

Western Valley Parish Council

Minutes of a Meeting of the Western Valley Parish Council

Thursday 11th April 2024 at 19:45, The District Centre, 1 Gention Mews, Didcot

Public Session – Prior to the Start of the Meeting

None.

Members Present:

Chair	Cllr S Peacock (SP)
Vice-Chair	Cllr A Thomson (AT)
Members	Cllr G Clarke (GC)
	Cllr T Williams (TW)
	Cllr L Durman (LD)
	Cllr A Dearlove (AD)

Officers Present:

Clerk to the Council	Mrs L White (LW)
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Public and Press: At least 1 including DCllr H Gascoigne.

Meeting started 19:46

23.17.1. To receive apologies for absence. [LGA 1972 s85(1)]

Apologies were received in advance of the meeting from Cllr V Humphries. Cllr Knowles was also absent.

23.17.2. Declarations of Interests [LA 2011 s31]

23.17.2.1. To receive declarations of interest for items on this agenda

None.

23.17.2.2. To consider requests for Dispensations [LA 2011 s33]

None.

23.17.3. To approve the minutes of previous council meetings [LA 1972 Sch 12. Para 41(1)]

23.17.3.1. Meeting held on 28th March 2024

It was agreed the minutes were an accurate record of the meeting and they were duly signed.

Western Valley

Parish Council

23.17.3.2. Matters arising from the minutes not elsewhere on the agenda.

None.

23.17.4. Chairman's Report

None.

23.17.5. District and County Councillor Reports

All formal reports will also be published on our website on the dedicated DCLlr & CCLlr page when available.

23.17.5.1. County Councillor S Povolotsky

Cllr Povolotsky was unable to attend the meeting.

23.17.5.2. District Councillor H Gascoigne & D Dewhurst

The report was made available on the website on 09th April and circulated to all parish councillors.

- The Chairman highlighted the upcoming roadshow and said people should attend if possible.

23.17.6. Finance 2023-2024

Appendix C

23.17.6.1. To re-approve payments list for March 2024, to include bank charges

Resolved: Approved Unanimously the payments list as detailed below.

Voucher No	Date	Net	VAT	Total	Description	Supplier
71	31/03/2024	£ 18.00	£ -	£ 18.00	Bank Fees	Unity Trust
70	27/03/2024	£ 339.52	£ 67.90	£ 407.42	OALC Membership Fees	Oxfordshire Association of Local Councils
66	13/03/2024	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
67	13/03/2024	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
69	13/03/2024	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
	Staff Costs	£ 594.70	£ -	£ 594.70		
	Total	£ 998.51	£ 71.95	£ 1,070.46		

Western Valley Parish Council

23.17.6.3. To note again receipts for March 2024, to include bank interest.

Noted.

Voucher No	Date	Net	VAT	Total	Description	Customer
7	31/03/2024	£ 254.26	£ -	£ 254.26	Bank Interest	Unity Trust
5	25/03/2024	£ -	£ 723.66	£ 723.66	VAT Refund	HMRC
	Total	£ 254.26	£ 723.66	£ 977.92		

23.17.6.4. To note the reconciled bank account and reserves balances as at 31st March 2024

Noted.

A	Bank Reconciliation at 31/03/2024			
	Cash in Hand 01/04/2023			
	ADD Receipts 01/04/2023 - 31/03/2024			73,705.00
	SUBTRACT Payments 01/04/2023 - 31/03/2024			12,317.61
	Cash in Hand 31/03/2024 (per Cash Book)			61,387.39
B	Cash in hand per Bank Statements			
	Petty Cash	31/03/2024	0.00	
	Unity Trust Current	31/03/2024	24,048.05	
	Unity Trust Reserve	31/03/2024	37,339.34	
				61,387.39
B	Less unrepresented payments			
				61,387.39
	Plus unrepresented receipts			
	Adjusted Bank Balance			61,387.39
	A = B Checks out OK			

Current Account: £24048.05

Reserve Account: £37339.34

Western Valley

Parish Council

23.17.6.5. To complete the budget review and approve any virements.

Note: Scribe report had not accurately accounted for all payments in March.

Resolved: Approved Unanimously the budget as below.

