



OAKLEY AND DEANE PARISH COUNCIL

ORDINARY COUNCIL MEETING

HELD AT NEWFOUND PAVILION

ON THURSDAY 20TH JUNE 2024 7:30 PM

Councillors of Oakley and Deane Parish Council were summoned to attend the Ordinary Council meeting at the Newfound Pavilion on Thursday 20th June 2024. Members of the press and public were also invited to attend.

The public session commenced at 7:30 PM followed by the Ordinary Council meeting at 7:40 PM. The business to be transacted at the meeting was set out in advance Friday 14th June 2024. Councillors and the public were requested to note that the meeting was recorded by the Council and may also be subject to recording by members of the public.

Present: Cllr. Rowley (Chair), Cllr. Bullions, Cllr. Ellison, Cllr. Condliffe, Cllr. McAllister, Mrs. Beere (Clerk and acting RFO), Mrs. Meyer (Deputy Clerk), Mrs. Moody (Finance Assistant) and Cllr. Jones (BDBC).

Public Session 7:30 PM

Two members of the public attended to observe the meeting.

Mrs. Knight, Evergreen Advocate with Oakley and Wootton St. Lawrence Church spoke about the upcoming launch of the Oakley Wellbeing Forum, due to take place on the 1st July '24 in the St. Leonard's Centre. Founding members Oakley & Deane Parish Council, the Oakley Community Association (OCA), and St Leonard's Church have partnered with the social prescriber team at Watership Down Health. The Forum will bring together representatives from our local community aimed at promoting health and wellbeing in our community, collaborating to raise awareness of community activities, events and services, offering signposting and sharing resources.

Members of the Council thanked Mrs. Knight. The Chair requested at that agenda point 59/24 Community Engagement: i. Oakley Wellbeing Forum, relating to the Wellbeing Forum be brought forward to allow Mrs. Knight to answer any questions from members present. Agreed, following point 49/24 Urgent Matters.

Council Meeting 7:40 PM

46/24 Apologies for absence

Apologies for absence were received and accepted from Cllr. Hayman, Cllr. Green, Cllr. Wain and Cllr. Burns.

47/24 Minutes of previous meetings

Minutes of the May 9th '24 meeting as previously circulated, were agreed to be accurate by all members present. The Chair signed, initialled and dated the minutes.

Minutes of the Extraordinary May 23rd '24 meeting as previously circulated, were agreed to be accurate by all members present. The Chair signed, initialled and dated the minutes.

48/24 Declaration of interests

No relevant interests were raised at this point or during the meeting on this occasion.

49/24 Urgent matters

Complaints have been received concerning a growing number of uncared for allotment plots at the Andover Road site. Delegated to the Clerk as Allotment Officer, to report back at the July meeting.

Agenda point 59/24 Community Engagement: i. Oakley Wellbeing Forum, was brought forward as agreed. Refer to this section of the agenda for the minutes relating to this discussion. *

50/24 Basingstoke and Deane Brough Council (BDBC)

- i. Receive June '24 report given by BDBC Cllr. Julian Jones, Oakley and The Candovers.

BDBC Cllr. Julian Jones gave his May '24 report; Following his recent election as BDBC Councillor for Oakley and The Candovers. Cllr. Jones (BDBC) has been focusing his efforts meeting with local Parishes offering support. It was proposed and agreed that a BDBC Local Plan update be given by BDBC Cllr. Harvey at the Council's 11th July meeting. Members of the Council thanked Cllr. Jones (BDBC) for his report.

- ii. Receive the Parish Councils BDBC engagement report; Cllr. Rowley (ODPC Chair)

A meeting was arranged with newly elected BDBC Cllr. Julian Jones to bring him up to date with issues relevant to Oakley and Deane Parish Council (ODPC). Refer to attachment A for the report of the meeting, that took place on the 12th June '24 at the Newfound Pavilion.

51/24 Clerk/Deputy Clerk report and correspondence received

- i. Scheme of delegation to the Clerk, ref. S101 exp. 31st July '24; Request to amend Clerk to Officers following advice from NALC.

The decision was placed to a vote: 4 members in favour and 1 abstaining, the vote carried to amend the current s101 Scheme of delegation from the Clerk to the Officers.

- ii. Members to note the 11th July '24 meeting will include a 2024-25 strategy discussion.

Noted and agreed. The Clerk will circulate an agenda 5th July '24, and implied an earlier meeting start time may be imposed should BDBC Cllr. Harvey confirms to present an BDBC Local Plan update.

52/24 Annual Governance and Accountability Return (AGAR):

- i. Internal Audit conducted by Do the Numbers Ltd; Concluded 10th June '24. Report to be received by the Council with delegation to the Clerk and Finance and Governance committee to evaluate all actions required. Noted and agreed by all members present, see attachment B for a copy.
- ii. To accept the Annual Governance Statement (AGAR) 2024 completed by Do the Numbers Ltd. Noted and agreed by all members present, see attachment C for a copy.

- iii. Audit Accounting Statements – to consider and agree the accounting statement figures.

Section 1:

The 2023/24 Annual Governance Statement (AGAR page 4, section 1) for ODPC was circulated to all members in advance. It is used to review the effectiveness of the system of internal controls and requires a 'Yes' or 'No' response from members to a set of statements (section 1, parts 1-9) during the meeting, read out by the Clerk. Where the response to a statement is 'No', an explanation identifying weaknesses and how will be address was noted:

1. Yes: Agreed by all members present.
2. No: The Risk Assessment was not carried out throughout the year. Agreed by all members present. Action: Risk Assessment reviews dates within 2024/25 will be set by Council, and all meeting (Committee/sub-committee/Working Group) minutes or reports will be acknowledged by full Council monthly.
3. Yes: Agreed by all members present.
4. Yes: Agreed by all members present.
5. Yes: Agreed by all members present.
6. No: Previous internal audits were not a sufficiently thorough audit of the accounting records and control systems. Agreed by all members present. Action: To support this part of the AGAR statement, please refer to the July 13th '23 minutes ref: 57/23 v. appointment of Scribe Accounts software, and Feb 29th '24, ref: 201/24 ii. appointment of Do the Numbers Ltd. as the Councils new Internal Auditor.
7. No: Previous internal audits did not provide a report so actions could not be taken. Agreed by all members present. Action: To support this part of the AGAR statement, please refer to the minutes of Feb 29th '24, ref: 201/24 ii. appointment of Do the Numbers Ltd. as the Councils new Internal Auditor.
8. Yes: Agreed by all members present. Note: The current small claims court case against Smart Technologies Ltd. (Zoran SID) and [REDACTED] was considered to have no impact to this part of the AGAR statement.
9. Yes: Agreed by all members present. Note: As the Council hold no Trust Funds the nonapplicable section was selected for this part of the AGAR statement.

Refer to attachment D for a copy of the completed and accepted 2023/24 Annual Governance Statement signed by the Clerk/RFO and Chair, with the date 20th June 2024 and minute reference 52/24 iii of approval stated.

Section 2:

The 2023/24 Accounting Statements (AGAR page 5, section 2) for ODPC was circulated to all members in advance. Members agreed the accounting statement figures were correct to the best of their knowledge. No conflict of interest was identified concerning the accounting statement. Signed by the Clerk/RFO and Chair, with the date 20th June 2024 and minute reference 52/24 iii of approval stated. Refer to attachment E for a copy of the completed and accepted 2023/24 Accounting Statements

- iv. Electors' Rights – to note the dates of the Exercise of Public Rights as 28th June to 12th August 2024 (30 working days).

Members of the public have Electors Rights to question the Auditor about the accounts and object to the accounts or any item in them. A notice period of 30 working days to do this will be announced by the Council upon submission of all documents to the external auditors, whereby written notice of an objection must first be given to the auditor and a copy sent to the Council. Agreed by all members present, signed by the Clerk/RFO with the date 20th June 2024 stated. Refer to attachment F for a copy of the completed and accepted 2023/24 Electors' Rights document; Under the Accounts and Audit Regulations 2015, this document will be published on the Parish Oakley (Jolly Olly's café) and Deane noticeboards and Parish Council website www.oakleydeane-pc.gov.uk

- v. Statement of Variance 2023-24 for notification only. Noted by all members present.
- vi. Agree all papers to be sent to the external auditor.

It was agreed by all members present that the following documents from the meeting be submitted to the External Auditor, with delegation to the Clerk to call an Extraordinary Meeting for the Council if required to ensure the submission deadline is met by July 1st '24:

- Fully completed sections 1 & 2 of the AGAR
- Notice of the period for the Exercise of Public Rights
- Fully completed Statement of Variance 2023-24
- Annual Internal Audit Report (Do the Numbers Ltd.)
 - Where the Internal Auditor has answered 'No'/'NA'/'Not covered' to any objectives on the Annual Internal Audit Report, explanation to be provided.
 - A copy of or reference to the 29th Feb '24 minutes where the Internal Auditor was appointed with the Do the Numbers Ltd. statement of work (if required).
- Bank reconciliation with:
 - Full explanation of quantified significant variances for each box 2 to 6, 9 and 10
 - Reconciliation of boxes 7 and 8 (if there is a difference)
 - Declaration in respect of trust funds (no difference identified)
 - Declaration in respect to why prior year figures have changed to those declared for the year ended 31 March 2023 (CIL funds received to date)
 - Confirmation there are there are no conflicts of interest.
- An update on the Councils main contact details (if there is a difference).
- A copy of or reference to the June '24 draft minutes to support the AGAR (if required).

