

OLD MARSTON PARISH COUNCIL

DECLARATION OF ACCEPTANCE OF OFFICE

I the undersigned having become a member/co-opted member of Old Marston Parish Council declare that I will duly and faithfully fulfil the requirements of this role according to the best of my judgment and ability.

I undertake to observe the Code Conduct that applies to members of Old Marston Parish Council in the conduct of its business..

Although not part of the Declaration the receipt of a copy of the Code of Conduct, Standing Orders and Financial Regulations is acknowledged.

Signed	Date	This declaration was made and signed before me. Proper Officer of the authority	Date	
<i>J. Batty</i>	06.05.03	} <i>[Signature]</i>		
<i>[Signature]</i>	6.5.03			
<i>L. W. [Signature]</i>	6.5.03			
<i>N. [Signature]</i>	6/5/03			
<i>T. L. [Signature]</i>	6/5/03			
<i>M. [Signature]</i>	6/5/03		} <i>[Signature]</i>	6/5/03
<i>M. [Signature]</i>	6.5.03			
<i>E. [Signature]</i>	6.5.03			
<i>Angela [Signature]</i>	6.5.03			
<i>[Signature]</i>	6.5.03			
<i>G. E. [Signature]</i>	3.6.03	} <i>[Signature]</i>	7/6/03	
<i>[Signature]</i>	3.6.03			
<i>[Signature]</i>	3/12/03	} <i>[Signature]</i>	3/12/03	
<i>[Signature]</i>				

**Minutes of a Meeting of the Old Marston Parish Council
held at 7.30pm on Tuesday 6 May 2003
at the Mortimer Hall**

Members Present

Mr. C.W. Haynes Chairman
Mrs. C. Stone Vice-chairman
Mesdames Nurse, and Tiwari
Messrs Bartleet, Batey, Cann, Cowell, Macfarlane and Swift
The Clerk Mr. L.M. Garner in attendance
City Councillor Mrs. M. Clarkson.
The Chairman welcomed the new members, Nr. N. Cowell and Dr. G.R. Swift
The Clerk reported that Mr. C. Haynes and Mrs. C. Stone have now served 20 and 30 years on the Council respectively.

Apologies

Apologies for absence were received from Mrs. Cox and City Councillor Mr. Darke.

Declaration and Formalities

Members present signed the Declaration of Acceptance of Office and were reminded of the need to send to the Monitoring Officer, within 28 days, completed Register of Members Interests forms.

Election of Chairman and Vice-chairman

Mr. C. Haynes was appointed Chairman and Mrs. C. Stone Vice-chairman, there being no other nominations; their term of office being until the next Annual Meeting. The Chairman signed the Declaration of Acceptance of Office.

Minutes

The Minutes of the Meeting held on 11 April 2003, and those of the Annual Parish Meeting, were confirmed and signed.

Casual Vacancy

A Casual Vacancy was declared there being only eleven nominations for the twelve seats on the Council at the recent election.

Agenda Item

Mr. N. Cowell made the following proposal: That the sum of £20,000 provided in the estimates for play ground improvements in the current year should be re-allocated to improving conditions for pedestrians and cyclists. After considerable discussion the motion was put and lost by four votes to two.

Arising out of the discussions Mr. Cowell said that the Old Marston Road Safety Group was calling a public meeting at the Mortimer Hall on 20 May 2003 to discuss those issues and he would report to the next meeting. The Clerk said that a list of the already agreed schemes, as part of HAMATS, to be funded out of the S.106 from the JR11 extension monies and other monies in hand, would be prepared. A copy follows the end of these minutes.

North East Area Committees

Mrs. Stone reported that the only item of direct importance was that bids were invited for funding of minor capital projects. It was decided to bid for the dog fence required in Boults Lane Recreation Ground, estimated cost £4,000 including installation and a sum of £1,000 to make Back Lane useable throughout the year by pedestrians.

Mr. Bartleet, who attended the later Planning meeting, reported that as the result of considerable discussions on an earlier agenda item the matter of 2 Nicholas Avenue was adjourned to the next meeting. Worthy of note was that a similar application relating to 1 Forest Road in Risinghurst had been refused.

Correspondence

Various items were circulated.