		Last Year				Current Year 2023 - 2024							
1000 - Receipts		Receipts		Payments		Receipts				Payments			
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
1010	Precept					50,188.00	50,188.00		50,188.00				
1020	Grants					22,500.00	22,500.00		22,500.00		500.00		500.00
1030	Community Infrastruct												
1040	Allotment Fees												
1050	Grass Cutting Contribi												
1060	Interest					293.34	293.34		293.34				
1070	VAT Refunds												
SUB TOTAL						72,981.34	72,981.34		72,981.34		500.00		500.00

Western Valley Parish Council

3000 - Administration		Last Year				Current Year 2023 - 2024							
Code	Title	Receipts		Payments		Receipts				Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
3010	Audit Costs												
3020	Bank Charges									12.52	30.52		30.52
3030	Chairman's Allowance												
3040	Elections									400.00	400.00		400.00
3050	Expenses - WFH									208.00	208.00		208.00
3060	Expenses - Stationery									425.24	425.24		425.24
3070	Hall Hire									1,033.25	1,033.25		1,033.25
3080	Insurance									319.82	319.82		319.82
3090	IT Support and Softwa									729.10	729.10		729.10
3100	Office Equipment									1,306.48	1,306.48		1,306.48
3110	Staff Costs (All Staff, t									3,306.69	3,840.19		3,840.19
3120	Subscriptions (OALC,									828.18	1,167.70		1,167.70
3130	Training									849.00	849.00		849.00
3140	Website									630.93	630.93		630.93
SUB TOTAL										10,049.21	10,940.23		10,940.23

Western Valley Parish Council

4000 - Allotments		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
Code	Title												
4010	Allotment Set-up												
4020	Water - Allotments												
SUB TOTAL													

5000 - Other Projects &		Last Year				Current Year 2023 - 2024							
		Receipts		Payments		Receipts				Payments			
		Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Total	Budget	Actual	Forecast	Total
Code	Title												
5010	Grants (Including s137									50.00	50.00		50.00
5020	In year projects, undef									23.67	23.67		23.67
SUB TOTAL										73.67	73.67		73.67

Summary													
TOTAL						72,981.34	72,981.34		72,981.34	10,122.88	11,513.90		11,513.90

Western Valley

Parish Council

23.17.6.6. To approve the annual accounts for 2023/2024, including:

[PK Arrived 19:50]

Resolved: Approved Unanimously the Variances Report, Statement of Accounts and Reserves Balances as detailed below.

- Variances Report

Western Valley Parish Council

ANNUAL RETURN - Section 2 : Statement of Accounts

Explanation of variances

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

Box No.	Description	Last Year £	31/03/2024 £	Variance £	Variance %	Explanation Required?	Notes
1	Balances brought fwd	0.00	0.00				BALANCE B/F AGREES
2	Annual precept	0.00	50188.00	50188.00	N/A	No	N/A
3	Total other receipts	0.00	23517.00	23517.00	N/A	No	N/A
4	Staff Costs	0.00	3840.19	3840.19	N/A	No	N/A
5	Loan interest/capital repayments	0.00	0.00	0.00	0%	No	N/A
6	Total other payments	0.00	8477.42	8477.42	N/A	No	N/A
7	Balances carried forward	0.00	61387.39	61387.39	N/A	No	N/A
8	Total Cash and Short Term Investments	0.00	61387.39	61387.39	N/A	No	N/A
9	Total Fixed Assets and Long Term Investments	0.00	1098.67	1098.67	N/A	No	N/A
10	Total Borrowings	0.00	0.00	0.00	0%	No	N/A

Western Valley

Parish Council

- Statement Of Accounts

Western Valley Parish Council STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank		
Cash in Hand		
Precept	50,188.00	
Grants	22,500.00	500.00
Community Infrastructure Levy (CIL)		
Allotment Fees		
Grass Cutting Contributions		
Interest	293.34	
VAT Refunds		
Audit Costs		
Bank Charges		30.52
Chairman's Allowance		
Elections		400.00
Expenses - WFH		208.00
Expenses - Stationery		425.24
Hall Hire		1,033.25
Insurance		319.82
IT Support and Software		729.10
Office Equipment		1,306.48
Staff Costs (All Staff, HMRC)		3,840.19
Subscriptions (OALC, SLCC)		1,167.70
Training		849.00
Website		630.93
Allotment Set-up		
Water - Allotments		
Grants (Including s137)		50.00
In year projects, undefined		23.67
VAT	723.66	803.71
	73,705.00	12,317.61
Closing Balances:		
Balances in Bank Account		61,387.39
Cash in Hand		
TOTAL	73,705.00	73,705.00

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Western Valley

Parish Council

- Reserve Balances

NOTE: the £-80.05 is the VAT awaiting return from HMRC

Western Valley Parish Council Reserves Balance 2023 - 2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Operating Reserve		25,000.00			25,000.00
S106 Administration		407.00			407.00
Community Infrastructure Levy					0.00
New Allotments Project		11,502.24			11,502.24
Training		3,000.00			3,000.00
Parish Office - Project		10,000.00			10,000.00
Burial Ground - Project		10,000.00			10,000.00
Noticeboard		1,558.20			1,558.20
Total Earmarked	0.00	61,467.44			61,467.44
TOTAL RESERVE		61,467.44			61,467.44
GENERAL FUND					-80.05
TOTAL FUNDS					61,387.39

Western Valley Parish Council

23.17.6.7. To approve the S137 Report, and note no CIL Report applicable to this Council this year.

Resolved: Approved Unanimously the report as below.