53/24 Finance and Governance Committee;

1. Review committee status, reconfirm members and agree monthly meeting dates.

It was agreed by all members present to change the committee status to a Working Group with the same members. This will ensure regular monthly meetings to review/approve the monthly payments submitted by the RFO in advance of the main meetings. The Clerk will send all relevant members diary invites for the year, with the next meeting taking place Wednesday 3rd July '24.

2. Progress update on the adopted NALC standing orders and NALC financial regulations, to be updated on the Council website.

The Clerk has completed the first version of the adopted NALC financial regulations. This is to be reviewed with the new RFO once onboard, and the adopted NALC standing orders will then be adjusted according to match any requirements within the financial regulations before both are added to the Parish Council website www.oakleydeane-pc.gov.uk

3. Hampshire Association of Local Councils (HALC) County Forum Launch 19th June '24; Report

The Chair attended the Forum Launch on behalf of the Council, presentation to be circulated all members once received.

4. **Staffing sub-committee;**

- a. The June 10th '24 Staffing sub-committee meeting minutes to be received.

The report will be received at the 11th July '24 meeting of the council.

- b. Request approval to make an offer to the chosen candidates for the Deputy Clerk (DC) and village Litter Warden (LW) vacancies with start dates to be confirmed.

Deferred to agenda point 64/24 Confidential Matters - Officer Employment

- c. Review sub-committee status and reconfirm members.

It was agreed by all members present to change the sub-committee to a Working Group with the same members. This will ensure regular meetings when required on all staffing matters. Should the need arise a staffing committee in the future one can be temporarily formed eg. During officer appraisals. The Clerk will send all relevant members diary invites for a working group meeting week commencing 24th June '24, to confirm a new Staffing Working Group Chair.

54/24 Update from Responsible Finance Officer (RFO) including payments for approval:

- i. All members agreed to approve payments for May-June 2024. Refer to attachment G for a copy of the approved payments. It was also agreed that Cllr. Condliffe to approve all Bank transfers for June '24.
- ii. An update concerning our current budget with spend and income review was noted. Refer to attachment H for a copy of the noted June '24 budget, spend and income review.

55/24 Planning Committee:

- i. The June 6th Planning Committee meeting minutes to be received. The Clerk highlighted a typing error to the agenda, the meeting minutes of the 16th May '24 were to be received. Noted by all members present.
- ii. The planning applications and decisions report was received.

56/24 IT Projects:

- i. To receive the IT Working Group response to the 2024 Internal Auditor report.

Circulated to all members in advance; The IT Working Group response sent by Cllr. Rowley to the Internal Auditor following receipt of the completed report was noted and will be included as part of the public minutes, to include a follow up email to Council sent on the 13th Jun '24 subject, IT: Cyber Essentials Research. It was also noted that the Clerk has responded to Cllr. Rowley in relation to the IT Working Group response, this will also be included on the public record. Refer to attachment I for a copy of both responses and the email.

- ii. To receive PC Collaboration platform, transition report with a request to convert Microsoft 365 payment to the Council credit card. Refer to the minutes of the March meeting, agenda point 213/23 and May meeting, agenda point 34/24 i. for further details.

A verbal report was given by Cllr. Rowley confirming the transition has now been completed. The request to move the Microsoft 365 payment to the Council Credit card was approved.

57/24 Parish Burial Ground:

- i. Request approval to subscribe and access information from the Institute of Cemetery and Crematorium Management (ICCM). Annual membership currently £100. Approved by members present, delegated to the Clerk.

- ii. Noted for awareness: The Well House will be replacing the old fencing along the burial ground boundary, with post and rail covered by chicken wire. This will match the rest of their boundary fencing. No plots will be disturbed while the work is undertaken and the Clerk (Burial Officer) will issue a notice onsite in advance of work commencing.

58/24 Oakley Allotments:

- i. Request approval of £33.00 (after 6pm £11 per hour) with delegation to the Clerk (Allotment Officer) to organise an Oakley allotment holder meeting in Monday 15th July '24, to be hosted at the Andover Road Hall. Approved by members present, noted that the Working Group meeting will take place 25th June '24.
- ii. Request approval to adopt the National Allotment Keepers Society lease agreement and notice of GDPR template, to be used for all Oakley allotment keepers.

The decision was placed to a vote: 3 members in favour and 2 abstaining, the vote carried to adopt the NAKS lease agreement, to be compared against the BDBC version and the existing Council's version. Any changes made to the NAKS lease agreement are to be approved at the July '24 meeting. Delegated to the Clerk to be reviewed at the July meeting.

Noted: Allotment Report from co-opted member Mr. Harding.

59/24 Community Engagement:

- i. Oakley Wellbeing Forum; Ref. Feb '24 agenda point 190/23 Oakley Support Network, for further details. Verbal update following meeting taking place Monday 17th June to determine Clerks involvement moving forward and to approve an Officer attending the Launch event.

****Agenda point 59/24 i. was moved up to the start of the meeting to accommodate any questions from members present to be answered from Mrs. Knight, Evergreen Advocate with Oakley and Wootton St. Lawrence Church.*** A verbal report was given by the Clerk, confirming agreement for the Clerk to attend and open the Oakley Wellbeing Forum launch on July 1st '24. It was agreed that until the launch takes place, it is unclear if the Clerk will be required to attend regular meetings and what form they will take. No further questions.

- ii. Following the recent 18th May '24 'Nature Walk' event relaunching the Oakley Nature Trail; Review events proposal to encourage awareness and support for our local biodiversity.

Circulated to all members in advance, Cllr. Wain submitted a proposed calendar of events for the remainder of 2024/25. The following was agreed by all members present in relation to the following points:

1. The proposed Veolia booking date of July 11th '24 was deemed too soon for the appropriate planning and advertising. Further information was required.
2. Referring to report points a-g:
 - Any event dates proposed for July were deemed too soon for the appropriate timescales to plan, advertise and host any events.
 - A proposal for any events past August '24 (due to the holiday season) should be brought to the July '24 meeting for approval,

It was recommended a Working Group should meet in advance of the July '24 meeting if possible. A report on Thermal Camera bookings for the winter season is to be included.

MEETING PAUSED: To allow Cllr. Ellison to join the meeting.

60/24 Local Environment:

- i. Highways matters for review;

- a. Oakley traffic calming measures report.

Cllr. Rowley and the Clerk met with residents concerning speeding in Oakley, and the need to update highways signage following development in the Parish. It was agreed that should a group of residents be able to set up and run Speed Watch, the Council will support this. Mr. Rowley (separate to the Parish Council) is also working with Neighbourhood Watch. Speed Watch teams use handheld radar equipment at pre-identified locations to check vehicle speeds. Registration numbers and makes of vehicles exceeding the local speed limit are recorded. Residents are welcome to contact the Clerk for additional information. A progress update will be given at the July '24 meeting.

- b. Request approval to charge no more than £300 to the Lengthsman fund; Repair and cleaning of the St. John's (opposite Springfield) bus stop by RC Saunders Ltd. Approved by members present, delegated to the Clerk.

- ii. Neighbourhood Watch; Update to be received from Mr. Alex Rowley, Oakley area coordinator and committee member for Basingstoke and Deane district. (Separate to the Parish Council)

The new Oakley Neighbourhood Watch (NW) scheme is based on community and wellbeing not just reporting crime, the aim is to create a better place to live. Phase one has commenced to encourage local residents to sign up as NW volunteers. Phase two will see the launch event on June 2nd '24. Mr. Rowley hopes to see Oakley's old NW signs freshly updated in due course.

- iii. Request approval to purchase a new strimmer for the Parish handyman to use at a cost of no more than £200, as the current strimmer's are not in a usable state. Approved by all members present, delegated to the Clerk meeting with the Handyman 25th June '24.

61/24 Sports Grounds and Play Areas:

Reports relate to the sports grounds and pavilions in Newfound (NF) and Peter Houseman (PH), facilities at Beach Park (BP) and the play areas on Avon Road (ARPA) and Upper Farm Road (UFRPA).

- i. Request approval on the updated quote to order 3 blue and 1 black Trojan bins for NF and PH sports grounds, via the Bin Shop Ltd. at £636.65, and increase of £162.16 ex. vat (approved, May minute ref. 37/24 b.)

Cllr. Ellison highted a typing error to the agenda, the Trojan bins are to be used at NF, UFRPA and ARPA not PH sports grounds. Approved by all members present, delegated to the Clerk.

- ii. Retrospective approval of £400 for Tree Surgeon Simon Warner to cut back the NF entrance tree/hedge line to improve the line of site for vehicles exiting the grounds. Conducted under Delegation S101. Noted.

- iii. Request approval for KLG Ltd to install new septic tank ground frames and covers, that have been noted and reported as damaged. Quote ref. 19666 £276. Approved by all members present, delegated to the Clerk.

- iv. Request approval of £125 for the Parish Handyman to clear the edges of the PH and NF car parks following recent weather conditions, causing a building up of natural debris.

