

CLERK'S REPORT NO. 2020-017

This report is used to provide all supporting documents required for JPC Ordinary & Finance SC Meetings held on the 20th July 2020

A copy of this document can be downloaded on the JPC website
www.henley-in-arden-pc.gov.uk

ITEM A – JPC Chair's Report July 2020

Chairs Report – July 2020

Finance and Governance Training – 23.6.20 – 6.00-8.00 pm

I attended this training via Zoom and here are the highlights:

- Yellow book (Guidance for Local Government) - New version - Number 12 - September 2020
- Do a skills audit - this has come out via Google Forms
- Add costings into the Action Plan
- You can increase the precept substantially to finance a project - balance this by thinking about the financial implications for residents

Train Station – Planting of Kids Corner – 27.6.20

- I went and supported this event by wearing my chains and making a few photo opportunities!

Proclamation by The Court Leet – 4.7.20

- I was invited by The Court Leet to attend their proclamation at The Market Cross at 11.00 on Saturday 4th July to welcome back many more businesses opening on the High Street. I was asked to compile a speech to thank all that had supported the town over the lock-down. ITV news were recording and this was in their headline news on Saturday 4th July at 5.50 pm. Stratford Herald also picked this up and did a live feed onto their Face Book Page and it was also live-streamed onto Henley Matters!

Meeting with SDC – WASPS Application – 9.7.20

- I attended this meeting with Councillor Jones and the Parish Clerk to see what the new application meant and what we needed to do next - Notes have already been circulated about this meeting.

ITEM B – JPC Emergency & Maintenance SC Report July 2020
Cllr J Jones

Maintenance meetings.

We are re-starting our Maintenance meetings on Monday 20th July, and they will take place every first and third Monday at 4.30. When cafes are fully open, these meetings will be in Costa Coffee, but until that point they will be held either in Riverlands in good weather or over Zoom if not.

Community Payback

We have restarted the Payback work in town. This has started with remedial work in the churchyard, and a small amount work on the playground in Riverlands.

We do have a list of various areas on which the CB team can work. This includes work on Milking Lane, the path behind Dell Court, a completion of the work behind the primary schools and help with drainage in the Jubilee Garden.

Playground

We have made good progress, on improving the playground in Riverlands, through the hard work of Ang and Alex originally cleaning the wood a then a team of volunteers helping to sand and treat the wood.

We have met several organisations to discuss both maintenance work, and also necessary improvements to play equipment. We do have a problem with rotten feet! That work will continue next month.

Other Maintenance issues around Town.

We have reported two missing road signs.

Severn Trent are fixing the leak on the College site.

Various pieces of tree work have taken place in response to residents requests.

We have had a new bench to replace the broken bench in the Jubilee playground.

Sally (and friends!) have started to make a note the broken stiles around town, that work will continue and we will produce a report for WCC.

We have started a 3 month trial with Parish Online, a mapping tool for Parish Councils.

Other points.

I have met or spoken with the three organisations who I was given; Christmas Lights, Scouts and Guildhall Trust. All three are very happy that we have taken the time to speak with them, and look forward to a good relationship moving forwards with the JPC.

ITEM C – JPC Communications SC Report July 2020
Cllr T Woods

Report for Communications Sub-Committee

Date: 13 July 2020

5 key points to note:

1. Instagram - Henley in Arden now has an active Instagram page to highlight all things Henley whether that is supporting local businesses or highlighting local walks, countryside etc. We have set this up from scratch in mid-June and already have 319 followers. This will allow us to support our local businesses and promote Henley in Arden through reaching a wider audience through the use of #hashtags which people follow and search on.
2. Facebook - The Henley in Arden JPC Facebook page continues to grow with both people liking the page and followers having increased to 392 and 432 respectively.
3. Buy Eat Local Campaign – Video footage is complete and consent forms all issued. The video is now with Warwickshire County Council who have completed editing and I am waiting for confirmation of when this will be rolled out.
4. Spotlight on Cllrs – This has now been completed.
5. Website – We now have three providers who are interested in tendering to work on our website. They are mocking up a template and I just need to review the content we want to keep and anything additional which is my job for this month.

Financial transactions this month:

None

Actions for next month:

As per the August 12 month plan and in addition;

Hopefully we will have a date so we can roll out the Video for our 'Buy Eat Local Campaign'

Volunteer of the month for August to be agreed. Believe we plan to do this around some of the volunteers who have been working on the train station.

Website tenders to be reviewed.

Begin to run a piece on recognising local organisations starting with Henley in Bloom.

Communications of Maintenance Monitors for Cllr Jones to be able to setup maintenance volunteers per each road. Again, this will be built into and part of the overall Volunteers Programme.

Social Media policy to be produced in August and agreement for how any contentious communication is dealt with.

