

**Minutes of the Fyfield and Tubney Annual Parish Meeting
and Annual Parish Council Meeting
held on Wednesday 20th May 2015.**

Present: Mr John Watts – Chair.
Mrs Jean Burley.
Mrs Shirley Collins.
Mr Ben Lay

One member of the general public.

Annual Parish Meeting

The chairman welcomed the member of the public and opened the meeting to him at 7:30pm.

No matters were raised and the Chairman closed the meeting.

Apologies

Apologies had been received from Mrs Valerie Maher, Mr Julian Mellor, Dr Stephen Fraser and Mrs Melinda Tilley.

Election of Chairman

Mrs Collins proposed, seconded by Mr Lay, that Mr Watts be elected as chairman. No other nominations were received and the vote was carried nem. con.

Councillors' Acceptance of Office

All councillors have signed their Acceptance of Office.

Councillors' Register of Interests

All councillors have completed and signed their Register of Interests.

Minutes of the Last Meeting

These were signed as a true record by the Chair.

Matters Arising

There was still concern over the inadequate site clearance of vegetation and overhanging branches to improve sight lines on the approaches to the two Oxford bound bus stops.

It was resolved to hold over all other outstanding matters until the next meeting as they were matters being attended to by Mrs. Tilley.

Planning

The following applications were returned with 'No Objections'.

P15/V0769/HH 28 Church Cottages Tubney

P15/V0929/HH 21 St Johns Close Fyfield.

Finance

A copy of the transactions for the 2014 – 2015 financial year was circulated. These included £26.59 in respect of the web site fees. The year ending balance was £2,490.63 There being no objections, it was resolved to sign off this statement. A copy is attached to these minutes.

The Chairman read out the Annual Governance statements which were agreed by Council and duly signed by the Chairman and (subsequent to the meeting) by the Clerk.

The above statement, being in agreement with the External Audit Return accounting statement, was duly signed by the Chairman.

The first instalment (£250) of the Precept for 2015/16 had been received together with the Central Government Grant (£8).

It was resolved to reimburse the Clerk for incidental expenses (£50) and on-going website expenses (£113.74).

A Copy of the Risk Assessment and Management (financial) for the period 21st April 2015 to 31st March 2016 was circulated for review and subsequently adopted.

Village War Memorial

There is some confusion over the allocation of monies under the Section 106 Contributions. Our understanding from the January 2015, 'Section 106 Town and Parish Update' document from the Vale is that the sum of £9,000 is secured for Public Art (into which the War Memorial can 'fall') out of a total of some £60,000.

However an e-mail received from Abigail Brown (Vale) implies that we need to approach both the developer and Kingston Bagpuize for their agreement that the fund can be contributed to our War Memorial Scheme.

This needs further clarification - Chairman/Clerk to pursue.

AOB

It was reported that there had been thefts of aluminium framework from a greenhouse, a reel of cable (probably fibre-optic) and a cast iron receptacle all in or close to the allotments.

There being no further business, the meeting closed at 8:05pm.

Next meeting:- Wednesday 16th September 2015.

Fyfield & Tubney Parish Council Accounts for the Year Ended 31st March 2015

Income			
1 April 2014	Precept	£250.00	
1 April 2014	Central Government Grant	£10.00	
1 September 2014	Precept	£250.00	
Total Income			£510.00
Expenditure			
30 June 2014	Clerk – Web Site Fees	£26.59	
24 March 2014	Keep Britain Tidy	£25.00	
Total Expenditure			£51.59
Balance Brought Forward from 1st April 2014			£2,032.22
Income			£510.00
Expenditure			£51.59
Balance at 31st March 2015			£2,490.63



Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 20¹⁵ to 31st March 20¹⁶

The risk management procedures, as documented below, were confirmed to be in practice by the Internal Auditor on

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Precept	Not submitted	L	Full Minute – RFO to follow up	Diary
	Not paid by DC	L	Confirm receipt	Diary
	Adequacy of precept	H	Quarterly review of budget to actual	Diary
	Cash handling	L	Cash handling is avoided, but where necessary, cash should be banked as soon as practical.	Member to verify.
Other Income	Cash banking	L	Check to bank statements. Regular bank reconciliations.	Member to verify reconciliations taking place.
	Goods not supplied to Council	M	Follow up on all orders	Approval check.
Direct Costs and Overhead expenses	Invoice incorrectly calculated or recorded.	L	Check arithmetic on invoices and perform bank reconciliations on monthly basis.	Member to verify.
	Cheque payable is excessive or to wrong party.	M	Signatory and second signatory initials stub and voucher.	Approval check.
Grants & support	No power to pay or no evidence of agreement of Council to pay.	M	Minute council agreement with the power used to authorise payment.	Member verify.
	Conditions agreed	L	Agree and document any reasonable conditions.	RFO check.
Reserves – General	Adequacy	L	Consider at Budget setting.	RFO opinion.
	Adequacy	L	Consider at Budget and review of final accounts.	RFO opinion.
Reserves – Earmarked	Unidentified Earmarked or Contingency liability.	L	Review minutes.	RFO/member view.

Fyfield and Tubney Parish Council

Risk assessment and management (financial) for the period 1st April 20¹⁵ to 31st March 20¹⁶

Topic	Risk Identified	Risk Level H/M/L	Management of Risk	Staff Action
Assets	Loss, damage etc.	M	Annual inspection, update insurance and asset registers.	Diary.
	Risk or damage to third party property or individuals.	M	Review adequacy of Public Liability Insurance.	Diary.
Staff	Loss of key personnel (Clerk)	L	Risk monitored and managed as appropriate.	RFO/Member view.
	Fraud by staff	L	Fidelity Guarantee value appropriately set.	Council to review annually.
Loss	Consequential loss due to critical damage or third party performance.	L	Review adequacy of insurance cover.	Diary.
Maintenance	Reduced value of assets.	M	Annual maintenance inspection.	Diary.
Legal Powers	Illegal activity or payment.	H	Educate Council as to their legal powers.	Diary.
Financial Records	Inadequate records	L	RFO check regularly & internal audit review.	Diary.
Minutes	Accurate and legal.	L	Review at following meeting.	Diary.
Members Interests	Conflict of Interest.	M	Declarations of Interest documented / minuted and any conflict addressed as appropriate.	Diary.

Reviewed and Adopted on: 20/5/2015

Signed (Chairman):  _____