

Minutes of **The Annual Meeting** of **Rotherfield Peppard Parish Council**
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard,
on Monday May 14th 2012 19:30

Present: Councillors: David Hammond (Chairman) (DH) Terry Ryan (TR)
Tony Cotton (TC) LeeAnne Flett (LF)
Nick Launders (NL) Valerie Ross (VR)
Clive Mills (CM) Hadley Cooper (HC)
Fiona Berry (FB)

Clerk: Linda Collison (LC)

Members of Public: Tony Treglown

=====
Open Forum: None

1) Election of Chairman and Vice Chairman of the Council

It was PROPOSED by LF, SECONDED by TC and RESOLVED unanimously that David Hammond is re-elected as Chairman. DH accepted the position and signed the Declaration of Acceptance of Office.

It was PROPOSED by TR, SECONDED by CM and RESOLVED unanimously that Tony Cotton is re-elected as Vice Chairman. TC accepted the position and signed the Declaration of Acceptance of Office.

TC advised that he would be prepared step down if another Councillor were interested in becoming Chairman or Vice Chairman in the future.

2) Apologies:

Apologies were received prior to meeting from Carol Viney (Oxfordshire County Councillor) and Paul Harrison (South Oxfordshire District Council).

3) Member's declaration of Personal and Prejudicial Interests: None.

4) Minutes:

It was MOVED by DH and RESOLVED unanimously that the minutes of the Full Council meeting held on Monday April 16th 2012 be signed as a true record of the meeting.

5) Appointment of Committees:

a) Planning Committee

It was PROPOSED by CM, SECONDED by TR and RESOLVED unanimously to adopt the Planning Committee Terms of Reference for another twelve months.

The Planning Committee Terms of Reference were signed by DH.

It was PROPOSED by DH, SECONDED by NL and RESOLVED unanimously that the members of the Planning Committee are:

Clive Mills
Fiona Berry
Tony Cotton
Nick Launders
Valerie Ross
David Hammond (Ex Officio)

TR and LF agreed to be reserve members of the Planning Committee and attend the meeting if there is risk that a Planning Committee meeting will be inquorate.

It was PROPOSED by DH, SECONDED by LF and RESOLVED unanimously that CM is re-elected as Chairman of the Planning Committee.

b) Finance and Staffing Committee

It was PROPOSED by TC, SECONDED by NL and RESOLVED unanimously to adopt the Finance and Staffing Committee Terms of Reference for another twelve months.
The Finance and Staffing Committee Terms of Reference were signed by DH.

It was PROPOSED by DH, SECONDED by CM and RESOLVED unanimously that the members of the Finance and Staffing Committee are:

Tony Cotton
Nick Lauanders
Terry Ryan
Hadley Cooper
David Hammond (Ex Officio)

It was PROPOSED by DH, SECONDED by TR and RESOLVED unanimously that TC is re-elected as Chairman of the Finance and Staffing Committee.

LC was asked to identify suitable training Courses available for councillors, especially for those taking up new responsibilities.

6) Official Documentation

FB requested, and it was unanimously AGREED, that RPPC should adopt a standard format for all official documentation and that all pages should show page number of page count at the bottom of each page. ACTION LC.

TC requested, and it was unanimously AGREED, that all final documentation adopted should be distributed to members on email and posted to the web site. ACTION LC.

a) Standing Orders:

It was AGREED that the following changes be made to the current Standing Orders (adopted 13th June 2011):

1. Front page need only include a statement confirming that the Standing Orders are based on the Model Standing Orders for Local Councils.
2. Section 4 a) to be changed:
from:
"In accordance with standing order 3(b)(iii) above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting"
to:
" No proposal may be moved at a meeting unless details of the subject are included in the Agenda"
3. Section 4 a) to add
"The Council's Proper Officer shall include agenda items as required for the proper, complete and timely functioning of the Council"

It was AGREED that LC would circulate the amended Standing Orders for final approval at the next full Council meeting on June 11th 2012

b) Financial Regulations

It was AGREED that the changes detailed in Appendix 1 of these minutes be made to the current Financial Regulations (adopted 13th February 2012) and that LC would circulate these amended Financial Regulations for final approval at the next full Council meeting on June 11th 2012.

c) Complaints Procedure

It was AGREED that there should be no change to the existing Code of Practice for Handling Complaints.

