



Old Marston Parish Council

Tim Cann. PSLCC. Clerk & RFO to Old Marston Parish Council

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Members of the Public Welcome & Speaking arrangements:

Members of the public and press are welcome to attend the following meeting unless precluded by the Parish Council by resolution during the whole or part of the proceedings. They may address the parish council on any matter of council business during the time allotted at the beginning of the meeting for public participation.

Anyone wishing to speak must give prior notice with name and address to the Clerk before the meeting starts.

No member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes. There is no entitlement to speak at any other time during the meeting.

An issue raised shall not require a response at the meeting nor start a debate. The Chairman may direct that an oral or written response be given or that a note be made for later action.

A record of public participation may be included in the Minutes and, if any actions are required, they will be reported on at the next meeting.

To: All members of Old Marston Parish Council Finance Committee

You are hereby summoned to attend the meeting of OLD MARSTON PARISH COUNCIL FINANCE COMMITTEE to be held **at 6:00pm on Monday 18th December 2023** in the Mortimer Hall, Oxford Road, Old Marston, OX3 0PH when the following business will be transacted.

Yours faithfully

Tim Cann.
Parish Clerk.

10th December 2023

Councillors are requested to declare any prejudicial interest they have in any of the items.



We are a certified
Oxford Living Wage employer

Requests from members of the public to speak:

Please note you are required to inform the Clerk prior to speaking and no member of the public or press shall speak for more than 5 minutes unless the Chairman so declares and the total time for public participation is 20 minutes.

AGENDA

1. Request if anyone is intending to record the proceeds of the meeting, if so, has any member of the public any objections in being included.
2. Apologies for absence and approval by Council.
3. Public Participation.
4. Approval of the Minutes of the meeting on the [7th August 2023](#)
5. Matters arising omitting those for which an agenda heading follows:-
 -
6. Half Year Accounts Review: Income v Budget, Expenditure v Budget
7. Review of Reserves:
 - a. Newbury Building Society balance.
8. Grants

a. Marston Community Garden Group	500
b. Mortimer Hall	500
c. Mortimer Hall Pre-School	500
d. FOSNS	300
e. Court Place Farm Allotments Association – allotments	500
f. Court Place Farm Allotments Association – community shed	500
g. 43 rd Scouts	500
h. St Nicholas Church Choir	350
i. Bell Ringers	500
j. PCC St Nicholas Church – Marston Times	350
k. Mortimer Hall Library Club	312
l. Swan School PTA	500
m. Marston Community Forest	500
n. OXSRAD	500
	£6,312
9. Draft Budget for 2024/25.
10. Plus, anything of an urgent nature which has come to the Clerk's attention since the agenda was set.
11. Information sharing (including correspondence).

Date of next meeting: - Monday

Minutes of the Finance Committee Meeting held on the 7th August 2023 in the Mortimer Hall from 6:00pm.

Present:

Parish Council:

Pat Hall – Chairman (PH)

Peter Cox (PC)

Mary James (MJ)

Louise Milford (LM)

Charie Haynes (CH)

Tim Cann (Clerk)

Public: 1

FIN 23/08/01 Intention to record the proceedings of the meeting: NONE.

FIN 23/08/02 Apologies for Absence: NONE.

FIN 23/08/03 Request for members of the public to speak: NONE.

FIN 23/08/04 Minutes of the Committee Meeting held on 28th November 2022. It was **RESOLVED** these are a true record.

FIN 23/08/05 Matters Arising (omitting those for which an agenda heading follows): NONE.

FIN 23/08/06 Review of Insurance:

- Bus Shelter in Elsfield Road – Clerk to get a replacement cost.
- Add twenty cycle racks at a cost of £864.00.

FIN 23/08/07 Quarterly Accounts Review (Income v Budget & Expenditure v Budget):

- The Clerk went through the accounts for the first quarter.