ITEM D – JPC Town Welfare SC Report July 2020
Cllr A Okey

Report for Town Welfare Sub-Committee

Date:

June 2020

5 key points to note:

1. Railway project continues to thrive, planting almost completed, with maintenance only now, Official organisation & bank account now being set up to accept donations

2. Gym in the park grant ends Wednesday 16th July. Final stage winners announced 4th August. Provided we raise £5k target we are guaranteed £1000 from Sport England. Final stage minimum £500 or £5000

3 Heritage Trail & town signage project progressing well with signage report completed and application development underway

4. Playground, awaiting inspection reports, Clerk to chase. Agreement to be reached for expenditure of £20k

5. Grants form criteria & application process agreed and submitted to clerk for insertion in handbook

Financial transactions this month:

Mini Grant expenditure for station Allotment locks x 2 £23.98

Actions for next month:

- 1. Work with CRP to formulate 3 year business plan for train station adoption. Meeting with Network Rail 20 July 2020**
- 2. Commence preliminary work for grant application for station building**
- 3. Continue with Heritage Trail project, developing app & engaging with local businesses**
- 4. Follow up station water supply with Property Mgr Network Rail**
- 5. Work with E&M chair to agree playground development and outdoor gym ordering**
- 6. C/F Happy to chat bench & poop dispenser on High Street**

REPORT FROM PLANNING SUB COMMITTEE WILL BE PROVIDED FOLLOWING THEIR MEETING 15TH JULY 2020 NEXT.

END OF SUB-COMMITTEES REPORTS

Finance Report & Payments for Consideration

Closing Creditors

Start of year 01/04/20

Tn no	Gross	Vat	Net	Accrued	Closing Inv. date	Cheque no	Details
adjustment							
Farm Services Limited							
271	£1,218.00	£203.00	£1,015.00	£0.00	£1,015.00	19/06/20	Drainage specialists
Total	£1,218.00	£203.00	£1,015.00	£0.00	£1,015.00		
Glasdon							
282	£450.00	£75.00	£375.00	£0.00	£375.00	09/07/20	Bench for Jubilee Park
Total	£450.00	£75.00	£375.00	£0.00	£375.00		
Henley Focus Magazine							
281	£200.00	£0.00	£200.00	£0.00	£200.00	27/06/20	
Total	£200.00	£0.00	£200.00	£0.00	£200.00		
Natalie Walker							
277	£160.00	£0.00	£160.00	£0.00	£160.00	03/05/20	NDP amendments
Total	£160.00	£0.00	£160.00	£0.00	£160.00		
Secure Parking							
278	£51.35	£8.56	£42.79	£0.00	£42.79	01/07/20	
Total	£51.35	£8.56	£42.79	£0.00	£42.79		
Stratford District Council							
276	£1,985.00	£0.00	£1,985.00	£0.00	£1,985.00	01/07/20	CCTV Contribution
Total	£1,985.00	£0.00	£1,985.00	£0.00	£1,985.00		
Stratford Herald							
283	£420.00	£70.00	£350.00	£0.00	£350.00	13/07/20	NDP Public Notice
Total	£420.00	£70.00	£350.00	£0.00	£350.00		
Vale JP							
240	£1,065.60	£177.60	£888.00	£0.00	£888.00	01/06/20	Grass cutting
279	£1,125.00	£187.50	£937.50	£0.00	£937.50	01/07/20	
Total	£2,190.60	£365.10	£1,825.50	£0.00	£1,825.50		
Total	£6,674.95	£721.66	£5,953.29	£0.00	£5,953.29		VAT Creditor £0.00
							All Other Creditors £5,953.29

Financial Statement - Cashbook

Statement between 01/04/20 and 14/07/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Lloyds TSB Current	£1,115.09
Lloyds TSB Deposit	£61,015.69
Total	<u>£62,130.78</u>

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	58,300.00	0.00	58,300.00
15 VAT Refund	1,132.82	0.00	1,132.82
20 CIL	0.00	0.00	0.00
25 Refunds	0.00	0.00	0.00
30 Allotments	1,160.00	0.00	1,160.00
35 Rents	0.00	0.00	0.00
40 Interest on Deposit Account	0.00	0.00	0.00
50 Other Income	3,372.30	0.00	3,372.30
Council Total	63,965.12	0.00	63,965.12
Total Receipts	63,965.12	0.00	63,965.12
PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Salaries	0.00	0.00	0.00
110 Expenses	818.01	66.27	884.28
115 Pensions	0.00	0.00	0.00
120 Services	722.18	64.45	786.63
125 Training	1,035.50	132.40	1,167.90
130 Publicity	1,100.00	100.00	1,200.00
135 Accountancy	0.00	0.00	0.00
140 Legal	0.00	0.00	0.00
145 Elections	100.00	0.00	100.00
150 Web	1,145.00	229.00	1,374.00
155 IT	60.00	12.00	72.00
160 Purchases	4,534.00	293.18	4,827.18
165 Vale	2,753.34	550.67	3,304.01
170 Mousley	1,710.00	342.00	2,052.00
175 CCTV	0.00	0.00	0.00
180 Grants	18,855.00	0.00	18,855.00
185 Support	0.00	0.00	0.00
190 Insurance	0.00	0.00	0.00
195 HMRC	250.40	0.00	250.40
Council Total	33,083.43	1,789.97	34,873.40
Total Payments	33,083.43	1,789.97	34,873.40