The Code of Practice for Handling Complaints was signed by DH

d) Risk Assessment and Process document

It was AGREED that the Risk Assessment and Process Document would be updated as required during the year 2012-13.

e) Publication Scheme

An updated publication scheme, as shown in Appendix 2, was PROPOSED by TC and SECONDED by NL and unanimously AGREED. It was also agreed that the charge for hard copies of documents requested by members of the public would increase from 30p per A4 sheet plus P&P to £1.00 per A4 sheet plus P&P.

The Publication Scheme was signed by DH

f) Policy for Dealing with Press/media

It was AGREED that there should be no change to the existing Policy for dealing with requests from the Press/Media.

The Policy for dealing with requests from the Press/Media were signed by DH

7) 2012-13 Meeting Dates

The meeting dates for 2012-13, as shown in Appendix 3, were PROPOSED by TC, SECONDED by TR and AGREED unanimously.

8) Representatives to Outside Bodies

It was AGREED that the members representing The Council on the following Outside Bodies would be:

- a) Peppard War Memorial Hall: Clive Mills
- b) Sports Pavilion Management Committee: Clive Mills, Nick Lauanders, Terry Ryan
- c) Peppard News: Clive Mills
- d) NDCC: Tony Cotton
- e) Peppard School: Terry Ryan

It was AGREED that the Clerk, Linda Collison, would continue to represent the Council on the Peppard Revels Committee.

9) Nomination of Councillors Specific Responsibilities

a) Responsible for Carlings Orchard

It was AGREED that LeeAnne Flett would continue to be the Member responsible for Carlings Orchard. NL offered to assist.

b) Responsible for Footpaths

It was AGREED that Tony Cotton would continue to be the Member responsible for Footpaths in the Parish.

10) Members' Allowances

It was PROPOSED by TC, SECONDED by NL and RESOLVED unanimously that Elected Members could claim Members Allowances during 2012/13.

11) 2012-13 Internal Audit

It was PROPOSED by TC, SECONDED by NL and RESOLVED unanimously that an Internal Auditor would be employed during 2012/13

12) Carlings Orchard

a) It was PROPOSED by LF, SECONDED by DH and RESOLVED unanimously to retain for Mr BD Willis for the grass mowing and hedge cutting of Carlings Orchard during 2012-13 if the price were to remain the same as 2011-12.

NL asked LC to verify that Mr Willis held the appropriate Public Liability insurance cover.
ACTION LC.

b) It was agreed that the grass mowing and hedge cutting schedule should be the same as 2011, assuming weather permits.

13) Diamond Jubilee

NL PROPOSED to commemorate the Queens Jubilee with 2 new notice boards, replacing the existing notice boards on either side of the Bus Shelter on the corner of Stoke Row Road, Colliers Lane and Colmore Lane. One board to contain a map of the village. One board for Council notices. A new notice board for non-Council notices to be put inside the Bus Shelter.

LC advised that two notice boards with glass fronts would exceed budget of £500.

It was AGREED that further investigation was required for a final decision at the Full Council meeting on Monday 11th June 2012.

ACTION – LC to contact Sonning Common Parish Council for information regarding their recently purchased notice boards.

ACTION CM – to understand if planning permission is required for the erection of a new standing notice board on Stoke Row road.

ACTION – NL & LC to circulate proposals rest to review and comment – to enable informed decision at next Full Council meeting ((June 11th 2012).

14) 2012-13 Grants for The Church, Peppard News and NDCC

It was PROPOSED by TC, SECONDED by VR and RESOLVED unanimously that a grant of £1000 should be paid to the Peppard All Saints Church for the 2012-13 maintenance of the Churchyard.

It was PROPOSED by CM, SECONDED by TR and RESOLVED that a grant of £435 should be paid to the Peppard News Publications.

It was PROPOSED by TC, SECONDED by TR and RESOLVED unanimously that a grant of £250 should be paid to the NDCC for the maintenance of Peppard and Kingwood Commons.

15) Annual Report 2011-12

It was PROPOSED by TC, SECONDED by LF and RESOLVED unanimously to approve The Annual Return for the year ended 31st March 2012.

The Annual Return for the year ended 31st March 2012 was signed by DH (Chairman) and LC (Clerk).

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16) Approval of Spend and Cheques to be signed

It was MOVED by TC, SECONDED by TR and RESOLVED unanimously that the following items were approved for payment and that LF and FB were instructed to sign the cheques.

