



MIDDLETON CHENEY Parish Council

Parish Meeting Room
Main Road
Middleton Cheney
Banbury
OX17 2LR

PARISH COUNCIL GENERAL MEETING Venue: Parish Meeting Room 15th May 2023, 7:15pm MINUTES

Chairman A Youel
Vice-Chair N Truman
Cllr M Allen
Cllr R Hoose

Cllr Solesbury-Timms (19:55)
Cllr K Stevens
Cllr R Washer

23/132 Apologies for absence

Cllr K Burgess, Cllr Solesbury-Timms

On the proposition of the Chairman it was **RESOLVED**: to accept the apologies for absence.
Absent without apologies: Cllr. Mills

23/133 OPEN MEETING

Open meeting commenced: 19:18

A resident made representation on dog waste bins, new logo and community gardens.
Chairman prompted the resident to make representations on the agenda items.
No further representations.

Open meeting closed: 19:21

23/134 Members' declaration of interest in items on the agenda

None declared

23/135 Approval of minutes of meeting 17/04/2023, Annual Parish Council Meeting 09/05/2023

On the proposition of Cllr. Truman it was **RESOLVED**: to approve the minutes of meeting 17th April.

On the proposition of Cllr. Allen it was **RESOLVED**: to approve the minutes of the Annual Parish Council Meeting 9th May 2023.

23/136 Planning – letters, decisions and applications – attached

115 Main Road - No comments

Thornhill House 23 Middleton Road – No comments

23/137 Review of arrangements with other organisations

Item deferred to next meeting to seek more information.

23/138 Review of Complaints procedure – attached

On the proposition of the Chairman it was **RESOLVED**: to approve the Complaints procedure, accepting amendment that the complaint should be addressed to the Chairman of the Parish Council.

23/139 Review of Grievance policy – attached

On the proposition of the Cllr. Allen it was **RESOLVED**: to approve the Grievance policy with a biennial review.

23/140 Review of Risk Assessment Register and Checklist – attached

On the proposition of the Cllr. Hoose it was **RESOLVED**: approve the Risk Assessment Register

On the proposition of the Cllr. Allen it was **RESOLVED**: approve the Checklist.

Both to remain under annual review. Cllr. Allen to explore responsibilities of the Parish Council as an employer regarding the Health and Safety responsibilities.

23/141 To receive minutes from Annual Parish Meeting 24th April 2023 – attached

An opportunity for members to discuss any questions of the meeting relevant to the Parish Council.
The Chairman recommended an agenda item to be made to address questions and comments.

MIDDLETON CHENEY

Parish Council

23/142 Business Continuity Plan

To be deferred until next meeting. Clerk and Cllr. Allen to send documents to Cllr. Hoose.

Cllr. Solesbury-Timms arrived 19:55pm

23/143 Battle of Middleton Cheney events – attached

On the proposition of Cllr Truman it was **RESOLVED**: to approve revised events to include booking the village hall, activities on the green, learning village, potential for refreshment vans and a flag blessing, parade at 10am.

23/144 Arrangements for Remembrance Sunday Parade 2023

On the proposition of Cllr. Allen it was **RESOLVED**: obtain quotes from a traffic management company for Remembrance Sunday Parade events 2023.

On the proposition of the Chairman it was **RESOLVED**: wreath required to be ordered early, to be added to the next authorisation of payments.

23/145 Asset register – attached

On the proposition of Cllr. Hoose it was **RESOLVED**: approve the asset register for AGAR Section 2 completion and insurance update.

23/146 Authorisation of payments – attached

On the proposition of Cllr. Allen it was **RESOLVED**: To approve and provide dual signatory on payments scheduled April 2023 - May 2023. Cllr. Allen and Cllr Solesbury-Timms provided dual signatory.

23/147 Matters for information

23/148 Next meeting 19th June 2023 – Full Council Meeting.

Signed: Pip Davis – Clerk / RFO to Middleton Cheney Parish Council.