Cllr. Ellison highlighted a typing error to the agenda, the car parks to be cleaned are BP and NF not the PH sports grounds. Approved by all members present, delegated to the Clerk.
- v. Request approval of £160 for RC Saunders Ltd Quote (QTE515). to repair fire damage to one of the PH waste bins. Decision required to repair or replace the bin. Approved by all members present to mend the bin, delegated to the Clerk.
- vi. Oakley Football Club events at PH: Oakley FC U12 'Raders' held their end of season event on the 13th June '24, the Oakley FC U15 'Thunder' event will take place 6th July '24 followed by the Oakley Youth Football Club (OYFC) Awards on 14th July '24. Noted by members present.
- vii. Private hire events at PH have been confirmed on the 13th July '24 and 27th July '24. Please refer to the Council's website for our NF and PH facility hire rates. Noted by members present.
- viii. Please note the following dates for awareness only:
 - a. ETC Sports Surfaces Ltd. will be cleaning the BP tennis Courts over the 17th and 18th June '24. During this time the courts will be closed to the public. Noted by members present.
 - b. Infinity Playgrounds will be installing a new Spinning Bowl in BP on the 17th June '24, and Ava Recreation Ltd. a new metal Football Goal with matting at ARPA on the 21st June '24. During this time the necessary play areas will be closed to the public. Noted by members present, along with a proposal to be brought to the July '24 meeting to paid for the equipment and installation with CIL funds.
 - c. The Parish Council's handyman is scheduled to repaint the BP junior play equipment week commencing 1st July '24. During this time (expecting 7 days weather dependant) the equipment will be closed off to the public. Noted by members present.

Council Confidential Matters 9:10 PM

The Council have the right: To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential contractual and staffing matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

All members of the public departed the meeting, including the Council's Finance Assistant..

NOTE: The Chair proposed to move up agenda point 63/24 Confidential – Newfound to allow BDBC Cllr. Jones to give a confidential report, this was agreed by all members. Refer to this section of the agenda for the minutes relating to this discussion.

62/24 Confidential – Peter Housman
Confidential matters, content and supporting attachments removed.

63/24 Confidential – Newfound
Confidential matters, content and supporting attachments removed.

64/24 Confidential matters – Officer Employment
Confidential matters, content and supporting attachments removed.

Council Meeting CLOSED 9:10 PM

Next meeting scheduled for 11th July 2024 to be held at Newfound Pavilion

Attachment A: Meeting with BDBC Cllr. Jones

**Meeting with Julian Jones Basingstoke & Deane Borough Councillor
12th June 2024, Newfound Pavilion**

Present: Alex Rowley (Chair of Oakley & Deane Parish Council) and Helen Meyer (Deputy Clerk of Oakley & Deane Parish Council)

A meeting was arranged with newly elected BDBC Cllr. Julian Jones to bring him up to date with issues relevant to ODPC:

- **Newfound**
 - *Confidential matters, content removed.*
- **Grass Cutting**
 - Mentioned resident's concern about the late grass cutting. Could ODPC get a schedule?
 - Explained the situation around the grass cutting/trimming of Upper Farm Rd play area, and Avon Rd play area. These are ODPC owned parks, but BDBC cut the grass.
 - Sometimes BDBC dispute their responsibility to cut the grass in these areas, but ODPC has letters confirming they cut the grass.
- **Local Plan**
 - Looking to get an update asap. Key to keep strategic gaps around Oakley.
 - Manydown North – proper screening from Newfound looking towards Basingstoke.
- **Flooding**
 - HCC responsibility, but wanted to make Julian aware of flooding hotspots – eg Pack Lane bridges, Station Rd, Oakley Lane outside the school
- **North Waltham Rd**
 - Condition of road needs to be improved
- **Planning**
 - Spoke about Sainfoin Lane and Andover Rd Neighbourhood plan allocations
 - Allotments issues relating to Andover Rd development
 - Julian will be cc'd into Planning agendas, but ODPC will email him directly if he needs to be informed about a specific planning applications.
 - Julian is on the BDBC Development Control Committee

Attachment B: 2024 Internal Audit report, conducted by Do the Numbers Ltd.

Do the Numbers Limited

10th June 2024

Nicola Beere, Clerk
Oakley and Deane Parish Council

Dear Nicola,

Subject: Review of matters arising from Internal Audit for 31 March 2024

Following my visits today and earlier in the year, please find below the list of matters arising.

The officers and members should work through each point on this and the interim report over the coming months and next year will hopefully run much more smoothly.

The internal audit was carried out in accordance with the requirements of the [Audit and Accounts Regulations 2015](#) and the guidance and instruction in the [Practitioners Guide 2024](#)

Test	Matter arising	Recommended Action
A	<i>Appropriate accounting records have been properly kept throughout the financial year</i>	
Payments listing	The payment listing included in the minutes is incomplete and not derived from the Scribe software.	Please ensure that all payments, including wages and recurring payments are minuted and approved by members.
Credit card	The outgoing RFO has a credit card whose statement does not appear to be being checked by members.	The Proper Officer and the new RFO should have access to cards with appropriate limits and controls.
Grants	The council does not appear to have a grant application form or policy on its website.	All grants to external groups should be based on a best practice policy such as this one
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Standing Orders	The standing orders on the council website date back to 2017 and do not appear to be based on the model.	At the May meeting the council should adopt the latest model (which has been checked by the sector bodies) and annually thereafter.
Financial regulations	The Fin Regs used by the council are not in accordance with the updated model.	The new model document should be adopted in its entirety in advance of approval of the AGAR
Confidential minutes	All decisions taken in closed session must have a clearly minuted rationale and a minuted summary.	Any decision that is not minuted is not binding on the council or the officers.
Staffing 'committee'	This grouping appears to meet without officers present and does not produce agendas or minutes. It is therefore not eligible to make decisions for the council.	With the current staffing situation, great care must be taken to ensure that all decisions are clearly minuted at properly convened meetings
Planning committee	This committee has significant numbers of inquorate meetings.	Absorbing most meetings into full council will reduce officer hours.
Audit reports	The previous internal auditor does not appear to have issued management reports.	Please ensure that action plans from all audit reports are agreed and minuted.

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Registered in England No. 7871759

Director: Eleanor S Greene

C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Contingent liabilities	The council has an ongoing insurance claim which is in the hands of its insurers.	This should be monitored quarterly for progress.
Policies	The list of policies on the website does not include review dates. There is no evidence of policy reviews being completed in the year.	The council should seek to use best practice documents rather than customised and link to legislation where relevant.
Cloud data storage	The council has migrated its web storage and email to Microsoft 365 but it does not appear that the Executive Officers took the final decisions on layout and content.	Each officer should have a single email account, based on their job title. All directory trees and content should be managed by officers.
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
Budget and precept	When the precept was approved, the value was not minuted and the budget not included as a page of the signed minutes.	Please ensure that this is done next year and that budget monitoring reports from Scribe are in the minutes.
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
Allotment income	Allotment rental forms do not appear to have been reviewed recently.	The council should consider joining the National Allotment Society for resource access.
Burials	The burial paperwork does not appear to have been reviewed in the year.	The council should consider joining the ICCM to access best practice resources
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Cash income	The council receives cash donations at events, but they are promptly banked.	The council correctly does not operate an imprest account.
G	<i>Salaries to employees and allowances to members we paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied</i>	
Payroll system	Wages payments are not being approved by councillors	Every payment, particularly salaries and wages need to be approved
Pension compliance	The council has a NEST scheme into which no staff are currently enrolled.	Opt out letters for current staff should be properly filed and the offer to opt in made available to incoming officers.
Employee contracts	The council has expended considerable resources and officer time amending the model contract for all staff.	The council should immediately adopt the NALC or SLCC Green Book model for all staff, without amendments that could be illegal.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council now	comply with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank reconciliation	It does not appear that members are checking the Scribe balance back to the third party document.	All councillors in rotation should initial the ledger balance back to each of the statements.
Payment	The payment listing included in the	Officers should seek out best

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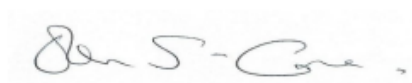
Registered in England No. 7871759

Director: Eleanor S Greene

listing	minutes for approval is incomplete.	practice to choose the best Scribe report to record all payments in the minutes.
<i>J</i>	<i>Accounting statements prepared during the year were prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail and debtors and creditors recorded.</i>	
	The records of the council comply	with this test
<i>K</i>	<i>Certified Exempt in prior year</i>	
	Not applicable to this council	
<i>L</i>	<i>Transparency Code</i>	
Website content	The website of the council contains significant amounts of community information reducing transparency.	Over the coming months, the offices should rationalise content and remove duplication.
<i>M</i>	<i>Public Rights</i>	
	The records of the council now	comply with this test
<i>N</i>	<i>Publication of prior year AGAR</i>	
	The records of the council comply	with this test
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this council	
<i>P</i>	<i>Borrowing</i>	
	No longer applicable to this council	

Please find enclosed my bill for the agreed fee.
If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

Annual Internal Audit Report 2023/24

DRAFT 650 10/11/24

OAKLEY AND DONNEHO PARISH COUNCIL

ENTER YOUR LOCAL COUNCIL WEBSITE/WEBPAGE ADDRESS
Oakleydeane-PC.gov.uk

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			NOT USCD
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			N/A
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 21/3/24, 10/6/24
 Name of person who carried out the internal audit: CLARE S. GIBSON AIC/A

Signature of person who carried out the internal audit: [Signature] Date: 10/6/24

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).
 **Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

OAKLEY AND DEANE PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. 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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (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.	<input type="checkbox"/>	<input type="checkbox"/>	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

20th June 2024

and recorded as minute reference:

June 52/24

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

A. [Signature]

Clerk

[Signature]

www.oakleydeane-pc.gov.uk

Section 2 – Accounting Statements 2023/24 for

OAKLEY AND DEANE PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	115,859	131,626	<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i> <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	105,575	114,000	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	49,109	323,924	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	53,597	50,924	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	4,942	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	80,377	122,348	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	131,626	396,278	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	137,918	388,847	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	1,076,248	1,068,600	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>
11b. Disclosure note re Trust funds (including charitable)			✓	<i>The figures in the accounting statements above exclude any Trust transactions.</i>

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

[Signature]

Date

20th June 2024

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2024

as recorded in minute reference:

52/24 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved


[Signature] A Rowland

Name of Smaller authority: The Parish of Oakley and Deane

**NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF
UNAUDITED ANNUAL GOVERNANCE &
ACCOUNTABILITY RETURN**

ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024

**Local Audit and Accountability Act 2014 Sections 26 and 27
The Accounts and Audit Regulations 2015 (SI 2015/234)**

NOTICE	NOTES
<p>1. Date of announcement <u> 20th June 2024 </u> (a)</p> <p>2. Each year the smaller authority's Annual Governance and Accountability Return (AGAR) needs to be reviewed by an external auditor appointed by Smaller Authorities' Audit Appointments Ltd. The unaudited AGAR has been published with this notice. As it has yet to be reviewed by the appointed auditor, it is subject to change as a result of that review.</p> <p>Any person interested has the right to inspect and make copies of the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records must be made available for inspection by any person interested. For the year ended 31 March 2023, these documents will be available on reasonable notice by application to:</p> <p>(b) <u> accounts@oakleydeane-pc.gov.uk </u> <u> clerk@oakleydeane-pc.gov.uk </u> <u> 07983 500372 </u></p> <p>commencing on (c) <u> 28th June 2024 </u></p> <p>and ending on (d) <u> 12th August 2024 </u></p> <p>3. Local government electors and their representatives also have:</p> <ul style="list-style-type: none">• The opportunity to question the appointed auditor about the accounting records; and• The right to make an objection which concerns a matter in respect of which the appointed auditor could either make a public interest report or apply to the court for a declaration that an item of account is unlawful. Written notice of an objection must first be given to the auditor and a copy sent to the smaller authority. <p>The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.</p> <p>4. The smaller authority's AGAR is subject to review by the appointed auditor under the provisions of the Local Audit and Accountability Act 2014, the Accounts and Audit Regulations 2015 and the NAO's Code of Audit Practice 2015. The appointed auditor is:</p> <p>BDO LLP Arcadia House Maritime Walk Ocean Village Southampton SO14 3TL ✉ councilaudits@bdo.co.uk</p> <p></p> <p>5. This announcement is made by (e) _____</p>	<p>(a) Insert date of placing of the notice which must be not less than 1 day before the date in (c) below</p> <p>(b) Insert name, position and address/telephone number/ email address, as appropriate, of the Clerk or other person to which any person may apply to inspect the accounts</p> <p>(c) Insert date, which must be at least 1 day after the date of announcement in (a) above and at least 30 working days before the date appointed in (d) below</p> <p>(d) The inspection period between (c) and (d) must be 30 working days inclusive and must include the first 10 working days of July.</p> <p>(e) Insert name and position of person placing the notice – this person must be the responsible financial officer for the smaller authority</p>

LOCAL AUTHORITY ACCOUNTS: A SUMMARY OF YOUR RIGHTS

Please note that this summary applies to all relevant smaller authorities, including local councils, internal drainage boards and 'other' smaller authorities.

The basic position

The [Local Audit and Accountability Act 2014](#) (the Act) governs the work of auditors appointed to smaller authorities. This summary explains the provisions contained in Sections 26 and 27 of the Act. The Act and the [Accounts and Audit Regulations 2015](#) also cover the duties, responsibilities and rights of smaller authorities, other organisations and the public concerning the accounts being audited.

As a local elector, or an interested person, you have certain legal rights in respect of the accounting records of smaller authorities. As an interested person you can inspect accounting records and related documents. If you are a local government elector for the area to which the accounts relate you can also ask questions about the accounts and object to them. You do not have to pay directly for exercising your rights. However, any resulting costs incurred by the smaller authority form part of its running costs. Therefore, indirectly, local residents pay for the cost of you exercising your rights through their council tax.

The right to inspect the accounting records

Any interested person can inspect the accounting records, which includes but is not limited to local electors. You can inspect the accounting records for the financial year to which the audit relates and all books, deeds, contracts, bills, vouchers, receipts and other documents relating to those records. You can copy all, or part, of these records or documents. Your inspection must be about the accounts, or relate to an item in the accounts. You cannot, for example, inspect or copy documents unrelated to the accounts, or that include personal information (Section 26 (6) – (10) of the Act explains what is meant by personal information). You cannot inspect information which is protected by commercial confidentiality. This is information which would prejudice commercial confidentiality if it was released to the public and there is not, set against this, a very strong reason in the public interest why it should nevertheless be disclosed.

When smaller authorities have finished preparing accounts for the financial year and approved them, they must publish them (including on a website). There must be a 30 working day period, called the 'period for the exercise of public rights', during which you can exercise your statutory right to inspect the accounting records. Smaller authorities must tell the public, including advertising this on their website, that the accounting records and related documents are available to inspect. By arrangement you will then have 30 working days to inspect and make copies of the accounting records. You may have to pay a copying charge. The 30 working day period must include a common period of inspection during which all smaller authorities' accounting records are available to inspect. This will be 3-14 July 2023 for 2022-23 accounts. The advertisement must set out the dates of the period for the exercise of public rights, how you can communicate to the smaller authority that you wish to inspect the accounting records and related documents, the name and address of the auditor, and the relevant legislation that governs the inspection of accounts and objections.

The right to ask the auditor questions about the accounting records

You should first ask your smaller authority about the accounting records, since they hold all the details. If you are a local elector, your right to ask questions of the external auditor is enshrined in law. However, while the auditor will answer your questions where possible, they are not always obliged to do so. For example, the question might be better answered by another organisation, require investigation beyond the auditor's remit, or involve disproportionate cost (which is borne by the local taxpayer). Give your smaller authority the opportunity first to explain anything in the accounting records that you are unsure about. If you are not satisfied with their explanation, you can question the external auditor about the accounting records.

The law limits the time available for you formally to ask questions. This must be done in the period for the exercise of public rights, so let the external auditor know your concern as soon as possible. The advertisement or notice that tells you the accounting records are available to inspect will also give the period for the exercise of public rights during which you may ask the auditor questions, which here means formally asking questions under the Act. You can ask someone to represent you when asking the external auditor questions.

Before you ask the external auditor any questions, inspect the accounting records fully, so you know what they contain. Please remember that you cannot formally ask questions, under the Act, after the end of the period for the exercise of public rights. You may ask your smaller authority other questions about their accounts for any year, at any time. But these are not questions under the Act.

You can ask the external auditor questions about an item in the accounting records for the financial year being audited. However, your right to ask the external auditor questions is limited. The external auditor can only answer 'what' questions, not 'why' questions. The external auditor cannot answer questions about policies, finances, procedures or anything else unless it is directly relevant to an item in the accounting records. Remember that your questions must always be about facts, not opinions. To avoid misunderstanding, we recommend that you always put your questions in writing.

The right to make objections at audit

You have inspected the accounting records and asked your questions of the smaller authority. Now you may wish to object to the accounts on the basis that an item in them is in your view unlawful or there are matters of wider concern arising from the smaller authority's finances. A local government elector can ask the external auditor to apply to the High Court for a declaration that an item of account is unlawful, or to issue a report on matters which are in the public interest. You must tell the external auditor which specific item in the accounts you object to and why you think the item is unlawful, or why you think that a public interest report should be made about it. You must provide the external auditor with the evidence you have to support your objection. Disagreeing with income or spending does not make it unlawful. To object to the accounts you must write to the external auditor stating you want to make an objection, including the information and evidence below and you must send a copy to the smaller authority. The notice must include:

- confirmation that you are an elector in the smaller authority's area;
- why you are objecting to the accounts and the facts on which you rely;
- details of any item in the accounts that you think is unlawful; and
- details of any matter about which you think the external auditor should make a public interest report.

Other than it must be in writing, there is no set format for objecting. You can only ask the external auditor to act within the powers available under the [Local Audit and Accountability Act 2014](#).

A final word

You may not use this 'right to object' to make a personal complaint or claim against your smaller authority. You should take such complaints to your local Citizens' Advice Bureau, local Law Centre or to your solicitor. Smaller authorities, and so local taxpayers, meet the costs of dealing with questions and objections. In deciding whether to take your objection forward, one of a series of factors the auditor must take into account is the cost that will be involved, they will only continue with the objection if it is in the public interest to do so. They may also decide not to consider an objection if they think that it is frivolous or vexatious, or if it repeats an objection already considered. If you appeal to the courts against an auditor's decision not to apply to the courts for a declaration that an item of account is unlawful, you will have to pay for the action yourself.

For more detailed guidance on public rights and the special powers of auditors, copies of the publication [Local authority accounts: A guide to your rights](#) are available from the NAO website.

If you wish to contact your authority's appointed external auditor please write to the address in paragraph 4 of the *Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return*.