Planning

Applications

The following were considered:

- 71a Oxford Road raised roof height and new dormer – plans not received, to be dealt with between meetings
- 57 Elms Drive - addition of sixth bedroom – strong objections, inadequate parking and over development of a semi-detached site
- 7 Boults Lane – large extension – Mr. Cowell declared an interest and withdrew from the meeting – no comment
- 33a Oxford Road – conversion of barn into dwelling – Mrs. C. Stone declared an interest and withdrew from the meeting – no comment
- 12 Boults Lane – large conservatory – Mr. Haynes declared an interest and withdrew from the meeting – no comment

Decisions

The following approvals were reported:

- 48 Mortimer Drive – front extension
- 39 Salford Road – extension and pitched roof to existing Mortimer Hall – extension
- 3 Little Acreage – extensions to front porch
- 9 Beechey Avenue – new porch
- White Hart – conversion into two dwellings, erection of 11 new dwellings
- The application to extend and convert into flats 1 Cromwell Close. The calling in procedure failed on this occasion and the approval decision was taken by a Planning Officer

Other Matters

Parish Review. The Chairman and Clerk attended this City Council meeting to discuss what changes, if any, were needed to the boundaries of parishes within the City. No proposals were made relating to this Parish.

White Hart. From the reply received to the request for information about the S.106 agreement it was disclosed that planning consent had not been granted until 8 April 2003 and the S.106 agreement not signed until 4 April 2003 although work on site had been started months earlier. Furthermore it was quoted that £3,500 had been secured towards public open space and £40,000, which the Area committee were alleged to have agreed should be spent on a pedestrian crossing on Marston Road. Mrs. Clarkson said she had raised the matter with the planner who said that it should have read Marston Ferry Road. The Clerk was asked to obtain clarification.

Accounts

The following accounts were passed for payment

		£
Oxford City Council	Burial Ground Rates	30.00
J. Collins	Imprest for Subway mural restoration	250.00
Oxon. Assn. Local Councils	Annual Subscription	473.22
Allianz Cornhill	Insurances	738.75
Village Hall Management Committee	Use of Hall Jan.-Mar.	18.00

Recreation Ground

It was decided that the £3,500 from the White Hart development should be allocated towards the safety surfaces at Boults Lane

The City Council declined to reduce the rent of the additional land required but suggested that a grant might be available. The Clerk had written to the club for income and expenditure estimates for the use of the land. (Boults Lane)

The Oxford Preservation Trust approved the quoted cost of the railings for the Mill Lane Land and the Clerk was asked to order the railings in the sum of £2,786.40 plus VAT to which it would contribute 50%.

Highways

Broken bollard at the entrance to the subway and overhanging tree in Cherwell Drive to be reported

Date of Next Meeting

3 June 2003

HAMATS Implementation Programme

Scheme	Design	Implementation
Marsh Lane roundabouts, improvements to permit the Abingdon bus service to be extended to the JRII	Current	2003/04
Marsh Lane roundabouts Junction study	2003/04	2004/05+
Oxford Road/Cherwell Drive Pelican	2003/04	2003/04
Marsh Lane/Horseman Close Pelican	2003/04	2003/04
Headley Way cycle improvements	2004/05+	2004/05+
Cycle link Fairfax Avenue/Purcell Road	2003/04	2004/05+
Cycle Link Mill Lane/A40	2003/04	2004/05+
Marsh Lane pedestrian footpath (west side new footway)	2004/05+	2004/05+
A40/Marsh Lane Saxon Way bus link	2004/05+	2004/05+
Traffic Calming Marston Village	2004/05+	2004/05+

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FINANCIAL REGULATIONS

These Financial Regulations were adopted by the Council at its Meeting held on 6th May 2003.

1. GENERAL
- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO), under the policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs.
- 1.3 The RFO shall be responsible for the production of financial management information.
2. ANNUAL ESTIMATES
- 2.1 The Council shall formulate and approve proposals in respect of revenue and capital costs for the following financial year in order to meet the precept requirements of the City Council
- 2.2 Detailed estimates of all receipts and payments for the year shall be prepared each year by the RFO.
- 2.3 The Council shall review the estimates and shall fix the Precept to be levied for the ensuing financial year by the date prescribed by the City Council. The RFO shall supply each member with a copy of the approved estimates.
- 2.4 The annual budgets shall form the basis of financial control for the ensuing year.
- 2.5 The Council shall, in determining the Precept, have regard to its long term objectives and liabilities.
3. BUDGETARY CONTROL
- 3.1 Expenditure on revenue items may be incurred up to the amounts included in the approved budget subject to changes in costs and requirements approved by Council.
- 3.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget without prior Council approval.
- 3.3 The RFO shall regularly provide the Council with a statement of receipts and payments to date and report any serious discrepancies to the Council
- 3.4 The Clerk with the agreement of the Chairman may incur expenditure, to a maximum of £500, on behalf of the Council, which is necessary to carry out any repair replacement, or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 3.5 Unspent provisions in the revenue budget shall be brought to account when determining the precept.
- 3.6 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 3.7 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