MIDDLETON CHENEY Parish Council

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23/153	Application Number	Comments due	Location	Proposal	Parish Council Comments
Applications Determined					
	WNS/2022/1422/FUL	STATUS: APPROVED	The Cottage Thenford Road, Middleton Cheney, Northamptonshire, OX17 2NB	Self build home	N/A
	2023/5206/PNHPD	STATUS: GRANT OF PRIOR APPROVAL	Mortain 26 Astrop Road Middleton Cheney West Northamptonshire OX17 2PQ	Determination as to whether prior approval is required (under Class A, Part 1 of the above Order) in respect of the impact on the amenity of any adjoining premises of a proposed single storey rear extension extending 5.00m beyond the rear wall of the original dwelling house, maximum height of 2.50m and height of eaves 2.36m	N/A
Applications Received					
	2023/5170/FULL	20/06/2023	The Dog Training Barn Main Road Middleton Cheney West Northamptonshire OX17 2PW	Single storey wooden cabin <small>Planning application: 2023/5170/FULL - Planning register Planning register West Northamptonshire Council (planning-register.co.uk) https://wnc.planning-register.co.uk/Document/Download?module=PLA&recordNumber=281093&planId=3111317&imageId=5&isPlan=False&fileName=cabin%20site%20plan.pdf</small>	
	2023/5371/FULL	06/07/2023	3 Glovers Lane Middleton Cheney West Northamptonshire OX17 2NU	Minor internal alterations, External cladding of Annexe building, Formation of off-street parking space, Replacement windows and doors (where indicated) <small>https://wnc.planning-register.co.uk/Document/Download?module=PLA&recordNumber=338062&planId=3378865&imageId=6&isPlan=False&fileName=0123%20SK01%203%20Glovers%20Lane%20Proposed.pdf https://wnc.planning-register.co.uk/Document/Download?module=PLA&recordNumber=338062&planId=3378858&imageId=4&isPlan=False&fileName=0123%20SK02%203%20Glovers%20Lane%20Window%20Details.pdf</small>	
	2023/5474/PND		Appletree Farm Thenford Road Middleton Cheney West Northamptonshire OX17 2NB	Determination as to whether prior approval is required (under Class A) of Part 6 of the above Order) for the erection of an agricultural livestock barn in respect of: the siting, design and external appearance of the building	

Internal Audit Report

(to be read in conjunction with the Annual Governance and Accountability Return)

Name of council:	Middleton Cheney Parish Council		
Name of Internal Auditor:	John Marshall	Date of report:	17.05.2023
Year ending:	31 March 2023	Date audit carried out:	17.05.2023

*Internal audit is the periodic independent review of a council's internal controls resulting in an assurance report designed to improve the effectiveness and efficiency of the activities and operating procedures under the council's control. It is important to note that managing the council's internal controls is a day-to-day function of the council through its staff and councillors and it would be incorrect to view internal audit as the detailed inspection of all records and transactions of the council in order to detect error or fraud. This report is based on the evidence made available to and seen by me. **The council is required to take appropriate action on all matters raised in reports from internal and external audit and to respond to matters brought to its attention by internal and external audit. Failure to take appropriate action may lead to a qualified audit opinion.***

To the Chairman of the Council:

I met with Pip Davis, Clerk & RFO on 17 May to conduct the year-end internal audit. I would thank Pip for her assistance in carrying out the audit.

Prior to our meeting, I examined the publicly available information displayed on the council's website including the council's policies, procedures, agendas, minutes, financial and other records. I sought evidence that the previous year's Internal and External Audit reports had been properly reported to and where necessary acted upon by the Council. I then examined the council's arrangements for the management and control of its business in the areas of bookkeeping, due process (ie compliance with the 'proper practices' as set out in the Practitioners' Guide*), risk management, budget setting and monitoring, payroll, asset register, bank reconciliations, internal control and year-end procedures including the display of information and the exercise of public rights.

Where necessary, I requested and was provided with supplementary evidence to enable me to reach a conclusion regarding the enquiries I am required to make as set out in the Annual Internal Audit Report (AIAR) that forms part of the council's Annual Governance and Accountability Return (AGAR). This supplementary information was obtained through inspection of documents and questioning at the audit meeting.

I referred in my previous year's report to the difficulties the council experienced during audit year 2021-22 that gave rise to considerable structural and organisational disruption. These difficulties continued into the current audit year although the council was fortunate to secure the services of Pip Davis from August 2022. It is greatly to Pip's credit that she has correctly identified those areas and aspects of the council's business that fell short of the required standards and then, working with engaged councillors, started to deliver and implement the necessary changes and improvements, work that is continuing. It is unfortunate that her arrival came part way through the year because, perhaps unsurprisingly, my review of the publicly available information displayed on the website and discussions have revealed that the required standards were not achieved throughout the financial year and as such were not adequate to meet the council's needs in respect of some of the specific internal control objectives set out in the AIAR. Consequently I have answered 'no' to 6 of the objectives. In these circumstances, I am required to provide further explanatory commentary as follows;

A. Appropriate accounting records...properly kept throughout ... the year. No.

B. The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved; VAT was appropriately accounted for. No.

The checks required by reg 2.2 of the council's Financial Regulations were again erratic this year with just 2 meaningful checks and reports being delivered.