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Oakley and Deane Parish Council
---------------------------	---------------------------------


I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
20/06/2024	52/24

Signed (Clerk/RFO) 
Print Name NICOLA E S-L BEERE

Signed (Chair) 
Print Name Alex Rowley

Oakley & Deane Parish Council
Reconciliation between Box 7 and Box 8
31/03/2024

This report explains the difference between the total balance in Box 7 and the cash balance in Box 8 by showing the totals for each type of adjustment, the details of which can be listed using the Adjustments report. It deducts the additional assets which have been included on the balance sheet and adds back in the liabilities to arrive at the balance for actual cash and short term investments. This only applies to Annual Returns prepared on Income and Expenditure basis

	<i>Amount</i>	<i>Amount</i>
Box 7 - Balances carried forward		396,278.14
Debtors	4,797.54	
Prepayments	1,967.54	
Stocks and Stores		
VAT Recoverable	4,795.31	
TOTAL DEDUCTIONS		11,560.39
Creditors	4,129.57	
Receipts in Advance		
Doubtful Debts		
TOTAL ADDITIONS		4,129.57
Box 8 - Total cash and short term investments		388,847.32

A Rowl
20/06/24

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance	Explanation required
	31-Mar-23	31-Mar-24				
1. Balances brought forward	115,858.70	131,626.30			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.	
2. (+) Precept or Rates and Levies	105,575.00	114,000.00	8425	8%	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
3. (+) Total other receipts	49,109.13	323,924.12	274814.99	560%	Total amount of precept (or for LBs rates and levies) received or receivable in the year. Exclude any grants received.	No explanation required
4. (-) Staff costs	53,597.17	50,924.37	-2672.8	-5%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	Please explain within the relevant tabs
5. (-) Loan interest/capital repayments	4,942.36	-	-4942.36	-100%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	No explanation required
6. (-) All other payments	80,377.00	122,347.91	41970.91	52%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).	Please explain within the relevant tabs
7. (=) Balances carried forward	131,626.30	396,278.14			Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	Please explain within the relevant tabs
8. Total value of cash and short term investments	Bal c/f checker 137,918.42	Bal c/f checker 388,847.32			Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	Please explain in the Reserves tab
9. Total fixed assets plus long term investments and assets	1,076,248.00	1,068,600.00	-7648	-1%	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March. To agree with bank reconciliation.	
10. Total borrowings	0	0	0	0%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.	No explanation required
					The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).	No explanation required

A Ross
20/06/24

Attachment G - copy of the approved payments May-June 2024.

15 June 2024 (2024 - 2025)

Oakley & Deane Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		388,847.32
	ADD Receipts 01/04/2024 - 31/05/2024		229,848.21
	SUBTRACT Payments 01/04/2024 - 31/05/2024		618,695.53
	Cash in Hand 31/05/2024 (per Cash Book)		22,451.82
B	Cash in hand per Bank Statements		
	Petty Cash 31/05/2024	0.00	
	Lloyds Bank Treasurer's Account 31/05/2024	215,484.48	
	Lloyds Bank Business Bank Instant 31/05/2024	24,200.41	
	The Public Sector Deposit Fund 31/05/2024	353,146.73	
	Basingstoke & Deane Borough Council 01/04/2024	3,412.09	
	Lloyds Bank Business Credit Card 15/05/2024	0.00	
			596,243.71
	Less unrepresented payments		
			596,243.71
Plus unrepresented receipts			
Adjusted Bank Balance		596,243.71	
A = B Checks out OK			

Bank Transfers

Transfers are similar to ordinary transactions, but relate wholly to movements of money within the Council, rather than receipts or payments by the Council. These are easy to forget, but are essential to providing a comprehensive account of the Council's monetary position.

Date	Amount	From Bank	To Bank	Comment
21/06/2024 00:00:00	160000.00	Lloyds Bank Treasurer's Account	The Public Sector Deposit Fund	Transfer of surplus funds to CLLA account
15/05/2024 00:00:00	223.63	Lloyds Bank Treasurer's Account	Lloyds Bank Business Credit Card	DD to settle credit card balance in full (statement 1st May)
15/04/2024 00:00:00	198.83	Lloyds Bank Treasurer's Account	Lloyds Bank Business Credit Card	Transfer to settle credit card balance in full (DD)
10/04/2024 00:00:00	5000.00	Lloyds Bank Business Bank Instant Saver	Lloyds Bank Treasurer's Account	Transfer from savings to current account to fund 3rd party payments



Oakley & Deane Parish Council
PAYMENTS LIST

12 June 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
41	02/05/2024		Lloyds Bank Treasur		Rent payable for garage storage	Sovereign Housing	S	47.62	9.53	57.15
45	07/05/2024		Lloyds Bank Treasur		Water charges for Newfound sq	Castle Water Ltd	S	9.82	1.96	11.78
24	09/05/2024		Lloyds Bank Treasur		Cleaning supplies	Hampshire County Council	S	1.74	0.35	2.09
28	09/05/2024		Lloyds Bank Treasur		Local Council Governance cour:	Hampshire Association of L	S	144.00	28.80	172.80
34	09/05/2024		Lloyds Bank Treasur		Contracted Finance Assistant h	Victoria Moody	X	320.00		320.00
36	09/05/2024		Lloyds Bank Treasur		Data Architecture and Scoping	Cloudy Group Ltd	S	97.50	19.50	117.00
44	09/05/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	296.73		296.73
38	09/05/2024		Lloyds Bank Treasur		Fencing and maintenance at Nr	Nicola Beere	S	18.32	3.67	21.99
33	09/05/2024		Lloyds Bank Treasur		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	768.00
35	09/05/2024		Lloyds Bank Treasur		Beach Park Grounds Maintenan	Scottell Landscapes Ltd	S	530.00	106.00	636.00
29	09/05/2024		Lloyds Bank Treasur		Grounds maintenance	Scottell Landscapes Ltd	S	296.66	59.33	355.99
30	09/05/2024		Lloyds Bank Treasur		Grounds maintenance	Larkstel Ltd	S	2,221.33	444.27	2,665.60
39	09/05/2024		Lloyds Bank Treasur		PC merchandise: tea towels	Countryside Art Ltd	S	243.84	48.77	292.61
44	09/05/2024		Lloyds Bank Treasur		Income Tax & NI contributions	HMRC	E	6.96		6.96
24	09/05/2024		Lloyds Bank Treasur		Cleaning supplies	Hampshire County Council	S	42.50	8.50	51.00
27	09/05/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	162.00		162.00
26	09/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thurst	Helen Meyer	X	50.00		50.00
27	09/05/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	240.00		240.00
26	09/05/2024		Lloyds Bank Treasur		Groceries for Newfound Thurst	Helen Meyer	X	33.00		33.00

Oakley & Deane Parish Council
PAYMENTS LIST

12 June 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
31	09/05/2024		Lloyds Bank Treasury		Rent paid to Malshanger Estate	Malshanger Estates	E	328.00		328.00
42	09/05/2024		Lloyds Bank Treasury		Electricity usage at Peter House	Octopus Energy Ltd	L	101.73	5.09	106.82
43	09/05/2024		Lloyds Bank Treasury		Electricity and gas usage at New	Octopus Energy Ltd	L	159.22	7.96	167.18
43	09/05/2024		Lloyds Bank Treasury		Electricity and gas usage at New	Octopus Energy Ltd	L	141.52	7.07	148.59
38	09/05/2024		Lloyds Bank Treasury		Fencing and maintenance at New	Nicola Beere	S	31.25	6.25	37.50
38	09/05/2024		Lloyds Bank Treasury		Fencing and maintenance at New	Nicola Beere	S	48.31	9.66	57.97
37	09/05/2024		Lloyds Bank Treasury		Weedkiller for allotments	Stephen Harding	X	34.99		95.47
26	09/05/2024		Lloyds Bank Treasury		Groceries for Newfound Thursd	Helen Meyer	E	29.39		34.99
26	09/05/2024		Lloyds Bank Treasury		Groceries for Newfound Thursd	Helen Meyer	E	29.39		34.99
40	10/05/2024		Lloyds Bank Treasury		BT Cloud Voice service for cler	British Telecommunications	S	42.93	8.59	51.52
25	10/05/2024		Lloyds Bank Treasury		Groceries for APN and Newfour	Alex Rowley	E	9.99		51.52
25	10/05/2024		Lloyds Bank Treasury		Groceries for APN and Newfour	Alex Rowley	S	8.78	1.76	9.99
25	10/05/2024		Lloyds Bank Treasury		Groceries for APN and Newfour	Alex Rowley	E	30.45		10.54
57	15/05/2024		Lloyds Bank Business		Starlink internet contract	Starlink Internet Services L	S	62.50	12.50	30.45
56	15/05/2024		Lloyds Bank Business		Printer ink for RFO	HP Instant Ink	S	4.57	0.92	50.98
46	17/05/2024		Lloyds Bank Treasury		Water charges for Peter House	Castle Water Ltd	S	14.83	2.97	75.00
47	21/05/2024		Lloyds Bank Treasury		Website hosting	Hugo Fox Ltd	S	9.99	2.00	5.49
32	22/05/2024		Lloyds Bank Treasury		Hire of Junior school hall for Af	Oakley Church of England	E	48.00		17.80
49	28/05/2024		Lloyds Bank Treasury		Clerk & deputy clerk mobile ph	EE Limited	S	15.72	3.14	17.80
48	28/05/2024		Lloyds Bank Treasury		Water charges for Newfound sq	Castle Water Ltd	S	4.17	0.83	11.99
54	29/05/2024		Lloyds Bank Treasury		Emptying of litter bins	RC Saunders Limited	S	640.00	128.00	48.00
55	29/05/2024		Lloyds Bank Treasury		Emptying of litter bins	RC Saunders Limited	S	400.00	80.00	18.86
										5.00
										768.00
										768.00
										480.00
										480.00

Oakley & Deane Parish Council
PAYMENTS LIST

12 June 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
50 Staff costs	30/05/2024		Lloyds Bank Treasury		Clerk salary payment	Nicola Beere	E	1,394.41		1,394.41
51 Staff costs	30/05/2024		Lloyds Bank Treasury		Deputy clerk salary payment	Helen Meyer	E	1,027.12		1,394.41
52 Staff costs	30/05/2024		Lloyds Bank Treasury		Litter warden salary payment	Stephen Dyer	E	808.46		1,027.12
51 Staff allowances	30/05/2024		Lloyds Bank Treasury		Deputy clerk salary payment	Helen Meyer	E	50.00		808.46
50 Staff allowances	30/05/2024		Lloyds Bank Treasury		Clerk salary payment	Nicola Beere	E	70.00		50.00
Total								10,928.08	1,135.42	12,063.50
								70.00		70.00

