

Minutes of the Annual Meeting of Sonning Common Parish Council held on Monday 19 May 2014 in the Village Hall.

Present: Mr Kedge (Chairman); Mrs Diwell; Mr Fort; Mr Greenwood; Miss Hunt; Mrs Lewis; Ms Noble; Mrs Phillips-Tilbury; Mr Rawlins; Mr Reynolds; Mr Stoves and Mr Collings (Parish Clerk).

Also present: Ms H Patchett (Henley Standard)

- AMPC14.1 A motion to elect Mr Douglas Kedge as the Chairman of the Council was proposed by Mr Stoves and seconded by Mr Greenwood. There being no other nominations the motion was passed unanimously and Mr Kedge signed the Declaration of Acceptance of Office.
- AMPC14.2 A motion to elect Mr John Stoves as the Vice Chairman of the Council was proposed by Mr Greenwood and seconded by Mrs Phillips-Tilbury. There being no other nominations the motion was passed unanimously and Mr Stoves signed the Declaration of Acceptance of Office.
- AMPC14.3 Apologies for absence: None
- AMPC14.4 Declarations of interest from Members: None.
- AMPC14.5 Public Participation. This item was deferred into the routine business section and in the event there was none.
- AMPC14.6 Nomination and appointment of Councillors as members of the:
- AMPC14.6.1 Finance Committee: There being no proposals for any changes in the membership it was proposed that the existing members: Mr Greenwood, Miss Hunt, Mr Jones, Mr Kedge, Mrs Phillips-Tilbury and Mr Stoves with Mrs Lewis as substitute be reappointed en bloc and this was approved unanimously.
- AMPC14.6.2 Planning Committee: It was proposed that the existing members, Mr Greenwood, Mrs Lewis, Ms Noble, Mr Rawlins, Mr Reynolds, Mr Kedge (ex officio) and Mr Stoves (ex officio) be reappointed with Mr Stoves as well as Mr Kedge being a voting substitute if required. This was approved unanimously.
- AMPC14.7 Membership of sub-committees and working parties etc.
- AMPC14.7.1 Skate Park Working Party: Mrs Lewis, Mr Jones; Mrs Phillips-Tilbury and Mr Kedge were reappointed unanimously.
- AMPC14.7.2 Neighbourhood Development Plan Working Party: Mr Greenwood, Mr Rawlins, Mr Reynolds and Mr Fort were unanimously reappointed.
- AMPC14.7.3 Widmore Pond Committee: Mrs Diwell and Mr Fort were unanimously reappointed.
- AMPC14.7.4 Ms Noble and Mr Stoves were unanimously reappointed.
- AMPC14.8 Councillors to represent the Parish Council on or to relevant external bodies: The following nominations were confirmed unanimously: Allotments Committee: Mr Stoves; Village Hall Management Committee (SCVHMC): Mr Greenwood; SC Magazine Committee: Mr Fort; Club SC: Mr Reynolds; Sonning and District Welfare and Educational Trust: Mrs Diwell; Chiltern Edge Community Association: Miss Hunt; On Your Bike Committee: Mr Fort; Poor's Land Trust: Miss Hunt and Mr Rawlins.
- AMPC14.9 The Standing Orders for Sonning Common Parish Council as adopted on 21 October 2013 were unanimously confirmed and adopted as appropriate.
- AMPC14.10 Amendments to parts 4, 11 and 12 of Financial Regulations (previously circulated and attached as Appendix A) were proposed by Mr Stoves. After discussion it was resolved to approve the changes and to authorise the Parish Clerk to distribute the revised Regulations as a whole.
- AMPC14.10.1 Mr Greenwood read the SCVHMC report – see Appendix B.
- AMPC14.11 It was resolved that the next Annual Meeting will be on Monday 18 May 2015.
- The meeting closed at 19.55.

Chairman:

Dated:

Appendix A
SONNING COMMON PARISH COUNCIL
Proposed Changes to sections 4, 11 and 12 of Financial Regulations

4 BUDGETARY CONTROL

- 4.1 The RFO may authorise and incur the expenditure of Council monies where that expenditure is within a budgetary provision and it will not cause the amounts previously approved for that expenditure heading in the approved budget to be exceeded.
- 4.2 No expenditure may be incurred that will exceed the amount provided in the revenue budget for that class of expenditure unless the Council has approved the virement of funds to cover any overspending. During the budget year and with the approval of Council, having considered fully the implications for services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate.
- 4.3 The RFO shall provide the Finance Committee with a monthly statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget.
- 4.4 The formal record of monthly expenditure presented to the Finance Committee for approval and payment shall indicate clearly the source of the authorisation of each item.
- 4.5 The RFO may incur expenditure on behalf of the Council, which is necessary to carry out any repair, replacement, or other work which is of such urgency that it must be done at once and there is not any, or insufficient, budgetary provision for the expenditure, subject to a limit of £1,000.00. The RFO shall report the action to the Finance Committee as soon as practicable thereafter.
- 4.6 The RFO will inform the Finance Committee at the next opportunity of the Utility expenditures on receipt of Bank statement showing the Direct Debit payments.
- 4.7 Unspent provisions in the revenue budget shall not be carried forward to subsequent years unless placed in an earmarked reserve by resolution of the Council. Ring Fenced budgets are deemed to be such reserves and will automatically receive unspent provisions, providing those budgets have been previously approved for extension into the following year(s).
- 4.8 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.
- 4.9 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