Payee	Description	S137 ?	£	Date Spend Approved	RPPC or Charity cost
A Parisi	Wages		Confidential	May 2012	RPPC
M Bowles	Wages		Confidential	May 2012	Charity
N Lauanders	Claim (ref Mollies plaque)		5.00	May 2012	RPPC
SLCC	Course (LC) WWYC		150.00	April 2012	RPPC
Linda Collison	Expenses Claim		221.32	May 2012	RPPC
CAME (Aviva)	Insurance		740.12	April 2012	RPPC/Charity
Gravesham Trophy Centre	Revels Family Event	S137	144.00	July 2011	RPPC
SLCC	Course (LC) Power of Confidence		40.00	May 2012	RPPC
Peppard Churchyard	2012-13 Grant		1000.00	May 2012	RPPC
NDCC	2012-13 Grant		250.00	May 2012	RPPC
Peppard News	2012-13 Grant		435.00	May 2012	RPPC

17) Community Survey:

TR advised that the Young Persons Play Group Committee were incurring costs and requested that this be added to agenda for the next meeting. ACTION LC.

TC advised that he had completed the article for the front page of the next issue Peppard News. The Council expressed their appreciation and gratitude to TC for his hard work on the Community Survey.

18) Interactive Notice Board / Forum on website

LC advised that she had been contacted by the Young Persons Play Group Committee regarding adding an interactive Notice Board / Forum to the Council website. LC advised that she would require technical help and suggested that this could be combined with the Peppard News website.

It was AGREED that the rppc website could host a young persons website if required.

ACTION : TR to update the Young Persons Play Group Committee

ACTION: LC to talk to Tony Treglown (Peppard News) regarding the possibility of a Rotherfield Peppard Village Website and the inclusion of community forums.

19) Correspondence

It was unanimously AGREED that the following temporary signage could be erected in the Parish, provided that they are removed within 3 days of the event being advertised.

1. Notices advertising the Rotherfield Greys Village Fete on Sunday 2nd September 2012.
2. Notices advertising a Summer Concert in All Saints Church on Saturday 16th June 2012.
3. Notices advertising the Global Hearts for Children / Samuel Hood 10k Race on Sunday September 23rd 2012.

Correspondence had been received regarding the "illegal" signage in the village. These are to be considered at the next Full Council meeting (June 11th 2012)

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An email had been received from CJ Holding regarding a comment made in the minutes of the Planning Committee meeting March 31st 2012. It was AGREED that this would be discussed in the Planning Meeting that followed directly after the Full Council meeting. LC confirmed that the subject was included in the Planning Meeting Agenda.

A letter had been recieved from The Peppard War Memorial Hall Committee thanking the Council for the Grant £700.

20) Matters arising for next meeting

Young Persons Play Group Committee were incurring costs.

Jubilee Notice Board

Church Lane Road Closure

Illegal Signage in the village

Approval Financial Regulations

Approval Standing Orders

21) Cheque Signing

FB and LF signed prepared cheques as instructed.

Meeting ended at 9:30pm

Appendix 1
Proposed Changes to the Financial Regulations

It was agreed that the following changes be made to the current Financial Regulations (adopted 13th February 2012):

1. Through out the document there are references to Accounts and Audit Regulations - these are to be updated from 1996 to 2003 and 2006.
2. Insert new point 3.2:
"No expenditure may be incurred which will exceed the amount provided in the revenue budget. The Clerk may, with the approval of Council, move between subheads."
3. Change point 3.4 (was 3.3)
from:
"The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £300. The RFO shall report the action to the Council as soon as practicable thereafter"
to
"The RFO may incur expenditure on behalf of the Council which is necessary to carry out any repair ,replacement or other work which is of such extreme urgency* that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The RFO shall report the action to the Council as soon as practicable thereafter.
(*To include situations where financial penalty would otherwise be incurred)"
4. Insert new point 3.5
"Unspent provisions in the revenue budget shall be carried forward to a subsequent year."
5. Insert new point 4.5
" The Council shall carry out a review of the effectiveness of internal audit on an annual basis in accordance with the Accounts and Audit Regulations 2003 and 2006, and any subsequent amendments thereto."
6. Change point 5.1
from:
"The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency"
to
"The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be reviewed annually for efficiency
7. Change point 5.4
from:
"To indicate agreement of the details shown on the cheque (or order for payment) with the counterfoil and the invoice (or similar documentation), the signatories shall each initial the cheque counterfoil
to
"To indicate agreement of the details shown on the cheque (or order for payment) with the counterfoil and the invoice (or similar documentation), the signatories shall each initial the cheque counterfoil and the invoice (or similar documentation)"

Appendix 1 (continued 1)
Proposed Changes to the Financial Regulations

8. Change point 11 in total from

“Procedures as to contracts are laid down as follows:

(a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

- (1) For the supply of gas, electricity, water, sewerage and telephone services;
- (2) For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
- (3) For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- (4) For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
- (5) For additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the RFO shall act after consultation with the Chairman and Vice Chairman of Council);
- (6) For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

(b) Where it is intended to enter into a contract exceeding [£50,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall invite tenders from at least three firms to be taken from the appropriate approved list.