Oakley & Deane Parish Council RECEIPTS LIST

12 June 2024 (2024 - 2025)

Youcher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
10 VAT Refund	01/05/2024		Lloyds Bank Treasur		VAT refund	HMRC	R		0.99	0.99
11 Electricity	03/05/2024		Lloyds Bank Treasur		Oakley FC electricity floodlights	Oakley Youth FC	X	87.42		87.42
12 Burial fees	07/05/2024		Lloyds Bank Treasur		Burial fees	Spencer & Peyton Ltd	E	100.00		100.00
13 Burial fees	07/05/2024		Lloyds Bank Treasur		Burial fees	Spencer & Peyton Ltd	E	300.00		300.00
18 Interest	09/05/2024		Lloyds Bank Business		Deposit account interest credit	Lloyds	E	25.83		25.83
14 Burial fees	14/05/2024		Lloyds Bank Treasur		Burial fees	Spencer & Peyton Ltd	E	450.00		450.00
17 Hire fees: sports teams	15/05/2024		Lloyds Bank Treasur		Oakley Bridge Club retainer	Oakley Bridge Club	E	10.00		10.00
16 VAT Refund	15/05/2024		Lloyds Bank Treasur		VAT refund	HMRC	R		4,797.54	4,797.54
Total								973.25	4,798.53	5,771.78

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

20 June 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59	21/06/2024		Lloyds Bank Treasur		What You Need to Know traini	Hampshire Association of L	S	98.00	19.60	117.60
60	21/06/2024		Lloyds Bank Treasur		SLCC joining and membership f	The Society of Local Counc	E	200.00		200.00
70	21/06/2024		Lloyds Bank Treasur		Scribe Accounts annual subscri	Starboard Systems Ltd Va :	S	660.00	132.00	792.00
63	21/06/2024		Lloyds Bank Treasur		Internal audit fee	Do The Numbers Ltd	X	750.00		750.00
71	21/06/2024		Lloyds Bank Treasur		Contracted Finance Assistant h	Victoria Moody	X	490.00		490.00
74	21/06/2024		Lloyds Bank Treasur		Email password changing prior	Vision ICT Ltd	S	35.00	7.00	42.00
67	21/06/2024		Lloyds Bank Treasur		Emptying of filter bins	RC Saunders Limited	S	240.00	48.00	288.00
64	21/06/2024		Lloyds Bank Treasur		Grounds maintenance	Larkstel Ltd	S	2,641.33	528.27	3,169.60
69	21/06/2024		Lloyds Bank Treasur		Grounds maintenance	Scottell Landscapes Ltd	S	296.66	59.33	355.99
58	21/06/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	120.00		120.00
61	21/06/2024		Lloyds Bank Treasur		Septic tank pressure washing a	KLG Services Ltd	X	230.00		230.00
62	21/06/2024		Lloyds Bank Treasur		Septic tank pressure washing b	KLG Services Ltd	X	230.00		230.00
66	21/06/2024		Lloyds Bank Treasur		Electrical work at both pavilion	Paul Williams Electrician	X	371.99		371.99
58	21/06/2024		Lloyds Bank Treasur		Cleaning of pavilions	Gleaming & Cleaning	X	140.00		140.00
66	21/06/2024		Lloyds Bank Treasur		Electrical work at both pavilion	Paul Williams Electrician	X	371.98		371.98
72	21/06/2024		Lloyds Bank Treasur		Allotment deposit	Lisa Hughes	E	150.00		150.00
68	21/06/2024		Lloyds Bank Treasur		Weedkilling and pressure wash	RC Saunders Limited	S	680.00	136.00	816.00
65	21/06/2024		Lloyds Bank Treasur		Installation of noticeboard	Oakley Men's Shed	X	90.00		90.00
73	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na	Helen Meyer	E	5.83		5.83
73	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na	Helen Meyer	S	38.56	7.72	46.28

Created by  Scribe

Oakley & Deane Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

20 June 2024 (2024 - 2025)

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
73 Sustainability projects	21/06/2024		Lloyds Bank Treasur		Resources and groceries for Na Helen Meyer		E	3.85		3.85
										55.96
76 Tennis courts	21/06/2024		Lloyds Bank Treasur		Contribution to water used to c Oakley Lawn Tennis Club		X	20.00		20.00
										20.00
								7,863.20	937.92	8,801.12

Attachment H - copy of the noted June '24 budget, spend and income review.

Oakley & Deane Parish Council

12 June 2024 (2024 - 2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
31	Allotment land costs				1,156.00	328.00	828.00	828.00 (71%)
32	Allotment plot rent	1,791.00	33.68	-1,757.32	2,250.00		2,250.00	492.68 (12%)
33	Allotment deposits	900.00	150.00	-750.00	3,400.00		3,400.00	2,650.00 (61%)
34	Water contribution				518.00		518.00	518.00 (100%)
35	Plot clearance				2,990.00		2,990.00	2,990.00 (100%)
36	Maintenance and repair				500.00	34.99	465.01	465.01 (93%)
37	Equipment							(N/A)
38	Membership subscription				66.00		66.00	66.00 (100%)
SUB TOTAL		2,691.00	183.68	-2,507.32	10,880.00	362.99	10,517.01	8,009.69 (59%)

Beach Park

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
62	Tennis courts				800.00		800.00	800.00 (100%)
63	Skate park				3,500.00		3,500.00	3,500.00 (100%)
64	BMX track							(N/A)
65	Play area				1,250.00		1,250.00	1,250.00 (100%)
66	Land costs				1.00		1.00	1.00 (100%)
SUB TOTAL					5,551.00		5,551.00	5,551.00 (100%)

Burial ground and churchyard

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Burial fees	6,000.00	1,000.00	-5,000.00	6,000.00		6,000.00	1,000.00 (8%)
45	Maintenance and repair				19,440.00		19,440.00	19,440.00 (100%)
46	Equipment				150.00		150.00	150.00 (100%)
1005	BDBC Closed cemeteries grant				2,186.07		2,186.07	2,186.07 (100%)
SUB TOTAL		6,000.00	1,000.00	-5,000.00	27,776.07		27,776.07	22,776.07 (67%)

Establishment costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Staff costs				45,000.00	5,445.81	39,554.19	39,554.19 (87%)
5	IT software				6,410.00	114.95	6,295.05	6,295.05 (98%)
6	IT hardware				600.00		600.00	600.00 (100%)
7	Communication costs				2,150.00	304.54	1,845.46	1,845.46 (85%)
8	Postage				50.00		50.00	50.00 (100%)
9	Office supplies				300.00	29.20	270.80	270.80 (90%)
10	Insurance				3,874.00		3,874.00	3,874.00 (100%)
11	Audit				1,500.00		1,500.00	1,500.00 (100%)
12	Training costs: staff				500.00		500.00	500.00 (100%)
13	Rent of office space					60.00	-60.00	-60.00 (N/A)

Oakley & Deane Parish Council

12 June 2024 (2024 - 2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

67 Rent of storage space		95.26	-95.26	-95.26 (N/A)
72 Training costs: councillors	800.00	154.00	646.00	646.00 (80%)
73 Membership subscription	1,450.00	1,201.00	249.00	249.00 (17%)
997 Contingencies	2,050.00		2,050.00	2,050.00 (100%)
999 Uncategorised	8,650.00		8,650.00	8,650.00 (100%)
1008 Bank fees	50.00	3.39	46.61	46.61 (93%)
1010 Locum Clerk	1,500.00		1,500.00	1,500.00 (100%)
1011 Contracted Finance Asst		750.00	-750.00	-750.00 (N/A)
1014 Staff allowances		240.00	-240.00	-240.00 (N/A)
1015 IT project services		97.50	-97.50	-97.50 (N/A)
1016 PC merchandise		243.84	-243.84	-243.84 (N/A)
SUB TOTAL		74,884.00	8,739.49	66,144.51 (88%)

Grounds maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17 Grounds maintenance contract c				34,498.00	5,755.98	28,742.02	28,742.02 (83%)
43 Planting and landscaping				250.00		250.00	250.00 (100%)
71 Tree maintenance				2,300.00		2,300.00	2,300.00 (100%)
74 Cricket square				675.00		675.00	675.00 (100%)
1002 Bench repairs				1,000.00		1,000.00	1,000.00 (100%)
1004 BDBC grass cutting grant				3,208.21		3,208.21	3,208.21 (100%)
1006 BDBC cricket square maintainan				5,377.97		5,377.97	5,377.97 (100%)
SUB TOTAL				47,309.18	5,755.98	41,553.20	41,553.20 (87%)

Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Equipment				250.00		250.00	250.00 (100%)
58 Equipment maintenance and rep				90.00		90.00	90.00 (100%)
SUB TOTAL				340.00		340.00	340.00 (100%)

Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	114,000.00	65,550.00	-48,450.00	131,000.00		131,000.00	82,550.00 (33%)
2 BDBC Grants	10,770.00	28,618.65	17,848.65				17,848.65 (165%)
3 Other grants							(N/A)
59 Donations	200.00		-200.00	200.00		200.00	(0%)
61 S106/CIL		125,730.83	125,730.83	269,811.76		269,811.76	395,542.59 (146%)
68 Hire fees: private hire		40.00	40.00	1,120.00		1,120.00	1,160.00 (103%)
69 Hire fees: sports teams	8,840.00	720.00	-8,120.00	10,300.00		10,300.00	2,180.00 (11%)
1001 Interest	900.00	1,611.89	711.89	7,500.00		7,500.00	8,211.89 (97%)
1003 VAT Refund							(N/A)
SUB TOTAL	134,710.00	222,271.37	87,561.37	419,931.76		419,931.76	507,493.13 (91%)

Oakley & Deane Parish Council

12 June 2024 (2024 - 2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

Newfound Sports Ground incl.

