

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



AGENDA – ORDINARY MEETING JPC

Chair, members of the Parish Council are summoned to a meeting, using Zoom technology, on **Monday the 21st of September 2020**, at 7.00pm.

Signed -

A handwritten signature in black ink, appearing to be 'D. Jones'.

Parish Clerk & Proper Officer

Date: 16.09.2020

Covid-19 Restrictions

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public are invited to join in the proceedings using zoom interactive conferencing, simply by contacting the Clerk by email – clerk@henley-in-arden-pc.gov.uk - telephone - **01564 637 607** - or in writing at **179 High Street**. Full minutes of all meetings will be published on the JPC website.

NB: If HM Gov restrictions ease sufficiently, this meeting may be reconvened as a public meeting at a venue to be selected which will meet SD policies.

Public Participation Session:

During the pandemic crisis, meetings although convened using zoom technology, are fully accessible to the public. If you wish to participate, simply email the Clerk and an invitation link will be sent to you five minutes prior to the meeting commencing. The Chair will invite you to speak provided the subject is listed on the agenda, the public session will be limited to **fifteen minutes**.

This meeting is supported by documentation which should be read in conjunction with the items listed on this agenda – available on the website for download or by request to the Clerk –

clerk@henley-in-arden-pc.gov.uk

Item 1.00

Apologies

To receive apologies and to approve reasons for absence.

Item 2.00

Disclosure of Interest or Written Representations

The JPC will receive disclosures of personal and prejudicial interests from Members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the meeting that has not been disclosed under the Item, the member must immediately disclose it. Members may remain in the meeting a take part fully in discussions and voting unless the interest is prejudicial. Dispensations must be received in writing to the Clerk, or verbally at the onset of the meeting.

Item 3.00

Approval of Minutes of Last Ordinary Meeting 17th August 2020

Item 4.00

District and County Councillor's Reports

The JPC have invited reports from the Officers.

Item 5.00

Clerk's Report to include the Finance Report, Internal Audit, NDP, and Unitary Authority.

To note the schedule of recent payments and bank balances, and to approve any further invoices listed on the Finance Report.



BEAUCHAMP & HENLEY IN ARDEN JOINT PARISH COUNCIL

FINANCE REPORT 2020-21.09.2020
CURRENT ACCOUNT JOURNAL 01.09.2020 - 15.09.2020
DEPOSIT ACCOUNT 15.09.2020 - £77,031.84

DATE	PAYEE	NET	VAT	GROSS	TRANSFERS	BALANCE
15.09.2020	JOHN DUKES BALLOT PRINTING	472.50	0.00	472.50		1,546.26
15.09.2020	JON VALE	2,866.50	573.30	3,439.80		2,018.76
15.09.2020	INTER ACCOUNT TRANSFER	0.00	0.00	0.00	5,000.00	5,458.56
14.09.2020	RAY EVANS CLERKS ALLOWANCE	126.79	5.36	132.15		458.56
01.09.2020	SECURE PARKING 13 WHITLEY RD	42.79	8.56	51.35		590.71

Consider the following invoices for payment [Edge IT Report]

Creditors at 16/09/20

Tn no	Gross	Vat	Net	Accrued	Inv. date	Cheque no.	Debtor	Details
313	£288.05	£48.01	£240.04	£0.00	20/07/20		Crowdfunder	Fees for funding exercis
296	£721.80	£120.30	£601.50	£0.00	23/07/20		EDGE IT Systems Limit	Training
305	£418.80	£69.80	£349.00	£0.00	05/08/20		EDGE IT Systems Limit	hosted services annual
Subtotal	£1,140.60	£190.10	£950.50	£0.00			EDGE IT Systems Limit	
344	£200.00	£0.00	£200.00	£0.00	28/08/20		Henley Focus Magazine	September issue
311	£1,350.00	£0.00	£1,350.00	£0.00	08/09/20		Pointon N	Croft car park wall repair
301	£60.00	£10.00	£50.00	£0.00	04/08/20		WALC	Chairmanship Skills Co
Total	£3,038.65	£248.11	£2,790.54	£0.00				