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4. ACCOUNTING AND AUDIT

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 1996 as amended.
- 4.2 The RFO shall be responsible for completing the annual financial statements of the Council as soon as practicable after the end of the financial year and shall submit them and report thereon to the Council.
- 4.3 The RFO shall be responsible for completing the Accounts of the Council contained in the Annual Return (as supplied by the Auditor appointed from time to time by the Audit Commission) and for submitting the Annual Return for approval by the Council within the timescales set by the Accounts and Audit Regulations 1996 as amended, or set by the Auditor.
- 4.4 The RFO shall be responsible for ensuring that there is an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 1996 as amended. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appear to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.5 The Internal Auditor shall carry out the work required by the RFO, or by the Council, with a view to the satisfactory conclusion of the Internal Auditor's report section of the Annual Return as compiled annually by the Audit Commission. The Internal Auditor, who shall be competent and independent of the operations of the Council, shall report to Council in writing on a regular basis with a minimum of one annual report in respect of each financial year.
- 4.6 The RFO shall make arrangements for the opportunity for inspection of the accounts, books, and vouchers required by Audit Commission Act 1998 Section 15 and the Accounts and Audit Regulations 1996 as amended.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative matter.

5. BANKING ARRANGEMENTS AND CHEQUES

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2 Cheques drawn on the bank account shall be signed by two members of Council, being authorised signatories, and countersigned by the Clerk.
- 5.3 The Clerk shall arrange suitable bank deposit accounts and may transfer amounts between them and the Current Account to the benefit of the Council.
- 5.4 To indicate agreement of the details shown on the cheque the signatories shall each initial the cheque counterfoil.
- 5.5 Three members of the Council shall be authorised signatories to cheques, the Chairman, Vice-chairman and one other.

6. PAYMENT OF ACCOUNTS

- 6.1 All payments shall be effected by cheque drawn on the Council's bankers.
- 6.2 The Clerk shall be satisfied that the work, goods or services to which the invoice relates shall have been received or carried out. All invoices for payment shall be examined, verified and certified by the Clerk and brought to the Council. The Clerk shall take all steps to settle all invoices submitted and approved at the next available Council Meeting. All payments made shall be minuted. Emergency payments shall be approved and signed by authorised signatories as in Para. 3.4. Such payments to be confirmed at the next Council meeting.

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- 6.3 The Clerk shall take all steps to settle all invoices submitted at the next available Council Meeting. Emergency payments shall be approved and signed by authorised signatories as in Para. 3.4. Such payments to be confirmed at the next Council meeting.
- 6.4 The Council will not maintain any form of cash float other than for petty cash (for example for postage or minor stationery items). All cash received must be banked intact. Any other payments made in cash by the Clerk or RFO shall be refunded on a regular basis, at least quarterly.

7 PAYMENT OF SALARIES

- 7.1 The payment of all salaries shall be made in accordance with payroll records and the rules of Income Tax and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of the Clerk's salary and reimbursement of expenses shall be made quarterly in the third month of each quarter. Exceptional reimbursements may be made as emergency payments as provided for in 3.4.

8 LOANS AND INVESTMENTS

- 8.1 All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2 The Council's Investment Policy, shall be in accordance with the Trustee Act 2000, and shall be reviewed on a regular basis (at least annually).
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 INCOME

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the Council, notified to the RFO, and the RFO shall be responsible for the collection of all accounts due to the Council.
- 9.3 The Council will review all fees and charges annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year.
- 9.5 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary in accordance with the Council's insurers stipulations.
- 9.6 The origin of each receipt shall be entered on the paying-in slip and counterfoil.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

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10 ORDERS FOR WORK, GOODS AND SERVICES

10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining two or more quotations or estimates from appropriate suppliers, subject to any *de minimus* provisions in Regulation 11 (I) below.

10.3 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the Minutes can record the power being used.

11 CONTRACTS

11.1 Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (v) below

(i) for the supply of gas, electricity, water, sewerage and telephone services;

(ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

(iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

(iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;

(v) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least two firms. Major projects not requiring specialist contractors shall at the Council's discretion be advertised in a local newspaper. The District Council's approved list should be consulted in suitable cases.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be