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Electricity		87.42	87.42	3,000.00	278.54	2,721.46	2,808.88 (93%)
25	Gas				2,500.00	338.88	2,161.12	2,161.12 (86%)
26	Water				200.00	18.16	181.84	181.84 (90%)
27	Cleaning				1,650.00	240.00	1,410.00	1,410.00 (85%)
28	Maintenance and repair				1,470.00	64.25	1,405.75	1,405.75 (95%)
29	Track repairs				1,750.00		1,750.00	1,750.00 (100%)
30	Equipment				360.00	48.31	311.69	311.69 (86%)
SUB TOTAL			87.42	87.42	10,930.00	988.14	9,941.86	10,029.28 (91%)

Peter Houseman Sports Grou

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Electricity				1,500.00	214.09	1,285.91	1,285.91 (85%)
19	Water				200.00	14.83	185.17	185.17 (92%)
20	Cleaning				1,600.00	204.50	1,395.50	1,395.50 (87%)
21	Maintenance and repair				2,170.00	50.00	2,120.00	2,120.00 (97%)
22	Track repairs				1,000.00		1,000.00	1,000.00 (100%)
23	Equipment				200.00		200.00	200.00 (100%)
75	Land costs				1.00		1.00	1.00 (100%)
SUB TOTAL					6,671.00	483.42	6,187.58	6,187.58 (92%)

Play areas and open spaces

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Maintenance and repair				1,400.00		1,400.00	1,400.00 (100%)
41	Equipment				8,120.00		8,120.00	8,120.00 (100%)
42	Inspection				270.00		270.00	270.00 (100%)
SUB TOTAL					9,790.00		9,790.00	9,790.00 (100%)

Special events and projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	One off events				250.00		250.00	250.00 (100%)
53	Newfound Thursdays				500.00	39.38	460.62	460.62 (92%)
54	Sustainability projects				650.00	9.73	640.27	640.27 (98%)
55	Welcome packs				200.00		200.00	200.00 (100%)
56	Other community engagement				285.00		285.00	285.00 (100%)
60	Annual events				1,125.00	87.23	1,037.77	1,037.77 (92%)
76	Promotion and Comms				100.00		100.00	100.00 (100%)
77	Youth Council				500.00		500.00	500.00 (100%)

Oakley & Deane Parish Council

12 June 2024 (2024 - 2025)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2024 and 31/05/2024)

SUB TOTAL				3,610.00	136.34	3,473.66	3,473.66 (96%)	
Waste management								
		Receipts		Payments			Net Position	
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14	Staff costs				3,000.00	1,623.88	1,376.12	1,376.12 (45%)
15	Contract costs				3,000.00	1,680.00	1,320.00	1,320.00 (44%)
16	Equipment & workwear				600.00		600.00	600.00 (100%)
70	Bins							(N/A)
1007	BDBC litter grant	16,375.00		-16,375.00	17,950.00		17,950.00	1,575.00 (4%)
1009	Garage clearance							(N/A)
1012	Relocation					180.00	-180.00	-180.00 (N/A)
1013	Maintenance & repairs					480.00	-480.00	-480.00 (N/A)
SUB TOTAL		16,375.00		-16,375.00	24,550.00	3,963.88	20,586.12	4,211.12 (10%)
Summary								
NET TOTAL		159,776.00	223,542.47	63,766.47	642,223.01	20,430.24	621,792.77	685,559.24 (85%)
V.A.T.			4,798.53			1,878.44		
GROSS TOTAL			228,341.00			22,308.68		

Attachment I - copy of the IT Working Group response to the Internal Auditor and email to Council, including a copy of the Clerks response to Cllr. Rowley.

C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
Cloud data storage	The council has migrated its web storage and email to Microsoft 365 but it does not appear that the Executive Officers took the final decisions on layout and content.	Each officer should have a single email account, based on their job title. All directory trees and content should be managed by officers.

Response to auditor report

The migration to Microsoft 365 so far has been completed in a like-for-like scenario, with the data structure matching what was already in place and being used by the officers. The IT working party has suggested a new structure for data moving forward, as recommended by a 3rd party IT provider that specialises in working with parish councils. Throughout designing the new structure, the officers have been consulted more than once to take an active role in the design; however, they have not given much input when asked and have not raised any issues. The audit report is the first instance of being informed of any issue with the proposed structure.

The IT working party disagrees with the recommended action of each officer having a single email account as there are several scenarios in which it would not be appropriate for this to be the case as it would invite unnecessary risk, listed below. Having separate accounts between the individual employee and the role is an appropriate security control.

- Should the owner of a single role-based email address leave the council, a new officer taking over the role would inherit all historic email. This could include information such as, but not limited to;
 - Payslips and other personal financial information
 - Confidential personal matters such as sickness/bereavement/caring responsibilities etc
 - For the Clerk, confidential matters relating to other employees of the council where the Clerk is the manager
- Should the owner of a single role-based email address need to delegate access to the mailbox during periods of leave or extended period of the owner being unable to perform their duties, they would gain access to the information detailed above.
- The role-based email accounts are currently shared across two/three people. In reference to a guide model used within information security sector, the CIA triad, Confidentiality, Integrity and Availability. This provides no accountability for changes made to documents, emails sent or changes made within the Microsoft

365 platform etc. impacting 2 of 3 core components, Confidentiality and Integrity.

- Should members of the council need to raise confidential issues, with the nature of the accounts being shared, this becomes very difficult. The person whom the issue being raised about would then be made aware of the issue before formal investigation, when not appropriate, and could have the ability to tamper with the report, compromising non-repudiation.

The recommendation above suggests that the officers do not control the data, this however, is incorrect. The officers have the same access permissions to all migrated data, as they did before. The officers were also advised before, during and after regarding the migration.

The IT Admin account has ultimate ownership of the migration, but the intention of the migration has always been to set up the accounts in the name of the council in a way that the completed migration can be handed over to the previously agreed 3rd party IT company.

The officers were invited to the initial meeting with the 3rd party IT company, and the agreed architecture scoping call, as approved by council. Officers were invited to these meetings but did not attend. A full report was provided for the officers and full council.

The full council has been kept informed throughout, with all major decisions taken by them. For example, the recent EGM where the training for councillors was recommended but not approved by the Council.

Nothing has currently been decided regarding future use and the intention was to bring a recommendation to the council at the meeting to be held on 20th June. The recommendation has however now been placed on hold due to this “matter arising” and the “recommended action” noted in the internal auditor’s report.

Decision required

The training and support structure has already been agreed at Council.

The IT working party does not hold any form of control over the work completed to date nor will it moving forwards – it has all been set up on behalf of Oakley and Deane Parish Council.

The IT working party can continue to work in the same way that it has previously, which it believes is an open and transparent way, or it can complete a handover to an IT company if requested.

As stated, nothing has been done that has not been agreed at full council.

IT Working Group

10th June 2024

Nicola Beere

From: Alex Rowley
Sent: 13 June 2024 19:08
To: Clerk
Cc: Connor Crawford; Deputy Clerk
Subject: IT: Cyber Essentials Research

Categories: Agenda item

Hello,

As we discussed earlier, I strongly believe the IT Working Group should have a right of reply regarding the matters arising in the auditor report. The document is factually incorrect where it suggests that the WG operated without approval. A matter arising should be factually correct. I strongly believe the council should correct the record in that regard, regardless of what it chooses to do with the recommendations.

Please can these links (or this email) be included in the public agenda pack alongside the IT Working Group response to the auditor report. They provide important background information around accounts management for any councillor or member of the public reading the reports.

CloudyIT Cyber Essentials

<https://www.cloudyit.co.uk/cyber-essentials-for-councils/>

National Cyber Security Centre. Overview of Cyber Essentials

<https://www.ncsc.gov.uk/cyberessentials/overview>

Resources including links to Cyber Essentials readiness toolkit

<https://www.ncsc.gov.uk/cyberessentials/resources>

Toolkit

<https://getreadyforcyberessentials.iasme.co.uk/questions/>

- Specific accounts information

<https://getreadyforcyberessentials.iasme.co.uk/guidance/about-accounts/>

In addition to everything researched and reported, for a specific real world example of why individual user accounts should be used, refer to the issues with multiple users and one role. RFO leaving and only having a role based email account, which then becomes the incorrect role address for a contractor. This is a similar issue we will have soon with a new DC once hired. Using names also treats employees as people rather than their job title, something I believe should be a core tenant of [Civility and Respect](#) if it isn't already.

If that approach is being advised for a Parish Council, it certainly isn't compliant with any information security guidance I'm aware of.

All the best,

Alex

Nicola Beere

From: Clerk <clerk@oakleydeane-pc.gov.uk>
Sent: 20 June 2024 18:53
To: Alex Rowley
Cc: Deputy Clerk
Subject: RE: Internal Audit Report for Oakley and Deane Parish Council

Importance: High

Hi Alex

Ahead of tonight's meeting I just wanted to reassure you that I have included your formal response to the auditor in the agenda pack, and it will be included in the minutes (public minutes) of the report.

As Clerk I need to formally respond to your report to the auditor as it will be going on the public record, ahead of the meeting tonight and I apologise in advance for the notice on this response.

