

# Aynho Parish Council



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Issued: 30<sup>th</sup> May 2023

To: All Parish Councillors

From: Mr Chris Wilson, Clerk to Aynho Parish Council

Dear Councillor,

You are hereby summoned to the **Ordinary** meeting of Aynho Parish Council in the Village Hall Committee Room, Croughton Road, Aynho, OX17 3BD on **Monday 5<sup>th</sup> June 2023 at 7:30pm** when the following business will be transacted.

Mr C Wilson Clerk to Aynho Parish Council

A handwritten signature in dark ink, appearing to be 'C Wilson', is enclosed in a rectangular box.

## Agenda

2023/	
106	To receive and approve apologies for absence.
107	To receive declarations of interest under the Aynho Parish Council's (APC) Code of Conduct related to business on the agenda. <small>(Members should disclose any interests in the business to be discussed and are reminded that the disclosure of a Disclosable Pecuniary Interest will require that the member withdraws from the meeting room during the transaction of that item of business.)</small>
108	To receive and approve for signature the minutes of the Annual Parish Council Meeting and monthly meeting held on Monday 3 <sup>rd</sup> April 2023.
109	To receive and approve for signature the minutes of the Annual Parish Council Meeting and monthly meeting held on Monday 15 <sup>th</sup> May 2023.
110	Public participation session. <small>(Members of the public are invited to address the council. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the chairman of the meeting.)</small>
	<b>Finance</b>
111	To receive the financial statement (June 23) and consider invoices to be paid.
112	To confirm scrutiny of invoices, bank statements and internal financial controls for November, December 2022, January, February, March and April 2023.

	<b>Audit 2022-23</b>
113	To confirm receipt of the Annual Internal Audit Report (IAR) and note any action points.
	<b>To review and approve Section 1 – Annual Governance Statement 2022-23.</b>
114.1	Approve ‘Yes’ to: We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
114.2	Approve ‘Yes’ to: We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
114.3	Approve ‘Yes’ to: We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
114.4	Approve ‘yes’ to: We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.
114.5	Approve ‘yes’ to: We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.
114.6	Approve ‘yes’ to: We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.
114.7	Approve ‘yes’ to: We took appropriate action on all matters raised in reports from internal and external audit.
114.8	Approve ‘yes’ to: We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.
114.9	Approve ‘N/A’ to: (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.
114.10	To approve the Section 1 – Annual Governance Statement 2022-23.
	<b>To review and approve Section 2 - Accounting Statements 2022-23.</b>
115	To approve Section 2 (Accounting Statements 2022-23) of the AGAR.
116	To confirm the Chairman and Clerk signing Section 1 – Annual Governance Statement 2022-23.
117	To confirm the Chairman signing Section 2 – Accounting Statements 2022-23.
118	To receive and approve an explanation of any significant variances in 2023/114 (Section 2; Accounting Statements).
119	To confirm posting the arrangements for exercise of public rights.
120	<b>Planning</b>
	<b>RH/Aynhoe Park</b>
121	To receive an update on the developments at Aynhoe Park.
122	To discuss RH employee, visitor and contractor parking in Aynho.
	<b>Recreational Matters – sportsfield, playground and Aynho Active</b>
123	To note the number/s for the Park Club Draw.
	To approve purchase of padlock for the sportsfield (£19.99).
124	To receive an update on the Pavilion and sport field maintenance tasks/costings.
125	To discuss the pavilion kitchen.

Please note, this is a public meeting. Copies of all council papers are available to download at [www.aynho.org/parish\\_council/](http://www.aynho.org/parish_council/)

126	To review the booking system for the sportsfield and pavilion.
127	To review the hire costs for the sportsfield and pavilion.
128	To receive an update on the August Bank holiday carboot sale and actions required.
	<b>Parking and Highways</b>
129	To receive an update on the Community Speed Watch.
130	To receive an update on the approved of the fixed VAS sign. (Wembley Corner).
	<b>Maintenance</b>
131	To receive an update on village maintenance.
132	To receive an update on the village grass cutting.
	<b>Health, Wellbeing and Community matters</b>
133	To approve purchase of a bench, Quotes being: £470, £329.99, £385 and £349.
134	<b>Grants and Fundraising</b>
	<b>Meetings &amp; Conferences</b>
135	To review the Annual Village Report and Annual Village Meeting and decide on any actions required.
	<b>Communications</b>
136	To decide on Newsletter/website content.
137	To confirm date of next meeting on Monday 3 <sup>rd</sup> July 2023, 7:30pm and close.

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence including a general reason (i.e. illness, holiday, work etc.) should be notified to the [clerk@aynho.org](mailto:clerk@aynho.org) prior to the start of the meeting.

### **Declarations of Interest**

Members should disclose any interests in the business to be discussed. They are also reminded that the disclosure of a Disclosable Pecuniary Interest (i.e., money) will require that the member withdraws from the meeting room during the transaction of that item of business. They should declare these either before the meeting or at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare that fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

If notified by the Clerk or any Councillor to evacuate the building, do this via the nearest available fire exit. Members and visitors should proceed to the assembly area directly in-front of the village hall and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the Clerk, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.