D. The precept or rates requirements resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. No.

The budget and precepting process was adequate but there was little or no evidence of progress against budget monitoring through the year. Some of the earmarked reserves are historic and out of date; at the year-end, the level of general reserves was slightly above the level of precept set, with no clear rationale for this. The reserves are overdue a review and the rationale for the sums held should be justified and published as recommended in the Practitioners' Guide (2023) para 5.31.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded. No.

Some of the accounting statements prepared during the first 4 months of the year contained estimated values; this was apparently due to invoices not being available. I am satisfied that going forward from August, proper and accurate accounting systems are in place.

M. Correct provision for the exercise of public rights. No.

There was a delay in the External Auditor delivering its Certification for the 2021/22 AGAR and I was advised by the Clerk that the External Auditor, in an email to the council dated 30/03/2023 has instructed the council to answer 'no' to to Assertion 4 in section 1 of the 2022/23 AGAR. Accordingly, I have answered 'no' to this question.

N. The authority complied with the publication requirements for 2021/22 AGAR. No.

None of the information required to be displayed was available at the time of or immediately before the audit. I have been advised that this had been removed from the website as part of an overhaul and restructuring of the financial and audit information and I have no reason to doubt the veracity of that assurance, but the council understands that I am duty bound to report the situation as I find it.

In conclusion, it is apparent that the council, together with its diligent Clerk has worked hard to restore appropriate standards of governance and compliance with statutory requirements. My comments above indicate that there is more work to be done and I would urge all concerned to focus on the council's core business and delivering the requirements of the 'proper practices'* as set out in sections 1 and 2 of The Practitioners' Guide 2023. Notwithstanding the exceptions set out above, based on the information made available to me I am satisfied that in all significant respects, the remaining internal control objectives are being delivered and achieved to a standard adequate to meet the council's needs. Accordingly, I have completed and signed the Annual Internal Audit Report as required.

John Marshall, CiLCA
Internal Auditor to the Council
07505 139832
wjm.marshall1@gmail.com

The figures submitted in the Annual Return are:

	Year ending 31 March 2022	Year ending 31 March 2023
1. Balances brought forward	300,067	353,113
2. Annual precept	159,680	136,680
3. Total other receipts	7,015	24,846
4. Staff costs	52,596	38,007
5. Loan interest/capital repayments	0	0
6. Total other payments	61,053	144,051
7. Balances carried forward	353,113	332,581
8. Total cash and investments	353,113	332,581
9. Total fixed assets and long term assets	483,332	455,311
10. Total borrowings	0	0

*The 'proper practices' referred to in Accounts and Audit Regulations 2015 are set out in the current version of the *Practitioners' Guide* available for free download from this page:

<https://www.pkf-littlejohn.com/services-limited-assurance-regime-useful-documents-and-links>

Annual Internal Audit Report 2022/23

Middleton Cheney Parish Council

www.middletoncheney.org.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.		✓	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.		✓	
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.		✓	
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.		✓	
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).		✓	
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).		✓	
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

see petty cash

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

17/06/2023

Name of person who carried out the internal audit

W J McL. Marshall, CiLCA

Signature of person who carried out the internal audit



Date

17/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit was carried out and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

**NORTHANTS CALC
INTERNAL AUDIT SERVICE**

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
 - **Sections 1 and 2** must be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

S 23/155 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Middleton Cheney Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

Middleton Cheney Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	300,067	353,113	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	159,680	136,680	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	7,015	24,846	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	52,596	38,007	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	61,053	144,051	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	353,113	332,581	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	353,113	332,581	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	483,332	455,311	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YYYY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YYYY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

23/171

SIGNATURE REQUIRED



MIDDLETON CHENEY

Parish Council

Parish Meeting Rooms
Main Road
Middleton Cheney
OX17 2LR

23/159

Category: Guidance	Status: draft
Responsible: Finance & Policy Committee	Adoption minute ref: 23/10
Applicable to: Full Council, Clerk/RFO	Adoption date: / /2023
Version: 1.0	Next review:

Middleton Cheney Parish Council Nominated Individuals

1 Scope of guidance

- 1.1 With a few statutory exceptions, only the Full Council is able to make decisions on behalf of the corporate body, unless it makes explicit provision to delegate powers to either a committee or officer (or in some cases, another authority). In some certain instances, it is necessary for an individual member of the council to be nominated to correspond on behalf of the council.
- 1.2 Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This policy exists to identify the process of selecting a member to become a Nominated Individual, agreeing thresholds for decisions and 'decision tree' processes in advance.
- 1.3 This guidance should be used in conjunction with the Council's Scheme of Delegation as well as the Council's key governance documents – its Standing Orders, Financial Regulations, Committee Terms of Reference and Task & Finish Group Terms of Reference – as well as other policies.