(c) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

(d) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

(e) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.

(f) If less than three tenders are received for contracts above [£50,000] or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.

(g) Any invitation to tender issued under this regulation shall contain a statement to the effect of Standing Orders 61, 63 and 64.

(h) When it is to enter into a contract less than [£50,000] in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£1,000] and above [£100] the RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.

(i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.”

To: (see next page)

Appendix 1 (continued 2)
Proposed Changes to the Financial Regulations

“Procedures as to contracts are laid down as follows:

- (a) Exceptions to financial regulations rules.
Every contract/purchase shall comply with these financial regulations, unless
- a) there is an emergency, and/or
 - b) the contract/purchase relates to items (i) to (vi) below.
- (i) for the supply of gas, electricity, water, sewerage and telephone services;
 - (ii) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - (v) for additional audit work of the external Auditor up to an estimated value of £250 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council);
 - (vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- (b) Contracts/Purchases in excess of £10,000
- (i) Where it is intended to enter into a contract/purchase exceeding £10,000 the Clerk/RFO shall invite tenders from at least three firms.
 - (ii) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
 - (iii) All invitation to tender shall state the general nature of the intended contract and the Clerk/RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk/RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - (iv) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk/RFO in the presence of at least one member of Council.
 - (v) If less than three tenders are received for contracts above £10,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (c) Contracts/Purchases less than £10,000
- (i) £1,000 - £10,000
When it is to enter into a contract less than £10,000 and greater than £1,000 in value for the supply of goods or materials or for the execution of works or specialist services, the Clerk/RFO shall obtain 3 quotations (priced descriptions of the proposed supply);
 - (ii) £500 - £1000
where the value is less than £1,000 and greater than £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
 - (iii) £0 - £500
Regulation 10 (3) above shall apply.

The Council shall not be obliged to accept the lowest or any tender, quote or estimate.”

Attachment 1 (continued 3)
Proposed Changes to the Financial Regulations

9. Delete points 13.3 and 13.4

10. Change point 18.1

from :

“It shall be the duty of the Council to review the Financial Regulations of the Council from time to time”

to

“It shall be the duty of the Council to review the Financial Regulations of the Council annually.”

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Appendix 2 : Publication Scheme 2012-13

Under the Freedom of Information Act ("the Act") and since 28 February 2003, the Parish Council is required to advertise its Publication Scheme and the following information is available to the public under the scheme. This scheme is displayed on the notice board by the Unicorn Public House on the intersection of Colmore and Colliers Lanes, and can be viewed on the Parish Council's website: www.rppc.org.

Documents may be obtained from:

(A) the rppc.org.uk website (FOC)

(B) the Council's Clerk, Linda Collison, 7 Grange Avenue, Rotherfield Peppard, Henley on Thames, Oxon RG9 5JP, Tel: 01491 629676. Email: clerk@rppc.org.uk (£1 per A4 sheet + P&P)