The old 4.6: *'The RFO may authorise and incur expenditure, within budgetary provision, on behalf of the Council, subject to a limit of £750.00 per item. The RFO shall report this expenditure to the Council in the normal way.'* has been deleted as subsumed in reworded 4.1 and the rest renumbered..

11 ORDERS FOR WORK, GOODS AND SERVICES

- 11.1 Where appropriate 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.
- 11.2 Order books shall be controlled by the RFO.
- 11.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction. Where the cost is expected to exceed £2,000 at least three quotations or estimates must be obtained from appropriate suppliers unless the Chairman of the Council/Chairman of the Finance Committee and the RFO agree that it is impractical to do so. Such occurrences shall be minuted and reported formally to the next meeting of the Finance Committee.
- 11.4 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.
- 11.5 (NEW ITEM) The RFO shall maintain a publicly available list of suitably qualified local preferred suppliers of services (e.g. electrical, plumbing, glazing, handyman, ground-working, grass/hedge cutting, cleaning etc.) that are regularly required to ensure the smooth delivery of the Council's responsibilities. Any local supplier wishing to be included in the list may apply for inclusion which will not be unreasonably refused. The list shall be reviewed annually by the Finance Committee who will be provided with an analysis of payments made to each supplier in the previous 12 months.

12 CONTRACTS

- 12.1 Procedures as to contracts are laid down as follows:
- 12.2 Every contract shall comply with these financial regulations. No exceptions shall be made except in an emergency. These regulations shall not apply to contracts which relate to items 12.2.1 to 12.2.6 below:
 - 12.2.1 for the supply of gas, electricity, water, sewerage and telephone services;

- 12.2.2 for specialist services such as are provided by solicitors, accountants, surveyors, planning consultants and qualified arboriculturalists;
- 12.2.3 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;
- 12.2.4 for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract or through a supply agreement with a previously approved supplier to the Council;
- 12.2.5 for additional audit work of the external Auditor up to an estimated value of £250.00 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of the Finance Committee);
- 12.2.6 for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 12.3 Where it is intended to enter into a contract exceeding £2,000 in value for the supply of goods or materials or for the execution of works or specialist services other than those excepted in paragraph 12.1, the RFO shall invite tenders from at least three firms to be taken from an appropriate list of suitably qualified suppliers drawn up by the RFO and approved by the Finance Committee unless the Chairman of the Council/Chairman of the Finance Committee and the RFO agree that it is impractical to do so.
- 12.4 If an application is 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.
- 12.5 Every invitation to tender shall state the specific nature of the intended contract and the RFO 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 RFO and submitted by post or email.
- 12.6 The Clerk shall in the presence of at least one member of Council, open tenders at the same time on the prescribed date.
- 12.7 If less than three tenders are received for contracts above £2,000 (see 12.3 above), or if all the tenders are identical, the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 12.8 When it is to enter into a contract for less than £2,000 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 specialist services as are excepted as set out in paragraph 12.1 the RFO shall ensure that good value for money is obtained by where possible seeking alternative quotations/estimates. Otherwise, Regulation 11.3 above shall apply.
- 12.9 The Council shall not be obliged to accept the lowest of any tender, quote, or estimate.

Appendix B SCVHMC Report

REPORT FROM THE SONNING COMMON MANAGEMENT COMMITTEE

MAY 2014

The Committee has continued to care for and organise the hiring of the hall with co-operation and support of the Parish Council. We have enjoyed another year of sustained bookings and although there are gaps these do provide time for maintenance and any unexpected event. We continue to run in profit and try to maintain our high standards despite rising costs. We are looking forward to the ceiling being lowered, which will greatly help with the heating costs. We have a new Web Site Manager who has made alterations to the site which have made it clearer and with more information. He has also give us a better e-mail contact as we have sustained some hacking which has been difficult to sort out.

As far as the Trustees are concerned we would welcome anyone who would enjoy supporting the village in this way. The position is not onerous but rewards are two fold, one being supportive and the other learning about the village with a friendly relaxed group. The Trustees thank the Parish Council for all their support both financially and just having someone else to discuss a minor difficulty with such as testing the Emergency lighting when the switch is out of reach !

Sue Frayling-Cork --- Chairman