In your ITWG response to the IA, you stated the following:

- *'The IT working party has suggested a new structure for data moving forward, as recommended by a 3rd party IT provider that specialises in working with parish councils. Throughout designing the new structure, the officers have been consulted more than once to take an active role in the design; however, they have not given much input when asked and have not raised any issues. The audit report is the first instance of being informed of any issue with the proposed structure.'*

Believe this is incorrect as both Officers have met and discussed casually the new structure and giving feedback relating to this on a number of occasions. Both Connor and you met at my house for a ITWG meeting, where we discussed options for the proposal, and I fed back my thoughts. A draft migration structure was sent to the Clerk and Deputy Clerk on 17th May, the Clerk and Deputy Clerk reviewed the document together and the Deputy Clerk filled in some information. We then met on the 22nd May, with Connor on Zoom to review the document. Changes were made to the document as we discussed different options and preferred ways of working. (Migration doc: [Migration Structure.xlsx](#)).

During the meeting on the 22nd May we felt, as Officers, there was no need or want for individual sign in's as it's the 'role' not the 'individual' and all data must remain in one place. You explained your reason behind it and we agreed to the structure as it now stands with individual accounts as per the bullet points in your response – however both Helen and I did make it clear in that meeting that we would not be using our individual email accounts, as you have listed in the response to the auditor. They are only a means to login.

- *'The officers were invited to the initial meeting with the 3rd party IT company, and the agreed architecture scoping call, as approved by council. Officers were invited to these meetings but did not attend. A full report was provided for the officers and full council.'*

This is correct we did not attend these meetings as we were either unavailable, or as discussed with you at the time, it is simply not our field of expertise therefore we were happy for you (and Conner when required) to undertake these meetings as you work in the IT sector. The reports you gave were detailed, and much appreciated by both Officers and Council members.

It is clear both you and Conner have put an enormous amount of continued work into this project to benefit the Council, and all of the above was explained to the IA during her visit on the 10th June '24, including how the Officers were involved with the data structure. However, as our ITWG meeting reports were not found as part of the legal minutes the IA had to make her report and recommendation to Council as so. As part of our learning from the audit we can ensure reports are included moving forward.

As always, happy to meet and discuss all this.

Best regards

Nicola

Nicola Beere
Parish Clerk
Oakley and Deane Parish Council
01256 780886
07983 500372

Please note I work flexible part time hours Monday to Friday between 09:00 and 15:00.
I will respond to your email as soon as possible.

Do you know we have a Parish Council website? Visit www.oakleydeane-pc.gov.uk to find out more.

Other Supporting Documents

Finance report and supporting quotes

Accounting statements 2023-24

By completing this box, the figures will pull through to the relevant tabs of the workbook to assist you in reporting on the significant variances

	Year ending		Variance £	Variance %	Notes and guidance		Explanation required
	31-Mar-23	31-Mar-24			Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.		
1. Balances brought forward	115,858.70	131,626.30			Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year		
2. (+) Precept or Rates and Levies	105,575.00	114,000.00	8425	8%	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		No explanation required
3. (+) Total other receipts	49,109.13	323,934.12	274814.99	560%	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.		Please explain within the relevant tab
4. (-) Staff costs	53,597.17	50,934.37	-2672.8	-5%	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.		No explanation required
5. (-) Loan interest/capital repayments	4,942.36	-	-4942.36	-100%	Total expenditure of payments of capital and interest made during the year on the authority's borrowings (if any).		Please explain within the relevant tab
6. (-) All other payments	80,377.00	122,347.91	41970.91	52%	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		Please explain within the relevant tab
7. (=) Balances carried forward	131,626.30	396,278.14			Total balances and reserves at the end of the year. Must equal (1-2+3) - (4-5+6).		Please explain in the Reserves tab
8. Total value of cash and short term investments	Bal c/f checker 137,918.42	Bal c/f checker 388,847.32			The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March - to agree with bank reconciliation.		
9. Total fixed assets plus long term investments and assets	1,076,248.00	1,068,600.00	-7648	-1%	The value of all the property the authority owns - it is made up of all its fixed assets and long term investments as at 31 March.		No explanation required
10. Total borrowings	0	0	0	0%	The outstanding capital balances as at 31 March of all loans from third parties (including PWLB).		No explanation required

All other payments

2022/23 2023/24
 Difference
 % Change Yes explain

Use the table below to breakdown your explanation
 (consider any fixed assets that have been purchased and reflect in explanation in box 9 fixed assets)
 Please ensure you complete the value for both years, please do not provide the movement only.

2022/23	£	2023/24	£	Difference	Explanation (Ensure each explanation is quantified)	is this purchase an asset and reflected in Box 9
0		10323.03		10323.03	Play equipment at Beach Park (grant received)	
0		8140		8140	Balance of replacement cricket roller for Newfound sports ground	
0		6185		6185	Maintenance of tennis courts at Beach Park	
0		10610		10610	Tree survey and related tree works	
0		3790		3790	Speed Indication Device	
0		1500		1500	Play bark for play area at Beach Park	
0		1350		1350	Skate park repairs	
				0		
				0		
				0		
				0		
				0		
				0		
				0		
				0		
Total	0	41898.03		41898.03		

Enter more lines as appropriate

Reserves

Box 7 Precept

	£	£	£
Earmarked reserves:			
Reserve 1			
Reserve 2			
Reserve 3			
Reserve 4			
Reserve 5			
Reserve 6			
Reserve 7			
			0
General reserve			
			0
Total reserves (must agree to Box 7)			0

From: David Saunders <david@rcsaunders.co.uk>
Sent: Tuesday, June 11, 2024 12:05 PM
To: Clerk <clerk@oakleydeane-pc.gov.uk>
Subject: Bus shelter near Avon Road.

Hi, I have looked at the bus shelter near to Avon Road. One of the perspex panels has begun to be pushed out of its frame.

The top mounting rail has broken.

I can put the existing perspex into its existing frame.

I will make a new top mounting rail and fix this in place to prevent further vandalism.

Then I can pressure wash the whole shelter to make it respectable again.

Nicola Beere

From: Simon Warner <admin@sw-contractservices.co.uk>
Sent: 10 June 2024 21:24
To: Clerk
Subject: Re: Newfound Sports Ground - entrance

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: Agenda item

Hi

I have had a look.

The left hand side - looking at the entrance will be trimmed back as hard as possible due to the line tree being in the way. The right hand side hedge will be trimmed back to the bus stop as the hedge is obstructing the path.

The cost of the above work will be £ 400 plus vat

Let me know if you wish to proceed

Simon Warner

Basket

Item	Price	Qty	Subtotal
Trojan Litter Bin - 100 Litre Capacity Product Code: OAKTROJANBLU Colour: Blue Delivery Lead Time: 5-7 working days	£162.16 ex. VAT	<input type="text" value="3"/>	£486.48 ex. VAT
			Remove item
Trojan Litter Bin - 100 Litre Capacity Product Code: OAKTROJANBLA Colour: Black Delivery Lead Time: 7-10 working days	£150.17 ex. VAT	<input type="text" value="1"/>	£150.17 ex. VAT
			Remove item

Summary

Delivery Calculator

Subtotal (Ex. VAT)	£636.65
Delivery (UK Delivery - Standard)	£51.00
VAT	£137.53
Order Total	£825.18

RC Saunders Limited

Withy Place, Bramley Road, Silchester
 Reading, RG7 2LN
 United Kingdom
 Telephone: 01183282900
 Email ryan@rcsaunders.co.uk

SAUNDERS

Issued To:

Oakley And Deane Parish Council
 1 Station Road
 Oakley
 Basingstoke
 Hampshire
 RG23 7EH

QUOTE	
Issue Date	09/06/2024
Expiry Date	09/07/2024
Reference	Fire damaged bin.
Customer Code	OAKL01
Number	QTE515

Description	VAT %	Net
Repairs to fire damaged bin in Peter Housman field.	20.00	160.00
Supply and fix 6 new hardwood pallets to Bin. Including supply new wood and all labour.		

VAT Rate	Net	VAT	Total Net	Total VAT	TOTAL
Standard 20.00% (20.00%)	£160.00	£32.00	160.00	32.00	£192.00

Estimate #19666



Billing Address:

Oakley & Deane Parish Council

87a Oakley Lane

Hampshire, RG23 7JT

United Kingdom

Service Address:

Oakley & Deane Parish Council-Peterhusman Pavilion - (Oakley & Deane Parish Council)

Peterhusman Pavilion, off Rectory Lane

Oakley, RG23 7LJ

clerk@oakleydeane-pc.gov.uk

Estimate 19666

Date 14/06/24

KLG Services Ltd

Bowenhurst Farm, Crondall

Farnham, GU10 5RP

Tel: 01252 717 550

To supply and fit new manhole cover and frame

Item	Description	Price	Quantity	Total
Manhole Replacement	To supply and fit new manhole cover and frame	£230.00	1.0	£230.00
Subtotal				£230.00
Total				£276.00

Terms & Conditions

1 INTRODUCTION

KLG Services Ltd, (registered number 02753800) and having its registered office at Bowenhurst Farm, Crondall, Farnham, GU10 5RP (the "Company") shall supply the Goods and/or Services to the Customer and the Customer hereby agrees to purchase such Goods and/or Services (as appropriate) in accordance with these Conditions.

2 DEFINITIONS

2.1 In these Conditions, the following words shall have the following meanings:

“Acknowledgement” means the written acknowledgement issued by the Company in response to a Purchase Order;

“Business Days” means any day from Monday to Friday inclusive (excluding all public, statutory and bank holidays);