**Meeting of Watchfield Parish Council**

**Watchfield Village Hall**

**Tuesday 18th October 2016 at 7.30pm**

**Agenda**

|  |  |  |
| --- | --- | --- |
| **ITEM** |  |  |
| **103** | **To receive apologies for absence** |  |
| **104** | **To receive any declarations of Personal, or Personal and prejudicial interest in respect of items on the agenda for this meeting** |  |
| **105** | **To take questions and comments from members of the public** |  |
| **106** | **To take questions and comments from members of the Council** |  |
| **107** | **To approve the minutes of ordinary meeting held on 20.09.16** |  |
| **108** | **To address matters arising from the ordinary meeting held on 19.07.16** |  |
| **109** | **To approve the minutes of extra ordinary meeting held on 06.10.16** |  |
| **110** | **To address matters arising from the extra ordinary meeting held on 06.10.16** |  |
| **111** | **To address burial matters** |  |
| **112** | **To address planning matters**   1. **P16/V2525/HH -Conservatory extension with Livin Roof to rear elevation** 2. **Current update on developments** |  |
| **113** | **To discuss Waste collection options - hardstanding options** |  |
| **114** | **Approval of Internal Audit report and review of effectiveness** |  |
| **115** | **Approval of External Audit and plan of action to address matters arising** |  |
| **116** | **To decide on two representatives to attend the Town and Parish Forum** |  |
| **117** | **To Agree £500 contribution to NAG1 SID device from road safety budget** |  |
| **118** | **Finance to Agree**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Payee | Amount Net | VAT | TOTAL Gross | Detail | | L. Hawley | 19.78 | 3.96 | 23.74 | Printer ink & paper | |  |
| **119** | **Finance to note**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name | Amount Net | VAT | Total Gross | Detail | | S. Nodder | 18.99 | 0.00 | 18.99 | Lock & chain for allotments | | L. Hawley | 193.20 | 0.00 | 193.20 | RFO pay - Sept 16 | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerks wages - Sept 16 | | L. Pearce | 60.00 | 0.00 | 60.00 | Bus shelter cleaning | | S. Nodder | 1,205.30 | 220.89 | 1,426.19 | Emergency generators, pump & hoses | | Bawden | 334.54 | 66.91 | 401.45 | Grass cutting | | Bawden | 64.58 | 12.92 | 77.50 | Grass cutting, cemetery | | The Net Result | 55.50 | 0.00 | 55.50 | Payroll services (July, Aug, Sept 16) | | S. Nodder | 41.65 | 8.33 | 49.98 | Emergency lighting | | BDO | 235.00 | 47.00 | 282.00 | Annual audit | | P. Spencer-Matthews | 200.00 | 0.00 | 200.00 | Litter picking, Sept 16 | | S. Nodder | 440.24 | 88.05 | 528.29 | Hedges Direct, new hedging along Rec fenceline | | L. Hawley | 193.20 | 0.00 | 193.20 | RFO pay - Oct 16 | | C. Arnold | 417.60 | 0.00 | 417.60 | Clerks wages - Oct 16 | | British Gas | 41.11 | 2.05 | 43.16 | Gas used at pavilion | | Lloyds Bank | 11.90 | 0.00 | 11.90 | Bank charges | | Vale of WH DC | 200.93 | 40.19 | 241.12 | Dog bin emptying July to Sept 16 | |  |
| **120** | **Agenda Diary**   1. **Paddock rental review** 2. **Online VAT return** 3. **Employer PAYE** 4. **Registration of Members’ Interests** 5. **Section 137 Payments**   **Oxfordshire Association for the Blind**   1. **Bank Reconciliation** 2. **Budget Review** 3. **New Audit Plan** 4. **Standing Orders** 5. **Code of Conduct** 6. **Allotments Register – Payments and Agreements** 7. **Cemetery Contract Review** 8. **Appointment of Internal Auditor** 9. **Grass Cutting Contract** 10. **Discuss requirement for leaf clearing** 11. **Remembrance Attendance** 12. **Budget Forecast for next financial year** |  |
| **121** | **File back-up Storage** |  |
| **122** | **To note correspondence** |  |
| **123** | **Any other business** |  |

Claire Arnold

Clerk to Watchfield Parish Council 11/10/6