

**Present:-** Councillor R Stacpoole (Vice Chairman)  
Councillor Mrs J Stacpoole  
Councillor Mrs J Stevens

Mrs J E Pickett - Clerk

**Key:** SODC South Oxfordshire District Council  
OCC Oxfordshire County Council  
HPC Highmoor Parish Council  
FMS Fix My Street  
TVP Thames Valley Police  
OALC Oxfordshire Association Local Councils

In the absence of the Chairman, Councillor E Mulvaney the meeting **RESOLVED** that the Vice Chairman, Councillor R Stacpoole take the Chair

**059.22 APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillors E Mulvaney/C Clarke –  
County Councillor D Bartholomew – District Councillor J Robb

**060.22 MEMBERS' DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS**

None received

**061.22 MINUTES**

**RESOLVED** that the Minutes of the meeting held on 11 May 2022 be adopted and signed by the Chairman

**062.22 FINANCE**

The meeting proceeded to consider items, as listed, in respect of the Council's Internal Audit 2021-22 as follows:-

**RESOLVED** that it be recorded that councillors have read all documentation listed below against each item relative to the Internal Audit 2021-22

- copies of all documents are available upon request and will be published in accordance with statutory requirements

( i) **Internal Auditor's Report**

Councillors considered the report received from Internal Auditor, J Olds and discussed the points raised as follows:-

Annual Return Sections

- A & B - book-keeping requirements - no action
- C - review of internal controls – Council to review
- D - budgetary controls (precept) – budget/precept are already recorded in agendas/Minutes
- D - budgetary controls (budget monitoring) – no action
- D - outturn – no action
- E - income controls – no action
- F - petty cash controls (not operated by Council )– no action

- G - incorrect advice given to Clerk by HPC upon employment (ie would be self-employed) plus incorrect advice from HMRC  
Noted all tax due is minuted correctly.  
Council to register with HMRC
- H - asset controls (all assets recorded in register) – no action
- H - asset controls (additions during the year) – no action
- H - asset controls – (title deeds) – to be registered
- I - bank reconciliations (period/year end) – no action
- J - accounting statements – no action
- K - limited assurance review exemption – no action
- L - information published on website – no action
- M - exercise of public rights (already on website) –  
recommend use noticeboard/Financial section of website  
dates to be noted and minuted – already carried out
- N - AGAR publication requirements – published correctly in  
accordance with requirements for 2020/21 AGAR - no action
- O - Trust Funds – not applicable

#### Transparency Compliance

#### Action required

##### Process

- Review of internal audit action plan has been considered and actioned? - reviewed no action
- Accounting statements agreed and reconciled to Annual Return - Sect 2 complete/ accurate/reconciled no action
- Compliance with Transparency - Noted Council is in compliance with 8 out of 9 of Transparency Act requirements for document publication the exception being registration of assets – land/building etc - this item already noted for action via Land Registry

##### Other recommendations:-

- Council to undertake a Review of the Internal Audit - action agreed
- Membership of OALC (already in compliance) - no action
- Membership of Society Local Council Clerks - incoming Clerk tba
- Training for Clerk and councillors - already carried out
- Budget setting – budget and precept setting - these details are already minuted in detail
- AGAR Sect 2 – re-stated figures accepted - use of spreadsheet - action required
- Banking - suggest Council review banking provision to include electronic banking and a form of payment card - minimal Council annual expenditure re-visit in future if and when required to be assessed
- Financial responsibility is the Clerk`s responsibility/ Council is responsible for financial governance suggest appointment of a councillor responsible for the financial health of the Council - to be assessed
- Risk assessment – Council to assess significant risks to achieving its objectives – review financial risk assessment reserves – Council`s reserves are poor - councillors to implement a programme for increasing reserves as suggested by Clerk - already agreed to review Council`s reserves improved over last 2 years – to be continued

Assets – values should be recorded at purchase values and kept in a separate column

Staffing – Council is corporate body therefore the employer of the Clerk – recommend forming a staffing committee of at least 3 councillors to perform annual review of Clerk’s employment

already updated and values in column form

noted councillors were appointed to carry out annual review but not implemented – also noted that with such a minimal level of councillors (5) the Clerk has established a best practice of ensuring that each councillor is kept aware of all aspects of Council business

HMRC – register with HMRC and consider using a payroll company -

Information Commissioner (ICO) – Council has received emails from residents etc and as such is required for Data Protection to register with IC plus relevant policies -

noted for implementation noted for action/ Data Protection policies in place/ agree look at Document Retention noted for action

Document management – archive Minutes held/retain last 5 years in hand -

Note: the Council has reasonably competent arrangements in place to satisfy itself that its systems of internal/financial control are transparent and effective – there are approval and authorisation controls to minimise risk. The audit and management trail for financial transactions is good

**RESOLVED** that the Report be adopted and actioned accordingly

that the Council acknowledge that ,whilst recommendations are received from the Internal Auditor, Council’s administration and financial management have become more effective/efficient over the past 2.1/2 years despite the severe restrictions imposed by Covid/a new Clerk/lack of ability to meet face to face on a regular basis

( ii) AGAR (Annual Governance & Accountability Returns 2021-22 –

Section Part 2 Certificate of Exemption  
Annual Internal Audit Report  
Annual Governance Statement  
Section 2 Accounting Statements

**RESOLVED** - that the aforementioned documents be adopted, signed and published as required

(iii) Notice of Public Rights -

**RESOLVED** - that the publication dates of 1 June 2022 to 14 July 2022 be adopted and published

that the Notice with summary of public rights be published

- ( iv) Explanation of Variances -  
**RESOLVED** - that the explanation of Variances be adopted and published
- ( v) Explanation of Reserves -  
**RESOLVED** - that the explanation of Reserves be adopted and published
- ( vi) Bank reconciliation as at 31 March 2022 -  
**RESOLVED** - that the bank reconciliation as at 31 March 2022 be adopted and published
- (vii) Fixed Assets Register –  
**RESOLVED** - that the Fixed Assets Register produced as at 31 March 2022 be adopted and published

#### **063.22 ADMINISTRATION**

- (a) The meeting received the Clerk's resignation notice allowing for a handover meeting and completion of handover by end of September 2022  
**RESOLVED** – that the Clerk's resignation and suggested timetable be accepted

- (b) After discussion the meeting **RESOLVED**

that the Clerk draft vacancy advertisement to be placed with OALC/local Clerks/possible press by way of Henley Standard

commencing salary to be NALC SCL 23 £28,226 pa pro rata £14.67 per hour/home office allowance of £26 per month plus expenses in respect of travelling/ 3 month trial period. Job description and information pack to be offered to applicants

Local Government Pension scheme to be offered

The meeting closed at 8.35 pm