

A meeting of Moulsoford Parish Council Annual General Meeting

To be held on Thursday 8th May 2025 at 6:30pm at Moulsoford Pavilion

All Councillors are summoned to a Meeting of Moulsoford Parish Council.
Members of the public and press are invited to attend all council meetings.
(Public Bodies (Admission to Meetings) Act 1960)

Signed: *Jo Garvey* (Clerk)
01/05/2025

AGENDA

1. ADMINISTRATION

- a. Receive Apologies for Absence
- b. Election of Chair and Vice Chair
- c. Receive Chair's acceptance of Office
- d. Receive Requests for Dispensations, Declarations of interest, gifts, hospitality
- e. Approve delegation of Councillor responsibilities (Current responsibilities - APPENDIX 2)
- f. Approve Minutes of previous Council meeting
- g. Receive reports from the District Councillor and County Councillor
- h. Receive Questions and Contributions from Members of the Public

2. PLANNING

Review Planning Applications received:

P25/S1292/LB - SPHINX HILL FERRY LANE MOULSFORD OX10 9JF

3. PARISH MATTERS

- a. Discuss and approve potential subjects for future grant applications
- b. Discuss and approve wi-Fi clause in Pavilion lease agreement, and agree to print notice for the Pavilion
- c. Take an Allotments HoT update and approve Council signature if appropriate
- d. Discuss and approve Pavilion Solar Power initiative
- e. Receive quotes and approve animal prevention fencing in children's play area
- f. Discuss and approve further action on verge cutting contract
- g. Discuss and approve work required on tarmac baseball pitch

4. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)

- a. ANNUAL INTERNAL AUDITOR REPORT
To receive and resolve to accept the Annual Internal Audit (IA) Report 2024/25
- b. ANNUAL GOVERNANCE STATEMENT
For the Authority to consider and to respond to the Annual Governance Statement assertions as set out in Section 1 of the AGAR for the year ended 31 March 2025, as informed by the IA report.
- c. COUNCIL ACCOUNTING STATEMENT FOR 2024/25

For the Authority to approve Section 2 of the AGAR, Accounting Statements for year-ended 31 March 2025 (informed by Council Accounts and confirmed by IA)

d. **EXERCISE OF PUBLIC RIGHTS**

To note that the period of elector's rights will commence on Tuesday 3rd June 2025 and finish on Friday 14th July 2025. Public notification will be placed on noticeboards and the website.

5. FINANCE AND GOVERNANCE

- a. Receive Financial Report; Accounts to end of Financial Year 2024/25 (Unaudited) and to approve Schedule of Payments and Annual Schedule of Known Payments for 2025/26 (APPENDIX 1)
- b. Approve disposal of outstanding Petty Cash amount
- c. Approve Pavilion Rent invoice (10 years up to and including 2025-2026)
- d. Approve Freedom of Information Publication Scheme and Retention Policy
- e. Approve Internal Audit Controls Statement and Checklist
- f. Note the Date of the Next Meeting

APPENDIX 1

Financial Report

Bank Balances:

Treasurers

High Interest

95 Day High Interest

Schedule of Payments

Prepaid Under Delegated Authority

<i>Supplier</i>	<i>Details</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
T P Jones (OP)	Payroll	52.80	10.56	63.36
Screwfix (OP)	Danish Oil for Bench (18/12/24) (Reimb. Cllr Mousley-Jones)	18.75	3.75	22.50
Cllr Shaw (OP)	Bollard, Padlock (Reimb. Cllr Shaw)	55.20	11.04	66.24

To Be Approved

<i>Supplier</i>	<i>Details</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
Cllr Shaw	Parking (OALC Day)	20.00	4.00	24.00
Ionos (OP)	HiDrive 12months @ 0.84 (Reimb. Cllr Shaw)	8.40	1.68	10.08
J Garvey (OP)	Mileage	XX	X	26.95
M B Gibbins (OP)	Internal Audit	XX	X	100.00
H Broughton (OP)	Locum Clerk	XX	X	137.50
MH Goals (OP)	Groundscrew Goal Anchors x 2	129.50	25.90	155.40

Regular Payments

<i>Supplier</i>	<i>Details</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>
BT (DD)	Broadband/Telephone	36.44	9.10	45.54
Hugo Fox (DD)	Website	9.59	2.40	11.99
Ionos (SO)	Email (Reimb. Cllr Shaw)	23.00	4.60	27.60 *
Ionos (SO)	HiDrive (Reimb. Cllr Shaw)	0.70	0.14	0.84
Scribe (SO)	Accounting Software	23.00	4.60	27.60
Lloyds Bank	Charges	XX	X	4.25
J Garvey (OP)	Salary	XX	X	XX

*Includes one year Domain registration fee of £10 ex VAT

Annual Schedule of Payments

Known Regular payments

<i>Supplier</i>	<i>Details</i>	<i>Net</i>	<i>VAT</i>	<i>Total</i>	<i>Yr Total</i>
BT (DD)	Broadband/Telephone	36.44	9.10	45.54	546.48
Hugo Fox (DD)	Website	9.59	2.40	11.99	143.88
Ionos (SO)	Email	16.00	3.20	19.20	230.40
Ionos (SO)	HiDrive	7.00	1.40	8.40	100.80
Microsoft	365 Subscription	115.20	23.04	138.24	138.24
Scribe (SO)	Accounting Software	23.00	4.60	27.60	331.20
OALC (OP)	Membership	180.00	36.00	216.00	216.00
SLCC (OP)	Membership	160.00	X	160.00	160.00
NAS (Allotments) (OP)	Membership (Plus Share £1)	70.00	14.00	85.00	85.00
T P Jones (OP)	Payroll Services	58.20	10.56	63.36	760.32
TWLB (Gov.) (DD)	Mortgage Repayment	1954.41	X	1954.41	
Various (OP)	Stationery (Paper, filing, etc.)				200.00
J Garvey (SO)	Staff Salary (30th Monthly)	XX	X	XXX	XXX
Lloyds Bank	Bank Charges (Payment)	XX	X	4.25	51.00

Amounts are correct as of April 2025 (Ionos shows anticipated known increases).

Any further increases will be reported to the Council for updated approval.

APPENDIX 2

Moulsford Parish Councillor Responsibilities

Councillor Powell - Chair

Set direction and priorities

Planning (lead)

Financial signatory

Highways & 20mph (in conjunction with Martin)

River access management & agreement

Link to Moulsford Prep and Cranford House (in conjunction with other councillors)

Neighbourhood Priority Statement (NPS) - contact with SODC & final draft

Allotments

General Village Communication

Councillor Shaw - Vice Chair

Financial signatory

Deputising for Chair as required

Broadband & security for council use

Website (consultative capacity)

Email and online storage

MEC link

Networking with other Councils

Planning

Councillor Mousley-Jones

Recreation playground/play area

Footpaths

Green spaces

Allotments (with Sue)

Link to Cranford School

Planning

Councillor Eagle

Link to PMC

Moulsford Prep contact

Highways including signage and 20mph

Links with other councils

Planning

Councillor Vacancy