2 What and who is covered by the guidance

- 2.1 The guidance covers aspects of the Council decision-making process in situations when the Full Council, delegated Standing Committee, Clerk or Proper Officer is not able to directly engage in a process that requires immediate and responsive decisions. This policy is therefore intended as a key reference document for all staff and councillors, particularly: the Parish Council Chairman, Committee Chairs and the Parish Clerk.
- 2.2 It should also be publicly available and published online to provide those members of the community attending Council meetings with a guide to how the Council makes decisions.

3 Legal framework

- 3.1 The Council's statutory power to delegate its functions is laid down in Local Government Act (LGA) 1972 s101. This states that power can be delegated to a committee, sub-committee, or officer of the authority, or to another authority.
- 3.2 Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. Councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed and minuted by the Full Council and does not impede the Council's ability to monitor and progress issues.

4 Identifying the requirements

- 4.1 Instances in which the Full Council, delegated Standing Committee, Clerk or Proper Officer is not able to directly engage in a process that requires immediate and responsive decisions will require a nominated individual. This may include:
 - a) Litigation where the Council has decided to nominate legal representation.
 - b) Litigation where the Council has decided to mediate or represent itself.
 - c) Signing of documents in the interim before these can be received by the Full Council, delegated Standing Committee, Clerk or Proper Officer.
- 4.2 The Full Council must establish the extent of the individual's role in the process:
 - a) to liaise for / represent the Council on one occasion, or
 - b) to liaise for / represent the Council on multiple occasionsWhere it has been decided the nominated individual will represent the Council on more than one occasion (for example, over several meetings relating to one matter), the Council must agree a schedule for reporting and monitoring of the matter undertaken by the nominated individual to ensure the Council is updated and accountable throughout the process.



MIDDLETON CHENEY

Parish Council

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5 Predetermined responses

- 5.1 The nominated individual must only provide predetermined responses as agreed by the Full Council, delegated Standing Committee, Clerk or Proper Officer who has the appropriate authority to determine such decisions.
- 5.2 The Council can set limits, thresholds or an option of response based on anticipated scenarios for the nominated individual to relay. Where the process requires a decision that has not been set out and predetermined by a suitable delegated authority, the process must refer back to the Full Council, delegated Standing Committee, Clerk or Proper Officer who has the appropriate authority to determine such decisions. This can be used to form a decision tree framework for the nominated individual to adhere to.

6 Nominating an individual

- 6.1 The Council must consider the position, skills and experience of members to identify a suitable individual.
- 6.2 Individuals will be nominated ad hoc for the purposes identified (4) and must be nominated by the Council for each separate matter.

Document History

Version	Author	Date	Changes	Status	Minute ref



MIDDLETON CHENEY

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23/161

Annual Parish Meeting

2305 Questions from the public and any other business

Local Government electors of Middleton Cheney who have the right to attend were invited to speak on any matter of relevance to the parish.

Summary of questions and comments:

What are the key priorities of the parish council?

Why have police and district councillors not provided reports or attended?

Had the police and unitary councillors been contacted and "actually pursued"?

Which Unitary Councillors had been invited?

How do the parish council support local organisations?

Concerns about fly-tipping at the cemetery.

Rubbish at GUHG garages, concerns regarding asbestos.

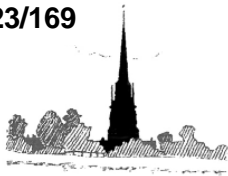
Could a recurring date for the parish meeting could be set?

Can the meeting not be on a Monday?

More information requested about grant funding from the Parish Council.

More information about allocation of s106 money.

Comment on poor attendance and representation.



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Banbury
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Human Resources Committee meeting 24th May 2023, 7:00pm MINUTES

Cllr. Mark Allen
Cllr. Ruth Hoose
Cllr. Nina Truman

Cllr. Alan Youel
Pip Davis

1. Election of the Chair of the Human Resources Committee.

On the proposition of Cllr. Youel and seconded by Cllr. Truman it was **RESOLVED**: to elect Cllr. Mark Allen as chair of the Human Resources committee.

2. Resolution to approve apologies for absence.

On the proposition of Cllr. Youel it was **RESOLVED**: to approve the apologies from Cllr. Solesbury-Timms

3. Declarations of interest

Clerk (as ex officio member) declared interest in item 6.