2 April 2024 (2023 – 2024)

Western Valley Parish Council PAYMENTS - S.137 Entries

Voucher	Code	Date	Minute	Bank	Cheque No	Description	VAT Type	Net	VAT	Total
36	In year projects, undefined	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	S	2.33	0.47	2.80
37	In year projects, undefined	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	S	2.75	0.55	3.30
38	In year projects, undefined	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	X	1.00		1.00
40	In year projects, undefined	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	S	15.00	3.00	18.00
42	Grants (Including s137)	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	X	50.00		50.00
39	In year projects, undefined	10/11/2023	November Meeti	Unity Trust Current		Remembrance Sunday	S	2.59	0.52	3.11
Total								73.67	4.54	78.21

Western Valley

Parish Council

23.17.6.8. To receive the Internal Audit report, consider recommendations and agree actions.
Do the Numbers Limited

2nd April 2024

Laura White, Clerk
Western Valley Parish Council

Dear Laura,

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

Following my visit with you today, please find below the list of matters arising.

The first meeting of the council was in June 2023 and the progress towards proper governance and compliance is excellent.

The council is on a sound footing for future growth. I found the records and systems of the council to be in very good order.

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>	
	The records of the council comply	with this test
B	<i>This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for</i>	
Minute approval	The December minutes of the council had not been signed at the time of audit.	Please ensure that all minutes, including March, are approved before the AGAR is signed.
C	<i>This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these</i>	
	The records of the council comply	with this test
D	<i>The budget resulted from an adequate budgetary process, progress against the budget was regularly monitored, the reserves were appropriate</i>	
	The records of the council comply	with this test
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for</i>	
	The records of the council comply	with this test
F	<i>Petty cash payments were properly supported by receipts, all petty cash was approved and VAT appropriately accounted for</i>	
Not applicable to this council		
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>	
PAYE deductions	The clerk has more than one employment and may be able to adjust PAYE coding to save WVPC having to make HMRC payments.	The clerk can look at this once the new tax year starts.
H	<i>Asset and investment registers were complete and accurate and properly maintained</i>	
	The records of the council	comply with this test
I	<i>Periodic Bank reconciliations were carried out during the year</i>	
Bank	There is no evidence that members	Please could each member of the

Western Valley

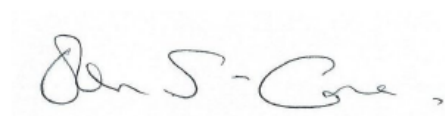
Parish Council

statements	of the council are checking the ledger balance back to the third party statement on a regular basis.	council, in rotation, physically initial that the bank statements match the Scribe ledger.
<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>	
	The records of the council comply	with this test
<i>M</i>	<i>Public Rights</i>	
Noticeboard	It is a legal requirement that meeting summons and public rights notices are posted on a physical, publicly available noticeboard. The board used by the council is not always available to the public.	In advance of the period of public rights, please could the council ensure that a noticeboard is in place.
<i>N</i>	<i>Publication of prior year AGAR</i>	
	Not applicable to this council	
<i>O</i>	<i>Trust funds</i>	
	Not applicable to this council	
<i>P</i>	<i>Borrowing</i>	
	Not applicable to this council	

Please find attached my invoice for the agreed fee.

If either you or your members have any queries, please do not hesitate to contact me.

Regards,



Eleanor S Greene

The internal Audit report was **received**. In addition the following actions were agreed:

- One Councillor each month will review and sign the Bank Reconciliation.
- Keep working on the Noticeboard outside the District Centre.

Western Valley

Parish Council

Annual Internal Audit Report 2023/24

Western Valley Parish Council

www.WesternValleyParish.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

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.			✓
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")			✓
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).			✓ new
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			✓ new
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

DD/MM/YYYY 22/04/2024 DD/MM/YYYY

Name of person who carried out the internal audit

ELEANOR S. GREENE ICIPA

Signature of person who carried out the internal audit

SIGNED AND APPROVED
ES Greene

Date

02/04/2024

*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).

