



Oldbury on Severn
Parish Council

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**Notice of a meeting of the Finance and General Purposes Committee to be held on
Monday 17th April 2023 at 10.00am in The Memorial Hall, Camp Road, Oldbury on Severn,
BS35 1PR**

Agenda

1. Present
2. Apologies
3. Declarations of interest and dispensation requests
4. Approval of minutes of the previous meeting 20/02/2022 (paper 1)
5. Matters Arising
6. Review receipts 08/02/2023 to 31/03/2023 totalling £29,959.99 (paper 2)
7. Review payments 08/02/2023 to 31/03/2023 totalling £65, 638.34 (paper 3)
8. Review payments via cheque since 1st April 2023:

Date	Supplier	Amount	Cheque number
04/04/2023	Clr Matthew Riddle – expenses for Jubilee Mugs	£680.00	1276
04/04/2023	ALCA annual subs 2023- 2024	£212.66	1277
04/04/2023	Elite Cleaning LTS/6620	£302.28	1278
06/04/2023	Liveware Systems annual website contract to 31/10/2023	£1070.00	1283
06/04/2023	Memorial Hall room hire OMH/2023/01	£1284	1284
11/04/2023	Clerk Homeworking Allowance	£26.00	1285

11/04/2023 <i>(cheque destroyed)</i>	Cheque destroyed (originally for 10 hours Clerks untaken holiday in lieu but will be added to Full Council 'payments for approval' in May 2023)	£120.60	1286
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9. To review Ian Knapps invoices for work undertaken on the pavilion and playing fields (papers 4, 5, 6, 7)

For reference the cheques were written on 04/04/2023 (not signed) are numbered 1279, 1280, 1281 and 1282

10. To sign the NatWest end of year bank statement alongside the Bank Reconciliation (paper 8 and paper 9)

11. Review Internal Audit Report (paper 10)

12. Clerks response to the Internal Audit Report (paper 11)

13. To review signed AGAR Internal Controls signed copy by Internal Auditor (paper 12)

14. To acknowledge end of year Annual Return statement from Scribe (paper 16)

15. Actual vs Budget annual report 01.04.2022 to 31.03.2023 (paper 13)

16. To agree room hire for the pavilion to be £6.00 per hour flat rate (to be reviewed annually) as decided by PFC at their meeting on 04/04/2023

17. Items required for new clerk

18. Review website

19. To approve the new Asset Register (paper 14)

20. To approve the new Disposal Policy (paper 15)

21. Report on the notice boards

22. Update on the New Councillor Induction Pack

23. Communications update

24. Strategic Plan update

25. Civility and Respect Project update

26. Any other items not requiring a decision

Additional papers:

Paper 1: Minutes from the previous meeting 19/02/2022

Paper 2: Receipts 08.02.2023 to 31.03.2023

Paper 3: Payments 08..02.2023 to 31.03.2023

Paper 4: IK invoice L22-0027

Paper 5: IK invoice L23-0015

Paper 6: IK invoice L23-0014

Paper 7: IK invoice L23 0016

Paper 8: NatWest end of year bank statement 31.03.2023

Paper 9: Bank reconciliation 31.03.2023

Paper 10: Internal Audit report

Paper 11: Clerks response to Internal Auditors report

Paper 12: AGAR IA Report

Paper 13: Actual vs Budget for the year 2022-2023

Paper 14: New Asset Register designed by SRB

Paper 15: New Asset Disposal Form designed by SRB

Paper 16: Annual Return 31.03.2023