FIN 23/08/08 Review of Reserves:

- General Reserves** – A parish council usually maintains a General Reserve of about six-month operating costs, or precept. The council is currently maintaining a General Reserve of £31,216 (six months precept).
- Fixed Asset Reserve** – In addition to the general reserve the committee may wish to consider recommending council maintains a reserve to cover the repairs or replacement of fixed assets should the need arise, say £10,000. Although this would nowhere near cover the replacement of even just one piece of play equipment, it does allow for repairs.
- Emergency Reserve** – Following the illegal encampment on the Oxford City Council owned Croft Road Recreation Ground the committee may wish to consider a reserve so the council can act proactively should this occur on any parish council land. (Able Investigations)

In addition to these dedicated reserves, the parish council carries a working balance, made up of monies allocated to forthcoming projects.

It was **RESOLVED** to accept these additional reserves.

FIN 23/08/09 Review of Grant Application Form:

It was **RESOLVED** to accept the Grant policy as detailed in Appendix A.

FIN 23/08/10 Finance:

Bank balance as at 30/07/2023 –

Unity Trust Account £15,996.61 (incl. CIL Money) £27,272.56 Petty Cash £73.79

Newbury Building Society A/c £82,636.07, Skipton Building Society A/c £22,039.37.

The following accounts to be paid:	£ Incl. VAT
Clerks Pay Including Expenses, Pension, etc. – July 2023	
Mrs Parish (Refund for Ashes Plot)	400.00
WKH Development Services Ltd (Officials Floor Repair)	2,160.00
SLCC Enterprises Ltd (Right of Way Training Clerk)	54.00
SLCC Enterprises Ltd (Charitable Trusts Training – Clerk)	72.00
Value Products Ltd (4 x Aluminium 'NO DOGS' Signs)	76.27
BGG Ltd (Grass Cutting)	180.00
ICCM (Membership)	95.00
Total Pest Control (Quarterly Charge)	177.60
TOTAL	£5,288.44
Petty Cash Expenditure:	NONE
INCOME:	
Sandra Homewood (Burial Plot Purchase)	1,454.00
Openreach	26.46
TOTAL	1,480.46

It was **RESOLVED** to accept payments.

FIN 23/08/11 Approval of Financial Regulations.

- It was **RESOLVED** to approve the Financial Regulations.

FIN 23/08/12 Items of an urgent nature which have come to the Clerk's attention since the agenda was set:

- NONE

FIN 23/08/13 Information sharing (including correspondence):

- NONE.

FIN 23/08/13 Date of Next Meeting: Monday 27th November 6pm

MEETING CLOSED: 6:30pm

Key Items in 2024/25 Proposed Budget

Allotments – As well as OMMLAA being open to the annual grant the parish council sets an amount to support the allotment association with any one-off projects it may have.

Cemetery Extension – Last time this was investigated it was advised that it could cost £30-40,000 with the various surveys needed. If the council receives any substantial amount of CiL money in the future, the cemetery extension might be a good project.

Recreation Ground Replacement – The Mortimer Hall play equipment was installed in 2009 and is beginning to show its age. Although this is not a good reason to replace it, it may be something the council wish to consider in the future.

Admin

Clerks Salary – sorry but I am your most expensive asset!

Pension – this is a percentage of my salary.

Expenses – I get £15 per month towards broadband costs and £1,000 per year working from home allowance. This was increased from £6.50 per month for this year.

Stationery – Although we are saving on ink, paper, envelopes with email agendas etc. There are increasing outside printing costs such as with surveys, newsletters, etc.

Initiatives – last year the council agreed to have three initiatives, Health & Wellbeing, Environment and Community Engagement. This budget covers cost of anything that may be generated from this, such as the walking leaflet.

Insurance – a three-year long-term agreement was agreed last year. However, there have been some additions which need to be included in the policy such as Elsfield Road Bus Shelter.

New Projects – something may come from the Community Needs Survey.