	(A)	(B)
INTERNAL PRACTICE AND PROCEDURE		
Minutes of Full Council, Planning Committee or Finance & Staffing Committee meetings (unless held in Confidential Session)	Yes	Yes
Council's Annual Report to Parish Meeting	No	Yes
Agendas of Full Council, Planning Committee or Finance & Staffing Committee meetings (current year)	Yes	Yes
Procedural Standing Orders	Yes	Yes
Complaints procedure	Yes	Yes
Contact details of the Parish Council and parish Clerk	Yes	Yes
(i) CODE OF CONDUCT		
Members' Declaration of Acceptance of Office	No	Yes
Members' Register of Interests	No	Yes
Members' Register of Gifts and Hospitality	No	Yes
The Local Authorities (Model Code of Conduct) order 2007	No	Yes
(ii) COMMITTEE TERMS OF REFERENCE		
Finance and Staffing Committee Terms of Reference	Yes	Yes
Planning Committee Terms of Reference	Yes	Yes
PLANNING DOCUMENTS		
Responses to planning applications – (included in Planning minutes)	Yes	Yes
a. AUDIT AND ACCOUNTS		
Financial Regulations	Yes	Yes
Receipts and Payments accounts, Bank Statements for all bank accounts	No	Yes
Asset Register	Yes	Yes
Precept request	No	Yes
VAT records	No	Yes
Previous years Accounts:		
Annual Return Form	Yes	Yes
Receipts and Payments accounts, Bank Statements from all accounts	No	Yes
Annual Statutory Report by External Auditor	No	Yes
Annual Report by Internal Auditor	No	Yes
EMPLOYMENT PRACTICE AND PROCEDURE (Excludes personal data under the Data Protection Act 1998)		
Terms and conditions of employment	No	Yes
Job descriptions	No	Yes
SPORTS PAVILION AND FIELD CHARITY Charity (no. 801262) which the Parish Council is the sole trustee		
Terms of Reference for the Pavilion and Sports Management	No	Yes
Agendas and Minutes for Trustee and Management Committee meetings (limited to the last two years)	No	Yes
Charity financial Accounts and annual return, including Fixed Assets	No	Yes
PERIODIC ELECTORAL REVIEW		
Information relating to the last Periodic Electoral Review of the council	No	Yes

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Appendix 3 : 2012-13 Meeting Dates

2013 Full Council Meetings						
Monday	14 th January	7:30 pm		Monday	8 th July	7:30 pm
Monday	11 th February	7:30 pm		Monday	12 th August	7:30 pm
Monday	11 th March	7:30 pm		Monday	9 th September	7:30 pm
Monday	8 th April	7:30 pm		Monday	14 th October	7:30 pm
Monday	13 th May **	7:30 pm		Monday	11 th November	7:30 pm
Monday	10 th June	7:30 pm		Monday	9 th December	7:30 pm

** Meeting in May is the Annual meeting of the Parish Council

The meeting agenda will be available on the Council website (rppc.org.uk) and Parish Council village notice boards 3 clear days before the meeting

2013 Planning Committee Meetings						
Monday	14 th January	9:30 pm		Monday	8 th July	9:30 pm
Saturday	26 th January	10:00 am		Saturday	27 th July	10:00 am
Monday	11 th February	9:30 pm		Monday	12 th August	9:30 pm
Saturday	23 rd February	10:00 am		Saturday	24 th August	10:00 am
Monday	11 th March	9:30 pm		Monday	9 ^h September	9:30 pm
Saturday	23 rd March	10:00 am		Saturday	28 th September	10:00 am
Monday	8 th April	9:30 pm		Monday	14 th October	9:30 pm
Saturday	27 th April	10:00 am		Saturday	26 th October	10:00 am
Monday	13 th May	9:30 pm		Monday	11 th November	9:30 pm
Saturday	25 th May	10:00 am		Saturday	23 rd November	10:00 am
Monday	10 th June	9:30 pm		Monday	9 th December	9:30 pm
Saturday	22 nd June	10:00 am		Saturday	21 st December	10:00 am

The meeting agenda will be available on the Council website (rppc.org.uk) 3 clear days before the meeting.

Note: Planning Committee meetings may be cancelled at very short notice if there are no planning applications to be discussed, or the scheduling has to be changed at short notice. It is recommended that interested parties contact The Parish Clerk (01491 629676 / clerk@rppc.org.uk) to confirm.

2013 Finance Committee Meetings						
Tuesday	8 th January	7:30 pm		Tuesday	2 nd July	7:30 pm
Tuesday	2 nd April	7:30 pm		Tuesday	1 st October	7:30 pm

The meeting agenda will be available on the Council website (rppc.org.uk) and village notice boards 3 clear days before the meeting.

2013 Annual Parish Meeting						
The Annual Parish Meeting will be held on Saturday 20 th April 2013 at 10:00 am at the Peppard War Memorial Hall, Gallowstree Road, Peppard Common, RG9 5JA						

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Appendix 4 : 2012/13 Accounts as at May 14th 2012
(note figures excludes Grants agreed in meeting)

