**Clerk’s Report for**

Monday 10th July to Friday 1st September 2023

(Points numbered according to the minutes of the last meeting, xx July 2023.)

**8.** **Minutes.** Clerk posted the previous minutes to the website and the noticeboards, and circulated to distribution list.

**9.** **Training.** Clerk arranged New Councillor training for Cllrs Eayrs and Morrissey (26 Sept and 25 Oct). Further training available:

Councillor training:

Finance for Councillors 5 October or 2 November £30

Being a better councillor Part 1 11 Oct or 8 Nov £25

Being a better councillor Part 2 18 Oct or 22 Nov £25

Planning in Plain English 31 Oct £35

Clerk’s training:

Budgeting for clerks 10 Oct £30

1. **Co-option of new members.** Clerk has forwarded completed Register of Interest and Declaration of Acceptance forms to Democratic Services at CDC and updated the website with new councillors’ details.
2. **Appointment of outstanding officer positions**. Clerk has updated the website to show new officers: Tree warden - Cllr Krier; Rights of Way officer - Cllr Ewart-Perks; Speedwatch/VAS officer - Cllr Baber-Scovell.
3. **Clay Pigeon Shooting**  Clerk sent approved latter to named contacts at Tewkesbury Borough Council and Cotswold District Council. CDC EHO acknowledged the letter and asked for shoot dates. Clerk forwarded date of last shoot provided by Cllr Eayrs. Tewksbury Borough Council Cllr Gore acknowledged receipt. No further responses have been received.
4. **Planning**

[23/01641/FUL](https://publicaccess.cotswold.gov.uk/online-applications/applicationDetails.do?activeTab=documents&keyVal=RUSR59FIJ6S00) Retention of log cabin as rural worker’s dwelling at Hitchins. Clerk drafted response and posted it to the CDC planning portal. Clerk provided CDC Cllr Wilkins with details. Cllr Wilkins has updated TGPC that the decision has still not been taken due to staffing issues but is expected soon.

# 15, 16, 17 Finances

# Clerk arranged payment of approved expenditure including insurance and donation to Cotswold Wardens but has delayed payment of £5 to Steve Woolaston as a further payment is needed.

Other – not included in the minutes of the previous meeting:

Highways -

Clerk emailed and texted Highways Gloucestershire (in addition to 23rd June and 6th July contacts) to request:

\* removal of cones in Barton, removal of dumped cones in Kineton and signs on Barton Bridge announcing roadworks in February

\* removal of car body parts at Trafalgar Cross and at Kineton Duck Hollow splash.

Salt/Grit. GCC has stated that grit bins are available and asked for orders for salt/grit for the coming winter. In TG salt/grit is located at a number of points in the village and in Farmcote. Clerk has ordered 1 pallet (same as last year).

Temple Guiting Telephone box lighting - Clerk checked Temple Guiting phone box with Steve Woolaston. A special tool was needed to open the power cut off switch. Further special tools (like a radiator key but longer) would be needed to open the light bulb cover. Clerk has contacted X2 Connect (specialist suppliers of BT phone box parts) for information about the special tool.

Planning

Clerk arranged site visits to Chalk Hill Farm and Nosehill Farm but was unable to find a suitable date for a second visit to Ford Hill Farm.

Signage

Clerk arranged for the signs to ‘The Pantry’ to be removed. Although only 1 removal was approved, a further sign was found at Temple Guiting Manor and removed. The approved cost of £5 should be amended accordingly.

**Agenda item 7 (e) September 2023**

Excerpts from standing orders 17, 18 and 25.

1. **ACCOUNTS AND ACCOUNTING STATEMENTS**
2. “Proper practices” in Standing Orders refer to the most recent version of “Governance and Accountability for Local Councils – a Practitioners’ Guide”.
3. All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council’s financial regulations.
4. The Responsible Financial Officer shall supply the following to each Councillor at least twice per year statements to summarise:
   * 1. the Council’s aggregate receipts and payments (or income and expenditure) for the year to date;[[1]](#footnote-1)
     2. the balances held at the end of the period being reported[[2]](#footnote-2) and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

1. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
   * 1. each Councillor with a statement summarising the Council’s receipts and payments (or income and expenditure) for the year to date for information[[3]](#footnote-3); and
     2. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
2. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return (AGAR) shall be presented to all Councillors at least 14 days prior to anticipated approval by the Council. Temple Guiting Parish Council’s income does not exceed £25,000 p.a. and is therefore not subject to external audit (as at December 2019). Final AGAR shall be presented to the Council for consideration and formal approval before 30 June.
3. The RFO will compile estimates of income and expenditure annually for the Council’s consideration before TGPC’s annual budget-setting meeting[[4]](#footnote-4). The Council will review the budget in preparation for the precept being agreed and submitted to the Collection Authority in January. During the year the budget will be reviewed against actual expenditure and income. Amendments to the budget will be discussed in Council and changes minuted.
4. **FINANCIAL CONTROLS AND PROCUREMENT**
5. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
6. the keeping of accounting records and systems of internal controls;
7. the assessment and management of financial risks faced by the Council;
8. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
9. the inspection and copying by Councillors and local electors of the Council’s accounts and/or orders of payments; and
10. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise[[5]](#footnote-5).
11. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
12. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**
    1. Unless duly authorised no Councillor shall:
13. inspect any land and/or premises which the Council has a right or duty to inspect; or
14. issue orders, instructions or directions.

**Agenda Item 11 September meeting** **- Village hall and Recreation field**

The Clerk copied a set of keys to the village hall for councillor use.

Clerk phoned TG school (in addition to July contact) re: whether the cleaner is employed for both parts of the village hall – the annex and the main hall; to ask for a meeting with the head and other appropriate representatives regarding the village hall. No responses have been received.

Responsibilities for the regular tasks:

|  |  |  |
| --- | --- | --- |
| **Task** | **How often** | **Who** |
| Read elec meter. Upload readings to ??. When bill arrives, produce invoice for school. (Paid by direct debit from VH account) | Monthly | Ian Littlewood |
| Add direct debit for Castle Water to school invoice | Monthly | Ian Littlewood |
| Risk assessment of village hall (and field?) | Regularly (need details) | ? |
| Playground inspection (visual) | Monthly | ? |
| Defibrillator check Community Heartbeat (TG, Kineton) log in and report | Monthly | Ian L, Sheila Woods. |
| Council tax (CDC Direct debit) | Monthly | Ian L |
| RosPA playground inspection | Annual (May) | ? |
| Insurance – Community First | Annual (early Feb) | Ian L |
| Charity commission return | Annual | Ian Littlewood? |
| Trustee meetings | Annual General Meeting to elect trustees, one other meeting = 2 meetings p.a. | Trustees |
| Fire extinguisher inspection (Mainpoint Fire Ex service) | Annual (when?) | ? |
| Electrical safety inspection | Every 5 years (next is May 2028) | ? |

**Agenda item 13, September 2023 meeting**

**Quarry Working Party – Environment Measurement Project finances**



\* Shortfall to be met by North Cots Quarry Action Group funds.

**Agenda item 14 (b) - Reconciliation**



Signed

……………………………………………………………. 6th September 2023

Chairman

…………………………………………………………… 6th September 2023

Clerk & RFO

1. Included in annual reconciliation [↑](#footnote-ref-1)
2. Included in bi monthly and annual reconciliations [↑](#footnote-ref-2)
3. Included in bi-monthly reconciliation [↑](#footnote-ref-3)
4. Included in budget setting information pack for the Nov/Dec meeting [↑](#footnote-ref-4)
5. E.g. List of preferred suppliers or framework agreement [↑](#footnote-ref-5)