Western Valley

Parish Council

23.17.6.9. To agree content and approve the Annual Governance and Accountability Return (AGAR) Section 1 "Annual Governance Statement" 2023/2024

Resolved: Approved Unanimously the responses as below.

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

Western Valley 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’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
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.		✓	during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
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.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.		✓	responded to matters brought to its attention by internal and external audit.
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.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
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.	Yes	No	N/A
			✓

*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:

11/04/2024

and recorded as minute reference:

23.17.6.9 MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

S. Peacock

Clerk

SIGNATURE REQUIRED

L. White

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Western Valley

Parish Council

23.17.6.10. To approve the Annual Governance and Accountability Return (AGAR) Section 2 “Accounting Statements” 2023/2024

Resolved: Approved Unanimously the responses as below.

Section 2 – Accounting Statements 2023/24 for

Western Valley Parish Council				
	Year ending		Notes and guidance	
	31 March 2023 £	31 March 2024 £	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	0	0	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	0	50,188	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	0	23,517	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4. (-) Staff costs	0	3,840	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.	
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (=) All other payments	0	8,477	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	0	61,388	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	0	61,388	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	0	1,099	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.	
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

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 REQUIRED

Date

02/04/2024

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

11/04/2024

as recorded in minute reference:

23.17.6.10 MINUTE REFERENCE

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

SIGNATURE REQUIRED

Western Valley Parish Council

23.17.6.11. To approve the dates for the public rights of inspection: 3rd June – 12th July 2024, being 30 working days including the first 10 working days of July.

Resolved: Approved Unanimously the public rights of inspection as detailed:

Western Valley Parish Council

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

1. Date of announcement Friday 12th April 2024

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.

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 2024, these documents will be available on reasonable notice by application to:

Clerk to the Council
Western Valley Parish Council

Clerk@WesternValleyParish.gov.uk
07424 402 938

Western Valley PC
PO Box 4311
READING
RG8 1DD

commencing on Monday 3 June 2024 and ending on Friday 12 July 2024

3. Local government electors and their representatives also have:

- 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.

The appointed auditor can be contacted at the address in paragraph 4 below for this purpose between the above dates only.

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:

Moore (Ref AP/HD)
Rutland House
Minerva Business Park
Lynch Wood
Peterborough
PE2 6PZ



5. This announcement is made by Mrs L White, Clerk to the Council and RFO

Western Valley

Parish Council

23.17.7. Finance 2024-2025

Appendix D

23.17.7.1. To approve payments list for April 2024

Resolved: Approved Unanimously the payments list as detailed.

Voucher No	Date	Net	VAT	Total	Description	Supplier
1	15/04/2024	£ 26.00	£ -	£ 26.00	WFH Allowance	Laura White
2	15/04/2024	£ 10.30	£ 2.06	£ 12.36	Microsoft 365	Microsoft Ireland Operations Ltd
3	15/04/2024	£ 9.99	£ 1.99	£ 11.98	Hosting	Cloud Next Ltd
6	15/04/2024	£ 380.00	£ -	£ 380.00	Internal Audit	Do The Numbers Ltd
7	15/04/2024	£ 328.58	£ -	£ 328.58	Meeting Rooms	Vale of White Horse
	Total Staff Costs	£ 211.75	£ -	£ 211.75		
	Total	£ 966.62	£ 4.05	£ 970.67		

23.17.7.2. To note receipts for April 2024

Noted.

Voucher No	Date	Net	VAT	Total	Description	Supplier
1	05/04/2024	£ 25,094	£ -	£ 25,094	Precept	Vale of White Horse
	Total	£ 25,094	£ -	£ 25,094		

23.17.7.3. To approve bank transfer from Current Account to Savings Account of £24,128.10.

Resolved: Approved Unanimously.

23.17.7.4. To approve which EMR to allocate interest received throughout the year.

Resolved: Approved Unanimously to allocate interest to an EMR for grant requests.

23.17.8. Clerks Report

23.17.8.1. To review the Action List

Action List

See Action List.

23.17.9. To receive verbal reports on any training courses attended.

[ACTION] PK to send out the slides from the Biodiversity Training.

Western Valley Parish Council

23.17.10. To receive Items of Correspondence and agree actions arising.

Vale wrote asking for posters to be put in the bus stops to ask for ball games not to be played in them. The Clerk asked the safety officer asking, if they had premade stickers already for this purpose.

23.17.11. Matters for future discussion.

- Memorial Garden instead of Cemetery, wildflowers and trees from the seed of “famous trees”.

23.17.12. To agree list of items from this meeting to be submitted to any local publication or our Facebook Page as a Parish Council Update.