RECEIPTS		<u>2012/13</u>	
		Forecasted Receipt	Actuals
Precept		£ 22,547.00	£ 11,273.50
RPPC Receipts	Nat West interest (deposit)	£ 5.00	£ -
	Investments / Treasury Stock / Interest	£ 30.00	£ -
	TOTAL	£ 35.00	£ -
Charity Receipts	Fees / Hire charge	£ 1,000.00	£ 25.00
	Utility refunds from sports clubs	£ 510.00	£ -
	Other	£ 25.00	£ -
	TOTAL	£ 1,535.00	£ 25.00
Total Receipts :		£ 24,117.00	£ 11,298.50
VAT Reimbursement			
RECEIPTS TOTAL including VAT		£ 24,117.00	£ 11,298.50
SPEND		<u>2012/13</u>	
		Forecasted Spend (budget)	Actuals detailed
Wages, Pension and NI	RPPC	XXXXX	XXXX
	Charity (Grant)	XXXX	XXXX
Wages, Pension and NI		£ 10,137.00	£ 311.30
Office Rental		£ 240.00	£ 26.00
Phone		£ 240.00	£ 35.33
Postage		£ 85.00	£ -
Office Supplies	Stationery	£ 250.00	£ 20.67
	Web & IT Costs	£ 85.00	£ -
	Software	£ 250.00	£ -
Pavillion Hire for meetings		£ 280.00	£ -
Office/Admin		£ 1,430.00	£ 82.00
Assets		£ -	£ -
Audit and accountancy		£ 585.00	£ 60.00
General maintenance		£ 50.00	£ -
General RPPC		£ 50.00	£ -

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Appendix 4 : 2012/13 Accounts as at May 14th 2012 (continued)
(note figures excludes Grants agreed in meeting)

SPEND continued		2012/13	
		Forecasted Spend (budget)	Actuals detailed
Clerk/Councillor exps	Chairman's Allowance	£ 200.00	£ -
	Members Allowances	£ 960.00	£ -
	Training	£ 400.00	£ 165.00
	Books and documentation	£ 100.00	£ -
	Travel	£ 440.00	£ 45.00
Clerk/Councillor exps	TOTAL	£ 2,100.00	£ 210.00
Carlings Orchard Maintenance		£ 2,250.00	£ -
Insurance	RPPC	£ 500.00	£ 370.06
	Charity (Grant)	£ 500.00	£ 370.06
Insurance	TOTAL	£ 1,000.00	£ 740.12
Footpaths & Open Spaces		£ 500.00	£ -
Dog Bin Emptying	RPPC	£ 90.00	£ -
	Charity	£ 90.00	£ -
Dog Bins	TOTAL	£ 180.00	£ -
Costs for activities resulting from Parish Plan		£ 600.00	£ -
Parish Plan (** see below)		£ 600.00	£ -
General Reserve A/c ("Misc")	Various	£ 550.00	£ 125.00
	APM : Hire Peppard WMH	£ 80.00	£ -
	APM : Printing	£ 75.00	£ 71.62
	Diamond Jubilee recognition	£ -	£ -
Misc	TOTAL	£ 705.00	£ 196.62
Charity	Maintenance	£ -	£ 3,824.00
	Cleaning Materials (Grant)	£ 30.00	£ -
	Electricity (Grant)	£ 1,200.00	£ -
	Water (Grant)	£ 120.00	£ -
Charity	TOTAL	£ 1,350.00	£ 3,824.00

Minutes of **The Annual Meeting** of **Rotherfield Peppard Parish Council**
held at The Sports Pavilion, Stoke Row Road, Rotherfield Peppard,
on Monday May 14th 2012 19:30

Appendix 4 : 2012/13 Accounts as at May 14th 2012 continued
(note figures excludes Grants agreed in meeting)

SPEND continued		2012/13	
		Forecasted Spend (budget)	Actuals detailed
Subscriptions	Other		£ -
	Society of Local Clerks	£ 105.00	£ -
	OALC	£ 255.00	£ -
	ORCC	£ 30.00	-£ 30.00
	Chilterns Society	£ 25.00	£ -
	CPRE	£ 30.00	£ -
	OPFA	£ 35.00	£ -
Subscriptions	TOTAL	£ 480.00	-£ 30.00
Donations, Gifts and Contributions	Peppard News	£ 250.00	£ -
	Peppard Church Maintenance	£ 1,000.00	£ -
	Peppard War Memorial Hall	£ -	£ -
	NDCC	£ -	£ -
	Other	£ 1,500.00	£ -
Donations Contributions	TOTAL	£ 2,750.00	£ -
SPEND TOTAL		£ 24,117.00	£ 5,394.04
VAT			£ 3,001.37
SPEND TOTAL including VAT			£ 8,395.41