>Balance to 08/05/2023</b>	<b>£21,174.92</b>	<b>£8,087.90</b>	<b>£6,634.73</b>	<b>£33,065.78</b>	<b>£68,963.33</b>

**3. Proposal to make the following changes to the bank mandate:**

- a) Remove Tim Hewlett as a signatory.
- b) Cancel the request to add Michael Palmer as a signatory.

10. Clerk vacancy

11. Pavilion Report

12. Allotments Report

13. Roads & Highways Report

14. JUMPA Report

15. Playground Report

16. Correspondence received

17. Other items to note: 1. Speed Watch – Donations from May Day

18. Date of next meeting: Monday, 10 July

Signed: Fiona Donaldson Parish Clerk Date: 17 May 2023