BUDGET

[illegible]

INCOME	Precept		£60,969.00	£60,969.00	£60,969.00	£60,969.00
	Discretionary		£10,000.00	£10,000.00	£10,000.00	£10,000.00
	Rents		£511.00	£511.00	£511.00	£511.00
	Burial Fees			£0.00	£5,540.00	£2,500.00
	Memorials		£450.00	£2,125.00	£500.00	£500.00
	Wayleaves		£44.00	£34.46	£44.00	£44.00
	VAT Return		£6,000.00	£2,583.29	£6,000.00	£6,000.00
	CiL Money		£0.00	£1,481.89	£0.00	£2,000.00
	BS Interest		£800.00	£492.96	£800.00	£800.00
Total			£78,774.00	£78,197.60	£84,364.00	£83,324.00
			2021/22 B	2021/22 A	2022/23 B	2023/24 B

OLD MARSTON PARISH COUNCIL – Draft Budget

	Work	Code	2022/23 A	2023/24 B	2024/25 B
Allotments		10	£0.00	£500.00	£500.00
Cemetery	Expenses	21	£323.18	£400.00	£400.00
	Extension	22			
Recreation Ground	Events				
Play area	Replacement			£0.00	£5,000.00
	Maintenance	31	£250.00	£2,500.00	£2,500.00
	RoSPA	32	£205.80	£200.00	£225.00
Roy Garner Pavilion		43	£5,130.78	£4,000.00	£4,000.00
BL Project		63	£38,026.80	£10,000.00	£2,000.00
Grants		71	£3,392.00	£7,500.00	£8,000.00
other grants		72	£3,283.67	£4,000.00	£4,000.00
Admin	Clerk Salary	91	£20,825.77	£19,500.00	£21,000.00
	Pension	92	£5,447.52	£5,200.00	£5,500.00
	Expenses	93	£258.00	£1,000.00	£1,000.00
	Training	94	£236.93	£1,000.00	£500.00
	Telephone	95	£542.73	£600.00	£600.00
	Payroll Services	96	£120.00	£140.00	£160.00
	Bank Charges		£72.00		£75.00
	Misc		£9,219.28		
	Stationery	81	£691.84	£500.00	£500.00
	soft/hardware	89	£2,246.74	£1,000.00	£500.00
	Webmaster	84	£348.76	£400.00	£400.00
	Legal Advice		£0.00	£50.00	£50.00
	Training	83	£66.00	£1,000.00	£500.00
	Property Valuation			£0.00	£0.00
	Initiatives			£3,000.00	£3,000.00
	Elections			£0.00	£0.00
Insurance	Came & Co	87	£2,062.69	£3,300.00	£2,800.00
Contracts	Pest Control	36	£1,880.40	£2,500.00	£2,500.00
	Recreation	34	£1,977.00	£3,000.00	£3,300.00
	Cemetery	24	£630.00	£1,500.00	£2,000.00
	Tree Maintenance	35	£3,903.00	£3,000.00	£3,000.00
	Vert-draining	33	£0.00		
Audit Fees	External Auditor	82	£660.00	£1,200.00	£1,500.00
	Internal Auditor	82			
Memberships	OALC	88	£1,474.23	£1,500.00	£1,500.00
	ORCC plus	88		£0.00	
Maintenance Works				£2,000.00	£2,000.00
New Projects				£5,000.00	£5,000.00
Chairman's Expenses		85	£356.35	£1,000.00	£1,000.00
Total			£103,631.47	£86,490.00	£85,010.00

Income					
Precept			£60,969.00	£60,969.00	£61,578.69
Discretionary			£10,000.00	£10,000.00	£10,000.00
Central Gov. Grant					
Others			£366.00		
Rents			£1.05	£511.00	£511.00
Burial Fees			£1,454.00	£2,500.00	£2,500.00
Memorials			£2,113.00	£500.00	£400.00
Wayleaves			£52.10	£44.00	£44.00
VAT Return			£3,721.06	£6,000.00	£6,000.00
CiL Money			£0.00	£2,000.00	£2,000.00
Interest In			£716.88	£800.00	£600.00
Total			£79,393.09	£83,324.00	£83,633.69
			2022/23 A	2023/24 B	2024/25 B