BUDGET SPENDING 16.09.2020



INCOME	ACTUAL	BUDGET
PRECEPT	58,300.00	116,600.00
RECLAIMED VAT	1,386.47	4,500.00
ACCOUNT CREDITS/REFUNDS	70.00	0.00
CROWDFUNDING	4,667.77	0.00
ALLOTMENTS	1,300.00	0.00
RENTS	0.00	1,000.00
COVID MEASURES [NEWSPAPERS]	44.25	3,285.55
WADSWORTH SPONSORING	300.00	0.00
	65,768.49	125,385.55

EXPENDITURE	ACTUAL	BUDGET
SALARIES	0.00	3,000.00
NIC/PENSIONS	0.00	0.00
EXPENSES/REIMBURSEMENTS	3,576.29	1,500.00
PENSIONS	0.00	0.00
SERVICES	1,987.98	2,500.00
TRAINING	1,024.70	1,500.00
PUBLICITY	1,220.00	1,000.00
LEGALS	0.00	1,500.00
ELECTIONS	100.00	2,000.00
WEB/IT/DATAPROTECTION/PURCHASES	1,374.00	5,000.00
PURCHASING GOODS	4,207.08	4,500.00
JON VALE	10,032.82	15,000.00
T MOUSLEY & SONS	2,868.00	4,000.00
CCTV	1,985.00	2,000.00
GRANT AWARDS	17,105.00	45,000.00
INSURANCE [50% CAME & CO]	1,050.00	2,500.00
	46,530.87	91,000.00
OTHER ITEMS	6,386.60	
TOTALS	52,917.47	RATE 58%

Item 6.00

Update on ballot launched by the JPC for the opinions of the electorate regarding WCG Sports Ground [Clerk]

Clerk presents results from ballot and invite Officers to comment.

Item 7.00

Update on Survey on Covid support and other issues affecting the vulnerable in Beaudesert & Henley. [EF]

Discuss and invite comments from Officers.

Item 8.00

Discuss, update and record the JPC representatives for each community organisation [EF]

Officers to comment on their status in this project.

Item 9.00

Preparation of Grass Cutting Sub-Contracting Engagement Form for 2010-2021 [Clerk]

Discuss and approve form of tender invitation [appended] establish a list of suitable contractors. Please refer to Handbook, page 147.

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/09/HANDBOOK-2020-V1.pdf>

Item 10.00

Play area inspections [EF]

Tenders submitted are:

The three inspection contractors are

1. Kompan, annual charge **£936.00**
2. Morral annual charge **£1,200.00**
3. Playforce - **£1,325.00**

To approve engaging one of the foregoing contractors so that the Clerk can notify and place the contract.

Item 11.00

Town Signage Report [AO]

Update for Officers.

Item 12.00

Play area for children and outdoor gym [AO]

Update for Officers.

Item 13.00

HANDBOOK V1 [Clerk]

To approve Handbook posted on website for inspection by Officers and residents as a replacement for the TWENTY-THREE separate protocols listed on the website.

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/09/HANDBOOK-2020-V1.pdf>

Item 14.00

Website [TW]

To approve contract for new website, cost of no more than **£5,000.00** based on the published 2020-2021 budget [Ordinary Meeting 16th March 2020, Item 8.00]

Item 15.00

Royal British Legion Henley [RH]

Item 16.00

Sub-Committee Reports – [JJ, AO, TW]

Supported by a documents appended to this agenda. Clerk to report on behalf of Cllr Bainbridge.

Item 17.00

Councillor Training – Mr Bill Robinson – [Clerk]

To discuss arrangements for the training session at the MemHall [If allowed] 30th September 2020.

Item 18.00

Items for information only.

Date of next meeting

DRAFT