Oldbury on Severn Parish Council

Minutes of meeting of the Full Council held on

Thursday 20th May at 5.00pm in the Memorial Hall, Oldbury on Severn.

Present: Chairman Cllr Keith Sullivan, Cllr Sheila Bedford, Cllr John Cornock, Cllr Chris Jennings, Cllr Matthew Riddle

Clerk: Victoria Bailey

1. Apologies

Apologies received from Cllr Dylan Griffiths

Declarations of interest

None received

2. Financial matters Playing Fields Committee

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

It was resolved by all Councillors present to discuss the financial matters pertaining to the PFC in-camera

Meeting closed to the public

Financial matters relating the Playing Fields Committee were discussed

Meeting open to the public

3. Approve and sign off AGAR

a) Accounting Statement was unanimously approved

b) Section 1 was reviewed and unanimously approved and signed by KS in full view of Councillors

c) Section 2 was reviewed and unanimously approved and signed by KS in full view of Councillors

d) Review actions on Internal Audit; VB has met with CJ and KS to discuss this. The following points were raised:

- VB to make a financial guidance document detailing all OPC financial procedures for the September 2021 Full Council meeting
- All invoices must be signed by two Cllr's, scanned and uploaded to Scribe
- ROSPA discussed; VB to ask Play Safety (who conduct the check) how often play area legally needs to be inspected and what training the inspectors should obtain
- The Internal Auditor asked OPC to review the free hire of playing fields; VB to ask Ian Knapp what the current policy is
- The Internal Auditor drew attention to the PFC account; this is being worked through at present
- PFC Bookings policy; VB to add to Agenda for PFC meeting on 01/07/2021 to discuss what the current policy is

e) VB recommended to Cllr's that the Public Rights inspection of accounts period (Exercise of Public Rights) follows PFK's suggestion of Monday 14th June 2021 to Friday 23rd July; this was unanimously approved. This will be published on the OPC website and in the community noticeboards.

4. Agree to change in Clerk's contract and sign Standing Order form for hours increasing from 12 to 15 per week

MR approved; seconded by CJ

5. Any other business

None discussed

6. Close of meeting 17.55pm