4. Approval of the minutes of the meeting 20th April 2023

On the proposition of Cllr. Hoose it was **RESOLVED**: to approve the minutes of meeting 20th April 2023 with spelling amendment.

5. Resolution to exclude the public.

On the proposition of the Chairman it was **RESOLVED**: to exclude the press and public from the meeting, in accordance with Section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, during the consideration of the items set out below on the grounds that publicity would be prejudicial to the general interest by reason of the confidential nature of the business to be transacted.

6. Staffing Matters

Circumstances have necessitated discussion around flexibility of an employee contract to ensure staff retention of valued employees and protect continuity of commitments to the parish.

On the proposition of the Chairman it was **RESOLVED**: to draw a new contract to support a temporary adjustment of hours, including flexibility to determine the location and schedule of work as required, to be reviewed as circumstances require.

7. Recruitment requirements

Discussion of introduction of fixed-term part-time position to support office with day to day functions and backlog. Title to reflect the responsibilities the new employee will be entrusted with. Position necessary to uphold Council's commitment to efficiency, communication etc.

Cllr. Truman, Cllr. Hoose and the Clerk to form interview panel.

On the proposition of Cllr. Youel it was **RESOLVED**: to begin recruitment for a Clerk's Assistant on a 6 month fixed-term contract.

8. Representation to resolution process

The council considered terms acceptable to extend to representation during engagement of resolution. On the proposition of the Chairman it was **RESOLVED**: to decline to make further offers.

9. Correspondence

A resident to be given new office email and any correspondence received to be considered by HR Committee to eliminate abuse of personal contact details.

10. Urgent Business

None

Exclusion of press and public ended. Meeting closed 21:10

Authorisation of Payments
Jun-23
Month 3 - Tax Year 2023-24

30/05/2023		Debit card	Amazon	34.34	6.91	41.25		Battle event supplies
14/06/2023		Debit card	Tesco	1.90	7.60	9.50		Stationary - paper
14/06/2023		Debit card	Tesco	1.60	6.40	8.00		PPE suncream
18/05/2023		Debit card	SNC Licensing	40.00		40.00		Small society lottery registration
16/05/2023	1608	BACS	AP Home improvements	885.00		885.00		Window painting
16/05/2023	780056	DD	Onecom	76.36	15.27	91.63	4460	Broadband
14/06/2023	799547	DD	Onecom	76.36	15.27	91.63	4460	Broadband
19/05/2023	30716	BACS	Rialtas	495.00	99.00	594.00		Year End support
28/04/2023	SM27913	BACS	Rialtas	114.06	22.81	136.87		Software support
21/05/2023	00250- 03/06/23	BACS	Village Hall	125.00	25.00	160.00		Hall hire
	8050816	DD	Hiscox Underwriting Ltd	310.20	0.00	310.20	4040	Insurance
25/05/2023	61557	BACS	The Play Inspection Company	145.9	29.18	175.08		Play area inspections
31/05/2023	INV-25435	BACS	Slade estate services	2993.78	598.76	3592.53	4540-6	Grass cutting 1st - 31st May
31/05/2023		BACS	Rose and Thistle	650.00	0.00	650.00		Historical village
07/06/2023	GBP01044050151908878	DD	Nest	133.81	0.00	133.81	4022	Pension
07/06/2023	20990688	DD	O2	24.78	123.92	148.70	4553	mobiles
31/05/2023	467467	DD	SGW Payroll	31.50	6.30	37.80	4020	Payroll
26/05/2023	6603	BACS	Shield	147.33	29.47	176.80	4511	Dog waste bin collection
		DD	Seimens	103.00	20.60	123.60	4550	CCTV lease
25/05/2023	MCPC/04/2023	BACS	Memorial Hall	60.00	0.00	60.00		Hall hire
09/06/2023	277755	DD	Tower leasing	157.00	31.40	188.40	4550	CCTV system, tilt zoom camera, pole
15/06/2023	78219	DD	Rydal Security	76.78	15.36	92.14	4552	Remote support
30/04/2023	June	BACS	Richard Jerrams Coughtrey				4000	Monthly salary
30/04/2023	June	BACS	Debbie Burdett				4000	Monthly salary
30/06/2023	June	BACS	Pip Davis				4000	≤Monthly salary, TBC
to 13/04/2023	midMay - midJune	BACS	Pip Davis				4000	≤10% overtime, TBC

Total 7,556.05 & Salaries

Bank Balances as at 15/06/2023

Community Account	82.5
Business Premium Account 360	327,091.01
Business Premium Account 259	77,281.88