- Public Rights of Inspection.
- Vale survey for sporting and leisure.
- Writing to the developers re the “digital infrastructure plan” for Valley Park.

23.17.13. Confirm the date and time of the next Council Meeting – the Annual Meeting of the Council 09th May 2024.

In accordance with standing order 9b, proposals of motions should be submitted to the Clerk no later than 30th April 2024.

Confirmed.

There being no further business to be transacted the Chair closed the meeting: **20:40**

Number	Item	Update	Action Pending On	Status
2023-005	External Noticeboard at the District Centre.	[Earlier Updates Deleted] 14 December 2023 - Main Agenda item. 08 February 2024 - Awaiting Confirmation from TW and Vale that we can go ahead and install. 28 March 2024 - Monies moved to an EMR for next financial year, to chase Vale again. 11 April 2024 - Vale have confirmed that they would need to see our lease with TW to confirm that are happy to take it on long term.	District Centre & GC	Open
2023-008	Invite PCSO to discuss Civil Parking Enforcement	[Earlier Updates Deleted] 14 December 2023 - DCllr helping to set up meeting with TVP in the new year, also South & Vale Arts Person keen to work with us on "art bollards" 08 February 2024 - Main Agenda Item 28 March 2024 - some members of public reporting and making a log.	Clerk	Open
2023-010	Parish Logo - to speak with local secondary schools	[Earlier Updates Deleted] 14 December 2023 - South & Vale Arts Person keen to work with us once the Parish Noticeboard is bottomed out. 08 February 2024 - Cllr AD has been working on some draft suggestions; no schools have responded to requests. 28 March 2024 - have received correspondent from school on other matters, to chase the original request again. 11 April 2024 - Have resent original request back to Aureus	Clerk	Open
2023-011	Allotments	[Earlier Updates Deleted] 09 November 2023 - Didcot TC happy to send on generic email to all on waiting list to get in contact with WVPC directly. 08 February 2024 - No Update. 28 March 2024 - Letter sent by Didcot TC and many responses received, to now chase Vale on handover.	Clerk	Open

Number	Item	Update	Action Pending On	Status
2023-012	Lobby OCC regarding Parking Allocations for new builds	10 August 2023 - New Item 12 October 2023 - No Progress to date. 14 December 2023 - The reduction is part of "LTCP" and the reduction in parking will have increased investment in public transport. To invite an Officer from OCC to explain the reason for this - likely presubmitted questions. 08 February 2024 - No Update. 28 March 2024 - To speak with OCC Cllr on this matter.	Clerk	Open
2023-013	Lobby OCC/Vale/Landowner regarding Sounds Mitigation from the A4130, should HIF1 be completed.	10 August 2023 - New Item 12 October 2023 - No Progress to date. 08 February 2024 - Cannot discuss until the public enquiry has been completed and know if this will or will not go ahead. 28 March 2024 - Waiting to find out outcome of HIF1 enquiry.	Clerk	Awaiting HIF1 public enquiry.
2023-014	Write to the ICB for updated information on local medical provision	14 December 2023 - Asked awaiting feedback. Also propose writing to leader of Vale; and other key stakeholders; regarding the Healthcare provision for GWP, ask other local Parish Councils to send the same letter, to arrange an official update meeting. 08 February 2024 - Public Consultation Currently Open 28 March 2024 - Update from DCllr, that monies had been released to go to Planning.	Clerk	Open
2023-015	Write to land owner of the land outside the shops, to discuss bollards or similar to prevent inconsiderate parking - also Greenfinch Road, outside the Best One shop.	14 September 2023 - New Item 12 October 2023 - No Progress to date. 09 November 2023 - No Update. 14 December 2023 - Awaiting noticeboard installation, to discuss with South & Vale Arts Person, about "Arty Bollards" 08 February 2024 - Main agenda item - discussion with PCC & Police. 11 April 2024 - On hold, nothing can happen until land is handed over / adopted	Clerk	Paused

Number	Item	Update	Action Pending On	Status
2023-018	Culvert Clearance, entrance to the Estate.	11 January 2024 - To ask OCC to clear the Culvert suspect blocked after recent works. 28 March 2024 - Could not be completely prior to highways works agreements in place for Valley Park.	Clerk	Open
2023-019	Parish Welcome Pack	11 January 2024 - •Parish Logo •County infographic (See Thame, goring, Woodcote) •Investigate costs for printed infographic, with magnet/QR Code •Ask developers if they can include it in their packs, and when would need by. •Costs including delivery to all of the current residents. •[PK] Accessible versions. 28 March 2024 - Ongoing create a leaflet instead to go in with the Developer welcome packs.	Clerk	Open